

# Before & After Outsourcing HR

See just how many of the exasperating HR duties you can move away from your busy staff. When you outsource your HR functions, you also free up time to focus on revenue generating activities that will help your business thrive.



## 1 Transfer Your Risk.

With all the new regulations and procedures that come with government health care reform, fiduciary funds risk rulings (i.e. 401K audits) and the unforgiving deadlines for filing payroll taxes, you can remove these risks simply by outsourcing the related HR functions.

## 2 Aggregate HR Functions

into one accountable person who has the expertise to get it right the first time. You will pay less for better work, eliminate time and labor expenses, transfer risk to us and reduce costs associated with not getting HR functions right the first time.

## 3 Leverage Our Buying Power

for health benefits coverage, workers' compensation and other fixed costs and services, which provides you with lower rates and higher quality coverage than individual companies can find on their own.

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in partnership with:  CBR

Request more information by calling CBR, toll-free, at (888) 700-8512 and let us show you how we can customize your options to maximize your efficiency and savings.

# Duty Comparison

	Before CBR	After CBR
<b>Insurance Benefits</b>		
Healthcare Plans	X	
Life / Disability Plans	X	
Employee Deductions	X	
Open Enrollment Administration	X	
Employee Inquiries	X	
Claims Assistance	X	
COBRA Administration	X	
Payment of Premiums	X	
Invoice Reconciliation	X	
<b>Other Fringe Benefits</b>		
401(k) Administration	X	
Section 125 Administration	X	
Banking Solutions / Savings Plans	X	
Employee Discounts / Passes	X	
Flexible Spending Accounts	X	
<b>Payroll Administration</b>		
Report Hours / Salaries	X	
Compute Pay & Withholdings	X	
Compute Deductions	X	
Write Checks	X	
Reconcile Accounts	X	
Track Eligibility Dates	X	
Employment Verification	X	
Court-Ordered Payments	X	
Compute Job Costing	X	
Immigration Audits	X	
<b>Employer Taxes</b>		
SUTA / FUTA Computations	X	
State / Federal Withholding	X	
940 Filing	X	
941 Filing	X	
Produce W-2s & Mail	X	
Penalties	X	
IRS Payroll Audits	X	

	Before CBR	After CBR
<b>Supervision</b>		
Pay Changes	X	X
Hiring / Terminations	X	X
Overtime Approval	X	X
Discipline Notices	X	X
Industry Training	X	X
Management Selection	X	X
<b>Human Resource Management</b>		
Review Employee Performance	X	X
Hiring & Terminating	X	X
Review Employee Applications	X	X
Prepare Severance Packages	X	
Recruit New Employees	X	X
Check References	X	X
Drug Testing Administration	X	X
Background Checks	X	
Immigration Compliance Services	X	
I-9 Management/Filing W-4	X	
Government Compliance	X	
Employee Handbook	X	
Annual Employee Policy Reviews	X	
Legal Advice on Employee Issues	X	
Harassment Claims	X	
Discrimination Claims	X	
Employment Agreements	X	
<b>Workers Compensation</b>		
Safety Training	X	
Safety Manuals	X	
Claims / Risk Management	X	
Return to Work Programs	X	
Premium Payments	X	
OSHA Logs	X	



## Focus On Your Passion, Not Paperwork

Discover more HR solutions today by discussing customizable HR options with our team at CBR. Being a small business owner has many challenges. Let us eliminate the most exasperating as you focus on your true passion – capitalizing on opportunities that generate more money for you.



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