



Compliance Support at Justworks

JUSTWORKS.



CERTIFIED PEO

What's included:

Justworks' plans help businesses like yours grow with confidence. This guide is here to help you find the best Justworks plan for your business. Use it to review what's included and compare your options.

3 Meet Justworks

PEO Meets Modern SaaS
Full-Service Support

6 Compliance Support at Justworks

The Justworks Shield

7 Filings & Compliance

Helping Navigate the Complexities

12 Monthly Compliance Newsletter

Stay Up-to-Date With The Scoop

MEET JUSTWORKS

We've got your back.

Take the busyness out of running a business and alleviate the unknown.

We've combined a simple platform and exceptional 24/7 customer service with the power of a PEO. Justworks plans include access to high-quality benefits, seamless payroll, HR tools, and compliance support—all in one place.

PEO Meets Modern SaaS



Affordable Benefits

Provide your team access to big-company benefits and perks they deserve — all at affordable rates.

- Medical, dental, and vision insurance
- 401(k) retirement
- Life insurance
- Health and wellness perks
- HSAs & FSAs
- Pre-tax commuter benefits



Automated Payroll

Schedule payroll seamlessly and make any payments you need to — at no extra cost.

- Full-time and part-time employees
- Contractors and vendors
- Bonuses, commissions, and expense reimbursements



HR Tools

Ditch the spreadsheets and manage your team from one place.

- Company calendar and directory
- Paid time off tracking
- Online employee onboarding
- Document center to store all your essential employment docs
- Reporting
- Pre-built reports to track key business metrics



Compliance Support

Don't sweat the small stuff. Lean on us for employment-related compliance support.

- Payroll taxes (940/941s)
- Tax forms (W-2s & 1099s)
- Workers' compensation
- Multi-state employee management
- Harassment & inclusion training
- Disability insurance

Expert Support From Real People. Anytime.



We know running a business isn't exactly a 9-5 job. That's why we offer our customers full-service support, whenever and wherever. By phone, email, chat, or Slack, Justworks' dedicated team is standing by 24/7, ready for the tough questions you and your team throw our way.

OUR SUPPORT CHANNELS



PHONE

(888) 534-1711



EMAIL

support@justworks.com



CHAT

In Justworks



SLACK

slack.justworks.com



SMS

(858) 247-0005

Find the support
you need

ADMINS

- ✓ Benefits support
- ✓ Payroll support
- ✓ HR support
- ✓ Compliance support
- ✓ Onboarding support

EMPLOYEES

- ✓ Benefits support
- ✓ Payroll support
- ✓ Onboarding support

COMPLIANCE SUPPORT AT JUSTWORKS

The Justworks Shield

Keeping up with compliance can be a challenge for any company. When it comes to employment law, taxes, insurance, and more, you spend valuable time that could be better spent on growing your business.

At Justworks, we're on a mission to free you from administrative headaches and give you back your time. We handle the nitty gritty of HR admin, so you can focus on what matters. Here are just some of the ways we support our customers' compliance needs.

FILINGS & COMPLIANCE

Helping Navigate The Complexities

Justworks supports many of your employment-related compliance needs. When it comes to payroll taxes, federal withholding, workers' comp, and more, you can think of us as a trusted teammate helping you navigate government complexity for employers.

With that in mind, here's an overview of many of the things we take care of for your business.

Taxes

Payroll taxes are taxes paid on the wages and salaries of employees. Payroll tax doesn't include sales tax or corporate tax. Payroll taxes are paid by both the employee and employer. These taxes are withheld from employees' wages or salary, and employers also pay taxes on the wages and salaries they pay out.

What We File

Federal withholding, FICA tax (Social Security tax and Medicare), and withholding tax are filed in aggregate using Justworks' EIN. Many unemployment taxes are also filed in aggregate by Justworks, with the exception of certain states that require the customer to maintain their own unemployment account.

Examples of tax returns Justworks files:

- 941
- 940
- NYS-45
- CA DE-9
- NJ-927

**This list is not exhaustive. Please reach out with any specific questions you may have!*

Additional Compliance Support



Workers' Comp

Secure coverage through Justworks' workers' comp plan. We help you stay compliant with workers' comp requirements in every state.



Employment Practices Liability Insurance (EPLI)

When you start with Justworks, you're enrolled in coverage under our EPLI policy that covers up to \$1 million per claim (subject to an aggregate limit of \$5 million).



Visas

Justworks is not able to help you or your employees obtain visas of any kind. However, if you have employees with visas, you can instruct Justworks to set up exemptions so taxes aren't taken out incorrectly.



Statutory Disability

For companies based in states with statutory disability requirements, Justworks supports you in meeting these requirements either through withholding appropriate taxes, or with our policy.

Justworks' Harassment Prevention & Inclusion Training Suite



Justworks offers the tools and resources you need to help you remain compliant and stay on top of changing employment regulations. That's why we've teamed up with EVERFI, one of the largest providers of misconduct and harassment training, to provide all Justworks customers with a suite of online harassment and inclusion trainings — at no extra cost.



Stay compliant

Courses offered in Justworks are designed to help our customers comply with state/city sexual harassment prevention training requirements



Foster an inclusive workplace culture

Courses on managing bias, as well as diversity and inclusion are available to help you create and reinforce a safe and positive workplace for all employees.



Easily assign, track and complete courses

Available directly in Justworks, we've made it easy to assign, track, and complete trainings. No extra systems or logins required.



Complimentary for all customers

Justworks' online training courses are available to all of our customers at no extra cost because we believe that all businesses, no matter the size, deserve access to high-quality training.

Interested in the EVERFI training courses available in Justworks? Reach out to our team to learn more!

HR Support



Justworks gives you access to HR professionals, as well as resources and tools, to help you manage your most important assets — your employees.

Resources

Justworks helps you navigate the challenges of HR by providing:

- Access to knowledgeable HR Consultants to answer your HR-related questions.
- A helpful HR resource center, including tools from our preferred provider ThinkHR, to build an employee handbook, templates for employee contracts, offer letters and HR policies.
- Updates and articles about changes to HR and employment laws.

MONTHLY COMPLIANCE NEWSLETTER

Stay Up-to-Date with The Scoop

Employment laws and regulations are frequently changing, and new regulations pass at the federal, state, and local levels all the time. As an employer, it's important to know about the things that impact you and your team.

[Justworks has your back.](#)

In our compliance newsletter, The Scoop, we'll be rounding up key updates and trends from around the country and sharing them with you every month. We hope this helps you stay on top of changing employment requirements that might impact your business.

[Click here to subscribe!](#)

Upholding Certified PEO Standards

Justworks was one of the first PEOs to receive 'certified' status by the IRS. Working with a CPEO gives our customers security in the knowledge that:

- We are subject to ongoing bonding requirements, audits, and IRS reporting and review.
- We have statutory liability for federal payroll taxes on wages that we process.

Includes

In addition to this financial oversight and security, Justworks customers are entitled to various employment and payroll tax-based federal tax credits, such as the R&D payroll tax credit. Our customers are also not required to restart federal payroll tax wage bases when joining or leaving Justworks in the middle of a calendar tax year. In other words, you worry less and benefit more.

As a CPEO, we are subject to the highest operational and financial standards, giving you the support and peace of mind to work fearlessly.

The IRS does not endorse any particular certified professional employer organization. For more information on certified professional employer organizations go to www.IRS.gov.