Think HR

Think HR is an integrated suite of **HR knowledge, content** and **training solutions.**

- **LEARN PRO**
- **LIVE**
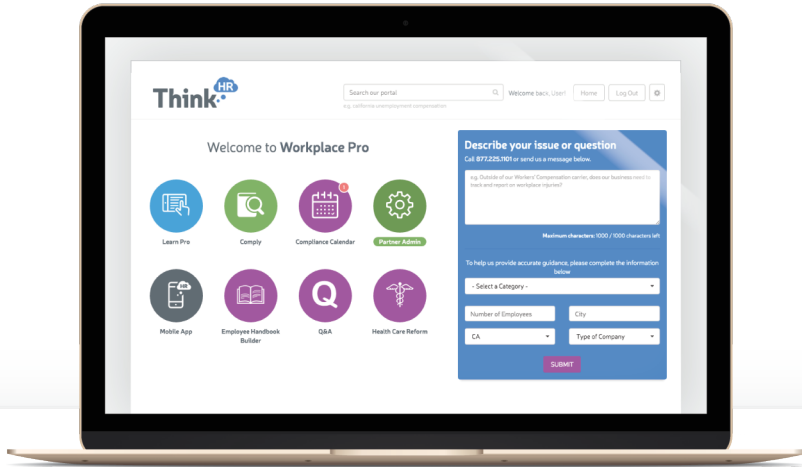- **INSIGHT**
- **COMPLY**

Welcome to **Workplace Pro**

ThinkHR's **dynamic tools,** checklists, builders and guides enable rapid deployment of **HR best practices** across the entire organization.

PROTECT YOUR BUSINESS
STRENGTHEN YOUR TEAM

CLARKE & COMPANY
BENEFITS LLC

Workplace Pro is an integrated suite of **HR knowledge,** content and **training solutions.**

LEARN PRO

More than **200 online training courses** that ensure compliance, reduce risk and drive employee engagement. Plus an intuitive admin dashboard, robust reporting and **Quick Start** course tracks.

LIVE

Certified **HR experts answer** questions, render advice and follow up with research to **resolve issues.**

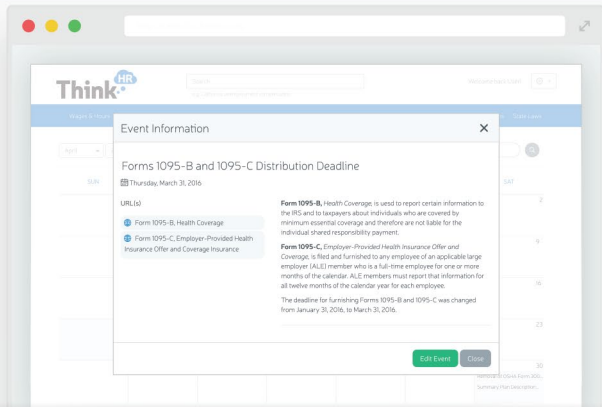Accessible **8am-7pm** Central each business day

COMPLY

Comprehensive **resource center** with all the forms, checklists and **tools needed** to maintain compliance.
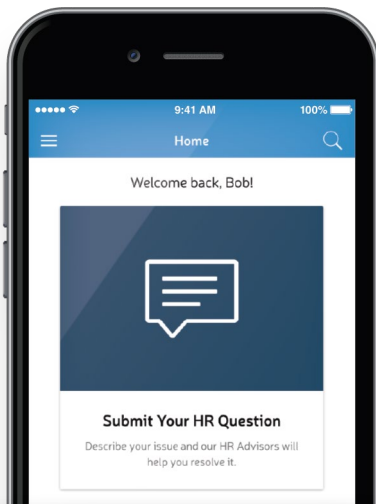
INSIGHT

All the **news and analysis HR** professionals need to **stay current** and compliant with changing regulations.

Login at **http://clarkebenefits.myhrworkplace.com**

Call the **ThinkHR Live team** at 877.225.1101

INTRODUCING AN **EXPANDED PORTFOLIO** OF PRODUCTS FOR **WORKPLACE PRO**

Compliance Calendar

All important federal compliance deadlines and key event dates in one place alerts to ensure you never miss deadline again.

Mobile App

Now employers and HR professionals can access the resources of ThinkHR Workplace Pro from anywhere through our mobile app.

ThinkHR's **dynamic tools**, checklists, builders and guides enable rapid deployment of **HR best practices** across the entire organization.

- 50-State Employee Handbook Builder
- Q&A Database
- HR Audit Checklist
- Health Care Reform Checklist
- Job Description Builder
- Compliance Guidelines

- Performance Review Tool
- Employee Onboarding Checklist
- HR Compliance Checklist
- Salary Benchmarking
- Employee Termination Guidelines
- White Paper and Webinar Library

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Think **HR**

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WRAP DOCUMENTS WITH
STATE OF THE ART
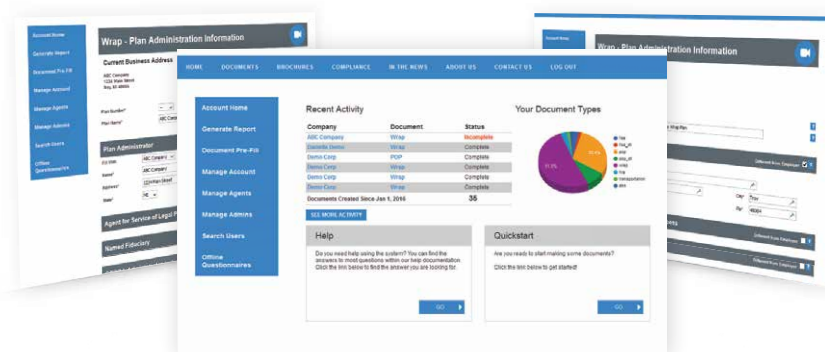## **TECHNOLOGY &**
THE EXPERTISE
OF THINKHR'S ADVISORS

Failure to meet ERISA requirements and to have **proper plan documentation** can result in **significant penalties.** Don't put your company **at risk.**

Protect your company from the risks of non-compliance penalties:

›   Up to **$147 per day,** per plan

›   Failure-to-file penalties of up to **$2,063 per day,** per plan

›   IRS penalties of $25 per day up to **$15,000 per year,** per plan

›   **Individual penalties** for other breaches of fiduciary responsibilities

The **Benefits Compliance Suite** makes it easy to create fully compliant Wrap and summary plan descriptions (SPD) with an easy to use wizard and unlimited on-demand support from ThinkHR's team of live expert HR advisors.

Benefits Compliance Suite features:

·   **Compliance docs:** Wrap, POP, FSA, Transportation & Parking, HRA
·   Create documents within minutes with wizard interface
·   POP, FSA and **105h** nondiscrimination testing

·   **Compliance monitoring** with electronic updates
·   **E-signature** capabilities
·   **Compliance reviewed** and approved by national law firm

Edition: 08.0916

The **Benefits Compliance Suite** Difference

The combination of **innovative technology** and **unlimited on-demand support** takes the guesswork and anxiety out of creating compliance documents for your business.

HR advisor support

Get the high quality human interaction you have come to expect from ThinkHR. Expert HR advisors will guide you through every step of creating compliance documents.

Centralized document storage and updating

- Unlike most offerings, Benefits Compliance Suite provides **one centralized location** to create and store all documents and nondiscrimination testing
- Documents are stored for **seven years**
- System will **automatically restate** documents within 30 days of new legislation

Backed by national law firm

Polsinelli Law Firm ensures documents are in compliance.

Easy to use

- The wizard interface **creates documents within minutes** versus the hours old processes and other providers take
- Includes **online help and videos** in every section

E-signature

- Review and electronically sign documents
- Signed **documents are stored online** to ensure compliance

Nondiscrimination testing

Ensure that eligibility and plan benefits and contributions do not discriminate in favor of key or highly compensated employees.

- Tests for POP and FSA (Section 125) and Section 105h
- Test confirmation **document stored as PDF** with other plan docs

Unlimited document creation

![Clarke & Company Benefits LLC logo]

LEARN PRO

Powerful online training to ensure compliance, reduce risk and drive employee engagement.

A best-in-class training solution, architected from the ground up by the most experienced HR services team in the business with a comprehensive catalog of courses, ThinkHR Learn Pro helps companies stay compliant and manage HR-related risk while enabling employees to become more knowledgeable and productive.

VALUABLE CONTENT

Courses and high-value content, developed by ThinkHR and by leading industry experts, that drive compliance and empower employees.

ADMIN DASHBOARD

A home page for admins that provides compliance and course completions data.

QUICK START TRACKS

Quickly deploy these essential tracks, handpicked by our HR experts, to multiple employees with just a few clicks.

CERTIFICATES & REPORTS

Build and issue branded certificates and generate comprehensive reports on compliance readiness, engagement and much more.

Questions?

A ThinkHR specialist is standing by with answers.

START CHAT

● online

powered by Think HR

INDUSTRY-LEADING **HR CONTENT** AND **LEARNING SOLUTION**

The best strategy to stay on top of the ever-changing regulatory landscape is to implement ongoing training program for managers, supervisors and employees.

STAY COMPLIANT

As an HR professional, staying compliant means constant vigilance across your entire workforce.
ThinkHR's training content covers all compliance topics:

> **Affordable Care Act**– What You Need to Know
> **HIPAA**– Your Obligations Under the Privacy Rule
> Hazard Communications
> Workers' Compensation
> **FMLA** – HR Readiness
> **FLSA**–What Supervisors Need to Know
> Strategies for Legally Avoiding Unions

Good HR is managing risk effectively across your organization. Sexual harassment is one of those risk management issues. In 2014 employees filed 6,862 charges of sexual harassment. Taking this risk head on requires ongoing training of supervisors and employees alike.

MANAGE RISK

> Sexual Harassment–What Employees Need to Know
> Stop Sexual Harassment—California Supervisors
> Title VII: Harassment and Discrimination Prevention
> Preventing Sexual Harassment–A Guide for Supervisors
> Social Media and Sexual Harassment
> Conducting Investigations Based on Unfair Treatment of Harassment Claims

Effective training programs not only ensure that you get the best out of your employees, but also enable you to retain the best employees through constant growth and improved morale. Empower your workforce and reduce employee churn.

EMPOWER EMPLOYEES

> Project management
> Motivating and inspiring employees
> Implementing solutions to obstacles
> Effective meetings
> Developing employee skills and capacity
> Employee onboarding

THINKHR
- BY THE NUMBERS

92,000
ENTERPRISE AND SMB EMPLOYERS ON HR SUPPORT PLATFORM

650
TOP INSURANCE BROKERS THAT RELY ON THINKHR EXPERTISE

6,000+
HR QUESTIONS ANSWERED EVERY MONTH BY THINKHR HOTLINE
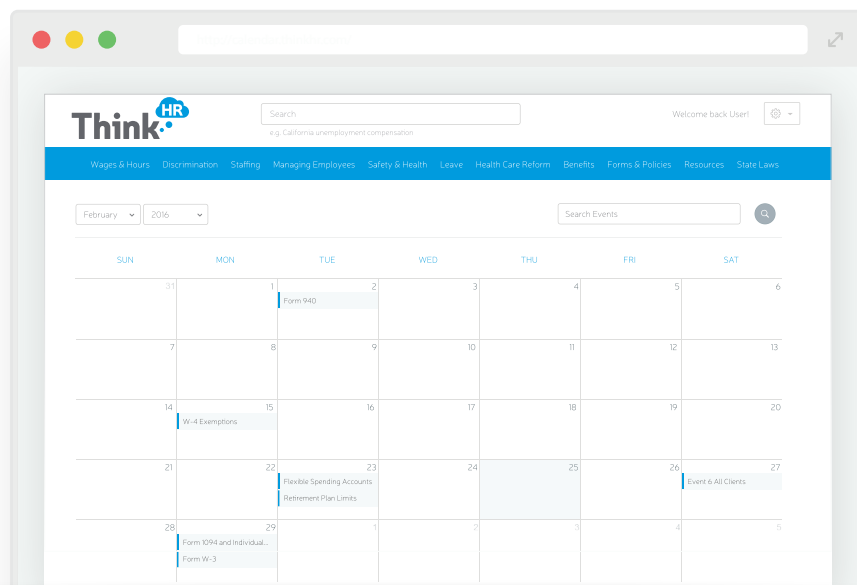
ABOUT
THINKHR

ThinkHR offers a cloud-based platform of integrated HR resources and training supported by live HR experts. **ThinkHR helps companies** ensure compliance, quickly resolve people issues, and implement best practices and training to optimize employee performance. With this combined approach, ThinkHR delivers the fastest, most personalized issue resolution and learning platform in the industry.

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Think HR

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BENEFITS LLC

Never miss a critical filing date or compliance event

Keeping up with constantly changing federal labor laws, regulations, reporting requirements and deadlines is a massive challenge. With the ThinkHR Compliance Calendar, employers can plan ahead and minimize their risk of missing due dates and important events.

> Provides advance notifications of due dates
> Helps manage numerous compliance deadlines and key dates for major regulations, including ACA, ERISA, EEO and OSHA
> Helps avoid fines and penalties for late or missed filings

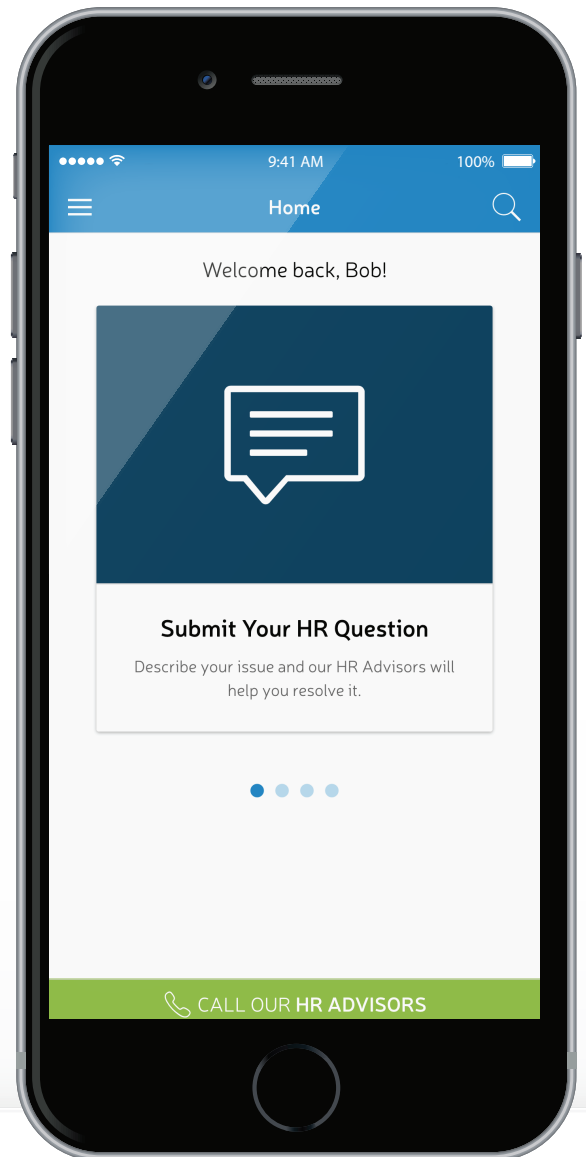## The Compliance Calendar makes it easy to stay on top of:

> Payroll and IRS filing information
> ACA notifications and reporting
> OSHA filing and reporting
> ERISA calendar year plan notifications and reporting
> EEO reporting
> Benefits reporting
> HR compliance topics and best practices

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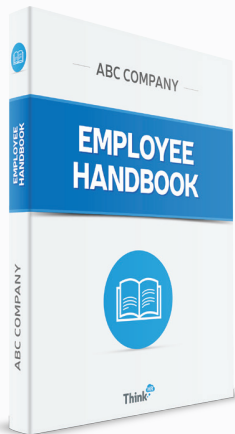BENEFITS LLC

MOBILE APP

Answers and Advice To Go

Now employers and HR professionals can access the resources of ThinkHR from anywhere.

› **Submit a Question**
   Use the mobile app to submit your HR question from anywhere, anytime.

› **Question and Answer History**
   View previously submitted HR questions and answers.

› **Q&A Database**
   Search thousands of HR questions and the answers provided by ThinkHR's team of experts.

› **Employment Law Alerts**
   See employment law and regulation updates for all 50 states and federal.

9:41 AM   100%

Home

Welcome back, Bob!

Submit Your HR Question
Describe your issue and our HR Advisors will help you resolve it.

CALL OUR **HR ADVISORS**

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UPDATED
THINKHR 50-STATE
EMPLOYEE HANDBOOK BUILDER

Now with both federal and state employment regulations and policies for all 50 states.

Create a comprehensive employee handbook that complies with all current state and federal employment regulations—all with minimal time and effort on your part. It's available at no cost as part of your ThinkHR service.

The Employee Handbook Builder will:

> Minimize your risk of employment liability with clearly communicated, regulatory compliant policies.
> Reduce the strain on your staff with pre-developed content, step-by-step instructions, expert commentary and online support.
> Deliver a current, comprehensive, compliant handbook quickly without cutting corners.

Employee Handbook Builder features:

> Compiled in collaboration with one of the country's leading employment law firms, Constangy, Brooks, Smith & Prophete LLP.
> Covers policy at both the federal and state level for every state where you have employees.
> Fully editable and customizable to your company's unique policies, philosophy and culture.
> Included as part of your ThinkHR service at no charge.

Simply login to **ThinkHR Workplace** and click on the **Handbook Builder** icon to get started.
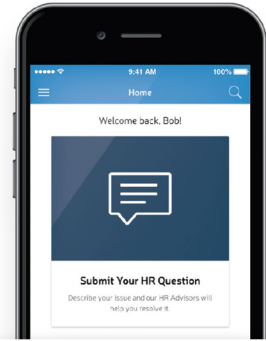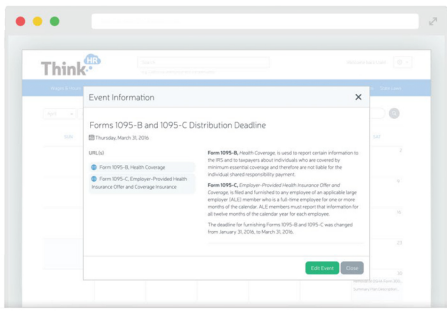
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Think HR

Great HR Practices Checklist

Use this quick checklist to determine if you have HR best practices in place

- ☐ Dedication to improving HR practices
- ☐ Robust hiring process
- ☐ Emphasis on skills testing and personality assessments
- ☐ Extensive background checks
- ☐ Team interviewing
- ☐ Consistent onboarding and orientation process
- ☐ Continuous training of management in compliance and leadership
- ☐ Sexual harassment training for all managers and employees
- ☐ Up-to-date employee handbook and personnel policies
- ☐ Proper use of offer letters and contracts
- ☐ Compliance with wage and hour obligations
- ☐ Efficient retention and turnover prevention strategies
- ☐ Effective performance management system
- ☐ Ongoing employee surveys and focus groups
- ☐ Proper discipline and termination techniques
- ☐ Appropriate handling of employee complaints
- ☐ Inclusion of regular scorecards or HR status reports
- ☐ Audits of compliance practices
- ☐ Access to experienced HR professionals for escalated issues
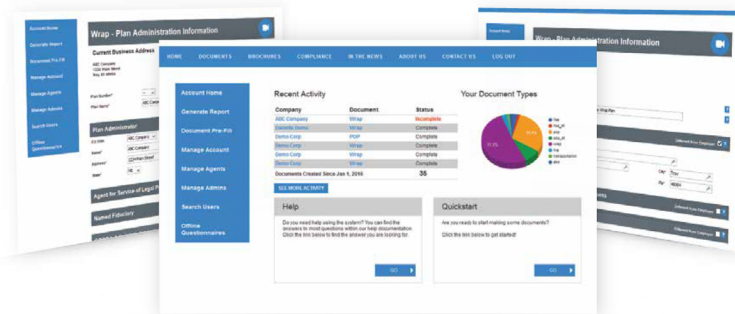- ☐ Employment practices liability insurance

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