



Introduction

Thank you for considering Lynn HR Consulting for your Human Resource needs. We are comprised of three distinct divisions: HR, Recruiting, and Payroll. We serve clients across multiple industries and throughout the United States. Our mission is to assist businesses in harnessing the power of their people by creating incredible work environments that produce extraordinary business results. We do that through our core values of Leadership, Creativity, Authenticity and Relationships because we know great workplaces make successful businesses.

What Makes Us Different?

We are proud to provide all of our clients with not only years of HR experience but also personalized support for their unique business needs. Each of our clients receives a dedicated HR consultant who also has access to the entire Lynn HR team. Our goal is to fully integrate with your team- becoming your ultimate resource for HR, Payroll, and Recruiting.

Special Considerations

Our commitment is to provide the best level of support and service our clients need based on the issues at hand. While the information below outlines exactly what services our HR, Payroll, and Recruiting divisions offer, we understand that these three areas often co-mingle. If you have any questions about what exactly is included in the package you are considering, or if your needs evolve throughout this process, we are happy to revisit your scope of work.



Great workplaces make successful businesses.

LYNN HRConsulting

Human Resources

What Areas We Cover

Thankfully, HR is not just hiring and firing. We are proud to offer a wide range of tactical and strategic support- all of which are important priorities for running a successful, thriving business- no matter the size. We will help identify which areas are the most urgent and work through the best course of action.

Our Focus

- Employee Onboarding
- Employee Relations
- Compensation and Benefits
- Training and Development
- Performance Management
- Talent Management
- Organizational Development
- Diversity and Inclusion
- People Strategy
- Health and Safety
- Succession Planning
- Workforce Analytics
- HR Policy Development
- Exit Management
- Employee Engagement
- Labor Relations
- HR Information Systems
- Legal and Compliance

Popular Projects

- Supervisor/Manager Trainings
- Individual Processes
- Compensation Planning
- Stay Interviews
- Handbooks
- Individual Policies





Pricing and Packages

Choose one of the options below:

Hourly

You will meet with your HR consultant for a minimum of one hour each month to discuss business needs and agree to the time allotted for HR work that month

Project

You will select a package of hours that fits your budget and project. We can provide an estimation of hours based on the scope of work. Please note, all recommendations are approximate and may require additional time.

Retained

We become your in-house HR Department for the amount of hours you choose.

Number Hour(s)	Package*
1	Hourly
10	Retained/Project
15	Retained/Project
20	Retained/Project
30	Retained/Project
40	Retained/Project

*Recruiting and Payroll services are sold separately from our retained and hourly HR packages.

**First payment is due upon signing of the contract.



Payroll Services

What we provide:

Payroll is more than pushing a button so everyone gets a paycheck. We view our Payroll Services Division as full-service, meaning we become a part of your team. We'll interact with all employees to solve any payroll related issues they may have, engage in payroll related meetings, and work with any partners you have who impact payroll.

- Manage normally scheduled payroll run
- Input, edit, validate time tracking
- Manage withholdings & garnishments
- Manage payroll/benefit deductions & codes
- Provide payroll data for general ledger and payroll reconciliations
- Provide payroll data to appropriate partners (CPA, 401K etc.)
- Answer team payroll questions
- Add new hires to payroll
- Weekly/bi-weekly approval meetings
- Create payroll calendar for the year

Implementation/ Transition Process

During the implementation process, communication is vital. In order to provide the best service, you'll meet with your new payroll coordinator to review the current payroll process and complete a new client intake session. Once we have documented your processes, we will shadow your payroll cycles. After the implementation process has been completed, your payroll coordinator will establish the appropriate cadence of touch base meetings moving forward.

Pricing

Pricing is based on the number of payrolls runs per month (ex. 2 or 4) and number of people being paid within the payroll system (W2 or 1099). We are happy to begin work upon the signing of the contract and payment of the implementation fee.

NOTE:

Headcount increases are audited on a quarterly basis. You will receive an email from our team before any billing changes are made. If changes are made, they will be reflected on the subsequent billing cycle.



Recruiting

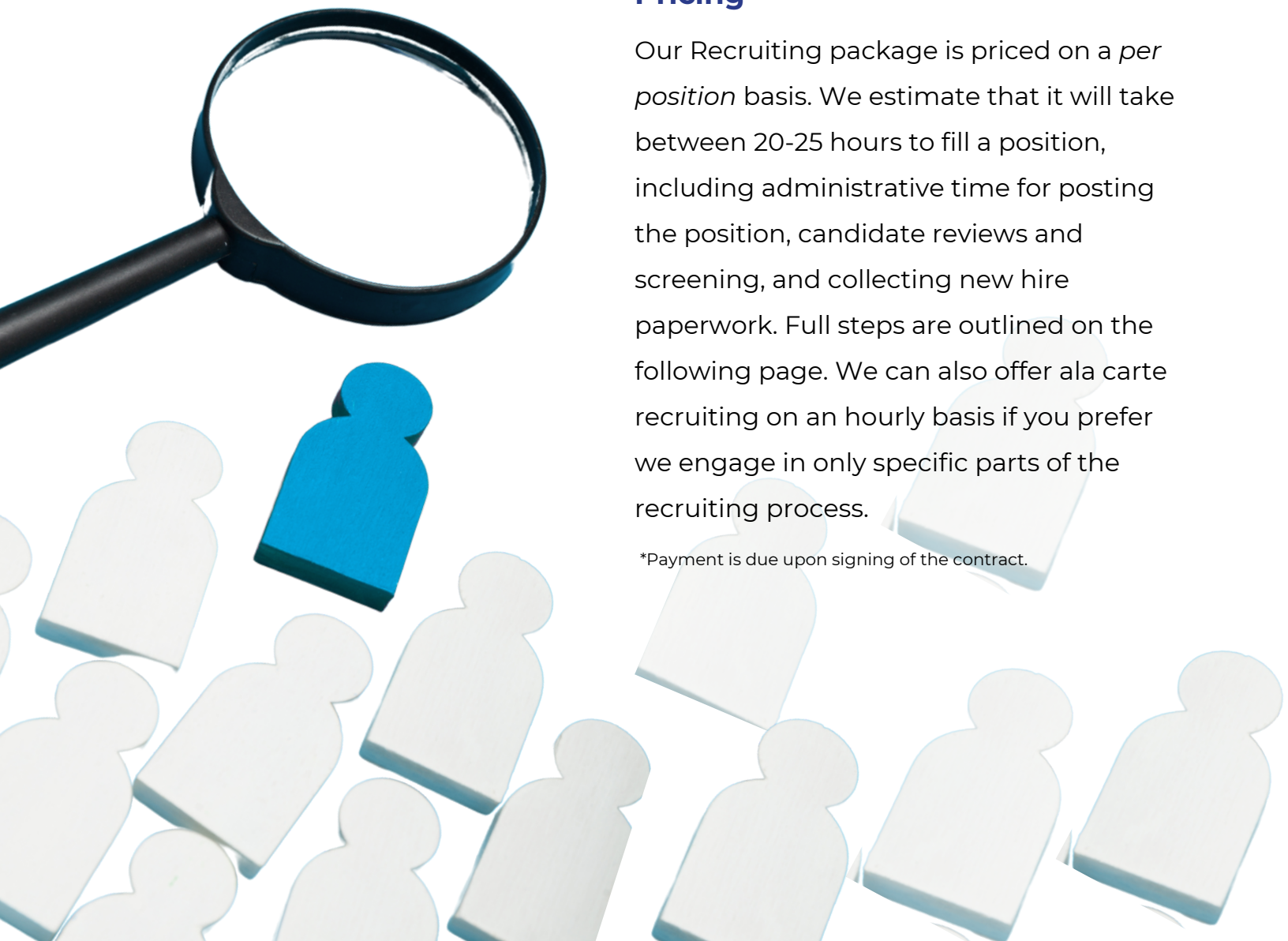
What we cover

We aren't just filling an open position for your business and we don't charge a percentage of the new hire's pay. You just pay for our time. We offer consultation and guidance throughout the entire process, becoming a true member of your team. From our initial strategy session to your new hire's onboarding, we're there to offer guidance every step of the way.

Pricing

Our Recruiting package is priced on a *per position* basis. We estimate that it will take between 20-25 hours to fill a position, including administrative time for posting the position, candidate reviews and screening, and collecting new hire paperwork. Full steps are outlined on the following page. We can also offer ala carte recruiting on an hourly basis if you prefer we engage in only specific parts of the recruiting process.

*Payment is due upon signing of the contract.





Recruiting

Process

Pre-job posting strategy

Estimated 5-7 hours

- Strategy session with business
- Create/revise job description
- Create job posting
- Receive approval for posting & compensation

Candidate Review Process

Estimated 12-14 hours

- Agree to screening process
- Schedule & conduct virtual/ phone interviews
- Forward recommended candidate(s)
- Business provides feedback about quality of candidates

Offer to New Hire

Estimated 3-4 hours

- Business notifies Lynn HR of individual for hire
- Lynn HR recommends pay based on market & experience
- Offer of employment made, either by Lynn HR or business
- Lynn HR collects new hire paperwork
- Business reviews documents supporting I-9, sending copies to Lynn HR
- Lynn HR enters new hire into your system



Next Steps

1.

Choose which services best fit your business needs and budget. If you have any additional questions or need further recommendations, do not hesitate to reach out.

2.

We will send an email with any additional details needed to complete your contract(s).

3.

Once your contract is signed, you'll hear directly from your dedicated HR Representative(s) to schedule your intake session.

LYNN HRConsulting

Lynn HR Consulting

Our vision is for ALL businesses to tap into their strongest competitive advantage: the diverse STRENGTHS of their PEOPLE.



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