

# Comprehensive HR protection and support for your organization



# Introduction

When it comes to HR, you shouldn't go it alone. With HR Complete, you'll never have to. Offering the industry's most comprehensive HR protection and support, HR Complete comes with dedicated support from one of our certified Advisors who will ensure you reach your HR goals.

## 4 ways HR Complete can help you crush your HR challenges

### 1 A DEDICATED HR ADVISOR

Great HR has the power to transform an organization. But it can be challenging to go it alone. With HR Complete, you're partnered with a dedicated Advisor to help with everything from compliance to strategy.

### 2 YOU'LL SAVE TIME. LOTS OF IT.

You're busy. Sometimes too busy to take care of mounting HR projects, like updating your handbook, writing job descriptions, or researching the latest rules and regulations. We'll do that for you so you can focus on your organization.

### 3 STAY AHEAD OF NEW RULES AND REGULATIONS

It's no secret: HR is a complicated field—and it's only getting more complex each year. Your HR Advisor will make sure you stay on top of new employment trends and regulations, and ahead of the HR curve.

### 4 FOCUS ON YOUR HR PRIORITIES

Sometimes just figuring out what to work on first can be the biggest hurdle. We'll work with you to prioritize your HR needs and efficiently tackle them one by one.

# A proactive approach to HR designed around your needs

## A TAILORED HR ACTION PLAN

Your Advisor will build a custom plan that maps out HR tasks, initiatives, and goals to ensure your organization is compliant and protected.

## QUARTERLY BUSINESS REPORTS

An easy-to-read quarterly report so you can see HR projects completed and upcoming areas of focus.

## REGULAR CHECK INS

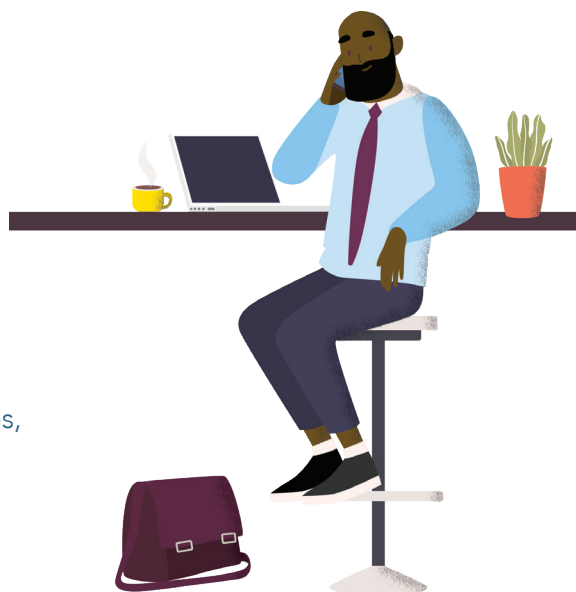
Discuss progress on your HR Action Plan, review milestones, and define upcoming priorities on a schedule that works best for you.

## CUSTOM HANDBOOKS

We'll update your existing handbook — or create one tailored to your specific needs and circumstances.

## DIGITAL CONTENT SUITE

Instant access to a vast array of online HR tools, templates, trainings, and other resources, as well as a history of your interactions with your Advisor.



# How HR Complete works

## SAMPLE TIMELINE

Program	Q1	Q2	Q3	Q4	Year 2
HR Compliance	<ul style="list-style-type: none"> <li>» Audit Results / Gap Analysis</li> <li>» HR Action Plan</li> <li>» Employee Handbook and Workplace Policies</li> <li>» eAlerts and eLearnings</li> </ul>	<ul style="list-style-type: none"> <li>» Required workplace postings checklist</li> <li>» 1099 Compliance Review</li> <li>» eAlerts and eLearnings</li> </ul>	<ul style="list-style-type: none"> <li>» Employee records retention policy</li> <li>» eAlerts and eLearnings</li> </ul>	<ul style="list-style-type: none"> <li>» Annual Reporting Obligation Compliance (e.g., ACA, OSHA, EEO-1)</li> <li>» eAlerts and eLearnings</li> </ul>	<ul style="list-style-type: none"> <li>» Annual Compliance &amp; Policy Review</li> <li>» Annual Employee Handbook Revision</li> <li>» eAlerts and eLearnings</li> </ul>
Recruiting and Hiring	<ul style="list-style-type: none"> <li>» Compliant job application</li> <li>» Compliant job description template</li> </ul>	<ul style="list-style-type: none"> <li>» New hire letter template</li> <li>» New hire kit of required state &amp; federal forms</li> </ul>	<ul style="list-style-type: none"> <li>» Onboarding checklist</li> <li>» e-Recruiting (JD, Phone Screen Template, Interview Questionnaire)</li> </ul>	<ul style="list-style-type: none"> <li>» Candidate Screening Support and Education</li> <li>» Background Check Compliance</li> </ul>	<ul style="list-style-type: none"> <li>» Adverse Impact and Biases in Recruiting</li> <li>» Recruiting Campaign Analysis</li> <li>» Onboarding Program Analysis</li> </ul>
Talent Development		<ul style="list-style-type: none"> <li>» Wage and Hour Training</li> </ul>	<ul style="list-style-type: none"> <li>» Sick Leave Law Compliance, if applicable</li> </ul>	<ul style="list-style-type: none"> <li>» Leaves Compliance and Training</li> </ul>	<ul style="list-style-type: none"> <li>» Career Planning Program</li> <li>» Employee Goal Setting</li> <li>» Exit Interview Program Considerations</li> </ul>
Compensation, Rewards, and Performance			<ul style="list-style-type: none"> <li>» Total Compensation Template</li> </ul>	<ul style="list-style-type: none"> <li>» Ensure Proper Payroll Deductions</li> <li>» Review Commission and Bonus Pay Compliance</li> </ul>	<ul style="list-style-type: none"> <li>» Variable Pay Incentive Plan Discussion</li> <li>» Company Mission, Vision, and Values Aligned with Employer Brand</li> </ul>

# An exceptional value

HR COMPLETE ●

● COMPARED TO

number of employees

1-49

\$399/mo

50-99

\$499/mo

100-249

\$599/mo

250+

Contact us for a  
quote

In-House HR Manager

\$5,350/mo

Based on Payscale  
avg. salary data

HR Consultant

\$2,000/mo

Assumes 20/mo @ \$100/hr

*NOTE: Suggested pricing above. We will customize this page to indicate your desired pricing structure.*

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"Thank you! As always we end up learning more than just answers to our case-specific questions. Your service is a great value to our organization's HR matters!"

– Roger / Precision Machinery Industry

Pricing includes up to 3 states. Each additional state is \$25 per month.

HR Complete

**You know where you want to take your organization. See how HR Complete can help you get there.**

**workforce go!**<sup>™</sup>

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