

AlphaStaff Services Overview



AlphaStaff is more than a vendor; we are a partner dedicated to helping your business flourish and grow.

We understand the challenges that business owners face in managing their time, controlling expenses, and keeping up with the ever-changing laws and regulations. As a full-service HR outsourcing company with the highest industry accreditations, we can provide a variety of tailored solutions that include these cost-efficient services:

Human Resources

- Guidance and support from certified HR professionals
- Employee relations
- Researching federal and state regulations
- Assistance with employment law compliance
- Employment liability management
- Training and development
- EPLI coverage
- Developing and updating employee handbook

Payroll & Tax Solutions

- Payroll tax filings and administration
- Processing garnishments/levies
- Manager & employee self service portal
- Payroll record keeping
- W-2 processing with SSA Submission

Technology

- Multiple point integration
- AlphaTime- Web-based time and attendance system with mobile app
- AlphaSource- Self-service employee and manager portal
- Smart Start- Fully automated electronic onboarding process
- Integrated applicant tracking system
- Electronic management of paystubs and benefit election
- Business intelligent reporting

Benefits Administration

- Access to affordable benefit programs
- Eligibility change and tracking
- Monthly health bill reconciliation/payment
- Benefits management and procurement
- Benefits administration
- COBRA administration
- AlphaPerks- Employee discounts

Benefits Advisory Services

- Guidance from seasoned AlphaStaff brokers
- Assistance with the ACA (Affordable Care Act) compliance and reporting
- Filing of ACA IRS forms 1094c/1095c

Risk Solutions

- Pay-as-you-go workers' compensation insurance
- Claims management
- Safety and loss control
- Risk analysis
- Assistance with OSHA compliance

401(k) Retirement Plan

- No administration fee
- Independent audits
- Employee communications and enrollments
- Call center and web resources for participants
- Financial wellness program