

COMBINED

A **HUB** International Company

HUMAN RESOURCE SERVICES



**EMPLOYEE
RELATIONS**



**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.

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EMPLOYEE RELATIONS



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 **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

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

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SOFTWARE SOLUTIONS



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

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

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ABOUT

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At HUB International, 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.

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

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