



Tool guide



HR compliance, configured your way.

Built for busy HR professionals, HR Hero gives you the flexibility to tailor your compliance experience to the way your team works.

- ▶ Add Quick Links to frequently used systems and external platforms for faster access
- ▶ Create and share Collections by topic, state, or workflow to keep teams aligned
- ▶ Choose the notifications you want delivered directly to your inbox, so critical updates never get missed

Everything you need to stay informed, organized, and confident in your HR decisions—all at your fingertips.



Compliance tools

State Law Chart Builder

If your organization operates in multiple states or cities, our legal analysis makes it easy to compare requirements side-by-side and stay compliant. Find exactly what you need in a quick, easy-to-skim format.

- ▶ Search, compare, and save regulations for multiple states at once.
- ▶ Easily create and export an unlimited number of reports.

Quickly find regulations spanning a wide range of common HR topics.

Federal and State Topic Analysis

Stay compliant and mitigate legal risks with expert insights and analysis, cutting down manual research, increasing efficiency, and empowering informed decision-making.

- ▶ Side-by-side in-depth comparison of state and federal laws assisting in application of the requirements.
- ▶ Regular updates from employment law experts to keep you current with daily insights.
- ▶ User-friendly design so you can expand/collapse, bookmark, and print anything for easy reference.

Job Classification and FLSA Audit Tool

Ensure your Fair Labor Standards Act (FLSA) practices align with current wage and hour laws, minimizing the risk of costly litigation or Department of Labor (DOL) audits.

- ▶ Get detailed explanations and examples of jobs and tasks that tend to indicate exempt or nonexempt status, then easily save and print your reports.
- ▶ Build customized reports to identify the big-risk areas, tips to improve compliance, and suggestions to avoid costly litigation or a DOL audit.
- ▶ Get risk assessments based on compliance resources and insight from our employment law experts.
- ▶ Deep dives into wages and hours, disability and leave, and benefits topics.



HR Hotline

Stop searching online or elsewhere for outdated or unreliable information or paying attorneys or consultants to answer everyday questions.

- ▶ Receive personalized, expert responses within 1 to 3 days (typically 1 business day).
- ▶ Get actionable answers from legal experts tailored to your situation.

Notification Center

The Notification Center helps HR teams quickly identify updates that require attention, reducing the risk of missed policy changes and improving handbook maintenance workflows.

- ▶ Select which topics you want real-time notifications for
- ▶ Receive those by email and within the platform

Collections

Collections make it easy to group and access frequently referenced content by topic, state, workflow, or business need—helping teams work more efficiently and stay aligned.

- ▶ Create custom collections of HR resources, policies, and guidance
- ▶ Organize content by topic, jurisdiction, or workflow
- ▶ Share collections through direct links with internal stakeholders
- ▶ Keep frequently used resources easy to access from one location
- ▶ Reduce time spent searching for recurring compliance information



Workflow tools

Employee Handbook Builder

Keep policies updated with real-time notifications and an easy-to-use interface to safeguard against labor lawsuits.

- ▶ All policies are written by the top employment attorneys at Jackson Lewis LLP.
- ▶ Build a compliant single- or multistate handbook in a fraction of the time.
- ▶ Get automatic alerts when updates to applicable regulations require changes to your handbook.
- ▶ Customize your handbook(s) to include your company logo and colors.



Job Description Manager

Attract qualified, top talent with prewritten Equal Employment Opportunity Commission (EEOC)- and Americans with Disabilities Act (ADA)-compliant job descriptions that resonate with today's jobseekers.

- ▶ Access job descriptions from the DOL's O*NET online database and written by BLR's in-house legal experts.
- ▶ Easily share job descriptions with key stakeholders across your organization.
- ▶ Create unlimited reviewer groups specific to your organization's needs that you can use to get final approval quickly and easily.

Salary Finder

Take the guesswork out of compensation with reliable data to stay competitive and compliant in your pay practices. Easily identify trends, address pay gaps, and align compensation strategies.

- ▶ Quickly filter salary data by industry, company size, geographic area, and more.
- ▶ Search for specific job titles or browse our lists of popular job titles, and see their respective national average salaries.
- ▶ See the national breakdown of average salaries for the job titles you're searching for, or sort mean, 10th-, 25th-, 75th-, and 90th-percentile salary ranges.
- ▶ Access the Salary Adjustment Tool to determine the right salary ranges for job experience and performance.
- ▶ Use custom reports to save salary benchmarks and compensation surveys for easy updating and review.

Training Materials

Train on over 300 topics at any time with materials developed by employment law experts.

- ▶ Browse, download, and customize instructor-led training materials spanning training topics like sexual harassment, personal leave, hiring, and more!
- ▶ Export materials ad hoc or as a single zip file.
- ▶ Create themed collections to organize and share training and resources with other HR team members.

Timesavers and Resources

Improve efficiency and streamline compliance with access to a central hub of expert-curated HR templates, guidance documents, and actionable downloads.

- ▶ Access to downloadable resources, including forms, calculators, checklists, training presentations, and podcasts, on hundreds of HR topics.
- ▶ Ability to create collections of assets custom to your organization and its needs.
- ▶ Calculators for finding cost per hire, revenue per employee, FMLA intermittent leave tracker, and much more.
- ▶ Reference guides to help you better understand important HR topics like the FLSA, leave and disability, and benefits.





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