

Time Analysis Worksheet

Current In-House Time Allocation				With ESSG	
Back-End Task	Hours Spent Per Person	No. of Team Members	Total Monthly Hours	Back-End Task	Managed by ESSG?
Employee Onboarding & Paperwork				Employee Onboarding & Paperwork	✓
Unemployment Claims Management				Unemployment Claims Management	✓
Payroll Processing				Payroll Processing	✓
Addressing Payroll Errors				Addressing Payroll Errors	✓
Workers' Comp Administration & Claims				Workers' Comp Administration & Claims	✓
Tax Filing and Reporting				Tax Filing and Reporting	✓
I-9 and Compliance Documentation				I-9 and Compliance Documentation	✓
Benefits Administration				Benefits Administration	✓
Multi-State Compliance Oversight				Multi-State Compliance Oversight	✓
Labor Law Updates & Research				Labor Law Updates & Research	✓
Tracking AR & Customer Invoices				Tracking AR & Customer Invoices	✓
Annual Audits				Annual Audits	✓
Total Hours Spent on Back Office Tasks			<u> </u> Hours/Month	Time Saved With ESSG	<u> </u> Hours/Month