



Who We Are

Synergy HR Solutions designs scalable HR systems and executive-level guidance for small and mid-sized organizations. We balance strategy with hands-on execution—standing up HR operations, modern compensation, compliant multi-state programs, and manager enablement that sticks.

What Sets Us Apart

- Strategic + Practical: C-suite judgment and sleeves-rolled-up delivery.
- Built-to-Fit: Tailored roadmaps by footprint, industry, and stage.
- Multi-State Mastery: Core handbook + state addenda; wage/hour and leave compliance (CA, NY, WA, CO, IL).
- Data & Discipline: Light dashboards leaders use—no vanity metrics.
- Speed to Value: Quick wins in weeks; sustainable systems in 90 days.

Core Services

Fractional CHRO & Strategic Advisory

- Strategic HR roadmaps tied to the business plan
- Leadership coaching; org design and change management
- Culture & retention strategy; manager enablement
- Governance for offers, promotions, and pay transparency

HR Operations Setup & Optimization

- Five essential workflows: recruiting, offers, onboarding, pay changes, exits
- Payroll/timekeeping audits; break attestations; final-pay timeliness
- Leave & accommodations: single front door with standard letters
- HRIS configuration; document hub; ticketing/help desk with SLAs

Compensation, Pay Transparency & Equity

- Comp philosophy + location model; job architecture and bands
- Living-wage floors; compression fixes when floors move
- Pay transparency: range postings, internal ranges, manager scripts
- Equity checks: cohort analysis and targeted adjustments

Talent Acquisition & Retention Engine

- Fast-hire path (apply-to-offer in days) with structured interviews
- Skill ladders and micro-promotions; 30-60-90 onboarding + buddy
- Recognition cadence; schedule discipline and flexibility within operations
- Referral engine and local pipeline partnerships (schools, veterans, reentry)

 www.SynergyHR.com  Info@SynergyHR.com  (615) 628-7083

Disclaimer: Templates are provided for general guidance and do not constitute legal advice. State and local requirements vary. Consult applicable laws and counsel before use.



AI-in-HR Guardrails & Enablement

- AI Acceptable Use Policy (2 pages) and data-tiering rules
- Approved tools with admin controls; prompt libraries by role
- Bias/accuracy QA gates; human-in-the-loop for decisions
- Use cases: job ads, onboarding checklists, policy drafts, help-desk knowledge

Multi-State & Regulated Expertise

- Core handbook + state addenda; required postings (onsite & remote)
- Paid leave overlays (FMLA/state PFML/STD) with concurrency charts
- Wage/hour controls: meal/rest, premiums, rounding rules, wage statements
- Privacy & data notices; training mandates; safety/OSHA readiness

Industries We Serve

- Finance & Professional Services
- Building Materials, Construction & Manufacturing
- Retail & Wholesale / Multi-unit operations
- Healthcare & Wellness
- Technology & Startups
- Multi-State Employers and distributed teams

Private Equity & Portfolio Services

HR Due Diligence (Pre-LOI → Confirmatory)

- People & Org: spans/layers, key-person risk, leadership assessment framework
- Comp & Benefits: bands, wage floors vs. market; variable pay; broker terms & trend
- Wage & Hour: classification, overtime, meal/rest (state-specific), timekeeping integrity
- Policies & Compliance: handbook gaps, I-9, EEO/harassment training, safety readiness
- Footprint: registrations, postings, paid leave programs, privacy obligations
- Employee Relations: investigations log, union status (if any), attrition & quick-quits analysis
- Systems & Data: HRIS/ATS/payroll configuration and reporting reliability

Standard Deliverables (10–12 days typical)

- Red-Flag Memo (48–72 hours) with exposure ranges and interim mitigations
- Quality of HR (QHR) Report with prioritized remediation plan, budgets, and owners
- People Cost Baseline: headcount/FTE map, comp/benefits run-rate; savings levers
- Draft 100-Day People Plan aligned to the investment thesis

Post-Close: 100-Day People Value-Creation Plan

- Stabilize: payroll/time audit; state addenda; leave front door; HRIS data cleanup
- Hiring engine: fast-hire path, offer rubric, day-1 readiness; onboarding 30-60-90
- Retention: manager 1:1 cadence, recognition rhythm, schedule discipline
- Comp & Equity: market bands, wage floors, compression fixes, transparency toolkit
- People MD&A: board-ready narrative with turnover, quick quits, OT, TRIR/DART, span of control, compa-ratios
- Savings: broker RFP, plan design tune-ups, platform consolidation, compliance remediation budget

Roll-Ups, Add-Ons & Carve-Outs

- Day-0 readiness: offer/transfer letters, policies, ranges, access
- Harmonize titles and pay bands; avoid title inflation
- Integration cadence: weekly workstream reviews; 30/60/90 checkpoints; comms plan
- Carve-out TSAs: payroll/benefits continuity; data migration; records retention

People Analytics & Board Reporting

- Monthly People MD&A with 3-month trend and exception narrative
- Headcount reconciliation; openings; time-to-offer/start; turnover & first-90-day exits; regrettable attrition
- Cost & compliance: OT hours; wage-floor exceptions; compa-ratio distribution; leave cases; I-9/postings/training status
- Safety & productivity: TRIR/DART; near-misses; schedule adherence; optional labor cost per unit

How We Work (Simple, Repeatable, Measurable)

- Discover (Weeks 1–2): friction audit, data & risk scan; quick wins identified
- Design (Weeks 2–4): one-page workflows with RACI + SLAs; system configuration plan
- Implement (Weeks 4–8): manager training; launch core processes; two friction fixes/month
- Enable & Measure (Weeks 8–12): dashboard live; handoffs to managers; monthly review rhythm

Results Clients Report

- 30–50% faster time-to-offer; higher start rates
- 10–30% reduction in first-90-day attrition via structured onboarding
- Cleaner compliance: fewer payroll defects; audit-ready leave and I-9 files
- Manager confidence: consistent 1:1s, clearer feedback, visible schedules

Engagement Models

- Fractional CHRO (part-time, interim, advisory)
- 90-Day Sprints (project-based outcomes)
- Ongoing HR Ops Support (managed service or augmentation)
- PE Programs: diligence sprints, post-close stand-up, portfolio standardization

Get Started

Schedule a free consultation or request the PE Checklist (data room list + reporting templates).