



## HR Services

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# Service Overview

Thank you for contacting us about our Human Resources (HR) Services. Our staff is experienced and can help you successfully develop, implement, and comply with human resources functions.

## **HR Services Customized for Your Employee Needs**

As your business grows and you're ready to start adding employees, it's important you remember the HR responsibilities that go with it. Employee handbooks, appraisal processes, and company policies are critical items that must be put into place to minimize employee disputes or, even worse, legal issues.

This is where BizCentral's small business HR solutions apply. Our small business HR services are designed to get your new team on the same page when it comes to company policies, duties/goals expected, evaluation methods, and other activities typically managed by an HR department. Using our small business HR solutions means you do not need an in-house HR department; we will play that role at a much more affordable price!

## **Our HR Solutions include the development of:**

- Employee Handbooks
- Appraisal Processes
- Performance Evaluations
- Employee Daily Reports
- Employee Duty Descriptions
- Employee & Contractor Agreements

BizCentral can provide you with a one-on-one small business HR consultation, policies and employee handbook development, federal/state mandate postings, and more. We will work with you to make sure the HR services you receive are customized to meet your small business' needs, work ethics, and your all-around company culture. To ensure this, we offer both a la carte items that can be tailored to meet your current requirements, as well as, packaged options that are affordable and versatile.

For more information on the different HR services see our FAQ section.

# HR Services

## HR Package - Basic

## Additional Options

<p><u>Basic HR Package</u> \$ 529</p> <p>Employee Handbook Appraisal Process Performance Evaluation</p>	<p>HR Consultation (2 – HR Blocks) \$ 150</p> <ul style="list-style-type: none"> <li>• Business Plan</li> <li>• Business Certification</li> <li>• Business Branding</li> <li>• Business Website</li> <li>• Free Business Review</li> </ul>
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## HR Package - Plus

## Payment & Promotions

<p><u>Plus HR Package</u> \$ 849</p> <p>Employee Handbook Appraisal Process Performance Evaluation Employee Duties Description Employee / Contractor Agreement Federal / State Mandates (posting)</p>	<div data-bbox="824 1243 1393 1465" style="border: 1px solid black; padding: 5px;">  <p><b>No Payments + No Interest if paid in full within 6 months</b> on purchases of \$99 or more Check out with PayPal and choose PayPal Credit <small>Subject to credit approval. See terms. US customers only.</small></p> </div> <ul style="list-style-type: none"> <li>• Buy Now Pay Later</li> </ul> <p>Pricing Does not include shipping</p>
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## Six Month Pay Plan For Bundled Services

# Frequently Asked Questions

## **What are HR outsourcing services ?**

Human Resource outsourcing is the business need for one or more human resources management or functions outsourced by other businesses or organizations to manage, in order to reduce labor costs and maximize efficiency. The outside company can handle functions such as payroll processing, preparation of policies and procedures, and many others.

## **Why should I use HR outsourcing?**

For a growing number of companies, outsourcing peripheral activities - such as HR administration, payroll, or even recruitment is an attractive and cost-effective alternative. Outsourcing non-core business processes such as human resources allows companies to focus on core competences and free up valuable resources to drive growth and innovation.

## **What are the cost savings of HR outsourcing?**

HR tasks can be complex and time consuming. Outsourcing HR duties will save your company considerable time by eliminating the need to hire and train HR employees to perform duties such as employee relations and payroll. BizCentral's experienced HR experts will be able to handle these duties expediently, resulting in substantial labor cost savings.

## **How can outsourcing HR services save me time?**

Outsourcing HR functions provides relief from administrative tasks involved in employee related responsibilities, allowing you time to focus on developing strategies that create growth and enhance your competitive edge.

## **How can outsourcing improve my business bottom line?**

There is a strong relationship between the effectiveness of a company's people practices and its market value. Strong human resources practices can increase your company's profitability and productivity. Outsourced HR services can effectively handle many types of HR functions and help strengthen your company's relationship with your employees.

# Frequently Asked Questions

## How HR outsourcing can help reduce turnover?

One of the biggest hits to your productivity and profitability is employee turnover. Keeping good employees happy doesn't happen by accident. It is Planned! Thorough plan and executed HR administration can dramatically reduce turnover. From recruiting the best people, to designing effective compensation plan, to regular performance reviews, and development programs, BizCentral can help.

## What benefits the employees get from HR outsourcing?

Employees have clearer expectations. They truly appreciate knowing exactly what is expected of them. When communication between management and staff is clear, everyone benefits. The goal of any HR department is to provide a friendly and challenging workplace to employees. Employees who love their job and their company stick around and produce more.

## What are the major topics of consultation pertaining to HR activities?

- Hiring Practices
- New Employees and Onboarding
- Wages and Hours
- Performance Evaluation
- Benefits
- Discrimination and Employee Relations
- Policies and Procedures
- Safety and Security
- Worker's Compensation
- Recordkeeping and Documentation
- Employee Separation
- HR Compliance

# About Us

## Our Mission

Founded in 2004 and headquartered in Orlando, FL, BizCentral USA serves as a “one-stop” resource center for startup, small and mid-size businesses nationwide. Expanding from a one product—one owner company in 2004, to currently offering over thirty products and services, BizCentral USA understands what it takes to grow a business from the ground up. Now, we are leaders in the industry, with a satisfied client base of over 25,000 and growing.

Today, entrepreneurs and small business owners looking to start or grow their own business turn to us for assistance with their business needs. From incorporation, business plan development and certification to accounting, web design, marketing and everything in between, we work to get our clients the most out of their business model.

At BizCentral USA, our goal is to help small businesses succeed, even after their services are completed. In addition to the featured business services, we offer free tools and resources to provide ongoing support for every client.

Our company is all encompassing. We have a proven business model that has fostered annual growth within the organization. We believe our product quality, commitment to excellent customer service and competitive pricing have enabled us to do this, even during a recession. We consistently strive to improve our product line and package structures to better meet the revolving needs of our clients.

## Our Brands

Since our founding in 2004, we have discovered the specific attention needed by nonprofit and religious organizations. The BizCentral USA brands, CharityNet USA, ChurchNet USA and HelpNet USA, provides individuals in the nonprofit and religious sector with the specialized assistance needed to form successful and sustainable organizations.

**CharityNet USA:** A nonprofit subsidiary of BizCentral USA serving as the nation's number one provider of nonprofit startup services.

**ChurchNet USA:** A nonprofit subsidiary of BizCentral USA serving as an online church and ministry resource center.

**HelpNet USA:** An online resource community that brings together individuals and nonprofit organizations, encouraging fellowship and empowerment.