MAUS
Employee Manual

Instantly create effective employee manuals

Employee handbooks are crucial to the success of any business. MAUS Employee Manual is designed to help companies develop their own Employee Manual incorporating all the important policies, procedures and forms into one comprehensive, customised reference manual.

This innovative software will allow you to create a legally appropriate employee handbook that is specific to your business, not just a collection of standardised policies and procedures with your company name on the cover. With employee litigation on the rise, businesses need to protect themselves against possible legal action through formalised HR systems. Should an employee dispute erupt into litigation, your personnel policies will be among the first documents to be subpoenaed.

MAUS Employee Manual comes complete with over 100 sample policies and procedures, with the option to either customise the policies provided or create your own to meet the requirements of your business. It even includes commonly used administrative forms such as Sick Leave and Employment Applications. The software uses a simple question and answer format that prompts you step-by-step through the entire process.

Updating your Employee Manual is also a breeze! Simply open the policy that needs changing and you can make the appropriate alterations without having to retype the entire document! The software is so flexible you can choose to publish the end product in either hard copy, over the network or on your Intranet.

Whether your business is large or small, MAUS Employee Manual can help you achieve the kind of professional results you would expect from experienced consultants—but with a lot less time, effort and cost.

"MAUS's product line remains unmatched by any other business software producer"

PC Users Magazine

## At a click of a button, MAUS Employee Manual provides you with:

- A software program which is simple to use and requires no ongoing costs or royalty fees.
- A comprehensive Employee Manual which can be published in hard copy, on the network or on your Intranet.
- Over 100 sample policies, procedures and forms which can simply be customised to suit both your business and industry.
- Documentation that will help protect your business against potentially expensive legal action such as unfair dismissal claims.
- The ability to develop unlimited policies and procedures.

Key Benefits:

- Save time and money.
- Simple step-by-step approach.
- Comprehensive Question and Answer format.
- Contains dozens of sample policies, procedures and ready-made forms.

- Customisable to suit both your business and industry.
- Helps protect your organisation against unfair dismissal claims.
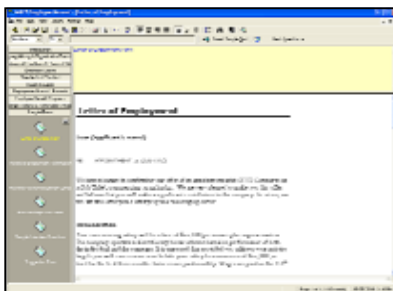- Improve productivity and motivation amongst all employees.
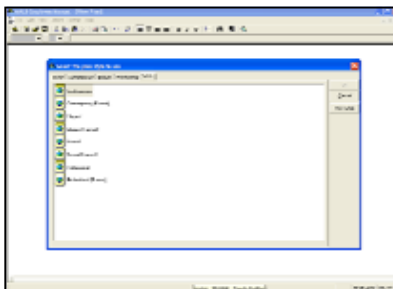
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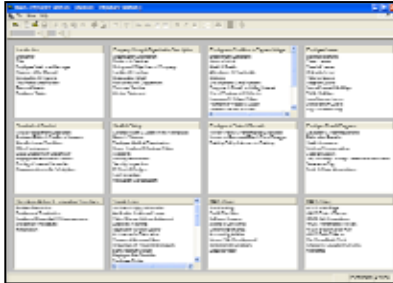
Easy User Interface
Simple user interface allows you to move easily through the different sections of the manual.
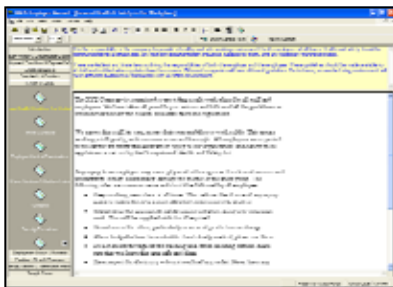
Sample Text
Easy to follow question & answer approach with sample text guides you every step of the way

Sample Forms
Includes customisable sample forms covering everything from a Letter of Employment to Employee Warnings.

Presenting Your Manual
Publish your manual in a range of different output styles including HTML.

The step by step process>>

1. Start with the simple Question & Answer format.
2. Customise the policies & procedures to suit your own business and industry.
3. Edit the forms to suit your company's requirements.
4. Preview your Employee Manual before making final changes.
5. Publish & distribute your own Employee Manual in hard copy, on your network or on your Intranet.

Who Should Use MAUS Employee Manual?

If you are looking to save time and money while creating a professional document that outlines your responsibilities to your employees and vice versa, you need MAUS Employee Manual. The program is fast and simple to use and does not require a legal background or prior experience in Human Resources.

This software is used by thousands of business owners and managers such as:

Managing Directors	Team Leaders
Senior Managers	Divisional Managers
Human Resource	Managers Supervisors
Sales Managers	CEOs

Five key reasons why you should use MAUS Employee Manual

1. Fulfil your legal obligations to your employees
2. Protect your business from potentially devastating legal action
3. Increase the communication flow around your organisation
4. Facilitate increased responsibility from your staff
5. Increase staff morale and motivation

What does the software cover?

MAUS Employee Manual includes over 100 different policies and procedures covering areas such as: Employment Conditions, Overtime Policy, Equal Employment Opportunity, Sexual Harassment, Payment of Wages & Salary, Sickness Benefits, Annual Leave, Workers' Compensation, Maternity Leave, Anti-Discrimination, Standards of Conduct and much more!

Other MAUS products for use with MAUS Employee Manual

MAUS Policies & Procedures Manual is designed to help companies develop a complete operations handbook incorporating procedures, work-flow documents and business forms into one comprehensive reference manual. Includes over 90 samples policies ready to use for your business.

MAUS Performance Review is the ultimate performance appraisal tool. This easy to use software application allows you to easily monitor and record the performance of your staff. The program saves time in the review process and protect you from unfair dismissal.

MAUS Job Description contains over 3,800 built-in job descriptions that can be customised to suit your requirements. Create your own library of descriptions that can be used again and again. Use the hiring module to create instant employment ads and interview questions direct from your description.

Summary of Features

Company history and organisational description, employment conditions and payment of wages, employee leave, procedures regarding sick leave, general health and safety in the workplace, review policy and performance evaluation, sample forms, application for annual leave, full word processing capabilities, search & replace function, export/import with Microsoft Word and other leading word processors, print out hard copies or publish in HTML format for display over an intranet.