



FLEX HR IS YOUR HR AND PAYROLL DEPARTMENT

HR, BENEFITS, RECRUITMENT, AND PAYROLL SCOPE OF WORK

Designated HR Manager from Flex HR

FOR EMPLOYEES:

- Manage new hire onboarding process
- Manage departure process for exiting employees
- Answer questions about company policies
- Manage leaves of absence
- Employment verifications
- Answer benefits questions
- Manage employee files
- Manage worker's comp claims

FOR MANAGERS:

- Provide expert guidance on employee relations issues
- Serve as a witness when issuing disciplinary actions to employees
- Advise and assist with employee terminations
- Serve as a leadership coach for managers
- Work with managers to execute performance reviews

FOR THE COMPANY:

- Conduct exit interviews with departing employees
- Manage the benefits open enrollment process
- Manage monthly benefits reconciliations
- Send regular updates and run a quarterly review
- Ensure compliance within all HR-related policies
- Manage all Department of Labor and unemployment claims

Designated Payroll Manager from Flex HR

FOR EMPLOYEES:

- Enter data and process payroll
- Answer questions regarding pay statements
- Process changes to employee tax withholdings and direct deposit
- Process employee reimbursements as needed

FOR MANAGERS:

- Process employment changes such as department or title change
- Process bonus payments
- Manage supplemental payrolls
- Process rate and pay changes

FOR THE COMPANY:

- Assist with 5500 401K filings
- Update federal and state tax withholdings
- Help with special pay issues, such as garnishments
- Assist with workers' compensation audit
- Process payments for 401k, HSAs, FSAs, etc.

Designated HR Strategy Consultant from Flex HR

- Write and revise employee handbook
- Serve as an interim fractional HR director
- Design or enhance performance review process
- Analyze compensation

- Evaluate and recommend changes to total rewards packages
- Design and execute staff training programs
- Perform in-depth employee investigations
- Manage people operations, including the optimization of existing payroll and HRIS systems

- Develop and execute a comprehensive employee wellness program
- Enhance company culture and engagement through designated programs, rewards, and recognition
- Design and maintain organizational chart

Designated Benefits Consultant From Flex HR

- Work with the broker to design a benefits plan
- Meet with employees to explain benefits in detail

- Organize open enrollment
- Execute a full audit on benefits after open enrollment

- Execute a full audit on current benefits
- Advise on alternative benefits structures

Designated Recruitment Consultant from Flex HR

- Write job descriptions
- Post available jobs
- Source candidates and screen resumes
- Interview candidates
- Manage applications in existing applicant tracking system (ATS)
- Provide market data to ensure competitive and equitable compensation

Designated State Payroll Tax Consultant from Flex HR

- Set up state income tax and state unemployment tax codes
- Audit payroll tax records
- File historic state tax returns
- Liaise with payroll provider
- Communicate with state agencies
- Reconcile for state requirements



It is our pleasure to serve you! We are here for you as your HR and payroll department.

Our hours are **8am to 5pm EST, Monday through Friday.**

Please contact us here: **770-814-4225** | Email: **AskHR@FlexHR.com**