

HRconnection®

EMPLOYEE INTRODUCTION TO HR AND EMPLOYEE BENEFITS TOOL

Challenges

- ✓ Do you or your family ever have questions about your health plan or benefits that you need answered right away?
- ✓ Are you familiar with what your health plan covers —before you go to the doctor or receive a bill?
- ✓ Do you ever wonder whether a doctor or hospital is in your network?
- ✓ Do you ever lose or misplace important paperwork and forms, such as benefits information, company policies and vacation requests?
- ✓ How do you keep track of important company information, such as upcoming events, paid holidays, training opportunities and job postings?



HRconnection® is your online source for important company and benefits information.

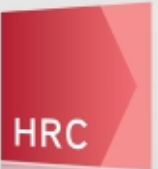
Available 24/7, this portal lets you and your family find the information, forms and paperwork you need, anytime, without having to dig through paper files or wait until business hours to contact Human Resources.



HRconnection Helps Employers:

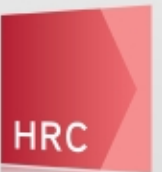
Here are some of the tasks you can accomplish quickly and easily with HRconnection:

- View a summary of your employee benefits
- Access detailed information about your health plan, including covered benefits and in-network providers
- Elect your benefits online (and view prior elections)
- Print out benefits enrollment and change forms
- Access expense forms, W-4 and payroll forms, and other important company forms
- Make changes to personal information (address, emergency contacts, beneficiaries, etc.)



HRconnection Helps Employees:

- Request, view and manage your vacation or time off
- Keep up to date with company events and paid holidays
- View your employee handbook
- Search the employee database for phone numbers, birthdays and anniversaries
- Sign up for training and career development opportunities
- Access an employee bulletin board to sell, buy or announce
- Access important information and tasks from your mobile device
- And more!



Access When and Where You Need It

- ✓ 100 percent online
- ✓ Access 24 hours a day, 7 days a week
- ✓ Available from any computer or mobile device with Internet access
- ✓ Self-serve information when you want and need it

HRconnection® Employee Login

- ✓ When you type in www.hrconnection.com, you will arrive at this screen.
- ✓ Type in your personal username and password here. Select “Retrieve login information” to have your credentials emailed to you.

ZYWAVE

The screenshot shows the HRconnection Employee Portal login interface. At the top, there is a dark header with the text "HRconnection® Employee Portal". Below this, the login form includes a "User name:" label followed by a text input field, and a "Password:" label followed by a password input field. A checkbox labeled "Remember me" is positioned below the password field. To the left of the "LOG IN" button is a link labeled "Retrieve login information". The "LOG IN" button is a green rectangle with white text. Below the login form, there is a section titled "Your HR resource" with a paragraph of text: "Visit HRconnection for your vital HR needs, including company information, benefits election, time off tracking, and much more." Below this is another section titled "First time here?" with a paragraph: "Click **Retrieve login information** to get started with HRconnection—or contact your broker for more information." At the bottom of the page, there is a copyright notice: "© 2015 Zywave, Inc. All rights reserved" and four links: "Terms & Conditions", "Privacy Statement", "DMCA", and "Cookie Usage".



HRconnection® Home Page

- Welcome message and seasonal announcements
- Employer-recommended links
- Targeted communications
- Time-off requests and tracking



The screenshot displays the HRconnection Home Page. At the top, there is a header with the BELL Corporation logo on the left and a navigation bar with links: Home, Company Info, Benefits, My Information, Human Resources, Vacation Admin, Safety, and Wellness. Below the navigation bar, the page is divided into several sections:

- Welcome to HRconnection:** A message from HRconnection stating its purpose to increase company communication and provide additional services to all employees. It includes a list of recommended links: [Verify your personal information](#), [Add My Family/Contacts](#), [Make your e-statement](#), and [Verify your vacation status](#).
- Top Salesperson of the Month:** A congratulatory message to Jeremy Fetisov for his second consecutive month as the top salesperson. It mentions his continued use of the MHP Parking Pass and a three-day, two-night stay for two in Wisconsin.
- Vacation Quick View:** A section for upcoming vacation information, currently showing "UPCOMING" and "Hours: No time off requests entered".
- Employee Communications:** A section titled "5 WAYS TO MAKE SPRING CLEANING PAY OFF" featuring an image of green cleaning gloves and a sponge. It provides tips for spring cleaning, including:
 - Change air-conditioning filters:** Keeping filters clean improves air quality and efficiency.
 - Dust off electronics, light bulbs and vents:** Dust prevents appliances from running at maximum capacity.
 - Seal air leaks:** Warm air seeps out in winter, and cool air seeps in during the summer. 30 percent of heating and cooling bills are consumed by air leakage.
 - Vacuum refrigerator coils:** Keeping coils clean increases energy efficiency and can save about 6 percent of a fridge's electric bill.
- New Faces:** A section introducing new team members:
 - Melissa Stevens, Web Designer
 - Daniel McCarthy, Customer Service Representative
 - Elizabeth Porter, IT Systems Analyst
- Recommended Links:** A link to the "2015 Plan Selector" with a brief description: "Use this link to help you determine the best medical plan for you and your family in 2015."



HRconnection® Company Information

Access company information 24/7.

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

View Good Morning, Emily (Bell Corporation)

BELL Corporation

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

Company Info **Employee Directory** [Set up](#)

Employee Directory

[Reset Filters](#)

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	Q
Balestri	Sally	sally.balestri@bellcorporation.com	414-555-5576	Account Executive	Q
Bell	Christopher	matt.duggan@zywave.com	414-555-5563	Executive Vice President & CFO	Q
Bell	Katherine	katherine.bell@bellcorporation.co	414-555-5591	Executive Vice President & COO	Q
Bright	Dell	dell.bright@bellcorporation.com	414-555-5586	Regional Manager	Q
Brown	Joe	joe.brown@bellcorporation.com	414-555-5582	Regional Manager	Q

HRconnection® Your Information

Update HR when you have a life event or change of address. View your time-off requests and benefits elections in one place.

- Personal information
- My family and contacts
- My time off
- Life events
- My elections

View Good Morning, Emily (Bell Corporation)

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: Birth/Adoption of Child Required field

Date of occurrence: 08/17/2014

Comments: Please add Natalie Smith as a dependent. Comments cannot contain more than 1000 characters.

Save Cancel



Human Resources Information

Download company resources and sign up for training at your convenience.

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

The screenshot shows the HR website for Bell Corporation. At the top right, it says "View Good Morning, Emily (Bell Corporation)". The main header features the "BELL Corporation" logo and a photo of a diverse group of employees working at computers. Below this is a blue navigation bar with links for Home, Company Info, Benefits, My Information, Human Resources (highlighted), Vacation Admin, Safety, Wellness, and Admin. Under the "Human Resources" link, there is a sub-menu with "FAQs" highlighted. The main content area is divided into two columns. The left column is titled "Have Additional Questions?" and includes a "Set up" button and text stating: "Bell Corporation has provided answers to your most commonly asked questions. Please contact Human Resources (hr@bellcorporation.com) if you need more information." The right column is titled "Frequently Asked Questions" and also has a "Set up" button. It lists several questions under the "Policies/Procedures" category, such as "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?", and "What is the process for establishing or changing Direct Deposit?". Below this, there are sections for "Benefits" and "PTO".

HRconnection® Benefit Plans

Access benefit plan information for the company, organized by plan type. Find carrier forms and important links in one place. Compare plans side by side.

- Plan information

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 side of the banner. A navigation bar below the banner includes links for Home, Company Info, Benefits (highlighted in yellow), My Information, Human Resources, Vacation Admin, Safety, Wellness, and Admin. Under the 'Benefits' menu, 'Plan Information' is selected. The main content area is titled 'Plan Information' and features a sidebar with a list of plan categories: Medical, Dental, Vision, Life and AD&D, Short Term Disability, Long Term Disability, and Voluntary Life. The 'Medical' category is currently selected. The main content area shows a list of medical plans. The first plan is a '\$1500 High Deductible PPO' with a 'View Plan Details' link and a 'Compare' button. Below this, the 'Description' section features the 'ACME BENEFITS' logo and contact information for Kimberly Murphy, including her email (kmurphy@bellcompany.com) and phone number (414-555-5555). It also provides the start and end dates (01/01/2015 - 12/31/2015), the group number (528563), the carrier name (Acme Benefits), and the 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 at the bottom of the list.



Mobile Access

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?

