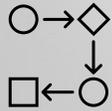


Back Office Core Service Offerings

1. Integrated Onboarding Support



- **Full Compliance:** Execution of all federal and state hiring legal documentation.
- **Seamless Integration:** End-to-end registration of new employees with all applicable benefit programs.

2. Benefits Strategy & Research



- **Plan Evaluation:** Comprehensive market research for Health, Disability, and 401(k) plans.
- **Modern Incentives:** Design and management of Health/Flex Savings Accounts (HSA/FSA).

3. Impact-Driven Employee Training



- **Systems Training:** Immersive training on internal timekeeping and administrative software.
- **Cultural Alignment:** Structural and cultural orientations to accelerate time-to-productivity for new hires.



4. Performance & Records Management

- **Talent Analytics:** Precise tracking of employee vacation, sick time, and personal days.
- **Engagement Loops:** Scheduling and managing regular employee performance evaluations to drive growth.



5. Precision Payroll Solutions

- **Full-Cycle Execution:** Coordination of payroll processing and direct deposit management.
- **Regulatory Compliance:** Automated payroll tax deposits and reporting in strict adherence to federal and state laws.