

Engage Services

Human Resources Assistance	Payroll Services	Benefits Services	Workers' Compensation/Risk	ENGAGE'S WORK	YOUR WORK
HR and employment issues	Payroll processing Web payroll access	Benefits administration consulting	Loss control and safety	✓	
Employee policies and handbooks	Online employee self-service	Benefits program education	Training materials and inspections	✓	
ADA, EEO compliance	Employee maintenance	Engage-sponsored medical and supplemental plans	OSHA compliance	✓	
State and U.S. Dept. of Labor Wage & Hour audit and compliance	New hire reporting	ACA compliance	Risk assessment	✓	
Compliance posters	Standard payroll reporting	401(k) and retirement options administration	Review of claims, losses, reserves and codes	✓	
Unemployment claims management	Overnight delivery of payroll and reports	Section 125 planning	Internal employee advocate staff	✓	
Hiring and recruitment procedures	W-2 processing	Employee notices, enrollments and inquiries	Drug free workplace programs	✓	
HR calendar maintenance	Garnishments	Benefits package coordination	Return-to-Work programs	✓	
Job descriptions for core positions	Benefits and other deductions	Annual orientations	Claims administration	✓	
HR Needs Assessment	Federal & State W/H and tax deposits	New hires and terminations processing	Safety manuals	✓	
Assessment of existing performance tools	Direct deposits	COBRA administration; regulation compliance		✓	
Background checks coordination	PTO tracking	Annual 5500 reports		✓	
Employment Practices Liability Insurance (EPLI)	Third-party employment verifications	Mid-year, year-end 401(k) compliance testing		✓	
Employee and Manager training: -Discipline and terminations -Anti-harassment/discrimination -Interviewing/hiring -Others	Records management			✓	
	Census reporting			✓	
TAKE CARE OF YOUR CLIENTS & GROW YOUR BUSINESS!					✓