

Fusing HR, Benefits, Time & Payroll

BEN-ALIGN HARNESSSES THE GROWING COMPLEXITY OF HR

You know and trust us to help you select the best employee benefits plan for your business. But we can do more for you on an ongoing basis. Employers need holistic employee management solutions - ones that address not only administration and compliance but also your 'relationship' with your employees. To do this you'll need access to a system that fuses payroll, HR data, time management, and benefit tracking into a single, perfect composite of your employee and their role within your company.

The answer is Ben-Align. As an added benefit to your relationship with us, we can now offer you a way to solve the issues you face and provide solutions you didn't know you could hope for. Imagine, HR, benefits, time, and payroll in perfect alignment for management, compliance and administration easily managed by us, for you!

COMMONWEALTH
PAYROLL & HR



Employee Benefits Administration

Hand over responsibility of the onboarding and offboarding process when it comes to HR and benefits and, of course, the annual open enrollment for all employees.

For Employees:

- Open Enrollment and New Hire/
Termination Assistance
- Employee Benefits Answers from our Call Center

For HR and Management:

- Monthly Bill /Employee Deduction Reconciliation
 - Update/Maintain & Track Benefit Costs and Participation
 - Employee Benefit Statements/Communication
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Time & Attendance

Managers can review time logs on an ongoing basis so any employee performance issues can be addressed quickly, not after the pay period.

Streamlined Payroll Processing

Eliminate the multiple, redundant and manual steps it can take to collect the data required to run payroll.

Fractional Human Resources Outsourcing

HR Administration has a lot of moving parts and sometimes it's more trouble than it's worth. We can help.

Project-Based:

- HR Gap Analysis
- Employee Policy and Handbook Review
- Job Description Audit
- Summary Plan Description Creation

Ala Carte:

- ACA or MA Sick Time Compliance
 - Executive HR Dashboard
 - Integrated Employee Human Resource Information
 - Wage and Hour Compliance
 - Education/Webinars
 - HR Helpdesk
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Employee self-service

Many employees are able to, or would even prefer, to review and change their payroll data, benefits elections via an online portal.

Supervisor/Manager self-service

Track employee assets, changes to certifications, training, and online performance reviews empowering supervisors to manage their employees' data.

Know the true cost of your personnel

Easily access a customized dashboard to see any employee related metric that would improve your ability to make better business decisions. See data in the aggregate, for a specific group, or drill down to a specific employee.

Your CPA will love you

Practically with the click of a button you'll be ready for the reports or backup documents your CPA asks for each spring.

Your logo and contact information here.

Getting started is easy

Using Ben-Align, you, your employees, and your payroll and benefits are finally all on the same page. Let us know how we can help you feel comfortable and confident that this is a solution that can work for you. **Call us to schedule a 30 minute Ben-Align review.**