



More Businesses Turn to Administaff

*Find out how successful
business owners are
getting down to business
and moving forward
with Administaff.*

A Competitive Business Advantage

Administaff can help make owning your own business enjoyable again. You had a set of goals when you started your business, but somewhere along the line, you had to sideline your focus to take care of personnel issues and administrative details. We understand, because we've been where you are. And we know you're not a human resources expert. That's why we offer outsourced human resources services—so you can focus on doing what you really want to be doing to grow your business.

Beef Up Your Bottom Line

You can manage your employer liabilities better when you delegate employer liability management and human resources needs to Administaff. You receive the help you need to become more productive, more profitable and more successful.

You're backed by the solid stability of Administaff, a company that understands what it takes to become a big-business owner—we've been where you are, and our only goal is to help your business succeed.

Increase Your Productivity

We're utilizing technology to move you beyond the scope of most big businesses to day with the innovative Employee Service CenterSM; an online portal that instantly provides you with a multi-million dollar infrastructure.



During their first nine months of business, the partners and employees at the Mann & Stevens law firm were frustrated and overwhelmed with the administrative hassles of personnel issues. "We experienced an immediate turnaround when we joined Administaff," says June Mann. "With Administaff, the payroll records are accurate and timely, insurance claims are no longer a problem, job costing is more efficient, and a 401(k) plan helps employees save for their futures."

June Mann, Partner
Mann & Stevens, P.C.



Rapid growth is the name of the game at Answer Financial, which operates the Insurance Answer CenterSM, an Internet-based insurance agency. "In order to help us focus on the growth and development of our business, we wanted the support of a company with significant depth in its human resources function. This type of growth requires a solid human resources infrastructure, and Administaff fills that need very well. Administaff delivers a rich range of cost-effective human resources services."

Alan C. Snyder, CEO
Answer Financial Inc.



With the help of Administaff's Safety Services group, the company holds weekly jobsite safety meetings. It's a formula for success. "Last year Stronghold Engineering performed nearly 155,000 man-hours without a lost-time accident. The safety of every team member is our highest priority, and Administaff is key in helping to ensure our safety goals are met."

Beverly Bailey, President & CEO
Stronghold Engineering, Inc.

The Employee Service CenterSM makes it easy and convenient for you and your employees to conduct business online for the information and answers you need whenever it's convenient for you, 24 hours a day. You'll also find an eCommerce portal, My MarketPlaceSM, and the Best2Best[®] Client Network, where you can promote your wares online to the Administaff community of best small businesses nationwide.

Now you can become more strategic and systematic about the role your people play in your company's productivity. Administaff can relieve you of many of the employer-related burdens that can distract you daily from the business at hand. We'll help you free your time to focus on the business aspects that are important to you.

Experience and Stability You Can Count On

Administaff is one of the nation's leading personnel management services providers, serving more than 4,000 business owners in 50 states. We've been helping businesses succeed since 1986.

Headquartered in Houston, Texas, Administaff operates more than 35 sales offices and four regional service centers in 21 major markets nationwide. The company is accredited by the Employer Services Assurance Corporation (ESAC), and additional recognition includes:

- Being ranked for four consecutive years on *Fortune* magazine's list of "America's Most Admired Companies," most recently among the top four businesses in the Outsourcing Services Category.
- Being ranked for four consecutive years on the *InformationWeek* 500 list of leading information technology innovators.
- Being named twice as the nation's best full-service professional employer organization in the *ProEmp Journal's* Excellence Awards.

***It's time to refocus on your business.
Call an Administaff consultant today.***

Results Our Clients Speak About

"With Administaff handling the payroll and tax reporting, I don't have to spend time trying to keep up with ever-changing employment regulations."

Eloise Robinson
Systems Services, Inc.

"Administaff really allows us to continue focusing on growing our business. We don't have the people or the desire to take on all the employment issues ourselves."

Ed Loke
Trelltex

"Whenever I have a problem or a question, Administaff's experienced professionals provide solutions for me."

Arthur Abbott
Abbott Printing

"Administaff's training programs taught my people key productivity concepts along with the techniques for implementing them throughout our company."

John Falik
Aguasol Controllers, Inc.

"The benefits package our employees receive is top rate and is a key advantage for small business owners."

Marvin Monk
Monk Engineering, Inc.

"The bottom line is that a relationship with Administaff just makes good, economical business sense."

William Welsh
Burlington Engineering, Inc.

Administaff's Personnel Management System

Administaff's unique Personnel Management SystemSM provides high-performance human resources services for small and medium-sized businesses. We can help remove the burden of "regularly scheduled interruptions," so you can focus on your business objectives and opportunities.

Recruiting & Selection

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

- Job Descriptions
- Resume Review & Interviewing
- Salary Planning & Administration
- Classified Advertising
- Pre-employment Background Checks
- Pre-Employment Testing
- Behavioral Profiling
- Drug Testing
- Outplacement

Employment Administration

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

- Online WebPayroll Processing and Payroll Tax Filing
- FICA, FUTA, SUTA
- Garnishments
- Quarterly Reports
- Human Resources Management Reports
- Direct Deposit
- W-2s & W-4s
- Employment Verification

Government Compliance

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

- Government Reporting & Agency Interface
- Unemployment Claims Management
- Employment Records Management
- Claims & Audits
- OSHA, ADA, FMLA, CRA '91, FLSA, Title VII, COBRA, HIPAA & Other Government Regulations

Performance Management

Benefit: Achieve organizational goals by developing employee potential to increase productivity.

- Performance Measurement & Review
- Compensation & Incentive Plans
- Employee Relations
- Supervisor Training
- Dispute Resolution
- Job Design

Training & Development

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

- Needs Analysis to Identify Areas for Performance Improvement
- Curriculum Development for Professional & Personal Growth
- Delivery of Existing Training Programs
- Certified Provider of Continuing Education Units
- Online Courses

Benefits Management

Benefit: Access one of the best benefits values in the marketplace for better employee recruitment and retention.

- Health Care, Dental & Vision Plans
- 401(k) Plan
- Employee Assistance & Work/Life Program
- Basic & Voluntary Disability Coverage
- Basic & Voluntary Life Insurance & Personal Accident Insurance
- Adoption Assistance
- Credit Union
- Educational Assistance
- Dependent Care Spending Plan



Owner Support

Benefit: Move your business to the next level with forward-focused resources critical to your success.

- **Employee Service CenterSM** – Instant Infrastructure
- **My MarketplaceSM** – eCommerce Portal
- **Best2BestSM** Client Network
- Personnel Consulting
- Employee Communications
- Human Resources Strategies

Through Administaff's alliance with American Express:

- American Express Financial Advisors for help with:
 - Business and/or Personal Financial Planning
 - Retirement Planning
 - Protection Management; Executive Benefits
 - Business Transition and Estate Planning
 - Financial Education and Planning Services
- American Express Tax and Business Services
- OPEN Small Business Network of Services

Employer Liability Management

Benefit: Manage employer obligations more effectively and minimize risk by keeping up to date on liability issues.

- Workers' Compensation Coverage & Claim Resolution
- Employment Practices Liability Insurance
- Safety Review & Policy Development
- Unemployment Claims
- Conflict Resolution
- Employee Handbooks
- Personnel Guide, Forms & Policies
- Terminations

Administaff is one of the nation's leading personnel management companies. More than 4,000 business owners in 50 states utilize our services to address their human resources needs and employer obligations so they can focus on their core business. For more information about how Administaff can help you recapture your business focus, call the number below and connect with the office nearest you.



We take care of your people.
So you can take care of your business.[®]

