

# HR Solutions for Business

## Human Resources Services

*We provide expertise, updates, and HR advice to help you develop your HR strategy and manage your employees.*

### Infrastructure Development

- Compensation research/design
- Job benchmarking to market
- Job grade/salary band structures
- Job description development
- FLSA job classifications/evaluations
- Online management tools (CE)

### Administrative Guidance & Support

- Customized employee handbook
- Fair Labor Standards Act (FLSA) and state-level wage and hour laws
- Discrimination, harassment, and retaliation laws
- Disability and accommodation laws
- Mandated time off and protected leave-of-absence laws
- Family Medical Leave Act (FMLA) and state family leave administration

### Operations Partnership

- HR operational policy/ program reviews
- Employee relations management consultations
- Employee disciplinary action and performance improvement plans
- Guidance on terminations, Unemployment consultations and claims management

## HR Compliance

*Help to maintain compliance with federal, state, and local employment laws and regulations.*

- Form I-9 administration
- New hire reporting
- Employment verification
- Employment-related forms
- Labor posters
- Resources for federal and state regulations

## RPO

*Find, screen, and hire employees faster with expertise and integrated technology solutions.*

- Hiring strategy consulting
- Employer branding services
- Job description and posting assistance
- Direct hire placement
- Diversity Sourcing

## HR Law

*We provide expertise, updates, and HR/Legal advice on how to navigate complex employment laws and regulations.*

### Background Checks/Drug Testing

- Federal, state and county criminal records
- Credit report
- National criminal database searches
- Civil records
- Social security number verification
- Motor vehicle reports
- Education verification
- Fingerprinting services
- Drug and alcohol testing
- Applicant Tracking System Post jobs, manage applicants and hire employees with intuitive tools and technology. (Career Equity?)

### Onboarding

- Streamlined technology for consistent employee experience
- Expedite paperwork
- Verification of employment eligibility
- New hire orientation

### Performance Management and Development

- Live and recorded webinars and courses
- Performance management and development
- Employee retention strategies
- Career pathing
- Employee opinion/satisfaction surveys
- Succession Planning
- HIPO Career Development

## Employee Benefits

*Attract and retain the right employees with a competitive benefits package and supported by seamless benefits administration.*

### Health Insurance

- Medical
- Dental
- Vision

### Other Insurance

- Life and AD&D
- Accident
- Short- and long-term disability
- Critical illness
- Legal
- Telemedicine

### Financial Wellness Plans

- 401(k) retirement plan
- Health Savings Account (HSA)
- Flexible Spending Account (FSA)
- Parking and Transit Section 132 Plan
- Prepaid college fund
- Financial wellness tools
- Administration and Support
- Annual enrollment
- New employee enrollments
- Employee eligibility
- Section 125
- COBRA
- Invoice reconciliation/payment

### Healthcare Reform Support

- Plan compliance, disclosures, and tax credits
- State and federal exchange support

## Payroll Funding

*We help relieve the burden of processing payroll and taxes.*

### Preparation and Distribution Customized Deposit Options

- Direct deposit
- Debit card

### Paperless Pay Stubs Available Payroll Accrual and Tracking

- Paid time off (PTO)
- Job costing
- Time sheet feed
- Time clock interface
- Payroll Recordkeeping
- Audit assistance
- Inquiries and verifications
- Payroll check verification
- Garnishments and levies
- W-2 processing

### Online Payroll System

- Reports and analytics
- Online service center
- Payroll reference guide
- Time clock interface
- Employee self-service
- Expense Management
- Automated expense reports
- Online approvals
- Seamless data integration
- Reporting visibility

READY FOR HELP WITH YOUR HR NEEDS?

Call us at 215-717-9682

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