

ASAP

eHR – Online HR Support Center

Web Convenience

HR Compliance

Anytime, Anywhere

What's inside

Job Descriptions

Employee Handbook

HR Forms

Employment Laws

Email Alerts

Glossary of HR Terms

On Demand Help

Human Resources Information at your fingertips!

With ASAP's eHR, you can gain access to our web-based HR Support Center 24 hours a day, seven days a week. Obtain information and templates that are both downloadable and customizable.



Visit: www.asap.myhrsupportcenter.com

It's that easy!

Essentials Laws Knowledge Quick Guides Resources HR On-Demand My Account Administration

HR Support Center

HR Support Center

Our staff at ASAP Accounting & Payroll provides the highest quality payroll and human resource information and technology, backed by a dedicated and personal support team that has put the service back in the term "service bureau".

The information that is here will help you manage your most valuable asset: Your Employees. We encourage you to log into this site as often as possible.

In eHR you will be able to read Articles, download a handbook, forms and job descriptions, and research both Laws and a data base that has answers to your employment legal and relationship questions and much more.

The 3-Minute HR Audit

You now can take a quick audit of your companies HR policies and practices. The results of this 3-Minute Audit will identify areas of strength and note items of concern. The audit results will be stored for review and for comparison against future audits - you can take it as often as you like.

[Take the 3-Minute HR Audit now!](#)

HR Tip of the Month

Employee handbooks and job offers should include the appropriate state or federal at-will statement.

Click through the tabs at the top of the web-page to begin navigating through your support center. Or start by taking the **3 Minute HR Audit!**

Essentials

- **Employee Handbook**

Up-to-date and comprehensive, your #1 defense against employer liability. Download this Handbook and customize it for your company.

- **Policy Library**

Already have a handbook? Browse our extensive policy library to review and update your procedures.

- **Job Descriptions**

It is important to keep job descriptions on file for your employees. Browse our catalogue of over 200 job descriptions.

- **HR Forms**

Keep good records. Download and customize forms to make sure you are keeping good documentation.

- **Checklists**

Monitor important and relevant actions with customizable checklists.

- **Guides**

Helpful pointers and references in following procedures.

- **Letters**

Creating effective written communication that addresses an allegation, clarification, fact, obligation, plan, or other such HR-related decision is no longer difficult with these ready-made letters.

Laws

- eAlerts

Timely legal changes

- Federal

Searchable, easy access to Federal laws

- State

Searchable, easy access to Federal laws

Laws » State Laws

State Laws

Access easy-to-understand Federal laws summarized without the legalese. Click on the federal legal HR topics below.

Search Alabama

- Alabama
- Alaska
- Arizona
- Arkansas
- California
- Colorado
- Connecticut
- Delaware
- District of Columbia
- Florida
- Georgia

- Appearance and Grooming
- Arrest and Conviction Records
- At-Will Employment
- Breaks and Rest Periods
- Child Labor
- COBRA
- Day of Rest
- Domestic Partnership and Marriage
- Domestic Violence or Sexual Assault Leave
- Emergency Response Leave
- Employee Conduct and Work Rules

*Use the search bar to quickly find what you are looking for
OR select from the scroll through menus by state/law.*

Knowledge

- **HR Cast**

A monthly podcast from our HR Pros with helpful tips and best practice information.

- **Q&A Database**

Learn from frequently asked questions by managers like you.

- **Articles**

Best practice articles

- **News**

Employer-related news headlines

- **HR Glossary**

Easy-to-read definitions for common terms

Resources

- HR Posters, Training Videos, and more!

Resources » HR Poster Center

HR Poster Center

Every business is required by law to post the governing state and federal labor laws for its employees. An easy and cost-effective way to ensure compliance is to purchase and post employment law posters containing the necessary information for your state.

Through the online Poster Center, you have access to professional, laminated posters at a significant discount. To start an order, complete the form below. One of our representatives will contact you within 24 hours to collect your billing information, confirm your shipping address, and place your order. Orders take approximately 3-5 business days to process.

Federal Law



Full Color, 19" x 27".
Laminated for durability \$14.95

OSHA Safety



Full Color, 27" x 40".
Laminated for durability \$31.95

Combined Federal & State Law



Full Color, 28" x 39".
Laminated for durability \$26.95

*Note: Shipping charges are \$8.95 for the first 3 items, \$1 for each additional item. The tax and total charge will be calculated based on the shipping and billing address during final processing.

Quick Guides

- **Leave of Absence**

Understand the proper procedures in the event a key employee takes a leave of absence

- **Hiring**

Learn ways to determine whether or not to hire a job candidate

- **Performance Management**

Get information and tools to help you develop more productive employees

- **Termination**

Understand how to effectively manage the process of terminating an employee

ASAP

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Get started today!

Contact ASAP to obtain your login information.

E: asap@businessASAP.com P: 877-728-6777



**Already have a username, visit
www.asap.myhrsupportcenter.com**