



# FULLY OUTSOURCED HR SOLUTION

With our HR Consulting services, we offer expert support in areas such as employee relations, workers compensation compliance, and custom policy creation, ensuring thorough and efficient workforce management. Let us streamline your HR processes, mitigate risks, and enhance your organization's overall success.

Our Outsourced HR Support offers comprehensive HR management, handling tasks from employee file compliance and benefits administration to payroll processing and offboarding. With a focus on efficiency and compliance, we streamline operations, allowing businesses to prioritize their core activities while ensuring a seamless HR experience for employees.

## HR CONSULTING

### *This includes...*

- 🐾 DOL Compliance support
- 🐾 Attending unemployment hearings (physical or virtual)
- 🐾 Employee Investigations  
Managing Open Enrollment with your Broker
- 🐾 Managing Employee Relations/Performance
- 🐾 Updating Policies and Procedures  
Reviewing and updating Employee Handbook
- 🐾 Leave of Absence (State, Federal, and Personal) Management
- 🐾 Terminations Consulting
- 🐾 New Hire Onboarding
- 🐾 Additional HR Consulting topics...

## BENEFITS ADMINISTRATION

### *This includes...*

- 🐾 Maintaining Employee File Compliance
- 🐾 Employee Benefit Management (Add/Term/Changes)
- 🐾 Employee Open Enrollment Document Collection
- 🐾 Employee Benefit Discussions & Support
- 🐾 Insurance Invoice Reconciliation
- 🐾 Additional administrative HR tasks...

## PAYROLL

### *This includes...*

- 🐾 Employee Timesheet Review
- 🐾 Payroll Processing & Support
- 🐾 General & Specialized Report Requests
- 🐾 Unemployment Claims Management
- 🐾 Managing Deductions and Garnishments

## CONTACT US:

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