

Employer Services



FULL SERVICE ADMINISTRATIVE SOLUTIONS

- COBRA & HIPAA
- Flexible Spending Accounts
- HRAs & HSAs
- Payroll
- Pension

Relax and let the experts work for you

We're on your side

Since 1988, PayPro Administrators has worked with Brokers and Employers on innovative benefit plans. We work hard to provide quality services at competitive prices.



We've got the services you need

Running a business is difficult. Keeping up with the ever-changing regulations, requirements and legal aspects of being an employer can be overwhelming.

We can provide the design, administration, and compliance expertise you need when it comes to Payroll, Pension, COBRA, Flex & Consumer Driven Health Plans.

Putting the Service back in to Customer Service

The services we offer come with one feature we know you'll appreciate: You'll have a Dedicated Account Service Representative (ASR) that will help you, your staff and your business. Your ASR will be familiar with you, your needs and your plan.

In addition to your ASR, you'll have a team of experts that specialize in the technical aspects of various plans. Have a question that has you confused? Need guidance in plan design? Perhaps you'd just like some new ideas on how to refresh your plans. You'll be able to relax knowing that with PayPro, you've got a team that is on your side each step of the way.



Payroll & Timekeeping Solutions

PayPro Administrators has teamed up with Millennium 3—a powerful software solution that addresses payroll, timekeeping and HRIS needs. Our web based processing allows you to submit payroll securely, from anywhere that has an internet connection. Standard services include:

- Tax filing
- New Hire reporting
- Over 80 standard reports
- Full access to detailed information at your fingertips
- Year end W2
- GL Reports
- Net to gross processing
- Online time clock or physical clock upload



Pension Plan Design & Administration

Pacific Administrators will work with you and your broker to develop and implement a pension plan that makes sense.

- 401k & 403b Plan Design
- Defined Contribution or Designed Benefit
- Plan design, documentation & administration
- Regulatory compliance
- Government filings
- Testing & year end valuations
- Custom enrollment materials



COBRA & HIPAA Services

COBRA Administration is a never ending cycle of notices, tracking and communications. Our clients simply notify us of newly enrolled individuals and those losing coverage. They will then notify the carriers to remove them from the group plan. We'll take it from there.

- DOL General Notices
- Qualifying Event Notices, HIPAA Certificates
- Premium billing, tracking, collection & remittance
- Complete carrier communication
- Open enrollment services



Flex, HRA, HSA and Section 125 Plans

We'll help you design, set up, and install a plan that works with the benefits you offer.

- Plan design & documents
- Non-Discrimination testing
- Form 5500 preparation
- Online balances
- Debit cards
- Enrollment materials
- 7-Day processing turnaround
- Claims adjudication & administration

PAYPRO ADMINISTRATORS

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