

HR.BLR.com

State HR Answers & Tools Online

User Guide



Please take a few moments to review this guide, which will help you get the most out of your valuable subscription.

Navigating

The screenshot shows the HR.BLR.com website interface. At the top, there is a navigation bar with links for HR, Safety, Compensation, Environmental, Training, Free White Papers, and more. The main header includes the HR.BLR.com logo, a search bar, and user account options. Below the header is a secondary navigation bar with tabs for Home, Library, Time Savers, Tools, Salary Center, Surveys, Training, Community, Find, My HR.BLR, and Help. The main content area is titled "HR and Employment Law Topics" and features a "Category" list on the left and a "Topic" list on the right. A "State" dropdown menu is set to "Connecticut", and a "Customize" dropdown is set to "Lock widgets". On the right side, there are several "HR Quick Links" sections: "Library" (Topics, A to Z HR Topic List, News, White Papers, State Comparison Charts, Resource Centers), "Tools" (Job Description Manager, Employee Newsletter Wizard, PowerPoints), "Time Savers" (Checklists, Sample Policies, and Forms, Job Description Examples, Calculators), "Salary Center" (Salary Finder), "Surveys" (All Surveys), and "Community" (HR Forums, HR Poll, HR Strange But True). A "Horizontal Tab Navigation" is visible at the bottom of the main content area, showing tabs for "National ADA Regs An Questions", "HR Forum", and "What's New". Red callout boxes with arrows point to various features: "Section Links" points to the Category list, "Quick Links" points to the HR Quick Links section, "Horizontal Tab Navigation" points to the bottom navigation tabs, "State Selection" points to the State dropdown, and "Widget Control" points to the Customize dropdown.

Navigating HR.BLR.com

Library

All the information you will ever need is presented in our customized, easy-to-use navigation system. Choose from any of our eight major categories, then select a topic from the A-Z Topics list. Finding the information you need has never been this simple. The HR.BLR.com Library is where you will also find all the latest News, White Papers, State Comparison Charts, and a listing of Resource Centers to keep you informed.

Time Savers

With the HR.BLR.com Time Savers, you can easily complete your tasks with ease. Our huge list of job descriptions will save you lots of time, not having to write them yourself. Also included to make your job easier are a complete list of Forms, Handouts, PowerPoint® Presentations, Quizzes, Sample Policies, and Training Exercises.

Customizable Home Page

Drag and drop "widgets" on the home page to arrange the order and placement of the features and columns that work for you. You can even add quick access to your saved documents and folders right on the home page. Add, delete, and then lock in your preferences, and HR.BLR.com will remember them every time you log in to the site.

Community

When you have a question about a subject, ask your peers and you will get thoughtful answers from people who face the same challenges you do.

Salary Center

Find reliable, user-friendly salary data on more than 2,400 jobs. With our easy-to-use Salary Finder you can get detailed salary information for a specific job and your personal demographic profiles based on company size, industry, sub-industry, and state and metropolitan area. You can save, print, or even download your personalized results. You can also save jobs you access regularly in your personal jobs library and organize them for quick reference.

Tools

Our Tools will be invaluable to help you get your work done. Our library of Calculators will help you with those complicated metrics. Custom newsletters have never been as easy to produce as with our Newsletter Wizard, designed to create valuable and relevant newsletters in a snap. Our Job Description Manager allows you to select from thousands of prewritten, standardized job descriptions; modify them and save them in your personal job description library.

Searching

Locating the answer to your question or searching for information has never been simpler with our easy-to-use Search and Find functions. HR FAQs allows you to query to find answers to previously asked questions or to drill down by topic. With our Ask the Experts feature you can e-mail questions to our HR attorneys and quickly receive answers. Our Quick Search and Advanced Search features will find the information you are looking for throughout HR.BLR.com in an instant.

Inside HR.BLR.com

You will find all the tools you need to get the job done.

Training

Find everything you need to conduct employee or manager training on dozens of important workplace topics. Training presentations are ready to use—just download and go! Here you will find PowerPoint Training Presentations, Audio Training Presentations, and Training Resources such as certificates and sign-up sheets at your fingertips.

My HR.BLR

This is where you will find all of the documents you bookmark all over the site, making it easy and saving you time by having one place where you can quickly access everything that is important to you.



Special Features

Newsletter Wizard

Pull articles from HR.BLR.com into your customized document. This tool makes it extremely easy to create customized materials to communicate with your employees, supervisors, and managers.

Side-by-Side State and National Analysis

When you select a topic, state and national data are displayed side by side on the same page, making the relationship between state and national much clearer and easier to understand and follow.

Job Description Manager

Select the job from our list of 2,000 jobs. In one click, produce a standardized job description that includes the most relevant tasks, behaviors, and physical requirements for that job. Then add, edit, delete, and reorganize as necessary. Save it on HR.BLR.com in your personal library of job descriptions.

Bookmarks

Save bookmarks to pages you use frequently for instant access later. Quickly access your bookmarks on the My Documents page, or add the My Folders feature for instant access right from the home page.

Notes

Write digital notes on your screen while you are working, attached to your favorite pages or documents. Print your notes or organize them in your personal folders for quick access later from the My.HR.BLR tab, using the new My Documents page or My Folders section on the home page.

Features

The collage displays several key features of the HR.BLR.com website:

- Newsletter Wizard:** A tool for creating customized newsletters, showing a list of preconfigured newsletters with columns for Name and DatePublished.
- HR and Employment Law Topics:** A section for exploring legal topics, with a sidebar for Categories and a main area for Topics. It includes a 'State' dropdown menu and a 'Go' button.
- Job Description Manager:** A tool for creating standardized job descriptions, featuring a search bar and a 'Create a New Job Description' button.
- My Documents:** A personal library of saved documents, showing a list of documents with columns for Title, Type, Date, and User.

Getting Started

Getting Started

Logging on?

If you applied for Membership online, you will be logged on automatically. The top right of the page will say, "You are logged in as (your user name)." Normally you will not have to log on again if you continue to use the same computer.

Different computer?

To access your Membership from a different computer, enter your user name and password using the "Login" link found at the top right of every page.

Forgot your password?

Click the Login link on the top of almost any page. There you'll find a "Forgot your password" link where you can enter your user name and receive your Password via e-mail. If you don't remember your user name, this link will give you an e-mail form you can send to us for help.

Customer Service

My Account lets you update all your account information, including e-mail address and password. You can find the My Account link at the very top right of any page on the site. If you experience any problems or have a question, e-mail Service@blr.com or call our customer service line at 800-727-5257. We promise we'll get back to you with a helpful answer.

My User Name is: _____

My Password is: _____

Need to change your e-mail address, credit card information, or password? Just go to My Account on the top right of any page on HR.BLR.com.

Multiple Memberships

Your associates can be added to your Membership at a big discount. Call 800-454-0404 for details.

Our Guarantee

If you are not 100% satisfied with your purchase, just let us know within 90 days and we will return your money—no questions asked.



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