



H R C o n n e c t

HRConnect

Employers have a wide variety of human resource needs they must address, including benefit plan administration, employee recordkeeping, payroll, 401k, COBRA, 125 POP/FSA, worker's compensation insurance, regulatory compliance, etc. Typically, an employer meets these needs by hiring multiple vendors, each of which deliver their service through separate systems. As a result, the employer and the employees do not have a single place they can access to manage all of their human resource and benefit plan needs. Until now . . .

HRConnect is an online, integrated human resource management system that meets ALL of an employer's and employee's needs. HRConnect includes a benefit plan administration system that is set up and maintained by the insurance agent. It summarizes all benefit plans and provides contact information for all carriers, enrollment forms, and other important information. Surveys of HR managers all draw the same conclusion—the most common employee inquiry is about health and benefit plans, so an effective HR system must have robust benefit plan administration capabilities, and HRConnect meets this need by having a system maintained by the local health and benefits expert.

HRConnect includes a variety of other capabilities as well, including employee recordkeeping, company calendar, HR reports, vacation and attendance tracking and a company information section. In addition, HRConnect is seamlessly integrated with leading providers of payroll, COBRA, 125 POP/FSA, regulatory compliance, and other services that encompass the entire range of employee benefits and HR services. As a result, an employer can have HRConnect act as a single "hub" to process all of their HR needs.



Agency Integration


HRConnect is provided to the employer by the local health insurance agent. This is an extremely important feature of the system as it allows the local expert in benefit plans to set up and maintain the benefit plan administration portion of HRConnect.

Online System

HRConnect is an online system accessible by anyone with internet access and a web browser. Accordingly, the system is available 24x7, 365 days per year.

**PLACE YOUR
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LOGO HERE**

Your Broker
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User Name


Password

Do not remember my user name.

[Login](#)


This is an example of the customization you can do to your new login page. Please remember that all pictures have to be loaded in JPEG format. If your picture doesn't show after you have loaded it cut the size to ¼ of the original and try again. Worried about spelling or grammatical errors? Then write your letter in Word and copy it onto the template that we provide.

*Sincerely,
Brian McCauley*



Home Page, HR and Employee Access

HRConnect has two levels of access, one for the HR manager, another for individual employees. The home page enables the user to quickly find the information or function they are seeking. Tabs across the top of the page allow for access to items like payroll, forms, and benefits, while the company calendar, important links, and other quick hit type information is available at first glance.



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[Log Out](#) **ABC Accounting Intranet**

Welcome to our company intranet. From this site you can access information on our benefit plans, read and download important documents, and view company related information.

Please review this site carefully. I'd be happy to hear suggestions as to any additional information you'd like to see included.

Let me know if you have any questions.

Thank You,

Benefits Administrator

[Edit](#)

Tools: Active [\[v\]](#) [\[u\]](#) [\[d\]](#) [\[e\]](#) [\[d\]](#) [\[a\]](#) [\[i\]](#)

Forms Warehouse:	Use this tool to search, print, email and fax carrier forms.	Active	[v] [u] [d] [e] [d] [a] [i]
Physician Locator:	Use this tool to locate details on your PCP, dentist, OB/GYN, specialists and more.	Active	[v] [u] [d] [e] [d] [a] [i]

New To You
No New Items

Company Calendar: Active [\[v\]](#) [\[u\]](#) [\[d\]](#) [\[e\]](#) [\[d\]](#) [\[a\]](#) [\[i\]](#)

Upcoming Events:

New days off	We have every Monday and Friday off until further notice	Active	[v] [u] [d] [e] [d] [a] [i]
Meeting	June 18th, all must attend	Active	[v] [u] [d] [e] [d] [a] [i]
401K	The last day of this month will be your last opportunity to invest until next year	Active	[v] [u] [d] [e] [d] [a] [i]

Important Links: Active [\[v\]](#) [\[u\]](#) [\[d\]](#) [\[e\]](#) [\[d\]](#) [\[a\]](#) [\[i\]](#)

Directions	Active	Active	[v] [u] [d] [e] [d] [a] [i]
Holiday shopping	Active	Active	[v] [u] [d] [e] [d] [a] [i]
What's going on in the world	Active	Active	[v] [u] [d] [e] [d] [a] [i]
What's going on around the Island	Active	Active	[v] [u] [d] [e] [d] [a] [i]
Taxes	Active	Active	[v] [u] [d] [e] [d] [a] [i]

Announcements: Active [\[v\]](#) [\[u\]](#) [\[d\]](#) [\[e\]](#) [\[d\]](#) [\[a\]](#) [\[i\]](#)

Joe had a baby boy	Joe's wife gave birth to a nine pound nine ounce twenty two inch boy on Thursday morning. Mother, father, and son are all doing well	Active	[v] [u] [d] [e] [d] [a] [i]
Welcome to HrConnect	Please enjoy the show	Active	[v] [u] [d] [e] [d] [a] [i]

Employee Recordkeeping

The Employees section allows for the management of employee information including name, date of hire, emergency contact information, etc. The HR manager can register new hires and terminations, create classes of employees and generate reports.



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[Manage Employees](#) [Employee Access](#) [Company Directory](#) [Census](#)

Manage Employees

This section allows you to track information about existing employees and to register new employees. For existing employees, you can track employment status changes through the 'Employment Status' links, can view and edit employee detailed information through 'Details' links and can indicate employee benefit plan selections through 'Assign Plans' links.

[New Hire](#) [Upload Employee Census](#)

Last	First	Employment Status			
Baker	Janet	Active	Details	Assign Plans	Delete Employee
Crane	Conner	Active	Details	Assign Plans	Delete Employee
Kassidy	Judy	Active	Details	Assign Plans	Delete Employee
McCaughey	Meredith	Active	Details	Assign Plans	Delete Employee
McGordy	Joann	Active	Details	Assign Plans	Delete Employee
Perillo	Josephine	Active	Details	Assign Plans	Delete Employee
Smith	Joe	Active	Details	Assign Plans	Delete Employee
Smith	Allen	Active	Details	Assign Plans	Delete Employee
Spelman	Larry	Active	Details	Assign Plans	Delete Employee
Stafford	Ken	Active	Details	Assign Plans	Delete Employee

Benefits Summary Page

Through HRConnect, users can view plan overviews, and link to forms or information directly from the carrier, such as enrollment, claims or life changes. Employees can also drill down to specific benefits with just one click.



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Medical - AmeriHealth - HMO 20-40/300/G I9
Effective Date - 1/1/2006
Policy Number - 123456

Plan [HMO 20-40/300/G I9](#) is provided by AmeriHealth. Some of the important benefits are:

Deductible Ind/Fam	N/A
Co-Insurance	100%
Office Co-pay	\$20 Copay
Specialist Co-pay	\$40 Copay
Hospital In-Patient	\$300 Copay/Day Up to 5 Days

Review Your:	Active	Edit	Delete	Add Item	
Benefits	Review a comprehensive benefit description for this plan including prescription drug card information.	Active	Delete	Edit	5/17/2006
Rates	Review your contribution toward this plan.	Active	Delete	Edit	5/17/2006
Claim Status	Link directly to the carrier website to review claim status, coverage status and other general information.	Active	Delete	Edit	5/17/2006
SPD		Active	Delete	Edit	7/25/2006

Life Events:	Active	Edit	Delete	Add Item	
Married/Divorced	Have you recently been married or divorced? Do you need to change your coverage? Submit this form to your benefit administrator.	Active	Delete	Edit	5/17/2006

Detailed Benefits

Detailed benefit summaries enable employees to obtain information about benefit plans (e.g. how many times can I go to the chiropractor?) and save the time of the HR manger.



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[In-Network](#) [Drug Card](#) [Employee Contribution](#) [Back](#)

Benefit	In Network
Deductible Ind/Fam	N/A
Co-Insurance	100%
Maximum Out-of-Pocket	N/A
Office Co-pay	\$20 Copay
DXL/Lab Fees	Lab= 100%; X-ray= \$40
Specialist Co-pay	\$40 Copay
Lifetime Maximum	Unlimited
Hospital Benefits	
Hospital In-Patient	\$300 Copay/Day Up to 5 Days
Hospital Out-Patient	\$150 Copay
Emergency Room	\$100 Copay
Private Nursing	
Surgical In-Patient	\$300 Copay/Day, Up to 5 Days
Surgical Out-Patient	\$150 Copay
Mental Nervous In-Patient	\$300 Copay/Day Up to 5 Days 90 Days/Cal.yr

Reporting

Whether it is about birthdays, emergency contacts, employee turnover or service anniversaries, HR Directors can run any number of reports from the reports page. Reports are available with a few clicks and easily exported to excel.

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HR Summary Reports

Please select the type of report you would like to view.

Report: [▼](#)
 Month: [▼](#)
[View](#)
[Export/Print](#)

Birthdays (All Months)			As of 8/7/2006
First	Last	Dob	Age
Allen	Smith	04-05-1965	41 Years 4 Months
Meredith	McCauley	05-12-1969	37 Years 2 Months
Ken	Stafford	06-07-1978	28 Years 2 Months
Janet	Baker	08-22-1964	41 Years 11 Months
Conner	Crane	09-16-1971	34 Years 10 Months
Larry	Spelman	10-20-1977	28 Years 9 Months
Joann	McGordy	11-13-1967	38 Years 8 Months
Judy	Kassidy	11-28-1967	38 Years 8 Months
Joe	Smith	12-05-1974	31 Years 8 Months
Josephine	Perillo	12-23-1954	51 Years 7 Months

Information

HR Directors can provide information and links to anything from company outings to IT functions like pop-up blockers. A health insurance glossary is provided to head off questions.

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Help		Active	▼	▲	Edit	Delete	Add Item
Website Help	Having problems with the website? Please contact your HR representative or broker.	Active			Delete	Edit	12/12/2005
Glossary		Active	▼	▲	Edit	Delete	Add Item
Insurance Term Glossary	Confused about an insurance term? Access our glossary for descriptions of many common insurance terms.	Active			Delete	Edit	12/12/2005
Computer Tools		Active	▼	▲	Edit	Delete	Add Item
Adobe Reader	Download the latest version of Adobe Reader to view PDF files.	Active	▼	▲	Delete	Edit	12/12/2005
Pop-Up Blocker	This free pop-up blocker is a plug-in from Google that also allows easier access to the Google search engine. Remember to allow pop-ups from this website (our reports and documents load as pop-ups). We never have pop-up advertising.	Active	▲	▲	Delete	Edit	12/12/2005
Spyware Cleaner	Some programs install spyware on your computer that track your web browsing and some even launch pop-ups! This program scans your computer and allows you to clean off the spyware. Free for personal use.	Active	▲	▲	Delete	Edit	12/12/2005
Personal Firewall	Protect yourself from hackers and block unwanted intrusions into your computer. This program can disrupt internet access and should only be installed by advanced computer users. Free for personal use.	Active	▲	▲	Delete	Edit	12/12/2005

Forms Library/HR Resources

HRConnect has a wealth of other resources for HR managers and employees, including a glossary of terms, HR newsletter, and HR articles. In addition, HRConnect has a forms library for employers. This library includes all forms employers need for new hires, terminations, worksite postings, and other required and suggested forms.

The screenshot shows the ABC Company HR Forms library. At the top left is the ABC Company logo and contact information: 1234 Grundy Ave, Lanoka Harbor, NJ 08734, Edg, Tel: 555-555-5555 (x3555), Fax: 555-667-7777, email@here.com. On the top right, it says "Brought To You By Your Broker" with a "View" link. Below this is a navigation menu with tabs for Home, Employees, Benefits, COBRA, FSA/POP, HR Resources, HR Forms (selected), Information, Payroll, Reports, and Help. A "Log Out" link is on the far left, and "ABC Accounting Intranet" is on the far right. The main content area is titled "HR Forms" with a "New Jersey" dropdown menu. Underneath, there is a folder icon for "New Jersey" containing a "New Hire" sub-folder. The "New Hire" folder contains a list of 17 forms, each with a checked checkbox and a link to the form: NJ New Hire Form***, NJ Withholding Form (2006)***, W-4 Withholding Form (federal for NJ)***, I-9 Immigration Form (federal for NJ)***, NJ Employee Application, NJ Authorization for Consumer Report, NJ Pre-Adverse Action Notice, NJ Employee Training Documentation Form, At-will Acknowledgment (NJ), Cobra Initial Notice Form for all new hires***, NJ Confidentiality Agreement, NJ Employee Orientation Form, NJ Receipt for Company Property and Tools Form, NJ Receipt of Email Policy, NJ Receipt of Harassment Policy, and Receipt of Initial Cobra Policy (for New Jersey).

Payroll

HRConnect is seamlessly integrated with SurePayroll, the leading online payroll company in the United States. The service includes real-time, automated processing of payroll, tax filing, W2, and direct deposit services. Employees can access historical pay information online. All new hire, termination, and other data is integrated with HRConnect.

The screenshot shows the HealthCONNECT SurePayroll website. At the top is the logo "HealthCONNECT SurePayroll" with the tagline "the employee benefits network". Below the logo is a navigation bar with tabs for Welcome, Enroll Now!, Resources, and Login. A "Contact Us" link is on the far right. The main content area is divided into three columns. The first column is titled "Employee Login" and contains a "User Name" field with "EE username" entered, a "Password" field with "****" entered, and a "Submit" button. Below this is a "Forgot Your Password?" link and a paragraph of text: "Employees: Your payroll administrator or employer can send you a new temporary password by going to the 'Employees' tab and selecting 'Reset Password' by your name. This will generate a new password which will be sent to the email address we have on record for you." The second column is titled "Payroll Admin Login" and contains a "User Name" field with "Admin username" entered, a "Password" field with "****" entered, and a "Submit" button. Below this is a "Forgot Your Password?" link and a paragraph of text: "Payroll Administrators - Returning to Enrollment? If you're returning to complete SureStart™, login to your new account and continue with enrollment." The third column is titled "Security Center" and contains a paragraph of text: "Please explore our security center to learn about our security and how to protect your account from fraudulent activity." and a "Click here to read more!" link. At the bottom of the page is a footer with the text "©2006 SurePayroll All Rights Reserved (1)".

Cobra

HRConnect is seamlessly integrated with one of the leading COBRA administrators in the United States. All COBRA events (terminations, new hires, etc.) are automatically forwarded to our COBRA partner for processing, relieving the employer of administrative hassles and eliminating litigation and compliance costs.

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COBRA

In general, employers with more than 20 employees are required to comply with the federal law known as COBRA, or Consolidated Omnibus Budget Reconciliation Act of 1985, which requires employers to continue health coverage for their employees following a qualifying event. COBRA non-compliance can expose a company to IRS audits and result in hundreds of thousands of dollars per violation, in addition to litigation from employees who did not receive their health coverage.

Selecting a COBRA service through HRConnect Premium Services will enable you to seamlessly delegate the administrative responsibilities to a COBRA provider who will take care of processing COBRA elections, verification of continued COBRA eligibility, notices of qualifying events, rate and benefit changes, correct forms, recordkeeping, and billing and collection of COBRA premium payments. Once the service is activated, employees answer several questions regarding the qualifying event for which COBRA is being filed. That information will then be forwarded to our COBRA partner who will handle all related duties and your COBRA activities.

Marketing Brochures

[COBRAToday Application Guide](#)

Contracts/Other Documents

[HealthConnect, COBRAToday, Plan Application](#)
[COBRAToday Takeover Form](#)
[Premium Collection Plan Information](#)
[HRConnect Agreement](#)
[Frequently Asked Questions](#)

Name :
Email :
Phone * () - Extension

[Have a representative contact me about COBRA services](#)

HR Resources/Employee Handbook, HR Consulting

HRConnect is integrated with HRAnswerLink, a leading provider of HR compliance services. Two important services offered by HRAnswerLink are the employee handbook builder and Ask the Pro, a service that allows HR Managers to ask questions of qualified HR personnel.

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Employee Handbook: A comprehensive employee handbook is a primary way to prevent [employee lawsuits, conflicts and misunderstandings](#). The employee handbook tool includes a template written by HR professionals and in use across the country. Using the tool, you can quickly and easily download, customize and implement a handbook to add a critical means of protection to your business.

Ask the HR Pro: Human resources issues can be complicated and sensitive. When the most complex or inconvenient problems arise, managers need a cost-effective and confidential source of personalized advice to find the right solution. Consulting with an attorney can be prohibitively expensive. For a small monthly investment, the Ask the HR Pro service puts a team of veteran HR Pros at your fingertips. Whether it is policy set-up, hiring, managing or terminating, the HR Pros quickly and confidentially provide advice whenever the need arises.

Federal and State Employment Laws: HR managers may have questions about federal or state labor laws, for example, am I allowed to run a credit check on an applicant. Using the Federal and State Employment Law service, HR managers can quickly input their question and access an easy to understand summary of relevant labor laws. This self help reference guide can help reduce calls to costly labor attorneys.

Q&A: The Q&A service provides the employer to ask questions and receive automated responses from a library of HR data, e.g. "What is the minimum wage in San Francisco, California?" You can also search on a specific topic, e.g. Minimum Wage Laws.



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