

# HR, Compliance, Training, and Solutions

(855) 447-3375



Managing your people resources is a challenging, yet important task.

### Consider the following questions:

- Are you compliant with the many employment laws?
- Would you pass a DOL audit without fines or penalties?
- Do you have a positive, productive work environment with engaged employees?
- Do you have clear, consistent policies and practices?
- Do HR practices align to support business strategy, driving desired results

## How HR Service, Inc. Can Help You

HR Service is the solution for HR packages, compliance assistance and training.

We offer effective people-management and compliance-solutions to many important business challenges, including: managing human resources to drive business strategy, improving productivity, building effective work environments, meeting legal requirements and impacting overall business performance.

HR Service, Inc. provides the needed HR and Compliance solutions and tools to eliminate fines and impact business performance.

Our web-based tools, Compliance and HR Coaches help keep organizations across the country informed, eliminating risk and implementing best-practices.



## PACKAGE OPTIONS

Following is an overview of our services. Call for a free analysis to see how we can specifically help with your most important asset – your people.

### Compliance Basics Plus SPD & POP

Designed to help you pass DOL ERISA audits and give you what you need to know & do, when you need it, this solution includes:

- **Affordable Care Act Requirements**  
Obtain step by step instructions on PPACA changes, due dates and employer actions.
- **Employment Law Updates & Reminders**  
Stay informed of federal and state employment law changes, due date reminders and needed employer actions.
- **Employee Notifications**  
Generate customized all-in-one annual employee notices such as Medicare Part D, CHIP, WHCRA, NMHPA, HIPAA, MHPA, Initial COBRA, Health Exchange, Etc.
- **HR Bulletins, Forms, & Library** Receive HR, benefit, and compliance techniques from monthly bulletins. Access legally required forms, past bulletins and legal updates.
- **HIPAA Compliance Kit**  
Receive guidance, policies, forms and tools needed to comply with HIPAA.
- **SPD Wrap & 125 POP**  
Create, store and edit SPD (Summary Plan Description) Wrap and 125 Premium Only Plans within our web-based document center.
- **SMM**  
Easily generate required SMMs (Summary of Material Modification) to communicate benefit changes.

## How well do you manage your most important asset?

## HR Support Package

- **HR Help Desk "Ask an Expert"**  
Call or email for help with compliance questions, or employee challenges, to speak with highly trained HR & Compliance Coaches.
- **Employee handbook**  
Receive needed employee policies and procedures (optional handbook review and customization available).
- **HR Resource Center**  
Access all needed forms, templates, tools & guidelines to operate your HR department in our HR Resource Center.
- **Employment Law Updates & Reminders**  
Stay informed of federal and state employment law changes, due date reminders and needed employer actions.
- **Training**  
Participate in periodic training webinars covering state-of-the-art compliance, HR & leadership practices. Receive monthly best practice HR articles.

## HR Professional

In addition to the services provided in the HR Support package, this service provides hands-on assistance in creating and implementing HR practices, resolving employee problems and performing HR functions. We help every month with your highest HR priorities.

Based on your particular needs, we set targeted support hours each month in which we perform your choice of HR functions and help create your HR infrastructure. Targeted hours are managed on a quarterly basis, allowing for higher support in some months as needed. Support hours range from 4 to 50 hours per month.

Call today for a free consultation and analysis at (855) 477-3375.

## STAND-ALONE SERVICE OPTIONS

In many instances our clients only need a specific service like recruiting, HR compliance reviews, employee performance systems, employee opinion surveys, handbook design, leader training or employee training. A few are explained here:

### HR Compliance Review

- Audit legal compliance and use of best practices.

### Handbook Design

- Review and update employee, leader and safety handbooks.

### Employee Opinion Survey

- Keep aware of employees' attitudes, perceptions, morale and engagement levels, while finding needed opportunities to improve, with our easy-to-administer employee-opinion, leader-effectiveness, and 360-assessment-survey.

### Training

- Train leaders in critical people management techniques such as hiring, managing performance, corrective actions, communications, conflict resolution, creating a positive environment, handling terminations, preventing harassments, employment law for supervisors and more.

## About HR Service, Inc.

We are experienced HR experts specializing in compliance, HR, and training solutions that get results and give you peace of mind. We help with any people-management or employment law challenge, need or service.

Call (855) 477-3375 for a free consultation or visit us online at [www.HRServiceInc.com](http://www.HRServiceInc.com) for more details and to read testimonials from other organizations using our professional HR support services.

**HR Service, Inc.**  
**Compliance and HR**  
**solutions and support to**  
**build your business.**

