



Standard Complete Advanced All-In-One Solution

Payroll Processing:

Process Payroll Checks	●	●	●	●
Calculate & Set-up Payroll Deductions	●	●	●	●
Process Employee Direct Deposits	●	●	●	●
Administer Garnishments	●	●	●	●
Reconcile Paychecks	●	●	●	●
Dedicated Customer Service Specialist	●	●	●	●
Customize Payroll Reports		●	●	●
Online Access to OMS Payroll System		●	●	●
Track Vacation & Sick Leave		●	●	●
Customized Web-portal			●	Optional

Tax Reporting:

Submit Federal & State Tax Deposits	●	●	●	●
Prepare & Submit Tax Returns (940, 941, UCT-6)	●	●	●	●
Prepare & Submit W-2's & W-3's	●	●	●	●

Audit:

Tax Returns Prepared & Audited by a CPA	●	●	●	●
Benefit Deductions Audited to Insure Accuracy		●	●	●

HR Services:

Employee Handbooks	●	●	●	●
New-Hire Packets & New-Hire Reporting	●	●	●	●
HR Procedures & Forms	●	●	●	●
Review of Employment Practices	●	●	●	●
Guidelines for Hiring & Firing	●	●	●	●
Management Training Seminars		●	●	●
Assist with Unemployment Compensation Claims		●	●	●

Employer Compliance:

COBRA, FMLA, HIPPA, Section 125, OSHA, ERISA	●	●	●	●
Federal & State Regulations	●	●	●	●
U.S. Dept. of Labor Guidelines	●	●	●	●

Workers' Compensation:

Pay-As-You Go Workers' Comp Program		●	●	●
Claims Administration		●	●	●
Risk Management & Safety Programs		●	●	●
Audit Preparation and Review		●	●	●

Employee Benefits:

Medical Benefits				●
Dental, Vision & Supplemental Benefits				●
Retirement Plans				●
On-site Enrollments				●
Claims Management				●

Additional:

Background Checks		Optional	Optional	Optional
Drug Testing		Optional	Optional	Optional