

# PENA4 OFFSHORE STAFFING SOLUTIONS

Save up to  
**60%**  
with Offshore  
Staffing Solutions



## HIPAA & HITECH

Annual staff training on HIPAA & HITECH Privacy and Security Rules



## WEBSITE & SOFTWARE RESTRICTIONS

Employees have computer access to work product and applications only. No ability to save or store documents/data. No access to browsers or unauthorized websites.



## BIOMETRIC DIGITAL ACCESS

Access to each floor is restricted, open only to staff who are authorized entrance.



## VIDEO SURVEILLANCE

Surveillance cameras located at the main entrance of each office building and on the entrances to each floor. Monitored by security personnel and management, 24/7 remote access to surveillance.



## SECURITY PERSONNEL

Security personnel assigned to office building entrances and on each floor. Employees must leave cell phones/smart devices with security prior to entering the building.

The costs associated with full-time employees can restrict a company's growth and overall success. Salaries, benefits, and tax requirements are just some of the many expenses that continue to climb for permanent business support resources. Pena4's offshore staffing solutions enable our partners to build a skilled, experienced, and dedicated team without the overhead and risk.

Our offshore staffing solutions deliver four significant benefits to our clients:

### Increase Quality and Efficiency

Pena4 offers managers immediate access to an elite pool of highly educated and experienced remote resources across multiple disciplines and on a global scale.

### Grow Your Business

Pena4's offshore staffing solutions equip organizations to outsource their back office job operations, including Admin, IT, Finance, Operations, and Legal so you can refocus on your business's core responsibilities.

### Scale Up or Down

Our offshore staffing strategies are customized to meet and evolve with our client's current workforce demand. You can scale up as needed, without the upfront expenses, risk, or losses that come from scaling down.

### Save Money

Pena4's offshore staffing services are bundled into a set monthly fee. Each payment covers periphery costs such as IT equipment, office space, furniture, support staff, payroll services, employee engagement costs, and more.

### FULL-SERVICE OFFSHORE STAFFING SERVICES

When we say we source top-performing talent, we mean it. We only recruit professionals with 4-year college degrees. Additionally, the Pena4 model allows clients to train and employ resources who fit into your existing corporate culture. Most importantly, Pena4 adjusts to your practices and technology, ensuring you retain full control of the entire staffing process.

CATEGORY		RESPONSIBILITIES	CLIENT	PENA4
ADMIN		Oce supplies for resources		<input checked="" type="checkbox"/>
ADMIN		Business Start-up Costs (Oce furniture, workspace, & modules)		<input checked="" type="checkbox"/>
ADMIN		Work schedule coordination (Dedicated Client Service Coordinator assigned to the team)		<input checked="" type="checkbox"/>
ADMIN		People mgt. of the team (Dedicated Client Service Coordinator assigned to the team)		<input checked="" type="checkbox"/>
FINANCE		India company taxes (Government, State, Local)		<input checked="" type="checkbox"/>
FINANCE		Payroll, payroll taxes, government fees, etc. for resources		<input checked="" type="checkbox"/>
HR		Health benefits & other benefits for resources		<input checked="" type="checkbox"/>
HR		HR policies - administering, monitoring and enforcing		<input checked="" type="checkbox"/>
HR		HR and general oversight of resources		<input checked="" type="checkbox"/>
HR		Resource Salaries and salary increases/adjustments		<input checked="" type="checkbox"/>
HR		Recruitment of resources		<input checked="" type="checkbox"/>
HR		Background Verification & Medical Test		<input checked="" type="checkbox"/>
HR		Employee Onboarding and Induction - Overview of company and client policies		<input checked="" type="checkbox"/>
HR		Resource initial certifications/credentials and annual maintenance/upkeep		<input checked="" type="checkbox"/>
HR		Employee engagement & retention		<input checked="" type="checkbox"/>
HR		Accounting of hours		<input checked="" type="checkbox"/>
HR		End of year appraisals with feedback from client		<input checked="" type="checkbox"/>
HR		Exit HR process		<input checked="" type="checkbox"/>
IT		Security		<input checked="" type="checkbox"/>
IT		Internet		<input checked="" type="checkbox"/>
IT		Power generators and disaster recovery		<input checked="" type="checkbox"/>
IT		Desktop, keyboard, mouse and other equipment		<input checked="" type="checkbox"/>
IT		IT infrastructure (hard & software-basic)		<input checked="" type="checkbox"/>
IT		IT support (physical, connectivity, OS)		<input checked="" type="checkbox"/>
IT		VoIP telephony application with compliance and recording calls capability		<input checked="" type="checkbox"/>
LEGAL		India Government, State & Local Compliance		<input checked="" type="checkbox"/>
LEGAL		India Labor, Business, & Employment Laws		<input checked="" type="checkbox"/>
LEGAL		Insurance		<input checked="" type="checkbox"/>
IT		IT support (your company-specific software/applications)	<input checked="" type="checkbox"/>	
OPERATIONS		The number of resources required	<input checked="" type="checkbox"/>	
OPERATIONS		Role or title designation (original and change) for resources	<input checked="" type="checkbox"/>	
OPERATIONS		Position requirements definition - Job Descriptions	<input checked="" type="checkbox"/>	
OPERATIONS		Requisition, interviewing & selection of resources	<input checked="" type="checkbox"/>	
OPERATIONS		Initial training & remedial of resources processes	<input checked="" type="checkbox"/>	
OPERATIONS		Assignment of work to resources (re-assignment when needed)	<input checked="" type="checkbox"/>	
OPERATIONS		Management/oversight of resources specific job functions & performance	<input checked="" type="checkbox"/>	

“Pena4 doesn’t let a minute go by without a response... (They provide) competitive rates with quality results. Pena4 is responsive, supportive and professional.”

Ray Cosner, Mt. Sinai Beth Israel

610.435.5724  
Info@Pena4.com  
Pena4.com

