## my HR concierge<sup>\*</sup>

## **Product & Service Solutions Comparison**

	HR compli	HRcompli +admin
Reduce HR Risk		
Five Free Multi-Juridictional Criminal Background Checks per Month We also have a wide variety of other checks that can be run for an additional fee.	x	x
HRHealthCheck Do you know where your risks are? MyHR will determine current risks and develop a strategy to address these risks.	x	x
Unlimited Access to a SHRM certified HR Expert Have a messy employee situation or need to understand the latest federal or state regulation? MyHR's HR experts are here to provide the personal touch you need in high stress situations.	x	x
MyHR State Law Alert Make sure you stay up to date on the ever changing state laws with the MyHR State Law Alert. Each month, we will send you a summary of significant new employment laws for all 50 states. If you have questions, our HR experts are here answer any questions you may have.	x	x
<b>Employee Handbook Services</b> Whether you have a current handbook or need one built for you, one of the first items MyHR will complete is ensuring you have a compliant employee handbook.	x	x
<b>Employee Handbook Updates</b> MyHR will review your handbook annually to ensure it stays compliant with federal and state laws	x	x
<b>Evaluate Job Descriptions</b> Ensures compliance with state and federal law.	x	x
<b>Anonymous HR Tipline</b> 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
<b>Unemployment claim administration</b> 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



Alleviate Your HR Administration Burden	
<b>COBRA administration service</b> 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
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
Garnishment and Child Support Administration MyHR will return required informaion to the jurisdiction and provide the necessary information to your payroll deprtment to record withholdings and make the payment.	X
MyHRConcierge myHIRE system, streamlines the	
Applicant tracking system Increase your number of job applicants while increasing efficiency. 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.	x
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To learn more, contact us at 1-855-538-6947 Ext. 108 or visit www.myhrconcierge.com my HR concierge<sup>®</sup>

WE PUT THE HUMAN IN HR