

# Personnel Payroll Plan



Running payroll can be a taxing process - even for the most experienced business. When you take a step back, it's easy to see how little payroll responsibilities can lead to errors: Payroll taxes have to be filed on time, deduction levels shift as the year goes on, and ongoing changes to state, federal, and local regulations can make it feel like the ground is moving under your feet.

Lofton's Personnel Payroll Plan gives you piece of mind knowing that all your payroll will be run right so you can focus on running your business.

*"Professional Services, Competitive Pricing and Friendly Staff."*  
~ Zina, Director of Administrative Services

**How It Works.** You refer specific personnel to Lofton for employment at your firm. Lofton will screen and run any background and pre-employment physicals required by your company. Once these persons qualify as Lofton assignment employees, they are placed on our payroll for your exclusive needs. Lofton manages the entire payroll function while absorbing all administrative, mandatory tax, and insurance costs. Through our Personnel Payroll Plan, Lofton will:

- **Customize a payroll schedule specific to your company.**
- **Handle payroll for multiple locations and states (if applicable).**
- **Establish the pay rate, attendance and benefit programs, including major medical, holiday and vacation pay, if applicable.**
- **Prepare and produce payroll checks and make all necessary deductions.**
- **Manage onboarding records and tax documents.**
- **Handle all HR related responsibilities, including wage adjustments, grievances, and terminations.**
- **Prepare and issue year-end W-2 statements.**

**Temporary • Temp-to-Hire • Direct Hire • Payroll Services**

Baton Rouge, LA  
(225) 924-0200

Covington, LA  
(985) 867-3747

Gonzales, LA  
(225) 644-0200

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Lafayette, LA  
(337) 269-0500

Lake Charles, LA  
(337) 433-6188

La Place, LA  
(985) 651-4900

New Orleans, LA  
(504) 210-0500

Beaumont, TX  
(409) 833-0800

Houston, TX  
(713) 975-7277

Little Rock, AR  
(501) 904-2160

Jackson, MS  
(769) 243-8435

## AWARD WINNING SERVICE

CLEARLYRATED'S BEST OF STAFFING  
CLIENT AND TALENT AWARDS



FORBES AMERICA'S BEST  
PROFESSIONAL RECRUITING FIRMS

2018 **Forbes** 2017  
TOP 10

We don't just say we have the best  
service in the staffing industry,  
**WE PROVE IT!**

## EMPLOYEE BENEFITS

**Is your staffing provider meeting  
the challenge of PPACA  
requirements?**

Lofton Staffing Services offers a benefits package that is highly competitive in today's market. A comprehensive benefit package is a leading factor in job satisfaction and is the key to attracting and retaining top talent.

Health Care Benefits include:

- Major Medical
- Dental & Vision
- Whole Life
- Short-term Disability
- Group Accident
- Critical Illness