

# From Hire to Retire

G&A Partners provides solutions for the employee lifecycle. From 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 assessments, drug testing, background testing and 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/HSA administration
- Benefits enrollment system
- Wellness program - Evolve by G&A Partners
- ERISA/HIPAA compliance

## Training & Development

- HR bulletins/updates
- Annual supervisory training on harassment and discrimination prevention
- Online employee/supervisory HR training
- Learning management system

## 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 Forms W-2
- Exportable GL report
- Robust report library
- Payroll administration system
- Work opportunity and other tax credits
- Time and labor management (TLM) system
- Expense management 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
- Leave management + consultative support
- Employee onboarding system
- Employee performance management (EPM) system

## Risk Management & Safety

- Workers' compensation coverage and claims administration
- Accident prevention plan
- Safety training
- Onsite safety inspections
- Post-accident investigations and training
- Return-to-work programs
- OSHA guidance

## Regulatory Compliance

- Ongoing consultative advice on employment and regulatory best practices
- Records management
- FSLA compliance review
- 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
- Separation agreements
- Unemployment insurance claims administration
- COBRA administration

## Outsourced Accounting

- Accounting, bookkeeping, reporting, insights and strategic growth planning

Take advantage of these services by contacting G&A Partners.

**Visit [gnapartners.com](http://gnapartners.com) or call 800.253.8562 to schedule a free business consultation.**

