

# CONVERTING FROM A PEO

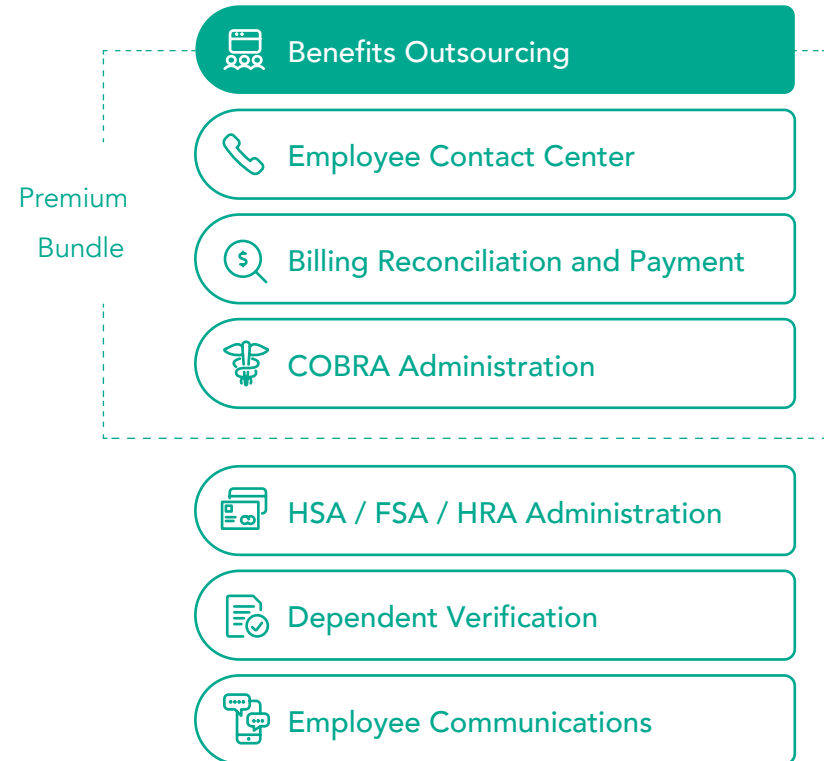
## Have You Outgrown Your PEO?

A PEO (Professional Employer Organization) can be a convenient way for smaller companies to outsource employee management tasks, such as employee benefits, payroll and workers' compensation, recruiting, risk/safety management, and training and development.

As a company grows, however, the expense of a PEO can soon be a significant strain on its budget, and many find that the management of these functions through a PEO still requires a good deal of oversight from internal staff. And because a PEO is a co-employment agreement, companies are not able to exercise the level of control over employee management that they may need.

PlanSource offers companies of all sizes an attractive alternative to PEOs. Our combination of benefits administration technology and comprehensive portfolio of services covers many of the services provided by PEOs, and puts control back into your hands and savings that can be seen directly on your bottom line.

## PlanSource Benefits Services



## Why Choose PlanSource Over a PEO?

### Cost Savings

Employers who switch to PlanSource from a traditional PEO can save up to 60% or more per employee per month. This can add up to large savings for any size organization!

### More Internal Control

Taking on the management of vital HR functions helps employers resolve issues quickly and make better decisions about processes that directly affect employee well-being and engagement.

### Flexibility and Growth

No matter how you grow or change as an organization, our flexible systems will grow with you, scaling to provide you with a solution tailored to your specific needs.

## PlanSource Offers the Best Experience For



Communications



Shopping



Enrollment



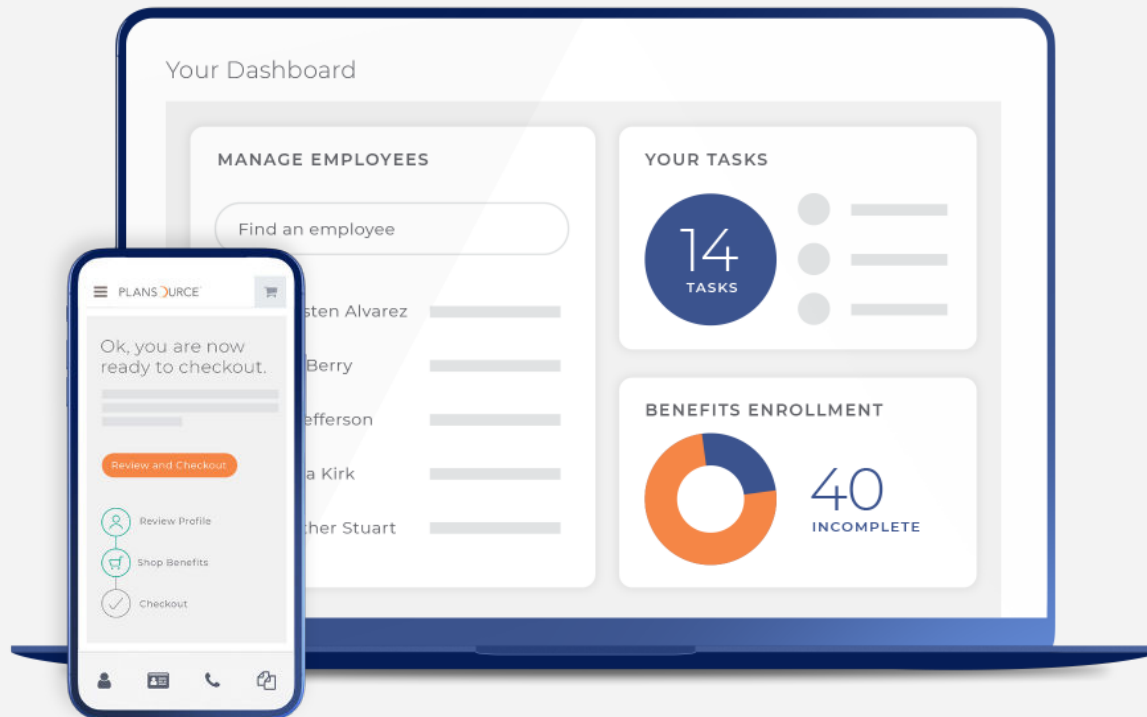
Billing



Compliance



Administration



### An Optimized Shopping Experience for Employees

Mobile Friendly

Personalized Suggestions

Shopping Cart and Checkout

Educational Videos and Content

### Features that Matter to HR Teams

Eligibility Management

Employee Communications

Cost Calculations

Flexible Reporting

## Services That Make Transitioning from a PEO Easy

PlanSource offers a full suite of add-on benefit services, so HR teams can outsource any (or all!) of the time-consuming ben admin tasks.

- System Configuration and Maintenance
- New Hire, Life Event and EOI Processing
- Eligibility Management and Urgent Coverage Resolution
- Open Enrollment Configuration and Management
- Billing Reconciliation and Payment Services
- COBRA Administration
- Dependent Verification
- HSA/FSA/HRA Administration
- Retirement Billing
- Leave of Absence Billing
- Communications and Fulfillment

## Benefits Employee Contact Center

### Locations

Salt Lake City, Utah  
Orlando, Florida

### Hours

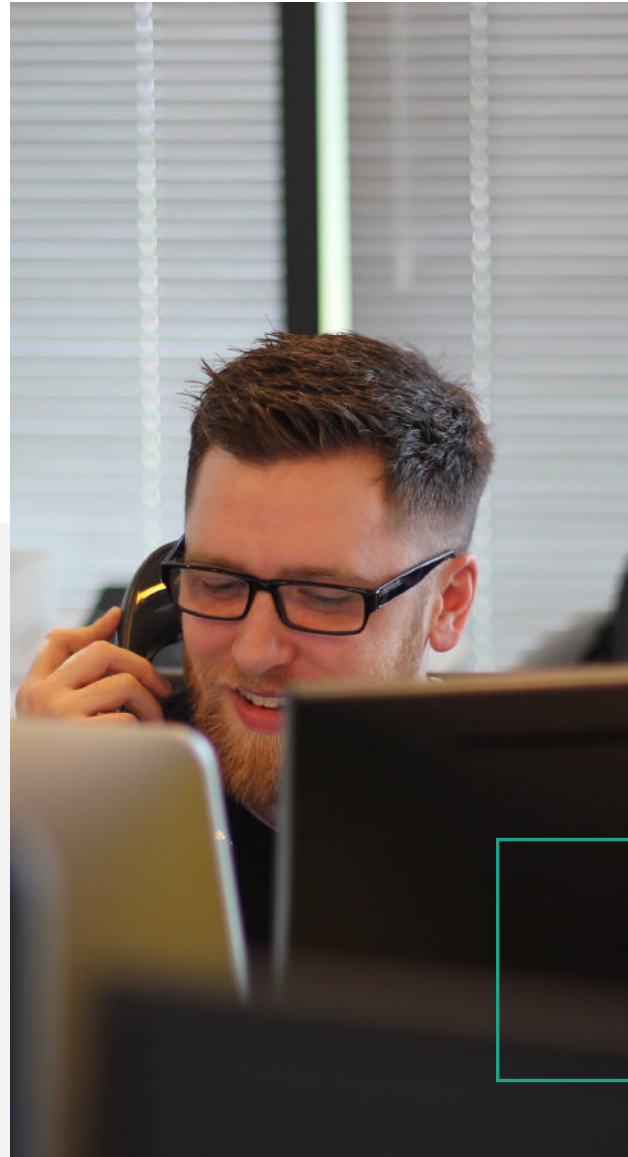
8 AM to 11 PM ET  
Monday - Friday

### Contact

By phone  
By chat

- 100% of inbound and outbound calls are recorded
- English and Spanish-speaking representatives
- Translation services offered for 200+ languages
- Licensed agents available

- Password and login assistance
- Technical support
- Benefits education and guidance
- Phone-based enrollment
- Employee advocacy
- Lost card assistance
- Claims and billing triage
- Urgent coverage resolutions
- Life event assistance



## What Changes When You Convert From a PEO?

When considering a conversion from a Professional Employer Organization (PEO) to PlanSource, it is important to understand just what services you will need to take on and what will be included. There are a few fundamental changes your organization should consider and plan for together with a licensed insurance broker. Some of the PEO services you will need to establish include, but are not limited to:

### Health Insurance

If your company is covered under the PEO's group health insurance policy, that coverage will cease. Your broker can provide quotes and information regarding replacement coverage. Through our groundbreaking Boost program, PlanSource has partnered with leading insurance carriers to create the customer experience of the future. Real-time API integrations reduce setup time for HR teams and provide a consumer friendly shopping experience and customers receive a preferred price with PlanSource when choosing products from Boost carriers.

### Workers' Compensation Coverage

If your organization is covered under a PEO-specific workers compensation policy, that coverage will not continue and you will no longer be considered a covered entity. If you need coverage for your company, policies may be available through the Pay-As-You-Owe program. Contact your broker for quotes and information regarding this coverage.

### EPLI Coverage

EPLI (Employment Practices Liability insurance) provides coverage to employers against claims made by employees alleging discrimination, wrongful termination, harassment and other employment-related issues. When you leave the PEO, you will no longer be considered a covered entity under the PEO group policy. Your broker can provide quotes and information regarding replacement coverage.

### 401(k) Retirement Savings Plan

If your company is a participant under a PEO 401(k) plan, that participation may cease and you may no longer be considered a participating employer. PlanSource can replace your PEO plan with a Multiple Employer Plan, allowing your employees to enroll in 401K plans and define their contribution amount as a fixed or salary-based amount.

### Unemployment Liabilities and Charges

As a PEO client, your unemployment liabilities and experience may have been charged to the PEO group, along with all claims handling and related services. When you leave the PEO, all liabilities and experience will be charged to your company, and unless you elect the unemployment services provided by another third party, you will be responsible for all claims handling and related risk management.