

# Human Resources

## A Quick Guide to Outsourcing HR Services



Access an entire department of Human Resources experts, who help keep your business compliant and protect your company from HR issues. Your Propel Pro works directly with you to bolster your risk management and help your business run smoothly.

Propel HR offers Human Resources as a standalone service or as part of our IRS-Certified PEO arrangement.

### RISK MANAGEMENT

- Access to HR experts who keep current on employment laws and regulations
- Counsel and support on compliance issues to avoid potential penalties
- Analysis of pay practices and compensation regulations

### SAVES TIME & MONEY

- Annual HR costs are about \$450 lower per employee compared to in-house HR\*
- Higher productivity with more time to focus on building your business
- Pay for only the services you need

\*As part of a PEO arrangement.  
Source: NAPEO, 2016 Key Findings

### CUSTOM HR SERVICES

- Services are tailored to meet the unique needs of your business
- Flexible options to support your goals as your business grows
- Assistance with special Human Resources projects

### EMPLOYEE TRAINING

- Custom training programs on important compliance and HR-related topics
- Training sessions on soft skills, customer service, team-building, and leadership development

### BETTER EMPLOYEE RELATIONS

- Access to HR resources and expertise to help you manage workplace issues
- Guidance on handling complaints, disciplinary action procedures, and help with conducting workplace investigations

### ENHANCED RETENTION

- Guidance on effective interviewing techniques in order to identify qualified candidates and onboarding for quick engagement
- Counseling on competitive compensation practices for attracting and retaining top talent



# WHAT YOU NEED TO KNOW

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**How does outsourcing work?** Propel HR offers Human Resources as a part of an IRS-Certified Professional Employer Organization (PEO) arrangement or as a standalone Human Resources Outsourcing (HRO) service. After an initial HR Assessment, your Propel Pro will develop a recommended plan based on your needs and budget. From there, your Propel Pro, who is backed by a team of HR experts, will serve as an advisor to help you achieve your goals.

**We already have an HR employee. How would my business benefit from outsourcing HR?** By outsourcing your HR, your business gains access to an entire department of experts who help protect your company from compliance and HR issues. With the complexity of employment laws today, a single HR employee may not be equipped to handle the multitude of HR tasks and requirements. Our Propel Pros work directly with you and your current HR staff to fill in the gaps, bolster your risk management, and help your business run smoothly.

**Can outsourcing HR services save me money?** On average, businesses using a PEO save about \$450 per employee per year compared to companies with in-house HR. As changing labor laws become more complex and the burden of HR compliance continues to grow, many companies are outsourcing HR to reduce overhead and reduce risk. The real savings may be in preventing costly compliance violations or a lawsuit - something business owners rarely see coming.

**How are fees determined?** Every business is unique, and every project is different. Fees are structured based on the size of your organization and the scope of work required to meet your goals.

**We have employees working in multiple states. How can outsourcing help?** Many business owners are surprised to learn that they must comply with the labor laws and regulations governed by the state where their employees are working, not just where the company is based. Outsourcing HR can assure your business stays current with labor laws in all 50 states.

**What HR services are available?** Many businesses benefit from outsourcing payroll, benefits administration, and employee health plans. But there are also a wide range of HR services available, including:

- **HR Assessments.** Evaluation of current HR policies, procedures, and practices.
- **Employee Relations Support.** Guidance on handling workplace issues, complaints, and effective communication.
- **HR Policies and Practices.** Review of company policies and procedures to ensure federal and state compliance requirements are met.
- **Training and Organizational Development.** Training on soft skills, customer service, supervisory leadership, and team building.
- **Compensation Policies.** Development of competitive market compensation policies to help attract and retain top talent.
- **Employee Onboarding.** Guidance for creating an engaging onboarding process, orientation and required employee documents.
- **General HR Administration Guidance.** Advice on handling unemployment claims, employment verifications, background checks, drug tests, Form I-9 records, and E-Verify.
- **Compliance Guidance:**
  - Fair Labor Standards Act (FLSA) - Workforce classifications, overtime pay, and work-time record-keeping.
  - Family Medical Leave Act (FMLA) - Eligibility and administration.
  - EEOC Guidance - Responding to complaints.
- **Personnel File Management.** Recommendations on organizing employee files and record-keeping requirements.



**ARE YOU READY  
TO PROPEL YOUR  
BUSINESS FORWARD?**

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