

The Doherty Difference

Minneapolis-based Doherty Employer Services provides the industry's most highly personalized, proactive human resources outsourcing (HRO) and comprehensive human resources services offering - all from one expert, nationally accredited company. By taking care of the business of HR, Doherty enables you to focus on building your business and profitability.

With [Professional Employer Organization](#) (PEO), [Administrative Services Outsourcing](#) (ASO) and tailored [HR Navigator](#) services, Doherty offers ease, expertise and flexibility for all of your organization's HR needs including payroll processing, benefits administration, human resources management, employment compliance, training, workers' compensation, risk management, consulting and Human Resource Information System (HRIS).

If you're looking to work with a company that is compliant and reliable, look no further than Doherty Employer Services. We are accredited by the Employer Services Assurance Corporation (www.esacorp.org) an independent PEO industry auditor that provides accreditation and financial assurance of PEOs. We are also a SAS 70 Type II certified service company. Statement on Auditing Standards (SAS) No. 70, Service Organizations, is an auditing standard developed by the American Institute of Certified Public Accountants (AICPA). This certification represents that we have been through an in-depth audit of our control objectives and testing of our control activities including our information technology HRIS system. It also ensures that we have controls and safeguards in place when hosting and processing your data, and when we are engaged in financial reporting. A Service Auditor's Report can be obtained to ensure that you and your auditors have access to the same information.

Human Resources Outsourcing Models

Doherty offers three HRO models: [Professional Employer Organization](#) (PEO), [Administrative Services Outsourcing](#) (ASO) and its custom [HR Navigator](#) to meet the needs of organizations of all sizes, with one or multiple locations.

Professional Employer Organization (PEO)

If you need [payroll processing](#) or employee [benefit programs](#), plus additional or supplementary HR expertise, a PEO (professional employer organization) model may be right for you.

A PEO provides HR-related services including [payroll](#), [benefits administration](#), [human resources management](#), [workers' compensation services](#), [risk management](#), [training](#) and [HRIS](#) under a co-employment agreement with your organization. In essence, Doherty acts as your "outside" or supplementary HR department and becomes the employer of record for your staff, responsible for employment and insurance-related administrative functions and claims. Payroll wages and taxes are reported under Doherty's tax ID numbers, removing related payroll and tax-reporting liabilities from your organization.

HRO with positive returns

Doherty takes over the time-consuming administrative side of personnel management. You retain control of day-to-day operations, but with more available time and resources to devote to your core business. Your employees enjoy [HR services](#) and [benefit](#) packages that might not otherwise be available, were it not for the economies of scale and greater purchasing power of Doherty. Attractive benefits and employee services are essential in competing for – and retaining the best and brightest employees.

Administrative Services Outsourcing (ASO)

Enhanced HR services and program administration, without a co-employment agreement

A flexible model, administrative services outsourcing (ASO) offers many of the same [services](#) and benefits to you and your employees as the PEO offering. The main difference is that you do not enter into a co-employment agreement as you would with a PEO, and your organization remains the employer of record. Doherty handles human resources, [payroll](#), [benefit](#) plan administration, [HRIS](#) and other services – but under your tax ID numbers.

The ASO model works well for companies that may already have competitive benefit plans in place but need additional HR support, [benefit program administration](#), [risk management](#), [payroll processing](#), [HRIS](#), or other HR services – plus the time and resource-savings that come with a Doherty partnership.

HR Navigator

Human resource services with a custom fit

Organizations that may have existing payroll processing, benefit packages or HR departments can enhance their human resources capabilities and ROI with Doherty's HR Navigator program.

HR Navigator can include ongoing HR support and guidance to ensure compliance and keep you abreast of regulations, HR [consulting](#), [management training](#), [employee handbook](#) and policy development, [safety services](#) and more.

Charting the correct course for your organization begins with an in-depth, structured analysis and needs assessment of your HR practices. The results direct the development of a customized program of [HR services](#) that meets your specific needs and business objectives.

As with Doherty's [PEO](#) or [ASO](#) models, HR Navigator clients enjoy responsive personalized service from a dedicated team of [HR professionals](#) and the ability to devote more time and resources to their businesses.

HR Management

An expert partnership

Whether your organization has 10 or 1,000 employees, it is costly to have specific HR subject experts on staff. An HRO partnership with Doherty gives you the comfort of knowing that you have direct access to the HR expertise you need – when you need it.

Whether it's policy or program development or advice on HR practices, Doherty experts provide counsel you can count on – time after time.

Doherty provides the professional HR management services that enable your employees and organization to grow, including:

- General human resource services and administration
- Assessment of your human resources practices
- HR policy development and interpretation
- Consultation on employee issues
- Developing and updating of employee handbooks

- Provision of policies and procedures for compliance including Equal Opportunity Practices (EEO), Americans with Disabilities Act Amendments Act (ADAAA), Family and Medical Leave Act (FMLA), wage and hour law compliance, etc.
- Updating of State and Federal mandated postings
- Ensuring compliance with new legislation
- Analysis, updating and maintenance of job descriptions
- Developing and conducting employee surveys
- Performance appraisal programs
- Employee issues
- Pre-employment and new hire materials and tools
- Drug, background and reference checks
- Company newsletters
- Compensation analyses
- Management and employee training & development
- Wage and salary administration

Benefits Administration

Competitive benefits, headache-free administration

Doherty's outsourced benefit programs and administration eliminate time-consuming research, multiple vendor contracts and the high cost of in-house administration. Employees get the benefits they want and need, while employers reduce turnover, costs and time spent researching and maintaining multiple vendor contracts.

Doherty offers a broad base of benefit programs and administration including:

- Insurance coverage
 - Medical insurance
 - Dental insurance
 - Vision insurance
 - Basic life insurance
 - AD&D Insurance
 - Supplemental life insurance

- Short-term disability insurance
 - Long-term disability insurance
 - Employee assistance plan (EAP)
 - Travel assistance program
 - Auto insurance
 - Homeowners insurance
- Tax and retirement savings
 - 401(k) retirement plan
 - Payroll deducted IRA options and program
 - 529 college savings plan
 - Section 125 flexible benefits plan
- Non-traditional benefits
 - Travel and retail discount programs
 - Cell phone discount programs
 - Special banking and credit union memberships
- Administrative services
 - Facilitate enrollments, changes and terminations with benefit vendors
 - Invoice reconciliation
 - COBRA administration
 - HIPAA compliance
 - Review of available benefits programs, vendors, costs and options
 - Ongoing review of new regulations and laws related to employee benefits and practices
 - Online enrollment and change of elections
 - Employee support

Payroll Administration

A partnership that pays

An HRO partnership with Doherty includes full-service payroll processing – from payroll filings to quarterly and year-end tax filings, to new hire reporting and virtually all other payroll-related functions. This turnkey service enables you

to channel your resources into achieving your business objectives and make payroll administration complexities and compliance a thing of the past.

Doherty's turnkey payroll administration includes:

- Complete payroll function
- Payroll audits and defense
- Payroll administration in all states in which you do business
- Paperless payroll
- Total compensation statements
- Remittance of unemployment insurance premiums
- Calculation, filing and payment of all Federal, State and local taxes
- Payroll deductions for insurance plans, 401(k), flexible benefits HSA accounts, wage garnishments and/or child support payments
- Calculation and payment of tax deposits
- Time entry systems
- I-9 review for compliance
- Year-end W-2 preparation and distribution
- Automated paid time-off tracking and accruals
- Direct deposit option for employees with unlimited accounts
- Employment and wage verifications
- Federal and State new hire reporting
- Accrual tracking of vacation and sick leave
- Special management reports
- Fulfillment of special requests

DohertyHRDirect

HRIS at Your Convenience

Human Resources Information Systems (HRIS) are not usually associated with highly personalized service, responsive expertise or convenience, but DohertyHRDirect is HRIS at its best.

Intuitive, convenient and always accessible, DohertyHRDirect offers employees and managers self-service access to essential employee information based on their security level, 24-hours-a-day, seven-days-a-week. DohertyHRDirect even enables online job applicant and new hire forms completion and benefits enrollment.

DohertyHRDirect makes information collection, submission and retrieval easy 24/7/365.

- Employee access
 - Employees are able to view their own data including payroll check detail and summary, W-2s, benefits enrollment information, paid time off, employee handbooks, personal information, retirement plan contributions, time entry, W-4, elections and more.
- Manager access
 - Managers are able to view employee information including paid time off, pay data, review dates, employee handbooks, time entry, forms, payroll and human resources reports and more.
 - Managers can submit pay increases, change employee's status, work location, job title and more.
 - Manager access is granted by customized security levels so managers view only what they are authorized to view.
- New Hire access
 - Employees who are newly hired can access their new hire forms through DohertyHRDirect, complete all forms online and submit them with a click of a mouse.
- Job applicant access
 - Job candidates can be directed to an applicant site to complete an application form which is routed to your hiring manager for consideration.
 - DohertyHRDirect can also be set up with background and drug test authorization forms to allow pre-employment checks to coincide with the application process.
- Additional features
 - Online forms eliminate paperwork hassle.
 - Employees can change personal information, tax withholding and access direct deposit information.
 - Record and approve time sheets and time off requests.
 - Additional online training is also available.

