

Employers

Our service will allow you to **reduce your overall staffing costs** and **increase your staffing flexibility** without the time consuming administrative and financial responsibilities associated with engaging contractors or employing personnel.

[CONTRACT STAFFING OFFERS ULTIMATE FLEXIBILITY \(Video\)](#)



Our outsourced back office can provide a variety of staffing alternatives including:

- | | |
|---------------------------------|---------------------------|
| ▶ Traditional Contract Staffing | ▶ 1099 to W-2 conversions |
| ▶ Temp-to-Direct Hire | ▶ Retiree Re-staffing |
| ▶ Non-recruited candidates | ▶ Internships |

How it works

We manage the process and coordinate all of the financial and administrative responsibilities associated with engaging contractors and/or hiring contract staff. All you have to do is authorize billing by approving a weekly timesheet and pay a simple invoice.

Top Echelon Contracting (our back office company) becomes the legal Employer of Record and coordinates everything, including:

- Employment Paperwork and Forms (Contract, W-4, etc.)
- Employee Benefits Administration (medical, dental, vision, life insurance, 401(k), etc.)
- Immigration Authorization (I-9 and E-Verify)
- Weekly Payroll funding and processing including:
 - Federal Income Tax Withholding
 - Social Security (employee and employer share)
 - Medicare (employee and employer share)
 - Federal Unemployment
 - State Income Tax Withholding
 - State Unemployment Insurance
 - State Disability Insurance (if applicable)
 - Worker's Compensation Premiums
 - Year-end W-2 Forms
 - Expense Reimbursements
 - Direct Deposit into Employee Bank Accounts

If you need to reduce risk, save money, and gain workforce flexibility, consider utilizing Independent contractors through Spectra. Here's how it works...

- We will be your main contact for all of your contract recruiting needs.
- Our contracting back-office will finalize the employment contracts and handle the financial, compliance and administrative issues.
- All you have to do is authorize and sign the contractor's weekly timesheet and pay the invoice.

CALL SPECTRA TODAY AT 480-481-0411 FOR ALL YOUR CONTRACTING NEEDS!



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