


HR or Accounting on PEO

Task		Accounting / Bookkeeping	Either can do
Hiring			
- Create compliant offer letters and correspondence with the candidate	<input checked="" type="checkbox"/>		
- Write a detailed commission plan	<input checked="" type="checkbox"/>		
- Create the employee profile on the PEO's portal (+Benefits level)	<input checked="" type="checkbox"/>		
- Manage the I9 verification process	<input checked="" type="checkbox"/>		
- Employee welcome letter	<input checked="" type="checkbox"/>		
- Employee records keeping	<input checked="" type="checkbox"/>		
- Assistance during onboarding	<input checked="" type="checkbox"/>		
Payroll entries			
- Manage and enter expenses into the PEO's portal			<input checked="" type="checkbox"/>
- Enter commissions, bonuses & on-call pay into PEO's portal			<input checked="" type="checkbox"/>
- Determine the legal reimbursements & enter re-occurring payroll items			<input checked="" type="checkbox"/>
- Issue payroll reports, invoices and registers for Journal entries			<input checked="" type="checkbox"/>
- Make employment changes of any sort - location, Dept., rate of pay, etc	<input checked="" type="checkbox"/>		
- Manage the PTO, vacation, sick days, leaves in a state-level compliant manner	<input checked="" type="checkbox"/>		
- Hourly employees - payroll entry and time-management	<input checked="" type="checkbox"/>		
Policies			
- Onboarding Guide - creation and updates	<input checked="" type="checkbox"/>		
- Travel and expense policy	<input checked="" type="checkbox"/>		
- Company's handbook	<input checked="" type="checkbox"/>		
Terminations			
- Correspond with managers & employees regarding terminations	<input checked="" type="checkbox"/>		
- Process the last payroll, with appropriate PTOs & any additional pay per local	<input checked="" type="checkbox"/>		
- Termination report	<input checked="" type="checkbox"/>		
Others			
- Day to day employee HR related questions (e.g. compensation, benefits. 401k..)	<input checked="" type="checkbox"/>		
- Dispute resolution, termination plans and severance agreements	<input checked="" type="checkbox"/>		
- Accounting and bookkeeping related issues including journal entries		<input checked="" type="checkbox"/>	
- Taxation questions - including those related to payroll		<input checked="" type="checkbox"/>	
- Help and advise on business loans, PPP and lines of credit		<input checked="" type="checkbox"/>	
- Register the company in relevant states for business activities, not as an		<input checked="" type="checkbox"/>	
- Review / create company level benefits strategy and levels	<input checked="" type="checkbox"/>		
- Review NDAs and work with the company's legal counsel as needed	<input checked="" type="checkbox"/>		
- Review / create job-descriptions & work with the company's recruiter(s) as	<input checked="" type="checkbox"/>		