

# Personnel Payroll Plan



The Personnel Payroll Plan creates a win/win situation because it encourages employee productivity and continuity, while saving organizations, like yours, time and money. You can count on Lofton's Personnel Payroll Plan to:

- **Maintain overall control of employees hired.**
- **Reduce administrative costs and lower overhead.**
- **Deliver a quality work force on demand, including experienced retirees and former employees.**
- **Eliminate high turnover during training or probation periods.**
- **Reduce unemployment insurance claims.**

*"We have been very pleased with the service and respect shown by Lofton employees for every one of our organization's needs." - Cheryl G., City of Port Arthur*

**How It Works.** You refer specific personnel to Lofton for employment at your firm. Lofton will screen & 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:

- **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.**
- **Maintain records and reports.**
- **Handle all HR related responsibilities, including wage adjustments, grievances, and terminations.**
- **Prepare and issue year-end W-2 statements.**

## **BEST OF STAFFING™ Award Winner.**

Lofton Staffing has won Inavero's Best of Staffing Diamond Award for providing superior service to our clients and employees for at least five years in a row. The nation's only satisfaction award that recognizes exceptional service in the staffing industry. We don't just say we have the best service in the industry, **WE PROVE IT!**

**Best of Staffing Diamond Award  
2017 • 2016 • 2015 • 2014 • 2013**

## **EMPLOYEE BENEFITS**

Is your staffing provider meeting the challenge of ACA requirements?

Lofton Staffing Services offers a Major Medical insurance plan that ensures all eligible Lofton employees are offered Health Insurance that meet the PPACA requirements.

Health Care Benefits include:

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

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

Baton Rouge, LA  
(225) 924-0200

Covington, LA  
(985) 867-3747

Gonzales, LA  
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Houma, LA  
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Lafayette, LA  
(337) 269-0500

Lake Charles, LA  
(337) 433-6188

La Place, LA  
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Little Rock, AR  
(501) 904-2160

Jackson, MS  
(769) 243-8435