

Insperity HR Support Center

Your source for essential HR-related information

Manage your most valuable asset – your people – with the highest quality HR tools and technology. The Insperity® HR Support Center provides online access to an HR knowledge base and professionals with years of experience handling employee-related tasks and issues. With three levels of assistance, Insperity is always ready to help you maintain your business's employee functions.

Here's what you'll get

Access the online Insperity HR Support Center 24/7 for all things HR. Resources include:

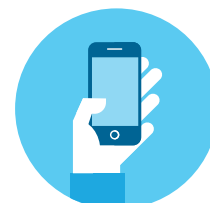
- **HRProMobile** Mobile app helps you navigate HR compliance and employee management issues anytime, anywhere
- **Employee handbook** Downloadable and customizable
- **eAlerts** Instant notification of important (and even state-specific) law updates
- **3-minute HR audit** Assess the effectiveness of your HR functions
- **HRCast** Monthly podcasts covering HR best practices
- **Policy library** Streamline HR programs with standard business policies
- **State and federal laws** Summarized in easy-to-understand terms
- **HR forms** Library of business, state and federal forms
- **HR checklists** To help organize business tasks
- **HR guides** Helpful references in following particular business procedures and employee solutions
- **Job descriptions** Catalog to help organize and hire candidates
- **Q&A database** Hundreds of questions answered by HR professionals
- **Monthly newsletter** Includes HR articles and alerts to keep you current
- **Glossary of terms** Definitions of key HR words and phrases
- **News and updates** HR-related news feeds and updates
- **HR Resource Center** Provides access to information about other valuable resources provided through Insperity

HR On-Demand

Take your HR strategy to the next level. Experienced and certified HR professionals work with you to address the specific questions and needs of your business.

Resources include all the basic functions of the HR Support Center plus:

- **Ask the Pro** Ask questions regarding personnel issues, workplace compliance, health care reform and more, and get a response within one business day
- **Employee handbook development** Work with an HR Pro to develop a custom handbook and implementation plan
- **Document customization** HR Pros will create and/or customize your HR documents and review them for potential issues
- **HRProMobile** Added functionality allows you to submit questions to HR Pros from your mobile device and view their responses on the go



HR Compliance Services

For a more proactive approach to your HR needs, you'll get ongoing support from your very own HR Pro who works with you to address the specific questions and needs of your business.

Resources include everything in the HR On-Demand package plus:

- **Dedicated HR Pro** Unlimited access to your assigned HR Pro who works with you through the duration of the service, allowing him or her to get to know you and your business
- **Comprehensive HR audit** This will assess your company's HR readiness and compliance levels and provide a foundation for your HR Pro to develop your unique action plan
- **Action plan** Your custom plan will prioritize the needs of your organization and help ensure that your HR department is compliant, which can help protect your business from HR-related legal issues; monthly check-ins from your HR Pro reprioritize your action plan as needed
- **Performance management** Your HR Pro helps you hire the best employees and manage employee performance through performance reviews, performance improvement plans, discipline and, if necessary, termination