



HR Help Desk and Online Resource Library

Compliance assistance when you need it most. With ADP Screening and Selection Services, you receive immediate answers and essential information to dramatically decrease your liabilities.

FEATURES

- Ongoing compliance assistance throughout the entire employment lifecycle
- Live, immediate HR assistance from SHRM-certified experts
- Knowledge to make best-practice decisions everyday

Turnaround Time:

HR Help Desk: calls answered in less than 90 seconds

Online Resource Library: Instant

Availability:

HR Help Desk: Monday through Friday from 7:00 a.m. to 5:30 p.m. (Mountain Time)

Online Resource Library: 24 hours a day, seven days a week

Sample HR Questions Submitted to ADP's HR Help Desk

"Under the Fair Labor Standards Act (FLSA), is it an acceptable practice to require exempt employees to complete time sheets?"

"Which federal and state posters do I need to post at my business?"

"We occasionally make discretionary payday loans to some employees. Our current policy does not provide for this. Does this practice leave us open for legal problems?"

"What are the state specific laws in Michigan regarding paying employees when they are absent for jury duty?"

"Are there any legal implications that need to be considered when laying off someone who is on disability and is pregnant?"

Immediate Answers

Every time you call ADP's HR Help Desk, you receive live, immediate answers to your human resource questions. One of our Society for Human Resource Management (SHRM)-certified professionals will personally attend to your needs, giving you best-practice advice and information to help you make the right decisions. In addition, our Online Resource Library ensures that you will have access to essential employment documents, compliance information and federal forms to keep your employment process on the right track.



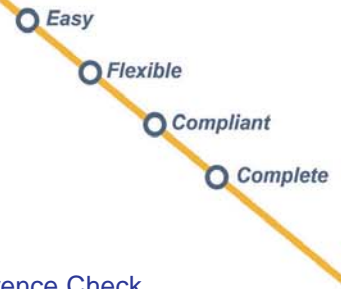
Screening and
Selection Services

Automatic Data Processing, Inc. | Screening and Selection Services

301 Remington Street | Fort Collins, Colorado 80524 | <http://www.adphire.com> | toll free: 888-606-7869

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Sample links within ADP's Resource Library:



HR Forms

Compliance

- [1-2-3 to the FCRA](#)
- [Authorization Access Agreement](#)
- [Affirmative Action Questionnaire](#)
- [Standard Release Authorization](#)
- [Summary of Rights](#)
- [Disclosure and Notification Form](#)
- [I-9](#)
- [W-4](#)

Human Resource

- [Conditional Job Offer](#)
- [Employee Change Form](#)
- [Employment Application](#)
- [Non-Compete Agreement](#)
- [Questions to Ask During a Reference Check](#)
- [Request for Time Off](#)
- [Sample Pre-Employment Screening Policy](#)
- [State/Federal Posters](#)

Recruit

- [Employment Applications](#)
- [Choose Your Hiring Tools](#)
- [Staffing An Organization](#)
- [Job Descriptions](#)
- [Salary Guidelines](#)
- [Samples and Forms](#)

Assess & Interview

- [Planning the Interview](#)
- [Conducting the Interview](#)
- [Application and Resume Review](#)
- [Evaluation and Selection](#)
- [Job Offers](#)
- [Rejecting Candidates](#)

Screen & Select

- [Adverse Action](#)
- [Employment References](#)
- [Fair Credit Reporting Act \(FCRA\)](#)
- [Background Checks](#)
- [Effectively Screening and Hiring Employees](#)
- [Samples and Forms](#)

Hire & Pay

- [Determine Consultant Contractor Status](#)
- [Hiring Procedures Checklist](#)
- [Salary/Pay Guidelines](#)
- [Determine Exempt Status](#)
- [Paying Employees](#)
- [Job Offer](#)
- [Orientation](#)

Develop & Manage

- [Handbook Elements Checklist](#)
- [Employee Development Information](#)
- [Employee Record Retention](#)
- [Employee Training Information](#)
- [Conducting Internal Investigations](#)
- [Unemployment Claims](#)
- [COBRA](#)
- [Employee Counseling Notice](#)
- [Exit Interviews](#)
- [HIPAA Sample Certificate](#)
- [Performance Reviews](#)
- [Performance Management](#)
- [Disciplinary Actions](#)
- [FMLA](#)
- [Sexual Harassment](#)
- [Wrongful Termination](#)
- [Benefit Information](#)
- [Terminating Employees](#)

Sample Policies

- [Company Holidays Policy](#)
- [Emergency Conditions Policy](#)
- [Employment At-Will Policy](#)
- [Equal Employment Opportunity Policy](#)
- [Gun and Weapon Possession Policy](#)
- [Medical Leave of Absence Policy](#)
- [Sexual Harassment Policy](#)
- [Use of Equipment and Vehicles Policy](#)
- [Vacation Policy](#)
- [Dress Code and Personal Appearance Policy](#)
- [Employee Files and Disclosure of Information Policy](#)
- [Employment Classifications Policy](#)
- [General Standards of Conduct Policy](#)
- [Introductory Periods Policy](#)
- [No Call/No Show Policy](#)
- [Solicitation and Distribution of Literature Policy](#)
- [Use of Equipment and Vehicles Agreement](#)
- [Workplace Violence Prevention and Response Policy](#)

People selection made easy

And much more...



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