



**We focus on your
employees, so
you can focus on
your bank.**

What's the best solution to managing your human resource functions? There are so many service models to choose from that it can almost seem overwhelming.

A Clear Solution

Iowa Bankers HR Services believes the most-effective solution is to work with you to become an extended member of your management team. Our professional HR experts work directly with you and your managers to ensure your bank has a solid foundation for all employment-related issues. We assist with administrative activities; help ensure that efficient processes are in place for managing employee and benefits information; provide tools to facilitate effective communication with your entire employee population; and collaborate with your management team to ensure employment policies are in place and can be adhered to consistently.

Relying on our industry expertise, advanced HR technology and internal business processes, we help you coordinate communication with all the vendors and carriers that impact your employees. Essentially, we serve as your full-service administrative HR department — remotely.

With two tiers of service to choose from, Iowa Bankers HR Services offers an effective HR administration solution for both small- and medium-sized banks. Our solid foundation of practices, policies and procedures help ensure that your employment information is managed appropriately; HR and benefits messages are communicated effectively; and your organization is both aware of and has processes in place to comply with state and federal employment laws and regulations.

HR Professionals

Our experienced team of professionals have many years of high-level HR experience and they possess the essential knowledge and skills to be successful. They will work with you and your employees to implement your program, including all ongoing HR responsibilities, benefits and payroll activities.

Get Started

For more information about IBA HR services, contact the HR Hotline at hr@iowabankers.com or (844) 306-2365.



Human Resources Services

With Iowa Bankers HR Services, you tell us what you need, and we'll put together a plan that works best for you. **Below are our three suites of services:**



TIER 1 *Outsourcing Services*

- **Background checks**
 - Conduct background checks using a third-party credit reporting agency
- **Benefit administration**
 - Administer Iowa Bankers Benefit Plan group benefit plans, assist in 1095 reporting, assist with annual enrollment
- **Benefits carrier communications**
- **Company communications**
- **Employee benefits education and resources**
- **Employee handbook and policy development and maintenance**
- **Employee relations (i.e., discipline complaints)**
- **Government-mandated documents**
- **Human resources consulting**
 - A free service to member banks to ask advice on HR matters
- **Onboarding**
 - Provide new hire forms through payroll vendor. Provide initial onboarding with regard to payroll and benefits.
- **Payroll administration**
 - Process payroll, generate payroll reports, tax filings, W-2's, Multiple Worksite Reporting.
 - Setup, support and maintenance of online HR Information System with access for employees, supervisor, and employer
- **Performance management**
 - Set up review forms, launch reviews, send reminders to complete reviews and send status reports to the client
- **Recruiting**
 - Develop job postings, post to external job boards as requested by client, conduct initial phone interviews, prepare and send offer letters to candidates
- **Termination processing**
 - Prepare termination letters with regard to final pay/benefits, conduct exit interviews over the phone
- **Updates on employment laws and regulations**



TIER 1 *Add-Ons*

Can be selected for an added cost.

- **Audit assistance**
 - Assist clients with the employment portion of various audits
- **Merger or acquisition support**
 - Conduct benefit administration meetings with employees who are new or impacted by the mergers or acquisitions of the client



TIER 2 *Outsourcing Services*

Includes all services in Tier 1, Tier 1 Add-Ons, plus the following:

- **Affirmative Action Plans (AAP)**
 - Provide census reports and data in spreadsheets
- **Annual benefit statements**
 - Create annual benefit statements for employee
- **Assist with annual non-discrimination testing**
- **Assist with various annual audits**
- **EEO-1 reporting**
 - Pull census reports and data
- **Leave administration and tracking**
 - FMLA, STD, LTD
- **Produce annual benefit statements for all employees**
- **Support conducting annual Affirmative Action Plan**
- **Vets reporting support**



A LA CARTE SERVICES

You may pick and choose from the list below.

- **Annual employee benefit statements**
- **Annual IBA salary survey participation and results**
- **Compliance training (i.e., anti-harassment training)**
- **Customized benefit guide**
- **Customized employment forms (i.e., employment application)**
- **Employee file audit**
 - I-9 form audit
 - Benefits file audit
 - Total file audit
- **Employee handbook & policy**
- **HR peer group membership**
- **HR practice review & recommendations**
- **On-site annual enrollment meeting**
- **Updates on employment laws and regulations**