

Back Office Support

Human Resources/Administrative Consulting



On Boarding Support

Complete all federal and state hiring legal document, register employee with all benefit programs



Employee On-Boarding Training

Train employee in the time keeping and structural and cultural matters.



Research and Evaluate Employee Benefits

Including Health and disability insurance, 401K, Health/Flex Savings Account, wellness programs



Employee Record and Performance Tracking

Track Employee vacation, sick and personal days, regular employee evaluations



Payroll Processing

Coordinate payroll processing, direct deposit, comply payroll taxes deposit and reporting with federal and state laws.