

# EXCEEDING EXPECTATIONS WITH OUR Business Services



**Kona HR provides turnkey HR outsourcing solutions that are cost effective and scalable.**

**We partner with our clients to deliver HR risk management and additional business services.**

**Whether you are a start-up or an existing operation, Kona HR will provide you with expert resources enabling you to focus on the investment process and grow your business.**

## **DEVELOPING THE HUMAN RESOURCES FUNCTION**

We develop the Human Resources function by creating strategies that will support the unique needs of your business.

- Employee Benefit Plan Design
- HR Policies and Procedures
- Human Resources Management
- Total Compensation Philosophy
- Vendor Assessment and Selection
- Business Risk Coverage
- Employee Communication
- Organizational Culture
- Corporate Brand

## **ONGOING HUMAN RESOURCES MANAGEMENT**

We manage the human resources function on an ongoing basis overseeing the following activities:

### **1. Payroll Administration**

We manage payroll for partner, salary and hourly employees.

#### **Activities include:**

- Prepare payroll checks/direct deposits
- Payroll data maintenance
- Federal, state and local tax withholding
- Reporting and job costing
- Payroll software management and accounting entries
- Year-end reporting

The Kona HR team has decades of experience in human resources and business management.

We have:

- Managed start-up operations nationally and internationally.
- Audited existing operations and brought them into compliance.
- Overseen the purchase, sale and integration of companies.
- Provided turnkey solutions to clients with a particular focus on hedge funds and private equity firms.
- Helped transition key talent from global investment banks to start-up funds.

## 2. Workers Compensation Administration

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

**Activities include:**

- Claims review and administration
- Safety audits and reviews
- Safety plan creation, administration
- Accident reporting and documentation and training

## 3. Employee Benefits Administration

We design competitive employee benefit plans tailored to your specific company, determine efficient financing and provide ongoing administration of these benefits. In addition to health insurance, other supplemental benefits services include: Life/AD&D, Disability, Flexible Spending Accounts, Health Savings Accounts, Dental, Vision, Pension, 401(k) and IRAs and Employee Assistance Programs.

- Benefit plan design
- Eligibility tracking
- Flexible spending accounts administration
- COBRA
- 401(k) administration
- Annual enrollment
- Plan discrimination testing

## 4. Risk Management

We recommend and secure appropriate lines and levels of coverage including:

- Directors and Officers
- Errors and Omissions
- Liability

## 5. Human Resources Administration

We respond to personnel issues and ensure ongoing compliance with local, federal and international laws.

**Activities include:**

- Employment policies
- Employee handbook
- Summary Plan Descriptions
- Background checks
- Performance management
- Job description
- Training & development
- Personnel issue management
- Employee communication
- Total compensation statements
- Compliance

## 6. Business Services

We have a suite of business services, which can complement your resources, ranging from accounting to information technology.

**Kona HR Consulting Group LLC** is a human resources outsourcing and employee benefits firm providing leading-edge advice and turnkey business solutions to organizations of all sizes.

Please contact us for more information.

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