



A VALUED HR PARTNER

Zynergia

People are the heart of your business, but you often do not have the best practices or systems in place to fully support them. Given the demanding rules and regulations, businesses of all sizes find it hard to keep current and comply with all the primary state and federal changes.

Zynergia is a national firm that provides various human resources (HR), risk management and human capital management services to keep you in compliance with the ever-changing employer regulations. Because our parent company owns and operates hospitals and clinics, we are also experts in the healthcare sector's challenges. Our certified HR team of trained professionals can respond to the human resources needs that you do not have time, expertise, or help to manage efficiently, among your other job duties.

Managing business processes is a complicated task as the risk of costly penalties for noncompliance with federal and state employment law can be daunting. Hiring human resources staff and developing the knowledge and expertise required to manage your business processes on a day-to-day basis can be time-consuming, complex, and expensive. It can prevent your company from focusing on what you do best.

The human resources department binds the many essential functions within a business. When considering an outside resource for HR, companies consider two standard outsourcing options: a PEO or an ASO.

PEO - PROFESSIONAL EMPLOYER ORGANIZATION

PEO OR ASO

A Professional Employer Organization, or PEO, provides client companies with outsourced human resource services such as payroll, state unemployment insurance and administration of associated claims, workers' compensation, and oversight of aggressive claim management (TPA adjusters), as well as employment law compliance assistance by providing expert advisement, policy development and documentation, and compliance protocols. PEOs require a contractual agreement which specifies the duties and responsibilities of the PEO as well as the client company. This establishes a model known as "joint employment" or "co-employment." Unless otherwise required by a specific State mandate, the PEO assumes the "statutory" employer role while the client company assumes the "common law employer" role. This arrangement allows the client company to transfer many of its key employer responsibilities to the PEO, while continuing to manage their employees' day-to-day activities.

The PEO is considered the "Employer of Record" for tax and insurance purposes, as well as federal and state employment laws like wage and hour regulations. In general, the PEO bears the majority of the employer liability risks (the agreement will specify specific thresholds of liability the PEO and client company have accepted and under which circumstances).

The PEO generally provides the employee benefit programs, such as retirement plans and health coverage at a cost savings to the client company based upon the advantages of economies of scale (example: a far greater insured lives base as well as buying power). The PEO also has the ability to absorb and spread risk across all of its clients (risk absorption and transfer). This gives small to mid-sized businesses access to larger company benefits.

The employees of the PEO are generally positioned to provide very high levels of knowledge and expertise found in very large companies and generally would not be accessible too small to medium sized employers.

ASO - ADMINISTRATIVE SERVICES ORGANIZATION

The term "ASO" stands for Administrative Services Organization. Much like a PEO, the ASO can provide many services but generally are offered on an a la carte basis.

An ASO does not become the co-employer of the client company's employees, but rather is an outsourced administrative entity providing services to the client company (the client company is the sole employer). The ASO may handle tax and insurance filings; however, they submitted under the client company's own tax IDs. While an ASO can offer guidance on compliance, risk, and human resource matters, it is solely the responsibility of the client company to act upon them. The client company bears the entirety of employer liability. Employer benefit plans, retirement plans, profit sharing arrangements and other benefits and insurances are provided through the client company.



THE BEST OF BOTH MODELS

The Zynergia service delivery model can be designed to support either a PEO or ASO. We also offer a model called the HRO. In this model, we are not your employees' employer, but we provide virtually the same suite of services that a PEO offers — for a fraction of the cost. We offer you the best of both service models without becoming the "employer of record." Zynergia provides a toolbox full of resources and services to choose from in areas like benefits administration, employee onboarding, managed payroll, employee handbooks, employee training, and regulatory compliance.

We handle transactional HR tasks so that you can concentrate on company culture, employee retention, productivity, and patient services. We offer a single outsourcing solution that gives you more time to attend to your organization's strategic execution, productivity, and profitability. The Zynergia cloud-based workforce management solutions integrate HR, time and attendance, and payroll functions to deliver better visibility and control of your labor costs, productivity, and compliance.

While Zynergia can deliver as an ASO or PEO, we consider ourselves a Human Resources Outsourcing (HRO) service provider. HRO is one of the fastest-growing segments of the Business Process Outsourcing (BPO) market. Many businesses turn to HRO firms to help them manage payroll, benefits, and HR administration, workplace compliance and recruiting. Companies are always looking for ways to reduce costs and improve efficiencies and productivity. By outsourcing certain HR functions, business leaders gain time to play a more strategic role in their organizations. Solutions are tailored to individual client needs, designed to be practical day-to-day and deliver long-term strategic benefits through HR management. Our services can be used independently or integrated for a comprehensive plan, giving you flexibility and expertise when you need it most. Zynergia offers unique risk management solutions. Our captive insurance allows clients to ensure against special risks and benefit from ownership distributions as well!

BENEFITS FROM OUR SERVICES

- You have one person covering many functional areas.
- You need an immediate, professional solution.
- Your HR department is handled ineffectively and/or inefficiently by existing resources.
- You are spending too much on one or more HR issues.
- You need a review of your HR function to determine compliance.
- You want to protect and grow your healthcare facility.

VALUE FOR YOUR ORGANIZATION

- Take advantage of the expertise and experience of certified HR professionals.
- Obtain professional advice and guidance on challenging HR issues.
- Receive HR advice, tips, tools and best practices that work.
- Meet specific goals promptly.
- Only pay for the time or services you use. Receive the most flexible solution to fit your needs and budget.
- Stay focused on your core business processes.

Zynergia can support Short-term and Long-term HR department roles and help with a flexible suite of options:

- Diversity and Inclusion Initiatives
- Affordable Care Act
- Americans with Disabilities Act
- COVID 19 Tracking and Updates
- Benefit Plans
- Compensation and Payroll Processing; Wage Analysis
- Employee Relations (Union & Non-Union)
- Ethics/Whistleblower hotline
- Family and Medical Leave Act
- OSHA & Safety
- EE0-1 reporting/filing, Lactation Location
- Poster Regulation
- Records Retention
- Termination Assistance
- Sexual Harassment Prevention Training
- Wage and Hour Laws
- Captive Insurance

Ensure against unique risks, some examples include:

- Loss Key Physician
- Medicare Audit or Clawback.
- Administrative Actions (SBOH, OIG, CMS, Medicaid)
- IT Failure and Viruses
- HIPAA violations
- And Many More!

Employee Handbook/Policies:

- Draft/Review/Revise

COMPREHENSIVE HR OUTSOURCING SERVICES

Performance Management Support:

- Base Pay Structures
- Client Self-help Tools and Worksheets for Variable Compensation Structures
- Company Climate Surveys
- Compensation Resources and Tools
- Job Descriptions
- Performance Appraisals / Succession Planning
- Leadership Development
- State Mandated Training
- Employee Reward and Recognition Programs

The HR Hiring Process, Recruitment & Retention:

- Recruit for Open Positions and Reference Checks
- Partner with Vendors to Conduct Background Checks, Drug Screenings, etc.
- Coordinate New Hire Paperwork
- New Employee Orientation & Welcome

Employee File Retention and Maintenance:

- Improve Employee Record and Compliance



Employee files audit

Comprehensive examination of your employee records, ensuring necessary forms and paperwork are present, verifying access to records is adequately managed and secured, and that employee information is protected.



I-9 audit

Review of each I-9 to confirm documentation, proper completion, accurate retention, and monitoring procedures are in place.



HR program assessment

Analysis of current HR structure, staffing levels, roles, and responsibilities, key processes, and system utilization.



Benefits audit

Ensure compliance and identify potential issues or gaps in enrollments and deductions through audit of plan documents, payroll records, carrier invoices, and benefit enrollment records.



FLSA audit

Analysis of job duties, compliance with DOL exempt status duties tests, determining any employee reclassifications and need for redefining responsibilities, adjusting salary, and highlighting employee and organization impacts.

Why Choose Zynergia?

- Innovative business thinking with a fresh perspective.
- Attention to detail.
- Commitment to accurate, quality, and timely services
- Focused on helping each client succeed.
- Nationally recognized experts who work personally with each client

To learn more about the differences between a PEO and ASO, please contact us, and put Zynergia HR to work in your facility so you can focus on your business.

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