

MyHRHelpDesk

***Are your employee practices putting your company at risk?
We can help!***

MyHRHelpDesk provides a “One-Stop” resource for your Human Resources issues. Your staff can now spend more time on your primary business because they spend less time dealing with HR concerns. Through MyHRHelpDesk, your managers can talk to Human Resources professionals who provide quick, accurate, and practical answers to your HR administration questions; assistance in handling sensitive employee issues; and recommendations to help your organization comply with required federal, state and local HR regulations.

***Do your managers have questions like these? If the answer is yes,
you need MyHRHelpDesk.***

“I think that one of my employees has a drug problem. What should I do?”

“My office manager is going on maternity leave. Do we have to pay her?”

Effectively handling your company’s HR function improves employee relations, avoids costly errors, and protects your company from fines, audits, and lawsuits. Our Help Desk professionals provide your managers with critical answers to difficult questions.

“One of my employees has been late three days in a row. Can I fire him?”

“I have a difficult performance review tomorrow. Can you give me some tips?”

One call provides answers to:

- **Human Resources Administration** — MyHRHelpDesk can answer questions about COBRA, Workers’ Compensation, leaves of absence, I-9 forms and the myriad other HR tasks required to be legally compliant.
- **Employee Communications** — MyHRHelpDesk can provide suggestions to help you develop programs to increase employees’ morale and productivity.
- **Policies and Procedures** — MyHRHelpDesk can help ensure your policies comply with various state and federal laws and make sense for your organization.
- **Wage, Salary, and Compensation** — MyHRHelpDesk can give you the information necessary to determine overtime requirements, compensatory time-off, salary levels, and payment for various types of leaves.
- **Group Benefits** — MyHRHelpDesk can supply valuable information on benefit trends and rate increases.
- **Accident Prevention and Alcohol and Drug Programs** — MyHRHelpDesk can guide you to implement necessary accident prevention plans and drug and alcohol testing programs.

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Easy to Use

MyHRHelpDesk is simple to use. Just call our toll-free number to speak to a member of our HR Client Service Group or e-mail your question or problem. You will receive accurate, practical, and courteous answers to your HR questions.

Price

Your managers can have access to MyHR-HelpDesk support for as little as \$200 per month for unlimited phone and e-mail inquiries. Our fees vary depending on the number of employees in your company.

Who is PMSI?

PMSI is the leader in outsourced HR services. PMSI works with business owners and managers to increase compliance with government regulations, to reduce the overhead associated with the human resources function, and to improve managers' efficiency by allowing them to focus on their core business responsibilities. Since 1982, hundreds of organizations have relied on PMSI to handle their human resources issues.

Representing a variety of industries, PMSI provides low cost human resources services with a greater expertise than other alternatives. By working with PMSI, your business receives the benefit of several HR professionals available to consult on your issues, without the associated expense of additional full time staff.

PMSI professionals provide the essential combination of expertise, common sense, and efficiency, and are committed to handling your HR needs in a knowledgeable, accessible, and responsive manner.

Additional Services

We are equipped to provide you additional services at fixed prices: Employee Handbooks, Supervisor Handbooks, Job Descriptions, Salary Surveys, Policies, Procedures, Forms, Checklists, Reference Checks and more. See our Web site for details and pricing.

For a customized quote:

Please contact Jack Goldberg by phone at 425-576-1900 ext. 203 or by e-mail at jackg@myhrhelpdesk.com. To receive an online quote, go to www.myhrhelpdesk.com.



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