

# Paychex HR Solutions

## 8 Critical Areas of Human Resources

Building a solid foundation for recruitment, management, motivation, and policy maintenance is essential to the success of your company. Sound human resources practices can help ensure that you find and keep productive employees.



### Payroll

Ensuring that your employees receive accurate and timely compensation is essential to your business success. Complying with regulations, making timely and accurate payment of wages, and keeping records of your company's payments are all components of the payroll process.

### Employee Communications

Effective communication can help employees focus on your business objectives and mission while helping to minimize employee-management conflicts, absenteeism, and turnover. A professional employee handbook and document plan can help define company policies and expectations so that employees are prepared to put in that extra effort.

### Benefits

Comprehensive benefits can provide a level of employee satisfaction that helps build the competitive edge needed to succeed in the marketplace. In addition to health insurance and retirement plans, a benefit package with a flexible spending account, 401(k) plan, bonuses, service awards, and tuition reimbursement can help attract and retain qualified employees.

### Worksite Safety and Loss Prevention

Businesses must constantly strive to reduce risks to their employees, the public, and the environment. Understanding the regulations that an industry must comply with – and the tools and techniques available to meet that challenge – is an important aspect of HR administration.

### Compliance

Whether you have one employee or one hundred, ensuring compliance with employment laws is your responsibility as a business owner. New laws, changes in old laws, and variations in laws from state to state can challenge even the most seasoned human resources professional.

### Interviewing and Hiring

If your company relies on outdated and ineffective interviewing and hiring techniques, you could be losing money through bad hires and high turnover. Hiring and interviewing is an important aspect of HR, but this critical responsibility sometimes gets the least emphasis.

### Employee Motivation and Development

If your business isn't learning, you may fall behind the competition. Because your employees produce, deliver, and manage your products or services every day, placing the right focus on motivating and developing those employees is an essential component of your HR plan. Successful training and recognition programs can help you boost your bottom line.

### Employee Separation

Employee turnover is a fact of business. When an employee leaves a company, the procedures that are necessary to properly close their file can seem daunting. Understanding this process is critical to your business operation.