

Whether you have a dedicated HR Team or own a business, trying to navigate today's complex employment regulations and ever-changing government laws is a challenge. With ePay's HR Compliance services, our HR Professionals take away the guesswork and provide valuable resources to manage your human capital needs.

Select from services that fulfill your needs:

ePay HR – The Basics:

- › Employment Poster
- › HR Audit
- › HR Support Center Access
- › HR Consulting Services – phone/email support during regular business hours
- › Light benchmarking
- › Assistance with drafting policies
- › Assistance with employee documentation/discipline/termination

HR Audits:

- › On-site audit to ensure compliance with Federal and State regulations
- › Review employee files and I-9 compliance
- › Review employment process
- › Results document will be produced and delivered

I-9 Audit:

- › Find and correct errors *before* USCIS conducts an audit



Employee Handbook Preparation:

- › Create a new Employee Handbook
- › Review/Update your existing Employee Handbook
- › Employee Handbook preparation includes review by our Employment lawyers to ensure compliance

Employment Posters:

- › Through ePay's Employment Poster program, you will be in full compliance with Federal and State law updates

HR Consulting Services:

- › **Recruiting** – Draft/place ads, screen applicants, conduct initial phone interviews.
- › **Job Descriptions** – Assist with employee job descriptions.
- › **FMLA Administration** – Provide administrative support for FMLA ensuring deadlines are met and the proper forms and letters were completed in a timely manner.
- › **Performance Appraisal Administration** – Automate and standardize your performance evaluations.
- › **HR Training** – Either web-based or on-site training. ePay can help train managers on important HR-related subject matter such as FMLA compliance, sexual harassment, safety training, etc.
- › **Affirmative Action Plans** – Are you required to have an Affirmative Action Plan? If so, ePay HR Compliance services can assist!
- › **Benchmarking** – Are you aware of salaries in your specific area based on job type/industry? If not, we can help!