

HR Services Projects

Service	Description
Custom Employee Handbook (2 States)	Client will receive 1 handbook per year for up to 2 states, additional states are available for a per state fee. Handbook is customized by HR Services to the Client's internal practices and policies. Handbook is reviewed and legally approved. Includes 2 reviews/drafts by HR services. Client is ultimately responsible for approval and roll-out of final handbook. Mid-year updates due to federal and state law changes are included on request for Essential/Expert and through Proactive Compliance Support for Elite clients. New state inclusions, updates due to company policy changes, additional review processes, etc. are subject to additional fees. Clients in Expert and Elite tiers receive a custom handbook in their package, but may purchase if an additional full handbook is needed. Clients in Essential, or not enrolled in a tier may purchase this project standalone.
New State Playbook & Registration Services	Client will receive a comprehensive guide which outlines key employer requirements for opening operations in the identified state including but not limited to how and where to apply for state tax and unemployment IDs, state and local leave laws, paid sick requirements, exempt employment requirements, local tax jurisdictions of note, etc. Project is for one state guide and registration for state tax ID/ unemployment tax ID for one tax jurisdiction. Additional states may be purchased on a per state basis. There is an additional registration fee per county or tax jurisdiction if applicable.
Independent Contractor vs Employee Analysis	HR services will analyze and apply the federal IRS Independent Contractor 20-factor test and applicable state contractor guidelines against position(s) identified by the Client. HR services must be provided job descriptions and Client may be asked to provide additional information via documents or discussion. HR services will conduct analysis and present a formal summary and recommendation for client review and consideration. Client is ultimately responsible for deciding the appropriate treatment and taxation of employees and contractors. Pricing is on a per position reviewed basis.
Exempt vs Non-Exempt Analysis	HR services will apply the Federal Fair Labor Standards Act (FLSA) and applicable state exemption criteria to positions identified by the Client in order to develop a recommendation of exempt or non-exempt status for those positions. Client is responsible for providing HR services with a developed job description (or a job analysis if job description does not exist) as well as the salary information for the position(s) in question. HR services will analyze information and provide client with a formal document outlining exemption recommendation and risks with currently identified exemption status, if any. Pricing is on a per position reviewed basis. Client is ultimately responsible for deciding how to classify a position.
Salary Benchmark Reports	HR services will provide standalone salary benchmark reports, powered by PayScale, for up to 20 positions selected by client each contract year. One position in one city/state is considered one report (i.e., Warehouse Manager in Phoenix, Arizona). Any additional reports can be provided for a fee. Report will identify the market rate for each position's rate of pay/annual salary based on Client location and industry. Client will make all decisions on how to apply the results of salary benchmark reports and when/if to make pay changes for staff based on such reports. Clients in Expert and Elite may purchase additional reports if their annual allotment is reached. Clients in Essential, or not enrolled in a tier may purchase reports standalone.

Service	Description
HR Gap Review	HR services will partner with the Client to perform a high-level review of the client's 1-9 practices, handbook, and position descriptions. HR services will use Client provided information to identify gaps and opportunities related to HR compliance and best practices. HR services will provide Client with a summary of recommendations based on the findings of the HR Gap Review.
In-Depth HR Assessment	HR services will conduct a comprehensive assessment of the Client's current HR infrastructure and isolated People Cloud utilization and prepare a report identifying areas of opportunity and risk. The HR Business Partner will lay out strategies to improve efficiency and productivity in people and technology processes and will suggest ways to better utilize isolated technology to accomplish business objectives. HR services will conduct the assessment remotely. Client will be asked to share internal documentation, policies, and procedures to enable HR services to deliver the assessment including but is not limited to onboarding packets, handbook, I-9s, exit documentation, recruitment information, etc. Client may also need to be available for live discussions of past HR practices, especially when documentation is not available. Clients in Elite receive this as part of their package. This project may NOT be purchased without enrollment in a HR services package. Clients in Expert, Essential, or not enrolled in a tier may purchase this project standalone.
Form I-9 Compliance Review	HR services will perform a full review of all active Form I-9s and provide guidance on how to make corrections in accordance with ICE regulations. HR services will also provide I-9 retention and disposal best practices to ensure Client remains in compliance and mitigates risk going forward. HR services will develop a cover page for all Form I-9s requiring a correction. This cover page will identify all needed corrections and how to make compliant corrections. Client is responsible for making corrections identified in the cover page. Client must be able to provide Form I-9s for review digitally, HR services will provide a secure file sharing location if necessary.
Customized Training (Presented Remotely Live)	HR services will conduct staff and/or management training on a topic selected by the Client from a pre-determined list of available topics. A training catalog of available topics can be reviewed on request. Training is provided virtually with a live instructor and may not be recorded. Onsite training may be available by special request for a separate fee (all incurred expenses to be paid for by the client). Training can be offered in 1-hour or 2-hour increments. Client is responsible for ensuring employee attendance, participation, and tracking completion.