



# HR Complete: Comprehensive HR protection and support for your organization

When it comes to HR, you shouldn't go it alone. With **HR Complete**, you'll never have to.

Offering the industry's most comprehensive HR protection and support, HR Complete comes with dedicated support from one of our certified Advisors who will ensure you reach your HR goals.



## 4 ways HR Complete can help you crush your HR challenges

### 1 A DEDICATED HR ADVISOR

Great HR has the power to transform an organization. But it can be challenging to go it alone. With HR Complete, you're partnered with a dedicated Advisor to help with everything from compliance to strategy.

### 2 YOU'LL SAVE TIME. LOTS OF IT.

You're busy. Sometimes too busy to take care of mounting HR projects, like updating your handbook, writing job descriptions, or researching the latest rules and regulations. We'll do that for you so you can focus on your organization.

### 3 STAY AHEAD OF NEW RULES AND REGULATIONS

It's no secret: HR is a complicated field — and it's only getting more complex each year. Your HR Advisor will make sure you stay on top of new employment trends and regulations, and ahead of the HR curve.

### 4 FOCUS ON YOUR HR PRIORITIES

Sometimes just figuring out what to work on first can be the biggest hurdle. We'll work with you to prioritize your HR needs and efficiently tackle them one by one.

# Sample HR Complete timeline

Program	Q1	Q2	Q3	Q4	Year 2
<b>HR Compliance</b>	<ul style="list-style-type: none"> <li>» Audit Results / Gap Analysis</li> <li>» HR Action Plan</li> <li>» Employee Handbook and Workplace Policies</li> <li>» eAlerts and eLearnings</li> </ul>	<ul style="list-style-type: none"> <li>» Required workplace postings checklist</li> <li>» 1099 Compliance Review</li> <li>» eAlerts and eLearnings</li> </ul>	<ul style="list-style-type: none"> <li>» Employee records retention policy</li> <li>» eAlerts and eLearnings</li> </ul>	<ul style="list-style-type: none"> <li>» Annual Reporting Obligation Compliance (e.g., ACA, OSHA, EEO-1)</li> <li>» eAlerts and eLearnings</li> </ul>	<ul style="list-style-type: none"> <li>» Annual Compliance &amp; Policy Review</li> <li>» Annual Employee Handbook Revision</li> <li>» eAlerts and eLearnings</li> </ul>
<b>Recruiting and Hiring</b>	<ul style="list-style-type: none"> <li>» Compliant job application</li> <li>» Compliant job description template</li> </ul>	<ul style="list-style-type: none"> <li>» New hire letter template</li> <li>» New hire kit of required state &amp; federal forms</li> </ul>	<ul style="list-style-type: none"> <li>» Onboarding checklist</li> <li>» e-Recruiting (JD, Phone Screen Template, Interview Questionnaire)</li> </ul>	<ul style="list-style-type: none"> <li>» Candidate Screening Support and Education</li> <li>» Background Check Compliance</li> </ul>	<ul style="list-style-type: none"> <li>» Adverse Impact and Biases in Recruiting</li> <li>» Recruiting Campaign Analysis</li> <li>» Onboarding Program Analysis</li> </ul>
<b>Talent Development</b>		<ul style="list-style-type: none"> <li>» Wage and Hour Training</li> </ul>	<ul style="list-style-type: none"> <li>» Sick Leave Law Compliance, if applicable</li> </ul>	<ul style="list-style-type: none"> <li>» Leaves Compliance and Training</li> </ul>	<ul style="list-style-type: none"> <li>» Career Planning Program</li> <li>» Employee Goal Setting</li> <li>» Exit Interview Program</li> </ul>
<b>Compensation, Rewards, and Performance</b>			<ul style="list-style-type: none"> <li>» Total Compensation Template</li> </ul>	<ul style="list-style-type: none"> <li>» Ensure Proper Payroll Deductions</li> <li>» Review Commission and Bonus Pay Compliance</li> </ul>	<ul style="list-style-type: none"> <li>» Variable Pay Incentive Plan Discussion</li> <li>» Company Mission, Vision, and Values Aligned with Employer Brand</li> </ul>