AdminAssist Standard Services

CUSTOMER SERVICE	
AdminAssist Team	*Assigned a dedicated representative to manage your account*
Live Accountant Hotline	*Phone and email access to a team of accounting professionals*
ADMINASSIST PORTAL	
Secure Information Data Exchange	*All transactions processed through a secure online portal*
Real Time Information	*Nightly portal updates allow for up to date information*
Monitor Activity	*Track, monitor and view the activity of each submittal*
Email Verifications	*Email verifications distributed for New Hire submittals*
Storage	*Use our portal to store and maintain back-up copies of records*
Archives	*Data will be maintained on our portal as long as you remain a client*
Reports	*Access to a library of online reports with the ability to export to multiple data formats*
Forms	*Obtain access to standard new hire forms (i.e., EEO, Direct Deposit, etc.)*
PAYROLL	
Payroll Submittal	*Submit payroll through our secure online portal site*
Payroll Schedule	*Process payroll on a semi-monthly schedule. Alternate bi-weekly and weekly schedules available for an additional fee.*
Multiple Projects/Placements	*Ability to track hours for separate projects and/or placements with differing rates*
Per Diem	*Administration of Per Diem payments*
Garnishment	*Processing of garnishment deductions and payments*
Paid Time Off	*Accrue and cap paid time off as per your company policy*
Direct Deposit	*Payroll automatically deposited into an employee’s bank account*
Payroll Delivery	*Payroll checks delivered to you for distribution*

Company Branded Checks *All live checks contain your company name and address, no co-branding*
Check Signing and Stuffing *Checks signed and sealed into envelope prior to distribution*
Pay Stub Delivery *Pay stubs sent via email on the scheduled pay date*
Multiple Projects/Placements *Ability to track hours for separate projects and/or placements with differing rates*
Authorization of Payments *Company representative controls the approval for all issued payroll payments*
Reports *Access multiple Payroll reports with the ability to export to multiple formats*
Late Payroll Submittals *Additional fees may apply for late payroll submittals and/or adjustments*
Final Paycheck Requests *No additional fees for final paychecks issued outside the payroll schedule based upon state deadlines*
ACCOUNTS PAYABLE
Vendor Payments *Payments for standard payable invoices processed on a weekly basis*
1099/C2C Invoices *1099/C2C contractor invoices processed with payroll*
1099/C2C Vendor Payments *Ability to process payments for multiple contractors associated with a single vendor*
Payment Terms *Payments to Vendors will be based upon your payment terms, not ours*
Payments *Vendors may be paid via ACH or live check*
Check Delivery *Checks delivered directly to the vendor, signed, and sealed*
Remittance Delivery *ACH Remittance advice sent via email*
Reports *Access multiple Vendor reports with the ability to export to multiple formats*
Authorization of Payments *Company representative controls the approval for all issued vendor payments*
Standard Expenses *Processing of expenses submitted on the AdminAssist Expense form*
Late C2C/1099 Invoice Submittals *Additional fees may apply for late payroll submittals or adjustments*

ACCOUNTS RECEIVABLE
Invoice Generation *Invoice generation to correspond to your payroll schedule*
Direct Placement Invoices *Direct placements invoiced on the date of hire or as directed*
Invoice Cycle *Flexible invoice cycles (i.e., semi-monthly, weekly, monthly, Fixed Fee, etc.)*
Invoice Format *Flexible invoice format (i.e., Time and Materials, Project and/or Direct Placement.)*
Billing Instructions *We maintain detailed billing instructions for each Customer, so you don't have to*
Invoice Attachments *Details attached to invoices when submitted in PDF standard format (i.e., Timecards, Expense Receipts, etc.)*
Purchase Order *Purchase order tracking*
Invoice Distribution *Flexible invoice distribution methods (i.e., email, upload, mail, etc.)*
Collections *Monitor AR and reach out directly to Customers in regards to past due items*
AR Reviews *Scheduled calls to review and evaluate AR on a regular basis*
Alerts *Notifications in regards to challenging or questionable accounts*
Reports *Access Customer Activity reports with the ability to export to multiple formats*
Customer Integration Services *Additional fees may be assessed to allow for uploads to Customer site and/or to meet Customer invoice demands*
CASH MANAGEMENT
Deposits *Obtain and enter deposit activity*
Payment Application *Obtain, review and apply all deposits based upon remittance detail received*
Reports *Access cash activity reports to keep up to date on bank balances*
Bank Balances *Monitor bank balances*
Line of Credit *Monitor LOC activity*
Alerts *Email alerts sent to maintain balances (i.e., transfers, LOC draw, etc.)*

MONTH END CLOSE
Standard Commissions *Commissions reports generated and uploaded to the Portal each month to include:* • *2 Representative Types – Account Executive & Recruiter* • *3 Classes – W2, 1099/C2C and Direct Placements* • *Tiered Structure – standard tiers for each category*
Standard Financial Packet *Financial packets prepared and uploaded to the portal each month to include,* • *Cash Activity* • *Balance Sheet* • *Income Statement (YTD and Trailing Trend)* • *Operating Expense Detail* • *Spread Detail by Class* • *Aged Receivable Report*
Reports *Access standard financial reports with the ability to export to multiple formats*
Customized Commissions *Additional fees may be assessed for customized commission reports which may include,* • *Additional representative types* • *Additional classes* • *Varied tiered structure* • *Alternate pay schedules*
TAXES & UNEMPLOYMENT
Federal Payroll Tax *Federal tax set up and filing for federal payroll taxes*
Payroll Tax Payments *Payroll taxes paid when due, not when payroll processed*
Unemployment Filing *Unemployment filings handled by AdminAssist*
State & Local Payroll Tax Set Up *2 states provided at no charge. Additional states may incur a fee.*
State & Local Payroll Tax Filing *No additional fees for filing of state and local payroll taxes.*
1099 and W-2 Forms *Additional fees may apply for the preparation and distribution of all 1099 and W2 tax forms*
1095-C Forms *Additional fees may apply for ACA form preparation and distribution for fully funded plans*
BENEFITS
Benefit Submittal *Ability to review and confirm benefit premium deduction amounts when enrollments submitted through the secure online portal*
Reports *View and export Census, Eligibility and Enrollment reports*

Broker Referral *Partner with a broker familiar with the industry. Ease the administrative burden by providing a partnered broker with direct access to the AdminAssist portal.*
401k *Payroll deductions administered each payroll*
401k Year End Additional fees may be assessed for assistance with census generation, validation requests and employer match contribution
Benefit Audits *Periodic audits of health benefit enrollment/deduction status*
Alerts *Email alerts when deduction issues identified*
Customized Benefit Reporting *Additional fees may be assessed to develop reports for 3rd party administrators (i.e., 401k, HSA, Park/Transit, etc.)*
HUMAN RESOURCES
EEO Reporting *Annual EEO reports available*
HR Consulting *Pay for HR services only when needed*
CFO SERVICES
Accounting 101 Training *Obtain financial guidance from our team of representatives*
Compliance Guidance *Obtain compliance guidance from our team of representatives*
Financial Packet Review *Personal monthly financial evaluation with your representative*
Live CFO Hotline *Obtain a direct line to a CFO familiar with your company and industry*
Treasury Management Assign an AdminAssist representative to monitor and evaluate your cash requirements
Audit Assistance *Additional fees may be assessed to provide direct assistance with bank, w/c and any other financial related audit*
Budget Planning *Assist in establishing annual budgets*