

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?

AGENDA

- What did we want to solve?*
- How did we tackle the project?*
- Our end product*
- How do you get started?*





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**

A top-down view of a business meeting with several people around a table. They are looking at documents, a laptop, and a tablet. The scene is overlaid with a blue-to-purple gradient.

Our End Product

www.lps53.org/InsideHR

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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.

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8 Victory Lane



Get In Touch

8 Victory Lane, Liberty, MO 64068

816-736-5300

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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](#)



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HEALTH AND WELLNESS



FINANCIAL WELLNESS AND COMPENSATION



CAREER



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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 [here](#).

- 🔍 Address Change
- 🔍 Beneficiary Change
- 🔍 Benefits Change Eligibility
- 🔍 Death of a Family Member
- 🔍 Emergency Contact Change
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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

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- [Bereavement](#)
- [Breaks](#)
- [Family and Medical Leave](#)
- [Holidays](#)
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- [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](#)

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QUESTIONS?

Contact our HR Team
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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
- Flexible Spending Account

HEALTH & WELLNESS

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- Benefits Overview
- Benefits Premiums
- COBRA
- Critical Illness Insurance
- Dental Insurance
- Flexible Spending Account (FSA)
- Fitness Centers
- 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

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Contact our Wellness Coordinator

Rebecca Fisher: (816) 736-5536

rebecca.fisher@lps53.org

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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](#)
- [View Paycheck](#)

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QUESTIONS?

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Contact our Payroll Team
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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](#)

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- [New Teacher Information](#)
- [Salary Schedules](#)
- [Suburban Conference Games Admittance](#)
- [Time and Attendance Handbook](#)
- [Transfer Internally](#)
- [Work Calendars](#)



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A top-down view of a business meeting with several people gathered around a table. They are looking at documents, a laptop, and a tablet. The scene is overlaid with a blue-to-purple gradient.

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?

A background image showing a group of people in a meeting, looking at documents and a laptop. The image is overlaid with a blue and purple gradient.

How do you get started?

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



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