



(For each function or product listed below, type an "X" in all appropriate columns that apply, along with any notes/comments about the issue to its right.)

Employment Profile Survey

offered by

Turning Point HCM

We Have This, or We Do It and Do It Well
It Takes Executive Level Time
It Takes Administrative Support Time
It Has Costs (ie, Vendor / Product / Tax)
Let's Discuss More / Need Help

Additional notes / comments

Recruiting							
1	Human Resource forecasting and planning expertise						
2	Recruiting strategy expertise						
3	Employment application updating and compliance						
4	Job Descriptions (company wide)						
5	Job Description updating and for new positions						
6	ADEA compliance and expertise (20+)						
7	ADA compliance and expertise (15+)						
8	EEO compliance and expertise (50+ & Fed Cntrts, or 100+)						
9	Job posting ad design						
10	Job posting ad job board placements						
11	Job board discounts						
12	Staffing agency assistance						
13	Recruiter / Headhunter firm assistance						
14	WOTC planning and administration						
15	Applicant tracking system						
16	Coordination of the interview process						
17	Applicant resume reviews						
18	Supervisor Training - Interviewing						
19	Employment phone interviews						
20	Employment in-person interviews						
21	Employment verifications						
22	Motor vehicle record checks						
23	Criminal background checks						
24	Offer letters						
Hiring							
25	Employment agreement design and writing						
26	Confidentiality agreements						
27	Non-compete agreements						
28	Non-solicitation agreements						
29	Arbitration agreements						
30	Post-offer drug testing						
31	Cost-per-hire analysis and control						
32	Pre-employment testing						
33	Pre-employment test benchmarking						
34	New hire orientations (paperwork & basic co. familiarization)						
35	DFWA compliance and expertise (Fed Cntrtr's)						
36	PRWORA compliance and administration (1+)						
37	IRCA I-9 compliance and administration (1+)						
38	E-Verify						
39	W-4 administration (1+)						
40	State withholding forms administration (1+)						
41	Insurance coverage acceptance and waivers						
42	Retirement plan enrollment and waivers						
43	Handbook review and receipt documentation						
44	New hire onboarding process (integration into company)						
45	Turnover cost analysis						
46	Turnover frequency tracking						



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Compensation						
47	Compensation plan and strategy expertise					
48	Wage and salary administration & research					
49	FLSA compliance and expertise (1+)					
50	EPA compliance and expertise (2+)					
51	Incentive pay plans					
52	Executive compensation plans					
53	Total compensation statements					
Employee Benefits						
54	PTO (vacation / leave) policy development					
55	PTO (vacation / leave) policy administration					
56	FMLA compliance and expertise (50+)					
57	USERRA compliance and expertise (1+)					
58	PPACA compliance and expertise (50+)					
59	ERISA reporting and disclosures (Form 5500, SARs, etc) (1+)					
60	Retention strategies (benefit plan design related)					
61	Employee benefits communication and education					
62	Annual shopping and comparing benefit options					
63	Annual benefits' rate negotiation					
64	Long term benefit plan cost containment strategies					
65	Group Health and Prescription insurance coverage					
66	Group Dental insurance coverage					
67	Group Vision insurance coverage					
68	Group Life insurance coverage					
69	Group Short Term Disability coverage					
70	Group Long Term Disability coverage					
71	Research and answer employee questions on benefits					
72	Benefit plans premium billing reconciliation and payment					
73	Open-enrollment meetings and administration					
74	Employee eligibility, change tracking, and processing					
75	Health and wellness programs					
76	Voluntary benefits plans shopping					
77	Voluntary benefits enrollments and administration					
78	Voluntary Dental					
79	Voluntary Vision					
80	Voluntary Life					
81	Voluntary Disability					
82	Retirement Plans - Standard 401k, Safe Harbor, Roth					
83	Retirement plan fiduciary risk management					
84	Retirement Plan - Form 5500 filing					
85	Retirement Plan - annual discrimination testing					
86	Pre-retirement counseling and retirement planning					
87	College Savings Plan (529) administration					
88	Tuition reimbursement plan					
89	Premium Only Plan (125) administration					
90	FSA (125) administration					
91	Dependent Care (125) administration					
92	HSA and HRA plans					
93	Profit Sharing plan					
94	Profit Sharing program administration					
95	Employee Assistance Plan (EAP)					
96	Credit Union					



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Payroll / Tax Administration					
97	Payroll processing (either service or internal, plus software, checks, materials, etc)				
98	Timeclock system				
99	Time and attendance GL interface capabilities				
100	Direct deposit				
101	Pay card (debit card) processing				
102	Quarterly form 941 filings (1+)				
103	State(s) quarterly withholding tax filings and deposits (1+)				
104	State(s) Unemployment Insurance (SUI) quarterly tax filings (1+)				
105	W-2 and W-3 preparation and distribution (1+)				
106	Federal unemployment administration - 940 filing (1+)				
107	State(s) Unemployment Insurance (SUI) account & rate (1+)				
108	SUI experience rate(s) verification and negotiation				
109	Certified payroll expertise and administration				
110	IRS compliance and correspondence (employment related)				
111	CCPA compliance and expertise (1+)				
112	Garnishment payment administration (1+)				
113	Lost checks - stop payments and re-issue				
114	Responding to employment and wage verification requests				
Performance Management					
115	Job analysis				
116	Skills training				
117	Career path planning				
118	Succession planning				
119	Performance appraisal system expertise and training				
120	Supervisor training - Team Building				
121	Goal setting strategies				
122	Supervisor training - Employee Counseling				
123	Drug testing (reasonable cause, random, periodic)				
124	Disciplinary/probation policies and procedure development				
125	Disciplinary/probation action - documentation and implementation expertise				
126	Grievance and complaint procedure policy development				
127	Supervisor Training - Grievance Procedures				
128	Employee handbook development and distribution				
129	Employee handbook changes and compliance updating				
130	Company newsletter				
131	Suggestion system development and management				
132	Workforce attitude surveys				
133	Reduction-in-force analysis				
134	Absenteeism frequency tracking				
Workplace Liability Management					
135	EPLI (Employment Practices Liability Insurance)				
136	Employee litigation response				
137	Employee / Supervisor Training - Sexual Harassment				
138	Supervisor Training - Violence in the Workplace				
139	Employee / Supervisor Training - Substance Abuse				
140	Supervisor Training - Discrimination				
141	PDA compliance and expertise (15+)				



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Workplace Safety / Workers Comp							
142	Workers Compensation (WC) coverage (1+)						
143	WC - upfront deposit management/negotiation						
144	Pay-as-you-go WC coverage						
145	Annual wage & premium audit administration						
146	WC Experience Modifier verification and correction						
147	Long term WC cost containment strategies						
148	WC claims administration and first report of injury						
149	Accident investigations						
150	Post accident drug testing						
151	Return to work programs						
152	Lost time frequency tracking						
153	Safety audits and inspections						
154	OSHA compliance (1+)						
155	OSHA 300 log maintenance (11+)						
156	Safety manual development and updating						
157	Safety training						
158	Certificates of insurance (WC) administration						
"Other" Employment Compliance							
159	HR audit(s)						
160	Employment rights posters (and updating) (1+)						
161	GINA compliance expertise (15+)						
162	Wage and hour claims response						
163	DOL communication expertise						
164	EEO-1 Filing (50+ & Fed Cntrts, or 100+)						
165	Affirmative action plans (Fed cntrtr's)						
166	Title VII compliance and expertise (15+)						
167	BLS survey responses						
168	NLRA compliance and administration (1+)						
169	Executive Order 11246 (Gov't cntrtr's)						
170	Vocational Rehabilitation Act (Gov't cntrtr's)						
171	Vietnam-Era Veterans Readjustment Act (Gov't cntrtr's)						
172	Davis Bacon Act (Gov't cntrtr's)						
173	Copeland Act (Gov't cntrtr's)						
174	Walsh-Healy Act (Gov't cntrtr's)						
175	Service Contract Act (Gov't cntrtr's)						
176	CWHSSA (Gov't cntrtr's)						
Record Keeping / HRIS Technology							
177	Human Resources compliant forms resource						
178	Employee files management - HIPAA compliance (1+)						
179	Employee files management - retention tracking						
180	Employee files management - timely destruction						
181	Employee anniversary date tracking						
182	Tracking of skills, licenses, and certifications						
183	HRIS (Human Resource Information System) system mgmt						
184	HRIS - manager access & training						
185	HRIS - employee self service access & training						
186	Job costing						
187	HR management reports via HRIS (web or on-site)						
188	Tracking of company issued property						



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Separation							
189	Supervisor Training - Termination Procedures						
190	State(s) unemployment claims administration (1+)						
191	Participation in unemployment hearings						
192	WARN compliance and expertise (100+)						
193	COBRA compliance and administration (20+)						
194	HIPAA compliance and administration (1+)						
195	Severance packages - design, offer, administer						
196	Outplacement assistance services						
197	Exit Interviews						

If you would like an HR Time Estimate calculated for the things checked above that take Time, please complete the following profile questions:

Total number of Employees?	<input type="text"/>
Number of Work States?	<input type="text"/>
Number of New Hires / Yr?	<input type="text"/>
Number of Pay Periods?	<input type="text"/>
Currently Use a Payroll Service?	<input type="text"/>
Number of Disciplinary Issues / Yr?	<input type="text"/>
"Significant" Employee Legal / Compliance Actions / Yr?	<input type="text"/>
Workplace Safety Risk Factor?*	<input type="text"/> (On a scale of 1 to 10, based on nature of work. See notes below.)
Number of Injuries / WC Claims / Yr?	<input type="text"/>
Number of Terminations / Yr?	<input type="text"/>
Total Number of Unemployment Claims?	<input type="text"/>
Number of Contested Unemployment Claims?	<input type="text"/>
What is average COST of Executive's Time?	<input type="text"/> (\$\$/Hr)
What is average COST of Administrative Time?	<input type="text"/> (\$\$/Hr)
What is average VALUE of Executive's (or Revenue Driver's) Time?	<input type="text"/> (\$\$/Hr)

* On a scale of 1 to 10 examples of scaled Workplace Safety Risk Factor would be: 1: totally administrative/clerical 2: exposure outside of office - sales, deliveries, etc., medical practice 3: restaurant 4: autobody shop 5: printing company 6: sheet metal shop 7: inside electricians 8: trucking 9: building erection 10: roofing. These are just examples. Your exact profession/profile may not be listed here.