

Why Did You Start Your Business?

“To make tax deposits, prepare returns & W-2’s while I miss my children’s events!”



REALLY?

(It’s probably not the reason you started your business.)

It’s Time To Get Strategic

With **PRO Resources** you’ll :

- Increase Profitability
- Maximize Productivity
- Eliminate Administrative Paperwork
- Reduce Employment Liability
- Lower Labor Costs
- Build A Winning Team

For a **FREE** no obligation consultation, call today— 218-847-9277 or visit us online at www.peohrpro.com.

PRO Resources —Solutions to help business grow.

PRO
RESOURCES

1271 Highway 10 West
Detroit Lakes, MN 56501
218.847.9277 • 800.776.4671
www.peohrpro.com



Turn Over

Compare your tasks now versus outsourcing those functions with PRO Resources.

Before vs After

Comparison Of Your Duties As A Business Owner

Duties BEFORE PRO Resources

Insurance Benefits

Healthcare Plans	X
Dental / Vision	X
Life / Disability Plans	X
Employee Deductions	X
Open Enrollment Administration	X
Employee Inquiries	X
Claims Assistance	X
COBRA Administration	X
Payment of Premiums	X
Invoice Reconciliation	X

Other Fringe Benefits

401(k) Administration	X
Section 125 Administration	X
Employee Discounts	X
Flexible Spending Accounts	X

Payroll Administration

Report Hours/Salaries	X
Compute Pay & With holdings	X

Compute Deductions	X
Write Checks	X
Reconcile Accounts	X
Track Eligibility Dates	X
Employment Verification	X
Court-Ordered Payments	X
Immigration Audits	X

Employer Taxes

SUTA / FUTA Computations	X
State / Federal Withholding	X
940 Filing	X
941 Filing	X
Produce W-2s & Mail	X
Penalties	X
IRS Payroll Audits	X

Supervision

Pay Changes	X
Hiring / Terminations	X
Overtime Approval	X
Discipline Notices	X
Industry Training	X
Management Selection	X

Human Resource Management

Review Employee Performance	X
Hiring & Terminating	X
Review Employee Applications	X
Check References	X
Drug Testing Administration	X
Background Checks	X
Immigration Compliance Services	X
I-9 Management/Filing W-4	X
Government Compliance	X
Employee Handbook	X
Annual Employee Policy Reviews	X
Legal Advice on Employee Issues	X
Harassment Claims	X
Discrimination Claims	X
Employment Agreements	X

Workers' Compensation

Safety Training	X
Claims / Risk Management	X
Return to Work Programs	X
Premium Payments	X
OSHA Logs	X

Duties AFTER PRO Resources

Insurance Benefits

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Life / Disability Plans	
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Discrimination Claims	
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Workers' Compensation

Safety Training	
Claims / Risk Management	
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Premium Payments	
OSHA Logs	

Maintain control over the important management tasks that you need to, while allowing PRO Resources' experts to do those tasks that don't generate revenue.



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