



# A Total Human Resource Management Outsourced Solution

It's what outsourcing is all about...

Flex HR, Inc. | [www.FlexHR.com](http://www.FlexHR.com) | 770.814.4225

## Our Core Competency is HR

Flex HR is an unparalleled service that simplifies the maze of human resources tasks and demands into a repeatable, predictable, scalable, and sustainable process. We are the middle market, single source solution for HR and payroll outsourcing.

In support of a client's initiatives, we uniquely combine the expertise of our executive level HR professionals with state of the art management communications technology, all managed through our Customer Centric Center.

Our Customer Centric Center is staffed by HR and Payroll professionals, who have the single goal of providing the most responsive management of your HR administration. The extraordinary combination of expertise, technology, and responsiveness combines to form a powerful asset that may be leveraged to position your company to compete and win.

With overwhelming changes in HR compliance, it is virtually impossible for mid-size companies to maintain necessary expertise in-house. Our platform allows management to have control, without co-employment leasing. Flex HR is a world class HR management system that cares about your employees, and is price affordable. Your company and employees can enjoy the benefits of HR services previously only available to large companies.

### Payroll & On-Boarding Management

- Manage and input payroll
- Confidential secured information for all employees
- Electronic access with up to minute pay information
- Tax filings, new hire report, 940/941, FUTA/SUTA, etc.
- Benefit contributions, garnishments, direct deposits
- New hire enrollment, HR compliance



### Benefits Management

- On-Boarding new employees
- Reconcile monthly invoices and overpayments
- Keep relationships with brokers/vendors
- Manage payroll deductions
- COBRA, FSA, 401k, payments and management
- Answer questions for employees

### Customized Website

- Benefits on-line
- Self service, changes made simple
- Frequently asked questions
- Key employer information, policies
- Forms access
- Web internet accessibility 24/7

### Your Single Source Solution

- Manages all components of HR
- Staffed by HR professionals
  - Unmatched access via phone, email, fax, etc.
  - State of the art technology
    - Responsiveness
    - Reliable Service Metrics

### Hotline

- Employee & employer HR assistance
- Track & manage issues until completed
- Phone & Online
- Hundreds of frequently asked questions online
- Review trends & assist company on solutions

### HR Management On-Call

- Phone assistance to managers and executives
- Annual client compliance audit
- Guidance on HR issues & Compliance
- Employee assistance on benefits, pay, and other support requirements
- VP level HR always available



### Human Resources Information Systems

- Web access hierarchical security
- Automated employee changes
- Management of data for EEO-1 reports and other needed reporting
- Standard and custom reports to manage business

### Optional HR Leadership

- Part-time strategic HR leader
- "C" level staff augmentation
- Mergers & Acquisitions
- Executive Compensation
- Productivity & Organizational Development



### What Clients Like

- Confidential, scalable, predictable
- Compliance monitored and maintained
- No co-ownership in leasing of employees
- Great knowledgeable HR assistance
- Coaching of managers to deal with employees
- Cost effective

Powered By...  
**Employee Universe™**

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