

# Web-based HR Library

*Now Staying in Compliance is Easier*

## HR Navigator, powered by BNA®

While running your organization, you come across tough HR business issues. HR Navigator helps managers in small and mid-sized private-sector companies save time and resources while ensuring their firm stays in compliance with this easy-to-use web-based tool.

### Start Here

This web portal is the place to start when looking for guidance on benefits and compensation; compliance issues; employee relations; performance and productivity; recruiting, selection, and staffing; and safety and health. The product also provides law summaries, ready-to-use model policies and forms, fast answers on hundreds of questions faced every day by HR practitioners, and news and trends.

The information is regularly updated, easily accessible with plain English searching by topic or document type, and can be browsed by document type or subject area.

### Trust the Industry Leader

HR Navigator is powered by BNA®. Since 1929, over 125,000 professionals across industries have been relying on the Bureau of National Affairs (BNA) for the market's most accurate, most current, most comprehensive HR policies, forms, laws and procedures.

**Featured Content - Save Time & Resources**  
*Fast Answers™* - a Web-based tool consisting of concise answers to hundreds of questions faced every day by HR practitioners.

*Research Chapters* - Provide exclusive editorial analyses, summaries, and guidance from BNA's team of lawyer-editors and outside specialists.

*Law Summaries* - See at a glance what your statutory and regulatory requirements are with easy-to-use summaries of state and federal labor and employment laws.

*Model HR Policies and Forms* - a collection of model policies and forms that you can review, download and modify for your own use.

*Latest News* - Check here regularly for the latest information on HR news and trends so you can keep up with this changing world.

*State Compliance Alert and Library Updates* - Get compliance, laws and policy updates delivered right to your email box. You can customize to state specific regulatory changes, or cover a broader area.

*HR Policy Handbook* - Easily compose your corporate handbook by accessing this guide. Print, email, download and customize HR policies and procedures with just a few clicks.

### Major Topics Covered:

- Benefits administration
- Communications
- Conduct and discipline
- EEO and nondiscrimination
- Employee services
- Health and welfare benefits
- Hiring
- HR administration
- Pay systems
- Payroll administration
- Productivity and performance
- Recordkeeping requirements
- Retirement and pension benefits
- Safety, security, and risk management
- Schedules and leave
- Termination
- Wage and hour law

### About BNA

The Bureau of National Affairs (BNA) is the foremost publisher of print and electronic news, analysis, and reference products, providing intensive coverage of legal and regulatory developments for decision makers in business and government. BNA produces more than 200 news and information services, including the highly respected Daily Report for Executives and Daily Tax Report.



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