



# Capitol Marketing Associates, Inc.

## Business Support Services & HR Responsibilities

Employers spend too much time and money on paperwork, payroll, sorting through regulations, employer taxes, workers compensation issues and many more HR tasks. Your expertise is needed on your core business. Our HR Business Services will help employers easily manage HR responsibilities.

You can see from the lists below how working with us can save your company considerable time and money!

### **Employer Responsibilities BEFORE**

#### **Supervision**

- Pay negotiation
- Warning notices
- Management reports
- Human Resources compliance issues
- Determine departmental costs
- Employee Handbooks

#### **Payroll**

- Report hours
- Write checks
- Compute pay
- Compute W/H
- Dedications
- Reconcile accounts
- Compute SSI & Medicare
- Track
- Cariations
- Sick pay
- Benefit eligibility
- Probationary period
- Anniversary dates
- Management reports
- Employee Verification
- Garnishment
- Child support pay

#### **Employer Taxes**

- State unemployment
- Federal unemployment
- Federal withholding
- FICA
- Quarterly payments
- 940
- 941
- W-2's
- Penalties

#### **Hiring & Firing**

- Interviewing
- Employment applications
- Assignment/termination

#### **Insurance**

- Worker's Comp
- Negotiate ratio
- Inquiries
- Claims
- COBRA
- Pay premiums

### **Employer Responsibilities AFTER**

#### **Supervision**

- Pay negotiation
- Warning notices

#### **Payroll**

- Report hours

#### **Employer Taxes**

- None

#### **Hiring & Firing**

- Interviewing
- Employment applications
- Assignment/termination

#### **Insurance**

- None

Human Resources (HR) is perhaps the most important department in a small business. Managing your employees is a major job that should be handled by qualified professionals. We work with full-service HR professionals who are dedicated to administering employee benefits, maintaining personnel records, and handling crisis situations in a smooth, discreet manner.

Maintaining employee records is a good business practice. It ensures that employees are able to enjoy the benefits they have earned and that employees do not receive benefits to which they are not entitled. It is also a requirement of the U.S. Department of Labor. Employment laws such as the Occupational Safety and Health (OSH) Act, the Fair Labor Standards Act (FLSA) and the Family and Medical Leave Act (FMLA), have certain recordkeeping and/or reporting requirements for covered, nonexempt workers.

Our experts can help your business maintain good employee records. Our payroll professionals keep records of employee wages, withholdings and deductions. These services are integrated to ensure accurate recordkeeping for your business.

Handling unemployment claims and hearings is a difficult task. A hearing is like a trial and if you are representing yourself, you are in effect your own lawyer. Normally, the hearings are formally structured telephone conference calls. You must be familiar with the issues in the case and the claims of the opposing party. Documents and other evidence need to be submitted to all parties before the hearing.

We also help you manage unemployment claims and assist your business in the event of a hearing. Our professionals have the experience required to properly investigate and process all unemployment claims.

Creating employee handbooks and client manuals provides your business with a set of documents that outline your expectations. Most employees want to be successful and eager to know what is expected of them. Handbooks help your business establish concrete policies that clarify your expectations with regard to work hours, dress code, and sick or vacation leaves. Once the policies are in place, you can better manage your employees because objectives for each position have been established, benefits have been determined, and personnel policies are in place before issues arise.

Our HR professionals will work with you to customize these documents for your business. They will work with you to determine what benefits are best suited for your business, which policies need to be enforced, and document other expectations you have for your employees.

Ensuring compliance with applicable state and federal employment rules and regulations is required by law. There are numerous laws at the state and federal level. These laws are constantly changing and it is up to the employer to know the rules and keep up-to-date with the changes. Here are some of the rules and regulations that you must understand:

- Wage and Hour Law
- The National Labor Relations Act
- Immigration Reform and Control Act
- Equal Employment Opportunity Commission (EEOC)
- The Worker Adjustment and Retraining Notification Act
- Consolidated Omnibus Budget Reconciliation Act (COBRA)
- Health Insurance Portability and Accountability Act (HIPPA)

Because our HR experts handle the administration for many companies, we make it our business to be familiar with the laws that affect your business, we make certain that your business stays in compliance.