

**business  
to employee  
portal solutions**



**give employees  
the best of the  
Internet and your  
corporate intranet  
for a competitive  
advantage**

**stay connected,  
get information,  
work smarter.**

**HPs business to employee portal simplifies access to corporate information, personal data, transactions and services. It removes the need for your employees to search various websites to locate important resources. It empowers individuals with self-service access, enabling your employees to control their work and life tasks. It releases critical resources within your internal departments to add value within their spheres of competence. All your employees can keep up to date with what is going on in the company, from daily news and information to communications across all business functions and across the world.**

**"The B2E portal is a customised, personalised mix of news, resources, applications and e-commerce options that becomes the desktop destination for everyone in an organisation – and the primary vehicle by which people do their work" – FastCompany**

Many global organisations with a distributed workforce are faced with the challenge of ensuring effective and efficient management of their employees. With a distributed workforce, they need to provide instant, secure and easy access to corporate and external information and services for their employees, wherever they are working.

HPs business to employee portal solutions fulfil these needs by offering an employee-centric e-enabled environment that provides applications, services and information to your employees. The result of this is more productive employees, together with reduced costs of providing business systems. HPs business to employee portal solutions are an enabler for an internal ecosystem, releasing the power of internal "companies" by providing a common linkage.

The portal offers your employees a personal e-space to manage their work and life events. The portal will change the way your employees work, by providing them with a one-stop information source for all of their information needs, both work and life related. The design ensures that your employees "can make a difference" by owning their own data and having the power to initiate changes via web-enabled tools and transactions. HPs business to employee portal solutions have a framework that integrates disparate functional modules to offer an employee centric view of events.

HPs business to employee portal solutions comprise of a set of services that are built around HP's expertise in developing its own portal. The services entail working with you to design and build a solution based upon modules that are customised to fit your environment (existing applications, depth of integration required, depth of HR functionality and desired corporate culture). The final design can also capitalise on HP's existing service provider relationships by offering inclusion of these

## what is an employee portal (B2E)?

within the solution. An integral element of the solution entails establishing a "Portal Ready" infrastructure, tuned to meet your needs. HP will install the solution and provide training within your company. Also if you decide that you would prefer to have the solution managed for you, then HP can provide a hosted employee portal service.

**HPs business to employee portal solutions will provide your company with :**

A single corporate homepage

A single channel for personalised access to services on the Intranet and Internet

A foundation to deliver integrated cross-functional information and services

- Human resource and finance
- Corporate communications
- Sales and marketing
- Supply chain
- Customer relationship management

Some of the key features of the New Employee Portal solution include –

**Life tab** – an 'e-self service' of useful information, for example, checklists for everything your employees need to do at work when they get married, move house or have a baby. They are even able to change their personal details on their files.

**Work tab** – where employees can manage job-related information and track career progress.

Includes :

- Checklist for new starters, retirees, changing working patterns
- Details of your company policies and programmes, such as incentive schemes etc
- Information on employment data and job data history
- Access to essential forms

'**Organisation tab**' – where employees connect to personalised organisation resources. The information includes

- Specific role-related web sites
- Tools and resources related to the role
- Processes and procedures for the business unit

'**I want to Tab**' – where the most common transactions (not just frequently asked questions) are easily performed by employees.

These features let any employee quickly and easily navigate the overwhelming sea of data and services from the Internet, Extranet and your Intranet, all in one place.

Your employees can connect everyday to a personalised 'webtop' that provides instant access to fresh, relevant content and services. Your IT organisation gets an end-to-end, mission critical portal solution deployed quickly and easily and fully supported by HP.

### Benefits of the Employee Portal

HP's business to employee portal solutions will help you meet your 'human capital' strategic objectives including cost reduction through operational efficiency, driving accountability and cultural change. The solution positions HR as a strategic partner while enabling managers to manage their people and employees to manage their work life.

The significant benefits include :

#### Increase the adoption of Internet technology within your company :

- Enable your Enterprise to transform into an e-enabled company
- Raise your market perception as an Internet-enabled organisation
- Shifts employee transactions and enquiries to the web, enabling HR and call centre service operations to be efficient and focus on strategies



- Greater dissemination of applications and information, ensuring everyone has access to the same up-to-date information
- Implement a knowledge management platform that enhances access to corporate information and organisation learning and experience
- enable secure access anywhere to services through a "Portal-Ready" infrastructure

#### Lower Costs

- Reduce operational costs through employees' self-service capability
- Step-function process improvement through streamlining operations
- Release senior functional specialists to focus on strategic issues, enhancing their value creation opportunities
- Accelerate company mergers by providing an enhanced integration platform
- Rationalise infrastructure and web (Intranet and Internet) access and control

#### Benefit from Best Practices

- Take advantage of proven solution expertise, reducing time to market
- Exploit Best Practices in business processes embedded within the system
- Exploit access to proven service providers
- Benefit from a dedicated service manager within HP handling all service aspects.

#### Drive culture change and reinforcement of company brand:

- Enable self-service, empowering individuals to take control
- Utilise a more effective media channel to deliver corporate communications
- Enable virtual communities, organisations and "work anywhere" structures
- Reinforce branding: vision, values and behaviour
- Drive increased innovation, customer focus and accountability
- Improve e-business literacy
- Manage reporting and performance

**Portals are a major element of HP's e-services strategy, which is focused on moving the Internet from a "do it yourself" model to a "do it for me" model, fuelled by electronic services. HP's business to employee portal solutions provide complete portal-building and knowledge-management capabilities for large enterprise portal applications. The portal solution will enable organisations to have a single point through which they can deliver e-services effectively and securely to their employees.**

## Meet the needs of your changing workforce :

- Enables communities, mobile working – as employees begin to work more remotely they can still access company information, including while they are on the move
- Extend connectivity possibilities as employees become more mobile – cell phones, palm-pilots, laptops, mobile devices
- Provide business applications on an understood, Internet style environment, enabling faster adoption

The initial solution offering comprises of a standard set of service and solution components. These components will be configured and adapted to your specific needs to ensure that the employee portal delivers what you need and when you need it.

## Case Study – HP has done it itself !!

What better endorsement than the fact that HP has done this itself with its @hp employee portal. HP is using the solution and making e-services real within the company. As part of HP's corporate re-invention programme, the company has addressed internal systems and processes, saving costs, time and enabling functional specialists to focus on strategic issues. This strategic initiative was designed to support a global, mobile and learning organisation. HP's business to employee portal solutions enables HP to share its best practices and learning gleaned from its implementation within your company.

The implementation went live in over 50 countries concurrently, providing essential services to over 80,000 employees. Improved processes include payroll, expenses settlement, HR help desk and updating personnel records.

'@hp is moving HR into e-services. It provides a 24 hour a day access to work and life information for employees. There is no need for employees to hunt and search through endless websites and files to find the right information. The company has access to globally consistent information and transactions that will help create a unified company'.

*Kate Patton, UK HR Director, HP.*

## Typical Architecture

The employee portal architecture encompasses two distinct components –

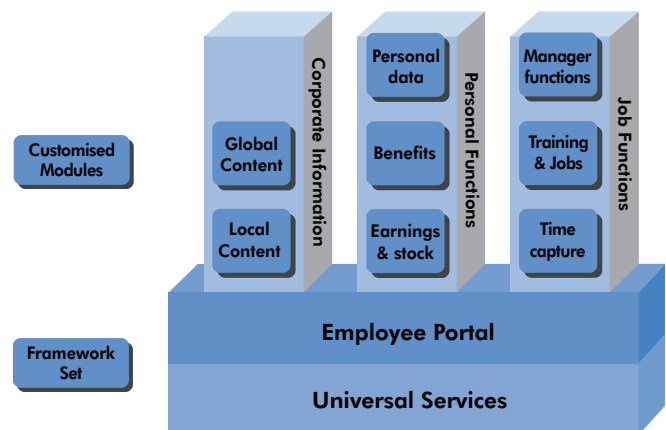
Framework Set

Customised Modules

The 'Framework Set' provides a suite of services and capabilities used by one or more modules, combined with a portal platform. Universal services include search, security, content and knowledge management, reporting and measurement and application integration.

The portal platform provides the "look and feel" of the portal, defining the menu system and integrating it with relevant information.

## The Employee Portal Architecture



The 'Customised Modules' are designed for each organisation and provide the specific capabilities needed. Typical modules include:

- Personal Function Module – includes essential functions related to the individual – e.g. update personal data, benefits information, earnings and stock options.
- Job Function Module – Time Capture, training and skills profiles, manager functions, How do I...?
- Corporate Information Module -includes global content and local content

HP is also working to increase the functionality of the solution and to include the following features within the solution :

- Extended process maps
- Incorporation of e-speak for dynamic service discovery
- Automated Processes – incorporating workflow technology to provide proactive control of processes
- Trusted e-services – incorporates preferred service provision

## Why Choose HPs Business to Employee Portal Solutions ?

- ✓ Faster time to market through proven capability
- ✓ Cost savings realised quicker
- ✓ Provides an employee centric view, not a functional view
- ✓ Transactional view enables increased efficiency
- ✓ Total solution provision including infrastructure upgrade services and total lifecycle support
- ✓ Encapsulates the process steps
- ✓ Embodies HP best practices
- ✓ Incorporates intelligent guides under "how do I...?"

If required, operational support on a 365 x 24 basis

For more information please contact your HP sales representative or visit

[www.hp.com](http://www.hp.com) or e-mail [employee\\_portal@bra.exch.hp.com](mailto:employee_portal@bra.exch.hp.com)