

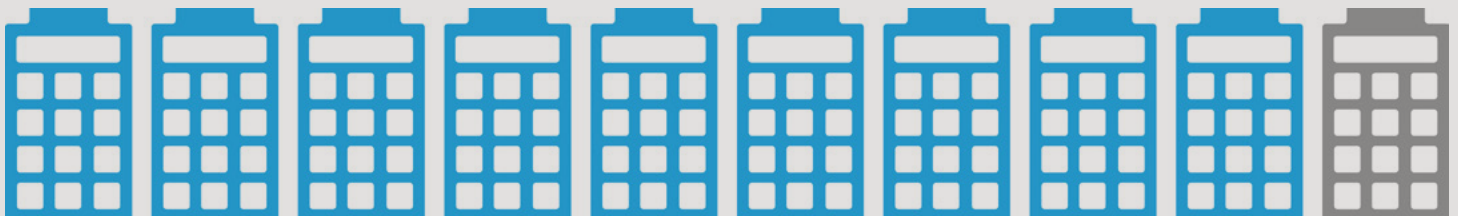
WHY THEY CHOSE



An Inside Look at 3 Businesses

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PEOs & Employee Satisfaction: 9 out of 10 PEOs provide services such as customized employee handbooks, recruitment, pre-employment screening, wage and compensation planning, and assistance with job descriptions.
- *NAPEO's 2009 Financial Ratio and Operating Statistics Survey.*

Introduction

Choosing the best PEO partner is critical for your business. This is a long-term partnership, which means being happy with your PEO is imperative. There are many PEO companies to choose from, and many of them offer similar benefits, which makes it hard to figure out which one is right for you. This guide will help ease your uncertainty about the appropriate PEO for your business by introducing UniqueHR, a premier leader in the PEO industry and serving clients for over 37 years.

Who Should Read This?

If you are evaluating PEO companies for your business and want more insight into what others are doing, this eGuide is for you. The below case studies are authentic representations of companies that have used UniqueHR for their PEO needs.

Who is UniqueHR?

UniqueHR offers diverse solutions including in-depth capabilities in Human Resource Management, Employee Benefits, Risk Management, Payroll Services and Staffing. They are a trusted advisor to both small and mid-sized companies, and employ only highly-qualified and knowledgeable staff so business owners can focus on growing their business instead of worrying about payroll and government regulations. Below are the case studies of three companies just like yours that use UniqueHR. Learn the challenges they faced before using a PEO and how they have benefited from UniqueHR's services.

Case Study #1

Retaining Key Employees with Top-Tier Employee Benefits

Company background

This company is an independent, state-of-the-art testing facility operating from one of the largest cities in Texas who offers a variety of environmental and industrial analysis services. The company has been in business for almost three decades and provides tailored programs for private needs and quality assurance such as: waste, water, industrial and chemical analysis. The company has grown by bringing on new employees and needs help maintaining new and existing employees.



What was the challenge?

With company growth they soon realized they needed help keeping up with their payroll administration. After the adoption of UniqueHR's payroll services, the company started realizing the benefits of streamlining their operations by using a single vendor for all their HR-related needs such as employee benefits.

What was the solution?

The company decided to expand their UniqueHR service and include full medical, dental and vision coverage and a 401(k) package for their employees. Having a more robust benefit plan was appreciated by all the employees in the company, including key staff members the company wanted to retain. Not only did the company offer the new benefits to the existing staff, but they also promoted it during the recruitment process for new employees, which ultimately resulted in the employment of highly-qualified and experienced individuals.

“Our partnership with UniqueHR has enabled us to refocus on business development efforts, customer service, and overall test quality with impeccable turnaround times. Their robust benefit offering is an important part of our overall strategy to retain our “hard to find” technical professionals and stay competitive with the larger labs who might otherwise look enticing to our staff. I would urge any business owner who isn't large enough to 'go it alone' to call upon the experts at UniqueHR.”

- Marcela H., President, Environmental & Industrial Analysis Service Company

Case Study #2

Use of Timekeeping Portal Results in Significant Cost Savings

Company background

A contractor from the oil and gas industry grew from a seven-man operation to over 37 full time employees in less than a year. Even with this exponential growth, the company knew their competition would require them to continue growing and developing new ways to drive revenue and profitability.

What was the challenge?

The company was already utilizing some of UniqueHR's resources including, Human Resources Management, Workers' Compensation Insurance & Claims Management, Payroll, Safety Training and Benefits services. However, as the company started winning a variety of contracts throughout the state and teams were deployed to different job sites, they also developed time management issues, which needed to be addressed quickly. Their current timekeeping system was a major concern for the company because research indicated they were losing money on untracked employee breaks, extended lunches, and over-approximated punch times. In fact, it was estimated that even if 15 employees were receiving pay for only 4 minutes of "wasted" time per day, that equalled 23 hours of additional pay per month. That's an extra \$391 each month for labor.

That's not all, the other challenge the company faced was human errors on reporting payroll. The American Payroll Association estimates that the rate of human error in time card preparation is between 1-8%. So based on the company's payroll, and a conservative estimate from the APA of 2%, the company's cost due to human error was estimated at \$217 in erroneous wages paid out per month.

Plus, the manual time card preparation was also starting to cause problems for the company due to the amount of time it took to prepare and handle employee time cards, verify & compute time card totals and even recreate lost or damaged time cards. It took the office and site managers an estimated 4.31 hours to complete, which was costing the company \$224 per month based on the clerical wage of \$13 per hour.



Case Study #2

Use of Timekeeping Portal Results in Significant Cost Savings

What was the solution?

In the end, the company decided to also use UniqueHR's timekeeping options, which was installed in all of their internal and field devices. It works by tracking multiple job sites, job codes and enables their office and site managers more options for organizing data. Instead of using paper cards and time clocks, the software assured the company that the right employee was clocking in and out with a biometric authentication component, which means that the employee was only getting paid for the time shown in the electronic records. This approach to time management has also allowed for the approval of time cards prior to payroll processing, which has minimized the preparation time and data errors while still making sure the necessary approval process occurs.

“My ability to create a variety of reports that meet our data needs, such as the sorting and filtering options in the Payroll Summary Report is a tremendous help in organizing our data. Our new system has also cut down human-error as our employees have a self-service portal where they can view and approve their time cards, view schedules, request time off, view accrual balances and update personal information. This method has truly relieved our field supervisors of time consuming administrative work while empowering the appropriate employees. I'm only sorry we didn't implement it sooner.”

- Cassie S., Office Manager,
Oil and Gas Contracting
Company

Case Study #3

Scalable HR Solutions for Startup Manufacturing Facility

Company background

A manufacturing company in business for over 20 years with over 40 employees outsources the manufacturing of products overseas. But due to the changing business climate, the company made a decision to bring the manufacturing functions back in-house. Therefore, the company needed to effectively create domestic manufacturing operations.



What was the challenge?

With such a large amount of existing production commitments, the company would need to maintain their current production while developing and starting new plant operations. In order for the project to be a success, the operation itself would need a very short turnaround. But there were many things that the company needed help with.

Main operational duties included:

- Setting up and staffing a 65,000 square foot facility
- Managing HR risk and compliance
- Mitigating/lowering employment related risk
- Maintaining operations to meet current customer commitments
- Building a scalable, professional HR structure to enable future success

Case Study #3

Scalable HR Solutions for Startup Manufacturing Facility

What was the solution?

Luckily, the company realized very early in the process that they needed professional help to accomplish this. The company chose UniqueHR to assist in creating a new HR infrastructure for their company so they could focus on the core business priorities of their startup. Through the partnership, UniqueHR was able to facilitate all the needs of the company such as:

- Creating job descriptions and assisting in recruiting
- Building job specifications & classification systems
- Conducting compensation analyses and pay recommendations
- Managing HR, Payroll, Workers' Compensation & Claims Management, Workplace Safety and Staffing

“We are very pleased with the production and quality output of our staff. The decision to bring a large percentage of manufacturing back in house was a big decision, but the right decision. It gives us increased ownership and better responsiveness to our customers. We currently have a few “big box retailers” in our customer base, but our new domestic team is earning the right to manufacture to other key retail customers in the very near future. We have plans to bring more lines here and our domestic operation will grow as a result. Thanks to our partnership with UniqueHR, we were able to streamline the development and operation of the plant and maintain production commitments with our customers - all while mitigating employment risks and managing our related costs. With UniqueHR, more jobs will be coming to this facility!”

- Kevin F. Chief Operating Officer, US-based Manufacturing Facility

Conclusion

Many small and mid-sized companies aren't lucky enough to have a full staff of HR representatives to take care of all the things needed to make their business that much more successful. That's why a PEO works for a lot of companies. A partnership with a reliable and affordable PEO can save you money and possibly some restless nights.

About UniqueHR - The partner you've been looking for

Since their inception almost 4 decades ago, UniqueHR has grown to become the premiere leader in the Professional Employer Organization (PEO) industry. Backed by their economies of scale and resources, UniqueHR is the trusted advisor and total human resource solution for small and medium-sized businesses. They focus on identifying and mitigating employment-related risk exposure, thus reducing employer-related liabilities and controlling associated costs. This allows their clients to focus on the core competencies which grow their business.

UniqueHR offers diverse solutions including in-depth capabilities in Human Resource Management, Employee Benefits, Risk Management, Payroll Services and Staffing.