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The HRCompli Human Resources Services Suite

Outsource with HR Compliance Services from MyHRConcierge

Does your small to mid-size business need a simple, personalized, and affordable way to manage your human resources tasks? We've developed an HR Compliance Services suite that can handle all of your human resource obligations and maintain your compliance with state and federal employment regulations.



With our basic plan, **HRCompli**, you receive the following services:

1. HR Auditing and Recommendations

MyHRC's tested [HRHealthCheck](#) 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.

2. A Personal Human Resources Consultant

From the start, your HRCompli Consultant actively engages with you to understand your business objectives and workforce. We apply this insight to help you figure out the best way to address the labor laws that impact your business as well as other HR challenges. We're always a call, email, or chat away. Your consultant will:

- Help you avoid HR compliance hazards
- Respond to your questions and HR concerns
- Evaluate job descriptions
- Suggest real solutions that fit your business
- Review your employee handbook
- Share alerts and insight on the impact of relevant labor law changes

3. 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.

4. 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.

5. 24/7 Access to Our Online HR Library

- Comprehensive HR guidance written and reviewed by attorneys
- Topics include recruiting, interviewing, hiring, terminations, and benefits
- Interactive HR apps and tools
- Health care reform updates
- Over 100 training videos
- Over 500 HR forms



With our premium tier, **HRCompli-admin**, you receive all of HRCompli's services as well as a qualified team to handle your complex HR compliance paperwork. Services include:

1. Employee Onboarding

By using our online HRIS, we make it easy, efficient, and painless to complete onboarding paperwork. In addition to onboarding services, MyHRC performs employee screening services including background and drug tests for an additional fee.

2. Benefits Enrollment and Administration

We provide your employees the ability to enroll in benefits by using our online system. Once an employee enrolls in

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With our premium tier, **HRCompli+admin**, you receive all of HRCompli's services as well as a qualified team to handle your complex HR compliance paperwork. Services include:

1. Employee Onboarding

By using our online HRIS, we make it easy, efficient, and painless to complete onboarding paperwork. In addition to onboarding services, MyHRC performs employee screening services including background and drug tests for an additional fee.

2. Benefits Enrollment and Administration

We provide your employees the ability to enroll in benefits by using our online 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.

3. Personnel Termination Counseling

Ensure that terminations are performed in a compliant manner. We will review write-ups, termination documents, etc. to ensure they are appropriate. We will also coach the supervisor on how to perform the termination if necessary.

4. COBRA Administration

MyHRC provides COBRA Administration services for employees that have benefits that have terminated. After an employee is terminated, MyHRC provides them 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.

5. 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.

6. Family Medical Leave Act (FMLA)

When notified of an FMLA event, the proper notifications are sent to the employee. We will also work with the client to track the FMLA leave to ensure the employee does not get more than afforded under the Act.

7. Wage and Employee Verifications

In many instances, employees applying for car loans, new apartments, etc. require verifications from their employer that they are employed and many times their wages. MyHRC will confirm this information (with proper authorization from the employee) on behalf of the employer.

8. Employee File Compliance

Ensure your employee files are maintained in compliance with state and federal regulations. Employee files are maintained online to provide access to designated company personnel.



TheHRCompli Difference

We saw a growing need among SMB owners – for a simpler, more personalized and more affordable approach to HR, labor compliance and worker benefits. It's why we started MyHRConcierge and have designed services like HRCompli. Count on us to help handle the complex HR compliance detail that drain your time, dollars and people. Let us free you to handle what really matters to your business.

Schedule a Free Initial Consultation with MyHRConcierge

Find out how HRCompli and HRCompli+admin can help you save time, money, and offer great benefits to your employees.

[Schedule a Free Consultation](#)

[Download the HRCompli Brochure](#)

The HR and business professionals at MyHRConcierge are here to respond to your questions and concerns, and keep small to medium-sized businesses compliant with federal and state labor laws. Delivering personal service to our Partners and Clients is the heart and soul of our business.

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