



## Human Resources

*Creating a Better Workplace for You and Your Employees*

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### Service Overview

Keeping up-to-date on workplace legislation is difficult. In fact, according to the U.S. Small Business Administration (SBA), between the 1980 and 2000, the number of U.S. laws and regulations regarding employment policies and practices grew by an astonishing 60 percent.

Not surprisingly, it is estimated that the owner of a small or midsized business dedicates up to 25 percent of his or her time on processing employment-related paperwork. In addition, firms with less than 20 employees spend 60 percent more money per employee than larger firms to comply with federal regulations.

PayDay Resources (PDR) provides knowledge and expertise when addressing Human Resources (HR) issues—increasingly important as the regulatory landscape has become more complex. By working with us, we help you navigate the HR maze, freeing you up to concentrate on the operational and revenue-enhancing aspects of your company. In particular, we provide the following types of services:

- Consulting via telephone (or on-site) as needed
- Developing a customized employee handbook and updates as needed
- Providing all necessary HR forms and employee paperwork
- Maintaining accurate and comprehensive employee files
- Resolving employer-employee concerns and conflicts
- Managing unemployment insurance claims, hearings and appeals
- Processing employee garnishments and income withholdings
- Assisting in federal wage and hour inquiries
- Ensuring compliance with ADA, COBRA, FLSA, FMLA and other federal laws

Of particular note, PDR makes available to clients a standard Employee Packet. Customizable to meet your company circumstance, and downloadable via our website ([www.pdrutah.com](http://www.pdrutah.com)), this establishes the ground rules and governing framework when handling employee-related HR issues.

We look forward to working with you.