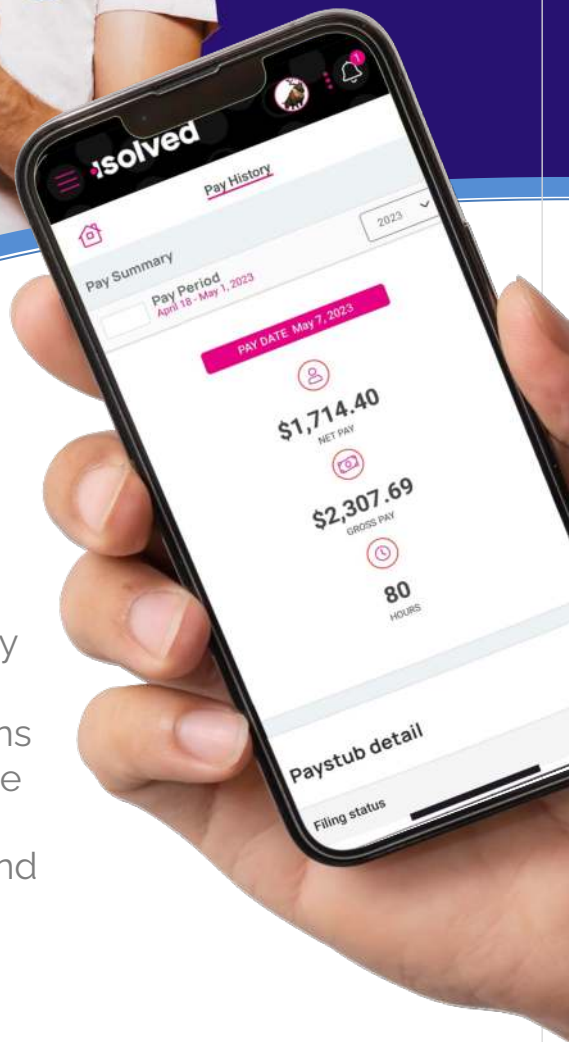
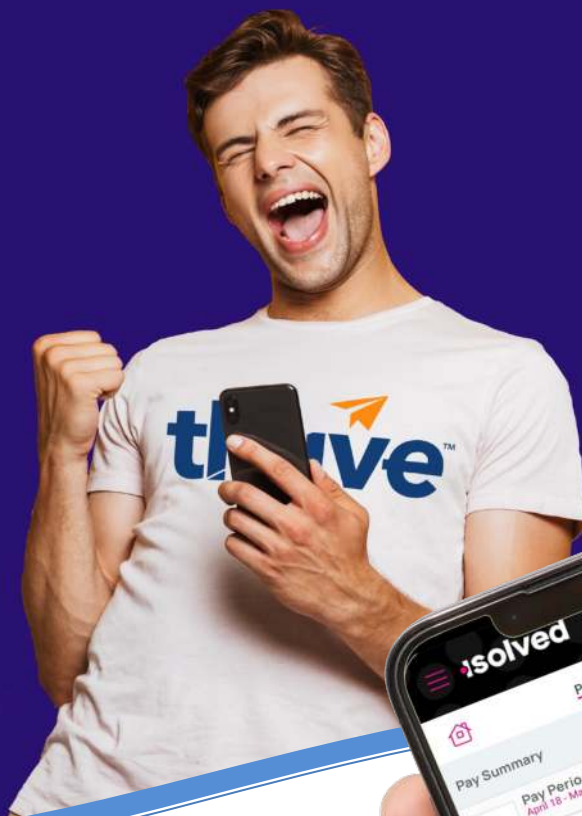


Experience New Chamber Services designed to help your business soar!



Focus On What Matters Most We'll Take Care of the Rest.

The Cushing Chamber of Commerce is now your go-to for outsourced HR, outsourced payroll, and big-company benefits – each expertly tailored to meet the specific needs of our members. With our new Employer Solutions services, you get a rich benefits package rarely attainable by small companies, a powerful platform to help you strategically administer your payroll and HR functions, and a dedicated team of professionals so you can redirect resources to what matters most.

OUR SOLUTIONS INCLUDE

- HR & Compliance
- Payroll & Tax Administration
- Time & Labor Management
- Employee Benefits & Administration
- Workers' Compensation & Safety
- Employee Engagement

OUR RESULTS

- Save time & money
- Access better, more affordable benefits
- Increase productivity & profitability
- Reduce employer liabilities & business risks
- Attract better talent
- Reduce employee turnover

powered by



To learn more, contact Tim Dombrow today at: (918) 417-2112

Chamber Employer Solutions Core Service Summary

PAYROLL & TAX ADMINISTRATION

- Web-based entry
- On-line trending, costing, and an assortment of standardized payroll reports
- Reports customized to your specific requirements
- Calculation, printing and delivery of payroll
- Customized check stock with security features
- Holiday and overtime pay calculations
- Remittance of withholding and unemployment deposits
- Administration of vacation and sick leave policies
- Processing, remittance and administration of voluntary and court-ordered withholdings (garnishments, etc.)
- Direct deposit
- Pay cards
- Employee deduction management
- Calculation and deposit of employer and employee taxes
- Tax filings: W-2, W-3, 940, 941, state income tax, state unemployment and other required forms
- Administration of payroll audits
- Assumption of employer tax liabilities: Social security, Medicare, Federal & State Unemployment (as applicable)
- State Unemployment claims administration
- Workers' Compensation report
- General Ledger reporting

HUMAN RESOURCES & COMPLIANCE

- Provide access to Employee & Manager Self-Service HR Portals
- Provide access to Employer Compliance, Risk Management & E-Training Portals
- Review/expand/develop current employment policies/practices/forms
- Provide on-site direction and best practices
- Provide phone and e-mail access to live HR guidance from certified and experienced HR professionals assigned to your company
- Assistance with human resources decisions and actions, including: hiring, termination, etc.
- Wage & Hour compliance
- Federal & State regulatory compliance
- Supervisor training for key HR areas: interviewing, harassment, and performance management
- Employee harassment training
- Unemployment claims management
- FMLA Notifications and tracking
- Employee handbook development and deployment
- Assistance developing ADA/FLSA compliant job descriptions
- Electronic new-hire on-boarding
- Maintenance of personnel records
- Employment verifications
- Dispute resolution
- Total Compensation Statements
- Compliance with federal and state regulations including ADA, FMLA, EEO, ADEA, FLSA, ERISA, USERRA, HIRE, E-Verify
- Required federal and state new hire reporting
- Labor posters

EMPLOYEE BENEFIT ADMINISTRATION

- Consult on benefit offering design and implementation with licensed agents
- Electronic employee enrollment
- COBRA, HIPAA & ACA Compliance
- Manage adds, terms and changes
- Benefit deductions synchronized with payroll
- Compliance with IRS regulations including annual 5500 filings

EMPLOYEE BENEFIT PROCUREMENT & PROVISION

- Major Medical
- Dental
- Vision
- Section 125 cafeteria plan
- Guaranteed Issue Life insurance
- Long & Short-Term Disability
- Supplemental & Dependent Life
- Accident insurance
- Pet Insurance
- Holiday Savings Club
- Employee Discount Program

RETIREMENT PLAN DESIGN & MANAGEMENT

- Customized plan design and implementation: traditional, safe harbor, etc. through licensed financial advisor
- Conversion of existing plan as applicable
- Employee enrollment
- Required compliance testing
- Form 5500 preparation and filing
- Daily account valuations
- Loan provision

SAFETY & RISK MANAGEMENT

- Procurement and administration of Workers' Compensation Insurance
- Procurement and administration of EPLI Insurance
- CommunityCare WorkNet claims triage and management
- Identification of potential worksite hazards and/or OSHA violations
- Customized safety programs and postings
- Safety Newsletter

ADDITIONAL SERVICES

- Administration of pre-employment testing and background screening
- Time & Attendance
- Applicant tracking solutions
- ESR Reporting as Applicable (1094-C & 1095-C)