



## PROFESSIONAL SERVICES



# HR that Puts Your Team First

Meeting your clients' needs and taking care of your employees are just two items on your to-do list. TriNet helps simplify HR administration with a single solution—so that you and your team can focus on making a difference for your clients.



### Stay Productive

Spend less time chasing down paperwork and more time on what really matters—your people and clients. With payroll processing, benefits and HR administration on a single platform and self-service tools for your employees, you've got more time to focus on moving your business forward.

**25%** Amount of time business owners spend on administrative tasks.<sup>1</sup>



### Build Your A-Team

Attract and keep the talent you need with access to premium-level benefits options, including health, dental, vision and retirement plans through top carriers. Whether you're onboarding new hires or helping your employees enroll in benefits, our HR support delivers a great experience for your team.

**82%** of employees who are satisfied with their benefits are also satisfied with their job.<sup>2</sup>



### Protect Yourself and Your Business

It seems like there aren't enough hours in the day to spend on HR and employment regulations—and you'd be right. Lean on our expertise in HR compliance in all 50 states. Safeguard against common employment-related lawsuits with an EPLI policy.

<sup>1</sup>Deloitte, Global Human Capital Trends 2016 (Feb 2016).

<sup>2</sup>Employee Benefits Research Institute, The State of Employee Benefits: Findings From the 2018 Health and Workplace Benefits Survey (January 2019).

# INCREDIBLE STARTS HERE.

## ACCESS TO BENEFIT OPTIONS

Reward your team with a competitive benefits package:

- A variety of top-tier health, dental and vision plans from leading carriers
- Flexible spending accounts (FSAs) for health and dependent care
- Life and AD&D insurance and short- and long-term disability plans
- Executive disability plans
- 401(k) retirement plan with options for employer matching, profit sharing and safe harbor guidelines
- Employee assistance program (EAP) and voluntary benefits and services
- Pre-tax commuter benefits, employee perks and discounts and COBRA administration

## HR EXPERTISE

Count on an experienced HR team to help solve your HR concerns:

- Human Capital Associates: A primary point of contact for service matters and ongoing follow up
- Human Capital Business Partners: A direct resource for best practices guidance on important HR matters such as handbooks, employment law compliance, hiring and terminations
- Account Managers: Executive level engagement, identifying opportunities for strategic alignment to your business objectives

## PAYROLL SERVICES

Simplify payroll processing:

- Online payroll withholdings, tax filing and reporting
- Distribution processing for active partners and members (K1 payments)
- New hire orientation for payroll and benefits
- Direct deposit
- W-2 preparation, paper and electronic delivery
- Journal data sync with QuickBooks®

## RISK MITIGATION

Get access to resources and services:

- Best practice guidance for risk prevention
- Support with federal and state employment laws
- Online reference library and resources for employee handbook development
- Sexual harassment awareness training
- Employment practices liability insurance (EPLI)
- Pre-negotiated fees with law firms
- Claims management support
- I-9 documentation
- Unemployment administration and reporting
- EEO-1 administration and filing
- State-required notices and poster audit

## TECHNOLOGY PLATFORM

Manage HR with a single platform for payroll, benefits and HR administration:

- **Robust reporting** and analytics capabilities
- **Time off tracking** and reporting for PTO, sick and vacation days
- **Applicant tracking** to simplify hiring, including job postings and specialty candidate boards
- **Performance management** to track goals and streamline the review process
- **Expense management** to automate the entire expense reimbursement and reporting process
- **Time & Attendance management** including web-based time entry, simplified scheduling, tracking and more—all integrated with payroll
- **TriNet Mobile**—an app giving employees anytime access to HR essentials while on the go

Learn all about our tailored solutions for professional services companies at [TriNet.com](https://www.trinet.com) or call **888.874.6388**.

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