

HELPING YOU GET  
ON WITH BUSINESS





“We feel like Flex *HR* is a division of our company. They free us up to do what we do best”

- Wendy Heath,  
Owner, Heath Construction

## HELPING YOU GET ON WITH BUSINESS

### *A message from Jim Cichanski*

As a businessperson, you know it’s critical to manage, protect and grow your assets. Human resources – the most valuable assets of all – need the same attention, but many companies lack the wherewithal to handle them properly. That’s why we founded Flex *HR* in 2001: to take on our clients’ ever-increasing HR legal and compliance load so they could get on with business.

Human resources has changed a lot in the past 10 years. In-house HR departments were once the norm. Now, nearly 85% of organizations outsource at least some HR functions<sup>1</sup> to firms like Flex *HR*, strengthening employment law compliance, improving productivity and saving money. Perhaps the biggest benefit our clients gain from outsourcing HR is that it frees up precious time and energy to devote to growing their businesses.

Today, Flex *HR* offers flexible, affordable HR services to companies with one to 2,000+ employees, including some in the prestigious *Fortune* 500. We have clients across the country and in every major industry. But what our Flex *HR* team is most proud of is the peace of mind we give clients who know their HR practices are managed efficiently and professionally – so they can get on with business.

To greater success,

**Jim Cichanski**  
President & CEO

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Flex *HR* has appeared on *Inc. Magazine*’s list of fastest growing private companies three times in six years.



<sup>1</sup>“Outsourcing HR: Big Savings for Small Business,” by Adam Skolnick, *The Fiscal Times*, July 22, 2013.

# WHAT KEEPS YOU UP AT NIGHT?



## FAST FACTS

- Three out of five companies are sued every year.
- Half of claims are from companies with two to 100 employees.
- The average jury award is \$250,000.

## Challenges every business must face

Every business needs a productive, satisfied workforce in order to thrive, but the increasing complexity of human resource laws and government mandates makes it harder to achieve.

### YOU'RE NOT ALONE IF YOUR COMPANY FACES ISSUES SUCH AS:

- Compliance with ever-changing employment laws
- Lack of teamwork and cooperation
- Threat of employee claims and lawsuits
- Difficulty finding and keeping good talent
- Dissatisfied or unproductive workers
- Overpaid or underpaid employees
- Expensive overhead
- Significant time spent on HR problems
- Difficulty filling in-house HR positions to meet your organization's needs

Flex *HR* turns challenges into opportunities with flexible, affordable support for any or all HR functions. Whether you have one employee or thousands, we handle your HR load so you can get on with business.

### AMONG THE BENEFITS OF OUTSOURCING TO FLEX *HR* ARE:

- More time and energy to run the business
- Increase value at exit
- Cost savings
- Counsel from seasoned HR experts
- Increased compliance
- Improved recruiting
- Access to the latest technology and tools
- More productive employees

# NOTHING LEFT TO CHANCE

The value of strategic HR planning



## **HUMAN CAPITAL CAN ACCOUNT FOR 30-70% OF YOUR COMPANY'S TOTAL VALUE.**

As with any business asset, people must be managed to support your strategic goals and give you the best return possible. The human part of capital, however, makes it the least standardized function in most organizations.

Flex *HR* provides strategic human resources planning. Our HR subject matter experts consult with clients as needed or act as part-time or interim HR leaders. We use our decades of experience to help navigate critical business issues such as employee and executive compensation, organization design, mergers and acquisitions, lean operating initiatives, talent acquisition and policy development.

Our forward-thinking process often begins with a due diligence review to identify risks and weak points that could compromise your company's human capital value. We then create a synchronized HR plan to create value and reduce risk.

## SIGNS OF SUCCESS

A \$20 million manufacturing company found itself paying excessive sales commissions. Flex *HR* restructured the sales compensation system to reduce payouts by \$1.2 million and still achieve sales targets.

A \$100 million professional services organization needed immediate turnaround results to decrease expenses and increase profits. Flex *HR* developed, delivered and monitored a performance management system to put the entire organization on one path to success. In just one year, they **reduced costs by 50%** and **increased profits by 80%**.

“One of my first calls when taking over a company as CEO is always to Flex *HR*. In every case they have quickly evaluated the situation and improved benefits to my employees. Their consultative advice is timely and insightful. I can't imagine not using Flex *HR*.”

- Don Turner,  
Chief Executive Officer, Veloxiti, Inc.

## THE HR STRATEGY TEST

HR strategy planning is not just for large corporations with senior executive teams and IPO aspirations. If you're not sure how to answer the following questions, your company can benefit from strategic HR planning.

- Are you paying too much or too little for your employees?
- Not happy with your employee turnover?
- Is your mix of compensation between salary, benefits and incentives correct?
- Are you strategically managing healthcare changes?
- Do your employee practices build engagement or discontent?
- Are you paying for employees to show up or are you paying for results?
- Do you have the talent or team to move to the next level or enter a new market or line of business?
- Is your leadership team motivating and managing employee performance?

# THE POWER OF PRODUCTIVITY

HR back office administration powered by EmployeeUniverse™



What goes on behind the scenes in human resources can have a huge impact on your bottom line. That's why so many companies trust Flex *HR* to handle payroll, benefits, onboarding, terminations, employment law compliance and other vital HR activities.

Because HR back office administration is so important, Flex *HR* built a proprietary platform called EmployeeUniverse to easily manage all the components in one place. This scalable, customizable solution is staffed by HR professionals who assist you, your managers and your employees with all things HR.

## **SIGNS OF SUCCESS**

Flex *HR*'s back office administration services saved one client **73% per month** versus the traditional way they ran their HR department. But efficiency never replaces service. Every Flex *HR* client's employees receive high touch support, personal service and quick response.

## What we do

## Why it matters

### **New employee onboarding**

Makes new employees feel welcome  
Ensures correct payroll and benefits enrollment  
Keeps you in compliance with employment laws

### **Payroll and benefits management**

Increases efficiency

### **Terminations and leave management**

Ensures consistency and fairness  
Keeps you in compliance with employment laws

### **FAST FACT**

Flex *HR*'s back office administration powered by EmployeeUniverse is typically 20 to 50% less expensive than traditional HR departments and professional employer organizations (PEOs).

### **Benefits vendor management**

Keeps records and reconciliations up to date  
Personally answers your employees' questions and shows your concern for them as people

### **Customized employee website**

Reinforces your employer brand  
Gives employees instant access to information  
Provides self-service efficiency 24/7

### **Personnel records management**

Protects critical employee records  
Limits access to authorized managers

### **HR management on call**

Available whenever you and your employees need help

### **Issues tracking**

Tracks needs of employees and trends

### **Employee hotline**

Improves employee productivity and morale

### **Government reporting**

Keeps you in compliance with employment laws



# FILLING THE GAP

## Essential business services

Human resources has become one of the most complex of all business functions. Government regulations, environmental health concerns and workplace safety are among the hot topics companies must address in their employment policies and practices.

Few businesses have the resources to tackle these issues on their own. To fill the gap, Flex *HR* offers essential services tailored to your company's specific needs. ***Do you need an ethics hotline?*** ***Is your employee handbook out of date?*** ***Can you pass an audit?*** Flex *HR* addresses these issues to ease your HR workload and let you get on with business.

### Fast Facts

Flex *HR* has helped hundreds of startup companies, using our expert guidance and essential services to accelerate growth and organizational efficiency.

As human capital value grows, Flex *HR* helps boards of directors develop key executive total compensation plans, Affordable Care Act strategies, stock option and deferred cash accumulation plans and more.





### **RECRUITING**

Flex *HR* is your virtual recruiting department, here when you need us. We get to know your company and culture so we can quickly respond to your hiring needs with quality candidates who meet your job requirements.



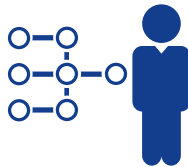
### **AFFIRMATIVE ACTIONS**

In succeeding with Office of Federal Contract Compliance Programs (OFCCP), you need a written plan as well as all the daily active components to be in compliance. Flex *HR* can provide any level of service from counsel to outsourcing the entire process.



### **COMPENSATION**

As your organization grows, a structured pay plan keeps employees in sync with business goals and productivity targets. Flex *HR* helps align compensation, retention strategies and career paths to your business plan.



### **ORGANIZATIONAL DEVELOPMENT**

Flex *HR* has extensive experience helping companies move from startups to professionally run companies at lightning speed. We specialize in designing organizational structures, building teams and creating workforce synergies to respond to market needs and enable growth.



### **ETHICS HOTLINE**

Flex *HR* offers simple but effective ways for employees to express concerns about their employer's practices, ethics and other sensitive issues without going to a government agent. Our solutions range from a basic hotline system to assisting management with communications, investigations and recommendations.



### **EMPLOYEE HR COMPANY INTRANET**

Communicating with employees builds retention and company loyalty. Flex *HR* can have your employee intranet up and running in a matter of weeks, giving you a convenient way to share important information such as benefits, pay and policies. Every site is secure and customized to meet employee needs and company brand standards to ensure consistency and authenticity.



# ONE STOP FOR HR SERVICES

Customized so you can get on with business

## HR COMES FULL CIRCLE

Flex HR is your one-stop human resource services firm, supporting any and all HR functions. We customize plans for each client, letting you choose as many or as few services as you need as your business evolves.



Our comprehensive offering includes high-level strategic consulting, HR back office administration powered by EmployeeUniverse™ and essential business services such as recruiting, HR intranets, ethics hotlines and affirmative action planning.

Giving clients a more effective way to handle HR is just one reason Flex HR is among *Inc. Magazine's* fastest growing private companies. When you choose us, we'll personalize our services to your specific needs, make sure you are in compliance with today's complex employment laws and help you handle virtually any challenge or opportunity you face.



Flex *HR* is your one-stop resource  
for any or all HR functions.

We handle HR so you  
can get on with business.



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