

It is **TIME**



to take the
NEXT step!

STREAMLINE CXXO

Simplifying Business

SUCCESS



A company's success is often described as a journey of many steps. For most business owners or managers, a major obstacle can be finding ways to effectively address growing “pains.” Growing pains are when you find yourself struggling to maintain focus on the bottom line due to an ever-growing list of operational tasks. Having the right tools and resources is a critical strategy for companies who wish to succeed.

Can you relate to these common growing pains?

- Daily distractions pulling focus away from primary goals
- Not enough time and/or resources
- A lack of needed expertise available in-house
- Added risk or liability due to unknown or changing compliance and regulations
- Dealing with uncompetitive benefits

STREAMLINING

WHY OUTSOURCING MAKES SENSE

Outsourcing is an effective way of doing business because it allows you and your employees to focus on more important responsibilities. In other words, you can prioritize your focus on growing your company, while allowing an expert to perform duties unrelated to your company's core mission.

IMPROVED EFFICIENCY

When it comes to being successful, efficiency is a key element. Most of us can agree that time is money, so the ability to produce more with the same amount of time and resources directly impacts the bottom line. Outsourcing allows a company to be more efficient by having work that is not revenue producing done by someone else.

BETTER VALUE

While reducing costs is a popular reason for outsourcing, it's not the only reason it can be a good thing for your company. Allowing an expert to perform certain activities can mean the quality of the work performed is greater, providing you with an overall better result.

LEADERSHIP

Successful businesses have strong leaders who understand the value of connecting with advisors who can guide them in areas outside of their expertise. *STREAMLINE CXO* works with "C" level leaders, entrepreneurs and business owners who:

- Understand the value of time
- Desire to stay focused on profitable activities
- Look for ways to gain a competitive edge
- Value personal business relationships

STRATEGIC PLANNING

What decisions are you making today that will impact your company's success a year from now? How about five years from now? Understanding how your business makes decisions is important to your long-term success.

1. What part of your business are you most passionate doing?
2. What are your goals for your company's future success?
3. How does prioritizing urgent/short-term decisions versus important long-term decisions help your business be more profitable?

A partnership with *STREAMLINE CXO* is for "C" level leaders, entrepreneurs and business owners who:

- Want to optimize the investment they have made in their team
- Understand the downside of high turnover and bad hires
- Value access to expertise on personnel matters



NEXT-LEVEL THINKING



Businesses no longer use typewriters. Why would they when computers are faster, more efficient and can perform so many more tasks? Successful businesses need to continue to look at new or better ways of performing tasks, particularly those not contributing to revenue.

For that reason, using *STREAMLINE CXO* just makes sense for businesses who want to utilize ways to stay focused on what they do best.

Businesses enjoy the immediate benefits of:

- Added protection for your largest asset
- Peace of mind knowing you are in compliance with ever-changing federal and state laws
- Access to unlimited consultation and guidance for human resource matters including hiring, disciplining or firing employees

STREAMLINE CXO is a key component to staying focused on your core business initiatives.

ABOUT US

STREAMLINE CXO

Simplifying Business

At *STREAMLINE CXO*, we work with companies to simplify their business. While our industry has used different acronyms over the years such as PEO (Professional Employer Organization), ASO (Administrative Service Organization) or HRO (Human Resource Organization), we think of ourselves as business partners for the “people side of the business.” Our number one objective is to help companies improve as an employer and maximize the return on their Human Resources.

OUR PRIMARY SERVICE AREAS INCLUDE:

- Human Resources Administration
- Human Resources Software
- Group Benefits
- Payroll Administration



Proper planning on the “people side” of your business is a key component of your overall success. As a *STREAMLINE CXO* client, you have a ready source for information and advice to help reduce or eliminate the risks of employee liability.

MANAGING EMPLOYEES THE RIGHT WAY

STREAMLINE CXO will make sure you have proper policies in place for correctly hiring, disciplining and terminating employees, as well as making sure your employee handbook contains the most current required federal laws. *STREAMLINE CXO* will help ensure your policies and procedures are up-to-date and in compliance with the law, as well as ensure every employee knows their options, rights and responsibilities.

***STREAMLINE CXO* services include:**

- Review and update existing employee handbook
- Custom written HR policies and procedures
- Unlimited consultation on all employment related matters
- Assist in compliance areas such as EEOC, ADA & FMLA
- Monitoring of SUTA claims, hearings and appeals
- Job descriptions - creating, updating, reviewing
- Evaluating employee resumes
- Pre-employment testing for drugs, MVR, credit, etc.
- Procedures for avoiding acts of discrimination or wrongful termination



HUMAN RESOURCES SOFTWARE

Through our secure web-based information program, our clients have the ability to utilize the following services and functions:

- User-level access security for clients
- Post documents such as handbooks and policy manuals
- Post documents to be viewed by all employees
- Update employee personal information, such as changes in address, phone numbers, marital status, tax status, etc.
- Online employee benefit and deduction selections (open enrollment)
- Update pay rate information (completed by client only)
- View and print client invoices, payroll reports, employee information and other reports

In addition, employees will be able to:

- Utilize employee time sheet processing (enter hours and other payroll-related information over the Internet).
- View and print personal information including pay, benefit, deduction, direct deposit and tax information.
- View and print pay stubs and pay history.
- Update personal information including address, phone numbers and withholding.

Time and Attendance Management

With innovative technology, managing your employee's time and attendance has never been easier. *STREAMLINE CXO* can customize options that make sense for your business.

GROUP BENEFITS



A key asset for recruiting and retaining top talent at your company is a competitive employee benefit package. *STREAMLINE CXO* uses our group buying power to provide our clients with access to benefits and pricing that they would not be able to offer otherwise.

- Health Insurance
- Dental Insurance
- Vision Insurance
- Short-term Disability Insurance
- Long-term Disability Insurance
- Optional Life Insurance
- Employee Assistance Programs
- Employee Pay Cards
- Full Flex Section 125 Cafeteria Plan
- Dependent Care Reimbursements
- Medical Reimbursements
- Retirement Plan

FOR ALL BENEFIT PLANS, *STREAMLINE CXO*'S SERVICE WILL COVER:

- Individual enrollments after eligibility period
- Annual online enrollments each year for all employees
- Explanation of benefit programs
- Payroll deduction of all benefits
- Annual administration and tax reporting

STREAMLINE CXO can help enhance your benefit offering as well as simplify the administration of your current benefits.

PAYROLL ADMINISTRATION & WORKER'S COMPENSATION

PAYROLL ADMINISTRATION

We make it our business to ensure all paperwork is completed correctly and on time. This is especially important when it comes to the requirements and regulations related to Payroll Administration.

STREAMLINE CXO provides:

- Complete payroll processing and tax reporting
- Tax liabilities and payment of withholdings, including FICA, FUTA, SUTA
- Payroll reporting
- Deduction records
- Garnishments to court or other taxing bodies
- End-of-year W-2 & W-3 preparation
- Unemployment claims administration
- Mandatory new hire reporting compliance (PRWORA)

WORKERS' COMPENSATION

Operating a safe work environment is smart business. We can help with the following:

- Securing full coverage and helping to minimize or reduce upfront deposits
- Classification analysis and record keeping
- Monitoring claims to resolution
- Minimizing time and cost spent on year-end audits

STREAMLINE CXXO

Simplifying Business

MISSION

To serve our clients with integrity, commitment and innovation.

VISION

To be the clear choice for the solutions we offer.

GUIDING PRINCIPLES

- Exceeding Expectations
- Open Communication
- Culture of Respect, Encouragement and Integrity
- Fulfilling Work
- Community Involvement



STREAMLINE CXO

Simplifying Business

For a free business analysis, contact STREAMLINE CXO at:

205.870.1414

3125 Independence Drive | Suite 101 | Birmingham, AL 35209

STREAMLINECXO.com

