

## *The Cost of Being an Employer*

According to the Society of Human Resource Managers (SHRM) and the Bureau of National Affairs (BNA), businesses with less than 250 employees will spend an average of \$1,469 per employee per year, in time (wages) on the activities below.

### **Payroll and Payroll Tax Administration**

- Time and Wage Verification
- Compute time and wages
- Resolve payroll discrepancies
- Calculate garnishments deductions
- Calculate Child Support Deductions
- Administer benefit Deductions
- Track Vacation and Holiday Pay
- Maintain Required Payroll Records
- Check Printing and Signing
- Monitor Payroll and Regulations
- Prepare Payroll Registers
- Prepare Quarterly Payroll Reports
- Annual W-2 Preparation
- Certified Payroll Reports
- Calculate all taxes due
- Make Federal 940 and 941 tax deposits
- Penalties and interest for late tax filings
- File Federal Unemployment returns
- File State Unemployment Returns
- File 941 and 940 Annual Reconciliation
- Pay State Withholding and File Returns
- Administrate and Calculate FUTA, SUTA and Worker's Compensation
- Complete and File all Quarterly and Year End Tax Reports
- Complete and Maintain Employee W-4's

### **Human Resource and Personnel Management**

- Staffing Requirements (including recruiting, hiring, discipline, advertising , interviewing, screening, firing and performance evaluations)
- Employee Orientations and Training
- Resolve Unemployment Claims
- Worker's Compensation Audits
- Investigate Workplace accidents
- File Worker's Compensation Claims
- Administration of Worker's Compensation Claims
- Develop and Maintain a Safety Plan
- Maintain OSHA 200 Log

### **Benefits Administration**

- Introduction and Orientation to all Employees
- Completion and Administration of Enrollment Procedures
- Claims Filing and Follow Up
- COBRA Administration
- File end of Year 5500 Forms
- Administer Benefit Plans
- Track Benefit Eligibility Dates
- Manage Insurance Billings
- Shop For Insurance Coverage
- Negotiate Benefit Policies

### **Employee Administration**

- Establish and Maintain Employee Files
- Develop and Distribute Employer Related Memos and Correspondence
- Prepare, Update and distribute Employee Handbooks
- Maintain All Employee Personnel and Payroll Files
- Keep up with State and Federal Employment Laws and Regulation