



**Job Title:** Human Resource Generalist- Payroll, Onboarding, and Terminations

Full-time role located in Humble, TX. This role is eligible for full benefits.

**Overview:** As the Human Resource Generalist at Hays Electrical Services, you will play a pivotal role in managing critical HR functions, including payroll administration, onboarding new employees, and overseeing the termination process. You will work closely with the HR team and collaborate with various departments to maintain compliance, streamline processes, and contribute to our company's success.

**Key Responsibilities:**

**1. Payroll Administration and On Boarding Processing:**

- Accurately process and manage payrolls administration assigned duties, ensuring timely and error-free payments.
- Maintain Employee records, tax compliance, and deductions in accordance with federal and state regulations.
- Stay updated on changes in HR laws and regulations to ensure compliance.
- Process onboarding processes to welcome and integrate new employees into the company culture.
- Coordinate orientation sessions, paperwork, and training to facilitate a smooth onboarding experience.
- Ensure all necessary documentation, including employment contracts and benefits enrollment, is completed accurately and on time.
- Provide support and guidance to new employees during their initial weeks.
- Maintain accurate and confidential employee records, both digital and physical.
- Manage HR databases and software systems to streamline HR operations.
- Assist in the development/maintenance of HR policies and procedures manuals.

**2. Termination Management:**

- Manage the termination process, including exit interviews, final paychecks, and return of company property.
- Collaborate with legal and compliance teams to ensure terminations adhere to company policies and legal requirements.
- Maintain records of terminations and conduct exit interviews to gather feedback for continuous improvement.
- Handle sensitive termination situations with professionalism and discretion.

**Qualifications:**

- Bachelor's degree in human resources, Business Administration, or a related field.
- Proven experience in human resource management with a focus on payroll, onboarding, and terminations.
- Familiarity with HRIS (Human Resource Information System) software and tools.
- Excellent interpersonal, communication, and problem-solving skills.
- Ability to handle confidential information with discretion and professionalism.
- Strong organizational skills and attention to detail.
- SHRM or HRCI certification is a plus.
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