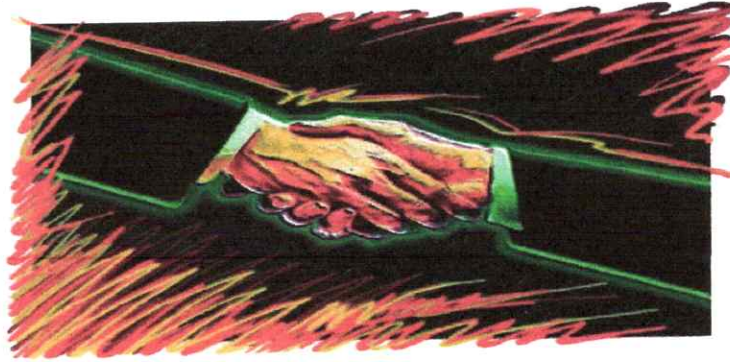


E H R I



**Employer's Human Resources, Inc.
"Administrative Services Organization"**

**PAYROLL PROCESSING
WORKERS' COMPENSATION
PERSONNEL ADMINISTRATION**

**Providing All Your Human Resource
Needs With Personal And
Professional Service**

E H R I



Employer's Human Resources, Inc.

CORPORATE OFFICE

P.O. Box 1072 Wagoner, OK 74477

Phone: 800-878-0515 Fax: 800-878-0953

BRANCH OFFICES

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9980 Indiana Avenue, Suite 14

Riverside, CA 92503

Phone: 909-509-3936 Fax: 909-509-3941

928 North York Street, Suite 1

Muskogee, OK 74401

Phone: 918-682-1457 Fax: 918-682-3574

CHECK WITH ONE CLOSE TO YOU



E H R I



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P.O. Box 1072, Wagoner, OK 74477 Phone: 800-878-0515 Fax: 800-878-0953

EHRI will help you trim employee related costs and maximize performance with our staff of specialists with over 100 years of combined experience in Human Resource Management, qualified to handle many aspects of your personnel and employment financial matters.

THE ADVANTAGE

PAYROLL PROCESSING

- ✓ Assume Payroll Liabilities
- ✓ IRS Payroll Audits
- ✓ Payroll Deductions & Reports
- ✓ Wage & Hour Reports
- ✓ Payroll Tax Reporting
- ✓ Employee Records

WORKERS' COMPENSATION

- ✓ Administrate Workers' Compensation Policy
- ✓ Provide & Review Safety Programs
- ✓ Assist To Secure Policy
- ✓ Process Claims & Filings
- ✓ Provide Certificates of Insurance

COMPLIANCE & CONSULTING

- ✓ Hiring & Termination Issues
- ✓ Benefit Discrimination
- ✓ COBRA (If applicable)
- ✓ Wage & Hour
- ✓ FMLA, ERISA & EEOC Reporting
- ✓ ADA
- ✓ OSHA

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Benefits of Using EHRI

For Your Business

- ☆Control cost
- ☆Saves time and paperwork hassles
- ☆Provides professional compliance (e.g., payroll, IRCA, EEOC)
- ☆Reduces turnover and attracts better employees
- ☆Claims management (e.g. workers' compensation, unemployment insurance)
- ☆Provides professional human resource service (e.g., forms, policies and procedures)
- ☆Reduces accounting costs

For Your Employees

- ☆Better employer/employee communications
- ☆Payroll on-time and accurate
- ☆Professional assistance with employment-related problems
- ☆Professional orientation and employee handbooks
- ☆Extends statutory protection to more employees
- ☆Up-to-date information on labor regulations and workers' rights, worksite safety
- ☆Efficient and responsive claims processing

For The Government

- ☆Consolidates several small companies' employment tax filings into one
- ☆More professional preparation and reporting
- ☆Expands the communication of government requirements and changes to small businesses
- ☆Resolves many problems before they reach court
- ☆Allows government agencies to reach business through a single-employer entity

Businesses today need help managing increasingly complex employee related matters such as personnel management, workers' compensation claims, payroll, payroll tax compliance and unemployment insurance claims. Businesses contract with EHRI to assume these responsibilities, which then allows YOU THE CLIENT to concentrate on the revenue producing side of your operations.

EMPLOYEE RELATED

COST

The average administrator spends 23% of their time on employee related administrative paperwork. The average business spends 36.6% of gross payroll on employee benefits and another 8.5% on employee administration. Listed below are a number of related costs:

Calculate Gross Payroll

Provide Employment & Income Verification

Deduct & Remit Employee Payroll Taxes

Track Sick, Personal & Vacation Time

Deduct & Remit Garnishment Payments

Track Probation & Anniversary Dates

Deduct & Remit Insurance Payments

Prepare & Sign Payroll Checks

Cost Of Payroll Checks

Help Secure Workers' Compensation

Provide Certificates Of Workers' Compensation

Receive First Notice Of Injuries

Prepare & File First Notice Of Injuries

Notify Workers' Compensation Carrier Of Claims

Maintain A File of First Medical Reports

Negotiate Insurance Rates

Negotiate Employee Fringe Benefits

Employee Benefit Administration

COBRA Administration

Prepare & Remit Federal Unemployment Tax

Prepare & Remit State Unemployment Tax

Appear At Unemployment Claims Hearings

Process Unemployment Claims

Cost Of Check Reconciliation

Stop Payments On Lost Checks

Replace Lost Checks

Comply With Immigration & Naturalization Act

Penalties Incurred For Late Tax Payments

Prepare & Distribute W-2s

Prepare Quarterly Payroll Reports

Prepare Monthly Payroll Reports

Prepare Annual Payroll Reports

Forward Medical Bills To Carrier

Maintain Interim Medical Bills

Appear At Workers' Compensation Hearings

Prepare & File Final Report Of Injuries

Provide Qualified Agent

Write & Adminstrate Safety Programs

401k Administration

IRS Section 125 Administration

Adminstrate Fringe Benefits

Provide Employee Handbooks (If Ask)

Prepare & Remit Quarterly Federal Taxes

Make Tax Deposits

Comply With Department of Labor Regulations

Accountants Fees

How Does It Work

EHRI provides comprehensive employer-related services to all or part of a Clients workforce by establishing and maintaining a **Administrative** relationship with each worksite employee.

A written service agreement allocates traditional employer responsibilities between the **Administrative Service Organization** (EHRI) and the **Worksite Employer** (Client).

EHRI



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