



FLEX HR IS YOUR HR AND PAYROLL DEPARTMENT

Human Resources: AskHR@FlexHR.com

EMPLOYEES

- Manage new hire paperwork
- Manage departure paperwork
- Answer questions regarding company policies and procedures
- Manage any leaves of absence
- Verify employment for mortgages and others
- Answer benefits questions
- Help with employee relations
- Manage employee files in the Human Resources Information System (HRIS)

MANAGERS

- Advise when employee relations issues arise
- Available to be a witness when issuing any disciplinary action to employees
- Advise and assist with employee terminations
- Coach managers on issues in the workplace

COMPANY

- Manage open enrollment for benefits
- Manage monthly benefits reconciliations
- Manage new hire, termination, and leave of absence process
- Maintain compliance in HR-related policies
- Assist with workers' compensation audit
- Manage all Department of Labor and unemployment claims

Payroll: Payroll@FlexHR.com

EMPLOYEES

- Enter data and process payroll
- Answer questions regarding pay statements
- Process changes to their tax withholdings
- Process changes to their direct deposits
- Process W2s each year

MANAGERS

- Process employment changes such as department change or title change

COMPANY

- Assist with the 5500 401K filings
- Update federal and state tax withholdings
- Manage payroll taxes
- Help with special pay issues like garnishments



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It is our pleasure to assist you!

We are here for you as your HR and payroll department. Our hours are **8am to 5pm EST, Monday through Friday.**

Please contact us here: 770-814-4225

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Payroll: Payroll@FlexHR.com

We customize a completely outsourced HR Department for each business.