

# The HR Support Center

Best-in-class tools to manage workplace compliance and employee relations issues



## Unparalleled HR Expertise Whenever You Need It

The HR Support Center provides access to exclusive, industry-leading HR tools and resources. From employee handbooks, job descriptions and other commonly used HR documents, to up-to-the-minute law alerts, easy-to-understand state and federal law libraries, and unique training videos, the HR Support Center will help you effectively manage your HR compliance and employee relations needs.

## HR Support Center Tools and Resources

Our cloud-based solution is available 24/7, and the exclusive content is created in-house by our team of certified HR Pros. Features include:

- Customizable employee handbook template
- Wide range of job descriptions
- Quick Guides and checklists on common HR topics, including Health Care Reform, Hiring, Termination, and more
- Extensive, easy-to-understand federal and state law libraries
- Exclusive Training On-Demand videos
- Custom-built HR podcasts
- 3-minute HR Audit to help quickly identify HR compliance gaps
- Weekly HR Snapshot emails featuring a Q&A on trending HR topics
- Timely HR Articles



**Our cloud-based solution is available 24/7**

## Learn More About the HR Support Center

For information on the HR Support Center and how it can help your business, contact us at:

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# What Can a Team of Certified HR Pros Do For You?



Answer your toughest HR questions, for starters.

*Do we have to pay an employee for overtime hours that he worked but that were not authorized?*

*We'd like to start paying our employee on an exempt salary basis because when she works hourly she tends to have a lot of overtime. Can we do this?*

*What are the rules for unpaid interns?*

*Do we need to do an I-9 for them?*

*An employee broke a piece of equipment while working. Can we deduct the cost of purchasing new equipment from his check?*

*We have employees who would like to work through lunch and leave early. Can we allow them to do that?*

*My employee is not showing up to work on time and I want to fire him. What do I need to do?*

*My employee was summoned for jury duty. Do I need to pay him for that time?*

*My employee has not returned his company-owned cell phone. Can I deduct the value of the cell phone from his final paycheck?*

*We're terminating an employee tomorrow. She has 2 weeks of paid vacation accrued. Do we have to pay her for those 2 weeks?*

*Employee A told me that Employee B was stealing company property. Can I fire Employee B immediately?*

*I'm hesitant to fire this employee because I'm afraid she will claim unemployment and that will make my rates go up. Is there any way to prevent that?*

*Does the Health Care Reform employee mandate apply to me? What do I need to do to comply?*

## Don't Worry, We've Got You Covered.

With live HR advice through **HR On-Demand**, you can take advantage of unlimited consulting with our team of certified HR Pros, who answer more than 11,000 HR questions a year.

Plus, you get access to the **HR Support Center**, the industry's leading online solution for all of your HR compliance and employee relations needs. From Health Care Reform and employee leaves to hiring, termination, wage & hour issues, and more, we can help.

Let us focus on your HR needs so you can focus on building your organization.



**For more information, contact:**

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