

# PEO Off-boarding Checklist

There are many factors that need to be taken into account when a company decides to part ways with a PEO. That is why it is very important to have a solid strategy in place for a smooth transition from a PEO to an alternative solution. To help ensure a seamless transition below is a list of important things to consider when leaving a PEO.



– J. FLYNN –  
INSURANCE AGENCY, LLC

## Services to Replace

### Payroll Services

#### Immediate Payroll To Do List

- Get a company SUTA # (State Unemployment Tax) if you don't already have one.
- Pay SUTA under your SUTA #.
- Pay FUTA (Federal Unemployment Tax).
- Notify State Workforce Development of your departure from the PEO.
- Notify State Department of Revenue that you will report payroll withholdings.
- Notify State Department of Treasury/IRS that you will report payroll withholdings.
- Utilize State Tax ID to report and file payroll withholdings.
- Begin withholding, filing of withholding taxes, and making regular payments.

#### Things to Consider When Looking for a Payroll Vendor

- Be aware that the payroll vendor will draw on your account for payroll.
- Understand every charge and what services may be extra. For example are reports, W2's, and garnishments included in the quoted cost or an extra charge?
- Will the reports they provide meet your internal accounting needs?
- Will the reports they provide meet the needs of your insurance providers and government agencies?

#### Determine Who Will Handle Various Payroll Activities. Will They Be Handled Internally or Externally?

- Who will report your taxes and other payments?
- Who will actually file tax payments, make tax payments and file tax paperwork?
- Who will respond to prosecutor letters for liens and garnishments?
- Who will handle new hire reporting?
- Who will audit your payroll on an annual basis?

### Human Resources

- On-boarding (1-9 & W4)
- Hiring & Training
- Job Descriptions
- Termination Process
- Off-boarding

### Technology

- Online Enrollment
- Benefits Administration
- HRIS

### Cobra Administration

## Determine Who Will Handle Compliance Matters

- PPACA
- ERISA
- HIPAA
- OSHA
- FMLA
- FLSA
- Title VII Law
- EEOC
- 1-9 Audits and Inquiries
- Employee Records Management
- Adhering to changes in laws and regulations

## Benefits To Replace

- Medical
  - Dental
  - Vision
  - Life
  - Disability
  - EAP
  - FSA
  - Transit Plan
  - 401(k)
  - Workers Compensation and EPL Insurance
- Consider voluntary benefit options as well as employer sponsored.

We are here to help. Contact us with any questions.

Phone: 631.910.4256