

Our Services Include:

Human Resource Services

- Employee Guide Book
- New Employee Orientation
- Sexual Harassment Training
- HR Guidance

Payroll Administration

Risk Management Services

- Unemployment
- Workers' Comp

Record Keeping Services

Benefit Administration

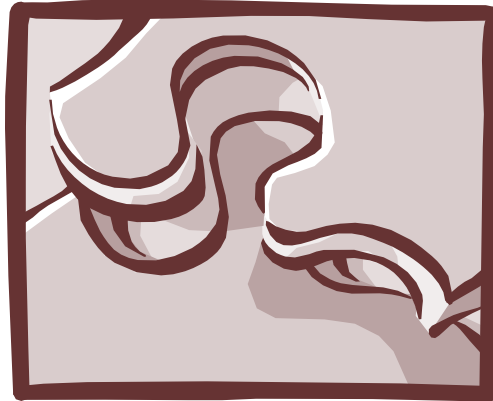
- Health Insurance
- Dental Insurance
- Vision Discount Plan

Customized Retirement Savings Plan

Employee Assistance Program

Ancillary Services

- Training & Development
- HR Consulting
- Recruiting & Temporary Services
- Computer Consulting



We Can Help You Put the Pieces Together!

HR *Midwest, Inc.*

1213 Maple

Lake in the Hills, Illinois 60156

Phone: 847.854.2971

Fax: 847.854.2082

Email: denisebenages@aol.com

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Tel: 847.854.2971

About our Services

HR Midwest is a Professional Employer Organization (PEO). We are your outsourced Human Resource Department. We will provide Human Resource guidance, administer Payroll, assist in Risk Management and help retain employees with strong benefit and retirement programs. We also help with ancillary services such as Recruiting, Training and Development and Human Resource Consulting.



What is a PEO?*

A PEO is a company that contractually assumes and manages critical human resource and personnel responsibilities for its small to mid-sized businesses by establishing and maintaining an employer relationship with worksite employees.

A PEO arrangement involves all or a significant number of the client workplace employees in a long-term, no-project related, employment relationship. The PEO assumes the employer responsibility for employment tax, benefit plans, and other human resource purposes.

Why use a PEO?

A PEO relationship will benefit your business and your employees. HR Midwest will be able to assist you in



offering a competitive benefits package that may have been unavailable. We help improve the employer/employee relationship by providing professional staff to assist them with their benefit and retirement packages. We will pro-

vide payroll processing, professional assistance with employment related issues, and current advice on government regulations. We will assist in setting up worksite safety, sexual harassment training and employee wellness programs. We can also develop training programs designed for your needs.

Why HR Midwest?

Increasing government regulation, skyrocketing costs of insurance and other benefits, and the daily problems of being the employer keep many business owners from focusing on the most important part of running their businesses. Some owners choose Professional Employer Organizations because they simply do not want to spend time shuffling papers and would rather have

someone assume the responsibility to ensure their business is in compliance with all regulations. "The average small business owner spends between 7% - 25% of his or her time handling employee-related paperwork." ** Some owners have trouble finding affordable insurance or other benefits and turn to Professional Employer Organizations to benefit from being part of a larger group. HR Midwest's experienced staff can help guarantee that you are taking care of your employees and your business by enabling you to concentrate on your business without the challenges and distractions associated with the "business of employment."



HR Midwest can help you put the pieces together to build a solid foundation for your business.

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*NAPEO Website Information
** U.S. Small Business