

Back Office Staffing Solutions
boss.

Client Welcome Kit

BACK OFFICE STAFFING SOLUTIONS



Introducing BOSS

Your recruiting firm has engaged Back Office Staffing Solutions (BOSS) as their back office provider. We will be the legal Employer of Record (EOR) for the temporary workers assigned to you (or the Agent of Record for any 1099 contractors).

What Is An EOR?

An Employer of Record acts as the legal employer for legal and tax purposes while an employee performs work for you. An EOR will handle all Human Resources functions, including payroll, taxes and related filings, etc. The EOR will carry all insurances, including unemployment insurance and workers' compensation.



Contract

Our Client Services Agreement (CSA) is our standard contract and is between you and your recruiter and acknowledges that BOSS will be the Employer of Record. All three parties will sign this and you agree that BOSS will be processing the invoices and collections and that the payments will be sent directly to BOSS.

Please note that any existing contracts already executed between you and your recruiter can be honored upon review and approval by BOSS. In this case, instead of completing our CSA, you will be asked to sign an addendum to your existing contract.

You can discuss the details directly with your recruiter.





Timecards

You will receive an email notification upon submitted time cards or you can also log into your portal at anytime to approve all outstanding times sheets en masse. Timecards must be approved by each Tuesday at Noon.

Portal access

You will receive an email upon the first assignment. You will be able to track and approve all time as well as view all contractors and assignment and view outstanding invoices.

BOSS W-9

When you first log in to your portal, you will automatically be sent our W-9 document.

How to pay invoices

Invoices can be paid by ACH, wire transfer, or by mail. All remit-to information is located on your invoice, and can also be found [here](#). If you would like to set up automatic payments, please contact support@backofficenow.com. Of course, you can always remit payment to the mailing address provided on your invoice



Prohibited Duties

Any assigned employee is to be supervised by you and is prohibited from performing the following tasks, without written permission:

- Operating machinery (other than office machinery or for light industrial positions, as described in their job description)
- Handling of cash, valuables or securities
- Driving an automobile or other motor vehicle without additional insurance
- Traveling internationally
- Working on boats or near water
- Carrying firearms
- Climbing on ladders
- Lifting heavy items over 50 lbs without assistance





What insurance does BOSS carry?

We carry at least this minimum coverage:

- Statutory workers' compensation insurance (\$1,000,000 per accident)
- Commercial General Liability Insurance (\$1,000,000 per occurrence, \$2,000,000 in the aggregate)
- Professional Liability Insurance (\$1,000,000 combined single limits)
- Cyber Insurance (\$5,000,000)
- Crime/fidelity bond (\$2,000,000)
- Employment Practices Liability Insurance (\$1,000,000)
- Hired and Non-Hired Automobile Liability (\$1,000,000 combined single limits)
- Commercial Excess Liability/Umbrella Policy (\$5,000,000 per occurrence)*

The BOSS Certificate of Insurance (COI) and W-9 will be sent to you when you onboard.

A copy of the COI can be found [here](#) and the w-9 [here](#)

CLIENT FAQ

WHAT IS THE TIMESHEET APPROVAL DEADLINE?

Our workweek is Sunday to Saturday. Timesheets should be approved by Tuesday at Noon ET for the prior week's timesheets. Your associate has until Sunday 11:59 PM ET to submit their time.

HOW DO I PAY INVOICES?

Invoices can be paid by ACH, wire transfer, or check by mail. The bank account and address to use is located on your invoice. For quicker processing, please provide complete remittance information including the invoice number each time you send a payment to us. If you would like to set up automatic payments, please refer to the remittance information here: www.backofficenow.com/remit you can contact support@backofficenow.com.

WHO DO I CONTACT IN THE EVENT OF ANY ISSUES?

If this is an invoice, timecard or technology related issue, you can reach BOSS at 855-508-BOSS or email support@backofficenow.com.



Questions or concerns?

You can reach BOSS at 855-508-BOSS or support@backofficenow.com