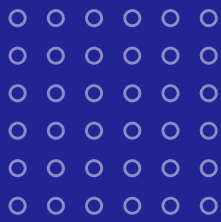


# GTM<sup>®</sup>

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## PAYROLL & HR



## YOUR COMPLETE BUSINESS SOLUTION

**Payroll & HCM • Human Resources  
Employee Benefits • Insurance**

# The GTM Payroll Services Difference

Combining state-of-the-art technology with best-in-class human resources consulting, customized employee benefits, and full-coverage business insurances, GTM offers an unparalleled spectrum of payroll, HR, and insurance solutions.

For more than 30 years, GTM has been a recognized leader in payroll, HCM, HR, and insurance services. Our decades of experience and unmatched client support ensures you have the right products and services that meet your needs.

With dedicated, local support, GTM Payroll Services helps organizations increase efficiencies and productivity while simplifying processes and boosting employee performance and engagement. Our success and client satisfaction are based on our industry-leading expertise and an extraordinary level of personal attention for every client.



But don't take our word for it...

*"Knowing I have GTM as an HR compliance resource allows me to use my time to better serve my staff." -- Chick-fil-A*

*"GTM's customer service makes everything easier and the communication is helpful and appreciated." -- R.J. Valente Companies*

*"Partnering with a local company is beneficial if they have the technology and service to meet your needs, and that's what we have with GTM." -- Tri-City ValleyCats*

*"GTM has freed up our time to focus on our daily HR tasks instead of managing employee leave." -- Rotech Healthcare*

# Human Capital Management (HCM)

Accessible anywhere, anytime in a completely secure environment, all your essential processes can be managed within one solution to increase your data accuracy, simplify your operations, and escalate your productivity.

You have complete control over everything from hiring through retiring in one single database, while your employees are empowered to manage their own information, freeing up your HR staff's time.

Integrating payroll, time, benefits, and HR data into a secure cloud-based system lowers costs and streamlines workflows.



## Payroll

Payroll processing is easy, accurate, and efficient. Get alerts about potential errors and have access to all the reports you need before you process.



## Time

Collect, manage, and process employee time and attendance data more effectively. Track and monitor meals, breaks, and overtime.



## Applicant Tracking

Post to hundreds of job boards with a single click, attract better candidates, reduce time to hire, and improve the applicant experience.



## Benefits Administration

Improve the way your employees enroll in benefits. Set up your benefit plans once, driving enrollment and deductions throughout the system.



## Onboarding

Electronic onboarding eliminates new hire paperwork and duplicate data entry, and allows new hires to complete all required forms online.



## Learning Management System

Create and track online training and assign courses and paths, all personalized for your business and delivered across your entire organization.



## HR

Streamline your data, get insights to your workforce, identify trends, and drive performance.



## Employee Engagement

Energize your company culture and connect to your teams through a personalized dashboard, lively feed wall, and tools for idea and knowledge sharing.





# Outsourced HR Consulting

Outsourcing all or part of your HR functions to experts is an increasingly attractive and time-saving option to manage the complexities of an ever-changing legal compliance landscape, manage and retain talent, and implement HR best practices that keep employees aligned with business goals.

We'll leverage our experience, knowledge, and tools to deliver value beyond expectations, freeing up your valuable time to focus on your core functions and empowering your employees.



## HR Consulting Services



### HR Support and Consulting

A dedicated specialist will help you build compliance, streamline HR processes, develop HR best practices, and provide expert insight.



### Employee Handbooks

GTM works with you to create an employee handbook that is compliant with state and federal laws. Our depth of knowledge ensures peace of mind.



### Leave Management

Planning, tracking, and handling employee leaves, including compliance with leave laws, claims management, return-to-work support, and reporting.



### HR Audits

Pinpoint potential areas of risk within your HR processes, and mitigate them before they escalate.



### Cultural Reviews

Improve practices, reduce turnover, and boost productivity through detailed employee feedback.



### Recruiting & Executive Search

Find top-tier talent that aligns seamlessly with your company's vision, culture, and strategic goals.



### DiSC® Assessments and Training

Personal development learning experience for more effective interactions at work, fostering an engaged, collaborative, and adaptive culture that drives results.



### Workplace Investigations

An independent, unbiased HR professional works with your organization to investigate claims of harassment, discrimination, and retaliation.



### Training and Coaching

We train on almost any HR topic, including harassment prevention, FMLA, handling difficult employees, and smart hiring techniques.



### Compensation Analysis

Essential for organizations to maintain a strong, motivated workforce. We provide strategic insights to enhance your workforce and financial stability.

# Employee Benefits

A competitive benefits package can help create a culture of caring and loyalty at your organization, which can elevate employee engagement and productivity as well as boost business growth.

GTM's employee benefits design skills, cutting-edge technology, and expert HR support can help you streamline and automate processes, reduce your costs, and relieve administrative burdens all while delivering benefits that will delight your workforce.



## Your Partner for Employee Benefits Design

There is much to plan, consider, and execute when designing a benefits plan for your business. Don't go it alone. Let the GTM Insurance Agency help you create and implement a competitive, customized, and cost-effective benefits package for your employees while reducing the burdens and costs of managing benefits on your own.

GTM will help you:

- Outline your goals
- Assess your needs
- Determine your budget
- Comply with legal requirements
- Design your customized benefits package
- Implement your plan

### *DID YOU KNOW?*

GTM has access to top local benefits providers like Anthem, Aetna, Blue Cross, CDPHP, Highmark, MVP, and many others.

Skip any admin fees as we shop for the best rates and plans on your behalf.

Frustrated with your current employee benefits provider? The local team at GTM is here to help you find the right plan to fit your budget and excite your employees.

We don't believe in one-size-fits-all benefit plans, which can lead to employee disengagement and dissatisfaction, increased turnover rates, and difficulty attracting top talent. Instead, we craft customized plans that align with your needs and goals, which means happier, more productive workers.

## With Technology & HR Support to Make Life Much Easier

Automate your open enrollment, onboarding, and benefits administration to eliminate errors, simplify benefits for employees, and free up time for more pressing HR matters.

A complimentary integration with Employee Navigator or direct integration into GTM's payroll and human capital management (HCM) platform means you'll enjoy an efficient, online process with access at any time, from any device.

Plus, you'll have access to HR experts who can assist with designing a benefits plan, understanding your employee needs, and transitioning your benefits administration. Or, we can take other HR tasks off your plate so you don't fall behind while you focus on benefits management.

# Workers' Compensation Insurance

In most states, workers' compensation provides wage replacement benefits and medical care for work-related injuries and illnesses. By law, virtually every employer must carry workers' compensation insurance to cover all their employees.



## Why Choose GTM for Your Workers' Comp

The GTM Insurance Agency offers workers' compensation with a practical pay-as-you-go (PAYGO) solution to improve cash flow, simplify audits, reduce administrative burden, and ensure compliance.

- Our experienced insurance brokers work with a breadth of the top carriers, including The Hartford, Travelers, Chubb, New York State Insurance Fund, and many others, to find appropriate coverage and competitive quotes that provide the best options for your business.
- For more than 20 years, GTM has secured workers' compensation coverage, implemented safety programs, and managed employee claims for our clients to help them reduce costs, improve productivity, and create efficiencies.
- We work with businesses of all sizes and in every industry and perform an initial assessment to find the right policy coverage, with the proper classing of your employees, that keeps you fully protected.
- You'll pay your premiums each pay period as your payroll is processed, eliminating unexpected premium payments and providing better control over your cash flow.
- We can obtain coverage no matter where your employees are located and will provide exceptional service with unmatched personalized attention.



**PAYGO can be especially beneficial for manufacturers, nonprofits, restaurants, seasonal businesses, and others whose payroll changes depending on the time of year.**

## Integrate Workers' Compensation with Your Payroll Service

Integrating your worker's compensation policy with payroll through GTM Payroll Services can lower the risk of large down payments, minimize financing fees, eliminate audit adjustment charges, reduce the possibility of missed payment deadlines, and help with more efficient reporting and right classing of your employees.

Automated payments and reporting make it even easier than if you went through a broker not tied to your payroll. With PAYGO, your workers' compensation premiums adjust to your payroll changes.

# Business Insurance

Whether you run a small business or a mid-size company, it's essential that you operate with the right insurance – and the right amount of insurance – for your needs.

The GTM Insurance Agency can customize a package of insurance products that will meet your needs and fit your budget, offering policies underwritten by major carriers.



## Insurance Coverage to Fit Your Business



### Workers' Compensation

Protects your business from lawsuits and keeps you compliant with state regulations.



### Disability

Provides partial income in the event an employee is prevented from working and earning an income because of a disability.



### General Liability

Protects your business from claims that can come up during normal business operations.



### Business Owners Policy (BOP)

Combines general liability insurance and property insurance into a single business insurance policy.



### Paid Family Leave (PFL)

Most private employers in New York State with one or more employees are required to obtain PFL insurance.



### Cyber and Data Breach Liability

A cyber liability and data breach policy can help you prepare for and recover from technology-related risks.



### Employment Practice Liability

Covers you against claims by workers that their legal rights as employees of the company have been violated.



### Commercial Property Insurance

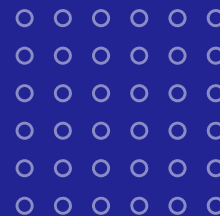
Protects your owned or rented building, as well as the tools and equipment used to run your business, as well as losses from fire, theft, flooding, natural disasters, and many other causes.



### Commercial Auto Insurance

Helps cover the costs of an automobile accident when an employee is using a company-owned car, truck, or van for business.





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## PAYROLL & HR

Your best interests are at the heart of what we do.

With GTM you can concentrate on what's important:  
growing your business.

Learn more about how we can help you employ, enable, and  
empower your workforce today.

### GTM Payroll Services

-  [businesssales@gtm.com](mailto:businesssales@gtm.com)
-  (518) 373-4111
-  [GTM.com/business](http://GTM.com/business)
-  9 Executive Park Drive  
Clifton Park, NY 12065

### GTM Insurance Agency

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Clifton Park, NY 12065

