

Getting Started: General Information & Support

Before your Policy Manual (and Handbook) can be printed and distributed, important information should be customized. In its original form, the Manual is comprehensive and provides an excellent foundation for regulatory compliance. However, each organization is unique, and with this in mind, we have provided several tools to help you tailor the Manual to fit your operation.

We have developed a series of Key Fields to assist you in inserting company specific information into various policies. Editing, deleting, or adding to the text of the Manual is a broader and more flexible area of customization. You may easily modify the Manual to meet your needs, including customizing the model policy content, adding your own unique policies, and removing any model policy content that does not apply to your organization.

We also suggest that you have your completed Manual and Handbook reviewed by legal counsel. While significant effort has been made to address federal compliance issues, laws and regulations change frequently. Additionally, individual state and local laws have not been addressed and are very diverse.

References and Guides

This User's Guide is a comprehensive resource with step by step instructions of HR Suite's features, tools, functionality, and best practices for getting the most from your online manual. However, it is intended to be used in conjunction with several other tools to ensure you have the information you need to correctly set up and customize your policies.

We strongly recommend printing and reading the following documents in addition to this User's Guide:

- **Quick Start Guide.** The Quick Start Guide provides very basic information on learning to navigate, understanding the terminology, and finding policies within your HR Suite manual.
- **Suggested Steps.** The *Suggested Steps* may be helpful to review before you begin the customizing process. It provides a very brief overview of the steps many clients take as they begin to work with their new manuals, and provides important guidance on policies before you begin customization, as well as providing information on the Key Fields Guide, State Law Customizing Guide and the HR Suite Policy Guide.
- **HR Suite Policy Guidance**

This document will provide guidance on a policy-by-policy basis to help you determine the level of customization that would be necessary for each policy.

Technical support is provided by the staff at CU Solutions Group. If you have questions or need assistance, please email policysupport@cusolutionsgroup.com or call 800-262-6285 x310 or x527.

Getting Started: Logging In

The main login screen for HR Suite can be accessed at <https://hrsuite.hrnonline.com/>.

Each user will need a User Name and Password to login.

HRsuite

Client Log-in

User Name:

Password:

[Forgot Password?](#)

Passwords are case sensitive so check your Caps lock key if you are unable to login.

hrsupport@cusolutionsgroup.com
Toll Free: 800-262-6285 x527

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If you have forgotten your password, you can use the "Forgot Password" link on the right side of the screen.

Getting Started: The Home Page

The Home Page of HR Suite provides the user with information, navigation resources, and other resources as provided by the organization's administrator.

The **left side** of the screen will provide information on any updates to the system, new documentation updates, upcoming training information, and the release of the monthly newsletter. Information on training resources and who to contact for technical support is also located in this area.

The **center area** of the screen provides a welcome message to the user, and any resources that have been posted by an administrator. Access to resources is determined by the user's login. "Manager Resources" and "Manager Manuals" are available to users with full administrative rights, or to users who have been granted access to these resources. "Employee Resources" and "Employee Manuals" are available to all users.

The **top navigation** has the navigation menu to access the various areas of the site. This menu will remain at the top of the screen throughout all areas of HR Suite. **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.

The header bar has an icon in the left corner that will bring you back to this home page from any area of the site. In the right corner is an icon to logout of the system.

The screenshot shows the HR Suite Home Page for ABC CU. At the top, there is a navigation bar with the following links: Manual Builder, Library, Forms, Storage, Administration, Job Descriptions, and Home. The user is logged in as Mary Ann Koelzer with an access level of admin. The page includes a welcome message: "Hi! If you have questions call Sue." The center area lists several resources:

- Manager Manuals**
 - [HR Policies for the Board to Approve](#) (Date Published: 01/28/2016)
 - [HR Policy Manual for My Managers](#) (Date Published: 01/28/2016)
 - [HR Policy Manual](#) (Date Published: 10/29/2015)
 - [Time Off Policies](#) (Date Published: 06/05/2014)
- Manager Resources**
 - [Policy Updates July 2015 acknowledgement.docx](#)
- Employee Manuals**
 - [changes for July 2015](#) (Date Published: 07/15/2015)
 - [Time Off Policies](#) (Date Published: 07/15/2015)
- Employee Resources**
 - [New Employee Signature Form.docx](#)

The left sidebar contains the following information:

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Training
Need help? [The HR Suite Support Site](#) contains video training, written instructions and documentation and Frequently Asked Questions.

policy.support@cusolutionsgroup.com
Call Support: 800-262-6285 x310 or x527

Content Updates January 2016
The latest HR Suite Update is now available. This update includes a total of 54 policy updates (29 for the HR Policy Manual, and 25 for the Employee Handbook), three new policy additions (One to the Employee Handbook and two to the HR Policy Manual), the addition of one new form, and three form updates. Keep in mind the updates do NOT automatically go into your manual.