

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.

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

Contact Us

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