

# COMBINED

A HUB International Company



EMPLOYEE  
RELATIONS

# HUMAN RESOURCE SERVICES



COMPLIANCE  
ASSISTANCE



SOFTWARE  
SOLUTIONS

**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 hire, onboard, and manage employee  
relations? Are you trying to keep up with constant 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.

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

## **What to Expect**

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



## EMPLOYEE RELATIONS



## Human expertise + User-friendly technology

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

Our **all-in-one HCM technology** can help with tasks like onboarding of new employees, approving time off, and tracking benefits enrollments.

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## Services include:

### Recruiting Assistance

- Job Descriptions
- Job Ad Building
- Salary Benchmarking

### Onboarding

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

### Comprehensive Policy Review & Development

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

### Conflict Resolution

- Identify Core Issue
- Investigation Assistance
- Provide Guidance
- Create Disciplinary Action Plan If Needed

### Leave Management

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

### Performance Reviews

- Create Policy & Procedure
- Train Management
- Guidance on PIP & Disciplinary Actions

### Termination

- Create Termination Plan
- Coordinate Final Pay
- Provide Exit Package
- Assist with Exit Interviews

### Unemployment Claims Assistance

- Form Completion
- Agency Reporting



## COMPLIANCE ASSISTANCE



### Tackling your biggest fear

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Keeping up with federal and state regulations that are constantly changing is a real challenge. Spending your time on lawsuits and penalties for violations - 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.

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## Services include:

### Handbook & Compliance Review

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

### Audits

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

### Training & Development

- Personalized Learning Management System (LMS)
  - Mandated Harassment Prevention Training
  - Workplace Safety & OSHA Compliance
  - Employee Development & Success
- Employee Relations Resources
  - OSHA Report Guidance
  - Salary Benchmarking
  - Employee Engagement Surveys

### Safety Assessment & Prevention Plan

- Safety Plan Template & Supporting Materials
- Supplemental Pay Guidance
- Injury & Illness Prevention Program Template & Guidance



## SOFTWARE SOLUTIONS



## All-in-one HCM technology gives you the leading edge

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Balancing employee management, time and attendance, payroll, and benefits leave little time for anything else.

By integrating a secure all-in-one HR system, you can accomplish all of these tedious tasks in no time. This will allow you to oversee your entire employment life cycle with a click of a mouse. With regularly updated reporting and record-keeping features, this scalable software solution will continue to meet your HR needs as your business grows.

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## Solutions include:

### **Full Employee Management**

- Applicant Tracking & New Hire Offer
- Configurable Onboarding & Offboarding Template
- Electronic Forms with Digital Signature
- Electronic Absence Request
- Flexible Time Punch Methods
- Performance Reviews
- Training & Development Tracking

### **Time & Attendance**

- Customizable Alerts & Time Card Notes
- Comprehensive Analytics & Reporting
- Meal Break Management
- Robust Workforce Scheduling
- Time & Attendance Tracking

### **Payroll**

- Accrual Management
- Employee & Manager Self-Service
- Expense Management & Reporting
- Paperless Paystubs & Year-End Documentation
- Simple Tax Updates

### **Benefits**

- Automation of Payroll Deduction
- ACA Compliance & Tracking
- Employees Enrollment Wizard
- Life Events Management
- Simplified Benefits Management

### **Share & Perform**

- 360 Performance Review
- Employees Engagement with Gamification Elements
- Increase Collaboration & Productivity
- Personalized Dashboard for Employees
- Reward & Recognition Tools

# ABOUT COMBINED

A HUB International Company



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 intuitive, fully scalable HCM technology, HR consulting and brokerage services, we help clients streamline their employee lifecycle, from hire to retire.

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Providing you a customized design of competitive benefits, commercial insurance, payroll, HCM, and HR solutions combined with:



Superior professional services tailored to your needs.



Ready and responsive support team that you can rely on.



Digital access to multiple educational resource libraries.

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

Schedule a Meeting

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