



Allstaff Payroll

Contact information

Telephone 850-434-6708

Fax: 850-378-5232

E-mail: info@allstaffpayroll.com

Website: www.allstaffpayrollservices.com

QUICK ACCESS TO THE TOOLS & RESOURCES YOU NEED FOR SUCCESSFUL PAYROLL MANAGEMENT

HIRING & ONBOARDING

A positive onboarding experience can significantly increase employee retention. This is your opportunity to set the fundamental tone with new hires and establish a solid connection with them.

Hiring – Allstaff Payroll’s [Online Application Process](#) is so simple, however, communication is key to a smooth and successful onboarding process.

Get Started Check List:

- ✓ Employee Photo ID
- ✓ Employee Social Security Card or Birth Certificate
- ✓ Does the employee have a bank account or should they be assigned a Money Network Card for direct deposit?



Communication – Let the employee know to watch for an email and text message from “noreply@clickboarding.com,” they should begin the application process ASAP. ***All documents in the process must be completed.***

Start onboarding and actively retaining your new hires long before their first day - It is important that employees complete the application process before starting to work for many reasons. First, employees are not covered by Worker’s Compensation Insurance until they have been processed for payroll. Second, employees cannot be paid until they complete the process. And employers and employees will have a much more positive experience if this process goes smoothly.

If you’re doing a poor job of meeting the initial needs of your employees, it is likely they won’t stick around.



Background Check and Drug Screening – Some clients want this for all employees, others may just need this service every now and then. Let us know, so we can provide a link to the employee and follow up to make sure the screening is done before the onboarding process is complete.

Once officially on board, make it “The best first day ever,” and carry that forward long after Day 1. Make sure the employee is welcomed and introduced, provide instructions, policy information, and other tools they need to be successful. A good start includes Allstaff Payroll’s [Employee Resources](#) for forms, pay stubs, etc.

PAYROLL SERVICES

Payroll - You deliver the employee wage, salary and benefit information to us and we’ll take it from there. Report payroll by phone, fax, email, or software integration.



Direct Deposit – Employees get paid faster, enables employees to divide their paycheck between checking and savings accounts, and you can’t lose a direct deposit.

Employees who do not have a bank account are assigned a Money Network debit card by their manager who provides the information to Allstaff Payroll for activation. If you need a supply of cards, give us a call, or send an email request.

Paystubs – are sent by email, sometimes they end up in spam or junk mail, simply add “noreply@allstaffpayroll.com” to your safe sender’s or contact list. Employees can access their information through an individual employee web portal, instructions can be found at [Employee Resources](#).

Reports – Many reports are available for employers, just ask your payroll specialist what you are looking for.

Compliance and Regulations – Allstaff Payroll manages Income Withholding Orders for Child Support or garnishments, E-Verify employees in states that require it, labor law postings and other resources.

WORKER’S COMPENSATION

Workers’ Compensation Insurance is there when an employee is hurt on the job or gets sick from a work- related cause. Take a minute to [read the procedures](#) and what to do if there is an injury. Keep this information handy by printing “What To Do When An Employee Gets Hurt” and hang it on the wall along with the state and federal required notices. A copy is included in this packet as well.



Safety Training Resources - Allstaff Payroll Inc. recognizes the value of effective safety training in the reduction and prevention of workplace injuries and incidents. Employers have a responsibility to ensure their employees are adequately trained on the workplace risks and controls to protect them from injury. In support of these efforts, Allstaff Payroll and our insurance provider, offers [Safety Training Resources](#) to supplement your organization’s training efforts.



HUMAN RESOURCES

Employee files are maintained by Allstaff Payroll. Copies of their applications, information regarding pay raises, etc. are available. Employee Reviews or Warnings should be forwarded to us for retention. Almost any [Employee Form](#) you may need is available for download.

Terminations - Whether an employee is asked to leave or leaves on his or her own, thorough documentation of specific details of the process helps the employer remember why the employee was terminated. It will also help defend challenges to the termination decision, such as discrimination or unemployment claims. Just a few minutes completing an **Employee Termination Report** could save time and money. This [Employee Form](#) is also available for download.

Unemployment rates are based on experience, so by working together to keep Unemployment Claims to a minimum, all clients benefit.

NEWSLETTERS

Keep up to date with [Allstaff Payroll Newsletters](#). In these issues, you'll find answers to questions, new program announcements, and updates that affect your business. They are emailed quarterly and kept online for future reference.

INSURANCE OPTIONS

Benefits help employees pay for healthcare, save for retirement, and helps relieve the financial stress of a covered illness or disability. Employees are offered the opportunity to learn about benefit options during the onboarding process and can research options and request an [Insurance Quote](#) online anytime.





WHAT TO DO WHEN AN EMPLOYEE GETS HURT

First and foremost, evaluate the need for medical assistance. For emergencies, immediately call 911. For non-emergency situation contact and coordinate care with pre-arranged medical facilities.

SERIOUS INJURIES (IN NEED OF EMERGENCY MEDICAL CARE):

- **Call 911 or transport the employee to the nearest Emergency Room**
- Provide the employee with a “**Letter of Insurance**” which has all the insurance information that the medical provider will need. This letter is available at <https://allstaffpayrollservices.com/employers/>
- Immediately Contact Allstaff Payroll, Inc. to report the accident

NON-SERIOUS INJURIES:

- **Send the employee to an approved, in-network, medical provider.**
- Provide the employee with a “**Letter of Insurance**” which has all the insurance information that the medical provider will need. This letter is available at <https://allstaffpayrollservices.com/employers/>
- In-Network Providers can be found online: <https://www.goperspecta.com/VPD/broadspire/public/ProviderSearch/Main> Then “Find A Doctor by Location”
- In-Network care helps ensure prompt and efficient care for employees and expedites Worker’s Compensation medical bill payments.
- Immediately Contact Allstaff Payroll, Inc. to report the incident.

DRUG SCREENING:

- **ALL EMPLOYEES INJURED ON THE JOB ARE REQUIRED TO HAVE A 5-PANEL DRUG SCREENING WITHIN 48 HOURS OF THE ACCIDENT.**
- Contact Allstaff Payroll if you need assistance locating a drug testing facility for an employee that does not require immediate medical care.

PREPARE AND SUBMIT

- **First Report of Accident or Injury** – The Company Owner or Manager should complete this form. The forms are specific to the state where the business is located, and available on-line at <https://allstaffpayrollservices.com/employer/workers-comp/#froj>. Send a copy of this report to Allstaff Payroll within 48 hours of the accident.
- **Additional Information** – Medical reports, work status information, follow-up medical appointments should be provided to Allstaff Payroll as quickly as possible.
- **Written Statement(s)** – The injured employee should provide a written statement stating what happened, where it happened, and what led up to the injury. If there were any witnesses to the accident, ask them to provide the same. Supply a copy of the statements to Allstaff Payroll. See the questionnaire on the next page.
- **Security Camera** – If the accident was on camera, send a copy of the clip to Allstaff Payroll.

AFTER THE FACT

In the days and weeks following an employee’s injury, you can help support recovery by facilitating open communication. It is important to demonstrate that your workers matter to the company. By handling workplace injuries in a responsible, compassionate way you can help build and retain your most important asset – your employees.