



# Full-Service HR & PEO Solutions for Your Business

Helping employers at every stage of the employee lifecycle, from **hire to retire**.

G&A Partners provides payroll administration, employee benefits, HR support, recruiting services, regulatory compliance guidance, and so much more.

## Talent Acquisition

- Candidate sourcing
- Job description support, review and classification
- Resume screening
- Initial phone interviews
- Access to pre-hire:
  - Job assessments
  - Drug testing
  - Background testing
  - Medical exams
- Applicant tracking system (ATS)

## Benefits & 401(k)

- Section 125 group medical, dental, vision, life, disability
- Voluntary benefits
- Employee Assistance Program (EAP)
- Open/new hire enrollment assistance
- Add/delete employees in carrier system
- Handle employee calls regarding coverage/claims
- Reconcile carrier invoices/remit payments
- 401(k) /FSA administration
- Benefits enrollment system
- Wellness program - Evolve by G&A Partners

## Training & Development

- HR bulletins/updates
- Onsite supervisory HR training
- Online employee/supervisory HR training
- Learning management system (LMS)

## Payroll

- Payroll for employees (direct deposit, pay card)
- Withhold and remit payroll taxes to government entities
- Deduct health and welfare premiums, 401(k) contributions
- Set up and process garnishments
- Submit new hire reports
- Prepare and file quarterly, year-end payroll tax returns
- Issue W-2s
- Exportable GL report
- Robust report library
- Payroll administration system
- Work opportunity and other tax credits
- Time and labor management (TLM) system

## Employee Relations

- HR hotline
- Verification of employment eligibility through E-Verify
- Compliant employee handbook
- Employee disciplinary support
- Employment verification
- Guidance on employee performance management
- Salary surveys
- FMLA administration
- Employee onboarding system
- Employee performance management (EPM) system

## Risk Management & Safety

- Workers' compensation coverage and claims administration
- Written accident prevention plan
- Safety training
- Onsite safety inspections
- Post-accident investigations and training
- OSHA guidance

## Regulatory Compliance

- Compliance guidance for employment-related liability
- Employment practices liability insurance (EPLI)
- Annual HR assessment
- HR investigations
- EEO-1 reports
- I-9 audits
- Worksite posters
- Affordable Care Act compliance support

## Separation

- Employee termination support
- Unemployment insurance claims administration
- COBRA administration

Take advantage of these services by contacting G&A Partners at [gnapartners.com](http://gnapartners.com) or **800-253-8562**.

\*This is a comprehensive list of all available solutions. Actual solutions included will depend upon what solution set client elects.