

# HR Department Services Menu

## **HR Consultation -**

**Our HR experts provide phone, email and onsite consultations for all your HR questions and concerns. Phone consultations may be limited to regular Zamp HR business hours but email anytime.**

## **Document Center -**

**We have a robust library of forms, documents, job aids, toolkits, etc., for nearly every HR situation. These are available to you through the Zamp HR Website.**

## **Employee Handbook and Individual Policies -**

**Choose from a standard employee handbook to fit your basic needs or create a custom policy guide with your own policies included. If you already have a policy guide but need some individual policies created, we can help you get those written and in place.**

## **State and Federal Compliance Posters -**

**Complimentary state and federal posters will be given to you to post in your organization(s). These can also be downloaded from our website.**

## **Wage Claim and Department of Labor Compliance Support -**

**Sometimes things go wrong and employees/former employees file a grievance with the state. The HR team can help you navigate these and help defend your organization. While we cannot offer legal advice, we can refer you to some very provident legal firms.**

## **Unemployment Claims and Representation -**

**Let us help you keep your unemployment rates down by helping you process and fight your unemployment claims.**

## **EEO1 Reporting -**

**Government reporting is tricky. For those that are required to, we can help complete this process.**

## **Applicant Tracking and Job Posting -**

**Our Applicant Tracking System allows you to post jobs, sift through resumes, set appointments and make offers all in one place.**

**We are committed to helping you and your business achieve a higher level of success.**

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## **Drug Testing -**

Drug testing is an invaluable part of running a safe workplace. We offer drug testing consultation and support as well as onsite drug testing if needed.

## **Background Checks -**

Background checks can be a helpful part of your onboarding process. Let us help you run this important part of your business.

## **E-Verify -**

Zamp HR will act as your E-Verify agent of record. This will allow us to run E-Verify on your behalf for your new employees.

## **Form I-9 Training -**

If you are unsure of what ID's are acceptable or how to complete Form I-9, let us review them for you to ensure compliance with USCIS and DHS regulations.

## **Family Medical Act (FMLA) Compliance Support -**

If you have 50 employees or more, you must offer FMLA to your employees. Zamp can help you through this process by providing you with the required forms and processes to get you through their time of leave.

## **Salary Surveys -**

Whether you are evaluating your current workforce, or just want to know if you are paying competitively with the market. We can run these as a starting point for your compensation needs.

## **HR Investigations -**

These can be tedious and time consuming. Our HR team can help you navigate these by walking you through the steps necessary to keep you out of litigation down the road.

## **HR & Leadership Development Training -**

Running a business can be hard and sometimes things go wrong. We have a variety of trainings including Harassment, Discrimination & Prevention, How to Hire & Fire Correctly, HR Investigations, and Manager trainings, to name a few.

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