



One-Page HR Services

Services	Rate
HR Compliance & Risk Assessment	
HR policy & Handbook review	
Leave accommodation compliance check	
I-9, onboarding & Documentation review	
Risk summary & corrective action roadmap	
Executives debrief call	
HR Compliance & Risk Assessment (one-time) rate:	

Monthly HR Advisory Retainer	
Ongoing HR compliance advisement	
Leave administration oversight	
Employee relations consultation	
Supervisor guidance	
Policy updates	
Documentation review	
Priority response	
Monthly HR Advisory Retainer:	

Background Checks & Leave Administration Outsourcing (Per-employee / Per Candidate)	
Background checks	
Volunteer screening	
Leave case management	
Documentation & tracking	
Background Checks: The background screening package requested shall include the following services: • Social Security verification • Address trace • State and County Criminal Record check • National Criminal History Check • Sex Offender Registry Check • Additional names (i.e. maiden name, shortened version etc)	