



Hoist Business Solutions Modules

Hoist offers three separate modules that let you customize your package to meet the needs of your growing business.

HOIST PAY

- Online Payroll
- Employee Access
- Email and SMS Notifications
- Direct Deposit

TIME & ATTENDANCE

- Single Sign On Access
- Employee and Mobile Access
- Robust PTO and Tracking Reports

HR PLATFORM

- Electronic On-Boarding
- Employee and Mobile Access
- Email and SMS Notifications
- Electronic On-Boarding
- HR Administration
- Performance Management
- Communications and Notifications
- Benefits Enrollment
- Benefits with Carrier Fields
- Recruitment Platform
- Applicant Tracking Platform

Hoist Business Solutions Fees

HOIST PAY

\$35 /mo

Plus \$6/mo
Per Employee

HOIST PAY+ Time & Attendance or HR Platform

\$40 /mo

Plus \$8.50/mo
Per Employee

HOIST PREMIER All Three Modules

\$45 /mo

Plus \$9/mo
Per Employee



Hoist Business Solutions Modules

Managing payroll and HR can be a daunting task, especially for small and medium-sized enterprises that may not have dedicated staff for these functions. Hoist offers a range of services to help businesses streamline their HR and payroll processes, so they can focus on their core operations.

HR ADMINISTRATION

- New hire on-boarding management
- Background screening services
- Offer letter creation and delivery
- Development and implementation on-boarding and off-boarding processes
- I-9 and W-4 maintenance
- General administration – maintaining personnel files, HRIS, document uploads, record retention, employee handbook distribution and tracking, paid time off tracking, garnishments, unemployment claims support, WC, VOE, forms administration.

STRATEGIC HR SERVICES

- Compliance assistance – ACA, EEO-1, OSHA, tax monitoring, labor laws posters, COBRA Admin, FMLA leave assistance, ERISA guidance, new hire reporting
- Employee engagement – Survey, evaluation of employee morale, team building
- Employee relations and development- Investigation, coaching, and disciplinary protocol.
- Work-site investigations w/ training management
- Training guides, videos, how-to job aides
- Talent management – Job description with comp analysis review
- Review and development of policies and procedures
- Termination review and evaluations

MANAGED BENEFIT ADMINISTRATION

- Open Enrollment Support (where EDI is not supported)
- Enrollment system build-out – HRIS Plan build out
- Audit/Reconciliation Support
- Ongoing Eligibility Support
- Training materials, handouts, how-to's for employees
- Compiling carrier support utilization reports and vendor websites
- Compliance assistance – ACA, COBRA, PCORI, FMLA, ERISA Guidance

RECRUITMENT MANAGEMENT

- Create/review recruiting approach and process
- Create, launch, and monitor job posts
- Source candidates
- Background check/MVR/ACA
- Schedule drug screenings
- Reference checks
- Creation and revision of conditional offer letters in accordance with ACA or State/Fed guidelines



Continued:

PAYROLL SERVICES

- Payroll software implementation and training of up to 2 admins

TAX REGISTRATION AND COMPLIANCE

- Tax registration – Payroll unemployment, prep and submission of online tax registration applications
- Change unemployment rate changes, notices to payroll and client, inactivation and reactivation
- Develop SOP tax documents regarding payroll tax solutions
- Provide best practice guidance – Hoist Business Solutions, LLC does not provide legal tax filing advice and must consult a legal team.
- Re-apply or reactivate FEIN, state, and SUI account numbers

EMPLOYEE HOTLINE

- Benefit selection and general questions like technology how to and password management
- Inquires on payroll issues, W-2s, etc.
- Complaint/issues – intake information only

MANAGER HOTLINE

- Employee situations and compliance related inquires
- Affordable Care Act filing
- 1095/1096 forms and reviews

IMPLEMENTATION & OPTIMIZATION

- Payroll and HRIS migration
- System buildouts
- Data integration
- Workflow solutions
- Data warehouse subscription w/ reporting
- M and A comparisons and implementation solutions

TRAINING & COACHING

- Change management
- Leadership coaching and development tied to KPIs, mission, vision and values.

DATA ANALYTICS & INSIGHT

- Analyze data sets and data within
- Verify data for accuracy
- Review existing reports
- Data models
- Understand KPIs and produce charts, trends, and outliers