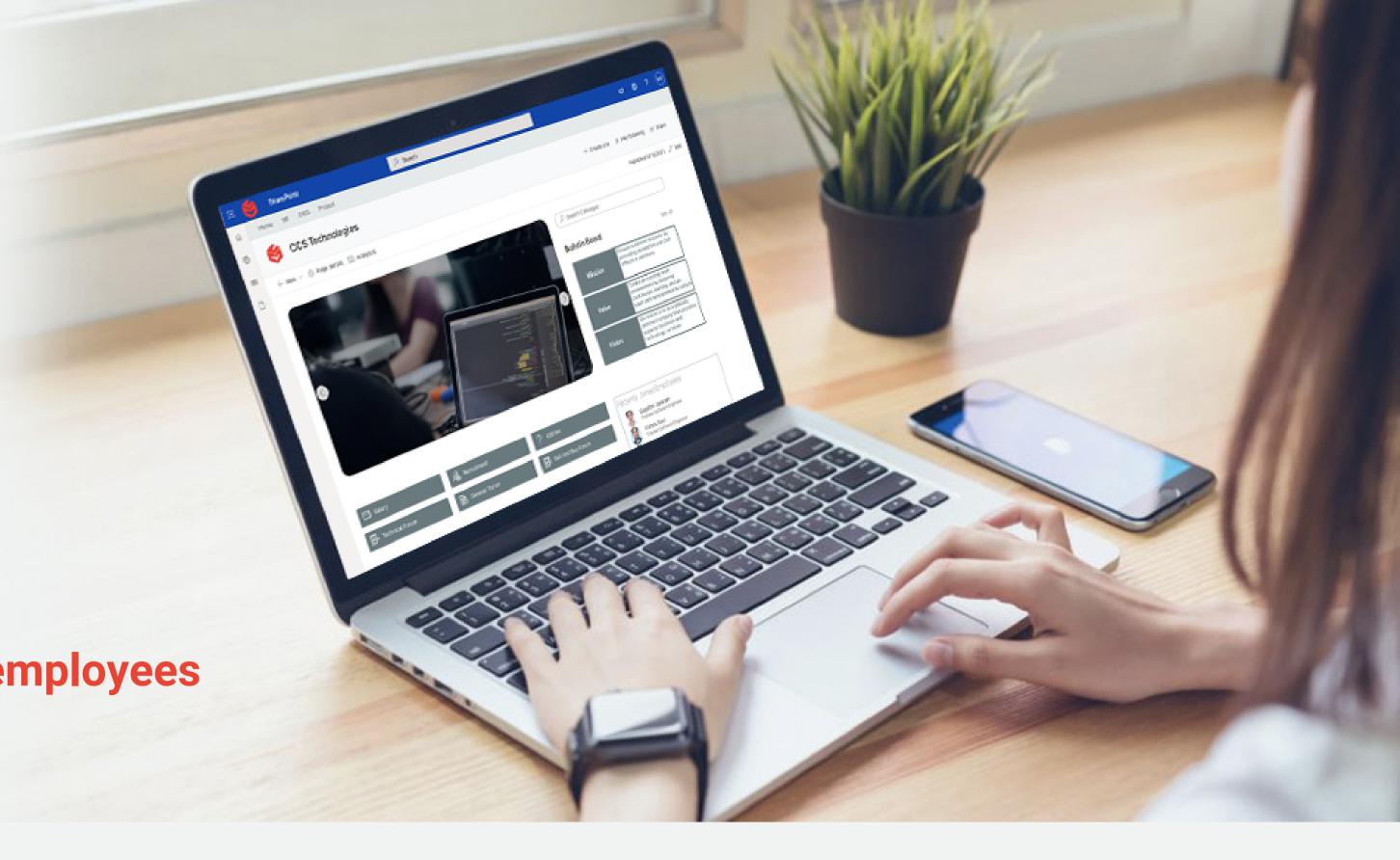# Employee Portal

Collaborative workspace for your employees

When employees spend several minutes of the day searching for and gathering organizational information, the result is lost business hours. Manual handling of processes also spells chaos and compromises data security. Employee Portal provides secure unified access, through a web-based user interface, that facilitates streamlining and automating information management tasks.
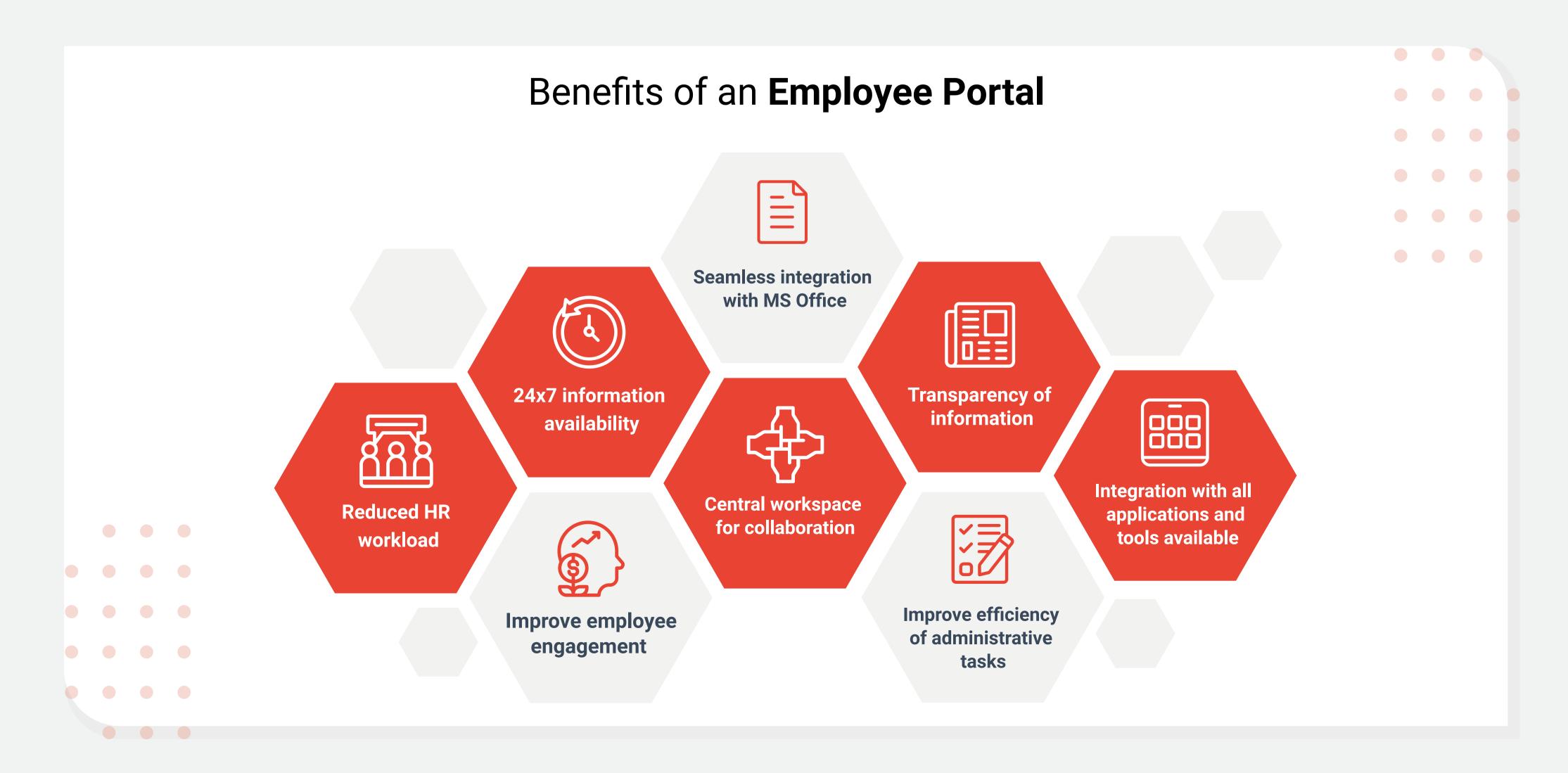
Business challenges employee portals solve

- Remote work management
- Low employee engagement
- Inefficient collaboration
- Outdated employee information

- Time-consuming administrative tasks
- Unorganized information storage
- Increasing paperwork & cost of office supplies
- Dependency on HR for updating employee details

An engaging employee portal for your digital workplace

The Employee Portal solution designed and developed on SharePoint Online (Microsoft 365 suite) is a framework for integrating corporate information, people, and processes across the organization. It serves as a central information hub to access information and general organizational documents like company policies, benefits, procedures, manuals, templates, etc. It is a launchpad for various systems used by the organization and helps employees to better collaborate through calendar, tasks, and documents. An employee self-service portal simplifies the life of an HR and almost entirely takes out the need for tedious paperwork – bringing down admin costs significantly. It is the perfect addition to a growing, modern, and digital workplace valuing transparency and employee well-being.

Benefits of an **Employee Portal**

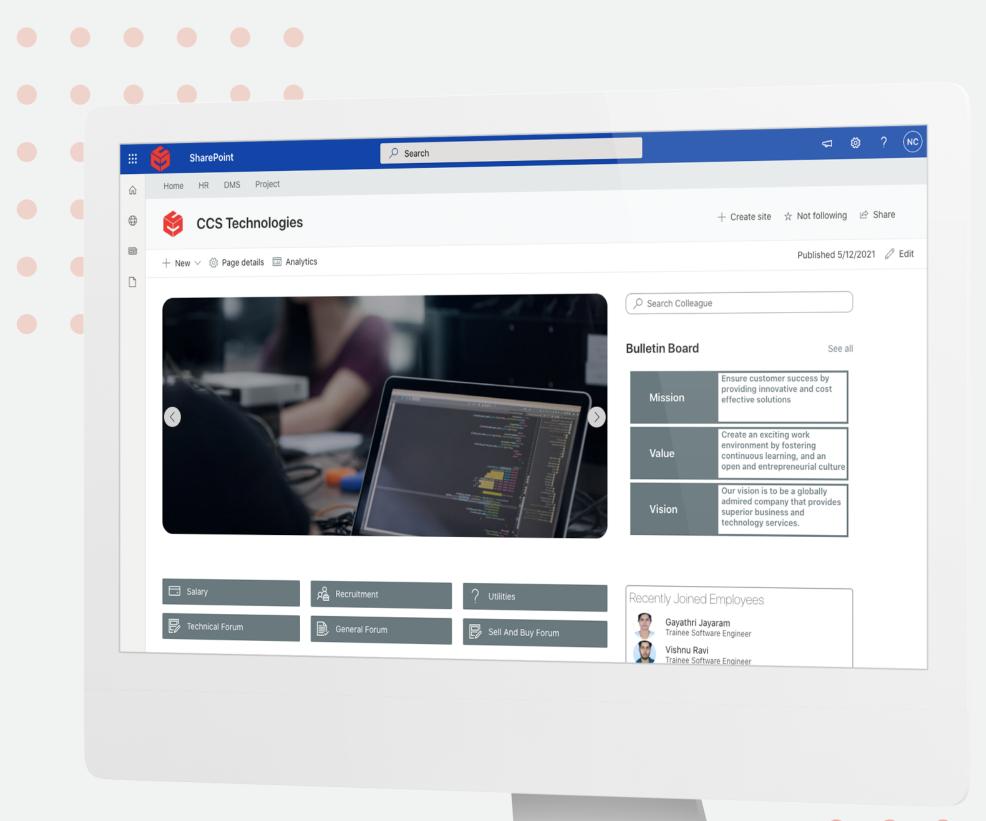- Seamless integration with MS Office
- 24x7 information availability
- Reduced HR workload
- Improve employee engagement
- Central workspace for collaboration
- Transparency of information
- Improve efficiency of administrative tasks
- Integration with all applications and tools available

Empower employees with Employee Portal from CCS

CCS technologies + **SharePoint Online**

Key features

- Announcements
- Organization structure
- Upcoming birthdays
- Celebrations
- Policy management & employee handbook
- Technical & general forums

- Employee directory
- Requests & approvals
- Work anniversary
- Employee tasks
- Upcoming events & holidays

Employee portal for efficient remote workforce management

- Central hub to connect functions & data from multiple systems
- Increasing employee engagement levels
- Increasing workforce productivity & performance
- Control access to content
- Transparency of information

- Search enterprise content using enterprise search
- Improving employee perceptions of organization
- Improved efficiency of administrative tasks
- Reducing costs of HR service delivery
- Updated employee information

About CCS

CCS Technologies is an IT solutions & services company, having served over 300 customers in over 15 countries.

Along with our expertise and experience, our consultative and flexible approach to working with clients ensures they can recognize better business efficiencies and faster growth.

To learn how we can help you on your digital transformation journey, visit:

www.ccs-technologies.com