

# We're all about the people. **YOUR PEOPLE.**



## The HRCG Difference

-  **HR EXPERTISE** ensures constant compliance with current HR & payroll standards.
-  **HIGH-TOUCH SERVICE** enables you to focus on your business and your customers.
-  **COST-EFFECTIVE SUPPORT** avoids costs of maintaining in-house professionals.
-  **USER-FRIENDLY TECHNOLOGY** supports secure benefits-access and efficient records.
-  **SCALABLE SERVICES** comprehensively support your evolving organization and team.
-  **NATIONWIDE ACCESS** offered by local professionals dedicated to your success.
-  **WOMAN-OWNED** with more than three decades of experience serving U.S. clients.

For more than 30 years, the Human Resource Consulting Group (HRCG) has enabled U.S. employers – and their teams of 15 to 1,500 employees – to THRIVE.

HRCG is the turnkey source for HR, benefits administration, payroll, and compliance solutions. Employers gain the focus they need to improve their operations and serve customers without the distraction of managing ever-changing HR protocols.

*Simply put, we take care of your employees, so they can take care of your customers.*

## Our Proven People, Platform, and Process

We partner with you to develop scalable solutions that support your organization's unique culture, mission, and goals.

Our experienced specialists customize our powerful Human Capital Management (HCM) platform to serve your needs and personalize your team's experience with the current, secure, and user-friendly dashboard.

You and your team gain comprehensive support throughout each stage of the employee lifecycle, and anytime-access to all HR, payroll and benefits details.

**Let us empower YOUR organization to attract and retain top talent; engage and nurture your team; avoid the risks and expense of non-compliance; and protect your reputation.**

# Flexible Services Customized To **YOUR** Unique Needs



## Talent Management

Our diligent talent management eliminates redundancy, reduces paperwork, and maintains legal compliance.

- Attract & Hire
- On & Off Boarding
- New Hire & Exit Surveys
- Background & Drug Screening
- I-9 Management
- E-verification

## Human Resources

Our high-touch, comprehensive approach ranges from day-to-day administration to senior-level advisory.

- HR Strategy | Assessments | Diagnostics
- Management Counseling
- Employee Relations & Retention
- Manager Relations
- Leave Management
- Policy & Handbook Development

## Payroll Administration

Our payroll services optimize workforce productivity, increase data accuracy, and reduce errors and risk.

- Time & Labor Management
- Tax Management
- Wage & Employment Verification
- Payroll Coordination
- Third Party Reporting | General Ledger Interface
- Labor and Job Allocations

## Benefits Administration

We effectively source and manage employee benefits and inform employers of ever-changing rules.

- Design Benefit Plans
- Secure Providers
- Benefits Open Enrollment & Education
- Retirement Plan Administration
- COBRA Administration
- Benefit Cost Analysis

## Compliance Management

Our guidance ensures your compliance with state and federal regulations and record keeping protocols.

- I-9 Verification | ACA, EEO, FMLA, ADA
- Sexual Harassment Prevention Training
- Employee Education | Policy Development
- COBRA Compliance
- Integrated Payroll & Benefits Dashboard
- Invoice Reconciliation | Third Party Uploads

## Performance Management

Our holistic approach to employee engagement supports your firm's goals and fosters a positive work culture.

- Performance Reviews
- System Development & Implementation
- Track Training, Licenses & Certifications
- Goal Setting
- Reward & Recognition Programs
- 360 Peer Feedback

## Compensation Consulting

We evaluate and develop compensation strategies and policies to align compensation plans with your goals.

- Salary Surveys
- External Market Analysis
- Incentive Compensation Programs
- Development of Job Classification Systems
- Analysis of Current Compensation Programs
- Job Description Review and Update

*This valuable support enhances your human capital, ensures your compliance, and elevates your bottom line.*