

All Bundles HR Forms & Tools.

Compensation, Benefits, Records & Time Off – Bundle 1

Included Documents

Accidents

- Employee's Report of Accident
- Supervisor's Report of Accident

Catastrophic Leave

- Catastrophic Leave Donation
- Catastrophic Leave Request

Compensation and Benefits

- Annual Total Compensation Summary & Explanation
- Annual Total Compensation Summary (*Short Version*)
- Compensation and Benefits Profile
- Compensation Audit – Legal Issues
- Compensation Philosophy and Strategic Planning Worksheet
- Compensation Program Review Memo
- EEOC Guidance on Compensation Discrimination
- Employee Cellular Phone Acknowledgement
- Employee Total Compensation Summary
- How Important is Pay?
- Sample Total Compensation Letter
- Sample Total Compensation Letter
- COBRA Model Election Notice - Spanish
- COBRA Model Election Notice
- COBRA Model General Notice - Spanish
- COBRA Model General Notice
- Are You Paying Overtime Correctly?



Domestic Partnership Benefits

- Declaration of Marriage or Domestic Partnership
- Domestic Partnership Declaration
- Notice of Termination of Eligibility for Domestic Partner Benefits

Expense Reports

- Travel and Expense Report
- Travel Advance Reconciliation
- Travel Advance Request

Fair Labor Standards Act (FLSA)

- 15 Things Managers Need to Know about FLSA and Wage-Hour Law
- 20 Ways to Violate Federal Wage & Hour Laws and Pay the Price for Doing So
- Common Myths Regarding Paying Nonexempt Employees
- Emergency Closures & Paying Employees
- FLSA Challenge – Part I
- FLSA Challenge – Part II
- Frequently Asked FLSA Questions-Breaks and Time Off
- Frequently Asked FLSA Questions-Exempt Status
- Frequently Asked FLSA Questions-Fed and State Law Differences
- Frequently Asked FLSA Questions-Hours Worked
- Frequently Asked FLSA Questions-Overtime Calculations
- Frequently Asked FLSA Questions-Paying and Recording Time
- Frequently Asked FLSA Questions-Who's Exempt From Overtime
- Making Deductions From an Exempt Employee's Paycheck and Establishing a Safe Harbor
- Non-exempt Exempt Determination
- Non-exempt Exempt Determination Administrative Worksheet
- Non-exempt Exempt Determination Computer Related Worksheet
- Non-exempt Exempt Determination Executive Worksheet
- Non-exempt Exempt Determination Highly Compensated Worksheet
- Non-exempt Exempt Determination Outside Sales Worksheet
- Non-exempt Exempt Determination Professional Worksheet
- Trying to Fit Technology and Computer Employees Into FLSA Tests

Family Medical Leave Act (FMLA)

- Certification for Serious Injury or Illness of a Veteran for Military Caregiver Leave

- Certification for a Serious Injury or Illness of Covered Service Member- for a Military Family Leave
- Certification of Health Care Provider for Employees Serious Health Condition
- Certification of Health Care Provider for Family Member's Serious Health Condition
- Certification of Qualifying Exigency for Military Family Leave
- Designation Notice
- Five Common FMLA Mistakes
- FMLA Poster
- Letter to Employee FMLA Exhausted
- NDAA Amendments
- Notice of Eligibility and Rights and Responsibilities

Job Description Worksheets

- ADA Related Information
- Exempt Status
- Job Description Sample - Exempt Position
- Job Description Sample - Non-Exempt Position
- Non-Exempt Status
- Short Version

Leave Records

- Weekly Leave Record *(for Exempt Employees)*
- Weekly Timesheet *(for Nonexempt Employees)*

Military Leave

- An Overview of Military Leave Requirements
- Military Leave Regulations
- USERRA Poster

Payroll and Personnel Records

- Alternate Scheduling Request
- Auditing Employee Information Policies and Practices
- Authorization to Release Information
- Company Credit Card Receipt Acknowledgement
- Direct Deposit Authorization
- Drafting a SSN Policy and Sample Policy
- Employee Achievement
- Employee Authorization to Release Information to Prospective Employers

- Employee Commendation
- Employee Data Change Form
- Employee Data Record
- Job Share Checklist and Application
- Job Sharing Memo of Understanding
- Payroll/Status Change
- Policy Change Receipt and Acknowledgement
- Record Retention Requirements
- Request to View Personnel File
- The Care and Feeding of Personnel Records
- W-4 Form

Requests for Time Off

- Application for Sabbatical Leave
- Employee Request for Extension of Leave of Absence
- Employee Request for Leave of Absence (*other than FMLA*)
- Employee Request for School-Volunteer Leave
- Employer Response to Employee Request for Leave
- Vacation Request

Return to Work

- Acknowledgement of Offer of Temporary Light Duty Position
- Return to Work Release

Tracking

- Absence Report
- Attendance Tracker

Corrective Action & Termination – Bundle 2

Included Documents

Corrective Action

- Better Late Than Never
- Conducting a Workplace Investigation
- Conducting an Effective Corrective Action or Coaching Meeting
- Corrective Action Checklist

- Employee Performance Improvement Plan
- Record of Oral Warning
- Responding to Harassment and Discrimination Complaints
- Supervisor Follow-Up Report on Previous Corrective Action

Employee Investigation Sample Letters

- Findings to Complainant Sample Letter
- Notes to File Regarding Follow Up Sample Letter
- To Accused Employee After the Investigation Sample Letter
- To Accused Employee Before Investigation Sample Letter
- To Complainant Before Investigation Sample Letter
- To Witness Sample Letter

Notices

- Employee Probation Notice
- Employee Suspension Notice
- Employee Warning Notice

Termination

- Checklist for Conducting Termination Meeting-Part of a RIF
- Common Questions Regarding Termination
- Confirmation of Resignation
- Employee Termination Guide
- Employment at Will, Wrongful Termination, Constructive Discharge and Legal Nightmares
- Exit Interview Form
- Issues in Reductions in Force
- Job Abandonment Letter
- Layoffs and Reductions in Force (RIFs)
- Notice of Resignation
- Separation and General Release Agreement
- Separation & General Release Agreements – Should You Be Using Them?
- Termination Checklist
- Termination Letter
- Turnover Analysis
- Understanding Releases of Claims in Severance Agreements

EEO & Other Employment Law Issues – Bundle 3

Included Documents

ADA

- ADA Accommodation Request From Employee
- ADA – Reasonable Accommodation Guide
- Cancer in the Workplace: Applying the ADAAA to Medical Disabilities
- Determining who is Protected Under the ADA
- Diabetes in the Workplace: Applying the ADAAA to Medical Disabilities
- Epilepsy in the Workplace – Applying the ADA to Medical Disabilities
- How Does the ADA Apply to Vision Impairments?
- Letter from Company to Employee Who is Requesting Work Accommodations or Restrictions Under the ADA
- Letter from Employee to Doctor or Other Medical Professional Requesting Medical Records – Part of an ADA Reasonable Accommodation Review
- Letter to Doctor or other Medical Professional Requesting Information Regarding Disability Status of Employee
- Managers Guide to the ADA
- Reasonable Accommodation and Undue Hardship
- Sample ADA Accommodation Approval Letter
- The ADA and Persons with Intellectual Disabilities
- Two Increasingly Common ADA Issues: Telework as an Accommodation and Diabetes in the Workplace

Blogs and Social Media

- Company Blogging Guidelines
- Drafting a Social Computing Networking Policy
- Personnel Employee Blogs & Social Networking Sites

Confidentiality and Non-Compete Issues

- Employee's Acknowledgement to Protect Confidential Information and Competitive Position at Termination
- Safeguarding Company Information and our Competitive Edge Memo
- Sample Letter to New Employer of Person Covered by Confidentiality, Invention or Noncompete Agreement
- Sample Noncompete and Confidentiality Agreement

EEO & Other Employment Law Issues

- A Comparison of the Significant Elements of the ADA, FMLA, and Workers' Compensation
- Accommodating Religious Diversity: Headscarves in the Workplace
- Anti-Harassment and Non-Discriminatory Policy Acknowledgement

- Are You Protected Under The ADEA?
- Avoiding Caregiver Discrimination: What Managers Should Know
- Avoiding the Retaliation Nightmare
- EEO and Affirmative Action Statement of Policy
- EEO-1 Instructions
- EEO – 1 Report
- EEO-1 Reports-Do You Need to File One?
- EEOC Guidelines – Racial, Religious, and National Origin Discrimination
- Harassment - Prevention is the Best Defense
- Harassment Policy and Training Checklist
- Having a Company Party-Want to Avoid Getting Sued?
- Key Issues Surrounding Religion in the Workplace
- Off Duty Conduct
- Pregnancy and Maternity Issues in the Workplace
- Prescriptions for Employment Law Training
- Religious Accommodation Request
- Rest and Meal Breaks – What’s Required?
- Retaliation Claims Are Growing
- Summary of Federal Employment Law Requirements
- Tips from Kindergarten and How They Can Keep You Out of HR Legal Trouble
- Top 10 Lists Aren’t Just for David Letterman
- Veterans with Service Connected Disabilities
- Vets-100 Report
- Vets-100A Report
- What Your Employees and Managers Need to Know About Your EEO Policies
- When Job Functions Clash With Religion
- Workplace Bullying - Is it the Next Employment Law Nightmare?

Employment Practices

- Dress and Appearance Codes
- Employee Email Guidelines
- Employee Internet Use Guidelines
- HR Department Planning

- Human Resource Issues When Disaster Strikes
- Matching Gift Request Form
- Measuring Key Human Resource Functions
- Sample Human Resource Mission Statements
- What Do Union Rules Have to Do with a Non-Union Environment
- Whistleblowing-Reporting Serious Inappropriate Conduct
- Workplace Searches-Balancing Employee & Employer Interests

Pandemic Planning

- Identification of Key Functional Areas Affected by Pandemic
- Identification of Key Vendors/Suppliers in Preparation for a Pandemic
- Identification of Key Personnel in Preparation for a Pandemic
- Pandemic Flu & Workplace Privacy & Discrimination Issues
- Pandemic Flu Preparedness Checklist
- Pandemic Response Team
- Toolkit for Business and Employers-Seasonal Flu

Strategic Planning

- Compensation on a Strategic Level-Tips and Pointers to Maximize Compensation within Your Organization
- Making Managers More Effective-Creating a Strategic Focus
- Strategic HR-Performance Management: How HR Can Become a Business Partner
- The Million Dollar Question-How do you tie your Organization's Strategy to Employee Performance?

Hiring – Bundle 4

Included Documents

Fair Credit Reporting Act

- A Summary of Your Rights Under the Fair Credit Reporting Act
- Consumer Report Notification and Authorization
- Fair & Accurate Credit Transactions Act Information Disposal
- Fair Credit Reporting Act Tools & Notices
- Notice to Users of Consumer Reports – Obligations of Users Under the FCRA
- Using Consumer Reports: What Employers Need to Know

Hiring

- Affirmative Action - Hiring Selection Justification
- Affirmative Action Voluntary Survey
- Applicant List
- Application for Employment, Authorization to Release Information, and Affirmative Action Plan Voluntary Survey
- Application for Posted Position
- Becoming an Employee Friendly, Best Place to Work Employer
- Communication Systems Acknowledgment
- Confidentiality Agreement
- Employee Handbook Receipt and Acknowledgement
- Employee Referral Form
- Employment of Minors - Acknowledgement of Hours and Work
- Employment Tests and Selection Procedures: What is Legal?
- Human Resource Audit - Hiring
- I-9 Form
- I-9 Form Spanish
- I-9's - Electronic Options and Frequently Asked Questions
- Independent Contractor Agreement
- Independent Contractor Audit Guide
- Independent Contractors vs. Employees – Do You Know Who is Coming to Work?
- Job Requisition
- Position Criteria for Screening of Applicants
- Position Opening (*Posting*)
- Sample Acknowledgement of Application/Resume
- Sample Consulting Agreement
- Stay Interview Questions

Interviewing

- 50 Good Interview Questions and a Few Other Tips to Help Managers Make Rightful Hires
- Are Your Interview Questions Legal?
- Effective Interviewing
- Interview Evaluation

Job Offers

- Job Offer Letter
- Job Rejection Letter
- Telephone Job Offer

Orientation

- Human Resources Orientation Tracking Sheet
- Supervisor Orientation Checklist

References

- Driving Check Authorization
- Giving References and Avoiding the Legal Pitfalls
- Reference Check Summary
- Reference Checking – Do You Know Who You Are Hiring?
- Reference Checking Tips for Managers
- Telephone Reference Check
- Written Reference Request

Employee Development – Bundle 5

Included Documents

Coaching

- Employee Performance Objective
- Providing Good Feedback and Documentation

Employee Development

- Assessment of Organizational Opportunities
- Be Thankful for a Good Boss
- Employee Assessment
- Employee Development Action Plan
- Employee Self-Assessment
- Employee Skills, Experience, & Training Inventory
- Feedback to Manager
- Potential Career Path *(By Employee)*
- Team Assessment
- Team Development Action Plan

Motivation

- Employee Motivation - How Are You Doing?

Performance Appraisals

- Conducting an Effective Performance Appraisal Meeting
- General Performance Appraisal – Factor & Goal Evaluation
- General Performance Appraisal – Factor Evaluation
- Implementing 360 Degree Appraisal Systems
- Increasing Employee Success and Productivity Through Goal Setting

- Is Everybody Really Above Average?
- Is Forced Ranking the Answer to Appraisal Problems?
- Manager/Supervisor Performance Assessment (*360 Degree Appraisal*)
- Manager's Coaching/Performance Appraisal Worksheet
- Setting Effective Goals: A Key To Employee Development
- Stressed Out Over Your Performance Review?
- Using Performance Management to Gain a Competitive Advantage

Succession Planning

- Employee Development Action Plan
- Employee Assessment
- Employee Potential Assessment
- Replacement Chart
- Succession Candidates (*By Position*)
- Summary of Current Executive Positions and Potential Changes

Surveys/Employee Input Tools

- Employee Attitude Surveys
- HR Services Satisfaction/Opinion Surveys
- Manager Self-Assessment: Rate Yourself As A Manager

Suggestion Program

- Employee Suggestion
- Suggestion Evaluation

Training

- Creating an In-House Training Program
- Employee Training Record
- Employment Law Training - It's More Than Just a Good Idea
- External Training/Seminar/Course Request
- In House Employee Training/Seminar Request
- Measuring the Effect of Training
- Post Training Acknowledgement
- Training Evaluation
- Training Needs Assessment (Employee Evaluation)
- Training Needs Assessment (Manager Evaluation)
- Training Roster

About Us.

HRN was founded in 1989 to develop practical and effective HR performance management, compensation administration and compliance solutions that are time-tested, content rich and on the cutting edge of technology.

Our solutions are designed by human resource professionals with decades of experience to be secure, effective, flexible and easy to use. HRN Performance Solutions is committed to continually improving and enhancing our HR Forms & Tools bundle resources in order to help our clients expand the effectiveness and success of their workforce.

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