



SURROUNDED BY SERVICE



Prestige
Employee Administrators

www.prestigepeo.com

Prestige Surrounds You With Service

Whether you are working with our Payroll and Benefits Specialists, our Human Resource Business Partners or our Risk Management Team you will find that each of our team members are driven to provide a world-class experience to each and every client. We do this by leveraging the PEO model to support all of your personnel needs.

By pooling small and mid-sized companies together, we obtain the best rates on employee benefit programs and other insurance products while providing a service model that stresses efficiency without sacrificing the personal touch of an in-house HR team.



It's All About Service Here!

Your company will be serviced by a team of experts who believe that the best way to enable you to reach your goals is to build relationships with you and your team. Every specialist prides themselves on becoming a trusted partner to you by learning your business, aligning themselves with your goals, and being directly accessible.



Your Prestige Service Team

HR Business Partner	Payroll Specialist	Benefits Specialist	Risk Management Specialist	Retirement Specialist
<ul style="list-style-type: none"> • Day-to-day support from your Human Resource professionals • Assistance with new hire onboarding and benefits enrollment • Assistance with local, state and federal regulatory compliance • Best practice guidance for handling employee terminations • Customized handbooks • Employment practices liability insurance 	<ul style="list-style-type: none"> • Friendly, knowledgeable and accessible staff to provide guidance and assistance • Accurate and efficient payroll processing • W-2 processing Tax filings Payroll reports • Administration of garnishments, child support and tax levies 	<ul style="list-style-type: none"> • Assist with cost-effective benefit plan designs • High levels of employee satisfaction with plans, service and assistance • Tax savings through Section 125 plan Cafeteria Plan Administration • Cobra Administration through TASC • Unemployment claims administration 	<ul style="list-style-type: none"> • Critical protection against costly litigation • Pre-paid legal services • Fast accurate answers to employment-related questions • Workers' compensation plan coverage and claim resolution • Health care reform compliance 	<ul style="list-style-type: none"> • Professional investment advisory service available • Enrollment support and ongoing participant training • 401(k) administration • Risk assessment and audit

Staff Accreditations & Affiliations

<ul style="list-style-type: none"> • Professional in Human Resources (PHR) • Society for Human Resource Management (SHRM) 	<ul style="list-style-type: none"> • Certified Payroll Professional (CPP) • Fundamental Payroll Certification (FPC) 	<ul style="list-style-type: none"> • Affordable Care Act Certified • Licensed Insurance Agents 		
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Payroll Services



Your payroll is processed efficiently and accurately by a dedicated payroll professional that will help you manage your payroll requirements from data submission to payday. By utilizing **PrestigePro**, our state of the art technology platform, you will have access to our easy to use web-based Human Resource Management and Information System without the major capital expenditure.

Prestige Provides:



When you partner with Prestige to manage your payroll services, you can be assured that your payroll will be handled accurately, efficiently, and in compliance with all State and Federal obligations.

- Friendly, knowledgeable and accessible staff that provides prompt guidance and assistance
- System integration with time clocks to import payroll data onto the timesheet
- Detailed payroll reports with multiple format options
- Administration of garnishments, child support and tax levies
- Payroll check voids, stop payments, reissues
- Prompt remittance of payroll taxes
- Hours and wages can be allocated by location, department, job, project, etc.
- Transparent pricing
- Mobile and user-friendly Employee Self Service portal
- Options to go paperless and allow employees to access their pay stubs electronically
- Employees the option to choose multiple direct deposit accounts

Human Resource (HR) Administration

Automating the many business processes surrounding Human Resources Management enables you and your staff to become more efficient and effective, allowing you to focus on your organization's core competencies. Whether your needs are to reduce the manual workload, empower your managers and employees or boost your growth and success, Prestige Employee Administrators' suite of Human Resource services can help. Prestige offers a big company Human Resource department for your business.



Prestige Provides:

- State and Federal compliant employee handbooks including periodic updates as laws/regulations change
- All required employment related forms
- Maintenance of employment files for all staff members
- Government compliance and employment related filings
- Follow-up on employee problems, complaints or grievances
- Recruitment advice
- Oversight by experienced Human Resource professionals
- Legally vetted severance letters
- Benchmarking for salaries and positioning through Payscale
- Assistance with offer letters



**Focus on Your Core
Business and
Let Us Handle the
Rest**



Prestige Provides:

- Nationwide Medical Coverage through Oxford/UnitedHealthcare
- Medical plan options based upon individual employee preference
- Large network of participating physicians, specialists & hospitals.
- Assistance in comparing the real costs and competing plans
- Multiple dental plan options
- Expert claims assistance and employee problem solving
- High levels of employee satisfaction with plans, service and assistance
- Tax savings through use of Section 125 plan
- COBRA administration through TASC
- Affordable Vision Care Program through UnitedHealthcare

Benefit Suites Health, Dental & Vision Coverage

Prestige Employee Administrators uses its broad portfolio of benefit options to develop a unique solution for each client. By creating a compelling portfolio of benefits we assist our clients in providing cost-effective solutions to retain the best talent, without the headaches associated with managing multiple vendors.

Our suite of benefit offerings include a variety of flexible plan designs encompassing:

- **Exclusive Provider Organization (EPO)**
- **Point of Service (POS)**
- **High Deductible Health Plan HDHP)**



Voluntary Benefits

 <p>Vision</p>	 <p>UnitedHealthcare Vision</p>	 <p>Group Life</p>	 <p>MetLife®</p>	 <p>Long and Short Term Disability</p>
 <p>BLUESTAR</p>	 <p>No cost 401K plan</p>	 <p>eflex A TASC Division</p>	 <p>Flexible Spending (FSA)</p>	 <p>Nationwide®</p>
 <p>Personal Accident</p>	 <p>Aflac™</p>	 <p>Cancer & Hospital</p>	 <p>Hyatt Legal Plans A MetLife Company</p>	 <p>Hyatt Legal Services</p>
 <p>TRANSITCHEK®</p>	 <p>Commuter Benefits</p>	 <p>plumbenefits POWERED BY TicketsatWork</p>	 <p>Entertainment Discounts</p>	 <p>working ADVANTAGE</p>
 <p>verizon</p>	 <p>citibank</p>	 <p></p>	 <p>ASSURANT®</p>	 <p>TICKET MONSTER</p>

Compliance & Risk Management



EMPLOYER PRACTICE LIABILITY INSURANCE (EPLI)

EPLI offers critical advice and important protection not usually available to small firms. Partnering with Prestige can help your business obtain the coverage and protection it needs.

Prestige Provides:

- Competitively priced Employment Practices Liability insurance generally not available/affordable for business owners
- Fast, accurate answers to employment-related questions
- Legal opinions and advice from labor attorneys
- Sexual Harassment Training

Your Benefits Include:

- Critical protection against costly litigation
- Less time spent researching labor issues



WORKERS' COMPENSATION

Prestige is proud to offer you our workers' compensation insurance program with the following benefits:

- Cost savings on your current premium
- Prestige handles all workers compensation related administrative tasks, including the annual workers' compensation audit
- Prestige offers a pay as you go premium –which increases your cash flow
- A dedicated workers' compensation manager is assigned to each client to expertly manage all workers' compensation claims
- Foreign voluntary workers compensation coverage for employees that travel outside the United States at no additional cost
- Access to Prestige's financially secure, A.M. Best "A+" rated carrier - Zurich Insurance's platform

UNEMPLOYMENT CLAIMS PROCESSING

Prestige handles the entire employment claims process; your staff will not spend any time responding to claims. The experienced staff at Prestige assesses each claimant's eligibility, benefit period, benefits paid and benefit charges to the employer's account. They will investigate, protest and follow-up on all unemployment claims and process them until they are completed.

Prestige Technology Platform

The PrestigePro Technology Platform offers you and your employees increased functionality, flexibility, and efficiency in managing your day-to-day activities, all through a centralized web-based portal. PrestigePro allows you to easily access payroll and benefits information, in-depth reporting, and employee records.

This next generation of technology delivers a wide range of capabilities, including:

- Cloud-based, self-service portals for both managers and employees
- Mobile compatibility for smartphones and tablets
- Robust, flexible security capabilities.

PAYROLL:

PrestigePro includes complete payroll functionality that can help you automate common activities, approve payroll, and more. From importing timesheet information to accessing wage reports, the full lifecycle of payroll is made simple, saving you countless hours otherwise spent administering time-consuming tasks. With features like recurring payments and preprocessing reports, PrestigePro offers flexibility not seen in other platforms.

EMPLOYEE SELF-SERVICE AND MANAGER PORTAL:

Our platform offers a user-friendly experience, allowing your employees to access HR and payroll information whenever and wherever they need it:

- View paystub, wage, and tax information
- Access benefits enrollment data
- Update personal information, including address and direct deposit accounts
- Request time off and view up-to-date PTO balances

Managers have access to the platform at a higher-level, enabling them to view their employees' data, process payroll, and run reports for demographic, wage, or benefits information.

HR ADMINISTRATION:

PrestigePro makes it easy to track and manage worksite employee activity. Managers have the ability to hire and terminate employees directly within our system, in addition to making pay rate or position changes. From leave-of-absence and event tracking to compliance and OSHA reporting, PrestigePro provides you with comprehensive insight regarding your employee information.

ONBOARDING:

Bringing on new employees has never been easier. As a business owner or manager, you begin the onboarding process in a matter of minutes, allowing your new hires to complete their employment paperwork online. You can track their progress as they onboard, and once they have completed their tasks, the employees are ready for payroll and benefits processing.

ADDITIONAL FEATURES:

Other features of PrestigePro include:

- Customizable approval and notification policies
- Skills and education tracking
- General ledger downloads formatted for your accounting system

Complete Technology Coverage



Time and Attendance

Track employee time, attendance, and activity while gathering data to control costs, minimize compliance risk, and increase productivity.

Prestige partners with Kronos to simplify the tedious tasks involved with monitoring employee time and attendance, labor tracking, and data collection. Their automated time tracking software—working in tandem with their time clock systems—helps you control labor costs, minimize compliance risk, and improve workforce productivity.



Performance Reviews & 360s

Prestige partners with Bullseye Engagement to offer performance management solutions to small businesses. Bullseye helps facilitate a coaching and mentoring culture, increases employee retention, and significantly improves employee engagement. It is easy to use, includes social communication features, and is configurable to an organization's specific needs.



TrainingToday

Are your hiring practices as good as they could be? Are you prepared to discipline your employees for inappropriate behavior? Is your human resource training helping you stay compliant? Prestige partners with TrainingToday providing you access to hundreds of workplace topics and training tools.

Applicant Tracking

Track your candidates' progress in real-time and compare them to one another. Manage the process efficiently by assigning tasks and responsibilities to different users. Also stay organized by keeping all related documents and messages in one easy-to-use system.

