



Why Pacific HR Solutions?

What Sets Us Apart:

Individualized Client Service tailored to your specific business, no matter the size.

We understand not all businesses are the same, nor are the needs.

We focus on understanding your business and help you navigate the services we offer.

Whether over the phone or in person we are here to assist you every step of the way. We deliver high touch and personalized client service. This relationship does not end after you onboard. It continues throughout your partnership with us.

Pacific HR Solutions has been serving California businesses since 1989. Our technology, client specialists and California HR experience minimize legal liabilities, modernize your HR practices and policies, and build an integrated system focused on long term employee retention and contribution.

Our Goal is to build solid relationships to help reduce employment costs, increase your profitability, reduce employment related liabilities and assist your business in navigating the ever changing laws in California to ensure your business is compliant.

Let us take care of you so you can focus on your business!



Standard HR PEO Services:

- **Human Resources**
 - Annual Compliance Postings
 - California Harassment Training
 - Compensation Analysis
 - Consultation on Employee Performance Reviews and Management
 - Dedicated HR Professional
 - Electronic onboarding and Offboarding
 - Electronic Employee Files and Record Keeping
 - Employee Documentation Templates (Disciplinary, Performance)
 - Employee Handbook
 - Employee Terminations, final paycheck
 - Exit interviews
 - Job descriptions
 - Leave of Absence Management
 - Provide Consultation on Employee Relations Concerns and Challenges

Add on HR PEO Services:

- **Human Resources**
 - Background Checks
 - Engagement Surveys
 - Pre-employment Screening, Interviewing, Talent Management and Recruitment
 - Predictive Selection Index



Standard Payroll and Employee Administration PEO Services:

- **Payroll and Employee Administration**
 - Affordable Care Act / ACA Tracking (1094 and 1095-c)
 - Calculate Deductions
 - Certified Payroll
 - Complete Payroll Processing
 - Dedicated Payroll Professional
 - Direct Deposits
 - EES Pay Stubs
 - Federal Tax filings: 940, 941, W2's and State DE9 and DE9C
 - Federal Withholding, State Withholding
 - Garnishments
 - Maintain Paid Sick Time
 - Maintain Paid Time Off (Vacation)
 - Payroll Allocation
 - Payroll Reporting
 - Tax payments
 - Unemployment and IRS Audit Assistance

Add on Payroll and Employee Administration PEO Services:

- **Payroll and Employee Administration**
 - Online Scheduling
 - Time and Attendance



Standard iSOLVED HRIS Platform PEO Services:

- **iSolved HRIS Platform**
 - Complete Employee Document Storage
 - Education/Certification Tracking
 - Employee Claims Tracking
 - Employee/Employer Self Service
 - FinFit - helps employees build financial literacy and access to lower interest loans (optional add on at no cost)
 - HR Resources: Documentation storage, I9 storage, Document Retrieval Tracking
 - Incident Tracking
 - Onboarding Checklist
 - Termination Details and Tracking
 - ZayZoon - employee early access to wages earned (optional add on at no cost)

Add on iSOLVED HRIS Platform PEO Services:

- **iSOLVED HRIS Platform**
 - Applicant Tracking - Per Active Job Posting
 - Compensation Management
 - Custom Integrations with Preferred Partners
 - Customized Scheduling for your Team
 - Time and Attendance including Geofencing
 - Virtual or Physical Clock Time Clock

Add on Full Cycle Bookkeeping Services:

- **Tailored to your companies needs**



Standard 401(k) Retirement Plan PEO Services:

- **401(k) Retirement Plan**
 - Asset Transfer Management if applicable
 - Facilitate 401(k) Retirement Plan in Compliance with California Requirements.
 - Manage deductions through Payroll

Standard Workers' Compensation and Risk Management PEO Services:

- **Workers' Compensation and Risk Management**
 - Ensure Highly Competitive Market Pricing
 - Claims Management
 - Complete Annual Workers Compensation Audits

Add on Workers' Compensation and Risk Management PEO Services:

- **Workers' Compensation and Risk Management**
 - Return to Work Policies
 - Written Safety Programs and Training

Standard Employee Benefits PEO Services:

- **Employee Benefits**
 - Aflac
 - Medical, Dental, Vision, Long Term Disability, Life Insurance
 - Pet Insurance
 - Section 125 (Cafeteria Plan)



A Little Bit About Us:

Christina Nelson, SHRM Senior Certified Professional is the founder and president of Pacific HR Solutions.

Since establishing the California based firm in 1989, she has specialized in payroll, human resources and employee benefits. A recognized industry leader, Christina had the distinct privilege to serve on the Napeo Board of Directors from 2018-2022 and is still actively involved with Napeo. She is a trusted expert on the regulatory and operational complexities of managing small to medium size businesses in California.

John Jakubek, Senior HR Practice Leader.

John previously served as the Chief Human Resources Officer for one of the largest international restaurant franchising companies. Since transitioning from the corporate sector, he has provided strategic HR consulting to small and mid size clients with a focus on developing strategies which elevate an organization's performance through its employees. As Senior HR Practice Leader of Pacific HR Solutions, he oversees a team of seasoned HR professionals while providing direct, hands on consultation to several Pacific HR clients. He is driven by a true passion for enabling entrepreneurs to realize their vision and achieve sustainable success.

Stacey Gourson, Business Development and Client Relations.

After pivoting from the corporate sector to a local business, Stacey experienced first hand the challenges of navigating California's rapidly evolving labor laws and managing time consuming payroll and HR operations. A former Pacific HR Solutions Client, now a vital part of our team, she leverages her firsthand experience to guide new clients through a seamless transition.