



Leveraging PEO Services in Your Property Management Business

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What Does a PEO Do?

Professional Employer Organization (PEO).

- PEO is defined as a business entity that provides human resources outsourcing services to client companies through the use of a co-employment relationship.
- Co-Employment is a relationship wherein the **PEO acts as the Administrative employer** and the **client acts as the Worksite employer**.
- Worksite Employer maintains control of the business.
- PEO provides administrative support.



Why I use a PEO for my company

“Utilizing a PEO allows me to eliminate time consuming, but critical tasks associated with being in business/having employees (most of which are not my expertise) and place in the hands of professionals with the expertise (and ability to stay current).” Michael H. PEO Client

- *Payroll administration (proper calculating, preparing, tracking, etc.)*
- *HR compliance (ADA, FMLA, HIPPA, OSHA, etc.)*
- *Employee Benefit programs (leveraging strength of combined groups)*
- *Risk Management (workers compensation, background checking, drug screening, etc.)*
- *Access to HR professionals/subject matter experts*



Human Resources Services

LEGAL & REGULATORY COMPLIANCE	ADMINISTRATION & SUPPORT	CUSTOMIZED PROGRAMS
Customized Employment Handbooks	HR Service Center Team — SPHR/PHR Certified	HR Program Review
Federal & State Employment Compliance Assistance	Employee Relations Consultations	Training & Development Solutions
Wage & Hour Resources	Employment Verification & Records Support	Job Descriptions
New Hire & SSN Verification Reporting	Unemployment Claims Administration	Compensation Surveys
I-9 Assistance	Unemployment Claims Processing	Employee Surveys
Employment Practices Liability Insurance (EPLI)	Unemployment Claims Verification & Eligibility Determination	Performance Management
EEO Reporting	FMLA Administration	Behavioral Assessment Tools

Benefits

INSURANCE	FINANCIAL SAVINGS PLANS	EMPLOYEE ADVOCACY
Medical, Dental & Vision	401(k) Retirement Plan	Employee Assistance Program (EAP)
Flexible Spending Account	Health Savings Account	Health Advocate: Claims Resolution & Finding Doctors
Other Insurance: Life, AD&D, Accident, Disability, Critical Illness, Hospital, Legal	Prepaid College Fund	Online Wellness Support
Parking & Transportation Plan	LEGAL COMPLIANCE	ADMINISTRATION & SUPPORT
	HIPAA	Annual & New Enrollment
	Section 125	Employee Service Center
	5500 Filings	COBRA
	PPACA	



Payroll

AUTOMATION	TECHNOLOGY	COMPLIANCE
Customized Deposit Options	Multiple Payroll Processing Options	SSAE 16 Type II
Job Costing	Payroll Help Desk	Garnishments & Levies
General Ledger Files	Web-based Payroll System	Payroll Recordkeeping
Payroll Accrual & Tracking of PTO for Compatible Plans	Web Reports with Download Capabilities	Electronic Onboarding
W-2 Processing	Online Forms	Federal & State Compliance
Regulatory Reporting & Filing	Online Report Writer	Improved Efficiencies & Accuracy

Risk Management

RISK MANAGEMENT COMPLIANCE	RETURN-TO-WORK PROGRAMS
<p>Analyze & Recommend Safety Protocols</p> <ul style="list-style-type: none">On-Site Safety Visits/TrainingSafety Development ProgramDrug Free Workplace ProgramOSHA Assistance	<p>Return-To-Work Program Assistance</p> <ul style="list-style-type: none">Assistance with Light-Duty Position DevelopmentClaims Management OversightFraud Investigation (when warranted)



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MONTHLY WEBINARS (Live & Archived)	ON-SITE CUSTOMIZED TRAINING/ REGIONAL SEMINARS



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