



## Everything You Need to Manage Your Employees

# **CBI**

## business services

- **Payroll**
- **Benefits**
- **Human Resources**
- **Timekeeping**
- **Partner Solutions**

**CBI Business Services Corporate Offices**  
**322 Broadway - Suite B**  
**Fargo, ND 58102**

---

**CBI Business Services**  
**2900 S Phillips Ave. - Suite 600**  
**Sioux Falls, SD 57105**

---

**[www.cbipayroll.com](http://www.cbipayroll.com)**

# Service Is Part Of Our Name!

We provide our clients with a comprehensive range of administrative services centered around the areas of payroll processing, human resources, timekeeping and employee benefits.

We support these necessary areas of your business, so that you have time to focus on your business.

- **PERSONAL SERVICE**
- **CUSTOMIZED SOLUTIONS**
- **COMPREHENSIVE SERVICES**
- **UPFRONT PRICING**

## **PAYROLL**

We offer a comprehensive and flexible set of solutions tailored to your needs.

## **BENEFITS - Online Enrollment**

We work with your existing benefits or help you establish a benefit package for employees.

## **HUMAN RESOURCES**

Our Human Resource services will allow you to focus your time on meeting customer's needs.

## **TIMEKEEPING**

Our timekeeping system is user friendly and flexible. We will fit a system around your needs.

## **PARTNER SOLUTIONS**

Accountants, Benefit Brokers and Financial Advisors enhance your business with CBI!



# Services in Detail

## **PAYROLL**

Our payroll services will take care of every thing that has to do with payroll!

- We calculate pay, taxes and deductions
- We pay the employees via direct deposit, check or both
- We schedule all necessary tax payments
- We schedule all necessary garnishment and child support payments
- We remit IRA/401(k) or any other retirement payments to plan administrators
- We track and calculate PTO, Vacation, Sick or any other accrual you offer
- We provide you with a set of reports customized to your liking with each payroll
- We take care of all the payroll tax report preparations for federal, state and local taxing authorities
- We take care of New Hire Reporting  
If it has anything to do with payroll we take care of it!

## **ONLINE PAYROLL**

If you want access to your payroll information 24/7 Online Payroll is for you!

- Access your payroll database 24/7 through the internet
- Process your own payroll in a few clicks of the mouse
- View, add and edit employees and employee info
- Use our report wizard to access an entire library of reports. From PTO reports to Pay Detail, you can get information whenever you need it
- Export data into excel
- Schedule a demo with us to see all the features!

## **ALSO:**

### **- TAX PAYMENT & REPORTING**

We take care of all the tax payment and reporting obligations that payroll creates

### **- GENERAL LEDGER SERVICES**

We have a CPA on staff to help you with your payroll accounting!

## **BENEFITS**

### **Online Benefit Enrollment**

- Setup your groups instantly using our plan and rate libraries. We have state age banded rates for all major medical carriers.
- We map to carrier forms, bringing small group enrollment online. You can also download census enrollment to speed up underwriting.
- Brokers and Employers can quickly generate custom reports for initial binder check amounts, reconciled billing, payroll deductions and more!

### **Benefit Packages**

From health and dental to ID theft protection we have the experience and contacts to get you the right package.

### **Benefit Administration**

We take care of:

- Enrollments
- Status Changes
- Billing Reconciliation
- Terminations
- Beneficiaries
- Payroll Deductions

## **HUMAN RESOURCES**

### **The Number One Asset In Your company Is Your EMPLOYEES.**

We know that focusing on your company's core competencies can be difficult when you are overwhelmed with daily administrative details, compliance issues, and Human Resources. CBI can provide all the services you need for Human Resources. This allows you to focus your time on meeting your customer's needs, resulting in increased profits and satisfied customers. Appreciated and committed employees are the ones that make the difference in your organization and to your CUSTOMERS.

### **OUR HR SERVICES INCLUDE:**

- Onboarding
- Benefit Enrollment
- Discipline and Termination
- Conflict Resolution
- Handbooks
- Interviewing – Hiring and Exit
- Record Storage
- Job Descriptions
- Assist with Reviews
- Benefit Consulting
- Recruiting and Hiring

**PLUS MORE!**



## **TIMEKEEPING**

### **TimeWorks Mobile App**

The TimeWorks Mobile app (for Apple and Android) is a timekeeping solution to help employers and employees track hours worked on-the-go. This app is your mobile workforce companion.

### **CBI Timekeeping Software**

Our online timekeeping system provides easy access to a multitude of reports and records. It is extremely user friendly and flexible. It can handle a wide range of business types from a small office to a large manufacturing company with many locations, departments, and job codes.

**NetClock** is an ideal solution for organizations which have multiple locations. It allows you to connect multiple clocks to the same network. Once the clocks transmit their data, all of the time and attendance records are available from one database.

## **PARTNER SOLUTIONS**

### **ACCOUNTANTS**

**Build Reoccurring Revenue Into Your Business and Let Us Do the Work!**

- Private labeling • Revenue Sharing
- Discounts for Multiple Clients • General Ledger

### **BENEFITS BROKERS**

**Shut the Door on the Competition!**

- We provide your clients with all the HR and payroll solutions your competitors are offering
- We provide your client with the newest online enrollment platform
- We work WITH YOU to get your clients the help they need
- Do what you do best and let us do the admin work
- Don't lose your clients because the competition will do their HR and payroll for "free"

### **FINANCIAL ADVISORS**

**Build Reoccurring Revenue Into Your Business and Let Us Do the Work!**

- We work directly with you to get you the contribution files and payments each payroll
- We create custom exports to fit your parameters
- We create and submit census reports



## **LET'S GET STARTED**

Please contact us with any questions you may have or if you want to receive a free payroll evaluation.

We take great pride in using our expertise for you and look forward to hearing from you.

**CALL OUR EXPERTS TODAY:  
800-743-6546**

### **CBI Business Services**

Corporate Offices  
322 Broadway - Suite B  
Fargo, ND 58102

Office: 701-237-6128

Fax: 701-297-6150

Email: [payroll@cbipayroll.com](mailto:payroll@cbipayroll.com)

### **CBI Business Services**

2900 S Phillips Ave - Suite 600  
Sioux Falls, SD 57105

Office: 605-336-2458

Fax: 605-336-7373

Email: [payroll@cbipayroll.com](mailto:payroll@cbipayroll.com)

**CBI** business services

[www.cbipayroll.com](http://www.cbipayroll.com)