**About TBM and Key Employment Statistics**

With TBM, you can confidently resolve human resource issues knowing you can call on us. Our team of Certified HR Professionals are ready to provide you with the practical and compliance information needed for your business.

Human Resources can overwhelm an employer, taking significant, critical time away from core business functions. By utilizing a customized outsourcing solution, employers are able to devote their internal resources to achieving bottom-line results. Our certified HR professionals are dedicated to meeting our clients’ needs with our in-depth resources and extensive experience in providing solutions to businesses like yours.

Once you are onboard with us, a dedicated HR Professional and Client Payroll Specialist will be assigned to serve as your main touchpoints, both are conveniently available via phone and e-mail. At TBM, we consider our team an extension of your own. With our wide array of services and cost-effective solutions, we are confident that your dedicated TBM team will provide exceptional human resources services, while providing best practice considerations and solutions to support the unique needs of your company.

**Key Statistics**

* The EEOC reported that there were **61,331 charges** of discrimination filed in 2021.
* Only **17.4%** of the EEOC’s closed workplace discrimination cases resulted in a favorable ruling for the company.
* Racial discrimination claims have the lowest favorable ruling percentage, at only **15%**.
* Retaliation is the most common discrimination claim, accounting for **56%** of all claims.
* There have been over **1.8 million** complaints filed with the EEOC since 1997.
* In 2021, employers paid out roughly **$484 million** in settlements to discrimination victims.

As opposed to utilizing cost-effective TBM HR Services at a **fraction of the cost**, according to Indeed, the national salary range to hire a qualified HR Manager is as follows:

**Low** $53,631 **Average** $79,228 **High** $117,042

The above numbers do **not** include the cost of any benefits provided.

**TBM Mission**

*Our mission is to free our clients of the burden and cost associated with employee/employer related paperwork, benefits and agency compliance.*

*TBM clients can devote more of their time, energy and effort into their business instead of employee administration. We have helped hundreds of small to large businesses become more efficient, more profitable, and more competitive while actually saving them money on their administrative tasks.*

**TBM ASO and PEO Services**

**TBM Administrative Services Organization (ASO)**

Is your business looking for payroll management? TBM Payroll offers a full-service payroll processing service model called “Administrative Services Organization” service or ASO Services. Our full-service payroll option includes easy deposits for employees through check, pay card, or directly through your company bank account, weekly, bi-weekly, monthly, and semi-monthly payroll cycles, payroll reporting, earnings reports, and garnishments including child support and payroll deduction management.

We also provide calculating, reporting, and payment of federal, state, city, and local payroll taxes. All phases of payroll tax reporting are covered including Federal and state withholding, quarterly Federal and State unemployment tax reporting annual reporting including W-2 and W-3.

**TBM Professional Employment Organization (PEO)**

If you are interested in PEO services, we contract with businesses to administer employee services required by federal, state and local government agencies as well as other services such as Payroll, Benefits, Workers’ Compensation Management, Unemployment Management and Human Resources support.  TBM's clients serve as the managing employer and are responsible for the management of activities at the client worksite.  TBM serves as the administrative employer.  Together as “co employers” we work to maintain agency compliance and regulation so you can focus your attention on your core business.

**Our other professional payroll services available for both ASO and PEO service models include:**

Certified payroll reports for government contracts, cost payrolls, paid time off accrual tracking, online access for employees and client.  Paperless invoicing, paperless pay stubs, paperless new hire documentation with electronic signature. On demand web-based reporting. Additional services include:

* Electronic onboarding and offboarding
* Payroll processing and distribution
* Payment of all payroll taxes (federal, state, city and local)
* Payment of state disability insurance premiums reparation and filing federal 940 annual unemployment tax returns
* Preparation and filing of federal 941 employers federal tax returns
* Preparation and filing of state unemployment reports
* Labor distribution and job costing reports
* Certified payroll management and administration
* Employee earnings statements
* Employee payroll deductions
* Direct deposit checking and savings
* Vacation and holiday accruals
* Collection and disbursement of garnished wages
* W-2's and yearend tax reporting
* Online access for both client and employee

**TBM Workforce Services**

In addition, to all of this, you will also have access to essential Human Resource Services, through our Human Resources Division, TBM Workforce. All TBM Workforce Services are conducted by a SHRM Certified Professional.

**Services Include:**

**Compliance**

**(Monthly) 1-9 Emp’s: $49 10-24 Emp’s: $89 25-74 Emp’s: $149 75+ Emp’s: Quote**

Every employer is subject to compliance with federal, state and local employment laws. While these laws are essential for ensuring the fair treatment of employees, they can also be confusing and intimidating if a business owner and/or management team have limited, or no experience navigating them. Maintaining and demonstrating compliance is vitally important for all businesses, as failing to do so can potentially result in hefty fines or even prosecution.

TBM regularly tracks the frequent changes that are made to employment laws throughout the year, helping to provide you with peace of mind knowing that you are staying up to date with the latest changes.

**Virtual Audit for Compliance and HR Best Practices**

**1-9 Emp’s: $295 10-24 Emp’s: $495 25-74 Emp’s: $795 75+ Emp’s: Quote**

Compliance aside, an effective HR Audit is often considered a best practice in modern human resources management. However, best practices vary between business types and even among companies and what works well for one, may not work for another. Best practices need to be tailored to each organization, to achieve this, TBM takes factors such as business type, company size, demographics, finances and competitive information into consideration. To eliminate disruption to the workday, TBM Audits can be conducted virtually at a fraction of the cost and time.

**Custom HR Policies and Procedures**

Much of employment-related litigation today can be traced back to flawed or non-existent written company policies and procedures. All companies, regardless of size can manage risk through the design and implementation of sound policies and procedures.

**Range Per Policy: $119 - 249**

**Custom Employee Handbooks**

A comprehensive employee handbook will lessen the potential of misunderstandings, keep employees informed and mitigate the risk of litigation. Your assigned HR professional will ensure that your employee handbook covers all the bases, including, but not limited to, employment status, attendance, records retention, benefits, payroll, standards of conduct, hours, leaves of absence, conduct and disciplinary actions. TBM can draft a new handbook or review a current one and revise as needed.

**Single State: 1-9 Emp’s: $349 10-24 Emp’s: $479 25-74 Emp’s: $695 75+ Emp’s: Quote**

**Additional States: $149 Per State California: $195 (Additional)**

**Coaching and Problem Solving**

As requested,your dedicated HR Professional provides support to you and your management team, to navigate and resolve any type of employee matter in a timely manner, focusing on resolving each matter fairly, legally and in the best interest of all concerned.

**Per Hour: $95 (Minimum 3 Hours) Each Additional Hour: $79**

**Job Descriptions**

**Per Job Description: 1: $139 2-5: $119 (Each) 6+: $99 (Each)**

In order for there to be successful employee performance, it is critical to start with well-written job descriptions that accurately identify position duties, scope of authority, skills, competencies, education, training, experience, and physical requirements which support the organization’s needs. Job descriptions are also key during the interviewing process to ensure that interview questions are relevant to the position, and selection criteria is consistent for each candidate.

**Employee Counseling and Disciplinary Actions**

**Per Hour: $95 (Minimum 3 Hours) Each Additional Hour: $79**

It's an unfortunate necessity in doing business, fraught with potential pitfalls. Although the goal is to improve the problem area(s), we can help you minimize risks and draft supporting documentation to clearly describe the particulars of each situation in a manner that will remain in compliance with applicable laws and provide documentation that will clearly communicate the details of the issue(s) addressed and the steps taken by the company to rectify them should an employee file a complaint with the Department of Labor, EEOC or Division of Human Rights.

**Management and Employee Training**

**Quoted Per Session**

Our professionally certified trainers incorporate best practices for employee relations, employment decisions and legal compliance into every training program we offer. We give your managers and supervisors the skills and knowledge to resolve difficult HR issues while limiting your exposure to costly litigation. We design our training programs to meet your specific needs, and all can be conducted on-site or virtually. State mandated sexual harassment prevention training is also available. Training sessions cost are quoted on a case-by-case basis.

**Labor Law Posters Program**

Receive up-to-date, mandatory, printed or electronic posters for display in your workplace.

**Monthly: Single State: $9 Multiple States: $15**

**Sexual Harassment Prevention Training**

The training is conveniently conducted on-line so you can schedule it based on your own business demands. The training meets the mandated requirements under NYS and NYC law and can be used in all states except California which requires additional topics to cover. TBM can also provide training to meet California requirements.

**Per Person Rate: $15.00**