

Our HR Pros

Unparalleled Experience.
Outstanding Results.



Put the Expertise of Our HR Pros to Work for You

Our team of certified HR Pros does more than simply answer calls. They're industry-leading consultants for your organization — advising on workplace best practices, helping manage HR crises, conducting live trainings, and producing exclusive HR tools and resources. They make it easy for you to manage your HR compliance and employee relations needs, and stay ahead of the latest HR issues and trends. It's a level of expertise you can't find anywhere else.

The HR Pro Difference — By the Numbers

200

years of combined
experience

13

average years of
experience per HR Pro

11

number of HRCI-certified
Pros on the team

Continuously High Standards. Consistently High Ratings.

4.8 out of 5



HR Pro customer satisfaction rating
five years running

98%



of our current users would
recommend our services to others

Commonly Asked Questions About Our HR Team

How Many HR Pros Do You Have?

There are nearly 20 people on our HR team, including both certified HR professionals and HR support personnel, who assist with scheduling, research, and administration.

Are the HR Pros Certified?

All of our in-house HR Pros are certified by the Human Resources Certification Institute. We have PHR, SPHR and GPHR-certified Professionals. In addition, several of our HR Pros have other advanced degrees, including MBAs and a JD.

Where Do Your HR Professionals Get Their Information?

Our team uses a variety of sources to answer questions, including state and federal laws, our internal knowledge database, the HR Support Center, peer-reviewed sources, state and federal agencies, industry conferences and trainings, and their own independent research. Plus, they frequently collaborate on individual issues and questions to make sure they're giving the best advice possible.

How Are the HR Pros Selected?

We have a unique and rigorous hiring process. Hiring based solely on credentials is easy, but we look for a sense of empathy, the ability to work under pressure, an interest in or experience teaching, the ability to reduce complex ideas to plain language, and a pragmatic approach to HR. We also put each new HR pro through a 90-day review process (regardless of certification or experience), during which their responses are peer-reviewed and approved.

Do the HR Pros Answer Questions Directly?

Yes, HR questions are responded to by our HR Pros. More importantly, we don't simply copy and paste an answer we found on a state agency's website or in a legal database. We take pride in putting our responses into concrete, actionable terms, and helping you understand the reason for the answer. Our HR Pros also publish articles, develop and deliver trainings, and speak at industry conferences. We believe this mix of work is crucial to staying up-to-date on compliance requirements, best practices, and the needs of our clients.

To learn more about our HR Pros and how to put their expertise to work for you, contact HR Girlfriends:

consulting@hrgirlfriends.com or (844) 474-4754



What Can a Team of Certified HR Pros Do For You?

Answer your toughest HR questions, for starters.



Do we have to pay an employee for overtime hours that he worked but that were not authorized?

We'd like to start paying our employee on an exempt salary basis because when she works hourly she tends to have a lot of overtime. Can we do this?

What are the rules for unpaid interns?

Do we need to do an I-9 for them?

4 *An employee broke a piece of equipment while working. Can we deduct the cost of purchasing new equipment from his check?*

We have employees who would like to work through lunch and leave early. Can we allow them to do that?

My employee is not showing up to work on time and I want to fire him. What do I need to do?

My employee was summoned for jury duty. Do I need to pay him for that time?

My employee has not returned his company-owned cell phone. Can I deduct the value of the cell phone from his final paycheck?

We're terminating an employee tomorrow. She has 2 weeks of paid vacation accrued. Do we have to pay her for those 2 weeks?

Employee A told me that Employee B was stealing company property. Can I fire Employee B immediately?

I'm hesitant to fire this employee because I'm afraid she will claim unemployment and that will make my rates go up. Is there any way to prevent that?

Does the Health Care Reform employee mandate apply to me? What do I need to do to comply?

Don't Worry, We've Got You Covered.

With Live HR advice through **HR On-Demand**, you can take advantage of unlimited consulting with our team of certified HR Pros, who answer more than 11,000 HR questions a year.

Plus, you get access to the **HR Support Center**, the industry's leading online solution for all of your HR compliance and employee relations needs. From Health Care Reform and employee leaves to hiring, termination, wage & hour issues, and more, we can help.

Let us focus on your HR needs so you can focus on building your organization.



For more information, contact:

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The HR Support Center

Best-in-class tools to manage workplace compliance and employee relations issues



Unparalleled HR Expertise Whenever You Need It

The HR Support Center provides access to exclusive, industry-leading HR tools and resources, for just a few dollars a month. From employee handbooks, job descriptions and other commonly used HR documents, to up-to-the-minute law alerts, easy-to-understand state and federal law libraries, and unique training videos, the HR Support Center will help you effectively manage your HR compliance and employee relations needs.

HR Support Center Tools and Resources

Our cloud-based solution is available 24/7, and the exclusive content is created in-house by our team of certified HR Pros. Features include:

- Customizable employee handbook template
- Wide range of job descriptions
- Quick Guides and checklists on common HR topics, including Health Care Reform, Hiring, Termination, and more
- Extensive, easy-to-understand federal and state law libraries
- Exclusive Training On-Demand videos
- Custom-built HR podcasts
- 3-minute HR Audit to help quickly identify HR compliance gaps
- Weekly HR Snapshot emails featuring a Q&A on trending HR topics
- Timely HR Articles



Our cloud-based solution is available 24/7

Learn More About the HR Support Center

For information on the HR Support Center and how it can help your business, contact us at:

consulting@hrgirlfriends.com
www.HRIsEasy.com
(844) 474-4754





HR Complete

Comprehensive HR protection and support for your organization

HR Complete provides business owners and managers with dedicated HR compliance and strategic support to help them protect and grow their businesses. This best-in-class solution includes the following services:

Dedicated HR Pro

You will be partnered with one of our certified HR Pros to ensure you reach your HR compliance and strategic goals.

Unlimited Support

You'll enjoy unlimited support from our entire team of HR Pros, so you'll always have a place to turn with your HR questions and crises.

Custom Job Descriptions

We'll develop job descriptions specifically for your organization, so you can attract the best employees, and keep your job functions organized.

HR Concierge

Our live chat feature gives you instant access to a member of our HR team to help you identify HR issues and find the resources you need.

HR Navigator

HR Navigator is your all-in-one compliance workbook - an easy way to keep your important paperwork all in one place.

Custom Handbooks

We'll work with you to create custom handbooks, offer letters, checklists, and other HR materials, tailored to the specific needs of your organization.

Online HR Resources

You'll have access to a library of training-on-demand presentations, popular Q&As, exclusive articles, and interactive webinars on the latest compliance issues.

Milestone Markers

Throughout the HR Complete process, your HR Pro will truly personalize the service by recognizing your progress towards your HR goals and milestones.

How HR Complete Works

PHASE 1 HR Audit & Action Plan Typical duration: 1 month

A certified auditor completes a thorough assessment of your business to identify any compliance gaps. Your dedicated HR Pro then builds a custom HR Action Plan to achieve compliance and incorporate best practices.

PHASE 3 Strategic Plan Typical duration: 6-12 months

Once the compliance issues are stabilized, HR Complete shifts protection to value creation. Your HR Pro will develop strategic tools to help foster a productive, efficient workplace, attract and retain great employees, and build a company culture that accomplishes your business goals.

PHASE 2 Compliance Typical duration: 3-9 months

Once the Action Plan is in place, your HR Pro will schedule monthly virtual meetings to execute it, focusing first on compliance, to minimize the risk of fines or lawsuits. Your HR Pro will then develop custom materials and train you on key HR functions, practices, and rules.

PHASE 4 Ongoing Improvements Continuing

After the building blocks are in place, your HR Pro will work with you to continually develop, update, and refine your HR processes, incorporating the latest best practices and regulatory changes — building a lasting relationship.

Program Pricing

Set Up Fee

\$250

The setup fee covers the initial HR audit, custom HR Navigator workbook, and account creation.

Monthly Price*

The price for HR Complete varies based on the size of the client's organization.

\$325

1-24 employees

\$425

25-49 employees

\$525

50+ employees

* Includes up to 3 states. Each additional state is \$25 per month.

Cost Comparison

In-House HR Manager

\$8,310/mo

Based on \$99,720 avg. annual salary¹

HR Consultant

\$2,000/mo

Assumes \$100/hr and 20 hours/mo

✓ HR Complete

\$325/mo

For up to 24 employees

¹ Source: U.S. Department of Labor

Get Started

To learn more about how to sign up for HR Complete, contact:

HR Girlfriends

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consulting@hrgirlfriends.com

www.HRIsEasy.com

