



Benefits for Clients

Contract Staffing Services

S.J. Delaney serves its client companies by recruiting for contracting staffing placements. Contract staffing has become an integral part of personnel strategies. We recruit the candidates and the contract staffing services are provided by Top Echelon Contracting. The following is a listing of the many benefits of contract staffing:

List of Benefits

- 1. Reduce Employment Costs.** When companies follow Top Echelon Contracting's contractual guidelines there are:
 - No Workers' Compensation claims
 - No employee benefits costs, such as medical insurance, life insurance, retirement and pension plan contributions
 - No employee benefits administration
 - No added expense for paid time off, such as holidays, vacations, sick time, and personal time
 - No administrative costs for hiring, such as advertising, recruiting, interviewing, and processing employment paperwork
 - No expense or administration associated with payroll withholdings and deductions to collect, pay, administer, and report
 - Minimize risk of misclassifying an independent contractor (1099), subjecting company to IRS and state audits
 - Less training and supervising costs
- 2. Staffing Flexibility:**
 - Match your staffing levels with your workload and project requirements
 - Quick hiring process vs. lengthy direct placement cycle
 - Avoid ballooning your direct staff for project needs
 - Option to terminate contract placement at any time
- 3. Sole-Source Staffing Ability:**
 - Decrease the number of vendors to manage
 - Reduce your administrative responsibilities
 - One-stop shopping for all your staffing needs
 - Access to contract candidates nationwide
- 4. Outsource Labor Accounting (Payroll, Timesheets, Invoicing):**
 - Reduce your administrative burden
 - Receive statements and labor accounting reports
 - Simplify invoice payment
- 5. Eliminate Payroll Tax Issues (see item #1):**
 - No hiring process
 - Eliminate federal and state payroll tax filings
 - No year-end W-2 administration hassles
 - Minimize exposure for misclassifying 1099 independent contractors
- 6. Temp-to-Direct Conversions (Try Before You Buy):**
 - "Interview" the candidate while he or she is an employee of Top Echelon Contracting
 - Evaluate how the candidate fits your "corporate culture"
 - Assess the "real" skills of the prospective employee before making a direct hire commitment
 - Acquire needed resource before direct placement budget is approved





List of Benefits *continued*

7. Reduce Benefits Administration:

- Employee benefits are managed and maintained by Top Echelon Contracting
- No need to stay current on government benefit regulations for contingent workers
- Top Echelon Contracting employees are not entitled to the same benefits as your employees

8. Financial Responsibility:

- No concerns over general, automobile, excess/umbrella, Workers' Compensation, or professional liability insurance implications; Top Echelon Contracting insures its employees on assignment
- Outsource employee bonding and forgery liability insurance premiums when contract staffing services are used

9. Reduce Unemployment Exposure:

- Since Top Echelon Contracting is the employer, you assume no obligation to pay Unemployment Insurance premiums for contract staffing services
- Top Echelon Contracting handles all claims processing for its employees

10. Reduce Workers' Compensation Exposure:

- No administrative expenses related to Workers' Compensation management of Top Echelon Contracting employees
- Top Echelon Contracting handles all job-related injury claims for its employees

11. Increase Staffing Alternatives:

- You have access to a new pool of highly skilled resources
- Temporary/contract candidates are often more specialized but unavailable for direct placement
- 1099 independent contractors can become Top Echelon Contracting employees to ensure IRS compliance
- Retiree re-staffing allows you to bring back the expertise of your former employees that have retired
- Utilize internships and summer employees

12. Maintain Budget Controls:

- Accelerate the pace at which projects reach completion by adding contract staffing
- Secure labor needed for projects through a standard purchase order process
- Eliminate unnecessary overhead

13. Minimize Human Resource Headaches:

- Outsource your staffing requirements to avoid having to expand your administrative support personnel
- Daily problem resolution for Top Echelon Contracting employees handled by Top Echelon Contracting (i.e., paperwork, benefits, paycheck questions)

14. Visa/Immigration Sponsorship:

- Top Echelon Contracting has the ability to sponsor H1-B candidates
- Top Echelon Contracting may be able to employ students who are on F1 student visas
- Top Echelon Contracting can employ Canadian and Mexican citizens working in the USA through a TN visa



List of Benefits *continued*

15. Legal Aspects:

Top Echelon Contracting is responsible for the following for all Top Echelon Contracting Employees:

- Research into employer issues
- Employee dispute resolution
- Research into applicable tax, insurance, and liability laws
- Federal, state, and local government regulations and compliance
- Benefits law (health, life, 401(k), sick leave, FMLA, etc.)
- Warranty of work

16. Customer Service:

- Single point of vendor contact on inquiries from companies



Recruiting Service Provider

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