



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 Professionals.
- * **HR Best Practices:** Monthly articles covering best practices.
- * **Monthly Newsletters:** 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 Pro 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 Professionals will create and/or customize your HR documents, and review for potential legal concerns.
- * **Employee Handbook Development:** Schedule a personal appointment with an HR Professional to develop a custom Employee Handbook and a plan for implementation.

For access to HR Pro Support, additional fees may apply.



elitegrp.com

Contact your Sales Consultant
for more information!
1.888.581.2049

The Basic site is available to you 24 hours / 7 days a week.