

## HR Administration

Our experts are ready to serve as your dedicated HR team or amplify the success of your existing department. Organizations may subscribe to our outsourcing services to manage the essentials of this important function. We work directly with your employees and leadership to provide comprehensive, coordinated strategy, and support.



### HR ADVISORY

- Dedicated HR consultant
- Basic employee relations
- Handbook and policy review

### EMPLOYEE MANAGEMENT AND OPERATIONS

- New hire onboarding
- Employee offboarding
- Leave of absence administration
- HRIS data management
- Annual performance review coordination (including technology and process)

### BENEFITS AND COMPLIANCE

- Benefits administration
- Annual benefit process support (401k, open enrollment with brokers and TPAs)

### INTERIM SUPPORT

*(Six month minimum)*

Is your organization in need of comprehensive support in the short term? Our team of experts can step in to support HR administration for a minimum of six months.

These services are available to businesses with 100 or less U.S. employees.  
Pricing varies depending on complexity and scope of work



### Looking for additional HR support?

Our expert team is here to help streamline processes and provide added support to your team. Contact us to learn more about our additional services including Leave Administration, Payroll Administration, Systems Support and Benefit Billing Reconciliation.

Talk to an expert →