



Employee Benefits and Human Resources Management Services

Employee benefits and human resources are complex and critical parts of any organization. HsuBox provides day-to-day and special project support in human resources and employee benefits management, including:

Employee Benefits (pension and welfare)

- Open enrollment and communications
- Review annual Form 5500
- Compliance – plan design and operations
- Audit management and support
- Administration

Operational Evaluations

- Departmental gap analysis/capabilities evaluation
- Process improvement and procedural documentation
- Documentation reviews and remediation
 - Personnel and benefits files
 - Employee and participant notices
 - New hire orientation information and process
 - Employee terminations
- Policy development and documentation
- Regulatory compliance

Insurance Coverage

- Vendor reviews and contract renewals
- Workers' compensation compliance

Reporting and Training

- Fiduciary training and education
- Board support and presentations
- Staff training

Human Resources Information Systems

- Request for Proposal support/vendor analysis
- Implementation guidance

Other Services

- Compensation administration
- Staff management
- Budgeting

HsuBox Consulting, LLC provides Employee Benefits/ERISA and Human Resources consulting to help companies and organizations of all sizes achieve their benefits goals.

HsuBox collaborates with clients to identify the top HR/payroll/benefits priorities and develop strategies to achieve those goals and manage risk in an efficient, meaningful and sustainable way.

Consulting areas include operations and compliance, staff augmentation, mergers & acquisitions support, process improvement and procedural documentation, internal audit/risk management, training and education for all levels of staff and fiduciaries, and more.