



## 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, Library** (containing past Updates, Newsletters, and HR Tools), **Forms**, and **Job Descriptions**.

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

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# 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

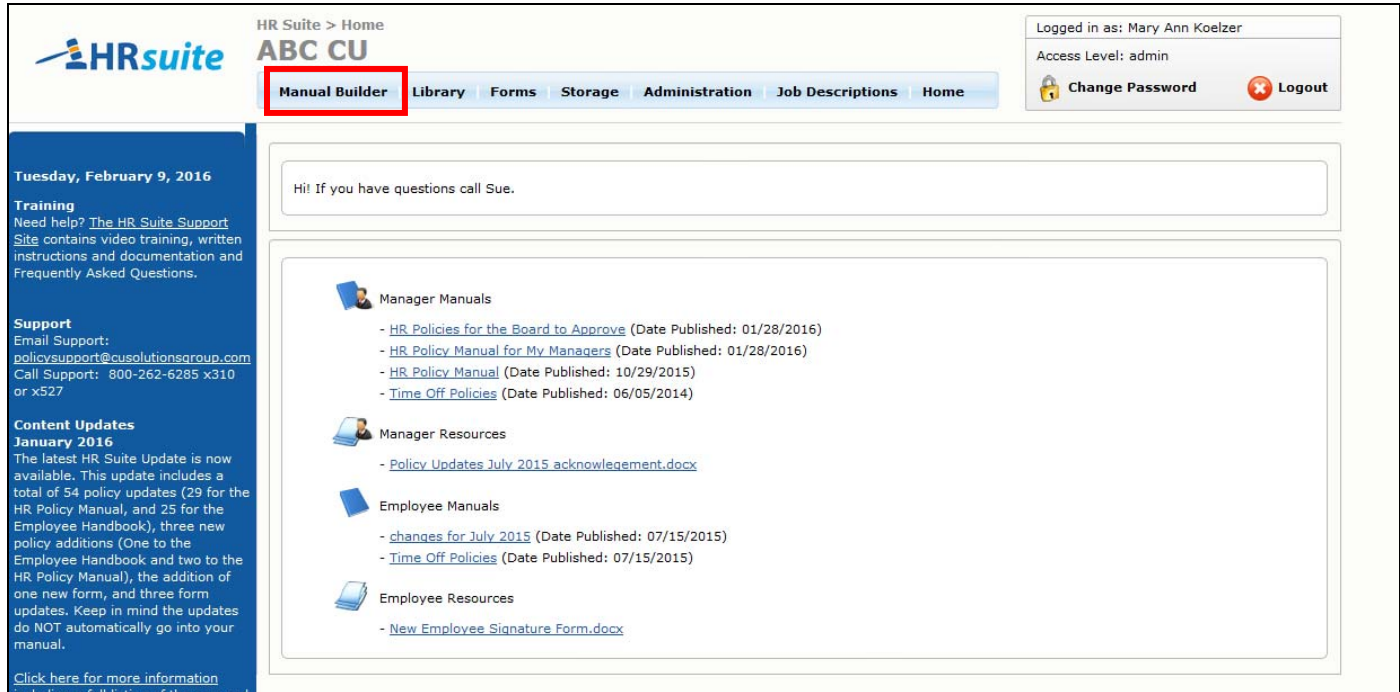
- Limited distribution - Intended for the HR department and Managers/Supervisors only.
- Many policies are inapplicable to employees (e.g., I-9, Child Labor, Obtaining References, etc.)
- Guides management and structures managerial actions.
- Promotes consistency throughout the organization.
- Serves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

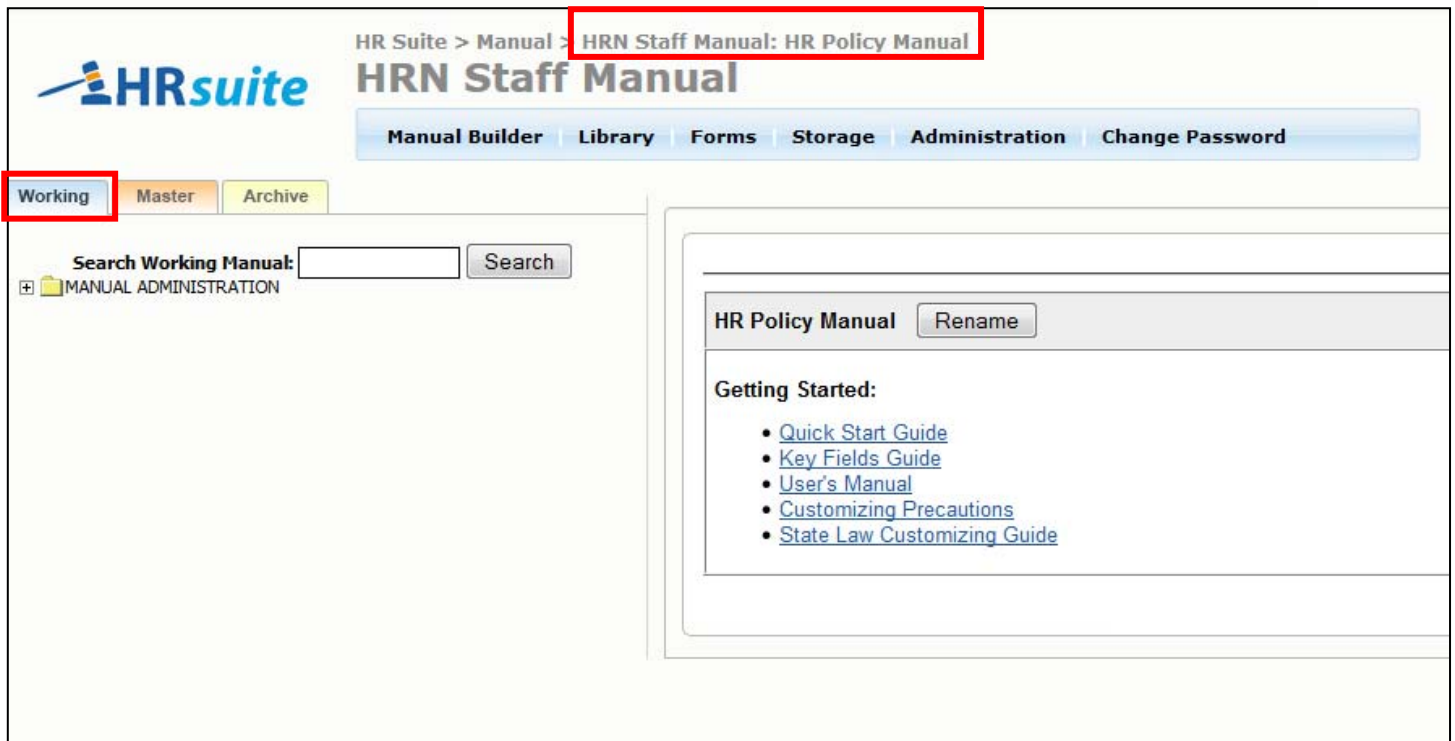


**Note:** The screen shot below shows the top navigation bar for a user with full “admin” access. Users with any access level other than “admin” will see fewer options in the navigation bar. What is available depends on the level of access assigned.

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.

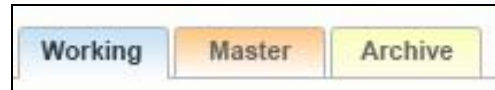


## Important Definitions & Information

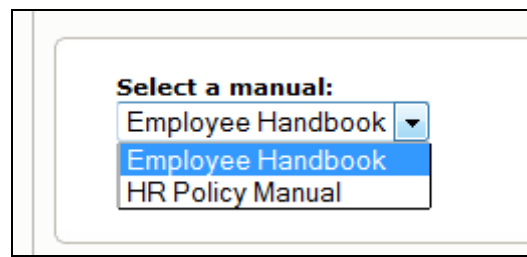
- The **Working Manual** is used to maintain and customize the policies for your organization. The Working Manual contains the top level chapter folders, but does not contain any policies unless they have been added. Model policies can be added to the Working Manual from the Master Manual, or unique policies may be added.
- The **Master Manual** contains all available model policies. Any model policy can be moved from the Master to the Working 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.

## Basic Navigation

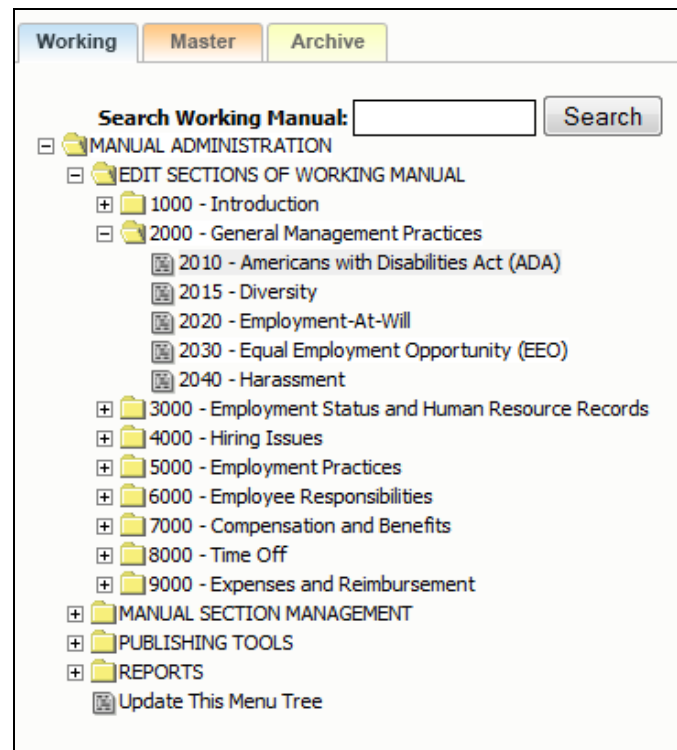
- To move between the “Working”, “Master” or “Archive”, click the corresponding tab at the top left of the screen.



- 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.

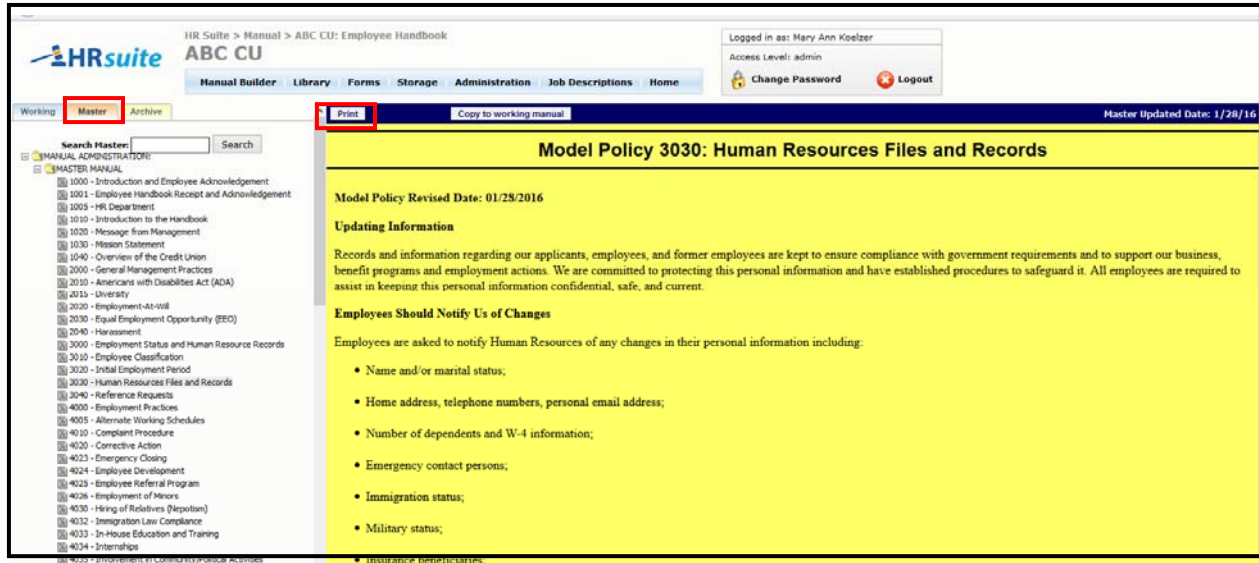


- When in the “Working”, “Master” or “Archive” areas, use the navigation on the left side of the screen. A plus sign to the left of any folder indicates that there are more options beneath it. Click the plus sign to expand the folder and view the available options. A minus sign indicates that the folder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



# Viewing & Printing Model Policies

1. Click on the “Master” tab at the top left of the screen.
2. You will see a folder called “Manual Administration” with a plus sign next to it. Click the plus sign to expand your options.
3. You will see a folder called “Master Manual” with a plus sign next to it. Click the plus sign to expand your options.
4. You will see a listing of all the available model polices.



5. Click on the model policy you would like to view, and the full text of the policy will appear on the right side of the screen.
6. To Print a model policy, click the “Print” button at the top of the model content.

Note: Model policy content can be copied and pasted to Word.

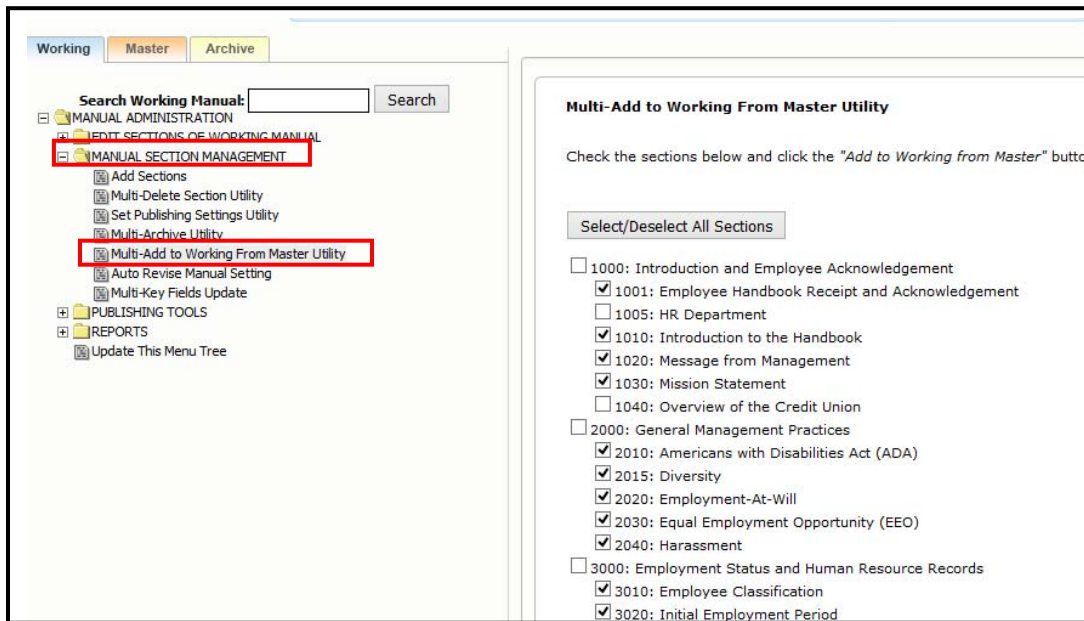
This is **only** recommended if you choose to edit your policies in Word rather than in HR Suite.

# Adding Policies to the Working Manual

Adding policies **from the Master to the Working** can be done one of two ways.

**Option 1: Add multiple policies at one time.** This option works best if you know exactly what policies you'd like to bring into your *Working Manual*, and do not need to review the content prior to bringing the content into your *Working Manual*.

1. Click on the “Working” tab at the top right 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 “Manual Section Management” folders.
3. Under the “Manual Section Management” folder, click the “Multi-Add to Working from Master Utility” link. This brings up a form listing all the model policies available in the *Master Manual*, with a checkbox next to each section.
4. Click the checkbox next to each model policy that you want to move from the *Master Manual* to your *Working Manual*



5. Scroll to the end of the page and click the “Add to Working from Master” button. The current *Master* version of each selected policy will be added to your *Working Manual*.



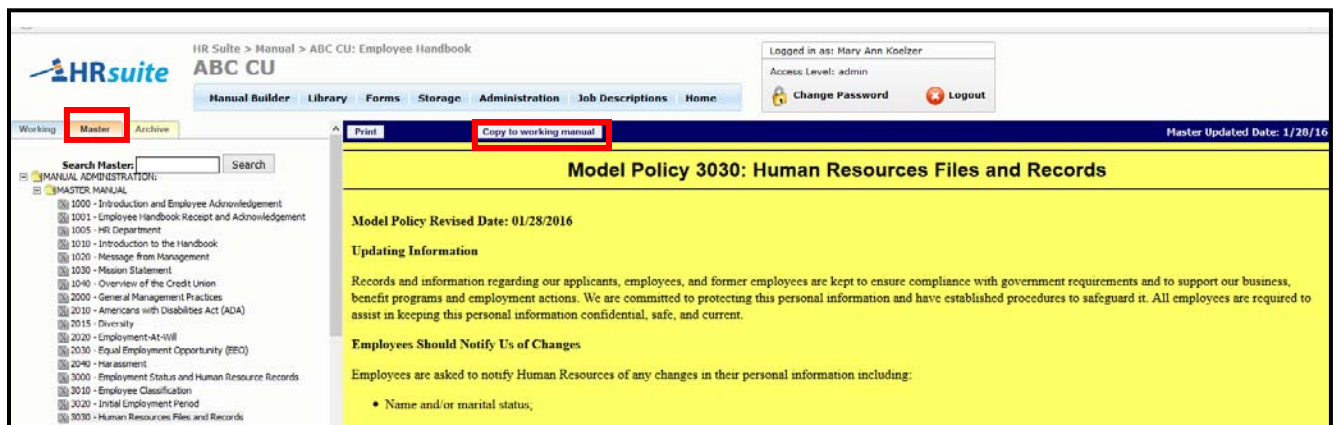
**Note: The top level chapter folders (1000, 2000, etc) have already been added to your Working Manual and do should not be added a second time.**

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## Adding Policies to the Working (continued)

**Option 2: Add one policy at a time.** This option works best if you want to review the content of a model policy before bringing the policy from the *Master Manual* to the *Working Manual*.

1. Click on the “Master” tab at the top right of the screen to make sure you are in the *Master Manual*.
2. Using the plus signs to the left of each folder, expand the “Manual Administration” and the “Master Manual” folders.
3. You will see a listing of all the available model polices.
4. Click on the model policy you would like to view, and the full text of the policy will appear on the right side of the screen.



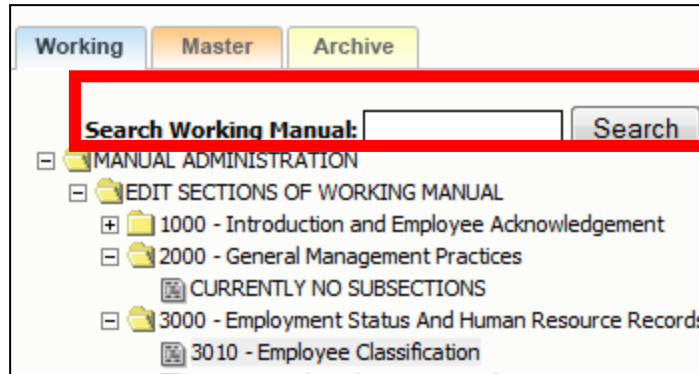
5. Click the “Copy to Working Manual” button to move a copy of this model policy to the *Working Manual*.

**Note: The top level chapter folders (1000, 2000, etc) have already been added to your Working Manual and do should not be added a second time.**



## 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.



The [alphabetical policy listing](#) is another good resource to help you find a particular policy.