

HUMAN RESOURCES & PAYROLL

PRODUCTS & SERVICES

Comprehensive, authoritative analysis and guidance.

For more information, call 800.372.1033 or visit www.bna.com/HR



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**MANAGE COMPLEX HR
AND PAYROLL ISSUES
WITH CONFIDENCE.**

HUMAN RESOURCES & PAYROLL PRODUCTS AND SERVICES

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HR, benefits, and payroll professionals turn to Bloomberg BNA to get fast answers to the challenging questions they face every day. Our must-have resources help professionals like you create effective policies, design competitive compensation plans, keep up with EEO developments, and comply with federal and state laws and regulations. With a collection of business tools designed to enhance the abilities of your entire department, you'll find solutions that support and complement the goals of your organization.

Bloomberg BNA, a wholly owned subsidiary of Bloomberg, is a leading source of legal, regulatory, and business information for professionals. Its network of more than 2,500 reporters, correspondents, and leading practitioners delivers expert analysis, news, practice tools, and guidance — the information that matters most to professionals. Bloomberg BNA's authoritative coverage spans the full range of legal practice areas, including tax & accounting, labor & employment, intellectual property, banking & securities, employee benefits, health care, privacy & security, human resources, and environment, health & safety. www.bna.com

www.bna.com/HR



HR & PAYROLL RESOURCE CENTER™

Your complete source for HR solutions.

The HR & Payroll Resource Center merges news, analysis, and guidance — including custom research answers, strategic white papers, and more — into a single, fully searchable site, customizable so you can focus on the content areas most relevant to your work. Featuring an entire suite of HR and payroll resources, the Resource Center provides the data and solutions today's professionals need — to stay ahead of industry trends and make sound decisions.

Format & Frequency

Updated every business day online, with email highlights and breaking news.

Visit www.bna.com/hrresource for more information.

FEATURES

HR Library™

Get regular updates on federal and state policies, laws, and regulations, as well as expert analysis and guidance, time-saving practice tools, and regular email alerts in this comprehensive HR resource that will ensure you know how to handle all of your responsibilities.

HR Decision Support Network®

Take advantage of the insights of our experts through this unique solution, offering 12 custom research answers, salary reports, 24 live HR webinars per year, strategic white papers, and current research reports such as *HR Benchmarks™* and *Job Absence & Turnover*.

International HR Decision Support Network™

Rely on this global HR service for guidance from an extensive catalog of Country Primers covering HR policies where your business operates, 12 custom research answers, 24 live international

HR webinars per year, regular strategic white papers, and regular contributions from top international law and consulting firms, including Paul Hastings, Littler Mendelson, and White & Case.

Payroll Decision Support Network™

Keep your entire payroll department on point with this exceptional source for support and training, including 12 Custom Research answers, 24 live payroll webinars per year, regular strategic white papers on topics such as garnishments and overtime rules, and current research reports such as *Payroll Benchmarks*.

Payroll Library™

Receive reliable information and regular updates on every area of payroll administration and compliance at the federal, state, and local levels from the hundreds of interactive forms, practice tools, and links to related sites available in this complete information resource for payroll professionals.

Human Resources Report™

Ensure you and your staff can meet everyday challenges and long-term planning and policymaking goals with focused news, practical information, and strategic insights on all HR-related developments.

Compensation & Benefits Library™

Count on this reliable service for the accurate answers and practical guidance required to design, analyze, compare, administer, and communicate compensation and benefits programs that comply with legal requirements.

New! International Payroll Decision Support Network

The new global solution for payroll managers. The new *Network* provides country-specific guidance, custom research answers, monthly webinars, regular white papers covering best practices, and tools to help you navigate a complex function.

BENEFITS

- Access the specific tools you need to perform your duties — across multiple areas and job responsibilities — via the *Resource Center's* dynamic web platform, which connects you to a complete suite of comprehensive HR and payroll resources in a single, convenient site.
- Perform your research more efficiently with the Topic Navigator, allowing you to browse through the *Resource Center's* extensive archive of HR and payroll content by category or alphabetically to pinpoint the information you need quickly and easily.
- Stay up to date on the latest HR and payroll trends and developments with news coverage from Bloomberg BNA's network of reporters and expert analysis from the industry's foremost thought leaders.
- Get custom research directly from Bloomberg BNA, who will respond promptly to your questions within five business days with an authoritative answer, a short summary of articles reviewed, and an annotated bibliography of internal and external sources.
- Learn from HR and payroll experts through our archive of past and present webinars — an average of two live 90-minute events are added each month offering dynamic presentations from top speakers, helpful live Q&A sessions, and digital downloads.
- Stay current on state law requirements with exclusive State Quick Reference Charts and in-depth state law summaries, the State Chart Builder, and state compliance e-mail alerts sent every week to keep you up to date.

MAJOR TOPICS COVERED

- Absenteeism and turnover
- Affirmative action/diversity
- Age bias and compulsory retirement
- Benefit plans
- Communicating policy
- Compensation administration
- Contract negotiation and enforcement
- Drug and alcohol testing
- Employment-at-will
- Employment discrimination
- Employment testing
- Family and medical leave
- Fetal protection
- Flexible employment
- Handling grievances
- Health care cost management
- Hiring in unionized settings
- Hours of work
- Incentive systems
- Independent contractors
- Job evaluation
- Layoffs and shutdowns
- Minimum wage
- Overtime pay
- Pay equity
- Pay systems
- Payroll laws and taxes
- Pension law/ERISA
- Performance and productivity
- Persons with disabilities
- Personnel recordkeeping
- Recruitment and selection
- Retention
- Safety and health
- Sexual harassment
- Strikes and slowdowns
- Temporary and leased workers
- Termination and outplacement
- Training and employee education
- Union organizing
- Work and family
- Work rules and discipline
- Workers' compensation

BEST SOLUTION FOR

- HR and payroll executives and policymakers
- HR and payroll professionals of all levels, and HR and payroll staff
- Compensation and benefit plan administrators
- Employment attorneys and corporate counsel advising HR departments

HR DECISION SUPPORT NETWORK®

A premium service for HR professionals.

HR Decision Support Network provides HR news, strategic white papers, custom research answers, salary reports, a subscription to Bloomberg BNA's Human Resources Library, and webinars on the hottest HR topics.

Format & Frequency

Updated continually online. Email updates sent weekly. Strategic white papers updated regularly.

Visit www.bna.com/hrdsn for more information.

FEATURES

HR Library™

Get regular updates on federal and state laws and regulations, as well as expert analysis and guidance, and time-saving practice tools.

State Requirements

Find state law summaries and quick-reference charts to help you stay on top of local requirements. **HR State Chart Builder included!**

Custom Research

Have questions? We will give you comprehensive answers. Within five business days you can expect a report including your answer, a short summary of articles reviewed, and an annotated bibliography of internal and external sources. You will also learn from others' questions through our shared network of Q&As.

Webinars

Sign up for up to 24 live Bloomberg BNA HR webinars per year. Receive unlimited access to archived webinars. **HRCI Credits available!**

Surveys & Reports

Get trusted metrics and benchmarking data for assessing the HR function.

Strategic White Papers

Access strategic white papers designed to provide you with the kind of in-depth, single-issue focus you need to become an expert in the subject areas that matter most.

Salary Reports

Get 12 customized salary reports.

BENEFITS

- Provides vital support and responsiveness, targeted training, and business tools that enhance the abilities of the entire HR department to provide effective strategic guidance to your organization.
- Offers custom answers for your specific research questions, tailored to your company's needs.
- Helps you plan more strategically.
- Gives comprehensive answers to pressing questions you and your department face every day.
- Provides research into best practices.
- Trains HR staff on latest best practices.
- Benchmarks your achievements against those of other companies.
- Helps you keep up with the latest HR developments that affect your organization.
- Access all the solutions without leaving your office.



Custom Research

Have questions? Bloomberg BNA will give you comprehensive, written answers. You'll also learn from others' questions through our shared network of Q&As.

MAJOR TOPICS COVERED

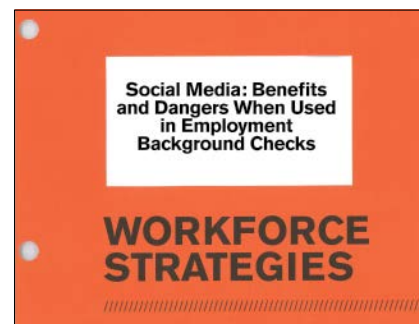
- Absenteeism and turnover
- Affirmative action/diversity
- Age discrimination
- Benefits
- Compensation
- Disability discrimination
- Drug and alcohol testing
- Electronic communications
- Employment-at-will
- Employment eligibility verification
- Employment testing
- Equal employment opportunity
- Family and medical leave
- Flexible employment
- Health care
- Hiring
- Hours of work
- Incentive systems
- Independent contractors
- Job evaluation
- Layoffs and shutdowns
- Military leave



Human Resources Library

The most complete, must-have reference providing regularly updated information on laws, regulations, and policies.

- Minimum wage
- Overtime pay
- Pay equity
- Pay systems
- Payroll laws and taxes
- Pension law/ERISA
- Performance and productivity
- Recordkeeping
- Recruitment and selection
- Retention
- Safety and health
- Temporary and leased workers
- Termination
- Training and employee education
- Unemployment insurance
- Work and family
- Work rules and employee conduct
- Workers' compensation



Strategic White Papers

Stay competitive and proactive with ideas and insights into issues that matter most in the workplace — from communicating health care benefits to stopping identity theft.

EACH MEMBERSHIP INCLUDES

- 12 Custom Research answers, delivered in the form of three to five page reports
- 12 Customized Salary reports
- Access to our HR Strategic Plan Builder
- Monthly strategic white papers and access to an archive of past white papers
- A subscription to *Human Resources Library*
- Up to 24 live webinars per year and access to an archive of past webinars — HRCI credits available
- Benchmarking Studies, such as the *HR Department Benchmarks and Analysis Report*[™]

HUMAN RESOURCES LIBRARY™

Bloomberg BNA's flagship HR information service.

The Human Resources Library is the complete, must-have resource for HR professionals, offering comprehensive, plain-English coverage of today's issues. This all-in-one service addresses your most common workplace challenges and legal compliance issues, helping you solve HR problems with authoritative policy and procedure information on a full range of HR responsibilities.

Format & Frequency

Updated continually online. Email updates sent weekly.

Visit www.bna.com/hrlibrary for more information.

FEATURES

Issue-Driven Research

Access the specific *Library* content you need with the Topic Navigator.

News & Updates

Rely on HR Highlights, Library Updates, Email Update: HR Library, State Compliance Alert, and *Bulletin to Management* to keep informed of compliance requirements, and trends and developments.

Productivity Tools

Take advantage of HR Policy Handbook, which provides sample policy language and forms that you can easily adapt for your organization; Performance Review software that facilitates preparation of employee reviews; and Custom Job Descriptions software that can be used to create job descriptions that meet your business needs.

Federal Laws & Regulations

Stay up to date and understand federal employment laws and regulations with the *Library's* expert, timely analysis.

State Compliance

Stay current on state employment law requirements with the *Library's* State Quick Reference Charts and in-depth State Law Summaries you won't find anywhere else. **HR State Chart Builder included!**

Fast Answers™

Turn to this service for succinct, plain-English, expert explanations for common compliance and policy questions.

Interactive Forms

Get an all-in-one, up-to-date selection of federal and state forms that you can complete on-screen, save, and recall — plus downloadable state and federal posters.

BENEFITS

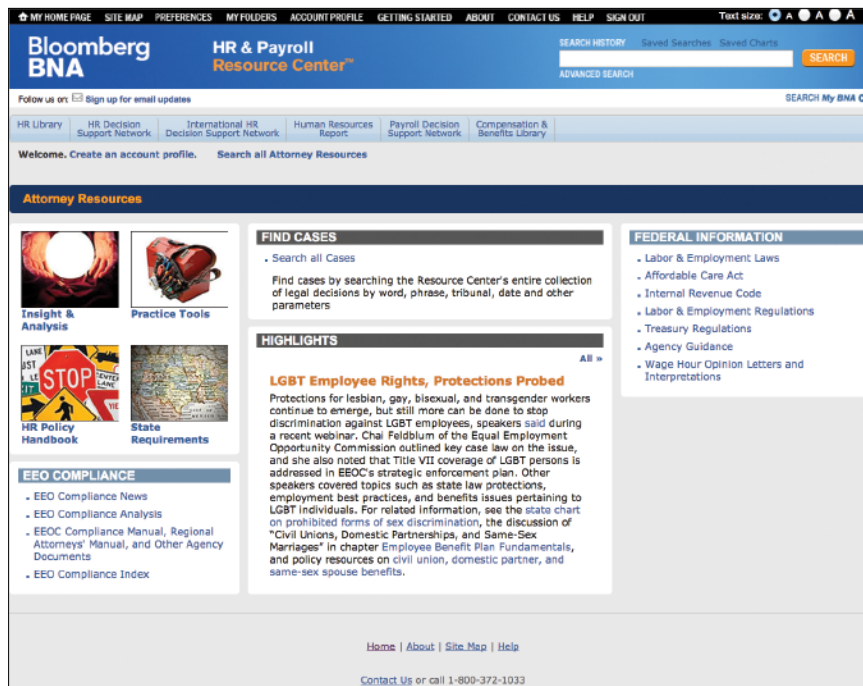
- Single source for HR reference needs
- News and updates on HR trends and developments
- Federal and state compliance
- Strategic planning and best practice coverage
- Productivity tools with HR Policy Handbook, Performance Review, and Custom Job Descriptions
- 2,400 Fast Answers™
- 460 analysis chapters
- 2,300 state law summaries
- 565 state and federal posters and notices
- 580 federal and state government (mostly interactive) forms
- 75 state quick reference charts

BEST SOLUTION FOR

- High-level HR professionals and their staffs who need comprehensive federal and state compliance, and best practice information and tools

HUMAN RESOURCES LIBRARY™

Featuring *Attorney Resources*™



This HR resource provides regularly updated checklists, forms, and letters — as well as guidance and articles by legal experts — for HR professionals, employment attorneys, and corporate legal departments.

Format & Frequency

Updated continually online. Email updates sent weekly.

FEATURES

Practice Tools

- Utilize checklists to help gather information, track and plan actions, and anticipate opponents' moves.
- Access forms and documents to aid in such matters as taking depositions and authorizing release of records.
- Make use of model letters to clients and counsel and other routine communications.

Cases

- Get thousands of full-text court and administrative decisions on employment issues.

Insight & Analysis

- Take advantage of exclusive articles by HR and legal experts and practitioners on such topics as compensation and benefits, information privacy and security, equal employment opportunity, and workplace management and practices.
- Rely on authoritative guidance, perspectives on trends and developments, and helpful discussions of cases, laws, and regulations to inform your decision making.

BENEFITS

Includes everything in the *Human Resources Library* plus:

- Checklists, forms, and letters
- Full-text court decisions
- Guidance and articles by legal experts

BEST SOLUTION FOR

- HR executives and practitioners who need to be familiar with how employment issues are framed and handled by attorneys
- Employment attorneys and corporate counsel advising HR departments who need time-saving, one-stop access to a comprehensive collection of practical documents that can be adapted to specific requirements

HUMAN RESOURCES REPORT™

Featuring *Workforce Strategies*

Stay competitive and proactive with focused weekly news, practical information, and expert insights into the issues that matter most in the workplace — from complying with laws and regulations to setting workplace policies and standards.

Format & Frequency

Updated continually online. Email updates sent weekly.

Visit www.bna.com/hrreport for more information.

FEATURES

Weekly News

Get critical advance warning of significant changes in federal employment laws and regulations, plus regular updates on state regulatory, legal, and legislative developments.

Practical Information

Find out about other companies' policies and management successes and failures, which you can incorporate into — or leave out of — your own HR plans.

Expert Insights

Gain insights from in-depth analysis of employee relations issues and trends, and from interviews with leading lawmakers, business leaders, union officials, and attorneys.

Workforce Strategies

Access monthly in-depth analysis on such topics as recruitment, retention, and employee enrichment.

BENEFITS

- Get accurate, objective accounts of legislative, regulatory, and judicial developments impacting the HR profession.
- Practical advice and examples of best practices to assist HR professionals in carrying out day-to-day responsibilities.
- Refer to the latest economic and other statistics. Measure your company's performance against industry trends and standards. Understand the actions that shape policies and profitability in companies nationwide.
- *Workforce Strategies* helps you attract and keep the best employees.

MAJOR TOPICS COVERED

- Americans with Disabilities Act
- Compensation and benefits
- Contingent workers
- Drug screening
- Early retirement
- EEO and affirmative action
- Eldercare
- Employee privacy rights
- Employment-at-will

- Family leave
- Flexible staffing and scheduling
- Health and safety
- Health care cost management
- HR standards
- Military reservists
- Sexual harassment
- Smoking restrictions
- Social media
- Telecommuting
- Work and family
- Workplace violence

BEST SOLUTION FOR

- HR policymakers who need a weekly source for extensive news and expert insights on the latest trends

EMPLOYMENT GUIDE

Featuring *Bulletin to Management*™

Practical, easy-to-understand guidance helps you spot HR trends, handle employee issues with confidence, and comply with legal requirements. The Guide's hands-on strategies help you manage your workforce and limit potential liabilities. The Guide is available with or without the weekly news update, *Bulletin to Management*. Additional options include state law summaries and Fast Answers, a Q&A feature providing responses to hundreds of HR questions.

Format & Frequency

Updated weekly online. Email updates sent weekly.

Visit www.bna.com/employmentguide for more information.

FEATURES

Weekly News Update

Keep up to date on the latest developments with *Bulletin to Management*, a weekly news update providing pointers for tackling tough employment problems and the latest on employer practices and employment trends.

Fast Answers™

Access this service for succinct, plain-English, expert explanations for common compliance and policy topics.

Policies & Forms

Develop sound HR policies in your organization with background information on legal requirements, ready-to-use model policies, sample forms, charts, and checklists.

State Compliance

Stay current on state employment law requirements with the State Quick Reference Charts and in-depth State Law Summaries you won't find anywhere else.

BENEFITS

- Find solutions for a wide range of employment matters with a single, targeted, all-in-one resource, containing practical, up-to-date guidance in an easy-to-use format.
- Protect your organization from liability for unlawful discrimination and other employment violations with clear, concise analysis of employer obligations and employee rights.
- Handle employee issues confidently. Quickly locate answers to common questions on hiring, firing, and everything in between.
- Ensure compliance with overtime and other wage and hour laws. Create effective compensation structures using incentives, special pay practices, and more.
- Effectively manage employee benefits, scheduling and leave, safety, performance, recordkeeping, and communications.

MAJOR TOPICS COVERED

- Benefits
- Compensation
- Employee relations
- Equal employment opportunity
- Safety and security
- Workplace practices and procedures

www.bna.com/HR

INTERNATIONAL HR DECISION SUPPORT NETWORK™

The global solution for HR professionals.

This service provides an integrated approach that supports and complements your global HR efforts. With International HR Decision Support Network, you'll gain access to an array of custom resources providing vital support, training, and answers relevant to your entire department — without leaving your office.

Format & Frequency

Updated continually online. White papers updated regularly.

Visit www.bna.com/internationalhrdsn for more information.

FEATURES

Country Primers

Get comprehensive briefings on country-specific policies, laws, and regulations.

Vertical Search

Create tailored searches of Bloomberg BNA-vetted content on the web. Results can be sorted by country and content type.

Custom Research

Receive comprehensive answers on whatever challenges your organization faces up to 12 times per year.

Webinars

Access 24 live international HR webinars per year, including a two-year video archive. **HRCI Credits available!**

Legal Perspectives

Keep up to date on specific global challenges with regular newsletters from top law firms such as Paul Hastings, White & Case, and Taylor Wessing Law.

Strategic White Papers/ Case Studies

Rely on the in-depth, single-issue focus of these resources to become an expert in the subject areas that matter most to you.

BENEFITS

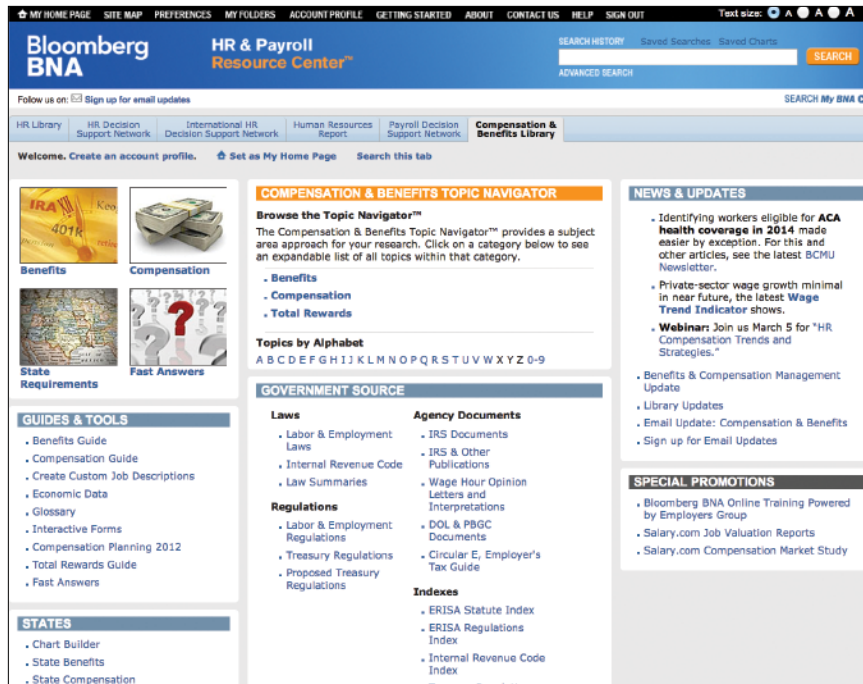
- Helps global HR leaders and their staff get fast, reliable answers so that they can make smart decisions.
- Provides vital support and responsiveness, targeted training, and business tools that enhance the abilities of the entire HR department to provide effective, strategic guidance to your organization.
- Offers custom answers to your specific research questions, tailored to your company's needs.
- Helps you plan more strategically.
- Provides research into best practices around the globe.
- Trains HR staff on latest HR trends and practices.
- Helps you keep up with the latest global HR developments that affect your organization.

MAJOR TOPICS COVERED

- Benefits
- Compensation
- Employment and labor
- Harassment
- Health and safety
- Hiring, labor relations
- Independent contractors
- Minimum wage
- Noncompetition agreements
- Nondiscrimination/diversity
- Overtime
- Payroll and taxes
- Termination
- Union settings
- Workers' compensation

COMPENSATION & BENEFITS LIBRARY™

Featuring *Benefits & Compensation Management Update*



The most powerful tool on the market for matching total rewards with comprehensive compliance information. Use it to design, analyze, compare, administer, and communicate programs that meet your strategic business objectives and comply with the law.

Format & Frequency

Updated continually online. Email updates sent weekly.

Visit www.bna.com/cblibrary for more information.

FEATURES

Issue-Driven Research

Access the specific *Library* content you need with the Topic Navigator.

News & Updates

Rely on *Benefits & Compensation Management Update*, *Wage Trend Indicator*, and a weekly email to keep you informed of trends and developments in compensation and benefits.

Productivity Tools

Take advantage of:

- The exclusive guide on Setting and Managing Compensation
- Custom Job Descriptions software that can be used to create job descriptions that meet your business needs
- Interactive Forms that you can complete on-screen, save, and recall

State Compliance

Stay current on state benefits and state compensation law requirements with State Quick Reference Charts and in-depth State Law Summaries you won't find anywhere else. **State Chart Builder available!**

Fast Answers™

Access this user-friendly question-and-answer service for succinct, plain-English, expert explanations of dozens of compliance and policy topics.

MAJOR TOPICS COVERED

- Cafeteria and flexible benefit plans
- Compensation design and administration
- Health care benefits
- Economic data
- Executive compensation programs
- Federal employment taxes
- International compensation
- Leave programs and alternative scheduling
- Pension plan administration
- Qualified retirement plans
- Sales compensation
- Unemployment compensation programs
- Variable and incentive pay programs
- Wage-hour and wage-payment rules
- Welfare and fringe benefits
- Workers' compensation

PAYROLL LIBRARY™

Featuring *Payroll Administration Guide Newsletter*

This comprehensive, all-in-one reference tool for payroll professionals provides essential guidance and regular updates in every area of payroll administration and compliance.

Format & Frequency

Updated continually online. Email updates sent weekly.

Visit www.bna.com/payrolllibrary for more information.

FEATURES

Fast Answers™

Access this user-friendly question-and-answer service for succinct, plain-English, expert explanations for hundreds of payroll questions.

Interactive Forms

Streamline processes, increase accuracy, and boost productivity with hundreds of interactive forms.

State Chart Builder

Stay current on state employment law requirements with this cutting-edge tool.

Federal Information

Get exclusive electronic access to federal and state laws and regulations including the IRS's Employer's Tax Guide, Publication 15, Circular E.

Biweekly Newsletter

Keep up to date on the latest changes in payroll that could affect your operation with the *Payroll Administration Guide Newsletter*.

Email Updates

Receive instant notification of the latest payroll-specific news.

BENEFITS

- Exclusive news and analysis, comprehensive state coverage, and continual content enhancements
- Improved searching
- Federal and state laws and regulations, including quick reference charts and federal and state payroll tables
- More than 1,200 interactive forms
- Bloomberg BNA's State Chart Builder and numerous helpful state quick reference charts
- Late-Breaking News feature supplies updates on significant developments virtually as they happen
- More than 1,200 Fast Answers to everyday payroll questions
- Customization options
- Live, exclusive website coverage of the American Payroll Association Congress

MAJOR TOPICS COVERED

- Adoption assistance
- Company cars and travel expenses
- Federal per diem rates for meals and lodging
- Federal tax coverage rules
- Federal tax returns and deposits
- FICA and FUTA taxes
- Garnishment and child support
- Independent contractors
- Liability issues
- Medical savings accounts
- Minimum wage and overtime rules
- Multistate payroll functions
- New hire reporting
- Payroll practices and procedures
- Social Security benefits
- State disability insurance, laws, and taxes
- Taxation of cafeteria and 401(k) plans
- Unemployment insurance, laws, and taxes
- Wage-payment and wage-deduction laws
- Withholding of income taxes
- Workers' compensation

PAYROLL DECISION SUPPORT NETWORK™

The most comprehensive answers to your payroll questions.

Gain access to an array of custom resources, tailor-made for payroll management, compliance, and effective administration. The Network combines custom research, thousands of federal and state summaries and comparisons, webinars on the hottest payroll topics, and strategic white papers, along with a subscription to the comprehensive research tool, Payroll Library.

Format & Frequency

Updated continually online. Email updates sent weekly. White papers updated regularly.

Visit www.bna.com/payrolldsns for more information.

FEATURES

Payroll Library™

Get regular updates on policies, laws, and regulations from the most complete set of research information available for payroll professionals.

Custom Research

Receive comprehensive answers on whatever challenges your organization faces, up to 12 times per year.

State Summaries/State Comparisons

Take advantage of state charts covering benefits, compensation, hiring, leave, and more, as well as the State Chart Builder.

Strategic White Papers/ Case Studies

Rely on the in-depth, single-issue focus of these resources for strategic planning and effective management.

Research and Benchmarking Studies

Refer to annual studies and reports on payroll benchmarking, overpayments, and more.

Webinars

Access up to 24 payroll webinars per year, including a multiyear archive of past webinars. **APA RCH Credits available!**

BENEFITS

- Helps payroll leaders and their staff get fast, reliable payroll answers so that they can make smart decisions.
- Provides vital support and responsiveness, targeted training, and the business tools that enhance the abilities of the entire payroll department to provide effective strategic guidance to your organization.
- Offers custom answers to your specific research questions, tailored to your company's needs.
- Helps you plan more strategically.
- Answers pressing questions you and your department face every day.
- Provides research into best practices.
- Trains payroll staff on latest payroll practices.
- Benchmarks your achievements against those of other companies.

MAJOR TOPICS COVERED

- Adoption assistance
- Company cars and travel expenses
- Computation of taxes
- Employee records management
- Federal tax coverage rules
- Federal tax returns and deposits
- FICA and FUTA taxes
- Garnishment and child support
- Holidays and leave
- Independent contractors
- Liability issues
- Medical savings accounts
- Minimum wage and overtime rules
- Multistate payroll functions
- Payroll practices and procedures
- Social Security benefits
- State disability insurance, laws, and taxes
- Taxation of cafeteria and 401(k) plans
- Unemployment insurance, laws, and taxes
- Wage-payment and wage-deduction laws
- Withholding of income taxes
- Workers' compensation

www.bna.com/HR

INTERNATIONAL PAYROLL DECISION SUPPORT NETWORK

The global solution for payroll professionals.

Bloomberg BNA's International Payroll Decision Support Network provides vital support, best practice training, and answers relevant to your entire department.

Format & Frequency
Updated continually online.

FEATURES

Custom Research

You'll get 12 custom research answers per year in the form of a three to five page report within five business days of your request. You'll also learn from other members questions through our shared network of Q&As.

Country Primers

Get an in-depth review of payroll policies in the countries where your business operates. Topics covered include taxes, compensation & benefits, foreign workers, and treaty arrangements. Coverage of up to 30 countries, including Canada, Mexico, and the EU, with additions based on customer feedback. **Country Chart Builder included!**

Strategic White Papers

Regular white papers provide single-issue focus on the challenges that matter most to you. Reports are produced by Bloomberg BNA, top consulting firms, and practitioners from around the globe.

News & Updates

Stay alert to new developments that could affect your strategic international payroll decisions. You'll get updates regularly via email as news breaks around the globe.

Vertical Search

Take full advantage of our International HR & Payroll Vertical Search engine, giving you the best of the free web as vetted by Bloomberg BNA. Narrow your results by country to find what you're looking for quickly and easily.

International Payroll Webinars

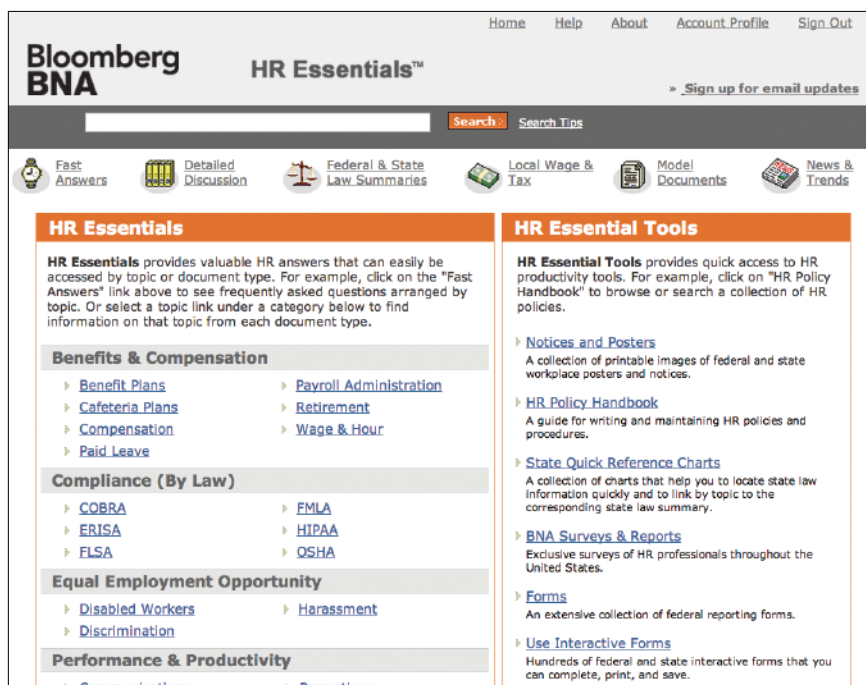
Attend up to one live international payroll event per month! With your 12 international payroll events, you'll get dynamic presentations from top speakers and helpful Q&A sessions. A two-year archive of past events is also available. **APA RCH Credits available!**

BENEFITS

- Specifically helps global payroll leaders and their staffs get fast, reliable answers so that they can make smart decisions.
- Provides vital support and responsiveness, targeted training, and the business tools that enhance the abilities of your entire payroll operation.
- Offers custom answers to your research questions, tailored to your company's needs.
- Provides research into best practices around the globe.
- Trains payroll staff on latest trends and practices.
- Helps you keep up with the latest global developments that affect your organization.

CLIENT SITES

Custom content to meet your business goals.



Looking for an innovative way to get people reading, responding, and more involved in the key issues and concerns of your organization? Want to design a single customized source that allows your whole team to access the latest HR news, reference, and strategic information? Discover how Bloomberg BNA's custom content can help you meet your business goals and provide your clients with the practical information they need.

Visit www.bna.com/customsolutions for more information.

FEATURES

Fully Hosted Bloomberg BNA-Designed Websites

Bloomberg BNA can design a custom website that includes links to our articles, access to our publications, research and reference material, and much more. Some websites are designed for access by an organization's employees, while others are designed for an organization's customers or prospects.

Custom Newsletters or News Feeds

Bloomberg BNA's capabilities range from sending customers hand-selected articles via email to producing custom newsletters for organizations' clients, prospects, or members. We can even print and mail out the custom newsletter and integrate content provided by the customer.

Monitoring

Bloomberg BNA can monitor legislative and regulatory developments at the federal and state level. Customers choose the topics, states, and frequency. Or, give us a list of all regulatory citations that your company needs to comply with, and we will send you an email when there are developments. Our editors can also provide a regular custom-written analysis of developments affecting your industry.

BENEFITS

- Bloomberg BNA's custom solutions provide an invaluable resource to consultants, advisors, brokerage firms, PEOs, and other service provider organizations that are looking for new business development, marketing, and client communications to attract and retain clients. You don't need to be a brand name when you can leverage the best brand name in the HR arena — Bloomberg BNA.

- Empower your organization and build stronger client relationships with the ability to better advise and solve problems.
- Offer your clients a trusted single source for fast answers, state information, news, analysis, sample policies, and more.
- Gain a competitive advantage over similar organizations by offering exclusive Bloomberg BNA content.

BEST SOLUTION FOR

- Large corporations
- Employers associations
- Chambers of Commerce
- Benefits brokers
- Consulting organizations
- Service provider organizations
- New business development advisors
- Consultants
- PEOs
- BPOs

www.bna.com/HR

UNION LABOR REPORT NEWSLETTER®

Featuring *On the Line: A Guide for Union Stewards*

The screenshot shows the Bloomberg BNA Union Labor Report Newsletter website. The header includes navigation links: HOME, CUSTOMIZE TOPICS, MY FOLDERS, ACCOUNT PROFILE, GETTING STARTED, ABOUT, CONTACT US, HELP, SIGN OUT, and a text size selector. The main content area is divided into several sections: 'Hot Topics' with links to Unfair Labor Practices, Union Organizing, and Union Representation Elections; 'Recent Topics' with a link to Customize; 'Key Features' including Special Reports, Grievance Guide, and On The Line; 'Unions' with a link to All Unions; 'From the Editors' with a welcome message and contact information for Editor Anthony Harris; 'Finding Tools' with links to View Alphabetically and View Recent Cases Reported; and 'Reported Cases' with a link to Sign up for/customize email updates. The main article preview is titled 'NLRB Overrules Anheuser-Busch Precedent, Favors Balancing Test on Witness Statements' and includes a small image of a document. Below it, another article preview is titled 'Facebook Firings Unlawful' and includes a small image of a Facebook logo. At the bottom, there is a section titled 'Growth to Be 2.1 Percent' with a small bar chart and a paragraph of text.

Get help resolving day-to-day issues that concern organizing and representing workers and administering a union.

Format & Frequency

Updated biweekly. *On the Line* is updated quarterly in print.

Visit www.bna.com/unionlabor for more information.

FEATURES

Newsletters

Receive a biweekly newsletter for union leaders, plus a quarterly newsletter, *On the Line: A Guide for Union Stewards*.

Special Reports

Find out about NLRB and arbitration decisions, surveys, and studies.

Grievance Report

Access summaries of union arbitration decisions that provide guidance on organizing, bargaining, and handling grievances.

BENEFITS

- Have the information you need to be a more effective local union president, organizer, or business agent.
- Gain valuable insights on issues specific to unions, including organizing, representation elections, bargaining, grievance handling, union elections, and leadership.

- Be aware of the impact of broader workplace issues such as job safety, EEO, and labor and employment law.
- Keep up to date on important new legislation, regulations, court decisions, and other legal developments affecting unions and labor relations.
- Broaden your horizons by examining policies and actions at numerous unions — not only the one you belong to — and discover what's working and why.
- Easily access crucial resources that are otherwise hard to find — if available elsewhere at all.
- Monitor ongoing and pending strikes, contract expirations, collective bargaining negotiations, and organizing drives.
- Turn to the Reference File for discussions of important topics in labor-management relations, from basic to complex. Learn how to define a situation and determine the proper strategy for addressing it.

- Examine federal and state laws and regulations governing labor and employment. Be familiar with union guidelines.
- Evaluate potential grievances with Grievance Guide summaries of union arbitration decisions.
- Apply easy-to-understand, practical guidance a level above that found in union newspapers. Crucial information is written in clear business English.
- Better defend members' interests with *On the Line*, which helps union stewards in understanding the "common law of the shop," managing disputes, and meeting new goals.
- Reap the benefits of Bloomberg BNA's renowned labor expertise with special reports and analyses.

BEST SOLUTION FOR

- Union officials
- Labor relations professionals

HR DEPARTMENT BENCHMARKS AND ANALYSIS™

Gain vital insight and understand key trends.



Stay up to date with the benchmarking tools you need to plan effectively. Compare your HR vital stats with data from more than 550 participating organizations in this respected survey, then apply the insights of our HR experts to more strategically serve your organization.

Visit www.bna.com/hrbenchmarks for more information.

FEATURES

The detailed analyses in this report highlight your colleagues' and competitors' HR challenges and solutions, allowing you to better assess your own organization's position and progress. With information and statistics from surveyed companies representing a broad range of industries and sizes, you'll gain insight into the problems, challenges, and solutions facing both your colleagues and competitors.

This integrated report features readily accessible metrics, clear analysis, and coverage of important trends. You get 150-plus pages of data and insights covering HR department staffing, expenditures and budgets, programs and activities, measurement and strategic planning, and outsourcing — fully updated and produced by the leaders in HR information, research, and training.

- Authoritative statistics and benchmarks, which are time-tested over the report's 27-year history.
- Focused guidance that gets "behind the numbers" with insights and examples.
- Expanded content and analysis on HR staffing, expenditures, and measurement. Specific content includes:
 - HR staff ratios, both current and historical
 - Contingent workers' impact on HR staffing
 - HR budget and staffing trends in a down economy
 - Trends and changes in HR responsibilities, priorities, and evaluation
- More than 70 easy-to-read color graphics and tables.
- Coverage of important trends in HR outsourcing and strategic planning, as well as emerging issues likely to affect your organization and your work.
- Consistent demographic breakouts by organization size and industry sector.
- A rigorous research methodology, along with a useful profile of participating organizations, which includes small and mid-sized companies up through Fortune 500.

www.bna.com/HR

SOCIAL MEDIA IN THE WORKPLACE: MINIMIZE RISK, MAXIMIZE OPPORTUNITY

Understand developing trends, best practices, and their impact.



As mediums continue to evolve, stay ahead of future trends and protect your organization now and in the future with this key resource.

Visit www.bna.com/social-media-workplace for more information.

FEATURES

Bloomberg BNA's *Social Media in the Workplace: Minimize Risk, Maximize Opportunity* examines the developing trends across all social media sites, the impact on employers, issues and implications to consider, and best practices for creating effective policies.

BENEFITS

- Obtain a variety of perspectives on the rise of social media platforms and considerations for employers.
- Review an analysis of legal considerations across your organization.
- Discover trends in HR policy development and tips for success.
- Evaluate the implications for recruiting.
- Understand survey data on how HR practitioners are managing social media trends and developments.
- Stay ahead of future trends and protect your organization now and in the future.

BEST SOLUTION FOR

- HR professionals

GUIDE TO PAYROLL OUTSOURCING: MAXIMIZING THE ADVANTAGES, AVOIDING THE PITFALLS

Your complete guide to payroll outsourcing.



The cost for payroll administration continues to increase. Today, almost every business responsibility is capable of being outsourced in one form or another. In fact, almost half of U.S. businesses engage in some form of payroll outsourcing. Give your payroll department the edge they need to handle this increasingly complex issue with this insightful report.

Visit www.bna.com/payroll-outsourcing for more information.

FEATURES

The practice of outsourcing the payroll function has grown in recent years. Since cost reduction has become a major concern for most companies, there is increased focus on outsourcing single processes as well as enhancing existing functions. The global human resource outsourcing market, of which payroll outsourcing is a major part, is expected to grow to \$162 billion worldwide by 2015, according to the website Seeking Alpha (seekingalpha.com).

Included in this report is a list of vendors and resources, along with their contact information. In addition, a sample outsourcing contract provides an example to use when developing your own contract.

BENEFITS

- Understand the growing importance of outsourcing.
- Lower costs and increase efficiency.
- Gain operational control.
- Achieve staffing flexibility.
- Address risk management.
- Develop internal staff.

BEST SOLUTION FOR

- Payroll professionals
- HR executives

www.bna.com/HR

EMPLOYER BARGAINING OBJECTIVES™

Survey analysis, trends, and insights for labor-management negotiations.



Get a head start on upcoming management bargaining plans with this collection of industry intelligence. Based on responses from a cross section of over 100 U.S. employers, this respected, in-depth, 40-plus-page report provides a comprehensive review and analysis of management's bargaining plans.

Visit www.bna.com/bargaining-objectives for more information.

FEATURES

Gain meaningful insights into the issues that matter most to employers preparing for contract talks this year with *Employer Bargaining Objectives* — including key areas in which management seeks to gain or make concessions. Numerous contract provisions are discussed, affecting core areas related to wage adjustments, pay systems, insurance and health benefits, health care cost containment, pension and retirement plans, paid leave, and job security.

This Year's Edition Includes:

- Results from more than 100 survey questions targeting:
 - Wage adjustments and pay provisions
 - Insurance and health benefits
 - Pension and retirement plans
 - Paid leave
 - Job security
- Analysis of major trends covering traditional and emerging bargaining issues
- Results broken out by major employment sector and bargaining unit size
- A crisp report summary and individual chapter overviews
- More than 20 easy-to-read charts and tables

BENEFITS

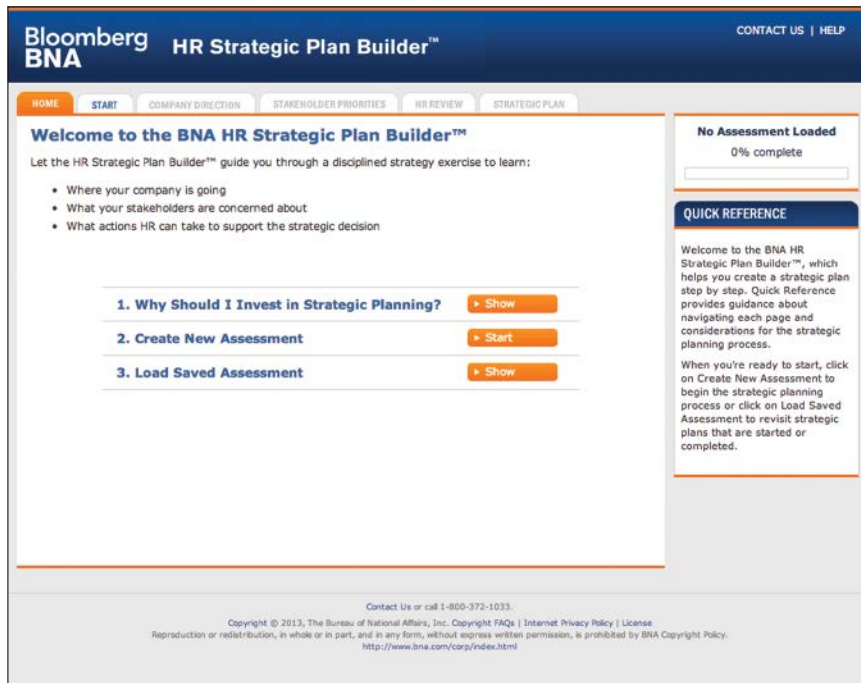
- Comprehensive analysis of management's bargaining plans
- Graphics and tables present data clearly
- Demographic breakouts by major employment sectors (manufacturing and non-manufacturing) and by bargaining unit size
- Insightful comparisons to previous years
- Easily searchable PDF version

BEST SOLUTION FOR

- Corporate leaders
- Labor relations professionals
- Union and management negotiators and attorneys

HR STRATEGIC PLAN BUILDER™

A step-by-step guide to creating a strategic plan of action for your organization.



Define where your company is going, what your stakeholders are concerned about, and what actions HR can take to support strategic decisions with this new tactical tool.

Format & Frequency

Updated regularly online.

Visit www.bna.com/hrplan for more information.

FEATURES

HR Strategic Plan Builder helps you, step by step, create a strategic plan for your organization. Use this tactical tool to guide you through a disciplined strategy exercise to define where your company is going, what your stakeholders are concerned about, and what actions HR can take to support strategic decisions. Determine the ideal direction for your company, how to best satisfy the needs of your stakeholders, and the steps HR can follow to see strategic decisions carried out effectively.

BENEFITS

- Clarify the objectives that will lead your company into its next growth phase.
- Use templates to interview company leaders, compare results side by side, and choose from a list of recommended actions to build your company's strategic plan.
- Define the key components of your company's directions, including the justification for the new plan, the CEO vision, your plan of action, and comments from key stakeholders.

- Identify HR core actions and company goals for your plan based on feedback from key stakeholders.
- Refer to guidance from Bloomberg BNA's team of HR experts on best practices for conducting interviews, making evaluations about corporate responses, and selecting appropriate actions.
- Easily create and save assessments for future use.

GUIDE TO RECOVERING OVERPAYMENTS

Avoid and effectively recover wage overpayments.

BNA's Guide to Recovering Overpayments



Understand your compliance obligations and responsibilities, and build an effective set of payroll practices for recovering overpayments with this comprehensive resource.

Visit www.bna.com/overpayments for more information.

FEATURES

Recovering wage overpayments can be a timely and sometimes embarrassing process for payroll professionals.

While employers go to great lengths to avoid these kinds of mistakes, they are an inevitable part of doing business.

When these mistakes happen, understanding your compliance obligations and responsibilities to your employees is critical.

The *Guide to Recovering Overpayments* is written in easy-to-understand terms and is geared to meet the needs of different employer sizes, cultures, and approaches. The *Guide* will help you build an effective set of payroll practices, regardless of whether you're developing policies or procedures for recovering overpayments, or if you are simply looking to strengthen your existing process.

BENEFITS

- Preventative measures employers can take in the form of employment policies, communication, and audit controls to steer clear of overpayments
- Federal and applicable state regulations governing wage overpayments
- Considerations for hourly employees, inadvertent conversions, and extra-employment agreements
- Information on overpayments for federal and state income taxes, FICA, Social Security, unemployment insurance, and fringe benefits
- Survey findings on what other employers do in overpayment situations
- Sample policies, Form 941 guidance, internal control assessments, and more

BEST SOLUTION FOR

- Payroll professionals

HR & PAYROLL WEBINARS

Offering HRCI and APA RCH Credits

Designed especially for today's busy professionals, *HR & Payroll Webinars* give you access to in-depth coverage of an ever-changing array of current topics in just 90 minutes. Find out about new and revised regulations affecting human resources and payroll, and the latest trends and developments. Get expert insights into compliance with newly enacted laws, as well as strategic and practical guidance on the issues that matter in your workplace.

For just one low price, you can attend these sessions in the convenience of your office, or in a conference room with a speakerphone for your entire staff. Bloomberg BNA's webinars allow you to follow along with the speaker's presentation, slide by slide, then apply what you've learned within your department or organization.

Please visit www.bna.com/HR for a complete list of past and upcoming conference titles, online ordering, and information on pricing and registration.



BENEFITS

- Reliable information and analysis
- Lively, dynamic presentations from top speakers in your field
- Focused discussions in a time frame that fits into your busy schedule
- Helpful Q&A session following the main program
- Convenience — no airlines, no travel, no time away from the office
- Easy to dial in and enter your access code
- Invite as many people as you want to listen in on one phone line, at no extra charge
- Affordably priced at a fraction of the cost of other conferences or seminars
- **APA RCH and HRCI Credits available!**

RECENT HOT TOPICS

- Absence management
- Affordable Care Act
- California compensation issues
- Conducting HR audits
- EEOC regulations under the ADAAA
- Employee handbooks
- Executive assistance programs
- FLSA white collar overtime
- Garnishments
- Health care reform
- Hiring incentives law
- International payroll
- Payroll and the challenges of Pennsylvania's Act 32
- Pay ranges
- Performance-based interviewing
- Preparing job descriptions
- Reinventing talent management
- Social media policy: practical and legal considerations
- Supplemental pay
- Termination pay
- The risky business of unpaid interns & volunteers
- Unemployment insurance
- Wage and hour regulations

UPCOMING HR WEBINARS

www.bna.com/hrwebinars

- Pay Ranges: Creating the Boundaries of Pay
- Preparing Job Descriptions
- Conducting HR Audits
- Employee Handbooks: Developing an Employee Handbook Scorecard
- The Risky Business of Unpaid Interns & Volunteers

UPCOMING PAYROLL WEBINARS

www.bna.com/payrollwebinars

- Payroll Tax Research
- Off-Cycle Wage Payments
- Affordable Care Act & Payroll
- The Basics of Wage Garnishments
- Multistate Tax Issues for Payroll
- Preparing for Payroll Audits

UPCOMING INTERNATIONAL HR WEBINARS

- Global Payroll Strategy & Management
- Global Human Resources Information Systems
- Structuring Expatriate Postings and Secondments
- Managing Global Sales Compensation Plans

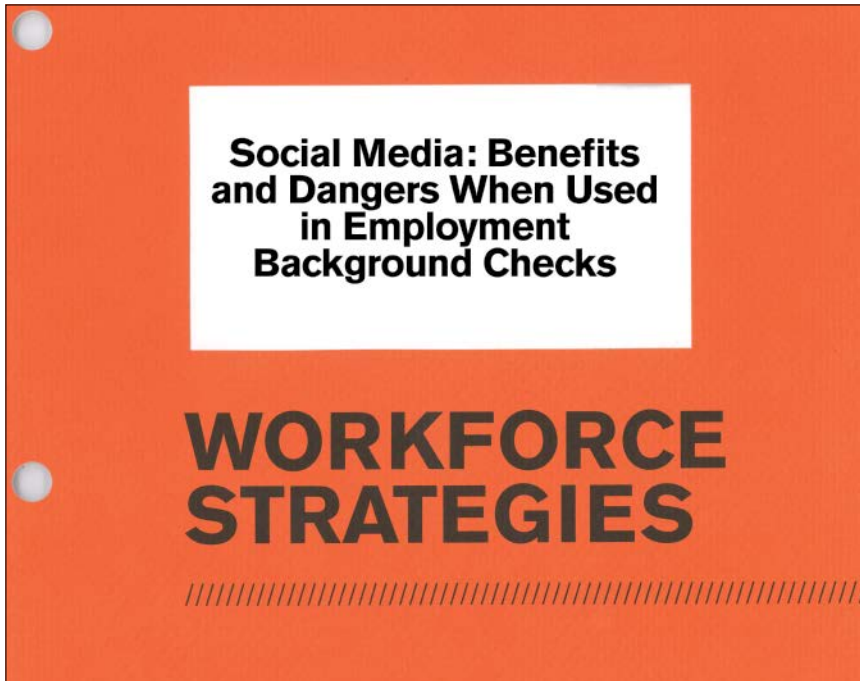
REGISTRATION IS SIMPLE AND SECURE

Visit www.bna.com/hr, and follow the simple steps to register securely online. Or, please call 800.372.1033 option 6, sub-menu option 1, and refer to date and title of the webinar.

www.bna.com/HR

WORKFORCE STRATEGIES WHITE PAPERS

Rely on *Workforce Strategies* for big-picture HR strategic planning.



Stay competitive and proactive with ideas and insights into issues that matter most in the workplace — from communicating health care benefits to managing social media.

FEATURES

Workforce Strategies provide you with a single-issue focus on the most challenging issues surrounding the HR function. These white papers give you more tools, more practical analysis, and more case studies on workforce development, recruiting, and retention to help you stay competitive with ideas and insights into such issues as productivity, quality management, customer service, and employee satisfaction.

BENEFITS

- Single-topic focus means more in-depth coverage on the latest HR issues
- Emphasis on strategic planning means your organization is prepared to handle emerging trends and developments
- Enhanced graphics are easier to read and highlight what's important to see
- Prominent case studies help create benchmarks and incorporate winning strategies from other leading organizations

RECENT TITLES

- Employee Threat Assessment: Planning Proactively To Prevent Workplace Violence
- Severance Agreements: Securing Employee Claim Waivers While Avoiding Legal Pitfalls
- Disaster Recovery: Ensuring Business Continuity Following a Catastrophic Failure
- Progressive Discipline: Ensuring Consistency and Fairness In Addressing Employee Performance
- The Trust Fund Recovery Penalty: Avoiding Personal Liability For Unpaid Employment Taxes
- The Bully-Free Zone: Creating a Respectful, Productive, and Legal Workplace
- Whistleblowing: Effectively Addressing Internal Reports Of Corporate Corruption
- Green Workplaces: Achieving Environmental Sustainability Without Damaging the Bottom Line
- Final Wage Payments: Keeping Compliant With State and Federal Law

- Ergonomics: Making the Work Environment Fit the Individual Employee
- Employee Smoking Prohibitions: Addressing Worker Challenges to Employer Anti-Smoker Policies
- Worker Reclassification: Issues to Consider When Reclassifying Independent Contractors as Employees
- Social Media: Benefits and Dangers When Used in Employment Background Checks
- Collaborative Performance Reviews: Using Appraisals to Encourage Employee Commitment and Involvement
- Workplace Investigations: Avoiding Legal Liability for Employee Discrimination Claims
- Data Security: Employee Liability for Theft Of Electronic Data

PAYROLL WHITE PAPERS

Follow best practices for big-picture strategic planning.

**Bloomberg
BNA**

CALIFORNIA MEAL AND REST PERIODS EMPLOYER OBLIGATIONS

Payroll Decision Support Network
Bloomberg BNA's resources will change
the way you do business.

Keep informed and stay in compliance with insights and best practices relating to your most pressing payroll issues — from handling garnishments to preparing for an audit.

FEATURES

Strategic White Papers provide you with a single-issue focus on the most challenging issues surrounding the payroll function. These white papers give you more tools, more practical analysis, and more case studies on hot topics. Best practices and expert analysis help you become an expert in the subject areas that matter most.

BENEFITS

- Single-topic focus means more in-depth coverage on the latest payroll issues
- Emphasis on the most challenging topics means your organization is prepared to handle emerging trends and developments
- Enhanced graphics are easier to read and highlight what's important to see
- In-depth coverage of the recent developments in payroll mean you're always ahead of the latest changes

RECENT TITLES

- Preparing for an IRS Audit: Getting Compliant With Federal Compensation and Payroll Taxation Law
- California Meal and Rest Periods
- Disaster Recovery & Business Continuity
- Mergers & Acquisitions — Payroll Implications
- Nonstandard Work Schedules
- State Nexus Policies & Payroll
- The Additional Medicare Tax The Cost of Noncompliance
- The Trust Fund Recovery Penalty
- Unemployment Insurance
- Voting Time Leave
- Worker Status Enforcement

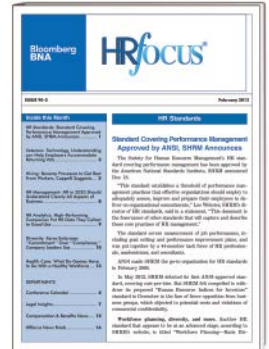
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BLOOMBERG BNA MONTHLY NEWSLETTERS

HRfocus®

In each 16-page issue of *HRfocus*, you get original research, expert interviews, and case studies on key issues such as ADA, contingent workers, FMLA, controlling healthcare and benefits costs, employment law, managing HR technology, setting merit pay increases, and much more. Your subscription includes both print and electronic issues and 24/7 access to online archives. This newsletter has been the leading source of the latest news and management advice for HR professionals for nearly 90 years. *HRfocus* helps you recruit and retain top-flight talent, comply with ever-changing HR laws and regulations, create fair and effective compensation strategies, put the latest technology to work for your department, and cultivate leadership.

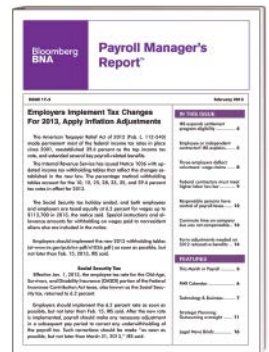
Product Code: IHRF01 One-Year Subscription



Payroll Manager's Report™

Payroll Manager's Report provides practical tips, techniques, and methods on the most challenging issues facing payroll operations today. Whether you manage payroll internally or outsource it, you can count on this report for the latest best practices and strategies for running an efficient payroll department. *Payroll Manager's Report* helps you resolve tough tax questions when federal and state rules collide; save thousands of dollars by using the latest web-based payroll technologies; lock down costs by adopting new payroll department software; and reduce paperwork, reporting headaches, and your legal exposure.

Product Code: IPMR01 One-Year Subscription



Payroll Practitioner's Monthly™

For more than 15 years, *Payroll Practitioner's Monthly* has been the practitioner's "go-to" report to stay in compliance with the many regulations required to properly distribute a corporate payroll. Thousands of payroll managers rely on this newsletter for practical tips, techniques, and methods on the most challenging issues facing payroll operations. *Payroll Practitioner's Monthly* helps you effectively implement the latest withholding rules, rates, and changes; enforce court ordered garnishments and other wage attachments; quickly correct mistakes on W-2 forms; adopt cost-saving payroll specific software; and identify key issues for motivating payroll department employees.

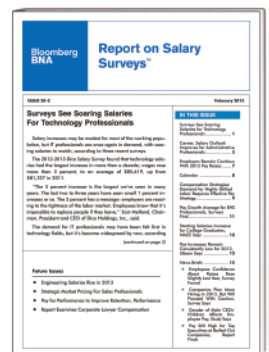
Product Code: IPPM01 One-Year Subscription



Report on Salary Surveys™

Analyzing data from major salary surveys released during the year by the biggest compensation survey companies, the *Report on Salary Surveys* provides an overview of expensive, hard-to-manage services. In every monthly issue, this report reviews as many as a dozen new salary surveys to help you assess and choose the ones best suited for your company. *Report on Salary Surveys* helps you assess the overall competitiveness of your compensation policies, set competitive pay levels for the mailroom through to the boardroom, jump start productivity using employee recognition programs that work, and compensate sales executives without breaking the bank.

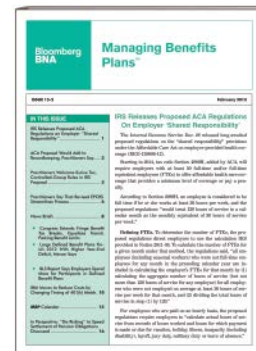
Product Code: IRSS01 One-Year Subscription



Managing Benefit Plans™

Thousands of benefit executives currently rely on *Managing Benefits Plans* for practical “how-to” management tips, techniques, and methods for handling plan issues. Web reference material is updated regularly, and includes web notification coverage, an email update service on late-breaking regulatory and compliance news, best practice ideas, and links to dozens of new programs and services. *Managing Benefits Plans* helps you adopt innovative new options for prescription drug and wellness plans, minimize black-out periods for plan conversions, implement a self-service benefits enrollment system, unleash low-cost benefit ideas that will energize employees, and control the costs of workers compensation and 401(k) plans.

Product Code: IMBP01 One-Year Subscription

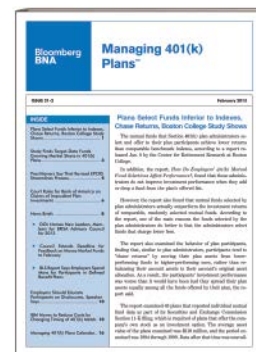


Managing 401(k) Plans™

Managing 401(k) Plans keeps 401(k) plan managers informed of changes in the laws and many regulations governing 401(k) plans, as well as giving indispensable tips and case studies for communicating plans with employees, passing anti-discrimination tests, selecting and monitoring investment funds, increasing plan enrollment, and understanding and managing plan fees, to name a few.

Managing 401(k) Plans will help you stay current on practical management tips, techniques, and methods for handling challenging issues; monitor investment trends among stable value and target date funds; reduce plan costs, help participants with rollovers, reduce plan loans, improve participant asset allocation, and minimize your fiduciary risk; assess the soundness of your plan's investment options and services; and determine if you have sufficient 401(k) liability insurance and build a bridge between participant wants and plan design.

Product Code: I40K01 One-Year Subscription

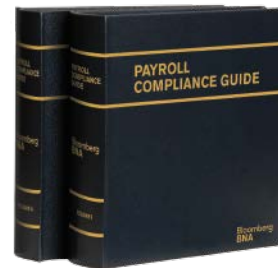


Payroll Compliance Guide

Payroll professionals can now get fast, “what to do and how to do it” payroll compliance help from one convenient, complete, up-to-date resource. *Payroll Compliance Guide* is a comprehensive two-volume publication consisting of nearly 1,000 pages, eight sections, easy-to-understand examples, full text of “must have” IRS Documents, and more.

Payroll Compliance Guide covers every important topic, including contracts, payments, deposits, withholding, taxation, procedures, errors, requirements, minimum wage compliance, exemptions, contributions, termination, garnishments, and child support. Although your payroll service probably gives you advice and information on new and revised rules and procedures, the responsibility for compliance still rests with YOU, not your service. If they make a mistake, you're the one who'll be held accountable! *Payroll Compliance Guide* helps you comply with confidence.

Product Code: IPCG01



PRODUCTS BY SUBJECT AREA

CORPORATE LAW & BUSINESS

ABA/BNA Lawyers' Manual on Professional Conduct
Alternative Investment Law Report®
Antitrust & Trade Regulation Resource Center
Antitrust & Trade Regulation Report
Banking Daily
Banking Report
Bankruptcy Law Reporter
Bankruptcy Law Resource Center
BNA/ACCA Compliance Manual: Prevention of Corporate Liability
Broker/Dealer Compliance Report
Corporate Accountability Report®
Corporate Compliance Library®
Corporate Counsel Library
Corporate Counsel Weekly
Corporate Governance Library®
Corporate Governance Manual
Corporate Governance Report
Corporate Law Daily
Corporate Practice Library
Daily Report for Executives
Daily Tax Report®
E-Commerce Tax Report
Export Reference Guide
Federal Contracts Report
Homeland Security Briefing®
Import Reference Guide
Infrastructure Investment & Policy Report
International Business & Finance Daily
International Trade Daily
International Trade Law Resource Center
International Trade Library
International Trade Reporter
International Trade Reporter Decisions
Mergers & Acquisitions Law Report
Money & Politics Report
Privacy & Data Security Law Resource Center
Privacy & Security Law Report®
Product Safety & Liability Reporter
Real Estate Law & Industry Report®
Securities Law Daily
Securities Regulation & Law Report
Telecommunications Monitor
Transportation Watch

United States Law Week®
White Collar Crime Report
World Communications Regulation Report
WTO Reporter®

EMPLOYEE BENEFITS

Benefits Practice Resource Center
ERISA Litigation Tracker
Pension & Benefits Daily
Pension & Benefits Reporter

EMPLOYMENT & LABOR LAW

Affirmative Action Compliance Manual for Federal Contractors
Americans with Disabilities Act Manual
Benefits Practice Resource Center
Collective Bargaining Negotiations and Contracts
Construction Labor Report
Daily Labor Report®
EEOC Compliance Manual
Employment Discrimination Report
Employment Discrimination Verdicts and Settlements
FLSA Litigation Tracker
Government Employee Relations Report
Labor & Employment Law Resource Center
Labor Relations Reporter®
Labor Relations Week
Pension & Benefits Daily
Union Labor Report®
Workplace Immigration Report
Workplace Law Report

ENVIRONMENT, HEALTH & SAFETY

Air Pollution Control Guide
BNA Auditor
BNA Global Auditor
BNA MSDS
BNA Trainer
Canadian EHS Legislative & Regulatory Alert
ChemCite® Research Suite
Chemical Regulation Reporter®
Daily Environment Report

EHSAssist®
EHS Decision Support Network
EHS Federal Regulatory Alert
EHS Global Alert®
EHS RegTracker
EHS State Regulatory Alert
Energy and Climate Report
Environment & Safety Compliance Calendar
Environment & Safety Resource Center
Environment Cases
Environment Reporter
Environmental Compliance Bulletin
Environmental Due Diligence Guide
Environmental Due Diligence Guide Report
Federal Environment & Safety Regulatory Monitoring Report
Global EHS Resource Center®
International Environment Reporter
Job Safety and Health
Occupational Safety & Health Daily
Occupational Safety & Health Reporter
Right-to-Know Planning Guide
Right-to-Know Planning Guide Report
Safety Cases
safety.bna.com®
Spill Reporting Procedures Guide
State Environment Daily
SafetyNet
Waste Management Guide
Water Law & Policy Monitor
Water Pollution Control Guide
World Climate Change Report®

HEALTH CARE

Health Care Daily Report
Health Care Fraud Report
Health Care Policy Report
Health Care Program Compliance Guide
Health Insurance Report
Health IT Law & Industry Report
Health Law & Business Series
Health Law Reporter
Health Law Resource Center
Life Sciences Law & Industry Report
Medical Devices Law & Industry Report
Medical Research Law & Policy Report®
Medicare Report

Pharmaceutical Law & Industry Report®
State Health Care Regulatory
Developments

HUMAN RESOURCES

Benefits & Compensation
Management Update
Bulletin to Management
Compensation & Benefits Library
Daily Labor Report®
Employment Discrimination Report
Employment Guide
Government Employee Relations Report
HR Department Benchmarks & Analysis
HR Decision Support Network®
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Human Resources Library
Human Resources Report
International HR Decision
Support Network
International Payroll Decision
Support Network
Labor & Employment Law
Resource Center
Payroll Administration Guide
Payroll Decision Support Network
Payroll Library
Union Labor Report®
Workforce Strategies

INFORMATION SOLUTIONS

BNAConvergence®
BNACustomClip®

INTELLECTUAL PROPERTY

BioTech Watch
Intellectual Property Law
Resource Center
Life Sciences Law & Industry Report
Media Law Reporter
Patent, Trademark & Copyright Journal®
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Tax Management Weekly Report
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