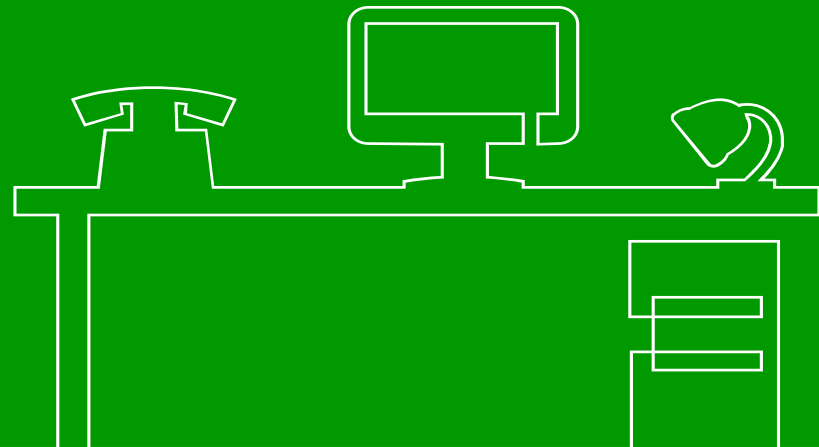


The Attorney-Reviewed
Award-Winning
HR Library



Provided by:

HR 360 | Your Online HR Department



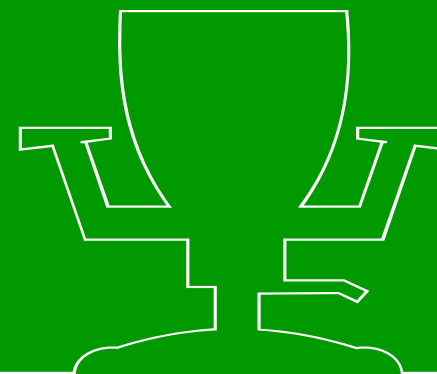
From supervising employees and staying compliant with Health Care Reform...to complying with federal and state labor laws — HR360 stays with you every step of the way with attorney-reviewed tools, guidelines and forms.



HR360 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
- All content is developed and updated by a team of attorneys



What's Inside HR360



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



Employee Benefits



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

A screenshot of the hr360 website's "Employee Benefits" section. The page has a blue header with the hr360 logo and the tagline "Your Online HR Department". A search bar is in the top right. Below the header is a navigation menu with tabs for "Employee Benefits", "Health Care Reform", "Human Resources", "Recruitment & Hiring", "Discipline & Termination", "State Laws", "Forms & Policies", "HR Apps & Tools", "Resource Center", and "Safety & Wellness". The "Employee Benefits" tab is active. On the left is a table of links to various benefit topics. The main content area features a video titled "Introduction to Employee Benefits" with a play button overlay. Below the video is a section titled "Benefits for Same-Sex Spouses" with text explaining a Supreme Court ruling from June 2013.

Employee Benefits

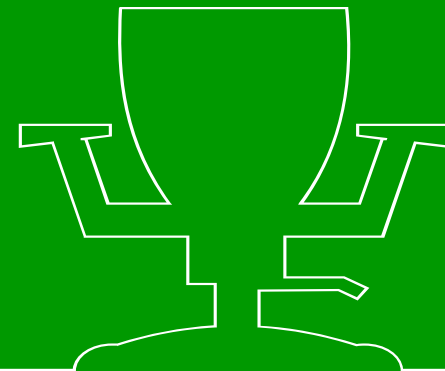
Benefits Notices Calendar
Benefit Planning
Benefits Benchmarking
Cafeteria Plans
COBRA
Communicating Changes to Your Plan—Required Notices
Employee Retirement Income Security Act (ERISA)
Family and Medical Leave Act (FMLA)
Fringe Benefits
Health Care Reform
Health Insurance
Health Insurance - Related Laws

Introduction to Employee Benefits

As you develop your employee benefits program, it is vitally important to understand the laws, featured in this section, which can potentially impact your program, including Health Care Reform, COBRA (if your company has 20 or more employees), and the Family and Medical Leave Act (if your company has 50 or more employees).

Benefits for Same-Sex Spouses

A U.S. Supreme Court ruling in June 2013 invalidated part of the Defense of Marriage Act (DOMA), which defined "marriage" as a legal union between one man and one woman, and "spouse" as a person of the opposite sex who is a husband or wife, for purposes of all federal laws and agency regulations. Federal agencies have issued the following guidance implementing the DOMA decision.



Health Care Reform



- Annual PPACA Checklist
- Major Provisions Explained
- Real-Time News Updates
- Summary of Requirements by Year
- Model Notices
- FAQs

A screenshot of the hr360 website's "Health Care Reform" section. The page has a blue header with the hr360 logo and navigation tabs for Employee Benefits, Health Care Reform (selected), Human Resources, Recruitment & Hiring, Discipline & Termination, State Laws, Forms & Policies, HR Apps & Tools, Resource Center, and Safety & Wellness. A search bar is in the top right. The main content area is titled "Health Care Reform" and features a table of links on the left, a video player on the right, and a "Focus on 2013" section with a bulleted list of key changes. The video player shows a man in a suit speaking, with a play button overlay and the text "Health Care Reform Introduction".

Health Care Reform	
2013 Health Care Reform Checklist	
Additional Medicare Tax for High Earners	
Dependent Coverage to Age 26	
Early Retiree Reinsurance Program	
Form W-2 Reporting Employer-Sponsored Health Coverage	
Grandfathered Plans	
Health Insurance Exchanges (Marketplaces)	
Medical Loss Ratio Rebates & Employer Responsibilities	
Nondiscrimination and Health Care Reform	
Pay or Play (Employer Shared Responsibility)	
PCORI Fees for Self-Insured Plans	
Premium Tax Credit for Individuals	
Preventive Services	
Reviewing Claim Decisions	
Small Business Tax Credit	

Introduction to Health Care Reform
The federal Patient Protection and Affordable Care Act (PPACA), more commonly known as Health Care Reform, implements sweeping changes that affect individual and employer-sponsored health plans.

To review the major provisions of the law affecting employers and group health plans, including dependent coverage to age 26, grandfathered plans, employer shared responsibility ("pay or play"), and SBC notice requirements, please click on the menu items at left.

Highlights of the law and upcoming changes are featured in the [Summary by Year](#).

Focus on 2013
The provisions of Health Care Reform go into effect on a staggered basis. Certain requirements apply on a plan year basis, meaning that the changes take effect when a group health plan begins a new plan year. Key changes for 2013 include:

- Limits on Health FSA Contributions
- Employer Notice Requirements—Availability of Health Insurance Exchanges
- Medicare Tax Increase for High Earners
- Restrictions on Annual Limits
- Reporting of Employer-Sponsored Health Coverage on Form W-2
- Summary of Benefits and Coverage (SBC) Notice Requirements

Special News Updates
[Click here to review previous special updates from 2010-2012.](#)

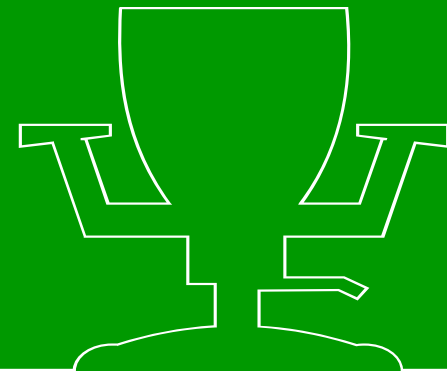


Human Resources



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

A screenshot of the hr360 website interface. The top navigation bar includes links for Employee Benefits, Health Care Reform, Human Resources (highlighted), Recruitment & Hiring, Discipline & Termination, State Laws, Forms & Policies, HR Apps & Tools, Resource Center, and Safety & Wellness. The main content area is titled "Human Resources" and features a sidebar with a list of topics: "Before You Begin--Compliance by Company Size", "Discrimination", "Employee Assistance Program (EAP)", "Employee Pay - Exempt & Non-Exempt", "Employee Records and Files", "Employee Retention", "Employer Leasing/PEOs", "Federal Poster Requirements", "HR Compliance Quick-Check", "Labor Laws and Guidelines", "Motivating Employees", "Payroll", and "Penalties for Noncompliance". The main content area displays an "Introduction to Human Resources" article with a video player showing a woman speaking. The video player has a play button and a volume icon. The article text states: "Human resources (HR) are one of the most important 'assets' of your business. The individuals who make up your organization go a long way toward driving its success, whether they are employees, managers, consultants or others. HR refers to the recruitment and management of personnel, in compliance with the law. Thus, the practice of HR requires knowledge of the laws that affect your workplace - at the federal, state and local levels. In addition to legal compliance, HR covers the art of managing your business internally. This challenge includes:" followed by a bulleted list of topics: Workforce Planning and Building Your Business, Compensation and Benefits Packages, Support and Training, Company Brand and Environment, Job Analysis and Job Description, Job Postings, The Interview Process, Employee Orientation/ Onboarding, Motivating Employees, Dealing with Stress, Performance Reviews, Health and Wellness Programs, and Employee Assistance Programs.



Recruitment & Hiring



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

A screenshot of the hr360 website. The header includes the hr360 logo and the tagline "Your Online HR Department". A search bar is visible in the top right corner. Below the header is a navigation menu with tabs for various HR functions: Employee Benefits, Health Care Reform, Human Resources, Recruitment & Hiring (highlighted), Discipline & Termination, State Laws, Forms & Policies, HR Apps & Tools, Resource Center, and Safety & Wellness. The main content area is titled "Recruitment & Hiring" and features a sidebar with a list of links: 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, Recruitment & Hiring Forms, and Sample Job Descriptions. The main content area displays the "Employee Recruitment and Hiring" section, which includes a video player showing a woman in a red top. The text below the video explains that the key to successful recruiting is developing a systematic process for job descriptions, candidate pool generation, and selection. It lists five steps: 1. Develop a job analysis to identify skills, knowledge and abilities for each position. 2. Create your job description and selection criteria based on the most current information available and modify when necessary. 3. Develop your recruitment plan in terms of promoting the job opening and generating a pool of candidates. 4. Develop a process for interviewing candidates. 5. Create a process for selecting the best candidates. Below this is a section titled "New Hire Process" with a brief introduction.

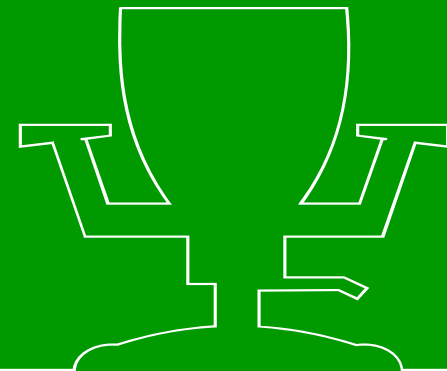


Termination



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

A screenshot of the hr360 website interface. The top navigation bar includes links for Employee Benefits, Health Care Reform, Human Resources, Recruitment & Hiring, Discipline & Termination (highlighted), State Laws, Forms & Policies, HR Apps & Tools, Resource Center, and Safety & Wellness. The main content area is titled "Discipline & Termination" and features a sidebar menu with items like 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, and Severance. The main content area displays an "Introduction to Discipline and Termination" video player with a play button and a man in a suit speaking. Text below the video explains that terminating an employee is never a pleasant task and that involuntary termination carries a negative stigma, but it does trigger certain responsibilities for the employer. It also mentions that each step in the process of terminating an employee should be carefully executed and thoroughly documented.



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

The screenshot shows the hr360 website interface. At the top, there's a search bar with the number "60" and radio buttons for "All", "Any", and "Exact Phrase". Below the search bar is a navigation menu with tabs for "Employee Benefits", "Health Care Reform", "Human Resources", "Recruitment & Hiring", "Discipline & Termination", "State Laws" (highlighted), "Forms & Policies", "HR Apps & Tools", "Resource Center", and "Safety & Wellness".

The main content area is titled "State Laws" and features a list of states on the left: Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, and Kansas. Each state name has a small "x" icon to its right.

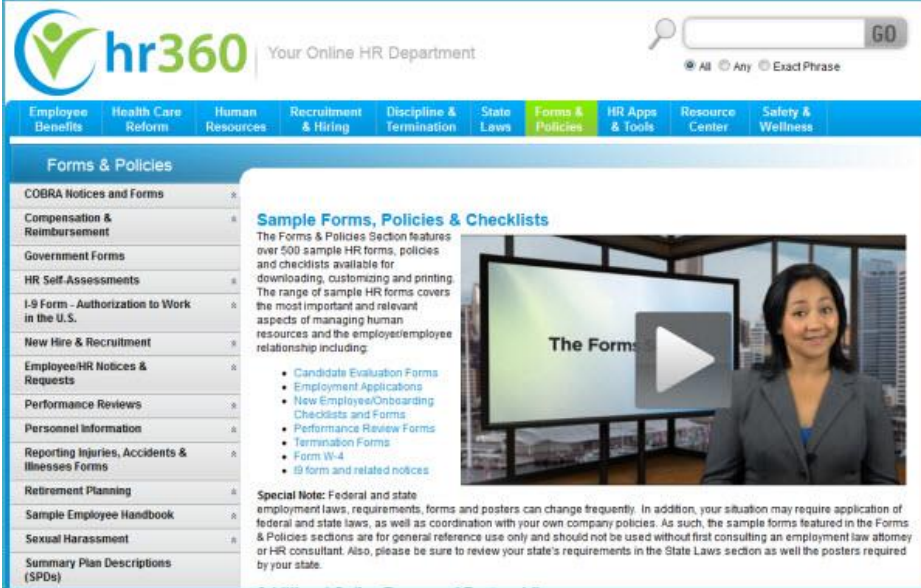
To the right of the list is a video player with a play button and the text "State Law". Below the video player, there's a list of topics covered by the State Employment Laws section:

- Arrests and Convictions
- Continuation of Health Benefits
- Drug Testing
- Family/Medical Leave
- Jury Duty
- Mandated Benefits
- Meal & Rest Breaks
- Minimum Wage
- New Hire Reporting
- Overtime
- Posters
- Record Keeping
- Same-Sex Relationships
- Smoking
- Unemployment
- Voting Leave
- Wage Payment Timing
- Workers' Comp



Forms & Policies

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



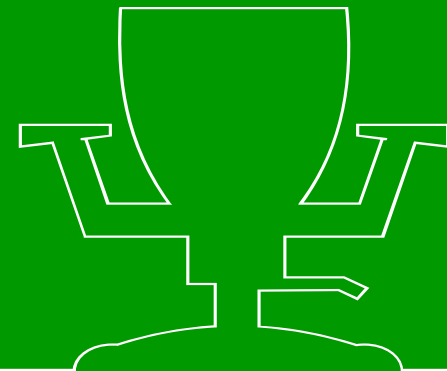
The screenshot displays the hr360 website interface. At the top, the logo and tagline "Your Online HR Department" are visible. A navigation menu includes categories like Employee Benefits, Health Care Reform, Human Resources, Recruitment & Hiring, Discipline & Termination, State Laws, Forms & Policies (highlighted), HR Apps & Tools, Resource Center, and Safety & Wellness. The main content area is titled "Forms & Policies" and features a sidebar with 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, Accidents & Illnesses Forms, Retirement Planning, Sample Employee Handbook, Sexual Harassment, and Summary Plan Descriptions (SPDs). The main content area is titled "Sample Forms, Policies & Checklists" and includes a video player with a play button and a woman in a suit. Below the video, there is a list of sample forms and a "Special Note" regarding federal and state laws.

Sample Forms, Policies & Checklists

The Forms & Policies Section features over 500 sample HR forms, policies and checklists available for downloading, customizing and printing. The range of sample HR forms covers the most important and relevant aspects of managing human resources and the employee/employee relationship including:

- Candidate Evaluation Forms
- Employment Applications
- New Employee Onboarding Checklists and Forms
- Performance Review Forms
- Termination Forms
- Form W-4
- I9 form and related notices

Special Note: Federal and state employment laws, requirements, forms and posters can change frequently. In addition, your situation may require application of federal and state laws, as well as coordination with your own company policies. As such, the sample forms featured in the Forms & Policies sections are for general reference use only and should not be used without first consulting an employment law attorney or HR consultant. Also, please be sure to review your state's requirements in the State Laws section as well the posters required by your state.



Interactive HR Tools



- Job Description Builder
- Salary Benchmarking Tool
- Employee Cost Calculator
- Performance Review Builder
- Interview Question Builder

A screenshot of the hr360 website interface. The header includes the hr360 logo and the tagline "Your Online HR Department". A search bar is located in the top right corner. Below the header is a navigation menu with tabs for Employee Benefits, Health Care Reform, Human Resources, Recruitment & Hiring, Discipline & Termination, State Laws, Forms & Policies, HR Apps & Tools (highlighted), Resource Center, and Safety & Wellness. The main content area is titled "Tools" and features a sidebar with a list of tools: COBRA Advisor, Employee Cost Calculator, Exempt vs. Non-Exempt Advisor, Federal Poster Advisor, FMLA Advisor, HR Self-Assessment, Interview Question Builder, Job Description Builder, Performance Review Builder, Salary Benchmarking, and Steps to Success. The main content area displays a featured article titled "HR Apps and Tools" with a sub-heading "COBRA Advisor". The article text describes the COBRA Advisor tool and lists key requirements related to continuation of coverage for group health plans with 20 or more employees. A video player is embedded in the article, showing a woman in a dark suit standing next to a screen displaying "The HR Apps and Tools Section".

COBRA Advisor

The COBRA Advisor can help you review your compliance with key requirements related to continuation of coverage for group health plans with 20 or more employees, including requirements related to:

- Notices
- Qualifying events
- COBRA election procedures
- Duration of continuation coverage
- Paying for COBRA



Safety & Wellness



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

A screenshot of the hr360 website's "Safety & Wellness" section. The page header includes the hr360 logo, the tagline "Your Online HR Department", a search bar with the number "60", and navigation tabs for various HR functions. The "Safety & Wellness" tab is active. The main content area is titled "Worker Safety & Health and Wellness" and features a video player with a woman on the right and a play button. The video player has a blue header "Safety and Wellness Section" and a white box with the text "Keep Employees Prevent Workplace". The main text on the page discusses the Occupational Safety and Health Act of 1970 and provides a list of resources for OSHA guidelines.

Occupational Safety and Health Act

OSHA Small Business Programs

Compliance Assistance Quick Start

Developing a Safety & Health Program

Electronic Tools and Resources

Employer Responsibilities

Hispanic Employers and Workers

Planning for Workplace Emergencies

Publications & Posters

OSH Act by Section

Recordkeeping

State OSHA Programs

Workers' Rights: Who OSHA Covers

Health and Wellness

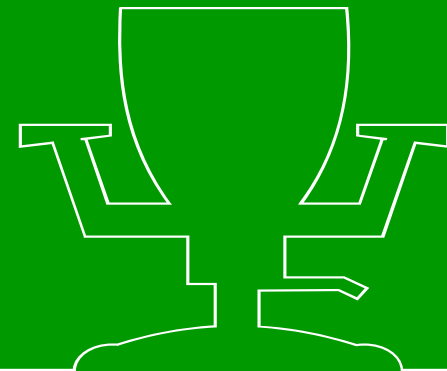
Worker Safety & Health and Wellness

This section covers a variety of key aspects related to employee safety and wellness. The first major area of information covers the Occupational Safety and Health Act of 1970. Congress created the Occupational Safety and Health Administration (OSHA) to ensure safe and healthful working conditions for working men and women by setting and enforcing standards and by providing training, outreach, education and assistance.

The OSH Act covers employers and their employees either directly through federal OSHA or through an OSHA-approved state program. State programs must meet or exceed federal OSHA standards for workplace safety and health.

This section covers OSHA guidelines for the following:

- Small business support
- Training tools
- Recordkeeping
- OSHA posters and publications
- OSHA compliance assistance tools and resources



Number of Subscribers



- Over 150,000 companies
- Over 1 million employees in the aggregate

A screenshot of the hr360 website interface. 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, and Safety & Wellness. The main content area features a "State Law & Poster Search" section with dropdown menus for state and law selection. To the right is a "Health Care Reform Moves Forward" article with a "more" button. Below these are "Health Care Reform Updates" and "HR News Alerts" sections, each containing several news items with brief summaries. On the far right, there is a "HR Simplified" section titled "How to Comply with Health Care Reform in 2013" with a video player and a list of five key steps.



[For More Information:](#)

