



# Managing Your HR Functions



Our program has two levels to assist you with managing your employee functions

## Basic Program

Available 24 hours a day, 7 days a week, you can access the online HR Support Center for all of your HR needs.

Resources include:

- **Employee Handbook:** Downloadable and customizable.
- **Policy Library:** Library of standard business policies. State and Federal Laws: Written in easy to understand terms.
- **HR Forms:** Library of business, state and federal forms.
- **3-Minute HR Audit:** Assess the effectiveness of your HR functions.
- **eAlerts:** Instant notification for important law updates.
- **HR Checklists:** Checklists to help organize business tasks.
- **HR Guides:** Various guidelines providing helpful references in following particular business procedures.
- **Job Descriptions:** Catalog to help organize and hire employees.
- **Q&A Database:** Hundreds of questions answered by HR Pros.
- **HR Best Practices:** Monthly articles covering best practices.
- **Monthly Newsletter:** Alerts and articles to stay current.
- **Glossary of Terms:** Easy to read definitions for key HR terms.
- **HR News and Updates:** HR-related news feeds and updates.
- **HRCast:** Monthly podcasts covering HR best practices.
- **HR Resource Center:** Resources for ordering posters, training materials and reference literature.
- **Quick Guides:** Hot topics of employee solutions.

## HR On-Demand Program

With the HR On-Demand Program, your company can virtually outsource their HR department. Our experienced and certified HR Professionals work with you to address your business specific questions and needs, including:

- **Ask the Pro:** Address your situational questions in regards to legal compliance and personnel issues, and receive a response within one business day.
- **Document Customization:** Our HR Pros will create and / or customize your HR documents, and review for potential legal concerns.
- **Employee Handbook Development:** Schedule a personal appointment with an HR Pro to develop a custom Employee Handbook and a plan for implementation.

- **Access to the base site is \$19.96 / month @ 2 payrolls (\$9.98 / payroll)**
- **Access to the HR On-Demand upgrade is \$49.95 per month (ask for per payroll price) starting with 1 to 12 employees, 13+ please request price.**