

Top 5 Small Business HR Mistakes

And How They Can Impact Your Clients' Bottom Line

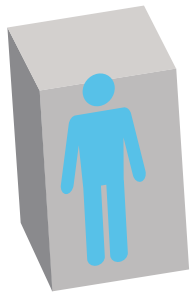
As a trusted advisor to your small business clients, you want to help them spend their time growing their businesses. Without certified human resources (HR) professionals on staff, it can be challenging for small business owners to properly hire and manage their employees, stay in compliance, and keep their business running smoothly. And that's when costly mistakes can happen.

1 Hiring in Haste

It can cost a small business approximately

\$3,665

to recruit just one candidate.¹



2 No Employee Handbook

Myth:

Small businesses don't need a handbook.



Fact:

A handbook can help inform employees of established workplace policies and procedures.

3 Improper Pay Practices



Up to

\$1,000

associated with each minimum wage or overtime pay violation.²

4 Missing or Incomplete Records

An accounting firm in Bluefield, VA consented to pay over

\$17,000

in back wages and damages stemming from, among other things, failing to retain from, among other things, failing to retain adequate

records of employees' wages, hours and other conditions of employment.³

5 Terminating in the Heat of the Moment

73,588

In 2013, the EEOC received complaints alleging wrongful termination based on a protected characteristic.⁴

Small business HR done right.

Running a small business is tough enough without the added worries of HR and workforce administration. That's why over 400,000 small businesses rely on ADP's experience and insight. We're here for you and your clients every step of the way – so both of you can get back to growing your businesses.

Contact for more information:

To download our report Top 5 Small Business HR Mistakes, visit www.adp.com/Top5HRMistakes

SOURCES:

(1) Society of Human Resources Management, 2011 For Smaller Firms, Recruiting Costs Add Up, The Wall Street Journal Online <http://online.wsj.com/article/SB10001424052970203764804577056603280231204.html>, (2) <http://www.dol.gov/elaws/esa/flsa/screen74.asp> (3) <http://www.dol.gov/whd/media/press/whdpressVB3.asp?pressdoc=Northeast/20130212.xml>, (4) http://www.eeoc.gov/eeoc/statistics/enforcement/statutes_by_issue.cfm - 73,588 complaints based on all Discharge complaints reported to the Equal Employment Opportunity Commission (EEOC) for each category in 2013.

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