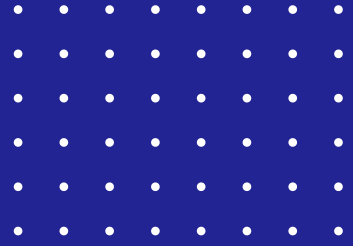


GTM[®]

PAYROLL & HR



LEAVE MANAGEMENT ADMINISTRATION

A service from GTM HR Consulting Inc.

The GTM Payroll & HR Difference

Combining state-of-the-art technology with best-in-class human resources consulting, outsourced leave administration services, 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, outsourced leave administration, 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 support, GTM Payroll & HR 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.

Why Outsource Your Leave Management Administration?

Leave management administration is a time-consuming and involved process. Because of the increasing complexity of leave benefits and overlapping local, state, and federal laws, it is difficult for human resource managers to stay abreast of the nuances of leave administration.

Changes in existing leave laws and policies are frequent and can change from one day to the next. Outsourcing to experts who are engrossed in the latest regulatory changes greatly minimizes the risk for non-compliance and avoids costly fines and lawsuits.

Outsourcing Your Leave Administration:

- Lifts productivity and saves time so HR professionals can focus on other important functions
- Lessens risk of non-compliance fines
- Mitigates legal risk and lawsuits
- Improves employee communications
- Increases employee satisfaction
- Reduces productivity loss and absenteeism
- Protects confidential data and avoids HIPAA violations

GTM's Leave Management Administration

GTM's service handles all types of leaves and the entire process from compliance, documentation, approval, tracking, and employee follow-up while reducing risk, maintaining compliance, and freeing up your HR team's time.

The service is delivered via a secure, cloud-based solution and backed by a dedicated team of specialists who are SHRM- and leave-certified professionals.



Types of Leave

GTM's leave specialists can assist with:

- Family and Medical Leave (FMLA)
- ADA Guidance (including neurodiversity accommodation)
- Short-term Disability
- Tracking intermittent leave
- State PFL and FAMLI
- Family Military Leave
- Military Service Leave/Veterans' Leave
- Domestic Violence/Crime Victims' Leave
- Pregnancy Disability/PFWA Leave
- Volunteer Emergency Responder Leave
- Firefighter Responder Leave
- Public Health Emergency (Quarantine/Isolation) Leave
- Blood/Bone Marrow/Organ Donation Leave

Our Leave Management Service

GTM's service includes:

- Dedicated leave administration manager assigned to your business, available to employees M - F, 8 am – 5 pm ET
- 24/7 online self-service portal for employees, management, and HR team
- Running detailed leave reports and viewing case statuses
- Secure uploads of medical documentation
- Ability to upload organization-specific forms
- Different levels of access to maintain privacy

“GTM has freed up our time to focus on our daily HR tasks instead of managing our employee leave.”

–Rotech Healthcare



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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 with seamless, efficient,
expert leave management administration.

Get started today! Contact:

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Kito@GTM.com



GTM Payroll & HR

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