



## Helping You See the Big Picture

For many employers, HR administration can be a time-consuming responsibility that takes away from your strategic HR objectives. Our experts understand how to create synergies between HR and other teams in your organization.



### HR SERVICES

We provide HR services in the areas of administration, performance management, talent acquisition, compensation, and learning and development. We can help your HR department with a wide variety of projects, including:

- ✓ Employee maintenance (new hires, changes, terminations, etc.)
- ✓ Employee and management communications
- ✓ File and document management
- ✓ On-boarding and new hire processes
- ✓ Analysis, design, implementation, and configuration
- ✓ HR reporting and data entry



### BENEFIT SERVICES

PayTech will partner with you to provide benefit services that will help you streamline your benefits administration processes, as well as help prepare and execute open enrollment. Let us assist your team by supporting:

- ✓ Open Enrollment (system configuration, reporting, data validation, employee communications)
- ✓ Employee maintenance (new hires, status changes, life events, etc.)
- ✓ Retirement savings plans (RPP, RRSP), other salary deferrals, benefits and allowance administration
- ✓ Configuration of new benefit plans
- ✓ System integrations with third party vendors

## COMMITTED TO YOUR SUCCESS

We are an experienced group of HCM consultants that love to find simple and innovative solutions. We are collaborative, results driven, technologically savvy and can help manage your HR and Benefits administration.



*"Keep up the good work and customer focus! PayTech had the right mix of talented professionals but whom were also responsive, and performed as extensions to the internal team!"*

*Anthony Romano, Payroll Manager, Booking.com*