



## Armanino HR Outsourcing Health Check (Assessment) Services

### Fixed Pricing: It's All About the Value

As you can see, we are a partner that likes to think outside of the box and create value for our clients in different ways. Another way we create value is in our pricing as we have demonstrated below in our tiered structure. We believe giving choices demonstrates our flexibility and allows us to serve you the way YOU want to be served.

Scope of Value	Elite	Enhanced	Essential
<b>Payroll Workflow and Controls Process</b>			
<i>Armanino's HR Outsourcing team will review the following tasks to evaluate compliance and best practices. Deliverable includes an executive summary of findings, including recommendations for improvement/compliance</i>			
Payroll Process	✓	✓	✓
Timekeeping Process	✓	✓	✓
On-Boarding Process	✓	✓	✓
Off-Boarding Process	✓	✓	✓
Review of HR Employment Processes	✓	✓	✓
Exempt/Non-Exempt Worker Classifications	✓	✓	✓
Employee/Independent Contractor Status	✓	✓	
Benefits Enrollment Communication	✓	✓	
Performance Management Processes	✓	✓	
Vacation/Sick Leave Policy Compliance	✓	✓	
Mandatory Training Compliance	✓	✓	
Employee Handbook/Policy Review	✓	✓	
Salary Grid Preparation for up to 100 employees	✓		
Compensation Planning and Budgeting Processes	✓		
Employee File Audit for up to 100 employees, including confirmation of existing offer letters, incentive plans, bonus plans, I-9s	✓		
Retirement Plan Compliance and Controls	✓		
<b>One-Time Project Fees</b>	<b>\$15,000</b>	<b>\$10,000</b>	<b>\$5,000</b>
<b>Service Selection</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Additional Services for Review (Pricing TBD)</b>			
New Employee Handbook/Policy ( <i>Deliverable includes a handbook draft and one additional iteration following client feedback</i> )	<b>Included</b>	<b>Included</b>	<b>\$2,000</b>
Existing Employee Handbook/Policy Update ( <i>Deliverable includes updated policies and suggestions for compliance/best practices</i> )	<b>Included</b>	<b>\$1,500</b>	<b>\$1,500</b>

Ad Hoc HR Advisory for Employee Management			
Risk Management and Compliance			
Payroll Management			
Benefits Administration			
Annual Workers' Compensation Audit Support			
EDD Response Management for UI Claims			
Compensation Benchmarking Review			
HRIS (Bamboo HR) Implementation and Support			
Mandatory Sexual Harassment Prevention Training Packages			
Diversity and Inclusion Training Packages			
Immigration Documentation Support			