



**Frequently Asked Questions
About Employment Solutions
for Your Business**



Servicing small businesses in Hawaii for over 20 years.



How does a PEO work?

A business owner needs help to manage increasingly complex employee-related matters. The business owner contracts with a Professional Employer Organization (PEO) to assume all of these responsibilities—which allows the client to concentrate on the income-producing side of the business. By using the business technique known as “Employee Leasing,” the company hires the business owner’s employees and leases them back to the business owner. This makes the PEO company the employer-of-record for tax and insurance purposes. The business owner writes one check or credit card payment per pay period to cover payroll, taxes, benefits and administration fees. The PEO does the rest. The client’s current employees fill out a simple application form, W-2, I-9 (immigration form) and any state-required forms (where applicable). The forms are transferred to the PEO and the information is loaded into the client’s account in preparation for the next payroll period. Technically, the employees become employees of the PEO at the onset of your next payroll period, and everyone is paid at their regular rate, as defined by the client.

Why should a small business use Staffing Partners Employment Solutions?

Small business owners want to focus their time and energy on the “business of their business” and not on the “business of employment.” As businesses grow, most small business owners don’t have the necessary human resource training; payroll and accounting skills; knowledge of regulatory compliance; or backgrounds in risk management, insurance and employee benefit programs, to meet the demands of being an employer. Staffing Partners takes over the employee administration for the business owner allowing them to grow their business.

Would I lose any control over my business?

No. The client retains ownership of the company and control over its operations. As co-employers, we will contractually share or allocate employer responsibilities and liabilities. In general, we will focus on employment-related issues and you will be responsible for the actual business operations.

How much will this cost?

Based on the workers comp code for your positions, we will quote you a nominal markup percentage. You will multiply the markup percentage by the hourly pay that you suggest for the employee and you will be able to quickly calculate how much your bill rate will be. It’s that easy. We can greatly reduce your time spent on processing payroll and other payroll issues, so you will have more time to spend running your business.

What does the markup include?

Our markup includes the cost of workers comp, temporary disability insurance, unemployment insurance, payroll taxes and a small charge for our service. We will pay for the government-mandated premiums and taxes on a timely basis, so you can focus on your business.

How does your service help me with workers comp costs?

Because we are part of a large company with multiple offices on the mainland and tens of thousands of employees, our workers comp costs can be lower. One or two accidents at your company will not affect our rates.



What about medical insurance?

We offer insurance plans from HMSA, Kaiser Permanente and Summerlin. You will be able to select which plan would suit your budget. We will invoice you monthly for the insurance, with no markup. You will be charged only for the pure cost of the medical premium.

What other employee benefits do you offer?

- ✓ **We offer weekly or bi-weekly payroll, and we pay for the current week.** Employees love that they are paid for the current week so that they have no or little payroll lag time.
- ✓ **401k Plan**—employees can participate in our plan after one calendar year of employment with us, reducing their tax burden.
- ✓ **Direct Deposit**—employees' paychecks are deposited directly into their bank accounts, saving a trip to the bank.
- ✓ **Credit unions**—we are affiliated with Hawaiian Telephone Federal Credit Union and Hickam Federal Credit Unions which provide higher interest for savings and checking accounts than traditional banks.



Will I still need to buy a separate workers compensation policy if I decide to payroll my entire staff with Staffing Partners?

Not usually. In a few instances, such as a multiple member owned LLC, you may have to cover the partners. For individual owners of LLCs, corporations and partnerships, you will no longer have to provide W/C coverage under current Hawaii law. We cover your employees under our policy!

How does pooling my W/C, TDI and unemployment claims risk help me?

If you have a single claim, your separate policy rates can skyrocket! By joining your small group of employees with our 2,000+ employees (Oahu), you spread out the negative affect of a single claim. Call us for more details.

Can I pay my weekly or bi-weekly payroll and benefits costs on a Credit Card?

YES! We accept Visa and MasterCard. However we do offer a discount for payment by certified funds or EFT.



Servicing small businesses in Hawaii for over 20 years.

**1441 Kapiolani Blvd., Suite 1907
Honolulu, HI 96814
(808) 947-1200**

**98-211 Pali Momi Street, Suite 503
Aiea, HI 96701
(808) 488-5462**

GIVE US A CALL TO DISCOVER HOW WE CAN MEET YOUR EMPLOYMENT NEEDS.