



my **HR** concierge®

WE PUT THE HUMAN IN HR™

The Human Way to Tackle Tough HR Tasks

Simple. Smart. Cost Effective.

Your HR Expert Works with You to



Understand your business objectives & workforce



Identify, evaluate & prioritize your labor compliance risk



Suggest the best course of action for your situation



Perform time-consuming administrative tasks

Focus on Growth

Keeping up with changing HR laws, tasks and paperwork can drain time, dollars and resources. AND, stalls business growth. HRCompli® suite of services lets you refocus valuable resources on activities that matter most – taking care of customers, growing the business and relaxing.

Maintain Compliance and Avoid Risk

HRCompli® suite of services is an easier, more affordable way to keep up with and quickly tackle HR compliance risks that can tank your business growth. We work closely with you to highlight labor compliance risks and the impact specific to your business. Then we suggest the best course of action for your situation.

Work More Efficiently

Many business owners mistakenly count on existing staff and a paper-based approach to meet HR compliance obligations. HRCompli® suite of services offers a more affordable, more personal and easier way for business owners to handle increasingly complex compliance obligations.

“On average a business owner spends 7–25% of their time handling employee related paperwork.”

- U.S. Small Business Administration

HRcompli®

HRcompli+admin®

The HRCompli® Suite of Services



What makes us Different? We're part of your team

Our HR experts are actively involved in solving your complex employee / HR issues.

- HR Compliance Risk!
- Review of your employee handbook and job descriptions
- Share alerts & insight on the impact of relevant labor law changes

Online HR library with 24/7 access

- Over 100 training videos and 500 forms
- Comprehensive HR guidance written & reviewed by attorneys
- Interactive HR apps & tools



Labor law poster compliance plan



Anonymous worker tip line

- Workers can simply & safely report harassment, theft, fraud...
- Enables you to proactively deal with potential problems

We Invest in your success.

Here is an example:

A client called his MyHR expert prior to terminating an employee for multiple absences to ensure the termination was compliant.

Based upon company policies, the employee could be terminated for the absences. However, as the HR expert continued to ask questions it was learned the employee was absent due to taking care of a sick spouse. Because of this, the employee was afforded protection under the Family Medical Leave Act (FMLA).

How we helped to solve this:

HR Concierge advised management not to terminate the employee. The HR expert then gathered the required information and sent out the required FMLA notifications on the company's behalf. This prevented the employer from possible litigation.



HRCompli+Admin Handles Complex Administrative Compliance Tasks

- All HRCompli® services PLUS
- Benefits administration
- Family Medical Leave Act (FMLA) admin
- Employee file compliance
- Wage & employee verifications
- COBRACompli™
- Contesting questionable state unemployment claims
- Includes MyHIRE®



MyHIRE offers an integrated online system that provides online hiring, employee onboarding and benefits administration.

- User-friendly job creation and application process
- Customizable onboarding capabilities including E-verify
- Efficient and Clear benefit information and resources

myHIRE presents Work Opportunity Tax Credit (WOTC) opportunities during the application process. In addition it will provide required tax return information for the filing of WOTC credit.

www.myhrconciierge.com

To learn more contact us at 855-538-6947 Ext.108 or email ccooley@myhrconciierge.com

Allow us to provide HR Support so you can focus on your business, every day.

Manager's HRHelp Line™
MyTeam Tip Line™
Employee Screenings

HRCompli+admin®
ACACompli™
HR Policy & Handbooks

COBRACompli™
Benefits Administration
Federal & State Labor Posters

myHR concierge®

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