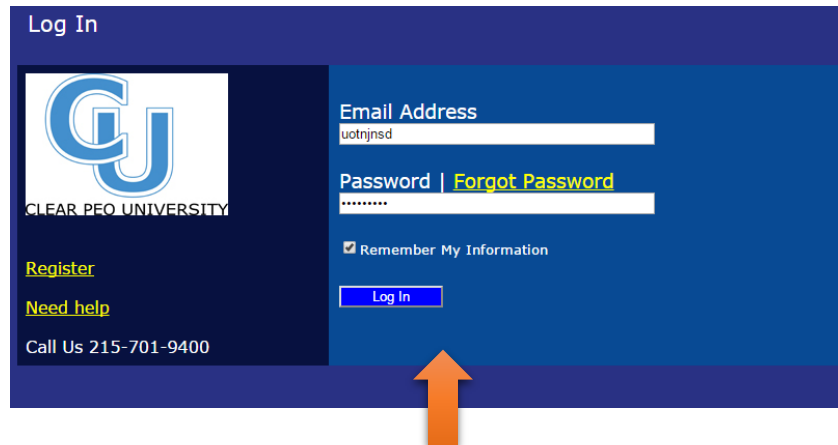


GO TO → [TRAINING OFFERINGS](#)

## Steps to Log In

- 1) Go to: [clearpeouniversity.com](http://clearpeouniversity.com)
- 2) Enter Username
- 3) Enter Password
- 4) Click "Log In"



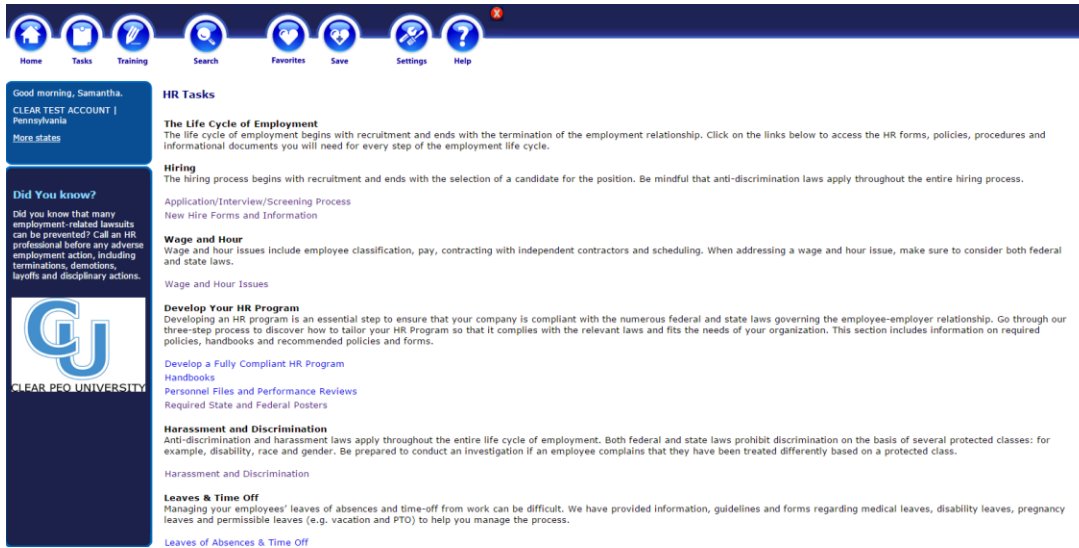
## How to Navigate the Website

- 1) Click on any of the 8 topic icons at the top of the page to explore each heading further
- 2) Any font which is displayed in "Blue" colored font can be clicked on and you will be redirected to that heading's page

## Home Tab

This page displays all of the topics which are covered on this website. Clicking "More" under each **bold** topic will bring you to more detailed information regarding that topic.

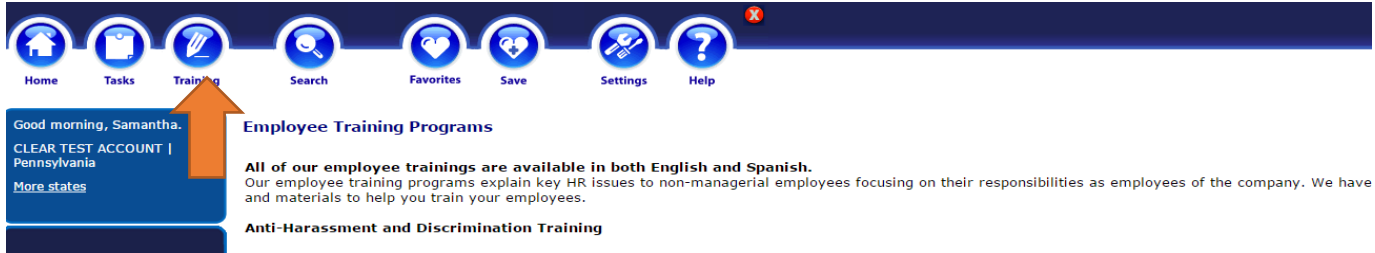




The screenshot shows the 'Home' page of the CLEAR PEO University portal. At the top is a navigation bar with icons for Home, Tasks, Training, Search, Favorites, Save, Settings, and Help. Below the navigation bar, there are several sections:

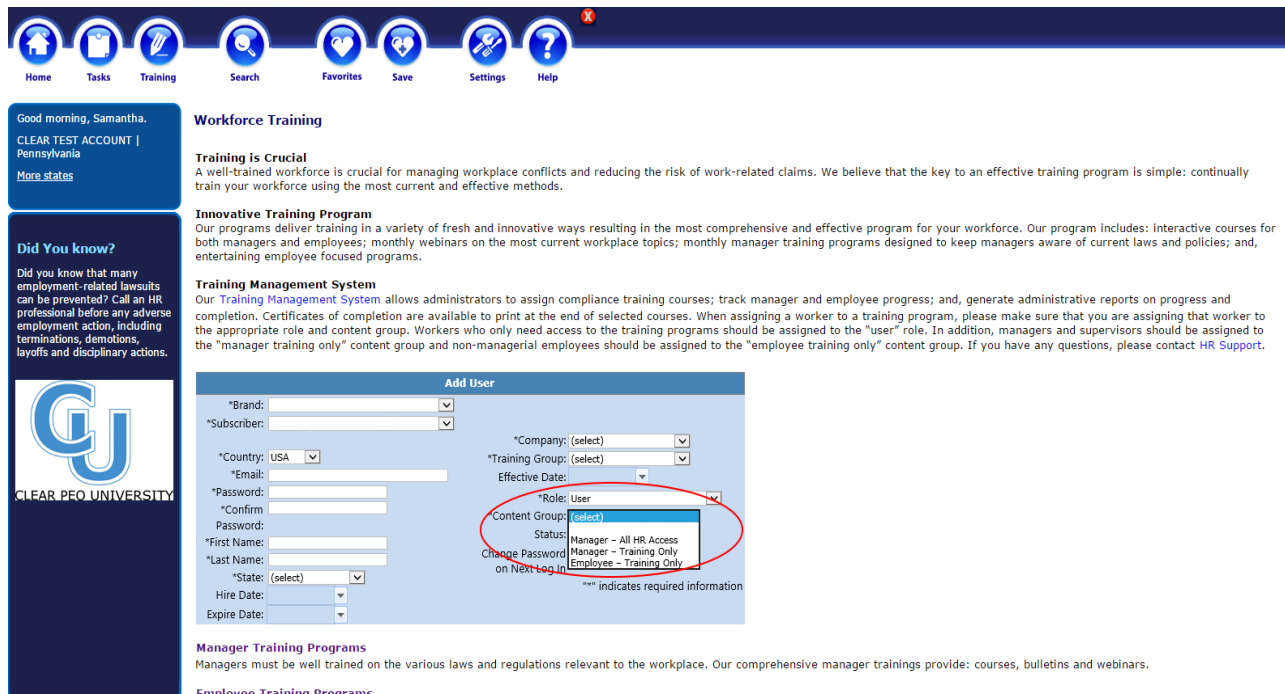
- HR Tasks:** Includes 'The Life Cycle of Employment', 'Hiring', 'Wage and Hour', and 'Develop Your HR Program'.
- Did You know?:** A sidebar section with a 'CLEAR PEO UNIVERSITY' logo.
- Harassment and Discrimination:** A section with a sub-header 'Leaves & Time Off'.

- From the "Home" page you can click any icon on the top of the page to explore and go to each topic's page



This screenshot shows the 'Training' page. The navigation bar at the top is the same as the Home page. The main content area includes:

- Employee Training Programs:** A section stating that all trainings are available in both English and Spanish.
- Anti-Harassment and Discrimination Training:** A section with a sub-header 'Workforce Training'.



This screenshot shows the 'Workforce Training' page. It features a navigation bar and a sidebar with a 'Did You know?' section. The main content area includes:

- Workforce Training:** A section with a sub-header 'Training is crucial'.
- Innovative Training Program:** A section describing various training methods.
- Training Management System:** A section explaining the system's capabilities.
- Add User Form:** A form for adding a new user. The 'Role' dropdown menu is highlighted with a red circle, showing options: 'User', 'Manager - All HR Access', 'Manager - Training Only', and 'Employee - Training Only'.
- Manager Training Programs:** A section stating that managers must be well-trained.
- Employee Training Programs:** A section at the bottom of the page.

**Tasks Tab**

This page will provide an overview of HR Tasks during the employment life cycle

- 1) Hiring
  - a. Information and steps to take during the Application, Interview and Screening Process
  - b. Checklist and forms needed to complete, distribute, and collect
- 2) Wage and Hour
  - a. Federal/State laws and procedures to follow regarding payment to employees, final paycheck to terminated employees,
- 3) Develop your HR Program
  - a. Steps and procedures needed to create and maintain a federal and state compliant HR Program
- 4) Harassment & Discrimination
  - a. Laws regarding Discrimination, Harassment, Retaliation in the workplace
  - b. Procedures to take when a claim is made
  - c. Investigation Procedures and Checklist

**Training Tab**

- 1) This tab allows you to explore the "Training Management System"
  - a. Set up training courses
  - b. Track employee and manager progress
  - c. Print certificates of completion
- 2) Assigning Workers to the Training Program
  - a. Workers who only need access to the training programs should be assigned to the "user" role
  - b. Managers and supervisors should be assigned to the "manager training only" content group
  - c. Non-managerial employees should be assigned to the "employee training only" content group

The screenshot shows the 'Add User' form with the following fields and values:

- \*Brand: [dropdown]
- \*Subscriber: [dropdown]
- \*Country: USA [dropdown]
- \*Email: [text input]
- \*Password: [text input]
- \*Confirm Password: [text input]
- \*First Name: [text input]
- \*Last Name: [text input]
- \*State: (select) [dropdown]
- Hire Date: [calendar icon]
- Expire Date: [calendar icon]
- \*Company: (select) [dropdown]
- \*Training Group: (select) [dropdown]
- Effective Date: [calendar icon]
- \*Role: User [dropdown]
- \*Content Group: (select) [dropdown]
- Status: Manager - All HR Access, Manager - Training Only, Employee - Training Only [list]
- Change Password on Next Log In: [checkbox]

\*\*\* indicates required information

- 3) Manager Training Programs
  - a. This training program is tailored to tasks and duties a manager must fulfill and manage in a workplace
    - i. Anti-Discrimination

- ii. Disability (Accommodations)
  - iii. Leaves of Absence
  - iv. Ethics
  - v. General Best Practices
  - vi. Recruitment and Selection
  - vii. Termination
  - viii. Wages and Hours
- 4) Employee Training Programs
- a. This program is tailored for non-managerial employees regarding responsibilities as an employee of the company
  - b. Available in both English and Spanish
    - i. Anti-Harassment and Anti-Discrimination
      - 1. Steps to take to prevent harassment and discrimination in the workplace
    - ii. Ethics
    - iii. Discrimination & Harassment
    - iv. Public Accommodation
      - 1. Service Animals
    - v. Safety
      - 1. How to prevent accidents from occurring
    - vi. Data Security
      - 1. How to ensure passwords and private information are secure and protected
      - 2. Steps to take to report a Data Security breach

### **Search Tab**

- 1) Here you are able to select frequently used terms
- 2) search what you need in the search bar located at the bottom of the page

### **Favorites Tab**

This page will display the favorites in which you select

- 1) How to make a tab a favorite
  - a. First click on the tab in which you wish to make a favorite
  - b. Once you are redirected to the tab and the page on your screen is the one you wish to make a favorite you can click the "Save" tab located at the top of the page
  - c. This page will now be saved and quickly accessible under the "Favorites" tab

### **Settings Tab**

- 1) Users Administration Settings
  - a. You will be able to add a single user and edit user information
  - b. Upload spreadsheets to add multiple users
- 2) Training Administration Settings
  - a. Here you will find your assigned training and training history

- b. You will be able to manage training involving assigning training and cancelling assignments
- 3) Training Status Summary

## **Help Tab**

- 1) Here you will find contact information if you have any questions or issues
  - a. HR support phone number and email
  - b. Technical Support email
- 2) How to use online HR forms
- 3) How to download training programs

## **CLEAR PEO University Training Offerings**

CLEAR Employer Services provides comprehensive trainings through CLEAR PEO University. Below is an outline of trainings and other materials which educate managers and employers on various workplace issues and legal matters.

**If you have questions please contact your HR Specialist at CLEAR Employer Services at [hrrsupport@clearpeo.com](mailto:hrrsupport@clearpeo.com) or by calling 215-701-9400**

## **Manager Trainings**

### **1. Anti-Discrimination and Harassment Web Training Courses**

- Animated Supervisor Training (Harassment/Discrimination)
- Sexual Harassment
- Discrimination
- Bullying
- Retaliation
- Workplace Complaints/Investigation
- Remedies
- Related Webinars
  - Not Just Anyone Should Investigate a Claim of Harassment or Discrimination
  - Conducting Effective Workplace Investigations – Parts 1, 2 and 3
  - Workplace Diversity and Sensitivity – Your Role as a Manager

### **2. Disability (Accommodations / Interactive Process) Web Training Courses**

- The ADA Interactive Process in Five Easy Steps
- The ADA Public Accommodation Accessibility Standards – Are You a Target?

### **3. Leaves of Absence (Medical Leaves, Required Leaves, Permissible Leaves) Web Training Courses**

- Where are Your Employees?
- Untangling the Web of Employee Leaves
- The FMLA in Five Easy Steps

## 4. Ethics – Bulletin Training

- Ethics in the Workplace
- What’s Important to Your Business?
- Message to Managers – Lead by Example
- Doing the Right Thing
- Preparing Your Ethics Statement

## 5. General Best Practices and Guidance

- Supervisory Building Blocks – Part 1
- Social Media – Legal Update & Policy Drafting Workshop
- Effective Performance Reviews
- Basic HR Training
- How to Address Both Positive and Negative Interactions at Work
- Social Media – Tweets from the Legal Side
- Dealing with Difficult People
- Be a Management Star: Learn to Spot HR Disasters – Parts 1, 2 and 3
- Handling Suspected Drug and Alcohol Abuse

## 6. Recruitment and Selection

- Smart Hiring
- The Hiring Minefield

## 7. Termination and Discipline

- Termination with Confidence
- Conducting Discipline and Termination Meetings
- Seven Things to Consider Before Terminating an Employee
- Termination Bombs
- Common Mistakes Managers Make When Terminating Employees
- Encourage, Not Discourage, Through Effective Coaching (“Coaching Done Right”)

## 8. Wage and Hour

- Preparing for a Wage and Hour Audit

## Employee Trainings

### 1. Anti-Discrimination and Harassment Web Training Courses

- Non-Manual Harassment/Discrimination in Both English and Spanish

### 2. Anti-Discrimination and Harassment Posters and Bulletin Materials

- Employee Awareness – “Nobody’s Watching” (English & Spanish)
- Public Accommodations – “Service Animals” (English and Spanish)
- Employee Awareness – “Stay Out of Hot Water” (English and Spanish)
- Employee Awareness – “Safety – You Can Stop Danger at Work” (English and Spanish)
- Password Best Practices
- Reporting Data Security Incidents