



# HR Solutions for Healthcare Organizations

Are you ready to create a healthcare business where employees thrive and enjoy coming to work to deliver the best patient care? Paychex offers a suite of HR solutions to help you build agility in your organization and create an engaged and productive workforce.

## Making HR Brilliantly Simple

**Focus on your core business.** Get proactive HR advice from dedicated HR professionals and guidance from a team of experts, so you can better navigate daily workforce challenges and streamline administrative tasks.

**Find and keep talent.** Take advantage of our solutions to help attract the best people, streamline the hiring process, efficiently onboard employees, offer development opportunities, and create a culture that delivers a positive employee experience.

**Offer world-class benefits.** Offer valued employee benefits and well-being programs to help reduce burnout and manage stress, supported by seamless enrollment and administration.

**Reduce risk.** Address employment regulations and keep employees safe at work with tailored action plans from our team of specialists.

**Access industry-leading technology.** Streamline daily HR tasks like processing payroll and administering benefits, and boost productivity with tools and insights for you and your employees.

## Work Smarter, Not Harder

Did you know healthcare leaders like you shared that<sup>1</sup>:

- They are most worried about the **impact of inflation (72%)**, followed by the **threat of an economic slowdown (60%)**
- Their top operational concern is the **ability to hire and hold onto employees (65%)**
- **35%** are extremely/very stressed
- More than **1 in 4 spend 16+ hours** weekly on **HR administration**
- **\$409,448**: That is the average **annual cost of HR administration** to a healthcare business, almost twice as much as other industries
- **Outsourcing HR administration tasks increases productivity** for nearly **1 in 2** healthcare organizations

## You don't have to go it alone.

Team up with Paychex and let us help you handle the busy HR work. You'll have access to HR professionals guiding you toward creating a great place where employees want to work.

**Ready to get help with your HR needs?**

Visit <https://pages.paychex.com/healthcare>.

# Comprehensive HR Solutions for Business

## Human Resources Services

We provide expertise, updates, and HR advice to help you develop your HR strategy, navigate complex employment laws and regulations, and manage your employees.

### Infrastructure Development

- Compensation research/design
- Job benchmarking to market
- Job grade/salary band structures
- Job description development
- Fair Labor Standards Act (FLSA) job classifications/evaluations
- Online management tools

### Administrative Guidance and Support

- Customized employee handbook
- VETS 100 tracking and reporting
- FLSA and state-level wage and 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

### Operations Partnership

- HR operational policy/program reviews
- 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 Compliance

We help you maintain compliance with federal, state, and local employment laws and regulations.

- FMLA administration
- Form I-9 administration
- New hire reporting
- EEO-1 reporting
- Employment verification
- Employment-related forms
- Labor posters
- Resources for federal and state regulations
- Business continuity planning

## Talent Acquisition

Find, screen, and hire employees faster with expertise and integrated technology solutions.

- Hiring strategy consulting
- Employer branding services
- Job description and posting assistance
- Direct hire placement\*
- Resume mining\*
- Outplacement\*
- Skill and behavioral assessments\*

### Background Checks/Drug Testing

- Federal, state, and county criminal records
- Credit report
- National criminal database searches
- Civil records
- Social security number verification
- Motor vehicle reports
- Education verification
- Fingerprinting services\*
- Drug and alcohol testing

### Applicant Tracking System

Post jobs, manage applicants, and hire employees with intuitive tools and technology.

## Onboarding

- Streamlined technology for consistent employee experience
- Expedite paperwork
- Verification of employment eligibility
- New hire orientation

## Performance Management and Development

- Learning management system (LMS)
- Live and recorded webinars and courses
- Management development roadmaps
- Performance management and development
- Employee retention strategies
- Career pathing
- Employee opinion/satisfaction surveys

## Technology

- Mobile/cloud-based access
- HR dashboard
- Workflow approvals
- Real-time analytics and reports
- Mobile app
- Employee self-service

## Employee Benefits

Attract and retain the right employees with a competitive benefits package that will rival *Fortune* 500 companies, supported by seamless benefits administration.

### Health Insurance

- Medical
- Dental
- Vision

### 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)
- Section 132 (parking and transit) plan
- Prepaid college fund\*
- Financial wellness tools

### 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 and federal exchange support

### Employee Programs

- Employee assistance program
- Health advocate
- Discount programs

## Risk Management

We help you create and maintain a safe work environment aligned with OSHA requirements.

- Analyze and recommend safety protocols
- On-site safety inspections
- Safety program development assistance
- Safety training and certification
- Workers' compensation coverage
- Return-to-work programs
- Claims management oversight
- Employment practices liability insurance (EPLI)
- Cyber liability insurance

## Payroll Processing

We help relieve the burden of processing payroll and taxes, along with associated work.

### 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
- Help desk

### Online Payroll System

- Reports and analytics
- Online service center
- General ledger files
- Payroll reference guide
- Time clock interface
- Employee self-service

### Tax Compliance

- Federal and state payroll tax management
- Federal unemployment tax
- State unemployment returns
- Quarterly tax report
- Regulatory monitoring

### Expense Management

- Automated expense reports
- Online approvals
- Seamless data integration
- Reporting visibility

**Ready to get help with your HR needs?**

Call us at **866-286-2747**  
or visit <https://pages.paychex.com/paychex-hr>

\* Available only on Paychex Oasis services