



Mineral HR Compliance

Take the guesswork out of HR compliance once and for all with a tool that proactively alerts you about compliance changes that impact your business and provides you with the actionable information, steps and resources you need to stay protected and productive.

Is Mineral Basic or Essential Right for You?

Feature	Description	Basic	Essential
Platform	Web-based platform with the tools, resources and insights you need to overcome the most common HR compliance challenges.	✓	✓
Intelligence	Platform intelligence that provides proactive alerts, guidance and action items tailored to your business, so you never miss a key compliance requirement again.	✓	✓
Smart Employee Handbook	A guided interface to create, manage and maintain a compliant federal and single-state handbook. Continuously and quickly update and incorporate policy changes as laws and regulations evolve.	✓	✓
Learn	Easily assign, track and schedule employee trainings, upload in-house training resources and add optional premium course upgrades to enrich and expand curriculum.	✓	✓
HR Compliance Library	On-demand library that provides access to federal and state laws and regulations, as well as how-to guides, HR checklists, sample letters, government forms and other resources to address your compliance questions and needs.	✓	✓
Notifications	In-platform, personalized alerts and email communications that proactively notify you about important law and regulation updates that impact your business.	✓	✓
Benefits Document Creator	A tool to quickly and accurately create benefits documentation, including a premium only plan (POP) document to comply with IRS requirements and a Wellness Recovery Action Plan (WRAP) summary plan description (SPD) to meet ERISA disclosure requirements.	✓	✓
Experts	A tenured team of certified HR experts ready to answer your HR and compliance questions in language you can actually understand.	✗	✓
Core Courses	A robust catalog of courses to foster continuous learning and boost employee engagement. Courses cover topics ranging from basic compliance to HR, customer service, cybersecurity, professional development and more.	✗	✓