



QUICK START GUIDE

This Quick Start Guide provides very basic information on working with your HR Suite manuals. Once you are familiar with the information in this Guide and are comfortable moving around the HR Suite manual, the “Suggested Steps for Customization” document can guide you through the recommended steps for getting your manual customized for your organization.

We strongly recommend watching the New User Training videos or reading the full User’s Guide as well so that you have a full understanding of how to use the resources and tools within the system.

Your HR Suite service includes access to the: **HR Policy Manual, Employee Handbook, HR Forms**, and the **Library** (containing past Updates, Newsletters, and HR Tools).

HR Suite can be accessed at <http://hrsuite.hrnonline.com>

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For technical support, please contact hrsupport@cusolutionsgroup.com.

HR Policy Manual vs. Employee Handbook

One of the most common questions we are asked as human resource experts is the difference between an Employee Handbook and an HR Policy Manual.

The answer is -HUGE! Below we have listed some clarifications of the purposes of these two very important HR documents.

HR Policy Manual

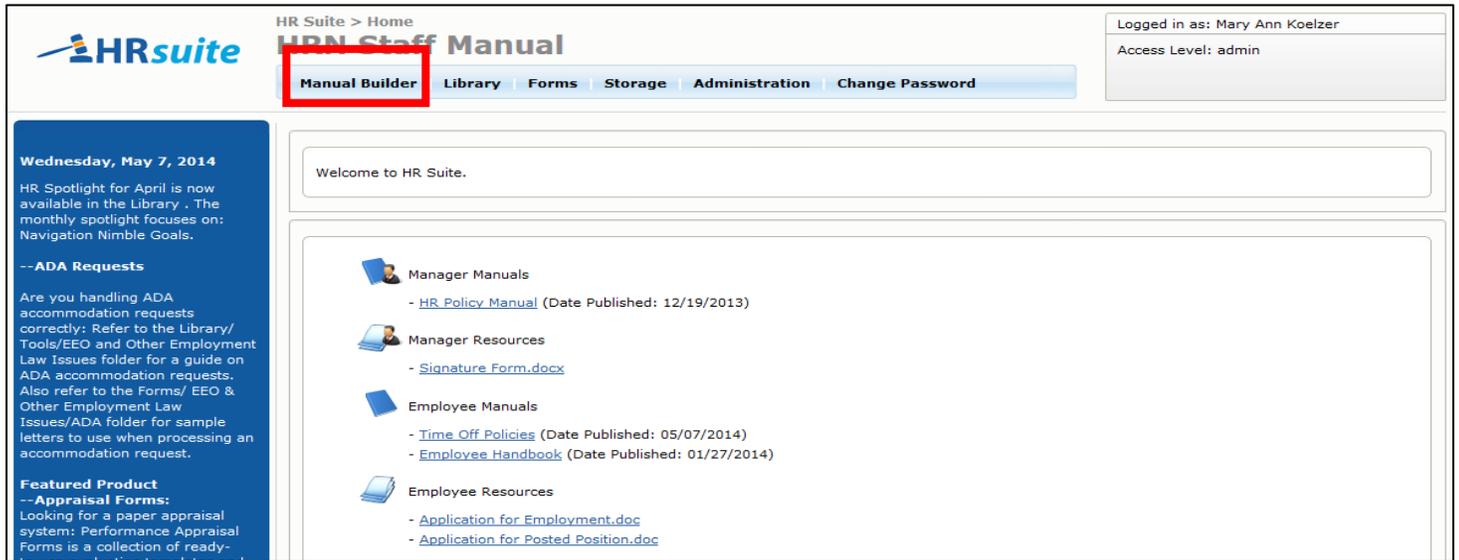
- Limited distribution - Intended for the HR department and Managers/Supervisors only.
- Many policies are inapplicable to employees (e.g., I-9, Child Labor, Obtaining References, etc.)
- Guides management and structures managerial actions.
- Promotes consistency throughout the organization.
- Serves as a training tool for Managers.

Employee Handbook

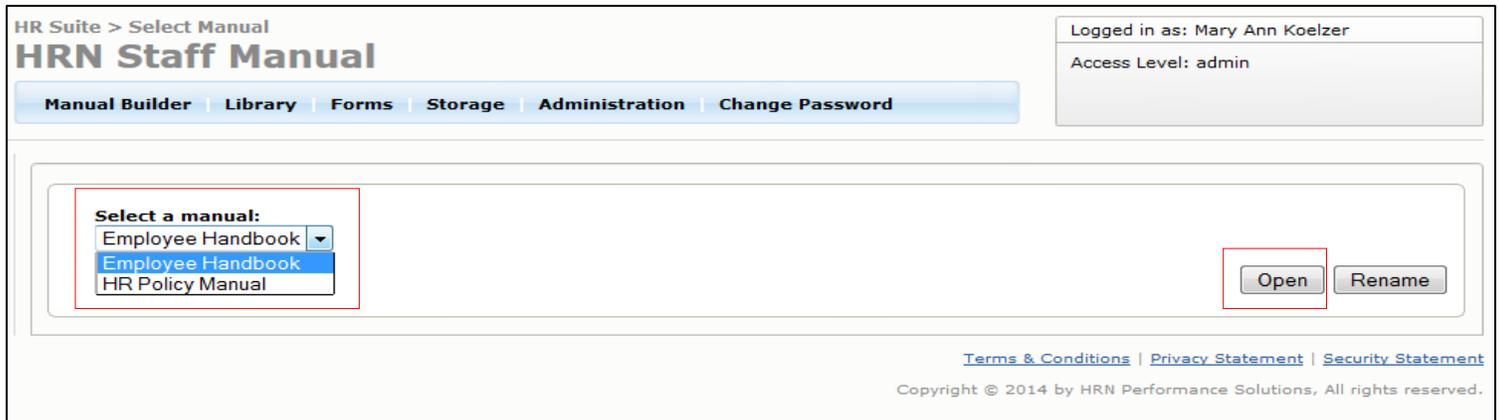
- Informs employees of important policies, rules, procedures, benefits, and rights.
- Reinforces company goals, objectives, and work standards.
- Attempts to protect company from lawsuits by including employment-at-will language and addressing harassment issues and other forms of discrimination.
- Promotes consistent treatment of employees.
- Serves as a summarized guide for employees. The Employee Handbook is not intended to provide specific policy details or procedural steps; rather it's a basic overview.

Opening Manual Builder

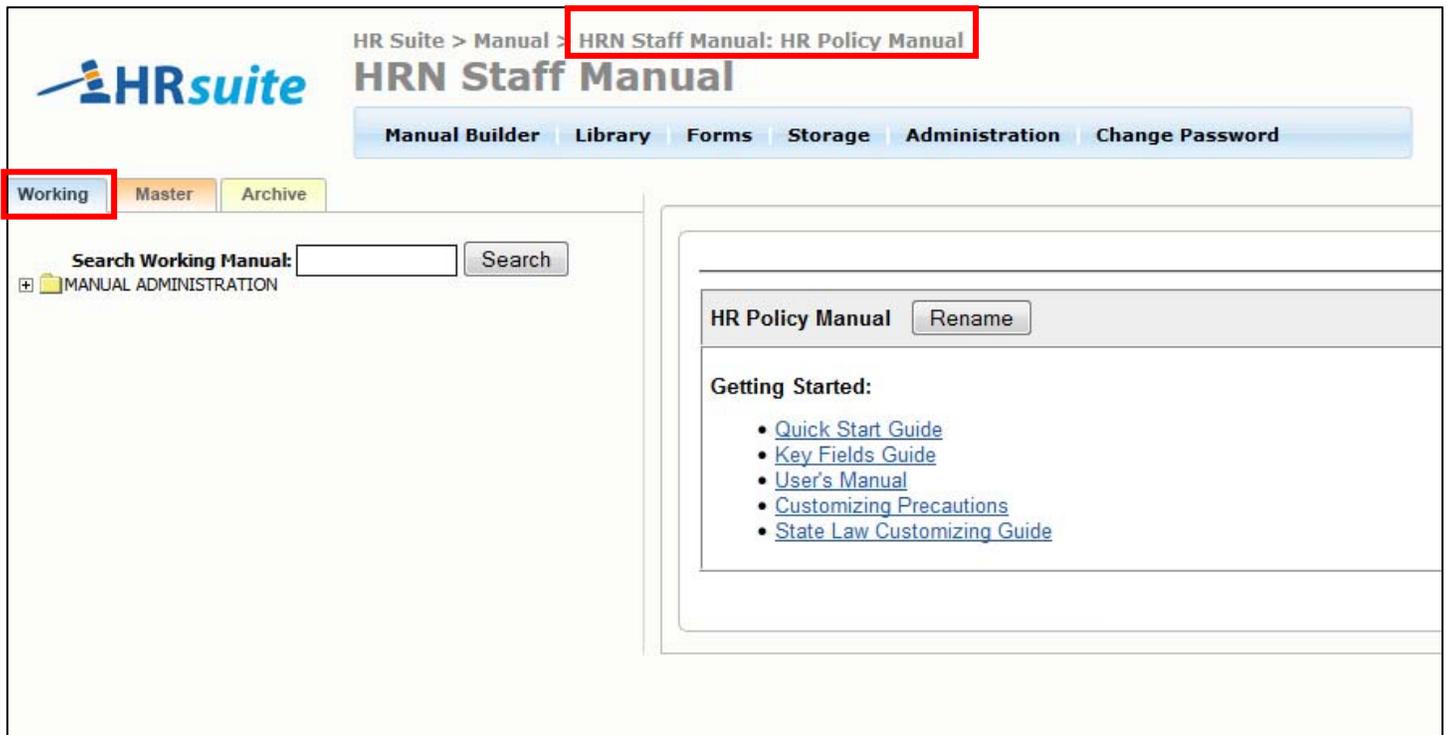
All policies are housed in the MANUAL BUILDER area of HR Suite. All steps in this document take place in the MANUAL BUILDER. Manual Builder can be opened by clicking on the “MANUAL BUILDER” link on the top navigation bar. **Note:** The screen shot below shows the top navigation bar for a user with full “admin” access. Users with any access level other than “admin” will see fewer options in the navigation bar. What is available depends on the level of access assigned.



Existing manuals will appear in the “Select a Manual” dropdown box. Click the dropdown arrow and select a manual. Click “Open”.



Near the top left of the screen, there are tabs to access the Working Manual, Master Manual and Archive. When you open the MANUAL BUILDER area, by default you will be in the Working Manual. The breadcrumb at the top of the screen will indicate if you are in the HR Policy Manual or the Employee Handbook.



Important Definitions & Information

- The **Working Manual** is used to maintain and customize the policies for your organization. All model policy content has been pre-filled in your *Working* HR Policy Manual and Employee Handbook. Any policy can be removed and/or edited from the *Working* manual.
- The **Master Manual** contains all available model policies. At the point you begin, the Working Manual and the Master Manual are exactly the same. Over time, as you customize the Working Manual, it will become your customized policy manual for your organization. Updates to the Master Manual over time may also cause differences in content between the Working Manual and the Master Manual.
- The **Archive** allows you archive policies from the Working Manual. The archive function is not used as part of policy set up, and is not covered in this document. More information on the archive is available in the User's Guide or the New User Training videos.

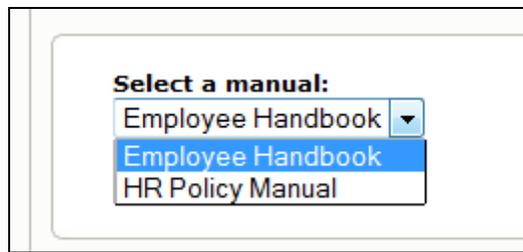
Remember that both the HR Manual and the Employee Handbook *Working Manuals* have been pre-filled with **all** model policies available. Because there are model policies available to fit a variety of organization sizes and industries, *there will be policies you need to remove before you begin*. See the guidance in the "Suggested Steps for Customization" document for information on specific situations that will require the removal of certain policies based on your organizational structure.

Basic Navigation

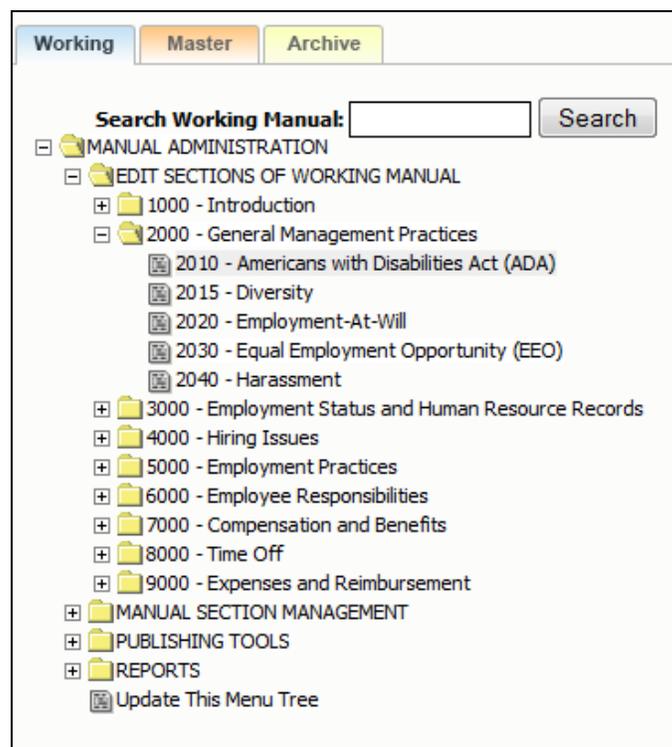
- To move between the “Working”, “Master” or “Archive”, click the corresponding tab at the top left of the screen.



- To switch between the Employee Handbook and the HR Manual, click the “Manual Builder” link on the top navigation, then select a manual from the dropdown list.

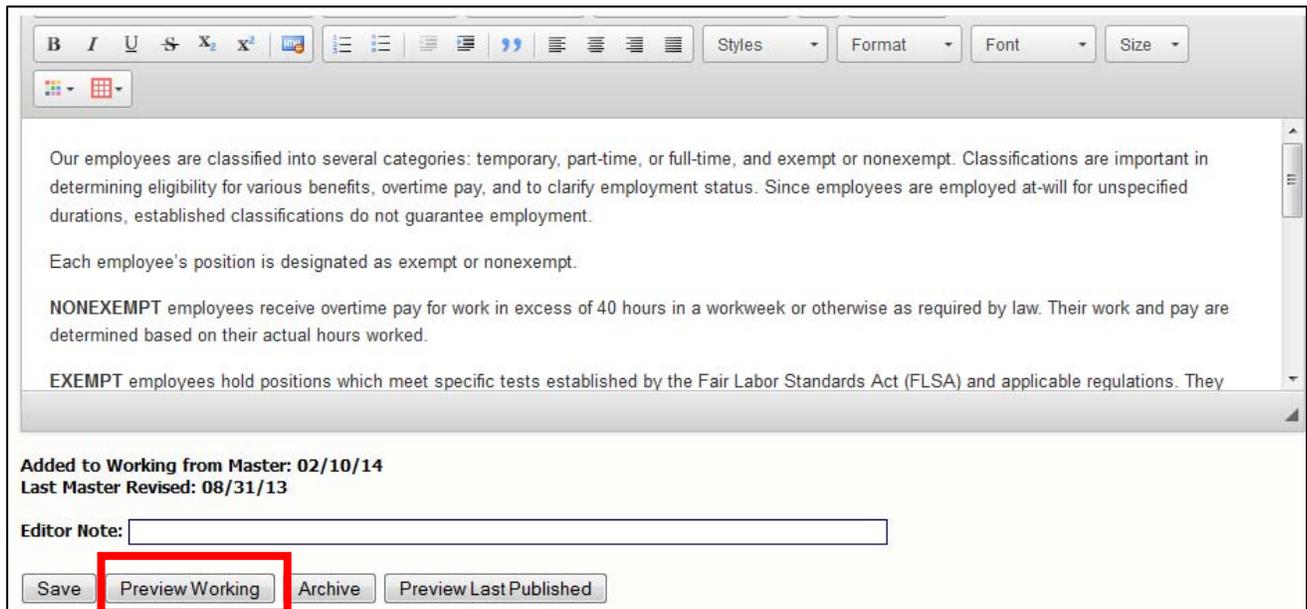


- When in the “Working”, “Master” or “Archive” areas, use the navigation on the left side of the screen. A plus sign to the left of any folder indicates that there are more options beneath it. Click the plus sign to expand the folder and view the available options. A minus sign indicates that the folder is expanded. Clicking the minus sign will contract the folder.

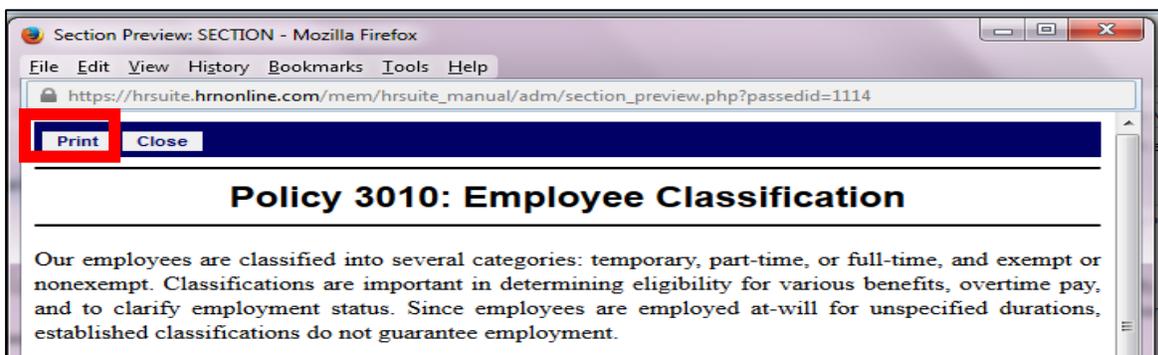


Viewing & Printing Policies

1. Click on the “Working” tab at the top left of the screen to make sure you are in the *Working Manual*.
2. Using the plus signs to the left of each folder, expand the “Manual Administration” and the “Edit Sections of Working Manual” folders. The top level chapter topics will be displayed as folders under the “Edit Sections of Working Manual” folder.
3. Click the plus sign next to the chapter you wish to open.
4. Click on the name of the policy you would like to view, and the full text of the policy will appear on the right side of the screen (editing screen). You can read through the policy on the editing screen.
5. Click the “Preview Working” Button directly below the content editor. A new window (preview window) will open. Many people find it easier to read the full policy in the preview window rather than in the editing screen. **Note:** if your policy has not yet been published, you will not see the “Preview Last Published” button as shown in the screen shot below.



6. At the top of the preview window is a “Print” button that can be clicked to print this single policy.



Finding a Specific Policy

If you're looking for a specific policy, you can use the "Search" function, found in the upper left side of the navigation. Either the *Working Manual* or *Master Manual* content can be searched. The HR Policy Manual and the Employee Handbook content are separate so if you want to find content for both, you will need to run your search in both.

