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Wolters Kluwer products have been recognized for their authoritative and comprehensive content for over 90 years. With integrated content from CCH and Aspen, you're sure to get more primary source material, more explanations and more cases.

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- AnswersNow Products
- Benefits
- Environmental Compliance
- Food, Drugs & Devices
- Health Care Compliance
- Health Care Reimbursement
- Human Resources Management
- Interactive Forms
- Labor and Employment Law
- Payroll
- Pension
- Safety/OSHA

Built-in Productivity Tools

Each publication is organized into expandable/collapsible menus, similar to the CCH hard copy version. Find your information by browsing through the menu topics, retrieving a citation, or searching for key words or phrases. Additional features such as Search Tools, Preferences, Smart Relate, Tracker News, Research Folders, Research History, CCH Link Express, CCH Login Express, CCH@Hand, and Training & Support help you customize your access, quickly find what you need, return to your findings, and get additional help and support.

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TRACKER NEWS & RECENT UPDATES – To help you follow topics of interest in the news, *Tracker News* provides daily updates with ability to create searches for your own customized news clipping service updates every day and so you can easily locate and track information related to your research in the following areas:

- Pension Tracker
- Employee Benefits Management Tracker
- Environmental Trackers: Air Quality Compliance; Hazardous Waste Compliance; Wastewater and Water Compliance
- HR Tracker
- Federal/State Employment Law Tracker
- Federal/State Payroll Tracker
- Food and Drugs
- Home Health Tracker
- Medical Devices
- Medicare/Medicaid Tracker
- Health Care Compliance Tracker

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AnswersNow Products

Our AnswersNow user interface presents topics in a question and answer format. These products focus on topics most relevant to you and your business, giving you one complete resource with straightforward answers, plus the full text of any relevant federal laws and regulations.

- **BenefitsAnswersNow**
- **HealthcareHRAnswersNow**
- **HRAnswersNow**
- **MedicareandMedicaidAnswersNow**

Benefits

News

Employee Benefit Plan Review

This journal is designed to alert employee benefits professionals to developments and trends in the field. It covers the entire spectrum of benefit plans: retirement plans, 401(k) plans, health and disability plans, international benefits, work and family initiatives, employee stock ownership plans and executive programs. *(Monthly updates)*

Benefits Portfolio

Employee Benefits Management

Provides comprehensive, topically arranged coverage of the full spectrum of employee benefits from pension to health care plans to work/life issues. Includes summaries of important court cases and discussions of surveys and trends in the field. *Directions* newsletter discusses the latest surveys and developments in employee benefits, features reports on the most recent best-case practices, and includes interviews with benefits experts. *(Twice monthly updates, Directions newsletter, Daily Document Updates)*

COBRA Guide

All the legal requirements of health care continuation coverage and insurance conversion rights in an easy-to-use format. Includes text of each state's healthcare continuation coverage rules, as well as relevant federal law & regulations. *(Monthly updates, Connections Newsletter)*

HIPAA Guide for Employers

Provides straightforward HIPAA compliance information on Privacy, Security and Portability. Also includes forms and policies that can be downloaded and customized. Full text of relevant federal law and regulations is included. *(Quarterly updates)*

Federal Fringe Benefits Tax Guide

Reviews recent trends in government regulations as they apply to more than 50 "perks" (including help with timely hot topics such as cafeteria plans, employer-provided parking/transportation, stock options, and more), examining them from both the employer and employee's viewpoints. Provides annotated overview and expert advice on all applicable rules, along with quick references to cases, IRS rulings and pending legislation. *(Monthly updates, Newsletter)*

State Fringe Benefits Tax Guide

Focuses specifically on fringe benefits tax at the state level. *(Quarterly updates)*

U.S. Master Employees Benefits Guide

The perfect resource for anyone involved in the area of employee benefits. Addresses federal tax and employment laws that affect employee benefits communication, management, reporting and disclosure, and other compliance issues affecting nonpension benefits. Features explanations of the many employee benefit changes arising out of recent law and regulatory changes. *(Annual updates)*

Spencer's Benefits Reports

Spencer's Research Reports on Employee Benefits

Comprehensive encyclopedia of benefits information on plan design, administration, and compliance of retirement plans(401(k) and defined benefits), health care plans, Flexible spending accounts, health savings accounts, COBRA, life, disability and ancillary benefits. Includes analysis, texts of regulations & laws, surveys, and marketplace information. *(Updated daily with weekly email notifications)*

Spencer's Consumer-Driven Health Report

Comprehensive guidance on health savings accounts (HSAs), health reimbursement accounts (HRAs), flexible spending accounts (FSAs), medical savings accounts (MSAs) and high deductible health plans (HDHPs). *(Updated weekly)*

Benefits eLibrary

COBRA Handbook, by Golub & Chevlowe

The technical requirements of the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) are constantly analyzed by the courts, and critical aspects of the law continue to be clarified by the regulatory agencies. In addition, recent developments have presented new issues affecting COBRA administration. Although the Internal Revenue Service (IRS) and Department of Labor (DOL) have clarified many questions in their respective final COBRA regulations, the regulations include new requirements that add to the burdens of administering the law. The authors of *COBRA Handbook* are experts at explaining the law and providing guidance to benefits and human resources professionals, attorneys, and others who need to understand the regulations and the compliance requirements they impose.

Employee Benefits Answer Book, by DeScherer & Myers

Provides comprehensive and detailed guidance for those who are involved in the design and administration of employee benefit plans. In a single volume, readers will find an information overview of the regulatory framework governing employee benefits as well as answers to myriad questions on various types of benefit arrangements, how to choose the plans most suited to their needs, and how to comply with the morass of federal requirements.

Employment Law Answer Book, by Filipp, Castagnera & Boyer

The last few years have witnessed major developments in many areas of employment law, including sexual harassment, the ADA, harassment based on protected categories other than sex, genetic testing, and arbitration. Numerous U.S. Supreme Court rulings have combined to alter the landscape—and the liability exposure of employees in the workplace. The *Employment Law Answer Book* analyzes these recent changes by discussing recent judicial and legislative developments in employment law and provides nuts and bolts approaches to responding to these changes. It is designed to provide quick, accurate, and up-to-date answers to employers, human resources managers, lawyers, and all professionals who need current information about employment law.

Health Insurance Answer Book, by Garner

Provides expansive coverage of the gamut of health issues that employees and employers address daily. The Seventh Edition includes discussion of health savings accounts, the final HIPAA security regulations, captive insurance companies, claim substantiation rules, the impact of the Trade Adjustment Assistance Reform Act of 2002 on COBRA coverage, and proposed COBRA regulations.

Flexible Benefits Answer Book, by Gillihan

Designed for professional advisors and business executives who need quick and authoritative answers to help them decide whether to institute or continue a flexible benefits plan, how to choose and design the type of plan that best suits their needs, and how to comply with the growing number of federal requirements and tax rules that apply to these plans.

Health Savings Account Answer Book, by Lesser, Diehl, & Keller

Clear, concise answers to questions about HSAs in Q&A format with primary source material, sample forms, and explanation of all laws that affect HSAs, including ERISA, HIPAA privacy, state laws, and securities regulations. Plus, this highly practical Answer Book gives you hundreds of real-life examples, practice pointers and other valuable features to make it directly applicable and easy to use.

Mandated Benefits Compliance Guide, by RSM McGladrey, Inc.

Comprehensive and practical reference manual covering key federal regulatory issues that must be addressed by human resources (HR) managers, benefits specialists, and company executives in all industries.

State by State Guide to HR Law, by Buckley & Green

Comprehensive, authoritative guide to the employment laws of the 50 United States and the District of Columbia serving human resources, compensation, and benefits professionals who work in multijurisdictional environments.

Multistate Guide to Benefits Law, by Buckley

Comprehensive guide overseeing the every changing rules surrounding state benefits laws. From the fundamentals of state laws, to emerging trends in regulations, this guide will serve as an invaluable resource.

State by State Guide to Managed Care Law, by Buckley & Prysby

Simplifies and expedites your research by giving you immediate access to key court decisions, state managed care policies and practices so you can examine and compare the regulatory policies state by state - for the 50 states.

Employee Benefit Plan Review, by Meyerowitz

This monthly journal is designed to alert employee benefits professionals to developments and trends in the field. Covering the entire spectrum of benefit plans: retirement plans, 401(k) plans, health and disability plans, international benefits, work and family initiatives, employee stock ownership plans and executive programs.

Benefits Law Journal, by Morse

Up-to-the minute authority on employee benefits law helps you design, administer, and modify benefits plans and simplify compliance. Each quarterly issue offers in-depth analysis governing employee benefits.

Primary Source

- Internal Revenue Code
- Federal Tax Regulations
- ERISA Law
- ERISA Regulations
- Committee Reports
- Other Laws and Regulations
- Government Documents

Forms

DOL/IRS/PBGC Forms and Instructions

Environmental Compliance

Air Quality Compliance

The Air Quality Compliance module is designed to meet the needs of environmental professionals who specialize in air quality compliance, and focuses on air pollution control issues as regulated by the US Environmental Protection Agency (EPA). The Air Quality Compliance module focuses on regulations applicable to stationary sources (e.g., industrial smoke stacks), as opposed to mobile sources (e.g., cars and buses).

- The CAA regulatory analysis articles explain regulatory actions, and are linked to Federal Register documents and the full text of the regulations.
- The CAA court case descriptions are linked to the full text of the case and to the full text of the regulations.
- The agency CAA guidance documents are linked to the full text of the regulations.
- The CAA keyword, industry, and citation indexes tie all of the pieces together, and provide a powerful research tool.
- The environmental compliance will include the full text of the federal CAA and the federal CAA regulations codified at 40 CFR Parts 50 through 100.

Hazardous Waste and Hazardous Substances Compliance

The Hazardous Waste and Hazardous Substances Compliance module is designed to meet the needs of environmental professionals who specialize in hazardous waste management, and the regulation of hazardous substances, and focuses on issues regulated by the US Environmental Protection Agency (EPA).

- The regulatory analysis articles explain regulatory actions, and are linked to Federal Register documents and the full text of the regulations.
- The court case descriptions are linked to the full text of the case and to the full text of the regulations.
- The agency guidance documents are linked to the full text of the regulations.
- The keyword, industry, and citation indexes tie all of the pieces together, and provide a powerful research tool.

Wastewater and Water Quality Compliance

Designed to meet the needs of environmental professionals who specialize in wastewater and water quality compliance, and focuses on the CWA/SDWA issues as regulated by the US Environmental Protection Agency (EPA) and select state environmental agencies.

- The CWA/SDWA regulatory analysis articles explain regulatory actions, and are linked to Federal Register documents and the full text of the regulations.
- The CWA/SDWA court case descriptions are linked to the full text of the case and to the full text of the regulations.
- The agency CWA/SDWA guidance documents are linked to the full text of the regulations.
- The CWA/SDWA keyword, industry, and citation indexes tie all of the pieces together, and provide a powerful research tool.
- The environmental compliance will include the full text of the federal CWA and SDWA and the federal CWA and SDWA regulations codified at 40 CFR Parts 100 through 149 and 40 CFR Parts 400 through 599.

Business and the Environment

Environmental management aims to improve the environmental performance of organizations. Effective environmental management examines the intersection between environmental performance and sound business strategies. Many companies have found that effective environmental management translates into increased profits. For example, identifying ways to reduce the quantity of wastes generated by a manufacturing process means lower waste disposal costs for the company. Reducing waste quantities can also mean that certain environmental regulatory requirements no longer apply to a process, thereby reducing compliance costs. Additionally, companies are finding that being an environmental leader can translate into public relations benefits that can result in increased sales. Environmental management buzzwords include "sustainable development," "life-cycle assessment," "beyond compliance," and "product stewardship."

Food, Drug & Devices

Food, Drug and Cosmetic Law Reporter

Full-text source covering federal and state laws, FDA regulations and court decisions that govern the safety, effectiveness, purity, packaging and labeling of food, drugs and cosmetics. The product contains full-text of the Federal Food, Drug and Cosmetic Act, and 50 related federal laws, including the Fair Packaging and Labeling Act and the Comprehensive Drug Prevention and Control Act. These Acts are reported in full text, along with all pertinent regulations, FDA proposals, rulings, court decisions and other developments. (*Weekly updates, Daily Document Updates*)

Medical Devices Reporter

Reports the federal laws, regulations, and court decisions governing the research, development, approval, manufacture, marketing, packaging, and labeling of medical, diagnostic, and radiological devices, including classification, performance standards, inspections, seizures, and bans. FDA requirements for safety and effectiveness, performance, premarket approvals, and notification are also covered. (*Monthly updates, Daily Document Updates*)

Health Care Compliance

Health Law and Compliance Integrated Library

Civil False Claims and *Qui Tam* Actions

This treatise provides comprehensive analysis of the Civil False Claims statute and a balanced approach to every important aspect of case preparation and litigation — from establishing the merits of a claim to determining the formula for arriving at the *qui tam* plaintiff's award.

Clinical Research Compliance Manual: An Administrative Guide

Covers today's most crucial topics, including human subject protections, Institutional Review Board regulations and requirements, conflicts of interest, scientific misconduct, reimbursement issues, and much more! Clinical Research Compliance Manual helps you establish best practices and carry out all administrative tasks in a compliant manner while keeping you completely up-to-date on the most recent developments.

The EMTALA Answer Book

The Answer Book provides an authoritative, easy-to-access guide addressing the issues surrounding anti-dumping provisions for emergency department physicians, emergency nurse managers, emergency administrators and risk managers. It offers practical, expert guidance to help you understand new case law along with the subsequent legal risks and decision implications.

Defending and Preventing Health Care Fraud and Abuse Cases: An Attorney's Guide

This guide is your one-stop resource which details how to prevent and defend criminal, civil, and administrative health care fraud investigations. Key statutes, regulations and cases covering areas such as the Anti-Kickback Act, HIPAA, Stark, False Claims Act, and managed care compliance are thoroughly analyzed from the author's unique perspective as both a former federal prosecutor and current white-collar criminal defense attorney.

Health Care Fraud and Abuse Manual

This practical guide for health care providers explains fraud and abuse laws in plain language, using examples to illustrate the principles. The Manual has an overview chapter that presents a general introduction to the subject areas that are explored in greater detail in subsequent chapters. The main areas addressed by the Manual are: false claims and fraudulent billing; fraud and abuse prohibitions under the Anti-kickback Statute; federal physician self-referral prohibitions; the Stark Law; corporate compliance programs; anatomy of an investigation; and state fraud and abuse investigations and enforcement.

Health Care Organizations Risk Management: Forms, Checklists & Guidelines

The how-to, practical guide to health care risk management which provides practical information on protecting your health care organization and staff while offering concise guidance on the basics of risk management.

Health Law and Compliance Update

Provides the latest information on emerging issues in health law and health care compliance. Each chapter is authored by an expert in the area and includes in-depth analysis of the latest health law and compliance issues. This valuable resource includes new chapters on legal issues in, e-health, anti-trust, privacy and confidentiality, ERISA preemption, compliance, Sarbanes-Oxley, home health care, health care information technology and the medical health record, internal auditing, tax compliance issues, analysis of recent OIG Advisory Opinions on gain-sharing, and more.

HIPAA Compliance Handbook

Provides an administrative simplification of regulations that implement provisions of the Health Insurance Portability and Accountability Act of 1996. Provides transaction, privacy and security regulations in detail and addresses issues common to all three, as well as issues unique to each. It also addresses issues specific to employer-sponsored group health plans.

Hospital Contracts Manual

An all-encompassing information resource updated regularly to help the administrator, the attorney, and the hospital management team deals successfully with even the most complex contractual problems. Experts apply their know-how to hundreds of hospital contract situations, from physician arrangements, to shared services to mortgage loans.

Hospital Law Manual

This comprehensive guide provides detailed, relevant analysis of every major health law issue, from federal regulation of managed care organizations, to state-mandated service coverage requirements, corporate liability, legal requirements for patient medical records, pharmacy, reimbursement issues, physician relationships with hospitals, and other pertinent topics. There is analysis of more than 1,000 federal cases, state-by-state analysis of key legal concerns, sample forms and checklists, plus advice and practical guidance from experienced health law attorneys.

Health Care Compliance Portfolio

Healthcare Compliance Letter

News coverage and discussions on all the latest developments – in ALL the critical areas of compliance – in an easy-to-read resource. In addition to cutting-edge news and guidance on complex issues, you can look forward to "at-a-glance" information on other compliance "hot spots." (*Bi-weekly updates*)

Journal of Health Care Compliance

This is the authoritative source of current information for health care compliance professionals involved in or concerned about compliance. The journal provides a scope and depth not available in newsletters or more static publications. Current information on developments in the field as well as practical, real-world advice and tools for implementing and maintaining compliance in health care organizations are featured. In addition, the journal features a one-on-one interview with a key compliance professional. Every issue features: how to information, industry leaders' view and analysis, trends and what to expect, guidance from leading compliance experts, profiles of best practices, answers to readers' questions and more! (*Bi-monthly updates*)

Healthcare Compliance Professional's Manual

Written by experienced compliance practitioners and HCCA board members, the **Manual** provides plain-English explanations and expert insights on "must-know" legislative and regulatory matters. It offers no-nonsense guidance on applying the laws and regulations, and spells out practical, "how-to" compliance solutions professionals can put to work right away. Cross-referenced to the full-text material found in the Reporter, and the cutting-edge news found in the Letter. (*Quarterly updates*)

Health Care Compliance Reporter

A convenient and time-saving one-stop reference tool that brings instant, fully searchable access to all related primary source materials. Provides access to the full-text of all compliance-related laws, regulations, cases and advisory opinions, both on the federal level as well as for all 50 states, the District of Columbia, and Puerto Rico. Includes OIG reports, guidelines from the Department of Justice, selected EEOC Decisions, selected NLRB decisions,

and more. Content is arranged by document type, as well as topic. (*Updated bi-weekly, Tracker*)

Corporate Governance and Compliance for Health Care: A Practical Guide

Discusses the most critical laws, regulations, sentencing guidelines, other governmental guidelines and notable cases, providing the full text reproduction of laws. More importantly, it covers in depth the key, day-to-day issues most vital to health care professionals. In addition to detailing the law as well as various mandates, this guide includes a special section, written by experts in the field, which offers how-to/practical scenarios designed to help develop sound corporate governance policies. (*Quarterly updates*)

HIPAA Privacy Guide

Definitive resource for the guidance, assessment and implementation of the HIPAA Privacy Rules at the state and federal levels. It provides expert guidance through the maze of HIPAA rules and terms, with practical guidelines for compliance directives and obligations.

HIPAA Security Guide

Receive the information and implementation tools needed to be in total compliance, including expert commentary on multiple aspects of risk analysis and appropriate application and implementation of required and addressable implementation specifications. Plus, gain electronic access to HIPAA security forms, policies and procedures that can easily be downloaded and customized.

Health Care Reimbursement

2007 Master Medicare Guide

Featuring explanatory material related to Medicare reimbursement and compliance, this publication discusses topics that include Medicare Part A, Part B, Part C and Part D Coverage, Program Agreements, Exclusions from Coverage, Medicare Reimbursements (Prospective Payment Systems), Appeals, Compliance and Cost Reports. Each paragraph section links to in-depth explanations and annotations in the Medicare and Medicaid Guide. Selected laws, regulations and Manuals are linked as well.

Medicare and Medicaid Guide

Offers comprehensive, full-text reporting of federal Medicare and Medicaid laws and regulations provisions and summary reporting of state Medicaid programs. It provides complex reimbursement, prospective payment, eligibility and coverage rules for health care professionals and suppliers of health services, manuals, and forms. *(Weekly updates, Report Letters, Tracker, Smart Relate)*

State Healthcare Laws Library

Comprehensive source of state-by-state healthcare law information. Contains all of the authoritative material needed to keep on top of the latest changes in today's fast moving legislative and regulatory arenas. This fully searchable, electronic resource brings full text reporting of healthcare laws and regulations for each of the 50 states and the District of Columbia right to your desktop. Customize your state healthcare library by choosing only the state(s) you need. *(Weekly updates)*

CMS Program Manuals

Electronic access to all the CMS Manuals, including transmittal letters that update each manual. Manuals previously published in paper form, called the "Paper-Based Manuals" are provided, although CMS began rewriting and replacing all those manuals as "Internet-only Manuals" during 2003. Includes crosswalks and SmartRelate links between sections of the new manuals to old, paper-based manual sections. *(Daily Document Updates)*

CCH ChargeMaster Comply

ChargeMaster Comply is an Internet-based reference that helps you track charge descriptions to ensure your hospital's CDM reflects the most up-to-the-minute changes and updates. ChargeMaster Comply provides an affordable alternative to proprietary software programs or costly outside consultants. Updated regularly to help customers keep current with the most recent coding changes, Program Memoranda, and one-time notifications released by CMS.

Reimbursement Toolkit

Designed to assist health care reimbursement professionals with forecasting their Medicare reimbursement from CMS, it offers the ultimate cost-effective way to supplement or audit expensive contract management tools and billing systems. Also included are seven calculators that help determine whether an outlier payment qualifies and then computes what that rate would be. The ToolKit also links directly to related laws, regulations and final rules, so you can examine the rationale behind the calculations.

Medicare Part B Explained

Comprehensive guide to Medicare Part B and CPT® Codes. Provides expert CCH analysis along with fee schedule computation tables, ambulatory surgery tables, E&M guidelines, compliance guidelines and more. References both the Physician's Current Procedural Terminology (CPT®) and Relative Value Units (RVUs) together in one schedule. Provides in-depth analysis of key issues including recent policy changes and court decision, as well as developing trends as they affect Medicare Part B. *(CPT is a registered trademark of the American Medical Association(AMA))*
(Monthly updates, quarterly Newsletter)

Home Health Medicare and Medicaid Payment Library

Keeps you current with all the fast-changing laws, regulations, rulings, and administrative and judicial decisions affecting the payment system. It provides trustworthy analysis and clear explanations to help you accurately gauge how these changes impact you. Explains to home health care providers what types of payments they can receive from Medicare and Medicaid. *(Monthly updates, quarterly Newsletter, Tracker News)*

Understanding TRICARE

This valuable reference is designed to help you cut through the technicalities associated with CHAMPUS/TRICARE. Includes the full-text of laws and regulations. Complete coverage of the health care services afforded to military retirees and the dependents of active military personnel. Provides CCH's hallmark clear explanation of laws and regulatory provisions as well as an in-depth understanding of the issues. Includes access to detailed discussions of CHAMPUS compliance matters, reimbursement regulations, as well as the CHAMPUS Policy Manuals. *(Quarterly updates)*

Medicare Physician Fee and CPT®/CCI *(CPT is a registered trademark of the American Medical Association (AMA))*

Save hours of time and ensure accurate billing with this handy resource. We've assembled all the information and tools you need to do your job faster and more accurately, including:

- Physicians' Current Procedural Terminology (CPT®) Codes and HCPCS codes offered in full description
- Physician Fee Schedule and Relative Value Units (RVUs)
- National Correct Coding Initiative (CCI) Manual *(Periodic updates)*

Reimbursement Integrated Library

Dennis Barry's Reimbursement Advisor

Delivers practical information as well as in-depth analyses of case studies, key developments in prospective payments, recommended course of action, legislative updates, practical management strategies, legal advice and sound financial planning tips to help maximize reimbursement.

Receivable Reports

Includes actual profit-improvement examples from facilities nationwide, secrets for successfully challenging denials, tips for using automation to increase cash flow, as well as real-world strategies currently being used to prepare for health care reform.

Hospital Accounts Receivable Analysis

Provides the only tool you'll need to benchmark your hospital's financial performance using criteria such as bed size, geographic location and geographic setting. It offers a synopsis of statistical data related to hospital receivables. Each issue contains easy-to-read charts, ratios, aging reports and billing information. Also included are analyses and forecasting trends, plus key questions relating to industry inside.

Human Resources Management

Equal Employment Opportunity Guide

Provides comprehensive discussions with valuable guidance and answers concerning fair employment practices as they affect actions such as recruitment, promotion, and termination.

Compensation Guide

Examines the complicated area of what, when and how to compensate and reward your employees.

Employee and Union Relations Guide

Employee and Union Relations Guide is the one resource you need for reliable explanations on employers' right to discharge employees plus other issues affecting both union/management relations as well as nonunion.

Workplace Safety Guide

An easy-to-use resource providing complete explanations for OSHA regulations and state laws, including compliance checklists, guidelines, practical tips, and case rulings.

HR Practices Guide

Brings practical "how-to" help for developing, implementing, and communicating workable HR policies for line managers and human resources professionals. *(Monthly updates)*

State Employment Law Library

Find answers to your state employment law questions quickly and easily with CCH's unique, consistently organized format. Search using plain language across one state or all 50 states, plus Washington, DC and Puerto Rico. This valuable resource helps ensure your compliance with state employment law and make more informed HR decisions. *(Monthly updates, twice monthly Newsletter - HR Ideas & Trends, Tracker)*

HR State and Federal Employment Law Compare

A complete, Internet based resource. State and Federal Employment Law Compare provides succinct summaries and full text of state and federal employment laws, regulations, executive orders plus case law. State Employment Law DDUs (daily document updates) and State Law Tracker round out the offering. This innovative tool helps HR professionals quickly compare multiple state employment laws in an easy-to-read chart. *(Updated as needed)*

CCH Training Tools in PowerPoint

Training employees and managers have never been easier. Choose from a variety of expertly produced HR training courses designed to

Interactive Forms

Selected interactive forms, depending upon your subscription:

- **Human Resource and Employment Forms**
- **Payroll Tax Forms**
- **Pension and Welfare Benefits Forms**

Labor and Employment Law

Employment Practices Guide

Offers complete coverage of both state and federal anti-discrimination laws and regulations, comprehensive explanations of laws that impose equal pay requirements and prohibit discrimination in employment on the basis of race, color, religion, sex, national origin, or age. *(Bi-weekly updates, Newsletter, & Tracker News)*

Disabilities Management Guide (Accommodating Disabilities)

The entire scope of disability and accommodation requirements are thoroughly covered with practical, cost-effective strategies. *(Monthly updates, Newsletter)*

Labor Arbitration Awards

Gives you everyday grievances and dispute situations. Provides full text of current labor arbitration awards of interest and importance. *(Monthly updates)*

Labor Law Journal

Reviews the complex relationship between management, employees and unions. *(Quarterly)*

Labor Relations

Comprehensive resource providing full text and explanatory material covering union organizing, collective bargaining and contract administration. *(Bi-weekly updates, Newsletter)*

Wages-Hours

Will help you navigate through the Fair Labor Standards Act and related laws and rules. Current reports will provide you with authoritative information regarding minimum wages, equal pay for equal work, overtime and the prevailing wage rules affecting government contractors. *(Bi-weekly, Newsletter)*

Accommodating Disabilities Decisions

Provides key court administrative decisions at your fingertips for a fast but thorough overview of disability discrimination law. Highlights critical points and legal precedents with head notes as well as provides subject matter index quickly pointing you to the full text of cases. It also features handy practical tools such as compliance charts and samples. *(Monthly)*

NLRB Case Handling Manual

Quick reference gives you a clear understanding of the NLRB's procedures for processing cases to ensure your case conforms to the Board's guidelines. *(Quarterly updates, Newsletter)*

OFCCP Federal Contract Compliance Manual

Get quick and easy access to text, cases and the affirmative action rules concerning gender, disability, race and veteran status that apply to federal contractors. *(Monthly updates, periodic Newsletter)*

EEOC Compliance Manual

This practitioner's guide features the full text of the EEOC's Manual of current guidelines and directives for bringing and settling job discrimination lawsuits against employers. The Manual interprets the law for all forms of discrimination—sexual harassment, age discrimination, family leave and more—while explaining unlawful practices. *(Quarterly updates, Newsletter)*

EEO Compliance Guide, by John F. Buckley

Receive expert analysis and explanations on all major EEOC decisions in one convenient location! The *Guide* examines all the major administrative and judicial decisions, interpretive memoranda and other publications of the EEOC providing compliance advice as well as the full

text. The *Guide* presents easy-to-understand explanations of EEOC regulations with annotations to relevant judicial decisions, giving you fast access to these same regulations through quick-reference charts. It also covers topics such as laws enforced by the EEOC, how to establish employment policies and practices, sex, age, race, color and national origin discrimination. *(Annual updates)*

State Employment Law Library

Find answers to your state employment law questions quickly and easily with CCH's unique, consistently organized format. Search using plain language across one state or all 50 states, plus Washington, DC and Puerto Rico. This valuable resource helps ensure your compliance with state employment law and make more informed HR decisions. *(Monthly updates, twice monthly Newsletter - HR Ideas & Trends, Tracker)*

State and Federal Employment Law Compare

Complete, self-contained state and federal employment law product providing summaries and full text of state and federal employment laws, regulations, executive orders plus case law. State Employment Law DDU's (daily document updates) and a State Law Tracker round out the offering. This innovative tool helps attorneys to quickly compare multiple state employment laws in an easy-to-read chart. *(Updated as needed)*

Aspen Publishers Reference Material includes integrated links to corresponding full text in CCH publications, if included in your subscription:

- **Americans With Disabilities Act Handbook**, by *Henry H. Perritt, Jr.* — Organized by topic, the first half of the *ADA Handbook* analyzes statutory language, legislative history, agency ADA Regulations and relevant case law. The second half of the Handbook then walks you through the chronology of a lawsuit.
- **Covenants Not to Compete**, by *Kurt H. Decker and Mark R. Filipp* — Offers complete, practical resource on the subject of restrictive covenants, including plaintiff and defendant approaches.
- **Employee Dismissal Law and Practice**, *Henry H. Perritt, Jr.* — Delivers comprehensive coverage of those laws encompassing employment discrimination — including Title VII, 1991 Civil Rights Acts, ADA, ADEA, Equal Pay Act, and case law affecting sex discrimination cases.
- **Handbook of Section 1983 Litigation**, by *David W. Lee* — Organized to allow quick access to specific information — whether acting as counsel for the plaintiff or the defendant — the Handbook delivers clear, concise coverage of the laws governing every aspect of a Section 1983 case.
- **Representing Plaintiffs in Title VII Actions**, by *Kent Spriggs and Jack A. Raisner* — Discusses all the key topics and issues surrounding Title VII Actions and the process of representing plaintiffs in such cases.
- **Sexual Harassment in the Workplace Law and Practice**, by *Conte* — Guides you through all relevant administrative and legal proceedings, from client interviews to attorney's fees, discussing state and federal remedies available to maximize recover.

Payroll

News

Payroll Manager's Letter, by DeScherer and Myers

Examines new tax laws and regulations, IRS announcements, revenue rulings and revenue procedures, news from the SSA and the DOL, the latest payroll-related court cases and more. This semi-monthly, 8-page newsletter discusses how the news affects federal income tax withholding, employer-employee Social Security and Medicare taxes, federal unemployment tax as well as minimum wage and overtime rules. It also includes a "what to do" angle to help you stay in compliance and save valuable payroll dollars. *(Semimonthly newsletter)*

Quick Answer Guides

APA Basic Guide to Payroll, by Mitchell-George and Risteau

Provides a complete overview of payroll by distilling important, complex rules and regulations into practical, manageable information. It functions as a compliance manual, a source of ideas on how to save payroll taxes, a resource to answer employees' questions as well as a training resource for junior staff members. It also contains federal payroll rules and state charts. *(Updated annually)*

Complete Guide to Federal and State Garnishment, by Bryant

Provides everything you need to know to stay in compliance and out of trouble when you garnish an employee's wages. It provides much-needed clarity when the federal and state laws appear to conflict. You'll find plain-English explanations of the laws and how they interact, as well as the specific steps you and your staff need to take to respond to the order properly. Numerous detailed examples and mathematical calculations make it easy to apply the law under different scenarios. *(Updated annually)*

Multistate Payroll Guide, by Buckley

Covers the payroll laws of all 50 states plus the District of Columbia, helping you ensure compliance while avoiding fines, penalties or damages. Providing well over 1,000 pages of easy-to-use, visually appealing charts and tables along with other convenient reference tools, the Guide delivers instant access to current state laws governing a wide range of payroll and tax issues. *(Updated semi-annually)*

Payroll Answer Book

This comprehensive book gives payroll professionals guidance on what they need to do to comply with the law. Extensive coverage is given to the payroll implications of the wage and hour law and how to handle the federal employment taxation of benefits offered to employees. Detailed information is provided on computing and paying payroll taxes, how to handle garnishments and other deductions, how to determine whether workers are employees or independent contractors, what records must be kept, what the benefits and disadvantages to direct deposit of employees wages are, and how to treat sick pay. *(Updated annually)*

Quick Reference to Payroll Compliance

Straightforward instruction on complying with both federal and state laws for all areas of payroll administration; from calculating gross pay to handling garnishments, from taxation of fringe benefits to year-end reporting. It gives you the information you need to ensure federal and state compliance. You'll find quick, understandable explanations of rules and regulations, detailed examples of complicated calculations you must perform, line-by-line and box-by-box instructions for filling out forms and reports. *(Updated annually)*

Wage and Hour Answer Book, by Littler Mendelson

Walks you through compliance issues as they apply to the Fair Labor Standards Act's minimum wage, overtime and recordkeeping provisions. It provides real-world, detailed examples that simplify complicated overtime pay, hours worked and other calculations as well as offers precautions to help avoid non-compliance. The Answer Book also delivers fully up-to-date citations to controlling regulations and case law. *(Updated annually)*

U.S. Master™ Payroll Guide

Everything you need to know about payroll, from employers and their obligations, to payroll withholding and tax deposits, to payroll management and administration issues. *(Updated annually)*

Payroll Management Guide Explanations

Payroll Management Guide

Helps you through your day-to-day payroll issues, offering practical assistance with important tasks such as tax withholding and garnishment. It also helps you implement proactive, efficient payroll procedures while ensuring compliance with federal, state and local requirements.

Federal and State Laws and Regs

Contains full text of Internal Revenue Code and regulations, as well as state income tax laws and regulations. Also contains FLSA and regulations, state wage/hour laws and Federal Reserve Board regulations.

Ernst & Young Payroll Resource Library

Ernst & Young Payroll Resource Library

A multi-dimensional, online resource will help you stay ahead of the latest payroll trends with reliable reporting and respected analysis from the hundreds of Ernst & Young's employment-tax, fringe benefits and other professionals and its team of highly-respected contributing editors at Ernst & Young. Includes the monthly journal *Payroll Perspectives*, *Payroll NewsFlashes* which notify subscribers immediately of new developments and providing insights into their practical implications, and annual state payroll and employment tax surveys which provide a consolidated reference for the current requirements—and latest developments—in every state where subscribers maintain payroll.

Employment Tax Forms

Includes payroll tax forms and instructions.

Payroll Calculators

These online calculators offer unique calculation features, including the ability to instantly calculate gross and net pay variations resulting from changes to withholding options, bonuses, per diem, tax calendar and many other time saving calculators *(available stand-alone or included with the Payroll Management Guide)*.

Fringe Benefits Tax Guide

Fringe Benefits Tax Guide

Examines the treatment of more than 50 "perks" from both the employer and employee viewpoints. Coverage of government regulations and recent trends provides the basis for evaluating salary supplements for compensation and benefits planning. Discussions focus on the federal tax treatment of each fringe benefit.

State Fringe Benefits Tax Guide

Focuses specifically on fringe benefits tax at the state level. Explains the requirements for employee income tax withholding, unemployment insurance withholding, employee income tax, and employer corporate tax as they apply to each individual state's specific rules and legislation.

State Payroll Law Compare

State Payroll Law Compare

The smart way to quickly compare state payroll laws, side by side. Advanced "Smart Chart" functionality lets you choose from dozens of topics, then instantly compare multiple state laws on that subject in a convenient chart format. Topics covered include Child Labor, Deductions from Wages, Family, Medical and Parental Leave, Holidays and Vacations, Deposit of Withheld Tax, Electronic Funds Transfer, Electronic/Magnetic Media Filing, Garnishment, Income Tax Withholding, and more.

Social Security Reporter

Social Security Reporter

Everything you need to know about the federal Social Security program. Gives you full information about the federal Social Security old-age, survivors and disability insurance program under Title II, as well as the federal tax and benefit rules. Full text of laws and regulations governing Supplemental Security Income (Title XVI) and Special Veterans' Benefits (Title VIII) is also provided. You'll also find detailed coverage of taxes levied on employers, employees and the self-employed are furnished, along with CCH explanations of procedures and administration related to collection and payment of Social Security tax. Other information includes authoritative comments on the law, regulations and case law controlling benefit payments, as well as news on the latest Social Security reform proposals. *(Note: Explanatory coverage of the means testing provisions of SSI is not provided.)*

Federal Unemployment Insurance Reporter

Federal Unemployment Insurance Reporter

Provides in-depth coverage of federal unemployment insurance laws, as well as a state-by-state comparison of similar provisions. With all the facts and data about taxes and benefits under major subject categories, and expert "plain English" explanations, analyses and indexes, there is no other product that offers the same scope of coverage.

State Unemployment Insurance Laws & Regs

State Unemployment Insurance Reporter

Provides in-depth coverage of federal and state laws and regulations, including Unemployment Insurance, Social Security, Supplemental Security Income, and Disability. With all the facts and

data about taxes and benefits under major subject categories, and expert "plain English" explanations, analyses and indexes, there is no other product that offers the same scope of coverage. Further customize your research by choosing all, or a portion of, federal and state material.

Pension

Treatise/Analytical Materials and Tools

This unique electronic library is authored by recognized and trusted authorities in their respective fields. Twenty-three references deliver a breadth and depth of expert hands-on knowledge to help you create and manage pension and benefit plans from beginning to the end. When purchased with CCH's Pension Plan Guide, all titles in the eLibrary are linked to full text of laws, regulations, cases and explanations and analysis that is found in the Pension Plan Guide.

- **401(k) Answer Book**, by Franz, Richardson, McDonagh, and Collister - covers this type of plan, where employees make pretax contributions to a profit sharing or stock bonus plan.
- **403(b) Answer Book**, by Levy, Seymon-Hirsch, and Anderson - discusses tax-sheltered annuities that are available only to education and charitable organizations.
- **457 Answer Book**, by Lesser, Gulia, and Powell - covers plans of tax-exempt organizations and state and local governments.
- **5500 Preparer's Manual**, by Wegesin - details guidance on preparing the required annual Form 5500 filing for pension benefit and welfare benefit plans.
- **Cash Balance Plan Answer Book**, by Schwallie, Hogg and Rangecroft - examines this type of defined benefit plan that incorporates elements of defined contribution plans.
- **Governmental Plans Plan Answer Book**, by Calhoun, Moore and Brainard - goes step-by-step through the various laws that govern these types of plans.
- **Coverage and Nondiscrimination Answer Book**, by Cavanaugh and Poje - provides detailed analysis and complete overview of the various rules and testing procedures regarding participation requirements and nondiscrimination.
- **Defined Benefit Plan Answer Book**, by McGhie - practical reference that brings together all the laws, regulations, and forms produced by the federal government and organizes them in an accessible question-and-answer format. In this comprehensive resource, the author guides you, step by step, through the maze of factors that must be considered when designing and administering these plans.
- **Employee Stock Ownership Plan (ESOP) Answer Book**, by Howitt and Rosen - discusses ESOPs as a business strategy and its compliance and administration implications.
- **ERISA Fiduciary Answer Book**, by Ferrera - this expert reference book clearly explains every aspect of ERISA fiduciary duty, providing information, guidance, and advice on prohibited transactions, investments, fiduciary liability, IRS, DOL, and PBGC requirements, and more.
- **ERISA Law Answer Book**, by Buckley - discusses and analyzes case law regarding administration and compliance of pension benefit and welfare benefits plans.
- **Individual Retirement Account (IRA) Answer Book**, by Fleisher, Lippe, Levy, & Curatola - covers the full range of IRA issues - contributions, investment, distributions, taxations, etc.
- **Nonqualified Deferred Compensation Answer Book**, by Smith, Downey, and Connors - covers all aspects of planning, funding, and administering these plans.

- **Plan Termination Answer Book**, *by Gucciardi and Ferenczy* - explains the complexities of terminating pension plans.
- **Pension Answer Book**, *by Krass* - provides an extremely reliable and comprehensive survey of all areas of pension administration and compliance.
- **Plan Correction Answer Book**, *by Buckley and Jenkins* - details steps necessary to avoid qualified plan failures.
- **QDRO Answer Book**, *by Dundee* - covers a wide range of issues relating to administering Qualified Domestic Relations Orders and QMCSOs and complying with governmental regulations.
- **Roth IRA Answer Book**, *by Lesser, Diehl, Keebler, and Kolojeski* - covers administration and operations of Roth IRAs.
- **SIMPLE, SEP, and SARSEP Answer Book**, *by Lesser and Diehl* - covers subsets of 401(k) plans and Individual Retirement Accounts.
- **Pension Distribution Answer Book**, *by Aska, Knox and Gucciardi* - covers all facets of qualified plan distributions, including in-service distributions, pre- and post-retirement distributions, and plan terminations. It provides subscribers with expert advice and practical tips on hundreds of complicated issues, from legal requirements, including provisions of ERISA and SBJPA, to administrative and reporting requirements, to planning strategies to minimize taxes and penalties and maximize benefits and contributions.
- **Journal of Pension Benefits**, *by Gucciardi and Ferenczy* - provides new ideas, fresh insights, and expert views on key topics affecting plan design, compliance, and administration.
- **Journal of Deferred Compensation**, *by McNeil* - helps navigate the government rules that limit the salary and benefits of top employees and controls employer tax liabilities.
- **Journal of Pension Planning and Compliance**, *by McNeil* - provides in-depth coverage of pension compliance and design issues.
- **U.S. Master Pension Guide** - A great year-round reference for all types of topics and issues surrounding pensions and pension planning. This one-source resource to pension plans is revised annually to include coverage of the Pension Protection Act, the latest regulations, as well as reflecting the latest rulings, and cases.
- **CCH SmartTool: Benefit Facts & Figures**
- **Practical Guide to 401(k) Plans**
The answers and insight you need to manage employer-provided retirement plans. From detailed data on the many new laws and regulations, to expert guidance and analysis by leading 401(k) practitioners, this guide includes the facts and insights you need to manage these plans.

Executive Compensation

Executive Compensation, *by Michael S. Melbinger*

Provides a basic framework to design and draft executive compensation programs. This treatise examines and explains the law and market factors that impact all forms of executive

compensation. It analyzes the many federal statutes, court decisions, state laws, accounting standards, stock exchange requirements, governmental regulations, and market forces that govern the terms and provisions of executive compensation. Also includes the impact of the 2006 409A regulations and related compliance strategies are fully analyzed.

Also included is the *Executive Compensation Update*, by Michael S. Melbinger. This quarterly newsletter keeps you abreast of all the latest information and analysis of executive compensation issues. Contents in this timely newsletter include analysis of hot topics, legislative developments, regulatory developments in tax and securities law, case law developments, recent survey findings, reform efforts and accounting issues. It is available in the electronic library as a searchable publication, and for those who prefer a print newsletter, a link to a PDF version is provided.

Executive Compensation Answer Book, by Bruce Overton and Susan E. Stoffer

A complete source for proven, practical, executive compensation solutions. This informative resource adopts a straightforward question-and-answer format and gives you all the information necessary to design, implement, and administer executive pay plans.

CCH Pension Explanations

Pension Plan Guide

Provides comprehensive information on the tax, reporting and disclosure, and legal rules affecting most types of employee benefit plans, including corporate pension, profit-sharing, and self-employed plans and individual retirement accounts, welfare benefit plans and nonqualified arrangements. It provides explanations, official forms, and sample plan documents as well as full text coverage of provisions and regulations issued under the Internal Revenue Code and the Employee Retirement Income Security Act (ERISA). Also included are rulings and releases from the Pension Benefit Guaranty Corporation, the IRS, the Labor Department, the Securities and Exchange Commission (SEC), Pension Protection Act of 2006, and other federal regulatory agencies. Also includes comprehensive coverage of employee benefits litigation. (*Weekly updates, Newsletter, Tracker, Daily Document Updates*)

Compliance Guide for Plan Administrators

Provides step-by-step and sample guidance for complying with all pension law reporting and disclosure requirements. This helpful resource is designed to lead administrators through the maze of rules affecting plan reporting and disclosure, prohibited transactions, excise taxes and penalties and plan terminations. The Guide features blank forms and instructions, plus a full selection of sample filled-in forms. (*Semi-monthly updates, Newsletter*)

Pensions and Deferred Compensation Guide

Quick reference for learning the essential steps for establishing and administering pension plans. Practical guidance with necessary references to the IRC, ERISA, and IRS and DOL rulings help ensure proper compliance. (*Semi-monthly updates, monthly Newsletter*)

Benefit Practice Portfolios

Expert commentary on a hot topic in the retirement and benefits field. A new portfolio is added monthly.

Primary Sources

- Current Internal Revenue Code
- 2007 Internal Revenue Code
- 2006 Internal Revenue Code
- 2005 Internal Revenue Code
- Federal Tax Regulations
- ERISA Law
- 2007 ERISA Law
- 2006 ERISA Law
- ERISA Regulations
- Committee Reports
- Other Federal Pension Laws and Regs
- Pension Rulings and Other Documents
- Pension and Welfare Benefit Cases
- Tax Cases
- PT Exemptions
- DOL Opinion Letters
- IRS Publications
- Sample Plans/IRS Language
- Employee Plans Exam Handbook
- EBSA Enforcement Manual
- Enacted Laws
- Pension Protection Act of 2006: Law, Explanation & analysis

Internal Revenue Service Documents

- Letter Rulings & IRS Positions (including TAMs and FSAs)
- Rulings & Other Documents

DOL/IRS/PBGC Forms and Instructions

Forms and Instructions

Safety/OSHA

Employment Safety and Health Guide

An essential research tool for legal counsel and safety professionals who need complete and timely coverage of the workplace regulations issued by the Occupational Safety and Health Administration (OSHA). This easy-to-follow, topically arranged resource provides comprehensive coverage of the legal and practical aspects of job safety and health.