



HR Outsourcing

Many companies need help with their HR but don't know where to begin. How do you get the help you need managing people operations when it's the HR people themselves that are overworked?

When you engage SharedHR's outsourcing services, you get a whole team of HR experts on your side. We manage the strategic, technical, and administrative facets of the HR function, freeing your managers to focus on their core responsibilities. We handle all the administrative hassles that HR entails.

Flexible HR Options

SharedHR offers high-touch and flexible outsourced HR services and solutions to help employers handle their HR responsibilities. Depending on the needs of your organization, we can either work in concert with your internal team or handle 100% of your HR, benefits, and payroll administration.

When you engage SharedHR's outsourcing services, you get:

- **HR administration:** Each client is assigned a dedicated SharedHR consultant who handles employee relations, employee benefits, HR compliance, and other day-to-day responsibilities. You can also choose to have SharedHR directly administer payroll.
- **Senior-level HR consulting:** Each outsourcing client is paired with an Engagement Manager, who acts as your virtual VP of HR to provide high-level HR consulting. This HR expert can be on-call to help you through tough situations, whenever they arise.
- **Optional on-site HR support:** SharedHR can also provide on-site HR services. Your SharedHR consultant will hold "office hours" and become the face of HR. They will take responsibility for your HR function without the need for management from your organization.
- **HR reporting:** For outsourcing clients, we provide detailed reporting on your HR function. We regularly report on key HR metrics that drive performance in your organization, including turnover, gross revenue per headcount, as well as the HR initiatives completed. These reports serve to measure and align your HR function with your overall business objectives.

SharedHR is a management and human resources consulting firm. We offer services across the entire HR spectrum, including HR outsourcing, senior-level consulting, and HR payroll and benefits technology systems implementation.

For over 30 years, privately held companies and non-profits of all sizes have partnered with SharedHR because of our technical expertise, extensive management and HR knowledge, and dedication to outstanding customer service.

Get It Right from the Start

If your organization is growing, so too are the volume and complexity of your HR responsibilities. Many employers choose to delegate their HR function to one of SharedHR's outsourcing models, which include three levels of HR: administration, HR generalist, and VP of HR.

By outsourcing with SharedHR, you only pay for the support you need. We handle all HR-related issues and work with your benefits broker and other professionals without the need for management from your organization. Clients are assigned a dedicated SharedHR consultant who handles your HR, benefits, and even payroll administration. We prioritize understanding your business and remain available to you whenever needed.

All The Essentials

SharedHR provides two levels of HR outsourcing services: **Essentials** and **Essentials plus Payroll**. In both cases, we take on functions that you currently handle internally, freeing you from those responsibilities.

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| Essentials | <ul style="list-style-type: none">• Hiring and Onboarding• Separations• Leaves and Workers Compensation/Safety• Employee Relations• Handbook and Policies• Administration and Compliance• Benefits Administration and Tracking• Training Coordination |
| Essentials plus Payroll | <ul style="list-style-type: none">• Hiring and Onboarding• Separations• Leaves and Workers Compensation/Safety• Employee Relations• Handbook and Policies• Administration and Compliance• Benefits Administration and Tracking• Training Coordination• Payroll Administration• Payroll Reporting• Coordination of HR, Payroll, and Benefits Technology |

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