

# Policies Now®

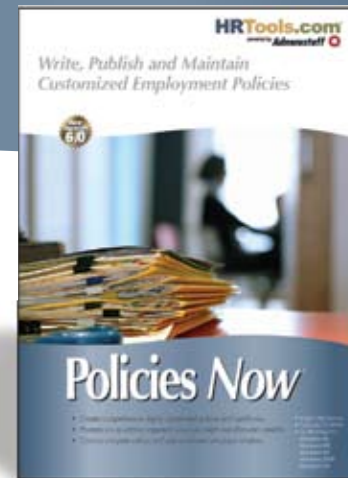
## Communicate your organization's culture and values.

Employment policies have traditionally served a single purpose – to ensure legal compliance. However, in today's progressive business environment, they also need to clearly communicate expectations and provide guidance to help managers and employees succeed.

With Policies Now, you'll be prompted to address these and other important issues you might not have

otherwise thought to consider. Policies Now can give your organization the competitive edge in recruiting and retention initiatives.

Whether your organization is large or small, Policies Now can help you achieve the kind of professional results you would expect from high-priced attorneys or consultants – but with a lot less time, effort and money.



"I praised a client for the accuracy, readability and tone of their handbook. I learned they used Policies Now and I've been recommending it ever since."

**David E. Nagle**  
Attorney

Formatting and word processing capabilities.

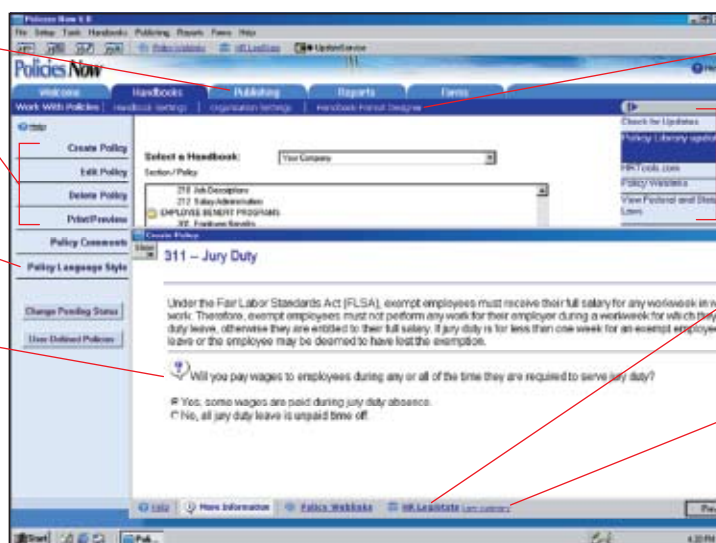
Create policies covering hundreds of important issues and maintain up to six different policy handbooks.

Choose from three language styles: formal, informal and English.

Easy-to-use Q&A wizard ensures all pertinent information is considered.

Policies Now is licensed for use by a single organization.

A multiple-organization expanded license is available.



Select from three HTML and eight print designs to achieve the image and style you want.

Policy information, product updates, online tools and other resources are available in Policies Now.

Access up-to-date federal and state-level employment law information with the click of a button.

Policy-specific information is available when you need it.

May require additional paid subscription.

### Write Policies for You

- Easy-to-use wizard delivers professional results.
- Q&A process customizes policies and prompts you to consider important issues you might otherwise overlook.
- Three language styles to choose from: formal, informal and English.
- Built-in word processing and formatting capabilities.
- Spell checker and thesaurus.
- HR Forms Portfolio provides customizable personnel forms, letters, agreements, memos and checklists.

### Publishes With Ease

- Automatically creates table of contents and builds an index.
- Offers 11 different design styles to support Web and print publication.
- Supports the use of pictures, graphs and tables.

### Maintains Your Policies

- Maintain up to six different policy handbooks to accommodate the needs of different employee groups.
- Record and track policy revisions.
- Distribute single policies or entire handbooks by e-mail.
- Access Web links, news and information to help you keep policies current.

### Protects Your Organization

- Complete selection of policies covering hundreds of important issues.
- Built-in human resources (HR) advice.

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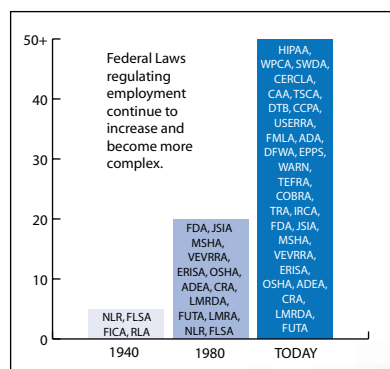
## Create a useful and valuable employee handbook.

Transform your company handbook into a well-used source of valuable information. Policies Now ensures your handbook reflects your organization's culture and values, gives employees useful information and helps attract the kind of employees you need to succeed.

Providing thorough coverage of critical employment law and compliance issues, Policies Now also communicates expectations, provides

guidance and addresses non-traditional topics, like flexibility, personal empowerment and enrichment opportunities that give you an edge when competing for top talent.

Whether your organizational style is straight-laced, tongue-in-cheek or needs to accommodate a workforce not proficient in English, you'll be able to communicate who you are and what you expect in a way that lets employees know they are valued.



The number of employment laws created has increased 700 percent over the last 50 years, but the best tool for ensuring legal compliance is still your policy handbook. Policies Now combines built-in HR and legal knowledge with easy access to federal and state-level employment law information\* and maintains up to six different handbooks.

\*Requires additional subscription



### Choose from Three Language Styles

- Formal
- Informal
- English

Convey your organization's sense of style by choosing from three language styles and eleven graphic styles. You can publish your handbooks on your intranet or in print. Add pictures, graphs and tables to make handbooks more interesting.



Flexibility and professional results are the trademarks of a Policies Now handbook. Use the formatting tools to select the style you prefer, customize the language and choose from a variety of publication and routing options.

**System requirements:** Pentium-based computer with minimum 32 MB RAM for Windows® 95 and 98 and 64 MB RAM for Windows ME, NT and 2000. At least 30 MB hard disk space, CD ROM drive (4x or higher) and Internet Explorer 5.01, Service Pak 1 or higher.

### Satisfaction guaranteed.

When you purchase products directly from Administaff, you have 60 days to try them risk-free. If you aren't completely satisfied, simply return the software and you will be refunded the full purchase price.

### Single-user version.

HRTools.com is a virtual human resources (HR) center providing access to high performance HR products, services and solutions.

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### Discover Administaff's Suite of Powerful Employer Resources.



**Ultimate Employer®** — Harness the power of your people with Administaff's entire suite of HR Tools, including Policies Now, Performance Now, Descriptions Now and People Manager.

**Policies Now®** — Create, customized employment policies and employee handbooks quickly and easily.

**Performance Now®** — Write effective performance reviews and track the goals and accomplishments of employees.

**People Manager®** — Maintain accurate records, manage crucial personnel tasks and handle HR issues with confidence.

**Descriptions Now®** — Develop, ADA-compliant job descriptions, interview questions and job ads in minutes that attract better candidates.

