



# Managed HR Administration

We've mastered HR and compliance, so you don't have to.



## About our service

Without a sturdy HR foundation, your business is vulnerable to lawsuits, penalties, and other administrative and legal threats. Our HR consultants streamline administrative processes and ensure compliance with complex local, state, and federal requirements. With our help, you can focus more time and resources on growing your business.

## What we provide

### HR Administration:

- Manage on-boarding and off-boarding
- Update handbooks and policies for state and federal compliance
- Manage unemployment claims, personnel files, leave tracking, FMLA, workers' compensation, and COBRA
- Facilitate employee separations

### Employee Relations and Development:

- Improve employee engagement
- Conduct employee surveys
- Provide technical support for HCM platform
- Implement, manage, and optimize learning management system (LMS)
- Facilitate exit interviews

### HR Compliance:

- Ensure compliance with ACA, OSHA, and EEO-1 reporting requirements
- Guarantee compliance with federal/state/local employment regulations
- Review and assist with filing discrepancies with the applicable federal and state agencies

**64%**



of businesses lack the time and resources to maintain compliance.

Source: Upcounsel: HR Compliance

### Get in touch

Our team is ready to help, contact us at [sales@addainfusion.com](mailto:sales@addainfusion.com) or give us a call at 877-838-2332 to get started today!

[Contact us](#)