



HUMAN CAPITAL MANAGEMENT OUTSOURCING

Our exceptional HR management solutions are designed to provide complete and continuous HR compliance, guidance, employee cultivation, and administration. Gain peace of mind knowing that your unique human resources needs are being taken care of accurately by your designated team of HR experts at FosterThomas.

www.FosterThomas.com
1788 Forest Drive • Annapolis, MD 21401

CALL US TODAY AT **800.372.3626**

FOSTERTHOMAS
HUMAN CAPITAL SOLUTIONS

HUMAN CAPITAL MANAGEMENT OUTSOURCING

Compliance, Management Support, and Administration

- On-Site and Off-Site Support and Guidance from our HR Compliance Specialists
- Experienced Senior Level HR Professionals – Master's Degree, SHRM/HCI Certified

Government Contracting Compliance Management

- Affirmative Action Plan Development
- Governmental Reporting: EEO-1, OSHA 300 & 301, IRS/ DOL Form 5500
- Service Contract Act Compliance
- Required FAR Trainings
 - Business Conduct and Ethics
 - Drug Free Workplace
 - Anti-Discrimination and Harassment
- Proposal and Procurement Support

HR Compliance and Administration

- Federal and Multi-State Employment Law Compliance
- Corporate HR Policy and Handbook Review/Update
- Employee Relations
- Benefits Administration
- Employee On-boarding, Terminations and Out-processing
- Leave Administration & FMLA Compliance
- Unemployment & Workers' Compensation Administration
- Record-keeping and Database Management

Payroll Management & Administration (ADP Alliance Partner)

- Implementation support and processing of many vendor systems
- System Maximization of all modules of ADP systems
- In-depth training and support to ADP clients on new Payroll systems and upgrades
- Payroll processing, both on-site and virtual specialists
 - HR/Payroll professional staffing for short-term and long-term needs



For more information on our human capital management outsourcing services, contact:

800.372.3626 | info@fosterthomas.com

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