



This CD includes forms you need for your human resource department...find and maintain quality personnel

This CD of personnel forms provides the small business with a variety of well designed, easy-to-use layouts that present a professional image. Covering areas from hiring to discipline to vacations, these forms meet the needs of the small business HR department.

- Fill in forms right on screen
- Familiar PDF & Excel® formats
- Print unlimited forms

Includes...

- Application for Employment
 - Accident Report
 - Payroll Summary
 - Certificate of Recognition
 - COBRA Rights Notice
 - Direct Deposit Authorization
 - HIPAA Privacy Notice
 - Warning Notice
 - Drug Testing Consent Form
 - Performance Review
 - Exit Interview
 - Reference Check Form
 - Salary Change Notice
 - Travel Request
 - Vacation Request
 - Time Sheet
- and more!



*** Requires Microsoft® Excel®**
 *Windows® & Macintosh Compatible