

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.

"We use Lofton for our payroll functions. They have been AWESOME to work with!"
~ Steve, Operations Manager

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.**

AWARD WINNING SERVICE



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

EMPLOYEE BENEFITS

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.

Benefits include:

- Major Medical
- Dental & Vision
- Whole Life
- Short-term Disability
- Group Accident
- Critical Illness
- Vacations
- Holidays
- 401(k) Plan

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

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