



Incredible Results Happen
With Better HR
Supported by your



Integrated-Collaborative
Service Team

Client Challenges

#1 Maintaining Focus on Running and Growing Your Business

As you seek to increase revenue and profit, you cannot afford to fritter cash on activities that do not add value to your core business. You are better off deploying your resources and capabilities in creating and delivering value for your customers, rather than on creating systems, processes, and policies to manage human resources. You want to avoid dissipating your employees' talents, energies, and time on employment-related laws, paperwork, and complex chores.

#2 Protecting against Employer Risks and Liability

As an employer, you face the constant risk of lawsuits from employees, ex-employees, job applicants, and from government agencies in the areas of wrongful termination, discrimination, violations of public policy, etc. You need to follow all employment related laws and regulations, at the federal level and in every state where you have employees. These laws include HIPAA, ERISA, FMLA, COBRA, ADA, FLSA, ADEA, WARN, IRCA, and the new ACA, among hundreds of others. You also have the responsibility to be aware of new laws and of changes to existing laws that apply to the specific context of your company's situation.

#3 Managing HR Complexity

Healthcare Benefits: by offering top-notch benefits, you will attract and retain talented and competent people. At your current size, you represent a small pool for insurance companies, so you are unlikely to get their best rates. With the Affordable Care Act, your compliance burden has gone up (or will go up) significantly.

Retirement Benefits: you want your employees to focus on their work today and not worry about providing for their retirement. For a small company, the expense and the legal hassle of setting up a 401(k) plan are burdensome.

Managing Providers: creating a benefits funding strategy, choosing the right plan, and enrolling employees are complex tasks fraught with legal implications. On your own, you are forced to manage many vendors that provide medical, dental, vision, life, disability insurance, and 401(k).

Daily HR Management: terminations and disciplinary actions, even when handled properly, by the book, still expose your company to claims and lawsuits. You need an efficient employment offer process, and you need to manage onboarding tasks such as verifying I-9s, providing benefits options, ensuring completion of mandatory training, and so on.

You need to create and distribute employee handbooks, policies, and procedures. To recognize and resolve ethics violations, you need to create and maintain formal systems and policies. Other HR responsibilities include managing unemployment compensation, flexible spending account administration, and vacation and leave policies. Finally, you need an efficient way to answer inquiries and address concerns and complaints from employees.

Processing Payroll and Taxes: today you may be paying your employees using a payroll processing company. This vendor, however, may not protect you if you fail to comply with laws that govern wages and payroll taxes.

Workers' Compensation: under federal law, it is mandatory for employers to provide workers' compensation to their employees. Again, as a small business, you are unlikely to get the best rates for workers' compensation insurance and you will need to spend significant time and effort dealing with carriers, if an employee is injured.

The TriNet Passport Solution

Mitigate Employer-Related Risks

We keep track of federal and state laws and regulations pertaining to employment so that you will not have to. By working with us, you will benefit from our deep expertise in HR laws and regulations everywhere that you do business in the US. and you will transfer key employer risks and complex HR management tasks.

Comprehensive Benefits and Workers' Compensation

As a TriNet client, you will be able to offer Fortune-500 caliber benefits to your employees. Our scale allows us to offer high-quality plans from Kaiser Permanente, Blue Cross, Blue Shield, Aetna, etc. at competitive prices. Similarly, we offer workers' compensation insurance at rates comparable to or better than your current rates.

Cloud-based, Paperless Payroll

We will handle payroll processing and filing for all your employees, and we will remit payroll tax to the appropriate government agencies. With our solution, we take on responsibility for your compliance with laws that govern payroll, payroll taxes, Social Security and Medicare taxes, unemployment taxes, garnishments, etc.

Designated Professional HR Team

We will assign a dedicated team of HR experts, offering support at four levels: a Human Capital Director, a Human Capital Consultant, a Client Services Associate, and our Employee Solution Center. We are the only company that offers clear and distinct channels for handling strategic, tactical, or operational HR issues.

Retirement Plans and 401(k)

If you currently offer a 401(k) plan and your employees are happy with it, you can keep it. If not, we offer a Multiple Employer Plan (MEP) with our partner Transamerica Retirement Services, offering competitive fee investment options from Vanguard, Goldman Sachs, Morgan Stanley, American Funds, PIMCO, etc.

Streamlined HR Management

We offer a cloud-based paperless system that allows your authorized representatives to manage your new hire process and to make changes to benefits plans, manage open enrollment, payroll and leave policies, etc.

Mobile App

With our free mobile app, your employees will be able to view their paychecks, view benefit elections and coverage, apply for time off, and look up your company directory - anywhere and anytime.

Flexible Spending Accounts

Your employees will be able to set up flexible spending accounts to contribute pre-tax dollars to pay for healthcare and dependent care expenses.

Life & Accidental Death Insurance Options

To enable your employees to protect the financial security of their families in case of death or accidental injury, we offer group-term employee life insurance and accidental death and dismemberment insurance.

Voluntary Benefits and Services

Through our partner, MetLife, we offer discounted rates for long-term care insurance, auto & home insurance, individual disability income, and pet insurance. MetLife also offers high quality, reasonably priced legal services.

TriNet Marketplace

By leveraging our purchasing power, you and your employees will save whether purchasing items for your business or home. TriNet Marketplace also provides you an exclusive opportunity to promote your business to other TriNet clients and employees.

Transparent Pricing

Our pricing is transparent. We will not hide our prices by bundling them with your payroll, tax and benefit costs.

Credibility

You will be entrusting a vital part of your company's success to TriNet, and we want you to be confident in your decision. We would be happy to connect you with our clients, so that you can learn first-hand from them how they have benefited from working with us.

We are accredited by the Employer Services Assurance Corporation (ESAC). ESAC accredited professional employer organizations (PEO) consistently demonstrate financial stability, ethical business conduct, and adherence to operational standards and regulatory requirements. Not all PEOs are ESAC accredited; TriNet has been since 1995. Our performance of employer responsibilities is backed by surety bonds, providing financial assurance for our clients, worksite employees, insurers, and regulatory authorities.

Established in 1988, TriNet has over twenty-five years of financial stability. Inc. magazine has recognized us as an Inc. 500 Hall of Fame winner, and the San Francisco Business Times has ranked TriNet as one of the 100 fastest-growing private companies in the San Francisco Bay Area.

Today, we are the largest independent PEO in the US serving more than 13,000 companies that span almost every industry in the US, employing close to 324,000 people.

We offer sophisticated cloud-based technology to help you with HR administration. Our system handles almost all routine HR services within a seamless and paperless environment.

Our competitors cannot match the quality and depth of human resources support that we provide our clients. Our Human Capital Directors, Human Capital Consultants, Client Services Associates, and Employee Solution Center staff, specialize in helping our clients handle HR issues that run the gamut from strategic to tactical to operational issues.

Most of our Human Capital Directors and Human Capital Consultants are certified as Senior Professional in Human Resources (SPHR) or as Professional in Human Resources (PHR). An HR professional with SPHR certification: has breadth and depth of knowledge in all HR disciplines; typically has a minimum of six to eight years of progressive and increasingly complicated HR experience; is trained to have ultimate accountability in HR departments.

Membership



Included Services

Mitigate Employer Risks

- Mitigate employment-related liability
- Compliance expertise for applicable federal and state employment laws
- Employer Practices Liability Insurance (EPLI)
- Workers' compensation insurance
- Unemployment insurance claim administration
- Employee sexual harassment awareness training

Cloud-based Benefits Administration

- Affordable Care Act Compliance
- Employee onboarding and orientation
- Benefits funding guidance and strategy
- Open enrollment
- COBRA and HIPAA administration
- 401 (k) setup and administration
- Flexible Spending Account (FSA) and Health Savings Account (HSA) administration

Cloud-based Payroll and Tax Administration

- Paperless payroll processing, including e-pay stubs
- Payroll deductions and remittances to tax agencies

Workforce Administration

- Workers' compensation administration
- Online compensation planner
- Position description development
- Employment offer processing
- Employee Assistance Program (EAP)

HR Compliance

- Employee handbook
- Discipline process management
- Employee relations consultation
- Issue investigation
- Workplace employment posters
- Human Capital Assessment (for customers with 20+ worksite employees)
- HR compliance best practices review

Employee Inquiries and Reporting

- Addressing employees' HR questions and concerns
- HR reports (census, payroll, deductions, benefits, etc.)
- Total Compensation Statements
- Employment Verifications

HR 101 Managers Training

- Employee coaching
- Recruitment and selection
- Performance management
- Employee terminations

Strategic Services:

The following services are **not included** but offered at attractive prices:

Talent Acquisition

- Recruiting process management
- Position descriptions and posting management
- Pre-employment screening and assessments

Cloud-based Services

- TriNet Expense for online expense management
- TriNet Hire applicant tracking system
- TriNet Perform performance management software
- Time and attendance management for online timecard processes

Compensation Consulting

- Compensation analysis and planning
- Competitive benchmarking and recommendations to align compensation practices with business objectives and budget

Background Checks

- Employee or candidate background and reference checks
- Drug screening

Corporate Programs

- Ethics Program
- Affirmative Action Program

Career Transitions

- Assist employees in transition
- Professional offboarding to protect organization and brand
- Career workshops

On-Site HR 101 Managers Training

- Employee coaching
- Recruitment and selection
- Performance management
- Employee terminations

On-Site Respect in the Workplace Training

- AB1825 Compliant Respect in the Workplace Training for Managers or Employees

TriNet Learn

- 540+ online courses categorized by subject and industry
- Courses relevant to your business
- Continuing education and professional certification for worksite employees