



# FOUR POINT HR

Payroll. Worker's Compensation. Benefits. Human Resources.

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## Positioning of the PEO Role with Four Point HR

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Four Point HR is a professional employer organization (PEO) that partners with its client companies to provide outsourced payroll, workers' compensation, human resources and employee benefits administration. We become, in essence, our clients' off-site human resources department. Our business is anchored by business owners with significant industry management experience who reduce our clients' risk by assuming the details of employment administration, risk and liability and offering economies of scale. This enables our clients to stay focused on revenue producing activities, growth and expansion.

Our Four Point HR management team has worked together for more than six years and has 100-plus years of industry experience. We've leveraged our expertise, industry relationships, and experience in building a successful PEO client base in the Southeast, Midwest and Mid-Atlantic regions to build Four Point HR.



## Navigating the PEO/Client/ Employee Relationship

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The responsibilities of being an employer are great. In the mutually beneficial PEO relationship, both Four Point HR and its client companies have an employment relationship with the worksite employees. Our clients direct their main business operations while Four Point HR leverages its expertise and experience to provide integrated, cost-effective, fully customized employment solutions.

***The result:***

- Increased productivity and profitability
- On-demand employment and regulatory expertise
- Focus on safety and compliance
- Fortune 500 benefits offerings for associates
- Competitive rates



## Charting a Course: Matching Skills to Client Goals

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Four Point HR combines client-focused business processes with its know-how to identify needs and establish goals and objectives for each client. We begin the process in our due diligence phase by developing a full understanding of a client's business: procedures, successes, challenges and plans. We assess the challenges and goals and provide a customized proposal to achieve success. As we begin the formal relationship, Four Point HR provides a detailed plan for the clients' unique human resource needs with mutually agreed-upon project milestones.



## Integrating the PEO Relationship into Business Activities

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A snapshot follows of activities assumed by Four Point HR on a Pay Cycle, Monthly, Quarterly and Yearly Basis.

**Our clients need only report hours and advise of new hires each pay cycle.**

### **Pay Cycle (weekly, biweekly or semimonthly):**

- Enter new employees into pay system
- Employee maintenance - address, terminations, deduction and benefit changes
- File mandated new hire reports
- Produce paychecks and detailed payroll reports
- Direct deposit paychecks
- Remit federal, state and local tax deposits
- Remit 401(k) funds to fund administrator
- Respond to human resources questions
- Report and manage workers' compensation claims
- Provide assessment tools for new hire interviews
- Manage state unemployment claims
- Comply with and pay child support and garnishments
- Conduct Social Security and background checks
- Administer paid time off

### **Monthly:**

- Review workers' compensation claims
- Enroll new employees into 401(k) and benefit programs
- Pay workers' compensation and benefits premiums
- Reconcile benefits (Health, Dental, LTD, STD, Life and Vision)
- Conduct on-site human resources training
- Conduct off-site training on hiring, orientation, progressive discipline and termination
- Update COBRA administration



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### **Quarterly:**

- Audit risk management practices
- Complete and file federal, state and local tax returns
- Conduct human resource review to identify issues, successes and trends
- Manage employee related human resources investigations

### **Yearly:**

- Generate, print and file W-2's, W-3
- Administer section 125 cafeteria plan
- Complete form 5500 and file with IRS
- Complete form EEO-1 and file with EEOC
- Conduct open enrollment for all benefits
- Complete audit with workers' compensation insurance carrier
- Provide new federal and state mandated postings
- Update workers' compensation claims kits
- Draft or update employee handbook
- Update drug free workplace practices
- Provide customized client area and forms on Four Point HR Web site
- Maintain employee files

## Illustrating Four PEO Solutions

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Four Point HR collaborates with our clients to analyze employment-related challenges and implement financially and operationally responsible solutions. Four common client scenarios are illustrated below.



### **Workers' Compensation Challenge:**

Large middle market artisan contractors face many internal difficulties during growth. These companies generally have difficulty finding administrative talent to handle workers' compensation and employee related challenges that are the result of a growing workforce. This can lead to high workers' compensation claims and a lack of attention to employment-related HR issues including risk management.

#### **Solution:**

- Implement a formal safety program to quickly reduce loss ratio
- Practice monthly telephonic claim reviews with client accompanied by quarterly on-site reviews
- Schedule regular and ongoing support including issue reviews and on-site visits to address issues on a timely basis
- Conduct on-site loss prevention to minimize workers' compensation claims



### **Payroll Challenge:**

Privately owned childcare franchisees are challenged while generating growth. The owner/operators have limited time to handle the often complicated payroll process that accompanies a large number of hourly employees.

#### **Solution:**

- Apply Web-based payroll system to decrease time required of management to produce accurate and timely payrolls
- Process and pay a large volume of employee garnishments and levies alleviating fines and penalties previously paid by the company
- Alleviate fines associated with untimely payroll payments and filings



### **Human Resources Challenge:**

Internal sales organizations experience high rates of turnover during their growth. These organizations are often unable to spend the time necessary to install proper hiring controls and effectively communicate and monitor employee practices following new hires.

#### ***Solution:***

- Complete effective internet job listings and post on behalf of client
- Draft behavioral interviewing programs for all open and new positions
- Identify difficult employees and work to improve employee performance or terminate if required
- Draft policies to maintain compliance and positive working environment to manage employment side of expanded operations
- Create and distribute new employee handbooks to educate staff and promote teamwork



### **Benefits Challenge:**

Privately owned metal fabricators often face pressure from larger firms in their area for talented hourly employees. The larger companies more effectively communicate the value of their benefits plans and conduct regular benefits enrollments.

#### ***Solution:***

- Conduct employee communication meetings on quarterly basis emphasizing value of compensation as take home pay plus benefits
- Offer a wide array of pre-tax benefits and premium savings to all employees
- Reduce turnover