

The background of the slide is a photograph of a workspace. It features a silver laptop with a black keyboard, a black smartphone, and a white spiral-bound notebook with a silver pen resting on it. The items are on a dark, reflective surface. A semi-transparent blue banner is overlaid across the top half of the image.

# Human Resources Portal

*Overview and Demonstration*

# HR Service Center



**One Stop Shop**



**Minimize Redundancy**



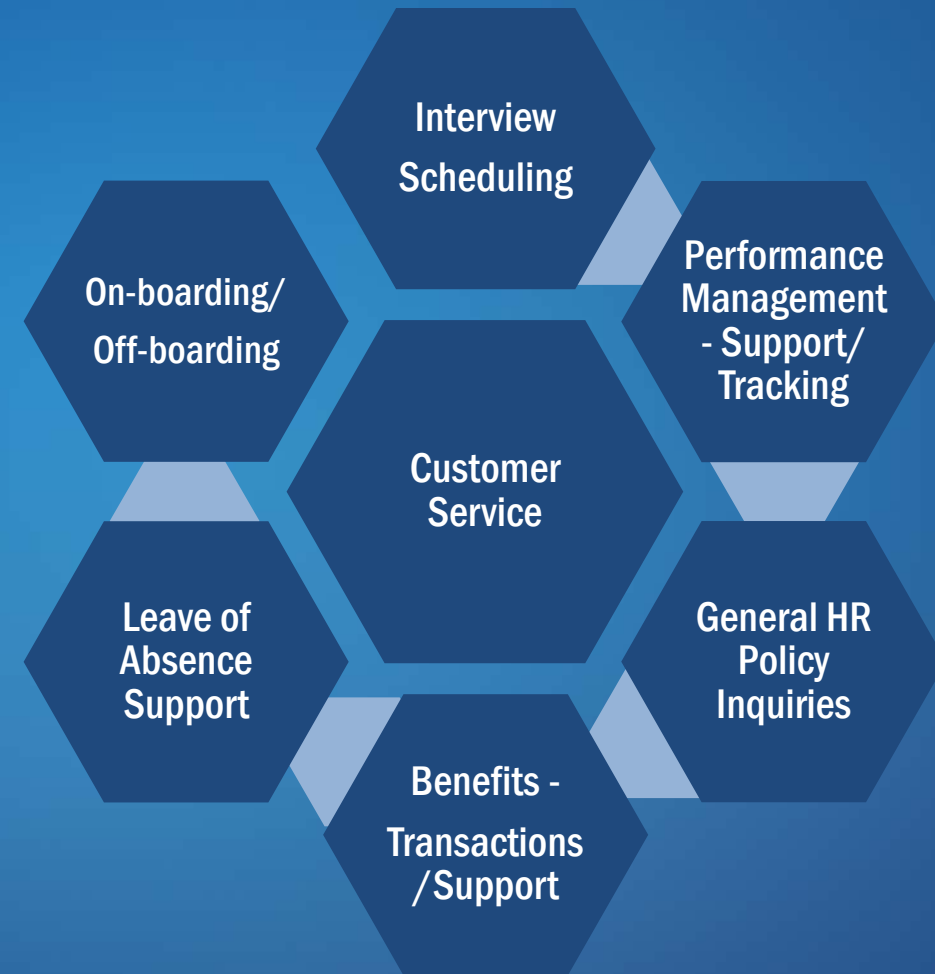
**Track Trends**

# HR Service Center Objectives

**Consistent experience**

**Uniform Processes**

**Improved Service Delivery**





# What is the HR Portal?



# What is the HR Portal?





# Accessing the Portal

The background is a complex, abstract digital composition. It features a deep blue color palette with bright white and light blue highlights. Diagonal lines, some solid and some dashed, crisscross the frame, creating a sense of depth and movement. There are also patterns of small dots and larger, faint geometric shapes, suggesting a data-rich or technological environment. The overall effect is one of high-tech connectivity and digital space.



# Accessing the HR Portal





# HR Portal Demonstration

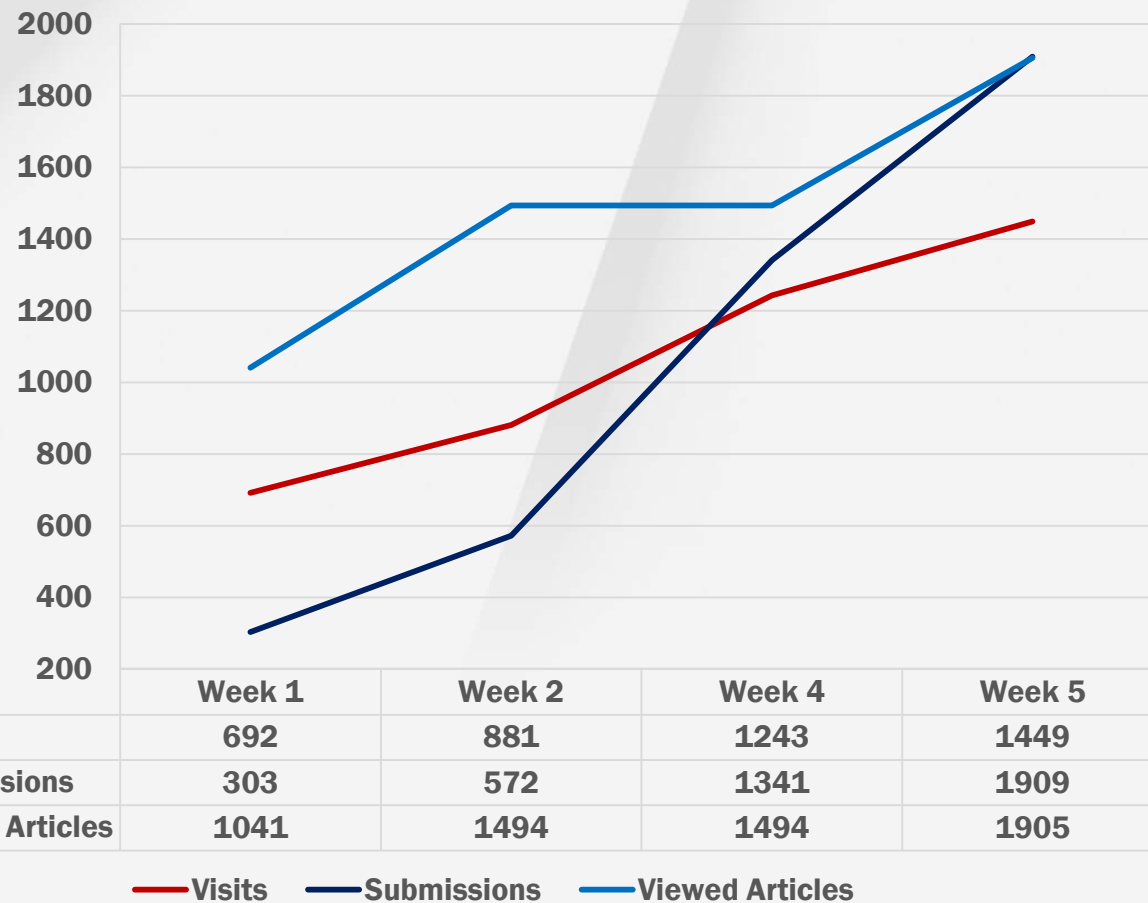


# HR Portal – By the Numbers

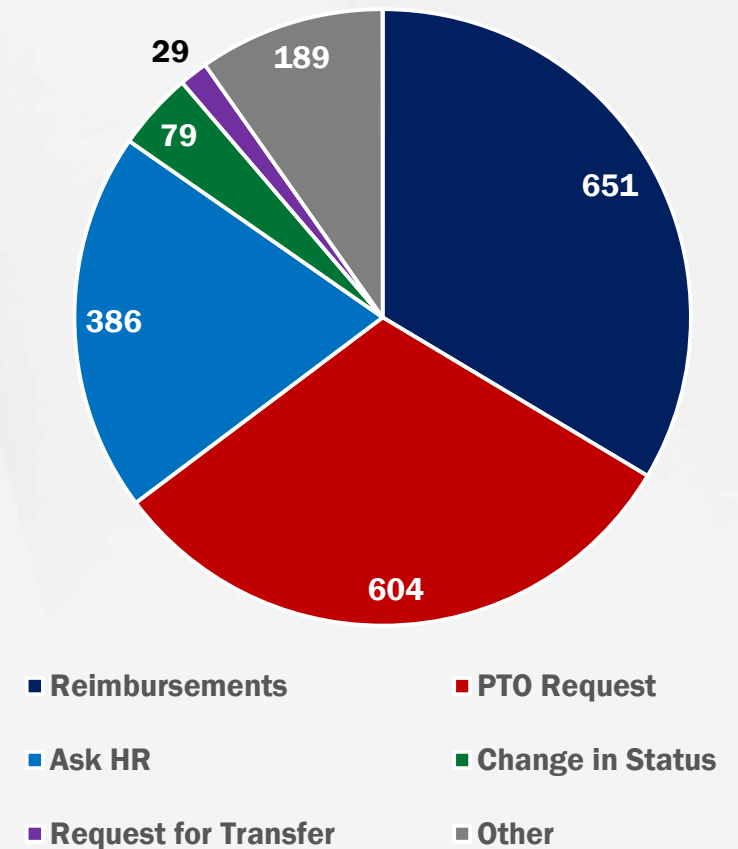
The background of the slide is an abstract composition of blue and white geometric elements. It features a series of parallel lines that create a sense of depth and perspective, reminiscent of a digital or architectural space. There are also various shapes, including triangles and rectangles, some of which are outlined in white against the blue background. The overall effect is one of modernity and technology.

# 5 Week HR Portal Statistics

## Usage Statistics (Cumulative)



## Submissions



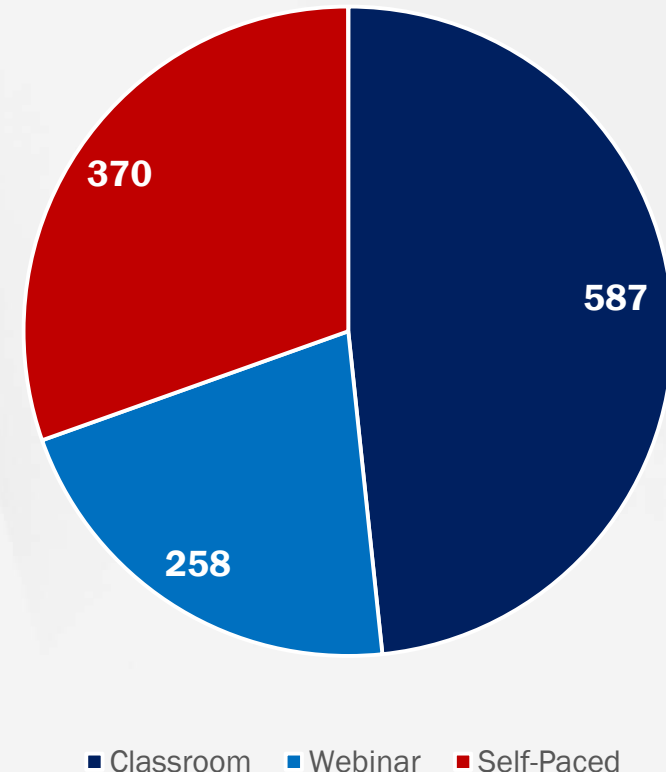


# 5 Week HR Portal Statistics

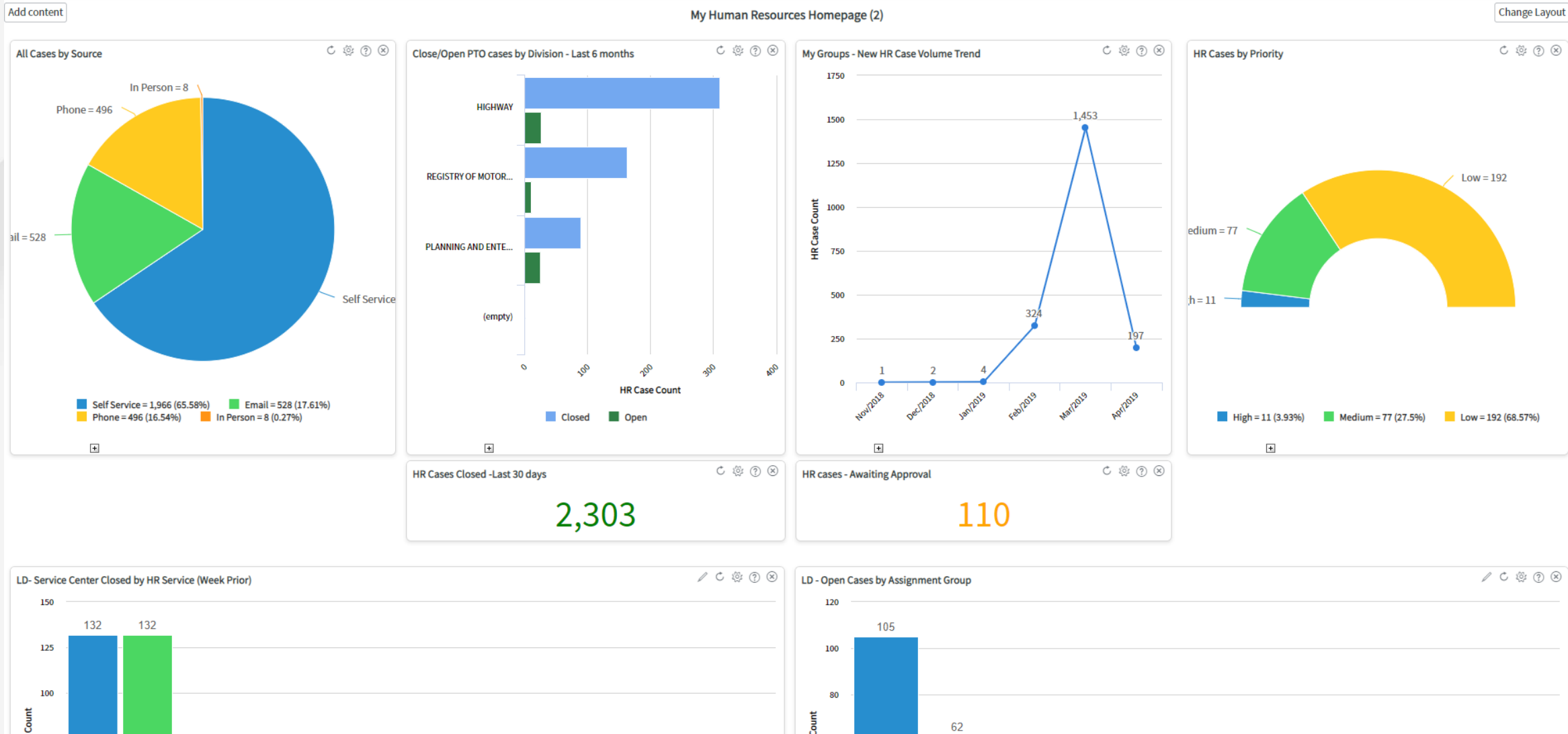
## Top 15 Most Viewed Knowledge Articles

Knowledge Article	Views
How do I use the HR Portal?	370
Get ready for GIC Annual Enrollment April 3 – May 1, 2019!	147
Annual Enrollment Information (April 3 – May 1, 2019)	132
How can I submit requests for work-related reimbursements?	88
Welcome to the Human Resources Portal!	86
How can I enroll in FSA benefits during Annual Enrollment (April 3 – May 1, 2019)?	83
What is MassDOT's Travel Expense and Reimbursement policy?	65
How can I request FMLA leave?	62
How can I request a transfer to another department?	61
How can I request paid time off (PTO)?	59
Please contact the HR Operations Service Center if you have any questions.	40
What is annual open enrollment?	43
How can I earn vacation leave?	35
How can I request an alternative work schedule?	33
When will I get paid?	32

## Employees Trained



# HR Portal – Dashboard





# HR Portal – Future Enhancements



***Electronic Form Signing***



***Targeted Content Distribution***



***Policy Acknowledgements***



***Surveys & Questionnaires***

