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## AUDITS

Varies by company size and needs

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### FORM I9 AUDITS

Based on IRCA requirements, regulations, and storage

### HANDBOOK

Evaluations and compositions

### FILING SYSTEM

Confidential and personnel document storage

### FAIR LABOR STANDARDS ACT (FLSA)

Audit of exemption status and pay

### SECTION 125 BENEFIT DOCUMENTATION

documentation audit required for company-sponsored pre-tax benefits

### OSHA-300A

Inspection of OSHA-300A posting

### 1095 AND 1094 FORM

Form audit and creation evaluation for ACA compliance

### EEOC-1

reporting guidance and assistance

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## ADVICE & SUPPORT

Provide ongoing support for HR-related matters

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### RECRUITING AND STAFFING

Match process with company culture and values

### NEW HIRE AND ONBOARDING

Balance onboarding functions with applicable laws while maintaining the culture

### TRAINING AND DEVELOPMENT

Trends and needs based on industry and company needs

### EMPLOYEE RELATIONS ISSUES AND INVESTIGATIONS

Evaluations and compositions

### LABOR LAWS AND COMPLIANCE RECOMMENDATION

Provide basic understanding and recommendation for an attorney if necessary

### ORGANIZATIONAL DEVELOPMENT

Effectiveness and alignment of HR with company goals and needs

### ANALYZING EMPLOYMENT DATA

Analytics from HRIS systems and available data

### WORKERS COMPENSATION CLAIMS

Monitor and communicate with broker and claims adjuster

### FMLA CLAIM PROCESSING AND MONITORING

Form completion, approvals, and monitoring

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MINDFUL OF CULTURE & CLIMATE

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# HR

## CONSULTING

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## PROCESS CHANGE

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### HR/PAYROLL & BEN ADMIN

- Review of best software based on company needs
- Negotiation of contract and services
- ROI review to compare benefit for improvement of the current situation
- Oversee or assist company administrator with implementation and audit of HR/payroll, benefits administration, time & attendance, performance management, on-boarding, and recruitment functions as needed
- EDI connections and testing

### BACKGROUND CHECK PROCESS

Process review based on need, exposure, and applicable labor laws

### ANALYTICS DASHBOARD

Creation for turnover, headcount, departmental controls, recruitment efforts, and employee demographics

### ANNUAL REVIEW PROCESS

Template review and revise base on department and organizational goals, needs, and values

### NEW HIRE ON-BOARDING

Process automation, preparations, and orientations

### OFF-BOARDING

Process review to include all requirements, COBRA, and compliance

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## TALENT RECRUITMENT PROCESS

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### REVIEW PROCESS

Review recruitment process for improvement and best practice

### ASSESSMENT TOOL

Evaluate and implement talent evaluation tools as needed

### PROCESS ASSISTANCE

Assist in recruitment processes on a short-term basis for high volume hiring needs

### RECRUITMENT

Recruit specialized talent as needed

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## ORGANIZATIONAL DEVELOPMENT

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### GAP ANALYSIS

Identifying characteristics of complex positions to understand aspects between the top and bottom performers for training potential and identify recruitment needs

### HIRING ANALYSIS

Review current hiring processes to provide or suggest changes for best practices to yield consistent hiring results to reduce turnover

### CONFIDENTIAL FEEDBACK

Conduct and analyze confidential surveys to obtain feedback from employees for organizational development

### TRAINING PROGRAMS

Custom and canned training program development and implementation based on needs

### PERFORMANCE MANAGEMENT

Custom measurement, creation, and implementation of performance tools to close performance gaps for individual contributors and teams



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## HR TRAINING

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### NEW TALENT

Train new and advancing HR talent on process changes, benefit understanding, best practices, talent management, and basic knowledge of employment law

### EXISTING TALENT

Train internal staff for maintaining HR best practice processes and guidelines for conducting internal audits

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## INTERIM & ADDITIONAL TALENT

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### MERGERS AND ACQUISITIONS

- Creation of new policies
- Retention of key employees
- Employee selection and downsizing
- Compensation and benefit strategies
- Maintain the culture and status quo
- Communication with employees

### TALENT

Interim talent to support gaps and vacancies temporarily either onsite or remote in the functional, manager, or executive-level talent  
Review of best software based on company needs

### OPEN ENROLLMENT ASSISTANCE

Negotiation of contract and services

### EMPLOYEE RELATION ISSUES

disciplinary action, coaching management, termination processing, and assistance

### TERMINATIONS AND LAY-OFFS

Termination and lay-off assistance due to downsizing or company closures

### VOLUNTARY AUDITS

Assist with internal audits when additional resources are needed

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## RETURN ON INVESTMENT (ROI)

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### 19 TECHNICAL ERRORS

Fines range from \$110 to \$1100 per violation without mitigation from an audit or proper form destruction

### BENEFIT NOTIFICATIONS

Ten required notices resulting in penalties of \$110 per employee per day if not provided

### ACA NOTIFICATIONS

\$260 per employee for inaccurate or missing 1095 notices

### SECTION 125 TESTING

Incompliant compensation or taxation can result in loss of ability to offer pre-tax benefits

### HANDBOOK UPDATES

Incompliant policies can void the entire handbook leaving employer vulnerable and liable

### FILING SYSTEM

Two folders for all employees to comply with ADA, GINA, HIPAA, and confidentiality laws. Consequences vary by the severity which can be a \$50,000 fine and up to 1 year in prison, and offenders who misuse information can face a \$250,000 fine and up to 10 years in prison