



**VirgilHR – Member Portal– User Guide**  
Version V1.2

<b>Version</b>	<b>Description of Change</b>	<b>Author</b>	<b>Date</b>
<b>V1.0</b>	Initialize the document	Duong Phan	11/14/2023
<b>V1.1</b>	Complete document with current features	Huong Tran	11/20/2023
<b>V1.2</b>	Refine document with new features	Huong Tran	09/30/2024

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# I. INTRODUCTION

## 1. Purpose

This document will provide the guideline for client user how you could use the portal for features:

- Account Access
- My Account Management
- Homepage
- Chatbot
- Task
- Legal FAQs
- Resources
- Law Comparison
- Product Support

## 2. Assumptions and Constraints

Assumption

N/A

Constraints

N/A

# II. WORKFLOWS

## 1. Login

Login

1. Access URL <https://member.virgilhr.com/>
2. Provide the Username and Password.



**Note:** Password must follow the rule to have at least 8 characters including at least 1 special character, 1 uppercase letter, 1 lowercase letter and 1 numeric.

3. Click "Sign In" button to access the portal

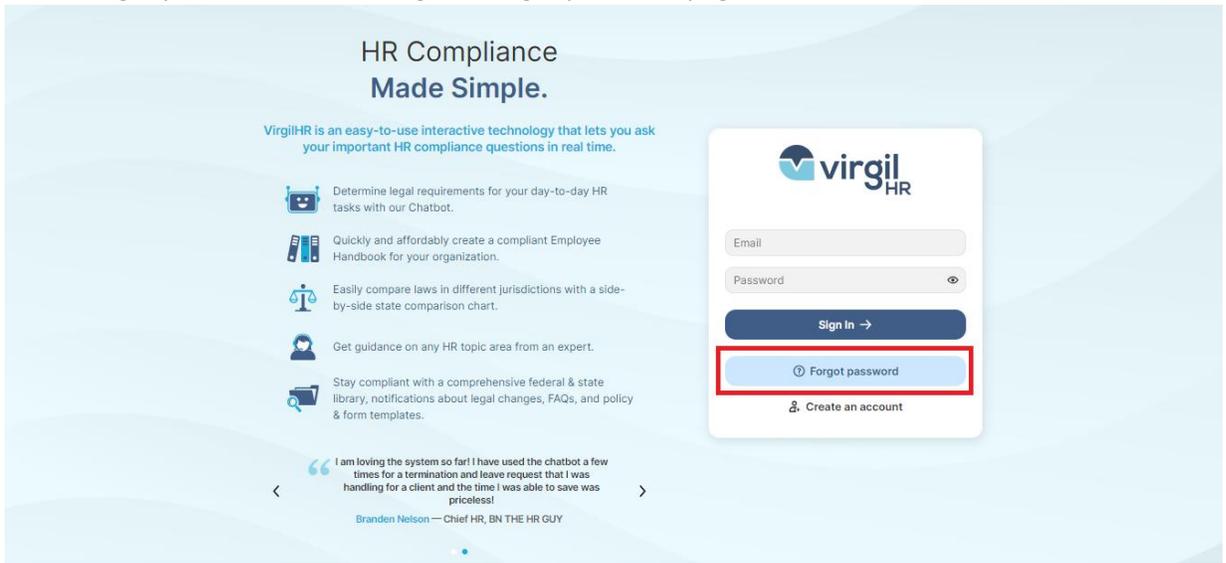
The image shows two screenshots of the VirgilHR interface. The top screenshot is the sign-in page, titled "HR Compliance Made Simple." It features a list of benefits: determining legal requirements with a chatbot, creating an Employee Handbook, comparing laws across jurisdictions, getting expert guidance, and staying compliant with legal updates. A sign-in form is on the right with the email "duong.testprod.1@yopmail.com" and a password field. A red arrow points to the "Sign In" button. Below the form are links for "Forgot password" and "Create an account". A testimonial from Branden Nelson is also visible.

The bottom screenshot shows the user dashboard. The header includes "Home", a search bar, and a "Talk to Virgil" button. The main content area has a "BigIn" section with a progress bar and a "1 Contact an Expert" offer. Below this is a "Recent Actions" table with columns for "Chats", "Legal FAQs", "Resources", and "Handbooks". The table lists two actions: "Leave - Leave" and "Leave - Leave", both with a status of "#00006". To the right is a "Compliance Calendar" showing updates for May 10, 2024 (Alabama) and May 1, 2024 (New York). A "Latest News" section is at the bottom right.

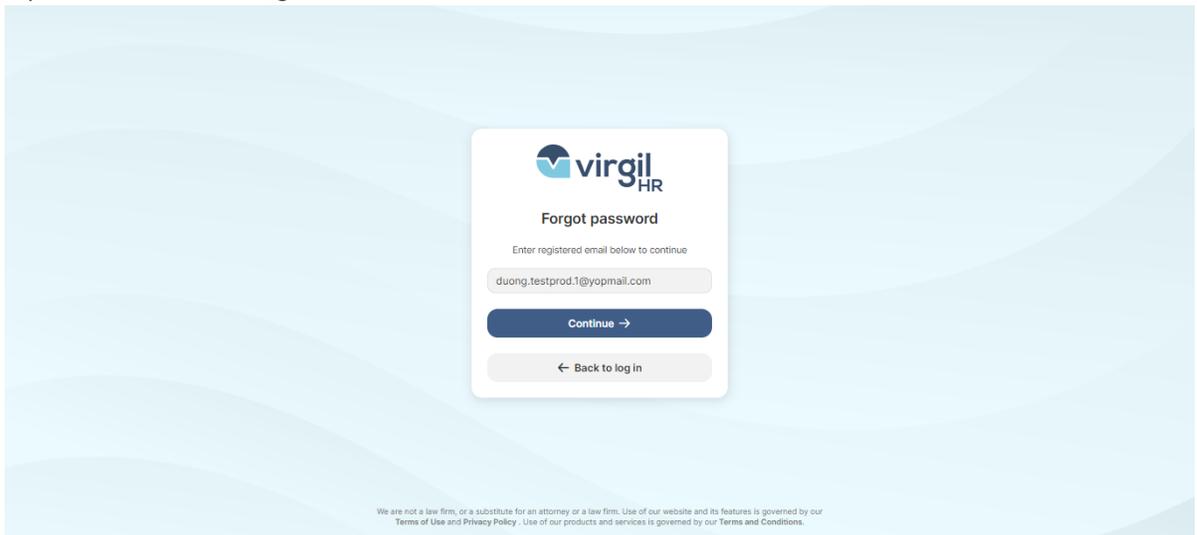
Forgot password

1. Access URL <https://member.virgilhr.com/>

2. Click "Forgot password" button to go to Forgot password page



3. Input email address to get a Reset Password email



4. Click “Reset Password” button in the email to go to Reset password page

VirgilHR - Reset Password Inbox x

VirgilHR (Forward YOPmail) <no-reply\_virgilhr.com@bounces.yopmail.com>  
to duong.testprod.1

4:12 PM (1 minute ago) ☆ ↶ ⋮



Dear D P,

A password change has been requested for your account  
[duong.testprod.1@yopmail.com](mailto:duong.testprod.1@yopmail.com)

Please click on the following button to create a new password  
within the next **1 hour**:

 [Reset password](#)

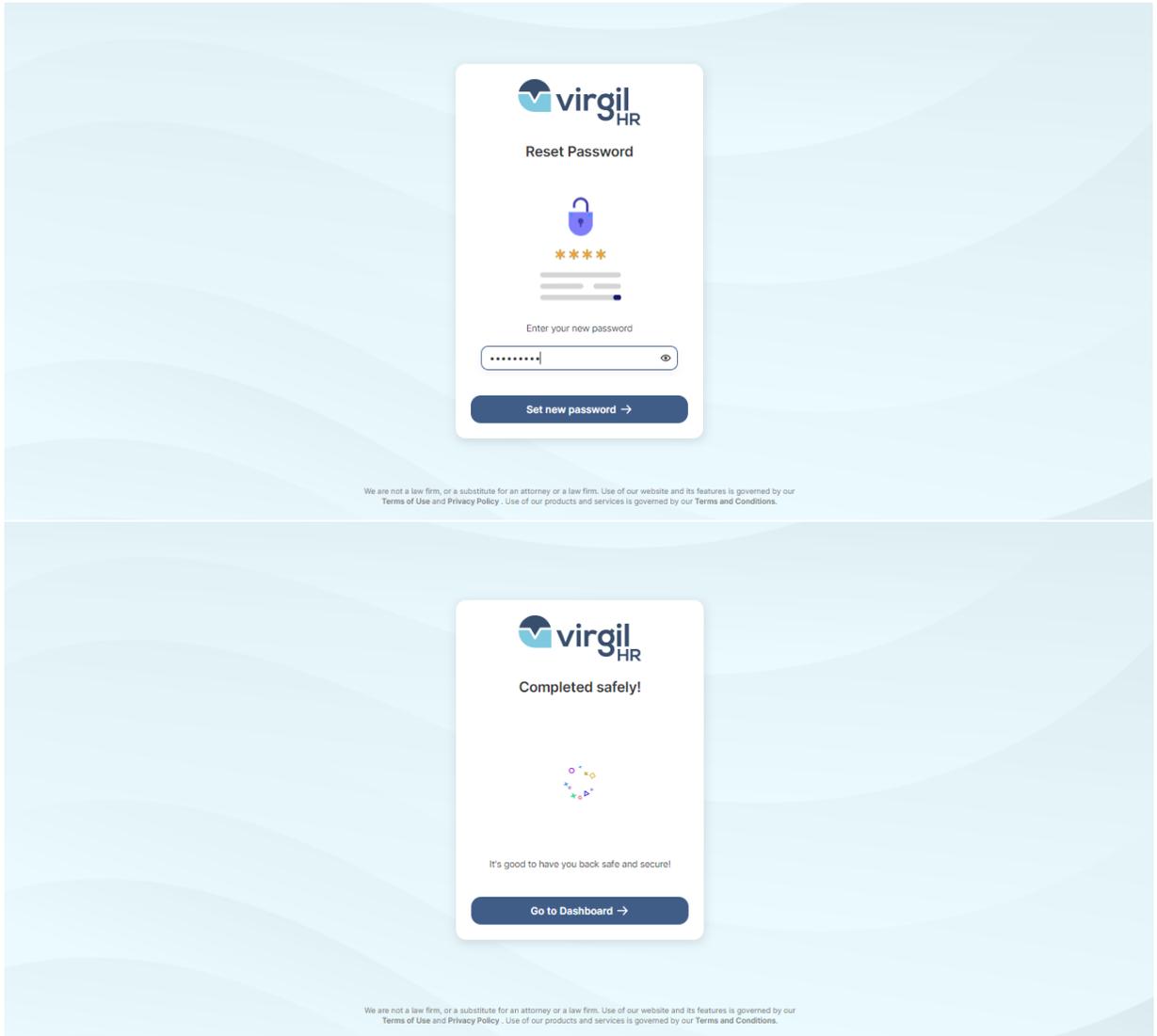
Don't recognize this email?

It's likely that someone has unintentionally entered your email  
instead of their own. In this case, please ignore this email and do  
not click on the button above.

---

*\*Note: This is an auto-generated email. Please do not reply to this*

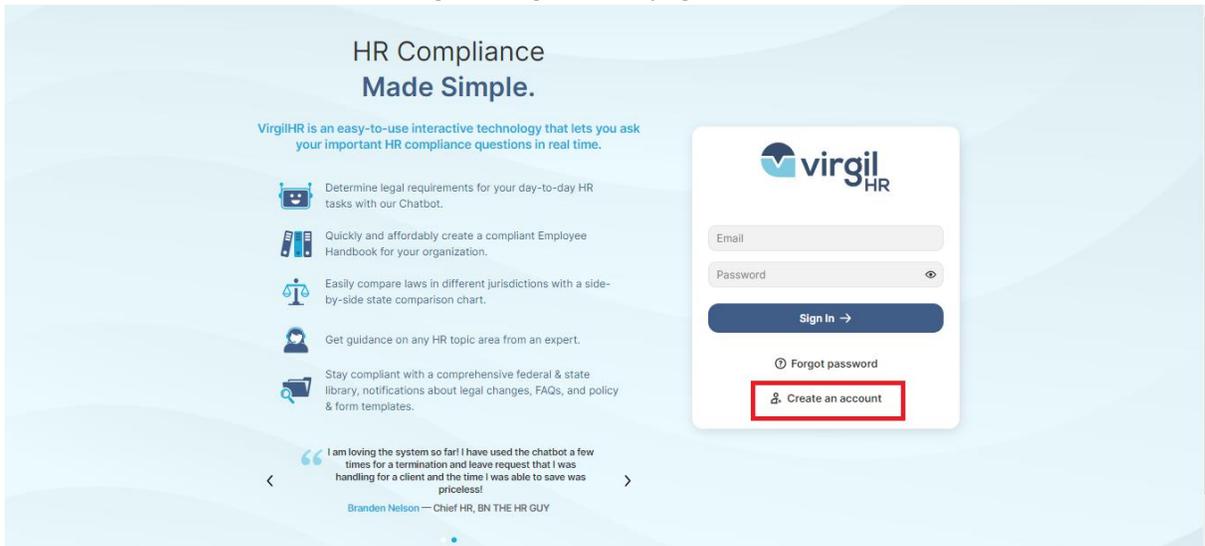
5. Input new password to complete reset password and access to the portal



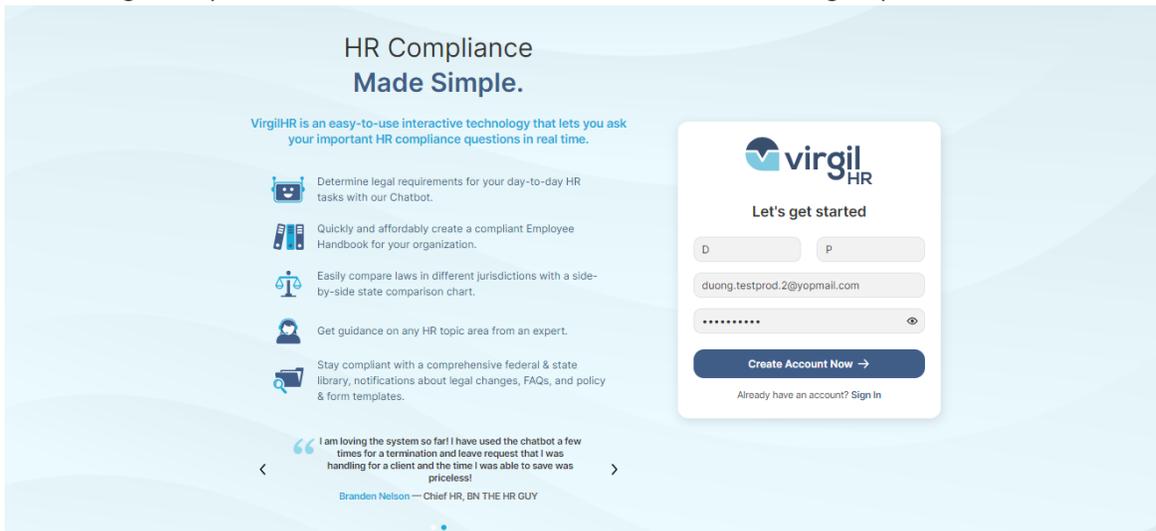
## Create an account

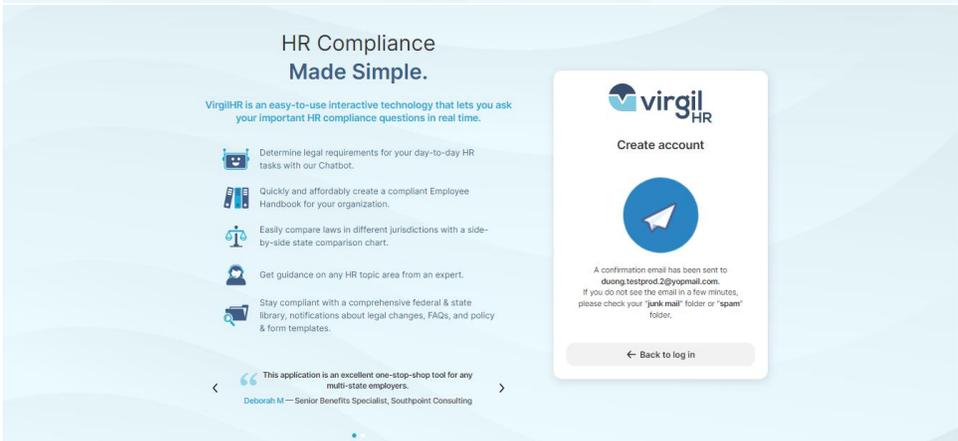
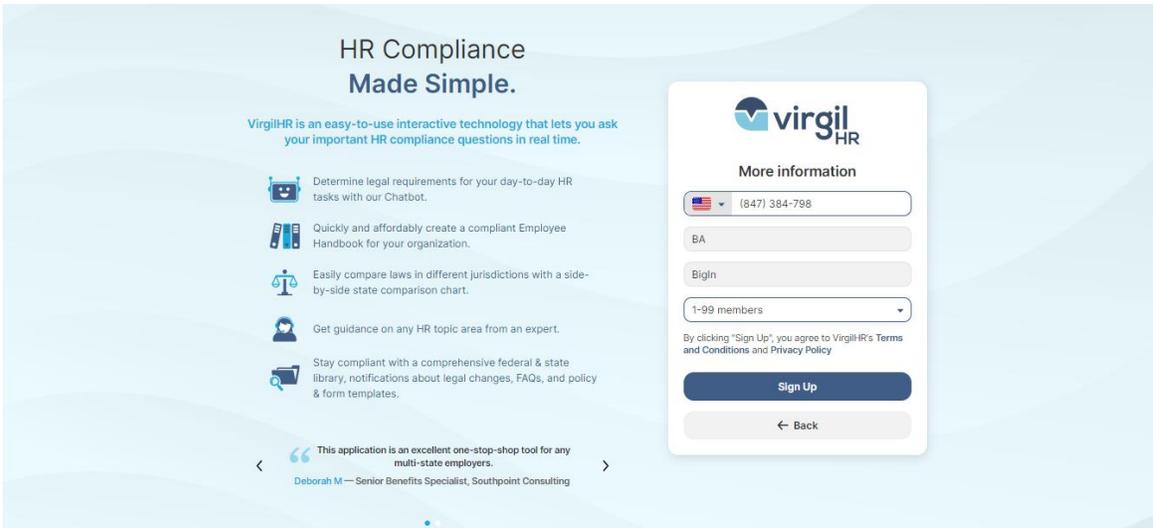
1. Access URL <https://member.virgilhr.com/>

2. Click "Create an account button" to go to Registration page

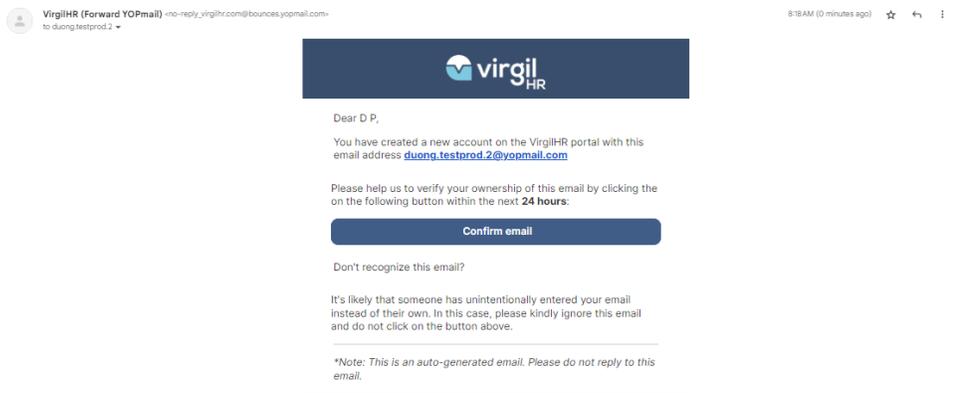


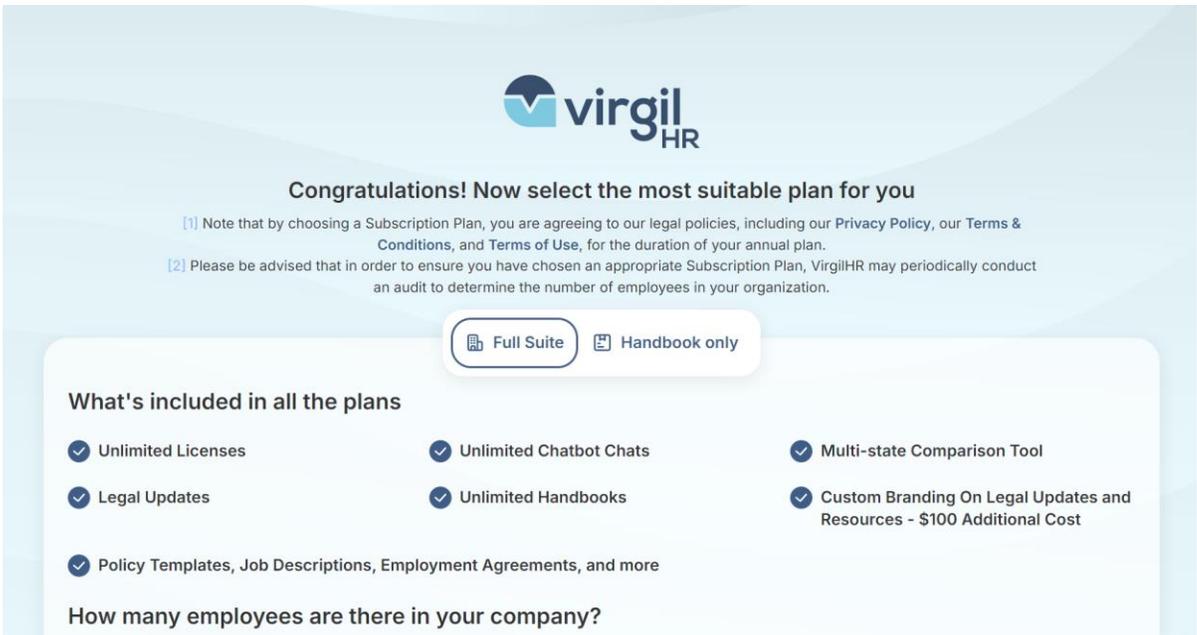
3. After filling all required fields to create an account, click the button Sign Up





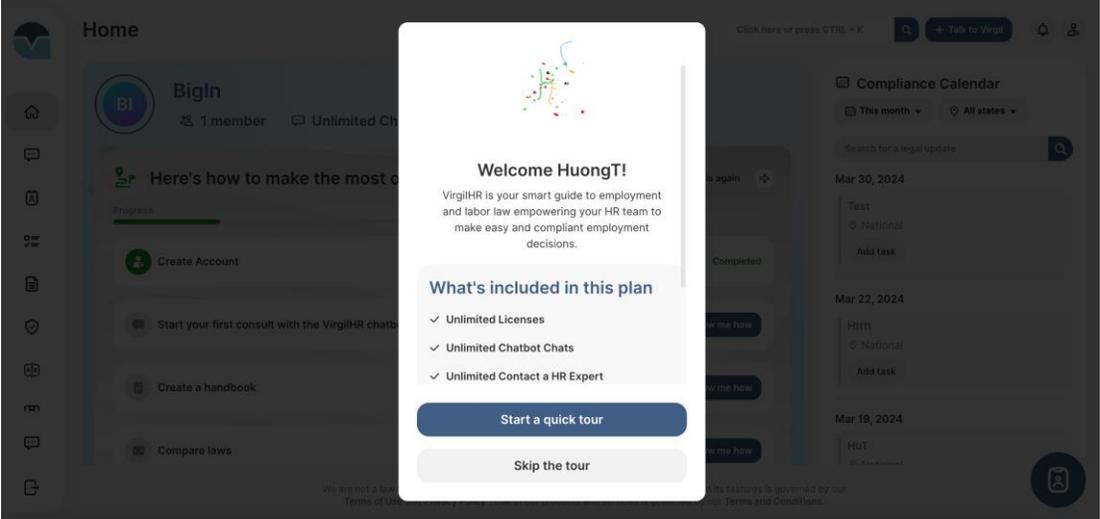
4. Confirm the email to access the subscription plan selection page



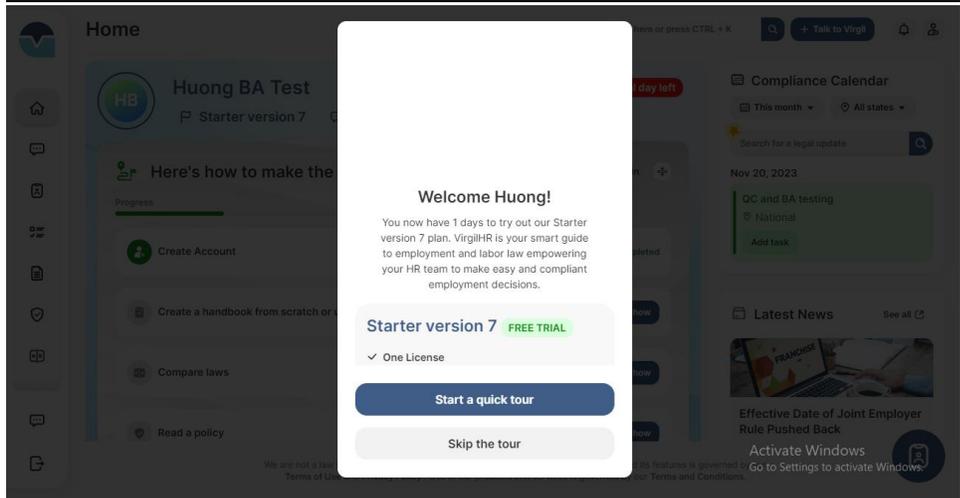
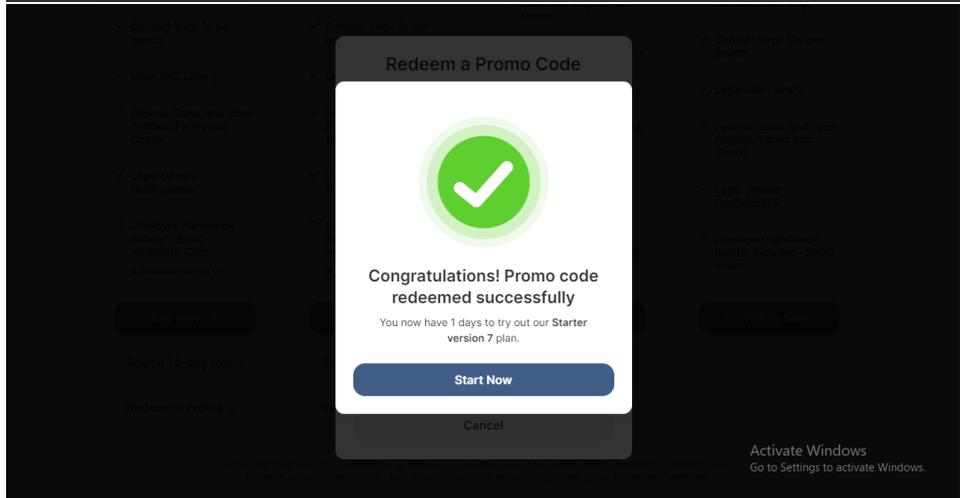
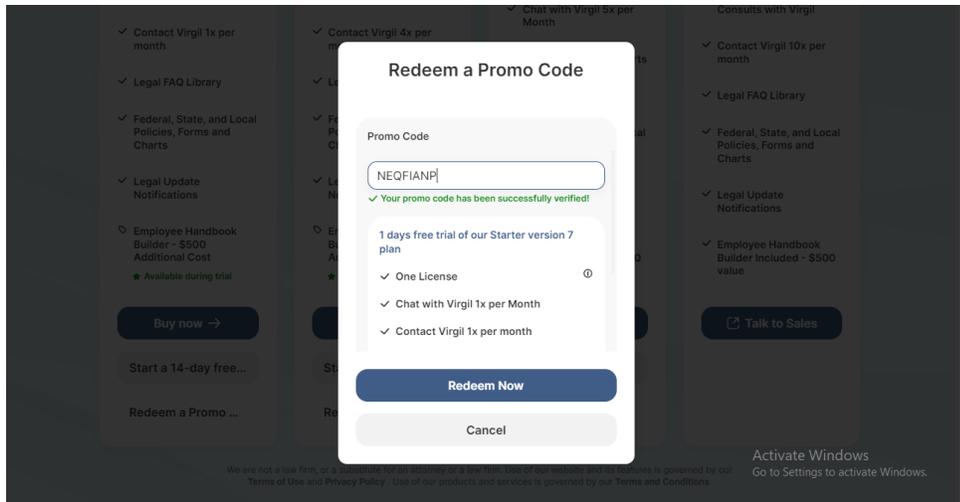


You can select a plan they want to start their journey with us.

- a. After you select Buy now and process the payment successfully, you will be taken to the Dashboard and shown a Welcome modal that includes your benefits and a way for you to take a walkthrough tour to understand our system.



- b. After you select to redeem a promotion code with plan, you will be displayed the redeem a promotion code modal to input the code to redeem. If you input a promo code and redeem successfully, then you will be taken to the Dashboard and shown a Welcome modal that includes your benefits and a way for you to take a walkthrough

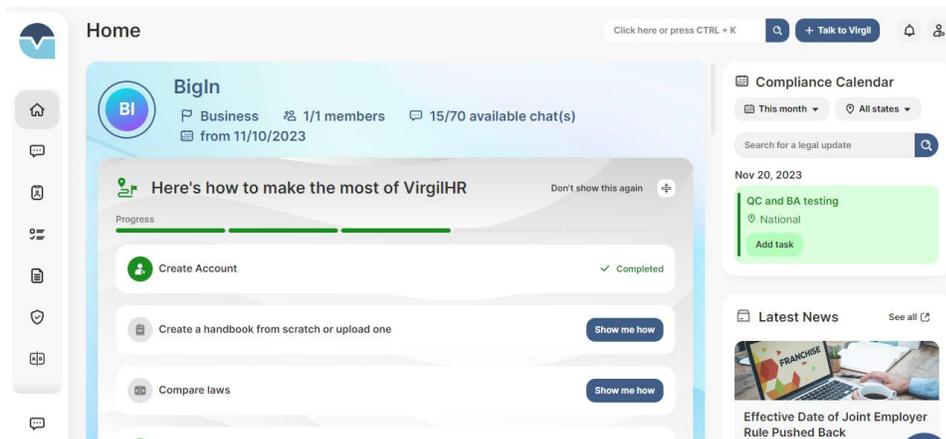


## 2. Dashboard

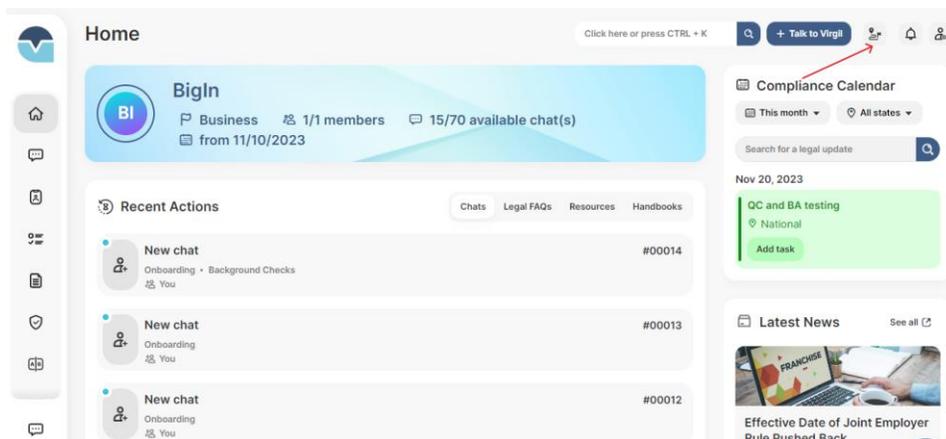
### View Interactive Walkthrough

You can click to start a quick tour when you firstly log in to Portal or you can review and follow the interactive walkthrough in the Home page

1. Access URL <https://member.virgilhr.com/> and login to your account
2. Navigate to Home page and click the icon button Expand
3. Navigate to the feature you want to view the interactive walkthrough
4. Click on “Show me how”

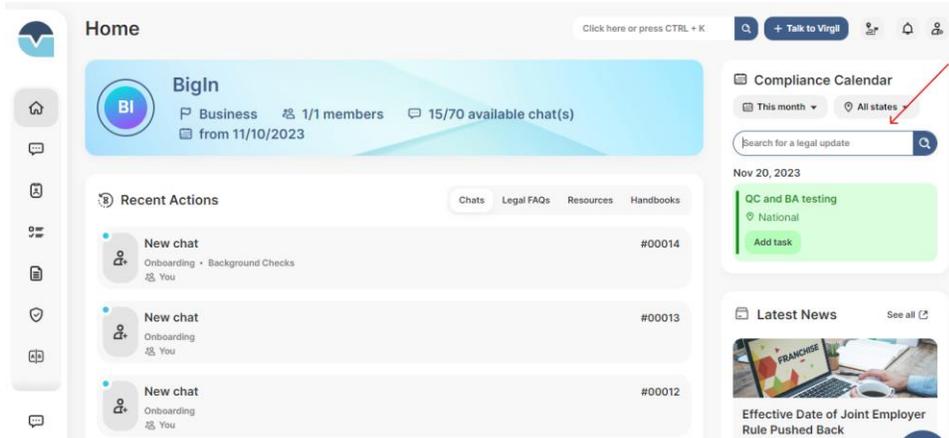


**Note:** You can click Don't show this again to hide the interactive walkthrough section from the Home page. You can reopen by clicking on the like-roadmap icon on the top right of screen



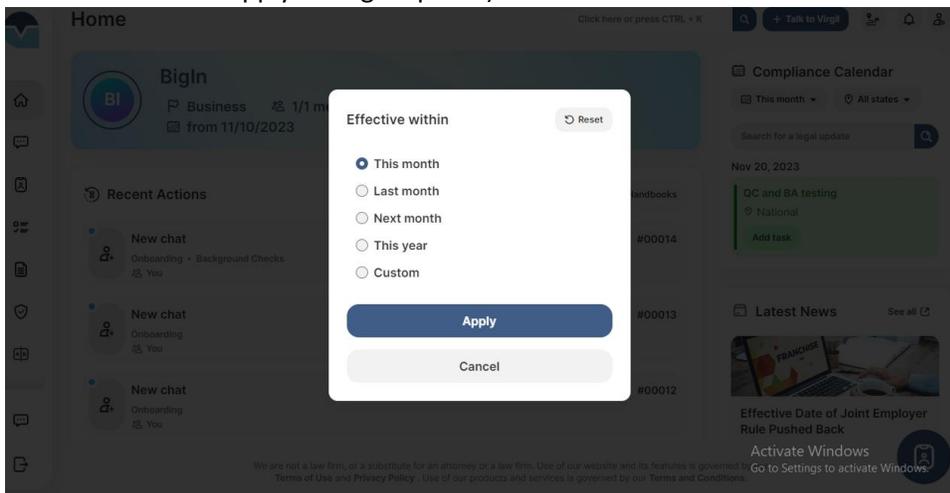
### Search for a legal update

1. Access URL <https://member.virgilhr.com/> and login to your account
2. Navigate to Home page
3. Then you type the keyword of legal update you want to search for
4. Click on icon “Search”

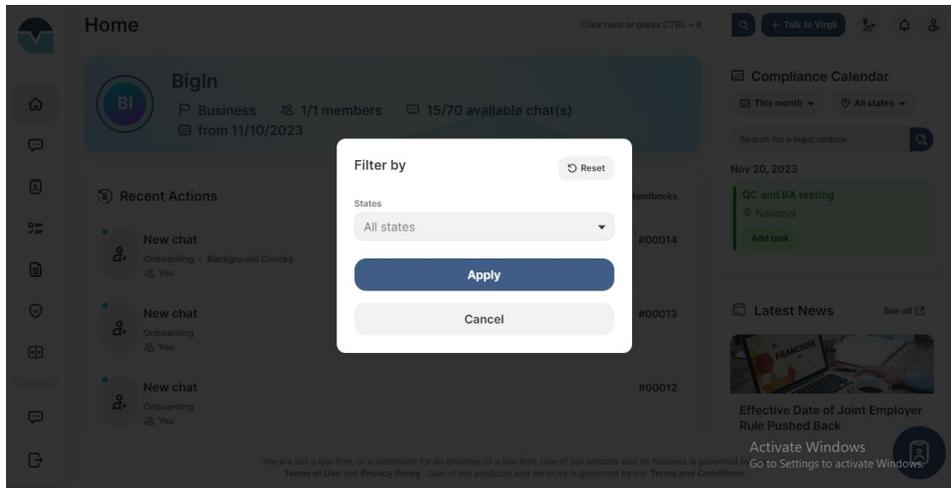


### Filter for a legal update

1. Access URL <https://member.virgilhr.com/> and login to your account
2. Navigate to Home page
3. The System allows user to quickly search for a legal update by timeline:
  - a. This month
  - b. Last month
  - c. Next month
  - d. This year
  - e. Custom (If you select customer, then you should input the start date and the end date to apply for legal update)



4. Click Apply to apply the filter to return the expected legal updates
5. If "Cancel" button is clicked, all changes will be reverted
6. The System allows users to quickly search for a legal update by location including National and other states of US

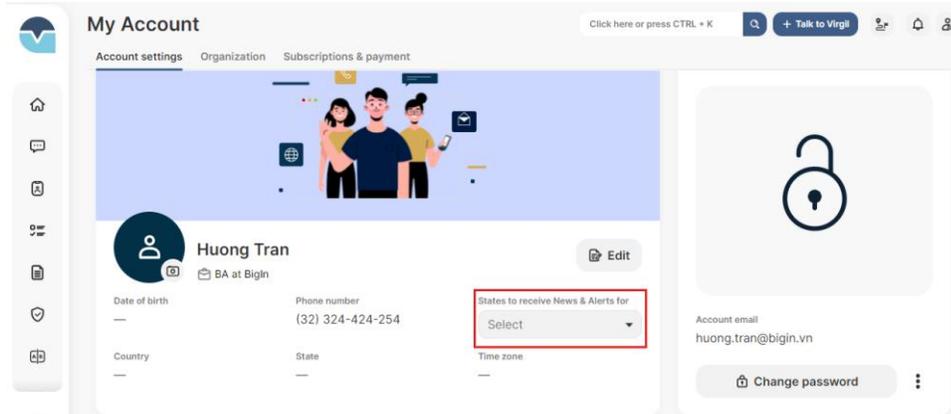


7. Click Apply to apply the filter to return the expected legal updates
8. If “Cancel” button is clicked, all changes will be reverted

### 3. My Account Settings

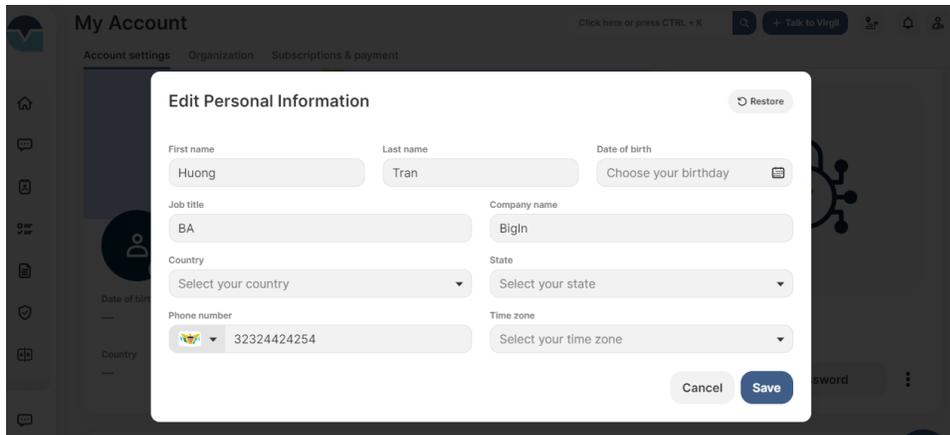
#### Update States to receive News & Alerts

1. Access URL <https://member.virgilhr.com/> and login to your account
2. Click icon Profile in the top right corner of screen
3. Navigate to general information section
4. Click “Select” to select states to receive News & Alerts



#### Update general information

1. Access URL <https://member.virgilhr.com/> and login to your account
2. Click icon Profile in the top right corner of screen
3. Navigate to general information section
4. Click Edit to open the edit modal



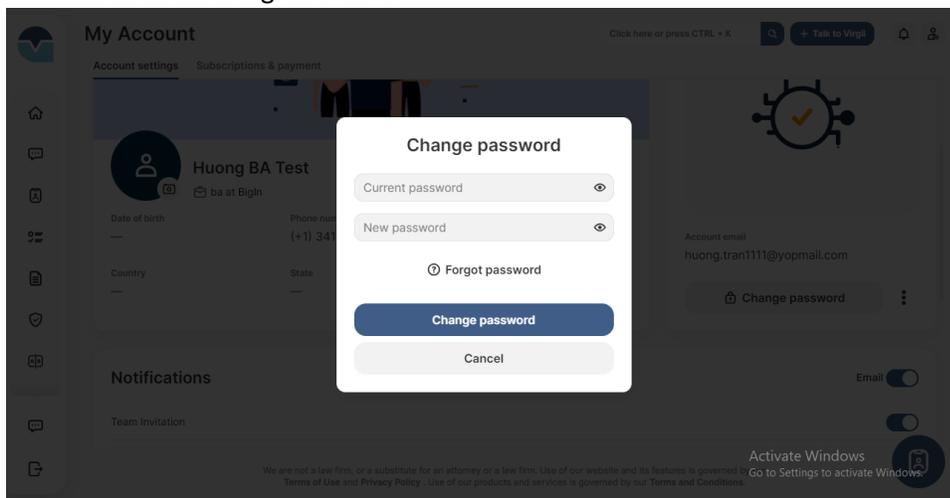
5. Input the information you want to update

Note: You can click on Restore to revert information changes

6. Click "Save" to save the updates

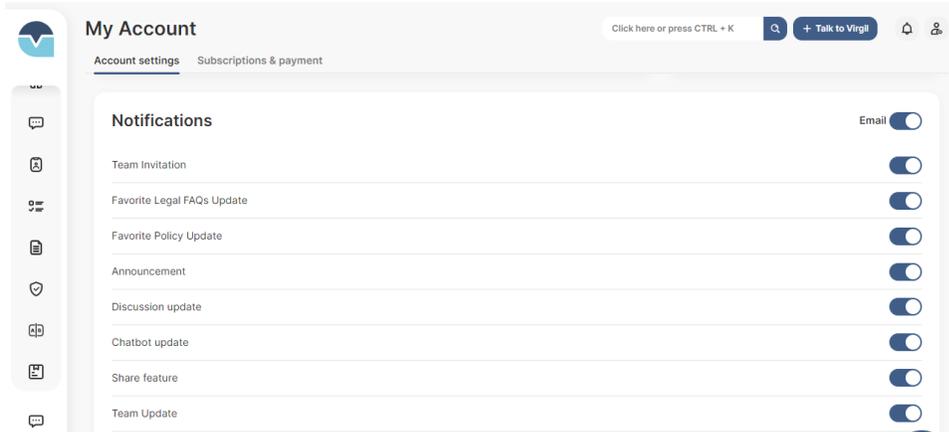
### Update password

1. Access URL <https://member.virgilhr.com/> and login to your account
2. Click icon Profile in the top right corner of screen
3. Navigate to security information section
4. Click button "Change Password"
5. Enter the current password
6. Enter the new password
7. Click on Change Password



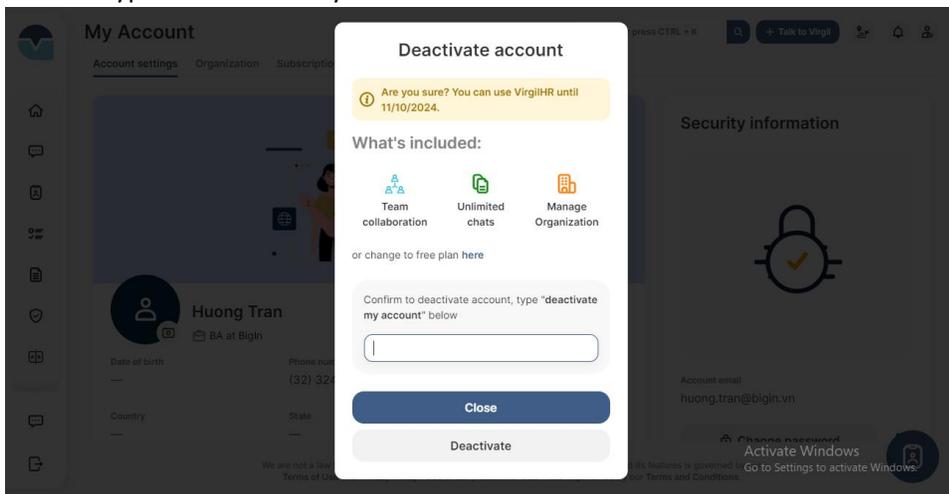
### Turn on/off the system notification

1. Access URL <https://member.virgilhr.com/> and login to your account
2. Click icon Profile in the top right corner of screen
3. Navigate to Notifications section
4. Look for the notification you want to update
5. Turn on/off the toggle to manage sent notifications from system



## Deactivate Account

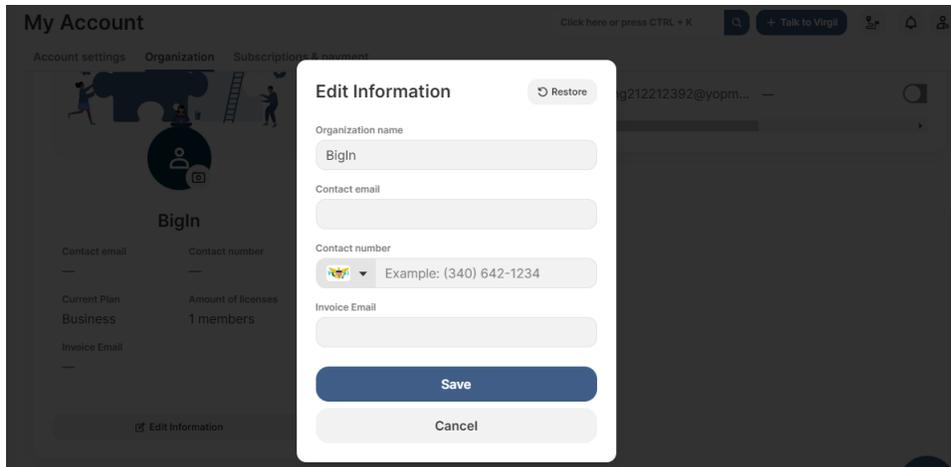
1. Access URL <https://member.virgilhr.com/> and login to your account
2. Click icon Profile in the top right corner of screen
3. Navigate to section Security Information section
4. Click Deactivate account
5. Type “deactivate my account” and click Deactivate



## 4. Manage Organization

### Update Organization Information

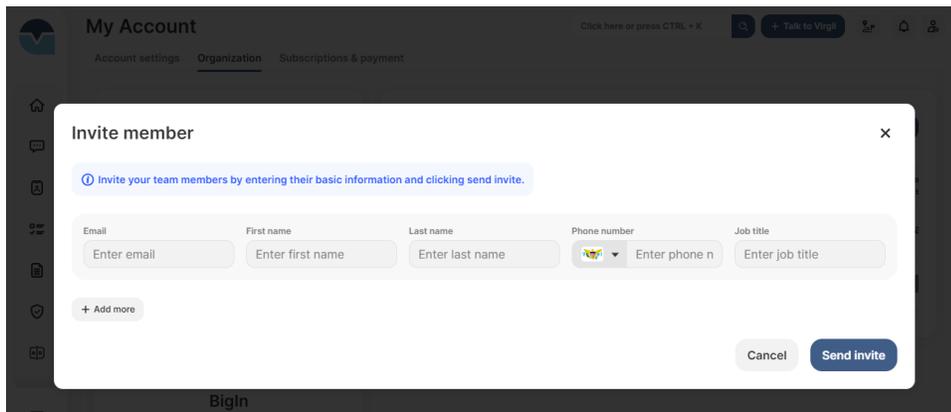
1. Access URL <https://member.virgilhr.com/> and login to your account
2. Click icon Profile in the top right corner of screen
3. Click on tab Organization between tab Account Settings and tab Subscriptions & payment
4. Click on button “Edit Information”



5. Input the information to the modal
6. Click Save

### Invite Team Member

1. Access URL <https://member.virgilhr.com/> and login to your account
2. Click icon Profile in the top right corner of screen
3. Click on tab Organization
4. Navigate to section "Manage your team"
5. Click on button "Invite More"



6. Input the member information
7. Click "Send Invite"

### Remove Team Member

1. Access URL <https://member.virgilhr.com/> and login to your account
2. Click icon Profile in the top right corner of screen
3. Click on tab Organization
4. Navigate to section "Manage your team"
5. Look for the user you want to remove and click on icon "Remove"

## My Account

Click here or press CTRL + K

+ Talk to Virgil

Account settings **Organization** Subscriptions & payment

Last active	Activated licenses	Actions
ng.tran@bigin.vn	11 minutes ago Activated	Owner
tuong212212392@yopm...	<input type="checkbox"/>	User

6. Click Confirm

## Update Team Member Role

1. Access URL <https://member.virgilhr.com/> and login to your account
2. Click icon Profile in the top right corner of screen
3. Click on tab Organization
4. Navigate to section "Manage your team"
5. Click on user roles list dropdown and select the role you want to update for user

## My Account

Click here or press CTRL + K

+ Talk to Virgil

Account settings **Organization** Subscriptions & payment

Last active	Activated licenses	Actions
ng.tran@bigin.vn	1 minute ago Activated	Owner
ngtest@yopmail.com	<input type="checkbox"/>	User

- Owner
- Admin
- User-Restricted

## Activate/Deactivate Team Member

1. Access URL <https://member.virgilhr.com/> and login to your account
2. Click icon Profile in the top right corner of screen
3. Click on tab Organization
4. Navigate to section "Manage your team" and column field Activated licenses
5. Turn on the toggle to activate the user account/turn off the toggle to deactivate the user account

## My Account

Account settings **Organization** Subscriptions & payment

Click here or press CTRL + K  + Talk to Virgil

### Manage your team

1 of 1 licenses activated [Invite more](#)

	Last active	Activated licenses	Actions
ng.tran@bigin.vn	1 minute ago	Activated	Owner
ngtest@yopmail.com	—	<input type="checkbox"/>	User <input type="text"/>

**BigIn**  
Contact email Contact number

Owner  
Admin  
User-Restricted

## 5.Subscription & Payment

### Cancel Plan

1. Access URL <https://member.virgilhr.com/> and login to your account
2. Click icon Profile in the top right corner of screen
3. Click on tab Subscription & payment
4. Navigate to the Payment Method section
5. Click three dots button on the top right corner of section
6. Click on “Cancel Plan”

My Account

Account settings Organization **Subscriptions & payment**

Click here or press CTRL + K  + Talk to Virgil

### Subscription plan

Current Plan Business @	Valid From Nov 10, 2023	Valid Until Nov 10, 2024
Invoice Email huong.tran@bigin.vn	Billing Amount \$0.00	Next Payment Date Dec 10, 2023

Change email Monthly

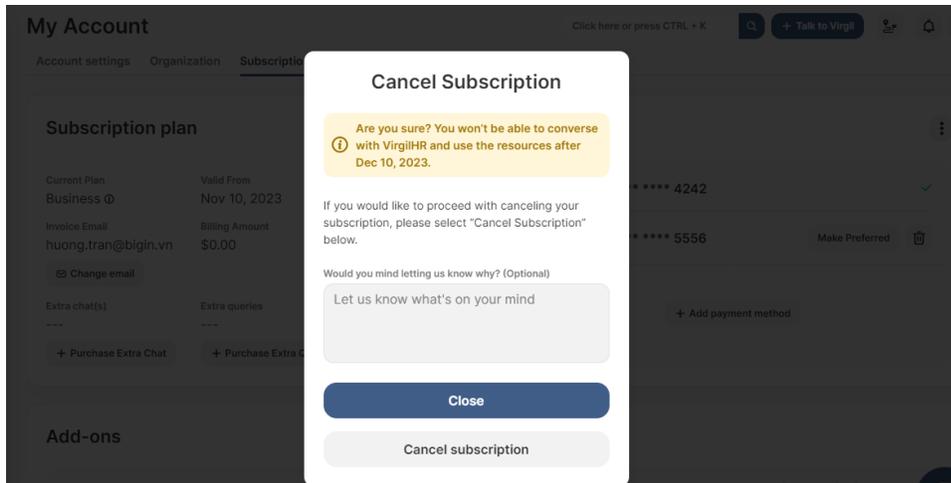
Extra chat(s) --- Extra queries ---  
+ Purchase Extra Chat + Purchase Extra Que...

VISA \*\*\*\* \* 4242  
VISA \*\*\*\* \* 5556 Make Preferred

+ Add payment method

Cancel plan

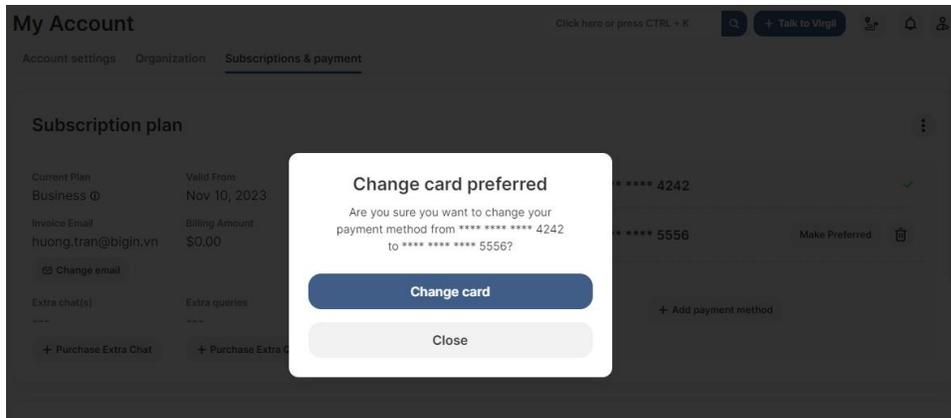
7. Click on “Cancel Subscription”



## Add Payment Method

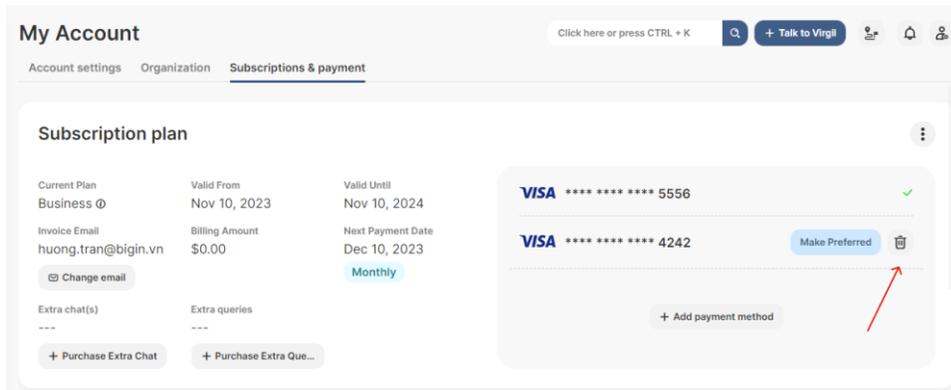
1. Access URL <https://member.virgilhr.com/> and login to your account
2. Click icon Profile in the top right corner of screen
3. Click on tab Subscription & payment
4. Navigate to the Payment Method section
5. Click on button “Add payment method”
6. Input the required information and click Save

**Note:** You can make the payment method preferred by clicking on button “Make Preferred”. Then, click on button “Change Card”



## Remove Payment Method

1. Access URL <https://member.virgilhr.com/> and login to your account
2. Click icon Profile in the top right corner of screen
3. Click on tab Subscription & payment
4. Navigate to the Payment Method section
5. Click on the “Trash” icon next to the button “Make Preferred” of card



## Purchase Extra Chat

1. Access URL <https://member.virgilhr.com/> and login to your account
2. Click icon Profile in the top right corner of screen
3. Click on tab Subscription & payment
4. Navigate to Subscription plan section
5. Click button “Purchase Extra Chat”

## My Account

Click here or press CTRL + K

+ Talk to Virgil

Account settings Organization Subscriptions & payment

### Subscription plan

Current Plan  
Business @

Valid From  
Nov 10, 2023

Valid Until  
Nov 10, 2024

Invoice Email  
huong.tran@bigin.vn

Billing Amount  
\$0.00

Next Payment Date  
Dec 10, 2023

Extra chat(s)  
---

Extra queries  
---

+ Purchase Extra Chat

+ Purchase Extra Que...

VISA \*\*\*\* \* 5556 ✓

VISA \*\*\*\* \* 4242 Make Preferred 🗑️

+ Add payment method

6. Input the number of expected chat(s) and review the payment information
7. Click on button "Purchase extra chats"

**Purchase extra chats**

Continue empowering your HR team to make easy and compliant employment decisions

Expected chat(s): 1

**Payment details**

Expected chat(s): 1  
Price: \$29.00

**Total: \$29.00**  
To be charged immediately + Sales tax

**Purchase extra chats**

Cancel

8. Review payment information and click on button "Pay"

← Bigin TEST MODE

Thanh toán cho Bigin  
**30,86 US\$**

Extra Chats	29,00 US\$
Tổng phụ	29,00 US\$
Sales Tax	1,86 US\$
<b>Tổng tiền đến hạn</b>	<b>30,86 US\$</b>

Được cung cấp bởi stripe | Điều khoản | Quyền riêng tư

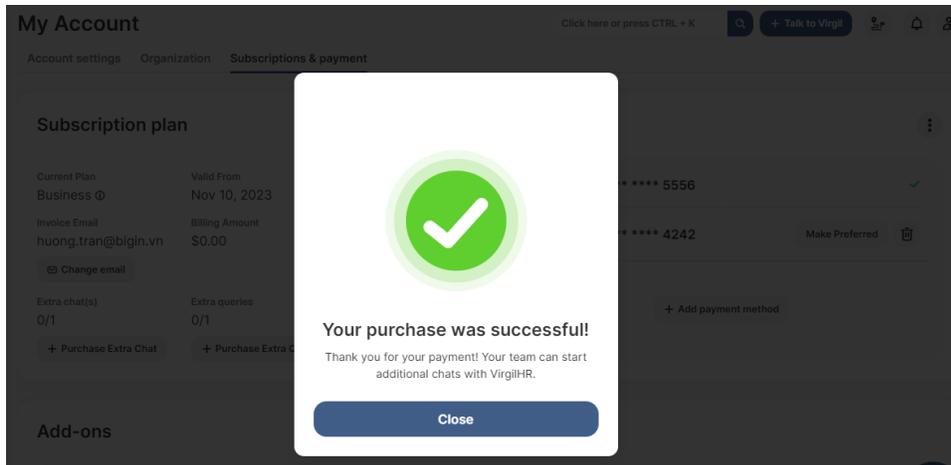
**Thanh toán bằng thẻ**

Email: huong.tran@bigin.vn

Thanh toán: VISA \*\*\*\* \* 5556 Thay đổi  
123 Texas 87  
TX, TX 77650

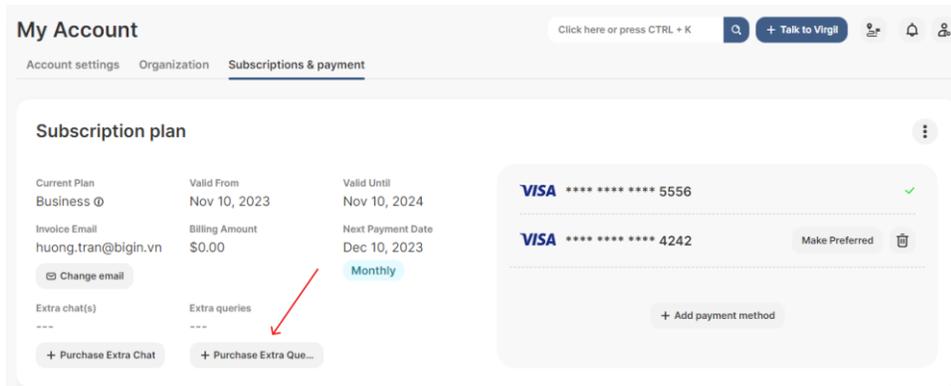
**Thanh toán** 🔒

9. You will view a successful modal displayed to inform your payment



## Purchase Extra Queries

1. Access URL <https://member.virgilhr.com/> and login to your account
2. Click icon Profile in the top right corner of screen
3. Click on tab Subscription & payment
4. Navigate to Subscription plan section
5. Click button “Purchase Extra Queries”



6. Input the number of expected chat(s) and review the payment information
7. Click on button “Proceed Payment”

## Purchase Extra chats

Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam.

Bundle Custom

5 Chats

10 Chats

15 Chats

### Payment details

Extra chat(s)	5
Price	\$ 29.00
<hr/>	
<b>Total</b>	<b>\$ 145.00</b>
To be charged immediately	+ Sales tax

Cancel

Proceed Payment

### 8. Review payment information and click on button "Pay"

← Bigin TEST MODE

Thanh toán cho Bigin  
**30,86 US\$**

Contact Expert Query 29,00 US\$  
Contact Expert Query

Tổng phụ 29,00 US\$

Sales Tax ⓘ 1,86 US\$

**Tổng tiền đến hạn 30,86 US\$**

Được cung cấp bởi stripe | Điều khoản Quyền riêng tư

Thanh toán bằng thẻ

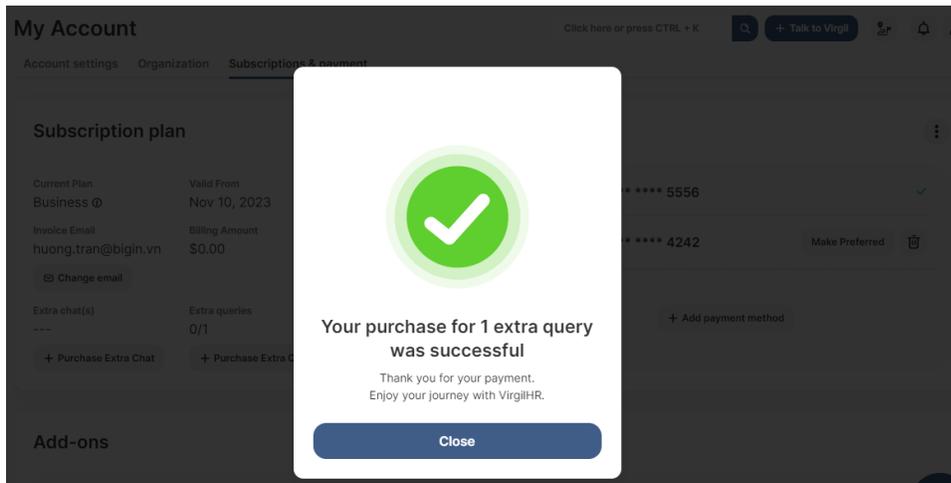
Email huong.tran@bigin.vn

Thanh toán visa \*\*\*\* 5556 Thay đổi  
123 Texas 07  
TX, TX 77650

Thanh toán

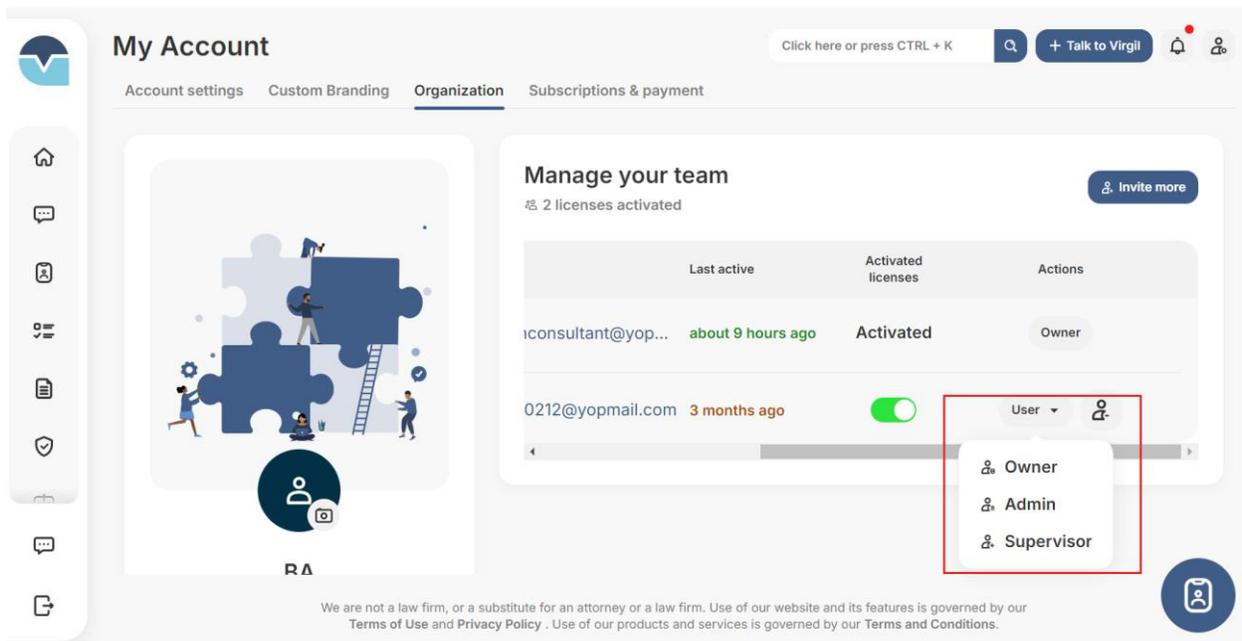


9. You will view a successful modal displayed to inform your payment

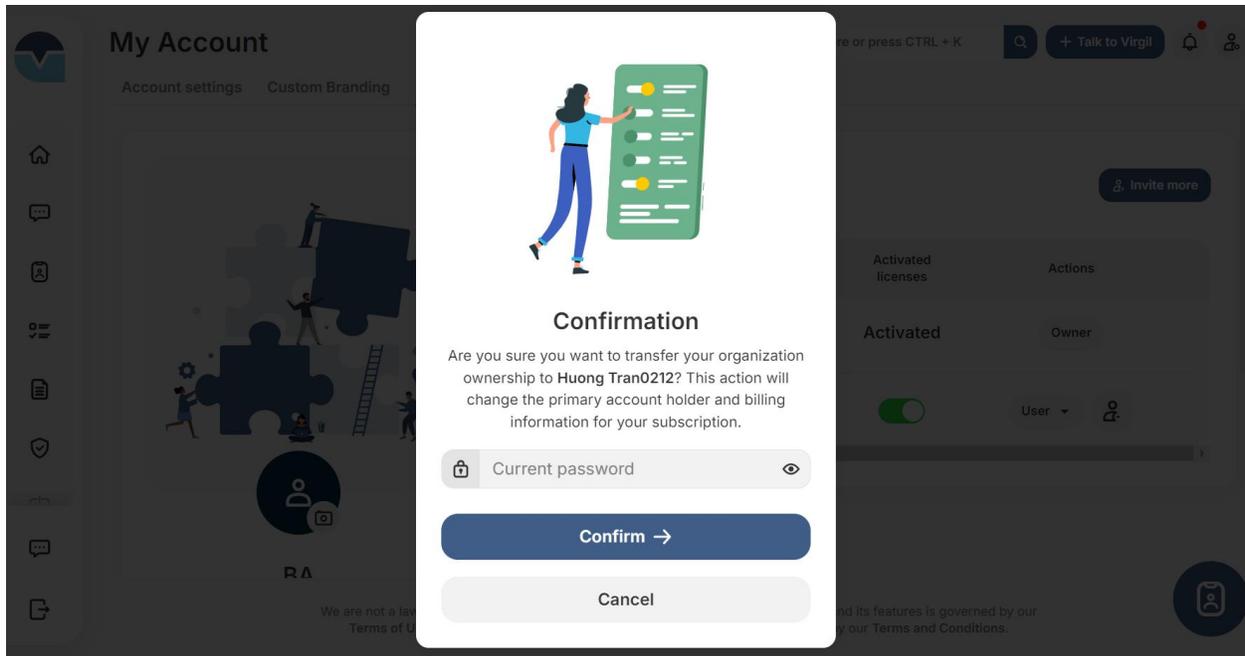


### Transfer Ownership

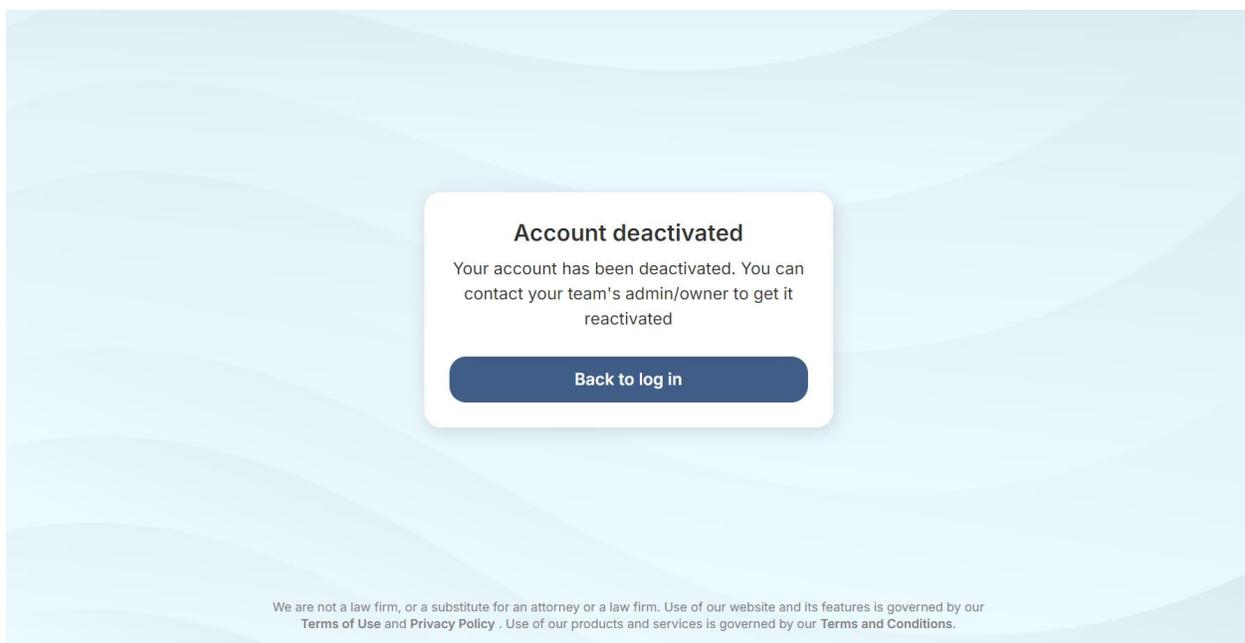
1. Access URL <https://member.virgilhr.com/> and login to your account
2. Click icon Profile in the top right corner of screen
3. Click on tab Subscription & payment
4. Navigate to the section Manage your team
5. Click on the Role dropdown from the Actions column and select "Owner"



6. Enter your current password and click Confirm

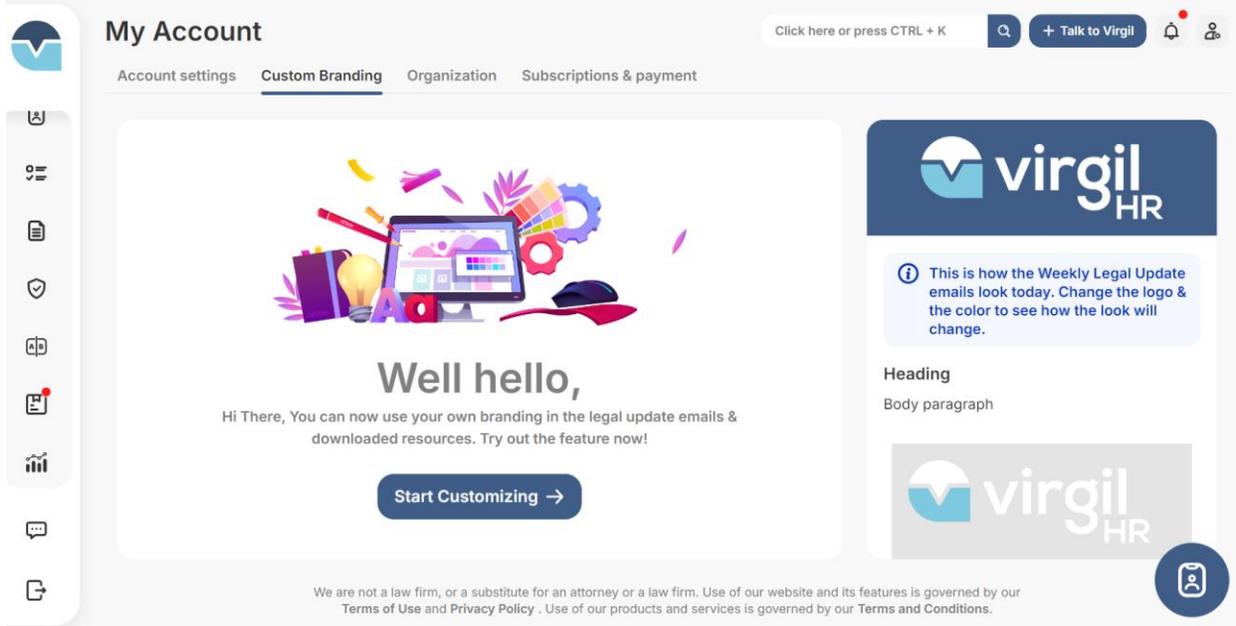


You will be logged out and displayed the screen:

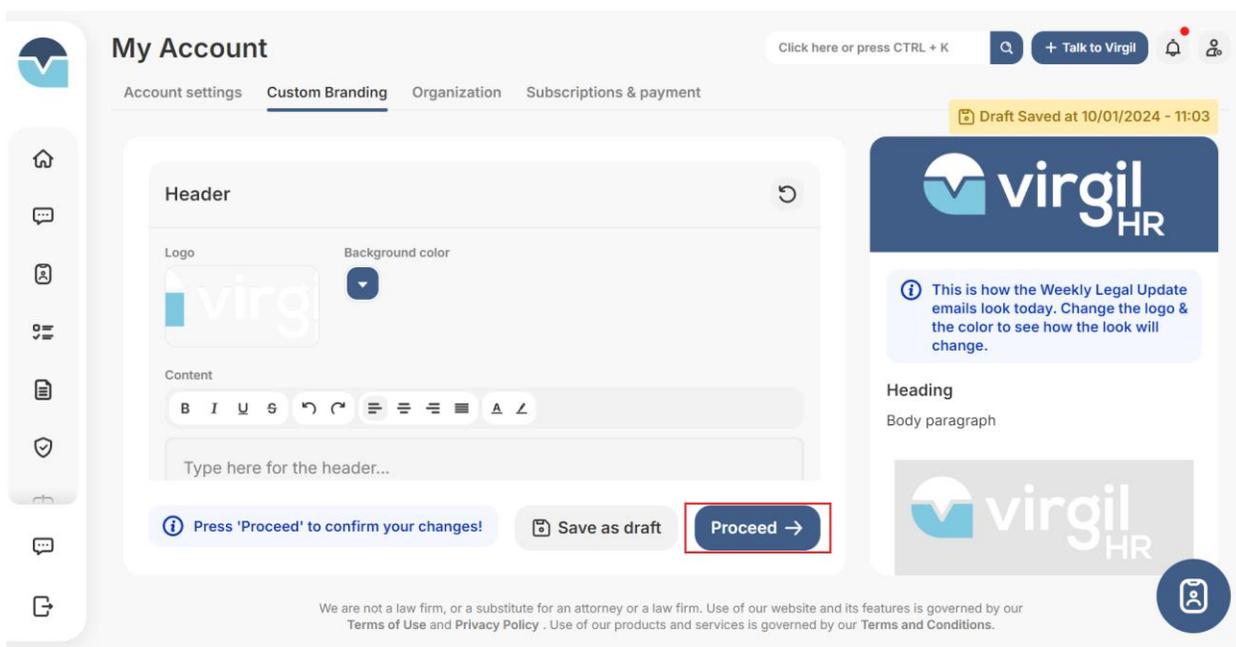


### Purchase Custom Branding

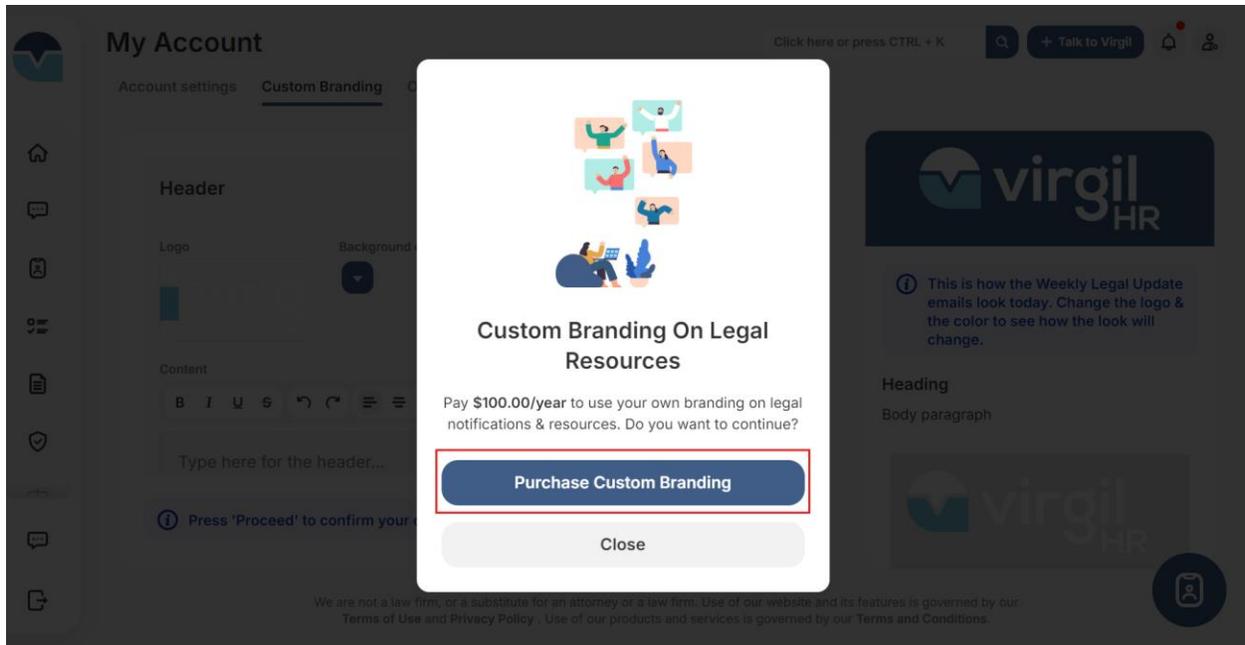
1. Access URL <https://member.virgilhr.com/> and login to your account
2. Click icon Profile in the top right corner of screen
3. Click on tab Custom Branding and click on "Start Customizing"



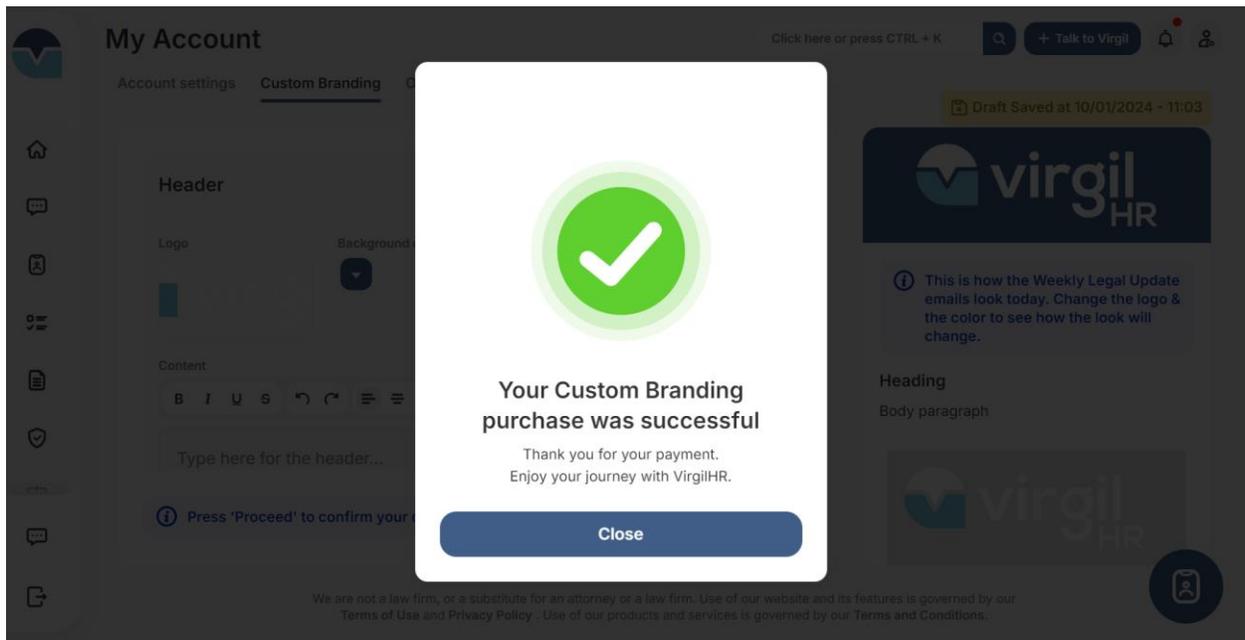
4. Upload the logo, add content and pick background color for your organization legal updates header/footer and click “Proceed”



5. Review the feature pricing and click on button “Purchase Custom Branding”



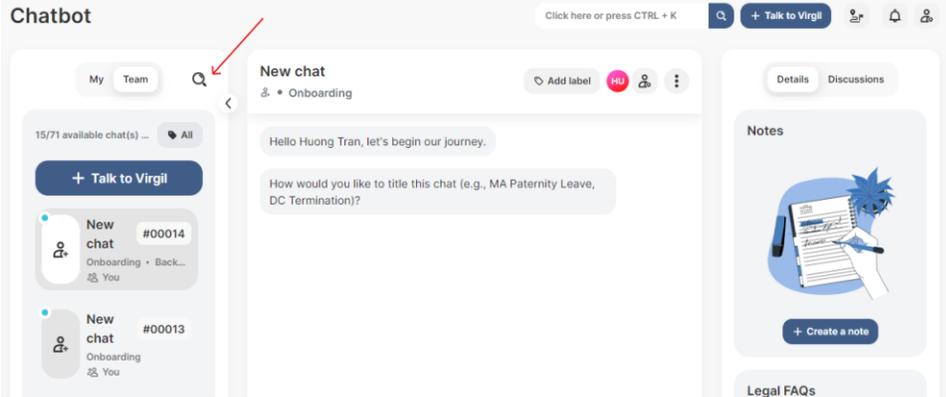
6. Review payment information and click on button “Subscribe”
7. You will be redirected to Member portal and displayed successful modal displayed to inform your payment. Now you can adjust unlimitedly your custom branding during the subscription.



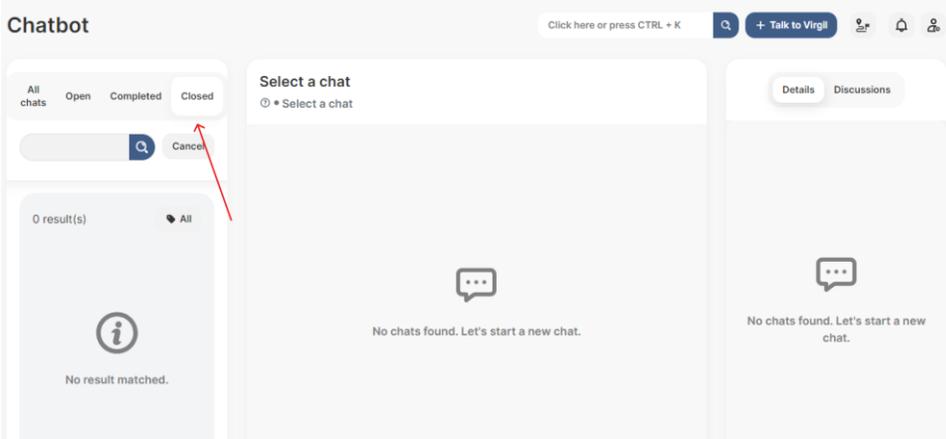
## 6.Chatbot

### Search for Chatbot

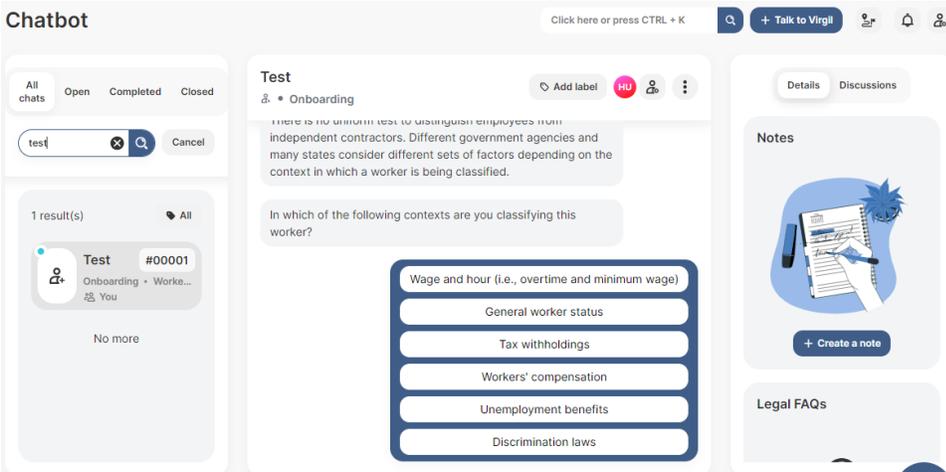
1. Access URL <https://member.virgilhr.com/> and login to your account
2. Click on tab Chatbot in the navigation on the left of screen
3. Click icon button “Search”



4. You can select the chat status to quickly search for the chat



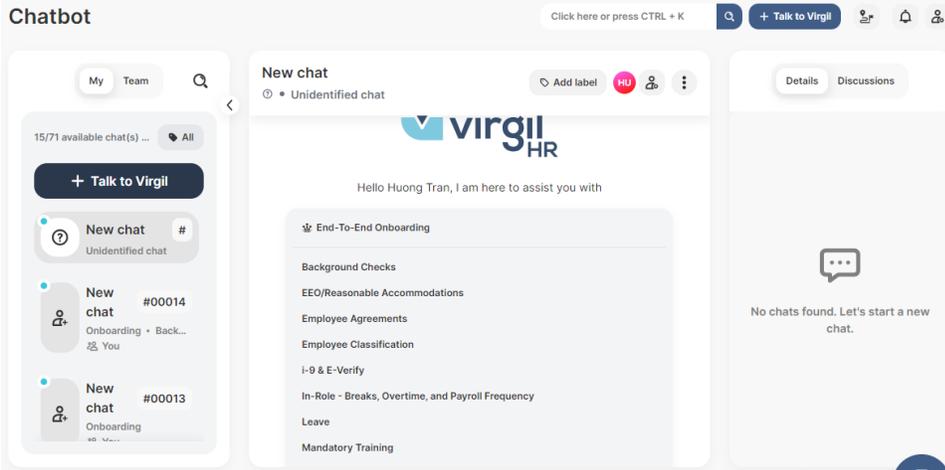
5. Type in the "keyword" to find the matched chat names



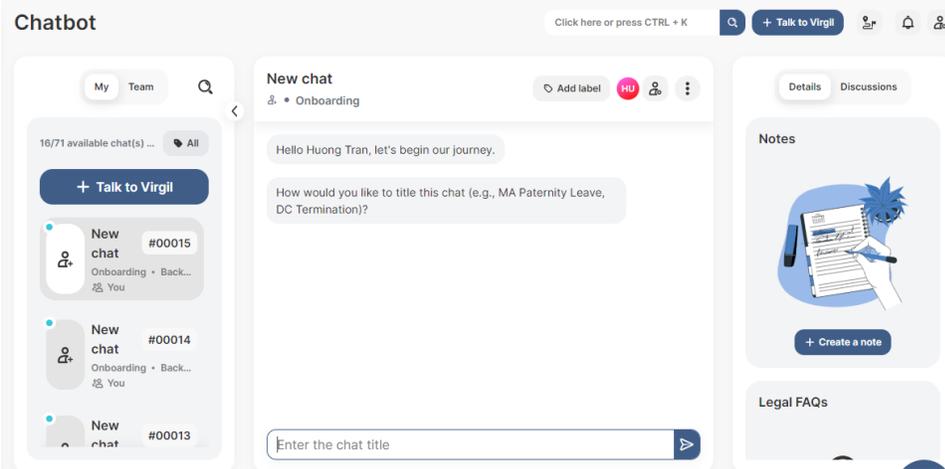
## Talk to VirgilHR

1. Access URL <https://member.virgilhr.com/> and login to your account
2. Click on tab Chatbot in the navigation on the left of screen
3. Click button "Talk to Virgil"
4. Select scenario you want to chat

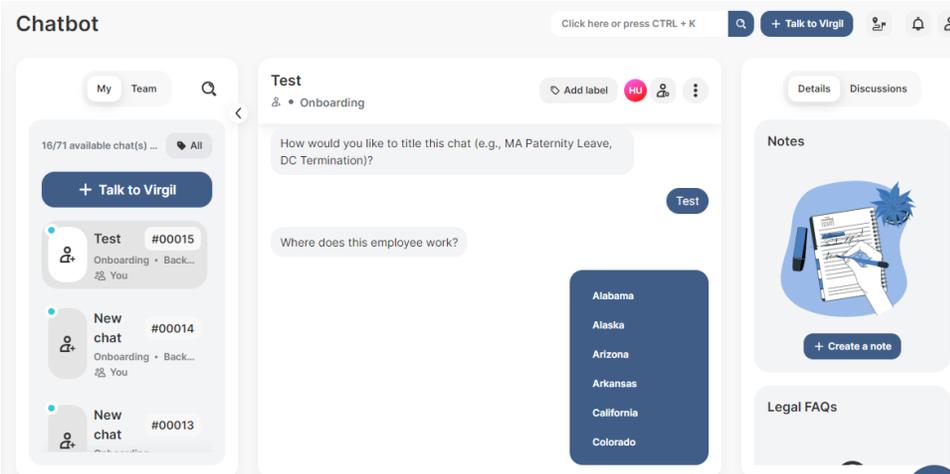
## Chatbot



5. Start by typing the name you want to title the chat



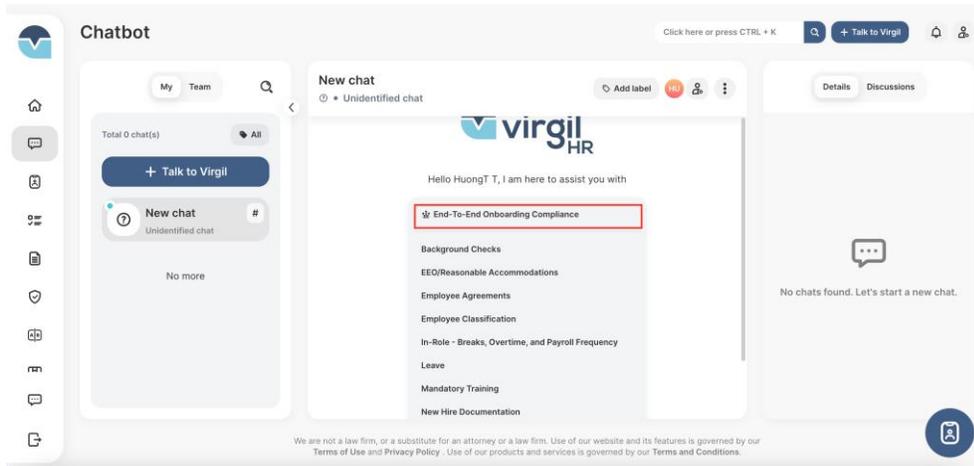
6. Continue to answer questions asked by chatbot



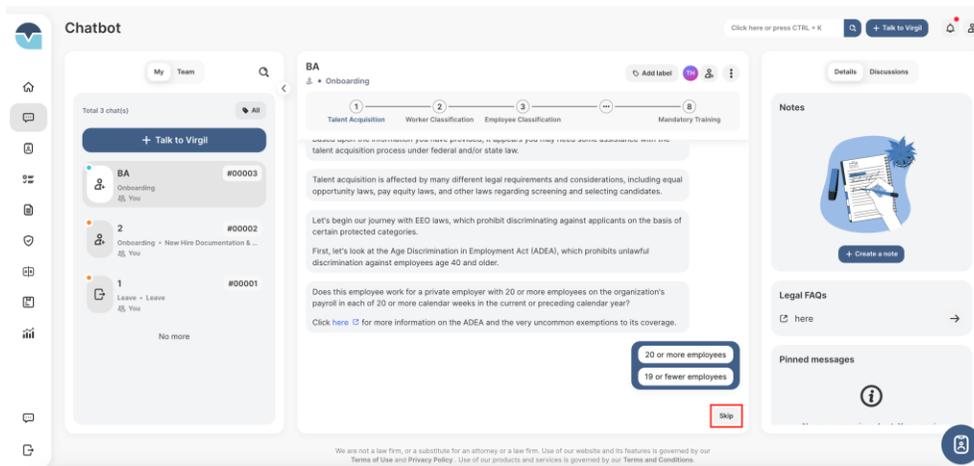
## Talk With Onboarding Workflow

1. Access URL <https://member.virgilhr.com/> and login to your account
2. Click on tab Chatbot in the navigation on the left of screen

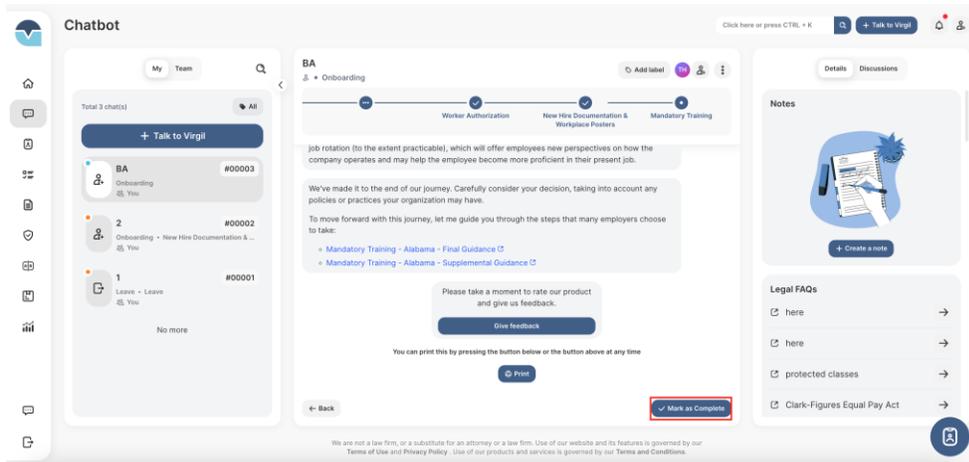
3. Click button "Talk to Virgil"
4. Click on the chatbot workflow named "End-To End Onboarding Compliance" to go through all steps relating to Employee Onboarding



5. After selecting, you will start the workflow with available steps. You are able to answer or skip answering to the question

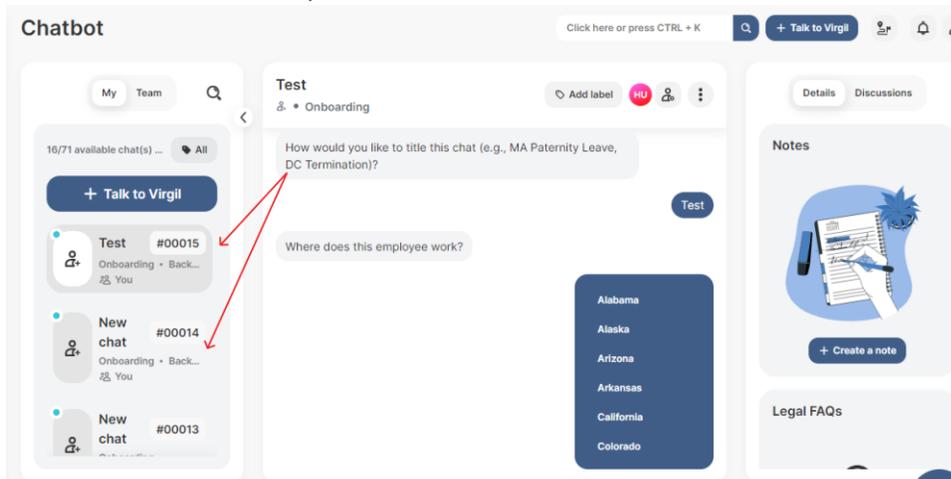


6. After going through all steps, you will be shown the button "Mark as Complete" to mark the onboarding chatbot flow as completed

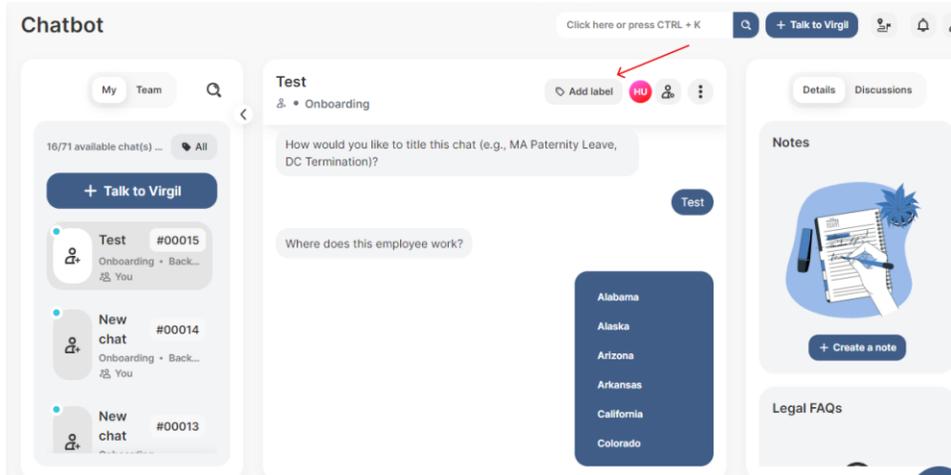


## Add chat label

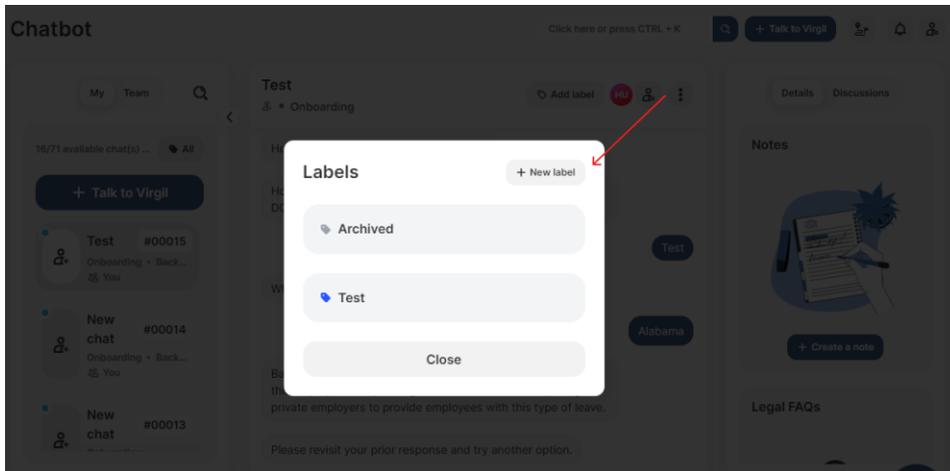
1. Access URL <https://member.virgilhr.com/> and login to your account
2. Click on tab Chatbot in the navigation on the left of screen
3. Click on the chat you want to add chat label



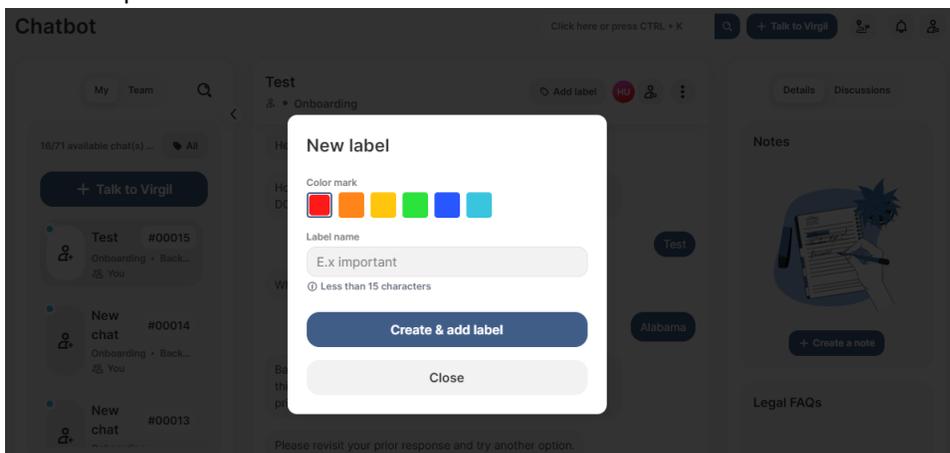
4. Click on button "Add label" on the top right corner of chat



5. Click on button "New Label" or select the available labels to add label for the chat

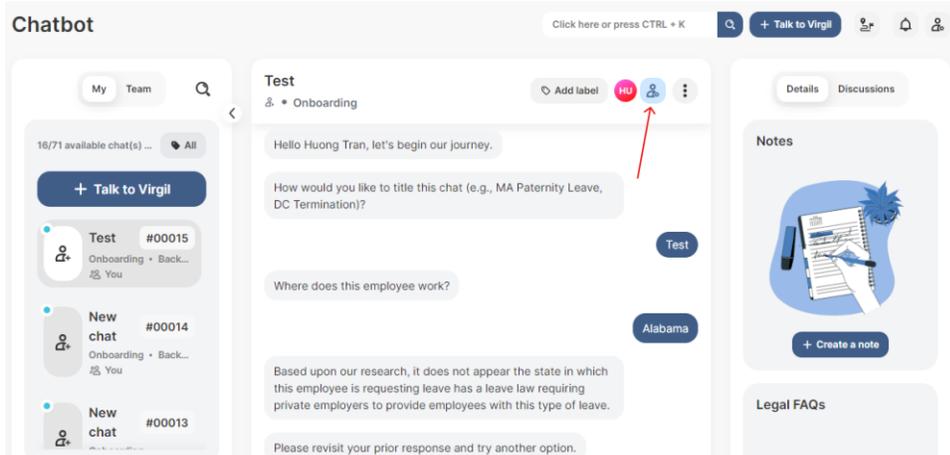


6. Input the label name and click Create & add label

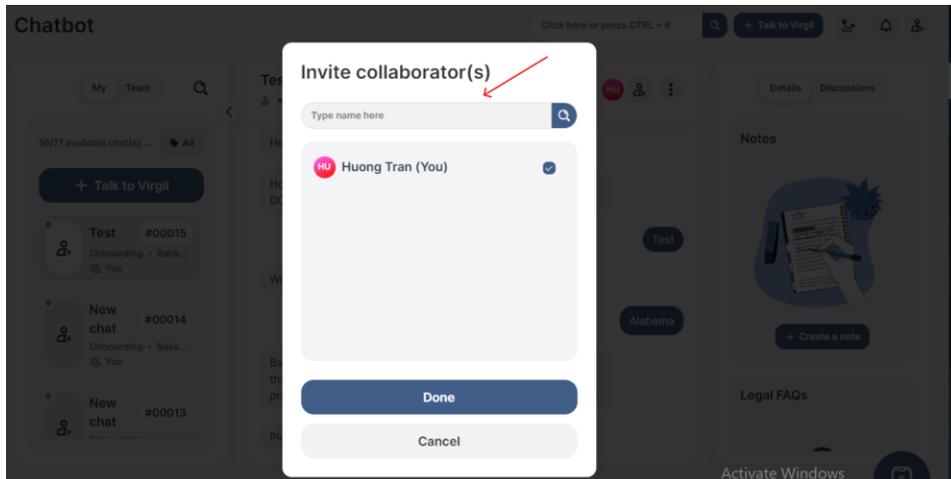


### Manage Chatbot assignee

1. Access URL <https://member.virgilhr.com/> and login to your account
2. Click on tab Chatbot in the navigation on the left of screen
3. Click on the chat you want to invite collaborator(s)
4. Click the below icon at the top right corner of chat screen

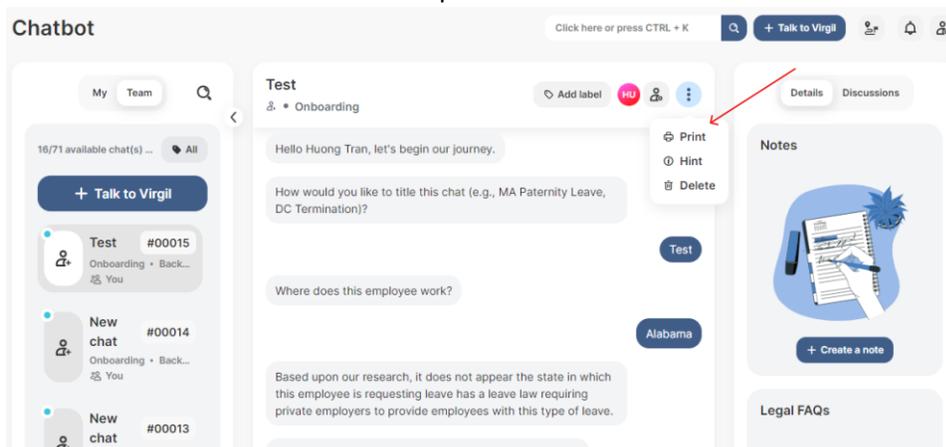


5. Type the username you want to invite as collaborator to the chat and click Done



## Print Chatbot

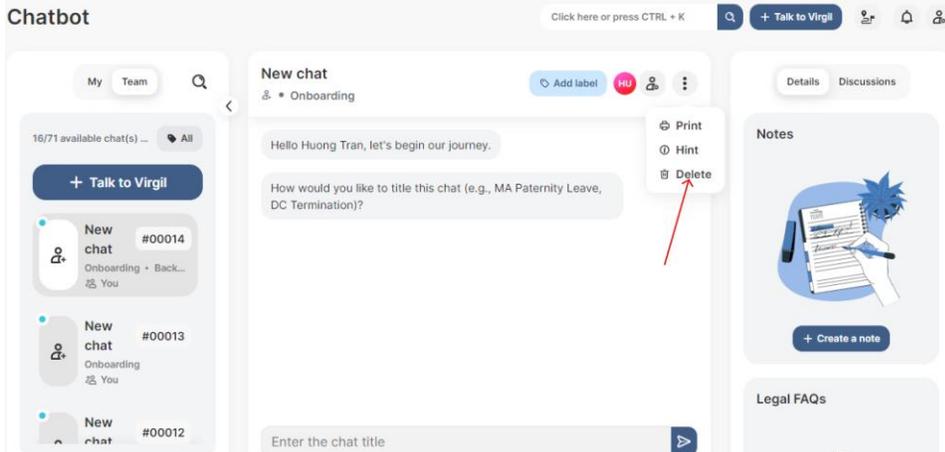
1. Access URL <https://member.virgilhr.com/> and login to your account
2. Click on tab Chatbot in the navigation on the left of screen
3. Click three dots button on the top right corner of chat screen
4. Click on "Print" from the dropdown list



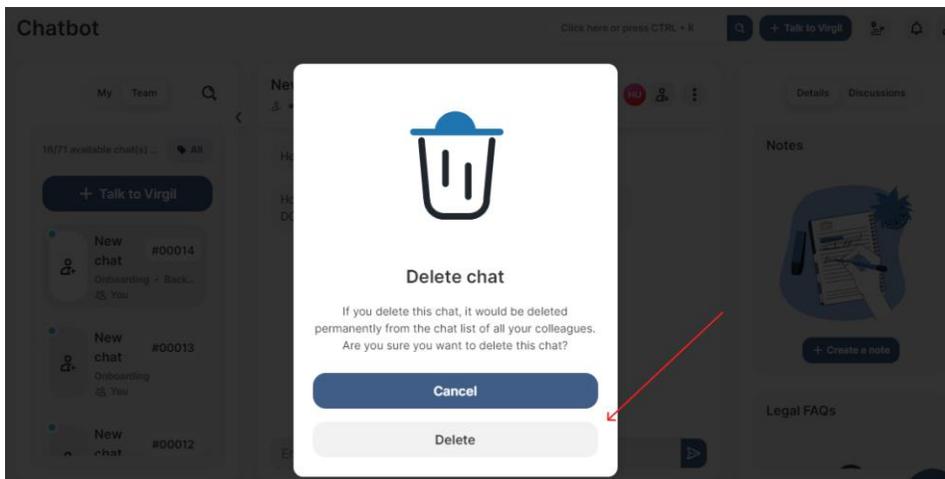
## Delete Chatbot

1. Access URL <https://member.virgilhr.com/> and login to your account
2. Click on tab Chatbot in the navigation on the left of screen
3. Click three dots button on the top right corner of chat screen
4. Click on "Delete" from the dropdown list

## Chatbot



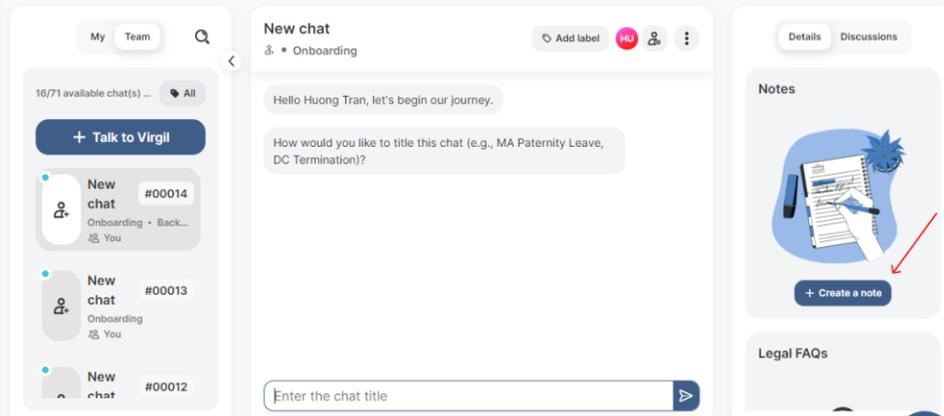
5. Click "Delete" on the confirmation modal



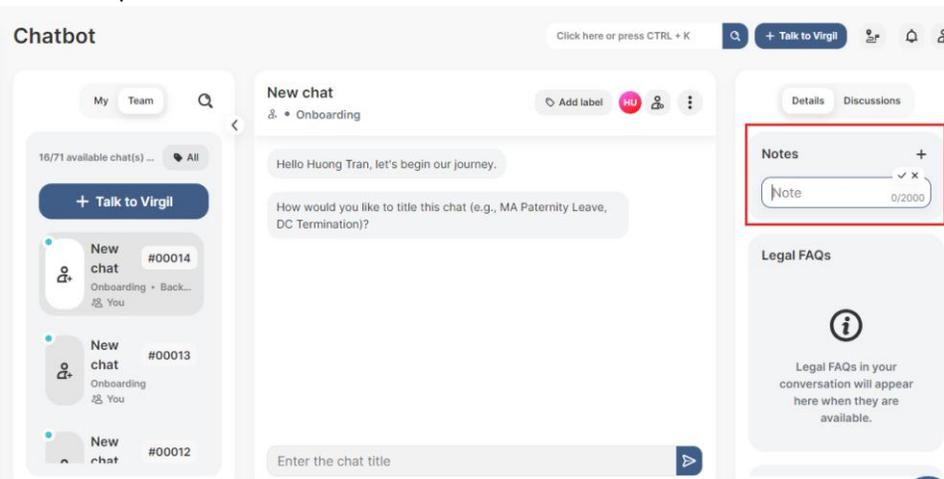
## Create a Note

1. Access URL <https://member.virgilhr.com/> and login to your account
2. Click on tab Chatbot in the navigation on the left of screen
3. Click on one chat you want to create note for
4. Click button "Create a note"

## Chatbot



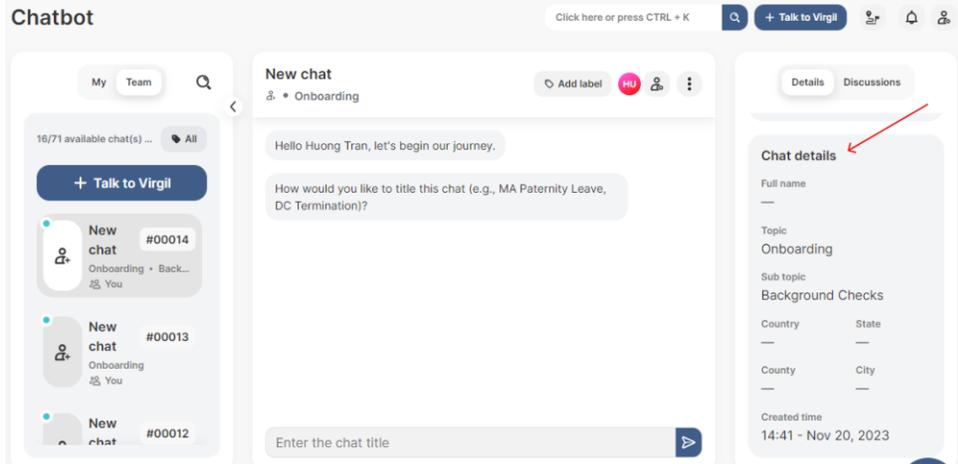
5. Input the note in the textbox



6. Click the icon "Mark as Done" on the top right of textbox

## View Chat details

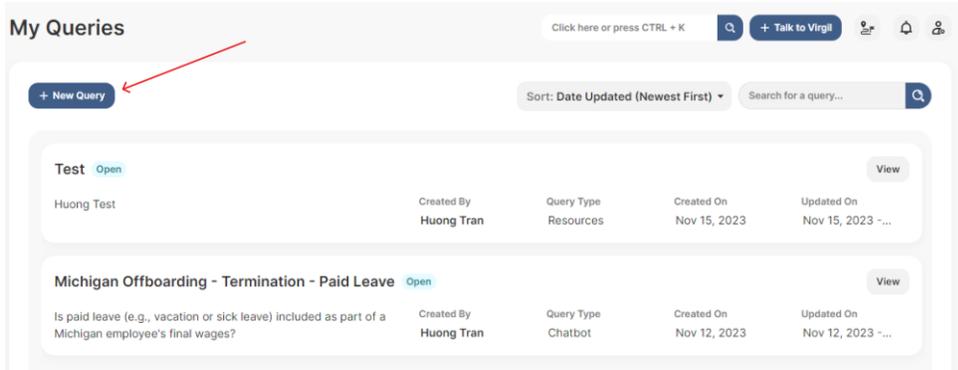
1. Access URL <https://member.virgilhr.com/> and login to your account
2. Click on tab Chatbot in the navigation on the left of screen
3. Look for and click on the chat you want to view in details
4. Navigate to the section on the right and scroll down to sub section called Chat details



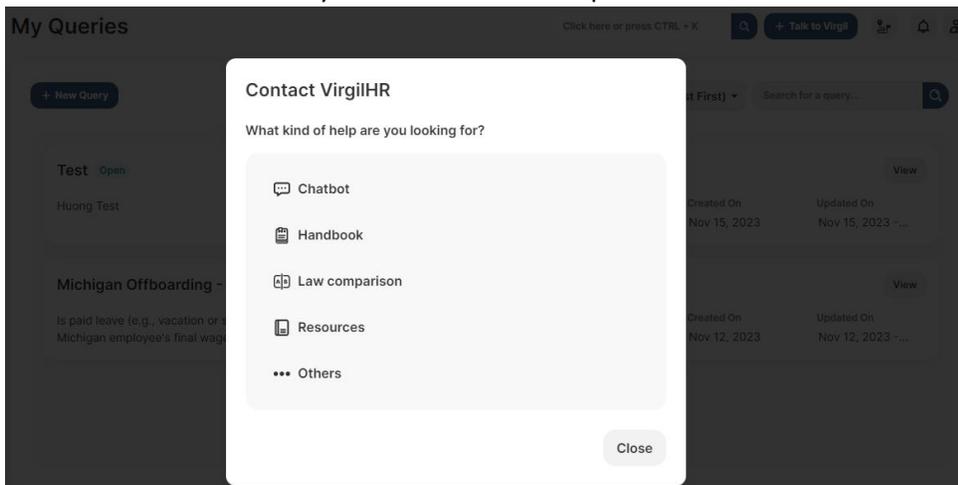
## 7. My Queries

Add new query

1. Access URL <https://member.virgilhr.com/> and login to your account
2. Click on tab My Queries in the navigation on the left of screen
3. Click on button "New Query" on the left corner of screen

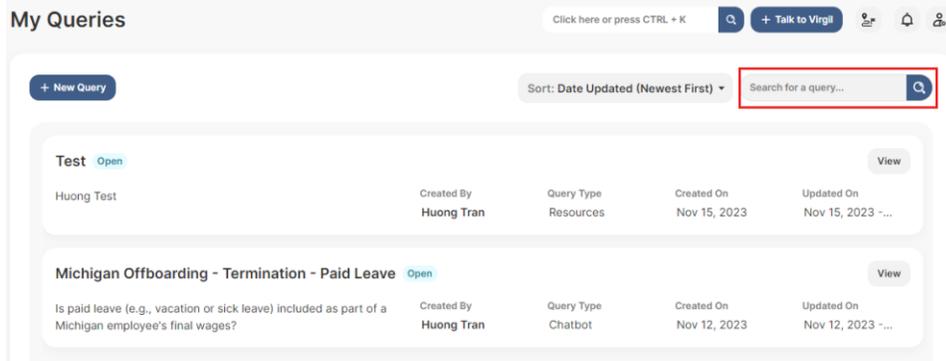


4. Select the feature you want to contact experts



## Search for a query

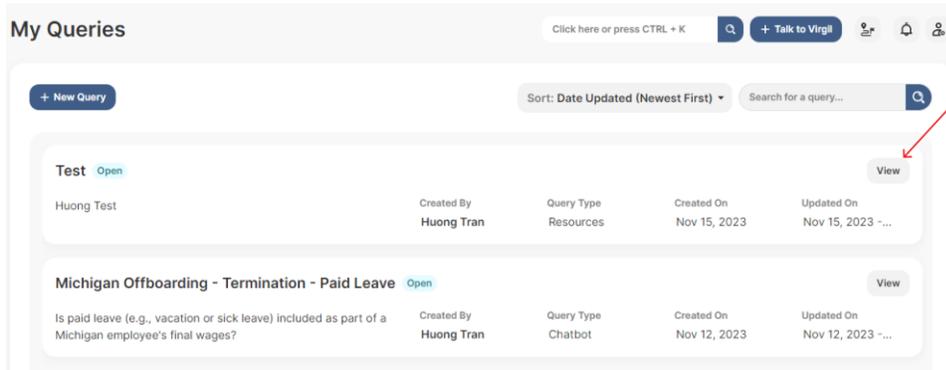
1. Access URL <https://member.virgilhr.com/> and login to your account
2. Click on tab My Queries in the navigation on the left of screen
3. Navigate to the search bar on the top left of screen
4. Type the keyword and click Search icon to find the query containing the keyword



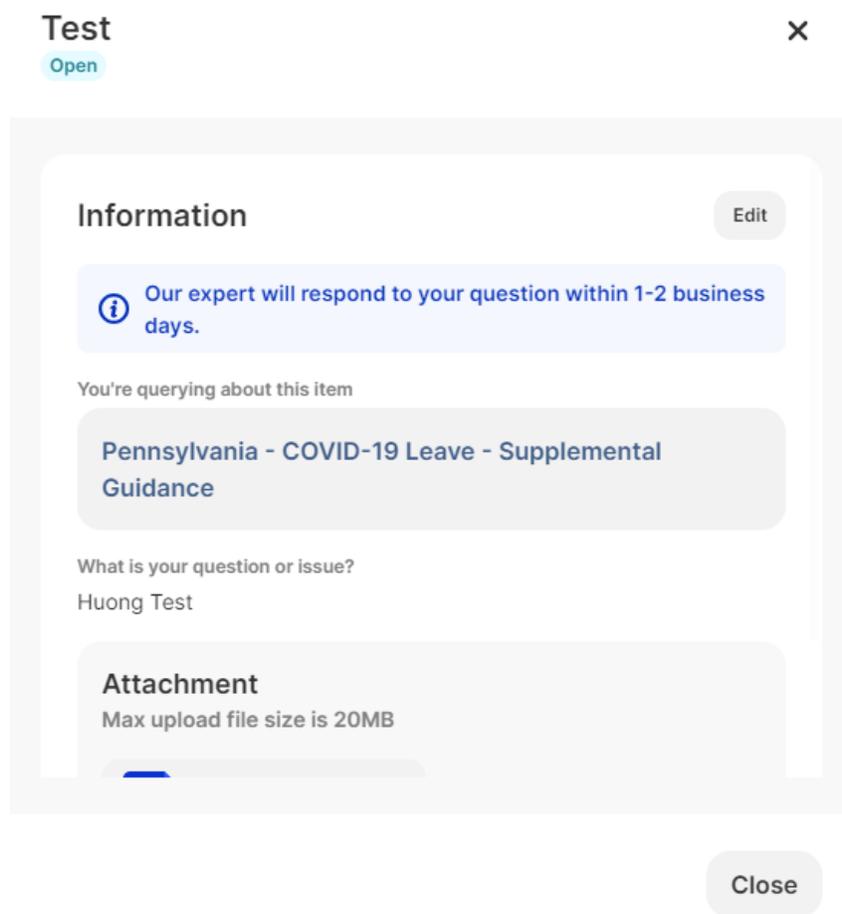
The screenshot shows the 'My Queries' interface. At the top, there is a search bar with the placeholder text 'Search for a query...' and a magnifying glass icon. A red box highlights this search bar. Below the search bar, there is a table of queries. The first query is titled 'Test' and is in an 'Open' state. It was created by 'Huong Tran' and is of type 'Resources'. The second query is titled 'Michigan Offboarding - Termination - Paid Leave' and is also in an 'Open' state. It was created by 'Huong Tran' and is of type 'Chatbot'. Both queries show their creation and update dates as 'Nov 15, 2023' and 'Nov 12, 2023' respectively.

## Update a query

1. Access URL <https://member.virgilhr.com/> and login to your account
2. Click on tab My Queries in the navigation on the left of screen
3. Click on the query you want to update
4. Click button View and click Edit



This screenshot is identical to the one above, showing the 'My Queries' page. However, a red arrow points to the 'View' button located at the top right of the first query card, 'Test'. The rest of the interface, including the search bar and the second query card, remains the same.

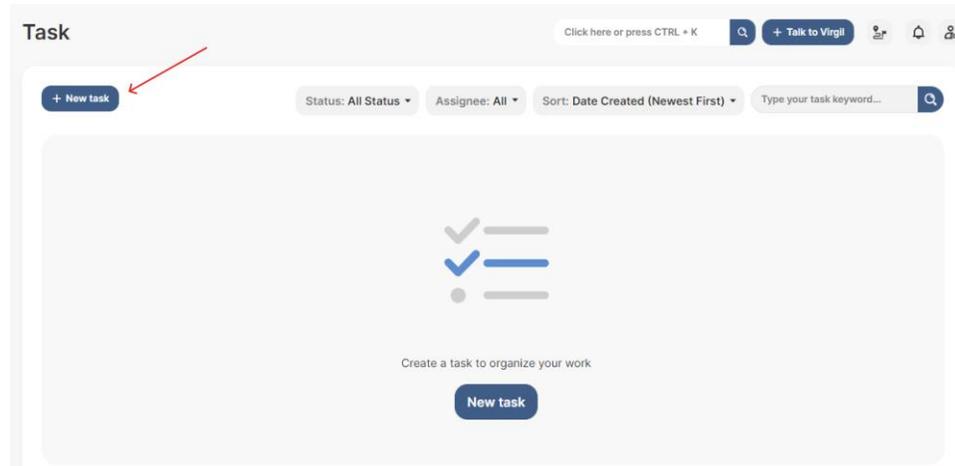


You can update the title, the question but not the feature item you've selected.

## 8.Task

Add new task

1. Access URL <https://member.virgilhr.com/> and login to your account
2. Click on tab Task in the navigation on the left of screen
3. Click on button "New Task"



#### 4. Input the task information and click Create

##### Create A Task

**Information**

Task Title:

Due Date:

Created By: HT Huong Tran

Assigned To:

**Description**

B I U S H1 H2 H3 Q [Link] [Image] [Undo] [Redo] [List] [List] [List] [Text Color] [Background Color] [Expand]

You are able to quickly search for the created task by using the filter Status and Assignee.

Task

Click here or press CTRL + K

+ New task Status: Processing Assignee: Huong Tran Sort: Date Created (Newest First) Type your task keyword...

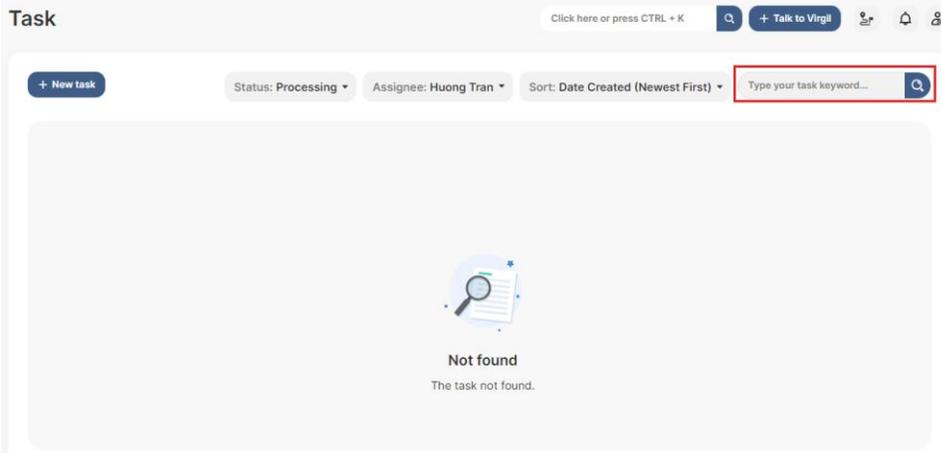


**Not found**  
The task not found.

##### Search for a task

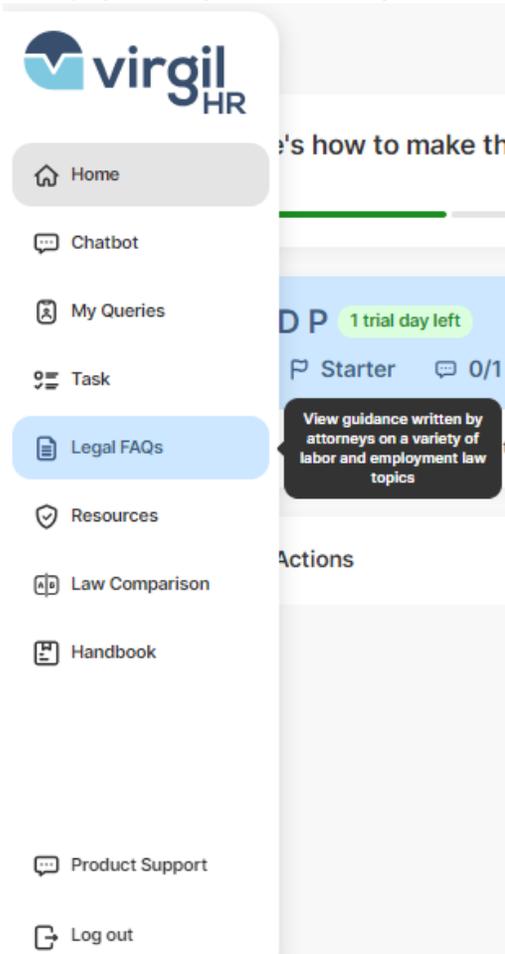
1. Access URL <https://member.virgilhr.com/> and login to your account
2. Click on tab Task in the navigation on the left of screen
3. Navigate to the search bar
4. Type the keyword and click Search icon to quickly find the matched task name

## Task



## 9. Legal FAQs

1. Access URL <https://member.virgilhr.com/> and login to your account
2. After successful login, users will be taken to the Dashboard page where you can access the Legal FAQs page through the left navigation bar



3. You can input the term and press enter or click the search button to search for Legal FAQs you want to refer to or relate to your case.

Legal FAQs Click here or press CTRL + K + Talk to Virgil

**virgil**  
HR

Guiding you in the journey to labor and employment law compliance.

All states

- morning sickness
- sick leave
- paid sick leave law
- sick leave policy
- local-level sick leave

Favorites (0)

No favorites have been added yet.  
You can add your favorite Legal FAQs to this list by clicking the star icon next to a Legal FAQ.

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Legal FAQs Click here or press CTRL + K + Talk to Virgil

← Back

Related keywords: [sick leave](#) [pto](#) [paid sick leave](#) [supplemental guidance](#) [confidentiality](#)

**Oregon - Sick Leave - Supplemental Guidance**  
Remember, some organizations don't necessarily have "sick leave" for their employees.  
[sick leave](#) [sick leave law](#) [paid sick leave](#) [paid sick time](#) [sick time](#)

**Arizona - Sick Leave - Use Threshold**  
Arizona's law isn't as clear on this topic as other sick leave laws; in other words, Arizona's law partially leaves this decision up to an employer by providing for an upper limit on how long an employer can prohibit an employee from using their sick leave: "an employer may require an...  
[sick leave](#) [accrued earned paid sick time](#)

**California Sick Leave - Berkeley - Supplemental Guidance**  
Remember, some organizations don't necessarily have "sick leave" for their employees.  
[sick leave](#) [sick leave law](#) [paid sick leave](#) [sick leave policy](#) [unused sick leave](#)

**California Sick Leave - Supplemental Guidance**  
Remember, some organizations don't necessarily have "sick leave" for their employees.  
[california sick leave](#) [sick leave law](#) [sick leave requirements](#) [sick leave](#)

**Tools**

**Filter**

State:

Topic:

Category:

Tag:

**Sort by:**

Latest

Most relevance

Favorites

No favorites have been added yet.  
You can add your favorite Legal FAQs to this list by clicking the star icon next to a Legal FAQ.

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**Note:** The search term will be highlighted so that users can know where the keywords are included in the results.

4. You can also use the Tools section to narrow to get more precise results that you want to search.

Legal FAQs

Click here or press CTRL + K 🔍 + Talk to Virgil

← Back sick 🔍

Related keywords CA california sick leave paid sick leave sick leave law

**California Sick Leave - Emeryville - Eligible Employees**  
All employees who work at least 2 hours per calendar week within the City of Emeryville and are entitled to minimum wage are eligible to accrue paid sick leave under Emeryville's law, regardless of where their employer may be located.  
sick leave paid sick leave

**City of Los Angeles's Supplemental Paid Sick Leave and California's 2022 COVID-19 Paid Supplemental Sick Leave**  
The FAQs to California's 2022 COVID-19 Supplemental Paid Sick Leave law provide that supplemental paid sick leave provided to an employee pursuant to a local paid sick leave ordinance will count towards the requirements of the California's 2022 COVID-19 Supplemental...  
supplemental paid sick leave paid supplemental sick leave local paid sick leave ordinance

**Sick Leave - Pregnancy- and Childbirth-Related Disabilities**  
The State of California has a paid sick leave law requiring covered employers to provide paid sick leave to eligible employees.  
sick leave paid sick leave law paid sick leave sick leave law sick leave policy

**California Sick Leave - Oakland - Final Guidance**  
To move forward with this leave request: If you have determined an employee is eligible for sick leave, check your records to determine the amount of sick leave (or alternative type of leave, e.g., PTO) an employee has available for use.

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**Tools**

**Filter**

State  
Alabama X +2

Topic  
All topics

Equal Employment Opportunity  
U.S. Leave  
U.S. Wage & Hour

Sort by:  
 Latest  
 Most relevance

**Favorites**

No favorites have been added yet. You can add your favorite Legal FAQs to this list by clicking the star icon next to a Legal FAQ.

5. You can select 1 of the results to view the details of Legal FAQs

Legal FAQs Detail

Click here or press CTRL + K 🔍 + Talk to Virgil Favorite Download Print Share

## Oregon - Sick Leave - Supplemental Guidance

### 1 Some Employers Do Not Have "Sick Leave"

Remember, some organizations don't necessarily have "sick leave" for their employees. For example, an employer may choose to offer its employees Paid Time Off (PTO) instead of sick leave because it offers employees increased flexibility. Employers who take this route would be wise to ensure that any such PTO policy meets the minimum requirements of any sick leave law that applies to an employee.

### 2 Definitions Of "Employer" And "Employee"

Who is An "Employee"?

For purposes of Oregon's sick leave law, "employee" means an individual who renders personal services at a fixed rate to an employer if the employer either pays or agrees to pay for personal services or permits the individual to perform personal services.

"Employee" includes, but is not limited to:

- An individual who is paid on a piece-rate basis or the basis of the number of operations accomplished or quantity produced or handled;
- Individuals paid on an hourly, salary or commission basis;
- Individuals for whom withholding is required under ORS 316.162 to 316.221 ;
- Home care workers as defined in ORS 410.600 ; and
- Personal support workers as defined in ORS 410.600 .

"Employee" does not include:

- An employee who receives paid sick time under federal law;

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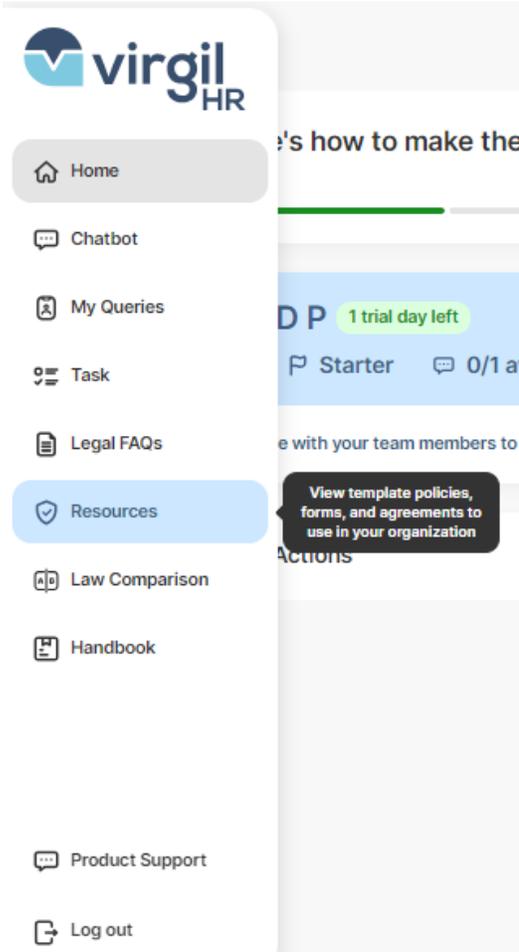
1  
2  
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...

## 10. Resources

### View, Search and Download Resources

1. Access URL <https://member.virgilhr.com/> and login to your account

2. After successful login, you will be taken to the Dashboard page where you can access the Resources page through the left navigation bar



3. Each tab of the Resources page will include content that belongs to the policy type admin set up in the admin portal. You can click any policy to view its details. You are able to download, share the policy.

**Resources** Click here or press CTRL + K + Talk to Virgil 🔔 👤

Policies Forms Agreements Checklists How-to Guides Job Descriptions Webinars Notices & Posters

Search for a resource 🔍

State: All states & National ▼

Reset Filter

+ New resource

🔔 Can't find a reso...

**National**

- Employee Handbook
- Disability Accommodation Policy - National
- Employee Handbook Acknowledgement
- Employee Handbook Acknowledgement 12...
- Employment Status
- Equal Employment Opportunity Policy admin

A  
C  
D  
F  
G  
H  
I  
...

**Favorites** 🔍

Policies ▼

☆

No favorites have been added yet. You can add your favorite Resources to this list by clicking the star icon next to a Resource.

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← **Policy Det...** Click here or press CTRL + K + Talk to Virgil ☆ Favorite ✎ Edit 📄 Download 📧 E-signature 🔔 👤

# Equal Employment Opportunity Policy admin

🕒 08/21/2024 11:36 AM 👤 VirgilHR

Editor's Notes Recent Changes Upcoming Changes

## 1 Template National - Equal Employment Opportunity Policy

Please read before continuing (test):ok finezaaaanope ookfine

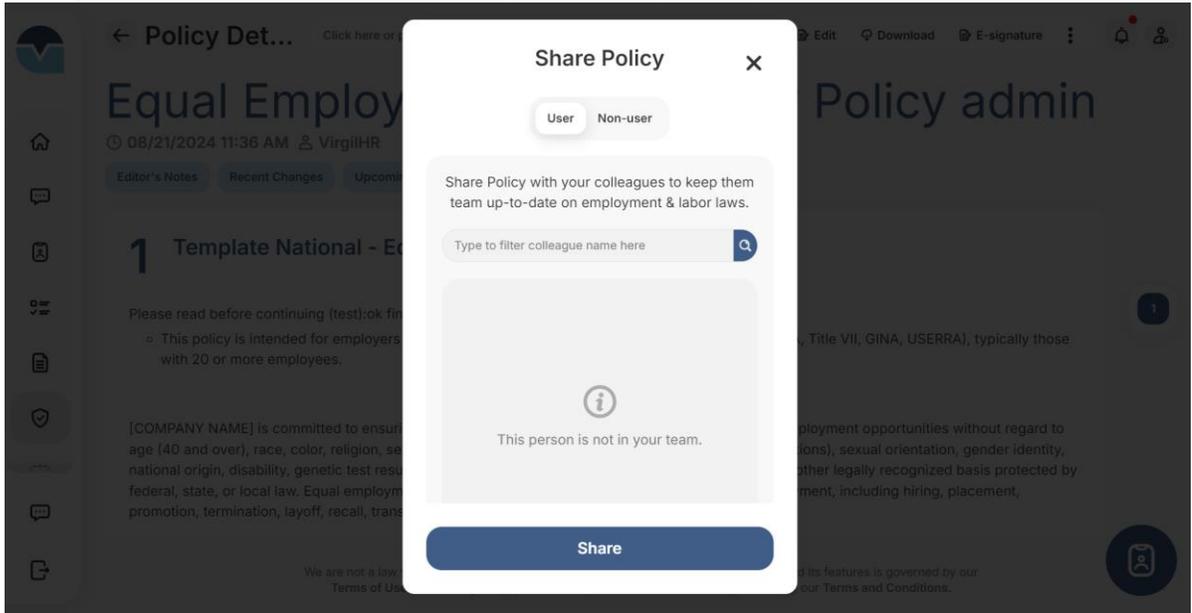
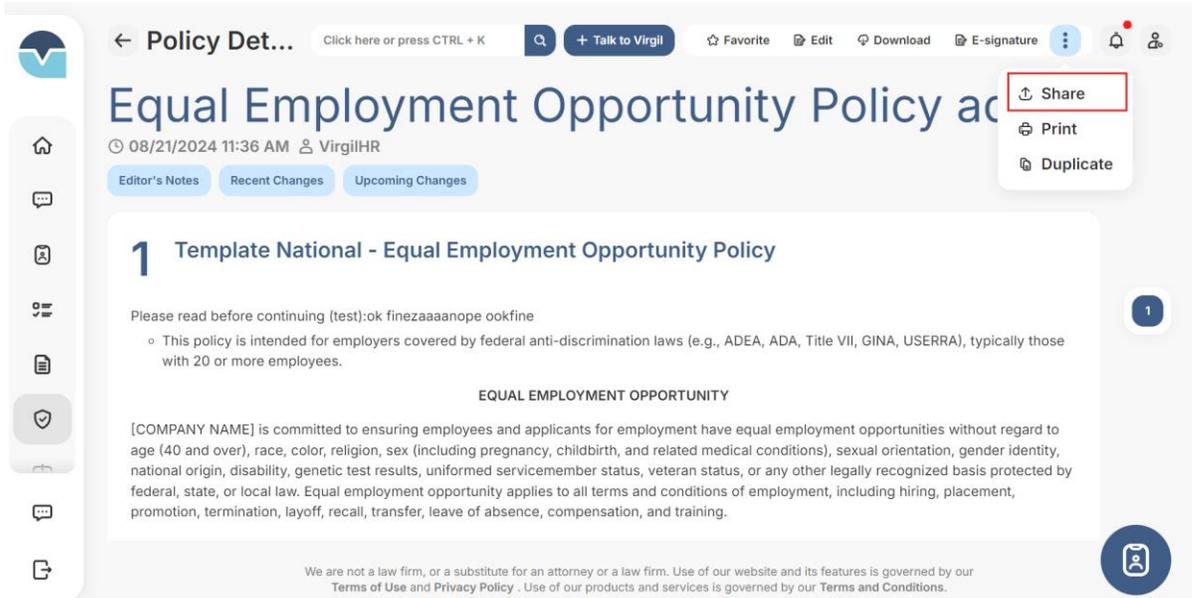
- This policy is intended for employers covered by federal anti-discrimination laws (e.g., ADEA, ADA, Title VII, GINA, USERRA), typically those with 20 or more employees.

**EQUAL EMPLOYMENT OPPORTUNITY**

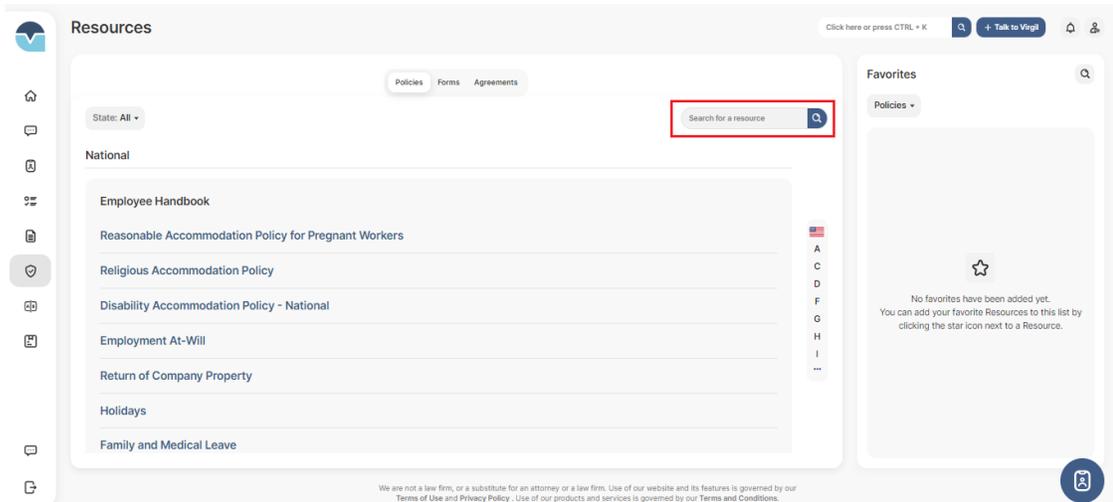
[COMPANY NAME] is committed to ensuring employees and applicants for employment have equal employment opportunities without regard to age (40 and over), race, color, religion, sex (including pregnancy, childbirth, and related medical conditions), sexual orientation, gender identity, national origin, disability, genetic test results, uniformed servicemember status, veteran status, or any other legally recognized basis protected by federal, state, or local law. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

We are not a law firm, or a substitute for an attorney or a law firm. Use of our website and its features is governed by our Terms of Use and Privacy Policy . Use of our products and services is governed by our Terms and Conditions.

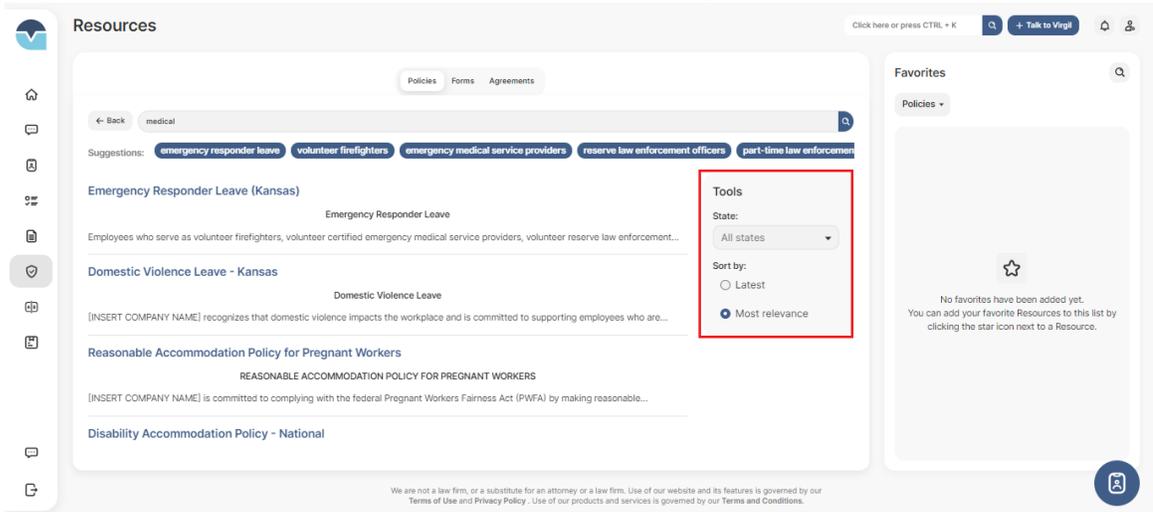
To share the policy, you can click button Share and enter the username (portal users) or email (non-user). Then click share to share the policy link to your colleagues.



You can quickly find what you need through the search bar at the top right corner of the right section of Resources page.



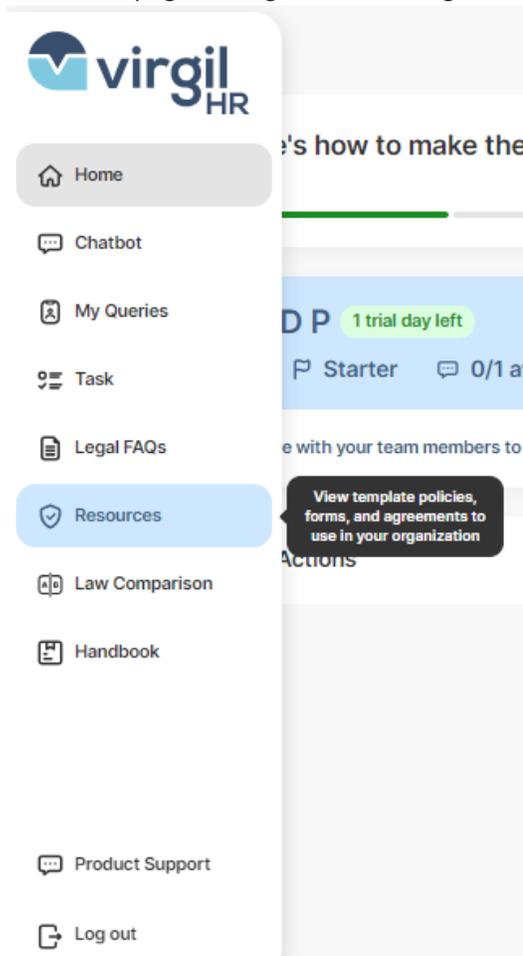
After you input the search term and press enter/click the search button to narrow down the results to quickly find what you need, you can also filter to get more precise results.



## Create Resource

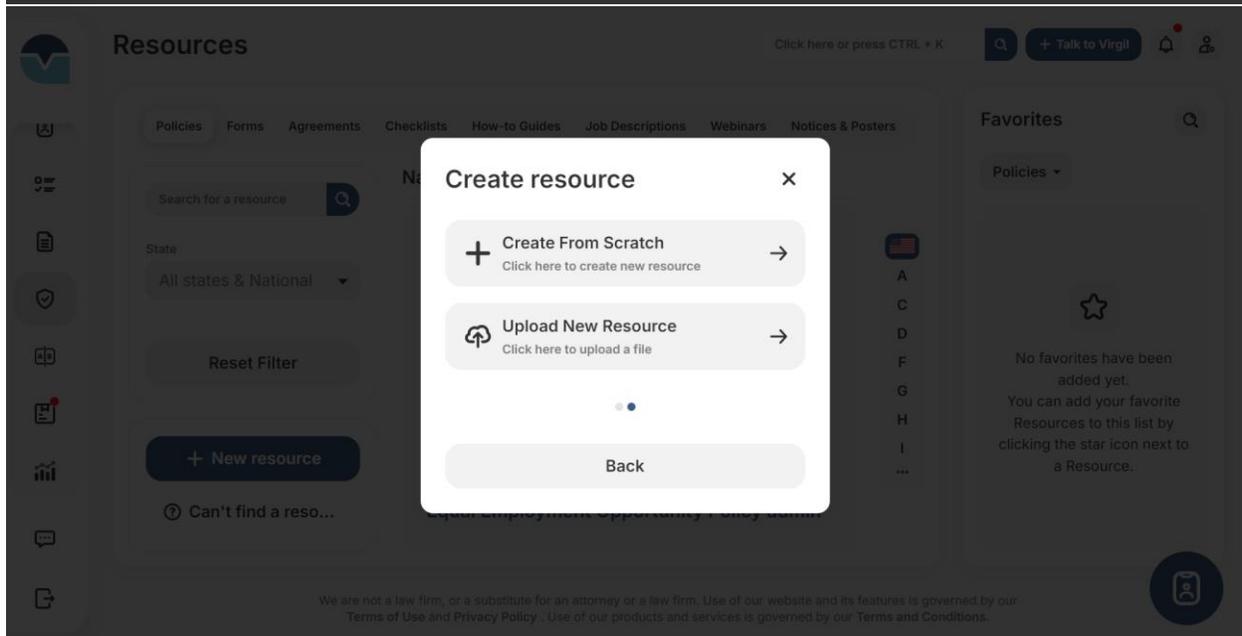
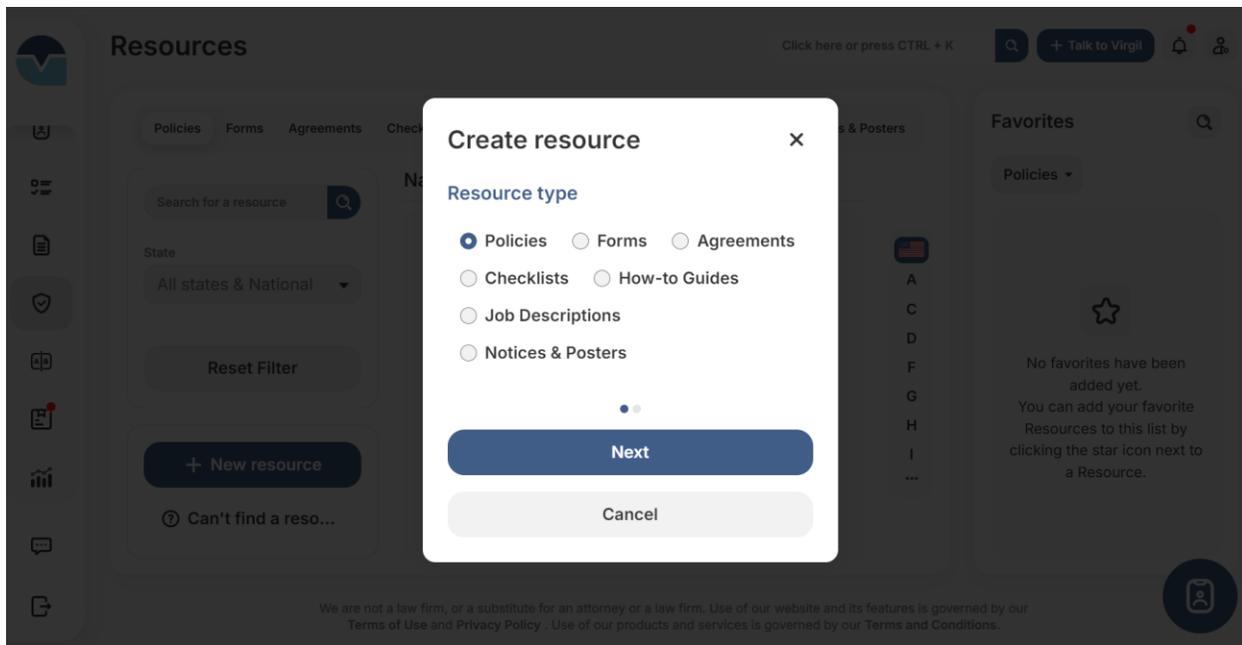
1. Access URL <https://member.virgilhr.com/> and login to your account

2. After successful login, you will be taken to the Dashboard page where you can access the Resources page through the left navigation bar



3. Click on the button New Resource

4. Select the Resource Type you want to create and creation method:

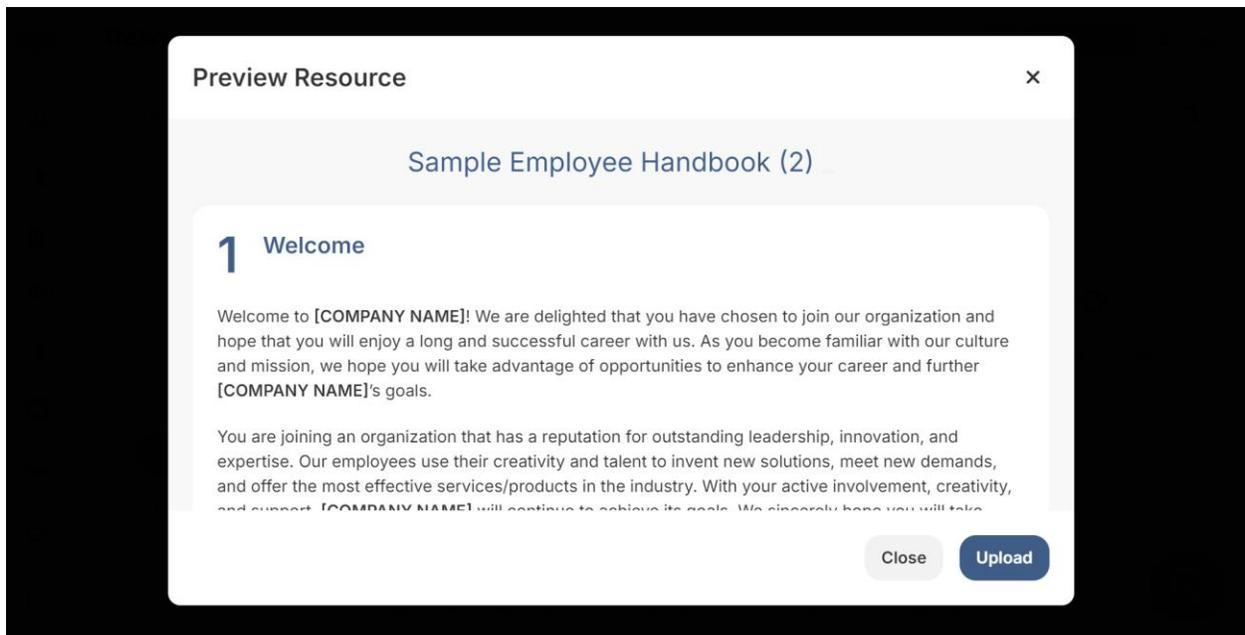
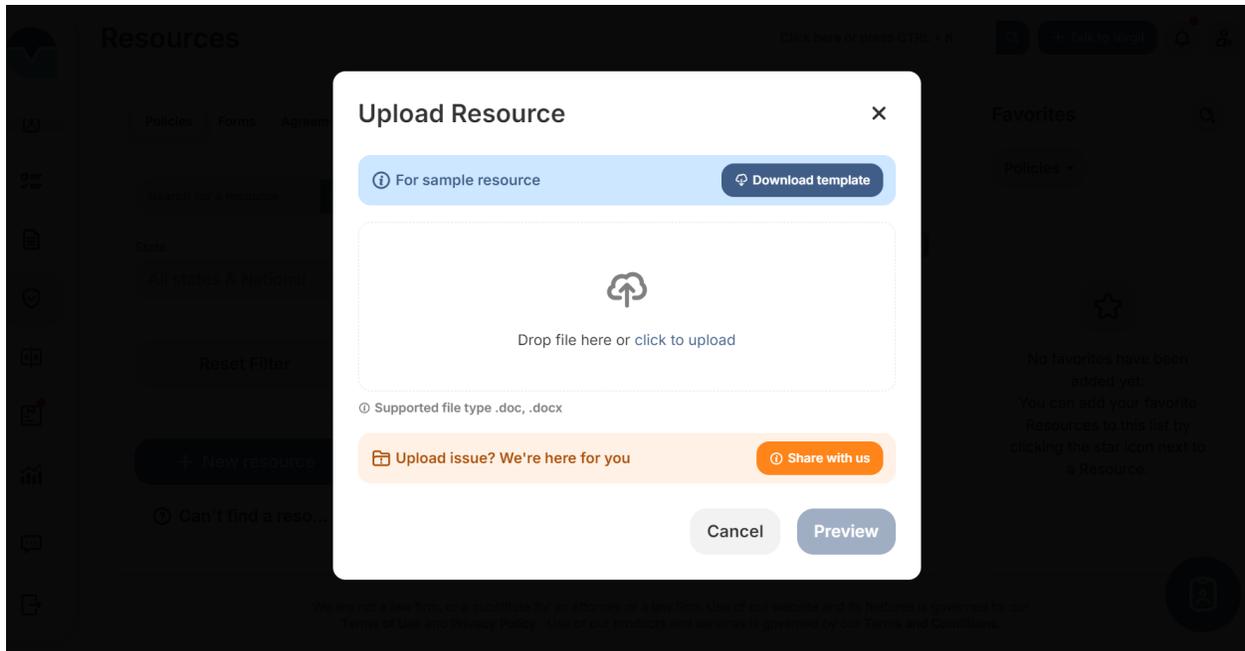


- a. If you select Create From Scratch, you will be required to input some resource info and click Create

Then, the resource will be created as custom policy and you will be directed to the resource details to review:

- b. If you select Upload New Resource, you will be opened to the modal Upload Handbook to upload the resource file from your local computer

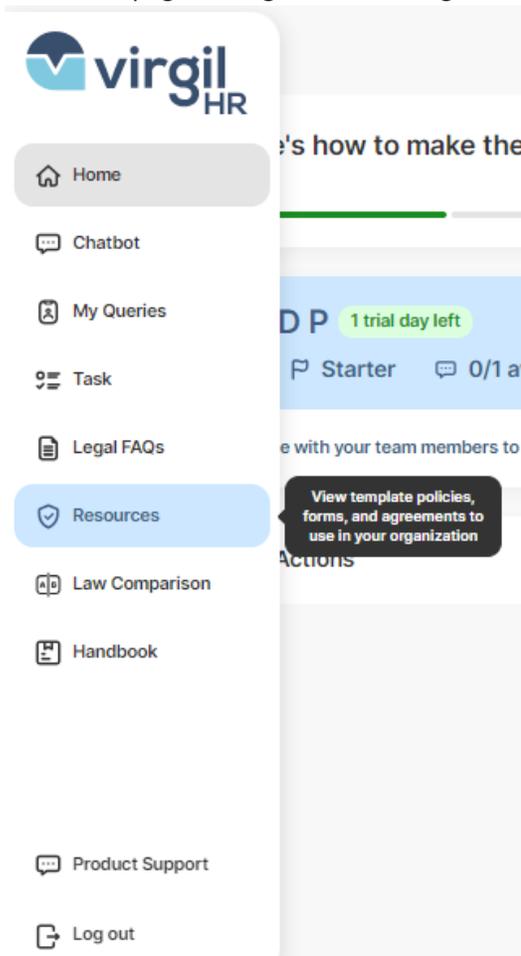
You will click on the button "Click to upload" and upload the resource file. Then click on the button "Preview" to review and click on the button "Upload" to upload file to VirgilHR Portal.



## Edit Resource

1. Access URL <https://member.virgilhr.com/> and login to your account

2. After successful login, you will be taken to the Dashboard page where you can access the Resources page through the left navigation bar



3. Click on one resource to go to the resource details and click on button "Edit" on the top command bar to edit any resource information you want.

← Policy Det... Click here or press CTRL + K 🔍 + Talk to Virgil ☆ Favorite Edit Download E-signature 🔔 👤

# Disability Accommodation Policy - National

© 09/25/2024 16:09 PM 👤 VirgilHR

Editor's Notes Recent Changes Upcoming Changes

## 1 Sample Disability Accommodation Policy (National)

**Sample Disability Accommodation Policy (National)a**

[INSERT COMPANY NAME] is committed to ensuring that equal employment opportunities are made available for individuals with disabilities. Because of this, the Company will make reasonable accommodations for the known physical or mental limitations of otherwise qualified individuals with disabilities unless doing so would result in an undue hardship and/or direct threat to the health and/or safety of the individual or others.

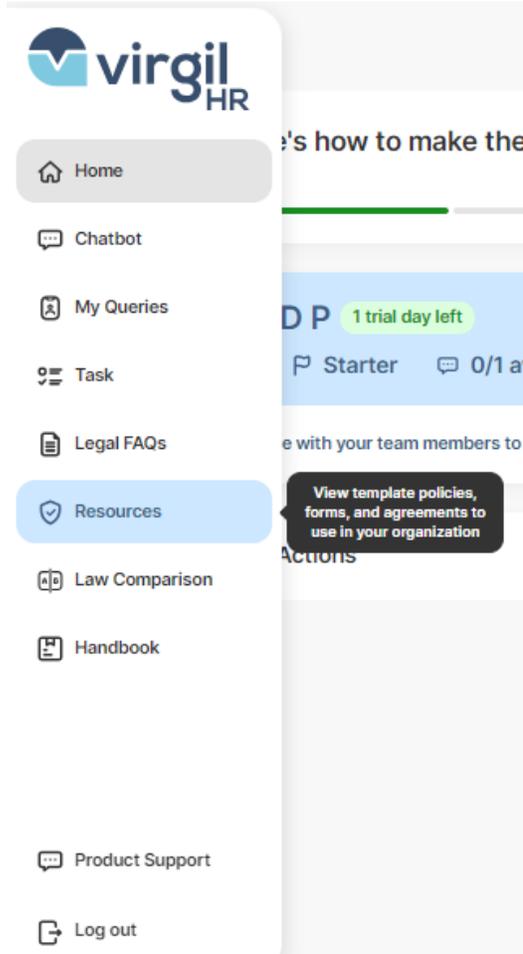
Any employee who requires an accommodation in order to perform the essential functions of their job, enjoy an equal employment opportunity, and/or obtain equal job benefits should contact [INSERT DEPARTMENT, e.g., Human Resources] to request such an accommodation. [INSERT DEPARTMENT, e.g., Human Resources] will communicate with the employee and engage in an interactive process to determine the nature of the issue and what, if any, reasonable accommodation may be appropriate. In some cases, this interactive process may be triggered without a request from the employee, such as when the Company receives notice from its own observation or another source that an impairment may be

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## Send Resource E-signature Request

1. Access URL <https://member.virgilhr.com/> and login to your account

2. After successful login, you will be taken to the Dashboard page where you can access the Resources page through the left navigation bar



3. Click on one resource to go to the resource details and click on button "E-signature" on the top command bar to send e-signature request to your colleagues

← Policy Det... Click here or press CTRL + K 🔍 + Talk to Virgil ☆ Favorite 📄 Edit ⚙️ Download 📄 E-signature 🔔 👤

# Disability Accommodation Policy - National

🕒 09/25/2024 16:09 PM 👤 VirgilHR

📝 Editor's Notes 🔄 Recent Changes 📅 Upcoming Changes

## 1 Sample Disability Accommodation Policy (National)

Sample Disability Accommodation Policy (National)a

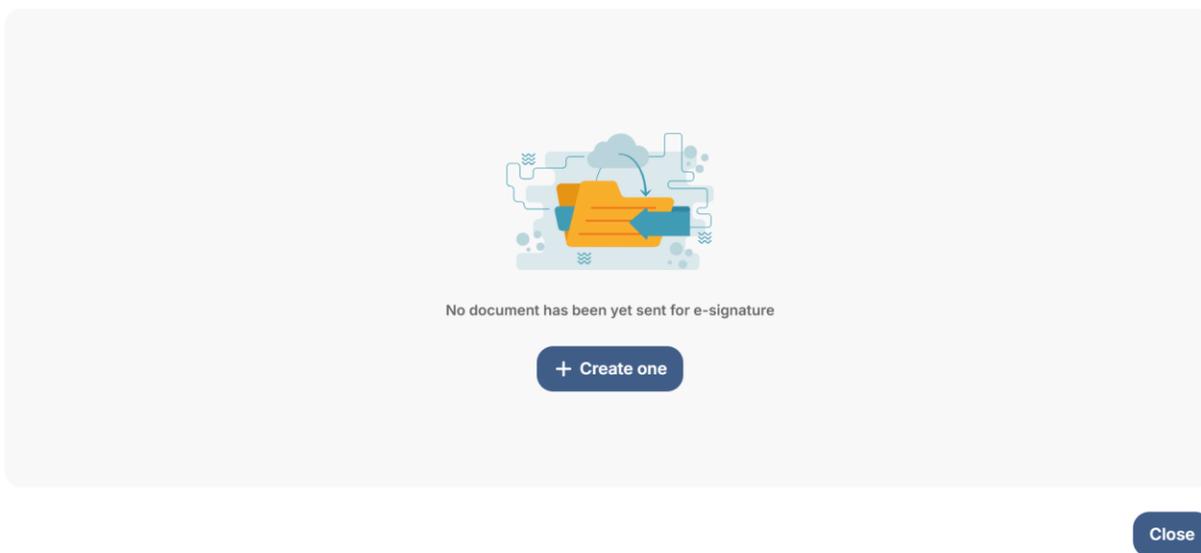
[INSERT COMPANY NAME] is committed to ensuring that equal employment opportunities are made available for individuals with disabilities. Because of this, the Company will make reasonable accommodations for the known physical or mental limitations of otherwise qualified individuals with disabilities unless doing so would result in an undue hardship and/or direct threat to the health and/or safety of the individual or others.

Any employee who requires an accommodation in order to perform the essential functions of their job, enjoy an equal employment opportunity, and/or obtain equal job benefits should contact [INSERT DEPARTMENT, e.g., Human Resources] to request such an accommodation. [INSERT DEPARTMENT, e.g., Human Resources] will communicate with the employee and engage in an interactive process to determine the nature of the issue and what, if any, reasonable accommodation may be appropriate. In some cases, this interactive process may be triggered without a request from the employee, such as when the Company receives notice from its own observation or another source that an impairment may be

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4. Click "Create one" and then click "Get started" to start creating Resources E-signature request

### E-signature



No document has been yet sent for e-signature

+ Create one

Close

5. Review to ensure that is the document you want to get the e-signature and Click "Confirm & Proceed"

## E-signature

# Disability Accommodation Policy - National

## 1. Sample Disability Accommodation Policy (National)

### Sample Disability Accommodation Policy (National)a

[INSERT COMPANY NAME] is committed to ensuring that equal employment opportunities are made available for individuals with disabilities. Because of this, the Company will make reasonable accommodations for the known physical or mental limitations of otherwise qualified individuals with disabilities unless doing so would result in an undue hardship and/or direct threat to the health and/or safety of the individual or others.

Any employee who requires an accommodation in order to perform the essential functions of their job, enjoy an equal employment opportunity, and/or obtain equal job benefits should contact [INSERT DEPARTMENT, e.g., Human Resources] to request such an accommodation. [INSERT DEPARTMENT, e.g., Human Resources] will communicate with the employee and engage in an interactive process to determine the nature of the issue and what, if any, reasonable accommodation may be appropriate. In some cases, this interactive process may be triggered without a request from the employee, such as when the Company receives notice from its own observation or another source that an impairment may be impacting the employee's ability to perform his or her essential job functions.

Employees who believe they need an accommodation must specify, preferably in writing, what barriers or limitations are prompting the request. The Company will evaluate information obtained from the employee, and possibly their health care provider or another appropriate health care provider, regarding any reported or apparent barriers or limitations and will then work with the employee to identify possible accommodations, if any, that will help to eliminate or otherwise address the barrier(s) or limitation(s). If an identified accommodation is reasonable and will not impose an undue hardship on the Company and/or a direct threat to the health and/or safety of the individual or

Cancel

Confirm & Proceed

6. Click to "Add recipient" for the e-signature request. You can choose to send the e-signature in order (the later recipient only receives the e-signature request when the previous recipient signs) or all recipients will receive it at once.

## E-signature

### Set up e-Signature Recipients

#### Available Recipients



No available recipients for selection

#### Add Recipients

Send in Order



No recipients added yet

+ Add recipient

[Bulk Import Recipient\(s\)](#)

Cancel

Set up Required Fields →

You can "Bulk Import Recipient(s)" to upload all recipients at once

## E-signature

**Set up e-Signature Recipients**

**Available Recipients**

No available recipients for selection

**Add Recipients**

Send in Order

No recipients added yet

+ Add recipient

[Bulk Import Recipient\(s\)](#)

Cancel

[Set up Required Fields →](#)

**E-signature**

**Set up e-Signature Recipients**

**Available Recipients**

No available recipient

**Bulk Import Recipient**

Drop file here or click to upload

Supported file type .xlsx, .csv, .xls

[Download the sample CSV file](#)

Send in Order

[Bulk Import Recipient\(s\)](#)

Cancel

[Set up Required Fields →](#)

After completing set up recipients, then click on the button "Set up required fields"

7. Click each recipient or select all to setup e-signature fields.

## E-signature

Check all

a  
a@yopmail.com



Select all

Required fields 0 / 1

Signature

Created by recipient



Select all

Available fields 0 / 7

Initials

Text box

Stamp

Image upload

Company

Text box

Full name

Text box

Email

Text box

Signed On

Automatically fill in the Signed On info

Day

Date picker

Cancel e-Signature

← Back

Set Due Date & Reminders →

## E-signature

Check all

a  
a@yopmail.com



ab  
ab@yopmail.com



Select all

Required fields 0 / 1

Signature

Created by recipient



Select all

Available fields 0 / 7

Initials

Text box

Stamp

Image upload

Company

Text box

Full name

Text box

Email

Text box

Signed On

Automatically fill in the Signed On info

Day

Date picker

Cancel e-Signature

← Back

Set Due Date & Reminders →

Check on the field and click to pull field requiring recipient input or push selected field out of document requesting e-signature.

## E-signature

Check all

**a**  
a@yopmail.com >

**ab**  
ab@yopmail.com >

**Select all**  
Required fields 1 / 1

**Signature**  
Created by recipient



**Select all**  
Available fields 0 / 7

**Initials**  
Text box

**Stamp**  
Image upload

**Company**  
Text box

**Full name**  
Text box

**Email**  
Text box

**Signed On**  
Automatically fill in the Signed On info

**Day**  
Date picker

**Cancel e-Signature**

**Back**

**Set Due Date & Reminders**

## E-signature

Check all

**a**  
a@yopmail.com >

**Select all**  
Required fields 0 / 1

**Signature**  
Created by recipient

Push selected fields from E-signature



Pull fields to E-signature document

**Select all**  
Available fields 0 / 7

**Initials**  
Text box

**Stamp**  
Image upload

**Company**  
Text box

**Full name**  
Text box

**Email**  
Text box

**Signed On**  
Automatically fill in the Signed On info

**Day**  
Date picker

**Cancel e-Signature**

**Back**

**Set Due Date & Reminders**

After finishing to set up fields, click on the button "Set Due Date & Reminders"

8. Pick the e-signature request due date and set up reminder if any

## E-signature

### Due date

← 2024 →

← October →

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

### Reminder

*When the sent in order option is selected, a reminder email will be sent to the signer in the next line. Otherwise, a reminder will be sent to all signers*

No Reminder  Every day

Custom reminder day(s)

 Cancel e-Signature

← Back

Complete

8. Click on button "Complete" to finish sending E-signature request

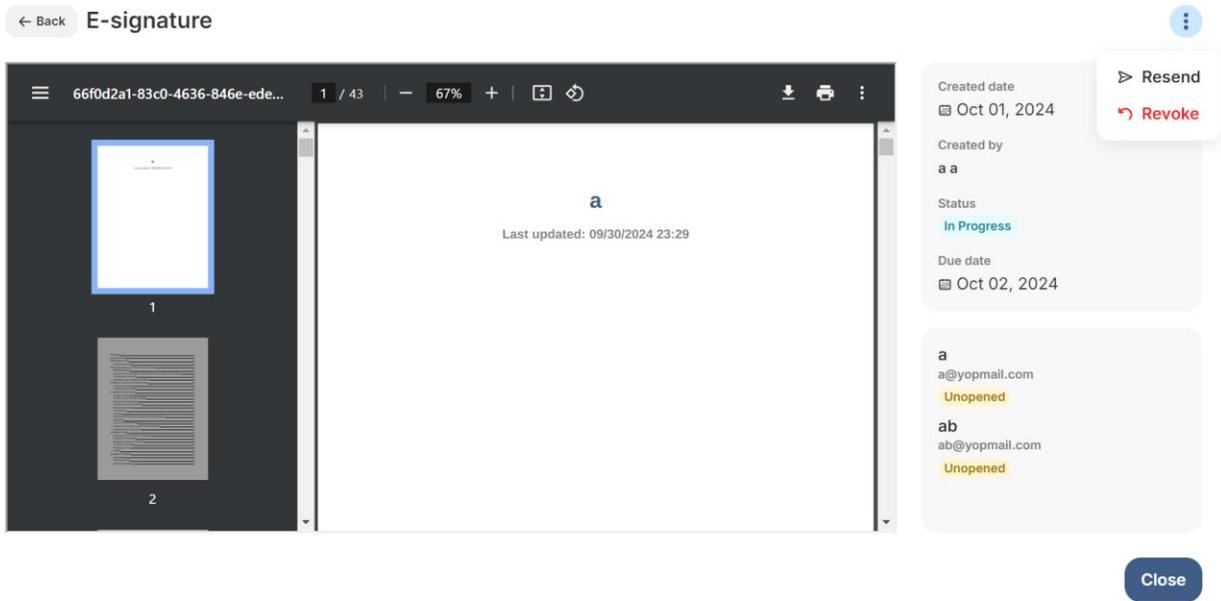
You can click on the button E-signature on the top command bar again to keep track and manage the E-signatures progress

## E-signature

+ New Document

 2	Created date	Created by	Status	Last update	Due date	>
	Oct 01, 2024	a a	In Progress	 Oct 01, 2024	 Oct 02, 2024	>
 2	Created date	Created by	Status	Last update	Due date	>
	Oct 01, 2024	a a	In Progress	 Oct 01, 2024	 Oct 02, 2024	>
 2	Created date	Created by	Status	Last update	Due date	>
	Oct 01, 2024	a a	In Progress	 Oct 01, 2024	 Oct 02, 2024	>
No more						

Close

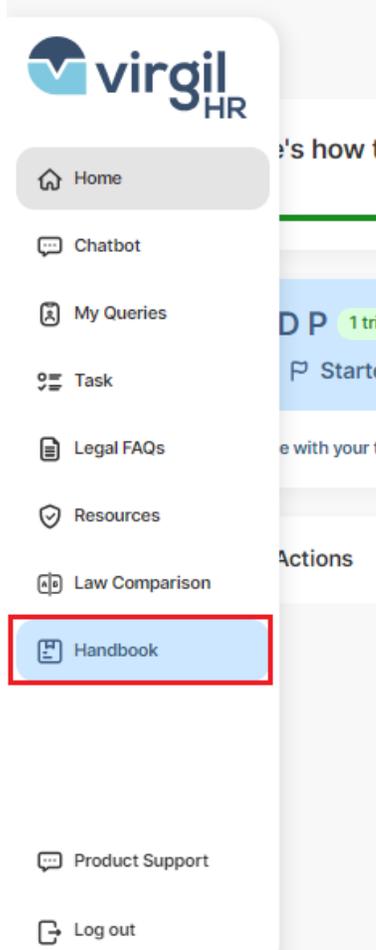


## 11. Handbook Builder

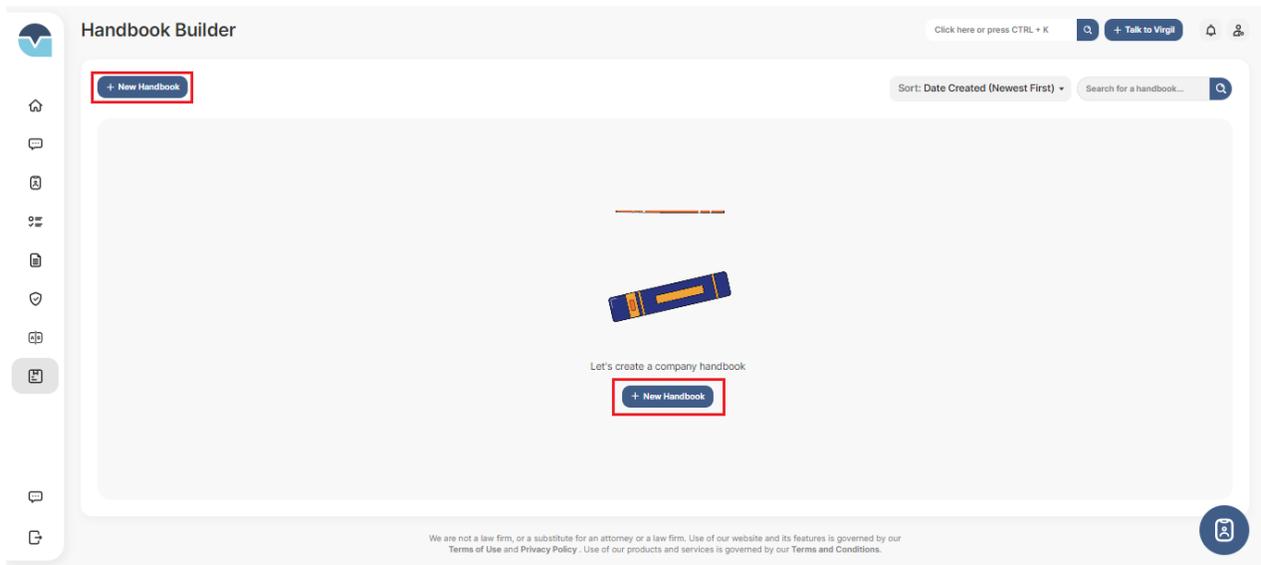
### Create New Handbook

1. Access URL <https://member.virgilhr.com/> and login to their account

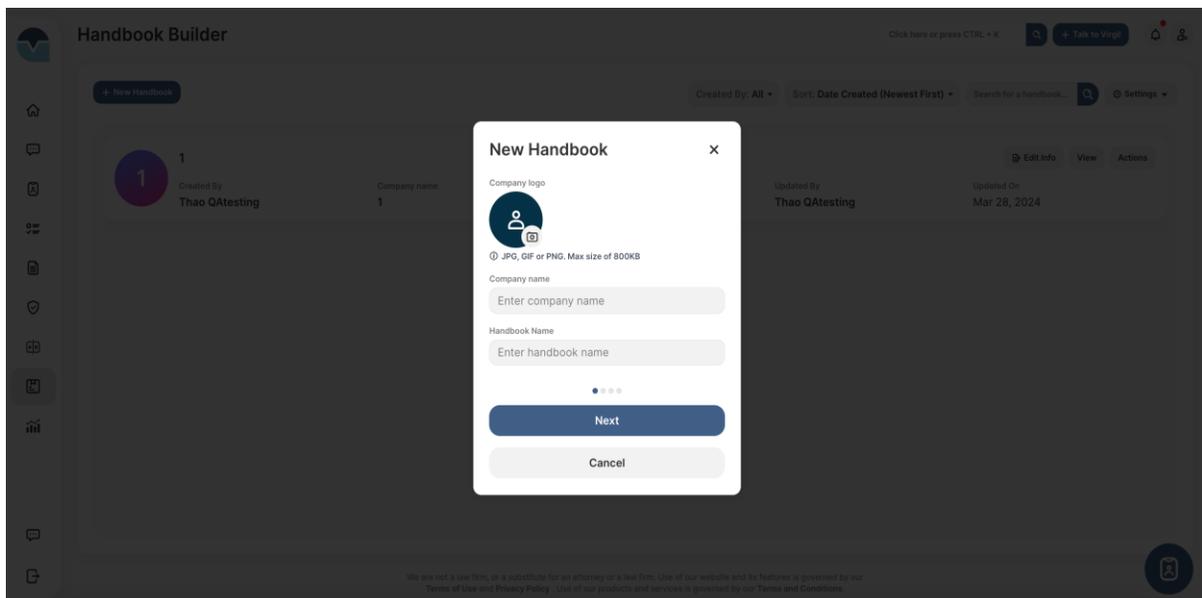
2. After successful login, users will be taken to the Dashboard page where you can access the Handbook page via the left navigation bar



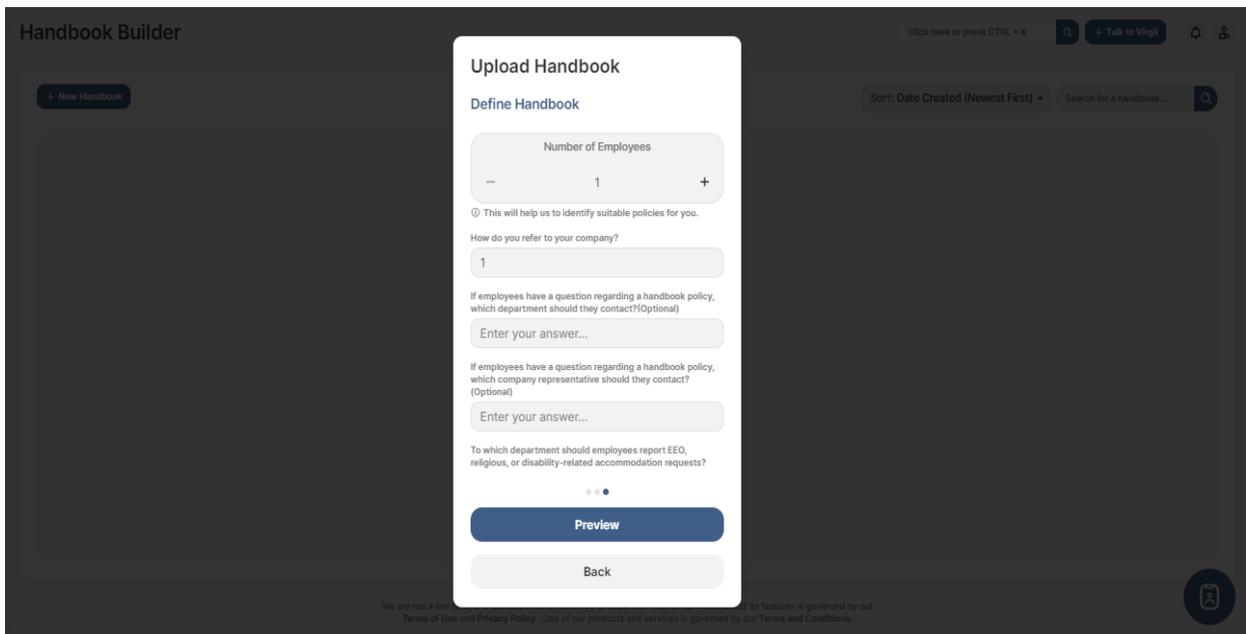
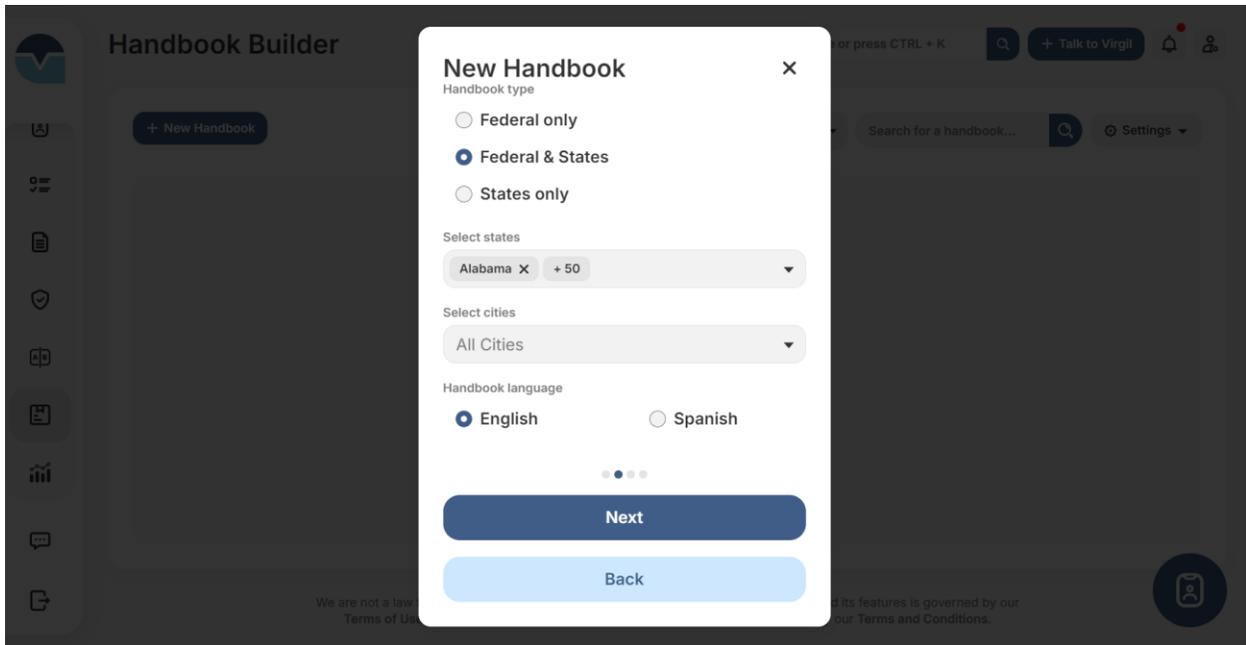
3. You can create a new handbook by clicking the button New Handbook at the top left corner of this page (Or the CTA button New Handbook in the middle of the page if you haven't created any handbook yet)



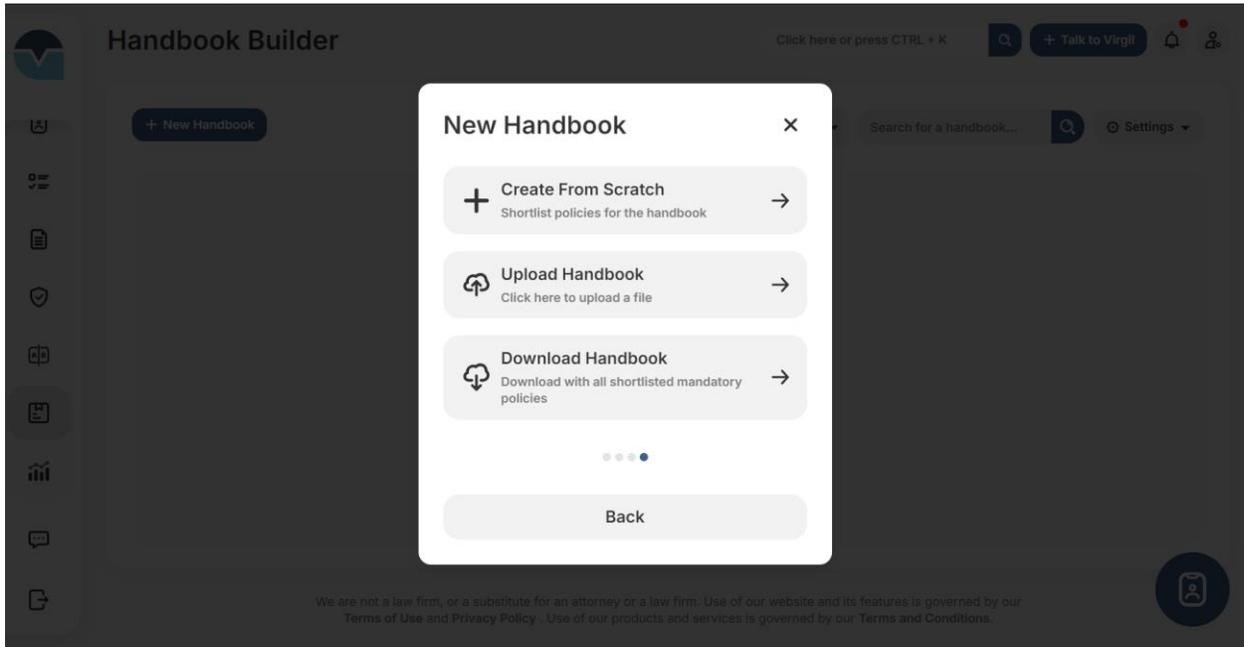
4. You will also be shown a form to fill in the handbook's information (Company name - Required, Handbook name)



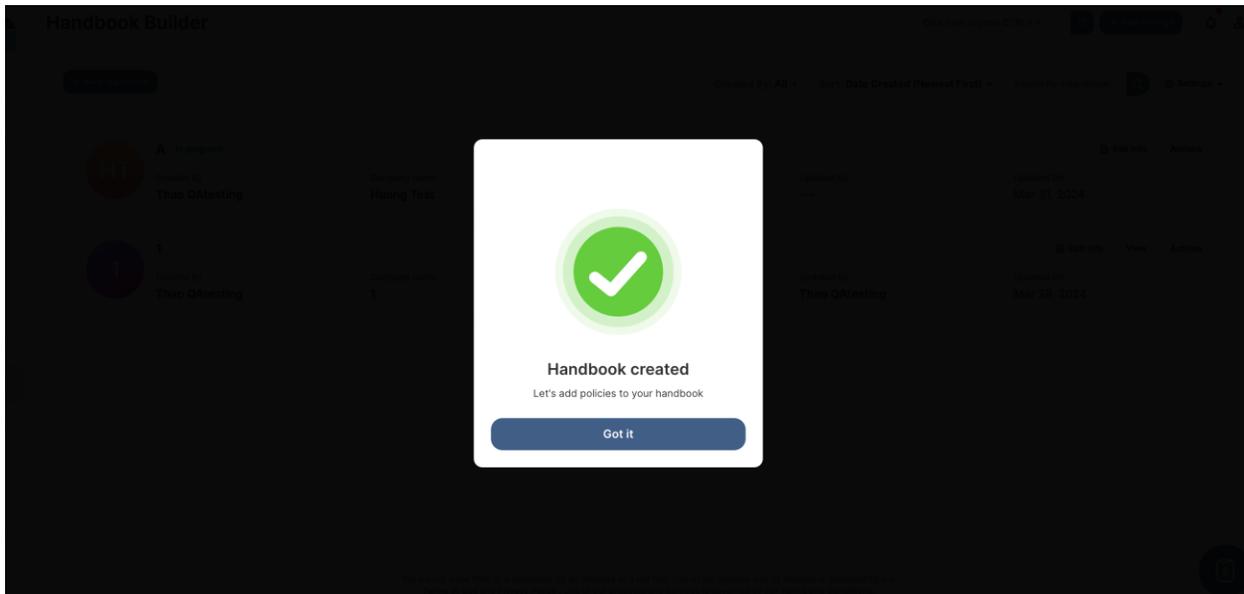
5. You will also be shown a form to define the handbook. You will have to select handbook type, select states for their handbooks if needed, and answer some questionnaires set up by admin to go to the Preview step

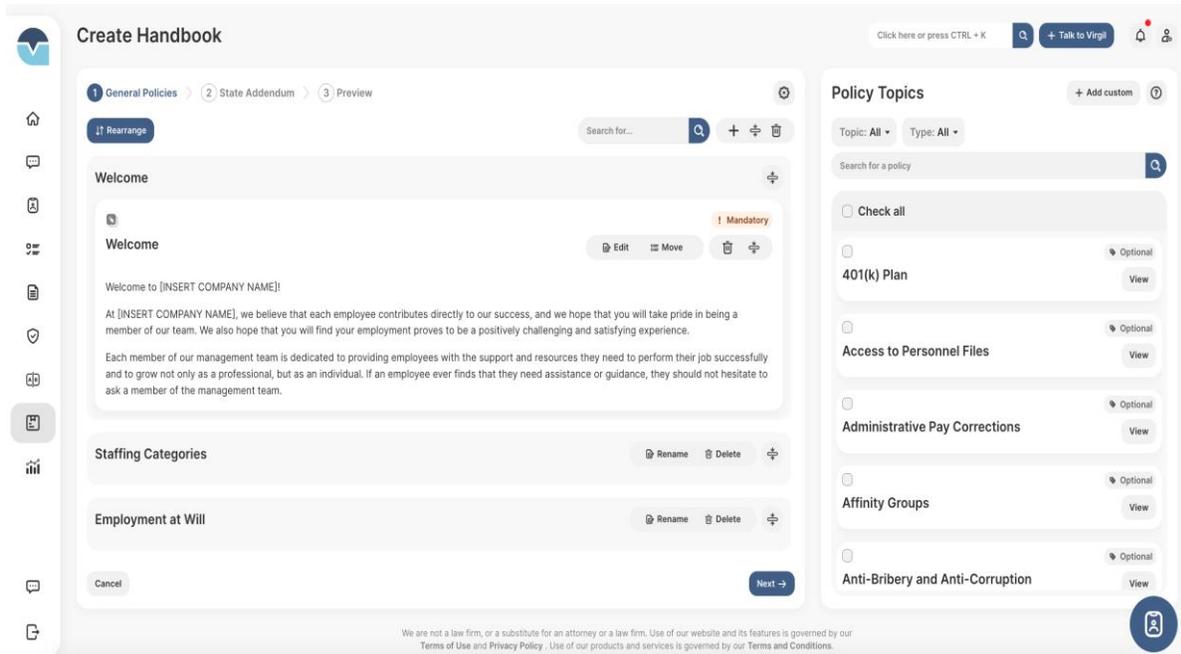


6. You can either choose to create a handbook from scratch, upload a handbook or download handbook with all policies



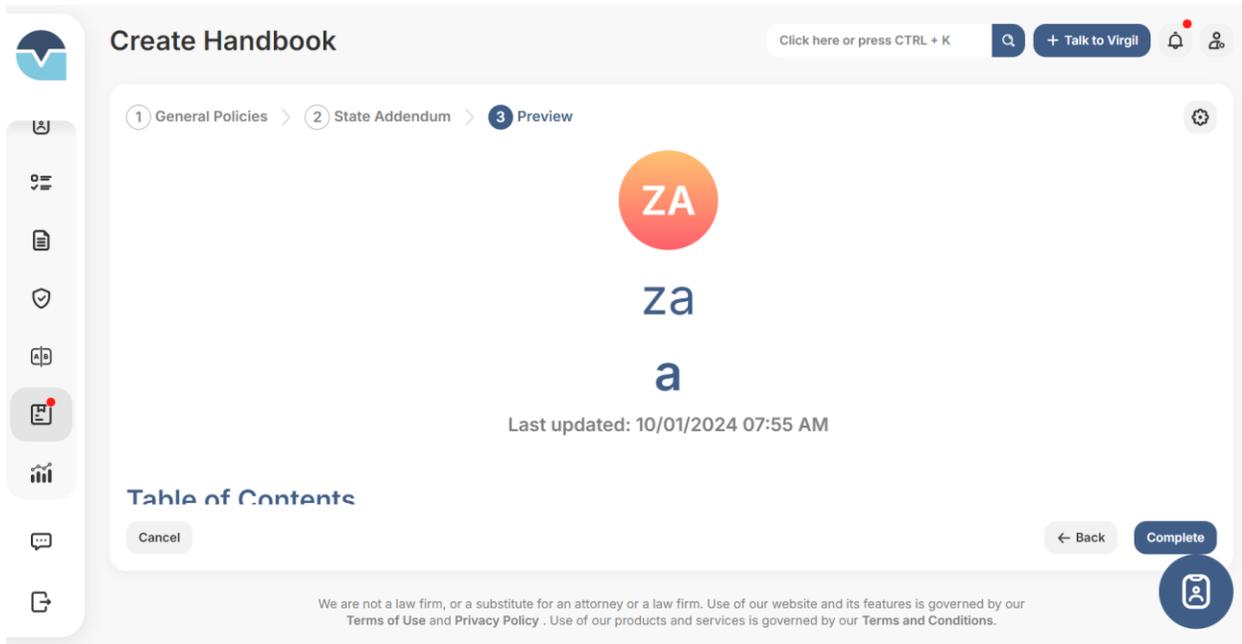
- a. If you choose to create from scratch, system will display the successful modal and then bring you to the editor page for you to edit the handbook



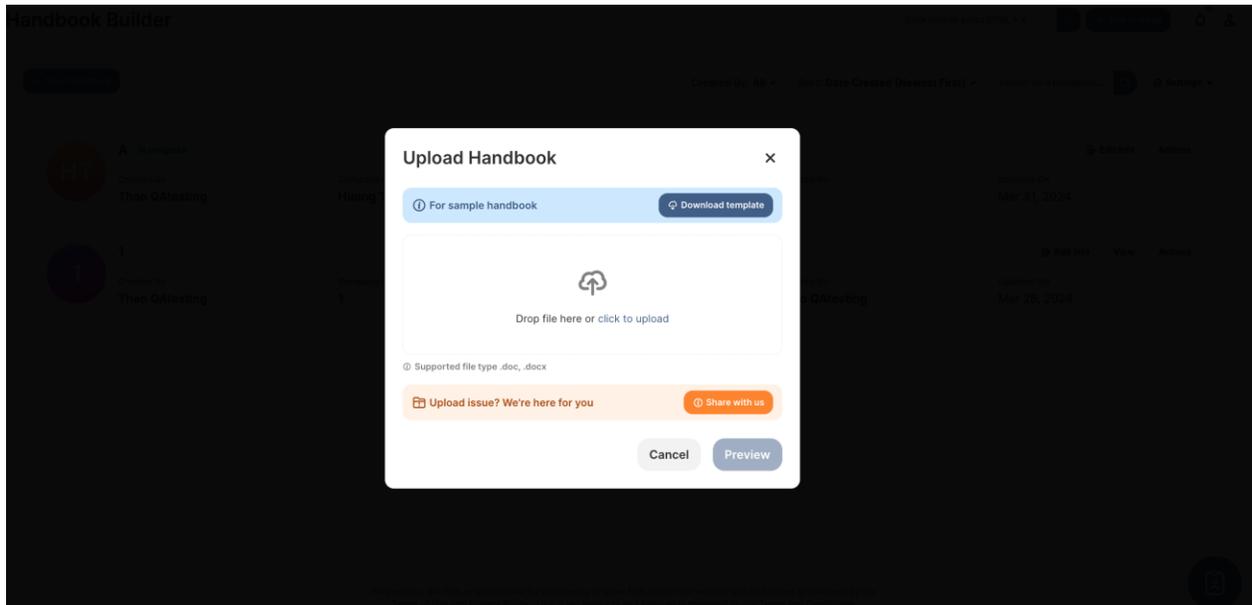


You can drag and drop the policy topics to the handbook. You can click on button “Re-arrange” to go to the larger size screen to reorder the handbook headings and policy sections.

After you finish editing, click Preview to preview handbook before you complete.

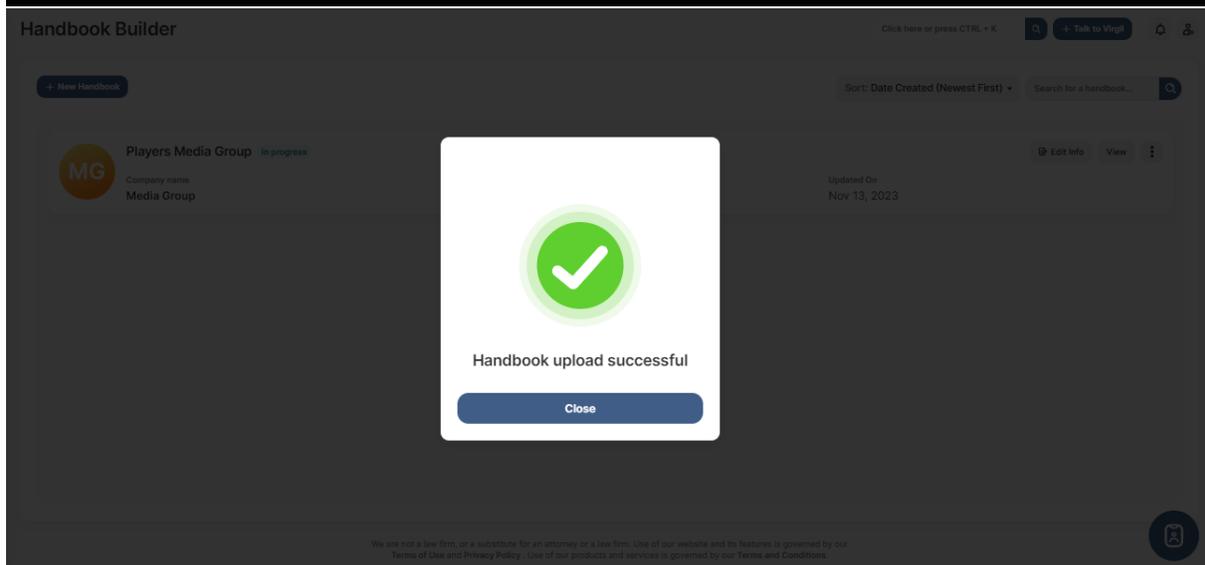
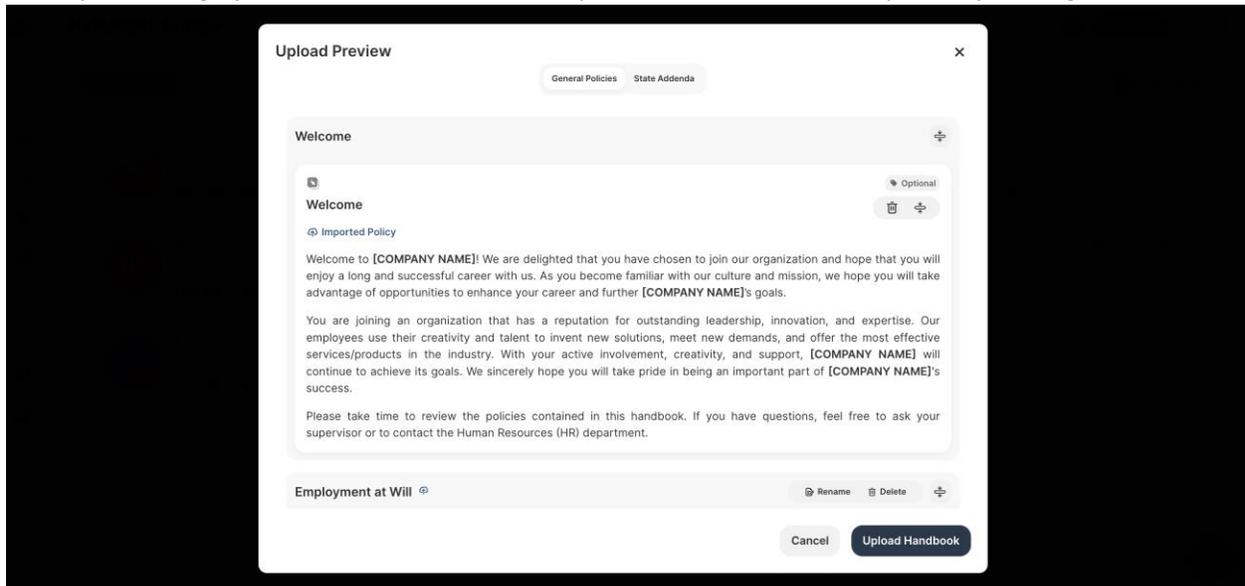


- b. If you choose to upload a handbook, you will be directed to the modal Upload Handbook to upload the handbook file from your local computer



You will click on the button "Click to upload" and upload the handbook file. Then click on the button "Preview" to review handbook and click on the button "Upload" upload file to VirgilHR Portal.

After previewing, you can click the button Upload Handbook to complete uploading a handbook.



After you upload successfully, system will display the successful modal and then bring you to the editor page for you to edit the handbook. You can drag and drop the policy topics to the handbook. You can click on button “Re-arrange” to go to the larger size screen to reorder the handbook headings and policy sections.

Editing "a"

Click here or press CTRL + K

Update Edit info Delete Cancel Save changes

General Policies State Addenda

Search for...

Welcome

Welcome

Imported Policy

Welcome to [COMPANY NAME]! We are delighted that you have chosen to join our organization and hope that you will enjoy a long and successful career with us. As you become familiar with our culture and mission, we hope you will take advantage of opportunities to enhance your career and further [COMPANY NAME]'s goals.

You are joining an organization that has a reputation for outstanding leadership, innovation, and expertise. Our employees use their creativity and talent to invent new solutions, meet new demands, and offer the most effective services/products in the industry. With your active involvement, creativity, and support, [COMPANY NAME] will continue to achieve its goals. We sincerely hope you will take pride in being an important part of [COMPANY NAME]'s success.

Please take time to review the policies contained in this handbook. If you have questions, feel free to ask your supervisor or to contact the Human Resources (HR) department.

Staffing Categories

Policy Topics

Topic: All Type: All

Search for a policy

Check all

Administrative Pay Corrections

Affinity Groups

Anti-Bribery and Anti-Corruption

Arbitration

Artificial Intelligence in the Workplace

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After you finish editing, click Save Changes to save all handbook updates before you complete.

Editing "a"

Click here or press CTRL + K

Update Comments Cancel Save changes

General Policies State Addenda

Search for... 1 update available

Welcome

Welcome

Imported Policy

Welcome to [COMPANY NAME]! We are delighted that you have chosen to join our organization and hope that you will enjoy a long and successful career with us. As you become familiar with our culture and mission, we hope you will take advantage of opportunities to enhance your career and further [COMPANY NAME]'s goals.

You are joining an organization that has a reputation for outstanding leadership

Policy Topics

+ Add custom

Topic: All Source: All Type: All

Search for a policy

Check all

a

Disability Accommodation Policy ...

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Handb... Click here or press CTRL + K + Talk to Virgil Update Comments Download E-signature

a  
Last updated: 09/30/2024 23:29 PM

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- Employment at Will ..... →
- Employment at Will ..... →
- Equal Opportunity and Commitment to Diversity ..... →
- Equal Opportunity ..... →

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c. If you choose to download a handbook with all policies, the system will display the Preview screen for you to review the handbook with all policies before Downloading.

Preview Handbook for Download



Robert Half

# Employee Handbook

Last updated: [Date]

## Table of Content

Welcome

Welcome

Close

 Download

After you click Download, then the handbook with all policies will be downloaded to your local computer.

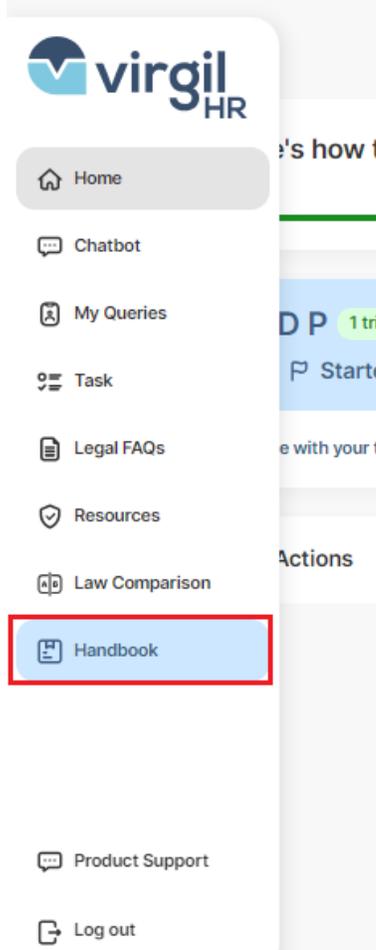
Set up Handbook Updates Setting

You can set up the Handbook Updates Setting in universal or in individual handbook.

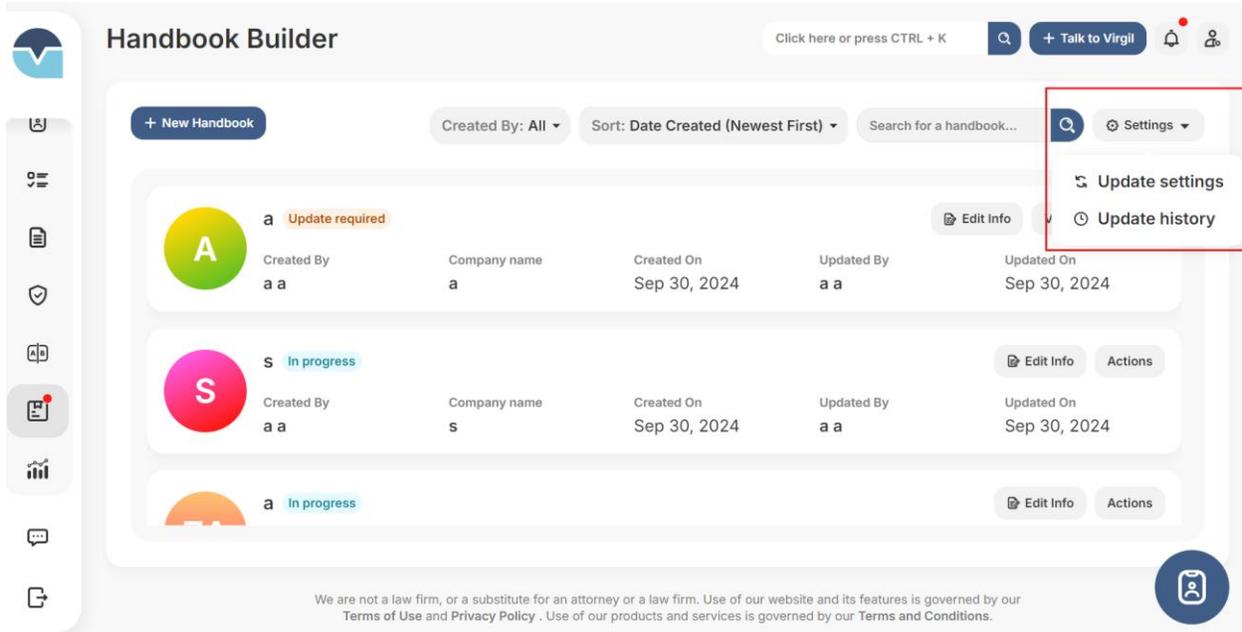
To set up the Handbook Updates Setting applied for all handbooks:

1. Access URL <https://member.virgilhr.com/> and login to their account

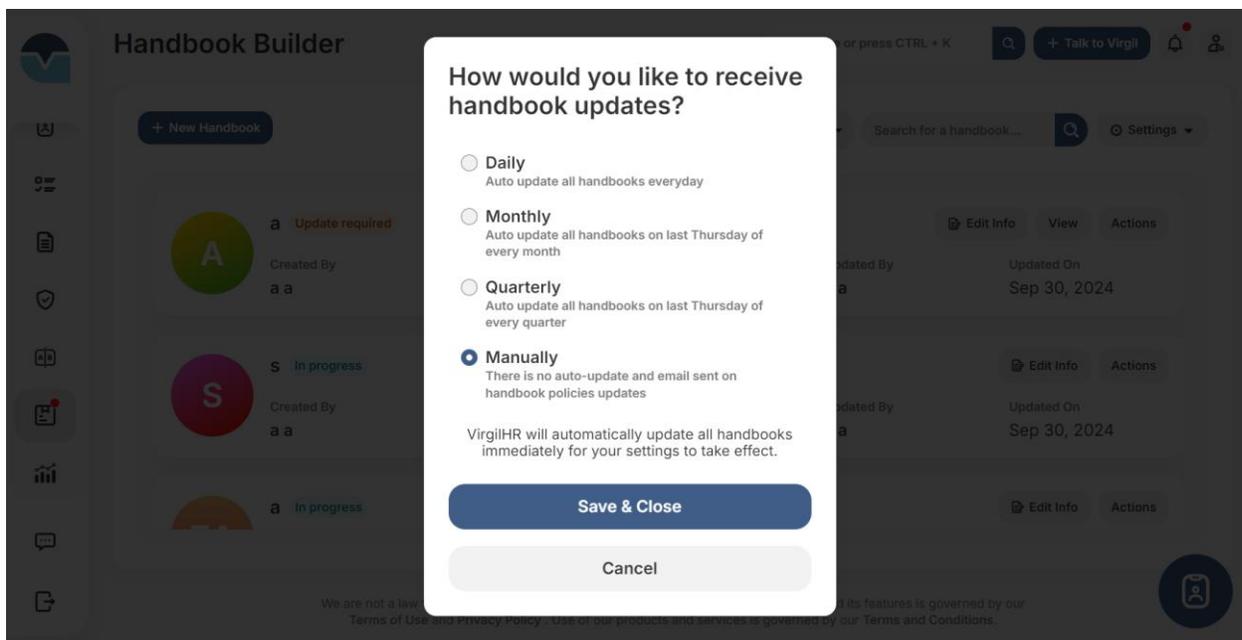
2. After successful login, users will be taken to the Dashboard page where you can access the Handbook page via the left navigation bar



3. Click on button "Settings" on the top right corner of handbook listing page



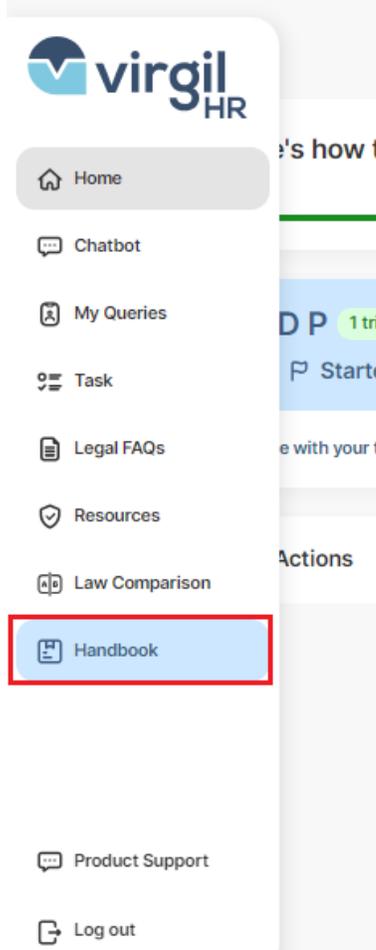
4. Click on the option Update settings and select the updates setting you want, then click Save & Close:



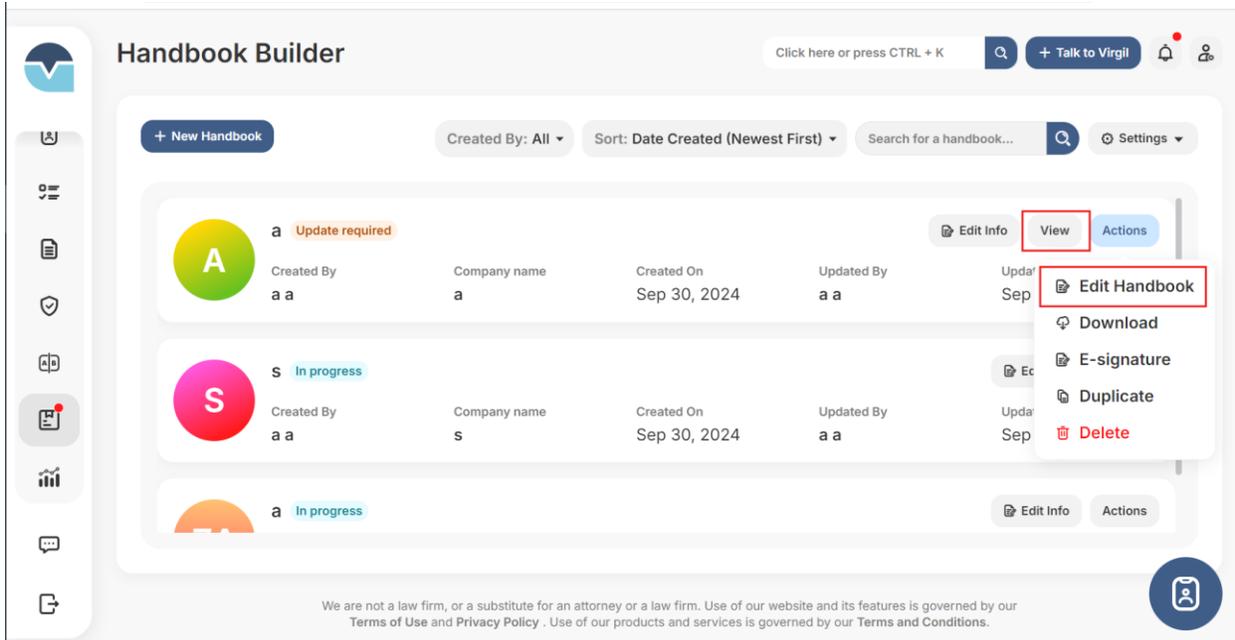
To set up the Handbook Updates Setting applied for individual handbook:

1. Access URL <https://member.virgilhr.com/> and login to their account

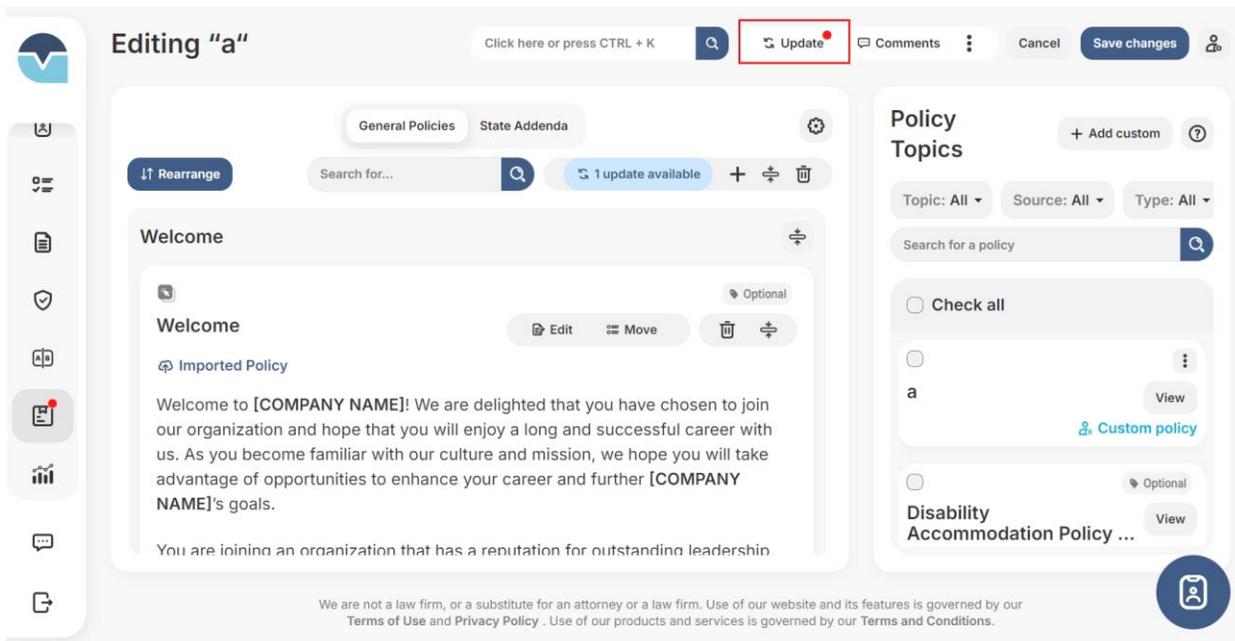
2. After successful login, users will be taken to the Dashboard page where you can access the Handbook page via the left navigation bar



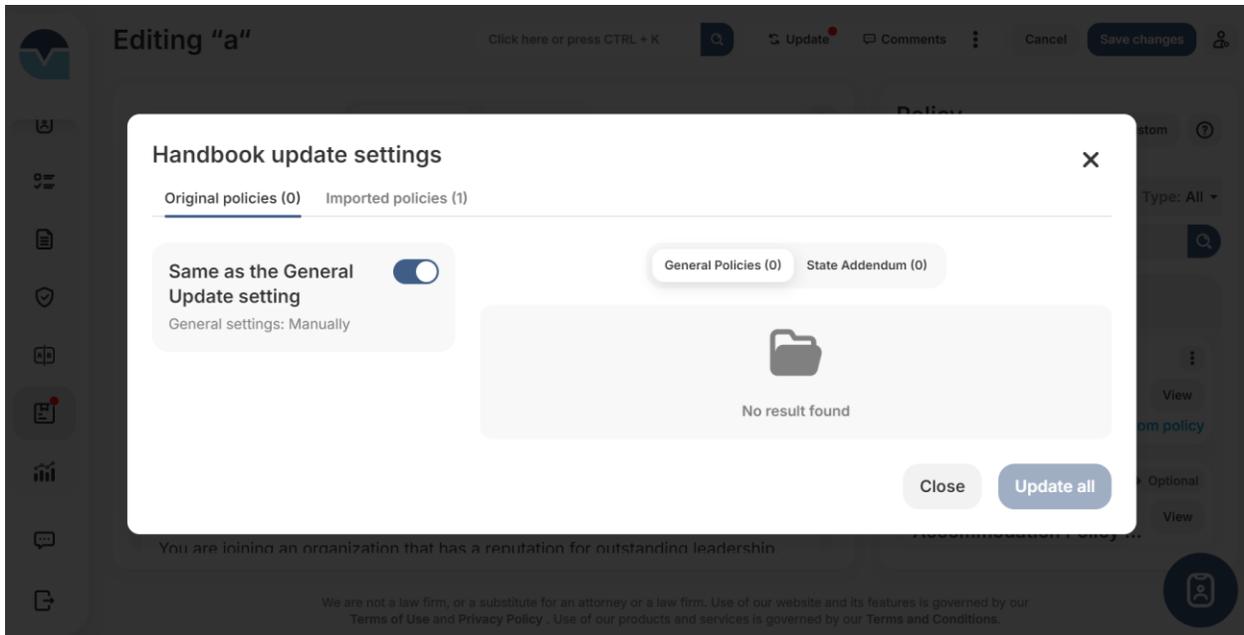
3. Click to View or Edit Handbook



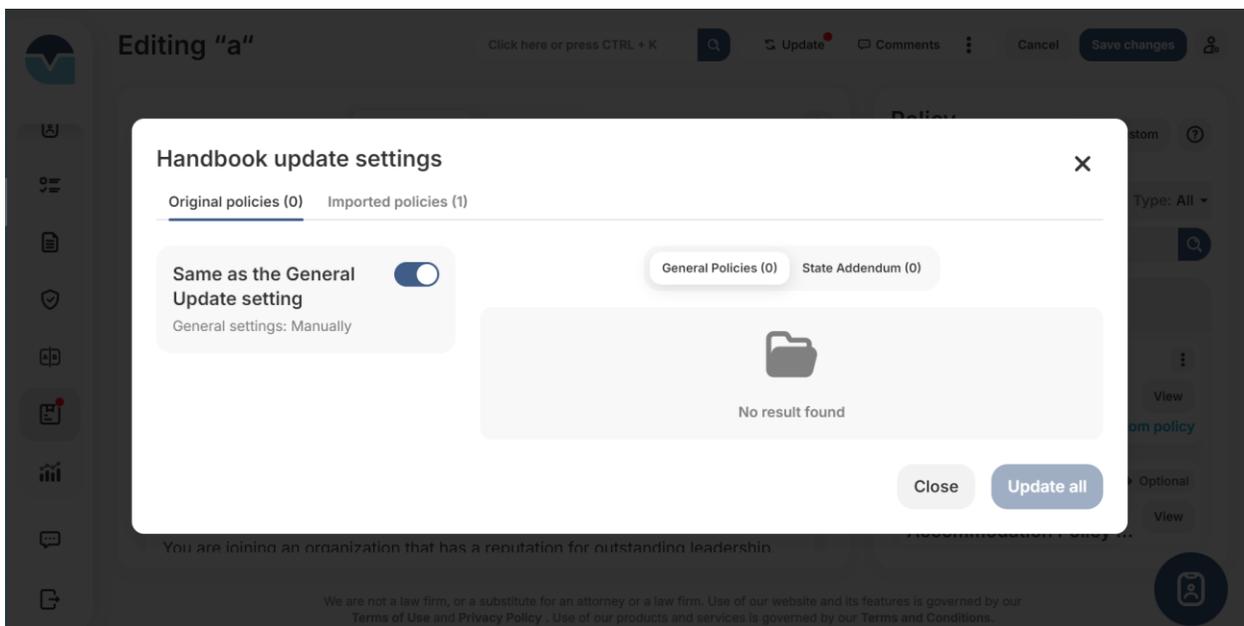
4. Click on the button "Update" on the top command bar



The Portal will open the pop-up where you can manage all handbook updates and its setting:



a. When you turn on the toggle " Same as the General Update setting", you will set up the handbook update setting same as the universal setting

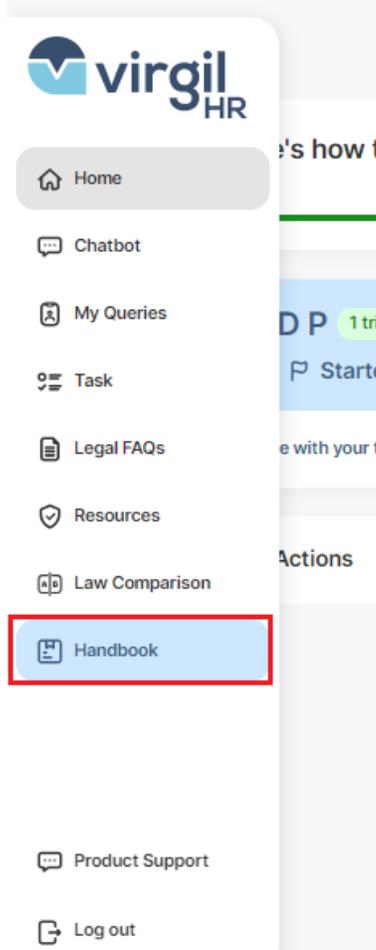


b. When you turn off the toggle "Same as the General Update setting", you can setup the handbook update setting as you want

Send Handbook E-signature Request

1. Access URL <https://member.virgilhr.com/> and login to your account

2. After successful login, users will be taken to the Dashboard page where you can access the Handbook page via the left navigation bar



3. Click "View" to go to the handbook details and click on button "E-signature" on the top command bar to send e-signature request to your colleagues

**Handbook Builder** Click here or press CTRL + K + Talk to Virgil 🔔 👤

[+ New Handbook](#) Created By: All Sort: Date Created (Newest First) Search for a handbook... ⌘ Settings

	<b>a</b> <span>Update required</span>			
Created By	Company name	Created On	Updated By	Updated On
a a	a	Sep 30, 2024	a a	Sep 30, 2024

	<b>s</b> <span>In progress</span>			
Created By	Company name	Created On	Updated By	Updated On
a a	s	Sep 30, 2024	a a	Sep 30, 2024

	<b>a</b> <span>In progress</span>		
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**Handb...** Click here or press CTRL + K + Talk to Virgil 🔄 Update 💬 Comments 📄 Download  🔔 👤



**a**

Last updated: 09/30/2024 23:29 PM

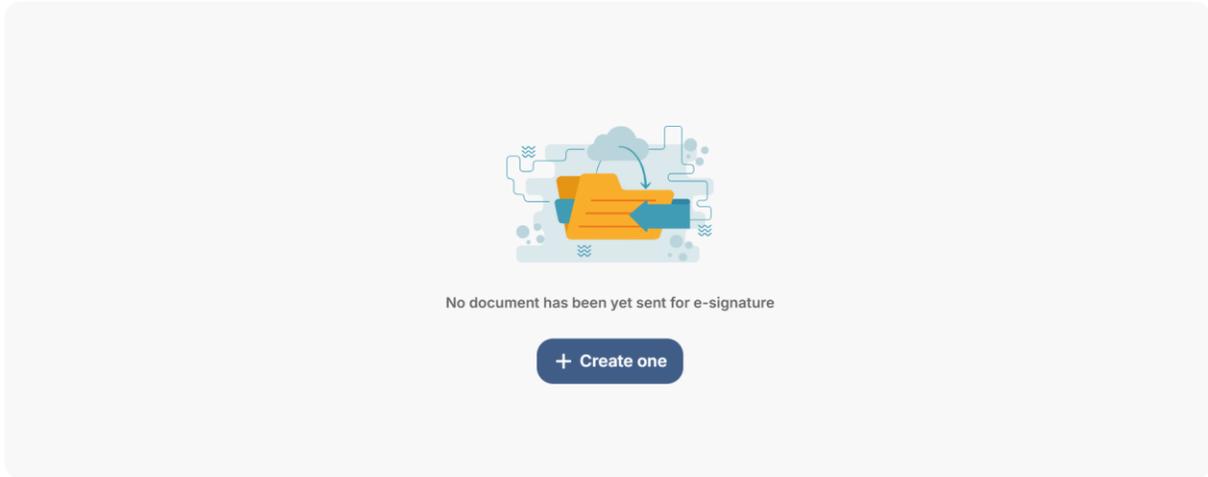
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4. Click "Create one" (if you have not created any request before) or "New Document" on the top right corner of E-signature listing (if you have already created a request before) and then click "Get started" to start creating Resources E-signature request

## E-signature



An illustration of a hand holding a pen, surrounded by digital icons like a cloud, a document, and a checkmark, representing e-signature technology.

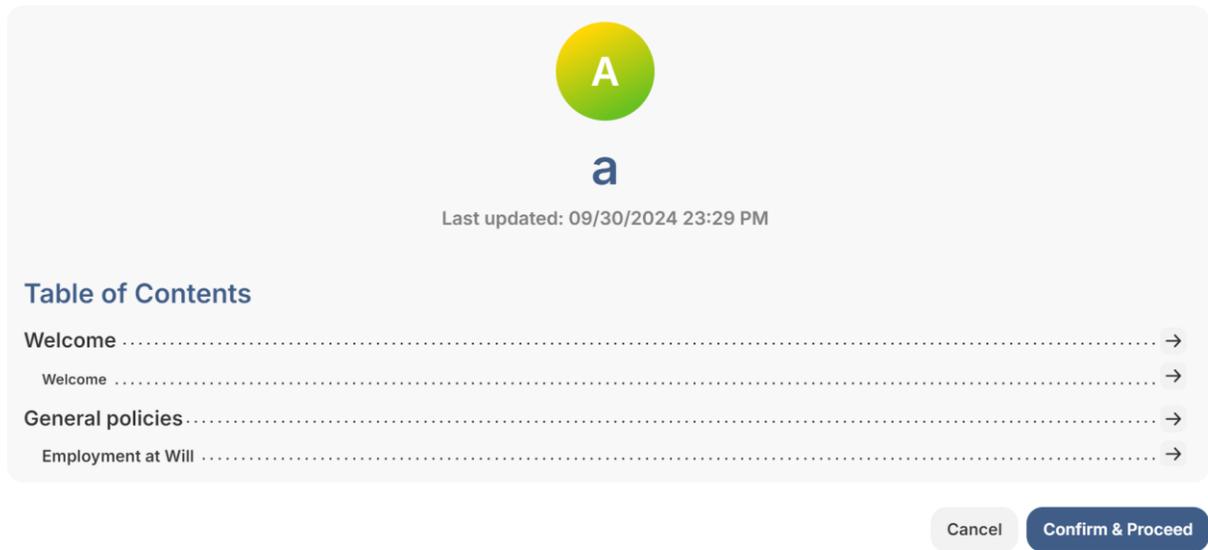
No document has been yet sent for e-signature

[+ Create one](#)

[Close](#)

5. Review to ensure that is the document you want to get the e-signature and Click "Confirm & Proceed"

## E-signature



A circular profile picture with a green-to-yellow gradient and the letter 'A' inside.

a

Last updated: 09/30/2024 23:29 PM

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[Cancel](#) [Confirm & Proceed](#)

6. Click to "Add recipient" for the e-signature request. You can choose to send the e-signature in order (the later recipient only receives the e-signature request when the previous recipient signs) or all recipients will receive it at once.

## E-signature

### Set up e-Signature Recipients

#### Available Recipients

No available recipients for selection

#### Add Recipients

Send in Order

No recipients added yet

+ Add recipient

[Bulk Import Recipient\(s\)](#) Cancel Set up Required Fields →

You can "Bulk Import Recipient(s)" to upload all recipients at once

## E-signature

**Set up e-Signature Recipients**

**Available Recipients**

No available recipients for selection

**Add Recipients**

Send in Order

No recipients added yet

+ Add recipient

[Bulk Import Recipient\(s\)](#)

Cancel

[Set up Required Fields →](#)

**E-signature**

**Set up e-Signature Recipients**

**Available Recipients**

No available recipient

**Bulk Import Recipient**

Drop file here or click to upload

Supported file type .xlsx, .csv, .xls

[Download the sample CSV file](#)

Send in Order

[Bulk Import Recipient\(s\)](#)

Cancel

[Set up Required Fields →](#)

After completing set up recipients, then click on the button "Set up required fields"

7. Click each recipient or select all to setup e-signature fields.

## E-signature

Check all

a  
a@yopmail.com



Select all

Required fields 0 / 1

Signature

Created by recipient



Select all

Available fields 0 / 7

Initials

Text box

Stamp

Image upload

Company

Text box

Full name

Text box

Email

Text box

Signed On

Automatically fill in the Signed On info

Day

Date picker

Cancel e-Signature

← Back

Set Due Date & Reminders →

## E-signature

Check all

a  
a@yopmail.com



ab  
ab@yopmail.com



Select all

Required fields 0 / 1

Signature

Created by recipient



Select all

Available fields 0 / 7

Initials

Text box

Stamp

Image upload

Company

Text box

Full name

Text box

Email

Text box

Signed On

Automatically fill in the Signed On info

Day

Date picker

Cancel e-Signature

← Back

Set Due Date & Reminders →

Check on the field and click to pull field requiring recipient input or push selected field out of document requesting e-signature.

## E-signature

Check all

**a**  
a@yopmail.com >

**ab**  
ab@yopmail.com >

**Select all**  
Required fields 1 / 1

**Signature**  
Created by recipient



**Select all**  
Available fields 0 / 7

**Initials**  
Text box

**Stamp**  
Image upload

**Company**  
Text box

**Full name**  
Text box

**Email**  
Text box

**Signed On**  
Automatically fill in the Signed On info

**Day**  
Date picker

**Cancel e-Signature**

**Back**

**Set Due Date & Reminders**

## E-signature

Check all

**a**  
a@yopmail.com >

**Select all**  
Required fields 0 / 1

**Signature**  
Created by recipient

Push selected fields from E-signature



Pull fields to E-signature document

**Select all**  
Available fields 0 / 7

**Initials**  
Text box

**Stamp**  
Image upload

**Company**  
Text box

**Full name**  
Text box

**Email**  
Text box

**Signed On**  
Automatically fill in the Signed On info

**Day**  
Date picker

**Cancel e-Signature**

**Back**

**Set Due Date & Reminders**

After finishing to set up fields, click on the button "Set Due Date & Reminders"

8. Pick the e-signature request due date and set up reminder if any

## E-signature

### Due date

← 2024 →

← October →

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

### Reminder

*When the sent in order option is selected, a reminder email will be sent to the signer in the next line. Otherwise, a reminder will be sent to all signers*

No Reminder  Every day

Custom reminder day(s)

 Cancel e-Signature

← Back

Complete

8. Click on button "Complete" to finish sending E-signature request

You can click on the button E-signature on the top command bar again to keep track and manage the E-signatures progress

## E-signature

+ New Document

 2	Created date	Created by	Status	Last update	Due date	>
	Oct 01, 2024	a a	In Progress	 Oct 01, 2024	 Oct 02, 2024	>
 2	Created date	Created by	Status	Last update	Due date	>
	Oct 01, 2024	a a	In Progress	 Oct 01, 2024	 Oct 02, 2024	>
 2	Created date	Created by	Status	Last update	Due date	>
	Oct 01, 2024	a a	In Progress	 Oct 01, 2024	 Oct 02, 2024	>
No more						

Close

← Back E-signature

66f0d2a1-83c0-4636-846e-ed...

1 / 43 | 67%

1

2

a

Last updated: 09/30/2024 23:29

Created date  
Oct 01, 2024

Created by  
a a

Status  
In Progress

Due date  
Oct 02, 2024

a  
a@yopmail.com  
Unopened

ab  
ab@yopmail.com  
Unopened

Resend

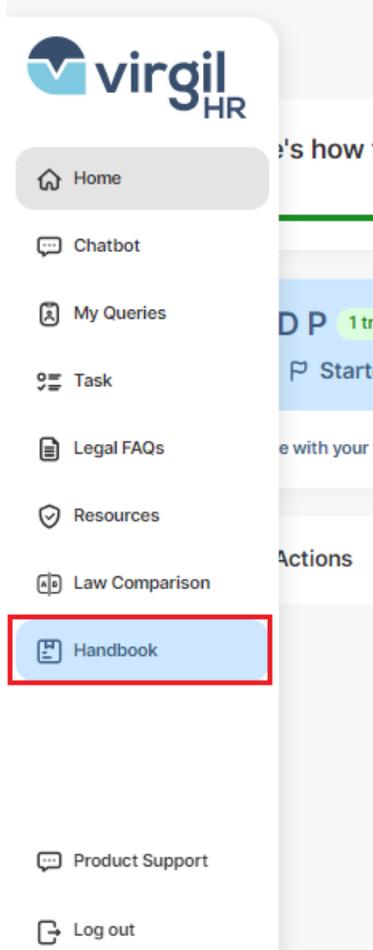
Revoke

Close

### Collaborate on Handbook

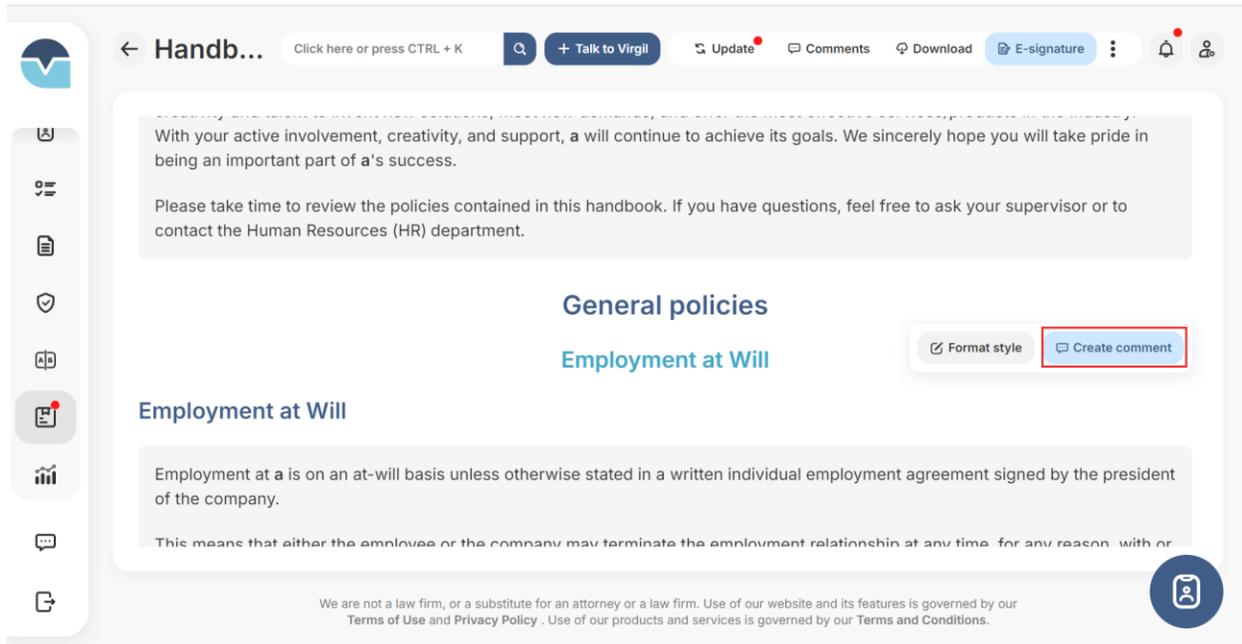
1. Access URL <https://member.virgilhr.com/> and login to your account

2. After successful login, users will be taken to the Dashboard page where you can access the Handbook page via the left navigation bar

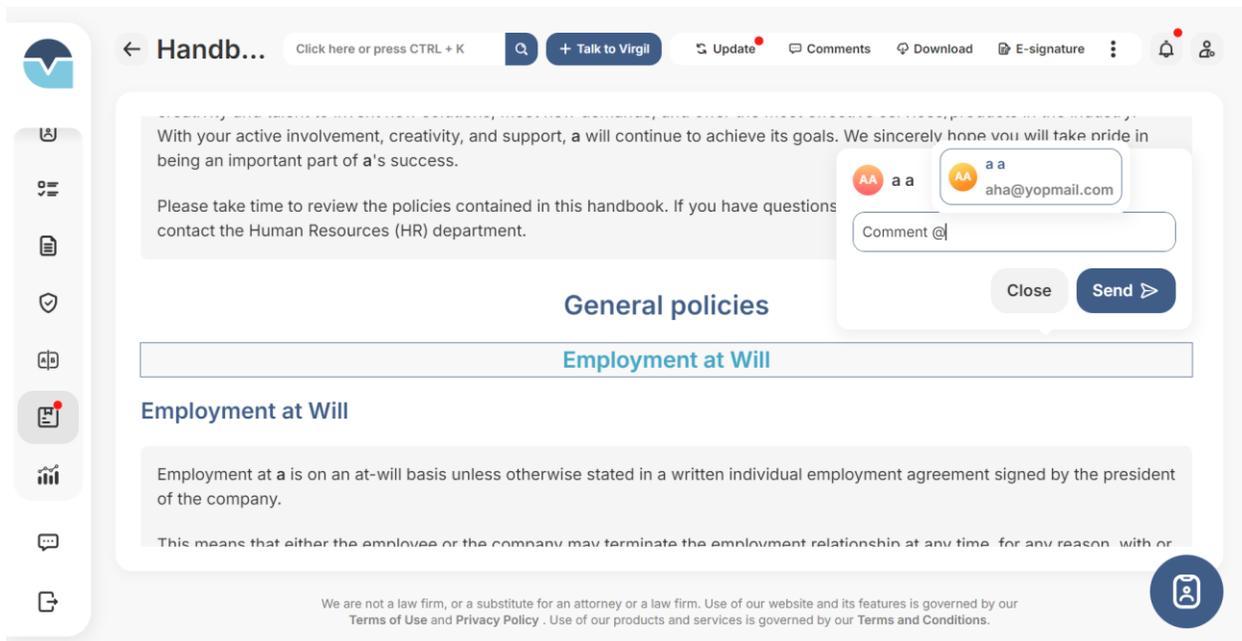


3. Click "View" to go to the handbook details

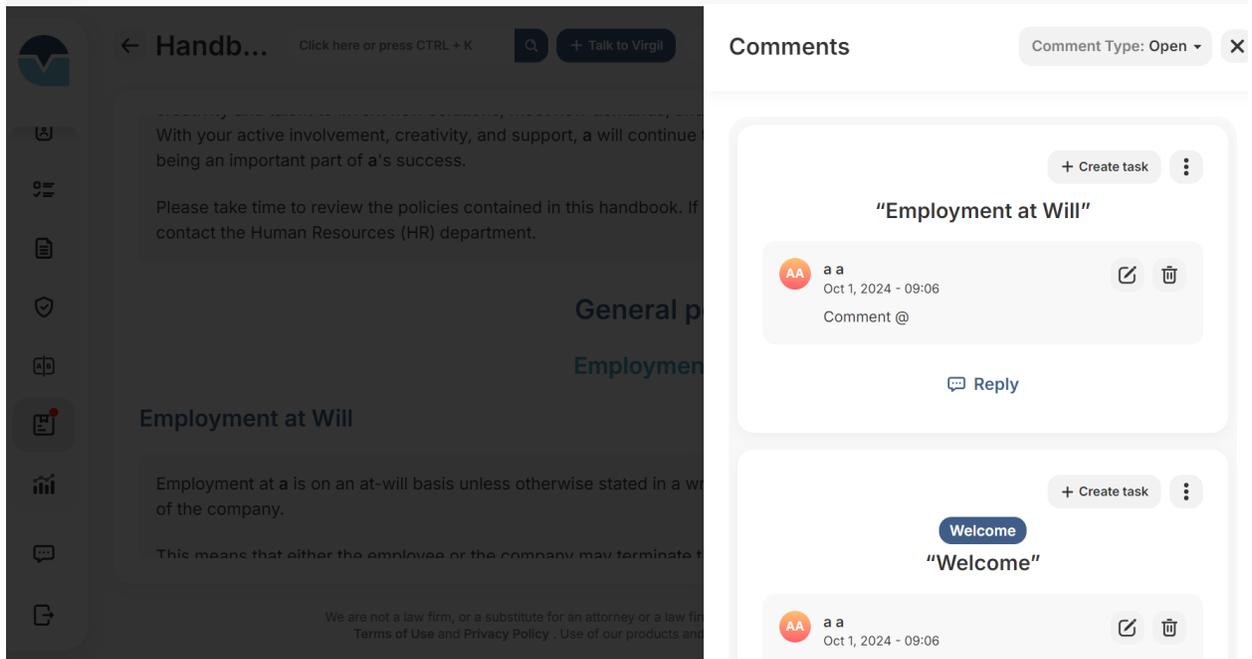
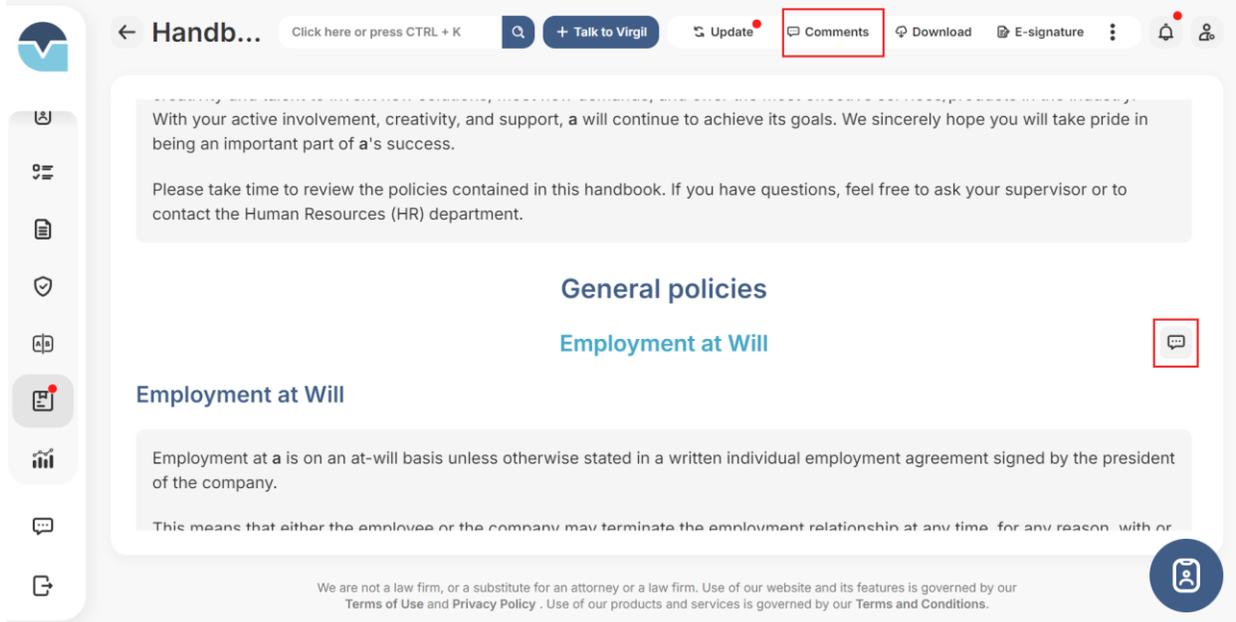
4. Hover over one handbook section and click on button "Create comment"



5. You can input the comment or tag the colleagues for review and click "Send"



After sending the comment, the comment will be created successfully, and you can review or reply by clicking on the icon Comment next to the section or the button "Comments" on the top command bar:

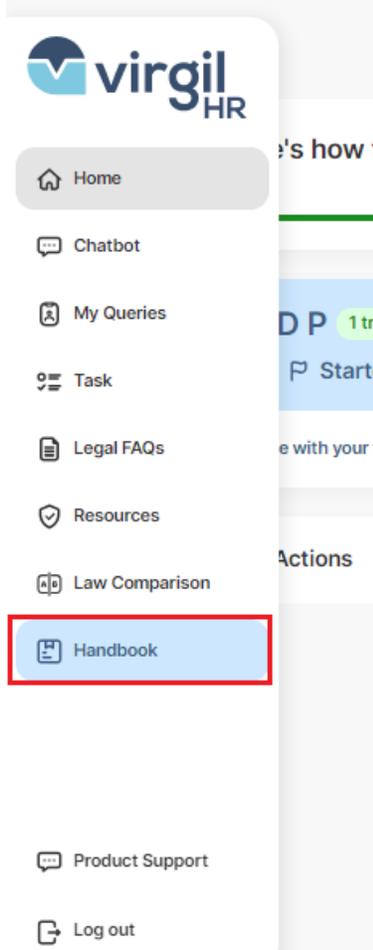


You can go to each Comment to reply, edit, delete and create task from the comment.

View History Log

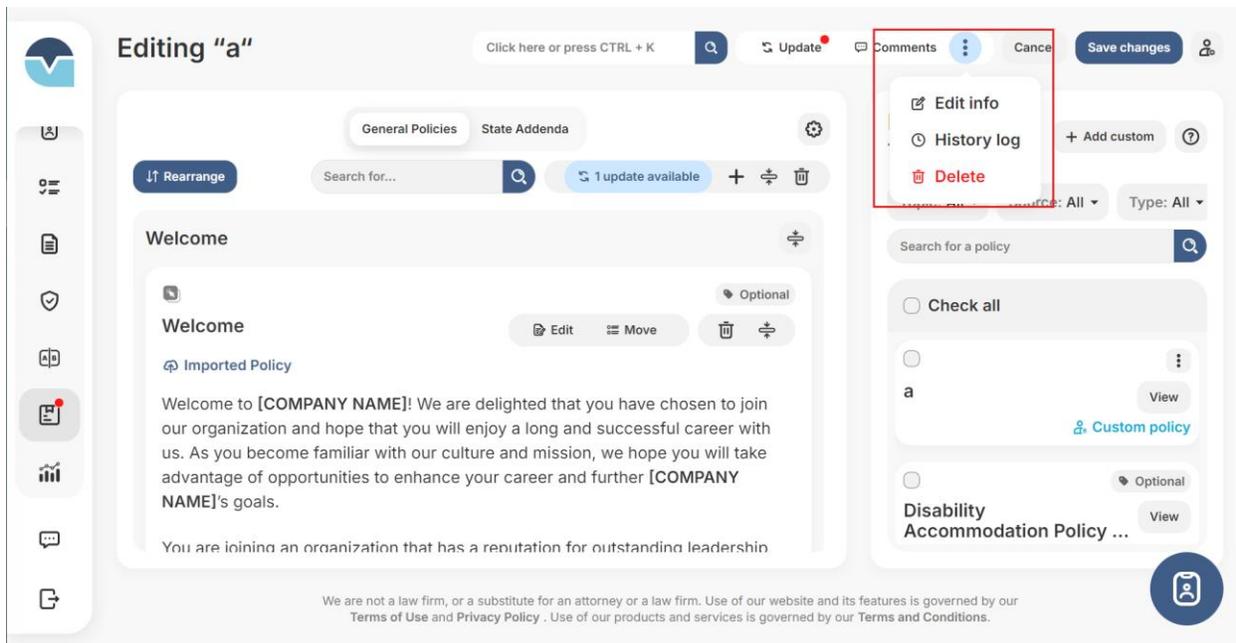
2. Access URL <https://member.virgilhr.com/> and login to your account

2. After successful login, users will be taken to the Dashboard page where you can access the Handbook page via the left navigation bar

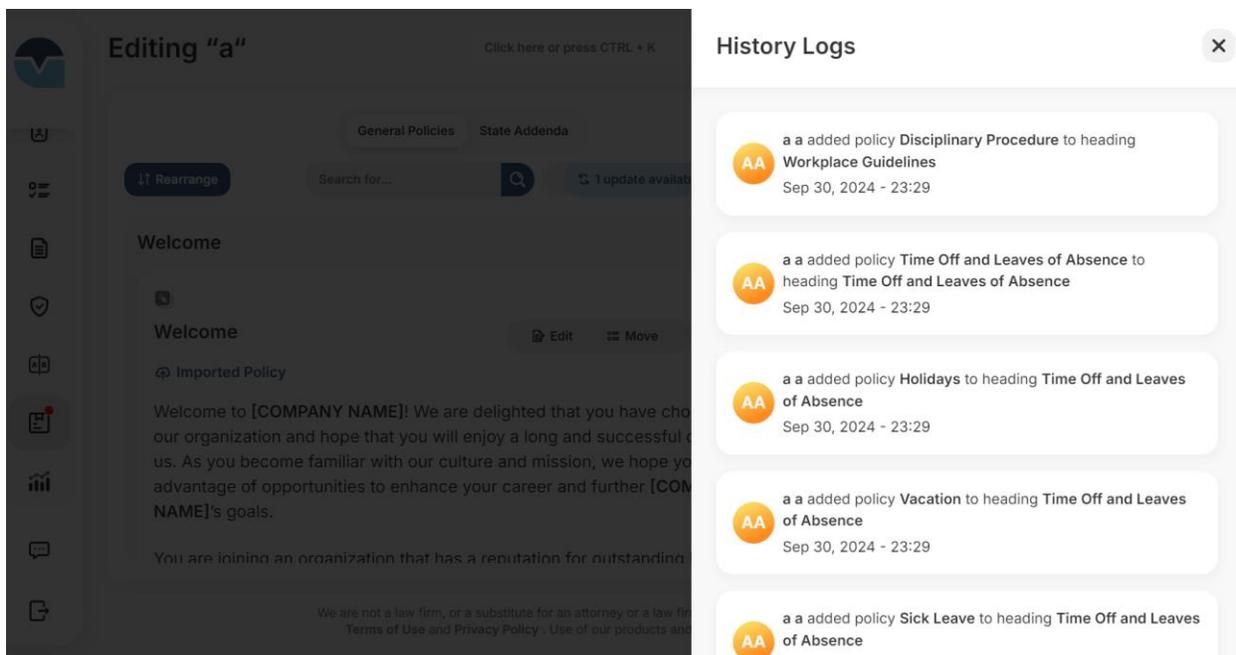


3. Click to View or Edit Handbook

4. Click on the three dots button on the top command bar and click on History Log



5. Observe the History Log to keep track handbook changes



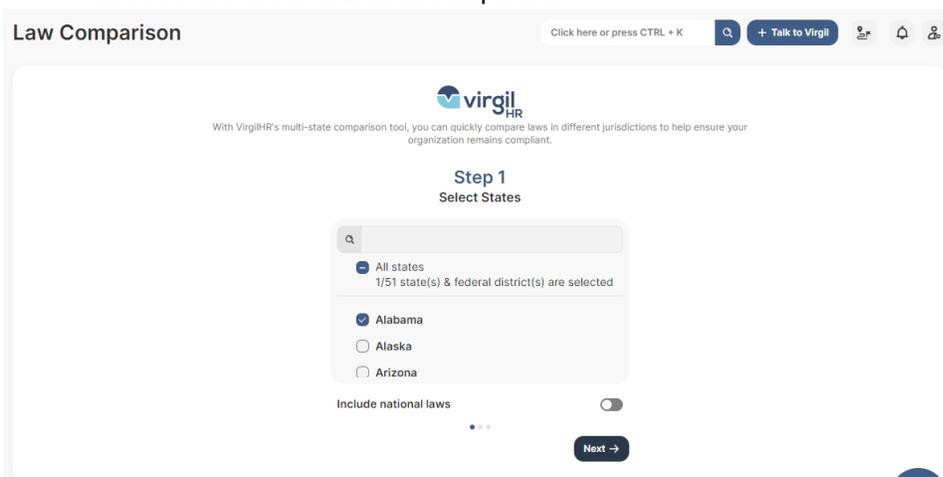
## 12. Comparison Tool

1. Access URL <https://member.virgilhr.com/> and login to their account

2. After successful login, you will be taken to the Dashboard page where you can access the Comparison Tool page via the left navigation bar



3. To compare laws, you need to select at least 2 states in Step 1. You can turn on the toggle to include the national laws in comparison



4. In step 2, you need to select the topic you want to compare among states you selected



With VirgilHR's multi-state comparison tool, you can quickly compare laws in different jurisdictions to help ensure your organization remains compliant.

### Step 2 Select Topic

🔍

All topics  
0/1 topic(s) are selected

ABC

← Back

Next →

5. In step 3, you can select the expected display that you want to view the comparison



With VirgilHR's multi-state comparison tool, you can quickly compare laws in different jurisdictions to help ensure your organization remains compliant.

### Step 3 Expected Display

**Topic across top**  
Display topic by columns and allow you to compare side by side

**State across top**  
Display state by columns and allow you to compare side by side

← Back

Create →

6. Then click Create. You can download the comparison by Excel/Word or change the comparison view by clicking respectively on two button Downloads and State across top (if you already selected Topic across top in step 3)/ Topic across top (if you already selected State across top) in step 3.

Law Comparison

Click here or press CTRL + K

+ Talk to Virgil

🔍 🔔 👤

← Another comparison

Download Topics across top

<p><b>Alabama</b> Pin</p> <p>1 Background Checks</p> <p><a href="#">Background Checks - Supplemental Guidance (Alabama)</a></p> <p><b>Background Checks Required by Law</b></p> <p>State law requires employers to conduct a criminal background check on individuals in the following positions:</p> <ul style="list-style-type: none"><li>State Department of Education personnel as determined by</li></ul>	<p><b>Alaska</b> Pin</p> <p>1 Background Checks</p> <p><a href="#">Background Checks - Supplemental Guidance (Alaska)</a></p> <p><b>Background Checks Required by Law</b></p> <p>State law requires employers to conduct a criminal background check on individuals in the following positions:</p> <ul style="list-style-type: none"><li>For determining a person's suitability for employment as a</li></ul>
--	--

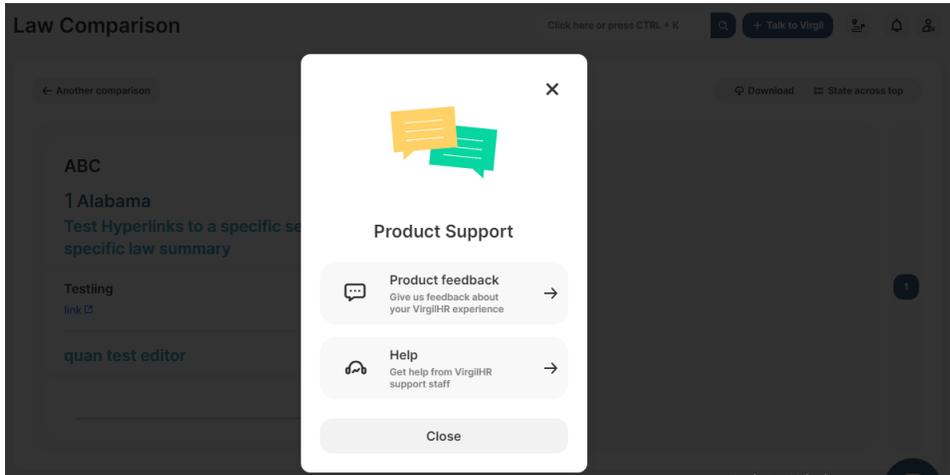
1

2

We are not a law firm, or a substitute for an attorney or a law firm. Use of our website and its features is governed by our [Terms of Use and Privacy Policy](#). Use of our products and services is governed by our [Terms and Conditions](#).

### 13.Product Support

You can ask for the support from VirgilHR team by clicking on Product Support tab on the left navigation bar.



1. When you click button Product Feedback, then you will be directed to the modal to submit your feedback or improvement suggestion on current/new features. Then click Submit to send your feedback.



### Share your thoughts

What do you want to share with us?

- Leave comment
- Suggest an improvement
- Request a new feature

VirgilHR can contact me about this feedback

**Submit →**

Cancel

- When you click button “Help”, then you will be directed to the Share your thoughts modal to share your concerns, issues, etc. with VirgilHR team. Then click Submit to send your thoughts.

