

A blurred photograph of several business professionals walking through a modern office hallway. The hallway features large windows on the right side, letting in bright light. The people are in motion, creating a sense of activity and movement. A dark blue semi-transparent rectangle is overlaid on the left side of the image, containing the title text.

# OVERVIEW OF **EMPLOYER SERVICES**

# SIKICH PROVIDES CLIENTS WITH A WIDE RANGE OF EMPLOYER SERVICES **TO SATISFY AN ORGANIZATION'S NEEDS.**

## **WHO IS SIKICH LLP?**

Sikich LLP is a global company specializing in technology-enabled professional services. With more than 1,400 employees, Sikich draws on a diverse portfolio of technology solutions to deliver transformative digital strategies and ranks as one of the largest CPA firms in the United States. From corporations and not-for-profits to state and local governments and federal agencies, Sikich clients utilize a broad spectrum of services\* and products to help them improve performance and achieve long-term, strategic goals.

\*Securities offered through Sikich Corporate Finance LLC, member FINRA/SIPC. Investment advisory services offered through Sikich Financial, an SEC Registered Investment Advisor.

## **BENEFITS OF UTILIZING SIKICH RESOURCES**

Sikich offers a formula of professional services uniquely crafted to address your business's challenges and opportunities. Organizations lean on us for our comprehensive breadth of solutions and teams that work collaboratively with every area of your business. Rather than working with multiple firms and vendors to help complement your business, our professionals offer a range of services from tax planning to marketing and everything in between.

## **EMPLOYEE BENEFITS SOLUTIONS TAILORED TO YOU**

Developing and maintaining employee benefit plans requires considerable time, effort and resources – after all, your employees rely on benefits to secure their futures. In the highly regulated environment of employee benefits, you, as a plan sponsor, must have confidence in your benefit plan audit – and auditors.

Sikich devotes substantial resources to its employee benefits practice, which offers clear advantages to plan sponsors such as assurance of quality and an efficient audit process. Receive help from highly trained and experienced professionals, many of whom are specialists in employee benefit plan audits, administration and consulting services.

### **• HUMAN CAPITAL MANAGEMENT & PAYROLL CONSULTING**

- HCM Technology Assessment & Implementation
- Payroll Advisory Services
- HR Advisory Services

### **• RETIREMENT PLAN SERVICES**

- Retirement Plan Fiduciary Advisor
- Retirement Plan Compliance Services
- Employee Benefit Plan Audits

### **• WELFARE PLAN SERVICES**

- 5500 Preparation Services
- Affordable Care Act Reporting Services

### **• OTHER SERVICES**

- Expatriate Services
- Cybersecurity Employee Awareness Training
- Workforce Risk Management Services
- Marketing

# FIRM PROFILE

## INDUSTRIES

Sikich provides services and solutions to a wide range of industries. We have devoted substantial resources to develop a significant base of expertise and experience in:

- Agriculture
- Construction & Real Estate
- Financial Services
- Government
- Government Contractors
- Higher Education
- Life Sciences
- Manufacturing & Distribution
- Not-for-Profit
- Professional Services
- Title IV Audit & Consulting

## STATISTICS

**Total Partners** .....100+

**Total Personnel** .....1,400+

*Personnel count as of April 1, 2022*

## SERVICES

### ACCOUNTING, AUDIT, TAX & CONSULTING

- Accounting, Audit & Assurance
- Consulting Services
- Employee Benefit Plan Audits
- Financial Reporting - Review, Audit and Compilation
- Financial Consulting – KPIs, Operational Insights and Strategic Guidance
- International Tax & Tax
- Outsourced Accounting
- State and Local Tax (SALT) Services

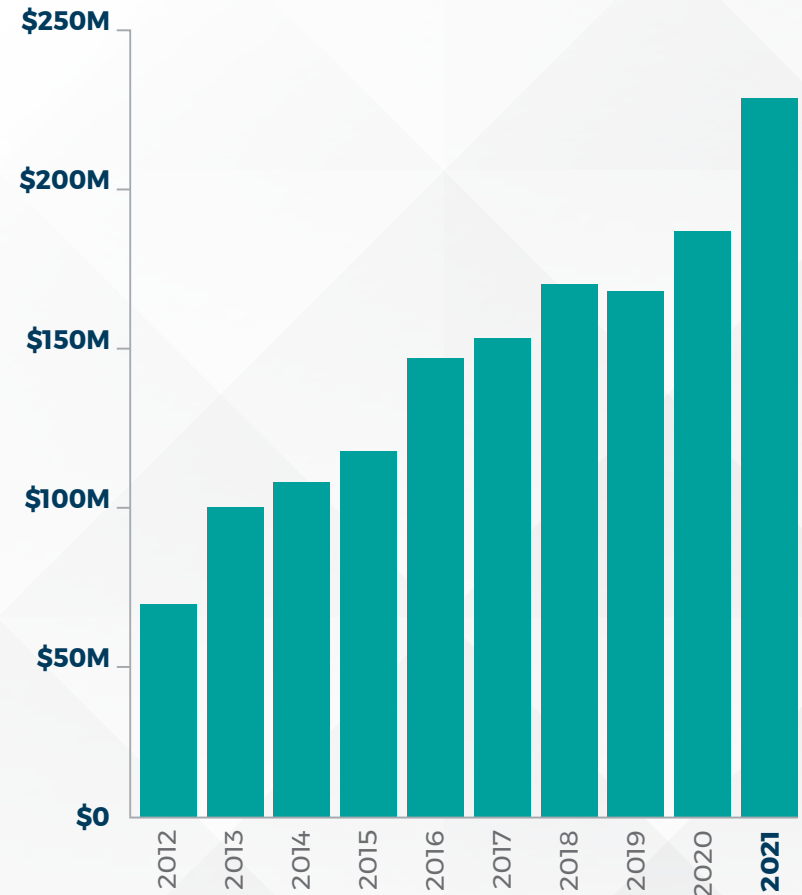
### TECHNOLOGY

- Business Application
- Cloud and Infrastructure
- Consulting and Implementation
- Security and Compliance

### ADVISORY

- Human Capital Management & Payroll
- Insurance Services
- Marketing & Communications
- Regulatory, Quality & Compliance
- Retirement Plan Services
- Supply Chain
- Transaction Advisory Services
- Workforce Risk Management

## SIKICH TOTAL REVENUES



## CERTIFICATIONS

All professional accounting staff with more than one year of experience have earned or are working toward earning the Certified Public Accountant designation. Sikich is a member of the Employee Benefit Plan Audit Quality Center. We adhere to the strict requirements of membership which assure we meet the highest standards of audit quality. In 2020, Sikich LLP received its 11th consecutive unmodified ("pass") peer review report, the highest level of recognition conferred upon a public accounting firm for its quality control systems.

## SIKICH IS PROUD TO BE PART OF:

### PRIMEGLOBAL

PrimeGlobal is one of the top five largest associations of independent accounting firms in the world, providing a wide range of tools and resources to help member firms furnish superior accounting, auditing, and management services to clients around the globe.



## LOCATIONS

**Akron, OH**  
(330) 864-6661

**Boston, MA**  
(508) 485-5588

**Crofton, MD**  
(410) 451-5150

**Los Angeles, CA**  
(877) 279-1900

**Naperville, IL**  
(630) 566-8400

**Springfield, IL**  
(217) 793-3363

**Alexandria, VA**  
(703) 836-1350  
(703) 836-6701

**Chattanooga, TN**  
(423) 954-3007

**Decatur, IL**  
(217) 423-6000

**Milwaukee, WI**  
(262) 754-9400

**Peoria, IL**  
(309) 694-4251

**St. Louis, MO**  
(314) 275-7277

**Chicago, IL**  
(312) 648-6666

**Indianapolis, IN**  
(317) 842-4466

**Minneapolis, MN**  
(331) 229-5235

**Princeton, NJ**  
(609) 285-5000

**Washington, MO**  
(636) 239-4785





# HUMAN CAPITAL MANAGEMENT & PAYROLL CONSULTING



## BENEFITS

- Strengthen the core of your business with a full range of services
- Meet your needs and budget with our high level of expertise
- Get a wide reach with our high level of expertise
- Effective long-term decision making
- Leadership building through training management
- Talent acquisition for any industry and position
- Cost savings with an affordable alternative to hiring a full-time HR team

Human Capital Management (HCM) is considered a central part of every organization that values its employees. Your people reflect your organization's core competencies and its culture. It is crucial to hire and retain the right talent, develop all employees, and maintain compliance for your organization. At its core, HCM ensures your organization is successful in delivering effective HR and payroll services to your employee population, as well as developing and maintaining the critical back-end functions of your payroll and HCM technology solutions.

Sikich, through the acquisition of Executive Alliance, has been providing HR and payroll consulting services for over 25 years. Our clients utilize a broad spectrum of services and products to help them improve performance and achieve long-term strategic goals. We assist companies in developing their HR and payroll functions and selecting and deploying appropriate technologies to drive business results. We offer technology evaluation and implementation, payroll functional improvement, and broad HR consulting services. Our areas of expertise include planning, evaluation, selection, implementation, staffing, management, and compliance.

## SERVICES THAT PROVIDE PEACE OF MIND

Depending on the size of your organization, its staff, and your clients, a range of diverse HCM solutions can provide you with peace of mind and support in areas you may currently require.

## HCM TECHNOLOGY

**Achieve the correct balance of people, process, and technology with your business objectives.** Selecting and running an effective Human Capital Management (HCM) technology solution is a daunting task exacerbated by the multitude of vendor choices, the complexity of organizational structures, the size of your budget, integration with other enterprise systems, regulatory requirements, payroll compliance, and all the resources necessary to efficiently manage employee information.

## OPTIMIZE YOUR HR FUNCTIONS

### ASSESSMENT AND PLANNING

There is no "one-size-fits-all" approach to Human Capital Management. Your business and how it's organized is just as unique as your team, which is why a complete analysis of your organization helps highlight what's working and what could use improving. Our assessment and planning process includes:

- Discovery meetings with stakeholders and key Payroll and HR functional representatives
- A thorough and objective analysis of your organization and business requirements by reviewing the existing program, process and policy documentation
- A formalized and detailed report of our analysis
- Recommendations including an overview of the HCM Technology marketplace relevant to your size, industry and other factors
- A strategy to help your stakeholders to understand the steps required to achieve the desired state, as well as resource and cost commitments

### EVALUATION & SELECTION

The multitude of options and decisions can be daunting when it comes to vendor selection. Our proven approach will help streamline your evaluation process and make a well-informed decision aligned to your business goals. Our process includes:

- Facilitating the review and comparison of vendor capabilities that satisfy a significant level of your organization's high priority HCM business and technology systems requirements



## HUMAN CAPITAL MANAGEMENT & PAYROLL CONSULTING *continued...*

- Facilitating vendor workshops and follow-up meetings, including the preparation of vendor scripts, agenda, and vendor scorecards so that your selection team can consistently evaluate each vendor to make a sound decision on the best-fit application and vendor
- Assisting you with vendor contract review and negotiations

### IMPLEMENTATION & ORGANIZATION

Implementing a new solution can be a complex and challenging task. Our experienced implementation experts can help you successfully avoid the potential pitfalls of HCM projects and deliver business results.

- Sit on the side of your organization in a Project Management role and work with the vendor so that there are a clear vision and execution of project objectives, milestones and timelines
- Help to ensure that your implementation project resources can manage the balance of transitioning to new systems and processes while maintaining the demands of their current workload
- Work with your stakeholders to develop appropriate documentation, communication, and training strategy that meets the unique needs of the organization and your population
- Can design, develop and deploy Change Management materials as needed
- Have resources that can step in and perform implementation tasks such as data analysis and conversion if needed

Connect your workforce with your workflow for a strategy that helps to seamlessly meet your business objectives.

### PAYROLL ADVISORY

**Adapt to constant changes in payroll with effective payroll management and administrative strategies.**

The main factors affecting the payroll department are continually changing environments, compliance issues, managing data and related policies along with keeping both internal and external

processes up-to-date, and staying on top of collective bargaining agreements and unique payment arrangements.

The only sure thing in payroll is change. Changes to tax laws, employee population changes, and changes to business direction. There are thousands of payroll jurisdictions in the U.S. alone, and keeping up with their changes is a constant struggle.

## ALLEVIATE YOUR PAYROLL CHALLENGES

### PAYROLL OPERATIONS MANAGEMENT

Working closely with your team, our certified experts can assist with any of your payroll needs:

- We can provide both short- and long-term support for your payroll department
- Our team has extensive knowledge of:
  - Domestic and international payroll
  - Equity administration
  - Compensation
  - Mergers and acquisitions
  - Expatriate processing
  - Compliance requirements

### PAYROLL OPTIMIZATION

Our team can streamline your payroll operations to ensure they are cost-effective and compliant. Assessment and analysis are the first steps and a pillar of the project needed to ensure all payroll challenges have been identified and understood. Our comprehensive assessment includes:

- People and Staffing
- Technologies in Place
- Payroll Processes
- Internal Policies

Based on our assessment, we work with you to streamline operations, implement new technology and train personnel to enable improved efficiencies.



### COMPLIANCE

Our consultants understand the relevant compliance laws that impact your business and can help you implement proactive measures to maintain compliance through:

- Working with you to review and maintain compliance with all aspects of payroll processing, primarily with tax rules and regulations down to the local level
- Assisting in setting internal controls in place as they relate your requirements in areas such as Sarbanes-Oxley compliance, payroll tax reporting, garnishments, overtime calculation rules, as well as other compliance issues

### HR ADVISORY

**Effective solutions and guidance that align with your HR department's needs and match your organization's overall business goals.** Human Resources is an integral part of every organization, ensuring the quality of your service delivery model drives your organization's success. Your people reflect your organization's core competencies and its culture. It is crucial to hire and retain the right talent, develop all employees, and maintain compliance for your organization. Because your organization is distinct, so are your needs. Many HR leaders rely on Sikich to strengthen internal HR processes, complete special projects, or simply fill short-term needs.

#### **Nurture and preserve the integrity of your workplace strategy and planning**

Align HR goals and objectives with your business strategy. Our experienced advisors will help by:

- Adopting cultural values that reflect the company vision
- Identifying and rewarding behaviors that support the company brand identity

- Implementing talent management components such as workforce and key-role succession planning and performance management supported by customized training
- Building leadership development plans to ensure knowledge transfer in the face of an aging workforce
- Creating employee communications strategies that engage and inspire, all the while leveraging data to validate human capital decisions

### WORKFORCE COMPLIANCE

Mitigate future risks through effective compliance management. Our experienced consultants can assess your risk and implement effective compliance management including:

- Understanding the relevant compliance laws impacting your business and complying with an array of complex labor and employment laws at the state and federal levels
- Investing in proactive measures to ensure you are compliant and up-to-date, and stay compliant thereafter
- Adopting and adhering to a set of proven guidelines and procedures for managing your HR processes, procedures, employees, and volunteers
- Creating an effective code of ethics for employees, management and executives that include anti-harassment and nondiscrimination guidelines, as well as other essential policies.

### TALENT ACQUISITION

In today's competitive marketplace, locating, hiring, and retaining the best talent is critical for business success. Our professionals can assist you in building a strong workforce including:

- Hiring the right candidate initially and minimizing replacement hirings
- Utilizing our proven process for recruiting, staffing, onboarding, and integration



- Using HR team assessments, replacement analysis, and staffing needs assessments
- Using sourcing and recruiting processes that deliver high-quality hires that share your organization's core values

We assist clients with all aspects of the recruitment process, which can include complete outsourcing of the function or advisement on specific aspects of talent acquisition including employer branding, onboarding, pre-employment screening, predictive assessments and candidate competency models. It's key for your organizational success to ensure that your HR department has the support they need to run as effectively and seamlessly as possible.

### COMPENSATION SERVICES

Sikich's Human Resources Advisory team can assist you with analytical assessments to educate and inform you of important considerations, such as developing a competitive compensation philosophy, understanding the ideal market ranges for your industry, determining specific job titles that appeal to your market, and providing total compensation guidance to attract and retain key executive leaders. We offer additional services, including assessing internal salary compression, updating job descriptions, classification plan equity, regulatory compliance, and linking your compensation and performance management systems.

### QUESTIONS TO CONSIDER

#### Is your HR and Payroll technology meeting your organization's needs?

- Are you satisfied with your current HCM and Payroll solution?
- Are you concerned about the resources needed to dedicate to a 6-12 month implementation project while maintaining your current level of HR and Payroll services?
- Have you recently implemented an HCM or Payroll Solution, but your not getting the business results you expected?

#### Are your HR and Payroll operations running effectively and efficiently?

- Do you have a gap in your senior payroll level skill set, or recent turnover, for which an interim or permanent payroll management role is needed?
- Are you planning to consolidate and centralize payroll operations and need help getting set up?
- Have you received any negative tax or internal audit findings and are under a timeline to identify and correct calculations or processes?

#### Do you have checks and balances to ensure full legal payroll and HR compliance?

- Is your organization struggling to keep up with the ever-changing laws and regulations?
- Does your company have the appropriate rewards and incentives in place to retain future key talent for the long term?
- Are your leaders and your HR function prepared for the future of your organization?

#### Do you have the correct HR and Payroll staff in place?

- Is your company hiring the right people the first time?
- Is your performance management process helping to improve business performance?

## GET HELP WITH

### TALENT MANAGEMENT

You have one or more open positions and want to ensure you hire the right person. Employee turnover may be high.

### LACK OF ENTHUSIASM

Your team is missing motivation and you need help finding effective ways to raise morale.

### LOW PRODUCTIVITY

Your HR team feels burdened by numerous tasks that they need to complete but do not understand.

### COMPLIANCE ISSUES

Your organization is struggling to keep up with ever-changing laws and regulations.

### LACK OF EXPERTISE

You need flexible, professional assistance to complement existing HR capabilities and to fill in any gaps.

### ORGANIZATIONAL CHANGE

Your organization is making changes in infrastructure and business practices.

# RETIREMENT PLAN FIDUCIARY ADVISOR SERVICES



## CONSULTING

**Our retirement plan team works with employers of all sizes to assist in managing organizations' retirement plans.**

As your plan fiduciary, our services are uniquely independent and consultative – in that, we have no proprietary solutions to sell.

Our focus is on supporting plan participants as they prepare for retirement. Through this approach, we help employees recognize the benefit your company offers in their journey to save for their future retirement goals. Our team can provide your plan participants with training through webinars, group meetings, one-on-one consulting and other preferred methods of learning.

## SERVICES

Focus on running your business while our retirement plan services team helps you manage your fiduciary responsibilities as a plan sponsor. You'll find peace of mind knowing that your retirement plan is operating efficiently and mitigating risks from liability, while promoting successful retirement plan outcomes for your employees.

## PLAN DESIGN

By analyzing your unique goals, our team of experts can develop a plan to meet your desired objectives.

## INVESTMENTS

We evaluate and monitor fund performance with the assistance of an Investment Policy Statement to provide a documented due diligence process. We then assist in the removal and replacement of investments in your plan, as needed.

## FIDUCIARY COMPLIANCE

We offer a fiduciary assessment of your current practices and include fiduciary education for your plan committee and anyone interested in understanding their roles and responsibilities as a plan fiduciary.

## TRANSPARENCY

We do not offer proprietary investments, and we open our investment search to include any investments that may be suitable for your plan. This revenue neutral and independent approach ensures that your plan is conflict-free as we build your investment menu.

## EDUCATION

We help your employees understand their plan and guide them to a successful retirement. This includes personal guidance and financial wellness initiatives, such as budgeting, college savings, investment risk tolerance and a range of topics customized for your unique employee demographics. There is no one-size-fits-all style to our education programs, as every plan sponsor has unique needs.

## FEES

We help make sure your plan provider fees are reasonable through our documented benchmarking review process. We can also negotiate plan fees on your behalf, if needed, to maintain a competitive fee structure for your plan.

## ADVISOR SERVICES

We fully disclose our services and fees in writing and only accept the fees outlined in our agreement. We do not accept any commissions or placement fees for offering any particular funds or provider solutions. We are 100% independent of any investment you may use in your plan.

## REGULATORY AND LEGISLATIVE SERVICES

Sikich's team of fiduciary advisors can guide you through ERISA compliance requirements. We also provide assessments, forms and checklists to help your plan remain compliant, including ERISA 404(c) and 404(a) requirements and Department of Labor regulations. We will keep you informed of required plan updates and upcoming potential legislative changes.

## NEWSLETTERS AND HANDOUTS

We produce a monthly newsletter to help our plan sponsor clients with a variety of topics as well as monthly participant handouts you can share with employees to keep their retirement plan benefits top of mind.

**As plan sponsors, you have specific fiduciary responsibilities to fulfill.** Keeping compliant with these regulations while maintaining your retirement plan in the best interest of your employees can be overwhelming. We, as your plan fiduciary advisors, are fully capable of assisting with all of these tasks. We offer a complimentary consultation to help you evaluate or start a retirement plan program, which provides your plan committee with an executive summary to review.

### Sample questions to consider with your plan:

- Are your plan fees reasonable? If they are asset-based fees charged to your plan, have you continued to monitor the increase to make sure it is in line with similar plans?
- Have you benchmarked your plan fees against similar sized plans with comparable services?
- Have you reviewed your plan design to take advantage of available plan design considerations that may enhance the offering to your employees?
- How do you document your investment selection and monitoring process to manage your plan's investments?
- Does your current advisor offer one-on-one planning with your participants? Or a financial wellness-based education program, unique to your plan and employees?
- Are your plan advisor fees reasonable for the services they provide your employees? Have these fees been benchmarked for reasonableness?
- How often do you see your plan advisor?





# RETIREMENT PLAN COMPLIANCE SERVICES



## PLAN DESIGN, ADMINISTRATION & CONSULTING

Today, employee benefits is a complicated field touching on everything from plan design and administration to government and regulatory compliance. As Congress considers more legislation and the costs of benefits continue to rise, employers look to partner with a firm that will ensure their program is sustainable, competitive and compliant.

The Sikich Employee Benefits team is dedicated to the needs of plan sponsors across various industries, including for-profit, not-for-profit and academia. Our comprehensive suite of plan administration services includes:

- Plan design
- Plan documents & amendments
- Plan recordkeeping
- Trust accounting
- Compliance testing
- Form 5500 filings
- Preparation of Form 5330
- IRS examination preparation
- Participant distributions
- Participant notices
- Notification of tax law changes affecting plans
- Plan loan initiation and administration
- Preparation of Forms 1099-R and 945

## IN ADDITION TO THE ABOVE SERVICES, SIKICH SPECIALIZES IN THE FOLLOWING:

- Complex plan design, including cross-tested profit sharing and defined benefit or cash balance/401(k) combinations
- Retirement plan document preparation and maintenance with all legislation
- Review of Qualified Domestic Relations Orders ("QDRO")
- Client representation of Internal Revenue Service (IRS) or Department of Labor (DOL) audits
- Assistance with IRS/DOL correction programs (EPCRS, VCP, DFVCP, etc.)
- Plan implementation
- Plan termination
- 403(b) plans

## THE SIKICH DIFFERENCE

- Access to a deep bench of expertise with over 1,000 employees in a wide spectrum of services and industries
- Depth and breadth of knowledge from staff that averages over 25 years of experience in plan design, administration and consulting
- High-touch service that is completely in tune with your organization's goals and always available for guidance
- Cutting-edge plan design that matches your business and human capital objectives
- Flexibility to handle any or all of a plan's management functions

# EMPLOYEE BENEFIT PLAN AUDITS

## QUALITY AUDITS BY EXPERIENCED AND DEDICATED PROFESSIONALS

In the highly regulated environment of employee benefits, you, as a plan sponsor, must have confidence in your Employee Benefit Plan Audit—and auditors.

### QUALITY AUDITS BY EXPERIENCED AND DEDICATED PROFESSIONALS

Developing and maintaining employee benefit plans requires considerable time, effort and resources - after all, your employees rely on benefits to secure their futures. In the highly regulated environment of employee benefits, you, as a plan sponsor, must have confidence in your benefit plans audit—and auditors. Incomplete or inaccurate audit reports of financial condition or operations can result in plan disqualification or significant penalties for the plan sponsors and plan fiduciaries.

Sikich devotes substantial resources to its employee benefits practice, which offers clear advantages to plan sponsors such as assurance of quality and an efficient audit process. Receive top-quality help from highly trained and experienced professionals, many of whom are specialists in employee benefit plans audits, administration and consulting services.

### ADVANTAGES OF SIKICH EMPLOYEE BENEFIT PLAN AUDITS

#### EXPERTISE WHERE IT COUNTS

Your time and resources are valuable, which is why our team at Sikich approaches Employee Benefit Plan Audits in an efficient manner—reducing the time we need from your personnel and allowing them more time for their regular duties. Sikich has a year-round dedicated employee benefit team at all levels, allowing us to perform your audit at the most convenient time for your team.

### WE IDENTIFY RISKS AND OFFER SOLUTIONS

As part of your Employee Benefit Plan Audit, you may receive a management letter that identifies potential issues and offers solutions to adjust your practices.

### STAY INFORMED

We understand our clients have varied responsibilities and keeping current with the ever-changing rules surrounding employment and benefits law can be extremely challenging. As a value-added service, Sikich provides complimentary training and insights on a variety of relevant human resource and benefits topics.

### HELPING YOU MEET YOUR OBJECTIVES

Our professionals are highly trained and experienced in employee benefit audits, administration and consulting services—working with over 480 plans. Plan sponsors can rely on Sikich for professional and cost-effective services that will meet their specific objectives, now and in the future.

### TAFT-HARTLEY BENEFIT PLAN AUDITS (MULTI-EMPLOYER PLAN AUDITS)

Timely reporting is the foundation of a successful multi-employer plan. As a multiemployer, you juggle numerous plans, and you can lean on us to help reduce risk and help your plans stay in compliance. From health and welfare plans and pension plans to defined contribution plans and other Taft-Hartley funds, our team handles compliance from numerous angles include reporting, fiduciary and operational.

**MORE  
THAN 480**

**NUMBER OF PLANS  
AUDITED ANNUALLY  
(NATIONALLY)**

**TOP 25**

**SIKICH IS IN THE TOP 25  
FIRMS IN THE COUNTRY  
AUDITING BENEFIT PLANS**

**.5% OF 4,500  
TOTAL FIRMS**

**PERFORM MORE THAN  
450 BENEFIT PLAN  
AUDITS ANNUALLY**

**(SIKICH IS ONE OF THOSE FIRMS)**

# WELFARE PLAN 5500 SERVICES



**Welfare benefit plans are basically fringe benefit plans, covering company-provided benefits such as health, life, dental, vision and disability.**

A Form 5500 needs to be filed for each benefit that covers more than 100 employees as of the first day of the plan year. Covered employees are those who “take” the benefit, regardless of whether they actually use it. If employees decline a particular benefit, such as health insurance when they are covered under a spouse’s plan, then they are not included in the count. Spouses and dependents are also not included in the count. Unlike a retirement plan, there is no “80/120” rule. Once the count goes over 100, a Form 5500 must be filed.

A separate Form 5500 must be filed for each benefit that covers more than 100 employees. If there are multiple benefits that are over 100 employees, multiple Forms 5500 should be filed. However, if the benefits are “wrapped” into one plan, a single Form 5500 can be filed. A plan document is needed to wrap benefits together.

The deadline for filing a Form 5500 each year is seven months after the end of the plan year and it may be extended for 2.5 months. If the deadline is missed, the filing is late and could be subject to significant penalties from both the DOL and IRS. The DOL and IRS encourage employers to voluntarily file late Forms 5500 through the DOL’s Delinquent Filer Voluntary Compliance (DFVC) program, where the penalties are fixed at \$2,000 per filing, to a maximum of two filings (i.e., if more than two years’ forms are late, no more than \$4,000 in penalties apply). The penalties apply separately to each benefit required to file a Form 5500.

## 5500 FILING SERVICES

### **WELFARE BENEFIT PLAN SERVICES INCLUDE:**

- Assistance in determining whether a Form 5500 must be filed for a particular benefit
- Preparation of signature-ready Form 5500 and schedules for each plan
- Preparation of Summary Annual Report (SAR) for each plan
- Coordination of electronic filing of Form(s) 5500
- Assistance with responding to any IRS or DOL correspondence

## DFVC FILINGS

- Gathering of all relevant data pertaining to welfare benefits provided by sponsor
- Analysis of which benefits need to be reported on Form 5500 and for which plan years
- Preparation of all necessary Forms 5500 for plan years past filing deadlines
- Instruction/guidance for payment of penalties under the DFVC program
- Coordination of filing delinquent Forms 5500 in conjunction with payment of penalties



# AFFORDABLE CARE ACT REPORTING SERVICES

**All Applicable Large Employer (ALE) must file 1094-C and 1095-C forms. An ALE is an organization (including related entities) that employed an average of at least 50 full time equivalent employees in the prior year.**

To assist you with satisfying your ACA reporting obligation Sikich is offering the following services:

- Assist Employer in determining their status as an Applicable Large Employer (ALE) as defined in the Internal Revenue Code for the purpose of determining required filings for ACA.
- Preparation of Forms 1094-C and 1095-C. Including client set up in software, consulting with employers regarding the data to be accumulated and imported. Assistance upon request for determining the proper coding on Form 1095-C.
- Creation of Form 1095-C for each eligible employee, electronic filing of Form 1094-C and 1095-C, and mailing of 1095-C employee statements. The Employer will review and approve the Form 1094-C and 1095-C prior to electronic filing with the IRS.
- Assistance in reviewing state ACA filing requirements
- Assistance in responding to IRS penalty notices





# EXPATRIATE SERVICES

Sikich can assist companies with navigating through the myriad of tax planning and compliance matters related to international assignments for both U.S. employees heading overseas and foreign employees heading to the U.S.

## 01 | U.S. EMPLOYEES WORKING OVERSEAS

For U.S. employees working overseas, Sikich can assess the availability of the Foreign Earned Income Exclusion under IRC §911 ("Exclusion") and the claiming of Foreign Tax Credits under IRC §901 ("FTC's"), as well as the interaction of these two areas. Sikich can determine the best tax result for each employee and prepare U.S. and state income tax returns, as needed.

## 02 | FOREIGN EMPLOYEES WORKING IN THE U.S.

Sikich can assess the U.S. and state tax residency status for foreign employees working in the U.S. and advise on the all-important pre-assignment planning matters involved. Sikich can prepare U.S. and state tax income tax returns, as needed, for foreign employees including Forms 1040, 1040DS and 1040NR, as applicable, address all required U.S. information reporting requirements, treaty-based return positions and other complications, as needed.

## 03 | TAX EQUALIZATION ASSISTANCE

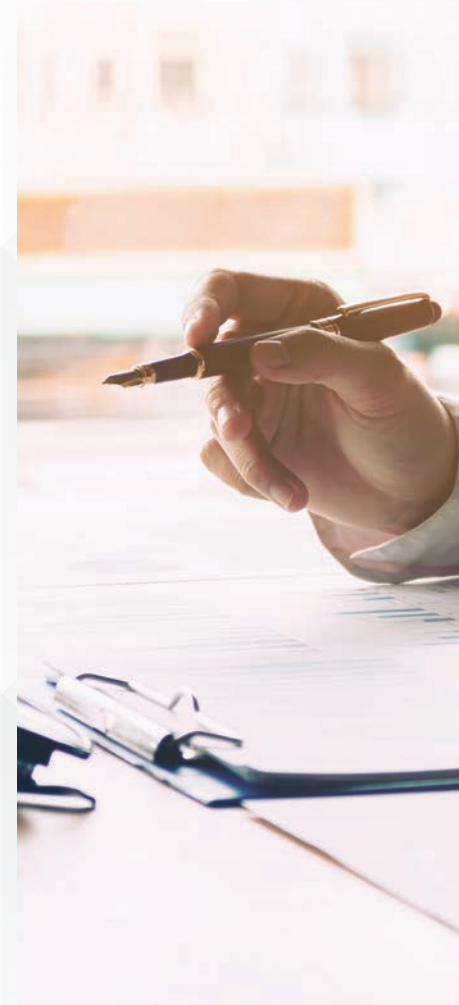
Tax equalization stands for the proposition that an employee bear approximately the same income tax and social tax liabilities while on assignment as the employee would have if he / she had continued to reside and work in their home country.

In this regard, Sikich can assist with tax equalization policy drafting for the employer and prepare the actual tax equalization calculations for assignees that reflect the policy.

## 04 | ASSISTANCE WITH SOCIAL SECURITY EXEMPTIONS UNDER U.S. TOTALIZATION AGREEMENTS

The U.S. has entered into social security agreements with numerous foreign countries to coordinate social security coverage and contributions for workers employed for part of their working careers in one of the countries. These agreements are commonly referred to as totalization agreements. Under these agreements, dual coverage and dual contributions for the same work are eliminated. The agreements generally make sure that social security contributions are paid only to one country.

Sikich can determine if a social security agreement will apply to a particular assignment situation and assist in obtaining the necessary certificate of coverage.





# CYBERSECURITY EMPLOYEE AWARENESS TRAINING



**All personnel impact the security posture of an organization every day, whether through handling sensitive information or trade secrets in paper, verbal or electronic formats.**

Our security awareness training course has been designed to help organizations meet regulatory requirements specific to employee security awareness training. Throughout the training, employees learn proper security controls and their responsibilities for impacting security at your organization. This course can be offered as a remote (online computer-based training) or in-person (live on-site) training class.

**The cybersecurity employee awareness training will cover, at a minimum, the following topics:**

## **OVERVIEW OF SECURITY**

- Why you should be concerned
- Who are the bad guys?
- Why do people do this stuff?

## **WHAT KINDS OF THINGS SHOULD WE PROTECT?**

- Payment card numbers
- Passwords
- Company confidential information
- Systems and networks
- Third-party connections

## SAFE COMPUTING HABITS

- Using good passwords
- Email and browsing use
- Remote access
- Removable devices
- Social media

## SOCIAL ENGINEERING

- What is it?
- How do you spot it?
- What to do about it

## DELIVERABLE

Each employee attending the training classes will receive a one-page Security Reference Guide. This “cheat sheet” is designed to be kept with the employee at his or her work area as a reference tool should they have a question on how to handle a particular situation.

**Sikich can provide both one-time and ongoing social engineering tests in order for Client to not only benchmark current staff awareness levels for these types of attacks, but also work to change the mindset within the firm regarding sharing data with others.**

## SOCIAL ENGINEERING

Successful attacks against an organization often occur because attackers focus their efforts on people and processes rather than exclusively on technology. Sikich uses multiple social engineering tactics to test the staff of an organization and determine the accessibility of various areas and information. The two methods used most frequently are pretext calling/vishing and email social engineering/phishing. An outside assessment of social and process weaknesses tests these elements in the most objective fashion possible and can assure that the testing occurs without any special insider knowledge.

## SOCIAL ENGINEERING TECHNIQUES

Common attack methods and techniques that may be employed as part of our entry strategies include:

- **Phishing** – Emails usually forged to appear to come from a trusted sender.
- **Pretext Calling/Vishing** – Attackers may contact staff via phone using false pretenses to gather information to aid in an attack or elicit sensitive information from them, such as usernames and passwords.

Sikich will work with appropriate Client staff to set up testing scenarios and create a list of targets for the testing that includes a do-not-target list for anyone Client feels should not be included.

Once Sikich has carried out the test, we will provide reporting back to Client that details out information including which staff took the desired action, such as clicking on a link, opening an attachment, etc. We will also ask Client for a report outlining which staff reported our emails to the IT group such that this information can ultimately be included in our report. This allows Client to have both positive and negative behavior documented within a single report.



# WORKFORCE RISK MANAGEMENT SERVICES



## WORKPLACE VIOLENCE PREVENTION PROGRAM SUPPORT

Whether you are establishing, improving or reviving a prevention program, engaging the support of external violence risk management experts is a universal best practice recommendation. The Sikich workforce risk management team brings proven experience in supporting organizations of every size and scope. The scope of our support services includes:

- Workplace Violence Prevention Needs Assessment
- Workforce Perception Surveys
- Workplace Violence Prevention Policy and Program Development
- Establishment of Internal Threat Management Teams

Our approach to evaluating and establishing proactive measures ensures that your investment in prevention extends beyond reporting and response to include the broader benefits and enhanced performance of a thriving culture of trust, transparency and support.

## WORKPLACE VIOLENCE PREVENTION TRAINING

Training is essential to establishing and sustaining a safe and thriving workplace and helps build a strong and supportive culture where employees, supervisors, managers and other leaders become force-multipliers in prevention and security. Opportunities to educate and practice the essential skills of violence prevention, intervention, management and response are available through our comprehensive training menu:

- Workplace Violence Prevention Fundamentals for the Entire Workforce
- Workplace Violence Prevention Training for People Leaders
- Threat Management Team Workshop
- Active Assailant Response Training for the Entire Workforce

Training is available in-person, virtually or online to best fit the needs of your organization. All courses offer opportunities for incorporating your branding, a personal message or video from your CEO or leadership and key content or links from your related policies, programs and resources.

## THREAT MANAGEMENT

When you're facing uncertainty over the reported, potentially threatening behaviors of a subject of concern, immediate access to expert support adds a layer of confidence to behavioral risk decisions. A quick phone call is all it takes to engage in active collaboration with a multi-faceted threat assessment and management team who can advise on the proper level of preventive next steps including:

- On-Demand Violence Risk and Threat Case Consultation
- Behavioral Threat Assessment
- Open Source Intelligence
- Threat Case Management Support

Our team brings credentials and experience across specialized backgrounds in threat assessment and management, forensic psychology, threat investigations, open-source intelligence, protective services and law enforcement. We will engage every possible means to help you ease, resolve or manage concerns of potential workplace violence.

## QUESTIONS TO CONSIDER

- Are you aware of any concerning incidents that should have been reported but weren't and why?
- Do your employees understand the full spectrum of concerning behaviors that should be reported?
- Is your workplace violence prevention policy and program in compliance with established guidelines?
- Are managers and supervisors trained in methods of deescalating concerning behaviors?
- Does your organization have an internal multidisciplinary threat management team to advise leadership on concerning or emerging threats from external sources as well as from employees?
- Have you established trusted relationships with threat assessment professionals and law enforcement who can assist during the process of assessment and incident management?

**Whether it's an urgent threat concern, a standalone priority or a holistic-system initiative, we help organizations realize their full potential in violence prevention and threat management.** Our flexible and responsive framework allows us to step in with expert advisory when and where clients need support across the breadth of our Workforce Risk Management services.





# MARKETING

## RAISE YOUR BUSINESS MEDIA PROFILE

**Hiring or promoting an employee is not just news inside an organization; it can also be news to the outside.**

Publicizing staff announcements allows you to build your media profile, demonstrate appreciation for valued employees and promote your organization.

Sikich offers these services in a streamlined and efficient manner. Our team has strong media relationships with reporters across the country and from a wide range of industries. We can help your company earn valuable press coverage by announcing your new hires, new appointments and new products or services.

Our experts will write and distribute a news release to break through the clutter and allow your company, firm or agency to reach your audiences in a mix of media.

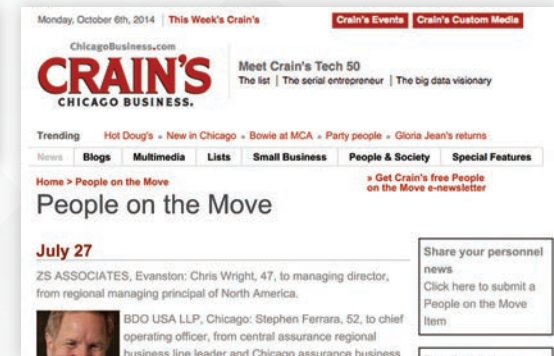
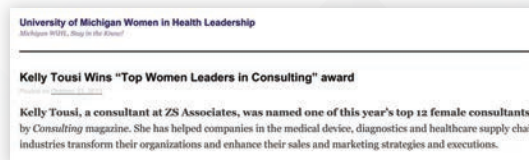
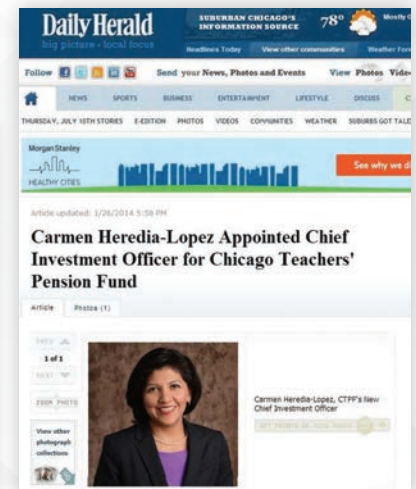
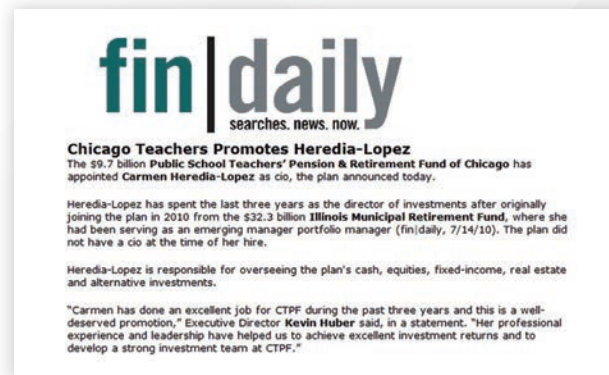
### THE MARKETING PROCESS: FAST & EASY

**Sikich will work with your organization to:**

- Learn about the news.
- Write a press release of up to 400 words.
- Create a media list of up to 20 media outlets.
- Review and edit work. Your organization will have up to two rounds of edits to review and provide feedback on the press release and media list.
- Distribute the final press release to all media list contacts.
- In addition, we will forward any requests for interviews or information directly to you for handling.

### NEED MORE PUBLIC RELATIONS SUPPORT?

Sikich offers a full range of integrated services, including media relations, social media management and content creation, media training, crisis communications, event planning, reputation management, new product launches and trade show support. Visit [sikich.com](http://sikich.com) for more information, or contact us today. We'd be pleased to discuss your needs!

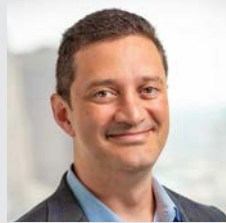


# PRACTICE LEADERS



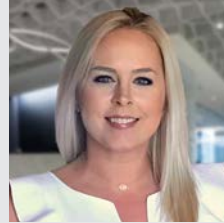
**KAREN SANCHEZ**  
CPA, QPA  
PARTNER-IN-CHARGE,  
EMPLOYEE BENEFITS SERVICES

**T:** 630.566.8519  
**E:** karen.sanchez@sikich.com



**KEN CRANNEY**  
SENIOR MANAGING DIRECTOR,  
HUMAN CAPITAL MANAGEMENT  
& PAYROLL CONSULTING

**T:** 508.834.7045  
**E:** ken.cranney@sikich.com



**MATTATHA JOHNSON**  
MANAGER,  
CYBERSECURITY  
**T:** 262.317.4779  
**E:** mattatha.johnson@sikich.com



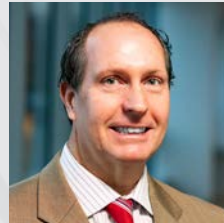
**MICHAEL JOHNSON**  
CPA  
DIRECTOR, RETIREMENT  
PLAN SERVICES

**T:** 262.317.8573  
**E:** michael.johnson@sikich.com



**ELENA MOSSINA**  
J.D., LL.M.  
PARTNER-IN-CHARGE,  
INTERNATIONAL TAX SERVICES

**T:** 630.210.3096  
**E:** elena.mossina@sikich.com



**JOE CONNELL**  
AIFA, QPFC, CRPS®, RFTM  
PARTNER-IN-CHARGE,  
RETIREMENT PLAN ADVISORY  
SERVICES

**T:** 331.229.5235  
**E:** joe.connell@sikich.com



**MATTHEW DOHERTY**  
MANAGING DIRECTOR, WORKFORCE  
RISK MANAGEMENT SERVICES

**T:** 202.306.6530  
**E:** matthew.doherty@sikich.com



ACCOUNTING TECHNOLOGY ADVISORY

877.279.1900 | [SIKICH.COM](https://www.sikich.com)