

Basic HR Package (Included in Business Essentials for PEO clients)



HR Telephone and Email Consultation

During normal business hours, you have access to our HR experts via phone and email to answer questions or brainstorm solutions to any human resources issue. Please note that we are happy to answer questions and will do our best to be responsive, although some issues do take extra time to research and resolve.



Standard HR Documents and Forms Including a Basic Employee Policy Guide

You have access to a robust library of HR documents and forms to assist with documentation needs. These often provide the best line of defense against employee claims, including unnecessary unemployment, wrongful termination, and discrimination claims. These forms are available online in our Human Resources Toolbox.



E-Verify Program and Verifications of Employment

Helpside can act as your E-Verify agent of record. This allows us to run E-Verify checks on all newly-hired employees to verify their ability to work legally in the United States. This is required for many employers who have government contracts. Should you receive a Verification of Employment Request for an employee employed during the time Helpside has processed your payroll, you can forward the request to Helpside at humanresources@helpside.com.



Unemployment Claims Filing and Representation

Our HR experts will help you respond to all unemployment claims filings in a timely manner to avoid unnecessary unemployment costs. Should an appeal occur, Helpside support you in that effort and will attend the call with the state along with a representative from your team to help represent your organization.



Family Medical Leave Act (FMLA) Compliance Support

Helpside is here to help you understand the Family Medical Leave Act (FMLA), providing consultation and necessary forms to make sure you are in compliance, taking care of your employees and your business.



Wage Claim and Department of Labor (DOL) Claim Support

Should you encounter a situation where an employee or former employee has filed a wage claim or other complaint against your company, Helpside will help you navigate the process of defending your organization. We will provide guidance and support, as well as references to additional legal resources if necessary.



Federal Employment Compliance Posters

One federal compliance poster will be provided free of charge. Additional posters will be supplied at \$50 per printed poster. If you would rather print the updates in house, a link to the downloadable poster is available for free on our website under the Human Resources Toolbox.



Access to Monthly HR Webinars

Helpside offers free monthly webinars you can attend online. These 60 -minute webinars address current HR hot topics in the small business world. You will receive email notifications of upcoming webinars and may view the recordings of past webinars anytime on our website.



HR 101 Training

We offer three different courses including Harassment and Discrimination Prevention, Interviewing and Hiring, and Performance Management and Termination designed to assist you with employer compliance issues. We provide these courses in a variety of formats including face-to-face, online and leader-led.



Salary Surveys

The first step to attracting and retaining great employees is to ensure you are offering a fair wage. Without this, all other employee experience efforts will be ineffective. Helpside can provide you with average salary information for your local area and industry. The first ten salary surveys are completed at no cost and any above that are \$10 per survey.

À la Carte HR Services (Additional Fees Associated)



Customized Employee Policy Guides

Perhaps you already have an Employee Policy Guide but need a fresh pair of eyes to catch inconsistencies and create additional value. Maybe you want to rebuild your policy guide from scratch. Either way, our team can help. Pricing is commensurate to the amount of changes and the volume of work required.



Compensation Plan Assistance

If you need assistance with a full-scale Compensation Analysis for your organization, pricing is available upon request.



Drug Testing Program

Drug testing can be a valuable part of your recruiting process. We offer a couple different drug testing options to meet your needs. The fees and schedule for drug testing can be found on our website.



Pre-Employment Background Checks

Background checks can be a helpful part of your hiring process. The price of background checks varies greatly depending on the states and counties where your employee has lived. Each court sets their own fees. We can provide you with an accurate price once we have the background check authorization from your employee.



Applicant Tracking, Job Posting, and Recruiting Assistance

Ready to make hiring easier? We can help. Our Applicant Tracking System allows you to post jobs and manage the recruiting process all in one place. Pricing for recruiting assistance is available upon request. Helpside can assist you with writing and placing job postings for open positions. Please note there is a nominal fee for our assistance with postings. The bulk of the fees associated come from the vendors used to post jobs.



Leadership Development Training

To help your team succeed and your business continue to thrive, we have developed four two-hour courses that will provide you and your team with the practical tools needed to overcome common business challenges, such as Employee Engagement, Communication, Legal Compliance, Employee Accountability. Pricing for these courses is available upon request.



Employee Experience Consulting

If you need a set of outside eyes to help you or your leadership team further enhance your employee experience efforts, we can help with succession planning, talent benchmarking, leadership development, and cultural change. Pricing is available upon request.