

The *BNA HR Toolkit*

A.D.A.M. introduces the *BNA HR Toolkit*—the most organized, all-in-one HR resource service available. A.D.A.M.'s newest client-site product, the *BNA HR Toolkit*, simplifies the way you access your most essential information. With the *HR Toolkit*'s Google-like search box, information is organized by topic or document type. But unlike Google's wide search net, the information you get with the *HR Toolkit* is targeted, on point and reliable.

With the answers you'll find in the *BNA HR Toolkit*, you'll be able to:

- Get the answers you need faster, with BNA's exclusive **Fast Answers**[™], thousands of succinct, plain-English, expert explanations of dozens of compliance and policy topics
- Read **detailed discussions** with expert analysis from BNA's lawyer/editors
- Quickly scan **law summaries**, in plain English, in 52 jurisdictions
- Access a broad collection of downloadable and printable **model documents**, such as sample policies, notices, forms, job applications, and more
- Keep tabs on **news and trends** with weekly updates on important HR events
- **Choose the amount of information** you receive from a topic list—from one topic one state to all topics in 52 jurisdictions

Topics include:

- Benefits and compensation
- Compliance
- Performance and productivity
- Employee relations
- Recruiting, selecting, and staffing
- Risk management and safety

Experience the many ways the *HR Toolkit* can speed your research, relay the latest news and analysis and help you meet your most significant HR needs. For more information, call your local Client Services Representative or A.D.A.M.'s Benergy Service Center at 800.475.4041.



HR Tools in the BNA HR Toolkit

A.D.A.M. invites you to save research time, streamline policymaking, and help ensure HR compliance. Visit *HR Tools*—available in the *BNA HR Toolkit*.

HR Resources

Access notices and posters.

Select from a broad collection of printable images of federal and state workplace posters and notices.

Refer to the *HR Policy Handbook*.

Create and implement effective HR policies, tailor-made for your company, with *HR Policy Handbook* explanations and guidance.

Use sample policies and forms.

Rely upon BNA—you'll find more forms, documents, and templates than ever before.

Consult BNA surveys and reports.

Learn from other companies' problems and solutions, and benchmark your achievements.

Keep up to date on HR news.

Stay abreast of changes and key developments in the HR world.

HR Tools

Use interactive forms.

Have an all-in-one, up-to-date selection of continuously updated interactive federal and state forms.

Create custom job descriptions.

Write comprehensive job descriptions quickly and easily.

Try *HR Tools* today—found in the *BNA HR Toolkit*.

The screenshot shows the BNA HR Toolkit website. At the top, there is a navigation bar with links for Home, Help, About, and HR Tools. Below this is a search bar and a link to sign up for a State Compliance Alert. The main content area is divided into several sections: HR Essentials, HR Tools, Benefits & Compensation, Compliance (By Law), Equal Employment Opportunity, Performance & Productivity, Recruiting, Selection & Staffing, and Risk Management & Safety. Each section contains a brief description and a list of links to related content. For example, the HR Essentials section provides valuable HR answers, while the HR Tools section offers quick access to productivity tools. The Benefits & Compensation section includes links to Benefit Plans, Cafeteria Plans, Compensation, and Paid Leave. The Compliance (By Law) section covers COBRA, ERISA, FLSA, FMLA, HIPAA, and OSHA. The Equal Employment Opportunity section includes links to Disabled Workers, Harassment, and Discrimination. The Performance & Productivity section features links to Communications, Job Evaluations, Morale, Promotions, Retention, and Training. The Recruiting, Selection & Staffing section includes links to Agreements, Diversity, Exits & Terminations, Hiring, Temps, and Work Rules. The Risk Management & Safety section covers Drug Abuse, Ergonomics, OSHA, Workers' Compensation, and Workplace Violence. There is also a News section with links to recent articles such as 'Legislation to Ban Genetic Discrimination In Workplace Clears House; Bush to Sign' and 'Returning Servicemembers May Need Assistance Readjusting to Civilian Workplace'.

