SPRING
HR PORTAL
TOOLBOX

When it comes to meeting all your compliance and HR needs, we understand the administrative burden your business may face. To stay ahead of legislative deadlines and access timely information on the latest industry trends, organizations of all sizes face an uphill battle without the proper tools. This is where the HR Portal Toolbox can help. This resource helps you fulfill your unique HR and compliance duties. With the applications found in the Toolbox, you can generate total compensation statements in minutes, leverage sample job descriptions and much more. Better still, these low-maintenance solutions are available 24/7, connecting you to services that can streamline your business and make your life that much easier—all with just a click of a button.

ACA Reporting
Using the Toolbox, you can generate Forms 1094/1095 simply by importing your completed workbooks. You can even print your forms and file with the IRS or distribute to your employees—streamlining ACA compliance in three simple steps.

Federal Poster Advisor
Whether your company is small or large, the U.S. Department of Labor (DOL) requires you to display several different posters in the workplace. Identify the required posters by using the Poster Advisor to generate a list of federal laws administered by the DOL, along with links to download printable posters.

Compliance Notice Builder
Produce custom benefits notices your company, saving hours of time and effort. When laws or corporate circumstances change, simply update the information, and generate a new notice instantly. With Compliance Notice Builder, you'll have the notices you need in minutes, plus distribution guidelines.

Custom Job Description Builder
Job descriptions are such an important tool for your employees, however developing them can be stressful. The Custom Job Description Builder helps you make the most complete job descriptions so your employees can achieve their true potential, which ultimately contributes to the success of your business.

Employee Cost Calculator
Get a complete picture of the true cost when hiring new employees. From compensation and benefits to recruiting, training, office equipment and other costs, this easy-to-use calculator accounts for those typical expenses you may not necessarily think about when hiring a new employee.

COBRA Notices Generator
Don't pay a firm to manage your COBRA obligations. Satisfying your COBRA notice obligations does not have to be challenging. In three easy steps, create the required COBRA notices & stay in compliance!

The guidance that your small business needs is available today through:

CHAMBER *of*
COMMERCE *of the* TONAWANDAS
Your Bridge to Success.

FMLA Advisor
Understand your rights and responsibilities under the federal Family and Medical Leave Act (FMLA). The FMLA Advisor can assist in understanding notice requirements, valid reasons to leave, which employers are required to provide FMLA leave, which employees are eligible to take FMLA leave and more.

Health Plan Compliance Calendar
Just by answering a few questions about your health care plan, you can generate your own customized compliance calendar. Featuring a rolling list of federal compliance dates, monthly reminders, and supplementary resources, you will have everything you need to remain informed, meet upcoming deadlines and generate the applicable notices.

HR Self-Assessment
Analyze your human resource competencies to ensure you are creating an environment for employees to thrive. Employers can assess their HR management practices, employee relations, recruiting process, training, and development process, and more. Once a module is completed, explanations will be provided to highlight where improvements can be made.

Employee Handbook Builder
Create and communicate your organization's HR policies and procedures quickly and conveniently. Generate custom employee handbooks, branded to any organization, by simply answering a few quick questions. State and federal content is available along with the ability to upload any custom content.

Want more information? Contact us today!

Interview Question Builder
Choose from over 400 pre-developed behavioral interview questions in 49 categories to create a ready-to-use interview guide in just a few minutes. This will ensure that you are asking the right interview questions, as these are key to evaluating whether a candidate has the knowledge, skills, and qualities necessary to become a successful employee.

Multi-State Law Comparison Tool
This tool is a convenient way for you to view and download labor laws in different states. If you have locations in multiple states, you may be concerned about which state labor laws apply to your business. This easy-to-use resource will generate side-by-side charts to compare state laws.

Performance Review Builder
Performance reviews are such an important tool for motivating employees and increasing their contributions to your business, but the process can be stressful. This tool generates performance appraisals based on an employee's occupation, which can be customized with ratings and comments to describe performance issues. The customizable action plan will then help the employee improve their performance, so they can achieve their true potential while at the same time contribute to the success of your business.

Sample Job Descriptions
A well-written job description is one of the main ways to connect qualified applicants to positions at your organization. Using sample job descriptions, you can effectively and accurately highlight an employment opportunity to potential candidates.

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