



## **Levels of Human Resources Support for Any Size Organization**

Meet HR needs for your growing business with project-specific guidance, on-demand access to certified experts, or even fully outsourced HR.

# 3 HR Service Levels for Companies of All Sizes

Which level is right for your business?

If you have...

...but you need...

...the best solution for your business is...

Limited HR needs and resources

Access to up-to-date compliance information and tools to cut down on time-intensive tasks

**HR Support:** Handbook creation, HR on-line library for basic compliance. Phone/Email support for managers and employment posters

Limited in-house knowledge of best practices and state and federal labor laws

Tactical support and information on a full range of HR topics

**Strategic HR:** Sr. HR Executive strategic support for managers & Two projects per year + two on-line trainings for state requirements

A growing business that is outpacing its HR back-office infrastructure

A cash-smart way to operate a Human Resources department while conserving funds and time for growth

**Total HR:** Fully Outsourced HR for a complete, remote HR Team

## Also available from Asure:



### Payroll Administration

Asure's Payroll Administration services allow you to outsource your Payroll department. We will administer your payroll system, maintain employee data, process payroll, and provide reports to download.



### Benefits Administration

Asure's Benefits Administration services allow you to outsource your Benefits department. This includes communicating benefit information to newly eligible employees, collecting their enrollment information, enrolling or removing employees in the benefit carrier sites, and communicating with the payroll team to ensure applicable deductions occur.



# Labor Law Compliance Posters

Comprehensive, up-to-date state and federal labor law posters included with every tier of HR Services

By subscribing to any tier of Asure HR Services, you will also receive access to labor law compliance posters to stay in alignment with labor law posting requirements.

## Automatic Updates

Since 2013, there has been an average of over 100 posting updates each year. Asure notifies you and emails you a new poster each time a change occurs in city, county, state, or federal posting requirements.

## Simple Compliance Tracking

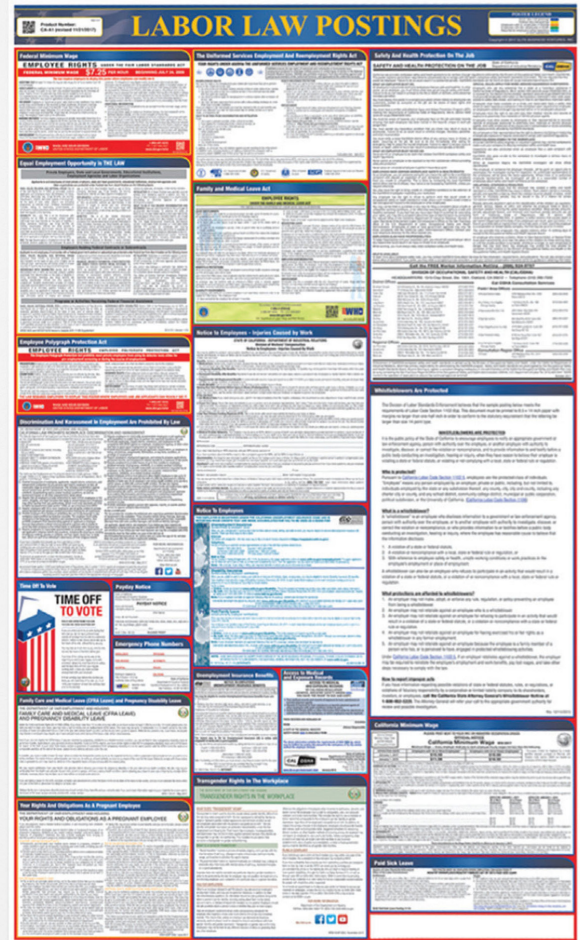
Posters include QR codes and posting legends to quickly check if the content is up-to-date with the most recent legislation.

## Localized Content

Businesses with at least one paid employee are required to post city, county, state, and federal notices. Asure's Labor Law Compliance Posters provide access to any city and county labor law notices required for your business location.

## Guaranteed Peace of Mind

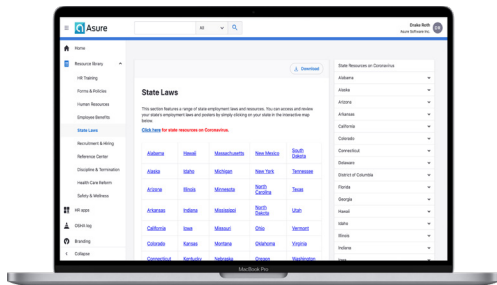
Failure to post up-to-date labor law notices can result in hefty fines or lawsuits. With Asure's Labor Law Compliance Posters, you can protect your business from costly fees.



# Level 1: Asure HR Support

## HR On-line library - Handbook Creation - HR Support - Employment Posters

Utilize the award-winning HR Online Library for a low-cost compliance solution. Time-saving interactive tools, templates, and information will optimize your existing human resources team's impact.



### Resource Library

The easy-to-use and extensive Resource Library covers everything from health care reform to state employment laws. With information maintained by a team of staff attorneys who are experts in federal and state HR laws, you can rest assured you are learning from trusted sources.


### Interactive HR Apps

The interactive resources include a custom job description builder, salary benchmarking, an HR self-assessment tool, and resources for interviews, performance measurement, and more. These tools lower your back-office costs while helping you focus on building a stellar team.




### Time-Saving Solution

With access to the HR Online Library, you have the resources you need to make informed decisions and quickly execute on necessary HR tasks.




**Custom Job Description Builder**  
Access a comprehensive library of job descriptions to help you attract and hire the best candidates.

[Launch](#)



**Salary Benchmarking**  
The Salary Benchmarking Tool will generate a compensation report with annual or hourly compensation rates in every state for over 800 positions.

[Launch](#)



**HR Self-Assessment Tool**  
Evaluate your company's existing HR practices and policies to identify areas for improvement.

[Launch](#)

### Up-to-Date and Comprehensive Knowledge Base

Designed for HR professionals with basic knowledge of federal and state labor laws, the HR Online Library is regularly updated as new laws, regulation, and guidance changes. Continuing education is included to keep you up-to-date, and self-assessments help you stay on track with important knowledge.







## Level 2: Asure Strategic HR

**HR On-line Library - Handbook Creation - Senior Level HR Support - Employment Posters - Two HR Projects & Two HR Trainings**

### **Essential HR Support for Businesses**

Asure's Strategic HR is best for companies that need additional support for best practices and compliance with state and federal laws. Strategic HR assistance will include two-HR projects and trainings annually.

### **Learn from Trusted Experts**

The content in the HR Online Library and information provided by the HR professionals is vetted by legal experts. The HR team are fully certified professionals, with specialized training and education to provide case-by-case guidance and resources.

### **Make Informed Decisions**

Through the HR Online Library or connected with our Sr. HR professionals, employers can source information on topics relating to benefits, health care reform, discipline and termination, and more to make decisions consistent with already-established policies and procedures, as well as decisions that take into account any changes in legislation.

### **Access to the Most Current Information**

The HR Online Library is regularly updated as new laws, regulation, and guidance changes. Customers can also rest assured that the HR professionals are fully informed on the most recent changes.



## Level 3: Asure Total HR

### Fully Outsourced HR for a Complete, Remote HR Team

Completely outsource your HR functions with Asure's turnkey solution – available at a fraction of the cost of hiring an internal HR team. Save the time and cost of building a back-office HR function in order to focus your energy on growth.

#### Support for Entire Employee Lifecycle

- With Asure's Level 3 solution, your remote HR team will support employees from onboarding to separation. Your outsourced HR personnel are more than just consultants; they are your very own remote HR staff capable of handling a broad range of HR functions.

#### Dedicated Team

- Asure assigns a dedicated Account Manager and Project Management team to help you develop best practices and processes, provide guidance on complex HR topics, and communicate ongoing critical compliance information.

#### Personalized Support for Your Strategic Initiatives

Leverage your remote HR team's expertise to complete essential projects, whether it is the creation of handbooks, salary benchmarks, job descriptions, or any other critical HR deliverable.

#### Incredible Cost Savings

On average, businesses that outsource their HR functions save 28% over the cost of hiring a full-time in-house HR staff. Businesses can free up cash flow for essential product and service development, marketing, and sales.





## Outsourced Payroll and Benefits Administration

**Outsource the two most critical (and time-consuming) Human Resources functions so you can spend your time where it matters – your customers and your solution.**

### Payroll Administration

#### ● Maintenance of Employee Data

Asure maintains employee data, including hiring employees into the payroll system and making requested adjustments, such as an address change, direct deposit, tax withholding update, etc.

#### ● Payroll Processing

We secure necessary managerial approvals for timecards and PTO, commit timecards, and make any one-time changes (e.g. adding bonuses, retroactive adjustments, etc.). Once you approve your payroll preview report, Asure submits your payroll and provides post-payroll reports.

#### ● Fully Managed Payroll System

As your payroll administrator, Asure stores all payroll data which you can access anytime.

#### ● Trusted, Expert Partner

Asure's HR Services ensure full compliance with Department of Labor laws. Additionally, as your partner, Asure provides best practice advice to you regarding payroll matters.

### Benefits Administration

#### ● Effective Communication with Employees and Brokers

Asure communicates benefit and enrollment information to newly eligible employees. Additionally, Asure will help coordinate the open enrollment process with the broker and monitor employee enrollment.

#### ● Employee Enrollment

We collect employees' enrollments through either an Employee Self Service site or through paper forms. We ensure enrollment data is transmitted into the system and will collect paper forms and enter them manually if necessary.

#### ● Liaison for Payroll

Asure communicates any applicable payroll deductions to the Payroll department to ensure employees are contributing to premiums.

#### ● Extensive Benefits Support

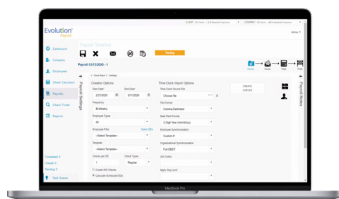
Asure's Benefits Administration program includes additional valuable services such as handling benefit reconciliations, distributing required plan notices, and assisting employees with benefits questions or issues. Also, as your partner, Asure provides best practice advice to you regarding benefit matters.





## Why Asure?

Asure delivers human capital management (HCM) solutions for businesses so owners, executives, entrepreneurs, and managers can focus their time and energy on growth. With Asure's unique localized Centers of Excellence model, you will receive personalized service and training from teams in your area of the country who understand your market and your business.

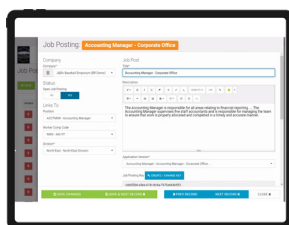
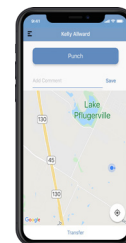


## Asure Payroll & Tax

We maintain federal, state, and local rate tables and file taxes on your behalf. With general ledger integration, managed garnishments, and automated ACA compliance and reporting capabilities, payroll is easier than ever.

## Asure Time & Attendance

We offer flexible options for time tracking, easy management of exceptions and time off requests, and automated payroll preparation to make compliance with FLSA and overtime laws a no-brainer.

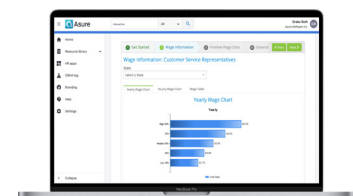


## Asure HR

Attract, develop, and retain great people with user-friendly software to track applicants, on-board employees, and complete benefits enrollment through connected carrier feeds.

## Asure HR Services

Asure HR Services provides different levels of support for any size organization. Whether you self administer HR and simply need compliance tools or you need a full HR team, we'll help you stay compliant and build a great team.



Asure (NASDAQ: ASUR) sees Human Capital Management (HCM) through the lens of entrepreneurs and executives with an owner's mentality. We help more than 60,000 small and mid-sized businesses develop their "Human Capital" to get to the next level, stay compliant, and allocate their time, money and technology toward growth. Asure HCM solution includes Asure Payroll & Tax, Asure HR, and Asure Time & Attendance. Our Asure HR Services offering ranges from online compliance tools to a fully outsourced HR department.

### U.S. SALES

Local: 512.437.2700

Toll Free: 888.323.8835

Fax: 512.437.2365

[asuresoftware.com](http://asuresoftware.com)