

HR ASSISTANCE SERVICES OVERVIEW



HOW DO YOU KEEP UP WITH HR TRENDS, NEWS AND BENEFITS ADMINISTRATION INFORMATION?

- Keeping track of regulations and benefits trends and ensuring your company remains compliant can be difficult, costly and time-consuming. Never miss a beat with our benchmark information, news on legislation changes and open enrollment information. Our up-to-date documents will save you time and keep you in the loop.

ARE YOUR EMPLOYEES GETTING THE MOST OUT OF YOUR BENEFITS PROGRAM?

- Tackle your mounting employee communication concerns with customizable benefits announcements, employee newsletters and presentations.

IS YOUR EMPLOYEE HANDBOOK UP TO DATE?

- Failing to keep an employee handbook updated is consistently one of the top mistakes employers make with their handbooks. Let us help you make sure your handbook is updated to properly reflect legislation and organization changes.

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HR EDUCATION

Use the monthly HR Brief newsletter and the HR Insights and HR Q&A series to remain educated on the ever-changing rules, regulations and trends in the HR industry.



EMPLOYEE HANDBOOK

Finding time to write an employee handbook and keep it updated can be difficult. Our clients have access to two versions of a professionally written and attorney-reviewed employee handbook with over 80 sample policies and related forms that you can use to revamp your handbook.



BENCHMARKING

An attractive benefits program is vital for your recruiting and retention efforts, but it is also a significant expense. Reviewing annually updated benchmarking data to analyze how other companies are structuring their plans, as well as the strategies they are using to cut costs, can help you make your own benefit plan decisions.



HR TOOLKITS

The HR Toolkits cover a variety of topics like interviewing, onboarding and terminating employees. Each guide provides an in-depth overview of the specified topic, and offers best practices for implementation.



BENEFITS EDUCATION AND COMMUNICATION

One of the most important jobs for an HR professional is to communicate benefits effectively with employees. Help employees understand your benefits offerings with a variety of customizable articles, presentations, posters and emails.

