



Complete HR Solutions

Comprehensive HR Solutions and Consulting Services

Complete Payroll Solutions (CPS) provides personalized HR solutions supported by certified HR professionals. That's what you get when you work with CPS. Whether you need proactive HR guidance for compliance, a customized handbook, or an HR Business Partner by your side, our experts will be right there to assist you. Our HR consulting, combined with our HR technology, creates the perfect alignment for helping you protect and manage your employees.

HR and Compliance Solutions for all sizes:

See the reverse for a full list of features

> EssentialHR

A comprehensive HR library and suite of online tools to help you manage compliance and your employees. Included with this service is access to our HR Hotline Team and employee handbook builder tool.

> AdvancedHR

All the benefits of EssentialHR plus an introductory consultation with our HR Business Partner that includes an HR Compliance Assessment. The HR consultation you receive in this package will provide you with a custom action plan along with forms, labor law posters, documents and required compliance reports.

> PremiumHR

An offering including all of the AdvancedHR benefits as well as an employee handbook customized by an HR Business Partner to fit your business needs. This service includes an annual handbook update to ensure that your handbook stays in compliance with changes to federal and state laws.

> UltimateHR

All the benefits of PremiumHR executed by a dedicated HR Business Partner offering personalized consulting. Your dedicated partner will become familiar with your business and offer tailored services specific to your business's needs. This package includes training and consultation.

HR Support and Consulting Services for Every Business Need and Budget

Tier Features	EssentialHR	AdvancedHR	PremiumHR	UltimateHR
Employee Handbook Builder	✓	✓	✓	✓
State Employment Law Library	✓	✓	✓	✓
HR Hotline Team	✓	✓	✓	✓
Health Care Reform and Guidelines	✓	✓	✓	✓
How to Hire, Discipline and Terminate	✓	✓	✓	✓
Job Description Builder	✓	✓	✓	✓
Salary Benchmarking	✓	✓	✓	✓
Employee Cost Calculator	✓	✓	✓	✓
Interview Question Builder	✓	✓	✓	✓
Performance Review Builder	✓	✓	✓	✓
Total Compensation Statement Builder	✓	✓	✓	✓
Hundreds of Forms and Policies	✓	✓	✓	✓
Worker Safety & Wellness	✓	✓	✓	✓
HR News Alerts	✓	✓	✓	✓
FMLA Guidelines	✓	✓	✓	✓
Deluxe Poster Service with Updates		✓	✓	✓
HR Assessment with Custom Action Plan		✓	✓	✓
Quarterly Check-in from HR Team		✓	✓	✓
Custom Employee Handbook			✓	✓
Annual Handbook Update Service			✓	✓
Additional Consulting and Training (Up to 10 hours per year)				✓
Dedicated HR Business Partner				✓

Additional HR consulting services available on request: HR and safety e-learning library, live management and employee training, custom handbooks, Affirmative Action Plans, FMLA leave management, recruitment services, and more.