



The Attorney-Reviewed,
Award-Winning HR Library

Provided By:

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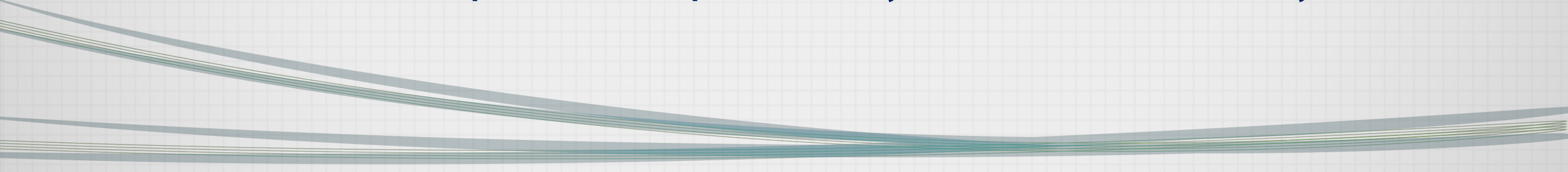
A decorative graphic at the bottom of the page consisting of several thin, parallel, wavy lines in shades of blue and green, curving across the width of the page.

The HR Library and Your Company

From supervising employees to staying compliant with Health Care Reform to complying with federal and state labor law, the HR Library stays with you every step of the way with attorney-reviewed tools, guidelines and forms.



The HR Library Features:

- Most current Health Care Reform guidelines and alerts
 - How to hire, discipline, give performance reviews and terminate
 - Hundreds of forms, policies and a sample employee handbook
 - COBRA, FMLA and state continuation of coverage
 - Interactive HR tools including a job description developer and salary benchmarking tool
 - State labor laws and posters
 - Content developed and updated by a team of attorneys
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What's Inside the HR Library?

- Employee Benefits
- Health Care Reform
- Human Resources
- Recruitment and Hiring
- Discipline & Termination
- State Employment Laws
- Forms & Policies
- Online HR Tools
- Safety & Wellness

The screenshot displays the hr360 website, which is a comprehensive HR compliance and training platform. The interface is clean and professional, with a blue and green color scheme. At the top, there is a search bar and a navigation menu with categories such as Employee Benefits, Health Care Reform, Human Resources, Recruitment & Hiring, Discipline & Termination, State Laws, Forms & Policies, HR Apps & Tools, Resource Center, Safety & Wellness, and HR Training. The main content area is divided into several sections: 'State Law Finder' with a map of the United States and a search bar; 'HR Training in Minutes' featuring a video player for 'Racially Offensive Remarks in the Workplace'; 'Productivity Tools' including Salary Benchmarking, Sample Job Description Builder, Performance Review Builder, and Multi-State Law Comparison Tool; 'Health Care Reform Updates' with articles on ACA webinars and deadlines; and 'HR News Alerts' with various news items. The footer contains copyright information and contact details for HR 360, Inc.

Employee Benefits

- Health Plan Notices Calendar
- Benefit Planning
- COBRA
- FMLA
- Leave & Time off
- Medicare



The screenshot displays the hr360 website interface. At the top, there is a navigation bar with various categories: Employee Benefits, Health Care Reform, Human Resources, Recruitment & Hiring, Discipline & Termination, State Laws, Forms & Policies, HR Apps & Tools, Resource Center, Safety & Wellness, and HR Training. The main content area is titled "Introduction to Employee Benefits" and includes a video player with the text "Understanding Employee Benefits". Below the video, there is a section titled "Benefits for Same-Sex Spouses" with detailed text regarding IRS regulations and final rules. A sidebar on the left lists various employee benefits topics, including Health Plan Notices Calendar, Benefit Planning, COBRA, FMLA, Leave & Time Off, and Medicare. At the bottom, there are links to "Salary Benchmarking", "Sample Job Description Builder", and "Performance Review Builder".

Human Resources

- Labor Laws by Company Size
- Employee Pay:
 - Exempt & Non-Exempt
- Employee Records and Files
- Discrimination
- Performance Reviews



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Recruitment and Hiring

- Job Analysis
- Job Descriptions
- Hiring Process
- How to Interview
- New Employee Orientation
- Recruitment Process



The screenshot displays the hr360 website interface. At the top, there is a search bar and navigation links for Home and a user profile. The main navigation menu includes categories like Employee Benefits, Health Care Reform, Human Resources, Recruitment & Hiring, Discipline & Termination, State Laws, Forms & Policies, HR Apps & Tools, Resource Center, Safety & Wellness, and HR Training. The 'Recruitment & Hiring' section is highlighted, showing a sidebar with a dropdown menu for 'RECRUITMENT & HIRING' containing items like Background Checks, Employment Taxes, Form I-9, Hiring Process, How to Interview, Independent Contractors - How to Classify, Job Analysis & Job Description, New Employees/Onboarding, Recruitment, and Recruitment & Hiring Forms. Below this are 'Productivity Tools' such as Salary Benchmarking, Sample Job Description Builder, Performance Review Builder, and Multi-State Law Comparison Tool. The main content area features a video titled 'Employee Recruitment and Hiring' with a play button and a progress bar. Below the video, there are sections for 'New Hire Process' and 'New Hire Requirements', each with a list of key steps and requirements.

Employee Recruitment and Hiring

The key to successful recruiting of new employees is the development of a systematic process for developing job descriptions, generating a pool of candidates and selecting the right candidate. The following are the major steps involved:

- Develop a job analysis to identify skills, knowledge and abilities for each position.
- Create your job description and selection criteria based on the most current information available and modify when necessary.
- Develop your recruitment plan in terms of promoting the job opening and generating a pool of candidates.
- Develop a process for interviewing candidates.
- Create a process for selecting the best candidates.

New Hire Process

Hiring the successful applicant will involve a number of important tasks, steps and paperwork. See the summary below for key information:

- Send the prospective employee an offer letter or contract and other documents, including confidentiality or non-compete agreements if appropriate.
- Be sure all documents are signed.
- Prepare for the arrival of the new employee.
- Conduct employee on-boarding/new employee orientation.

New Hire Requirements

The following are the various steps and requirements involved in the new hire process:

- **Form I-9 Eligibility for Employment:** All U.S. employers must complete and retain a Form I-9 for each individual they hire for employment in the United States. This includes citizens and noncitizens. To view additional information and download Form I-9, please click [here](#).
- **Notice of Coverage Options (Health Insurance Exchange Notice):** All employers covered by the Fair Labor Standards Act are required to provide each new full- or part-time employee a written notice with information about a Health Insurance Exchange (Marketplace) at the time of hiring, within 14 days of the employee's start date. Click [here](#) for more information and to download model notices from the U.S. Department of Labor.
- **New Hire Reporting:** You are required to report any new employee to a designated state new hire registry. Many states accept a copy of Form W-4 with employer information added. For more information on new hire reporting, please click [here](#).
- **Income tax withholding:** Ask each new employee to complete the most current year's Form W-4.
- **Using Form W-4 to Calculate Withholding:** To know how much federal income tax to withhold

Discipline and Termination

- Termination Steps
- Exit Interviews
- Disciplining Employees
- Termination Policies
- Final Paycheck

The screenshot shows the hr360 website interface. At the top, there's a search bar and a navigation menu with categories like Employee Benefits, Health Care Reform, Human Resources, Recruitment & Hiring, Discipline & Termination (highlighted), State Laws, Forms & Policies, HR Apps & Tools, Resource Center, Safety & Wellness, and HR Training. Below the navigation, the 'Discipline & Termination' section is active. On the left, a sidebar menu lists various topics under 'DISCIPLINE & TERMINATION', including Termination Steps, Checklist, COBRA, Communicating Employee Resignations, Disciplining Employees, Employment At-Will, Exit Interviews, Final Paycheck, Grievance Programs, Laws Relevant To Termination, Layoffs, Post-Termination Employer Responsibilities, Severance, Termination Meetings, Termination Claims & Issues, Termination Policies & Procedures, and Termination Forms. The main content area features a video player titled 'Introduction to Discipline and Termination' with a play button and a speaker icon. Below the video, there's a section for 'Involuntary Termination' with a detailed paragraph and a list of 'Statutory Protections'. The text explains that terminating an employee is a sensitive matter and provides a list of federal, state, and local laws that protect employees from discrimination and adverse employment actions.

State Employment Laws

- Continuation of Benefits
 - Drug Testing
 - Family/Medical Leave
 - Jury Duty
 - Meal & Rest Breaks
 - Minimum Wage
 - New Hire Reporting
 - Overtime
 - Employment Posters
 - Recordkeeping
 - Smoking
 - Unemployment
 - Voting Leave
 - Wage Payment Timing
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Forms and Policies

- Hundreds of Downloadable Forms
- Sample Employee Handbook
- New Hire & Termination Forms
- Performance Review Forms
- Model Policies



The screenshot displays the hr360 website interface. At the top, there is a search bar and navigation links. The main navigation menu includes categories like Employee Benefits, Health Care Reform, Human Resources, Recruitment & Hiring, Discipline & Termination, State Laws, Forms & Policies (highlighted), HR Apps & Tools, Resource Center, Safety & Wellness, and HR Training. The 'Forms & Policies' section is expanded, showing a list of categories such as COBRA Notices and Forms, Compensation & Reimbursement, Government Forms, HR Self-Assessments, I-9 Form - Authorization to Work in the U.S., New Hire & Recruitment, Employee/HR Notices & Requests, Performance Reviews, Personnel Information, Reporting Injuries, Incidents & Illnesses, Retirement Planning, Sample Employee Handbook, Sample Employee Handbook for Restaurant Industry, Sexual Harassment (Other Harassment), Summary Plan Descriptions (SPDs), Summary of Material Modifications (SMM), Termination Forms, Vacation & Time Off, and Workplace Safety Posters. Below this list are 'Productivity Tools' including Salary Benchmarking, Sample Job Description Builder, Performance Review Builder, and Multi-State Law Comparison Tool. The main content area features a video titled 'Sample Forms, Policies & Checklists' and a list of sample forms and checklists available for downloading, including Candidate Evaluation Forms, Employment Applications, New Employee/Onboarding Checklists and Forms, Performance Review Forms, Termination Forms, Form W-4, and I9 form and related notices. A 'Special Note' states that federal and state employment laws, requirements, forms and posters can change frequently. Below this is an 'Additional Online Forms and Posters Library' section, which includes a video titled 'EMPLOYEE EVALUATION FORM' and a list of online resources for government-required forms and posters, such as Poster Advisor, Department of Labor forms, U.S. Small Business Administration forms, Health & Human Services forms, Social Security forms, and Centers for Medicare & Medicaid Services (CMS) forms. A 'Please Note' section at the bottom of the screenshot states that the sample forms and policies featured in this section may be used for general reference only and should not be used without first consulting an employment law attorney or HR consultant.

Interactive HR Tools

The screenshot shows the 'Custom Job Description Builder' tool. The header includes the hr360 logo and navigation tabs for various HR functions. The left sidebar lists 'HR APPS & TOOLS' with 'Custom Job Description Builder' selected. The main content area features a 'Get Started' button and introductory text about the tool's purpose: to help review employee performance and hire the best candidates by transforming a blank page into a professional job description in minutes. It lists three simple steps: choosing from a library of over 900 descriptions, checking tasks and activities, and selecting physical demands. A 'Get Started' button is prominently displayed at the bottom.

Job Description Builder

The screenshot displays the 'Salary Benchmarking Tool'. The interface is consistent with the other tools, featuring the hr360 logo and navigation tabs. The left sidebar highlights 'Salary Benchmarking' under 'HR APPS & TOOLS'. The main content area includes a 'Get Started' button and a brief overview of the tool, which allows users to search for compensation and pay structure reports by state and metro area. It lists four key features: selecting from a library of 800 job descriptions, viewing national high/low wage data, selecting a state for comparison, and comparing local survey data to national averages. A 'Get Started' button is located at the bottom.

Salary Benchmarking Tool

The screenshot shows the 'Employee Cost Calculator' tool. The header features the hr360 logo and navigation tabs. The left sidebar lists 'HR APPS & TOOLS' with 'Employee Cost Calculator' selected. The main content area contains a 'Get Started' button and text explaining that the tool provides a complete picture of the true cost of hiring a new employee, including compensation and benefits. It lists 'Employee Expenses' such as total compensation costs, insurance, and various taxes. A 'Get Started' button is positioned at the bottom.

Employee Cost Calculator

The screenshot displays the 'Performance Review Builder' tool. The interface includes the hr360 logo and navigation tabs. The left sidebar lists 'HR APPS & TOOLS' with 'Performance Review Builder' selected. The main content area features a 'Get Started' button and text describing the tool's step-by-step process for creating professional performance appraisals. It lists performance categories like Job Knowledge, Quality of Work, and Problem Solving. A 'Get Started' button is located at the bottom.

Performance Review Builder

The screenshot shows the 'Interview Question Builder' tool. The header features the hr360 logo and navigation tabs. The left sidebar lists 'HR APPS & TOOLS' with 'Interview Question Builder' selected. The main content area includes a 'Get Started' button and text explaining that the tool helps evaluate candidates by providing a structured interview with pre-developed questions. It lists 'Choosing Interview Questions' and notes that users can choose from over 400 questions. A 'Get Started' button is positioned at the bottom.

Interview Question Builder

Resource Center

The Resource Center features a glossary of terms including:

- Health Care Benefit Terms
- Paid Leave Terms
- Retirement Benefit Terms

As well as:

- FAQs
- Spanish Language Resources
- Local DOL Services

The screenshot displays the hr360 Resource Center website. At the top, the logo 'hr360 Your Compliance Edge' is visible alongside a search bar. A navigation menu includes categories such as Employee Benefits, Health Care Reform, Human Resources, Recruitment & Hiring, Discipline & Termination, State Laws, Forms & Policies, HR Apps & Tools, Resource Center (highlighted), Safety & Wellness, and HR Training. The main content area is titled 'Resource Center' and features a video player with a woman speaking, a 'Your Go-To Location For' callout, and a list of topics: Employer/Employee health and wellness programs, Major benefits and employment related laws, Range of HR and benefits related terms, and Resources available in Spanish. Below the video, there are sections for 'Key Government Information', 'Disability Resources', 'Health Benefits', 'Retirement Benefits', 'Statistical Information', 'Wages & Work Hours', and 'Workers' Compensation'. A sidebar on the left lists various resources like 'List of Acronyms', 'Compliance Assistance for Federal Contractors', 'Disability Benefit Terms', 'Diversity Terms', 'Q and A Database', 'Federal Laws', 'General Benefit Terms', 'Health and Wellness', 'Health Care Benefit Terms', 'Health Insurance Coverage Terms', 'Health Insurance Terms', 'HIPAA Terms', 'HR Terms', 'Local DOL Services', 'Newsletters', 'Paid Leave Terms', 'Retirement Benefit Terms', 'Spanish Language Resources', and 'Workers' Compensation Terms'. At the bottom of the sidebar, there are 'Productivity Tools' including 'Salary Benchmarking', 'Sample Job Description Builder', 'Performance Review Builder', and 'Multi-State Law Comparison Tool'.

Safety and Wellness

- OSHA Small Business Programs
- Employer Responsibilities
- Electronic Tools & Resources
- Posters and Publications
- Health & Wellness Programs



The screenshot displays the hr360 website interface. At the top, the logo "hr360" is followed by the tagline "Your Compliance Edge" and a search bar. A navigation menu includes categories like Employee Benefits, Health Care Reform, Human Resources, Recruitment & Hiring, Discipline & Termination, State Laws, Forms & Policies, HR Apps & Tools, Resource Center, Safety & Wellness (highlighted), and HR Training. The main content area is titled "SAFETY & WELLNESS" and features a sidebar with a list of links: Occupational Safety and Health Act, OSHA Small Business Programs, Compliance Assistance Quick Start, Developing a Safety & Health Program, Electronic Tools and Resources, Employer Responsibilities, Food Service Industry Safety, Hispanic Employers and Workers, Planning for Workplace Emergencies, Publications & Posters, OSHA Act by Section, Recordkeeping, State OSHA Programs, Workers' Rights: Who OSHA Covers, and Health and Wellness. Below this is a "Productivity Tools" section with icons for Salary Benchmarking, Sample Job Description Builder, Performance Review Builder, and Multi-State Law Comparison Tool. The main article is titled "Worker Safety & Health and Wellness" and includes a video player with a woman's face. The text discusses the Occupational Safety and Health Act of 1970 and the OSHA Act, covering employer and employee responsibilities. It lists OSHA guidelines for small business support, training tools, recordkeeping, OSHA posters and publications, OSHA compliance assistance tools and resources, and OSHA FAQs. A section on "Employee Wellness Programs" mentions the CDC's Healthier Worksite Initiative and provides information on workforce health promotion topics like program design, policies, and toolkits. At the bottom, there are navigation links for "Back", "Did this answer your question?", "Email to a friend", and "Print article", along with a copyright notice: "© 2011 - 2016 HR 360 - All rights reserved - Terms of Use".

HR Training

Offers dozens of HR training videos

- Attorney-reviewed videos provide guidance in a few minutes
- Perfect for busy business owners and HR Managers
- Wide range of topics including hiring, termination and performance reviews

The screenshot shows the 'hr360 Your Compliance Edge' website. The top navigation bar includes categories like Employee Benefits, Health Care Reform, Human Resources, Recruitment & Hiring, Discipline & Termination, State Laws, Forms & Policies, HR Apps & Tools, Resource Center, Safety & Wellness, and HR Training. The main content area is titled 'HR Training Introduction' and features a grid of video thumbnails with titles such as 'Recently Offensive Remarks in the W...', 'Hiring and Managing Seasonal Employ...', 'Dress for Success: 3 Do's and Don'ts...', 'Three Things Employers Should Know About...', '7 Tips for Creating an Effective Co...', 'Must-Go HR and Benefits Steps to Pr...', 'Rewarding Employees for a Job Well...', 'Employee Disciplining', 'How to Conduct an Interview', 'The Secrets to Successful Hiring', 'How to Write a Good Job Description', and 'Post Termination Employer Issues an...'. A 'Browse Categories' sidebar on the right lists various topics like COBRA, Confidential, Dress Codes, Employee Onboarding, Employment Process, Federal Labor Laws, FMLA, Hiring Process, Human Resources, Interview, Negative Feedback, Performance Reviews, Problem Employee, Recruitment and Hiring, Sexual Harassment, Termination Meeting, Workplace Emergencies, Call Phone Policy, Compliance, Disciplinary, Employee Goals, Employer Issues, Employment Testing, Firing, Health and Wellness, Holiday Time Off, Interns, Job Description, Payroll Cards, Post Termination, Recordkeeping, Setting Goals, Termination, and Training Programs. A search bar is located in the top right corner, and a pagination bar is at the bottom.



HR Compliance Made Easy

For Questions, Please Contact:

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