



Transform the way you manage your most important asset – your people!

Workforce Administration provides you with a unified solution for HR, Onboarding, Payroll, Benefits, Time and Attendance and ACA reporting. One login, accessible anywhere, anytime means it's ready when you are.

Check your full payroll preview, view the Executive Dashboard, or prepare a performance review. Workforce Administration is a flexible and intuitive solution that provides the vital data you need to make more informed business decisions and drive employee engagement.

Workforce Administration offers an extraordinarily different experience:

- **Access your data anywhere.** Being 'in the cloud' gives you total control of data and maximum accessibility – anytime, anywhere.
- **A single access point.** Everything you need to manage the entire lifecycle of your employees, accessible from one innovative system. No multiple logins; no exporting or importing.
- **Enables complete reporting.** With Workforce Administration's reporting features, you can easily determine employee types, hours worked, full-time status and more to confirm compliance.

Workforce Administration provides your *must haves* in a single solution.



1. Collect new hire information ([Onboarding](#))
2. Create and maintain employee records ([HR](#))
3. Collect, manage and schedule time ([Time](#))
4. Pay employees ([Payroll](#))
5. Deliver and administer benefits ([Benefits](#))



Onboarding

Eliminate paperwork and redundancy from the employee onboarding process. Our onboarding module is native to Workforce Administration and streamlines the entire employee process using a simple online interface.

Human Resources

You can input, store and report all types of employee data with Workforce Administration. Whether you want to set up alerts or pull compliance reports, Workforce Administration is the answer for all of your HR needs.

Time and Attendance

Accurately track, manage and process time and attendance for your entire workforce, even if you have remote employees, multiple locations or mobile employees. With Workforce Administration's ability to track Time and Attendance, you can choose the data collection that works best for your business - online, with a time clock or with the Mobile application.

Payroll

Payroll is the cornerstone of Workforce Administration. The intuitive technology ensures your payroll is processed efficiently and accurately. Workforce Administration's full payroll preview puts you in control and allows you to catch errors before you process. Plus, Workforce Administration offers a multi-layered security strategy to ensure that system access is limited to the right people.

- Real time payroll preview
- Anywhere, anytime access
- Garnishment management
- Standard payroll reports and a custom report writing tool
- Year-end administration services including W-2/1099 processing
- Fully integrated
- Automated tax filing
- Employee and manager self-
- No fee direct deposit
- Complete payroll related tax service
- Check, direct deposit or pay card payment options
- GL interface

Benefits Administration

Offering tailored employee benefits will not only save you time, but will also result in improved employee engagement.

HR On-Demand

Get online access to an HR knowledge base where you can get answers to some of your pressing HR issues. In addition, with On-Demand Pro Support, you can speak directly to HR professionals when you need one-on-one guidance. HR On-Demand is included in the Workforce Administration offering.



Carrier Feeds

You can be relieved of the time-consuming benefits communications to vendors and carriers. Your enrollments, disenrollments and change requests are processed promptly, accurately and communicated by a variety of vendor communication options to carriers.

You will no longer contact carriers for:

- New hire
- Open enrollment
- Address changes
- Life events

Performance Management

The best talent management solution available is now integrated with Workforce Administration. Perform and Reward for Small Businesses by SuccessFactors™ will allow you to start driving employee engagement and accountability like never before.

- Individual goal management
- Detailed performance reviews
- Employee profiles
- In-depth reporting
- Cloud-based; accessible from anywhere

ACA

Employer compliance with the Affordable Care Act (ACA) is critical to avoid potentially severe fines and penalties. Our Workforce Administration offering tracks and maintains data concerning employee status, dates and benefit offers of coverage, plan affordability and related dependent information in a single database, so complying with ACA Applicable Large Employer tracking and reporting mandates is quick, easy and accurate. We can even add a level of automation to the process of tracking initial and ongoing employee benefit eligibility.

- **ACA Reporting:** Our built-in ACA reporting tools give you quick access to the information you need to make sure that you're on top of ACA requirements, including IRS forms 1094 and 1095 which we will print and file on your behalf. Your employees can view their Annual 1095 forms in ESS, along with their W-2 information.
- **ACA Pro:** Our most complete ACA solution available to Workforce Administration customers using the Core+Benefits or Comprehensive level of service. The Workforce Administration ACA Pro feature provides additional functionality that automates employees' benefits eligibility as dictated by the ACA, alleviating the confusion and stress of tracking employees through measurement periods and subsequent management of the benefits enrollment and disenrollment process.



COBRA Administration

Although the COBRA law is over 25 years old, its administration and compliance isn't any easier today than when it was new. In fact, employee benefits are becoming more complicated and challenging every year. As an employer, you must maintain documentation, update required notices, track dates and keep up with legislative and regulatory changes to maintain compliance. Our partner, Infinisource, is a COBRA expert with over 25 years of experience, and more than 17,000 employers using their services nationwide. Reduce your risk with COBRA administration from the experts.

Our COBRA service includes:

			
New Enrollee Notices	Qualifying Event Notices	Premium Collection	COBRA Eligibility Management Services

When you need to increase efficiencies and reduce workload, remember these Human Capital Management considerations:

	Workforce Administration	Other
HR, payroll, Onboarding, benefits and time and attendance in a single sign-on	✓	?
Workflow between HR, payroll, benefits and more	✓	?
Security across multiple areas	✓	?
Common business rules across multiple areas	✓	?
Access your data from anywhere at any time	✓	?
Built-in workforce analytics (turnover, overtime, benefits)	✓	?
Create your own custom reports	✓	?
Federal, state and local tax updates applied automatically	✓	?

Our team has the knowledge and expertise to guide your organization to future growth with the **local service** you deserve with **cutting-edge technology** you need to manage and prosper your business.

Workforce Administration includes an HCM solution that provides anytime, anywhere access. Cloud-based means you no longer have to manage upgrades and deal with frustrating down time. Workforce Administration is a user-friendly system that instantly shares employee data across the platform and includes everything you need to manage your human capital. We look forward to working with you!

Flexible Benefits

In addition to Cobra, we provide FSA, HSA, HRA, and Commuter Benefit management.



Our Workforce Administration offering can also include supplemental services.

Advanced HR Services

Have a human resources professional at the ready for training, questions, or strategic consulting. Our Advanced HR Services:

- Start with a diagnostic of your organization – HR Compliance Review or a Tactical Alignment Inventory. Both diagnostics provide you with an Action Plan roadmap identifying gaps and areas for improvement in your HR practices
- Access to an HR Consultant that will help you manage your Action Plan and provide Ongoing Project Support and Deliverables (up to 10 hours/month)
- Possible projects and deliverables include: FLSA reviews, Performance Management Design, Salary Surveys, Climate Survey, Change Management planning, Interview Guides, Mission/Vision Statements, Instructor-led Training, Rewards & Recognition Programs, and more

Custom Engagements

Sometimes you just need a customized project to meet your organization's goals and objectives. Projects and fees are based on a Statement of Work and include such areas as:

- Succession Planning
- Executive Coaching
- Cultural Compatibility
- Mergers & Acquisition Due Diligence
- Merit-based Pay Review
- Customized Surveys
- Individual Customized HR Projects (*see list in Advanced HR Services*)
- Fractional HR Leader Support

Compliance Review Example

- ✓ **Company Guidelines, Policies and Practices** (e.g., employee handbook, pre-employment/contingency agreements, complaint procedures, equal employment opportunity, at-will employment, leaves of absence)"
- ✓ **Hiring Practices** (e.g., job descriptions, job announcements, application, selection process, offer letter, new hire paperwork)
- ✓ **Compensation Practices** (e.g., pay practices, wage and hour requirements, advances and withholdings, paid time off, payment requirements at termination)
- ✓ **Benefits Policies** (e.g., required guidelines and notifications, COBRA and ACA mandates, pre-tax and post-tax benefits/deductions)
- ✓ **Performance Management Practices** (e.g., performance evaluations, reward and recognition programs, documenting disciplinary actions, conflict resolution)
- ✓ **Health, Safety and Security Processes** (e.g., injury and illness prevention plan, incident reporting, ADA accessibility, OSHA requirements, accident investigations, return to work program)
- ✓ **Education and Training Practices** (e.g., new employee orientation, anti-discrimination and harassment prevention, mandatory training, supervisor training, training records)



Insurance Services

Protect your business and employees with the proper coverage through every stage of growth. Insperity Insurance Services acts as your strategic partner, guiding you through analyzing your liabilities and selecting proper coverage – a process that we're happy to repeat each time your business grows or its scope evolves. What's more, we provide an unmatched network of highly rated carriers and policies that can protect your business and employees while reducing your administrative costs.

Retirement Services

Maximize the advantages of a comprehensive 401 (k) plan integrated with our HCM offering. Choose from a variety of affordable, comprehensive 401(k) plans through Insperity Retirement Services.

Insperity Is Your Certified Partner

When you choose a Certified Partner you get the best of both worlds. Workforce Administration is based on a cutting-edge human capital management technology delivered by an elite group of excellent service bureaus who meet strict standards of service delivery.

The Workforce Administration Network serves nearly two million employees across the nation. The Workforce Administration technology is deployed in companies with under 20 employees as well as in those with thousands. It is built with over 25 years of payroll, HR, time and labor and benefits experience, and is continually enhanced to meet the changing demands of today's workforce.

You can rest assured that as regulations change, Workforce Administration will be prepared to easily handle new requirements. You get peace of mind by not only getting transformational HCM technology, but also the white glove customer service you demand.



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