



◆ **HR Administration & Compliance**

Access to HR professionals to assist with every day HR issues
Assist with compliance with federal and state employment
Law issues including:
-EEO-1 filings
-I9 training and audits
-Wage and hour issues
Create and update employee manual
Assist with creation of company policies and procedures
Access to web-based HR forms library

◆ **HRIS**

Web-based time sheet submittal
Online access to view payroll history and reports
Document retention

◆ **Recruitment**

Post job ads
Resume extraction
Candidate prescreening
Set up interviews
Prep/debrief hiring authority and candidate before/after interview

◆ **Trainings**

Access to over 50 HR training modules including:
-Harassment and discrimination
-Interviewing and hiring legally
-Progressive discipline
Full presentation of HR training topics
Handouts available for employees to notate and reference
Interactive question and answer sessions

◆ **Background checks & Drug testing**

Cost effective solutions
Customized policy creation
Compliant & confidential reporting
Efficient processing
Quick results
-24 hrs for Background Check
-72 hrs for Drug test

◆ **Payroll**

Payroll processing
Payroll deductions
-Wage garnishments
-Child support payments
Direct deposit
Employment & wage verifications
Pay cards

◆ **Benefits**

Plan administration
-401K
-Medical
-Dental
-Voluntary benefit programs
Supplementary/voluntary insurance available
-AFLAC
-Flexible spending plan
Manage unemployment claims and hearings
COBRA administration

◆ **Workers Compensation**

Manage claims
-Communication with medical professionals
and insurance carrier claims adjusters
Return to work programs for injured employees

◆ **Risk Management**

Full site safety audit/analysis
Safety manual and program development
Assistance with safety committee development
Assistance with OSHA citations/compliance
Accident investigation

WE TAKE CARE OF THE DETAILS, YOU TAKE CARE OF BUSINESS.®

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FOR ADDITIONAL INFORMATION PLEASE CONTACT

THE HR DEPARTMENT @ 888.870.5588