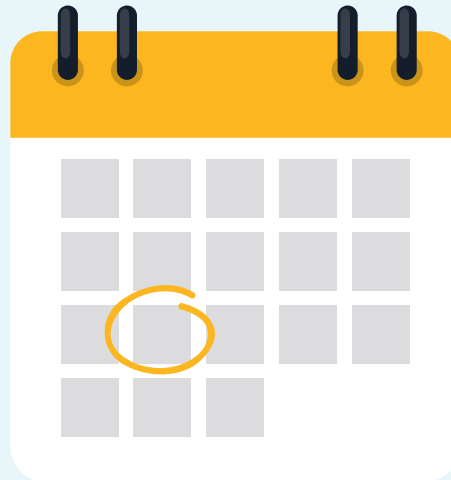


**45%** OF SMALL  
BUSINESSES OWNERS SPEND  
**1 DAY PER WEEK**  
ON HR ADMIN ISSUES.

Statistic Source – Oasis



**57%** OF C-SUITE  
EXECUTIVES  
**VIEW HR AS A**  
LARGE ADMINISTRATIVE FUNCTION.

Statistic Source – Sage

## HRO (Human Resources Outsourcing)

No matter the size of your company, Human Resources services are a must. Because the handling of HR tasks can demand much time and attention, many business owners opt to outsource these services through Human Resources Outsourcing.

Human Resources Outsourcing allows LBMC Employment Partners to serve as the coordinator and manager of selected HR roles for your business. With a convenient, single point of contact, our HRO model can provide individual or blended services to meet a company's HR needs. LBMC Employment Partners combines Employee Benefits Brokering, HR, and/or Payroll services in customizable ways, as no two businesses are the same.

Our HRO model can be the perfect solution for companies who need assistance with compromising situations, employee recruiting and onboarding, employee handbooks, training, payroll, benefits brokering, and more.

“LBMC EP's team is comprised of dedicated business partners who care as much about your employees as you do. You won't be disappointed with the quality of services you'll receive.”

— Deanna Kerrigan

Vice President, Controller for Currie Medical Specialties Inc.

### Companies who are a part of LBMC Employment Partners HRO receive:

- Development and Management of Employee Paperwork and Handbooks
- Minimized Employment Risk for Client
- Professional Supervisor and Employee Training
- Efficient Payroll Processing, Payroll Tax Administration and Year-End W-2 Processing
- Access to Certified HR Professionals
- Access to Brokering Services for Negotiation of Contracts on Your Behalf

## WHY HRO IS RIGHT FOR YOUR COMPANY

### Human Resources Services

- Dedicated Human Resources Professional
- Comprehensive Review of HR Policies and Practices
- Employee Handbook Development with Updates
- Regulatory Compliance
- Employee Relations
- New Hire Orientation
- HR Consulting and On-Call Services
- Training
  - Supervisory Training
  - Harassment/Discrimination Avoidance
  - Leave (Example: Medical, FMLA, Personal)
  - Performance Management
- Unemployment Claims Administration
- Leave Administration
- Family Medical Leave Act Administration
- Section 125 Plan Administration

### Payroll Services

- Payroll Processing
- Payroll Tax Filings and Reporting
- Year-End W-2's
- Paid Time-O (PTO) Accrual and Tracking
- Third-Party Agency Payments and Reporting
- SSAE-16 Compliant
- Timekeeping Solutions
- Online Enrollment Tool
- Employee Self-Service

### Brokering Services

- Negotiation of Contract Variables & Rates
  - Contract Review of All Plans Proposed
  - Comparison of Rates to Current and Proposed Group Products
  - Identify Key Components Affecting Rate Increase and Compare to the Market and Current Plans
  - Review Utilization Data
- Reconciliation of Billing Statements from all Benefit Providers
  - Assist with Reconciliation of Group Products
  - Provide Reconciled Statement
  - Address Issues Impacting Enrollment and/or Collection of Premium
- Administration and Communication of all Benefit Plans
- Employee Benefit Advocacy Service for all Eligible Participants
- COBRA Administration
- Access to Employee Navigator, our online enrollment tool

Additional customized human resource services are available.

### Additional Information About LBMC Employment Partners, LLC

LBMC Employment Partners, LLC is a leading human resources consulting firm headquartered in Nashville, TN with offices in the surrounding area. LBMC Employment Partners provides a complete menu of human resources products and services, including Professional Employer Organization (PEO), human resources consulting, regulatory compliance, health and employee benefits, work-ers' compensation, COBRA, payroll and tax compliance, Section 125, plans and unemployment insurance claims.

### LBMC Family of Companies

 Employment Partners

 LBMC P.C.

 Staffing Solutions

 Technology Solutions

 Investment Advisors

 Information Security

 Physician Business Solutions

 LBMC WSquared

### Contact Us

#### Sharon Powlus

*Partner*

sharon.powlus@lbmc.com  
(615) 309-2404

#### Rebekah Harney

*Partner/Chief Business Development Officer*

rebekah.harney@lbmc.com  
(615) 309-2262

**Nashville, TN**

(615) 369-5050

**Knoxville, TN**

(865) 691-9000

**Chattanooga, TN**

(423) 756-6585