

Why

Administaff is the Right Move

Why Isn't Your Company Where You Want It To Be?

You work hard, you have a good staff, and you still have your eye on the goals you set for your company. So why do they appear a long way off when it seems you are doing everything right?

You have focused on your product, services, finances and customers – and each is critical to your success, but perhaps it's time you paid attention to a more powerful variable.

Consider your employees.

Your people are your single most important asset. They have the power to take your company to new heights, fulfilling your mission and creating long-term change.

As you think about your team for a moment, ask yourself a few questions. Are you hiring top performers? What's your turnover rate? Have you considered the cost of replacement and lost productivity every time an employee leaves?

Administaff can help you harness the power of your people, equipping you with the ability to drive your company forward.

“THE WIDE RANGE OF HR SERVICES THAT ADMINISTAFF PROVIDES has proven to be exactly what we were looking for in a PEO. Thanks.”

Steve Peirce, President
Ribus, Inc.

“ADMINISTAFF SIGNIFICANTLY REDUCED THE TIME I had to spend on HR, and now I have time to focus on the bottom-line aspect of my job.”

Joanne Messer, Payroll Manager
Atlantis Drywall, Inc.

Why Are You Staying Awake at Night?

Strengthening your human resources (HR) practices can significantly increase your company's chances of success. Once you recognize the value of investing in your employees, you can realize the benefits of Administaff's comprehensive HR services.

You need to be able to concentrate on growing your company, instead of handling personnel issues and paperwork piles. Administaff allows you to do just that. Our service model has helped numerous companies achieve greater growth and success for nearly two decades, and it's the most copied model in the professional employer organization (PEO) industry.



Why Not Share the Load?

You don't need to be a human resources expert to become more proficient with your HR practices. Administaff can help you become more effective by assisting you with:

- ✦ Assessing your current HR practices
- ✦ Implementing new HR practices
- ✦ Prioritizing areas for further focus
- ✦ Designing a business strategy around people practices



“WE WERE PLEASANTLY SURPRISED THAT ADMINISTAFF NOT ONLY provides a wide array of valuable resources, but also exceptional customer service. It is wonderful to work with a company whose mission is to satisfy the customer's needs.”

Cecil Glovier, Chief Operating Officer
GoldStar Trust Company

Why Are You Waiting?

You'll ask yourself that as soon as you meet with an Administaff consultant, because we provide you with a full range of services from quality employee benefits to employment administration and more.

You'll begin feeling in control of your organization again, because you'll have the freedom and the time to focus on the issues that are important to you.

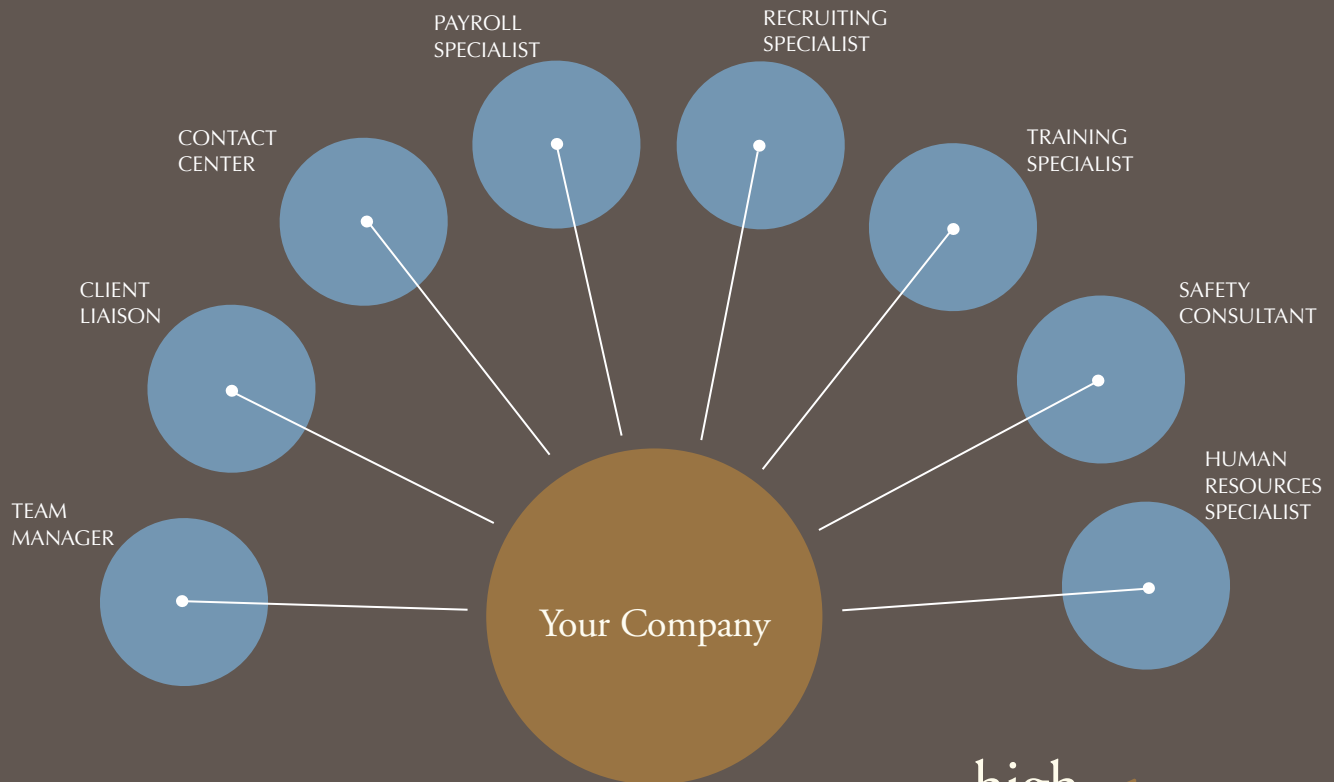
Your employees receive all the advantages of working for a small company combined with the quality benefits and services usually offered only by big companies. It's the best of both worlds, and they'll thank you with loyalty and increased productivity. You'll thank us for helping you maximize your growth potential.

You can refocus on your organization today. Call us at 800-465-3800, or visit www.administaff.com.

“THANK YOU ONCE AGAIN
for assisting us in the pursuit of excellence.”

Ted Makowan, Chief Operating Officer
Val-Matic Valve and Mfg. Corporation

high touch service on a ...



high tech platform

Employee Service CenterSM
The Employee Service Center provides automated, personalized services to you and your employees. Access to these online services are available when you establish a co-employment relationship with Administaff.

Administaff maintains four fully-staffed regional service centers, as well as service personnel located in many of our district sales offices. Our service team members average more than 15 years' experience in their fields, more than four years' tenure at Administaff, and almost all hold a bachelor's degree; many hold post-graduate degrees and/or specialty certifications. You'll be tapping into the experience you need to make a difference in the success equation for your business.

Administaff's Service Model

Administaff is an advocate for small businesses in America. We provide administrative relief, big company benefits, reduced liabilities and a systematic way to help you improve productivity. Join thousands of the very best businesses in the country that have gained a competitive advantage with Administaff's services. You receive:



Recruiting and Selection

Find and hire the highest-quality employees possible without the hassle.

- Applicant Review and Interviewing
- Wage and Salary Data
- Pre-Employment Background Checks
- Pre-Employment Testing
- Substance Abuse Prevention
- Administaff Talent Network

Performance Management

Achieve organizational goals by developing employee potential to increase job satisfaction and productivity.

- Performance Appraisals
- Compensation Plans
- Supervisor Coaching
- Job Descriptions
- Reward and Recognition

Training and Development

Achieve measurable, bottom-line results through training for more productive employees.

- Needs Analysis to Identify Areas for Performance Improvement
- Certified Provider of Continuing Education Units
- Leadership Development
- Learning Management System
- Business-Focused Training Programs: Online and Instructor-Led

Benefits Management

Access quality employee benefits for better employee recruitment and retention.

- Health Care: Medical, Dental and Vision
- Health Care Flexible Spending Account
- Retirement Services
- Employee Assistance and Work/Life Program
- Life Insurance: Term, Group and Dependent
- Disability Insurance: Short-Term, Long-Term and Voluntary
- Adoption Assistance
- Credit Union
- Educational Assistance
- 529 College Plan

Employment Administration

Improve your business focus by reducing the burden of employer-related paperwork.

- Payroll Processing
- Garnishments
- Employment Verification
- Time and Attendance Systems

Government Compliance

Reduce or eliminate fines and penalties by keeping pace with changing regulations.

- Government Compliance Reporting and Agency Interface
- Unemployment Claims Administration
- FICA, FUTA, SUTA
- Safety Services
- Drug-Free Policies and/or Administration
- EEOC Administration
- FLSA Audit

Employer Liability Management

Manage employer obligations and minimize risks by keeping up to date on liability issues.

- Workers' Compensation Plan Coverage and Claim Resolution
- Employment Practices Liability Insurance
- Safety Review
- Employee Handbooks
- Termination Assistance
- Employee Relations
- Substance Abuse Prevention
- Liability Management Training

Business Services

Achieve a more secure future through forward-focused resources critical to your success.

- Employee Service CenterSM Instant Online Infrastructure
- Client Network
- Employee Communications
- Insurance Procurement
- Strategic Alliances: Financial, Technical and Procurement



*Small business is good for America.
Administaff is good for small business.SM*

CORPORATE HEADQUARTERS

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