



EMPLOYMENT TODAY

HR SOLUTIONS

NEED AN ANSWER TO A BURNING HR QUESTION?

HR Partner a comprehensive compliance and best practice tool which puts the law in context and provides guidance on dealing with employment situations. This plain English resource includes sample forms and checklists, plus guidance on legal obligations with case examples. With HR Partner, you can efficiently and effectively find the solution to almost any HR question.

HR Partner is an extensive online reference of ten modules regularly updated with the latest developments in employment legislation and case law.

HR Partner contains:

- Hiring Employees
- Drafting Staff Handbooks
- Managing Performance
- Payroll and Compliance
- HR Forms
- Health, Safety and ACC
- Protecting Employees
- Training Programmes
- Exiting Employees
- HR-Related Legislation

Pricing starts from \$300 + GST per year.

For more information or to purchase
email: hrsolutions@thomsonreuters.com



THOMSON REUTERS

EMPLOYMENT TODAY

HR SOLUTIONS

NEED AN ANSWER TO A BURNING HR QUESTION?

Hiring Employees

Hiring Employees covers the recruitment process, from interviewing to induction of new employees, and includes checklists, sample documents and position descriptions.

Drafting Staff Handbooks

Drafting Staff Handbooks includes a sample handbook and hundreds of sample policies on a wide range of topics.

Managing Performance

Managing Performance focuses on setting performance goals, appraisals, managing poor performance and performance-related pay systems. Includes sample documents and case studies.

Payroll and Compliance

Payroll and Compliance provides legal and practical commentary with worked examples of how to calculate pay, and covers compliance information on employment issues, such as employment agreements, hours of work, KiwiSaver obligations, taxation (as it relates to payroll), termination and leave.

HR Forms

HR Forms contains helpful commentary and a wide selection of sample letters, checklists, and forms that will assist with achieving procedural compliance from recruitment to exit.

Health, Safety and ACC

Legal and practical information on occupational health and safety and New Zealand's accident compensation scheme, including detailed guidance and checklists for audits and a chapter on hazard management with guidance on specific hazards.

Protecting Employees

Commentary on best practice, along with sample policies and forms to maintain a harassment-free workplace, when considering EEO, human rights and privacy legislation.

Training Programmes

This module assists with assessing training needs, designing and implementing programmes, and evaluating training, and includes sample training policies.

Exiting Employees

Exiting Employees contains the essentials of resolving employment problems, how to navigate the disciplinary process, personal grievances, and ending the employment relationship. Exiting Employees also includes cases, checklists and sample documents.

Human Resources Related Legislation

Essential human resources related legislation comprising the Employment Relations Act 2000, Health and Safety in Employment Act 1992, Holidays Act 2003, KiwiSaver Act 2006, Minimum Wage Act 1983, Parental Leave and Employment Protection Act 1987, Wages Protection Act 1983 and others.

Visit www.employmenttoday.co.nz



THOMSON REUTERS