

SHAREHOLDER VALUE
(OWNER WEALTH ACCUMULATION)

AVOID COMPANY COSTS, FINES & REVENUE LOSS

ASSET PROTECTION STRATEGIES

PROTECT
Laws/Regulations
Trade Secrets & Litigation

- LAWS/REGULATIONS:**
- INTERVIEWING
 - NEW-HIRE
 - PRIVACY
 - TAXES
 - WAGES
 - BENEFITS
 - WORKPLACE DISCRIMINATION
 - SAFETY
 - TERMINATION
 - EMPLOYEE HANDBOOKS
 - JOB DESCRIPTIONS
 - APPLICATION COMPLIANCE
 - COMPLAINT PROCEDURES
 - TRAINING
 - EPLI
 - LEGAL CONSULTANT
- TRADE SECRETS:**
- EMPLOYMENT AGREEMENTS
 - CONFIDENTIALITY AGREEMENTS
 - NON-COMPETES
- LITIGATION SUPPORT:**
- DOCUMENTATION/INVESTIGATION
 - EMPLOYMENT LAWSUITS
 - GOVERNMENT FINES/PENALTY

REDUCE & CONTROL COMPANY COSTS

EXPENSE MANAGEMENT
(Products & Services)

PROVIDE & CONTROL
Workers' Compensation
SUI & Health Insurance

- REDUCE HEALTH INSURANCE INCREASES:**
- LARGER GROUP MITIGATION
 - EAP
 - SHOPPING SIZE LEVERAGE
- WORKERS' COMPENSATION EXPERIENCE:**
- SAFETY MANUAL
 - SAFETY TRAINING
 - SAFETY NEWSLETTER
 - SAFETY INSPECTIONS
 - ACCIDENT INVESTIGATIONS
 - RETURN-TO-WORK PROGRAM
 - DRUG TESTING
 - HEALTH & WELLNESS PROGRAM
- SUI RATE(S) REDUCTION PLAN:**
- CLAIMS ADMINISTRATION
 - HEARING ATTENDANCE
 - RATING APPEALS
- DISCOUNT PROGRAMS:**
- OASIS PURCHASING PROGRAM
 - EMPLOYEE DISCOUNT PROGRAMS
 - TAX ADVANTAGE PROGRAM

TURNOVER REDUCTION

IMPROVE
Recruiting, Interviewing/
Selection, Compensation,
Benefit Plans,
Training & Development

- RECRUITING STRATEGY:**
- AD DESIGN
 - AD PLACEMENT
 - RESUME SCREENING
- INTERVIEWING:**
- APPLICATION COMPLIANCE
 - JOB DESCRIPTIONS
 - INITIAL INTERVIEWS
 - FINAL INTERVIEWS
 - TRAINING
 - EXIT INTERVIEWS
- SELECTION PROCESS:**
- PRE-EMPLOYMENT TESTING
 - PERSONALITY PROFILING
 - EMPLOYMENT AGREEMENTS
 - CONFIDENTIALITY AGREEMENTS
 - BACKGROUND CHECKS
 - DRUG TESTING
- COMPENSATION:**
- WAGE/SALARY RESEARCH
 - INCENTIVE PAY PLANS
- EMPLOYEE BENEFITS STRATEGY:**
- SELL & COMMUNICATE PLAN
 - MEDICAL/RX/DENTAL/VISION/LIFE
 - SHORT/LONG TERM DISABILITY
 - 401(K)/RETIREMENT
 - DIRECT DEPOSIT
 - VACATION/PAID TIME OFF
- TRAINING & DEVELOPMENT:**
- PERFORMANCE APPRAISALS
 - SUPERVISOR TRAINING

INCREASE COMPANY PRODUCTIVITY

EMPLOYEE PERFORMANCE PRODUCTIVITY

IMPROVE
Productivity, Communication,
Absenteeism, Lost Time
& Strategic Planning

- PRODUCTIVITY:**
- GOAL SETTING
 - INCENTIVE PAY PLANS
 - DISCIPLINARY PROCEDURES
- TRAINING & DEVELOPMENT:**
- SKILLS TESTING
 - SUPERVISOR TRAINING
 - TUITION REIMBURSEMENT
 - EXIT INTERVIEWS
- COMMUNICATIONS:**
- EMPLOYEE HANDBOOK
 - EMPLOYEE SURVEYS
 - COMPANY NEWSLETTER
 - EXIT INTERVIEWS
- COMPENSATION:**
- SUPERVISOR COUNSELING
 - EAP
 - DRUG TESTING
- LOST TIME:**
- RETURN-TO-WORK PROGRAM
 - HEALTH & WELLNESS PROGRAM
 - DRUG TESTING
 - EAP
 - ON-LINE BENEFITS ACCESS
- STRATEGIC PLANNING:**
- HR FORECASTING
 - MANAGEMENT REPORTS
 - METRICS/BENCHMARKING
 - EXIT INTERVIEWS

HUMAN RESOURCE SYSTEMIZATION

MONITOR
Efficiencies, Save Time
Job Analysis, Core Business
Focus & Outsourcing Options

- EMPLOYEE FILES:**
- COMPLAINT FORMS
 - HIPAA ISSUES
 - FILE RETENTION TRACKING
 - FILE DESTRUCTION TRACKING
 - IRCA, PRWORA, W-4
- PAYROLL & TAXES:**
- TIME GATHERING/DATA ENTRY
 - 941'S, W-2'S & W-3'S
 - DIRECT DEPOSIT
 - GARNISHMENTS
 - BANK RECONCILIATION
 - CERTIFIED PAYROLL
- UNEMPLOYMENT:**
- 940 FILINGS
 - STATE FILINGS/DEPOSITS
 - CLAIMS ADMINISTRATION
 - HEARING ATTENDANCE
- WORKERS' COMPENSATION:**
- ANNUAL AUDIT
 - FIRST REPORT OF INJURY
 - CERTIFICATES OF COVERAGE
 - EXP MOD NEGOTIATION
- EMPLOYEE BENEFITS:**
- ELIGIBILITY TRACKING
 - BILLING RECONCILIATION
 - OPEN ENROLLMENTS
 - EMPLOYEE STATUS CHANGES
 - EMPLOYEE QUESTIONS
 - FORM 5500
 - VACATION/PTO
 - FSA ADMINISTRATION

- HRIS:**
- SYSTEM MAINTENANCE
 - TRAINING & ADMINISTRATION
 - ON-LINE BENEFITS ACCESS

- MISC. GOVERNMENT:**
- BLS RESPONSE
 - EEO-1 REPORT

BUSINESS SELF-SUFFICIENCY AND SYSTEMIZATION

PAYROLL SERVICES

BUILD
Hire Experts/Specialists
& Consolidate Vendors

- TBD:**
- ELECTRONIC ONBOARDING
 - COMPLIANCE
 - PAYROLL WEBSITE
 - HR SERVICE CENTER
 - EMPLOYEE SERVICES WEBSITE