



# Comply

*Relax with HR guidance and information at your fingertips*

HR professionals like you are busy enough without having to worry about where to find HR consulting or compliance advice. ADP delivers all the HR information you need and gives you a direct line to HR subject-matter experts.

## **Online Resource Library**

Now there's a convenient, timesaving alternative to spinning your wheels in what can often be fruitless Internet searches. ADP's Online Resource Library delivers reliable, up-to-date information and materials to help keep your HR and employment processes fully compliant. And, it gathers all this data in one place so you can easily browse for the information you need.

The types of information you will find as a subscriber to our Online Resource Library include:

- Compliance forms
- Employment law summaries
- Hiring guides
- Sample employee handbooks
- Human resource articles
- Offer/rejection letters
- Process documents
- Sample policies
- White papers

## **KnowledgeLink HR Help Desk**

ADP's KnowledgeLink HR Help Desk doesn't just provide accurate, timely answers to your HR questions. We also provide a measure of protection for your organization by helping you comply with current employment regulations. The HR Help Desk gives you the confidence to make justifiable decisions based on facts and best practices.

## **Adverse Action**

When you decide not to hire applicants based in whole or in part on background screening results, the Fair Credit Reporting Act (FCRA) requires you to notify applicants so they have the chance to correct any inaccuracies. As you may know, this process can be difficult and time consuming. In addition, if Adverse Action isn't conducted properly, it could leave your organization open to litigation. Take the hassle and worry out of this process by turning over your applicant correspondence responsibilities to our compliance specialists.

