



HR Systems

Providing Customized
HR Services

AT A GLANCE

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Providing Customized HR Services

HR Systems utilizes concepts that focus on the client company's business needs. Companies need to maintain basic employee records, manage employees as assets, and know how to measure spending on their overall human resources. If not addressed properly, processes can become ineffective and costs go either under-reported or unreported until they show up in a financial statement. By this time, it's too late to address the issues and these dollars are lost.

What HR Systems Can Offer You

- Brings a well-rounded and experienced perspective to business
- Offers on-site evaluation of current Human Resource practices
- Provides advice for effectively managing employees
- Ensures compliance regarding OSHA, HIPAA, and EEOC
- Develops measurement tools that assist in decision-making
- Addresses specific areas such as:
 - Employee guidelines
 - Record keeping
 - Employee practices
 - Performance management
 - Training, coaching, and supervisory development
 - State and Federal statutes
- Brings a successful track record in managing programs
- Enables business owners to "run their business" while we manage the HR function
- Secure online access to all HR-Related documents
- Has designed and developed human resource programs for Fortune 500 companies
- Brings over 100 years of combined hands-on experience to assist your business

Typical Three-Step Process

1. Needs Analysis

- Each client company is provided a confidential and customized needs analysis for their individual business. This is completed by HR Systems and the result is an information base that establishes a starting point.
- When the needs analysis is finalized, the results are studied by HR Systems and a summary of areas needing a more detailed human resources review is submitted to the client company.

2. On-Site Human Resources Review and Recommendations

- The information provided by the client company is used to formulate a proposal for a review of human resource processes. This review is completed on-site with client company representatives.
- Most reviews take about one day and will provide the client company information necessary to make decisions on what steps they should address.
- Upon completion of the review, a complete report with recommendations is provided to the client company.

3. Implementation Plan

- As described in the above steps, the client company will now have the appropriate information to decide what action to take. The recommendations can be implemented by their company personnel or with the services of HR Systems. When a decision is made to use HR Systems, a timetable is developed and the plan is implemented.
- Examples of items included in the Implementation Plan are:
 - Revised job descriptions
 - Revised job applications
 - New hire processes
 - Updated employee handbooks
 - Employee File Audits
 - Policy review and revisions
 - Paid Time Off practices
 - Cost analysis – employment, employee benefits
 - Updated employment forms
 - FMLA, ADA, EEOC compliance
 - HIPAA procedures and compliance
 - Supervisory Coaching and Employee training programs
 - Insurance plan design and administration

Additional Services

1. Organizational Structure Analysis

As companies grow or even downsize, it is easy to get out-of-balance. Changes in the company can leave too many managers or supervisors, not enough qualified workers, inexperienced employees, and a lack of structure that can prohibit positive results. HR Systems can assist companies analyze their structure and create effective departmental relationships for current personnel and create a framework for the future. Examples of services in this area include:

- Departmental charts
- Balance analysis between management and employees
- Growth planning

2. Recruiting

HR Systems is a full service human resources provider. In working with our clients we value the relationship and trust we establish with each one of our clients.

As an additional service to our clients, we have developed a recruiting program that is fair and clearly outlines what our services include and what the expenses to the client will be.

Timely locating candidates, performing in-person interviews, personality analysis, reference checking, background checking including credit and criminal records are a part of our normal services.

How do we compare with the typical placement agency?

- Reduced fee schedules
- Credit and criminal background checks
- Thorough reference checks
- Personal interviews with all candidates
- Online application process available
- Website access to resumes

The Academy for Workforce Development

Management and Supervisors

Professionals that hold manager or supervisory positions are extremely important to every company. Skilled people who know how to perform marketing, sales, operations, data processing, accounting, and other functional areas are vital to a company's success. Their educational background and experience are valuable. However, their management training and coaching skills are often overlooked. Who taught them to be a manager or supervisor? Are they supervising properly, legally? What are their leadership skills?

These critical questions are addressed by HR Systems with programs that are specifically focused on manager and supervisor development.

The types of training courses we offer are:

1. **Lunch and Learn**

One-hour course offered over a lunch period. We offer Company specific courses to meet your training needs. Our course material is presented in an active learning environment with direct application methods for participating supervisors.

2. **Supervisory Series**

In-depth subject matter customized for the client. These courses will improve awareness and enable supervisors to learn new skills while dealing with employees and employment situations. We focus on supervisor and management development.

A listing of our courses and course descriptions are available at www.hrsincorporated.com. If we do not have a course listed that fits your needs, together we can develop a customized program to meet your training goals.

3. **Safety and Compliance**

Job-specific safety courses that enable employees and supervisors to understand and apply safe work practices.