



Co-Employment

► Odyssey's Co-Employment or Professional Employer Organization (PEO) offers a comprehensive and integrated approach that reduces employer liability, increases efficiency, and helps you focus on your core business.

“Odyssey’s best practices add efficiencies to your HR processes and mitigate your employer liabilities.”

Co-employment is the relationship between Odyssey OneSource and you in which Odyssey becomes the employer of record. As the employer of record, Odyssey handles items related to W-2s, payroll checks, compliance and regulatory issues, Social Security administration, unemployment, workers' compensation, and other employment matters. Odyssey's PEO services provide an efficient way to handle your HR functions and transactional obligations, while reducing employer-related exposure.

Odyssey strategically enhances your organization's administrative processes and helps you build more stable, profitable, and valuable businesses by shifting focus from administrative HR tasks to profitable activities that increase revenue.

The Value of Odyssey's PEO Services:

- Odyssey shifts your company's focus from administrative HR tasks to profitable activities by relieving you of employment administration and liability-management issues.
- Under this arrangement, Odyssey and you share certain employer responsibilities, but you maintain control of your day-to-day operations and remain responsible for hiring and terminating employees.
- Odyssey's integrated approach reduces employer liability, increases efficiency, and helps you focus on your core business.



To determine how Odyssey OneSource can have an immediate impact on your organization, call us toll-free at 888.680.8800 for a free consultation.

PEO Services

Human Resources Services

- human resources practices/compliance assessment
- customized employee handbooks
- job description development
- compensation plan assistance *
- new-hire processing and reporting
- employee file maintenance
- human resources best practices
- recruiting *
- pre-employment background check *
- compensation surveys
- assistance with harassment investigations and resolution
- FMLA notice administration
- assistance with affirmative action plans *

Payroll

- preparation and distribution of payroll checks
- flexible payroll input (phone, fax, e-mail, Web)
- dedicated payroll administrator
- detailed management payroll reports
- sick, vacation, and PTO tracking
- quarterly and annual federal and state deposits and filings
- direct deposits
- W-2 preparation and distribution
- processing of employee liens, loans, and garnishments
- job costing and certified payrolls
- employee online access
- Web-based time and attendance system

Risk Management

- Employment Practices Liability Insurance (EPLI)
- management consulting for employee problems
- federal and state regulatory compliance assistance
- unemployment claims management
- post-accident drug testing *
- wage claims
- hiring, firing, and disciplinary consulting
- workers' compensation coverage, administration, and claims management
- industry and client-specific safety training
- customized safety management
- dedicated field-safety representative
- assistance with regulatory audits, inspections, and appeals
- response to discrimination/retaliation charges

Training and Development

- online/on-site training and development
- conflict resolution
- industry- and client-specific training
- compliance seminars
- performance appraisals
- sexual harassment training
- hiring, firing, and disciplinary actions training
- recommended federal and state HR training

Benefits Administration

- group benefits consulting, and procurement
- executive long-term disability insurance
- custom-designed 401(k) profit-sharing plan
- supplemental, cross-tested cash balance plan
- nonqualified executive deferred compensation
- 529 college savings plan
- employee assistance program (EAP) *
- fully featured 125 plan
- supplemental insurance products
- comprehensive benefits administration
- COBRA and HIPAA compliance on Odyssey's provided benefits plan
- enrollment, termination, and change management

* some services may require additional fees