



## Administrative Services Outsourcing (ASO)

► Odyssey's Administrative Services Outsourcing (ASO) service offers flexible and comprehensive à la carte HR solutions that bring greater efficiency to your HR processes. Odyssey provides employers with award-winning HR systems, processes expertises that fit the specific needs of your organization, and adjust as your company grows.

“HR services available on-demand as your business grows”

As your company grows, new opportunities and challenges arise for your human resources team. Odyssey OneSource helps you respond to these challenges and capitalize on opportunities. Odyssey provides payroll, benefits, and other human resource services to employers that are working with multiple vendors and need additional efficiencies. Odyssey's proven expertise and flexible services, carefully customized to your business' needs, take your company to the next level.

### The Value of Odyssey's ASO Services:

- Improve efficiency and streamline HR processes through vendor consolidation.
- Leverage flexible HR services customized to your business needs with additional services available as your company grows.
- Reduce time spent on administrative HR tasks by utilizing Odyssey's infrastructure and expertise.



To find out what services best fit your company's needs, call us toll-free at 866.680.8800 for a free consultation.

## ASO Services

### Human Resources Technology

- Web-based automation of HR, payroll, and benefits processes
- time and attendance
- employee and manager self-service
- paid-time-off requests, approvals, and tracking
- benefits administration
- general ledger integration

### Payroll

- preparation and distribution of payroll checks
- direct deposits
- processing of employee levies and garnishments
- certified payroll processing
- quarterly and annual federal and state deposits and filings
- W-2 preparation and distribution
- detailed payroll management reports
- custom reporting
- dedicated payroll administrator
- time clocks
- job costing

### Benefits Administration

- adds/deletes/changes with carriers
- billing reconciliation
- COBRA/state continuation administration
- Section 125 premium-only plan set-up
- health savings account (HSA) administration
- employee assistance program (EAP)
- Section 125 flexible spending account (FSA) set-up
- health reimbursement account set-up

### Wealth Accumulation

- 401(k) plan design and set-up
- participant enrollment
- trustee for 401(k)
- eligibility reporting
- discrimination testing

### Human Resources Services

- online training library
- compliance seminars
- human resource practices assessment
- customized employee handbooks
- job description development
- compensation plan assistance
- new-hire processing and reporting
- employee file maintenance
- response to discrimination/retaliation charges assistance
- pre-employment screening, background checks, and drug testing
- unemployment claims management
- recruiting
- hiring, firing, and disciplinary consulting
- assistance with harassment investigations and resolution
- affirmative action plans
- employment compliance and risk mitigation

### Strategic HR Consulting

*For more information and details, please see our HR Consulting data sheet.*

- human resources best practices
- applicant attraction, top-grading, staffing, on-boarding, and rapid assimilation
- design and alignment of total rewards systems (compensation, benefits, and incentives) and performance management
- employee retention, productivity, and motivation (positive employee relations and labor relations)
- mergers and acquisitions, from due diligence through complete integration
- organization and leadership development (training, succession planning, high-potential identification, surveys)
- change acceleration processes
- workforce planning
- fractional and interim HR management
- industry and client-specific training
- on-site training and development

### Safety and Health

- industry-and client-specific safety training
- workers' compensation administration
- work site assessments and risk mitigation
- OSHA compliance
- safety manuals and training