



# Want off the **HR** hamster wheel? Spooner can help!

It's tough growing a business while maintaining great customer service, let alone keeping the competition at bay. When you add in all the compliance and HR functions on top of that, you're officially on a never ending hamster wheel of busy work. Unburden yourself from those HR tasks that keep you away from growing and maintaining your business – **Let Spooner Handle Your HR Legwork!**

## Spooner's HR Professionals Help With:

- Handbook Revision and Creation
- Wage and Hour Compliance
- Personnel Record Policies and Data Retention
- Supervisor Training
- Recruiting Services
- Workers' Compensation Administration
- Unemployment Claims Administration
- FMLA Compliance
- Job Descriptions
- Performance Evaluation Design
- Employee Benefits Evaluations
- Payroll Services
- I-9 Compliance
- Exit Interview Support

## Advantages of Spooner's HR Services:

- Reduce the risk of employment related litigation
- Single point of contact
- More time to focus on growing your business instead of "busyness"
- Improve employee morale

### ■ Contact Us

Contact Spooner today and we'll create a customized HR solution for your business.

## Value Added Services

### Payroll Services

We've got you covered from direct deposits to W-2s, and all the printing and processing in between for one price.

- Straightforward pricing
- Seamless migration of payroll to Spooner without setup fees
- Single point of contact for all your payroll support needs
- Employee self-service with 24/7 access
- Assistance filing the annual true-up report with the Ohio Bureau of Workers' Compensation

### Workers' Compensation

- Group Rating
- Group Retrospective Rating
- Self-Insurance

### Safety Services

- OSHA Compliance
- Training and Written Programs
- Hazardous Chemical Training and GHS
- Machine Guarding
- Lockout/Tagout



**A Spooner Risk Control Services Company**

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