

GoLAN Consulting, founded by Dr. Val Golan in April 2003, provides a full suite of HR Consulting and PEO setup services to tech startups and growth-stage companies in the US.

## HR Consulting

HR Consulting Services are billed monthly, depending on the scope of work. In case of smaller or time-limited projects, services will be charged hourly, and a minimum of 10 hours will be purchased before starting the actual work.

HR Consulting covers the following topics:

- Producing, writing or amending:
  - o Expense policies
  - o HR policies
  - o Company Handbook
  - o Offer letters
  - o Contracts
  - o Relocation packages
  - o Commissions packages
  - o Onboarding guides
  
- Counseling employees, especially employees relocating from Israel, regarding plans and benefits in the US (depending on scheduling availability)
- Providing HR intelligence, such as compensation studies
- Establishing job analysis, performance evaluation and all employee metrics
- Handling **hiring processes** from offer letter to employee onboarding, including proper documentation and correspondence with the employee and the payroll company/PEO for compliance
- Providing employees with all the HR advice and support expected from an internal HR executive: on-boarding, training and coaching
- Managing all correspondence with the payroll company / PEO regarding attendance, payroll entries, and other administrative tasks
- Addressing all personnel issues with compassion, care, discretion and efficiency
- Keeping HR records for recruiting, performance, and ongoing alerts

- Ensuring regulatory compliance (especially in NY and CA)
- Serve as I9 verification officers for Homeland Security (can only be done by a US citizen)
- Managing Visa processes, if any, with a reputable law firm
- Handling **separation processes** from notice to severance payment, including proper documentation and correspondence with the employee and the payroll company/PEO

## PEO Setup

TriNet and Vensure are the largest PEOs (Professional Employer Organization) in the US, with over 315,000 employees nationwide. With the PEO as a Co-Employer, your Company has access to the best array of benefits in the market, lowers liability risks, and ensures better compliance.

GoLAN started working with PEOs in 2008 and has helped dozens of companies join the platform, by providing seamless setup and managing the ongoing relationship. As in-house HR Business Partners to your company, we know which steps to take to align the HR/payroll infrastructure with your business needs.

### 1. PEO Onboarding Initial Setup

The PEO setup includes up to 6 hours of discussions / email correspondence with the client regarding the benefits investment strategy, namely:

- What are the different benefits available to US employees?
  - o Medical
  - o Dental
  - o Vision
  - o Life insurance
  - o ST/LT disability
- What are benefits classes
- What are employees insurance status
- What should be the company's participation?

The PEO setup also includes up to 10 hours of work on the PEO platform, creating:

- The Company Site Setup:
  - o All company details and locations
  - o Pay frequency, pay periods and check dates

- Departments
- Standard vacation /PTO, including mandatory sick days if applicable
- Holidays and floating holidays
- PTO accruals and carryover
  
- The Benefits Model
  - Creation of benefits classes
  - Defining all company participation, including limits
  - Setting up the default class
  - Sending the model to the library
  
- Setting up all employees onto the PEO
  - Collecting offer letters and Personal information forms
  - Entering all data
  - Defining the Workers' comp code
  - Completing the new hire process
  - Notifying employees and checking they obtain their login
  - Obtaining eligibility documents and verifying their I9
  
- Initiating the first payroll
  - Checking that all base salary and hourly entries are correct
  - The first payroll won't include commissions and reimbursements

Please note that time beyond the allocated hours or services not included in setup will be charged as HR Consulting Services.

## **2. PEO 401k Setup**

You may decide to provide a 401K plan within a few months of your initial onboarding, or later on when the Company has a large number of employees. We will support the process with the following tasks:

- Provide advice and market intelligence relating to plan set up and employer contributions (up to 3 hours)
- Schedule and participate in calls with Transamerica for plan set up (up to 2 hours)
- Fill out required documents, which will be sent to client for final approval (up to 6 hours)
  - AAA – Adoption and Acceptance Agreement
  - Multiple Employer Plan Checklist for the Participating Employer
  - 401k Notice of Testing
- Ensure that the plan is correctly deployed after the setup (up to 2 hours)

### **3. PEO Benefits Investment Strategy audit / renewal**

If you are already on a PEO, and you have defined a Benefits Investment Strategy, you may need an audit for the following reasons:

- It is time for renewal (Benefits plans are only valid for one year) and prices may have changed
- Your employees are complaining that their benefits are not sufficient
- The Benefits Model initially defined during the first BIS is not sufficiently comprehensive and does not cover specific types of employees

We will perform a complete analysis of current benefits offering with currently employed and projected workforce, and offer a proposed strategy. Once you agree and authorize a proper strategy, we will enter all the data into the PEO and send you the confirmation.

- Analysis of all data through our own login (no need to send us any materials) - up to 3 hours
  - o Plan costs increase
  - o Benefits classes data
  - o Employee assignments into classes
- Presenting you with a new BIS in Google Spreadsheet format to allow changes and iterations (up to 2 hours)
- Completing and submitting the Benefits Model on PEO after agreeing on the BIS (up to 2 hours)
- Assigning employees to the right benefits classes (up to 2 hours)

Please note that time beyond the allocated hours or services not included in setup will be charged as HR Consulting Services.

## **HR Compliance**

In the US, the employment ecosystem requires compliance with a large set of constantly evolving laws and regulations, which are often State and Metropolitan dependent. Compliance affects every aspect of US employment, and knowledge of the law is mandatory: The Federal government and Department of Labor in states of employment will extend substantial fines and penalties upon violations, even in cases of accidental and menial first-time violations.

Some of the most prominent regulations are: Minimum wage requirements, Equal pay Act, NDA restrictions, Second Chance Act, W2 vs 1099; and overtime exemption regulations. To learn more about HR Compliance in the US, please review my white paper at:

<http://www.golanconsulting.com/Docs/HR-Compliance.pdf>