

HRconnection®

INTRODUCTION TO HR AND EMPLOYEE BENEFITS TOOL

Challenges

- Employers need to effectively communicate benefits and other information to employees
- HR and employees need a simpler, easier way to do benefits enrollment
- As demands on HR increase, there's not enough time to do everything



Full Spectrum Benefits, Inc. is pleased to bring you the solution to your benefits enrollment and employee communication challenges:

HRconnection®



HRconnection Helps Employers:

- Streamline benefits elections and time-off tracking through online processes
- Showcase company info and benefits programs to employees and their families
- Provide employee self-service, reducing repetitive inquiries directed to HR
- Reduce printing and distribution costs by providing materials online

HRconnection Helps Employees:

- Easily elect benefits and request time off through a simple online system
- Access benefits and HR information anytime, anywhere—even on a mobile device
- Learn about career growth opportunities, job postings, training programs and more

Tailor the portal to your brand

- Customize the color scheme to match your company colors
- Control images, choosing from stock photos or the option to upload your own, and include your company logo and name
- Provide different information to specific groups of employees
- Create your own pages, such as wellness, job descriptions, custom messages, etc.

HRconnection® Home Page Options

- Welcome message and seasonal announcements
- Employer-recommended links
- Targeted employee communication campaigns
- Time-off requests and tracking
- Link to Amino—a tool that helps employees find the right doctor

The screenshot displays the HRconnection home page for Bell Corporation. At the top right, it says "View Good Morning, Emily (Bell Corporation)". Below this is a banner image of a diverse group of employees in a meeting. The main navigation bar includes "Home", "Company Info", "Benefits", "My Information", "Human Resources", "Vacation Admin", "Safety", "Wellness", and "Admin". The content area is divided into several sections:

- Welcome to HRconnection:** A message about increasing communication and providing services to employees. It includes a list of tasks: 1. Verify your personal information, 2. Add my Family/Children, 3. Make your choices, 4. Verify your contact info.
- Employee Communications:** A section titled "QUIT SMOKING TO IMPROVE YOUR HEALTH" featuring an image of a lit cigarette and text about lung cancer statistics. It includes a link to "Lung Cancer" and a "Set up" button.
- Top Salesperson of the Month:** A congratulatory message to Jeremy Peterson for his second consecutive month as the top salesperson. It includes a "Set up" button.
- New Faces:** A section introducing new employees: Melissa Stevens (Web Designer), Daniel McCarthy (Customer Service Representative), and Elizabeth Porter (IT Systems Analyst). It includes a "Set up" button.
- Recommended Links:** A section for additional resources, including a "Set up" button.

HRconnection® Company Information

- Company history
- Holiday and event listings
- Departmental contacts
- Employee directory
- Company bulletin board


The screenshot shows the HRconnection interface for Bell Corporation. At the top right, it says "View Good Morning, Emily (Bell Corporation)". Below this is a banner image of a diverse group of business professionals working at a table with laptops. The "BELL Corporation" logo is on the left. A navigation bar includes "Home", "Company Info", "Benefits", "My Information", "Human Resources", "Vacation Admin", "Safety", "Wellness", and "Admin". Under "Company Info", "Employee Directory" is selected. A "Set up" button is in the top right of the directory section. Below the "Employee Directory" heading is a "Reset Filters" link. The main content is a table with columns for Last Name, First Name, E-mail Address, Work Phone, Title, and Actions.

Last Name	First Name	E-mail Address	Work Phone	Title	Actions
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Anderson	Jack	jack.anderson@bellcorporation.co	414-555-5582	Account Executive	🔍
Balestri	Sally	sally.balestri@bellcorporation.com	414-555-5576	Account Executive	🔍
Bell	Christopher	matt.duggan@zywave.com	414-555-5563	Executive Vice President & CFO	🔍
Bell	Katherine	katherine.bell@bellcorporation.co	414-555-5591	Executive Vice President & COO	🔍
Bright	Dell	dell.bright@bellcorporation.com	414-555-5586	Regional Manager	🔍
Brown	Joe	joe.brown@bellcorporation.com	414-555-5582	Regional Manager	🔍

HRconnection® Employee Information

- Personal information, emergency contacts, dependents and beneficiaries
- Time-off requests and history
- Life events
- Benefits elections

View Good Morning, Emily (Bell Corporation)



Home Company Info Benefits My Information Human Resources Vacation Admin Safety Wellness Admin

My Information Life Events Set up

Life Event FAQ [Set up](#)

What can I do here?
Changes in your working or your personal life can result in changes to your benefits. Having a baby? Getting married? Moving into a new home? Notify us as soon as possible to keep us up-to-date with your changes.

What exactly is a "life event"?
Anything that could potentially affect your employee data or benefit elections. Check the **Event Type** menu when you add an event for a list of approved life event classes.

What happens after I submit an event?
Your next steps will depend on the event you've submitted. We'll contact you as required.

Can I update or delete a life event?
You can't change a life event after you've submitted it, but your HR administrator can. Contact us for more information.

Life Events [Set up](#)

Event type: ■ Required field

Date of occurrence: ■

Comments: ■

Comments cannot contain more than 1000 characters.

Human Resources Information

- Company handbook
- Forms
- Recommended links
- Policies and procedures
- Training opportunities
- Job descriptions and postings

The screenshot displays the HRconnection website interface. At the top right, it shows a user profile for 'Good Morning, Emily (Bell Corporation)'. The main header features the 'BELL Corporation' logo and a navigation menu with options: Home, Company Info, Benefits, My Information, Human Resources (highlighted), Vacation Admin, Safety, Wellness, and Admin. Below the navigation, there are two 'Set up' buttons. The central content area is titled 'Human Resources FAQs' and includes a 'Have Additional Questions?' section with contact information for Human Resources. To the right, a 'Frequently Asked Questions' section lists several topics under 'Policies/Procedures' and 'Benefits', including: 'How do I change my address or other personal information?', 'What is the procedure an employee would follow in reporting a complaint/issue?', 'What is the procedure for Bereavement pay?', 'What is the procedure for Jury Duty pay?', 'What is the process for changing W-4 information?', 'What is the process for establishing or changing Direct Deposit?', 'Benefits', and 'PTO'.

HRconnection® Benefit Plans

- Enter company-specific plan information, grouped by plan type.
- Provide all information employees need to know about benefit plans, attach carrier forms and provide important links.
- Allow employees to compare plan choices side by side using the decision support tool.

The screenshot displays the HRconnection web application interface for Bell Corporation. At the top right, it shows the user's name 'Good Morning, Emily (Bell Corporation)' and a 'View' link. Below this is a banner image of a diverse group of office professionals. The 'BELL Corporation' logo is prominently displayed on the left. A navigation bar contains links for Home, Company Info, Benefits (highlighted), My Information, Human Resources, Vacation Admin, Safety, Wellness, and Admin. Below the navigation bar, there are tabs for 'Benefits' and 'Plan Information'. The main content area is titled 'Plan Information' and features a sidebar with a list of benefit categories: Medical, Dental, Vision, Life and AD&D, Short Term Disability, Long Term Disability, and Voluntary Life. The 'Medical' category is selected, showing a list of plans. The first plan is '\$1500 High Deductible PPO' with a 'View Plan Details' link and a 'Compare' button. The description for this plan includes the 'ACME BENEFITS' logo and contact information for Kimberly Murphy (kmmurphy@bellcompany.com, 414-555-5555). It also specifies the start and end dates (01/01/2015 - 12/31/2015), group number (528563), carrier (Acme Benefits), and eligibility criteria (Employees are eligible the 1st month following 90 day(s) after date of hire. (hourly employees)). A second plan, '\$250 Deductible PPO', is partially visible below.

Mobile Access

Employees can access the following via a mobile or tablet device:

- A searchable employee directory
- Time-off requests to manage and review
- Benefit plan information, including current elections and plan details

HRconnection®

Get Resourceful with HRconnection Today!

Any questions?

