

HR ASSIST *by BASIC*

Functionality	Lite	Self Admin.	+
Unlimited access to "Ask the Pro" for HR questions	X	X	X
Custom handbook development	X	X	X
Custom job descriptions & HR checklists	X	X	X
Access to policy and benefits library	X	X	X
Law alerts and regulatory newsletter	X	X	X
Access and setup on a cloud-based HR Management System		X	X
Access to employee onboarding tool on the HR MGMT System		X	X
Ability to store, distribute and track up-to-date HR & Compliance documents on HR MGMT System		X	X
Role based security and access on HR MGMT System		X	X
Electronic sign-off for proof of delivery on HR MGMT System		X	X
Ability to maintain employee data and benefit information on HR MGMT System		X	X
Access to ACA Manager: 1094/1095-C form generator		X	X
Ability to manage and store performance reviews		X	X
Assigned a Dedicated Administrator to maintain your HR MGMT System			X
HR Assist Admin receives new hire & term reports from employers payroll vendor *Must be provided			X
HR Assist Admin will add new hire & term information onto the system			X
HR Assist Admin will initiate new employee engagement and onboarding onto HR MGMT System *BASIC Payroll Clients only			X
HR Assist Admin will engage with COBRA provider to handle COBRA required notices when applicable *Must be provided			X
HR Assist Admin will maintain benefit eligibility and change in status when reported			X
HR Assist Admin will maintain all updated compliance documents & model notices including ACA, Welfare Benefit Plan info, WHCRA, Medicare Part D and SPD**			X
HR Assist Admin will create calendar event notices for supervisors, managers and employees			X
HR Assist Admin will perform benefit eligibility adds and terms to coverage with carriers**			X

**Additional Fees Apply



For more information about any of our services or to speak with a sales consultant call 800.444.1922 x 3 or visit basiconline.com.

Additional Services:

- BASIC Payroll
- BASIC FSA
- BASIC COBRA
- BASIC HRA