PAYROLL • INSURANCE • BENEFITS • HR

IMPLEMENTATION PROCESS OVERVIEW

We are looking forward to quickly getting you started as a new PEO client. With years of experience, we've had a lot of practice efficiently and accurately onboarding new customers like you.

We will guide you through a structured yet flexible process to set up your company in our HRIS system, MyFrankCrum, according to the roles in your organization.

Once you are ready to enroll, your Sales Representative will engage our Client Enrollment team to gather contractual documents and process your account activation.

WHAT HAPPENS AFTER ACCOUNT ACTIVATION?

Once your account is activated (typically within 1-2 business days), you will be introduced to your dedicated Payroll Implementation Specialist and your Account Manager.

YOUR PAYROLL IMPLEMENTATION SPECIALIST

Your dedicated Payroll Implementation Specialist assists in preparing and running your first payroll(s), including:

- Roles for your administrators
- Onboarding your employees
- Training on the MyFrankCrum portal
- Earning and deduction code setup
- Payroll submission setup
- PTO accruals
- First payroll processing and auditing

YOUR ACCOUNT MANAGER

Your dedicated Account Manager provides ongoing client support and assists with the full range of FrankCrum services, such as:

- Workers' Compensation Certificates of Insurance
- Workers' Compensation code and state additions
- Benefits products and services
- Claims support (workers' compensation, unemployment, EPLI)
- Discounted background checks and drug testing
- HR support through FrankAdvice