



Menu of Services

WORKPLACE SOLUTIONS



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www.cardinal-services.com • 800.342.4742

Payroll

paysuite is our pay as you go payroll services package, discounts are available for large groups

Basic Payroll Per Pay Cycle Charge.....\$25-\$45
we calculate your employee's payroll checks, from gross earnings to net pay and respond to tax rules and regulations at the federal, state and local levels

Total Tax.....included
provides you with a comprehensive tax filing service. we accept responsibility for accurate and timely payroll tax reports, returns and payments

Benefit Time Off Accruals.....included
management reports and statement on check stub

Workers Comp Tracking.....included
premiums by employee

Tips Reporting.....included
allocations, calculations and your tax credit

Check Memo Service.....included
send a company or personal message on check stubs

Payroll Reports and Registers.....included
comprehensive and issued with each pay cycle

Employee Paychecks.....\$2.25
digital signature available

Direct Deposit/Cash Cards.....\$2.25
electronic and paperless pay options via deposit to employee bank account or Mastercard pay cards

Deduction and Garnishment Checks.....\$2.25
we create checks automatically for deductions

New Hire Reporting.....\$3.00
we send in necessary reports

Multiple State Payrolls.....\$10.00
quarterly charges per state after the first

W2 Processing\$35.00 + \$4.00 per employee
avoid the unnecessary time and expense with reprinting W2s or printing and distributing payroll stubs

Client Setup and Audit.....\$75 + \$1 per employee
complete setup including all employee tax information, deductions, time off accruals, and other needs

Platinum Pay Upgrade.....\$150.00
upgrade to the ultimate self service payroll solution, combining the power of a windows user interface and the convenience of a web based application

A la Carte Reports

additional services and reports to fit your needs

General Ledger Reporting.....\$25.00
your accountant or controller will love this report, customize and organize your payroll account based on your general ledger numbers and descriptions

General Ledger Export.....\$25.00
you will never again have to manually enter payroll data into your general ledger

401k Reports/Exports.....\$25.00
simple and cost-effective way to manage your 401k

Workers Comp Reporting.....\$49.00
presents the data your workers' compensation provider needs on a quarterly or yearly basis

Certified Payroll.....\$35.00
allow us to properly manage payroll reports for your government contracts, whether BOLI, or Davis-Bacon

Job Costing.....\$.50 per pay
presents the data you need to see your true cost of each job, you can review employee wages, as well as your tax liability

Custom Reports/Exports.....\$250 setup/\$25 per perfect for those who like to create their own reports or who use proprietary HR or accounting software

Reportfolio CD.....\$50.00
a tool that allows you to store and retrieve your payroll data electronically for fast and easy access



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Time and Attendance

web based timekeeping, no software to install, available with or without a variety of plug and play time clock options

Web Application.....\$3 monthly per employee manage employees, edit timecards and generate reports comfortably and quickly in a simple to use web application

WebClock.....\$50 activation fee clock in and out via the web

Plug and Play TimeClocks.....\$100 activation fee clock in and out via hardware designed to communicate with our web application, includes the following

TimeClock.....\$20 per month analog connectivity, PIN or swipecard compatible

FlexClock Vx5 I 0.....\$60 per month ethernet connectivity, PIN or swipecard compatible

FlexClock Vx5 I 0G.....\$120 per month wireless connectivity, PIN or swipecard compatible

FlexClock Vx6 I 0G.....\$140 per month cellular connectivity, PIN or swipecard compatible, portable

FlexClock Z I I..... \$40 per month ethernet connectivity, PIN, proximity card, key fob compatible

FlexClock Z23..... \$80 per month ethernet connectivity, PIN and fingerprint reader

VoiceClock.....\$150 activation + \$420 per month clock in and out via phone

Employment Screening

pre-employment background screening including criminal history reports and other verifications

Basic National Search.....\$16.95 a search of our state and county criminal records databases, multi-state sex and violent offenders, OFAC, FBI and Propriety Data are included in this search

County Criminal Search.....\$16.95 a manual, physical examination of a person's criminal history report from the county seat in any U.S. county

Social Security Validation.....\$3.95 SSN is cross-referenced against a list provided by the Social Security Administration (SSA)

Motor Vehicle Report.....\$12.95 contains the dates and descriptions of any violations, suspensions, and/or revocations

Education Verification.....\$12.95 verify your applicant's education

Employment Verification.....\$12.95 verify your applicant's employment history

National Plus Package.....\$20.95 national search plus SSN validation

Basic Driver's Package.....\$29.95 national search, SSN validation and motor vehicle report (MVR)

Basic Manager's Package.....\$32.95 national search, SSN validation and motor vehicle report (MVR), credit report

Hourly/Entry Level Package.....\$32.95 national search, SSN validation, and one county criminal search

Administration Package.....\$39.95 national search, SSN validation, one county criminal search, and credit report

Driver/Sales Package.....\$39.95 national search, SSN validation, one county criminal search, and MVR

Management/Professional Package.....\$52.95 national search, SSN validation, one county criminal search, credit report and MVR



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Benefits

keep it simple by adding our benefit packages for a true one stop shopping experience

401(k).....\$600 plan setup + \$750 annual reporting join our multiple employer plan and consolidate all of your needs into one easy solution. we free you from the burden of liability, cardinal becomes fiduciary, administrator, sponsor, and trustee

FlexSystem Flexible Spending Account (FSA) Plan.....\$400 setup + \$100 annual compliance fee + \$50 monthly admin fee + \$4.50 monthly participant fee reduce payroll taxes while employees boost their take-home pay, participants set aside pre tax funds to use for qualifying healthcare and dependant care expenses

Life Insurance.....available with HRSuite only group AD+D life insurance through Transamerica, minimal health questions and no exam, dependent coverage available

Dental Insurance.....available with HRSuite only covers 100% on preventive services, 80% basic care, 50% major services, \$1000 max lifetime orthodontics, deductibles and benefit limits apply

Vision Insurance.....available with HRSuite only covers annual eye exams, and lenses/contacts, co-payments and benefit limits apply

Benefit Management

Online benefit enrollment and employee benefits administration made easy

BeneLink Connect.....\$175 setup fee + \$175 annual renewal fee + \$3.25 per employee per month benefits administration system that enables complete automation of the annual enrollment and benefit plan administration processes

Dependent Eligibility Audit.....included handles all employee mailings, document retrieval and tracking, document storage, coverage terminations and vendor notifications during and immediately following the initial audit period

COBRA/HIPAA Administration.....included services that include employee communication, COBRA enrollment, billing and carrier integration to save you time and decrease liability associated with administration. Real-time reports detail COBRA participants, coverage effective dates and reasons for continuation of coverage

Employee Communication.....included includes online confirmation statements, product summaries, SPD's, company-related documents and more. also offers options such as "Virtual Employee Benefits Meetings" with participation tracking and web-based employee messaging systems

Document Storage.....included further eliminate paperwork and improve your access to company-related data, enables employers to securely store and retrieve many types of documents

Consolidated Billing.....included premium reconciliation, consolidated bill generation and premium distribution

Call Center Support.....included assists your employees with enrollment, claims and eligibility questions throughout the year. The call center can be used in combination with the systems' employee self-service features



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Human Resources Packages

*we offer a variety of monthly services options,
from online self service to hands on HR consulting*

HR Support Center.....\$10.00 per month
an online library with easy to find state and federal laws,
access to forms, policies, and letters and an extensive and
customizable employee handbook

HR Help Desk.....\$30.00 per month
receive unlimited consultations over email, employee questions,
customization of job descriptions, employee handbook, forms,
letters and more

HR Consulting Retainer.....prices vary
a full HR department at your fingertips, retainers include
an annual on-site review and audit of employee files, com-
pany policies, employment forms, and required postings,
includes annual handbook maintenance, instant phone sup-
port for any HR issues including employee relations, job
description development and maintenance, hiring and ter-
mination assistance, performance appraisal management,
on-site workplace investigations. agreements are custom
tailored to your needs and fees depend on scope and em-
ployee size

Human Resources A la Carte

“pay as you go” human resource services

HR Audit.....\$300 setup
we conduct a review to ensure compliance with standards
in the area of employee files, company policies, employ-
ment forms, and required postings

Labor Law/Compliance Consulting.\$150 per hour
don't risk employee lawsuits, or hefty fines as a result of
non-compliance, we advise you precisely how current laws
apply to your organization specifically

Conflict Resolution/Management....\$150 per hour
call us when you have conflicts within the workforce, we
work to train you and your supervisors how to create and
maintain a positive, conflict-free workplace

Termination/Layoff Relations.....\$150 per hour
we can provide exit interview assistance, exit surveys, and
assistance on all the compliance issues that can pop up
when letting an employee go

Personnel Record Keeping.....\$150 per hour
we cut through the confusing privacy requirements of keep-
ing medical forms, and growing stacks of government re-
quired documentation, and ensure compliance

Performance Management Systems.\$150per hour
we can help you develop a system for employee appraisals
and review, assess employee's performance fairly and de-
liver the evaluations clearly

Establishing Hiring Processes.....\$150 per hour
we create job descriptions, advise on the best recruiting
channels, and assure compliance adherence on interview
processes and other hiring guidelines

Employee Orientations.....\$150 per hour
we can help you create a structured employee on-boarding
process, provide the guidelines and forms focused on set-
ting up your new employees for success

Unemployment Claims Mgmt.....\$150 per hour
no more filing of paperwork, participating in long phone
hearings, or loss of focus

Onsite HR Trainings.....\$150 per hour + per diem
our training programs are tailored to meet your company's
needs, examples include: Conflict Management, Effective
Hiring, Performance Evaluations, Harassment Free Work-
place, Effective Leadership, Motivating/Recognizing Employ-
ees, Supervisory Skills, Labor Law Updates, Davis Bacon
Certified Payroll



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Employee Handbooks

up to date employee handbooks can be an employers best defense against costly employment claims

My Revitalized Handbook.....\$150 per hour
your handbook and policies get a once over, receive the most current updates, a fresh look and a new start

My Essentials Handbook.....\$250.00
your name and logo, built as a boilerplate for the Oregon employer with 1 to 10 employees

My Preferences Handbook.....\$750.00
our experts guide you through a variety of policies that fit your business, then you get the final tailored result

Workers Comp and Safety

additional services and reports to fit your needs

Workers Comp Coverage.....prices vary
flexible pay as you go options that reward those businesses with a great claim history, and special plans for those businesses that have had some bad experiences, plans available in both employee leasing and individual policy situations

Injury Claims Mgmt.....\$150 per hour
we tailor a process for you that includes the actual claims management, OSHA 300 Log of injuries and 301 completion, post accident investigation, and an Injury and Illness Policy with a written return to work plan

Safety Committee/Meeting.....\$150 per hour
we build a safety meeting or committee to fit your business. we also provide specific hazard analysis, evacuation plans, post accident investigation trainings, and site safety notes as it relates to your worksite

Safety Training.....\$150 per hour
we provide a variety of onsite training, hazard communication, and more, we also can create an employee safety orientation process based on this training

OSHA Compliance.....\$150 per hour
we mitigate penalties when dealing with an OSHA claim. we also offer on site services as your advisor during OSHA visits and consultations

Hiring Services

save yourself the time and burden of hiring new employees with our range of services

Conversion Enroll.....prices vary
the try before you hire solution, enroll your next employee in this program and we provide the screening, on-boarding, payroll and paychecks, workers comp coverage, and HR assistance for the employee

Conversion Dispatch.....prices vary
we recruit for and screen your next employee for you, we then provide the on-boarding, payroll and paychecks, workers comp coverage, and HR assistance for the employee for an initial period

Direct Hire.....prices vary
we recruit and screen your next employee for you and charge a 'finders fee' when you hire them

E-Hire.....prices vary
an online system that streamlines the job applicant process, it allows applicants to apply online for your job openings, and we maintain the applicant database, we set interviews and screen and reference, we complete all required employment documents and orientation online, we then provide payroll administration, workers compensation coverage and human resource assistance via email or phone



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Combination Packages

our most popular employee leasing options

EmployerSuite.....prices vary
our entry level package of worker leasing, it allows clients to combine the most necessary requirements that come with becoming an employer into one vendor in order to simplify their business model

Payroll Services.....included
we take responsibility for accurate and timely payroll

Workers Compensation.....included
on our group policy, no more audits or deposits

Claims Management.....included
we assist on injury and unemployment claims

Employment Screening.....included
basic criminal background check provided

New Employee Orientations.....included
company specific on-boarding of your employees

Time and Attendance.....10% off
web based time keeping

Flexible Spending Account (FSA) Plan.....50% off
we assist on injury and unemployment claims

Human Resource Packages.....25% off
monthly service options

Human Resource A la Carte25% off
pay as you go HR services

Customized Employee Handbooks.....25% off
up to date handbooks are your best defense

Safety Training and Compliance.....25% off
a variety of on-site trainings and orientations

Hiring Services.....10% off
save yourself the time and burden of hiring

HRSuite.....prices vary
our premier level package of worker leasing also known as Professional Employer Organization services (PEO), enables our clients to cost-effectively consolidate many of the responsibilities and liabilities of being an employer, so they can focus on maintaining and growing their bottom line, we offer our clients the services and expertise of a personnel department within a large corporation.

Payroll Services.....included
we take responsibility for accurate and timely payroll

Workers Compensation.....included
on our group policy, no more audits or deposits

Claims Management.....included
we assist on injury and unemployment claims

Employment Screening.....included
customizable and complete screening options

New Employee Orientations.....included
company specific on-boarding of your employees

Human Resource Management.....included
a full HR department at your fingertips

Benefits.....included
access our 401k package, Flexible Spending Account, Dental, Vision and Life insurances

Time and Attendance.....15% off
web based time keeping

Customized Employee Handbooks.....50% off
up to date handbooks are your best defense

Hiring Services.....15% off
save yourself the time and burden of hiring