



OUTSOURCED HR SERVICES

AS DEDICATED
HR PROFESSIONALS

We take care of your human resources needs so that you can take care of your business.

Our consulting services help to define and address goals for the company, working with management and other key stakeholders in handling matters relevant to the business such as:

- Serving as a trusted advisor and confidential sounding-board for leadership
- Educating management and leadership on HR best practices
- Providing advice and guidance tailored to align with the company's needs and objectives
- Collecting, analyzing, and evaluating information to handle and resolve complex issues

WE OFFER

HR ADMINISTRATION

Handbook Compliance Review, Custom Handbooks, Policy Development, Compensation Benchmarking, Records Management, HRIS, Track Time & Attendance

PERFORMANCE MANAGEMENT

Job Descriptions, Jobs Analysis, Performance Reviews

TRAINING

HR 101 for Supervisors, How to Conduct a Performance Review, Harassment in the Workplace, How to Write a Job Description, Conducting an Interview, Documentation for Supervisors

PAYROLL

ADP & PAYCHEX Expertise, Payroll & Benefits Data Entry, Payroll Processing, Payroll Reporting, Unemployment Processing

RECRUITING & ONBOARDING

Job Ad Placement, Candidate Vetting, Resume Review, Candidate Interviews, Reference Checks, Background Checks, New Hire Paperwork & Processing, New Hire Orientation

BENEFITS

Benefits Renewal Planning & Support, Broker Management, Employee Benefits Education, Open Enrollment Sessions, Benefits Onboarding, HRIS, FMLA Management and Processing

RISK MANAGEMENT

HR Compliance Audits, State and Federal Regulation Guidance, Lawful Separation Processing, Lawful Interviewing Practices, Complex Employee Relations Issues, Termination & Exit Interviews