

Client Discount Programs

As part of our commitment to our clients to help lower administrative costs and increase profits, Oasis offers solutions encompassing many of the items a business needs to operate. These programs can help you save money on many of your organization's needs, from office supplies to overnight shipping to prepaid accounting services.

Employee Discount Programs

As an Oasis client employee, you and your family have access to a wide range of discounts through various partners. Some of our employee discount programs are listed below. These are all accessible through the Employee Services Website.

- Cell Phones
- Education
- Banking and Mortgage
- Health & Wellness
- Pet Programs
- Retailers
- Travel & Entertainment
- Workplace Apparel

Mobile Apps



Oasis offers **Oasis Client Connect** and **Oasis Employee Connect** – Mobile Apps that allow you access to the most utilized options of the Client Services Website and Employee Services Website. The Apps for iPhone and iPad can be downloaded from the App store.

The Oasis ADVANTAGE: VALUE

When you work with Oasis, you're able to take full advantage of our company's size, strength and relationships with leading benefits providers. By offering integrated, cost-effective solutions for your business, Oasis brings remarkable value to you and your company so you can:

Lower Expenses and Increase Profits

Outsource your administrative tasks for Human Resources, Benefits and Payroll to a provider that has economies of scale and broad expertise.

Become an Employer of Choice

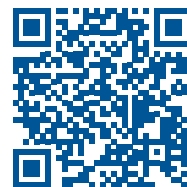
Provide world-class benefits programs that enable you to attract and retain the most qualified employees.

Focus on Your Core Business

Reduce nonrevenue-producing tasks and spend more time on what counts: *developing and retaining customers.*

Maintain Peace of Mind

Our risk management, safety support, training and claims processing services can provide regulatory compliance guidance to help protect your business.



Learn More

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Innovative HR Solutions The Oasis Advantage

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Oasis, a Paychex[®] Company, is a leading Professional Employer Organization (PEO) which provides Human Resource Administration, Employee Benefits, Healthcare Reform (ACA), Payroll Administration and Risk Management services to help small- and medium-sized businesses to compete with *Fortune* 500 companies.

The Oasis solution offers exceptional administration and service for the products we provide.

As an industry leader, we have successfully completed a rigorous SOC 1 Type II (formerly SAS 70 Type II) audit certification to test internal controls relating to data security and storage, system utilization monitoring, client payroll processing, tax filings and more.

Oasis is accredited by the Employer Services Assurance Corporation (ESAC) and through its subsidiaries, is qualified to offer IRS-certified Professional Employer Organization (CPEO) services

Oasis Mission

The Oasis Mission Statement is much more than a compilation of words. Developed by our employees, the statement is very much a part of our culture. We pride ourselves on living up to these principles in everything that we do throughout our organization. For example, when a key decision is being made, it is not uncommon to hear someone ask if the decision is consistent with our Mission. Now that's a true sign of living and breathing this very important statement!

We are an innovative and Service-Obsessed organization that delivers Workforce Solutions, which contribute substantially to our clients' success.

Human Resources Services
Employee Benefits
Payroll Administration
Risk Management
Healthcare Reform Support

Payroll Administration

Oasis' experienced and efficient Payroll Team assists you with the burden of processing payroll and handling most of the other tasks associated with it. We also keep track of the latest developments in tax laws and regulations. Key products and services include:

Preparation & Distribution Customized Deposit Options

- Direct Deposit
- Debit Card

Paperless Pay Stubs

- Online Payroll Data

Payroll Accrual & Tracking

- Paid Time Off (PTO)
- Job Costing
- Time Sheet Feed
- Time Clock Interface

Payroll Record Keeping

- Audits
- Inquiries & Verifications
- Payroll Check Verification
- Performance Reviews Tracking
- Garnishments & Levies
- Employee Loans
- W-2 Processing
- Payroll Help Desk

Web-Based Payroll System

- Web Reports
- Online Service Center
- General Ledger Files
- Payroll Reference Guide
- Time Clock Interface

Employee Services Website

- Check Stubs
- Update Personal Information
- Paid Time Off Status
- W-2s
- Discount Programs

Tax Administration

- Federal & State Payroll Tax
- Federal Unemployment Tax
- State Unemployment Tax
- Quarterly Tax Report
- Regulatory Compliance
- Tax Credit Program

Expense Management

- Through an outside partnership, Oasis is providing our clients with a simplified expense management solution!
- Automated expense reports
 - Web-based approvals
 - Seamless data integration
 - Reporting visibility

Human Resources Services

Increasingly complex laws and other government regulations have created significant administrative obligations and legal exposure for employers. Oasis' Human Resources Team helps you to mitigate this situation through consultation and innovative programs. Some of our offerings include:

Infrastructure Development

Job Description Development

- Job Classification/Evaluations

Compensation Research & Design

- Job Benchmarking to Market
- Compensation Analysis
- Job Grade/Salary Band Structures

Employee Handbook Customization

- Federal & State Policies

Web-Based Management Resource Tools

HR Compliance Assessments

Compliance Assistance

Administrative Support

- New Hire Reporting
- Employee Electronic Onboarding
- Oasis Applicant Tracking
- I-9 Assistance
- Social Security Number Verification
- EEO-1 Tracking & Reporting
- Automated Employment Verification System

Federal & State Support

- Fair Labor Standards Act (FLSA) and State-level Wage & Hour Laws
- Discrimination, Harassment and Retaliation Laws
- Disability and Accommodation Laws
- Mandated Time Off and Protected Leave of Absence Laws

Family Medical Leave Act (FMLA) Administration

Employment Practices Liability Insurance (EPLI)/EEOC Charge Facilitation

- Up to \$2 million in the event of a covered claim of sexual harassment, discrimination, wrongful termination, etc.

Employment Forms & Posters

Operations Partnership

HR Operational Policy/Program Reviews with Recommendations

HR Service Center with After-Hours HR Hotline

SPHR/PHR Certified and Degreed HR Professionals

Employee Relations Management Consultations

- Employee Disciplinary Action & Performance Improvement Plans
- Communication Programs & Strategies
- Downsizing/RIF
- Guidance on Terminations

New Employment Consultations & Claims Management

- Initial Claims Processing
- Claim Validation
- Eligibility Determination

Employee Growth & Development Training

- Oasis eLearning Center
- Live and Recorded Webinars
- Instructor-led Courses
- Management Development Roadmaps

Performance Management

- Performance Evaluations
- Performance Management System Software

Organizational Development

- Retention Strategies
- Behavioral Assessments and Team Building (additional fee)
- Succession Planning & Career Pathing
- Employee Engagement Surveys and Action Plans

StaffSourcing

StaffSourcing is an exceptional, cost-effective solution exclusively offered to our PEO clients that provides access to the same recruiting and selection tools that *Fortune* 500 companies use—all at incredible savings. StaffSourcing fee-based products and services are provided at substantially discounted rates for Oasis' clients.

Job Posting Assistance

- Consultation to review the job description, desired experience and budgeted salary.
- Creation of a 30-day job posting on either ZipRecruiter.com or CareerBuilder.com.

Recruitment Assistance

- Job Posting Assistance
- Custom screener questions included with each job posting.
- Designated StaffSourcing recruiter support.
- Review of all resumes, responses to screener questions and presentation of a short list of qualified candidates.

Recruitment Support

- Recruitment Assistance, plus
- Salary survey, telephone pre-qualification call, preparation of candidate evaluation form and administration of skills and/or behavioral assessments.

Workers' Compensation

Oasis assists you in creating and maintaining a safe work and managing workers' compensation.

Return-to-Work Programs

Claims Management Oversight

- Initial Claim Intake Reporting
- Verification of Active Employment
- Monitor Third-Party Administration
- Review Initial Fact Canvas Reports for Fraud Indicators
- Issue Workers' Compensation Certificate

Full Service Recruitment

- Recruitment Support
- Selection process support including scheduling of interviews, coordination with hiring managers and reference checks.

Direct Hire Placement

- Full Service Recruitment
- Proactive search conducted by StaffSourcing Executive Search Manager based upon the job description, budgeted salary and required skills/experience. Proactive search tactics to locate passive candidates include networking, social media, national resume databases, Boolean searches, referrals and competitor mapping.
- 90-day replacement guarantee.

Risk Management

- Analyze & Recommend Safety Protocols
- Onsite Safety Inspections
- Safety Program Development Assistance
- Drug-Free Workplace Program
- Certificates of Coverage
- Coordinate Safety Training & Certification

Compliance

- OSHA Assistance

Employee Benefits

To recruit and retain the very best employees in today's marketplace, you must offer a competitive benefits package. Oasis helps you level the playing field with any *Fortune* 500 company. And because we administer these complex programs, you and your employees can simply take advantage of these benefits while we take care of the details. Key offerings in our benefits portfolio include:

Health Insurance

- Medical
- Dental
- Vision

Other Insurance

- Life and AD&D
- Short- and Long-Term Disability
- Accident
- Hospital Indemnity
- Critical Illness
- Legal

Financial Savings Plans

- 401(k) Retirement Plan
- Health Savings Account (HSA)
- Flexible Spending Account (FSA)
 - Child Care Expenses
 - Medical Spending Debit Card
- Parking & Transit Section 132 Plan
- Pre-Paid College Fund
- Online Account Access

Administration & Support

- Annual Enrollment
- New Employee Enrollments
- Employee Eligibility
- Section 125
- COBRA
- Invoice Reconciliation/Payment
- 5500 Filings

Employee Programs

- Employee Assistance Program
- Health Advocate
 - Claims Resolution
 - Finding Doctors
 - Wellness Support
- Employee Web Access
- Online/Telephone Healthcare Service

Legal & Regulatory Support

- HIPAA Compliance
- IRS Code Section 125 Compliance

Healthcare Reform

In addition to the healthcare benefits listed above, Oasis also offers assistance with navigating through the complexity of Healthcare Reform legislation.

Oasis has a team of professionals that can help your company as the various new laws take effect.

- Medical Plan Compliance
- Required Plan Disclosure Communications
- W-2 Reporting
- 1094-C/1095-C Filing Support
- Variable-hour Employee Tracking
- Small Business Tax Credit Support



Learn More About
Healthcare Reform