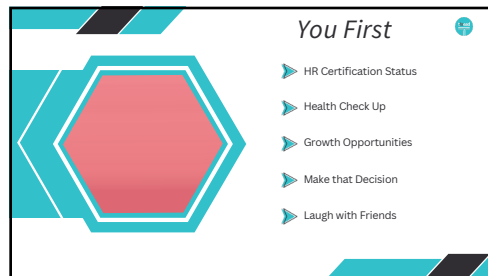


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Technology for a Better Life


- Applicant Tracking
- Paperless Onboarding
- Learning Management System (LMS)
- Performance Management
- Digital Posters



4

Reports and Notices


- OSHA Record Keeping
- EEO-1 Data/Reporting
- Affordable Care Act Notices
- Posters
- W2s



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Pre-Hire Process

- Background Checks
- Pre-Hire Drug Screenings
- Update Applications
- Still asking previous salary and criminal history?



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- Handbook Review and Update
- **New I-9 Form by November 1, 2023 (Today)**
- Job Description Updates
- Pre-Hire and New-Hire Forms
- Travel and Expense Policy
- Performance Reviews
- Employment Agreements

Forms & Policies

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Identify Compliance Gaps

- Processes
- Keeping up with minimum wage?
- Employment Filing System
- I-9 and E-verify
- Record Retention
- Wage and Hour Compliance

8



Is COVID paid leave still a thing?

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Wage and Hour Compliance

- Salary Level Increase Proposal
- Job Classifications
- Pay Practices
- Auto-Deducts, Breaks, Comp-Time
- Independent Contractors
- Time Tracking
- Overtime Bonus Calculation
- Final Pay Requirements
- Benefits Eligibility



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Get Organized

- Email Inbox Subfolders
- Move Toward Paperless
- Files and Binders
- Vendor Contract Renewals
- HR Recertification
- Employees on Leave
- Licensing Tracking and Updating



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Payroll Data

- Addresses
- Tax Elections
- Emergency Contacts
- PTO/Vacation Balances and Carry-Over
- Holiday Schedule
- Pay Calendar for Next Year



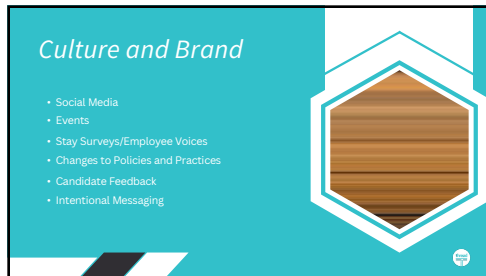
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- Use a Learning Management System
- Harassment and Discrimination
- Diversity and Inclusion
- Wage and Hour Compliance
- HR 101 for Supervisors
- Management Skills Training

Culture and Performance Management

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Culture and Brand

- Social Media
- Events
- Stay Surveys/Employee Voices
- Changes to Policies and Practices
- Candidate Feedback
- Intentional Messaging

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Analyze and Plan

- Turnover
- Incident Rates
- Benefits Plan Design
- Budgets
- Wage Compression
- Alignment with Company
- Leading Indicators

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Goals

- Compliance Gaps
- Skills and Knowledge
- Processes
- Technology for Efficiency
- Documentation/Organization
- Engagement

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Thank You!

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