

## HROne Key Benefits

### Employees

- Mobile-friendly, self-service HR tools
- Streamlined HR approvals

### Managers with MSS access

- Real time, mobile-friendly access to initiate personnel actions
- Faster approvals for leave, salary changes and more

### Benefits Administrators

- Access to streamline software
- On-the-go access to employee and retiree benefits information

### Leadership

- Greater workforce insight from real-time data to make predictive decisions
- Lays a foundation for workforce planning

## Meet your HROne Change Agents

Listen to your HROne Change Agents describe why they are excited about HROne and the benefits of it.



Scan QR code or visit [bit.ly/HROne\\_Videos](http://bit.ly/HROne_Videos)

### Contact List

#### ARA, CSC, CNL, FIN, HR, HITS, OBO, LGL, MYR, MCD

Rennice Smith 832-393-8514

#### CTR, DON, FMD, GSD, HEC, PD

Melanie Walter 832-393-2774

#### HAS

Roxanne Stephens 281-233-1884

#### HCD

Nicole Brooks 832-394-6131

#### HFD

Jacque Ray 832-394-6624

#### HHD, HPL

Bridgette Eickhoff 832-393-5009

#### HPD

Katrina Arnsworth 713-308-1220

Tanya Jackson 713-308-1220

Gillian Rauseo 713-308-1257

#### PRD

Cesar De La Rosa 832-395-7114

#### HPW

Karin Ford 832-393-6031

#### SWD

Dana Wiltz-Cain 832-393-0447

#### HR Benefits

Yvonne Norwood 832-393-6110

Elizabeth Rodriguez 832-393-6114

Visit [houstontx.gov/hr/hrone.html](http://houstontx.gov/hr/hrone.html).



## Launching Soon!

As part of HROne, the City is implementing SAP SuccessFactors – Employee Central and Benefitplace.

#### SuccessFactors

Enhances portal functionality and allows access to information from anywhere, on any device at any time.



#### Benefitplace

Streamlines the administration of employee and retiree benefits, making sign up easier and more convenient.

Together, SAP SuccessFactors and Benefitplace will replace the current Employee Self Service portal and introduce enhancements.



As part of HROne, the City is implementing SAP SuccessFactors – Employee Central and Benefitplace. This will transform and optimize HR transactions including, Organizational Management, Personnel Management, Administration and Benefits.

SuccessFactors brings enhanced portal functionality for our departments, managers, and employees, to allow access to information from anywhere, on any device at any time. Benefitplace streamlines the administration of employee and retiree benefits.

Together, SAP SuccessFactors – Employee Central and Benefitplace will replace the current Employee Self Service portal and introduce enhancements.

### **How will HROne benefit the City?**

The City employees and retirees will benefit from this transformation by using digital technologies to create new – or modify existing – business processes, culture, and customer experience to meet ever changing HR business, legal and compliance requirements.

### **How will HROne help me?**

With the new HROne, you will receive a powerful tool with a new look and interface experience that is mobile-friendly and has enhanced functionalities for all your HR needs – connected in a single place. You'll have on-the-go access to things that matter to you, like paycheck information. You can efficiently update your personal information. Benefitplace provides you a more intuitive benefits enrollment and management experience, in addition to ensuring the City is compliant with federal regulations.

### **Where/how can I get additional information?**

More information can be found at [www.houstontx.gov/hr/hrone.html](http://www.houstontx.gov/hr/hrone.html). This site is accessible through any internet-enabled device, including smart phones. Many departments have a computer kiosk for employees who do not have readily accessible computer or smart devices. You can also speak to your department's Client Relations Manager or HR liaison.

### **What type of training will I get?**

You will have 24/7 access to self-paced training through the Talent Management System and step-by-step guides and videos to help you navigate the new system.

Anyone with administrative access to the system will also have access to customized training.

### **When is this implementation happening?**

HROne SuccessFactors Employee Central is scheduled to go live on January 30, 2023. Benefitplace is scheduled to go live for employees and retirees & survivors on February 27, 2023.

### **What is Manager Self-Service (MSS) and how will it change the way I operate as a manager?**

MSS is a human resource management tool that provides managers and supervisors with immediate access to employee information. You will have access to mobile-enabled tools to help you oversee your staff and management of personnel actions. After successfully completing training, you'll have the ability to initiate personnel actions. This combination will lead to faster and easier approvals.

### **Will all managers have access to MSS upon launch?**

No. Access to MSS will be done on a phased basis. Once your leadership has made a decision to utilize MSS, managers will receive access to view and initiate events in Employee Central using MSS.

### **Who do I contact if I have questions?**

Frequently Asked Questions can be found at [www.houstontx.gov/hr/hrone.html](http://www.houstontx.gov/hr/hrone.html) and if you still need more assistance, please contact your change agent.

### **What do I need to do to prepare for this implementation?**

Be on the lookout for announcements about training and launch dates, and ensure you complete all required training.