



More HR Services at Your Fingertips 24/7

Greater Rochester Chamber members at all tiers enjoy access to the basic Zywave HR Services Portal at no additional cost which includes a 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!

For employers interested in training courses and/or an employee handbook builder, we offer these additional 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.

For employers looking for an affordable learning management system (LMS):

- includes a NYS-compliant sexual harassment prevention course for managers and employees as well as 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.

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 downloaded to Word so you can customize and add your own policies. Updates are made to the main template as laws change.

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: (*invoices will be emailed prior to the upcoming month/quarter based on current headcount*)

Additional Services		Cost per Year	Total # of Emps.	Quarterly Cost	Annual Cost
Handbook Builder		\$500 flat fee		N/A	
Learning Management System		\$15 per person per year*			
Start date:		* \$350 annual minimum	Subtotal:		
End date:		NYS Sales Tax (<i>based on point of delivery</i>):			
Total:					

Billing preference: (check one)

☐ Quarterly

☐ Annual

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 I am responsible for payment even if I cease using the service during the year. 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. In the event there is a mid-year price increase by Zywave, I will be given the choice to continue my subscription at the higher cost or cancel.

Signature: _____ Date: _____