

What We Do



HCM Tech Vendor Selection
Guided Technology Evaluation process to help you assess, compare, and select.



Implementation & Optimization
From new implementations to untangling existing systems, we help your HR Tech deliver.

Managed Services
Payroll Processing
HR & Benefit Admin Work
Employee Hotline
HR Projects
Benefits Invoice Audits
Open Enrollment
Recruiting



Compliance & Tax
On Call HR Team
EE Relations Support
Compliance Assessment & Monitoring
Leave of Absence Outsourcing (LOA)
Payroll Tax Monitoring
State/Local Registrations

HCM Unlocked: Areas of Outsourcing Support



Ongoing Work

- Processing Payroll
- Onboarding New Employees
- Offboarding Employees
- Employee Data Management
- Life Event Approvals
- New Hire Benefits Setup & Enrollment
- Payroll Tax Monitoring
- LOA (Leave Of Absence)
- Benefits Invoice Audit/Reconciliations
- Employee & Manager Support (Payroll, HR, Benefits, Payroll/HR/Ben Admin Technical Support)
- Regulatory Reporting
- Compliance Tracking
- Document & Policy Management

Projects & Ad Hoc Work

- Trainings (Compliance, Leadership, HR Tech Navigation)
- New Payroll Tax Registrations (state and locals)
- Employee Investigations and Relations Support
- Compensation Benchmarking
- Policy and Process Audits and Updates
- Employee Handbook
- HR/Compliance Assessment
- HCM Technology Audit and Assessment
- HCM Technology Implementation & Optimization
- Full Cycle Recruiting & Recruiting Consulting
- Regulatory Compliance Monitoring & Audits (ex. EEOC, Wage & Hour, FLSA, OSHA)
- Any Benefits Administration Function
- EDI File Feed Fix & New Builds
- ACA Management
- Open Enrollment Support & Technology Build Out for Benefits
- 20+ Strategic HR/Talent Management Projects

Managed Services Portfolio

Payroll

Managed Payroll

Payroll execution for collection and entry of payroll data (exceptions, expenses, etc.). Includes QA review and post-payroll reporting.

Managed Payroll & HR Essentials

Full Payroll execution with HR technology administration for Onboarding, Offboarding, and HRIS changes (title, salaries, etc.)

HR Outsourcing

Fractional HR & Benefits

One stop shop for all HR & Benefits needs. Proactive tactical execution ownership and strategic guidance. This resource is a part of your team.

Employee Resource Center

Owens and tracks employee day to day inquiries. Handles questions for company policies, software utilization, and general HR needs.

Comprehensive HR

'On-Demand' HR Business Partner to advise on HR questions and concerns. Real time support to call and receive guidance.

Benefits Invoice Reconciliation

Monthly comparison of carrier invoices against benefits system to identify discrepancies for resolution.

Managed Leave of Absence

Fully administered Leave of Absence service. Responsible for tracking, software administration, and employee communications.

Compliance Services

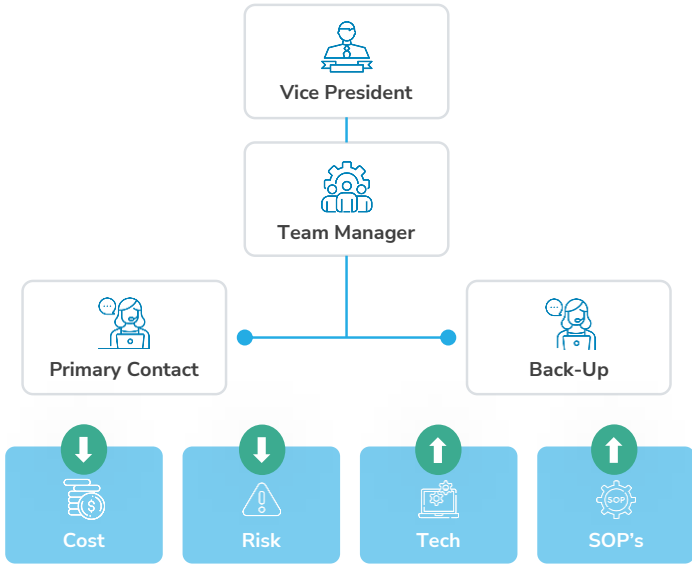
HR Compliance Assessment & Monitoring

Review of HR policies and procedures to identify risk and provide remediation plan. Ongoing notifications of legislation changes.

Tax Assessment & Monitoring

Review of tax jurisdictions and system setup to ensure accuracy and HRIS configuration. Ongoing notifications of inconsistencies.

Managed Payroll & HR Essentials



During The Pay Period

Payroll Changes

- Maintain Payroll Tracker
- Non-recurring Changes
- Manager One Time Requests
- Previous Period

Adjustments

Employee HRIS Maintenance

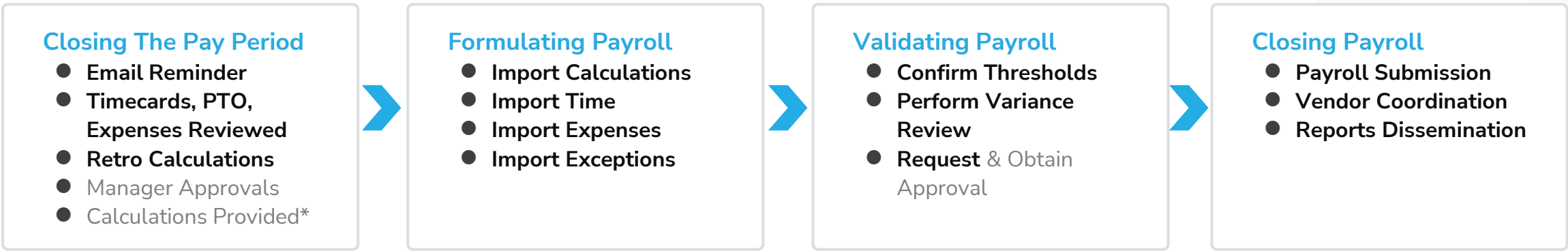
- New Hires
- Terminations
- Employee Changes
- Deduction Updates

Pay Period Maintenance

- Off-Cycle Payroll Processing
- Live Check Net Calcs
- Final Check Processing
- Ad-Hoc Report Requests

System Utilization

- Approve Tracker Updates
- Manager Approvals
- System Workflows
- Custom Calculations*



*Transformation services offered

Tax Services



TAX MONITORING

Initial Assessment to determine completeness and accuracy of EE payroll tax setup with a jurisdiction tax finder

On a recurring basis (every month), review payroll records and payroll vendor platform to:

Identify changes in employee population

Update payroll vendor platform with rate changes (where applicable)

Monitor payroll vendor platform for payroll tax related items



TAX REGISTRATION

Prepare necessary applications for payroll tax registration

File registration documents with state & local agencies

Obtain the online account access and submit the 3rd party authorization

Investigate tax IDs and enter them into the payroll platform



TAX COMPLIANCE

Update Payroll Vendor System with Tax ID Numbers

Account Inactivation and Reactivation

Modify Employee Records Based on Findings



OTHER ANCILLARY PROJECTS

Resolution of tax notices

Closure of tax accounts

Updating tax account information for client company name and address update, officer updates

Filing Missing returns on behalf of client (return must be provided by client)

Fractional HR

All Your HR Needs: Tactical Execution Meets Strategic Leadership

Bronze Package (\$150/hr)

Monthly Hours: 10
Monthly Rate: \$1,500

Silver Package (\$125/hr)

Monthly Hours: 25
Monthly Rate: \$3,125

Gold Package (\$95/hr)

Monthly Hours: 50
Monthly Rate: \$4,750

- Tactical Execution
- HR Operations
- Strategic Leadership
- Compliance Guidance

Examples

- ✓ Employee Lifecycle Administration
- ✓ HRIS & Employee Data Management
- ✓ Benefits & Payroll Setup Support
- ✓ Compliance Task Execution
- ✓ Incident Investigations
- ✓ Employee Relations Guidance
- ✓ HR Compliance Support
- ✓ Wage & Hour Guidance
- ✓ Policy Review & Creation
- ✓ Leave & Accommodation Advice

Packages include ALL services. Package tiers are differentiated to discount the rate.

Fractional Benefits

Benefits Expertise When You Need It and How You Need it

Bronze Package (\$150/hr)

Monthly Hours: 10
Monthly Rate: \$1,500

Silver Package (\$125/hr)

Monthly Hours: 25
Monthly Rate: \$3,125

Gold Package (\$95/hr)

Monthly Hours: 50
Monthly Rate: \$4,750

- ✓New Hire Management
- ✓Life Events & Terminations
- ✓Cobra Liaison
- ✓Plan Builds
- ✓Track Evidence of Insurability (EOI)
- ✓EDI Management or Manual Adds/Term
- ✓Open Enrollment Support
- ✓ACA Management

Packages include ALL services. Package tiers are differentiated to discount the rate.