

# **BIZ GURUZ**

— essentials for business —

## **HUMAN RESOURCES SERVICES CATALOG**

Comprehensive HR solutions to support your people,  
compliance, and business growth.

[bizguruz.com](https://bizguruz.com)

# OUR COMMITMENT

At Biz Guruz, we provide practical, reliable, and compliance-focused HR solutions tailored to businesses of all sizes. Our services help you build a strong foundation, support your team, and stay compliant—so you can focus on growing your business.

## **Expert Guidance**

Experienced HR professionals here to support your business.

## **Compliance Focused**

Stay compliant with federal, state, and local requirements.

## **Custom Solutions**

Practical solutions tailored to your unique needs.

## **Ongoing Support**

We're with you every step of the way.

# HOW TO USE THIS CATALOG

## **Explore Services**

Browse each service category to find solutions for your business needs.

## **Build Your Plan**

Combine services to create a custom plan that works for your organization.

## **Get Started**

Contact us to discuss your needs and how we can help.

*Your HR Partner for Growth, Compliance, and Success.*

- Business entity formation support
- Employer identification number guidance
- Business registration support
- HR department setup
- Workforce planning
- Organizational structure development
- Job role and department planning
- Employee classification guidance
- Independent contractor classification guidance
- HR recordkeeping setup
- New business compliance checklist
- Workplace documentation setup

- Federal employment compliance guidance
- State employment compliance guidance
- Local employment compliance guidance
- Labor law poster guidance
- Employee file setup
- Personnel record compliance
- I-9 employment eligibility verification guidance
- W-4 form collection guidance
- Equal employment opportunity compliance support
- Anti-discrimination policy guidance
- Workplace harassment prevention guidance
- Wage and hour compliance guidance
- Overtime compliance guidance
- Break and meal period guidance
- Employee classification review
- Workplace cultural compliance review
- Compliance audit preparation

- Employee handbook creation
- Employee handbook review
- HR policy development
- Code of conduct policy
- Attendance policy
- Timekeeping policy
- Paid time off policy
- Sick leave policy
- Holiday policy
- Remote work policy
- Hybrid work policy
- Dress code policy
- Workplace safety policy
- Anti-harassment policy
- Anti-discrimination policy
- Equal employment opportunity policy
- Confidentiality policy
- Conflict of interest policy
- Disciplinary action policy
- Termination policy
- Social media policy
- Technology use policy
- Cell phone use policy
- Workplace violence prevention policy
- Complaint and investigation policy

- Hiring process development
- Job description creation
- Job posting support
- Candidate screening support
- Interview question development
- Interview process guidance
- Offer letter preparation
- Background check process guidance
- Reference check process guidance
- Pre-employment documentation support
- New hire paperwork preparation
- Employee classification review before hiring
- Compensation range guidance
- Hiring compliance support

- New hire onboarding process
- New hire orientation materials
- Onboarding checklist creation
- Employee welcome packet
- Required employment form collection guidance
- Handbook acknowledgment forms
- Policy acknowledgment forms
- Payroll setup coordination
- Benefits enrollment coordination
- Training schedule development
- First-day planning
- Probationary period guidance
- New hire compliance review

- Payroll system setup guidance
- Payroll process development
- Employee payroll profile setup support
- Direct deposit setup guidance
- Wage and salary documentation
- Hourly employee payroll guidance
- Salaried employee payroll guidance
- Payroll schedule planning
- Timekeeping process setup
- Timesheet review process
- Overtime calculation guidance
- Payroll deductions guidance
- Payroll tax documentation support
- Payroll compliance review
- Final paycheck support
- Payroll recordkeeping support
- Coordination with payroll providers

- Employee benefits planning support
- Benefits eligibility tracking
- Benefits enrollment support
- Open enrollment coordination
- Health insurance enrollment support
- Dental and vision benefits support
- Retirement plan coordination support
- Paid time off tracking
- Leave benefit tracking
- Employee benefit communication
- Benefits documentation support
- COBRA process guidance, if applicable
- Benefits compliance support

- Employee communication support
- Workplace conflict resolution guidance
- Employee complaint process support
- Internal investigation guidance
- Corrective action guidance
- Disciplinary documentation support
- Performance issue support
- Manager and employee mediation guidance
- Workplace culture support
- Employee engagement support
- Retention strategy support
- Professional workplace standards guidance

- Performance review process creation
- Performance evaluation forms
- Goal-setting support
- Employee development planning
- Performance improvement plans
- Corrective action documentation
- Manager feedback guidance
- Promotion process support
- Employee recognition programs
- Performance tracking systems
- Probationary review process
- Annual review process

- New employee training plans
- Manager training support
- HR compliance training guidance
- Workplace harassment prevention training coordination
- Diversity and inclusion training coordination
- Customer service training support
- Leadership development support
- Professional development planning
- Safety training coordination
- Policy training support
- Employee coaching support
- Skills gap assessment

- Leave of absence process guidance
- Paid time off tracking
- Sick leave tracking
- Family and medical leave guidance
- Personal leave guidance
- Military leave guidance
- Bereavement leave guidance
- Jury duty leave guidance
- Accommodation request process support
- Leave documentation support
- Return-to-work process guidance
- Leave compliance support

- Workplace safety policy support
- Safety procedure development
- Incident report process
- Workplace injury documentation guidance
- OSHA recordkeeping awareness
- Emergency action plan guidance
- Workplace violence prevention support
- Risk reduction planning
- Safety communication support
- Return-to-work coordination
- Workers' compensation process guidance

- HR compliance audits
- Employee file audits
- Payroll record audits
- I-9 form audits
- Policy compliance reviews
- Handbook review
- Job description review
- Employee classification review
- Benefits documentation review
- Training record review
- Termination documentation review
- HR process improvement recommendations
- Record retention guidance

- Resignation process guidance
- Termination process guidance
- Exit interview guidance
- Final paycheck guidance
- Company property return process
- Benefits termination coordination
- System access removal checklist
- Termination documentation guidance
- Separation notice guidance
- Unemployment claim documentation support
- Employee file closing process
- Post-employment compliance support

- Fractional HR support
- HR advisory services
- HR strategy development
- Policy updates
- Compliance updates
- Employee relations support
- Manager coaching
- HR process improvement
- Organizational development
- Workforce planning
- Employee retention support
- HR vendor coordination
- HR reporting support
- Long-term HR department support