

HUMAN RESOURCE SERVICES



COMBINED

Let Us Take the Burden off Your Shoulders



Are you spending lots of time creating and amending company policies? Do you find it overwhelming to manage employee relations, hiring, and terminations? Are you trying to keep up with changes to rules and regulations?

At Combined, we understand your priority: **the growth of your business**. We also understand that the complexity of HR can stand in the way of that growth and slow it down.

Our expert team and intuitive technology helps manage complex laws, compliance issues, and employee management so you can save time, money, and have the support you need to protect your business.

**Our main goal is to give you peace of mind
and let you focus on continuing the
success of your business.**

How We Do It

- Initial consultation to discuss your specific needs.
- Conduct an in-depth assessment & identify gaps.
- Create a custom strategic action plan tailored to your company.
- Monthly check-ins with your HR Consultant.



EMPLOYEE MANAGEMENT



Human Expertise + User-Friendly Technology

Our **dedicated HR team** takes the burden off you by assisting with employee management, creating procedures, and updating you on critical compliance issues.

Our **technology** can help with tasks like streamlining the onboarding of new employees, approving time off, and tracking benefits enrollments.

Our services include:

Recruiting Assistance

- Job Descriptions
- Job Ad Building
- Salary Benchmarking

Employee Onboarding

- Customizable New Hire Checklist
- Electronic I-9 & W-4 Verification
- EEO-1 Reporting

Comprehensive Policy Review and Development

- Discrimination & Harassment
- Social Media
- Violence Prevention
- Hybrid/Remote Employee

Employee Conflict Resolution

- Investigations
- Disciplinary Actions

Leave Management

- FMLA-CFRA-PDL-PFL-FFCRA
- Tracking, Compliance, and Eligibility Review

Performance Reviews

- Communication
- Improvement/Development Plans

Employee Offboarding

- Termination
- Coordinating Final Pay
- Exit Interviews

Unemployment Claims Assistance

- Form Completion
- Agency Reporting



COMPLIANCE ASSISTANCE



We can tackle your biggest fear: maintaining legal practice and compliance.

Keeping up with federal and state regulations and constantly ensuring compliance-that's a real challenge. Spending your time on lawsuits and penalties for violation of regulations-that's a business nightmare.

Our trained and **experienced HR specialists** can help you face these challenges with continuous support and review of current policies. We'll stay one step ahead, so you don't have to worry about falling behind.

Our services include:

Handbook & Compliance Review

- Comprehensive Handbook Analysis & Development
- Compliant Policies that Reduce Employer Risk
- Federal and State Mandated Labor Law Posters

Audits

- Identify Gaps and Improve HR Efficiencies
- Personnel Files
- I-9 Files
- Forms
- Payroll & Benefits
- FLSA Classification
- Safety
- Leaves of Absence

Training and Development

- Access to a Personalized Learning Management System (LMS)
- Employee Training Library
 - Mandated Harassment Prevention Training
 - Workplace Safety and OSHA Compliance
 - Employee Development and Success
- Employee Relations Resources
 - OSHA Report
 - Salary Benchmarking
 - Employee Engagement Surveys

COVID-19 Assessment and Prevention Plan

- Written COVID-19 Plan and Supporting Materials
- Supplemental Pay Guidance



SOFTWARE SOLUTIONS



Our integrated software gives you the leading edge.

Daily HR chores, from paperwork verification, payroll management, tax filing, to mandatory training, take up resources that could be used for your core business instead. Our **secure cloud-based software** and continuous release updates ensure the entire employee life cycle can be managed from a single source solution.

Our solutions include:

Full Employee System Management

- Applicant Tracking and New Hire Offer
- Unique Onboarding Templates
- Electronic Forms with Digital Signature
- Performance Reviews
- Certification Tracking
- Customizable Alerts
- Secure Single-Source Database

Payroll

- Employee & Manager Self-Service
- Paperless Paydays
- Easy Tax Filing
- Time & Attendance Tracking
- Expense Reporting

Benefits

- Simplified Benefits Management
- Employee Enrollment Wizard
- Payroll Deduction Integration
- ACA Compliance and Tracking

At Combined, we put people at the center of it all. We understand the complex challenges companies face every day to manage their greatest asset: **PEOPLE**. With our intuitive, fully scalable HCM technology, HR consulting and brokerage services, we help clients streamline their employee lifecycle, from hire to retire.

ABOUT US

As a partner who prioritizes the success and growth of our client businesses, we aim to provide the following services to our clients:

- » A professional design of competitive benefits, commercial insurance, payroll, HCM and HR services for companies.
- » Regular contact through annual review meetings to keep clients informed on their service package performance to determine if any changes are appropriate. Additional employee communication meetings or one-on-one consultations scheduled as needed.
- » Superior administrative and support services.

Our mission is to serve and protect our clients by providing comprehensive risk management and value-added business solutions in a **CARING** and consultative manner.

OUR MISSION


 EXCELLENCE

 INTEGRITY

 SIMPLICITY

Connect with us to learn more about how we can support you.

Request a Consultation

 888-881-0111

COMBINED

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