

# HR Small Business System

*Small business owners typically don't have access to a fully staffed Human Resources department. It's up to the owner to make sure that employment activities are compliant and legal.*

*The OMNI HR Small Business System is designed to provide the basic information needed to hire and manage employees, with the added benefit of access to an experienced Human Resources professional to help start the process and provide coach and counsel along the way.*

## Legal Responsibilities

- » New Hire Reporting Guidelines
- » Federal Law Compliance Chart
- » Federal Law Posting Requirements
- » State Law Posting Requirements
- » Employment Classification Definitions
- » Recordkeeping Guidelines
- » OSHA Forms & Recordkeeping Guidelines

## Employee Relations

- » Accident Investigation Report Template
- » Unacceptable Performance Memo Template
- » Sample Appraisal Form & Guidelines

## Termination

- » Termination Form
- » Exit Interview Form
- » Termination Checklist

## Recruiting and Hiring

- » Employment Application Form (includes consent to reference)
- » Interviewing Guidelines
- » Reference Check Form
- » Background & Drug Screening Vendor Recommendation/ Compliance Information
- » Offer Letter Template

## New Employee / Orientation

- » Sample Employment Guide with Acknowledgement Receipt
- » New Hire Checklist
- » Payroll & Personal Information Forms
- » Direct Deposit Forms
- » Federal & State Tax Withholding Forms
- » I-9 Form & Instructions (Employment Eligibility Verification)
- » Required Marketplace Notice Form

### CONTACT US

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### CONSULTING

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### TALENT ACQUISITION

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HUMAN RESOURCE MANAGEMENT