



Human Resources Services  
 Employee Benefits  
 Payroll Administration  
 Risk Management

# Life is full of compromises.

Your business shouldn't be.

## ATSI & Oasis Outsourcing: A Winning Team

You've worked hard to get your company where it is today, but keeping track of complex human resources laws, medical benefits regulations and payroll administration as your business grows is no small task. To stay ahead of the game, team up with us.

### The Oasis ADVANTAGE: VALUE

Oasis is one of the largest Professional Employer Organizations (PEOs) in the country and the exclusive PEO partner for ATSI. We offer integrated, cost-effective solutions for your business, which allow you to:

- **Focus on Your Core Business:** Remove nonrevenue-producing tasks and spend more time on what counts—*running your business efficiently and profitably.*
- **Lower Expenses & Increase Profits:** Outsource your Human Resources, Employee Benefits and Payroll Administration tasks to a provider that has economies of scale and broad expertise.
- **Become an Employer of Choice:** Provide world-class benefits programs that enable you to attract and retain great employees.
- **Maintain Peace of Mind:** Our risk management, safety support, training and claims processing services can provide regulatory compliance guidance to help protect your business.

## Specialized Support

- **Human Resources Services:** You are an expert in your line of work, but are you up-to-date on ever-changing employment laws, rules and regulations? Oasis is, and will provide current updates, changes and best practices so you can manage through this legislative landscape.
- **Employee Benefits:** Losing the best employees to larger companies with a compelling benefits package is a challenge that many businesses face. Providing those same benefits can be costly, but the co-employment relationship with Oasis gives you access to increased buying power that enables you to provide benefits that rival those of *Fortune 500* companies.
- **Payroll Services:** Oasis has an experienced and efficient Payroll Team that can help relieve you of the burden of processing payroll and many of the tasks associated with it. We also provide general ledger files that allow you to download reports into Excel and most accounting software.
- **Risk Management Services:** There's a certain amount of risk in any business. To help keep you compliant with the regulations in your industry, Oasis will evaluate any special needs your business might have and recommend an action plan to minimize those risks. In addition, our pay-as-you-go method of billing for workers' compensation improves your cash flow and helps avoid year-end surprises.



**ATSI Special: Up to 40% off initial setup\***

INNOVATIVE WORKFORCE  
**SOLUTIONS**

To learn more about Oasis Outsourcing, please contact :

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\*Contact Oasis Outsourcing for details.

## Payroll Administration

Oasis Outsourcing's experienced and efficient Payroll Team relieves you of the burden of processing payroll and most of the other tasks associated with it. We also keep track of the latest developments in tax laws and regulations.

### Preparation and Distribution

#### Customized Deposit Options

- Direct Deposit
- Debit Card

#### Paperless Pay Stubs

- Online Payroll Data

#### Payroll Accrual and Tracking

- Paid Time Off (PTO)
- Job Costing
- Time Sheet Feed
- Time Clock Interface

#### Payroll Recordkeeping

- Audits
- Inquiries and Verifications
- Payroll Check Verification
- Garnishments and Levies
- W-2 Processing
- Performance Reviews Tracking
- Payroll Helpdesk

#### Web-Based Payroll System

- Web Reports
- Online Service Center
- General Ledger Files
- Payroll Reference Guide
- Time Clock Interface

#### Employee Website

- Check Stubs
- Update Personal Information
- PTO Status
- W-2s

#### Tax Compliance

- Federal and State Payroll Tax Management
- Federal Unemployment Tax
- State Unemployment Returns
- Quarterly Tax Report
- Regulatory Compliance

## Employee Discounts

When you partner with Oasis, your employees become eligible for special discounts on hundreds of products and services including:

- Retailers
- Specialty Gifts
- Health and Wellness
- Travel and Entertainment
- Information Technology
- Education
- Amusement Park Tickets
- Movie Tickets
- And much more!

## HR Services

Increasingly complex laws and other government regulations have created significant administrative obligations and legal exposure for employers. Oasis Outsourcing's Human Resources Services Team helps to mitigate this situation through expert Human Resources consultation and innovative programs.

### Infrastructure Development

- Fair Labor Standards Act (FLSA)
- Compensation Research and Design (Market Survey Analysis, Job Grade / Salary Band)

### Job Description Development

- Americans with Disabilities Act (ADA)-Compliant

### Employee Handbook Development and Customization

- Federal and State Compliance

### Web-Based Management Resource Tools

#### Compliance Assistance

##### Administrative Support

- New Hire Reporting
- I-9 Authorizations and Re-verifications
- Employee Electronic Onboarding
- Social Security Number Verification
- EEO-1 Tracking and Reporting
- VETS 100 Tracking and Reporting
- Automated Employment Verification

##### Federal and State Law Regulation Guidance

- FLSA, Title VII/Discrimination

##### Americans with Disabilities Act (ADA)

##### Age Discrimination in Employment Act (ADEA)

##### Tools and Guidance for Internal

##### Investigations and Formal Complaints

##### Family Medical Leave Act (FMLA) Administration

##### Employment Practices Liability Insurance (EPLI)

- Provides up to \$1 million EPLI coverage in the event of a claim of sexual harassment, discrimination or wrongful termination.

### Operations Partnership

#### HR Operational Policy/Program Reviews with Recommendations

#### HR Service Center available 24/7

#### SPHR/PHR Certified and

#### Degreed HR Professionals

#### Employee Relations

#### Management Consultations

- Employee Disciplinary Action and Performance Improvement Plans
- Communication Programs and Strategies
- Downsizing/RIF Compliance
- Guidance on terminations for cause to avoid unnecessary unemployment claims

#### Unemployment Consultations and Claims

#### Management

- Initial Claims Processing
- Claim Validation
- Eligibility Determination

### Growth and Development

#### Training

- eLearning, On-Site Training, Webinars

#### Performance Management and Development

- Performance Evaluations
- Retention Strategies
- Career Pathing

#### New Hire Orientation and Development

#### Employee Opinion/Satisfaction Surveys

## Employee Benefits

To recruit and retain the very best employees in today's marketplace, you must offer a competitive benefits package. Oasis Outsourcing helps you level the playing field with any *Fortune* 500 company. And because we administer these complex programs, you and your employees can simply reap the rewards while we take care of the details.

### Health Insurance

- Medical
- Dental
- Vision Care

### Other Insurance

- Life and AD&D
- Accident
- Hospital Indemnity
- Short- and Long-Term Disability
- Cancer
- Pet
- Legal
- Roadside Assistance
- Credit Card Protection
- Identity Theft Protection

### Financial Savings Plans

- 401(k) Retirement Plan
- Health Savings Account (HSA)
- Flexible Spending Account (FSA)
- Parking and Transit Section 132 Plan
- Prepaid College Fund
- Online Account Access

### Administration and Support

- Annual Enrollment
- New Employee Enrollments
- Employee Eligibility
- Section 125
- COBRA
- Invoice Reconciliation/Payment
- 5500 Filings

### Healthcare Reform Support

#### Plan Compliance

#### Plan Disclosures

#### Tax Credits

#### W-2 Reporting

#### State & Federal Exchange Support

#### Employee Programs

#### Employee Assistance Program

#### Health Advocate

- Claims Resolution
- Help Finding Doctors

#### Employee Web Access

#### WellCall

#### MDLive

#### MDVIP

### Legal and Regulatory

- HIPAA Compliance
- Compliance with IRS Code Section 125
- Compliance with Healthcare Reform



Human Resources Services

Employee Benefits

Payroll Administration

Risk Management

## Risk Management

Oasis Outsourcing assists you in creating and maintaining a safe work environment, while bearing full liability for Workers' Compensation.

### Return to Work Programs

#### Claims Management Oversight

- Initial claim intake reporting
- Verification of active employment
- Monitor third-party administrator
- Review Initial Fact Canvas reports for fraud indicators
- Issue Workers' Compensation certificates to all client certificate holders
- Fraud Investigation (when warranted)

### Risk Management

- Analyze and Recommend Safety Protocols
- On-Site Safety Inspections
- Safety Program Development Assistance
- Drug-Free Workplace Program
- Certificates of Coverage
- Coordinate Safety Training and Certification

### Compliance

- OSHA Assistance

## StaffSourcing<sup>SM</sup>

StaffSourcing is an exceptional, cost-effective solution exclusively offered to our PEO clients that provides access to the same recruiting and selection tools that *Fortune* 500 companies use – all at incredible savings. StaffSourcing fee-based products and services are provided at substantially discounted rates for Oasis Outsourcing clients.

### Recruitment and Selection

- Newspaper and Internet Job Board Ad Creation and Placement

### Applicant Screening

- Résumé and Telephone Screening

### Candidate Sourcing

- Full Placement Services
- Direct and Temporary Placement

### Testing and Assessment

- Over 900 web-based EEOC and ADA-compliant pre-employment skills testing and behavioral assessments

### Background Checks/Drug Testing

#### Access to a wide range of competitively priced background check and drug testing options

- Federal, State and County Criminal Records
- Credit Report
- National Criminal Database Searches
- Civil Records
- Social Security
- Motor Vehicle Reports
- Education Verification
- Fingerprinting Services
- Drug and Alcohol Testing

### Outplacement Services

#### Career Transition Planning

- Assistance with career transition due to business/market changes