

Functional HR Service Packages

Services	Elite	Professional	Rookie
Employee Handbook (New/Revised)			
HR Forms Bundle			
Job Descriptions	Up to 15	Up to 10	Up to 5
HR Consulting	100 hours annually	30 hours annually	1 hour per quarter
HR Compliance Audit (one-time)			
Employee Engagement Survey (Annual)			
L&D Training (from list of preselected programming)	2 per year	1 per year	
Employee Benefits Offerings Analysis			
<u>Add-ons / A la cart:</u>			
Full service recruiting			
Annual HR Strategic Planning & Budgeting			
M&A Due Diligence			
Customized Training Development			
HR System Implementation			
Onboarding Program Development			
Additional Consulting Hours			