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Magna Resource Center

One-click access to Human Resources information you need.

Magna Resource Center is like having your own HR research assistant available 24 hours, 7 days a week. **MagnaHR** has teamed up with CCH, Inc.* to offer you a comprehensive, Web-based reference source. The features, and related benefits, are extensive:

HR Library

Access over 3,500 pages of relevant and in-depth content through our Web-based and user-friendly interface.

U.S. Master Human Resources Guide

- Covers the entire body of knowledge of human resources management
- Includes the industry's most recent cases, government studies and legislation
- Provides a foundation for sound human resources practices

U.S. Master Employee Benefits Guide

- Discusses pertinent federal tax and labor laws regarding employee benefits plans
- Provides straightforward coverage of important employee benefits issues
- Offers helpful insights into the issues that confront HR and benefits professionals daily

U.S. Master Pension Plan Guide

- Provides everything you need to setup, maintain, revise or terminate a pension plan and resolve day-to-day concerns
- Includes comprehensive information on tax, reporting and disclosure, and legal rules affecting most types of employee benefits plans

U.S. Master Payroll Guide

Focuses on the basics of payroll, including:

- Federal withholding requirements
- Federal taxable payroll laws
- Federal records and returns
- Wages and hours
- Garnishment-assignments

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KnowledgePoint

This Business Power Toolkit will help you effectively manage your workforce AND give you the tools and forms you need to increase compliance and decrease the threat of employment-related lawsuits.

State-Specific Employee Handbooks

- Write a customized, legally sound employee handbook with step-by-step online instruction.

Job Descriptions

- Define a solid job description with this online application, which also generates a set of legally appropriate interview questions for each job description you create.

Performance Reviews — Employee Success Builder

- Write a legally defensible review for each employee with the help of this tool. It will help you address specific areas of concern and provide coaching ideas.

HR LegiState — Summaries and Analysis of State and Federal Law

- Maintain legal compliance with the most intuitive, easy-to-use legal search interface available anywhere.

Thousands of Forms and Checklists

- Utilize a full range of human resources “best practices” checklists and forms that can help you unify employee practices across your organization.

Practical Advice on HR Best Practices

- Gain support for handling critical issues in the areas of staffing, benefits and compensation, legal compliance, training and performance management, and safety.

Shared Learning

Cost-effectively train your workforce with specially designed Web-based training and development courses. It's your company's best defense against many types of employment-related lawsuits. Courses include:

Sexual Harassment Prevention Training for Managers/Supervisors and Employees

- The Supreme Court has held that employers can avoid liability for punitive damages by making good faith efforts to implement anti-discrimination programs. This program provides the most effective way to create a respectful workplace.

Workplace Violence Prevention Training Program

- Violence in the workplace can disrupt productivity long after the outbreak. Minimize the risk of violence *before* it happens with this important training program.

Interviewing and Hiring Training Program

- Maintain effective hiring practices and give your organization a competitive edge with informational hiring education.

Discipline Training for Managers and Supervisors

- Disciplining employees is a difficult, yet necessary reality for managers. This program can help you navigate legal requirements while following in line with your organization's policies and procedures.

Termination Training for Managers and Supervisors

- When you need to terminate an employee, this program will help you do it fairly and professionally. Learn how to reduce emotional reactions and possible overreactions and prevent employee dissatisfaction following termination.

E-Mail and Internet Use Training

- Because inappropriate e-mail messages can be construed as an act of harassment and discrimination, an e-mail/internet policy and training program are necessities to protect your organization from possible legal issues.

Discrimination and Harassment Prevention Training

- Federal law gives employees the right to work in an environment that is free from discrimination and harassment on the basis of race, religion, gender, national origin, age, disability or veteran status. Proper training indicates your organization's commitment to cultivating a nondiscriminatory workplace.

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