



We Put the Human in HR!

\$45,000 Average legal cost in employment related lawsuit¹

Businesses without professional HR services are at risk of many fines and penalties! Decrease your risk of fines and penalties by contacting MyHRConcierge today!

myHRconcierge® marketplace

At MyHRConcierge, we may provide HR services like others but our approach is more personal, because you're human, and we recognize that. We believe in customizing your solutions. This puts you at an advantage with your customers and bottom-line.

Full Range HR Compliance Services

MyHRConcierge offers a broad range of HR support services and various levels of HR support to fit your needs. With products such as HRBasic, HRCompli, HRCompli+ Admin and more, MyHRConcierge offers comprehensive human resources support services for small and medium-sized organizations. To learn more about how we can help your business, schedule a consultation.

Employee Screening Services

MyHRConcierge® utilizes MyHRScreens™, a streamlined online employment screening company that provides easy and efficient ordering backed by best in class customer support. With your online screening platform you can order screenings 24/7 and have access to your historical screenings at your fingertips.

Examples of pre-employment and active employment screening we can perform include the following: Criminal Background Checks, Drug Testing, Motor Vehicle Records, DOT Specific Screening Sanctions, Risk & Compliance, Credit Report, Social Security Number Trace, Verifications, Workforce Monitoring, Custom Screening Solutions and State Sex Offender Registries.

RISK WITHOUT THIS SERVICE: Hiring the wrong person can put your company at risk from a liability and a public relations perspective. Don't put your employees or customers at risk by putting them in contact with dangerous individuals.

¹ <http://georgiaemployers.org/employment-related-lawsuits/>

Employee Management Services

Employee Handbook Services

MyHRConcierge prepares employee handbooks for clients throughout the country. We have the expertise and resources to help you with yours, regardless of your location in the United States.

We provide the following helpful Employee Handbook services:

- **Review of Existing Handbook** (Suggested Annually)
- **Custom Employee Handbook**
- **Handbook Monitoring**

RISK WITHOUT THIS SERVICE: Make sure you have documented your policies so employees know what to expect from the company. It is also a guide for managers and HR representatives on how to handle certain situations to ensure they are handled consistently.

About 1 in 5 employee lawsuits result in a defense and settlement payment at an average cost of

\$125,000⁺

Job Description Assistance

Our HR Expert will assist with the creation of job descriptions that will outline an employee's duties, responsibilities, required qualifications, FLSA status and reporting hierarchy for a particular position. They are developed based upon job analysis and understanding of the skills required to accomplish the tasks of the each particular position. Properly developed job descriptions can increase the quality of your new hires, reduce the company's risk and justify overtime exemptions.

RISK WITHOUT THIS SERVICE: Improper job descriptions can lead to significant risk for your business. They can lead to bad hires and risk of lawsuits due to not properly outlining required Fair Labor Standards Act (FLSA) information, Americans with Disabilities Act (ADA) and other required state and federal requirements.

Labor Law Poster Compliance Plan

With our Labor Law Poster Compliance Plan, you'll receive 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 made to labor laws, MyHRConcierge will automatically ship you a new poster for free.

RISK WITHOUT THIS SERVICE: Failure to post the required, current state and federal employment law notices can result in fines up to \$17,000.

MyHIRE™ Applicant Tracking & Employee Onboarding

By using our online MyHIRE system, we make it easy, efficient, and painless to look for new employees and have them complete onboarding paperwork when hired.

RISK WITHOUT THIS SERVICE: Having incorrect or incomplete onboarding paperwork can lead to significant fines and penalties. For example, incorrectly filled out Form I-9 can have penalties of up to \$1,100 per form.

My HIRE Benefits Enrollment and Administration

We provide your employees the ability to enroll in benefits by using our online MyHIRE system. Once an employee enrolls in insurance, MyHRC enrolls the employee with the carrier.

As employees leave or are terminated, MyHRC notifies the carrier. MyHRC does not perform administration of 401(k) plans or HSA plans.

RISK WITHOUT THIS SERVICE: Failure to properly enroll employees with insurance carriers can lead to a bad experience for employees. Failure to terminate employees with insurance carriers timely can lead to additional premiums paid by the company.

Professional Support

HR HealthCheck

MyHRC's tested HR HealthCheck assessment tool will identify compliance gaps in your current HR program, prioritize areas that put the company at risk, and suggest ways to quickly address them.

RISK WITHOUT THIS SERVICE: Many business owners face costly fines and penalties because they “don’t know what they don’t know”. Let MyHRC help ensure you are operating in accordance with state and federal regulations.

COBRA Administration

Companies with 20 or more employees must provide COBRA under federal law. MyHRC can alleviate your burden and ensure you stay compliant with federal laws. MyHRC will provide COBRA eligibilities with the required COBRA notifications.

If they elect COBRA, MyHRC will enroll them with the carrier and also collect their monthly premiums on behalf of the client. The COBRA will be terminated with the carrier if the qualified beneficiary stops paying their premiums or their allotted COBRA time has elapsed. MyHRC does not perform state continuation for groups under 20.

RISK WITHOUT THIS SERVICE: Failure to properly administer COBRA can lead to penalties of hundreds of dollars per day, plus lawsuits and legal fees.

Anonymous HR Hotline for Employees

With MyTeam Tip Line, workers can simply and safely report harassment, theft, fraud, and more. The Tip Line enables employers to proactively deal with potential problems and correct them before they become bigger issues.

RISK WITHOUT THIS SERVICE: Don't let harassment, theft and other issues that put the company at risk and cost the company penalties and fines. The MyTeam Tip Line provides employees the ability to report these issues prior to becoming a significant risk for the company.

Unemployment Claims Contesting

MyHRC will return SUI claims to the jurisdiction. MyHR will also manage the hearing or appeal process if required. In the hearing/appeal process, we will review all paperwork and return it to the judge on the client's behalf. In addition, we will schedule the appropriate client personnel to join the call and also act as the client's advocate on the call. Not contesting unemployment claims can negatively affect your SUI rate. MyHRC will fight your claims on your behalf.

RISK WITHOUT THIS SERVICE: Losing an unemployment claim can increase your State Unemployment Tax rate for up to 3 years.

ACA Services

Affordable Care Act (ACA) Compliance Services

MyHRC offers a wide variety of Affordable Care Act services to help you stay compliant. These services range from Printing & Mailing your 1095 forms at year end to providing a system that performs the required monthly calculations and year end reporting.

RISK WITHOUT THIS SERVICE: Failure to properly offer insurance as required under the Affordable Care Act can lead to penalties over \$2,500 per full time employee. Failure to provide the 1095 forms to employees can lead to penalties of up to \$540 per form.