Zywave HR Services Portal - Overview

Greater Rochester Chamber members at all tiers now have access to the Zywave HR Services Portal at no additional cost as a benefit of membership, plus two upgrade options. Below is a summary of the content available at your fingertips.

BASIC PORTAL ACCESS

ACA Reporting
G generate Forms 1094/1095 simply by importing your completed workbooks. You can even print your forms and file with the IRS or distribute to your employees— streamlining ACA compliance in three simple steps.

COBRA Notices Generator
Satisfying your COBRA notice obligations and in three easy steps, create all six required COBRA notices.

Compliance Notice Builder
Produce custom benefits notices for any size company, saving hours of time and effort. When laws or corporate circumstances change, simply update the information and generate a new notice instantly. With the Compliance Notice Builder, you'll have the notices you need in minutes, plus distribution guidelines.

Custom Job Description Builder
Job descriptions are such an important tool for your employees but developing them can be stressful. The Custom Job Description Builder helps you create the most complete job description so employees can achieve their true potential, which ultimately contributes to the success of the business.

Employee Cost Calculator
This easy-to-use calculator gives you a complete picture of the true cost of hiring. From compensation and benefits to recruiting, training, office equipment and other costs, this calculator accounts for expenses you may not think about.

Federal Poster Advisor; Federal/State Compliance Poster Builder
Whether your company is small or large, the U.S. Department of Labor (DOL) requires that you physically display a number of different posters in the workplace. NYS DOL requires physical and electronic posters. Use the Poster Advisor to generate a list of federal laws administered by the DOL, along with links to download printable posters.

FMLA Advisor
The federal Family and Medical Leave Act (FMLA) Advisor can assist in understanding notice requirements, valid reasons to leave, are you required to provide FMLA leave, which employees are eligible to take FMLA leave, and more.

Health Plan Compliance Calendar
Answer a few questions about your health plan and you can generate your own customized compliance calendar. Featuring a rolling list of federal compliance dates, monthly reminders and supplementary resources, your company will have everything you need to remain informed, meet upcoming deadlines and generate the applicable notices.

HR Self-Assessment
Analyze your human resource competencies to ensure you are creating an environment for employees to thrive. You can assess your HR management practices, employee relations, recruiting process, training and development process, and more. Once a module is completed, explanations will be provided to highlight where improvements can be made.

Interview Question Builder
Choose from over 400 pre-developed behavioral interview questions in 49 categories to create a ready-to-use interview guide in just a few minutes. This will ensure that your company is asking the right interview questions, as these are key to evaluating whether a candidate has the knowledge, skills and qualities necessary to become a successful employee.

Multi-State Law Comparison Tool
If you have locations in multiple states, you may be wondering which state labor laws apply to your business. This easy-to-use resource will generate side-by-side charts you can use to compare and contrast state laws, and federal law too.

Performance Review Builder
Performance reviews are such an important tool for motivating employees and increasing their contributions to your business, but the process can be stressful. This tool generates performance reviews that can be customized with ratings and comments to describe performance issues. The customizable action plan will then help the employee improve their performance, so they can achieve their true potential and contribute to the success of your business.

Salary Benchmarking Tool *(powered by US DOL Bureau of Labor Statistics)*
Search compensation and pay structure reports on over 800 job positions either annually or by the hour. Salary benchmarking survey information can be viewed/compared nationally, by state or within a state (region or metro area).

Sample Job Descriptions
A well-written job description helps connect qualified applicants to positions at your organization. Using sample job descriptions, your company can effectively and accurately highlight an employment opportunity to potential candidates.

Total Compensation Statement Builder
This step-by-step tool generates a total compensation statement for your employees in minutes which helps you educate your employees on the value of their benefits. Total compensation statements can be a powerful retention tool.

UPGRADE OPTIONS

Employee Handbook Builder
Create and communicate your organization's HR policies and procedures quickly and conveniently. Generate custom employee handbooks by simply answering a few quick questions. Multi-state and federal content is available along with the ability to customize the content. Policies are updated as labor laws change. Clients can generate a new handbook as often as needed to compare and update the policies in your customized handbook.

Learning Management System
Your company needs to keep your workforce educated and trained on topics including sexual harassment prevention (required in NY and other states), diversity and inclusion, workplace safety, cybersecurity 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 industry-specific courses for construction, transportation, restaurants and more
- Includes state-specific sexual harassment prevention courses
- Courses for managers and employees in both English and Spanish
- Closed captioning available for many courses
- Mobile-friendly courses so training can be completed anytime, anywhere on any device
- Completion certificates delivered via email and available online to print anytime

We hope you find the portal to be a useful supplement to our existing HR Helpline service! Interested in one or both of the upgrade options? Contact us or complete and return the order form here.

Our **HR Services team** is available to assist you with the HR Services portal or with your HR needs in general!
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