



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!**

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

RISK WITHOUT THIS SERVICE: The nature of HR makes it a hotbed of risk if you don't properly address employee situations or comply with the latest regulatory change. There is additional costly risk if you aren't properly filling out the required HR related paperwork. Don't put your company at risk by not utilizing the professional assistance you need.

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 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 specializes in providing compliant handbooks to companies of all sizes throughout the United States. We can ensure your handbooks are compliant with both state and federal regulations. Because we specialize in multiple state handbooks, you can be confident that your handbook is compliant, regardless of the state in which you, or your employees, operate. Our job is to make your job easier while giving you peace of mind.

Whether you have a handbook that needs updating or need one created, we have the solution for you.

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.

Employee Handbook Monitoring

As remote workers are becoming more common, it is important to make sure you are staying compliant with the ever-changing regulations in each state. Our handbook monitoring program will take the worry out of compliance risk and make sure you are staying compliant in each state, that you, or your employees, operate.

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

\$125,000⁺

We provide automatic updates. Our handbook monitoring service will track changes in the states you operate and automatically update your handbook semi-annually for any required federal or state changes.

RISK WITHOUT THIS SERVICE: Make sure your handbook stays compliant with the ever changing federal and state regulations.

Employee Tax Incentives

Make sure you are receiving the employment tax incentives you are due. We can help you uncover tax credit for your business. Some of these include Work Opportunity Tax Credits (WOTC), State Point-of-Hire (POH) tax credits and Employee Retention Tax Credits (ERTC).

RISK WITHOUT THIS SERVICE: Loss of significant tax credits that your company may be eligible.

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.

Ease and Employee Navigator Assistance

Don't let your license go to waste. Make sure your Ease or Employee Navigator account is ready to go when you are. Setting up a benefits administration system can be a daunting task. Let MyHRConcierge take on the burden of setting up your Ease or Employee Navigator account and making sure it is setup correctly.

RISK WITHOUT THIS SERVICE: Licenses can be expensive. Make sure your account is setup so you can begin using your license as soon as possible. Also failure to setup you account correctly can lead to incorrect employee contributions, misinformation and general confusion by your employees.

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 before they 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.