# Heartland

## How to Start your Employee Handbook

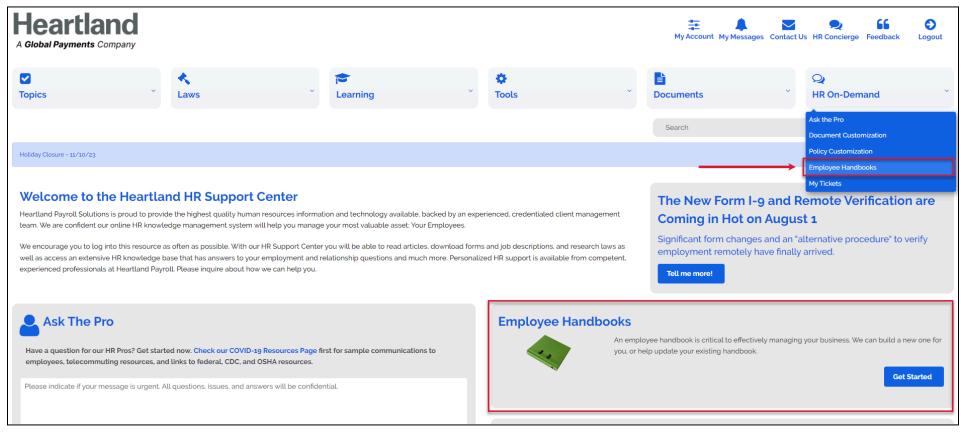


## **Create Your Customized Employee Handbook**

We recommend beginning the handbook creation process as soon as possible. With the Express Wizard, your handbook will be ready in as little as 30 minutes and with the Professional Wizard, your handbook will be ready within 3-5 business days.

### To begin:

- Log into your Payroll account; on the left menu, select HR Solutions → My HR Support.
- A new browser window will open and take you to the <u>HR Support Center</u>.
- In the main menu, select Get Started in the Employee Handbooks section, or hover over HR On-Demand and choose Employee Handbooks.



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Carefully read the descriptions for the handbook assistance we provide, and choose which option best meets your business needs. The Handbook Wizard will guide you through each section of the questionnaire. Be sure to provide an accurate employee count for all states in which your organization operates; this is crucial for your handbook to comply with all employment laws that may apply to your organization.

<b>Topics</b>	~	<ul> <li>Laws</li> </ul>	v	<b>►</b> Learning	~ <b>С</b>	iols ~	Document	s Ý	Q HR On-Demand	
Handbook November 6, 2023							Search		٩	
Step 1: InstructionsStep 2: BasicsStep 3: Policies & Practices			The appropriate employee policies for your handbook will often depend on your state and number of employees. So let's start by getting those basics answered. Please note that we'll use your responses to these two questions to create the structure for your custom handbook, so you won't be able to change them later. If you need to change your state or employee count later, you can always start a new handbook. Configure your state and employee count						This Handbook Type of Handbook: Express	
Complete each section to the best of your ability. Select the Next button to continue to the next section.		State Calife Next		-	Employee Count		View the type of handbook being created.	Need Help? Having trouble finding what you need? Chat live with your HR Concierge. We're here to help!		

## **Express Handbook**

- Complete our easy-to-use wizard and get your handbook in about 30 minutes. It does not contain consultation options and will be specific to a single state.
- Your completed handbook is delivered electronically in an editable Word document.

### **Professional Handbook**

- Complete our easy-to-use wizard with information about your company and up to three of your own policies to be reviewed and included in your brand-new handbook.
- Our Pros will create your new custom handbook in an editable Word document.
- A personal consultation can be scheduled to review your new handbook.

### Handbook Update Manager

- Understand when and how to update your handbook with our handbook tools.
- Review our real-time policy advisor for updates the Pros have made to handbook policies in all 50 states.
- Submit individual policies for review by the HR Pros.

Pror Professional handbooks, a ticket will be created under the HR On-Demand tab in My Tickets. You will receive status updates via email.

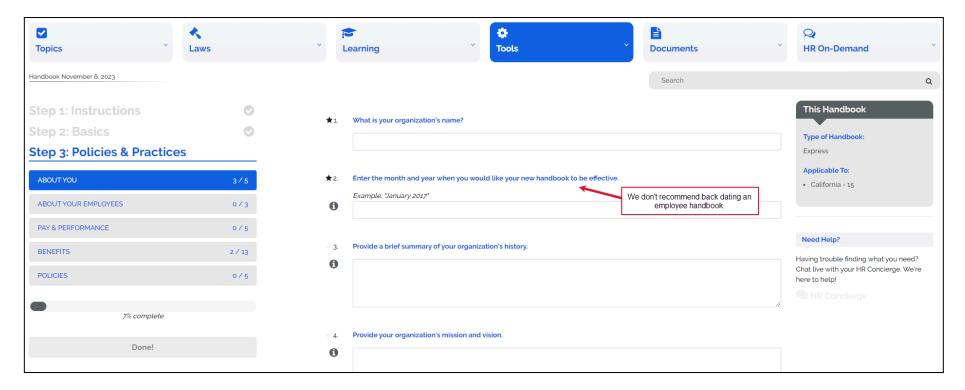


The second question once you click "Get Started" asks whether or not you would like to be able to schedule a 1:1 personal phone consultation with an HR Pro to review your handbook:

Topics Laws		ک Learning	↓ Tools	~	<b>Documents</b>	*	Q HR On-Demand
Handbook June 25, 2024					Search		٩
Holiday Closure - 7/4/24 & 7/5/24							×
Step 1: Instructions <u>Step 2: Basics</u> Step 3: Policies & Practices	we'll use your resp employee count la	tuse your responses to these two questions to create the structure for your custon loyee count later, you can always start a new handbook.  Configure your state and employee count State E Ohio Add State		Ind number of employees. So let's start by getting those basics answered. Please note that m handbook, so you won't be able to change them later. If you need to change your state or Employee Count Actions			This Handbook Type of Handbook: Professional Need Help? Having trouble finding what you need? Chat live with your HR Concierge. We're here to help! Charles of the finding what you need? Chat live We're here to help!
	Next						

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Then, you will want to answer all of the questions with stars next to them. Please read each question carefully. Your responses will affect the policies that appear in your handbook. You can select the information bubbles to the left of the questions for guidance if you're unsure how to respond. Once you complete the questionnaire, Express handbooks will be available within 30 minutes and Professional handbooks will be available within 3-5 business days. You'll find your completed handbook in the My Handbooks section (*My Account*  $\rightarrow$  *My Handbooks*). For Professional handbooks, if you opted for the 1:1 consultation, you will find a link to schedule that in your ticket (*HR On-Demand*  $\rightarrow$  *My Tickets*).



💡 For additional support with Employee Handbooks, use the Chat feature, Contact Us via email, or schedule a meeting with your HR Pro!