

## Human Resources Intranets

The look and feel of an intranet is always a reflection of the culture and HR environment of the company that implements it. There are, however, some starting points to stimulate your thinking on the direction of your intranet project. The project can begin very modestly and scale up to address all of your corporate HR needs.

- Company Information Center
- HR Information Center
- Community Involvement Center
- Employee Education Center
- Career Center
- Benefits Center
- Employee Self-Service Center
- Manager Self-Service Center
- Executive Information Center
- Corporate Purchasing Center
- World Wide Web Links

### Advantages of a Company Intranet

Human Resource Departments can streamline paperwork and provide information 24 hours a day. HR staff can get out of the HR administration business and move into the more strategic functions that are what HR is truly valued for in an organization. Here are some of the advantages to having an HR intranet:

- Employee empowerment
- Information entered by people who can best verify its accuracy
- Information is no longer entered by a third party (HR processor) who adds no value
- Just-in-time availability of current information and processing tools
- Greatly reduced administrative burden for HR
- Increased availability of HR to perform value-added, strategic tasks
- Improved employee communication/feedback
- Rapid-response, technology-enabled culture

## Intranet Advantages to Employees

For an intranet to be successful, it should provide a better way for employees to access their information and the services of HR. Key advantages for employees are:

- Information is available at all times
- HR services and forms are available at all times
- Confidentiality

## Suggested Content for Your Intranet

### Home Page

- Current share price, other related statistics
- Hot company news

### Company Information Center

- Corporate policy (index by topic)
- Message from our President
- Corporate financials
- Press releases
- Ethics and values statements

### HR Information Center

- HR policy manual
- Employee handbook
- Employee directory
- Who's who in HR

### Employee Personal Information

- Pay/performance/benefit hours balance info
- Personnel information
- Group insurance information
- 401k/retirement plan information
- Benefit hours balance information
- Transcript of training classes taken
- Job description
- Pay stubs

### Community Involvement Center

- Policy statement from CEO
- Information on community involvement
- Sign up for the program

## Employee Education Center

- Policy statement
- Enrollment
- Online training available

## Career Center

- Check out internal job postings
- Apply for an internal job

## Benefits Center

- Group insurance information
- Group insurance enrollment
- 401k enrollment
- Stock purchase plan information/execution
- Beneficiary change
- Dependent information entry
- Summary plan descriptions

## Employee Self-Service Center

- Timecard submission
- Life events entry (marriage, new kid, etc.)
- Name/home address change
- Work address/phone/fax/email change
- Tax withholding change
- Direct deposit change
- Rideshare program enrollment

## Manager Self-Service Center

- Employee transfer
- Position title change
- Merit cycle salary review
- Off-cycle salary/position change
- Leave of absence begin/end
- Voluntary termination
- New position requisition
- Tuition reimbursement requests
- Workers compensation claims

## Corporate Purchasing Center

- Purchase an item from catalog
- Purchasing history for this cost center
- Track status of orders