



Human Resource Solutions
Georgia Credit Union Services, Inc.

One of the most important assets of any company is its human resources. Georgia Credit Union Services, Inc. (GCUS) provides solutions to simplify administrative tasks, control costs, select the right talent and offer top-level employee benefits. The GCUS Shared Human Resource program offers full HR administration, recruiting and consultative services. This program assists with HR responsibilities and provides an easy and stress-free system to help minimize cost and workload responsibilities.

Our professional outsourcing option allows you access to seasoned human resource professionals when and where you need them. For some credit unions, it makes perfect sense to outsource some or all of their human resource functions. It proves a cost-effective means of receiving the expertise you require to address strategic and functional human resource needs without incurring additional overhead.



"We have used Georgia Credit Union Affiliates for payroll and benefits for several years, and are completely satisfied with the service we receive. From the Web-based time clock to the processing and filing of tax reports, we believe the fee we pay for this service pays for itself."

**Tina Burkhalter • President and CEO
Nashville Credit Union**



"It is easy to read and understand materials provided to our office. They make handling payroll and employee benefits a pain-free process. We look forward to using Georgia Credit Union Affiliates for our human resource needs for years to come."

**Shannon Walters • Chief Executive Officer
Hutcheson Federal Credit Union**

HR Solutions

Full HR Administration: The role of an HR professional can be extremely demanding and sometimes overwhelming. Through the Shared HR Program, credit unions can outsource HR responsibilities to GCUS at an affordable cost and feel comfortable knowing that GCUS has the expertise, resources and staff to keep the credit union compliant with the ever-changing regulatory issues, confusing complexities of benefits administration and record keeping headaches. Our consultants provide the following support:

- Payroll & Tax Reporting
- Benefits Administration
- Personnel Administration
- Training & Development
- Position Descriptions
- Performance Appraisals
- Surveys
- Termination Paperwork & Exit Interviews
- Reviews
- Performance Management
- Conflict Mediation

RECRUITING

Choosing the right person for the job is a huge and very important task. The process takes a lot of time and expenses, not to mention the compliance challenges that can make recruiting stressful. We can assist with recruiting, job descriptions or selection criteria.



Complete Recruiting

- Position Evaluation
- Salary Requirements
- Advertisement
- Pre-screen, Interview and Qualify
- Background Investigation



Limited Option

- Advertisement
- Receipt & Management of Resumes

CONSULTATIVE SERVICES

We identify priorities and access circumstances that may alter long-term business objectives. Our team of professionals will give feedback on how to make changes in order to have a successful business strategy. Incorporating tools and knowledge based upon more than 15 years of experience, our consultants will assist with:

- Benefit Plan options and pricing
- Compliance – Federal & State employment laws and regulations
- Specific employee issues/plan of actions
- Policy and procedure information and development
- Employee Handbook Reviews tailored to each employer
- Position evaluation – Job descriptions and salary ranges

Call (800) 768-4282 today to discuss your HR needs or for more details visit www.gcu.org.

GEORGIA CREDIT UNION

Affiliates