Back Office Staffing Solutions

boss.

Your back office, handled.

The partner guide to running your contract staffing business on BOSS: what we do, four ways to run it, how the process works, and answers to the questions we hear most.

01 OVERVIEW

02 PLANS

03 PROCESS

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855-508-BOSS (2677)

YOU PLACE.
WE EMPLOY.

Back Office Staffing Solutions

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The back office behind independent recruiters and staffing firms

BOSS is an Employer of Record. You recruit and place the talent; we become the legal W-2 employer and run the entire back office behind your placements. You keep the client relationship and the margin, without building a payroll, compliance, and insurance operation of your own.

HOW IT WORKS

1
You Place
You recruit the candidate, set the bill rate with your client, and make the placement. The client stays yours.

2
We Employ
BOSS onboards the worker as our W-2 employee and takes on payroll, taxes, workers' comp, and compliance.

3
You Earn
BOSS invoices your client, pays the worker, and remits your margin. No back office, no employer liability.

WHAT BOSS HANDLES

- ✓ **W-2 Employment**
  Workers employed on the BOSS EIN, removing misclassification risk from your desk.
- ✓ **Workers' Compensation**
  Coverage, claims management, and incident reporting under BOSS policies.
- ✓ **Billing & Collections**
  Branded e-invoices to your client at your bill rate, with receivables follow-up.
- ✓ **Benefits Administration**
  Benefits offered and administered for your placed workers.
- ✓ **Payroll & Taxes**
  Weekly payroll, withholdings, and all quarterly and annual employer filings.
- ✓ **Compliance & Onboarding**
  Electronic onboarding, I-9/E-Verify, background checks, state and federal compliance.
- ✓ **Timekeeping**
  Online timecard submission with client approval in the portal.
- ✓ **Technology & Support**
  Partner portal, custom pricing calculator, REST API, and a Relationship Manager.

FOUR WAYS TO RUN IT

Core Plan
YOU EMPLOY · YOU FUND
BOSS automates your back office. You keep full control.

Funded Plan
YOU EMPLOY · BOSS FUNDS
Placements never wait on cash flow.

Self-Funded EOR
BOSS EMPLOYS · YOU FUND
Shed employment risk, keep funding payroll.

MOST POPULAR
Complete Plan
BOSS EMPLOYS · BOSS FUNDS
All-in. You focus on recruiting and sales.

SEE HOW IT WORKS

backofficenow.com

Scan the code or visit online to review services, request the Partner Welcome Kit, and get started.

One platform. Four operating models.

Every BOSS plan includes our complete back-office platform: payroll, onboarding, timekeeping, invoicing, tax administration, reporting, and compliance. Your only decision is:

1 Who employs the worker?

2 Who funds payroll?

CHOOSE YOUR OPERATING MODEL

	Core Plan Administrative Services Only	Funded Plan Core, plus funding	Self-Funded EOR Core, plus EOR	MOST POPULAR Complete Plan Everything in one
Employs the worker	You	You	BOSS	BOSS
Funds payroll	You	BOSS	You	BOSS
Full BOSS platform	✓	✓	✓	✓

The operating model changes. The software does not.

FIND YOUR PLAN IN TEN SECONDS

Core Plan	Keep control. You stay the employer and fund payroll; BOSS automates your back office.
Funded Plan	You stay the employer while BOSS funds payroll, so placements never wait on cash flow.
Self-Funded EOR	BOSS becomes the legal employer and carries compliance while you fund payroll.
Complete Plan	All-in. BOSS employs, funds, and automates end to end. You focus on recruiting and sales.

INCLUDED IN EVERY PLAN

- ✓ Weekly payroll processing
- ✓ Electronic employee onboarding
- ✓ E-Verify & I-9
- ✓ Benefits administration
- ✓ Branded e-invoicing
- ✓ Business consulting
- ✓ Quarterly & annual filings
- ✓ Online timecard submission
- ✓ Automated background checks
- ✓ Direct Hire invoicing & collections
- ✓ REST API for ATS integrations
- ✓ Online custom calculator in your portal

COMPARE PLANS IN FULL

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Scan the code to see the full comparison, or schedule a free consultation and we'll recommend the right model for your agency.

From enrollment to profit payout.

From enrollment to payday: six steps, one platform, three parties covered. You sell and recruit; BOSS runs everything behind the scenes.

Partner
Your agency. You recruit, sell, and own the client relationship.

Company
BOSS. Back office, EOR services, and the platform behind you.

Client
Your end client. Approves time and receives one clean invoice.

SIX STEPS, MOST MEASURED IN MINUTES

1 Enroll Your Agency

Enrollment is instant and online. Sign electronically, add your logo, and your branded back office is live on agreements, timesheets, and invoices from day one.

~2 minutes | E-signature | Your brand, day one

2 Submit Your Client

Send the client's details and we vet them immediately, so you close deals while they're still warm.

Instant credit review | Terms set in minutes | E-signature onboarding

3 Submit Your Associate

Your associate completes e-onboarding from any device while you watch each item clear in your portal in real time.

Background check | Drug screen | E-Verify

4 Submit the Assignment

Enter the specs, or clone a prior assignment in seconds. Once approved, confirmations go to your client and associate automatically.

Clone prior assignments | Automatic confirmations

5 Payroll Runs

Associates are paid every Friday for the previous week, with taxes, withholdings, and workers' comp handled by BOSS as employer of record. On funded plans, you never front a dollar of payroll.

Paid every Friday | Taxes & comp handled

6 We Invoice, We Collect, You Get Paid

Invoices go out under your brand. BOSS handles collections and carries the credit risk, and your profit spread is paid out to you.

Your brand on invoices | We collect | You keep your spread

ALONG THE WAY

Watch It All in Real Time
Onboarding, screenings, assignments, invoices, payments: every step is visible in your portal the moment it happens. No guessing, no hoping.

Relationship Manager
Introduced after enrollment for portal training and day-to-day coordination with our operations team.

Welcome Kits & COIs
Rebrandable kits set expectations with your talent and clients. Certificates of Insurance available; special language in 2-4 business days.

ACTIVATE YOUR BACK OFFICE IN ABOUT TWO MINUTES

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Scan the code to enroll or explore the process, or call 855-508-BOSS (2677) and we'll set you up.

Q. Who actually employs the worker?

BOSS does. Every placed worker becomes a W-2 employee of BOSS. That puts employer obligations, from payroll taxes to workers' comp, on us instead of you or your client.

Q. What stays in my control?

Everything client-facing. You own the relationship, negotiate the bill rate, and decide who gets placed. BOSS never markets to or recruits from your clients.

Q. How do contracts work?

You use our pre-approved Client Services Agreement, a tri-party contract naming your agency (Partner), BOSS (Company), and your client (Client) so all three parties are covered. You can add your own terms and brand it to your standards. Prefer your own contract? Send it our way for review and approval.

Q. What if my client has their own contract, or is already active?

A Client Services Addendum can be added to a client-presented contract, or to an existing contract with an active client, naming BOSS as your back office and EOR provider. No need to renegotiate the whole agreement.

Q. How is workers' comp handled for each opportunity?

Office, IT, accounting, admin, and remote professional positions typically fall under code 8810. For anything else, our workers' comp broker assigns the appropriate code based on the facility's governing class code and the positions you'll place, before the assignment starts.

Q. Can my client get a Certificate of Insurance?

Yes. COIs are available on request; adding an additional insured, certificate holder, or special descriptions-of-operations language takes 2 to 4 business days.

Q. How do I get paid?

BOSS invoices your client at your bill rate, pays the worker, covers the employer costs, and remits your margin. You see the full breakdown, so there are no surprises in your spread.

Q. What does it cost?

Your portal includes a custom calculator. Before enrolling it shows maximum retail rates; after enrollment we customize pricing built into your calculator for each client opportunity, based on headcount, assignment terms, pay and bill rates, and target margin.

Q. How fast can a placed worker start?

Once you send the placement details, BOSS begins onboarding right away. Most workers can start as soon as their onboarding paperwork and any client-required screening are complete.

Q. What if something goes wrong on assignment?

Workplace injuries, unemployment claims, and employment issues come to BOSS as the employer of record. We manage the process and keep you informed, so one incident doesn't consume your desk.

Q. How do I get started?

Visit backofficenow.com or call 855-508-BOSS (2677). After enrollment we introduce a Relationship Manager to your account for portal training, and our rebrandable Welcome Kits help you set expectations with your talent and clients from day one.