

Employee Benefits Practice – Communication Manager

- Need a cost-effective solution to communicating benefit options to your employees?
- Are your employees receiving detailed information about their plan costs?
- Are your company policies and handbooks posted on the internet in one easy-to-find location?
- Do you have a way of quickly communicating important dates and events to your employee population?
- Do employees have somewhere to make educated and well informed decisions about life events and planning?

The key to better, faster, more cost-effective benefits communication is empowerment. In today's workplace, HR professionals routinely answer the same core questions from employees – questions relating to benefit plans, forms and life events. Oftentimes, employees have the answers to their questions, but simply cannot find them. The result? Employees contact their HR manager via telephone calls, e-mails and faxes, which cost HR hours of time each year.

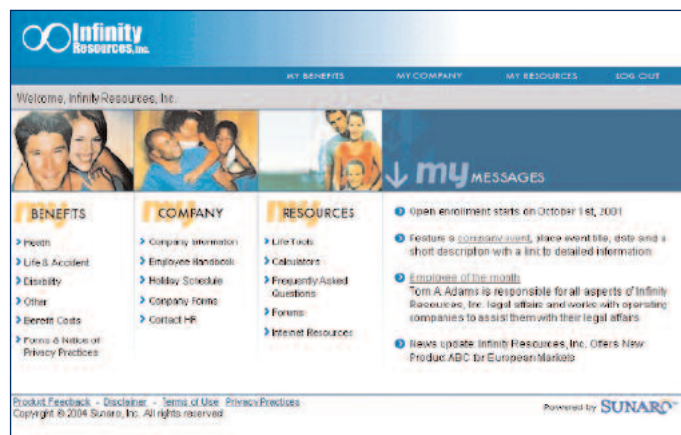
Communication Manager was created to solve this problem. Through a graphically tailored web site that complements your printed benefits material, Communication Manager not only empowers employees to find the answers to their benefit questions, but provides the tools to make educated decisions about their benefit choices. Communication Manager serves as an HR department on the internet, offering not only plan facts and figures, but forms, FAQs and useful resources for life events and planning.

Features

Your Communication Manager site is customized with your company colors, logos and graphics and can coordinate with Willis Communicator (our paperbased communication materials) for a branding that's specific to your company. Communication Manager provides users with one location to research vital information affecting their benefits, finances and virtually every aspect of their work lives.

Content can include:

- **Benefit Basics.** Information relevant to plan design, plan highlights, eligibility, costs, FAQs and contact information is posted by plan type for easy access. Additionally, forms and legal documents are posted under each plan's section making it easy for employees to locate, download and print a form at their convenience.
- **Resources and References.** A comprehensive FAQ section that can be customized to meet individual HR needs. The Life Tools guide leads employees through the steps they need to take and the choices they need to consider to be adequately covered in the event of a life status change.
- **General Company Information.** Communication Manager provides space to post company holidays, pay schedules, policies and procedures. Through the Administrator panel, your HR staff can quickly make changes or updates to ensure delivery of the most up-to-date information.
- **Messaging.** This allows HR staff to post messages, memos and reminders directly on the site. By posting messages on the Communication Manager home page, HR staff can quickly communicate with employees about timesensitive information without paper or long e-mail distribution lists.



Communication Manager Employee Home Page