

Introduction

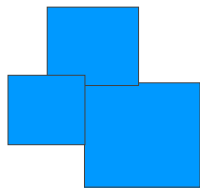
Human Resource Partnerships, Inc. is a comprehensive human resource management company that provides a total solution for managing human resources, employee benefits, and payroll. We use our expertise in the for-profit, non-profit, and public sectors to manage our clients' risks related to employee management including compliance with local, state, and Federal laws.

We specialize in:

- Human Resource Management
- Employee Benefit Design and Management
- Payroll Management

Human Resource Partnerships is committed providing services that are customized to our clients' unique circumstances and needs.

We take the time to listen and fully understand what our clients are working towards in order to provide the best possible recommendations.



Subscription Services

Tier 1:

Yearly Cost \$499.00

- 6 hours of HR help desk services
- I-9 form audit and training
- Federal and State law poster compliance

Tier 2:

Yearly Cost \$899.00

- 8 hours of HR help desk services
- 1, 2 hour management training session for supervisors and managers
- I-9 form audit and training
- Federal and State law poster compliance

Tier 3:

Yearly Cost \$1,299.00

- 10 hours of HR help desk services
- 2, 2 hour management training session for supervisors and managers
- I-9 form audit and training
- Federal and State law poster compliance
- Review of human resource policies and procedures manual/ Employee handbook and recommended changes

Additional services outside of the 3 tiers are available and the fee options include hourly, monthly fee, or monthly fee combined with agent of record.

Human Resources Management

Human resource management is one of the most critical and time-consuming activities for any company. In addition, it presents companies with a great deal of legal exposure which can result in financial losses.

Human Resource Partnerships takes the time to learn our clients' workforce needs and culture in order to provide the proper risk management in the following areas:

- **Recruitment and Staffing**
 - **Employee Relations**
 - **Policy and Procedure Development**
 - **Compensation Administration**
 - **Leadership Development**
 - **Health and Safety**
 - **Regulatory Compliance**
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Employee Benefit Design and Management

As Brokers, the staff of Human Resource Partnerships, Inc. work on behalf of our clients with all of the major insurance carriers in order to insure the best possible plan designs and their cost effectiveness.

Our staff work with our clients and the major insurance carriers in designing and implementing the following employee benefits:

- ◆ Health
- ◆ Dental
- ◆ Vision
- ◆ Retirement Services
- ◆ Worker's Compensation Administration
- ◆ STD
- ◆ LTD
- ◆ Life Insurance
- ◆ Flexible Spending Accounts (Payroll Services Required)
- ◆ COBRA Administration

In addition to plan design, Human Resource Partnerships staff will manage clients' benefit plans. They will manage the enrollment process for new employees, process terminations and other changes. In some cases, we can process the invoices for each of the benefit plans.

Payroll Management

Human Resource Partnerships, Inc. manages its clients' payroll function through the developed of strategic partnerships with a number of national and local payroll service companies. These partnerships enable our clients to access the highest quality payroll services in the industry.

Note: Other costs may apply based on human resource services, such as background checks, leadership development, travel cost etc.

Human Resource Partnerships, Inc.
14242 Trailwind Court
Carmel, IN 46032



Human Resource Partnerships

Your Total HR and Employee Benefits Solution

(317) 590-7581

Fax: (317) 663-0876

Email: info@hrpartnershipsinc.com

www.hrpartnershipsinc.com

Human Resource Partnerships

**Putting the Pieces together
for small businesses**



**HR Subscription Services for
companies with fewer than
25 Employees**

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