

Broker Service Solutions



	HRAssist	MyHR Tier I	MyHR Tier II	MyHR Tier III
HRAssist Includes HR marketing assistance and HR Communication such as monthly co-branded newsletter and up to 3 shared HR related articles a month via email.	X	X	X	X
Access to online 24/7 HR library (one user per client) 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	X	X
Free Multijurisdictional Criminal Background Checks per month We also have a wide variety of additional checks that can be run for an additional fee.		3/month	5/month	5/month
HRHealthCheck Used to assess current risks in your HR processes and develop a strategy to address those risks.		X	X	X
Unlimited access to a dedicated HR expert Issues include terminations, disciplinary actions, company policies, provide best practice suggestions, etc.		X	X	X
Federal and State handbook template. Receive a handbook template that is compliant with Federal and state regulations. For questions, speak with our HR consultants.		X		
Custom handbook or handbook review. Receive a new custom handbook or review of your current handbook. We will provide you with a new custom handbook or review your current handbook.			X	X
Evaluate job descriptions Ensures compliance with state and federal law. If you do not have job descriptions, you can build them with our HR library.			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
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
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	X

HRAssist

MyHR
Tier I

MyHR
Tier II

MyHR
Tier III

<p>MyHRConcierge myHIRE system streamlines the employee administration process and provide:</p> <p>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.</p> <p>2) Employee onboarding system Allows new employees to fill out their new hire paperwork online via mobile device, tablet or desktop computer.</p> <p>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 government. Available credits for each applicant are noted prior to hiring to increase your opportunity with the credits. Also provides WOTC administration by filling out all of the paperwork your accountant will need to properly record the credits on your tax return.</p> <p>4) Benefits administration system Allows employees to enroll in benefits online via mobile devices, tablets or computer.</p> <p>5) Benefits enrollment and administration service This service will enroll employees with the carrier and terminate their coverage when they leave the company.</p> <p>6) Archive employee files in myHIRE to ensure you have 24/7 access to employee files as needed.</p> <p>7) MyHRConcierge myHIRE administration MyHRConcierge will implement the myHIRE system and maintain it by updating onboarding packages, benefits information, etc.</p>				X
<p>Benefits administration service MyHRConcierge will setup the MyHIRE Benefits Administration module with your plans, rates, etc. We will also make sure it is up to date with ongoing renewals. Employees are able to enroll in their benefits online through the module. Once an employee has enrolled, that enrollment will be communicated to the carrier. MyHRConcierge will also communicate benefit terminations to the carrier and also perform the COBRA administration function.</p>				X
<p>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.</p>				X
<p>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.</p>				X
<p>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.</p>				X

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

my HR concierge®

WE PUT THE HUMAN IN HR