

PROPOSAL PREPARED FOR

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FMLA Administration &  
Compliance

Date

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Prepared By

## WHY TASC

### It started with a desire to help a friend.

Total Administrative Services Corporation (TASC) was founded on a simple belief: regular people should be able to receive the same tax advantages as large corporations.

In the process, we brought simplicity to one of the most complicated systems in the world: the US tax code. The solution worked so well, we continued to invent products that transformed the lives of farmers and other entrepreneurs, their families, and their communities. And we're still in the life-changing business for employers of all sizes, in all markets, today.

After more than 45 years in the benefit administration industry, our conviction is stronger than ever. We've discovered a new way to remove complexity, a new way to help Americans pay less tax and invest more in their health and prosperity.

We are committed to understanding our clients' needs and ambitions and will configure a solution, whether they have one employee or one million. Because when Americans have more money to spend, when they invest in their health, when they have the tools to support their families, when they give back to their communities, when they save and grow, **we all benefit.**



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### TASC at a glance:

- » **72,000 clients** across the United States
- » **\$2.7 billion** in funds handled each year
- » **\$30 billion** saved in taxes by TASC clients and participants
- » **\$1.6 million** donated to charity by TASC and its employees in last year
- » **94% of clients** feel their customer service representative handled their call with courtesy and professionalism

<sup>1</sup> Guardian Workplace Benefits Study – 5<sup>th</sup> Annual; May 2018

## TASC FMLA OVERVIEW

TASC offers complete administration and compliance for your FMLA program to ensure adherence to all applicable requirements and laws. With a proven track record of success, this cutting-edge program helps HR professionals decipher the complexity of FMLA administration while reducing their workload and risk.

As a TASC FMLA client, you receive a comprehensive menu of services and tools designed to simplify the administrative process and ensure ongoing compliance.

### FMLA ADMINISTRATION SERVICES

- ✓ Plan Enrollment and Implementation with an FMLA Implementation Specialist
- ✓ TASC FMLA Administration Manual
- ✓ Fair Application of FMLA Regulations
- ✓ Full Review of FMLA Eligibility and Entitlement
- ✓ FMLA Leave Qualification and Tracking
- ✓ FMLA Event and Leave Request Processing
  - Report an event online or via telephone
  - TASC FMLA assumes the responsibility and liability regarding federal notices under the Act
- ✓ Immediate Denial Notification
- ✓ FMLA Activity Reports
- ✓ Training for Supervisors/Managers on Company Procedures and FMLA Regulations
- ✓ Toll-Free and Online Leave Request Options
- ✓ *TASC Tracker* Client Blog: Subscribe to receive TASC news and service updates

### FMLA ONLINE SYSTEM

TASC offers paperless administration options for convenient and accessible FMLA information. Our online system offers a secure environment for your FMLA data that is easy-to-use and loaded with functionality.

- ✓ **Report an FMLA Event Online**
  - Employers use the customized Leave Request Form
- ✓ **Access FMLA Activity Reports**
  - Distributed upon request, or automatically per client requested frequency
  - Provides detailed information regarding employee leave approval, and what absences are approved
  - Sort ability based on needs (Managers, Locations, Departments)
  - Ability to create custom reports

## COMPLIANCE SERVICES

Administering the various types of FMLA under complex laws and regulations can often be a difficult and time-intensive business for Employers, and the penalties of non-compliance are costly.

TASC takes the burden off employers and provides peace of mind that their FMLA administration is in complete compliance with all Federal rules and regulations.

### ***TASC FMLA Compliance Services Include:***

- ✓ Complete compliance with FMLA state and federal regulations, reducing legal exposure and cost
- ✓ Staff maintains up-to-date training for both federal and state leave laws
- ✓ Documentation of All FMLA Communications
- ✓ Impartial and fair treatment of FMLA provisions
- ✓ **Hold Harmless** clause shifts liability for administrative compliance to TASC
- ✓ Legal counsel retained for additional liability assurance

## TASC FMLA PRICING

<b>Total Employee Count:</b>	
<b>Plan Start Date:</b>	

<b>Set-Up Fee (one-time charge)</b>	<b>\$0</b>
Based on total number of employees.	
<i>Includes:</i>	
<input checked="" type="checkbox"/> Establish best method for FMLA event reporting. <input checked="" type="checkbox"/> Train management staff on FMLA event recognition and FMLA processes. <input checked="" type="checkbox"/> Institute manager log-in for report access to their department staff. <input checked="" type="checkbox"/> On-site document storage.	
<b>Administration Fee (per Employee, per Month)</b>	<b>\$</b>
<ul style="list-style-type: none"> <li>• Based on the total number of employees in your organization</li> <li>• Eligibility determined by TASC</li> </ul>	
<i>Includes:</i>	
<input checked="" type="checkbox"/> Manage employee's application for FMLA within required timeframes <input checked="" type="checkbox"/> Determine employee's eligibility for FMLA Leave under federal and state regulations <input checked="" type="checkbox"/> Track FMLA time taken by an individual employee, whether sequential or intermittent <input checked="" type="checkbox"/> Provides access to technical and customer service attendance <input checked="" type="checkbox"/> Guarantees compliance to all FMLA requirements	
<b>Minimum Monthly Administration Fee</b>	<b>\$</b>
<b>Additional Service Options</b>	
<input type="checkbox"/> Special billing structures ..... Upon request <input type="checkbox"/> Special reporting needs..... Upon request <input type="checkbox"/> Onsite training..... Upon request	

### TERMS

Set-up fee must be submitted with your completed plan application. You will be contacted by your FMLA Implementation Specialist after your application and set-up fee have been received and processed by TASC.

### GUARANTEES

The pricing presented in this proposal is guaranteed for 90 days.

*Any and all information in this TASC proposal is confidential and can be used for the sole purpose of placing a client with TASC. Any disclosure of this information to any other third party is a breach of the TASC Provider Agreement(s) and will cause losses to TASC. TASC will immediately terminate any agreement with any person who discloses the information to an unauthorized third person and seek immediate reimbursement for any loss attributable to the disclosure.*