HR Services
Increasingly complex laws and other government regulations have created significant administrative obligations and legal exposure for employers. Oasis Outsourcing’s Human Resources Services Team helps to mitigate this situation through expert Human Resources consultation and innovative programs.

Infrastructure Development
Infrastructure Development
- Fair Labor Standards Act (FLSA)
- Compensation Research and Design (Market Survey Analysis, Job Grade / Salary Band)

Job Description Development
- Americans with Disabilities Act (ADA)-Compliant

Employee Handbook Development and Customization
- Federal and State Compliance

Web-Based Management Resource Tools
Compliance Assistance
Administrative Support
- New Hire Reporting
- I-9 Authorizations and Re-verification
- Employee Electronic Onboarding
- Social Security Number Verification
- EEO-1 Tracking and Reporting
- VETS 100 Tracking and Reporting
- Automated Employment Verification

Federal and State Law Regulation Guidance
- FLSA, Title VII/Discrimination

Americans with Disabilities Act (ADA)
- Age Discrimination in Employment Act (ADEA)

Tools and Guidance for Internal Investigations and Formal Complaints

Family Medical Leave Act (FMLA) Administration

Employment Practices Liability Insurance (EPLI)
- Provides up to $1 million EPLI coverage in the event of a claim of sexual harassment, discrimination or wrongful termination.

Operations Partnership
HR Operational Policy/Program Reviews with Recommendations

Oasis Service Center available 24/7

SPHR/PHR Certified and Degreed HR Professionals

Employee Relations
Management Consultations
- Employee Disciplinary Action and Performance Improvement Plans
- Communication Programs and Strategies
- Downsizing/RIF Compliance
- Guidance on terminations for cause to avoid unnecessary unemployment claims

Unemployment Consultations and Claims Management
- Initial Claims Processing
- Claim Validation
- Eligibility Determination

Growth and Development
Training
- eLearning, On-Site Training, Webinars

Performance Management and Development
- Performance Evaluations
- Retention Strategies
- Career Pathing

New Hire Orientation and Development

Employee Opinion/Satisfaction Surveys

Employee Benefits
To recruit and retain the very best employees in today’s marketplace, you must offer a competitive benefits package. Oasis Outsourcing helps you level the playing field with any Fortune 500 company. And because we administer these complex programs, you and your employees can simply reap the rewards while we take care of the details.

Health Insurance
- Medical
- Dental
- Vision Care

Other Insurance
- Life and AD&D
- Accident
- Hospital Indemnity
- Short- and Long-Term Disability
- Cancer
- Pet
- Legal
- Roadside Assistance
- Credit Card Protection
- Identity Theft Protection

Financial Savings Plans
- 401(k) Retirement Plan
- Health Savings Account (HSA)
- Flexible Spending Account (FSA)
- Parking and Transit Section 132 Plan
- Prepaid College Fund
- Online Access Account

Administration and Support
- Annual Enrollment
- New Employee Enrollments
- Employee Eligibility
- Section 125
- COBRA
- Invoice Reconciliation/Payment
- 5500 Filings

Healthcare Reform Support
Plan Compliance
Plan Disclosures
Tax Credits
W-2 Reporting
State & Federal Exchange Support

Employee Programs
Employee Assistance Program
Health Advocate
- Claims Resolution
- Help Finding Doctors

Employee Web Access
WellCall
MDLive
MDVIP

Legal and Regulatory
- HIPAA Compliance
- Compliance with IRS Code Section 125
- Compliance with Healthcare Reform

Risk Management
Oasis Outsourcing assists you in creating and maintaining a safe work environment, while bearing full liability for Workers’ Compensation.

Return to Work Programs
Claims Management Oversight
- Initial claim intake reporting
- Verification of active employment
- Monitor third-party administrator
- Review initial fact canvass reports for fraud indicators
- Issue Workers’ Compensation certificates to all client certificate holders
- Fraud investigation (when warranted)

Risk Management
- Analyze and Recommend Safety Protocols
- On-Site Safety Inspections
- Safety Program Development Assistance
- Drug-Free Workplace Program
- Certification of Covens
- Coordinate Safety Training and Certification
- OSHA Assistance

StaffSourcingSM
StaffSourcing is an exceptional, cost-effective solution exclusively offered to our PEO clients that provides access to the same recruiting and selection tools that Fortune 500 companies use—all at incredible savings. StaffSourcing fee-based products and services are provided at substantially discounted rates for Oasis Outsourcing clients.

Recruitment and Selection
- Newspaper and Internet Job Board Advertising and Placement

Applicant Screening
- Resume and Telephone Screening

Candidate Sourcing
- Full Placement Services
- Direct and Temporary Placement

Testing and Assessment
- Over 500 web-based EEOC and ADA-compliant pre-employment skills testing and behavioral assessments

Background Checks/Drug Testing
Access to a wide range of competitively priced background check and drug testing options
- Federal, State and County Criminal Records
- Credit Report
- National Criminal Database Searches
- Civil Records
- Social Security
- Motor Vehicle Reports
- Education Verification
- Fingerprinting Services
- Drug and Alcohol Testing

Outplacement Services
Career Transition Planning
- Assistance with career transition due to business/market changes