

Obsidian HR Scope of Services

Service	In Scope	Out of Scope	Upgrade Available	Referral Available at Cost to Client
Team Service Model with a Dedicated Payroll Services Consultant	X			
HRIS System Access (isolved): Payroll, time & attendance tracking, PTO tracking, G/L reporting, custom reports, pay card funding, direct deposit, imputed income, deductions	X			
Mobile Friendly isolved Website	X			
Train Client Sponsor on System Functionality, Maintenance Accountabilities, Upload Documents for Recordkeeping	X			
Educate Client How to Upload Documents to isolved	X			
Payroll Audit & Final Payroll Submission	X			
Web-Based Employee Onboarding	X			
Physical Time Clocks			X	
Time & Labor Management/Scheduling Module	X		X	
Non-Manipulated Time Worked File Processing	X			
Talent Management Module	X		X	
Applicant Tracking System Module			X	
English Language HRIS, Support, Services	X			
Non-English Language HRIS, Support, Services		X	X	X
Sourcing & Hiring Templates (job descriptions, job posting, offer letters, interview questions, etc.)	X			
Customized Sourcing & Hiring Support (above items, plus candidate screening, interviewing, selection)		X		X
Standard PayScale Reports	X			
Background Screening/Drug Testing Guidance & Testing			X	
Communicate Screening Outcomes to Candidates		X		
E-Verify Process	X			
Verification of I-9 Documentation		X	X	
Work Visa Sponsorship		X		
W4 Elections via isolved	X			
W2, W2C Production & Mailing, Reporting	X			
ACA Reporting, 1094C, 1095C	X			
PEO Level & Client-Reporting State Tax Payment/Reporting	X			
New State/Local Business Registrations, Business/Owner Reporting & Tax Payments (ex: Den OPT for owners)		X		
Client-Reporting New State Payroll Account Registrations, Tax Account Closures			X	

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New State Tax Compliance Post-Contract Effective Date			X	
Prior Tax Account Issue Resolution			X	
Advise on types of leave available to employees, FMLA compliance and evaluation, ADA accommodations, policy recommendations	X			
Track balances against frequency maximums		X		
Determine pay policy application for employees on leave		X		
Advise on appropriate application of sick leave, compliance with State and Federal regulations, policy development of changes, new pay codes, set-up sick policy plans and conduct balance audits	X			
Sick pay determinations or authorization for employees		X		
Taxation applicability review and application	X			
Tax recommendations or advice for individuals or businesses		X		
Payroll reporting assistance for grants or SBA needs	X			
Paycheck Protection Program (PPP) loan reporting	X			
Completing applications for programs, loans, accreditations		X		
FLSA Guidance	X			
Minimum Wage Audits	X			
1099 Processing		X	X	
1099 Time Tracking		X		
Equal Pay Practice Review	X			
Master Medical Insurance Benefits Plan Sponsorship	X			
Master Dental & Vision Insurance Benefits Plan Sponsorship	X			
Limited Administration of Client-Retained Benefits (renewals and deductions only)	X			
Master 401(k) Retirement Plan Sponsorship	X			
Limited Administration of Client-Retained Retirement Plan (deductions only)	X			
Tax-Advantaged Accounts (Medical FSA, Limited Purpose FSA, Dependent Care, Transit, Parking, HSA, HRA)	X			
Basic Life & AD&D Insurance	X			
Voluntary Life & AD&D Insurance	X			
Short Term Disability	X			
Long Term Disability	X			
Employee Assistance Program	X			

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Supplemental Benefits: Accident, Critical Illness & Hospital	X			
Student Loan Repayment	X			
Pet Insurance	X			
Auto & Home Insurance	X			
Employee Perks Discount Program	X			
Eligibility guidance for benefit programs	X			
ACA Compliance	X			
Multiple Benefit Classification Offers (Full Time, Management, Executive)	X			
Benefit Enrollment Assistance & Follow-Up	X			
Enrollment via isolved for Master Plan Enrollment	X			
Open Enrollment & Virtual Meeting for Master Plans	X			
COBRA	X			
On-Site Enrollment Meetings		X	X	
Workers' Compensation Master Policy Sponsorship	X			
Monopolistic State (OH, WA, WY, ND) Workers' Compensation Policy Administration (ex. WA tax remittance)		X		
Client-Retained Worker's Compensation Policy Administration (reporting, claims, except WA tax reporting)		X		
OSHA Compliance, Logs, for Master Policy	X			
Virtual or Onsite Hazard Assessments for Master Policy	X			
Virtual/Online Training Topics in LMS	X			
Safety Manual Review/Development Assistance for Master Policy	X			
Provide Strategy for Citations and Fines for Master Policy	X			
Virtual HR Consultant Support	X			
Employee Handbook Template for Colorado	X			
Addendum Templates for Updates	X			
Compliance Reviews	X			
Guidance and Communication for Updated Laws & Regulations	X			
Custom handbooks, onboarding, orientation, addendums		X		
Organizational Compensation Planning/Redesign		X		X
Performance Management and Compensation Best Practices	X			
Performance Review Templates	X			

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Prepare Performance Reviews and Client Schedules, Follow-Ups		X		
Decide Merit and Other Pay-Related Decision		X		
Conduct Performance Discussions with Employees		X		
Hiring & Termination Guidance	X			
Grievance & Dispute Resolution	X			
Hiring & Termination Decisions		X		
Compliance Integration of New Laws & Regulations	X			
Annual Subscription to Federal, State, Local Posters with Automatic Updates (3)	X		X	
Employee Relations Support	X			
Provide Legal Advice		X		X
Employment Practices Liability Insurance (EPLI)			X	
Conduct Investigations	X			
Document Findings & Timelines	X			
Recommend Course of Action	X			
Advise on Progressive Discipline and/or Corrective Coaching	X			
Provide Guidance on Verbal Warnings	X			
Review Written Warnings	X			
Provide Performance Improvement Plan Templates	X			
Advise on Suspensions	X			
Provide Guidance on Termination Circumstances	X			
Provide Termination Letter Templates	X			
Review Termination Letters	X			
Final Pay Delivery Compliance	X			
Respond to Unemployment Claims	X			
Correspond with Unemployment Agencies	X			
Provide Guidance to Employers on Approach to Appeals & Hearings	X			
Participate in Unemployment Hearings	X			
Contest Most Unemployment Claims	X			
Provide Several Agreement Template	X			
Review Severance Agreement	X			
Provide Recommendation for Compliance	X			
Collaborate with Legal Resources to Respond to DOL Notices, Audits, and Hearings	X			

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Assist with Audit Requests	X			
Provide Strategic Advice Related to M/A Related to Obsidian HR's Support	X			
Provide Guidance on Transition Plans	X			
Assist with Assessing Workforce Redundancy and Relative Ranking Process	X			
Provide Input on Employee Compensation and Benefits Alignment	X			
Provide Input on Employee Enrollment and Payroll/Benefits Transitions	X			
Review Documents, Communication Plans, and Materials for Layoffs, Furloughs, RIFs	X			
Advise on WARN Applicability	X			
Provide Templates for WARN	X			
Review WARN Calculations and Notices	X			

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This list is not all-inclusive and is subject to change.