



# Human Resources

Human Resources is complex, time-consuming, and ever-changing field. Navigating these complexities requires expertise and a forward-thinking approach. At SEK, we deliver cost-effective, tailored HR services designed to meet your organization's unique needs.

We know how busy you are and that managing HR can be overwhelming without the right time, expertise, or resources. Imagine having an HR expert at your side whenever you need one — that's the convenience and reliability SEK offers. With our extensive HR experience, we help you unlock potential and focus on what truly matters: your people.

Explore our customized HR solutions below:

## HR CORE

**A DIY self-service solution designed to guide you in the right direction for compliance.**

Exclusive access to our online HR client portal with tools, resources, and easy to understand compliance information, including:

- Comprehensive employee handbook builder
- HR compliance library
- Sample policies, forms, letters, and templates
- Timely notifications of law updates and HR news
- Quick guides, checklists, and toolkits on relevant HR topics
- Brief training videos covering HR basics
- HR assessment to identify compliance gaps

**\$49/month**

## HR CONNECT

**On-call, personalized advisory support from experienced HR professionals for questions and concerns.**

Exclusive access to all of the benefits included in HR Core

PLUS:

- Unlimited advice and guidance from an HR consultant for your questions, whenever you need help
- Quarterly one-on-one support calls to review HR initiatives, address challenges, or answer questions

**Starting at \$249/month**

## HR COMPLETE

### TEAM LEADERS

**Laura Stover** SHRM-SCP, SPHR  
Director of HR Advisory Services  
📞 717.263.3910  
✉️ [lstover@sek.com](mailto:lstover@sek.com)

**Hannah Bumbaugh** SHRM-CP  
Human Resources Manager  
✉️ [hbumbaugh@sek.com](mailto:hbumbaugh@sek.com)

## **A fully customized outsourcing solution, where experienced HR professionals manage all your HR needs.**

Dedicated HR consultant serving as your HR department, with services tailored to your organization's needs, including:

- Employee relations support
- Guidance on federal and state employment laws
- Creation and maintenance of employee handbook
- Recruiting and onboarding
- Benefits strategy, renewal, and administration
- HR point of contact for employees
- ...and more

### **Fee varies based on services selected**

#### **PROJECT-BASED SERVICES**

We can also assist with one-off HR projects you have been putting on hold, including:

- **Compliance reviews** – HR function, I-9 forms and process; FLSA-pay practices and position classifications
- **Employee handbooks** – develop new or review and update current
- **Staffing** – full-cycle recruitment for management level and accounting positions
- **Employee investigations** – support for employee issues and investigations
- ...and more

#### **AFFORDABLE CARE ACT (ACA) COMPLIANCE**

Understanding your obligations under the Affordable Care Act can be overwhelming. Employers with 50 or more full-time employees (or full-time equivalents) face significant requirements, with the risk of steep penalties for noncompliance. But don't worry—we offer several services to help you meet these obligations, including:

- Check applicable large employer (ALE) status and law applicability
- Provide guidance on affordable health insurance to prevent penalties
- Assist with IRS reporting by preparing and filing 1094/1095 forms
- Research, calculate, and respond to penalty notices (e.g., Letter 226-J)
- Advise on ACA module setup during HR system implementation

Videos: HR Topics

*Visit [www.sek.com](http://www.sek.com) for more information or to schedule a consultation today!*