Willis Towers Watson

User Guide

Your go-to resource
Tools and Resources for the HR Professional

We're happy you're here

Search Willis Towers Watson, powered by BLR® (Business and Learning Resources), is a cloud-based human resources compliance solution that provides HR professionals tools to work, train, and stay compliant with governing employment laws and regulations.

This guide will help you get the most out of your subscription. It's designed to give you a firm foundation for how to use Search Willis Towers Watson and provides answers to many of the common questions you might have.

Table of Contents

Logging In

1. Go to SearchWTW.com .
2. Enter your username and password, and click Login.
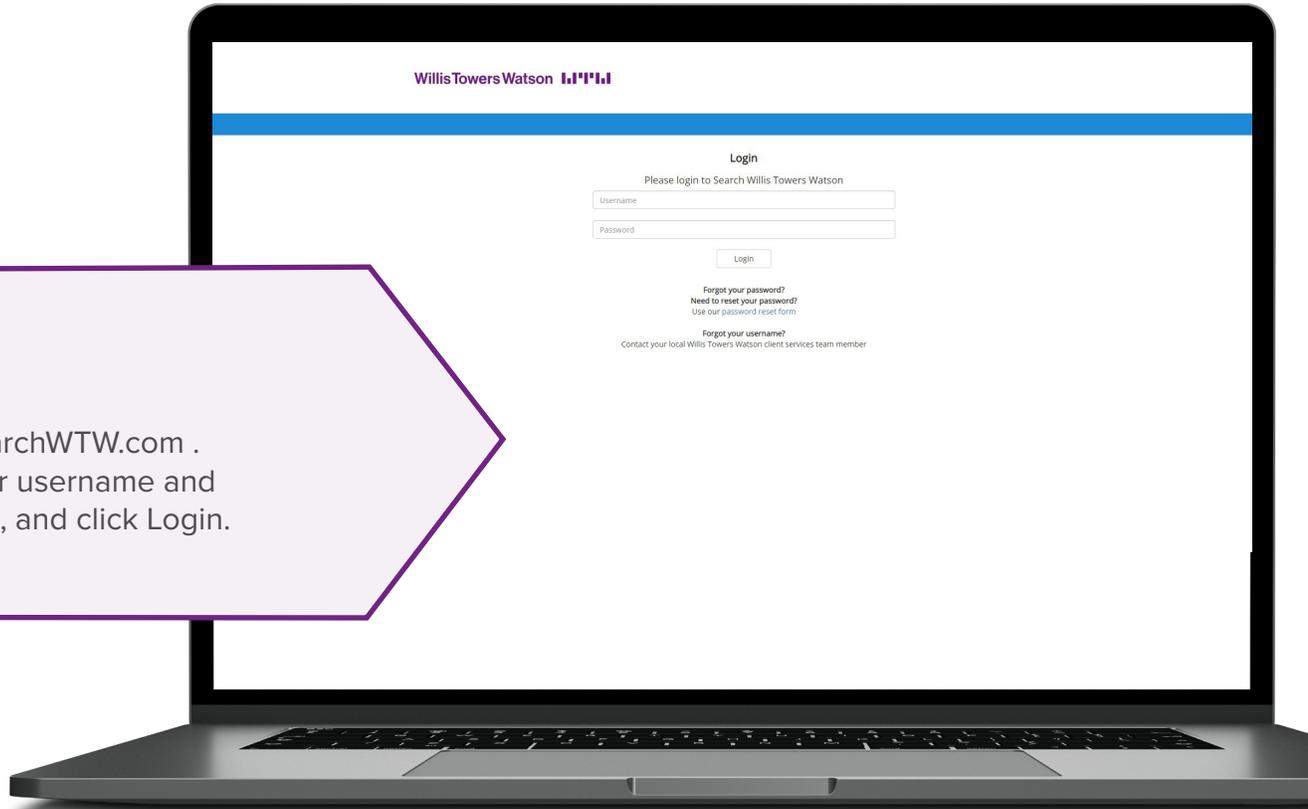
Dashboard

The first page you'll see once you're logged in is the Dashboard. On your Dashboard are the primary widgets included with your subscription. These widgets link directly to the tool or resource.

Along with the widgets, you will also find a section showing the **Latest News** and **New Training Sessions.**

Bookmarks

Creating bookmarks allows you to easily navigate back to the information that is most useful and most frequently used by you and your team. When an update is made to a document, you don't need to run another search query. Your bookmarked documents will update to the newest version automatically.
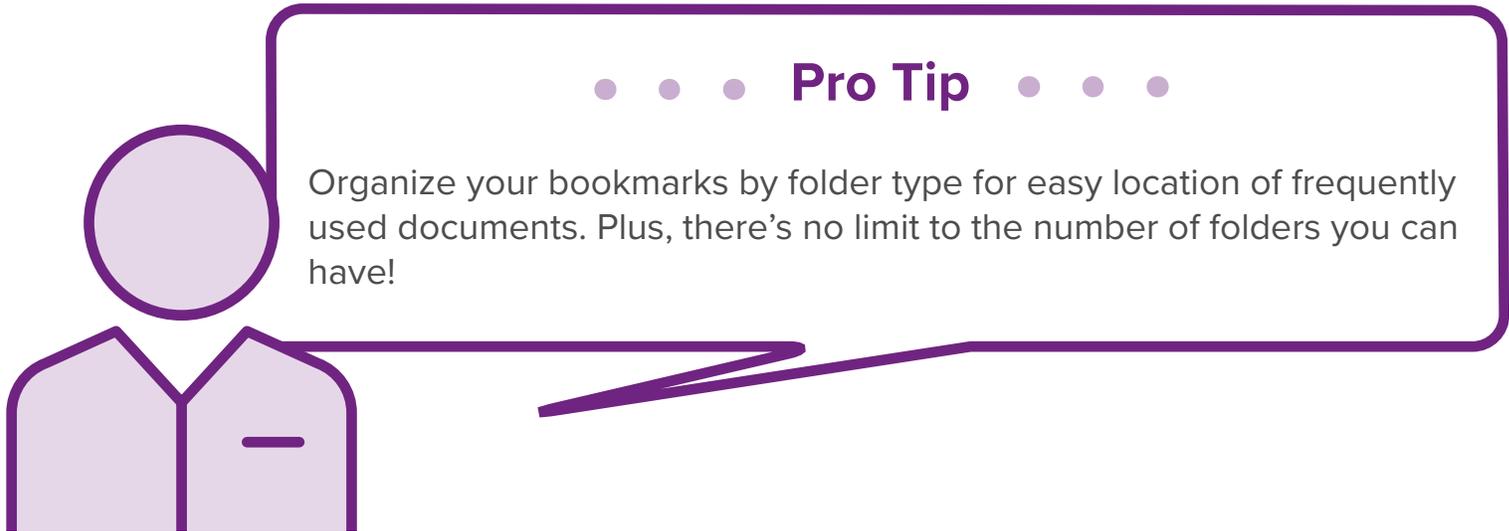
• • • Pro Tip • • •

Organize your bookmarks by folder type for easy location of frequently used documents. Plus, there's no limit to the number of folders you can have!

How to bookmark content

Once you've found the content you need, click on the Bookmark button. You'll find this button below the content title, next to a news article title, and at the top of the Federal and State Topic Analysis page. A pop-up will appear, allowing you to create a unique bookmark title. Either add the content to a folder you previously created by simply clicking one or more of the available folders or leave the folder field blank, placing the file in a system-generated Default folder.

Within **My Bookmarks,** you can create a new folder by clicking the New Folder button, entering a name in the field provided, and clicking Save. You are also able to manage your bookmarks by clicking Manage. When managing your bookmarks, you will be able to delete, change the title, and/or change the folder the bookmark is currently in.

My Bookmarks

📂 My Bookmarks >

Folders			Type	Topic	Title	Last Saved	Manage
My Bookmarks		All	Quizzes	Healthcare Insurance	Affordable Care Act (Quiz)	7/14/2020	Manage
Bookmarks edit		6	PowerPoints	Safety and Health	All About Nutrition	12/15/2020	Manage
Checklists edit		1	Checklists	Bonus Payments	Bonuses Checklist	8/11/2020	Manage
Training Materials edit		1	Checklists	Compensation Administration	Compensation Administration Checklist	8/11/2020	Manage
			Podcasts	Safety and Health	HR Works COVID-19 Update: Can Employers Mandate COVID-19 Vaccines?	1/11/2021	Manage
New Folder ➕			Analysis	Maternity and Pregnancy	MD Maternity and Pregnancy	7/27/2020	Manage
			Analysis	Exempt Personnel	National Administrative Exemption	7/27/2020	Manage
			Calculators	Turnover	Turnover Rate Calculator for 2017	1/15/2021	Manage

Located at the top of the page, Search serves as a key entry point, providing a comprehensive list of information related to your search term. Just enter a keyword and either click Enter on your keyboard or click the magnifying glass to the right of the keyword field. The Search feature allows for multiple keywords at once to further narrow your results.
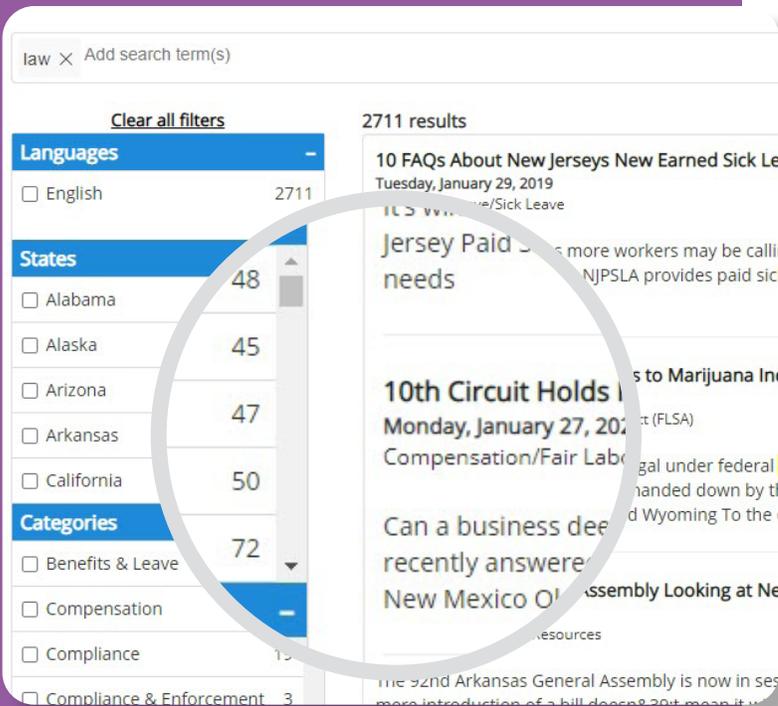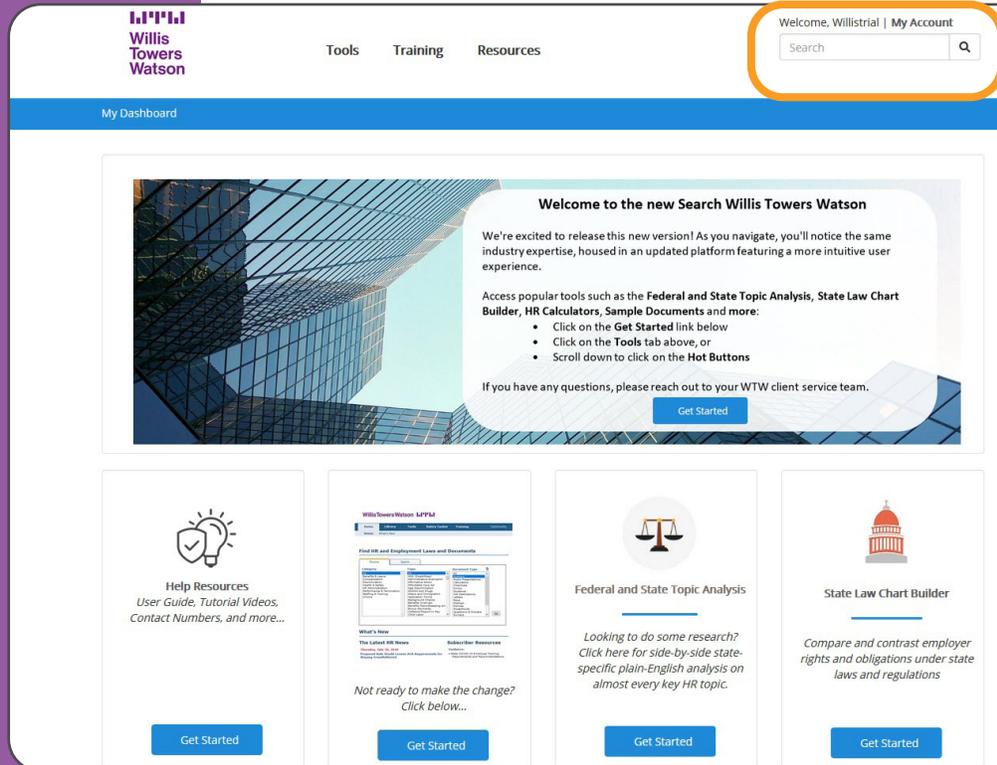
Pro Tip

Refine your search results with additional keywords or by using the following filters: Languages, States, Categories, Topics, and/or Doc Types.

Search Willis Towers Watson features powerful workflow and compliance tools. Keep reading for a comprehensive, step-by-step guide on each tool.

State Law Chart Builder

Compare and contrast employer rights and obligations under state laws and regulations

Job Classification & FLSA Audit

Classify your jobs and help your organization comply with wage and hour regulations

Job Description Manager

Select from thousands of prewritten, standardized job descriptions; modify them and save them in your personal job description library

State Law Chart Builder

Choose an employee management issue from a menu of over 75 topics, like medical leave certifications, same-sex benefits, or social media privacy. Then choose the state(s) in which you have employees. State Comparisons contain a summary of regulations, laws, and guidelines in each state.

State Law Chart Builder

Compare and contrast employer rights and obligations under state laws and regulations

Get Started

State Law Chart Builder How-To:

1. Once logged into your account, click on the "Get Started" button under the State Law Chart Builder widget.
2. Start by checking off which topics you would like to include in your chart. You can expand the topic by clicking the + button.
3. Once you've chosen the topics you want to compare, select the states you want to include by clicking directly on the map.

State Law Chart Builder

50 Employment Laws in Canada

1 Edit Topics >   2 Select States >   3 View Results

Current Title: **New Chart**   My Charts   New Chart

Select All   Add Federal   Clear All

Midwest
Illinois
Indiana
Iowa
Kansas
Minnesota
Michigan
Missouri
Nebraska
North Dakota
Ohio
South Dakota
Wisconsin

West
Alaska
Arizona
California
Colorado
Hawaii
Idaho
Montana
Nevada
New Mexico
Oregon
Utah
Washington
Wyoming

Northeast
Connecticut
Maine
Massachusetts
New Hampshire
New Jersey
New York
Pennsylvania
Rhode Island
Vermont

South
Alabama
Arkansas
District of Columbia
Delaware
Florida
Georgia
Kentucky
Louisiana
Maryland
Mississippi
North Carolina
Oklahoma
South Carolina
Tennessee
Texas
Virginia

4. Once you've selected your states, click on "View Results," and you'll see your chart generated there.

Note: *You can easily save your chart by clicking the green "Save" or "Save As" button in the top toolbar, or click on 'My Charts' to view, copy, delete, or download previously created charts in PDF format.*

State Law Chart Builder

50 Employment Laws in Canada

| ❶ Edit Topics ❯ | ❷ Edit States ❯ | ❸ View Results | | Current Title: **New Chart** | Save | Save As | My Charts | New Chart |

❮   Chart Display Options: State ▾ Page: 1 of 1   ❯

New Chart

US	MT	NY	TX
Leave > Maternity Leave and Benefits			

Does your state have laws regarding pregnant employees that go beyond federal law?

US

Discrimination
The Pregnancy Discrimination Act (PDA) protects the pregnant employee from discriminatory actions that are based on her pregnant status. It applies to employers with 15 or more employees. In addition, the Family and Medical Leave Act (FMLA) protects the leave rights of pregnant employees and applies if there are 50 or more employees in the workplace. Some pregnant employees may be eligible for protection under the Americans with Disabilities Act (ADA). Healthcare insurance and other provisions apply to the pregnant employee as they do to any other employee with a temporary disability.

Many states have family and medical leave laws similar to the federal PDA, FMLA, and ADA. Employers covered by these laws should follow the state or federal laws' requirements that are most generous to the employee. If the employer's own disability/pregnancy leave policy is more generous, the policy should be followed.

MT

Discrimination
Prohibits employment practices that discriminate on the basis of sex.
For public employees, an employer may not refuse to hire or discharge employee who expresses milk in the workplace, unless based on a bona fide occupational qualification. Public employers must have a written policy supporting women who want to continue breastfeeding after returning from maternity leave.
Citation: Mont. Code Ann.
§§ 39-2-215, 49-2-101 *et seq.*,
49-2-310, 311; Mont. Admin. R.
24.9.1201.

Leave
An employee may request leave for a pregnancy-related disability that occurs before the birth of a child as long as it is approved by the employer. A pregnancy-related disability includes any condition certified by a medical doctor as disabling, whether the condition arises as a result of the normal course of pregnancy or where an abnormal medical condition occurs.
Citation: Mont. Code Ann.
§§ 49-2-101 *et seq.*, 49-2-310, 311; Mont. Admin. R. 24.9.1201.

Benefits
Unlawful for an employer to terminate a woman because of her pregnancy, to refuse to grant to the pregnant employee a reasonable leave of absence, or to deny the employee any compensation to which she is entitled as a result of accumulation of disability or leave benefits. After the employee returns, she must be reinstated to her original position or to an equivalent job with equivalent pay and accumulated seniority, retirement, fringe benefits, and other service credits.
Citation: Mont. Code Ann.
§§ 49-2-101 *et seq.*, 49-2-310, 311; Mont. Admin. R. 24.9.1201.

Other
Employers may require that an alleged disability be verified by certification.
Citation: Mont. Code Ann.
§§ 49-2-101 *et seq.*, 49-2-310, 311;
Mont. Admin. R. 24.9.1205.

Covered employers
All public and private employers, regardless of size, employment agencies, and labor organizations are subject to the Montana Maternity Leave Act.
Public employers are subject to the breastfeeding statutes.

NY

Discrimination
Prohibits employment practices that discriminate on the basis of sex and sexual orientation. Discrimination based on sex has been interpreted to include discrimination because of pregnancy.
Employers are prohibited from discriminating against an employee who chooses to express milk in the workplace.
Employers must provide reasonable accommodations to employees with pregnancy-related conditions, unless doing so would create an undue hardship. Under the law, effective January 19, 2016, pregnancy-related conditions are to be treated as temporary disabilities. The employee must provide medical or other information necessary to verify the existence of the pregnancy-related condition or necessary to document the need for accommodation. Employers must keep such medical information confidential.
Citation: NY Exec. Law § 290 *et seq.*, § 292; NY Civ. Rights Law § 79-e.
New York City. The New York City Human Rights Law (NYCHRL) has been interpreted by the courts to prohibit discrimination based on pregnancy and related conditions as gender-based discrimination. Employers must provide a reasonable accommodation to an employee based on her needs related to pregnancy, childbirth, or a related medical condition. No finding of pregnancy-related disability is required to trigger the employer's responsibility to provide reasonable accommodation. Reasonable accommodations may include "bathroom breaks, leave for a period of disability arising from childbirth, breaks to facilitate increased water intake, periodic rest for those who stand for long periods of time, and assistance with manual labor, among other things."

A "reasonable" accommodation is one that can be made without an undue hardship to the employer (i.e., taking the nature and cost of the accommodation into consideration, along with the employer's financial resources and limitations of the physical location into consideration). Failure to comply with the law may result in including punitive damages and attorneys' fees under the expansive penalty provisions of the existing NYCHRL.

All covered employers must provide a copy of the written notice to new employees at the start of employment. The notice is available (in English and several other languages) on the New York City government's website at http://www.nyc.gov. Posting of the notice is encouraged, but not required.

Leave
Effective January 2016, employers with 4 or more employees are required to provide reasonable accommodation to employees with pregnancy-related conditions, including modified work schedules. Pregnancy-related conditions are treated as temporary disabilities under the law.
Citation: NY Exec. Law § 292.

TX

Discrimination
Same as federal law.

Leave
Same as federal law.

Benefits
Same as federal law.

Other
Same as federal law.

Covered employers
Employers with 15 or more employees.

Pro Tip

To guarantee you have the latest content in a saved chart, make sure to download the PDF as needed.

Job Classification & FLSA Audit

Updated in real time to reflect current laws and regulations, allowing you and your team to develop an exclusive risk assessment based on award-winning compliance resources and insight from leading legal experts. Leverage the classification tool to get an exemption-by-exemption analysis of an employee or a job.

Job Classification & FLSA Audit How-To:

1. From the main menu, click on "Get Started" under **Job Classification & FLSA Audit.**
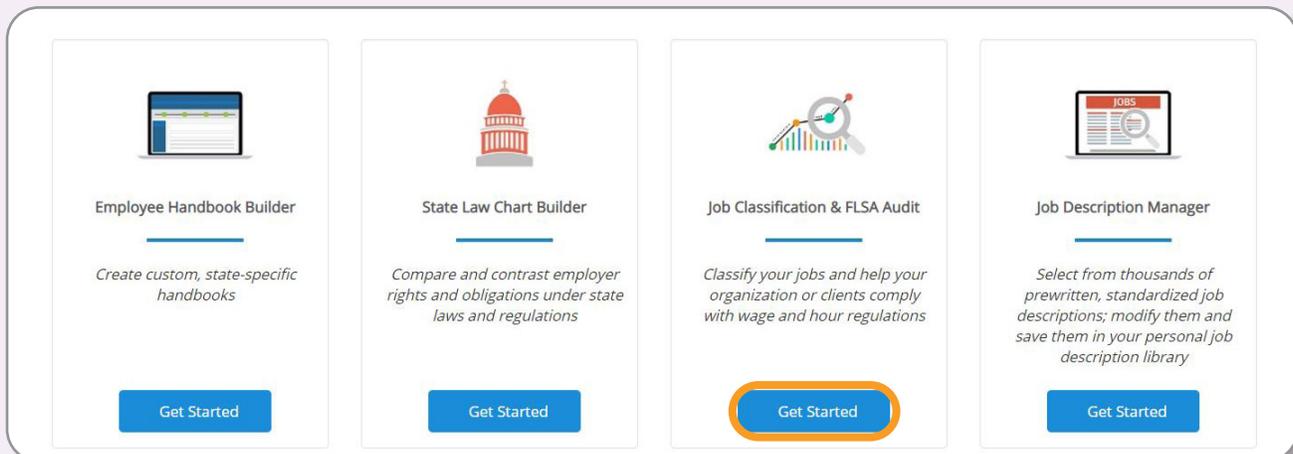
2. On the dashboard under "Quick Links," you'll see options for either 1) New FLSA Audit or 2) Begin FLSA Job Classification.
3. Choose whichever option you're looking to do.

Note: Y*ou will not see any FLSA Audit or Job Classification History data until you complete an FLSA Audit or a Job Classification.*

4. If you want to start a new FLSA Audit, you'll start the process by answering a series of questions specific to your company.
5. After answering the given question, click "Save & Continue" to proceed to the next question. At any point within the interview process, you can click "Save & Return Later" if you would like to save the answers you have already submitted and return to the audit at another time.
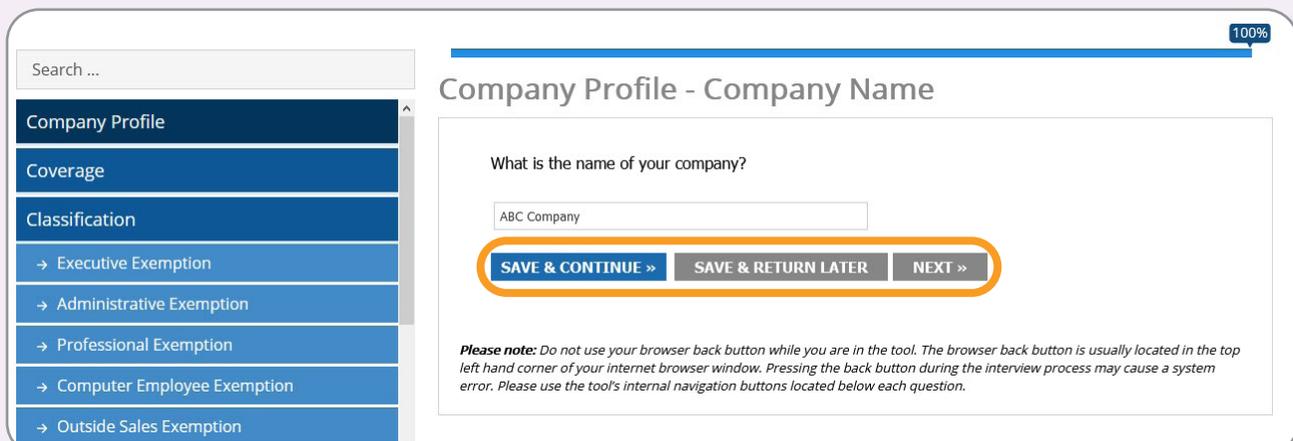
Note: *Do not use your browser back button while you are in the tool. The browser back button is usually located in the top left corner of your Internet browser window. Pressing the back button during the interview process may cause a system error. Please use the tool's internal navigation buttons located below each question.*

6. As you answer questions, you will see the percentage complete graphic at the top of the page, showing you what percentage you've already completed within the interview process.
7. On the left-hand side of your page, you will see a list of sections within the interview process. The section highlighted in orange represents the section you are currently in.
8. You can also click on sections that you have previously completed. You will find these sections highlighted in light blue.

9. During the interview process, you also have the option to go back to previously answered questions by clicking "Back."
10. Throughout the interview process, there will be underlined words. Clicking on the underlined word will provide you with a detailed explanation of that word.
11. Whenever an icon is present, you can click the icon to receive more information about the question.
12. Once you've answered all the questions within the Audit, you will continue on to answer a few questions, allowing you to customize the appearance of your FLSA Audit Report.

13. In the "Report Appearance" section, you will be asked a series of questions pertaining to headers, footers, watermarks, and company logos.
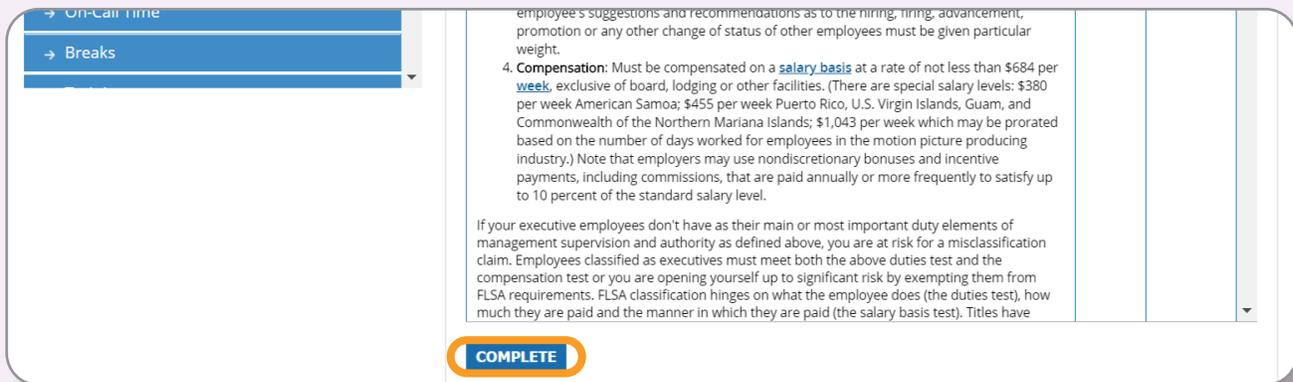
14. Click the blue "Save & Continue" button as you answer each of the questions.
15. You can also click "Back" to return to a previous question, or you can click "Save and Return Later" to save your report and return to it later.
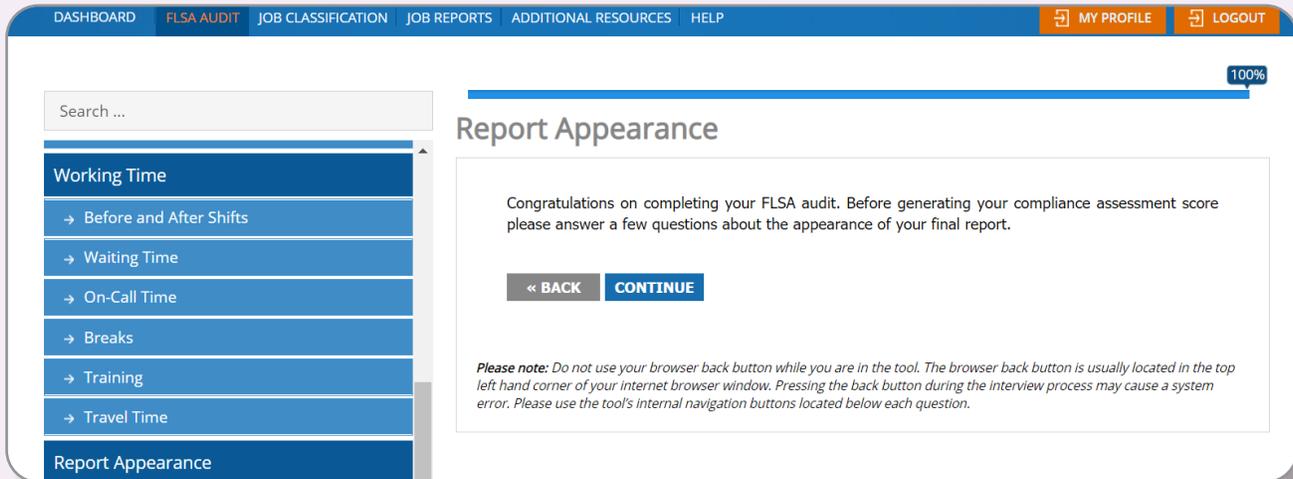
16. Once all questions are answered within the interview process, you will have the option to review your answers and see your FLSA Audit Score.
17. Click "Modify" to go back to the question and adjust your answer.
18. Enter a keyword in the Search field to search for a specific question within the report.
19. Click the underlined words to receive an explanation of the word.
20. Click "Complete" to accept the answer and the score and proceed to the page.
21. The last step within the FLSA Audit is to review your FLSA Risk Factor Score.
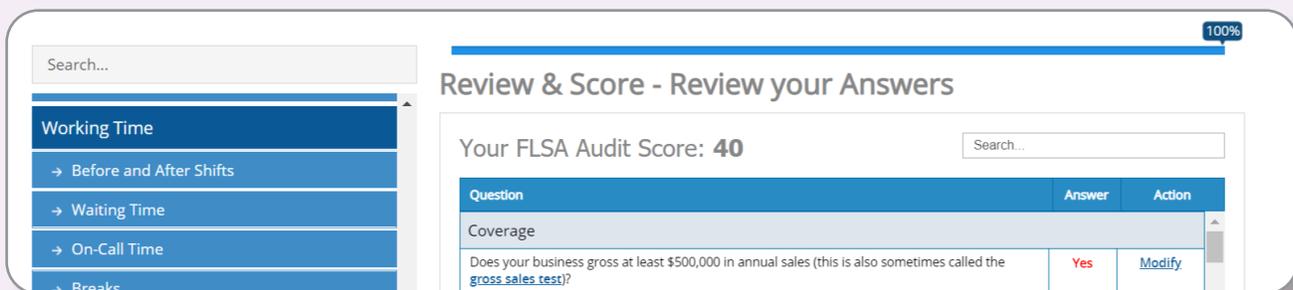
22. Click "Re-Audit" to go through the audit again, or click "View/Print Flsa Audit Report" to view your audit in a PDF format. From there, you can print your audit.
23. Once you've completed your FLSA Audit, you will see your results within the Dashboard.
24. Click "View/Print Audit Report" to view the latest FLSA Audit you completed in a PDF document.

25. The FLSA Audit History section shows you the audits you have completed, their completion date, and the Risk Factor for those audits.

26. As you continue to complete multiple audits, you will see a percentage increase or decrease graphic within the FLSA Audit History showing the change in your Risk Factor.

27. Click "Show Report" to view the report in a PDF document.

Your Account Summary:
Your FLSA Audit = Federal
Your active subscription for FLSA Audit Tool expires on:07/10/2099
Your last login information: 02/18/2019 14:44
Last update of audit report completed: 08/11/2020 12:43
For any questions, please call Customer Service at 800-727-5257 or send an email to service@blr.com.

Quick Links:

RE-AUDIT
COMPLETE FLSA JOB CLASSIFICATION
VIEW/PRINT FLSA AUDIT REPORT
VIEW/PRINT FLSA JOB CLASSIFICATION REPORT

FLSA AUDIT HISTORY:

Audit Completion Date	FLSA Risk Factor	Action
08/11/2020	40	Show Report
07/10/2020	40	Show Report

Job Classification How-To:

1. After clicking "Begin Flsa Job Classification" on the Dashboard, you will start the Job Classification process by answering a series of questions specific to your company.

Your Account Summary:
Your FLSA Audit = Federal
Your active subscription for FLSA Audit Tool expires on:07/10/2099
Your last login information: 02/18/2019 14:44
Last update of audit report completed: 07/10/2020 12:59
For any questions, please call Customer Service at 800-727-5257 or send an email to service@blr.com.

Quick Links:

RE-AUDIT
BEGIN FLSA JOB CLASSIFICATION
VIEW/PRINT FLSA AUDIT REPORT

2. After answering the given question, click "Save & Continue to" proceed to the next question.
3. At any point within the interview process, you can click "Save & Return Later" if you would like to save the answers you have already submitted and return to the audit at another time.
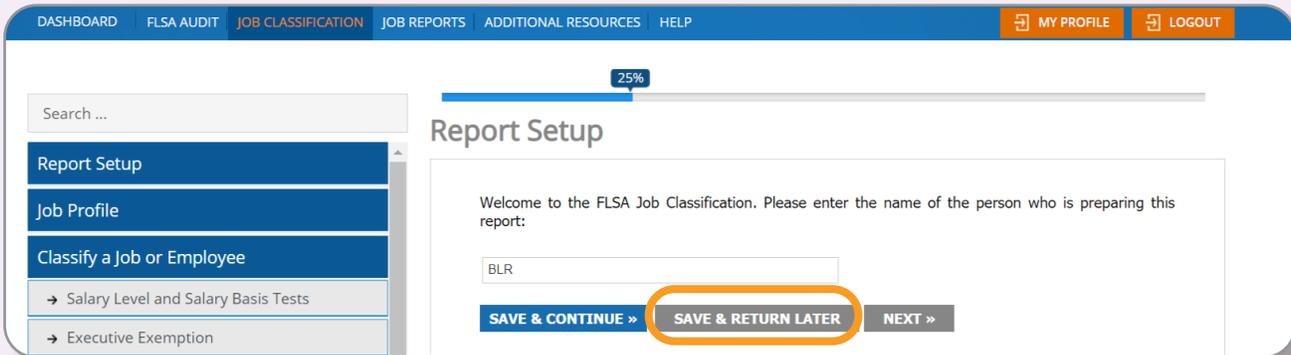
4. You can skip from section to section by clicking on the sections on the left-hand side of your page.
5. The first part of the interview process is to set up the appearance of your report. You will be asked a series of questions pertaining to your company name, company logo, report headers, report footers, and watermarks.
6. As you answer questions, you will see the percentage complete graphic at the top of the page, showing you what percentage you've already completed within the interview process.
7. On the left-hand side of your page, you will see a list of sections within the interview process. The section highlighted in orange represents the section you are currently in.
8. Sections highlighted in light blue represent the sections that you have previously completed.
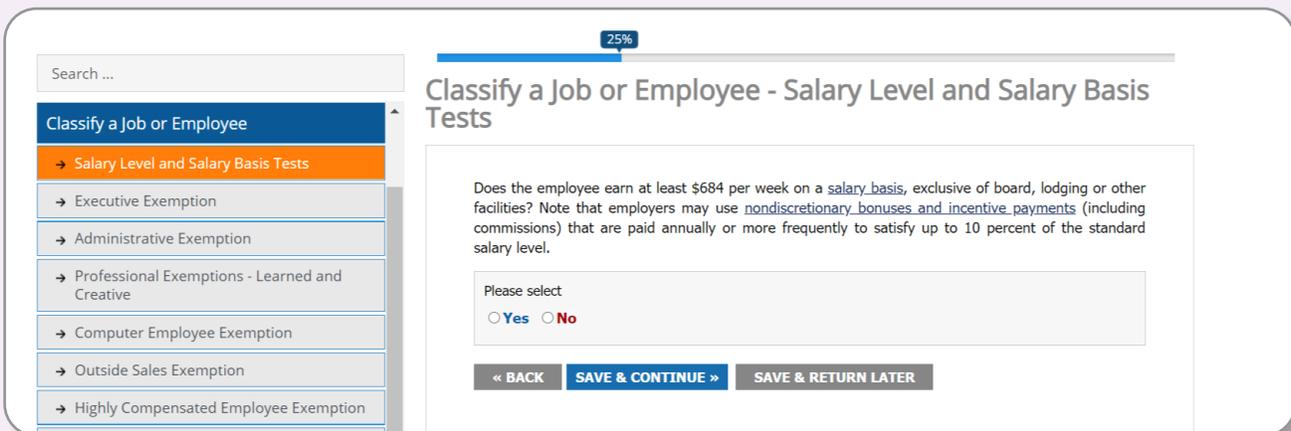
9. During the interview process, you also have the option to go back to previously answered questions by clicking "Back."
10. Throughout the interview process, there will be underlined words. Clicking on the underlined word will provide you with a detailed explanation of that word.
11. Once you've completed all of the questions within the FLSA Job Classification interview process, you can click "Continue" to proceed to the "Review Your Answers" section.

12. Once you're on the "Review Your Answers" page, you can:
    a. Click "Modify" to go back to the question and adjust your answer.
    b. Enter a keyword in the Search field to search for a specific question within the report.
    c. Click the underlined words to receive an explanation of the words.
    d. Click "Complete" to accept the answer and the score and proceed to the next page.
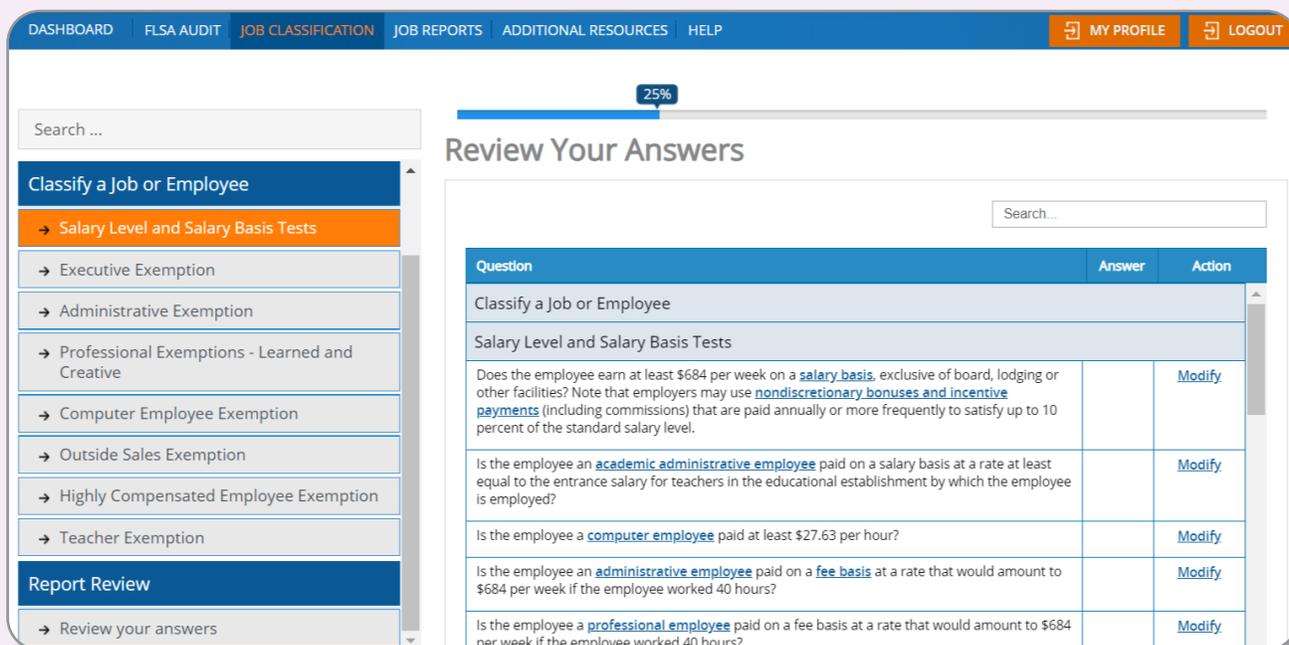
13. Click "YES" to complete your FLSA Job Classification Audit, or click "NO" to return to the previous page.
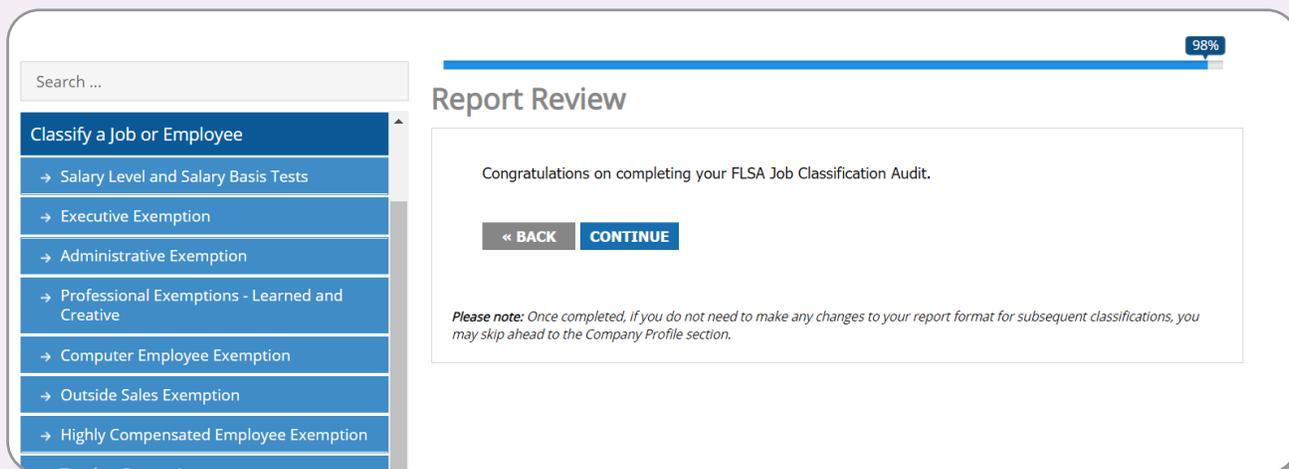
14. After completing your FLSA Job Classification, you will have the option to begin a new job classification or view and print the job classification you just completed.
15. Click "Begin New Flsa Job Classification" to start a new job classification.

16. Click "View/Print FLSA Job Classification Report" to view your completed job classification in a PDF document.

17. Back on the dashboard, you will see that your options have changed from before you completed the Job Classification. You can now:
18. Click "Complete FLSA Job Classification" to complete a new FLSA Job Classification.
19. Click "View/Print FLSA Job Classification" Report to view the latest FLSA Job Classification report you completed in a PDF document.
20. The FLSA Job Classification History section shows you the job classifications you have completed, their completion date, Company Name, Job Title, and Classification.

FLSA JOB CLASSIFICATION HISTORY:

Completion Date	Company Name	Job Title	Classification
8/11/2020 1:09:16 PM	ABC	fsefs	Nonexempt
7/10/2020 1:25:09 PM	ABC	OK	Nonexempt

21. Click the "Job Title" to view the report in a PDF document.

Company ABC   Created by: Heather Smith

Department: Product

Job Title	Classification	Job Grade	Employee Name
Product Manager	Nonexempt	24	Heather

Job Reports How-To:

1. Within the main dashboard, Click on "Job Reports" to see a list of your Job Classification Audits.
2. The Job Reports page gives you a way to see a detailed view of your Job Classification Audits.
3. Use the search fields to search for specific job classification audit details. Click the Job Title to view the Job Classification report in a PDF document.
4. Click "Export to Excel" or "Export to CSV" to export your history results into an Excel® or a CSV format.

COMPLETION DATE	COMPANY NAME	JOB TITLE	CLASSIFICATION	DEPARTMENT	GRADE	EMPLOYEE NAME	CREATED BY	CREATED DA
08-11-2020 01:09:16 PM	ABC	fsefs	Nonexempt	Testing 123	g	gdrf	ABC 123	2020-07-10
07-10-2020 01:25:09 PM	ABC	OK	Nonexempt	Nope	1	Testing 123	ABC 123	2020-07-10

EXPORT TO EXCEL   EXPORT TO CSV

Job Description Manager

Select from thousands of prewritten, standardized job descriptions; modify them; and save them in your personal job description library. Produce PDFs and printed versions with a click of your mouse. Finding and customizing job descriptions has never been easier!

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Compare and contrast employer rights and obligations under state laws and regulations

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Classify your jobs and help your organization comply with wage and hour regulations

Get Started

Job Description Manager

Select from thousands of prewritten, standardized job descriptions; modify them and save them in your personal job description library

Get Started

Job Description Manager How-To:

1. From the main menu, click on "Get Started" under Job Description Manager.
2. Navigate to the "My Jobs" tab, then click on the green "Create New Job Description" on the right side of the page.

Home	My Jobs	Settings			

Job Search   Search   Clear search   View/Hide Columns▾

Create New Job Description

Show jobs where Department: Any▾ and Classification: Any▾ and Custom Column 3: Any▾ and Status: Any▾   Clear filters

Job Title	Department	Classification	Custom Column 3	Review Status	Revised
ABC 123 Coordinator	n/a	n/a	n/a	In Review	Jul 13, 2020 9:21 AM

3. A pop-up will appear asking you to choose from the three options: Start with a blank template, start with a predefined template from the O*NET database, or start with one of your uploaded job description templates.
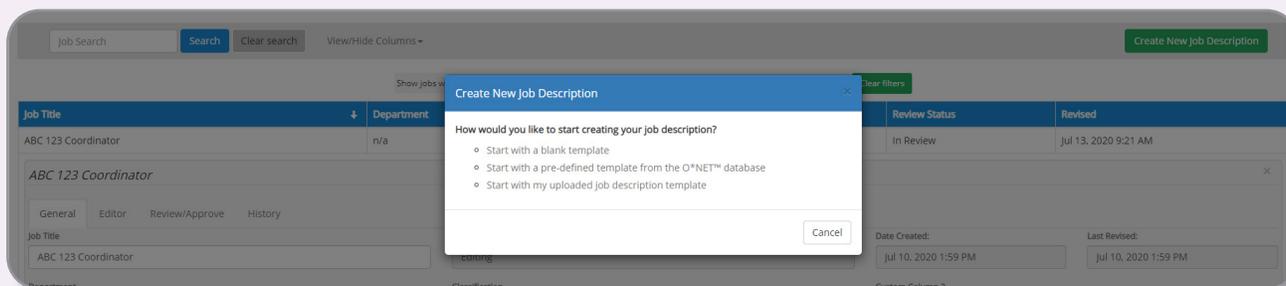
Using the Blank Job Description

4. If you choose to start with a blank job description, click on "Start With a Blank Template."
5. Enter the title of your job and click Save.
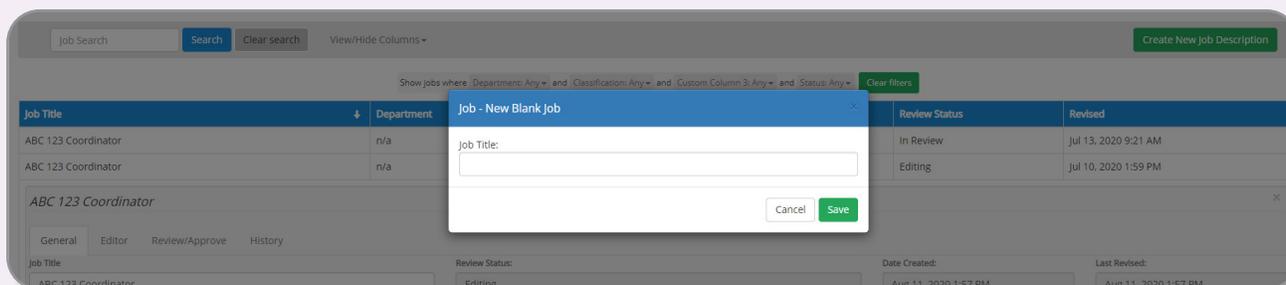
6. After clicking Save, click Editor within the tabs under the job title.
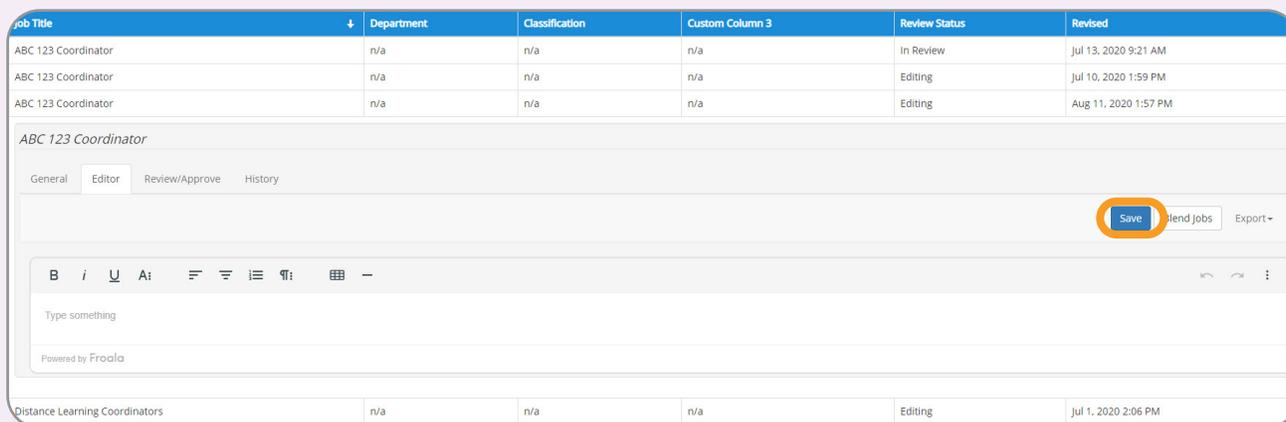
Note: *Because you chose to start with a blank job description, your Editor will not contain any content until you add it.*

7. Enter the job description for this job within the Editor. Within the Editor, you can:
   a. Start typing/developing your description directly within the tool.
   b. Copy and paste in this section, with the tool retaining formatting.
   c. Use the Blend Jobs function to upload a job from the O*NET database.
   d. Click the blue "Save" button when done.
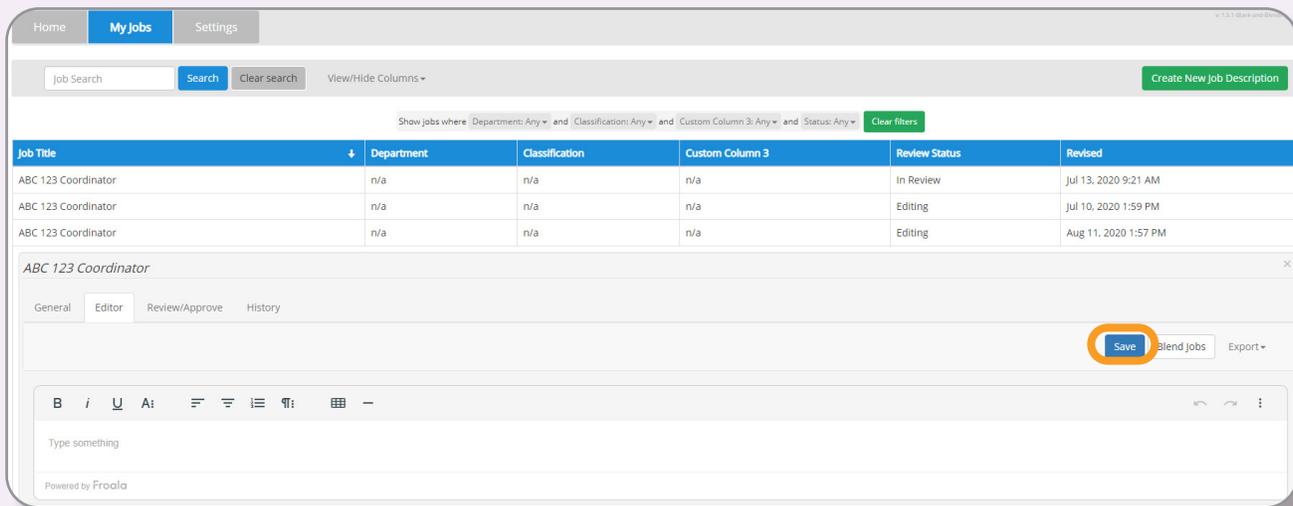
Using the Predefined Job Description:
1. If you choose to start with a predefined template, search for the job title in the search bar.
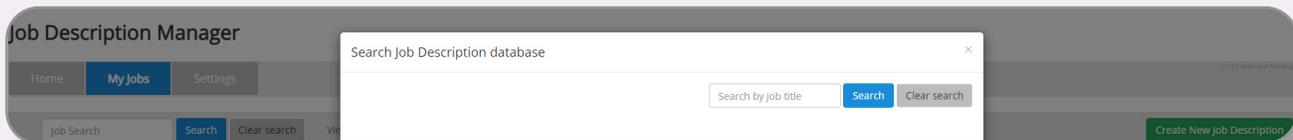
2. After you choose your desired job title, a detailed job description will generate for that job.
3. Before saving your job description to "My Jobs," you will have the option to tailor that job description to your company's needs.
4. By expanding the sections, you may have the option to add or remove items from that section.
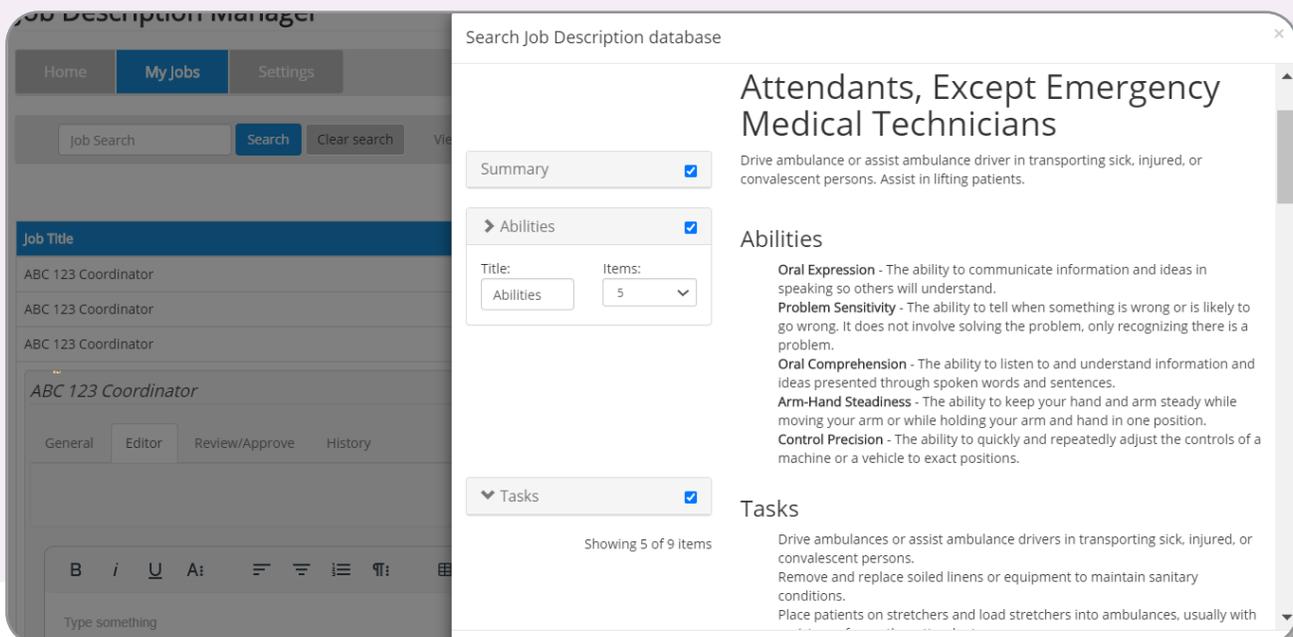
5. Tailor your job description by selecting the sections you would like to add. You can also edit and/ or remove different sections by unchecking them on the sidebar.
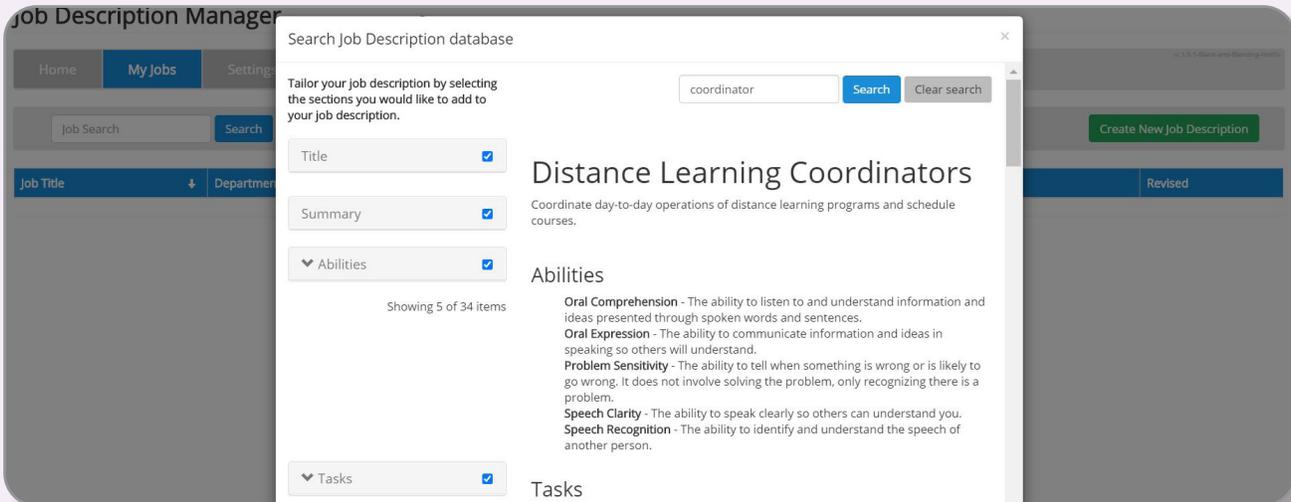
6. When you're done, click "Create Job Description."
7. Choose what you'd like to do next by clicking "Delete," "Save As," or "Save."
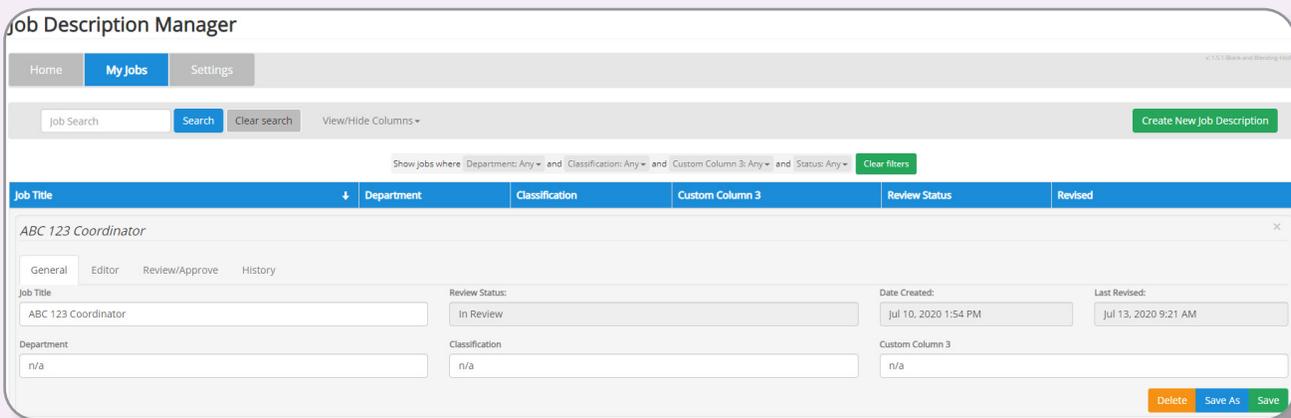
8. Once you save your job description, you can navigate back to the "My Jobs" tab to revisit it and add/remove/edit sections.
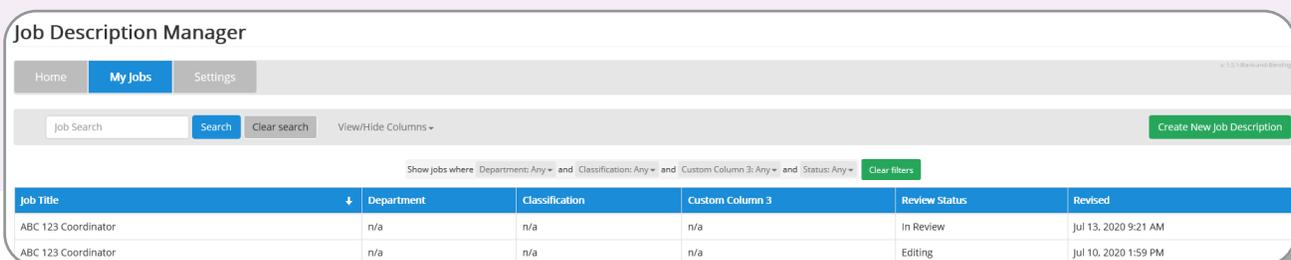
Using the Uploaded Job Description Template

1. Within Settings, you have the ability to upload your own custom job description.
2. Once you upload your job description, you can choose "Start with my uploaded job description template" and work off of that uploaded job description.
3. Click "Start with my uploaded job description template," and enter the title of your uploaded job that you want to work off of.
4. After you choose your desired job title, the job description you created will show on the My Jobs tab, where you can further customize and/or send it through the review/approve process.

Review/Approval Process How-To:

Note: *Approvers/Reviewers DO NOT need to be Job Description Manager users. You can add any person you choose.*

1. With Job Description Manager, you have the option to set up an approval process for each job description.
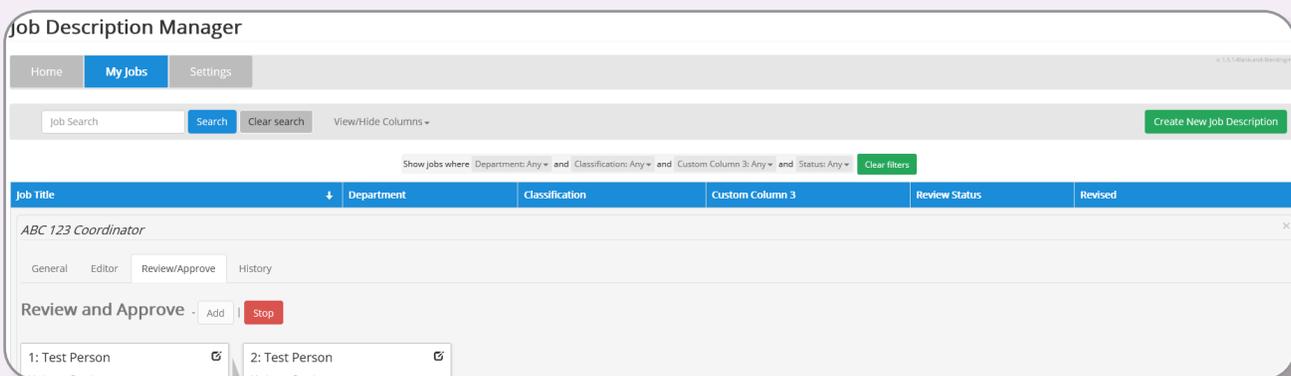
2. Click on the Review/Approve tab within My Jobs, and then click "Add."
3. If you've previously created Reviewers/Approvers, select the person by clicking the check box next to the name within the Review Item: Add/New window.
4. Click "Add Reviewer."
5. If you have not yet created a reviewer/approver or want to add a new person to the approval process, click +Add New User.
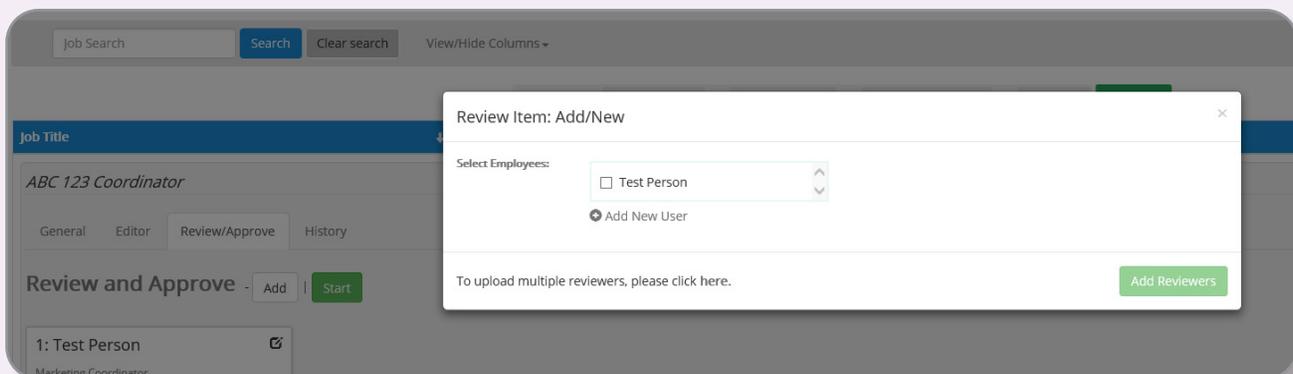
6. Enter in the Reviewer's/Approver's Name, E-mail address, and Job Title.

7. Click "Add User," then click "Done."
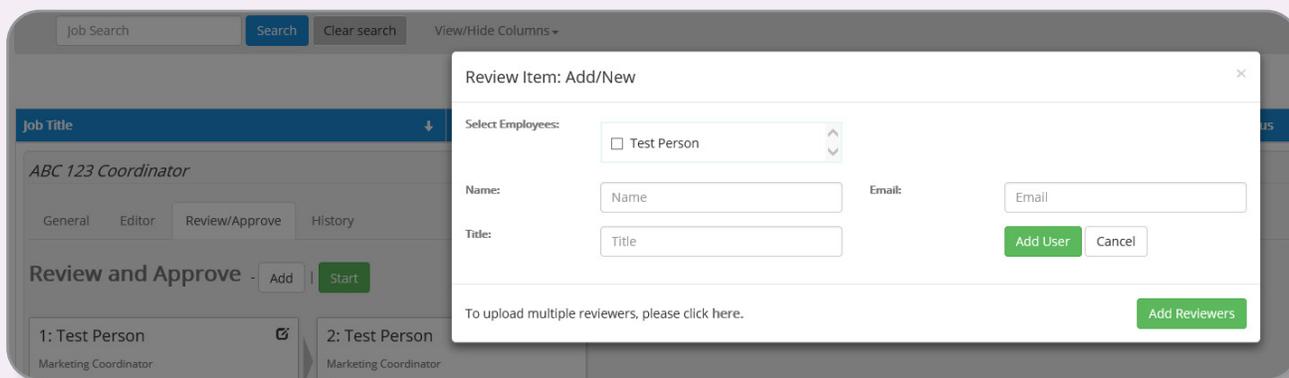
8. After clicking Add User, the new user will be added to the approval process. To add another user, click Add.
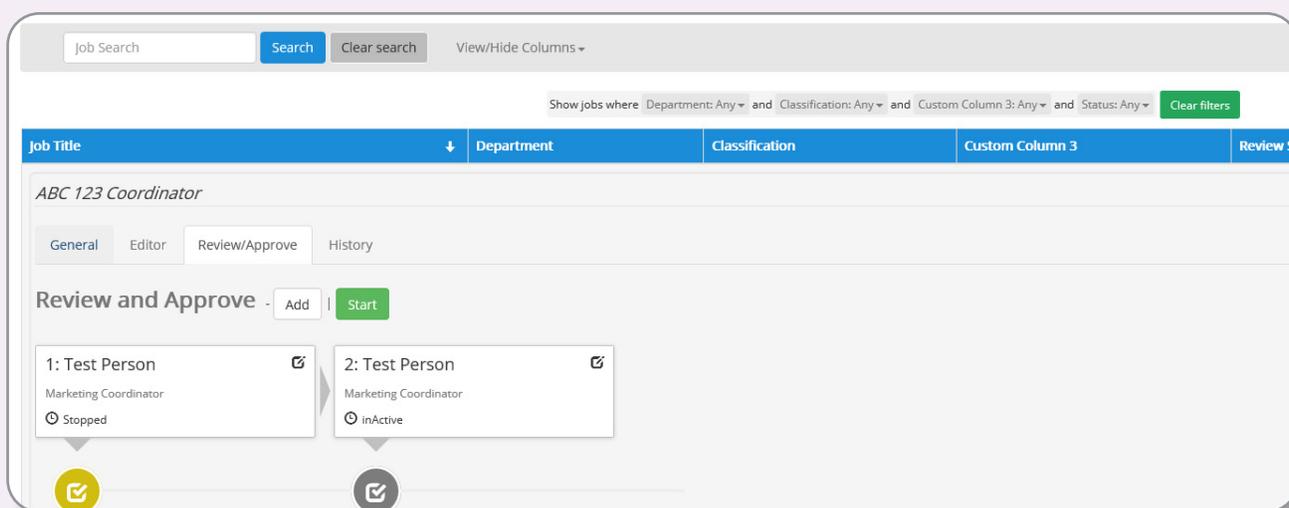
9. When you're ready to start the approval process, click the green "Start" button.
10. After adding the appropriate people to the approval process, you'll see the approver's name and job title and the status of his or her approval.
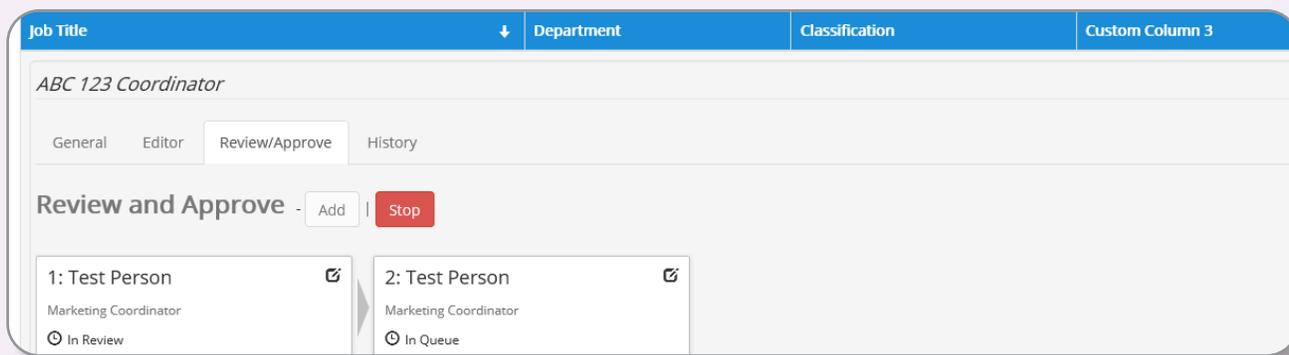
11. At any time during the approval process, you can click "Stop" to stop the approvals from continuing from person to person.
12. Once the approval process is started, the first approver/reviewer in the workflow will receive an e-mail with a link. Click on the link within the email.

13. If the reviewer/approver is reviewing/approving a job description for the first time, he or she will receive a dialog box asking for a password. The person will need to enter a password of his or her choice that will allow him or her to access the approval page.
14. The approver/reviewer will be directed to a page where he or she will see the job description. The approver/reviewer can make edits within the editor on this screen.
15. Once edits have been made, the reviewer/approver must click "Save."
16. After clicking "Save," a pop-up will appear allowing the reviewer/approver to set his or her status as Approved, Approved w/Changes, or Rejected.
17. This will also be a place where the reviewer/approver will add any comments related to his or her review of the job description.

Notes: (1) *Comments made within this pop-up window will display within the History tab, explained in step (2) If a reviewer/approver selects Rejected for a status, the approval workflow will stop, and you will receive an e-mail letting you know the approver/reviewer rejected the job description.*

18. As the approvals are going through the process, you are able to see the statuses within My Jobs.
19. You can also track what job descriptions are being reviewed within the Home page.
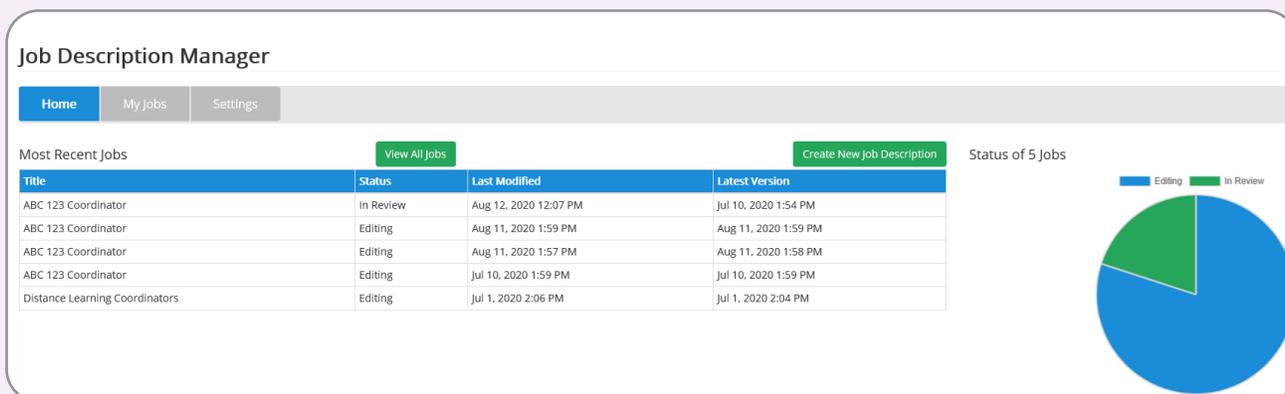
20. Within My Jobs, you can also keep track of the comments and statuses of each job. By clicking on the History tab within a job description, you can see the comments the approvers left and the status they set when they reviewed the job description.
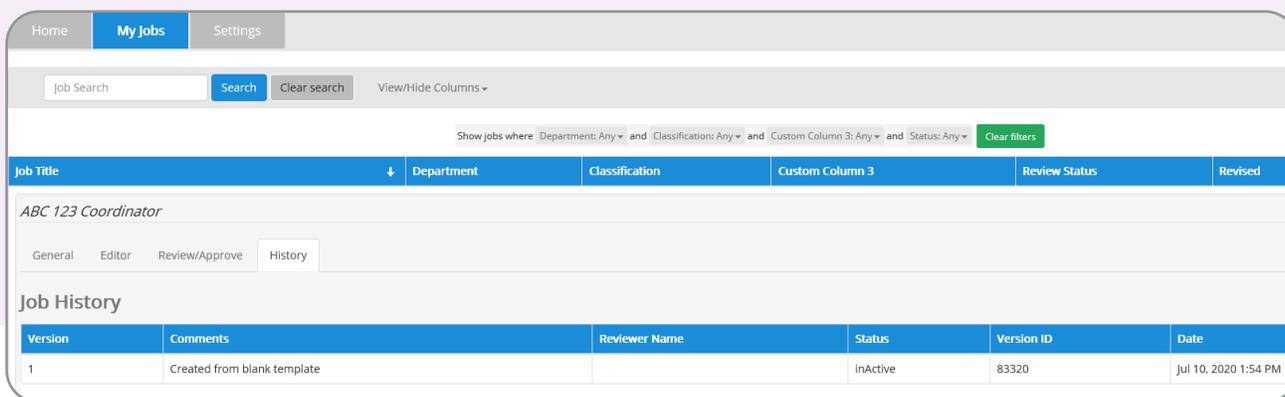
Settings—How-To:

The Settings page allows you to customize the columns within My Jobs, add Review/Approve Users, and upload custom job descriptions.
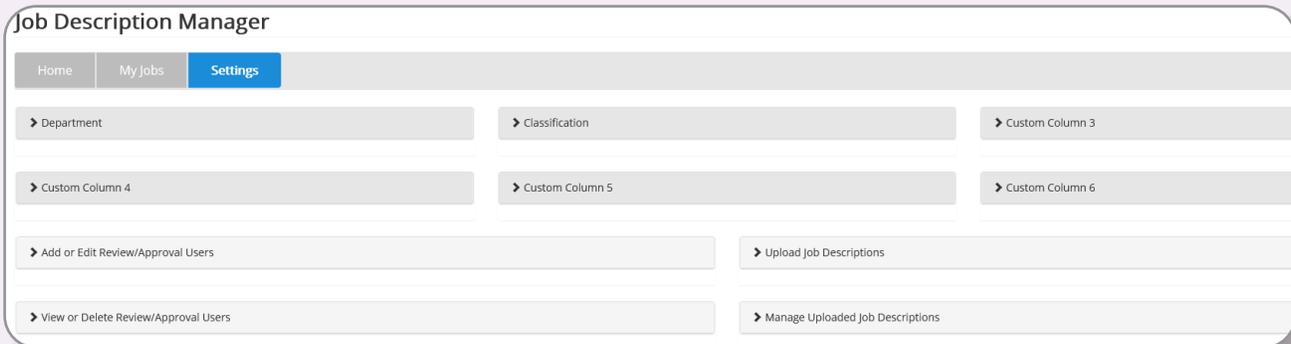
Custom Columns
1. Custom Columns allow you to assign values to job descriptions, which help with reporting and categorizing jobs.
2. To customize your column headers that will show in My Jobs, click on one of the column headers to expand to show more detail.
3. Click the pencil icon to edit the column header.
4. Enter the text you want in the column drop-down by entering your value in the label field, and click Add.

Reviewers/Approvers
1. To add reviewers, click "Add or Edit Review/Approval Users" to expand the section.
2. Enter the Name, E-Mail, and Job Title, and click "Add New User."

Note: *You can also upload more than one user using the "Upload List of Reviewers" section.*

3. To view or remove reviewers, click "View or Delete Review/Approval Users" to expand the section.
4. Select the check box next to the user you want to delete, and click "Delete marked users."

Uploading Job Descriptions
1. To upload your own job description or template, click "Upload Job Descriptions" to expand the section.
2. Click Browse to locate the file(s) you would like to upload.
3. Once you've selected all the files you want to upload, click "Upload jobs."

Note: *You will see a green or red status bar under each file. If the bar is green, your job has successfully uploaded into the Job Description Manager. If the bar is red, your file did not successfully upload. This can be because the file is unsupported or is too large. The Job Description Manager supports any .docx file under 5MB.*

4. To view or remove uploaded job descriptions, click "Manage Uploaded Job Descriptions" to expand the section.
5. Select the check box next to the job description you want to delete, and click "Delete marked jobs."

On the main Tools dashboard is our Help Page widget. Select Click Here to access Help Page. On this page, you'll find Tutorial Videos and this User Guide.

Tutorial Videos
Watch quick tutorial videos to learn how to seamlessly use each tool and resource.

User Guide
This guide is also housed in your account Help Page Widget.

Visit the Help Page directly by clicking the button below.

Help

All Training Materials

Browse over 1,000 customizable instructor-led training assets, including PowerPoints®, Training Talks, Speaker's Notes, Quizzes, Handouts, and more. Our training modules help you train teams faster to ensure compliance with HR regulatory requirements.

All HR Training Materials

Browse through the HR Hero training library and select the training materials that meet your needs.

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☐ Benefits Overview 20

Document Types −

☐ Audio Presentations 15
☐ Handouts 312
☐ PowerPoints 141
☐ Quizzes 350
☐ Speaker's Notes 140

Topic	Title	Document Type	Language
Safety and Health	Active Shooter in the Workplace (Handout)	Handouts	English
Safety and Health	Active Shooter in the Workplace (Quiz)	Quizzes	English
Safety and Health	Active Shooter in the Workplace (Training Talk)	Training Talks	English
Disabilities (ADA)	ADA--What Supervisors Need to Know	PowerPoints	English
Disabilities (ADA)	ADA--What Supervisors Need to Know (Handout 1)	Handouts	English
Disabilities (ADA)	ADA--What Supervisors Need to Know (Handout 2)	Handouts	English
Disabilities (ADA)	ADA--What Supervisors Need to Know (Quiz)	Quizzes	English
Disabilities (ADA)	ADA--What Supervisors Need to Know - Script View	Speaker's Notes	English
Disabilities (ADA)	ADA--What Supervisors Need to Know (Trainer's Guides)	Trainer's Guides	English
Disabilities (ADA)	ADA--What Supervisors Need to Know Training (Exercise 1)	Training Exercises	English
Disabilities (ADA)	ADA--What Supervisors Need to Know Training (Exercise 2)	Training Exercises	English
Healthcare Insurance	Affordable Care Act (Handout)	Handouts	English
Healthcare Insurance	Affordable Care Act (Quiz)	Quizzes	English
Healthcare Insurance	Affordable Care Act (Training Talk)	Training Talks	English
Healthcare Insurance	Affordable Care Act: What You Need to Know	PowerPoints	English

« ‹ 1 2 3 4 5 › » 15 25 50

New Training Materials

You'll find the latest training assets under the **New Training Materials** tab. This section houses training assets like PowerPoints, handouts, speaker's notes, and training exercises that have been added or updated within the last 6 months.

New Training Materials

PowerPoints

Diversity for all Employees

Diversity Fundamentals for Supervisors

Speaker's Notes

Diversity for all Employees - Speaker's Notes

Diversity Fundamentals for Supervisors (Speaker's Notes)

Generational Diversity - Speakers Notes

Audio Presentations

Diversity for All Employees (Audio)

Diversity Fundamentals for Supervisors

Mold Hazards and Prevention

Training Exercises

Diversity for all Employees (Exercise 1)

Diversity Fundamentals for Supervisors (Exercise 1)

Diversity Fundamentals for Supervisors (Exercise 2)

Handouts

Diversity for all Employees (Handout)

Diversity Fundamentals for Supervisors (Handout)

Trainer's Toolbox

In addition to training materials, we've created helpful documents housed in the **Trainer's Toolbox** section. Need a sign-in sheet, an evaluation form, or a training certificate? You'll find these and more in **Trainer's Toolbox**.

Trainer's Toolbox

Download these helpful documents to use them with all of HR Hero training presentations

Title	Language	Document Type
Attendee Sign-in Form	English	PDF
Basic Principles of Adult Learning	English	PDF
Certificate	English	PDF
Certificate (Spanish)	Spanish	PDF
Evaluation Form	English	PDF
How to Customize a Microsoft® PowerPoint® Presentation	English	PDF
How to Train Effectively	English	PDF
Training Record	English	Word

The Resources section is where our editors have gathered State and Federal Topic Analysis, News, Checklists, Forms, Policies, Guidance Documents, Letters, Podcasts, Calculators, and Reference Guides.

| Federal & State Topic Analysis | News | All Resources | Calculators | Reference Guides |

Federal and State Topic Analysis

| Expand Categories | Show Topics A to Z | Search Topics | Search | Clear Search |

+ Compensation

+ Discrimination

+ Benefits & Leave

+ Performance & Termination

+ Staffing & Training

+ HR Administration

+ Unions

+ Health & Safety
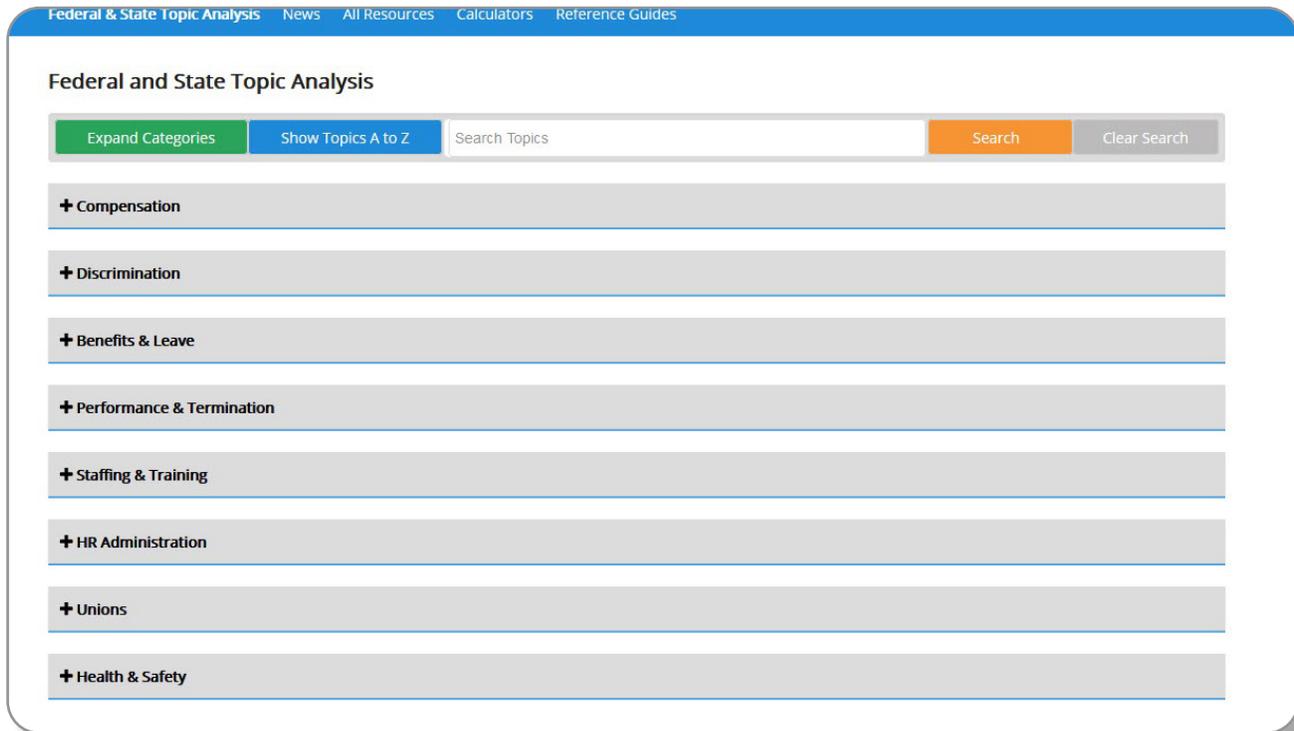
Federal and State Topic Analysis

Compare state and federal laws and regulations, using a side-by-side, plain-English analysis, with insight to related resources.

Select the plus sign next to the category header, or select Expand Categories to see the topics available within that category. After selecting a topic area, you'll be taken to a new page that provides a breakdown of that topic's Federal regulations, as well as the option to select a specific state to compare against the federal regulation.

Pro Tip

Bookmark commonly referenced topic areas for easy access within your **My Bookmarks** account page.

News

Read through the latest HR news, posted by our expert legal editors. Simply read through the news summaries, or click the title or "Read More" to enter the full news article.

News

Absence of Noncompete Agreement No License to Take Business from Former Employer
Wednesday, February 10, 2021

The past decade has seen a marked proliferation of noncompete and trade secrets litigation. In a recent Nebraska Court of Appeals case, an executive took business to a new employer. Even though he had no written employment contract or confidentiality, noncompete, or nonsolicitation agreements with his old employer, he was nevertheless found liable along with the new employer for conspiring to interfere and interfering with business relationships and breaching his fiduciary duty and duty of loyalty to the previous employer.
Read More

Politics at Work: Can Political Activity and Speech Be Managed? Should They Be?
Wednesday, February 10, 2021

HR professionals have the responsibility to enforce workplace rules, promote cooperation, insist on civility and respect, and—most of all—remind folks they are on one team, at least in the workplace. With New Hampshire being the first-in-the-nation primary election state, presidential candidates are already visiting us with great frequency. With that comes increased media coverage, which in turn helps to draw more attention to some already electrified and polarizing political issues. How do you keep people working productively when those very divisive discussions are happening at work?
Read More

10th Circuit Ruling Shows Bostock Case's Impact on Title VII Litigation
Tuesday, February 9, 2021

In the wake of the U.S. Supreme Court's landmark ruling in Bostock v. Clayton County, Georgia, which extended federal statutory protections to the LGBTQ community, many have wondered how the decision might affect other employment litigation under Title VII of the Civil Rights Act of 1964. A recent decision by the U.S. 10th Circuit Court of Appeals suggests that, following Bostock, courts may begin to recognize new claims or even reconsider previous limitations on Title VII's scope.
Read More

Employee's Home Office: Perfect for Zoom But Not for Litigating Out of State Accident

All Resources

Select the resource category, topic, and document type you are looking for, and select the blue Go button. Select All at the topic of any or all of the resource boxes to see all resources available. Your selected resources will appear before the resource module.

All Resources

Category	Topic	Document Type
All	All	All
Benefits & Leave	Administrative Exemption	Checklists
Compensation	Affirmative Action	Forms
Discrimination	Alcohol and Drugs	Policies
Health & Safety	Aliens and Immigration	Guidance Documents
HR Administration	Application Forms	Podcasts
Performance & Termination	Background Checks	Letters
Staffing & Training	Benefits Overview	
Unions	Benefits Recordkeeping and Disclosures	
	Bonus Payments	

Go

Checklists	State
ADA and Job Descriptions Checklist	National
Access to Personnel Records/Confidentiality Checklist	National
Bulletin Boards Checklist	National

Forms	State
360-Degree Performance Appraisal Form	National
Absence Report Form	National
Action Plan Worksheet	National

| Policies | State |

Calculators

You'll also have access to many HR and Compensation calculators that will help you identify problems and solutions. Calculate cost per hire, revenue per employee, and much more to identify problems and solutions and improve your organization's ability to compete. From benefits and overtime to turnover and performance appraisals, Search Willis Towers Watson has a helpful calculator for you.

Federal & State Topic Analysis   News   All Resources   **Calculators**   Reference Guides

Calculate cost per hire, revenue per employee, and much more to identify problems and solutions, and improve your organization's ability to compete.

Benefits Overview	Compensation Administration	HR Metrics
Compensation Mix - Individual Employee	Compensation Mix - Organization	Cost Per Hire Calculator
		Labor Cost per Employee Calculator
		Pretax Profit per Employee Calculator
		Revenue per Employee Calculator
		Staff Ratio and Expense Factor Calculator
		Time to Fill Open Positions Calculator

Leave of Absence (FMLA)	Overtime	Performance Appraisal
FMLA Intermittent Leave Tracker	Should I Reclassify? OT Exempt Salary Threshold Calculator	Performance Appraisal and Salary Adjustment Worksheet

| Time-Keeping | Turnover |

Reference Guides

Housed under the Resources tab are Fair Labor Standards Act (FLSA), Leave & Disability, and Benefits Reference Guides.

Fair Labor Standards Act: These resources will help you understand wage and hour requirements as established by the federal FLSA, including how to analyze your jobs to determine whether they are properly classified as exempt or nonexempt.

Leave & Disability: These resources will help you understand and comply with federal leave and accommodation requirements under the Family & Medical Leave Act, the Americans with Disabilities Act, and related state laws.

Benefits: These resources will help you understand the mandatory requirements and best practices for administering competitive and compliant group health, retirement, and fringe benefit plans.

Work Smarter

- Easy-to-use, with regulations put into plain English.
- Search capabilities to find information quickly.
- More than compliance, the training programs will help you get the most out of your workforce.

Resources for You

- State-specific and federal solutions and analysis for one-stop referencing.

Trustworthy Data

- Award-winning staff of HR experts and employment law attorneys offer reliable information.

Questions or Help?

Contact your Search Willis Towers Watson Representative or *willistowerswatson@blr.com*