



# Case Study

## Retirement Plan

64-Bed Rural Hospital  
300 employees

## Challenge

The Hospital's HR Department was small and had limited time available to evaluate current processes or focus on strategic, proactive solutions. This resulted in many HR functions, systems, and vendor partnerships remaining stagnant. The Retirement Plan for employees, including the 403(b) and other solutions available for team members, had not been reviewed in depth by the department for many years. It was functioning as it always had - not causing any issues - and due to the type of plan, there were no legal requirements to assess it regularly. Three primary issues were identified:

1. The Cost to the Hospital and Employees
2. The Service Provided by the Advisor and TPA
3. The Accuracy of Contribution Processing



## Solution

Our team and subject matter expert partners completed a full analysis of the Retirement Plan and identified the challenges described - two of which were unknown to the hospital prior to the project. Through this process including audits, corrections, process improvements, and vendor negotiations and replacements, we were able to provide a cost-effective, competitive retirement solution for employees that is regularly evaluated and processed accurately.

## Results

Hospital Savings of Over \$10,000 Annually • High Level Service Providers  
Accurate Contribution Processing • Employee Savings of Over \$24,000 Annually



# Case Study

## I-9 Compliance

64-Bed Rural Hospital  
with 300 employees

## Challenge

The Department of Homeland Security and the U.S. Immigration and Customs Enforcement (ICE) requires all U.S. Employers to properly complete a Form I-9 for each individual they hire for employment in the United States in order to verify their employment authorization. The Hospital's I-9s were completed both on paper forms by the HR Director as well as electronically through a third-party HRIS (Human Resource Information System) for a few years. Due to the different methods utilized to process these forms, poor filing and record-keeping, and a lack of knowledge regarding updated guidelines, many forms were missing, inaccurate, or incomplete. I-9 violations may result in civil fines ranging from \$272 - \$27,108 per violation based on the type of violation and whether the offense was initial or subsequent as well as other non-monetary penalties. The following concerns were identified:

1. 71% of Forms Had Substantive Violations
2. 20% of Forms Had Technical Errors
3. Minimum Risk: \$65,000
4. Potential Risk: Up to \$650,000
5. Inappropriate Filing and Retention of I-9s



## Solution

A full audit was completed which identified the challenges listed. Corrections were made to the forms and appropriate training and resources were provided to the HR team onsite to prevent future errors. A new process was established to correct inappropriate filing and retention procedures. The Hospital now has access to ongoing support for unique situations and annual audits to ensure compliance moving forward.

## Results

- 100% of I-9 Forms Accurate and Compliant
- De Minimis Risk for Potential Fines
- Accurate Processing, Filing, and Retention of I-9 Forms



# Case Study

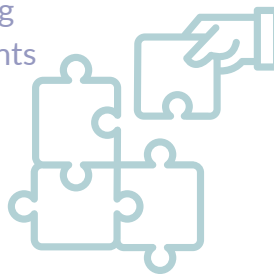
## HRIS Implementation

64-Bed Rural Hospital  
300 employees

## Challenge

The Hospital did not have a system of record to manage employee information. They were utilizing multiple systems, spreadsheets, and paper forms to retain data and they needed a place to centralize their information which would streamline their processes. We were tasked with finding a system that could:

1. Manage Job Postings & Applicant Tracking
2. Streamline Onboarding Across Departments
3. Store Employee Files in One Location
4. Provide Robust Reporting for HR, Managers, and Leadership
5. Process and Track Trainings, Evaluations, and Annual Requirements



## Solution

Through a thorough analysis of the Hospital's needs, we were able to identify an HRIS partner that was able to accomplish each of these requirements with additional opportunities for further utilization outside of the initial scope. The system was vetted and a discounted price was negotiated with the vendor. Our team was able to implement the platform, provide training to employees, managers, and HR and build out each of the aspects of the program desired by the Hospital. Detailed audits were completed to ensure accurate and thorough information was inputted into the system which allowed for actionable reporting and analysis.

## Results

### Full HRIS System Implemented

Applicant Tracking System Automated with External Sourcing • Integrated Onboarding Process Across All Departments • Electronic Employee Records with Access Restrictions  
Automated Reporting and Analytics for All Stakeholders • Customized Tables and Fillable Forms