



Medical Society of Delaware  
LEADING THE WAY TO A HEALTHY DELAWARE



[www.rmi-solutions.com](http://www.rmi-solutions.com)

## HR Solutions for Medical Practices



***Your Practice.***

***Our HR Experts!***

**Over 23 years of helping business simplify and save time.**

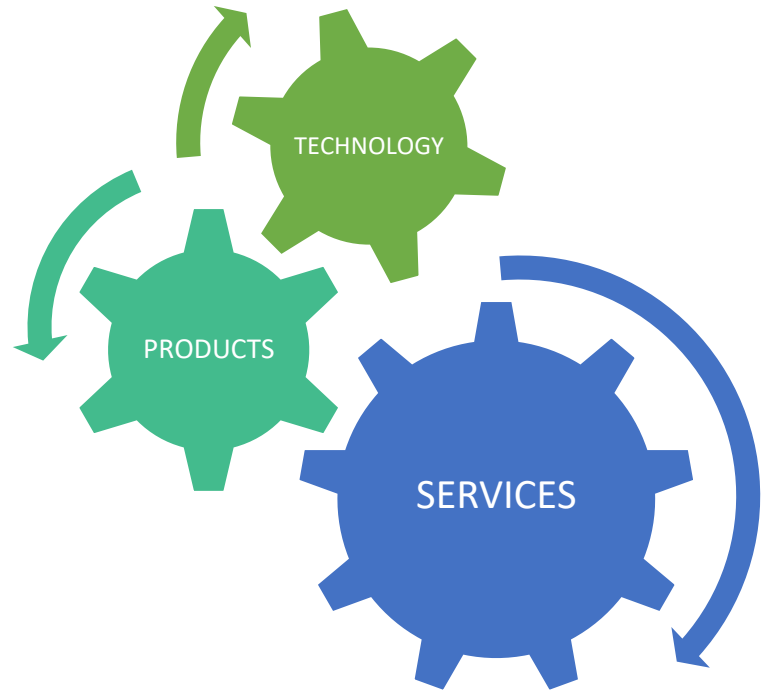
As the preferred HR Outsourcing partner for MSD, RMI looks forward to providing your practice with cost effective solutions that reduce the time, cost and liability of employment.

# Complete HR Business Solution

- **SERVICES** - RMI provides a team of experts to help you manage your employees. They provide services in a number of areas, including Human Resources, Regulatory Compliance and Payroll.

- **TECHNOLOGY** - Our investment in technology provides 24/7 online access to easily manage your payroll and employee data securely and at your convenience.

- **PRODUCTS** - We have confidence that our products will help you attract and retain quality employees.



## Simplify with RMI!

# HR Support & Administration

## Compliance Watch Service

- ✓ Regulation Updates & Alerts
- ✓ Employment Law Reference Library
- ✓ State & Federal Posters
- ✓ Employee Handbooks
- ✓ Training Webinars
- ✓ HR Practices Audit

## Employee Record Keeping Services

- ✓ HR Technology Platform
- ✓ Personnel Record Maintenance
- ✓ HR Forms Library
- ✓ I-9 Administration
- ✓ State New Hire Reporting

**24/7 online access for you and your employees allows you to securely manage employee data.**

## HR Services/Hotline

You have access to an HR Team who can provide guidance on a variety of employee issues, such as:

- ✓ Onboarding New Hires
- ✓ Specific Employee Issues
- ✓ Disciplinary & Termination
- ✓ Harassment Investigation
- ✓ Job Descriptions
- ✓ Policy Development
- ✓ Unemployment Administration

## Additional Services

- ✓ Background Checks/Drug Screening
- ✓ HR Training/Services



### **LAWS & REGULATIONS**

Our HR team provides assistance with the burden of regulation and government compliances that can consume so much time and attention.

With the rapid change in employment laws and regulations, business owners can rely on RMI to insure they are compliant while focusing on their core business.

# Deferred Compensation Plan

A Deferred Compensation Plan is an arrangement in which a portion of an employee's income is paid out at a later date after which the income was earned. The RMI non-qualified deferred compensation plan provides unique advantages for highly compensated business owners.



## Pre-Tax Deferrals

Deferred Compensation gives you the ability to lower your taxable income. Participating allows money to work for you before being reduced by taxes.

## Tax Deferred Growth

Your account will grow tax-deferred until withdrawn. Put your compensation to work on your behalf.

## High Limits

Our Deferred Compensation Plan allows significantly higher limits than Qualified Plans such as 401(k)'s. You can defer both base wages and/or bonus pay – You choose.

## Selective

Our Deferred Compensation Plan can be selectively offered to highly compensated employees and executives or only to the business owner. You decide!

## Flexibility & Access

Distributions can begin prior to retirement without penalty and accounts can be accessed for life events such as college, or can be deferred until traditional retirement ages. Deferred Compensation plans are not bound by traditional retirement guidelines and restrictions of qualified plans. You choose when you need it.

# Payroll Services/Tax Filing

## Payroll and Tax Services Include:

- ✓ Paycheck Preparation
- ✓ Tax Filing Services
- ✓ Garnishment Administration
- ✓ Time Off Accruals
- ✓ W-2 Preparation
- ✓ Direct Deposit
- ✓ Web Portal Access 24/7
- ✓ Pay Card (debit card for employees)



Our 24/7 secure online access allows you to easily manage your payroll and employee data beyond the 4 walls of your office.

## Additional Services

- ✓ Certified Payrolls
- ✓ Payroll Funding (for Qualifying Industries)
- ✓ Time & Attendance Systems



**GO GREEN WITH RMI!**

*With RMI Paperless Payroll Options you save money and help the environment too!*

**Safe – Simple – Smart**

# Human Resource Technology Platform

Our technology platform is 100% web based, easy to use, complete HR software that couples with RMI's expert HR services, all designed to simplify HR and let you focus on your practice.



## Employee Self Service

Employee Self Service enables your employees to log in from anywhere at any time to view HR information, earnings statements or view and submit time off requests.

## Manager Self Service

Management, Accounting and ownership will have secure access to employee information including robust reporting to assist in tracking employment data and costs.

## Onboarding New Hires

Simplify and streamline the onboarding and enrollment process for your new employees, dramatically reducing the time needed to capture employee data while improving accuracy and efficiency.

## Payroll Integration

Our technology makes payroll secure, easy and accurate to ensure that you can execute and manage your payroll on time, every time.

## Time & Labor

Experience the convenience of time data that flows seamlessly between Payroll, Benefits and HR. No need to export and import time data between payroll. Now it's easier than ever to set up your team, eliminate manual processing, data entry and other related issues.

# Getting Started with RMI

## Proposal for Services

- Your Account Executive will prepare a proposal for services to identify areas to save time, money and reduce employment liability.

## Implementation

- Our Implementation Team work with you to coordinate an implementation plan to insure a smooth transition to our services for your management and staff.

## Enrollment

- Your assigned HR Team will onboard employees and assist with their new hire paperwork.

## Data Input

- Our Implementation Team will input your employee data and benefits information into our system and IT will configure your custom web portal.

## First Payroll

- After a quality assurance review by our team, your Account Executive will deliver your first payroll to review and answer any questions you may have.

## Web Training

- Our web trainer will provide training on our HR technology platform for submitting payroll, navigating the system as well as access to reports.

## On-Going Support

- Your Account Executive and RMI Team are never far away and will work with you to insure customer satisfaction for you and your employees.



**Contact Tim O'Brien**  
**(508) 479-9339**  
**[www.rmi-solutions.com](http://www.rmi-solutions.com)**