

BEFORE AND AFTER WITH PRO SOURCE

YOUR EMPLOYER RESPONSIBILITIES BEFORE PRO SOURCE

Payroll	Taxes	Insurance	Other Fringe Benefits	Hiring & Firing	Supervision
<p>Report Hours/Mileage/Loads, Travel Expenses, Bonuses, Holiday and Vacation Pay</p> <p>Compute All Pay; Employee Deductions & Associated Court Records</p> <p>Write & Disperse All Checks; Reconcile All Payroll Discrepancies</p> <p>Track: <i>Vacations</i> <i>Sick Pay Eligibility</i>, <i>Leave</i>, <i>Absenteeism</i>, <i>No-Shows</i></p>	<p>FICA Federal & State Withholding;</p> <p>Special State or County Tax Requirements;</p> <p>Unemployment Payments 940 941 W-2 Penalties & Interest</p>	<p>Workers' Compensation & Employer's Liability</p> <p>Medical Insurance Under 2015 ACA Mandates</p> <p>Dental, Vision, & Life Ins. Negotiate Rates,</p> <p>Manage All Issues RE: Work Comp Claims, COBRA Compliance, Healthcare Issues</p> <p>Pay All Premiums, making significant down payments to Workers' Compensation Insurance</p>	<p>401K</p> <p>Credit Union</p> <p>STD</p> <p>LTD</p>	<p>Search for & Screen Qualified Applicants, Review: <i>Employment Applications</i></p> <p>Register & Utilize the <i>FMCSR Clearinghouse Program</i></p> <p>Maintain: <i>DOT Compliant Qualification Files</i></p> <p>Prepare: Discharge Notices, Manage All Aspects of Employer/Employee Relationship</p> <p>Print & Internet Advertising Costs, Background & Criminal Checks W-4 I-9s TSA Compliance</p>	<p>Pay Increases</p> <p>Fair & Legal Disciplinary Action</p> <p>Orientation and Safety Training Programs,</p> <p>Temporary Labor,</p> <p>Required Drug Tests & Medical Exams</p> <p>Review: <i>Management Reports</i>, <i>Overtime</i>, <i>Driver Performance</i>, <i>Best Practices</i></p>

YOUR RESPONSIBILITIES AFTER PRO SOURCE

Payroll	Taxes	Insurance	Other Fringe Benefits	Hiring & Firing	Supervision
<p>Report Weekly Time or Miles Worked, Travel Expenses, Holiday and Vacation Pay to PSI</p>					<p>Approve Pay & Benefits Invoice</p> <p>Site-Specific Mgt. & Safety Training in Concert w/ PSI</p> <p>Review PSI Performance</p>