

Before & After AlphaStaff

At-a-glance



Let us take care of the administrative burdens of your business, allowing you to focus on your core functions and growth. See below for your responsibilities Before and After AlphaStaff:

Before	After
Employee Benefits	
<ul style="list-style-type: none"> • Open Enrollment • Medical/Dental/Vision • Life/Supplemental Life • Disability • Voluntary Benefits • 401k Administration • ACA Assistance • Inquiries/Claims • Life Events • Billing Reconciliation • COBRA/FSA 	<div style="text-align: center;"></div> <ul style="list-style-type: none"> • Select Benefits
Payroll & Tax	
<ul style="list-style-type: none"> • New Hire Paperwork • I-9 Verification • State & County W/H • SUTA Claims • FICA • FUTA • 940 & 941 Payments • Vacation Tracking • Sick/Personal Days • Overtime Reporting • Management Reporting • Employee Verification 	<div style="text-align: center;"></div> <ul style="list-style-type: none"> • Report Hours • I-9 Verification
Human Resources	
<ul style="list-style-type: none"> • Orientation • Performance Mgmt. • FLSA • Compliance with Federal & State Laws • Disciplinary & Probationary Compliance • Handbooks • Employee/Mgmt Training • EEOC Issues • Job Costing • Employment Data • Employment Records 	<div style="text-align: center;"></div> <ul style="list-style-type: none"> • Develop Employees • Manage Employees • Oversee Pay Increases • Hire & Fire Employees
Risk Management	
<ul style="list-style-type: none"> • Claims Reporting • Claims Monitoring • State Inquiry Filing • Worker's Comp • Safety Training 	<div style="text-align: center;"></div> <ul style="list-style-type: none"> • Report Incidents
Technology	
<ul style="list-style-type: none"> • Minimum to no Technology processes 	<div style="text-align: center;"></div> <ul style="list-style-type: none"> • Web-Based Time & Attendance • Automated File Feeds • Customized Reporting • Electronic On-Boarding • Mobile App • Digital Forms Library