



simplifying HR

**“HR COMPLETE”...
will take care of
your personnel issues!**

We Work To Simplify Your Business!



Our “*HR Complete*” package, specifically designed to meet the needs of the smaller, rapidly growing companies, will take care of your personnel needs.

We provide policies and systems designed to minimize your effort and to remove you from human resource issues that take time away from your business.

We will establish your HR ‘Start-Up’ function and act as your off-site HR Department or mentor companies if you have your own internal HR person. We also capitalize on special detailed HR projects.

Be compliant and achieve results through your most important asset...your people. Let us manage the processes with “*HR Complete!*”



Services Included

HR Complete consists of:

- EMPLOYEE ONBOARDING
- HR HELPLINE (call or email support with seasoned HR Professionals)
- WEB BASED RESEARCH TOOL: “HR INSIDER” (fast answers to compliance questions)
- CUSTOMIZED EMPLOYEE HANDBOOK (based upon your culture & objectives)
- UP TO 4 CRITICAL EMPLOYMENT FORMS & TEMPLATES
- PERSONNEL FILE SET UP (review current systems for efficiency and compliance)
- MONTHLY NEWSLETTER: “HR ELEMENTS” (HR news you can use)
- QUARTERLY WEBINAR TRAINING (important topics for your supervisors & employees development)

For more information contact:

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