

## **On-Demand HR Communications to Support the Entire Employee Life Cycle...From “Hire-to-Retire”**

Lawson Resource Navigator is the communications and service component of the Employee Self-Service application within the Lawson Human Capital Management Suite. Resource Navigator provides on-demand, personalized HR communications that support the entire employee life cycle, from hire-to-retain. With modules for employees, line managers, and HR professionals, Resource Navigator is like giving every member of your workforce their very own personal HR assistant – available 24x7 from work or home — to provide the personalized, up-to-date, and accurate information they need, when they need it, to execute on a broad range of work and life tasks.

### **Achieve True Self-Service**

Resource Navigator enhances the effectiveness of Lawson Human Capital Management and self-service applications. By integrating personalized content and decision-support tools within transactions, employees can complete the entire range of work/life events in a single session – without intervening calls to HR or third-party information sources, dramatically improving the employee experience.

Here's what makes Resource Navigator special:

- Integrated with the Lawson Employee Self-Service application — delivered with strategic, pre-built integration points
- Comprehensive suite of modules
- Personalized, searchable, and on-demand
- Software-as-a-Service (SaaS) delivery searchable, and Total Cost of Ownership
- Flexible through configuration vs. customization
- Rapid deployment turns into rapid ROI
- Vendor-maintained solution – freeing valuable HR and IT resources



**Lawson Resource Navigator**

<b>Employee Resource</b> <ul style="list-style-type: none"> <li>• Benefits Decision Support</li> <li>• Work/Life Events</li> <li>• Policies/Handbook</li> </ul>	<b>Manager Resource</b> <ul style="list-style-type: none"> <li>• Fast Answers</li> <li>• Company Manager Policies</li> </ul>
<b>HR Professional</b> <ul style="list-style-type: none"> <li>• Fast Answers and Research Chapters</li> <li>• Compliance from Bureau of National Affairs</li> </ul>	<b>Total Compensation Statements</b> <ul style="list-style-type: none"> <li>• On-Demand, Year-Round</li> <li>• Tailored Messages</li> <li>• Total Wealth and Executive Compensation</li> </ul>

## Benefits Communication and Decision Support

The Resource Navigator Employee Resource module helps contain health care costs by helping employees better understand their plan options, and driving the right employees to the right plans. The system:

- Integrates with Lawson Benefits Administration to facilitate completely paperless enrollment
- Communications and decision support tools can be accessed from work or home via the internet – even if Benefits Administration is only available behind the firewall – allowing employees to make important coverage decisions with a spouse or partner
- Powerful decision-support tools include: Needs Analysis; Medical Plan Selection Tour; Dynamic Plan Comparison; Medical Cost Calculator; FSA, Retirement, Life Insurance Calculators; and HSA and CDHP Communications, Modeling Tools, and Calculators
- Not just for open enrollment, Employee Resource provides employees with year-round, 24x7 access to personalized, accurate, consistent information on all of their plans and coverages, including medical, dental, life, vision, disability, and retirement plans
- Reduces calls to HR and service centers
- Eliminates paper and postage costs



Employee Resource Medical Cost Estimator Tool

## Work/Life Events

Employee Resource helps employees manage all of the tasks associated with events such as having a baby, retiring, getting married, and more:

- Integrates with Lawson Employee Self-Service application, allowing tasks like adding a dependent to be completed in a single session
- Intuitive interlinking provides guides through all steps and workflow
- Provides complete checklists, “to do” lists, and links to relevant additional resources
- Improves productivity by making life easier for employees during stressful life situations
- Secure, confidential environment facilitates increases in EAP resources for sensitive issues such as divorce or domestic partnership



## HR Policies/Employee Handbook

Employee Resource provides on-demand access to policies – personalized by individual, role, location, and other criteria you define through Lawson Employee and Manager Self-Service:

- Includes configurable policies such as EEO, compensation/pay practices, customer relations, employment policies, time-off policies, safety, security, and more
- Helps ensure consistent communication and execution of policies
- Helps eliminate routine calls to HR and service centers
- Leverages best practices templates with company-specific content

## Managing People

The Resource Navigator Manager Resource module helps managers execute on company policies in a fair, consistent, and accurate manner. Integrates with the Lawson Manager Self-Service application.

- Contains hundreds of Fast Answers with best practices and content from the Bureau of National Affairs, designed to help managers in hiring, motivating, retaining, and managing employees
- Presents company-specific manager policies in a personalized, on-demand, and fully searchable format
- Helps increase manager effectiveness, and helps ensure compliance, with “just-in-time” coaching

## HR Professional

The Resource Navigator HR Professional module helps HR stay in compliance, manage day-to-day HR issues and resolve complex problems. Features include:

- Regulatory information through the Bureau of National Affairs
- Natural language search capabilities
- Quick Cases and Fast Answers
- Step-by-step guides for hundreds of specific issues
- Model documents, forms, notices, and checklists
- State/federal law summaries
- Interactive federal forms
- Weekly updates of news and trends

**Headquarters:****USA**

380 St. Peter Street  
St. Paul, MN 55102-1302  
Tel +1 651 767 7000  
info@lawson.com

**Regional Offices:****Americas**

Brazil, Chile, Canada,  
Mexico, Honduras,  
United States, Venezuela

**United States**

Tel +1 651 767 7000  
infous@lawson.com

**Asia**

China, Hong Kong,  
India, Indonesia, Japan,  
Korea, Malaysia,  
Philippines, Singapore,  
Taiwan, Thailand, Vietnam

**Singapore**

Tel +65 6788 8769  
Fax +65 6788 8757  
infoasia@lawson.com

**Australia & Oceania**

Australia, New Zealand

**Australia**

Tel +61 2 8437 5600  
Fax +61 2 8437 5699  
infoanz@lawson.com

**Northern Europe**

Denmark, Estonia, Finland,  
Norway, Sweden

**Sweden**

Tel +46 8 5552 5000  
Fax +46 8 5552 5999  
inforndic@lawson.com

**Northwestern Europe**

Belgium, The Netherlands,  
Ireland, South Africa,  
United Kingdom

**United Kingdom**

Tel +44 1344 360273  
Fax +44 1344 868351  
infonw@lawson.com

**Central Europe**

Austria, Czech Republic,  
Germany, Hungary,  
Poland, Slovakia,  
Switzerland

**Germany**

Tel +49 2103 89060  
Fax +49 2103 8906 199  
infoce@lawson.com

**Southern Europe**

France, Israel, Italy,  
Portugal, Spain

**France**

Tel +33 1 34 20 80 00  
Fax +33 1 40 39 25 07  
infoso@lawson.com

[www.lawson.com](http://www.lawson.com)

## Total Compensation Statement

The Resource Navigator Total Compensation Statement module is an on-demand tool that helps employees understand the true value of their total rewards package. It can help employers attract and retain talent by helping employees understand and leverage their total compensation and rewards.

- Promote awareness and appreciation of total compensation year round
- Helps increase 401(k), EAP, Wellness, and ESPP participation
- Helps achieve measurable reductions in turnover
- More easily introduces medical benefit cost sharing
- Powerful features include: Tailored welcome messages; Retirement modeling; stock option calculators; intuitive format for drill downs; refreshed by pay period, quarterly, monthly or annually; executive remuneration and tally sheets; world-class security; and matched to your corporate brand

## Resource Navigator is Safe and Secure

Resource Navigator is a confidential, secure environment for employees to obtain information on sensitive health- or policy-related issues. Only employees can see their personal information using their user IDs and passwords.

With Resource Navigator, employees can feel more at ease when dealing with sensitive issues (such as divorce) or conditions associated with employee assistance programs.