



## HR Solutions for Engineering Firms

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

### Better HR Delivers Better Business Results

Our solutions can help you:

**Focus on your core business.** Get proactive HR advice from dedicated HR professionals and guidance from a team of subject matter experts, so you can better navigate business challenges.

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

**Offer world-class benefits.** Gain a competitive edge by offering valued employee benefits that will rival *Fortune* 500 companies, supported by seamless enrollment and administration.

**Reduce risk.** Stay compliant with the regulations in your industry and keep employees safe at work with tailored action plans from our team of specialists.

**Access industry-leading technology.** Manage HR, payroll, and benefits with tools and insights for you and your employees with our best-in-class platforms.

### What Makes Paychex Different?

**Dedicated HR expertise.** Our HR professionals and specialists deliver personalized guidance and actionable HR advice based on your needs to help you meet your business goals.

**Tailored solutions for your business.** We customize our solutions to meet your business's unique needs, catering to your size, industry, location, goals, and culture.

**The technology you deserve.** Our award-winning, cloud-based technology will allow you greater agility by simplifying complex HR administration functions, freeing up time and resources, and creating more efficient processes.

**The power of Paychex.** You can take full advantage of our size, strength, and stability by working with us. For more than 50 years, Paychex has provided organizations of all sizes with the technology and service solutions to simplify the complexity of running a business.

Ready to get help with your HR needs?

Call us at [866-286-2747](tel:866-286-2747)  
or visit [paychex.com/PEO](https://paychex.com/PEO).

# 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
- FLSA job classifications/evaluations
- Online management tools

### Administrative Guidance & Support

- Customized employee handbook
- VETS 100 tracking and reporting
- Fair Labor Standards Act (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

Help to 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)
- Parking and Transit Section 132 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.

### 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
- 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?

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\* Available only on Paychex Oasis services

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