

From Hire to Retire

G&A Partners provides solutions for the employee lifecycle. From payroll administration, employee benefits, HR support, recruiting services, regulatory compliance guidance, and so much more.



Talent Acquisition

- Candidate sourcing
- Job description support, review and classification
- Resume screening
- Initial phone interviews
- Access to pre-hire assessments, drug testing, background testing and medical exams
- Applicant tracking system (ATS)

Benefits & 401(k)

- Section 125 group medical, dental, vision, life, disability
- Voluntary benefits
- Employee Assistance Program (EAP)
- Open/new hire enrollment assistance
- Add/delete employees in carrier system
- Handle employee calls regarding coverage/claims
- Reconcile carrier invoices/remittance payments
- 401(k) /FSA administration
- Benefits enrollment system
- Wellness program - Evolve by G&A Partners

Training & Development

- Access to supervisory training on harassment and discrimination prevention
- Online employee/supervisory HR training
- Learning management system (LMS)

Payroll

- Payroll for employees (direct deposit, pay card)
- Withhold and remit payroll taxes to government entities
- Deduct health and welfare premiums, 401(k) contributions
- Set up and process garnishments
- Submit new hire reports
- Prepare and file quarterly, yearend payroll tax returns
- Issue Forms W-2
- Exportable GL report
- Robust report library
- Payroll administration system
- Work opportunity and other tax credits
- Time and labor management (TLM) system
- Expense Management

HR & Employee Relations

- HR hotline
- Compliant employee handbook
- Employee disciplinary support
- HR investigations regarding workplace claims
- Policy review and creation
- Americans with Disabilities Act (ADA) support and guidance
- Employment verification
- Guidance on employee performance management
- Salary surveys
- Family and Medical Leave Act (FMLA) administration
- Leave of Absence (LOA) administration
- Employee onboarding system
- Employee performance management (EPM) system

Risk Management & Safety

- Workers' compensation coverage and claims administration
- Written accident prevention plan
- Safety training
- Onsite safety inspections
- Post-accident investigations and training
- OSHA guidance

Regulatory Compliance

- HR Compliance alerts/updates
- Verification of employment eligibility through E-Verify
- Ongoing consultative advice on employment and regulatory best practices
- Employment practices liability insurance (EPLI)
- EEO-1 reports
- I-9 compliance guidance
- Worksite posters
- Affordable Care Act compliance support

Separation

- Employee termination support
- Unemployment insurance claims administration
- COBRA administration
- Change in employment relationship notices in regulated states

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