Outsourced Human Resources

OUTSOURCED HUMAN RESOURCES SERVICES

FOCUS ON YOUR PEOPLE. WE'LL HANDLE THE HR.

People are your most valuable asset—and managing them effectively requires expertise, consistency, and compliance. SEK's Outsourced Human Resources team leverages extensive HR experience to effectively partner with you to build a stronger and more resilient workforce. Whether you're building your HR function from scratch or looking to improve or refine existing processes, SEK's Outsourced HR team provides practical and experienced guidance, helping you develop HR strategies aligned with your business goals and culture.

ONGOING ADVISORY SOLUTIONS

HR Core

A DIY self-service solution designed to guide you in the right direction for compliance.

Exclusive access to our online HR client portal with tools, resources, and easy to understand compliance information, including:

- Comprehensive employee handbook builder
- HR compliance library
- Sample policies, forms, letters, and templates
- Timely notifications of law updates and HR news
- Quick guides, checklists, and toolkits on relevant HR topics
- Brief training videos covering HR basics
- HR assessment to identify compliance gaps

HR Connect

On-call, personalized advisory support from experienced HR professionals for questions and concerns.

Exclusive access to all of the benefits included in HR Core, PLUS:

- Unlimited advice and guidance from an HR consultant for your questions, whenever you need help
- Quarterly one-on-one support calls to review HR initiatives, address challenges, or answer questions

HR Complete

A fully customized outsourcing solution, where experienced HR professionals manage all your HR needs.

Dedicated HR consultant serving as your HR department, with services tailored to your organization’s needs, including:

TEAM LEADERS

Laura Stover SHRM-SCP, SPHR
Director of HR Advisory Services
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Human Resources Manager
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- Employee relations support
- Guidance on federal and state employment laws
- Creation and maintenance of employee handbook
- Recruiting and onboarding
- Benefits strategy, renewal, and administration
- HR point of contact for employees
- ...and more

PROJECT-BASED SOLUTIONS

Do you have one-off HR projects you've been putting on hold? Our HR professionals can assist with projects, including:

- **Compliance reviews:** HR function assessments, I-9 forms and processes, and FLSA pay practices and position classifications
- **Employee handbooks and HR policy development:** New handbook development, handbook reviews and updates, and HR policy guidance
- **Compliance and risk management:** Guidance on ADA, FMLA, FLSA, Title VII, OSHA, I-9, state laws, and other employment regulations to help reduce risk and support compliance
- **Key recruitment:** Full-cycle recruitment for management level and accounting positions
- **Employee investigations:** Support for employee issues and workplace investigations
- **Manager compliance training:** Training on how to follow employment laws, handle workplace issues fairly, and protect the company from legal risks
- **M&A transitions:** HR due diligence and guidance related to personnel administration, employment agreements, compensation strategies, and benefits integration during business transitions
- ...and more

AFFORDABLE CARE ACT (ACA) COMPLIANCE

Understanding your obligations under the Affordable Care Act can be overwhelming. Employers with 50 or more full-time employees (or full-time equivalents) face significant requirements, with the risk of steep penalties for noncompliance. Our Outsourced HR team offers several services to help you meet these obligations, including:

- Determining applicable large employer (ALE) status and law applicability
- Assisting with IRS reporting by preparing and filing 1094/1095 forms
- Researching, calculating, and responding to penalty notices (e.g., Letter 226-J)
- Advising on ACA module setup during HR system implementation

If you’re ready for a forward-thinking approach to your organization’s unique HR needs, contact us to get started.