



HR Support Services

www.Secova.com

Secova employs a team of experts who specialize in human resources, communications and payroll. Using a combination of our service professionals and technology for HR support is like having a much larger human resources department, except that you get to focus on more of the strategic issues while we take care of the logistical ones.

From payroll to online or printed communications, Secova has the tools and processes in place to manage and support your company's HR needs, resulting in actual cost savings and improved employee satisfaction.

As health and HR benefits programs become more complex, assisting your employees to make sense of them becomes much more important.

Communicating these complex issues, as well as providing innovative two-way communication vehicles, are just a few of the examples of how Secova takes HR Support Services to a new level of simplicity and sophistication.

HR Support Services include:

- Payroll
- Employee Portal
- Communications Fulfillment & Distribution

Payroll

Secova provides a comprehensive spectrum of services associated with payroll processing, helping you manage employee compensation from the time an employee is hired through the time when they retire. Depending on your requirements, we can work with your existing systems or provide you with access to our web-based system.

Managers and supervisors have the flexibility to directly input payroll-related data into a central system, anytime and from any location. We are available 24/7 to service all transactions and manage inquiries. Of course, transactions are secure and fully auditable.

We understand that payroll processes are tightly integrated with many other processes in an organization, including those related to government regulations.

Payroll includes:

- Gross-to-net payroll processing
- Complex payroll data entry and calculations
- Benefits and workers' compensation calculations
- Deductions
- Direct deposit or paper check processing
- Time and attendance administration
- Garnishment processing
- Liens
- Comprehensive tax management system

Whether it's our system or yours, we will design a solution that saves you time and money while meeting the myriad of internal and external requirements facing your company.

Employee Portal

The Employee Portal essentially acts like the employee's Home Page for all company and benefit plan related information, with 365x24x7 access also available to line managers, HR/Benefits professionals, and Call Centers.

The Employee Portal includes:

- Centralized location for general HR and benefits information
- Access to Secova's decision support tools, including:
 - Plan comparisons and cost estimation calculators
 - Interactive advice on hospitals, physicians, and drugs
 - CDHP financial and selection advisors
 - Employee self-service research tools
- Employee access to personal benefit information
- Useful links to related health and welfare websites

Fully integrated with our online enrollment tool iElect[™], many of our clients have found that our web technology has reduced or eliminated costly printed communications, while keeping employees more informed than ever before.

Communications Fulfillment & Distribution

Secova also has expertise in the fulfillment and distribution of printed materials including benefit summaries, enrollment worksheets, catalogs, and so on – if you prefer a more traditional approach using hard copies. Our expertise can be utilized for much more due to our experience in the design and development of these pieces.

Communications Fulfillment & Distribution includes:

- Development and distribution of open enrollment and new hire packets
- Distribution of carrier information packets
- Custom design and printing
- Home delivery of all materials to individual employees
- Data entry of open enrollment/new hire information from printed worksheets.

Fulfillment and distribution services should not be underestimated when you are striving for effective employee communication – it is another area in which Secova can provide valuable assistance.

Secova's HR Support Services cover the entire spectrum – from developing an initial payroll and communications strategy – to delivering necessary information and materials to your employees. We have the experienced staff, the tools, and the processes to provide you with the ultimate in HR Support Services.