Full Service HR Solutions that Build Prosperity Through People





Employa is a Professional Employer Organization (PEO) that specializes in customized, full-service HR solutions for small and medium-sized companies in the Financial Services, Venture Capital, Private Equity and Technology industries.



We are dedicated to helping companies grow and prosper by providing better employee benefits, simplified payroll administration, outstanding HR expertise, extraordinary service, compliance requirements, and advanced HR infrastructure all tailored to the unique needs of the business. As a partner, we help companies avoid many of the costly and complex issues traditionally associated with business growth and expansion, allowing them to focus 100% on core business functions.



Employa was founded by an accomplished Executive Leadership Team with more than 50 years of combined PEO experience and success. They are true market specialists with proven results in many different roles across every field in the PEO industry. Through their extensive knowledge and expertise our clients know they are in good hands, getting the right advice and the best HR strategy.

Key Service Highlights



Better Employee Benefits

We provide a comprehensive benefits package packed with great plans to attract and keep top talent.



Payroll Processing

Our cloud-based platform provides a simplified, accurate payroll run and administers all tax considerations.



Powerful Cloud-Based Technology

A modern, intuitive, easy-to-use platform that puts Payroll, HR, Benefits, and Workers' Compensation all in one place.



Compliance & Risk Mitigation

Our Risk Management team ensures compliance with employment-related federal, state, and local regulations and helps add additional protection with EPLI insurance options.



HR & Client Services

Dedicated HR Support Team and access to our extensive HR On-Demand Resource Center.



Better Employee Benefits

Employa provides premium coverage from top carriers so you can offer a comprehensive benefits package packed with great plans to attract and keep top talent.





MetLife

- Cigna Medical Benefits
- Dental
- Vision
- Long-Term Disability
- · Short-term Disability
- Group Life Insrance
- Individual Life Insurance
- Employee Assistance Program (EAP)
- COBRA Administration



- Transit Account
- Flexible Spendindg Account (FSA)
- Health Savings Account (HSA)
- 401(k) Plans





Payroll Processing

Our cloud-based platform eliminates the tedious burden of payroll administration so you can focus on more important things. It's easy-to-use, automatically tracks your payroll data, and gives managers and employees access to the information they need from anywhere with an internet connection.

Payroll Features:

- · Easy-to-use timesheet entry
- Seamless payroll run
- Extensive reporting options
- Online paystubs
- Tax withholdings
- Automatic tax updates
- · Electronic W-2's
- · Time-off tracking
- Employee self-onboarding and change management
- Electronic signature

Powerful Cloud-Based Technology

- Our technology solution is modern, intuitive, and easy-to-use putting Payroll, HR, Benefits, and Workers' Compensation all in one place.
- You will save time, gain valuable insights into HR activities, and be able to access the information you need in real-time, on any device, from anywhere with an internet connection.
- You will have a Management Portal and an Employee Portal, both with dashboards and useful tools to streamline your HR activities and maximize efficiency.
- Access many reports including Payroll Register, Deduction/Benefit Register, Employee Overview, Hours and Earnings Recap, and Time Entry Report.
- Additional features include electronic onboarding, electronic benefit enrollment, employee change management, time off tracking, online paystubs, online signature, and more.

Compliance & Risk Mitigation

Our risk management team will navigate you through the complexities of the numerous employment-type federal, state, and local regulations to ensure your business is in compliance and not at risk.

Compliance & Risk Mitigation Service Highlights:

- Workers' Compensation Management
- Employment Practices Liability Insurance (EPLI)
- ACA Reporting (1094-C and 1095-C Filings)
- Unemployment Claims Management
- Benefits Compliance
- Payroll Compliance (W2, 1099, 940 and 941 Filings)
- Sexual Harassment Prevention Training Mandate
- COBRA Management
- 1-9 Electronic Filing
- EEO-1 Filing

HR & Client Service

To ensure you get the support and expertise you need you will have a Dedicated Support Team and full access to our HR On-Demand Compliance Resource Center.

Your Dedicated Employa Support Team Includes:

Payroll Specialist • HR Specialist • Compliance Specialist

HR On-Demand Compliance Resource Center Highlights:

Extensive HR Documents • Easy-to-use templates Laws Library • Trainings • Handbook Builder • and more!

Plus, you'll be able to **speak with a certified HR advisor anytime** to get instant answers and guidance on questions from basic compliance to complex workplace issues.

