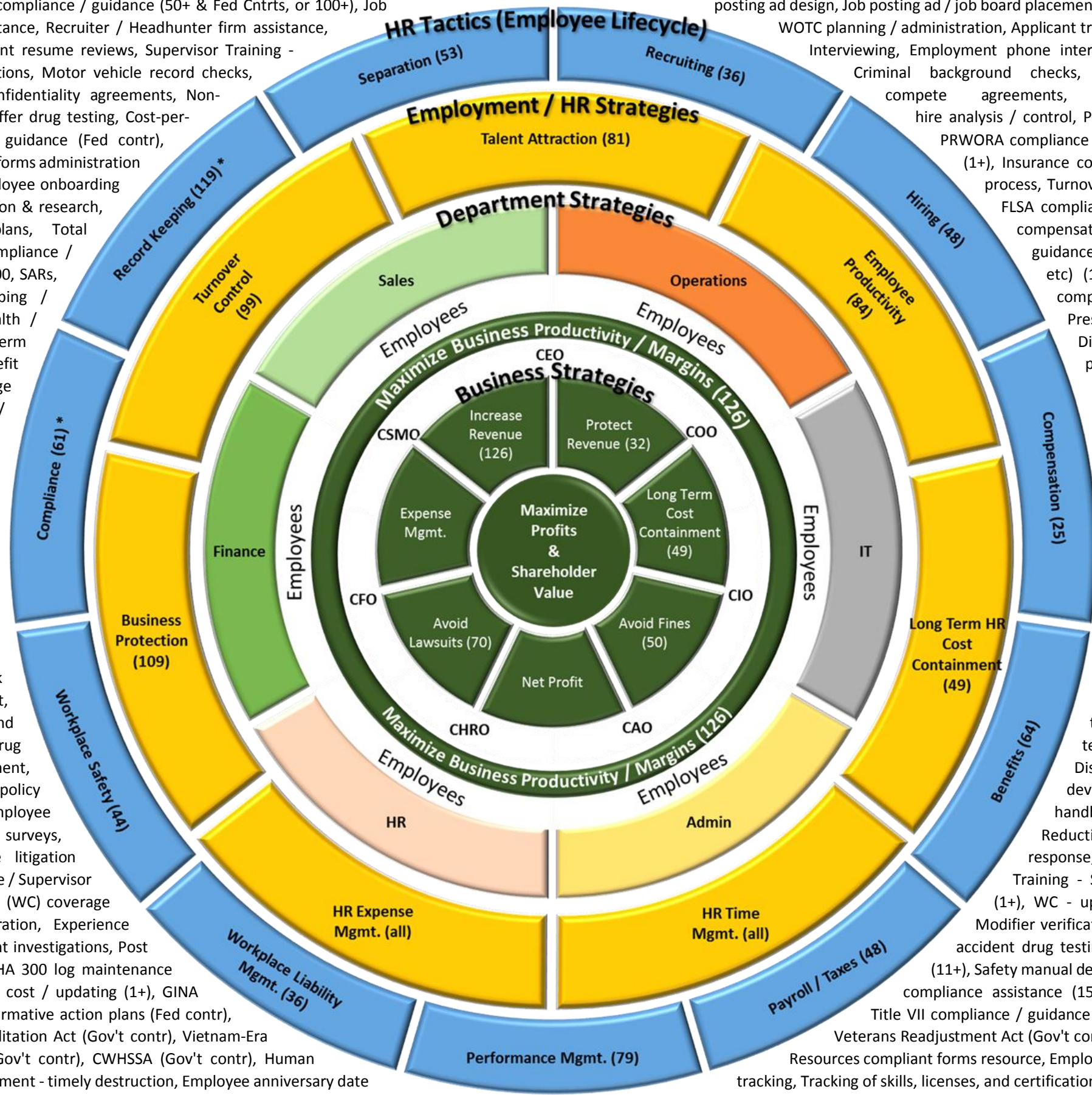


Human Resource forecasting / planning assistance, Recruiting strategy assistance, Employment application updating / compliance, Job Description writing, Job Description updating and for new hires, ADEA compliance / guidance (20+), ADA compliance / guidance (15+), EEO compliance / guidance (50+ & Fed Cntrts, or 100+), Job posting ad / job board discounts, Staffing agency assistance, Recruiter / Headhunter firm assistance, system, Coordination of the interview process, Applicant resume reviews, Supervisor Training - Employment personal interviews, Employment verifications, Motor vehicle record checks, letters, Employment agreement design / writing, Confidentiality agreements, Non-solicitation agreements, Arbitration agreements, Post-offer drug testing, Cost-per-Orientation of new employees, DFWA compliance / guidance (Fed contr), (1+), E-Verify, W-4 administration (1+), State withholding forms administration waiver, Handbook review / receipt documentation, Employee onboarding plan and strategy assistance, Wage / salary administration & research, Incentive pay plans, Executive compensation plans, Total PTO (vacation / leave) policy administration, FMLA compliance / guidance (50+), ERISA reporting / disclosure (Form 5500, SARs, benefits communication / education, Annual shopping / benefit plan cost containment strategies, Group Health / Vision coverage, Group Life coverage, Group Short Term Research / answer employee questions on benefits, Benefit meetings / administration, Employee eligibility / change benefits plans shopping, Voluntary benefits enrollments / Life, Voluntary Disability, Retirement Plans - Standard management, Retirement Plan - Form 5500 filing, retirement counseling / retirement planning, College plan, Premium Only Plan (125) administration, FSA (125) / HRA plans, Profit Sharing plan, Profit Sharing program Union, Payroll processing: either service or internal, plus and attendance GL interface capabilities, Direct deposit, (1+), State(s) quarterly withholding tax filings and quarterly tax filings (1+), W-2 and W-3 preparation and 940 filing (1+), State(s) Unemployment Insurance negotiation, Certified payroll, IRS compliance / guidance (1+), Garnishment liability / paperwork Responding to employment and wage verification request, planning, Performance appraisal system assistance and strategies, Supervisor training - Employee Counseling, Drug Disciplinary/probation policies / procedure development, assistance, Grievance / complaint procedure policy Employee handbook development / distribution, Employee Suggestion system development, Workforce attitude surveys, Employment Practices Liability Insurance, Employee litigation Supervisor Training - Violence in the Workplace, Employee / Supervisor compliance and guidance (15+), Workers Compensation (WC) coverage coverage, Annual wage & premium audit administration, Experience WC claims administration / first report of injury, Accident investigations, Post Safety audits / inspections, OSHA compliance (1+), OSHA 300 log maintenance administration, HR audit(s), Employment rights posters cost / updating (1+), GINA assistance, EEO-1 Filing (50+ & Fed Cntrts, or 100+), Affirmative action plans (Fed contr), Executive Order 11246 (Gov't contr), Vocational Rehabilitation Act (Gov't contr), Vietnam-Era Walsh-Healy Act (Gov't contr), Service Contract Act (Gov't contr), CWHSSA (Gov't contr), Human management - retention tracking, Employee files management - timely destruction, Employee anniversary date & 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)

posting ad design, Job posting ad / job board placements, WOTC planning / administration, Applicant tracking Interviewing, Employment phone interviews, Criminal background checks, Offer compete agreements, Non-hire analysis / control, Pre-employment testing, Pre-employment test benchmarking, PRWORA compliance / administration (1+), IRCA - I-9 compliance / administration (1+), Insurance coverage acceptance / waivers, Retirement plan enrollment / process, Turnover cost analysis, Turnover frequency tracking, Compensation FLSA compliance and guidance (1+), EPA compliance and guidance (2+), compensation statements, PTO (vacation / leave) policy development, guidance (50+), USERRA compliance / guidance (1+), PPACA compliance etc) (1+), Retention strategies / benefit plan design, Employee comparing benefit options, Annual rate negotiation, Long term Prescription insurance coverage, Group Dental coverage, Group Disability coverage, Group Long Term Disability coverage, plans premium reconciliation / payment, Open-enrollment tracking and processing, Health / wellness programs, Voluntary administration, Voluntary Dental, Voluntary Vision, Voluntary 401k, Safe Harbor, Roth, Retirement plan fiduciary risk Retirement Plan - annual discrimination testing, Pre-Savings Plan (529) administration, Tuition reimbursement administration, Dependent Care (125) administration, HSA administration, Employee Assistance Plan (EAP), Credit software, checks, materials, etc, Timeclock system, Time Pay card (debit card) processing, Quarterly form 941 filings deposits (1+), State(s) Unemployment Insurance (SUI) distribution (1+), Federal unemployment administration - account & rate (1+), SUI experience rate(s) verification / correspondence (employment related), CCPA compliance / processing (1+), Lost checks - stop payments / re-issue, Job analysis, Skills training, Career path planning, Succession training, Supervisor training - Team Building, Goal setting testing (reasonable cause, random, periodic), Disciplinary/probation action - documentation / implementation development, Supervisor Training - Grievance Procedures, handbook changes / compliance updating, Company newsletter, Reduction-in-force analysis, Absenteeism frequency tracking, EPLI - response, Employee / Supervisor Training - Sexual Harassment, Training - Substance Abuse, Supervisor Training - Discrimination, PDA (1+), WC - upfront deposit management/negotiation, Pay-as-you-go WC Modifier verification / correction, Long term WC cost containment strategies, accident drug testing, Return to work programs, Lost time frequency tracking, (11+), Safety manual development / updating, Safety training, Certificates of insurance compliance assistance (15+), Wage and hour claims response, DOL communication Title VII compliance / guidance (15+), BLS response, NLRA compliance / administration (1+), Veterans Readjustment Act (Gov't contr), Davis Bacon Act (Gov't contr), Copeland Act (Gov't contr), Resources compliant forms resource, Employee files management - HIPAA compliance (1+), Employee files tracking, Tracking of skills, licenses, and certifications, HRIS (Human Resource Information System) - system mgmt

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

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