

Employer Services Group

An important package of services provided for your convenience

Human Resources Consulting Services

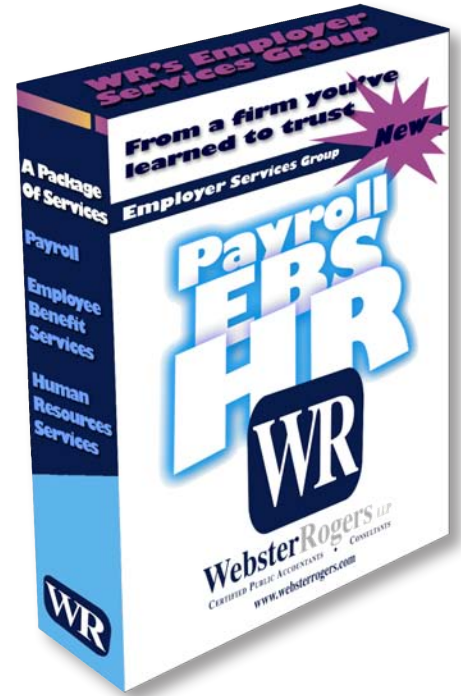
Development of a Policy & Procedure Manual to include the following policies

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|---|-------------------------------|
| Employment-At-Will (with employee sign-off) | Employee Theft |
| Absence | Drug Testing |
| Discipline | Work Rules |
| Overtime | Sexual Harassment |
| Equal Employment Opportunity (EEO) | Other procedures as requested |

Manuals will be reviewed and updated on an annual basis. Any material changes during the year will be communicated via a supplemental insert.

HR Services

- Employee Benefits Advice and Shopping
- Employee Benefits Education and Communication
- Management Communication and Discipline Training
- Audit Employee Records
- Performance Measurement
- Compensation development and implementation
- Workman's Comp. Administration
- Job Description Preparation
- COBRA Administration
- Management Training on Employee Issues
 - Screening / Hiring Techniques
 - Training / Coaching / Termination
 - Harassment / Discrimination
 - Maintain OSHA 300 Log
- Provide New Hire Packages
 - Application for Employment
 - Background Check Authorization
 - SC Employment Notification
 - SC 2nd Injury Fund
 - Forms W-4 & I-9
- Recruiting



At client's request, WebsterRogers will initiate a background check for all new hires. The average cost of a background check is \$75 - \$90 from a qualified service provider, and client generally pays this expense outside of the engagement terms.

Payroll & Related Services

- Basic payroll preparation (enter time & produce checks)
- Electronically sign checks
- Stuff checks in envelope for distribution to employees
- Prepare and transmit direct-deposit file to bank
- Provide depository totals report (provides cash requirements for payroll)
- Transfer payroll-tax deposits to Federal and State governments, via EFTPS
- Maintain employee payroll records (make changes in deductions, pay, and tax withholdings)
- Provide payroll reports and special management reports
- Deduction maintenance (submit payment for 401(k), child support, garnishment, Christmas club, etc.)
- Track vacation, holiday, and sick leave accruals
- Preparation of payroll journal entry for accounting records
- Prepare federal, state and local quarterly tax returns

Prepare federal and state quarterly unemployment reports
Preparation of W-2s (filed via magnetic media)
Preparation of worker's comp report & assistance with audit
Assistance with SCESC audit
Provide employment verification to outside agencies, when authorized
Provide assistance with bonus calculations (net to gross)
Monitor employment tax-rate changes and implement changes

Retirement Plan Administration Services

Preparation and implementation of new, or client's current, plan
Annual plan administration, including preparation and/or posting of
 IRS Form 5500 and/or extension
 Allocation of investment gains/losses
 Participant account balance statements
 Participant Forms 1099R and Form 945
 Management report of summary transactions
 Discrimination and maximum contribution testing

Bookkeeping services (per pay period)
 Employee contributions
 Employer discretionary contributions
 Participant loan payments
 Reallocations based on employee investment elections (quarterly)

Services provided, as needed
 Distribution forms (per plan participant)
 Loan documentation (per plan participant)
 Employee communications
 Flexible spending accounts - employee funded
 Health reimbursement arrangements - employer funded

Contacts

✦ Wayne Musick | 843-665-5900 | wmusick@websterrogers.com
✦ JoAnna Hicks | 843-665-5900 | jhicks@websterrogers.com



WebsterRogers LLP
CERTIFIED PUBLIC ACCOUNTANTS ♦ CONSULTANTS
www.websterrogers.com