

# Questions? We have answers.

- Do I have to pay an employee for unauthorized overtime?
- Will my business owe more in taxes because of FUTA credit reductions?
- What do I need to know about rest and meal breaks?
- How do I handle time off for bereavement?
- How do we comply with the EPA's new lead requirements?
- Do I need to make my business accessible to people with disabilities?
- Do we have to pay an exempt employee extra for working more than 40 hours per week?
- Employee rewards are great, but are they legal?
- Are employee bonuses taxable?
- Do I need to pay intern minimum wage?
- If I need to, how do I cut worker hours without being sued?
- Do I need a sexual harassment policy?
- What do I need to do to be in compliance with the Ledbetter Fair Play Act?
- Is my business ready for the new FLSA overtime rules?
- Do I understand the new federal minimum wage?
- Am I legally required to offer benefits to part time employees?
- Are employees working a compressed workweek and paid bi-weekly entitled to overtime in the week they work more than 40 hours?
- Are there legal considerations with drug testing that I should know?
- How do I conduct a successful performance review?
- Where do I draw the line when monitoring employee internet use?
- How do I manage my multi-generational workforce?
- What is the best way to give a verbal warning to a difficult employee?
- How do I terminate an employee properly?
- Can I provide alcohol at a company party?
- What's a 1099 employee and do I have one?
- Do I need an "end of employment" checklist?
- How do I check employment references?
- How do I give an employment reference... what can I say?
- Do I own a business in a "right to work" state?

- What exactly is a "right to work" state?

- What is an affirmative defense policy and do I need one?

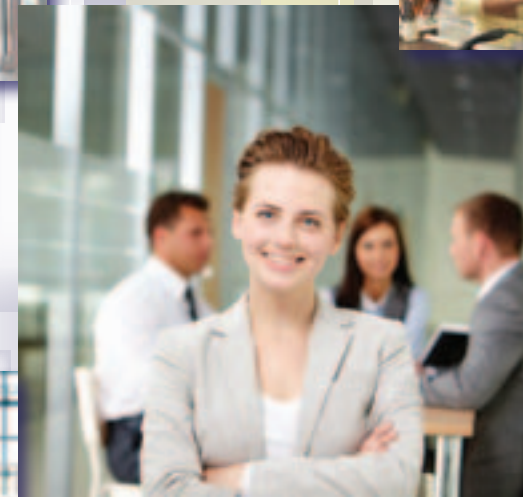
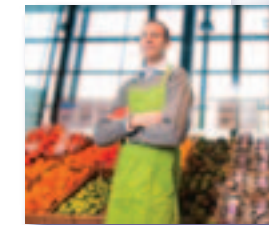
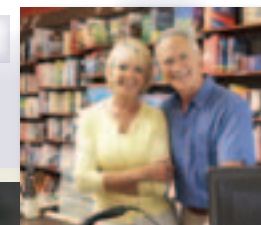
- What happens if I hire someone that is not legally able to work in the U.S.?

- I have an employee that is a bully, but he is my best sales person. What do I do?

- Do I have to provide health insurance, even if I can't afford it?

For small business owners, partnering with a professional employer organization can offer many positive benefits, even beyond HR management. As you streamline your business processes with WTA, we are confident that you will save time, cut costs and increase productivity!

Let us help you get back to  
business today!  
Call our offices and schedule  
a free consultation.



## WTA,inc.

Workforce Training and Administration Services

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## WTA,inc.

Workforce Training and Administration Services

In today's business climate, nothing is as important for a small business owner than being able to focus on core business functions – those activities that support the bottom line and put money in the bank. Every small business owner knows that profit is the difference between success and failure.

Unfortunately, there are only so many hours in the day. When a small business owner spends valuable time and resources on time consuming, non-revenue producing activities, the consequence can be devastating to the overall operation of the business, not to mention cash flow and profit margins.

Outsourcing HR management relieves business owners of the burden of managing employees, and allows them to redirect their resources towards more important aspects of their business.

WTA, Inc. is a professional employer organization offering a wide range of HR related services to small businesses, both new and established.

WTA gets you back to business,  
and for a small business owner,  
that's invaluable.





# SERVICES PROVIDED:

## Payroll and Tax Administration

Payroll administration is much more than simply writing a check. Between meeting employee expectations and legal requirements, payroll administration is one of the most extensive responsibilities of HR management, and the one area where most small business owners experience the most challenges. At WTA, Inc. we offer a broad range of payroll support to our clients:

- Administration of paychecks and stubs
- Direct deposit to multiple bank accounts
- Payroll delivery
- Payroll checks drawn on WTA account
- Section 125 pre-tax administration
- Payroll deductions, garnishments and levies
- Flexible spending accounts
- Federal and State payroll tax deposits and returns
- FICA, FIT & SIT tax withholdings
- Customized reports
- Job cost accounting and cost allocation reports
- FICA, FUTA, SUTA quarterly reports
- New hire reporting
- Federal payroll summaries
- Production and delivery of W-2s
- Wage/hour law compliance
- Paid leave program management
- Vacation & sick time accruals
- Department summaries
- Coordination for multiple worksites

## Employee Benefits Administration

Studies have shown that a comprehensive benefit plan increases employee job satisfaction and motivation, which contributes to a more successful and profitable business. Employee benefit plans can also be a factor in retaining quality employees or attracting new talent. However, employee benefits administration is not only time consuming for the small business owner, but these days, is typically an expensive proposition as well. Our staff can help you create employee benefit plans that are unique to your company, which are both economical for your business and appreciated by your staff. Our benefit package options include:

- Employee health benefits & insurance plans (HMOs, PPOs, HSAs)
- Life Insurance
- Employee assistance including work/life program
- Accidental Insurance
- Long term and short term disability
- Supplemental cancer, accident, hospital plans
- 125 (c) flexible spending account plans for medical and dependent care
- Individual health insurance plans
- Prescription drug plans
- Dental and vision insurance plans
- All full-time employees receive a free \$10,000 life insurance policy
- Individual retirement accounts and retirement services
- Retirement plan administration
- Benefit management and administration

## Workers' Compensation Administration

The risk of injury or illness within the workplace is a constant concern for employers, as the ramifications of an unsafe workplace can lead to legal battles that are time consuming, expensive and harmful to the reputation of your small business. Managing risk through a combination of complying with state and federal employment laws and

integrating a comprehensive workers' compensation plans is crucial and one of the most important responsibilities of any small business owner.

WTA, Inc. provides cost-effective workers' compensation coverage, thorough administration and reporting, payroll audits, proactive training and aggressive claims management.

It is well known that frivolous claims combined with lax claims management can negatively impact a small business for years into the future. We take claims management and processing seriously and consequently, our claims management services include not only claims management and processing, but investigation of fraudulent claims and preparation for workers' compensation hearings. Interpreting workers' compensation regulation and providing other risk reduction services are also part of the services we provide, which allows your business to pass safety regulations and maintain a safer work environment, both of which saves you time and money.

## Risk Management

There are countless state and federal laws governing safety regulations and determining how they apply to your company can be confusing and time-consuming. As part of our services, we offer risk management, which extend far beyond worker's compensation coverage. We have knowledgeable risk management professionals on staff, who understands that risk management is all about ensuring your work environment is safe. OSHA compliance programs, injury and illness prevention programs, accident investigation, government procedure and regulation review, hazards programs, and more are part of the services we provide to our clients. Our risk management services include:

- Designing an overall effective safety program
- Organizing safety training
- Coordinating and conducting safety meetings as those between management and employees
- Making available various safety resources such as safety videos and safety posters
- Developing a company safety manual
- Developing or improving existing safety programs
- Evaluating loss trends
- Workers' compensation insurance
- Claims management for work-associated injuries

## Regulatory and Government Compliance

Keeping on top of the many HR-related, as well as criminal, civil, federal, state and county rules and regulations could easily be a full-time job. The prevention of complaints which can result in audits and reviews – which are often needless and disruptive of the day-to-day operations of a small business, not to mention expensive in time and financial resources, is crucial to the well-being and continued success of a small business. Just because your business is small, doesn't mean you are exempt from compliance management in the areas of fair employment practices:

- SSN (Social Security Number) verification
- Unemployment management
- Unemployment claims reporting
- Unemployment fraud and appeal preparation
- Unemployment employee audits
- Obtaining and maintaining applicable license or registration
- Maintaining and storing employee files
- State employment tax and unemployment tax compliance and planning
- Worker's compensation compliance
- State-specific employment law compliance and planning
- Preparation of employee handbooks
- We provide regulatory and government compliance management in the areas of fair employment practices.

- Client contracts and notices
- Employment applications, agreements, posters and forms
- Employee termination
- Drug and alcohol testing
- Retention of records
- New Employee Worksite Reporting
- FMLA Administration
- Comprehensive EEOC compliance services
- EPLI (Employment Practices Liability Insurance) services

## Recruitment and Hiring

Employee recruitment and hiring involves attention to routine tasks such as advertising for job positions, reviewing job applications and resumes and interviewing candidates, all of which takes valuable time away from your business operations. Especially in today's job market, where candidates out number jobs, finding the right candidate is time consuming. Ensuring that you hire the right people for your small business can save you thousands of dollars, which makes thorough applicant screening solutions are vital. We offer the following services:

- Reviewing the applicant (optional)
- Pre-employment testing of candidate's skills (optional)
- Conducting pre-employment background check (optional)
- Drug testing (optional)
- Coordination of medical exams, if required (optional)
- Wage and salary data (optional)
- Employee orientation programs (optional)

## Employer Liability Management

Effectively managing your liability as an employer is critical in running a successful small business. While workers' compensation and good business insurance goes a long way in ensuring the stability and security of your business, the importance of internal procedures that support healthy employee relations and limit risk can't be understated.

Part of our services include the development and distribution of employee handbooks to employees, making them aware of safety regulations and all relevant policies of the company, which helps your employees to comply with your specific guidelines. Our other employer liability management services include supervisory training and employee termination assistance, two areas that contribute to the majority of employee/employer related law suits.

## Immigration Compliance

Understanding immigration law and Immigration compliance is one of the most common issues and concerns of small business owners in the U.S. Immigration compliance requires diligent administration:

- I-9 compliance
- "No Match" letter responses and compliance
- E-Verify program management
- Updates on changes in immigration rules for employers
- Expiry date monitoring service
- Recruiting assistance
- Employee public inspection files

Our expert and knowledgeable staff can handle your immigration compliance requirements, so you can focus on managing your business. We are up to date on all the Federal and State regulation changes, ensuring that our clients are in full compliance at all times, reducing the time and resources you spend on compliance with immigration procedures, but most importantly, avoiding criminal penalties and embarrassing civil fines.