

# Newtek's **Human Capital Management (HCM)** system is the solution for all your payroll, HR, and benefit needs.

Newtek provides our clients with a fully integrated, highly scalable solution that is located completely in the cloud. All of your employee data resides in a single, secure database, allowing for real time reporting and updates. Seamlessly integrate all process and reporting throughout the employee lifecycle - from hire to retire.

## **PAYROLL/ HR/ BENEFITS**

Newtek's Payroll and Human Resources suite includes:

- » **Effective Dating** - allows you to future or past date throughout the system
- » **Tax filing** – all federal, state, and local taxes
- » **Garnishments** – from writ interpretation through payment
- » **Onboarding** – streamline the new hire process
- » **PTO/ Vacation Accrual Management** – systematically track and accrue time off
- » **Employee/ Manager Self Service** – empower your employees via the web
- » **Training & Performance Management** – training history and performance reviews
- » Checks, Direct Deposit, Pay Cards, and the option to print locally

## **PEO**

In a co-employment environment, Newtek will handle all of your critical human resource, payroll, and benefits tasks, allowing you to focus on growing your business and managing your staff's day to day activities.

## **ADD ON SERVICES**

All of the items listed below are fully integrated within our HCM solution and they can be added at any time.

- » **APPLICANT TRACKING** – Allows you to push listings to various job boards, leverage employee referrals, customize application and interview questions, as well as filter and rank candidates. Attract and hire the best candidates.
- » **AFFORDABLE CARE ACT (ACA)** – For companies that employ 50 or more full-time equivalent employees. The Affordable Care Act is highly complex. Let Newtek work with you to ensure you are in compliance

- » **TIME & ATTENDANCE** – Efficiently and effectively capture, manage, and process your employees' time and attendance information. Create schedules, track overtime, meals, breaks, and any other policies as they relate to time.

- » **OPEN/ ONGOING ENROLLMENT** – Automate the entire benefits enrollment process via the web. From annual open enrollments to life event changes, provide your employees with an easy to use solution, while at the same time capturing the data necessary to transmit to your carriers.

**EVERY CLIENT, REGARDLESS OF THEIR SIZE OR WHICH SOLUTION THEY SELECT, RECEIVES A DEDICATED ACCOUNT MANAGER AND 24/7 SUPPORT**



### **DID YOU KNOW?**

Newtek Insurance Agency – is a national 50-State licensed insurance agency that specializes in meeting all of your employee health & benefit needs. In addition, Newtek Insurance also services: Property & Casualty, Workers Compensation, commercial, and personal lines.

**Newtek**<sup>®</sup>  
**Payroll and Benefit Solutions**  
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