



HR & Payroll Services



Human Resources

With regulatory compliance becoming more complex, costs escalating and administrative headaches increasing, you need a trusted partner to help manage your HR responsibilities.

FOURTH. It's what we do.



Payroll Administration

We provide a simple, personalized, and proactive payroll platform freeing up your time to focus on the revenue-generating areas of your business.

FOURTH. Smart technology supported by dedicated people.



Employee Benefits

Let us handle the important but time-consuming burden of administering employee benefits, we will provide the most competitive benefit programs. Enabling you to maintain top-performing quality employees.

FOURTH. Benefits built for your operations.



Risk & Compliance

Your business faces unique risks. We provide unique solutions. Our proactive services can help you identify and mitigate risk, reduce costs and improve productivity.

FOURTH. Make critical business decisions confidently.

Meet Fourth

For nearly 20 years, Fourth has provided complete, end-to-end restaurant and hospitality management solutions that empower operators to optimize profits, enhance guest satisfaction, improve employee engagement and scale profitably.

Developed by hospitality professionals for hospitality professionals, Fourth's all-in-one hospitality operations technology platform provides tools to streamline purchase-to-pay and inventory and workforce management — underpinned by advanced demand forecasting, intelligent analytics and collaboration tools.

Fourth also provides unmatched access to full-service, hospitality-specific payroll, benefits and HR Outsourced (HRO) services, including an IRS-Certified Professional Employer Organization (PEO) service. Our solutions are geared towards alleviating administrative burdens, lowering employee-related costs and limiting liabilities to help your restaurant thrive.

What Makes Us Different?

Fourth provides a full-service of HR solutions, alleviating time-consuming workloads and employer-related liabilities, so you can focus on your goals and successfully run your businesses.

Our team understands the different outsource options available, as well as the specific needs for hospitality businesses. We offer a proactive service model that blends perfectly with your internal processes, combined with leading technologies to provide you with the finest experience possible.

As a true HR partner, we assume many of the responsibilities associated with being an employer in the hospitality industry, helping to:

- Contain costs
- Minimize employer-related risks
- Relieve the administrative burden of HR

We offer a unique and flexible approach, with HR & Payroll services tailored to your individual business. We also understand that those requirements will change over time, so our solutions are designed to evolve with your needs.

IRS-Certified PEO Service

We're proud to be one of the first and few PEOs in the country to be certified by the IRS.

Certification is a voluntary program that involves thorough background and experience prerequisites, strict financial requirements, independent audit standards, and required client contractual conditions that shift potential tax related exposures from the client to the Certified PEO (CPEO).

Our IRS certification reflects our high standards and commitment to excellence, and offers peace of mind for our clients.

HR Outsourced Services

Human Resources

Increasing regulations, administrative headaches and burdens have dramatically affected business costs, even more so for small and mid-sized businesses.

As your trusted advisor and partner, we navigate the ever-changing complexity of today's HR challenges, reducing risk and administrative burden, so you can focus on the areas of your business that generate revenue.

Regulatory Compliance & HR Guidance

We put HR Strategy in place, providing and helping you deploy the tools necessary to help your leadership and management teams maintain a productive and engaged culture, including:

- **Supervisory Training:** Our experienced professionals provide support for everyday concerns, including facilitated eLearning training.
- **Fair Labor Standards Act (FLSA):** We'll assist in the review of job classifications and partner with you to develop compliant job descriptions, with salary data tracked against national means. Plus, we help ensure that payroll is setup properly.
- **Applicant Tracking Services (ATS):** We provide the technology to allow the electronic handling of recruitment needs including job posting, resume sorting and applicant data capture.
- **HR Best Practices:** We share guidance on hiring, firing, discrimination, conflict and harassment in the workplace, and help with employee file maintenance, including record-keeping and change of status.
- **Employee Handbooks & Policies:** We'll partner with you to create federally-compliant, state policies (workplace harassment, discipline, leaves, etc.), with policy updates as they are released.

- **Leadership Training and Development:** We'll help you design and deploy effective leadership and development training, keeping your workforce engaged, happy and productive.
- **Compliant Employee Relations and Resolution Assistance:** We train management on employee relation (ER) issues ranging from hiring and separation processes, to performance management, to de-escalating potential claims, risk and exposure.
- **Leave of Absence (LOA):** We provide guidance to help you maintain compliance with the Family & Medical Leave Act (FMLA), Americans with Disabilities Act (ADA), and state-specific sick leave (as applicable).
- **Employment Practices Liability (EPLI) Coverage:** Our EPLI coverage protects you from wrongful acts such as harassment, discrimination, and wrongful termination.
- **Background Checks and Drug Testing:** We'll assist with coordinating background checks and drug testing for your staff, and will help maintain compliance where applicable.

Payroll Processing & Tax Filing

Payroll Administration

Processing payroll and tax deposits in a timely and accurate manner is an essential responsibility for all employers. Unfortunately, it is also time-consuming and exposes employers to ever-changing liabilities.

With leading technologies and a dedicated staff, we provide a proactive payroll solution that is seamless, simple, and personalized. We handle:

- **Payroll Processing & Reporting:** Hospitality-specific payroll services that ensure compliance with local, state and federal requirements, supported by experienced and certified payroll specialists.
- **Tax Filing & Administration:** Federal, state, and local payroll taxes are calculated, paid, and filed accurately and on time.
- **W-2 Reporting & Filing:** Electronic preparation, printing and delivery of all W2s.
- **Deductions for Garnishments, Liens & Child Support Orders:** From processing court orders and creating standard interrogatory responses to automating data entry and payment distribution, we help manage deductions from end-to-end.
- **Payroll Reports, Including Job Costing & Certified Payroll Reporting:** We manage the responsibility of adhering to state reporting requirements for new and rehired employees.
- **Online Payroll Reporting:** Our cloud-based web portal allows you to report payroll and access information whenever needed, 24/7/365.

- **Integrated Time & Attendance Systems:** Fully-integrated time and attendance systems ensure employees are paid accurately and for the actual time worked.
- **Direct Deposits:** We electronically deposit payroll funds right into your employees' accounts.
- **Employee PayCard Program:** For employees without bank accounts, payroll funds can be given on personalized, prepaid VISA/Mastercard debit cards that require no credit check, and include online account access.
- **Electronic On-boarding Technology (with the option of E-Verify & WOTC):** Our intuitive & integrated enrollment process makes it easy for your employees to compare and select plans. The web-based benefits enrollment process is also mobile-optimized for use on the go.
- **Dedicated Support:** A highly-trained, professional payroll specialist is assigned as a primary point of contact for all your payroll and tax needs, so they can fully understand your business and answer your questions quickly.
- **Unemployment Claims Management:** We provide proactive and successful claims management services to protect your rates and relieve you of the headaches associated with handling claims and phone calls from the state(s).
- **Employment Verification Process (VOE):** Our dedicated payroll team will efficiently handle employee's VOE requests — alleviating the administrative burden from your management team

Payroll Taxes & Filings

We offer peace of mind and expertise in handling the demands associated with payroll at the federal, state and local level, as well as tax collection and remittance, and reporting and filings. In addition to handling the paperwork, we serve as the contact and the administrator responding to unemployment claims and inquiries, freeing you up to focus on your business. We also create and file W-2s, and send paper or electronic versions to employees to make their lives easier, too.



We've put great effort into designing a service model with streamlined processes allowing you to spend more time in the areas of your business that actually generate revenue.

Employee Benefits

Attracting and retaining quality employees is vital for today's employer. The right benefit package serves as an influential recruiting tool and a meaningful way to increase existing-employee satisfaction. We tailor comprehensive and affordable benefit programs to help you attract, hire, and retain top performers.

Rather than limiting our offering to a single or small number of carriers, we represent all major carriers to provide an expansive array of customized plan designs. We can help you offer and administer first-rate health coverage and retirement plans, as well as fringe benefits including dental, vision, legal coverage, disability (STD and LTD), life insurance, access to an exclusive discount marketplace, and many more.

Administration

At Fourth, our goal is to improve your benefits experience. Through partnerships such as Agent of Record, CO-brokering, etc. we can assist at reducing the workload of benefits management.

Benefits administration starts and ends with the process of payroll and support of the payroll technologies offered: employee enrollment (electronic), deductions, handling daily employee benefit interactions, invoice reconciliation, premium remittance to carriers, terminations, COBRA administration, and all other administrative responsibilities associated with employee benefits & 401k demands.



Through carrier negotiations, plan strategy, premium leakage control, and other cost containment strategies, we give our clients relief from rising premiums, while ensuring that they have the administrative support they need.

Affordable Care Act

The Affordable Care Act (ACA) is a complex and ever-changing piece of legislation that imposes firm penalties for non-compliance. Our integrated ACA solution spans tools to determine company classification, plan designs, notices and government filings, including 1094s and 1095s. We are in a unique position to provide a complete solution because of our expertise and handling of both payroll and benefits. We can also help you understand the impact of Healthcare Reform, provide up-to-date information with the ongoing changes and alleviate potential penalties.

Compliance

With every benefit plan comes a set of compliance requirements for employers. We deliver the expertise needed to comply with recordkeeping, paperwork and systems. Whether it's navigating carrier requirements, the Affordable Care Act or retirement plan reporting, we will help ensure that you are meeting all the requirements and are compliant with the regulations.

We also manage COBRA administration for your former employees including notices and payment collection. In addition to handling the compliance burden of benefits and retirement plans, we assume 401k fiduciary responsibility to transfer risk away from you and your company. We also ensure complete 401k plan compliance, including filings (i.e., Form 5500), audits, required plan testing and monitoring investment options.

Risk Compliance & Worker's Compensation

Complying with labor and employment regulations is a demanding and time-consuming responsibility that requires specialized risk management expertise. Our experts, innovative systems and improved processes provide relief from the many employment-related compliance risks and associated workload. We can help meet your compliance needs as they exist today, and can help you prepare for tomorrow as your business grows.



Pay-as-you-go + no deposits + no deductibles + no audits =
increased cash flow efficiency.

At Fourth, we offer pay-as-you-go programs and risk & claims management services designed to improve loss performance, expedite claims and treatment for your employees, and promote a safer workplace. We administer the workers' compensation program from plan sponsorship to claims processing and coordination.

Technology

We're more than just sleek technology, we're people that help you manage it, too!

It isn't enough to simply offer good technology. At Fourth, we believe in proactively providing resources to help select, train, customize and implement processes around the technology, so you are fully set up for success. Whether your company is going digital for the first time, or is fully tech-savvy, we have the resources and team to support your needs.



Smart, sleek, and user-friendly, our technology empowers you to achieve more.

Our platform was designed to accommodate employers looking for a one-stop full workforce management software solution, and those seeking full integration with other, existing platforms. Our open-API allows easy integration with other industry-specific software where required, and our mobile-friendly technology allows for access on-the-go.

Learn More.

To learn how our solutions can help reduce your administrative burden, maintain compliance, increase operational efficiency, and make your employees' lives easier, give us a call.

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 Visit fourth.com/services