

# HRconnection<sup>®</sup>



# HRconnection®

## Educate – Empower - Connect

HRconnection, the most powerful HR communication system available, features more ways to educate and empower your employees than any other site of its kind. Brown & Brown of Austin is pleased to bring you the solution to your HR and benefits communication challenges.

It is an easy-to-use employee Web site that serves as a custom company information and employee benefits expert. For employees, it provides 24-hour access to company and benefits information from any computer with Internet access. For employers and human resources personnel, HRconnection increases productivity and costs savings by providing employee self-service and improving employee communication efforts.



"We are impressed with all the information that is at the employees' fingertips. We love the ability to setup divisions and the ease of attaching data to the division it applies to."

—Kris, HRconnection User, Louisiana

HRconnection helps employers manage company information in one secure and convenient location that is easily viewed by employees. It is an easy-to-build Web site that is customizable to the agents and employer's preference. HRconnection allows human resources personnel to function more efficiently and devote more time to strategic issues.

### HRconnection Helps Employers...

- Communicate with employees and solve human resources challenges
- Improve employee satisfaction
- Save money!

### HRconnection Helps Employees...

- Instantly access up-to-date company and benefits information and useful forms
- Connect to comprehensive human resources information 24-hours-a-day, 7-days-a-week
- Learn about career growth opportunities, job postings, and training programs
- Obtain real time answers to frequently asked questions
- Enroll online

### HRconnection Helps Human Resources...

- Efficiently showcase benefit programs to employees and their families
- Communicate important company information to all employees in a consistent, timely, and useful manner
- Attract and retain valued employees by portraying a high-quality image



“We wrote two BORs specifically because of HRconnection. The one client liked the fact that they could separate divisions for its own staff and for areas of expertise. The other client, who doesn’t have a specific HR department, was excited to have one central, convenient location to store forms, rather than in the disorganized manner they were kept before HRconnection.”

— Mary, HRconnection Agent, Missouri

## Choose the Features that Fit your Company’s Needs...

### Company Homepage

Companies that use HRconnection receive their own homepage. On this homepage, your clients can:

- Display a customized greeting
- Provide a list of links to employer-recommended Web sites
- Activate a Message Board with current company announcements.
- Schedule and display targeted Communication Campaigns.

### Company Information

HRconnection’s Company Information section contains basic facts and data about the employer, allowing new and long-term employees alike to have all the company facts they need — right at their fingertips.

The Company Information area can include:

- An employee directory
- Departmental contacts
- Birthday and Anniversary lists
- A list of recognized holidays
- Mission statement and vision
- Company history

### HR Information

The HR Information area of HRconnection eliminates the need for distributing bulky and costly company handbooks, forms, policy and procedure information, and more. The HR Information area also allows employees to view detailed, client-specific answers to their frequently asked questions.

### Benefit Plans

The Benefit Plans section of HRconnection provides access to everything employees want to know about their benefit plans, taking Human Resources personnel out of the middle. Benefits are listed by type (Medical, Dental, Vision, Life), and within each plan type, employees can obtain general plan information and benefit summary information.

Employees can:

- View plan design information including rates and eligibility
- Access Summary Plan Descriptions
- Compare plan details
- Obtain plan forms
- View carrier contact information

### Career Growth

You can prove your commitment to your employees’ growth and development by showcasing job postings and training programs on HRconnection.

### Administrative Functions Summary

With HRconnection, you will find unsurpassed sorting, grouping, and categorization capabilities and a customizable menu system. Some additional administrative capabilities of HRconnection include the ability to:

- Choose from forty-eight different color schemes and over twenty images for a customized homepage
- Create an unlimited number of company divisions and display different information for each division.
- And much more!

HRconnection is the easiest employee Web site to set up and update, with the fastest and most flexible administrative functions available.

# HRconnection...



"HRconnection is one of the main reasons I am working with this agency. It is not just an employee communication tool, it actually enables me to take my HR capabilities to the next level. The way our organization delivers and extends our HR services to our employees has changed immensely."

—Chris, HRconnection Agent, Wisconsin

## Employee Data Module

In addition to all of the functionality of the Base Module, the Employee Data module of HRconnection allows you to maintain a database of employee information against which you can run reports.

### Employee Information

The Employee Information section allows you to track employee specific data. Employees will have access to their personal information and can update it at any time. You can also run reports on that information for your use, to compare changes to employees' records.

### Dependent Information

The Dependent Information section allows you to track dependent data. Employees will have access to their dependent information and can update it at any time. You can also run reports on that information for your use.

### Vacation Tracking

The Vacation Tracking function allows employees to see their own vacation summary by type of time off (e.g. vacation, personal days, sick days, etc.).

Employees can submit vacation requests online, and supervisors and managers can likewise approve or deny those requests online.

The Employee Attendance, Pending Vacation, and Out-of-Office functions allow them to view and process the vacation requests of their employees.

### Orientation Wizard

The Orientation Wizard can be activated to walk a new employee through important company information, provide them with the forms they need to complete, as well as allow them to update or add personal and dependent information to the database.

The Orientation Wizard exposes the employee to important company information as well as helps drive home the point that the employees really should be accessing HRconnection to obtain information.

### Administrative Functions Summary

- Upload employee data, including dependent information, addresses, phone numbers, emergency contacts, job title, plus custom fields from an Excel spreadsheet.
- Report against employee information stored in the site

- Customize a new employee orientation wizard
- Track employee time off
- Walk through a wizard to move employees from one division to another

### Reports Available

- Employee Changes – monitor changes to information
- Employee Information – extract information
- Employee Username – use this to distribute login information
- Employee Vacation Requests – extract request detail
- Employee Vacation Totals – use this to create a new upload for a subsequent time period

The Employee Data Module of HRconnection provides employees access to the important company information, as well as information specific to them.



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"A carrier asked me for a few hire dates that were wrong on her insurance forms. I was easily able to find them in about 30 seconds thanks to HRconnection. Thank you for this tool, it is great!"

—Lora, HRconnection User, Texas

## Election Module

The Election Module of HRconnection allows you to take the Employee Data Module one step further by allowing employees to make their benefit elections within the site.

### Benefit Plans

Employees can:

- Make benefit elections during open enrollment
- Select covered dependents or beneficiaries for each plan
- Update benefit selections if they experience a life event
- View personal elections throughout the year

### Administrative Functions Summary

- Create an open enrollment period for the entire company or for an individual that has experienced a life event
- Run reports against the employee election information stored in the site
- Administer life events and open up enrollment periods for life event changes or for new hires

### Available Reports

In addition to the reports available with the Data Module, Administrators will also have access to the following reports:

- Benefit Comparison Report - Use this report to compare employee elections at two points in time
- Carrier Extract Report - extract election information that can be supplied to carriers
- Census Report - create an employee census for any line of coverage
- Elections Summary - create an election summary for an individual or all employees (which is available to the employees in the benefit plans section of the site)
- Enrollment Report - monitor employees' enrollment status
- Flexible Spending Report – extract annual and per pay period FSA contributions by employee
- Payroll Extract Report – pull payroll information
- Personal Instruction Sheet - generate a personal instruction

sheet for employees' to use during open enrollment and for employees who do not have access to the Internet to make their elections

- Plan Design Report - provides detailed information, including rates and benefits, on any of the plan offerings
- Premium Report - reconcile a carrier's monthly billing
- Projected 401(k) Premium Report – show projected employee 401(k) contributions

The Election Module of HRconnection allows the employee to view not only their personal information, but also their election information at any point in time during the year.