

FIND OUT HOW WE CAN MANAGE ALL ASPECTS OF HUMAN RESOURCES (HR) FULL SERVICE HUMAN CAPITAL MANAGEMENT

	Core	Core Plus	Essential/HRO**
Touchpoints	Quarterly	Bi-Monthly	Monthly
HR Consulting Hours (Billed Hourly)	Add-On	●	●
Handbook Creation	Add-On	●	●
Handbook Policy Development	Add-On	●	●
Handbook Maintenance (Billed Annually)	Add-On	●	●
Mineral, includes Annual NYS Harassment Prevention Training (Online)	●	●	●
Annual Labor Posters	●	●	●
Legal Updates and e-Newsletters	●	●	●
Customized Onboarding Paperwork Annually	●	●	●
FLSA and Wage & Hour Audits		●	●
Employee File, Form I-9 & WTPA Audits		●	●
Job Description Audit & Creation		●	●
Customized Offboarding Paperwork, including Cobra Advisement & Training		●	●
Employee Relations Advisement*, including Template Documents**		●	●

*subject for re-evaluation on a quarterly basis

**onsite or virtual option



PAYROLL • HR SERVICES

HR PACKAGES

	Core	Core Plus	Essential/HRO**
Criminal Background Checks EAP ADA & Leave		Add-On	Add-On
Management Advisement w/ access to Templates, Tools & Resources		Add-On	Add-On
ADA & Leave Management Advisement & Process Management**		●	●
Leadership Training Development**			●
Recruitment Advisement w/ access to Templates, Tools & Resources			●
Investigation Advisement*, Documentation & On-Site Support			●
Performance Management Advisement*, including Tools, Templates & Training			●
NYS Annual Harassment Prevention Training (In Person)			●
Compensation Structure Development			●
EEO Reporting Requirements (100+ Employees)			●
Quarterly Review with Leadership			●
Involvement w/ Recruitment Activities (C-Suite) / HR Position			●
General HR Email Inbox			●

Additional services available: Full Recruitment, Benefit Consulting, Personalized Employee Training, HRIS Evaluations and More!

**subject for re-evaluation on a quarterly basis*

***Customization Available*

****onsite or virtual option*

Contact Us Today for More Information

Call Us

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