



Is Your Back Office Operating at Its Best?

Find out with the SBPM 30-Point Assessment. It's a complete audit of your processes from initial contact to onboarding to management.

SBPM
P A R T N E R S

Boost Your Business Performance With Our Comprehensive 30-Point Assessment

This all-inclusive audit examines every aspect of your organization, from initial contact to employee onboarding and management, to uncover hidden potential and optimize your processes. Each data point data collected in our in-depth evaluation provides valuable insights into each stage of your business processes. With these insights, we can help your organization streamline processes, prepare for growth, and increase flexibility. Here's what our assessment covers:

Getting Started: Initial Document Collection

Collecting accurate information at the outset is critical to ongoing success. It helps minimize errors, streamline communication, and ensure regulatory compliance.

- ✓ What documents are required, and how are these documents collected?
- ✓ Is this a manual process? Are these documents collected via email or an electronic system?
- ✓ Where are these documents stored, and does this follow U.S. document compliance guidelines?

Understanding Your System: Onboarding New Hires

Onboarding is the first true impression of your organization. Careful evaluation of your onboarding process can reveal where compliance, efficiency, and employee experience can be improved. With the right system, new hires can seamlessly integrate into your organization.

- ✓ Do you have a self-onboarding system?
- ✓ Does your system allow for the scalability of your business?
- ✓ Does your onboarding system read into the payroll system?
- ✓ Do your employees have full access to and control of their personal information?

Hiring Process: Managing Consultant Information

Understanding your organization's approach to managing consultant information can enhance the efficiency of your payroll process. Spending less time and effort on these repetitive tasks frees you to focus on strategic activities.

- ✓ Does your onboarding system have the functionality to flow into your payroll system?
- ✓ How manual are the steps to hire an employee to be active in payroll?
- ✓ Is your payroll and onboarding one system or separate?

Administering Benefits & Deductions: Managing benefits deductions, ACA reporting and state-mandated sick time.

Auditing benefits and deductions management helps organizations identify gaps or inefficiencies in these critical processes. An optimized system ensures compliance, boosts employee morale, and avoids penalties.

- ✓ Do employees fill out paper forms for benefits or use an electronic format for the election of benefits?
- ✓ Does your payroll system allow you to file feed the information to your benefit carriers?
- ✓ Do you manually input the benefit deductions per payroll?
- ✓ Does your system calculate when an employee has missed a benefit deduction?
- ✓ How are garnishment requests processed?
- ✓ In states with required sick leave, does your payroll system follow these regulations?
- ✓ Is PTO/Sick Leave managed in the payroll system or separately?





Timekeeping Systems: Collation of timesheets and time sheet entry into your payroll system

Analyzing your timekeeping systems points out areas in time and attendance processes with room for improvement. Attention to detail here can improve payroll accuracy, streamline reporting, and assure compliance.

- ✓ How do employees fill out timesheets? Is this manually or electronically done?
- ✓ How are employee hours added to the payroll system?
- ✓ Do employees have access to their timesheets and hours?

Paying Your Employees: Final Payroll Review

An optimized payroll system is not only about financial stability but also about ensuring the satisfaction of your workforce. Our assessment reviews your process to see that it assures accurate, timely payments and compliance with taxation and garnishments.

- ✓ How do you review anomalies on a per-payroll basis?
- ✓ Does your payroll system flag errors before the payroll is processed? How are these errors corrected?
- ✓ Are your payroll state employer deductions compliant?
- ✓ How do you manage your benefits deduction in your payroll system?



Boost Your Business With the SBPM 30-Point Assessment

Our comprehensive SBPM 30-point assessment evaluates your back-office processes. This free assessment is performed at your location and typically requires one to three days to deliver a thorough understanding of your business. It allows us to identify the areas where your organization excels and those that could benefit from improvements.

Let's Work Together to Make Your Processes More Efficient!

SBPM can help you reduce the average cost per contractor and enhance the resilience and flexibility of your enterprise. We never take the spotlight. We perform our work on your behalf – and under your name. Our goal is to help your business be the best it can be.

Let's Get started. Contact Us for Your 30-Point Assessment Today!



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