

Services	Emerging	Growing	Established
Risk Management Assessment & Implementation <i>Required at time of engagement – priced per client.</i>	✓	✓	✓
People Advice Timely and relevant employer advice by phone or email. 24-hour responses, Monday-Friday. Focused on what you need when you need it.	✓	✓	✓
People Documents <ul style="list-style-type: none"> • People-related Templates and Forms • State and Federal Workplace Postings • State & Federal Employment Law Guide • Federal Record Retention Guide 	✓	✓ Customized	✓ Customized
HRIS & Payroll Platform & Administration <i>Platform and payroll processing fees included in pricing</i> <ul style="list-style-type: none"> • Bi-weekly payroll processing • Time Tracking • Time Off Management • Electronic onboarding of new hires • Employee Document Management, w/ e-signatures • Tax filings • New-Hire Reporting • Benefits Administration • Electronic W-2 distribution 		✓	✓
Compliance Management <ul style="list-style-type: none"> • Federal & State Labor Law Monitoring • Labor Law Postings updated as needed • Workers Comp Claim Management • Unemployment Claim Management 		✓	✓
Performance Management <ul style="list-style-type: none"> • Coaching & Advice • Development of Performance Improvement Plans • Performance Review Process Design & Implementation 		✓	✓
Handbook Updates as needed <ul style="list-style-type: none"> • Policy updates based on any applicable state/federal law changes and leadership preferences • Electronic distribution and acknowledgements 		✓	✓
Compensation Administration & Benchmarking <ul style="list-style-type: none"> • Compensation change recordkeeping • Compensation change notices • FLSA Exemption testing of positions • Annual compensation benchmarking 		✓	✓
Benefits Administration & Benchmarking <ul style="list-style-type: none"> • Onboarding/offboarding enrollees • Annual open enrollment administration • Annual benefits benchmarking report • Employee support 			✓
Annual Total Rewards/Compensation Employee Statements			✓
Unlimited OnDemand Video Training for Employees			✓
On-Site Support <i>for performance management meetings, candidate interviews, new-hire onboarding, exit interviews</i>			Up to 4 hrs./month