

Level 1 Services (\$60/h)

FOUNDATIONAL HR SOLUTIONS

Payroll Administration: Payroll data auditing, tracking time & attendance, paycheck preparation.

Recruiting: Application and resume screening, onboarding coordination.

Benefits Administration: Open enrollment, processing claims, answering benefits questions, tracking FMLA hours.

Training & Development: Moderating role-specific training and skills development workshops.

Auditing & Compliance: Regular data audits (i-9, employee classification, HRIS data, etc.).

Foundational HR Support: Employee file maintenance, HR policy questions & interpretation, HRIS data entry, new hire orientation.

Level 2 Services (\$80/h)

ENHANCED HR SOLUTIONS

Compensation: Simple market research, job evaluations, pay equity analysis.

Recruiting: Job descriptions, candidate sourcing, initial interviews, pipeline management, offer management

Benefits Administration: Benefits package analysis, employee surveys, leave request administration, 401k plan administration, COBRA.

Employee Relations: Employee complaint investigations, guidance for people managers.

Training & Development: Training needs assessment and design, LMS Administration.

Auditing & Compliance: Compensation equity, recruitment practices auditing, handbook compliance, annual compliance reporting (EEO-1, SOX, ACA, etc.).

Enhanced HR Support: Policy updates, stay interviews, employee engagement support, people manager guidance, onboarding program development.

Level 3 Services (\$100/h)

ADVANCED HR SOLUTIONS

Payroll Administration: Payroll processing, tax calculations, benefits premium processing, deductions & garnishments, resolving complex pay concerns.

Compensation: Complex market research, executive compensation strategies.

Recruiting: Recruitment marketing, employee branding, recruiting strategy.

Benefits Administration: Compensation & benefits strategies, bonus structure and incentive design, executive pay packages, health & wellness programs, rewards programs.

Employee Relations: Conflict resolution & mediation, union & collective bargaining support, disciplinary actions.

HRIS (HR Tech): HRIS, ATS, or performance management software upgrade or implementation, customizing HRIS tech, employee data management.

HR Management: HR strategy development, workforce needs assessment & forecasting, communication strategies, HR KPI analysis, succession planning, career pathing, skills gap analysis, crisis management, leadership development, job architecture.



Compliance Auditing Packages

ENSURE COMPLIANCE WITH ALL STATE, FEDERAL, AND INDUSTRY-SPECIFIC EMPLOYMENT LAWS.

CORE AUDIT

\$2,000-\$7,000

Employee Records
Employee Classifications
Immigration Documentation
Performance Management Processes
Learning & Development Curriculum
Employee Handbook & Policies
Recruitment & Hiring Practices
Harassment & Discrimination Procedures
Diversity, Equity, & Inclusion (DEI)
Employee Relations Processes
Compensation Equity & Consistency
Benefits Compliance
Payroll Compliance

SOLUTIONS ADD-ON

\$1,000

Procedure & Process Updates
Updated Templates & Documents
Compliance Training Decks
Implementation Timeline

COMMUNICATIONS ADD-ON

\$1,000

PHASE 1: Pre-Implementation Communication
PHASE 2: Implementation Communication
PHASE 3: Post-Implementation Communication

M&A Packages

STREAMLINE YOUR M&A PROCESS WITH EXPERT HR SUPPORT (CONTINGENT ON COMPLEXITY).

DUE DILIGENCE AUDIT

\$5,500-\$15,000

Employee Records
Organizational Structure & Roles
Employee Classifications
Immigration Documentation
Performance Management Processes
Learning & Development Curriculum
Employee Handbook & Policies
Recruitment & Hiring Practices
Harassment & Discrimination Procedures
Diversity, Equity, & Inclusion (DEI)
Total Rewards & Incentives
Compensation Equity & Consistency
Benefits Compliance
Payroll Compliance
HR Technology & Systems
Severance & Termination Policies
Cultural Compatibility
Legal & Regulatory Compliance
Vendor & Contractor Relationships

INTEGRATION SUPPORT

\$4,500-\$11,500

Integration Team Training
Defined Metrics, Milestones, & Timeline
HR Integration Planning:

- Legal & Regulatory
- Workforce & Talent Processes
- Compensation & Benefits
- HRIS Migration
- Policies & Cultural Integration

Leadership Alignment & Support
3-Phased Communication Strategy
Talent Retention & Workforce Planning
Systems & Process Alignment
Employee Onboarding & Change Support
Risk Management & Compliance Monitoring

