



Human Resource Outsourcing

Our Commitment

Solid human resources practices are the backbone for creating more productive, more motivated, and more satisfied employees at any company. Through our **Human Resource Administration and Compliance** department, *Dyatech* will work with you to determine, develop and implement policies, procedures, and practices that are beneficial to both the employer and employees.

Dyatech offers several Human Resource products, which include day-to-day employee relations, unemployment claims management, policy and procedures, employee handbooks, Fidelity bonds, Workers Compensation, and Health Insurance benefits.

Service	Description	Fee
Employee Relations	Dyatech will provide day-to-day employee relations consultation that is compliant with Federal and State requirements. These services are provided at a monthly rate and reviewed each quarter.	\$250 a month minimum
Unemployment Claims	Dyatech will provide unemployment claims management that is provided at a monthly or annual rate, based on turnover and number of states, and reviewed annually.	\$150 a year minimum
Policy and Procedures	Dyatech will provide standard policy and procedures for Federal and State requirements. We also provide development of customized policy and procedures based on the client's practice or specific industry requirements.	\$500 minimum
Employee Handbooks	Dyatech will provide an Employee Handbook that coincides with the client's Policy and Procedure Manual. The handbook is a summary of the employer's employee practices and is a useful reference for employees.	\$1,000 minimum
Fidelity Bonds	Dyatech provides an added value to our clients by offering the ERISA required Fidelity bond for retirement plans. Our simple process includes a one page application that allows us to provide a quote within 3 business days. Upon acceptance, Dyatech invoices the client. The client will receive the policy via mail.	\$100 minimum
Worker's Compensation	Dyatech provides this offering through a partner as "Pay-As-You-Go" policy or a "Premium" policy. We will provide a quote within 2 to 4 weeks. "Pay-As-You-Go" and "Premium" policies are offered to our payroll clients. "Premium" policies are offered to our non-payroll clients.	Quote required
Health Insurance	Dyatech provides this offering through a partner whose goal is to do "what's best" for the client. With the obvious increases in health costs, employers are beginning to realize that it is difficult to "bid" their health insurance. It is most important to work with a partner who will pay attention to their programs and advise the client in ways to maintain or reduce exposure.	Quote required

The art of managing employees is a full-time and a time consuming undertaking. Our **Human Resource Outsourcing** is ideal for companies that need a full time Human Resource department, but cannot justify the expense. The Dyatech way is also an excellent way to augment your existing Human Resource department and assist you in making sure your company stays in full compliance.