

# EasyChoice®



## Human Resources

Online and on demand.

**The Human Resources Support Center: Protect your business from costly lawsuits and audits. Find a reliable place to turn to with your HR questions and issues.**

### THE HR SOLUTION THAT WORKS

- △ **Available whenever the need arises** Access the online HR help center 24 hours a day, 7 days a week.
- △ **Advice and tools you can use today** Apply straight-forward best practices, tips and information that you can put into immediate action to protect and grow your business.
- △ **Guidance from trusted experts** Connect with Human Resources Pros with years of experience providing the content and insights you need to succeed.
- △ **Always up-to-date** The world of human resources changes constantly. Gain easy access to up-to-date information and resources.

### HR SUPPORT CENTER

Your HR Support Center is packed with premium HR resources, including:

- △ **Employee Handbook** Download and customize a proven employee handbook.
- △ **Employment Laws** State and federal employment laws written in easy-to-read terms.
- △ **HR Forms** Federal, state and business forms to facilitate employee hiring, management and termination.
- △ **Job Descriptions** Job descriptions to find, hire and organize employees.

**PLUS: Q&A Database | HR Articles | HR News and Updates | Glossary of HR Terms**

### HR ON-DEMAND

It's like having a Fortune 500 HR Department at your fingertips. Put our team of HR Pros to work for you. Exclusive HR On-Demand services include:

- △ **Ask the HR Pro** Submit confidential questions to our HR Pros, and receive a personal response by phone / email within 1 business day.
- △ **Document Customization** Our Pros will design custom HR-related forms, job descriptions and letters to meet your needs.
- △ **Employee Handbook Development** Schedule a personal appointment with our Pros to develop a custom Employee Handbook and a plan for implementation.

**A cost-effective and comprehensive HR solution for your business.**

### Human Resources Support Center

"My HR Support Center has saved me time and bottom-line money! I love my informative conversations with the consultants and appreciate knowing that answers are at my fingertips!"

Tina Estrada  
HR Manager, Wine.com

"The HR Pros are understanding, give good advice and are there when we need them. The information on the web site is there day or night."

Brian Martucci  
CFO, Berberian Mercedes/Volvo

