



## HIGHLAND Human Resources Assist

Highland offers Administrative Services Organization (ASO) services to. ASO services can best be described as a truly outsourced Payroll and HR department for your business that utilizes your company's tax id numbers. We can manage it all for you; HR Solutions, Payroll Services, Forms, Compliance, Pension Administration, Benefit Auditing and Payment Remittance, Workers' Compensation Reporting, Payment and audits.

With our extensive experience in Administrative Services Organization (ASO) we have leveraged our acquired skill sets to offer our clients nothing but world-class ASO services.

Highland ASO services allows your business to focus on your strengths and not worry about the ever changing landscape of human resources and payroll regulations.

Highland Human Resources Assist offers a way to bring your human resources department in compliance while still keeping the majority of human resources functions in-house. Highland HR is there to help and guide with day to day issue that arise such as policy violations, leave of absence questions, wage and hour issues, tardiness and absenteeism.

Our proposed services for Highland HR Assist include the following:

- \* Comprehensive HR Audit
- \* Employee Handbook Review and update
- \* Current Forms Review and Update
- \* HR Assist – Assistance with Day to Day issues such as:
  - \* State and Federal Law Compliance
  - \* Employee Relations issues
  - \* Labor Relations issues