



# Human Resources

## Guaranteed Savings

We offer superior service without the overhead typical of large competitors. We pass this savings onto our clients.

## Customized Solutions

We work with our clients to service their unique situation. We think outside the box.

## Personalized, Local Service

We work in the area and specialize in providing a personalized service that is second to none. With dedicated account managers, our clients have a consistent point of contact.



**As part of our dedication to supporting your business, we provide attorney-reviewed resources for HR news, tools, forms and training. It's like having an HR Department at your fingertips.**

## Service Options

- Turnkey Advanced HR Software
- Online HR Portal
- HR Library, Apps, Tools and Forms
- HR Training
- HR Hotline
- COBRA Administration
- FMLA Administration
- HIPAA Guidance
- FLSA Compliance
- Unemployment Administration
- Worker's Compensation Administration
- Federal and State Labor Law Posters
- Employee Handbooks
- Policies and Procedures
- Job Descriptions
- Compensation Statements
- Background Checks
- Drug Testing

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