



# Zywave Toolbox Applications

KACo is dedicated to providing insured members with the resources to train employees, prevent accidents and reduce claims activity. KACo is offering Zywave, an online safety training, benefit administration and federal and state compliance program, to accomplish this purpose. Zywave is a broad, comprehensive resource available to KACo insured members at no additional cost.

While not specifically designed for public employers, the Zywave platform may contain useful information for a variety of public and private employers. KACo recommends that you speak with your county attorney, board attorney or the KACo legal staff prior to the adoption of a policy or recommendation.

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## Learning Management System



**[Zywave Learning](#)** This interactive LMS facilitates employee and manager training with professionally produced courses. Stay on top of compliance and safety with this learning management system.



**[OSHA Log](#)** This turnkey solution helps you track incidents, generate OSHA mandated reports and create forms - all in a secure, cloud-based environment with 24/7 access.



**[Employee Handbook Builder](#)** This creates and communicates your organization's HR policies and procedures quickly and conveniently. Generate custom employee handbooks, branded to any organization, by answering a few quick questions.

## Compliance Applications



**[ACA Reporting](#)** This generates Forms 1094/1095 by importing your completed workbooks. With ACA Reporting, you can print your forms and file with the IRS or distribute to your employees - streamlining ACA compliance.



**[FMLA Advisor](#)** Understand your rights and responsibilities under the federal Family and Medical Leave Act (FMLA).



**[Federal Poster Advisor](#)** The U.S. Department of Labor requires a number of different posters displayed in the workplace. Find links to download printable posters with the Federal Poster Advisor [here](#).



**[Multi-State Laws Comparison Tool](#)** This tool is a convenient way for you to view and download labor laws in different states. If you have locations in multiple states, you may be concerned about which state labor laws apply to your business.



**[COBRA Notices Generator](#)** Satisfying your COBRA notice obligations does not have to be challenging. In three easy steps, create all six required COBRA notices.



**[Compliance Notice Builder](#)** Produce custom benefits notices. When laws or corporate circumstances change, simply update the information and generate a new notice instantly. You'll have the notices you need in minutes, plus distribution guidelines.



**[Health Plan Compliance Calendar](#)** Generate your own customized compliance calendar. Featuring a rolling list of federal compliance dates, monthly reminders and supplementary resources, you can meet deadlines and generate the applicable notices.



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## HR Applications



**[Custom Job Description Builder](#)** The Custom Job Description Builder helps you make the most complete job description so your employees can achieve their true potential, which ultimately contributes to the success of the business.



**[Employee Cost Calculator](#)** From compensation and benefits to recruiting, training, office equipment and other costs, this easy-to-use calculator accounts for those typical expenses you may not necessarily think about when hiring a new employee.



**[HR Self-Assessment Tool](#)** With this tool, you can access your HR management practices, employee relations, recruiting process, training and development process and more.



**[In-person Interview Question Builder](#)** Build a series of questions to help you learn more about a candidate during an in-person interview. Ensure that you are asking the right interview questions to evaluate whether a candidate has the knowledge, skills and qualities necessary to be a successful employee.



**[Performance Review Builder](#)** Based on an occupation, this tool generates performance appraisals, which can be customized with ratings and comments to describe performance issues.



**[Phone Interview Question Builder](#)** Build a customized set of phone interview questions to help you narrow your pool of job applicants.



**[Salary Benchmarking](#)** Using this tool, you can search compensation and pay structure reports either annually or by the hour. The salary benchmarking survey information can be viewed and compared nationally, by state or within a state.



**[Sample Job Descriptions](#)** Using sample job descriptions, you can effectively and accurately highlight an employment opportunity to potential candidates.



**[Total Compensation Statement Builder](#)** This step-by-step tool generates a total compensation statement for you in minutes, which, in turn, helps you educate employees on the value of their benefits.

## HR Consulting

**[HR Hotline](#)** The HR Hotline is a service staffed by HR professionals, and is available by phone or email, to offer help. Clients will have access to personalized, professional HR consultation and expertise.

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