



A more human resource.™

Employee Handbooks

In RUN Powered by ADP® Complete Payroll and HR & HR Plus

Many small business owners think they don't have the time or are too small to have a custom employee handbook. However, an employee handbook can be even more critical for businesses with limited time and resources and can help you:

- Communicate policies, regulations, and benefits to employees
- Set expectations regarding performance and conduct
- Save time by addressing routine employee questions
- Project a more professional image to help you attract top talent
- Satisfy various regulatory requirements to communicate certain information to employees in writing

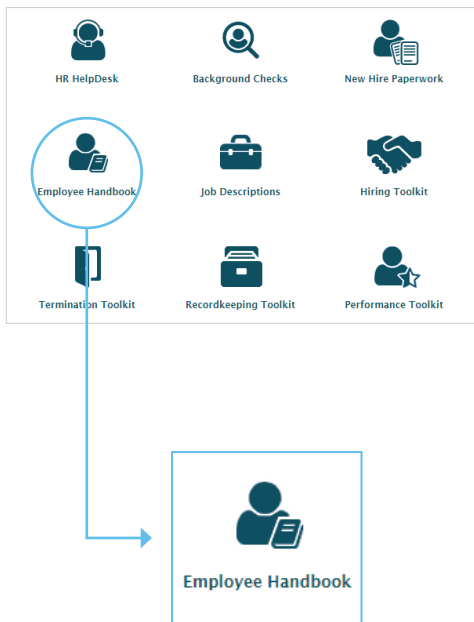
No Employee Handbook

Myth: Small business don't need a handbook



Fact: Employee handbooks can help employers establish processes to consistently treat employees fairly which may help them respond to unemployment claims and employee lawsuits.

The Employee Handbook Wizard is an easy and simple tool that can help you to quickly create and maintain an Employee Handbook that is customized to your business.



Key Features:

- **Streamlined draft creation** – Simply answer questions about your Company, Operations, and Benefits to quickly generate a draft handbook for your review
- **Improved policy management** – In addition to recommended federal and state policies, you can search and select from a library of additional policies, or add your own custom policies
- **State policies integration** – The Wizard automatically includes policies for all your states of operation identified in your company profile
- **Policy alerts** – You are alerted to changes in regulations that require updates to existing policies
- **Easy updates** – The Wizard will suggest policies, based on changes you make to your company profile, such as states of operation or number of employees, that you can incorporate into your handbook with just a click
- **Tips and guidance** – Best practice tips are provided when you create your handbook to help you understand what information to include
- **Branding and styling options** – Upload your company logo and choose from many font options to customize your handbook

Contact me for more information regarding the Employee Handbook Wizard and how it can help you save time, improve cash flow, and help manage your business risk.

