



Detailed Services Description



HUMAN RESOURCES ADMINISTRATION

Erigo partners with your organization to assume the administrative responsibilities associated with employment. Specific services may include:

- New hire administration, including:
 - Access to Applicant Tracking System
 - Preparing, sending, and collecting Conditional Offer of Employment letters
 - Pre-employment screenings (background checks, drug tests, etc.)
 - New employee onboarding
 - State New Hire Reporting
- Drafting, regularly reviewing, maintaining, and communicating employment policies and Employee Handbooks
- Preparing position-specific recruitment plans and job postings
- Developing Organizational Charts
- Assisting with the development of strategies related to succession planning, talent development, competitive benefit packages, PTO offerings, etc.
- Developing, distributing, and analyzing Employee Satisfaction Surveys
- Developing job descriptions
- Developing customized performance evaluation forms and performance management procedures
- Employee and/or manager training sessions on varying topics, such as: Interviewing Dos/Don'ts, Performance Management, Sexual Harassment
- State employment reporting
- Unemployment claims administration
- Employment records management
- Guidance and assistance with terminating employees



COMPLIANCE ASSISTANCE

Maintain compliance with everchanging federal and state laws, which can be overwhelming. Erigo provides compliance support for clients through experienced HR professionals who understand the nuances of employer compliance. Specific services may include:

- FMLA, ADA, ADEA, I9, USERRA, ERISA, and EEO compliance assistance and oversight
- Wage and hour compliance (FLSA)
- Other employment-related HR compliance
- Labor Law Poster compliance



AFFORDABLE CARE ACT COMPLIANCE

Administration concerning the Affordable Care Act can be overwhelming, costly, and may subject organizations to potential fines and penalties. Erigo aids clients in taking a proactive approach to developing strategies for managing their workforce to help with ACA compliance and control the potential impact of associated costs.

TALENT ACQUISITION

Utilize Erigo's expertise and Applicant Tracking System to quickly find candidates with the education and specialized experience that you need.



EMPLOYEE BENEFITS ADMINISTRATION

Erigo provides clients with a competitive array of employee benefits, including: medical, dental, vision, life, short-term disability, and long-term disability insurance; 401(k) plan; EAP program; and other ancillary benefits. By pooling together our clients, Erigo leverages economies of scale to provide small and mid-sized employers with large group benefits. Specific services may include:

- Ensuring compliance with regards to all required notices and disclosures, including preparation of documents and distribution to employees, if applicable:
- Wrap Document / Summary Plan Document
- Summary of Benefits and Coverage
- Certificate of Coverage
- Section 125 Plan
- Salary Redirection Agreement
- Women's Health & Cancer Rights Act
- Patient Protection "Provider Choice" Disclosure
- Newborns' Act Description of Rights
- HIPAA Privacy Notice Distribution
- Employer CHIPRA Notice
- Creditable/Non-Creditable Coverage Notice
- 401(k) Notices & Plan Documents
 - Notifying employees when they become eligible for insurance
 - Managing enrollment changes (adds/drops) each month with the carrier(s)
 - Processing Qualifying Life Events
 - Reconciling insurance invoices
 - Negotiating the renewal with the carrier at open enrollment
 - Educating employees on the benefit options available to them at time of hire and during each open enrollment period
 - Administering/maintaining the electronic benefit enrollment platform
 - COBRA administration



WORKERS' COMPENSATION INSURANCE

When accidents occur, Erigo provides support with administering workers' compensation claims. In addition, Erigo offers competitively priced group workers' compensation coverage without the requirement of an onerous deposit fee.

WEB - BASED HRIS

Erigo offers a web-based Human Resources Information System (HRIS) that provides clients with instant access to human resources information without having to purchase and host a complicated software package.



PAYROLL AND TAX ADMINISTRATION

Erigo provides complete payroll and tax administration, ensuring that employees are paid correctly and on time. Specific services may include:

- Preparing and distributing payroll checks
- Direct deposit of wages to bank accounts
- Year-end W-2s
- Payroll data maintenance
- Federal, state, and local withholding and tax deposits
- Payroll-related record keeping, audits, inquiries, and verifications
- Payment of wages and employment taxes
- Paid time off (PTO) tracking