



CORNERSTONEHR

Every Business Deserves a Solid Foundation

Sheila Smith, SHRM-CP, PHR

Sheila@cornerstonehr.us

410-241-3862

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, Records Management, HRIS, Time & Attendance Tracking, FMLA Processing, Required Reporting, Exit Interviews

PERFORMANCE MANAGEMENT

Job Descriptions, Jobs Analysis, Performance Reviews

BENEFITS

Benefits Renewal Planning & Support, Broker Management, Open Enrollment Sessions, Reconciliation

EDUCATIONAL WEBINARS

HR 101 for Supervisors, Effective Communication, Conflict Resolution, Lawful Interviewing, Conducting Performance Reviews, Documentation, and more

RECRUITING & ONBOARDING

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

PAYROLL

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

RISK MANAGEMENT

HR Audits, State, Federal, & Local Regulation Compliance, Lawful Separation, Complex Employee Relations Issues, HR Investigations, Required Filings