



## HR Complete

Comprehensive HR protection and support for your organization

When it comes to managing human resources, you shouldn't navigate the complexities alone. With HR Complete, you have a dedicated partner by your side. Your personal HR Advisor is ready to provide guidance and support, ensuring that you have the tools and resources needed to achieve your organization's goals. Let us help you with your HR processes and elevate your workforce management to new heights.

### How it Works

HR Complete empowers your organization to not only get ahead in the competitive landscape but also maintain that advantage over time. With its robust tools and personalized support, you can adapt to changes and drive continuous growth with confidence.

### Features

**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.

**You'll save time.** Recognizing the demands on your time, we understand that you may find it challenging to address various HR projects, such as updating your employee handbook, drafting job descriptions, or researching the latest rules and regulations. We are here to assist you with these tasks, allowing you to concentrate on the core operations of your organization.

**Stay ahead of new rules and regulations.** Human Resources is an increasingly complex field, and its intricacies continue to grow each year. Your HR Advisor will ensure that you remain informed and compliant.

**Focus on your HR priorities.** Determining the priority of tasks can often present a significant challenge. We'll help you prioritize your HR needs and efficiently tackle them one by one.

Program Review	Q1 Setting the Foundation	Q2 Training and Compliance	Q3 Records and Recruiting	Q4 Annual Reporting and Compensation	Year 2 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.

Ready to elevate your HR strategy with HR Complete?

**For a demo or more information, contact us at [myworkforcego.com/contact](https://myworkforcego.com/contact)**