



TM CONSULTING SERVICES SCOPE OF SERVICES

TM Consulting Services (“TMC”) is a consulting firm, founded by Ted Medeiros in 2004, designed to support all types of businesses in the areas of Human Resources/Payroll, Safety and Finance. TMC is comprised of a skilled team of professionals specializing in Human Resources, Payroll, System Implementations, Accounting, Internal Controls and Audit Support Services, Safety and Trainings.

TMC provides remote and on-site support for HR and Payroll functions. Specific and unique company and industry needs are also considered and discussed to determine the best solution, as the scope of services offered.

EMPLOYEE MANAGEMENT

Keeping employees grounded by sustaining their satisfaction and maintaining the workplace atmosphere is very important for a company to flourish. TMC is prepared to provide oversight and assistance in the following areas:

- Recruitment and Retention
 - Recruiting and screening candidates
 - Succession planning
 - Retention strategies
- Onboarding/Offboarding
 - Manage and streamline the onboarding process
 - Process new hire paperwork
 - Develop and maintain employee personnel files
 - Process employee terminations
- Labor and Employee Relations
 - Consult with and advise Management
 - Assist with disciplinary actions
 - Labor agreement negotiations
 - Grievance and arbitration
- Leaves of Absence Administration
 - Prepare and distribute required FMLA/CFRA paperwork
 - Monitor return to work timelines
 - Process State documents regarding the Leave of Absence
 - Coordinate payment of wages and benefits
- Changes in Employment
 - Process employment changes in HRIS/Payroll system
- Employee Support
 - Act as primary point of contact for employees
 - Address employee concerns
- Process Employee Requests
 - Employment and wage verification
 - Disability notices
 - EDD claims



BENEFITS ADMINISTRATION

TMC will handle all aspects of employee benefits. This includes, but not limited to the following:

- Assist with and process initial employee enrollments
- Organize and distribute employee communications relating to the benefits program
- Configure and maintain HRIS system to accept online enrollments
- Process enrollments and changes
- Coordinate employee deductions with Payroll
- Reconciliation of benefit invoices
- Maintain benefit audit reports and benefit census
- Organize and conduct open enrollment
- Establish automated reporting with third parties
- Administer COBRA

RISK MANAGEMENT & REGULATORY COMPLIANCE

TMC will support risk management program by working with department managers to ensure employees are adequately trained, by compiling updated files of employee certifications and licenses, provide thorough training to all employees, and by maintaining a safe workplace at all times. We will also work to ensure your company is fully compliant with relevant regulations, including the Affordable Care Act and workers' compensation requirements.

TMC can also assist with developing or revising personnel policies and procedures, employee handbooks and compliance reporting. Compliance reporting can include but is not limited to: EEO, ACA, Workers' Comp, earnings verification, EDD and DOL reports.

HR & PAYROLL AUDITS

TMC can perform a full audit of Human Resources and Payroll files and processes, including financial accounts. We will deliver a detailed report of our findings, and assist with correcting any issues we uncover.

EMPLOYEE DEVELOPMENT & TRAINING

TMC can organize and deliver essential trainings for employees and supervisors:

- Employee & Supervisor trainings for Sexual Harassment Prevention
- Supervision, Leadership Management & Motivation
- Performance Appraisals & Disciplinary Actions
- Safety, Disaster Recovery & Emergency Planning

SAFETY & CAL OSHA COMPLIANCE

- Develop and implement Injury and Illness Prevention Programs (IIPP)
- Work with company safety committee to improve employee safety and compliance
- Custom design of IIPP, Bloodborne Pathogen, Hazard Communication, and Heat Illness programs
- Workers' compensation claims management



PAYROLL

TMC provides full cycle payroll processing and oversight to other Finance and Accounting functions.

- Payroll processing, training and outsourcing
- Management, Finance & Accounting oversight
- Develop, review and audit financial policies and procedures
- Accounting services and audit preparation
- Financial and management reporting
- Internal Controls including documentation, segregation of duties, controls testing, SSAE 16 Report reviews & remediation

HRIS & PAYROLL SYSTEM REVIEW, ACQUISITION AND IMPLEMENTATION

TMC can assist with implementing, organizing, and managing HRIS, Payroll & Timekeeping systems.

- HRIS and Payroll system review, RFP support
- Project Management of system and process implementations
- Liaison between Client and Implementation team
- Provides best practice recommendations and shares insights to industry standards including employee self-service and workflow automation
- Provides hands on implementation support as needed
- Trains staff on functions of systems as needed
- Provide employee training for on Timekeeping and other Employee Self Service functionality
- Assist with creation of Administrator and user access roles and security profiles.

TM CONSULTING SERVICES STAFF

Ted Medeiros, CEO

Ted Medeiros has four decades of experience advising management on human resources, safety, employee relations and labor relations issues. He is a nationally recognized presenter and conducts training programs in the prevention of sexual harassment, safety, emergency recovery planning, loss prevention. Ted's background combines labor relations, human resources, and production management to provide customized training and consulting. He founded TM Consulting Services in 2004.

Nancy Gaggioli, CFO

Nancy Gaggioli joined TM Consulting Services in 2008 after serving as a Deputy Director/CFO for a nationwide nonprofit health organization, where she directed all finance, IT, research grant funding, and human resources departments. She has also served as the VP of Operations for a commercial real estate asset management firm. Nancy brings over 35 years of business experience, and a strong aptitude for improving systems and processes to increase efficiency and reduce costs. She currently is responsible for all Finance and Payroll projects.



Karen McCoy, Director, Consulting Services

Karen McCoy is an experienced Finance professional with 25 years of Treasury and Internal Audit experience in the high technology, biotechnology, and medical industries and is a member of the AICPA. Karen manages HRIS, payroll and timekeeping implementations and upgrades and has fulfilled the roles of HRIS, Payroll consultant and internal controls and audit support liaison for our clients for the last 8+ years.

Phil Stanhope, Director, HR Management

Phil Stanhope is a seasoned Human Resources leader and professional with 16 years of in-house and consulting experience for small to medium size businesses, non-profit and government organizations. He manages implementation projects for HRIS, payroll and timekeeping systems and processes payrolls in addition to serving on safety committees and designing and implementing safety programs. Phil's strategic leadership has reduced operating costs and provided safer working environments.

Briana Cole, Director, HR & Payroll Services

Briana Cole is a Human Resources and Payroll professional, with 10+ years of in-house and consulting experience. She joined TM Consulting Services to provide human resources oversight and payroll processing for our clients. Briana also manages HRIS, payroll and timekeeping implementations, upgrades as well as system reviews. Prior roles include HR Generalist and Client Operations Manager for a Benefit Brokerage.

Ping Huang, Senior Payroll Consultant

Ping Huang is a seasoned accountant and payroll consultant. She manages our client's payroll, tax and time keeping systems, supports compliance activities and reporting requirements. She is a member of the AICPA.

CONTACT INFORMATION

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