

Being an Employer can be overwhelming, and a successful organization must achieve a balance between business goals, employee satisfaction and HR compliance. SharedHR provides an experienced outside perspective to help employers put in place the HR and administrative foundations necessary to meet basic compliance requirements, in addition to proactive planning to meet your unique organizational needs.

| Administration & Compliance | Recruiting & Hiring | Compensation/ Employee Development | Separations | HR Strategy |
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| <ul style="list-style-type: none"> • Payroll • Wage and Hour Issues • Exempt & Non-Exempt • State and Federal Postings • Records and Personnel Files • ERISA • COBRA & HIPAA • Benefit Administration • Integration of Documents and Internal Practices • Benefit Design • Benefit Cost Analysis • Salary Administration • Outsourcing Provider(s) • HRIS and Employee Portal • Time and Attendance System | <ul style="list-style-type: none"> • EEO Hiring • Offer Letters • Job Descriptions • Background Checks • Pre-start Testing • ADA Accommodations • Employment Applications • Employment Agreements • ICE I-9 Compliance • Recruiting, Hiring & Retention • Sourcing & Selection Process • Organization Chart • Applicant Checklist • Hiring Checklist • Organization Checklist • Applicant Tracking/Management | <ul style="list-style-type: none"> • Appraisal & Disciplinary Documentation • Performance Management • 360 Feedback • Incentive Based Compensation • Commission Systems • Executive Compensation • Compensation Metrics & Reports • Employee Surveys • Employee Newsletter & PR Programs • Mentor Programs | <ul style="list-style-type: none"> • Disciplinary Actions • Termination Checklist • Separations Documentation • Wrongful Discharge/Demotion • Separation Agreements • Workplace Changes (downsizing, reorganizations, layoffs, RIF's) • Resignations/Retirement • Exit Interviews • Turnover Management • Outplacement Services • Inactive Employee Tracking | <ul style="list-style-type: none"> • Acquisition/Merger Analysis • Labor Negotiations • Union Contract Administration • Arbitration • Risk Management • Sarbanes-Oxley Assessment • Annual Offsite & Business Planning • Culture Development Mgmt • Continuous Process Improvement • Succession Planning • Outsourcing • Union Avoidance • Management Reporting • HR Metrics • Employment Branding • Independent Contractor Agreements • Organizational Design • Labor Relations Strategy • Change Management |
| <div data-bbox="128 1036 457 1127" style="background-color: #808080; color: white; padding: 5px; text-align: center;"> Leaves & Workers Compensation/Safety </div> <ul style="list-style-type: none"> • Pregnancy Leave • Disability Leave (FMLA) • Family Leave • Workers Compensation Tracking • Safety & Risk Management • Personal Leave • Modified Work Program | | <div data-bbox="873 974 1209 1065" style="background-color: #808080; color: white; padding: 5px; text-align: center;"> Training </div> <ul style="list-style-type: none"> • Harassment & Discrimination Prevention • Core Supervisory Skills • Management Development • Work Skills • Custom Programs • HR Training & Career Development • Team Building • Leadership • Communications Skills | <div data-bbox="1272 925 1604 1016" style="background-color: #808080; color: white; padding: 5px; text-align: center;"> Handbook & Policies </div> <ul style="list-style-type: none"> • Compliance Updates, Employee Handbook & Policies • Sexual Harassment • OSHA Requirements • Injury Illness Prevention Plans • Workplace Ergonomics • Workplace Violence • Drug Free Workplace Act • Documentation (EEOC/AAP) • Confidentiality Agreements • Arbitration Agreements | |