Zywave HR Services Portal - Overview

Greater Rochester Chamber members at all tiers can now purchase access to different tools on the Zywave HR Services Portal for an affordable cost. Below is a summary of the content available at your fingertips.

Option 1: HR Content and Tools ($375/year)

HR Hotline *NEW!*

Direct access to professional consultation and advice on a variety of topics, including employee benefits, federal and state compliance, employee relations and much more. After sharing individualized HR advice, they will share additional relevant content to help you implement solutions right away. This is a perfect complement to the chamber's HR Helpline!

- ACA Reporting
- COBRA Notices Generator
- Compliance Notice Builder
- Custom Job Description Builder
- Employee Cost Calculator
- Federal Poster Advisor; Federal/State Compliance Poster Builder
- FMLA Advisor
- Health Plan Compliance Calendar
- HR Self-Assessment
- Interview Question Builder
- Multi-State Law Comparison Tool
- Performance Review Builder
- Salary Benchmarking Tool *(powered by US DOL Bureau of Labor Statistics)*
- Sample Job Descriptions
- Total Compensation Statement Builder

Option 2: Employee Handbook Builder ($425/year)

Create and communicate your organization's HR policies and procedures quickly and conveniently. Generate custom employee handbooks by simply answering a few quick questions. Includes federal plus all 50 states and can be customized to reflect your culture, add your own policies, etc. As laws change, the template is updated by Zywave and users are notified so they can choose whether to view and/or apply them.

Option 3: Learning Management System (LMS) ($12 per employee per year; $350 min.)

Your company needs to keep your workforce educated and trained on topics including sexual harassment prevention (required in NY and other states), workplace safety, cybersecurity, diversity and inclusion, and more. Finding the training material or courses you need can be a headache and expensive – but not anymore. With Zywave's LMS, you can offer the training courses your employees need, plus we can load SCORM-compliant custom courses you've created yourself!

- Over 150 courses with separate ones for managers and employees in both English and Spanish
- Includes NYS plus other state-specific sexual harassment prevention courses
- Closed captioning available for many courses
- Mobile-friendly courses so training can be completed anytime, anywhere, and on any device

Our **HR Services team** is available to answer questions regarding the Zywave HR Services portal:

- Kathy Richmond - Sr. Director, HR Services, (585) 256-4618, kathy.richmond@greaterrochesterchamber.com
- Jennifer Suppe' - Manager, Organizational Culture and HR Services, (585) 256-4608, jennifer.suppe@greaterrochesterchamber.com
- Cindy Miller - HR Services Partner, (585) 256-4606, cindy.miller@greaterrochesterchamber.com

Zywave HR Services at Your Fingertips 24/7

Greater Rochester Chamber members at all tiers can now purchase Zywave HR Services portal access, whether some or all of their features. The portal has many tools to help employers build and maintain a strong culture, drive employee engagement and performance, and mitigate the people-related compliance risks that exist in every organization.

Option 1: HR Content and Tools - includes a HR Hotline (*new tool*!), salary tool, job description builder, performance appraisal builder, total compensation statement builder, enrollment booklet builder, ACA reporting tool, state and federal labor law comparison tool, poster builder, articles and sample documents, and more!

Option 2: Employee Handbook Builder – For employers interested in an employee handbook builder that ensures not only federal but multi-state compliance. Includes federal plus all states and can be customized to reflect your culture, add your own policies, etc. As laws change, the template is updated by Zywave and users are notified so they can choose whether to view and apply the changes.

Option 3: Learning Management System (LMS) - includes a NYS-compliant sexual harassment prevention course, one for managers and one for employees. In addition, there are required trainings for other states, plus more than 150 courses on communication, safety, diversity, manager success, and more. Custom course content can be uploaded for employee access as well at no additional cost.

Questions? Contact Kathy Richmond at (585) 256-4618 or Kathy.Richmond@GreaterRochesterChamber.com. Please complete the information below and return to Kathy. All agreements are in place for 1 year.

1. Main contact *(this person should sign below):*

Name _____ Title _____

Company _____ Phone _____

Address _____ Email _____

City, St, Zip _____ County (sales tax) _____

2. Order Information:

Zywave Services		Cost per Year	Total # of Emps.	Cost
Option 1: HR Content and Tools		$375 flat annual fee	N/A	
Option 2: Employee Handbook Builder		$425 flat annual fee	N/A	
Option 3: Learning Management System		$12 per person per year*		
Start date:		* *LMS has a $350 annual minimum*	**Subtotal:**	
End date:		**NYS Sales Tax** *(based on point of delivery)*:		
			Total:	

3. Billing email, if different from main contact: _____

PO# if applicable: _____

I understand that this agreement requires a one-year subscription for the service(s) selected above. I understand that access to the Zywave portal is provided as a benefit of membership and if I choose to cancel my chamber membership during the one-year subscription period, I will lose access to Zywave services and will not be eligible for a refund.

Signature: _____ Date: _____