



# HR Complete: Comprehensive HR protection and support for your organization.

When it comes to HR, you shouldn't go it alone. With HR Complete, you'll never have to.

Your personal HR Advisor is at your side, and ready to help you reach your organization's goals.



## HR Complete helps you get ahead — and stay that way.

**1 DEDICATED HR PARTNER, IN YOUR CORNER.**

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 help you prioritize your HR needs and efficiently tackle them one by one.

# Sample HR Complete Timeline

| Program Review                                  | Q1<br>Setting the Foundation                                                                                                                                                                         | Q2<br>Training and Compliance                                                                                                                                 | Q3<br>Records and Recruiting                                                                                            | Q4<br>Annual Reporting and Compensation                                                                                                               | Year 2<br>Strategic Planning and Deep Dives                                                                                                                                |
|-------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>HR Compliance</b>                            | <ul style="list-style-type: none"> <li>» Executive Summary / 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>  |
| <b>Recruiting and Hiring</b>                    | <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>» Recruiting strategies</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> |
| <b>Talent Development</b>                       |                                                                                                                                                                                                      | <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>              |
| <b>Compensation, Rewards &amp; Performance.</b> |                                                                                                                                                                                                      |                                                                                                                                                               | <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>     |

**Note:** Timeline demonstrates areas and topics covered. Actual timeline will vary based on client priorities and needs.

## An exceptional value

### HR COMPLETE

**\$450**/mo  
1-150 employees

**\$1.50** per employee/  
mo each add'l. employee

VS.

### In-House HR Manager

**\$5,350**/mo  
based on Payscale avg. salary data

### HR Consultant

**\$2,000**/mo  
assumes 20 hrs/mo @ \$100/hr

Workforce Go!

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