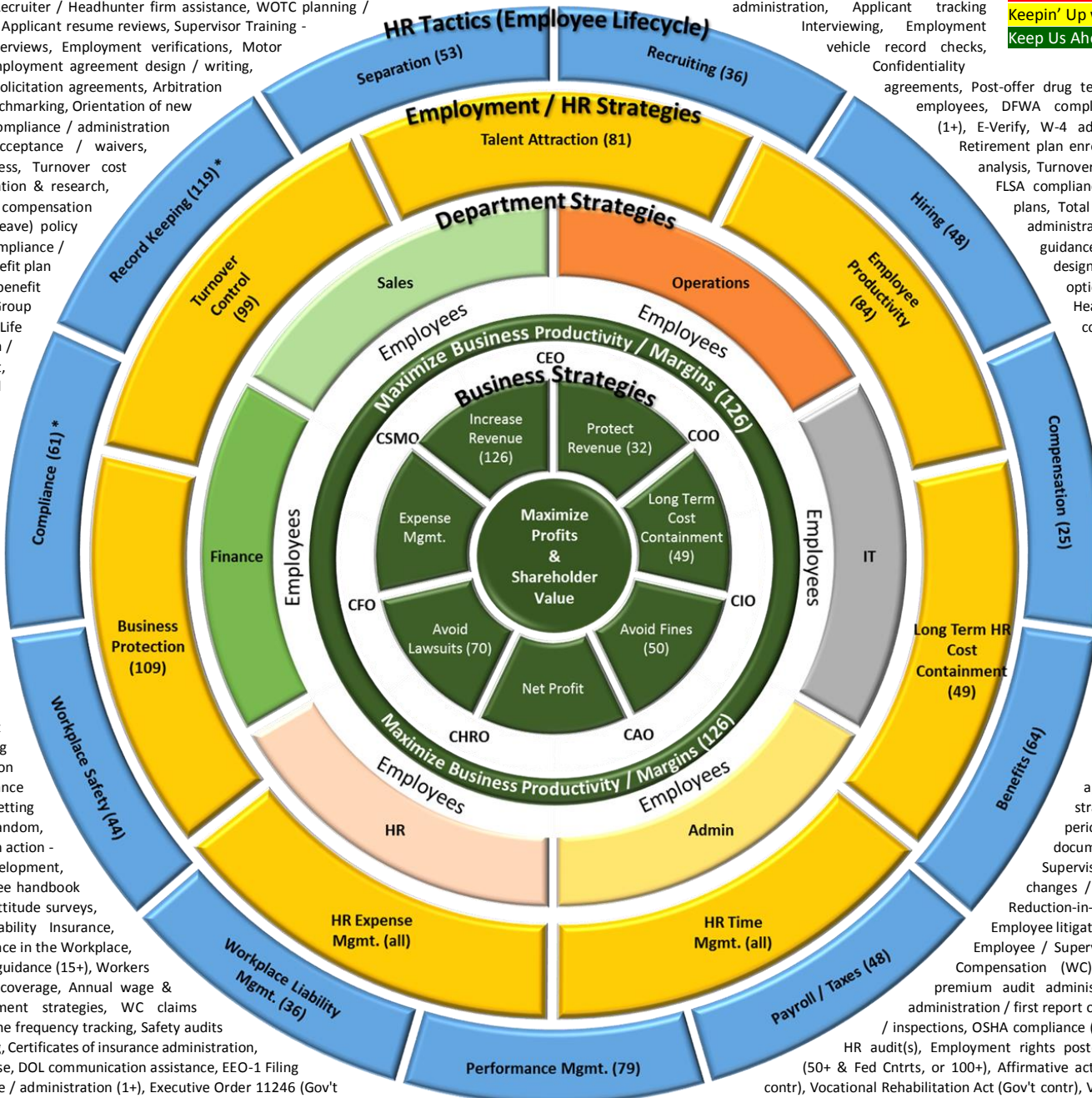


Human Resource forecasting / planning assistance, Recruiting strategy assistance, Employment application updating / compliance, Job Description writing, Job Description updating and for new hires, ADEA compliance / guidance (20+), ADA compliance / guidance (15+), EEO compliance / guidance (50+ & Fed Cntrs, or 100+), Job posting ad design, Job posting ad / job board placements, Job posting ad / job board discounts, Staffing agency assistance, Recruiter / Headhunter firm assistance, WOTC planning / system, Coordination of the interview process, Applicant resume reviews, Supervisor Training - phone interviews, Employment personal interviews, Employment verifications, Motor Criminal background checks, Offer letters, Employment agreement design / writing, agreements, Non-compete agreements, Non-solicitation agreements, Arbitration employment testing, Pre-employment test benchmarking, Orientation of new compliance / administration (1+), IRCA - I-9 compliance / administration administration (1+), Insurance coverage acceptance / waivers, documentation, Employee onboarding process, Turnover cost strategy assistance, Wage / salary administration & research, guidance (2+), Incentive pay plans, Executive compensation (leave) policy development, PTO (vacation / leave) policy USERRA compliance / guidance (1+), PPACA compliance / 5500, SARs, etc) (1+), Retention strategies / benefit plan education, Annual shopping / comparing benefit benefit plan cost containment strategies, Group Dental coverage, Group Vision coverage, Group Life Group Long Term Disability coverage, Research / Benefit plans premium reconciliation / payment, Employee eligibility / change tracking and Voluntary benefits plans shopping, Voluntary Voluntary Dental, Voluntary Vision, Voluntary - Standard 401k, Safe Harbor, Roth, management, Retirement Plan - Form 5500 discrimination testing, Pre-retirement Savings Plan (529) administration, Tuition (125) administration, FSA (125) administration, HSA / HRA plans, Profit administration, Employee Assistance Plan either service or internal, plus software, Time and attendance GL interface (debit card) processing, Quarterly form 941 tax filings and deposits (1+), State(s) tax filings (1+), W-2 and W-3 preparation and administration - 940 filing (1+), State(s) (1+), SUI experience rate(s) verification / compliance / correspondence (employment Garnishment liability / paperwork processing Responding to employment and wage verification path planning, Succession planning, Performance Supervisor training - Team Building, Goal setting Counseling, Drug testing (reasonable cause, random, procedure development, Disciplinary/probation action - Grievance / complaint procedure policy development, handbook development / distribution, Employee handbook Suggestion system development, Workforce attitude surveys, tracking, EPLI - Employment Practices Liability Insurance, Sexual Harassment, Supervisor Training - Violence in the Workplace, Training - Discrimination, PDA compliance and guidance (15+), Workers management/negotiation, Pay-as-you-go WC coverage, Annual wage & correction, Long term WC cost containment strategies, WC claims drug testing, Return to work programs, Lost time frequency tracking, Safety audits manual development / updating, Safety training, Certificates of insurance administration, assistance (15+), Wage and hour claims response, DOL communication assistance, EEO-1 Filing guidance (15+), BLS response, NLRA compliance / administration (1+), Executive Order 11246 (Gov't contr), Davis Bacon Act (Gov't contr), Copeland Act (Gov't contr), Walsh-Healy Act (Gov't contr), Service Contract management - HIPAA compliance (1+), Employee files management - retention tracking, Employee files management - timely destruction, Employee anniversary date tracking, Tracking of skills, licenses, and certifications, HRIS (Human Resource Information System) - system mgmt & fees, HRIS - manager access & training, HRIS - employee self service access & training, Job costing, HR management reports via HRIS (web or on-site), Tracking of company issued property, Supervisor Training - Termination Procedures, State(s) unemployment claims administration (1+), Participation in unemployment hearings, WARN compliance (100+), COBRA administration and liability (20+), HIPAA administration and liability (1+), Severance package design, Outplacement assistance/services, Exit Interviews



**3 types of HR Tasks:**  
**Keep us in Compliance and out of Jail HR (46 things),**  
**Keepin' Up with the Jones' HR (71 things), and**  
**Keep Us Ahead of The Competition HR (80 things)**

agreements, Post-offer drug testing, Cost-per-hire analysis / control, Pre-employees, DFWA compliance / guidance (Fed contr), PRWORA (1+), E-Verify, W-4 administration (1+), State withholding forms Retirement plan enrollment / waiver, Handbook review / receipt analysis, Turnover frequency tracking, Compensation plan and FLSA compliance and guidance (1+), EPA compliance and plans, Total compensation statements, PTO (vacation / administration, FMLA compliance / guidance (50+), guidance (50+), ERISA reporting / disclosure (Form design, Employee benefits communication / options, Annual rate negotiation, Long term Health / Prescription insurance coverage, Group coverage, Group Short Term Disability coverage, answer employee questions on benefits, Open-enrollment meetings / administration, processing, Health / wellness programs, benefits enrollments / administration, Life, Voluntary Disability, Retirement Plans Retirement plan fiduciary risk filing, Retirement Plan - annual counseling / retirement planning, College reimbursement plan, Premium Only Plan administration, Dependent Care (125) Sharing plan, Profit Sharing program (EAP), Credit Union, Payroll processing: checks, materials, etc, Timeclock system, capabilities, Direct deposit, Pay card filings (1+), State(s) quarterly withholding Unemployment Insurance (SUI) quarterly distribution (1+), Federal unemployment Unemployment Insurance account & rate negotiation, Certified payroll, IRS related), CCPA compliance / guidance (1+), (1+), Lost checks - stop payments / re-issue, request, Job analysis, Skills training, Career appraisal system assistance and training, strategies, Supervisor training - Employee periodic), Disciplinary/probation policies / documentation / implementation assistance, Supervisor Training - Grievance Procedures, Employee changes / compliance updating, Company newsletter, Reduction-in-force analysis, Absenteeism frequency Employee litigation response, Employee / Supervisor Training - Employee / Supervisor Training - Substance Abuse, Supervisor Compensation (WC) coverage (1+), WC - upfront deposit premium audit administration, Experience Modifier verification / administration / first report of injury, Accident investigations, Post accident / inspections, OSHA compliance (1+), OSHA 300 log maintenance (11+), Safety HR audit(s), Employment rights posters cost / updating (1+), GINA compliance (50+ & Fed Cntrs, or 100+), Affirmative action plans (Fed contr), Title VII compliance / contr), Vocational Rehabilitation Act (Gov't contr), Vietnam-Era Veterans Readjustment Act (Gov't Act (Gov't contr), CWHSSA (Gov't contr), Human Resources compliant forms resource, Employee files

\* aspects of these two areas apply across all other parts of the Employee Lifecycle too

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