

**Start Here!**

<http://www.meainfo.org>

## Quick Guide Card

### What is CCH Answers now?

CCH AnswersNow is your one stop HR Resource! Available from a link on MEA members only web page, you will find thousands of resources at your finger tips—from job descriptions and handbook polices to answers on those questions most commonly asked in HR! ***Now includes daily employment law news!!***

### AnswersNow includes powerful HR tools for Job Descriptions and Performance Reviews!

#### Most used HR Tools

1. **Job Descriptions**—choose from over 3700 jobs; includes competencies; even creates job ads and interview questions!
2. **Performance Review**—built in intelligence to help managers write reviews!
3. **Sample Forms**—hundreds of sample forms, policies & checklists included!

The screenshot shows the MEA AnswersNow website. At the top right, there are links for 'EMAIL OPTIONS', 'SETTINGS', and 'SEARCH TIPS'. The main header features the 'mea' logo (midatlantic employers' association) and the tagline 'Today's HR Solutions'. Below the header is a navigation menu with 'HOME' (underlined), 'STATE LAWS', 'FEDERAL LAWS', and 'NEWS'. The main content area is divided into three sections: 'HR Compliance Library' (listing Benefits, Compensation, Discrimination & Retaliation, Employee Relations, HR Management, Organizational and Employee Development, Safety, Security, Risk Management, Staffing, and Unions), 'Tools' (listing Job Descriptions, Performance Reviews, Forms, Policies and Checklists, and Sample employee handbook), and 'What's New' (dated OCTOBER 14, 2011, listing various news items such as Riverside County warehouse citations, Unemployment Insurance (SC) revised rates, and California's new members for ETAAC).

For CCH Product Support:

Go to <http://support.cch.com> or call 800-432-5910

## Easily find answers by browsing or searching!

Easily locate information by using the categories and topics found in each menu area—clicking open the appropriate database.

1. Click on the menu or database containing your topic
2. Click Open the subheading you want more information about
3. Continue browsing to your document

[Contents](#)
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[Where am I?](#)
[Printable](#)
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### Use document icons for your action items!

- **Contents** icon—shows you the collection list of related documents
- **Where am I**—con—shows you the collection name you are in
- **Printing**—click the Print icon and click okay to the printer-friendly dialog box!

### Bookmarking a document:

- You can easily save a document in the site by using a bookmark!
- Simply click the 'bookmark' and enter a name of your topic. This will save a link to your document for easy retrieval and will always be up-to-date!

## Select a State or Territory

- |                                                          |                                                   |                                                    |                                                    |
|----------------------------------------------------------|---------------------------------------------------|----------------------------------------------------|----------------------------------------------------|
| <input checked="" type="checkbox"/> Alabama              | <input checked="" type="checkbox"/> Illinois      | <input checked="" type="checkbox"/> Montana        | <input checked="" type="checkbox"/> Puerto Rico    |
| <input checked="" type="checkbox"/> Alaska               | <input checked="" type="checkbox"/> Indiana       | <input checked="" type="checkbox"/> Nebraska       | <input checked="" type="checkbox"/> Rhode Island   |
| <input checked="" type="checkbox"/> Arizona              | <input checked="" type="checkbox"/> Iowa          | <input checked="" type="checkbox"/> Nevada         | <input checked="" type="checkbox"/> South Carolina |
| <input checked="" type="checkbox"/> Arkansas             | <input checked="" type="checkbox"/> Kansas        | <input checked="" type="checkbox"/> New Hampshire  | <input checked="" type="checkbox"/> South Dakota   |
| <input checked="" type="checkbox"/> California           | <input checked="" type="checkbox"/> Kentucky      | <input checked="" type="checkbox"/> New Jersey     | <input checked="" type="checkbox"/> Tennessee      |
| <input checked="" type="checkbox"/> Colorado             | <input checked="" type="checkbox"/> Louisiana     | <input checked="" type="checkbox"/> New Mexico     | <input checked="" type="checkbox"/> Texas          |
| <input checked="" type="checkbox"/> Connecticut          | <input checked="" type="checkbox"/> Maine         | <input checked="" type="checkbox"/> New York       | <input checked="" type="checkbox"/> Utah           |
| <input checked="" type="checkbox"/> Delaware             | <input checked="" type="checkbox"/> Maryland      | <input checked="" type="checkbox"/> North Carolina | <input checked="" type="checkbox"/> Vermont        |
| <input checked="" type="checkbox"/> District of Columbia | <input checked="" type="checkbox"/> Massachusetts | <input checked="" type="checkbox"/> North Dakota   | <input checked="" type="checkbox"/> Virginia       |
| <input checked="" type="checkbox"/> Florida              | <input checked="" type="checkbox"/> Michigan      | <input checked="" type="checkbox"/> Ohio           | <input checked="" type="checkbox"/> Washington     |
| <input checked="" type="checkbox"/> Georgia              | <input checked="" type="checkbox"/> Minnesota     | <input checked="" type="checkbox"/> Oklahoma       | <input checked="" type="checkbox"/> West Virginia  |
| <input checked="" type="checkbox"/> Hawaii               | <input checked="" type="checkbox"/> Mississippi   | <input checked="" type="checkbox"/> Oregon         | <input checked="" type="checkbox"/> Wisconsin      |
| <input checked="" type="checkbox"/> Idaho                | <input checked="" type="checkbox"/> Missouri      | <input checked="" type="checkbox"/> Pennsylvania   | <input checked="" type="checkbox"/> Wyoming        |

### In all of **Pennsylvania Employment Law Summaries**

find

- ¶139-8500 - Access to Personnel Files Law Summaries
- ¶139-2800 - Age Discrimination Law Summaries
- ¶139-4200 - COBRA Law Summaries
- ¶139-1500 - Child Labor Law Summaries
- ¶139-5500 - Child Support Enforcement Law Summaries
- ¶139-2600 - Disability Law Summaries
- ¶139-8600 - Drug Testing Law Summaries
- ¶139-2500 - Fair Employment Practices Law Summaries
- ¶139-7000 - Family, Medical and Parental Leaves Law Summaries
- ¶139-5600 - Garnishment Law Summaries
- ¶139-8700 - Genetic Testing Law Summaries
- ¶139-4000 - Health Insurance Benefit Coverage Law Summaries
- ¶139-7400 - Holiday and Vacation Law Summaries
- ¶139-7100 - Jury Duty and Court Attendance Leave Law Summaries
- ¶139-3200 - Marital Status Discrimination Law Summaries
- ¶139-1300 - Maximum Hours Law Summaries
- ¶139-1400 - Meal and Rest Periods Law Summaries

All summaries contain a section called "What Employers Need to Do"!

For Additional Help:

<http://meainfo.org> 800-662-6238