

# QTI Human Resources, Inc.



## About QTI Human Resources, Inc.

Organizations today need help managing increasingly complex employee related matters such as health benefits, workers' compensation claims, payroll, payroll tax compliance, and unemployment insurance claims. QTI Human Resources is a Professional Employer Organization (PEO) that partners with our clients to cost-effectively manage your entire payroll, human resources, employee benefits, and administrative processes. You gain time to focus on growing your organization.

## Our Services

QTI Human Resources offers you the HR expertise you need, when you need it. Our services provide integrated HR, Payroll and Benefits services to effectively manage critical human resource responsibilities and employer risks for clients. It's the perfect solution for small-to mid-sized organizations. QTI Human Resources can provide you with a set of tools to establish your HR foundation.

## Contact Us

For more information or to get started, contact us at (608) 258-5525 or [qtih@qstaff.com](mailto:qtih@qstaff.com).

## HR Start-up Kit

- ✓ Sample employee handbook and 1-hour of review time
- ✓ Employment form templates including
  - Employment Application
  - Offer Letter
  - Employment Eligibility Verification (I-9 Form)
  - W-4 Form
  - WI Withholding Exemption Certificate
  - Federal and WI Employment Posters
  - Employee Information Form
  - Employee Change of Status
  - Weekly Time Report
  - Performance Appraisal
  - Job Description
- ✓ One-hour review of your personnel and benefit files and guidelines for maintaining these files
- ✓ Four hours of additional HR support to assist with general HR needs



*In the world of constant change, The QTI Group is here to help businesses  
COMPETE, GAIN GROUND, LEAD AND SUCCEED.*



**WE'VE GOT  
A TALENT  
FOR BUSINESS.™**

## Locations & Contact Information

|                           |  |
|---------------------------|--|
| Madison   Downtown        | 608-257-1057                                   |
| QTI Consulting*           | 608-663-4801                                   |
| QTI Human Resources       | 608-258-5525                                   |
| QTI Professional Staffing | 608-232-2650                                   |
| Baraboo                   | 608-355-3000                                   |
| Beaver Dam                | 920-885-7920                                   |
| Fox Valley                | 920-882-0559                                   |
| Milwaukee Bluemound       | 414-777-7788                                   |
| Milwaukee State Fair      | 414-744-5062                                   |
| Platteville               | 608-348-8113                                   |
| Portage                   | 608-742-7800                                   |
| Reedsburg                 | 608-524-2003                                   |
| Sun Prairie               | 608-825-9511                                   |
| Middleton                 | 608-664-2180                                   |
| Website                   | <a href="http://qtigroup.com">qtigroup.com</a> |

**QUALITY | TALENT | INTEGRITY**

Call any of our offices and ask to speak with one of our Business Development Managers. They'll connect you to the right QTI professional that fits your needs.