



# Get the HR support you need, when you need it with HR411®

## Stay Informed

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

## Access industry-leading HR tools and services that make it easier to focus on your business.

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 from a library containing hundreds of job titles and descriptions.
- **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.



For More Information Contact:

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