

TEAM's services and areas of expertise include...

Payroll, Tax, and Employment Administration

- Payroll Processing
- Tax Withholding, Payments, and Reporting
- Forms 941, 940, W-2, I-9...
- Benefit administration (health, 401k)
- Mandated Disability Coverage
- Hiring Requirements
- Labor Law Compliance
- Mandated Benefits
- Garnishments
- Timecards & Other Recordkeeping
- Paid Sick Leave
- State and Federal Unemployment Taxes

Expert Onboarding

- Background checks
- I-9 employment eligibility verification
- Employee classification
- Pay set up and budget/cost projections
- Minimum wage compliance
- New hire engagement letters
- Mandatory employer notices
- Wage surveys

Ongoing HR Support

- Time off policies
- Job duties and expectations
- Workplace policy development
- COVID-19 inquiries
- Ongoing I-9 compliance
- Harassment prevention training (as applicable)
- Mandated leave compliance
- Mandated posting requirements
- Leave of absence administration

Risk Mitigation

- Coaching
- Disciplinary issues
- Employee terminations
- Harassment, discrimination, and hostile work environment investigations
- Robust workplace insurance policies
- Unemployment + disability claim administration
- Workers' compensation claims management