

HR Function Overview

	HR Strategy Culture/Org	Handbook, Policies & Notices	Recruiting & Hiring	Performance Management, Compensation, Training & Development	Leaves & Workers Compensation	Discipline & Separations
HR	<ul style="list-style-type: none"> • Culture Development • Org Structure • Business Process Workflows • Employee Recognition • Labor Negotiations • Union Avoidance • Employee Relations • Succession Planning • Outsourcing Providers • HR Metrics • Management Reporting • Integration of Documents and Internal Practices • HRIS and Employee Portal • Flex Scheduling 	<ul style="list-style-type: none"> • Multi-state Handbook Updates • Electronic Media Policies • Compliance Updates, Employee Handbook & Policies • Drug Free Workplace Act • Arbitration Agreements • State and Federal Postings • Compliance Documents (multi-state) • Records Retention • Exempt & Non-Exempt 	<ul style="list-style-type: none"> • Candidate Sourcing • Employment Agreements • Skills Testing • Assessments • Interview Support • Applicant Tracking • Offer Letters • Selection & Hire Process • Job Descriptions • Background Checks • Organization Fit • Personnel Files • ICE I-9 Compliance • Confidentiality Agreements • Orientation • Employment Branding 	<ul style="list-style-type: none"> • Performance Review Process & Tracking • 360 Reviews • Goal Setting Tied to Strategy • Appraisal & Disciplinary Documentation • Mentor Programs • Base Comp Programs • Incentive Compensation • Commission Systems • Salary Admin • Executive Compensation • Core Supervisory Skills • Harassment & Discrimination Prevention • Leadership Training • Management Development Programs • Team Building • Communications Skills 	<ul style="list-style-type: none"> • Leave Administration/ Tracking • Medical Review Officer • Physician Communication • Safety & Risk Management • Injury Illness Prevention Programs • Modified Work Programs • Workplace Ergonomics • ADA Accommodations • Employee Notices • Job Rights 	<ul style="list-style-type: none"> • Disciplinary Action • Warning Letters • Selection Process (RIF) • Separation Agreements • Exit Interviews • Layoffs/Downsizing • Separation Checklist • Turnover Management • Outplacement Services • Inactive Employee Tracking • Staffing Plans
Payroll	<ul style="list-style-type: none"> • Hidden Payroll Costs • Reporting • Wage and Hour Laws • Alternative Work Weeks • Time and Attendance 	<ul style="list-style-type: none"> • Define Workweek • Overtime • Meal & Rest Period Pay • Jury Duty • Travel Pay • Expense Reimbursement • Garnishments 	<ul style="list-style-type: none"> • New Hire Reporting • Deductions • Direct Deposit • W-4 	<ul style="list-style-type: none"> • Payment Options • Pay Calculators • Supplemental Wages • Commissions • Merit Pay • Tax Compliance • W-2's • Imputed Income 	<ul style="list-style-type: none"> • Worker's Comp Premium Audit • Payment Options • Pay Calculators • Supplemental Wages • Commissions • SDI Calculations 	<ul style="list-style-type: none"> • Final Pay • Separation Agreement • Severance Plans • UI Calculations • Government Agency Reporting
Benefits	<ul style="list-style-type: none"> • Benefits Cost Analysis • Benefit Plan Design • Self-funded Options • Competitive Offerings 	<ul style="list-style-type: none"> • Eligibility Rules • Cost Sharing • Paid Time Off • Holidays • HIPAA/ERISA 	<ul style="list-style-type: none"> • Benefit Election • Voluntary Benefits • Enrollment • Section 125 • Benefits Calculations 	<ul style="list-style-type: none"> • Wellness Programs • Benefit Packages • Child care • Invoice Reconciliation 	<ul style="list-style-type: none"> • Extended benefits policy • COBRA 	<ul style="list-style-type: none"> • Benefits Termination • COBRA • Unemployment • Retirement Transition