

HRWS

HR WORKPLACE SERVICES



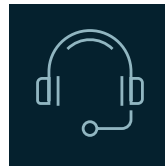
HANDLING HR IS TOUGH...

We get it. That is why we offer a full range of proactive HR services to support your daily needs and reduce your workload.

And did we mention these services come at no extra charge? They're just another benefit of working with us.

REAL-TIME, LIVE EXPERT GUIDANCE

Our clients enjoy real-time access to expert Human Resource and Management Support services, reducing risks and providing immediate guidance for any HR issue, ranging from the simplest to most complex.



ADVISORY



COMPLIANCE



TECHNOLOGY

YOUR SERVICES INCLUDE:

- ▶ **UNLIMITED TELEPHONE AND EMAIL CONSULTATIONS WITH SENIOR LEVEL HR PROFESSIONALS** – these will ease your daily workload, provide an insightful “second opinion”, or serve to develop a long-term, protective HR infrastructure with ongoing strategy.
- ▶ **ACCESS TO MYHRWS – STATE OF THE ART TECHNOLOGY TO ENSURE YOUR ORGANIZATION'S COMPLIANCE.**

YOU WILL ALSO RECEIVE ASSISTANCE WITH:

- ▶ Policies and Procedures
- ▶ Wage and Hour Questions
- ▶ Employee Relations
- ▶ State and Federal Posters
- ▶ ACA Issues
- ▶ State and Federal Forms
- ▶ Employee Leave
- ▶ Employee Handbooks
- ▶ Legislative Changes
- ▶ Ongoing Human Resource Related Issues

VIDEO VAULT WITHIN myHRWS PORTAL



When it comes to **HR** there is always more to know and learn. That is why we created the **Video Vault**.

Located in your **myHRWS portal**, you'll find the best ways to brush up on HR basics, while remaining safe and compliant.

VAULT INCLUDES:



REMAIN COMPLIANT



HR EDUCATION



CLARITY ON REQUIREMENTS



Most states provide continuation benefits for groups between 2-19 employees, so...CHECK YOUR STATE!

Former employees are responsible for cost of continued coverage



Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 08/31/2019

▶ **START HERE:** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation (Employee must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

Last Name (Family Name) First Name (Given Name) Middle Initial Other Last Names (Last, Jr, etc.)

VERIFIES EMPLOYMENT ELIGIBILITY OR RIGHT TO WORK IN THE U.S.