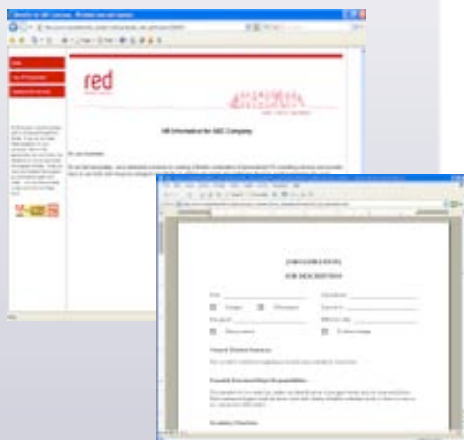


*The HR Subscription Service provides owners and managers with the tools needed to set up your own internal HR systems along with the personal support of a professional HR coach.*



## Your HR Department



***Quickly and Easily  
Access, Edit and  
Print Relevant and  
Useful  
HR Resources  
Documents  
Including...***

***Job Descriptions  
Reference Checks  
Personnel Action Forms  
Confidentiality Statements  
Travel & Expense Reports  
Safety Surveys  
Accident & Incident Reports  
Employee Time Sheet  
Time Off Request Form  
Resignation Form  
Termination Letter  
Separation Checklist...***

Many small and midsize companies find that coping with compliance issues can be a daunting task. Beyond just understanding the regulations, these companies need functional tools to assist them staying compliant.

With over 80 Forms, Samples and Federal and State Guidelines, your clients will have the tools they need to keep organized and compliant. Plus, unlimited calls to a professional HR coach can get you the answers you need to implementing policies, or solutions to employee relations problems, right over the phone.

All forms and templates are in Microsoft Word® and can be easily edited with your company name and letterhead or modified to meet your specific company protocols.

Included are forms pertaining to:

- Staffing and Hiring
- Policies, Procedures & Handbooks
- Health, Safety & Wellness
- Compensation & Benefits
- Managing Employee Performance
- Separation

