



Total Coverage for Human Resource Management and Compliance

“Over the last several years, HotlinkHR has proven to be an invaluable resource for hundreds of our new car dealer members by giving them unique tools to run their businesses. We use it in our own associations offices. HotlinkHR take the guesswork out of employment legal compliance and shields our members from lawsuits.”

**—Peter Welch, CEO
California New Car Dealers Association**

“Onboarding personnel used to take an hour or two for paperwork; now it takes five minutes and we know it’s done right because the software forces compliance. We don’t have to go to the HR seminars, because HotlinkHR is doing that for us. If something new pops up, I know we are covered.”

**—John Kiser
Chief Financial Officer
Hardin Honda**



HotlinkHR™ is the total HR Management solution designed in collaboration with leading labor and employment attorneys to ensure your business is in complete compliance with state and federal regulations. Delivered as a convenient software-as-a-service model, HotlinkHR™ gives you the tools you need to automate all essential processes, improve efficiency with easy-to-use software, and access expert advice on demand. Everything you need to save time, resources, and money contained in a single HR Management system.

Total Coverage for Human Resource Management and Compliance

HotlinkHR™ streamlines **all** of your HR-related tasks and responsibilities. It provides you with the tools and expert advice you need to be knowledgeable and confident when handling any type of employee-related situations. HotlinkHR™ helps you comply with the many employment laws that could potentially put your business at risk and it's highly flexible to meet your company's specific needs.

HotlinkHR™ is a "must have" for every business that is interested in improving efficiency. From managing crucial employee-related tasks and publishing an employee policy manual to writing effective job descriptions and maximizing the employee performance review process, HotlinkHR™ does it all - quickly and easily.

HotlinkHR™ Features

- Electronic Employment Application
- Automated Hiring Workflow
- Online Background Reports
- Tax Credit Application & Processing
- On-Boarding Checklist & New Hire Processing
- Employee Training
- Electronic Policy Manuals
- Online Safety Manuals
- Information Security Program including Red Flags
- Wage and Hour Tools & Overtime Calculator
- Job Descriptions and Pay Plans
- Performance Management Program
- Employee Incident Reporting Hotline
- Manager's Toolkit
- On Demand HR Advice
- Administrative Action Bulletin
- Compliance Scorecard

Automation of essential HR processes forces compliance

- Recruiting and Staffing
- Performance Management
- HR, Safety, and Industry Specific Training

Improved efficiency with simple to use, web-enabled HR software

- Manager and Employee Self Service Portal
- Automatic Alerts
- Reporting and Analytics
- Incident Reporting Hotline

On Demand expertise

- Online HR advice from attorneys with expertise in your industry
- Compliance Toolkits and "How To" Guides
- Regulatory Updates

About KPA

At KPA, our business is to help you attain compliance with state and federal law; reducing your risk of accidents, fines, civil actions, and litigation while saving costs. Over 3000 clients trust KPA to provide the right combination of training, software, and expert advice. Endorsed by 24 national and state trade associations, KPA is the only provider of EHS and HR services and software designed for the specific requirements of dealerships, manufacturers, and automotive services companies.