



SIRIUS
WORKFORCE

stellar training. shining potential.



Sirius Workforce Development provides critical, resource intensive back office functions on behalf of agencies and organizations engaged in the vital mission of workforce development.

From payroll and timesheet management to paycards and workers' compensation, Sirius relieves the administrative burden to enable your administrative budget to enable you to focus on core program activities.



ABOUT SIRIUS WORKFORCE

Sirius Workforce Development is committed to strengthening the US labor market through the support of federal, state, local, and corporate programs targeted at job creation (training, development, and placement). Sirius brings proven, scalable, and robust back-office functions (HR, payroll, and benefits) which complement the mission-focused work of our clients and partners.

Sirius Workforce Development is a division of Sirius Staffing, Inc., the leading veteran and minority-owned Workforce Solutions company serving the Gulf Coast, Tennessee Valley, and Mid-Atlantic. Operating in over 30 states, Sirius possess the ability to scale and manage complex multi-regional engagements. The company is built upon a strong network of employees and consultants with a proven record in engineering, IT, and technical staffing.

Vision

A national ecosystem of consultants and clients where every job is filled, every regulation is fulfilled, and every career is fulfilling.

Mission Statement

To transform the workforce experience by leveraging innovative solutions that connect empowered workers with world-class organizations.

WHAT WE DO

Sirius is known for our ability to innovate solutions and consistently deliver service excellence. Our highly personalized process and our national reach will help you control costs and improve the quality of your hires.

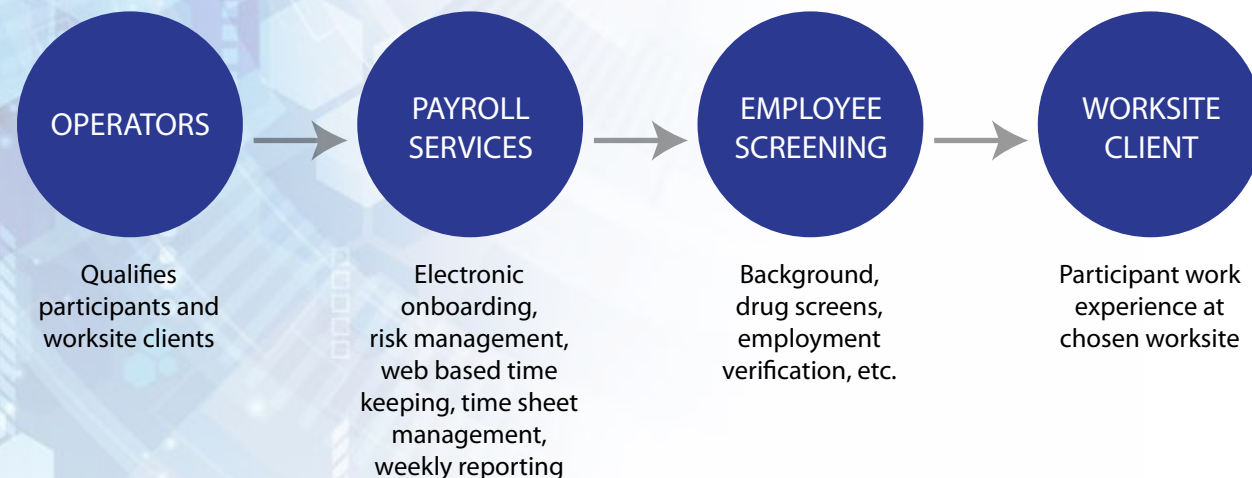
Payroll Services

Reduce administrative burdens on your finance and administrative teams by allowing Sirius to handle payroll for your workforce. We can quickly process the paper work and perform payroll services to ensure what you bring that talent on board in the shortest time possible.

HR Services

Sirius provides HR and back-office functions including payroll, benefits, and workers' compensation insurance, as well as safety and regulatory compliance. You manage the employees day-to-day, focused on your mission and client relationships while Sirius handles critical employee administration.

PAYROLL PROCESS



WHO WE SERVE

We provide support for agencies and organizations engaged in the vital mission of workforce development. By taking on the administrative burden, we enable your Workforce Team to focus on core program activities.

Customers

- Job Centers
- American Job Center
- Community Colleges
- Employment Service Programs
- Workforce Development Boards
- State and Local Agencies
- Vocational Rehabilitation Programs

WIOA Spotlight

Sirius has successfully partnered with Workforce Innovation and Opportunity Act (WIOA) providers to support the vision, mission, and goals of this landmark workforce development program. Sirius performs payroll processing, reporting, workers' compensation insurance, and other administrative services on behalf of employees recruited under WIOA programs. Sirius is passionate about the importance of this work in developing skills for individuals and meeting the workforce needs of localities, states, and the country.

Individuals

- Public Assistance
- Youth
- Veterans
- Low Income
- Skills Deficient
- Adult Education
- Dislocated Workers
- Students
- Interns



HIGH TECH

Sirius actively implements technology solutions that improve the effectiveness and efficiency of delivering administrative services. Our approach to innovation includes tightly integrating world-class offerings from leading vendors to deliver a seamless client and employee experience. A representative sample of our partners include:



ACCOUNTABILITY

The sample reports displayed below offer just a glimpse of our capabilities. Sirius will work diligently to ensure that we have a clear understanding of the client's needs and construct regular reporting formats that address their data requirements.

Sample Employee Information Report

Last Name	First Name	Customer	Department	Worksite	Address	Supervisor	Phone	Email
Smith	John	State College	Youth Program	Main Campus	123 Main Street	Sarah Jones	123-456-7890	sj@email.com
Garcia	Patricia	State College	Youth Program	Main Campus	123 Main Street	Sarah Jones	123-456-7890	sj@email.com
Williams	Jennifer	State College	Career Program	Main Campus	123 Main Street	Andrew Miller	123-567-8901	am@email.com

Last Name	Start Date	End Date	Job Title	Payrate	OT Payrate	Billrate	OT Billrate	DT Billrate	Markup	OT Markup
Smith	06/10/21	06/28/21	Youth Coordinator	\$10.50	\$15.75	\$13.44	\$19.69	\$0.00	0.0000	0.0000
Garcia	06/14/21	07/08/21	HR Manager	\$10.00	\$15.00	\$12.80	\$18.75	\$0.00	0.0000	0.0000
Williams	06/12/21	08/08/21	Administration	\$10.00	\$15.00	\$12.80	\$18.75	\$0.00	0.0000	0.0000

Sample Manual Process Man-Hour Report

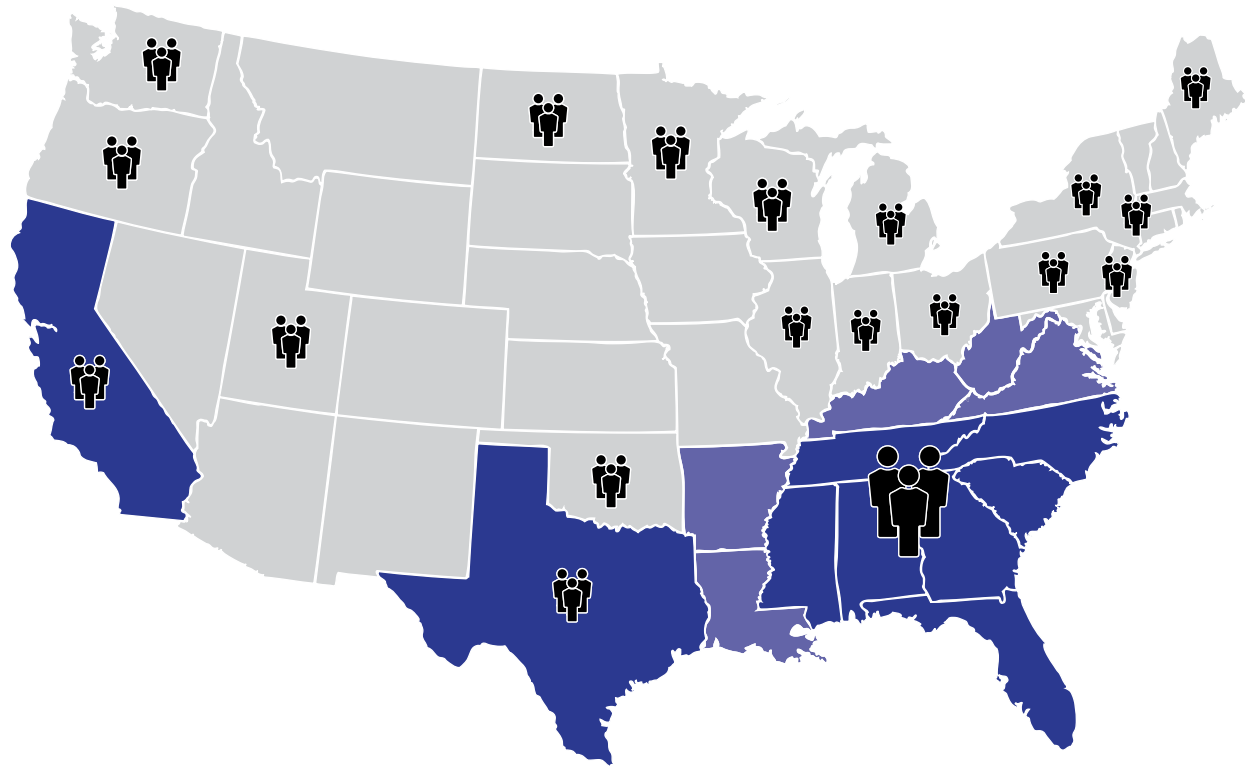
Job Center	Worksite	Employee Last Name	Employee First Name	Start Date	End Date	Funding Source Adult/DLW/Youth	Payrate	Current Hours	Cumulative Hours	Max Hours	Notes
Student Union	State College	Davis	Tom	06/01/21	06/01/21	In-School Youth	\$ -	16	409.0	480	
Marvin Center	State College	Wilson	Karen	06/19/21		Dislocated Worker	\$ -	0	421.5	480	
Howard Hall	State College	Lopez	Stephanie	07/01/21		Adult	\$ -	40	4401.0	480	

Sample Electronic Tax Report

Payroll Check Date: 12/13/21		EMPLOYEE TAXES							EMPLOYER TAXES						
Employee Name	Customer	Check Number	Gross	Federal Inc. Tax	Efica	EMed	State Inc. Tax	Other Employee Taxes	Net	Cfica	CMed	FUTA	SUTA	Other Employer Taxes	Total Employer Taxes
Charles Taylor	State College	13236	450.00	50.00	27.90	6.53	12.22		187.75	27.90	6.53	2.70	46.35		83.48
Rosa Cruz	State College	168232	475.00	44.50	29.45	6.89	13.69		380.47	29.45	6.89	2.85	48.93		88.12
Linda Moore	State College	170897	0.01	2.05	5.80	1.36	0.00		84.38	5.80	1.36	0.56	2.15		9.87
Mike Jackson	State College	168324	864.00	59.30	53.57	12.53	22.08		716.52	53.57	12.53	5.18	25.92		97.20

GROWTH-ORIENTED

Sirius National Footprint



- Alabama
- Arkansas
- California
- Connecticut
- Florida
- Georgia
- Illinois
- Indiana
- Kentucky
- Louisiana
- Maine
- Maryland
- Massachusetts
- Michigan
- Minnesota
- Mississippi
- New Jersey
- New York
- North Carolina
- North Dakota
- Ohio
- Oklahoma
- Oregon
- Pennsylvania
- South Carolina
- Tennessee
- Texas
- Utah
- Vermont
- Virginia
- Washington
- Washington D.C.
- Wisconsin

PARTNERS



GIVE BACK, PAY FORWARD

Our corporate social responsibility program drives civil involvement and community impact. We proudly sponsor and participate in events that foster the human spirit and improve the lives of the people around us.



CUSTOMER REFERENCES

Jones College Out-of-School Youth Program has been using Sirius Staffing to pay our students for work experience since June 2018. Scott Hotard and the rest of the staff at Sirius have made the work experience process so much easier for us. They handle all the liability and payroll, which makes a much smoother process for us. They are easy to work with and willing to help with any questions or concerns we may have. Jones College was recently granted another WIOA funded grant a few months ago. The success we have had with Sirius has led another grant program, the Jones College Internship Program, to use Sirius, as well.

I would recommend Sirius Staffing to any providers who need a staffing agency to pay their students for work experience or internship programs.

– *J.H., Out-of-School Youth Coordinator*



Southern Mississippi Planning and Development District is happy to recommend Sirius Staffing for staffing agency services. For over two years, we have used Sirius primarily as a payroll service for participants enrolled in federal workforce training programs that we oversee throughout a 24-county area. Sirius has been responsible for paying participants who are enrolled, internships, or other work-based training. Their roll has included electronic onboarding, timesheet management, and direct deposit. They have also carried the workers compensation insurance that is required for the participants.

Sirius has performed exemplary service for our agency. They meet deadlines and respond to requests in a very timely manner. All paperwork, documents, and records are complete, accurate, and orderly. If there are issues (which is rare), they are resolved quickly. The staff at Sirius is extremely cooperative and operate as a true workforce training partner.

It is without hesitation that we offer our recommendation of Sirius Staffing.

– *A.H., Economic Workforce Development Division Director*





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