



Hylant Employee Benefits

HR PROFESSIONAL SOLUTIONS



These platforms include many similar - and some very different – HR solutions. While both may be utilized, we are providing this guide to easily identify the best resources in each. *Preferred resource denoted by ★*

RESOURCE	MINERAL PLATFORM	ZYWAVE CLIENT PORTAL
HR Experts <i>Certified HR/legal advisors providing expert Employee Benefits compliance law guidance 24/7</i>	★ Mineral Expert <i>Mineral is preferred as each inquiry has a dedicated expert who will also address any follow-up questions and within a quicker response time.</i>	HR Hotline
Compliance Law Alerts	★ Mineral-HR Compliance <i>Law Alerts are real-time alerts via the compliance dashboard and email notice those laws specific to an employer based on their profile.</i>	★ Zywave Compliance Updates <i>Law Alerts are real-time alerts via the Content Library and are more professionally displayed for printing or posting.</i>
Compliance Calendar	★ Mineral-HR Compliance <i>The Compliance Calendar is preferred along with federal and state Compliance Forecasting which is real-time and specific to the employer's profile.</i>	Health Plan Compliance Calendar and Multi-State Comparison Tool
Employee Handbooks	★ Mineral-Company Policies <i>Access Handbooks for the interactive smart handbook builder inclusive of federal and single state compliant content. Once built, continuously updated by Mineral upon regulatory updates.</i>	Employee Handbook Builder
HR Policies	★ Mineral-Company Policies <i>Create custom policies or view "Templates" for hundreds of sample editable policies.</i>	Content Library – Forms & Policies
ACA Calculators	★ Mineral Tools-Calculators <i>Mineral is preferred for the ACA calculators.</i>	Compliance Apps
Toolkits	Mineral Templates-Toolkits	★ Content Library <i>These are called "Guides" in Zywave and are preferred when used as an employee-facing resources. A "Toolkit" in Zywave is an HR Hiring and Managing Employees tool.</i>
Leaves & Time Off Compliance & Resources	★ Mineral-HR Compliance <i>Leaves & Time Off for laws and "Templates" for forms, letters, policies and toolkits.</i>	★ Compliance Apps <i>Leaves & Time Off for laws and "Templates" for forms, letters, policies and toolkits.</i>
HR & Compliance Training Videos	★ Mineral Resources-Videos <i>Watch over 100 videos on compliance, HR basics, tips, and best practices.</i>	Content Library
Templates	★ Mineral Templates <i>Mineral provides sample customizable policies, forms and letters.</i>	★ HR & Compliance Apps <i>Zywave provides sample customizable policies, forms and letters.</i>
Benefits Education, Benefits Toolkits & Benefits Videos <i>Including Health & Well-being</i>		★ Content Library – Employee Benefits <i>Zywave is preferred for content employers can use for employee education and communication including exhibits, flyers, newsletters, videos and more.</i>
Risk Management	★ Mineral-HR Compliance <i>Library of real-time Safety & Health related federal and state laws and forms, policies and letters in "Templates".</i>	★ Property & Casualty Resources <i>Use the Content Library for Risk Management news, articles and checklists.</i>

Want to learn more? Contact us today at www.hylant.com.



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24/7 self-service access to the resources you need

Hylant provides our clients with essential resources designed to provide you with the content and tools necessary for staying compliant, mitigating your exposure, and enhancing your workforce.

The **Mineral** and **Zywave Client Portal** platforms are filled with HR tools, compliance resources, and hundreds of LMS courses. The content is expertly curated, rigorously reviewed, and frequently updated, ensuring you have access to the latest industry developments, legislative decisions, and regulatory guidance.



Mineral is the preferred platform for all things benefit and employment law. Managing and recruiting personnel, Human Resources (HR) must be aware of and comply with key federal, provincial and local laws that affect your workplace. Mineral Expert, documents, policies, handbooks and calculators make those tasks easier.

Mineral Experts Whether you need guidance on a challenging workplace situation or help deciphering some complex legalese, Mineral's advisors have an average of 18 years of HR and compliance experience and are here to support you. Connect through the Mineral Platform or phone for the answers you need, right when you need them.

HR Compliance Library Stay up to date on the latest regulations and best practices with Mineral's comprehensive HR Compliance Library. It features thousands of regulatory updates, insightful guides, checklists and templates created by certified HR Experts. Quickly access federal and state laws or identify employment laws that apply to your business as you expand into new states or hire additional employees.

Compliance Calendar Generate your own compliance calendar, with a rolling list of federal compliance dates, monthly reminders and supplementary resources. You will have everything you need to remain informed and meet upcoming deadlines.

HR Compliance Forecasting Surfaces relevant state and local regulations based on your workforce and locations, saving time and reducing compliance risk for HR, legal, and compliance teams.

Law Alerts Real-time alerts via the Compliance Dashboard and an email notice deployed for those laws specific your company based on the company profile.

Calculators Swiftly obtain the data points you need to make smart decisions for your business around cost per hire, absenteeism and ACA (Affordable Care Act).

Smart Employee Handbook Guided interface to create, manage and maintain a federal and single state compliant handbook. Continuously update and quickly incorporate policy updates as laws and regulations change to stay proactively compliant. Once built, Mineral proactively alerts you to laws requiring updates to your company handbook(s).

Mineral Community Designed for HR and business professionals like you to connect, learn, and grow together. Engage in discussions, share your expertise, and explore topics that matter to you. Your participation is what makes this community thrive!



ZYWAVE *Client Portal*

Zywave is the preferred platform for all things benefit and well-being education resources for you and your employees. Choose from hundreds of educational resources designed to make benefits concepts easy to understand.

Content Library View a steady stream of the latest resources, easily searchable to find what you need, when you need it. Content to create ready-to-deploy member engagement campaigns. Always available are materials for campaigns on Benefits 101, Preventive Care and Cost Savings. Custom campaigns are available for a wide variety of other trending topics. There are also downloadable articles, newsletters and ready-for-use documents on topics including HR, employment policies, wellness and employee communication.

Federal Poster Advisor & Builder Whether your company is small or large, the U.S. Department of Labor (DOL) requires you to display a number of different posters in the workplace. Identify the required posters and generate a list of federal laws administered by the DOL, along with links to download printable posters. Paired with the Federal Poster Advisor, you can quickly and easily download and print federal and state posters to ensure that the required posters and compliance resources are properly displayed in the workplace.

ACA Reporting Tool Easily generate necessary Internal Revenue Code Section 6055 or 6056 reporting forms by uploading completed Reporting Workbook for the current year. With ACA Reporting, you can even print your forms and file with the IRS or distribute to your employees—streamlining ACA compliance in three simple steps.

Employee Cost Calculator Understand the complete picture of the true cost when hiring new employees. From compensation and benefits to recruiting, training, office equipment, and other costs, this easy-to-use calculator accounts for those typical expenses you may not necessarily think about when hiring a new employee

Salary Benchmarking Tool Access compensation reports for over 800 job positions, annually or hourly, including salary benchmarking surveys on a national, state, or regional level.

Apps Wizard-program tools you can customize to the demographics of your organization to help with Compliance, HR needs like creating job descriptions, interviewing question builder and more.

Both Mineral and Zywave Client Portal have some similarities across the platforms; therefore, preference will depend on your desired content and user experience. Those features include:

- *Job Description Builder*
- *Performance Review Resources*
- *Interview Questions*
- *Total Compensation Builder*
- *Recruiting and Retention Resources, and*
- *Comprehensive LMS catalogs.*