

HR Suite

Info Packet

Overview

Complete Compliance Solution

In today's fast paced world, human resource management is one of the most rapidly changing and expanding fields. Businesses should, but often can't keep up with the constant changes affecting their employees and organization. HRN Management Group has created a complete solution that frees you to manage your business while leaving the compliance issues and research to experts.

HR Suite Components

HR Suite is so much more than just a Policy Manual and Employee Handbook. It's a resource, an HR expert, a training tool, and a means to keep you informed of ever-changing requirements. It includes:

- A completely developed Policy Manual for managers and supervisors
- An Employee Handbook written in everyday language
- Over 200 Forms & Tools that provide quick solutions and answers to your questions
- Annual and ad hoc updates as legal or regulatory changes require to ensure your policies and practices are current
- Monthly HR Notes that explore the latest HR issues (emailed monthly)

Available Online or in Microsoft® Word

Whether you choose the online or Word version, *HR Suite* delivers these benefits in a ready-to-use, easily customized format that will save you hours of work and expensive lawyer's fees. HRN Management Group not only provides you with the best policies and resources on the market, we also keep you up-to-date with HR issues. Our staff constantly tracks legal and human resource trends, ensuring you are on the cutting edge of the HR world. Because accuracy is so important, each component of *HR Suite* is researched and written by employment law experts.

Exclusive Online Features

- Archive feature provides ongoing policy storage and retrieval
- Simple customizing: Use the Key Fields feature to enter company specific information once and have it inserted everywhere it is needed
- Comprehensive HR Library provides extensive resources
- Access to employees worldwide

Online Demo

Use this Info Packet while you explore our Online Demo of *HR Suite*. To view the Demo, go to www.hrnonline.com and click on the link for *HR Suite*.



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Policy Manual & Employee Handbook

Sample Policies and Forms & Tools

Visit our Online Demo to see the complete Table of Contents for the Policy Manual, Employee Handbook, Forms & Tools. You also have access, through the Demo, to these specific policies and resources:

Policy Manual

Harassment (Section 2040)
Termination (Section 5110)
Vacation (Section 8080)

Employee Handbook

Harassment (section 2040)
Termination (section 4090)
Vacation (section 7060)

Forms

Employee Warning Notice
Application for Posted Position
Alternate Scheduling Request
Exit Interview Form
Termination Checklist

Tools (under Library)

Corrective Action Checklist
Hiring Audit
Are your Hiring Questions Legal?

Policy Manual

The Manual is a comprehensive guide written for managers and supervisors. It is intended to guide and structure managerial actions, ensure organizational consistency, and set forth the company's HR policies in some detail. Manuals should be distributed to the HR department and managers and supervisors only.

Policy Manual Sections and Customization

The policy manual contains over 80 comprehensive policies. To speed customization, HRN has identified core policies most organizations need. You can then add on additional policies to meet your specific needs. We've also identified key areas that require company specific information, such as number of sick days and holidays. A Key Fields Guide walks you through customization. View the online demo for a complete Table of Contents. Manual section headings include:

Introduction
General Management Practices
Employment Status and Personnel Records
Hiring Issues
Employment Practices
Employee Responsibilities
Compensation And Benefits
Time Off
Expenses And Reimbursement

Employee Handbook

The Employee Handbook is shorter and simpler than the Policy Manual. It summarizes the key policies that are appropriate for distribution to employees. The Online Handbook links directly to the Manual making customization simple.



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Updates, Notes, Forms and Tools

Annual & Ad Hoc Updates

HRN continually monitors changes in HR legal requirements and practices. New policies, forms, and tools are added and revisions to existing text are made on an annual basis as legal or regulatory changes require. A few past topics have included additional material regarding:

- Communication and Information Systems (e.g., computer and Internet use, instant messaging, cell phones, etc.)
- Employee Complaints and Wrongdoing (in light of the Enron and Worldcom scandals)
- Employee Development (seven new Forms & Tools)
- Fair Credit Reporting Act Tools
- ADA – Step-by-Step Guide
- Job Sharing and Alternate Work Schedules

HR Notes

Employment law is one of the fastest changing areas of the law. The monthly HR Notes include short highlights of current events in the HR world such as Supreme Court decisions, EEOC and DOL activities, trends, and other activities to help keep you informed and steer you away from trouble. Also included is an in-depth spotlight on a particular issue. Past spotlights have examined Military Leave Requirements, ADA Reasonable Accommodation Requirements, Personnel Records Maintenance, Common Ways Organizations Violate the Fair Labor Standards Act, and Dress Code Policies. This publication is emailed around the 15th of each month; you must provide an email account in order to receive this material.

Forms & Tools

A unique component of HR Suite, Forms & Tools is a collection of over 200 HR forms and resources that help you manage your day-to-day HR functions, act as an information and training resource, and promote legal compliance. Do you need assistance with:

- Determining Exempt-Nonexempt Status,
- Deciding What Constitutes “Hours Worked,”
- How the FMLA, ADA, and Workers’ Comp Interact,
- Training Managers Regarding Legal Interviewing,
- Designing an Employee Development or Succession Planning Program,
- Or simply need an Application, Corrective Action, or Exit Interview Form?



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Ordering and Contact Information

Contact HRN

To check pricing, make an order, or have your questions answered, you can:

- Talk to us from 7:00 AM to 5:30 PM Mountain Daylight Time at (800)940-7522
- Visit us online at www.hrnonline.com
- Email us at info@hrnonline.com

About HRN Management Group

Founded in 1989, HRN develops practical and effective HR products that are time tested, content rich, and on the cutting edge of technology. These practical products and services are designed to simplify and improve human resource management and regulatory compliance. HRN's commitment to product excellence and superior customer support distinguishes us from the competition.

HRN's Other HR Solutions

See our complete line of HR solutions at www.hrnonline.com

- *Performance Pro*
- *Employee Handbook Plus*
- *Job Descriptions Plus*
- *Compease*

