



HR SUPPORT SERVICES

let us help answer your toughest questions.



HIRE & ONBOARD



HR SUPPORT



HR ON-DEMAND

Want to learn more? Have any questions? Email us at payroll@sjhl.com.

Hutchinson Office
200 N Main St
620.662.3358

McPherson Office
123 S Main St
620.241.1826

Wichita Office
220 W Douglas Ave Ste. 300
316.265.5600

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HIRE & ONBOARD:

simplifies recruiting and onboarding process by reducing paperwork and expanding applicant pool:

- online job posting
- track and rate applicant
- schedule interviews
- run background checks

after selecting employee, you can:

- send an offer letter
- electronically send compliance documents like W-4, K-4, I-9, etc.
- send company specific policies and documents for review prior to hire date (fringe benefits, handbook, etc.)
- direct deposit and withholdings will flow directly into our payroll software



HR SUPPORT:

gives you access to tons of HR information on:

- creating checklists
- understanding laws
- job descriptions and letters through pre-made templates
- Q&A asked by other HR managers
- and much more!

*use our Employee Handbook Wizard to create an employee handbook!



HR ON-DEMAND:

our HR on-demand program can help if you want some additional assistance:

- with unlimited access to ask any questions to our HR professionals
- customize a handbook
- and much more!

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