To: Manager email(s) individually
BCC: Payroll Rep, HR Manager
Sent: Day that employee onboarding emails are released during new client implementation
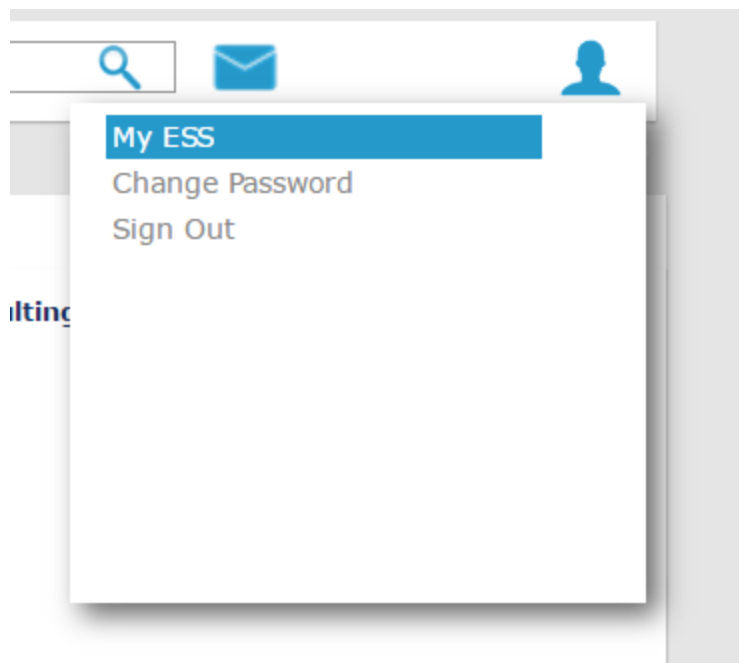
Hello and welcome to HCC!

You will use https://epw.prismhr.com/epw.hcc to access your manager portal for HCC's HR Platform, PrismHR.

Once at the site, you will use the following credentials to login:

Username:
Password:

You will be invited to change your password once you sign in.   **You will use https://epw.prismhr.com/epw.hcc to login as a manager** and your employees will use https://epwee.prismhr.com/epw.hcc   to login and check pay stubs, reprint W-2's, etc.   **Your login credentials for both the employee ESS site and your manager portal site are the same. You will NOT need to create a username and password for electronic onboarding - you will use the credentials above, so please disregard instructions on the employee welcome email to register. You will simply sign in to the employee portal to complete your workflow.**   You can access your ESS site from inside the manager portal by clicking on the person logo in the top right hand corner of the screen and selecting "My ESS" from the drop down menu that appears.

Attached you will find tutorial videos that demonstrate the system and most of its key features. The tutorial videos will help you navigate throughout the screens with ease and are highlights of the platform that will make the act of doing business more efficient for you and your team.   If there is a feature that you know your team isn't currently taking advantage of and you want to talk more, please respond to this email. If you have any questions, feel free to get in touch with me!

PrismHR   Tutorial: Manager Portal -   https://youtu.be/FXEeIBJREsQ

PrismHR   Tutorial: Onboarding and Benefit Enrollment -   https://youtu.be/oUMLxxxdKNc

PrismHR   Tutorial: Employee Self Service -   https://youtu.be/XjL1hXf9e0g

Thank you for choosing HCC!