

RESPONSIBILITIES AS A CALIFORNIA EMPLOYER

Before Outsourcing to Your People Professionals

Workers' Compensation	Benefits	Payroll	Human Resources
SB 198 / Injury & Illness Prevention Program	Health	Collect W4 and I-9 Forms	Recruit and Onboard new hires
Safety Training	Dental	Enter employee information	Handbook Development and Updates
Accident Investigations	Vision	Distribute and Collect Timecards	Policy Development
Claims Management	Life EAP	Calculate Hours	Employee File Management
Fraud Prevention Programs	Flexible Spending Accounts	Track Vacation and Sick Accruals	Employee Counseling
Cal-OSHA Compliance	401K	Print, Sign and Deliver Payroll Checks	Employee Discipline
Policy Management	Supplemental Plans	Calculate and Pay Garnishments	Job Descriptions
Submit Premiums to Carrier	Reconcile Bills	Create and Print Reports	Sexual Harassment Prevention Program & Training
Experience Modification Monitoring	Negotiate Coverage & Rates	Calculate FICA, FIT, SIT, SUI, SDI Taxes	Wage and Hour Law Compliance Education
Safety Site Inspections	Track Employee Eligibility	Deposit Taxes	Update Labor Law and Other Postings
Supervisor Training	Send and Collect Enrollment Forms	File Quarterly and Annual Tax Returns	Ensure Compliance With:
WCIRB Classification and Rating Audits	Setup Payroll Deductions	Issue W2 Forms	FLSA, EEO, ADA, ADEA, ERISA, FMLA, HIPAA, CFRA, IRCA, WARN, CRA, OSHA, COBRA, TEFRA, USERRA
Coordinate Drug Screening Programs	Pay Premiums	Report New Hires to the State	Respond to Unemployment Claims
Coordinate Safety Incentive Programs	Respond to Employee Questions	Manage Direct Deposit Transactions	Human Resource Training
Written Employee Vehicle Policy	Troubleshoot Issues with Carrier	Perform Third Party Wage Verifications	Performance Reviews
Carrier Policy Audits & Reconciliation	COBRA Administration	Enter Status and Pay Rate Changes	New Hire Orientations
			Exempt and Non-exempt Audits

After Outsourcing to Your People Professionals

Workers' Compensation	Benefits	Payroll	Human Resources
Report injuries to YPP	Direct employees to YPP if plan administration is done by YPP	Distribute & Calculate time cards	Train, Counsel and Discipline with YPP assistance
Perform Safety Training and Meetings, with topics provided by YPP	Complete Annual Benefit Elections	Report new hires to YPP	Policy Development and Implementation with YPP assistance
Cal-OSHA Compliance		Report payroll information to YPP	Performance Reviews with YPP assistance
WCIRB Classification and Rating Audits with YPP's assistance		Report changes to YPP	Recruiting Process Design – available under the Your SmartSource Hiring System
Onsite Carrier Audits if applicable			Background and Reference Checks, Skills and Psychometric Assessments
			Job Descriptions with YPP assistance