

YOUR LONG-TERM PARTNER IN HUMAN RESOURCES



ANTHROS™

PROTECT YOUR BUSINESS AND INVEST IN YOUR TEAM



AT ANTHROS WE CRAFT CUSTOMIZED HUMAN RESOURCES FOR CLIENTS

while serving as a guide in navigating human resources as you grow. Our team moves easily between mapping strategies to support your business goals and delivering daily HR, compliance, and payroll solutions with passion, precision, and care.

INDUSTRY EXPERIENCE
RELATIONSHIP FOCUS
LONG-TERM THINKING

- More than 20 years in the PEO industry
- 65 percent of our clients have been with us for 10 years or more
- 98 percent client retention rate

THE ANTHROS MISSION

Our mission is to empower our clients to become the best in their industries and build a legacy by serving as their long-term partner in human resources. We do this with a hand-picked team of professionals that treat our clients like family.





HUMAN RESOURCES SUPPORT SERVICES

- Dedicated Client Relationship Manager for assistance with daily HR administration
- Client response time of less than 60 minutes
- Employment forms and documents
- New hire forms and paperwork
- State mandated new hire reporting
- Step-by-step guidance in HR best practices
- Employee handbook compliant with state and federal law
- Family Medical Leave Act (FMLA) administration
- Comprehensive unemployment claims administration including state notices and client representation and preparation for unemployment hearings



HUMAN RESOURCES TECHNOLOGY PLATFORM

- On-demand Employee Portal with pay history, W-2s, document sharing and PTO request capability
- New hire onboarding integrated with payroll
- Service Organization Controls (SOC 2) compliant with advanced security features and customizable user access
- Manager portal with self-service time, wage, employment, and reporting tools
- Payroll integration
- Logo and menu customization
- Custom reports
- Employee document storage



EMPLOYER LIABILITY AND COMPLIANCE

- Employment Practices Liability Insurance (EPLI)
- Labor Law posters, federal and state
- Annual data collection and reporting required by Equal Employment Opportunity Commission (EEOC)
- Employment eligibility verification through E-Verify
- Background checks and drug screening
- Employee relations, conduct, and harassment investigations
- Corrective action documentation training
- 401(k) compliance testing
- ACA compliance management
- Fair Labor Standards Act (FLSA) guidance



WORKERS' COMPENSATION

- Workers' Compensation insurance coverage with A-rated carriers
- Claims and accident reporting
- Claims coordination with client and carrier
- Drug-Free Workplace Program administration
- Return-to-Work Program administration
- Workers' Compensation certificates
- Safety and prevention resources for worksite supervisors
- Loss Control Professional to conduct worksite safety visits
- OSHA compliance postings and logs



PAYROLL SERVICES

- Payroll processing
- Web entry or file upload options for payroll input
- Integration with major time tracking systems
- Secure pay options including direct deposit, check, or paycard
- Prepare, deposit and file local, state, and federal payroll taxes
- Prepare and distribute electronic or paper W-2s
- Respond to employee paycheck inquiries
- Payroll reports
- General Ledger (GL) integration
- Paid Time Off (PTO) accrual tracking
- Out-of-cycle checks and stop payments
- Wage garnishment processing and administration



EMPLOYEE BENEFITS

- **Supplemental Insurance Benefits.** Comprehensive employee-paid insurance products including dental, vision, disability, accident, life, critical illness, and Lifelock. Enrollment integrated with HR platform.
- **401(k) Retirement Plan.** Traditional or Roth 401(k) plans with optional employer contribution gives employees a tool to plan for their future. Anthros administers and files annual DOL Form 5500.
- **Benefits Administration.** We process deductions through payroll, coordinate with carriers, and respond to employee benefit inquiries.
- **Employee Assistance Program (EAP).** Unlimited phone and email counseling 24/7 for employees and members of their household.
- **Doctegrity Telemedicine and Virtual Healthcare.** Unlimited virtual appointments with board certified physicians and licensed mental health therapists for one low monthly fee.
- **MemberDeals Travel and Entertainment Discounts.** Employees have access to discounts and special offers on travel, entertainment and retail, including theme parks, hotels, car rentals, and concerts.

"Anthros constantly adapts to meet client needs by adopting new technologies and expanding the benefits and services they offer. Their team's knowledge of HR and employer risks and their passion for serving their clients with flexibility and forward-thinking has benefitted me greatly and saved my team hundreds of hours."

ADDITIONAL SERVICES



CUSTOM HR TRAINING

- Manager or employee training and workshops on topics such as sexual harassment, harassment and discrimination, diversity and inclusion
- Onsite and web-based HR best practices training for managers



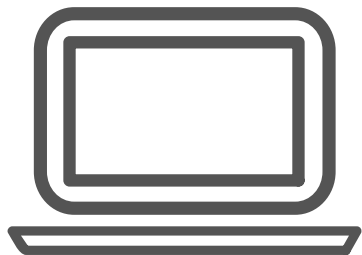
WORKPLACE CULTURE

- Company culture and employee retention strategy and best practices
- Company vision and mission development
- Leadership skills and communication training
- Team building activities and workshops



BRAND MANAGEMENT

- Internal and external communications
- Content creation
- Copywriting and editing
- Social media marketing
- Online reputation management



HUMAN RESOURCES TECHNOLOGY PLATFORM

Our high-performance human resources software platform streamlines HR processes, improves business efficiency, and bridges the gap between employer and employee. With its high levels of data protection, clients can be confident their employees' personal information is secure.

SECURE

- Designed to keep sensitive data secure
- System and Organization Controls (SOC) 2 Type 1 Compliant
- Multi-factor authentication

ACCESSIBLE

- Entirely web and cloud based
- 24/7 access with real-time updates
- Works with all devices
- Mobile-friendly for on-the-go access to key HR functions

CUSTOMIZABLE

- Branded login and dashboard screens
- Favorites menu
- Company-specific communications, handbooks and documents



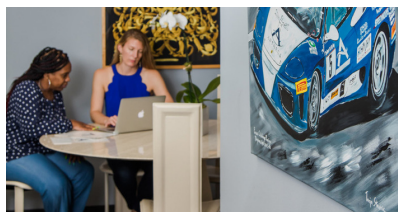
EMPLOYEE PORTAL

Intuitive, easy-to-use interface that gives employees round-the-clock access to payroll and HR information. Full Spanish support provided.



REPORTING

View and analyze key metrics to make data-driven HR decisions. Access hundreds of pre-built reports or create your own.



ONBOARDING

Use electronic onboarding integrated with payroll to save time, improve accuracy, and enhance the employee experience.