



# Your HR Connection

## *Expert support for all your Human Resources needs*

We understand the demands on your time and attention in running your business, and as your insurance advisor, we are continually looking for ways to make your job easier. That's why we have partnered with ThinkHR to provide you with a variety of valuable HR services and tools. ThinkHR is provided to you at no cost as part of our commitment to bring value-added services and tools to our clients. Below is a summary of the HR services you are receiving :

### Hotline

Hotline is a telephone support service offering immediate access to PHR/SPHR certified professionals. Every call receives verbal assistance from a consultant, followed by a thorough, written documentation of the issue or question discussed. Hotline consultants will help you to obtain quick, expert answers or second opinions on various questions and issues across many HR functional areas including:

- Benefits
- Employee Relations
- Job Descriptions
- Performance Management
- Recruiting & Hiring
- Terminations
- Workplace Safety
- Compliance
- Investigations
- Leaves of Absences
- Policy/Handbooks
- Unlawful Harassment
- Wage & Hour
- Workers' Compensation

Assistance from Hotline consultants is available during business hours. You are eligible for up to 2 hours of assistance each month.

### Reference Center

Reference Center is a website with 24/7 access containing thousands of pages of content about topics every business needs to know including:

- Federal HR and benefits compliance topics
- State HR and benefits information
- Downloadable templates for employee handbook and job descriptions
- Downloadable forms, policies and checklists

### ThinkHRLearn

ThinkHRLearn offers a web-based platform with over 150 popular subjects. All courses are professionally developed and include employee testing capabilities and certificates of completion that can be placed in your employee files. Your employees receive unlimited access and usage. Over 150 popular classes are offered in the following categories:

- HR-Employment
- Workplace Safety
- Harassment
- Environmental Compliance
- Customer Service
- Wellness

### Contact Us

To access the Reference Center, please go to our website at <http://kbibenefits.com>, click on *HR Hotline Login* and enter your username and password. You may also contact the HR Hotline for immediate support at **877-225-1101**.