peters & associates HR Portal

Making HR Better

5 Key HR Benefits from the Peters & Associates **HR**Portal

Human resources is all about people. As workforces become more geographically diverse and mobile, online tools for collaboration and communication are becoming increasingly important. The Peters & Associates **HR**Portal is a Microsoft SharePoint Online site designed to make it easy for your organization's team members to access Human Resources information, forms and processes. By giving employees direct access to information and services, it can reduce demands on the HR staff. In turn, your HR staff can spend less time answering questions about policies and benefits, and more time on organizational goals.

Leveraging your existing Microsoft Office 365, SharePoint Server 2013 or SharePoint Server 2016 implementation, the **HR**Portal utilizes Microsoft Active Directory security to control access. The responsive design automatically adapts for desktop computers, laptops, tablets and smart phones. The device is automatically detected and the page layout updated to provide a seamless user experience.

Available Designs

The Peters & Associates **HR**Portal site is available in two layouts, **Traditional** and **Windows 10**. Either can be deployed with your corporate logo and colors. The **Traditional** layout is just that, a department-style format for human resource information, forms and processes.

Traditional Design

The **Windows 10** design relies more heavily on icons. This layout provides your users with quick links to each HR areas without a lot of text on the main page.

Windows 10 Design
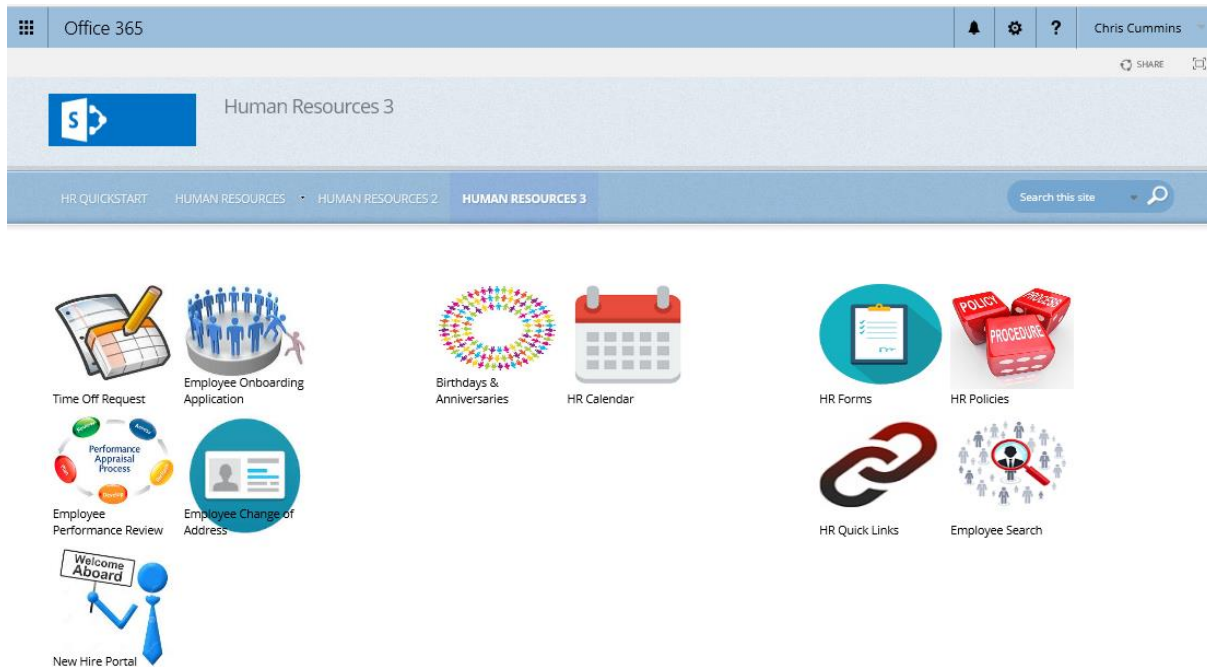
5 Key HR Benefits from the Peters & Associates HRPortal

Benefit 1: Security

These days security is a risk for every department in every organization, and HR is no exception. With the **HR**Portal your workforce can securely access HR information from anywhere, anytime, via multiple devices. This is done by using your existing Microsoft Active Directory set up with your users Office 365 login. Additionally, SharePoint security allows you to control who has access to the documents, information and utilities within the site.

Benefit 2: Ease of use

Most people these days have a multitude of logins and passwords for various applications for both work and personal use. One of the key benefits of the Peters & Associates **HR**Portal is users will not need another separate login to access HR information and applications. They will use the same credentials they use every day when accessing the organizational network. The site is also available on all the major web browsers, including Internet Explorer, Edge, Chrome, Google and Safari. And last, but not least, the design is responsive, which means that no matter what device your users use to access the site the page they get is automatically altered for perfect viewing.

Responsive Design
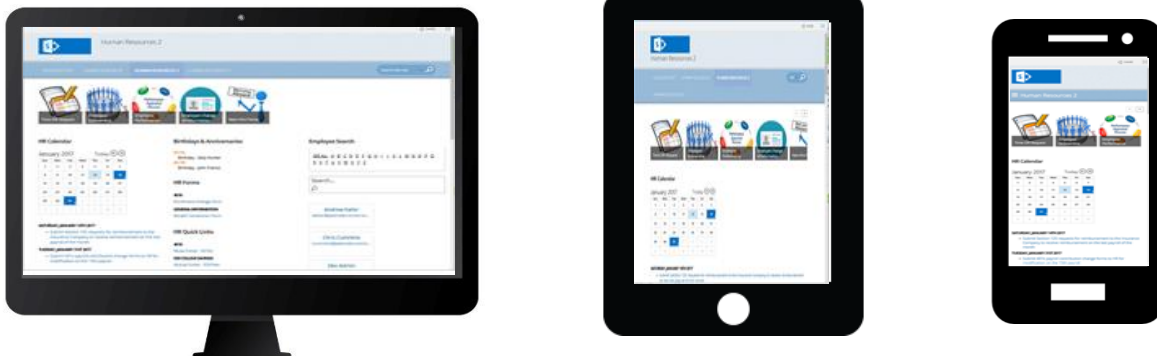
Benefit 3: Self-Served Workforce

SharePoint Search makes it easy to look for information on the site based on content, tags, author and timeline. Team members can access the site from anywhere they have an internet connection, so after-hours and weekend access are no longer problems. Online forms and workflows allow requests like time-off to be completed without intervention from the HR Staff.

Benefit 4: IT Free Maintenance

We have all been there, waiting for IT to update some application while one of our workers loses time better spent on other activities. The Peters & Associates **HR**Portal is specifically designed to make it easy for Human Resources staff to add, update, and remove content from the site. No more calls to the help desk when you need to make a change. The pre-configured HR categories allow for quick and efficient organize information. Additionally, Microsoft Office Web Apps (online versions of Word, Excel and PowerPoint) are fully integrated for easy content editing. SharePoint collaboration tools enhance the content editing process, including versioning control, check in / check out, and online approvals.

The example below shows how easy it is to add a new item to the HR Calendar. With just a few clicks of your mouse, you have full control over the content presented on your HR site.
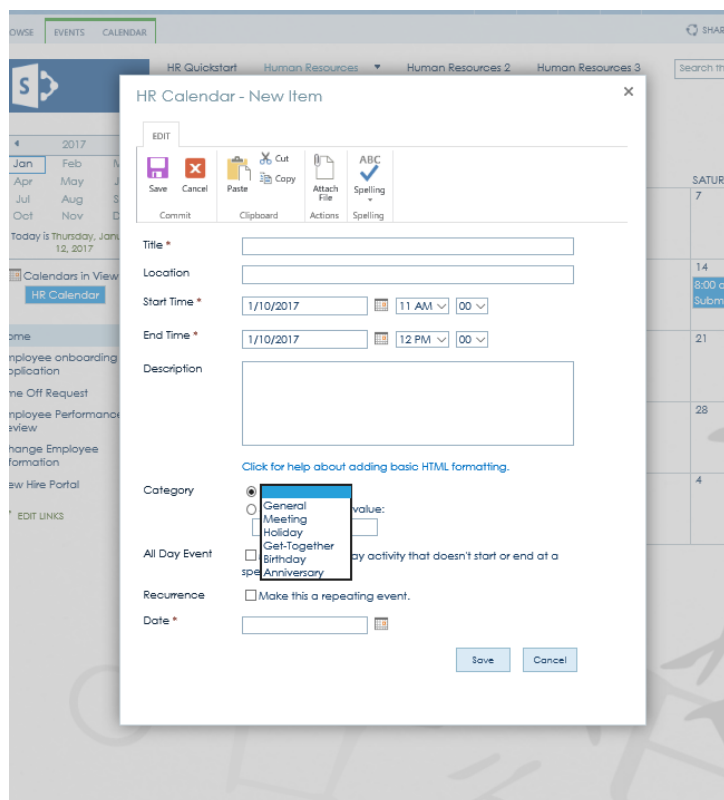
Area 5: Online Forms and Workflows

The Peters & Associates **HR**Portal includes the **online Time-off request form** and manager approval workflow. This allows you to not only provide this request process online to your workforce, but also automate the approvals - again alleviating any manual intervention needed from your HR staff.

There are additional workflows and forms available that can be added on to any deployment.

> **Employee Onboarding/Off-boarding** – Quickly assign tasks to groups in your organization to assist in employee onboarding, change of role, or termination.

New Hire Portal – Provide a first-day portal for new hires to get access to their hiring packet, forms to complete, and policies they need to read and acknowledge. Get real time alerts of their progress and a summary report for your records.

Employee Change of Information Form – Update address changes, emergency contact information, beneficiaries and dependents.

Performance Reviews – Tie individual employee goals to organization goals, send notifications for the review process, schedule reviews and complete a performance review, all online!

Getting started is Easy

The Peters & Associates **HR**Portal is a quick and stress-free way to realize the benefits of Office 365 and SharePoint Online. The deployment is handled by one of our experienced SharePoint developers. They will install the HR site, add your logo and colors, and then set up basic security and access rights to your new Human Resources site. Additionally, we will provide you with a comprehensive guide outlining how to manage your content and documents, an instructor-led walkthrough of the site with your IT and Human Resources team, and 8 hours of consulting time to assist you in rolling out your new HR site to your workforce.

For more information, contact Peters & Associates at info@peters.com or 630.832.0075. You can also check out our video blog at: http://www.peters.com/introducing-peters-associates-hrportal/.