

Employee-Centric HR for Your Architectural Firm



Your Architectural Firm & Oasis: A Winning Team

Are you ready to create a world where people are the most important part of your architectural firm? Oasis, a Paychex® Company, offers integrated human resource (HR) solutions to provide a personalized experience for engaged, productive, and diverse workforces.

Better HR Delivers Better Business Results

Oasis® services can help you to:

- **Outsource HR functions.** Gain expertise along with updates, changes, and best practices to help you navigate complex employment laws and regulations, develop your HR strategy, and avoid costly compliance mistakes.
- **Administer employee benefits.** Attract and retain the best employees with a competitive employee benefits package that will rival *Fortune* 500 companies, supported by seamless benefits enrollment and administration.
- **Process payroll.** Streamline payroll processing and many of the associated administrative activities to help ensure employees are paid on time and accurately.
- **Manage risk.** To help keep you compliant with the regulations in your industry, we will evaluate your business's unique needs and recommend an action plan to help minimize those risks and keep employees safe.

What Makes Oasis Different?

- **Service-obsessed HR expertise.** Get personalized client service with a two-point Service Model that includes an HR Professional and a Payroll Specialist who both know your business and can provide guidance, as well as access to other specialized subject matter experts.
- **Integrated HR outsourcing services.** We can help to support your HR administration needs throughout the entire employee life cycle and deliver the services that employees expect to be able to perform at their best.
- **Backed by the power of Paychex®.** The national power of Paychex® supports our local presence throughout the United States. We are one of the most robust Professional Employer Organizations (PEO) in the industry.
- **The technology you deserve.** Our industry-leading, cloud-based technology will allow you to have greater agility by simplifying complex HR administration functions, freeing up time and resources, and creating more efficient processes.

Get the Oasis advantage.

Call us at 866-AT-OASIS (866-286-2747)
or visit www.OasisAdvantage.com.



Oasis

Paychex HR

Employee-Centric HR Solutions For Business

Talent Acquisition

Find, screen, and hire employees faster with our recruitment services. Work with a professional recruiter to review your talent acquisition strategy, and gain help posting jobs, and proactively sourcing and evaluating candidates.

- Job Posting Assistance
- Recruitment Assistance
- Recruitment Support
- Direct Hire Placement
- Resume Mining
- Outplacement
- Skill and Behavioral Assessments

Background Checks/Drug Testing

Access to a wide range of competitively priced background check and drug testing options

- Federal, State and County Criminal Records
- Credit Report
- National Criminal Database Searches
- Civil Records
- Social Security
- Motor Vehicle Reports
- Education Verification
- Fingerprinting Services
- Drug and Alcohol Testing

Oasis Applicant Tracking

Post jobs, manage applicants and hire great employees – seamlessly integrated with Oasis Electronic Onboarding.

Human Resources Services

Gain expertise along with updates, changes, and best practices to help you navigate complex employment laws and legislative regulations, develop your HR strategy, and avoid costly compliance mistakes.

Infrastructure Development

- Compensation Research and Design
- Job Benchmarking to Market
- Company-wide Compensation Review
- Job Grade/Salary Band Structures
- Job Description Development
- FLSA Job Classifications/Evaluations
- Web-Based Management Resource Tools

Administrative Guidance & Support

- New Hire Reporting
- Support to maintain regulatory compliance with employment laws
- Employee Electronic Onboarding
- Social Security Number Verification
- VETS 100 Tracking and Reporting
- Fair Labor Standards Act (FLSA) and State-level Wage & Hour Laws
- Discrimination, Harassment and Retaliation Laws
- Disability and Accommodation Laws
- Mandated Time Off and Protected Leave-of-Absence Laws
- Family Medical Leave Act (FMLA) and State Family Leave Administration
- Employment Practices Liability Insurance (EPLI)

Operations Partnership

- HR Operational Policy/Program Reviews
- Certified HR Professionals Employee Relations Management Consultations
- Employee Disciplinary Action and Performance Improvement Plans
- Communication Programs and Strategies
- Downsizing/RIF
- Guidance on terminations – Unemployment Consultations and Claims Management
- Initial Claims Processing
- Claim Validation
- Eligibility Determination

HR Onboarding

- Streamlined employee onboarding with Oasis® Electronic Onboarding
- Expedite paperwork
- Verification of employment eligibility

Employee Performance Management and Development

Training

- Oasis eLearning Center
- Live and Recorded Webinars
- Instructor-led Courses
- Management Development Roadmaps
- Performance Management and Development
- Employee Performance Evaluations
- Employee Retention Strategies
- Career Pathing
- New Hire Orientation and Development
- Employee Opinion/Satisfaction Surveys

Payroll Processing

Oasis' experienced and efficient Payroll Team helps relieve you of the burden of processing payroll and most of the other tasks associated with it. We also keep track of the latest developments in tax laws and regulations.

Preparation and Distribution

Customized Deposit Options

- Direct Deposit
- Debit Card

Paperless Pay Stubs Available

Payroll Accrual and Tracking

- Paid Time Off (PTO)
- Job Costing
- Time Sheet Feed
- Time Clock Interface

Payroll Recordkeeping

- Audit Assistance
- Inquiries and Verifications
- Payroll Check Verification
- Garnishments and Levies
- W-2 Processing
- Payroll Help Desk

Web-Based Payroll System

- Web Reports
- Online Service Center
- General Ledger Files
- Payroll Reference Guide
- Time Clock Interface

Expense Management

Oasis has teamed up with Certify to provide our clients with a simplified expense management solution.

- Automated expense reports
- Web-based approvals
- Seamless data integration
- Reporting visibility

Employee Website

- Pay Stubs
- Personal Information
- PTO Tracking
- W-2s

Tax Compliance

- Federal and State Payroll Tax Management
- Federal Unemployment Tax
- State Unemployment Returns
- Quarterly Tax Report
- Regulatory Monitoring

HR Compliance

Help to maintain compliance with federal, state, and local employment laws and regulations.

- FMLA administration
- Form I-9 administration
- New hire reporting
- Social Security Number verification
- Protection Plus (EPLI and cyber insurance)
- EEO-1 reporting
- Employment verification
- Employment-related forms
- Labor posters
- Resources for federal and state regulations
- Business continuity planning

Employee Benefits

Attract and retain the very best employees with a competitive employee benefits package that will rival Fortune 500 companies, supported with seamless employee benefits administration.

Health Insurance

- Medical
- Dental
- Vision Care

Other Insurance

- Life and AD&D
- Accident
- Short- and Long-Term Disability
- Critical Illness
- Legal
- Telemedicine

Financial Wellness Plans

- 401(k) Retirement Plan
- Health Savings Account (HSA)
- Flexible Spending Account (FSA)
- Parking and Transit Section 132 Plan
- Prepaid College Fund
- FinFit

Administration and Support

- Annual Enrollment
- New Employee Enrollments
- Employee Eligibility
- Section 125
- COBRA
- Invoice Reconciliation/Payment
- 5500 Filings

Healthcare Reform Support

- Plan Compliance, Disclosures, and Tax Credits
- W-2 Reporting
- State & Federal Exchange Support

Employee Programs

- Employee Assistance
- Program Health Advocate
- Employee Web Access

Regulatory Assistance

- HIPAA Compliance
- Compliance with IRS Code Section 125
- Compliance with Healthcare Reform

Technology

- Getting Started Website
- Client & Employee Services Websites
- Electronic Onboarding
- Applicant Tracking
- Performance Management
- eLearning
- Oasis® TimeKeeper

Risk Management

Oasis assists you in creating and maintaining a safe work environment, while also assisting with Workers' Compensation management.

Return-to-Work Programs

Claims Management Oversight

- Initial claim intake reporting
- Verification of active employment
- Monitor third-party administrator
- Review Initial Fact Canvas reports for fraud indicators
- Issue Workers' Compensation certificates to all client certificate holders
- Fraud Investigation (when warranted)

Risk Mitigation

- Analyze and Recommend Safety Protocols
- On-Site Safety Inspections
- Safety Program Development Assistance
- Drug-Free Workplace Program
- Certificates of Coverage
- Coordinate Safety Training and Certification

Compliance

- OSHA Assistance

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