



# ADP® HR411® Complete

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# HR411<sup>®</sup> Complete



A professional set of tools, resources and support to help you better manage your employees.

The ADP HR411 Complete package provides comprehensive HR services for your business. From HR education and live support to a wealth of powerful HR tools, ADP HR411 Complete provides the practical tools, resources and support you need to help you stay in compliance, keep up with HR best-practices and better manage your employees.

## HR SUPPORT, ADMINISTRATION AND COMPLIANCE

SAFEGUARD YOUR BUSINESS

**Employee Handbook Wizard** — Create a comprehensive, professional quality employee handbook based on federal employment law in just 15 minutes.

**Job Description Wizard** — Create customized job descriptions based on an extensive database.

**Advanced HR Toolkits** — Step-by-step guidance to help you complete and document advanced HR tasks, including everything from OSHA to FLSA.

**HR Forms & Documents** — Save time by obtaining your key HR forms from our central library of thousands of best-practice documents, checklists, forms, job descriptions and policies.

MANAGE DAY-TO-DAY

**HR HelpDesk** — Receive phone and e-mail access to a dedicated support team of HR professionals to help you navigate even your most complicated HR issues.

**Basic HR Toolkits** — Properly complete everyday HR tasks such as hiring and termination with step-by-step best-practice guidelines, essential forms and documents, and related policies.

**State and Federal Compliance Database** — Get information about ever-changing state and federal employment laws without the legal jargon, with plain English summaries of major regulations to help you stay on top of HR best-practices and compliance requirements.

**HR Compliance Updates** — Receive proactive e-mail alerts when laws change that may affect your company's policies, procedures or compliance requirements.

**Audit & Compliance Wizard** — Use an intuitive wizard to assess your company's HR practices in seven key HR areas, and gain access to resources to help shore up your weaknesses.

**Quick HR Answers** — Search a comprehensive database of commonly asked HR questions and get on-demand best-practice answers.

## HR INFORMATION AND EDUCATION

KEEP INFORMED

**State and Federal Resources** — Help meet your core state and federal documentation requirements with convenient access to key government forms and documents.

**HR Checkups** — Compare your current HR practices against standard HR best-practices to see how you measure up.

**Tip of the Week** — Receive practical how-to articles that provide best-practice information to complete your everyday employee management tasks.

**Quarterly Newsletter** — Timely, comprehensive articles focused on compliance requirements and getting the most out of your workforce.

**HR Dictionary** — Hundreds of must-know HR terms, definitions and abbreviations to clarify your HR tasks.

For more information contact: