



HIGHLAND Human Resources Outsourced Solution

Highland offers Administrative Services Organization (ASO) services to. ASO services can best be described as a truly outsourced Payroll and HR department for your business that utilizes your company's tax id numbers. We manage it all for you; HR Solutions, Payroll Services, Forms, Compliance, Pension Administration, Benefit Auditing and Payment Remittance, Workers' Compensation Reporting, Payment and audits.

With our extensive experience in Administrative Services Organization (ASO) we have leveraged our acquired skill sets to offer our clients nothing but world-class ASO services.

Highland ASO services allows your business to focus on your strengths and not worry about the ever changing landscape of human resources and payroll regulations.

Our proposed services can include the following:

- * Comprehensive HR Audit
- * Employee Handbook Review and Update
- * Current Forms Review and Update
- * Employee Benefits Management
- * Flexible Spending Accounts
- * COBRA Administration
- * HR Assist – Assistance with Day to Day issues
 - * State and Federal law compliance
 - * Employee Relations/Labor Relations
- * Third Party Billing
- * Single point of contact for HR and Payroll