

# Mineral™ Package Checklist

	Basic	Essential
<b>Mineral Platform</b> All the tools, resources and easy to understand actionable information your clients need to stay on top of HR and Compliance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Mineral Intelligence</b> Proactive alerts tailored to each business, to help clients stay on top of changing HR and Compliance regulations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Smart Employee Handbook</b> Guided interface to create , manage and maintain federal and single state compliant handbooks. Continuously update and quickly incorporate policy updates and laws and regulations change	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>HR Compliance Library</b> Access federal and state laws and regulations paired with a robust document library containing how-to guides, actionable checklists, sample letters and more	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Benefits Document Creator</b> Create benefits documents, including a premium only plan (POP) to comply with IRS requirements and a Wrap summary plan description (SPD) to meet ERISA disclosure requirements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Learn (LMS)</b> Learning management system (LMS) making it easy to upload and assign courses you have created or licensed. Course upgrades available to add Harassment Prevention and Workplace Safety Courses (300+ total)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Core LMS Courses</b> Employee training catalog to foster continuous learning in compliance, human resources, customer service, cybersecurity, professional development and much more. Upgrade course content also available (300+ courses)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Mineral Experts</b> Access our team of HR experts, ready to answer HR and compliance questions	<input type="checkbox"/>	<input checked="" type="checkbox"/>