



CLARKE & COMPANY
BENEFITS LLC

HR Support

Human Resource Support – We've got you covered

Overseeing the needs of a diverse workforce can be tough. Dividing time between attracting talent, employee education and employer compliance leaves little room for much else. Clarke & Company Benefits' goal is to streamline all of your HR processes allowing you to focus on the most important asset of your company: your employees.

We have all of the tools you need to successfully manage your workforce including:

- Account manager dedicated to each client for support
- Information on HR trends, best practices and Q&As
- Comprehensive training courses
- Live HR Support
- Timely breakdowns of changes to laws affecting employers
- Employee education materials custom designed for clients
- Benchmark information
- Operational checklists and timelines
Benefit administration systems

Online Support

ThinkHR: is an integrated suite of HR knowledge, content and training solutions. We know it's important that you have a strong HR team with access to timely information on employment regulations and requirements. You need to stay compliant, train your staff, and answer tricky employment questions quickly and reliably. With ThinkHR solutions, you get the tools you need to address all of these concerns.

ThinkHR is made up of 4 major components:

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 9am-6pm EST 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.

Live Support

Account Management

Clarke & Company Benefits provides a full service account management team to all of our clients, no matter the size. In order to offer you the best possible experience, Clarke and Company has a team approach to manage your account and assisting you and your staff. Our goal is to achieve a long-term relationship focused on bringing value to your employee benefits management and insurance programs. We are committed to utilizing our collective talent to support your insurance goals.

Our account management services include but are not limited to:

- Day to day HR & employee customer service
- Claims resolution & advocacy
- Annual review of benefits
- Employee education
- One-on-one open enrollment meetings
- Local support services – support staff is located in South Carolina

Tools & Resources

Ben-Admin Solutions

The purpose of a ben-admin solution is to help streamline the process of enrollment, onboarding, and HR task management. Clarke & Company benefits has several different benefit admin solutions that we offer free of charge to our clients.

Depending on the size and plan options of your company, we will deliver what we feel is the best fit. Whether your company wants simply an online enrollment tool or a more complex tool with capabilities to extract data and assist in reporting, we've got you covered.

In addition, most of these ben-admin solutions work directly with our carrier partners to receive electronic data. This allows the carrier, client, and broker to all be on the same page and help maintain accuracy.