



Individual Compliance Services

Compliance Documents	
ERISA Wrap and Summary Plan Description (includes printing & shipping of ERISA binder)	\$675
ERISA Wrap and Summary Plan Description – Amended & Restated Documents – Electronic deliverable	\$225
ERISA Wrap and Summary Plan Description – Amended & Restated Documents – Printed deliverable	\$275
ERISA Eligibility Measurement Policy Creation (Customized Variable Hour ACA Eligibility Policy to meet ERISA requirements)	\$2,000
Section 125/POP Plan Document	\$225
Employee Handbook	
High-level Compliance Review of Handbook & On Boarding Materials <50 EE's (includes commentary, recommended policy language and non-extensive editing for state of Texas employer; <u>additional fees for multi-state handbook(s)</u>)	\$800
High-level Compliance Review of Handbook & On Boarding Materials >50 EE's (includes commentary, recommended policy language and non-extensive editing for state of Texas employer; <u>additional fees for multi-state handbook(s)</u>)	\$1,500
Handbook extensive revisions using ETC HR base document (TX base, other states add')	\$1,800
In-depth Client Handbook Review and Edits	\$3,600
Other document review priced upon scope of work request	Priced upon request
Compliance Audits	
Wage & Hour Audit (price <u>excludes travel</u> billable at IRS rate)	Priced upon request
FLSA Position Classification Assessments	Priced upon request
HR Compliance Assessment (formerly HR Audit Inservice, price based on Employer size & locations(s))	\$1,500-\$2,500+
I9 Compliance Audit of Employee Files (Active and Inactive) (price <u>excludes travel</u> billable at IRS rate)	\$1,500 (up to 500 I-9's – over 1000, to be quoted)
Other Services	
Federal & State Labor Notices Laminated Posters (<u>includes shipping</u> to client site)	\$50 Per poster
HR Support Center Self-Service Library	\$15/Mo (Annual Agreement)
Hourly Consulting Services (DOL Wage & Hour, FLSA, HR, ICE, & other HR and Business Strategy topics)	\$125 - \$350 per Hour
Attorney Delivered: Harassment & Discrimination Training (Employee or Manager; price excludes travel billable at IRS rate; 1 Session)	\$2,000 Base \$1,000 Base
HR Compliance Partner Delivered: Harassment & Discrimination Training (Employee or Manager; price excludes travel billable at IRS rate; 1 Session)	\$575
Web-based Recorded Harassment & Discrimination Training	
Electronic Onboarding and E-Verify Support Creation of Web-based Portal, Education, and Management of Homeland Security/MOU interface – Monthly & On-call Manager Support	\$3.00 PEPM + \$1,500 Setup Fee/ EIN
Printing and Binding of Materials (i.e. Handbooks, Open Enrollment Guides/Books, or other custom print needs)	Pricing based on layout & delivery dates
HIPAA-HITECH Training and/or Compliance Materials (Security & Privacy Manuals, Guided Risk Assessments, Security Protocols, Resources Ref Sheets, etc.; Price excludes travel billable at IRS rate)	Priced upon request
1095/1094 Preparation & IRS reporting (ETC Lite, ETC Reporting, ETC Full Tracking)	Priced upon request

Other a la carte services available and can be priced upon demand.

Monthly Flat Fee HR Compliance Platforms can be created based on needs for all compliance support.

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