

## HR411® Complete

### A professional set of tools, resources and support to help you better manage your employees.

If you're like most small business owners, HR issues can really pull your focus from managing your day to day operations. And it's no wonder. Complex state and federal employment laws can make finding the answers to your questions — and staying compliant — seem like a full-time job. Now, you can take out the guesswork and rely on a trusted source to help you navigate HR responsibilities and compliance requirements.

Through our partnership with ADP, we now offer **HR411®** — a Human Resources feature to help you manage your people, mitigate risk, and get back to focusing on your business. With HR411 you'll be empowered to meet compliance requirements with access to best practices and powerful tools and resources.

### Safeguard Your Business



#### Employee Handbook Wizard

Create a comprehensive, professional quality employee handbook based on federal employment law in just 15 minutes.

#### Job Description Wizard

Create customized job descriptions based on an extensive database.

#### Advanced HR Toolkits

Get step-by-step guidance to help you complete and document both basic and advanced HR tasks, including everything from OSHA to FLSA and more.

#### HR Forms & Documents

Save time by obtaining your key HR forms from our central library of thousands of best-practice documents, checklists

### Manage Day-to-Day



#### HR HelpDesk

Receive phone and e-mail access to a dedicated support team of HR professionals to help you navigate even your most complicated HR issues.

#### State and Federal Compliance Database

Get information about ever-changing state and federal employment laws without the legal jargon, with plain English summaries of major regulations to help you stay on top of HR best-practices and compliance requirements.

#### HR Compliance Updates

Receive proactive e-mail alerts when laws change that may affect your company's policies, procedures or compliance requirements.

#### Quick HR Answers

Search a comprehensive database of commonly asked HR questions and get on-demand best-practice answers.

### Stay Informed



- State and Federal Resources
- HR Checkups
- Tip of the Week
- Quarterly Newsletter
- HR Dictionary

For More Information Contact: