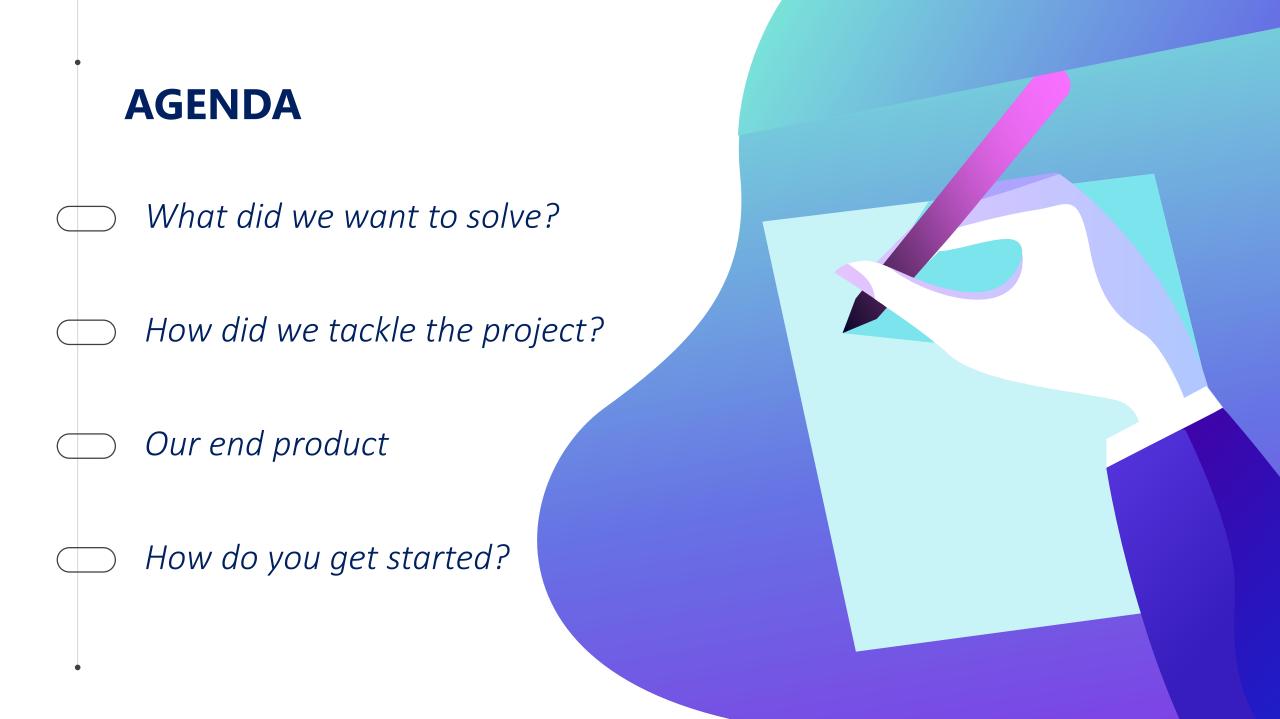
# How to Build an Employee-Friendly HR Online Portal

Christelle Morgan, Director of HR Operations Liberty Public Schools



# How do your employees get answers to their HR related questions?



# Our Goals

- Self Service
- 24/7 Access
- User Friendly
- Resource for our HR team

## **Project Steps**

- Research the Technology
- Pinpoint Content
- Organize Content
- Create Content



### www.lps53.org/InsideHR

#### Home → Sign In

#### ENTER YOUR USER NAME AND PASSWORD TO SIGN IN.

You can use this site without being registered or signing in, but registered users who sign in may have access to additional features and information. Please remember that your password is case-sensitive.

* User Name:		
* Password:		
Sign In	Forgot My Password	

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### **Get In Touch**

8 Victory Lane, Liberty, MO 64068

816-736-5300

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Home → Inside HR → Inside HR → Inside HR Home

#### **INSIDE HR**

- Inside HR Home Page
- **Personal Events**
- **Time Away**
- Health & Wellness
- Financial Wellness & Compensation
- Career

#### WELCOME TO INSIDE HR!

Do you need to update your marital status, request a medical leave, get detailed information on our health or dental insurance, or view your work calendar? If so, you have come to the right place. Click on the links below for detailed information on various HR topics in the Personal Events, Time Away, Health and Wellness, Financial Wellness and Compensation and Career sections.

Search HR Topics

#### **PERSONAL EVENTS**



#### **TIME AWAY**



#### **QUESTIONS?**

Contact our HR Team (816) 736-5300 lpsHR@lps53.org

Meet our HR Team

Edit F

Liberty Publicschools 53

Find it

Our District For Families

#### **HEALTH AND WELLNESS**



#### FINANCIAL WELLNESS AND COMPENSATION



#### CAREER













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Home → Inside HR → Personal Events → Personal Events

#### **PERSONAL EVENTS**

**Inside HR Home Page** 

**Personal Events** 

- Address Change
- **Beneficiary Change**
- **Benefits Change Eligibility**
- Death of a Family Member
- **Emergency Contact Change**
- Leaving the District
- Marital Status Change
- Name Change
- **New Baby**
- Personal Illness
- Retirement
- **Work Accommodation**
- **Work Related Injury**

#### PERSONAL EVENTS

Click on the links below for detailed information on the following topics or search HR topics by clicking <u>here</u>.

- **Address Change**
- **Beneficiary Change**
- **Benefits Change Eligibility**
- Death of a Family Member
- **Emergency Contact Change**
- **Leaving the District**
- **Marital Status Change**

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- **New Baby**
- Personal Illness
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- Work Related Injury



#### **QUESTIONS?**

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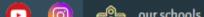
















Home → Inside HR → Time Away → Time Away

#### **TIME AWAY**

Inside HR Home Page

**Time Away** 

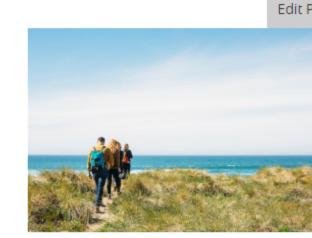
- Bereavement
- **Breaks**
- Family and Medical Leave
- Holidays
- Inclement Weather
- **Jury Duty**
- Maternity and Paternity Leave
- Military Leave
- Paid Time Off
- Time and Attendance Handbook
- **Travel Assistance**
- Vacation

#### TIME AWAY

Click on the links below for detailed information on the following topics or search HR topics by clicking here.

- Bereavement
- Breaks
- Family and Medical Leave
- Holidays
- Inclement Weather
- **Jury Duty**
- **Maternity and Paternity Leave**

- Military Leave
- Paid Time Off (PTO)
- Time and Attendance Handbook
- Travel Assistance
- Vacation
- **Work Calendars**
- **Worker's Compensation Leave**



#### **QUESTIONS?**

Contact our HR Team (816) 736-5300 lpsHR@lps53.org



Home → Inside HR → Health & Wellness → Health & Wellness

#### **HEALTH & WELLNESS**

Inside HR Home Page

Health & Wellness

- **Accident Insurance**
- **Benefits Change Eligibility**
- Benefits Groups and Eligibility
- **Benefits Guide**
- **Benefits Open Enrollment**
- **Benefits Overview**
- **Benefits Premiums**
- COBRA
- Critical Illness Insurance
- Dental Insurance
- **Employee Assistance Program**
- **Fitness Centers**

Find it

Flexible Spending Account

#### **HEALTH & WELLNESS**

Click on the links below for detailed information on the following topics or search HR topics by clicking here.

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- **Benefits Change Eligibility**
- Benefits Groups and Eligibility
- Benefits Guide
- **Benefits Open Enrollment**
- **Benefits Overview**
- **Benefits Premiums**
- **COBRA**
- Critical Illness Insurance
- **Dental Insurance**

- **Fitness Centers**
- Flexible Spending Account (FSA)
- Health Insurance
- Health Savings Account (HSA)
- Life Insurance
- **Long-Term Disability**
- **Short-Term Disability**
- Travel Insurance
- Vision Insurance
- Wellness Program and Incentive



#### **QUESTIONS?**

Contact our Benefits Team

Casey Fordyce: (816) 736-7114

Debbie Waggener: (816) 736-6705

benefits@lps53.org

Contact our Wellness Coordinator

Rebecca Fisher: (816) 736-5536 rebecca.fisher@lps53.org















Home → Inside HR → Financial Wellness & Compensation → Financial Wellness & Compensation

#### FINANCIAL WELLNESS & COMPENSATION

**Inside HR Home Page** 

Financial Wellness & Compensation

- 403(b) and 457(b) Plans
- 529 College Savings Plan
- **Identity Theft Protection**
- In-District Mileage Reimbursement
- Kansas City Earnings Tax
- **Payroll Dates**
- **Payroll Deposits**
- **PSRS** and **PEERS**
- Salary Schedules
- Tax Documents W-2 and 1095-C
- Tax Filing Status Change
- Wiew Davebeck

### FINANCIAL WELLNESS & COMPENSATION

Click on the links below for detailed information on the following topics or search HR topics by clicking <u>here</u>.

- 403(b) and 457(b) Plans
- 529 College Savings Plan
- **Identity Theft Protection**
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- Kansas City Earnings Tax
- **Payroll Dates**

- **Payroll Deposits**
- PSRS/PEERS
- Salary Schedules
- Tax Documents W2 and 1095-C
- Tax Filing Status Change
- View Paycheck



#### **QUESTIONS?**

Contact our HR Team

(816) 736-5300

lpsHR@lps53.org

Contact our Payroll Team

(816) 736-5300 payroll@lps53.org









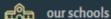




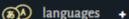














Home → Inside HR → Career → Career

#### CAREER

#### **Inside HR Home Page**

#### Career

- Administrative Leadership Academy
- Apply Internally
- **Board Policies**
- **Candidate Referral**
- **Cooperating Teachers**
- **Current Openings**
- **Degree Completion**
- **Employee Handbook**
- **Evaluations**
- **Identification Badge**
- Job Descriptions
- **New Employee Toolkit**

#### CAREER

Click on the links below for detailed information on the following topics or search HR topics by clicking here.

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- **Degree Completion**
- **Employee Handbook**
- **Evaluations**

- **Identification Badge**
- **Job Descriptions**
- **New Employee Toolkit**
- **New Teacher Information**
- Salary Schedules
- Suburban Conference Games Admittance
- Time and Attendance Handbook
- **Transfer Internally**
- **Work Calendars**



#### **QUESTIONS?**

#### Contact our HR Team

(816) 736-5300

lpsHR@lps53.org



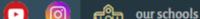








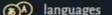












## Some Examples

Benefits Open Enrollment

Health Insurance

Health Savings Account

Dental Insurance

Vision Insurance

### Our End Product

- Content is ever changing; we update regularly
- Can't imagine not having it
- Great tool for Benefits Open Enrollment
- Training resource within our HR team
- Still working to remind employees it is there
- What's next?

## How do you get started?

- Learn what technology is available to you
- Use the <u>content outline</u> provided
- Gather existing content
- Land on layout
- Set a go live date as a target
- Plan a marketing campaign



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