



Exclusive training sessions on the HR topics you care about most



## The Training On-Demand Difference: 3 Key Advantages for Your Business

As business owners and managers, it's important for you to stay on top of the latest HR issues and trends. Our exclusive Training On-Demand modules are an easy, convenient way to learn about the HR issues facing your organization. Consider these advantages:

**1** Our trainings are built in-house by the same HR Pros who answer your questions — not purchased through a third party

**2** They're kept up-to-date by our Pros, so the content stays timely and accurate, with new trainings added monthly

**3** They're included with the Payentry HR Support Center — no extra charges or fees

## Current Training On-Demand Modules



### Business Skills

- » Conflict Management
- » Effective Management
- » Effective Meetings
- » The HR/Strategy Connection



### Employee and Workplace Administration

- » Classifying Employees
- » Devising Workplace Dress Codes
- » Emergency and Disaster Preparedness
- » Employee Handbooks
- » I-9 Compliance Basics
- » Mid-Year Hot Topics
- » New Year Hot Topics
- » OSHA Recordkeeping and Administration
- » The Importance of HR Metrics
- » Workplace Safety



### Employee Relations and Employee Management

- » Conducting Workplace Investigations
- » Diversity in the Workplace: Sexual Orientation and Gender Identity
- » Fostering Diversity in the Workplace
- » How to Create a Training Program
- » Meet the Millennials
- » Multi-Generational Workplaces
- » Navigating Social Media in Employment
- » How to Conduct a Performance Review
- » Progressive Discipline
- » Religious Accommodation
- » Retention: Keeping Your Best and Your Brightest
- » Workplace Coaching
- » Workplace Harassment

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## Current Training On-Demand Modules (continued)

### **Health Care Reform**

- » As a Small Employer, How Can We Take Advantage of the ACA?
- » HCR/ACA: Employer Mandate Reporting
- » HCR: Variable Hour Employees
- » Health Care Reform: Large Employers
- » Health Care Reform: Small Employers
- » Health Care Reform: The Employer Mandate
- » HIPAA Privacy Overview
- » Mid-Year 2014 Health Care Reform Update

### **Hiring**

- » Background Check Checkup
- » Interviewing Compliance
- » New Employee Onboarding
- » The Importance of Onboarding
- » Writing Job Descriptions

### **State Specific**

- » California Sick Leave
- » California Wage and Hour Laws
- » Hiring and Termination in California
- » Introduction to California Leaves

### **Terminations and Layoffs**

- » Basics of Keeping Your State Unemployment Insurance (SUI) Low
- » How to Conduct a Reduction in Force
- » Severance Agreements
- » Termination the Right Way
- » Unemployment 101

### **Wage and Hour, Benefits, Leaves and Employee Rights**

- » Attendance Management
- » Bonuses
- » Complex Wage & Hour Calculation: Piece-Rates, Multiple Pay Rates, and Non-Discretionary Pay
- » Complying With the Americans With Disabilities Act and Amendments
- » Creating a Leave Policy
- » Flexible Workplace Benefits
- » FMLA Basics
- » HIPAA Privacy Overview
- » Paying Exempt Employees
- » The National Labor Relations Act for Non-Union Employers
- » Understanding the Fair Labor Standards Act
- » Vacation vs. PTO
- » What Every Employer Needs to Know About Workers' Compensation

## About Our HR Pros

All of our Pros hold certifications of PHR or higher from the HR Certification Institute — and they average 10 years' experience in HR business consulting.

Each Training On-Demand module is developed in-house by our HR Pros, giving you access to HR expertise and training you can't get anywhere else.

## Learn More About Training On-Demand

For more information on Training On-Demand and how it can benefit your business, contact:

[www.payentry.com](http://www.payentry.com)



**Payentry**  
HR Answers