

## HR SUITES

### Empower your staff, maximize your investment by simplifying and systemizing HR compliance practices.

HR compliance can be difficult to navigate. HR professionals chart their daily course by sifting through paperwork and all the complexities that come with it. Give your HR staff the autonomy to efficiently manage the ebb and flow of the human resources landscape.

Equip them with HR Suite, a comprehensive resource compliance solution from HR Performance Solutions. This new wave of technology increases productivity, tracks information and ensures compliance. HR Suite is the time-saving, user-friendly and results-driven management solution for today's HR professionals.

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## It's challenging, yet imperative, for HR professionals to stay current and informed.

HR Suite delivers your credit union the best policies and resources on the market to keep you in the loop on HR trends and issues. Each component of HR Suite has been researched and developed by employment law experts with decades of field experience.

## HR Suite provides an all-in-one, cost-effective HR solution that ensures compliance and best practices.

We deliver a centrally administered, customizable online policy manual and employee handbook that will save your credit union hours of work. Gone are the days of rebalancing your budget to include expensive legal fees for compliance issues. HR Suite features a collection of HR management tools, including a library of federally compliant HR forms and a complete policy management system. These resources enable you to add current policies or customize any model policy to suit your organization, and so much more.

## What's so special?

HR Suite's diverse capabilities distinguish it from the competition — it's a resource, HR expert, training tool, and a way to stay compliant with HR requirements and well-informed in an ever-evolving and expanding field.

## Key Features:

- **Complete Solution** – More than 150 model policy templates can be easily edited, and policies unique to your organization can be added and maintained. The job description feature covers a variety of positions, is available in Microsoft Word format, and can be downloaded and customized.
- **Secure, Web-Based Platform** – Authorized staff can securely access, view, print and update policies from any internet connection at any time.
- **Forms and Tools** – You will have access to a collection of more than 200 HR forms and resources to help manage your HR tasks.
- **Customization** – Our SPHR-certified HR consultants can assist you in customizing and composing your HR Suite policy manual or employee handbook content.
- **User Security** – Set different levels of security access for staff, ranging from full administrative access to read-only.
- **Publishing** – Select policies to be compiled into one printable document that can be posted in read-only format for viewing.
- **Training** – Video training is available on demand so you can easily learn how to use the system on your own schedule. A comprehensive user's guide provides written step-by-step instructions on how to most efficiently use all of HR Suite's features.
- **Annual Updates** – HR Suite continually monitors any changes in HR legal requirements and practices. New policies, forms and tools are added, and text is revised annually as legal or regulatory changes dictate.
- **Support** – CU Solutions Group® is available to assist with technical support, questions related to content, or general best practices and tips for using the manual.

Find out more about HR Suite by calling **800.940.7522** or emailing **Info@HRPerformanceSolutions.net**.