

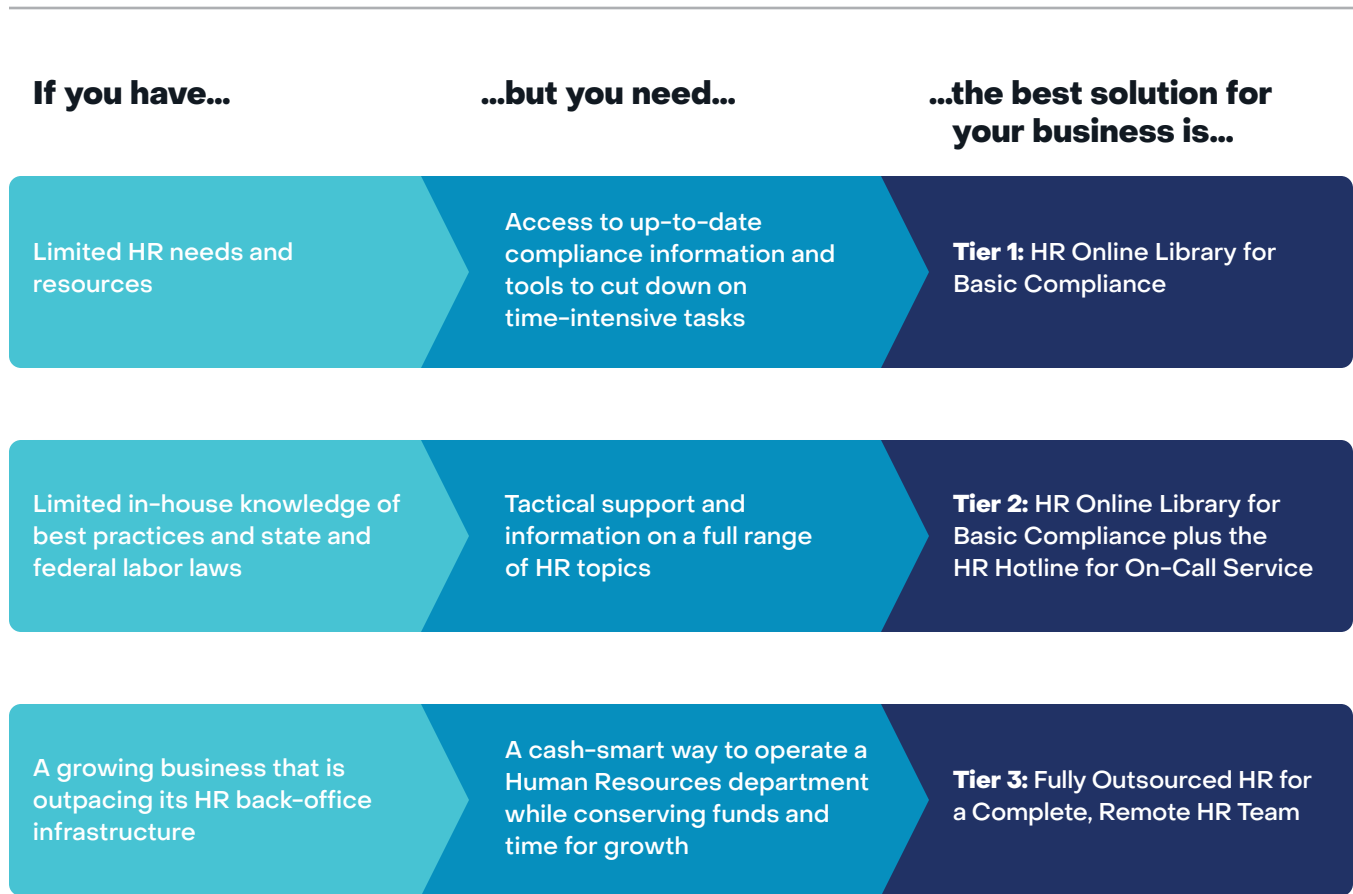


## **Tiered Human Resources Support for Any Size Organization**

Meet HR needs for your growing business with project-specific guidance, on-demand access to certified experts, or even fully outsourced HR.

# Three HR Service Tiers for Companies of All Sizes

Which tier is right for your business?



## Also available :



### Payroll Administration

Stonebridge's Payroll Administration services allow you to outsource your Payroll department. We will administer your payroll system, maintain employee data, process payroll, and provide reports to download.



### Benefits Administration

Stonebridge's Benefits Administration services allow you to outsource your Benefits department. This includes communicating benefit information to newly eligible employees, collecting their enrollment information, enrolling or removing employees in the benefit carrier sites, and communicating with the payroll team to ensure applicable deductions occur.

# Labor Law Compliance Posters

**Comprehensive, up-to-date state and federal labor law posters included with every tier of HR Services**

By subscribing to any tier of StonebridgeHR, you will also receive access to labor law compliance posters to stay in alignment with labor law posting requirements.

## Automatic Updates

Since 2013, there has been an average of over 100 posting updates each year. Stonebridge notifies you and emails you a new poster each time a change occurs in city, county, state, or federal posting requirements.

## Simple Compliance Tracking

Posters include QR codes and posting legends to quickly check if the content is up-to-date with the most recent legislation.

## Localized Content

Businesses with at least one paid employee are required to post city, county, state, and federal notices. Stonebridge's Labor Law Compliance Posters provide access to any city and county labor law notices required for your business location.

## Guaranteed Peace of Mind

Failure to post up-to-date labor law notices can result in hefty fines or lawsuits. With Stonebridge's Labor Law Compliance Posters, you can protect your business from costly fees.



# Tier 1: HR Online Library

## HR Online Library for Basic Compliance

Utilize the award-winning HR Online Library for a low-cost compliance solution. Time-saving interactive tools, templates, and information will optimize your existing human resources team's impact.

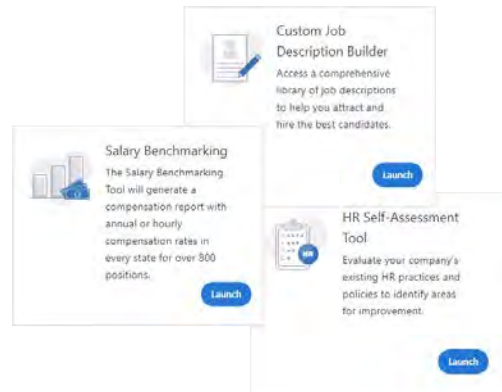


### Resource Library

The easy-to-use and extensive Resource Library covers everything from health care reform to state employment laws. With information maintained by a team of staff attorneys who are experts in federal and state HR laws, you can rest assured you are learning from trusted sources.

### Interactive HR Apps

The interactive resources include a custom job description builder, salary benchmarking, an HR self-assessment tool, and resources for interviews, performance measurement, and more. These tools lower your back-office costs while helping you focus on building a stellar team.



### Up-to-Date and Comprehensive Knowledge Base

Designed for HR professionals with basic knowledge of federal and state labor laws, the HR Online Library is regularly updated as new laws, regulation, and guidance changes. Continuing education is included to keep you up-to-date, and self-assessments help you stay on track with important knowledge.



### Time-Saving Solution

With access to the HR Online Library, you have the resources you need to make informed decisions and quickly execute on necessary HR tasks.



## Tier 2: HR Online Library and HR Hotline for On-Call Service

The HR Hotline, staffed by a team of fully certified professionals, provides live support on a range of topics essential to a growing business.

### Essential HR Support for Businesses

Stonebridge's Tier 2 is best for companies that need additional support for best practices and compliance with state and federal laws. The combination of the HR Online Library and access to the HR Hot-line ensures that businesses have access to crucial HR resources and knowledge, as well as personalized support.

### Learn from Trusted Experts

The content in the HR Online Library and the information provided by the HR Hot-line is sourced and vetted by HR professionals and legal experts. The HR Hot-line is staffed by a team of fully certified professionals, with specialized training and education to provide case-by-case guidance and resources.

### Make Informed Decisions

Through the HR Online Library and HR Hot-line, employers can source information on topics relating to benefits, health care reform, discipline and termination, and more to make decisions consistent with already-established policies and procedures, as well as decisions that take into account any changes in legislation.

### Access to the Most Current Information

The HR Online Library is regularly updated as new laws, regulation, and guidance changes. Customers can also rest assured that the HR professionals at the HR Hot-line are fully informed on the most recent changes.

## Tier 3: Fully Outsourced HR

### Fully Outsourced HR for a Complete, Remote HR Team

Completely outsource your HR functions with Stonebridge's turnkey solution – available at a fraction of the cost of hiring an internal HR team. Save the time and cost of building a back-office HR function in order to focus your energy on growth.

#### Support for Entire Employee Lifecycle

With Stonebridge's Tier 3 solution, your remote HR team will support employees from onboarding to separation. Your outsourced HR personnel are more than just consultants; they are your very own remote HR staff capable of handling a broad range of HR functions.

#### Dedicated Team

Stonebridge assigns a dedicated Account Manager and Project Management team to help you develop best practices and processes, provide guidance on complex HR topics, and communicate ongoing critical compliance information.

#### Personalized Support for Your Strategic Initiatives

Leverage your remote HR team's expertise to complete essential projects, whether it is the creation of handbooks, salary benchmarks, job descriptions, or any other critical HR deliverable.

#### Incredible Cost Savings

On average, businesses that outsource their HR functions save 28% over the cost of hiring a full-time in-house HR staff. Businesses can free up cash flow for essential product and service development, marketing, and sales.





## Outsourced Payroll and Benefits Administration

Outsource the two most critical (and time-consuming) Human Resources functions so you can spend your time where it matters – your customers and your solution.

### Payroll Administration

#### ● Maintenance of Employee Data

Stonebridge maintains employee data, including hiring employees into the payroll system and making requested adjustments, such as an address change, direct deposit, tax withholding update, etc.

#### ● Payroll Processing

We secure necessary managerial approvals for time cards and PTO, commit time cards, and make any one-time changes (e.g. adding bonuses, retroactive adjustments, etc.). Once you approve your payroll preview report, Stonebridge submits your payroll and provides post-payroll reports.

#### ● Fully Managed Payroll System

As your payroll administrator, Stonebridge stores all payroll data which you can access anytime.

#### ● Trusted, Expert Partner

Stonebridge's HR Services ensure full compliance with Department of Labor laws. Additionally, as your partner, Stonebridge provides best practice advice to you regarding payroll matters.

### Benefits Administration

#### ● Effective Communication with Employees and Brokers

Stonebridge communicates benefit and enrollment information to newly eligible employees. Additionally, Stonebridge will help coordinate the open enrollment process with the broker and monitor employee enrollment.

#### ● Employee Enrollment

We collect employees' enrollments through either an Employee Self Service site or through paper forms. We ensure enrollment data is transmitted into the system and will collect paper forms and enter them manually if necessary.

#### ● Liaison for Payroll

Stonebridge communicates any applicable payroll deductions to the Payroll department to ensure employees are contributing to premiums.

#### ● Extensive Benefits Support

Stonebridge's Benefits Administration program includes additional valuable services such as handling benefit reconciliations, distributing required plan notices, and assisting employees with benefits questions or issues. Also, as your partner, Stonebridge provides best practice advice to you regarding benefit matters.

## Why Stonebridge?

Stonebridge delivers human capital management (HCM) solutions for businesses so owners, executives, entrepreneurs, and managers can focus their time and energy on growth. With Stonebridge's unique localized Centers of Excellence model, you will receive personalized service and training from teams in your area of the country who understand your market and your business.



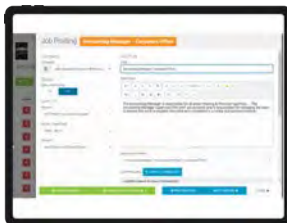
## Stonebridge Payroll & Tax

We maintain federal, state, and local rate tables and file taxes on your behalf. With general ledger integration, managed garnishments, and automated ACA compliance and reporting capabilities, payroll is easier than ever.



## Stonebridge Employee Benefits

We offer fantastic options for your Employee Benefit Plans. Our experience and partnerships helps us leverage the best and right plans for you business needs. Keep those employees happy and wanting to stay!



## Stonebridge HR

Attract, develop, and retain great people with user-friendly software to track applicants, on-board employees, and complete benefits enrollment through connected carrier feeds.