

Flexible Solutions

















































At SPARTA, we recognize that every organization’s needs are different than the next. So we’ve developed flexible solutions – with available options in each – that allows you to get the exact level of service you need.

SPARTA's flexible solutions include:

- **(PO) - Payroll Outsourcing** – A strong core service for customers who want an economical solution with an intuitive self-service payroll. SPARTA will remit all employment taxes including income, workers compensation and health insurance.
- **(PHRO) - Payroll & HR Outsourcing** – A great service for customers who have significant in-house payroll experience but don't have a Human Resource Department, while wanting SPARTA to provide a dedicated Payroll and HR Service Manager who will process their payroll and field calls from Canada Revenue, and other government agencies. We'll reconcile benefits, complete taxable gross-ups, and most everything a payroll department typically provides as well as manage your workers' compensation policy and claims. You gain an entire off-site Human Resource Department that's only job is to relieve you of the logistics of having to deal with employee administration.
- **(SO) - Safety Outsourcing** – A great service for customers who expect more than a core service, SPARTA will act as your Safety and Wellness Coordinator. Conduct safety inspections, implement safety policy and procedures, provide safety training and manage all workers' compensation claims!
- **(EO) - Employee Outsourcing** – An all-inclusive solution, SPARTA will assume all employee liability. By combining hundreds of employees, SPARTA is able to reduce the overall cost of having employees for your organization.

SPARTA Solutions	PO	PHRO	SO	EO
Payroll Services				
SPARTA Employee Payday Guarantee	✓	✓	○	✓
State-of-the-art Payroll Software	✓	✓	○	✓
External Time Clock/Time File Interface	✓	✓	○	✓
Statutory Remittances (Federal & Provincial Taxes, Provincial Health Plans, Workers Compensation)	✓	✓	○	✓
Dedicated Payroll Service Manager	✓	✓	○	✓
Records of Employment (ROE)	✓	✓	○	✓
SPARTA Keys Data and Runs Your Complete Payroll Process	✓	✓	○	✓
Act as your Payroll Authorized Agent with Government Authorities	✓	✓	○	✓

SPARTA Solutions	PO	PHRO	SO	EO
Special Services including Taxable Benefit Gross-ups, Third Party Reconciliations, Benefits Administration, etc	✓	✓	○	✓
Virtual Payroll Department (complete outsourcing)	✓	✓	○	✓
On Site Time Clock System	○	✓	○	✓
Year End Services				
Yearend Tax Filing with Government Agencies	✓	✓	○	✓
Printing of Employee Forms (T4, T4A, Releve 1 etc)	○	✓	○	✓
Amended T4, T4A, Releve 1 (including covering letter to government agency)	○	✓	○	✓
Yearend Tax Reconciliation	○	✓	○	✓
Human Resource				
Employee Separations	○	✓	○	✓
Hire Requisitions	○	✓	○	✓
Sexual Harassment Investigations	○	✓	○	✓
Discrimination Claims	○	✓	○	✓
Written Corporate Policies & Procedures	○	✓	○	✓
Benefits Research and Implementation	○	✓	○	✓
Performance Reviews	○	✓	○	✓
Background Checks	○	✓	○	✓
Drivers Abstract	○	✓	○	✓
Training and Education Tracking	○	✓	○	✓
Employee Dispute Mediation	○	✓	○	✓

SPARTA Solutions	PO	PHRO	SO	EO
Field Employee Benefits Questions				
Time and Attendance Tracking				
Safety and Wellness				
Safety Inspection(s)				
Inspection Reports				
Safety Training				
Safety and Wellness Policy and Procedures				
WCB Claims Management				
Accident Investigation				
Corrective Action Reports				
Employee Accident Support and Follow up				
Act as your representative with WCB				
Employee Safety Orientation(s)				



Included in Base Processing Fee



Optional Service - at additional cost