myHRconcierge®

Product & Service Solutions	HRBasic	HRcompli	HRcompli +admin
Access to ShareHR MyHRConcierge's HR community. This is a private access forum where you can communicate with other HR professionals and MyHRC staff about all things HR.	X	X	X
3 Free Multijurisdictional Criminal Background Checks per month We also have a wide variety of additional checks that can be run for an additional fee.	X	X	X
Access to HRConsultant (for up to 5 cases per month) For HR related questions. Provides access to HR consultants to assist you with your specific HR issues.	X		
HRHealthCheck Used to assess current risks in your HR processes and develop a strategy to address those risks.	X	X	X
Unlimited access to these dedicated HR expert benefits: **1) Assist the company with HR issues** Issues include terminations, disciplinary actions such as terminations, disciplinary actions, company policies, provide best practice suggestions, etc. **2) Review current employee handbook for state and federal compliance.** Also includes suggestions for best practices. If you do not have a handbook, we can build you one for an additional fee. **3) Evaluate Job Descriptions** Ensures compliance with state and federal law. If you do not have job descriptions, we can build you one for an additional fee.		X	X
Anonymous HR Tipline Allows employees to report harassment, theft, fraud. Great tool to reduce the company's risk and find culture issues in a more timely fashion.		X	X
Access to online 24/7 HR Library Offers comprehensive HR guidance written by attorneys on topics including recruiting, interviewing, hiring, terminations and benefits. Also includes interactive HR apps, tools and forms.		X	X
Labor Law Poster Compliance Program Provides you a customized workplace poster with the state and federal laws you need to display in order to remain compliant with labor laws. If there are any mandatory changes to the labor poster, you will automatically be shipped a new poster free of charge.		X	X

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MyHRConcierge myHIRE system streamlines the employee administration process and provide:
1) Applicant tracking system
  Maintains an efficient process to post to job boards, create "text to hire" campaigns and manage the applicant process.
  The user-friendly platform allows applications to be filled out via mobile device, tablet or computer.
2) Employee onboarding system
  Allows new employees to fill out their new hire paperwork online via mobile device, tablet or desktop computer.
3) Work Opportunity Tax Credit Administration
  Allows you to save money by providing you with the tax credits for applicants that meet certain criteria outlined by the goverment. Avaliable credits for each aplicant are noted prior to hiring to increase your opportunity with the credits.
  Also provides WOTC administration by filling out all of the paper work your accountant will need to properly record the credits on your tax return.
4) Benefits Administration System
  Allows employees to enroll in benefits online via mobile devices, tablets or computer.
5) Benefits Enrollment and Administration Service
  This service will enroll employees with the carrier and terminate their coverage when they leave the company.
6) Archive employee files in myHIRE
  to ensure you have 24/7 access to employee files as needed.
7) MyHRConcierge myHIRE Administration
  MyHRConcierge will implement the myHIRE system and maintain it by updating onboarding packages, benefits information, etc.
			X

COBRA Administration Service This service takes on the responsibility of sending out the appropriate notices, enrolling qualified beneficiaries in COBRA, collecting premiums and terminating their COBRA when required.			**X**
Unemployment Claim Administration This service will defend unemployment claims that are deemed invalid. We will return the required paperwork to the jurisdiction and fight on your behalf in unemployment hearings and appeals.			**X**
Family Medical Leave Act (FMLA) Administration MyHRConcierge will ensure the proper FMLA notifications are sent to the employee and also work with the management team to ensure they are handled appropriately.			**X**
Wage and Employee verifications service This service will alleviate the burden of performing wage and employee verifications from your staff by returning the required documents on your behalf.			**X**

**For more information
contact MyHRConcierge at 1-855-538-6947 x.108 or
email ccooley@myhrconcierge.com.**

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WE PUT THE HUMAN IN HR