



HR Pro Complementary Services

Legal Document

- Document creation= Legal Forms or Consultants
- Document review= Attorneys
(5 10-page documents per qtr)

PPP/ERC

- Payroll/federal legislations= ADP HRBA's
- Considerations= Consultants

Employee Handbook

- Handbook creation= ADP handbook wizard
- Handbook review= Attorneys
(First 10 pages are reviewed for free; any additional pages or revisions will be billed at 40% discount)

COVID-19

- Employee matters= ADP HRBA's
- Federal/state resources= Consultants
- Legal considerations= Attorneys

Termination

- HR considerations= ADP HRBA's
- Legal considerations= Attorneys

