

EXCEEDING EXPECTATIONS WITH OUR HR Outsourcing Services



Kona HR provides turnkey solutions to companies seeking to streamline their administrative functions. While our core business is the delivery of HR services, our background is in consulting. As such, our approach is to partner with our clients and help them to formulate a sound strategy for delivering human resources and insurance services aligned with their business needs.

The result is cost effective services, best practice work environment, and expert resources at your fingertips.

SERVICES

Our broad range of services includes developing the Human Resources function and creating strategies that will support the unique needs of your business.

Human Resources Strategy:

Total Compensation Philosophy
Benefit Plan Design and Costing
HR Policies and Procedures

Administrative Services Strategy:

Assessment of Administrative Function
Human Resources Management
Vendor Assessment and Selection
Business Risk Coverage

Ongoing support includes four main categories of services:

1. Payroll Administration

We provide support for hourly, salary and commissioned employees.

Activities include:

- Prepare and distribute payroll checks
- Payroll data maintenance
- Response to I-9 inquiries
- Direct deposit of wages to bank accounts
- Federal, state and local withholding and tax deposits
- Reporting and job costing
- Payroll software management and accounting (GL) entries
- Year-end W2s and W3s—annual printing, distribution and electronic submission to the government.
- Payroll related record keeping, audits, inquiries and verifications.
- Time clock management
- Tax changes administration

2. Workers Compensation Administration

We can secure coverage and manage ongoing administration including billing, claims and return to work issues.

Activities include:

- Claims review and administration
- Work Comp billing reconciliation
- Safety plan creation, administration and training
- Safety audits and reviews
- Report and documents accidents
- OSHA Compliance
- NCCI mod rate review

In addition, Kona HR is a licensed property and casualty broker and can secure the necessary business risk coverage (E&O, D&O, etc).

3. Employee Benefits Administration

We design competitive employee benefit plans, determine efficient financing and provide ongoing administration of these benefits. In addition to health insurance, other supplemental benefits include:

- Long Term Disability
- Short Term Disability
- Accidental Death & Dismemberment
- Life Insurance
- Flexible Spending Accounts and HSAs
- Vision Plan
- Pension, 401(k) and IRAs
- Employee Assistance Programs

Activities include:

- Plan designs with cost and enrollment models
- Employee communications
- Eligibility tracking
- Flexible spending accounts (FSA) administration
- 401K administration, company matching and plan testing
- Benefits handbook creation and distribution
- COBRA compliance and administration
- Carrier payments and account audits
- Section 125 (pre-tax) premium audits
- Annual enrollments and adds/drops
- Plan discrimination testing
- Annual plan cost reviews
- Life Insurance plan administration
- Long term disability plan administration
- New York State DBL (if applicable)

4. Human Resources Administration

We provide the manpower to respond to personnel issues and ensure ongoing compliance with local, federal and international laws. We can act as your off-site HR department, offering consultation in all areas of human resources.

Activities include:

- Human resources strategy development
- Review, draft and communicate employment policies
- Develop Summary Plan Descriptions (SPD) for all benefit plans
- Background checks
- Pre-employment testing
- Recruiting
- Resume screening
- Interviewing
- Employee handbook development
- Performance management
- Rewards and recognition program development
- Employee benefits—design, financing and administration
- Pension planning and administration
- Job description development
- Training & development
- Personnel issue resolution
- Compliance
 - Wage and Hour (FLSA) compliance
 - OSHA compliance
 - Disability Act (ADA) compliance
 - I-9 compliance
 - Employment posters and notices
 - Personnel file management
- Employee relations
- Form 5500 filing as needed
- Unemployment claims administration
- Employee communication: design and production
- Total Compensation Statement: design and production

The associates at Kona HR have over 50 years of combined experience in human resources.

- We have worked with companies in every industry including financial services.
- We have managed start-up operations nationally and internationally.
- We have overseen the purchase, sale and integration of hundreds of companies.
- We have clients in a broad range of industries for which we provide turnkey solutions and support for broad HR services.

Kona HR Consulting Group LLC is a licensed human resources consulting and employee benefits firm providing leading-edge advice, practical solutions and financial focus to organizations of all sizes.

Please contact us for more information. Tel: (203) 659-7373 • Fax: (203) 659-7372 • Email: vince.kelly@konahr.com