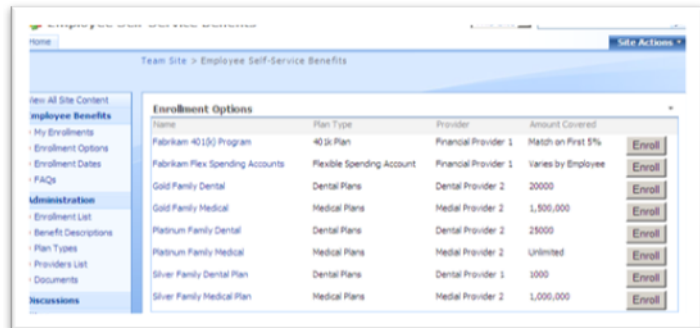


Application Template: Employee Self-Service Benefits

Description of Template

The Employee Self-Service Benefits application template for Microsoft® Windows® SharePoint® Services 3.0 allows employees to review and enroll in benefits offered by their company. Employees can use the site to review the suite of benefits offered by their employer. They may also



The screenshot shows a SharePoint site titled 'Team Site > Employee Self-Service Benefits'. On the left is a navigation menu with sections: 'Employee Benefits' (containing 'My Enrollments', 'Enrollment Options', 'Enrollment Dates', and 'FAQs'), 'Administration' (containing 'Enrollment List', 'Benefit Descriptions', 'Plan Types', 'Providers List', and 'Documents'), and 'Discussions'. The main content area is titled 'Enrollment Options' and contains a table with columns: Name, Plan Type, Provider, and Amount Covered. Each row has an 'Enroll' button to its right.

| Name | Plan Type | Provider | Amount Covered | |
|---------------------------------|---------------------------|----------------------|--------------------|--------|
| Fabrikam 401(k) Program | 401(k) Plan | Financial Provider 1 | Match on First 5% | Enroll |
| Fabrikam Flex Spending Accounts | Flexible Spending Account | Financial Provider 1 | Varies by Employee | Enroll |
| Gold Family Dental | Dental Plans | Dental Provider 2 | 20000 | Enroll |
| Gold Family Medical | Medical Plans | Medical Provider 2 | 1,500,000 | Enroll |
| Platinum Family Dental | Dental Plans | Dental Provider 2 | 25000 | Enroll |
| Platinum Family Medical | Medical Plans | Medical Provider 2 | Unlimited | Enroll |
| Silver Family Dental Plan | Dental Plans | Dental Provider 1 | 1000 | Enroll |
| Silver Family Medical Plan | Medical Plans | Medical Provider 2 | 1,000,000 | Enroll |

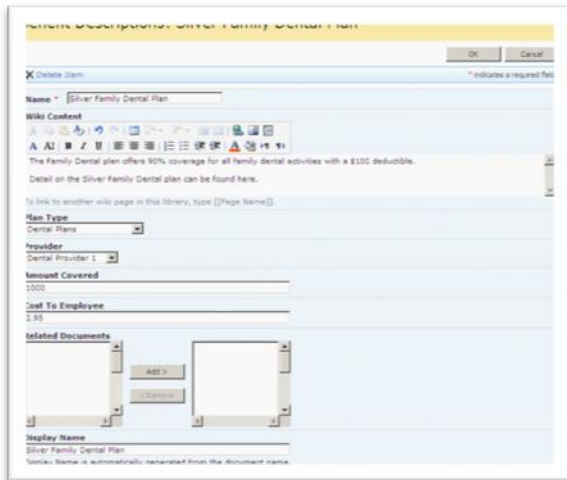
choose to enroll in a benefit by clicking the 'enroll' button listed after each option. Human Resources teams can use the site to help organize the communication and administration of benefits offered to employees. The site contains fields to list detailed benefit information, including the type of plan, provider, amount covered and link to more information provided in a document that can be uploaded to the site. The site also offers *history* functionality which enables HR administrators to know who changed the details of a benefit, see what changes were made and revert to a previous version if necessary. The site tracks which employee signed up for which enrollment option and also the time and date the option was selected by the employee.

Sample Activities Performed in this Application Template

The following examples show the various ways Microsoft anticipates this template will be utilized in a typical organization. If you wish to add additional features, please ask your IT provider to research Microsoft Office SharePoint Designer 2007.

Fabrikam, Inc. is a medium sized manufacturing company located in a large business park outside of Seattle. The HR director, Arno Bost, is preparing for the open enrollment period for the company's employee benefits period. This year, he has chosen to utilize a website created on their company's internal SharePoint site. He begins by entering the four types of plans offered by the company: Medical, Dental, Flexible Spending and 401(k) plans. He then proceeds to create the list of medical, dental and financial providers the company has negotiated services from.

Arno now proceeds to enter in the detailed information about the company's new Silver Family Dental Plan. He begins to type the detailed description that will give employees information on the option. He also selects the Plan Type, Provider, Amount Covered and Cost to Employee, which will help his employees' evaluate their



options. Arno decides to return later to type in a more detailed description and to upload a document providing all the official details of the plan.

Kim Abercrombie is an employee of Fabrikam. She needs to research her benefit options and enroll before the end of the enrollment period this year. She visits the Employee Self-Service Benefits site to view the benefit options. She clicks on the Silver Family Dental Plan to learn more, and decides this is the plan she'd like to

enroll in. She clicks the "Enroll" button next to the plan, which enrolls her in the plan. At anytime during the enrollment period, Kim knows she can visit the main page of the site to review and change her selections.

The open enrollment period is over and all employees have made their selections. Arno visits to download the employee's selections into Microsoft Office Excel® 2007. He will send this list to his Accounting team who will ensure each employee is properly billed for their selections each month. Now it's time to call the benefits providers and work with them on next year's plans.

About Microsoft Windows SharePoint Services 3.0

Microsoft Windows SharePoint Services 3.0 is technology in Windows Server® that offers an integrated portfolio of collaboration and communication services designed to connect people, information, processes and systems both within and beyond the organizational firewall. Now available at no additional charge, the technology provides a platform for developing Web-based business applications. Application Templates provide out-of-the-box scenarios to address the needs of specific business processes.

More Information

For more information on the technologies described in this article, please visit:

Microsoft Windows SharePoint Services 3.0:
<http://www.microsoft.com/sharepoint>

Application Templates for Windows SharePoint Services:
<http://www.microsoft.com/sharepointapps>

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