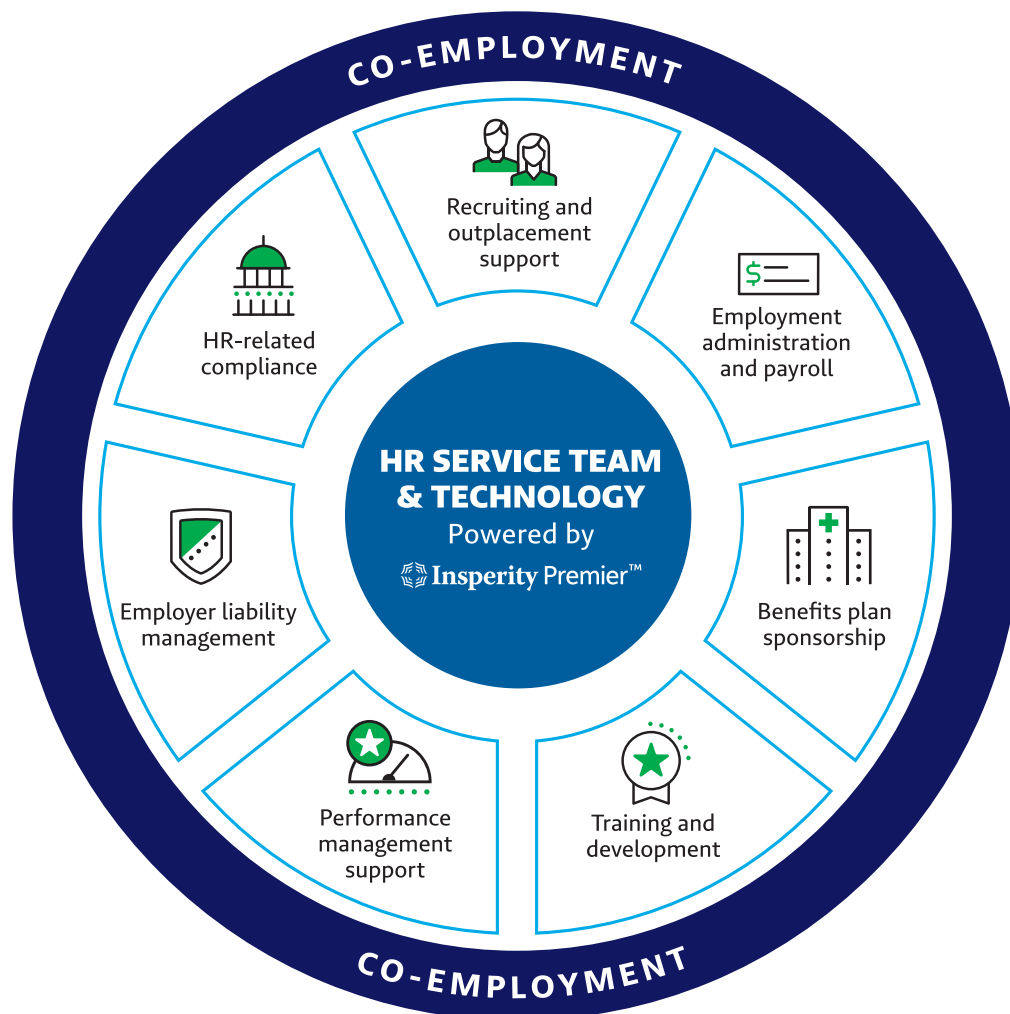


Workforce Optimization

The Insperity® Workforce Optimization® solution is designed to help move your company ahead as far and as fast as possible. This co-employment solution combines personalized service and a proprietary HR technology platform to provide an unmatched customer experience.



The HR service you deserve with the technology you need

Our Workforce Optimization® offering is a comprehensive HR solution. With these tools, resources and services, you are able to manage your employees throughout the employee life cycle.



RECRUITING AND OUTPLACEMENT SUPPORT

- Job description development
- Wage and salary surveys
- Process review
- Interviewing and selection training
- Direct hire services*



EMPLOYMENT ADMINISTRATION AND PAYROLL

- Payroll processing
- Reporting, paying and withholding payroll taxes
- Online paystubs and W-2s
- Payroll management reports
- Garnishment and deduction administration
- Employment eligibility verification
- Time and attendance
- PTO accrual tracking
- Leave tracking and administration



BENEFITS PLAN SPONSORSHIP

- Insperity-sponsored benefit plans and programs
 - Medical, dental and vision
 - Employee assistance program
 - Health savings account program
 - Health care flexible spending account
 - Life, disability and AD&D insurance
- COBRA administration



TRAINING AND DEVELOPMENT

- Identify performance improvement opportunities
- Leadership and employee development
- More than 100,000 online learning assets
- Professional education units (CPE and PDU) for select courses
- Live, virtual training



PERFORMANCE MANAGEMENT SUPPORT

- Performance appraisals
- Compensation resources and tools
- Supervisor coaching
- Job descriptions
- Reward and recognition program assistance
- Compensation trends
- Client self-help tools and worksheets for variable and sales pay designs
- Climate surveys



EMPLOYER LIABILITY MANAGEMENT

- Workers' compensation plan coverage and claims resolution
- Employment practices liability insurance
- Employee handbooks
- Termination assistance
- Employee relations guidance
- Substance abuse prevention
- Harassment and discrimination prevention training
- Safety services and training



HR-RELATED COMPLIANCE

- Unemployment claims administration
- FICA, FUTA, SUTA
- Drug-free policies and/or administration
- Discrimination/harassment complaints assistance
- FLSA exempt, nonexempt classification education
- EEOC services
- Leave administration

*Workforce Optimization® and Workforce Synchronization™ clients will receive direct hire services for certain positions with a large and easily accessible candidate pool as a fee-inclusive offering. Purchase of ancillary product offerings such as advertising, assessments and background screenings will be charged separately.