



EMPLOYEE PORTAL

Strategic Objective: Effective Employee Interaction

Today, employees expect organizations to provide company and individual information in a timely, accurate and responsive manner. To attract and retain top talent, many organizations are pursuing an interactive communication system: **Employee Portal**. There are many challenges in providing and maintaining a portal.

To be truly effective, communication must be a two-way or bi-directional process. The portal must provide employees with timely corporate information and personal accounts information. An effective portal also provides a mechanism for employees to interact with the organization to maintain information, make choices, report issues and inform the organization of their needs, all in a secure and responsive manner.

An effective portal will relieve a significant amount of workload from your corporate administrative staff.

A case for: Primebyte Portal

Workforce is “tech-savvy”

Not long ago, few individuals had a home computer. Now most individuals have a personal computer, mobile phone, IPOD and more.

These individuals are comfortable with using interactive technology for discreet, timely and accurate information exchange.

The web is secure

The issue of maintaining confidentiality and security while using the web can be easily addressed. You're certainly familiar with web banking and bill payment. These are forms of secure web transactions.

Internal Corporate IT staffs are very busy

Primebyte takes care of all the technical issues. All you need is web access. Primebyte also easily integrates with the organization's legacy systems for data access and data maintenance. This leaves your internal IT staff to focus on other priority projects.

It's cost effective

Using Primebyte BA's built-in portal eliminates capital costs and manpower requirements to maintain your portal.

Primebyte's portal is full function

Primebyte BA's portal provides easily accessible functions and features that provide the employee with unparalleled information and communications capabilities while ensuring security and control for the organization.

Characteristics of an effective Portal

1. ***Bi-directional communications, real-time and interactive***
2. ***Promoted and used (where to get Co. info)***
3. ***Multiple display and contact capabilities***
4. ***Secure and confidential***
5. ***Integration capabilities (internal and external systems)***
6. ***Ability to monitor & measure usage***

How will it benefit my organization?

Newsletter, announcements, communications

There is no better method of distributing news or providing recognition than an organization's electronic newsletter.

Policies, procedure, guidelines, forms

Proactively fulfill your regulatory and compliance responsibilities.

Training, education, enrollment, scheduling

Multi-media capabilities (animation, voice and video) and data collection with electronic forms can provide significant savings.

Questions, inquiries, clarification

Corporate customer service in a controlled environment can be achieved using portal communications.

Corporate identity and inclusion

Corporate calendar of events, employee picture exchange, etc

Corporate Services

Human resources and benefits administration are examples of bi-directional data distribution and collection that can be applied company wide.

External Services

Provide access to applications (*Dr. & pharmacy connections*) and links to external websites (*weather, retirement or financial services*) that employees consider of value.

To Ensure Success

Maintain the Portal and Information

If it is not current & accurate, it will be of little value and not used.

Push the communications out

Send e-mail to employees at work and home; generate voice and text messages; and promote the portal in all corporate communications.

Pull communications in

Make it accessible 24x7 via the web, phone or other electronic devices. Consider spontaneous “rewards” for using the portal.

Above all: Make it usable and useful

The portal must have critical information and features that the employee wants or needs that make a compelling reason for its on-going use.