



3/6/2001

The Online Bulletin Board

1. Bulletin Board Features:

- Management Information to Employees:
 - Budgeting parameters
 - Best Practices Issues
 - Signing Authorities
 - Reorganization Programs
 - Major policy changes
 - Holiday greetings to staff
 - Suggestion programs
 - Merger information
 - Current corporate stock evaluation and market prices
- General Departmental Information:
 - Departmental Events
 - Departmental team building projects
 - Quality control programs
 - Job Descriptions
 - Critical schedules/routines
 - Transfer request
- MIS General Information:
 - Alerts that the system will be brought down today within X hours
 - Disaster recovery updates
 - Word processing templates
 - Application/support updates
- Training Department Information:
 - General corporate staff training
 - Specific training issues
 - Conferences and seminars- local are corporate wide
 - Trade training programs
 - Employee cross training programs
- Marketing/Sales Information
 - New contracts signed issue and impact on the company
 - Overall customer program where many employees are in direct contact with customers – i.e. Banks, insurance company, etc.
 - New product or service releases that need to get out to employees
 - Customer survey results and feedback to the employees.
- Accounting Information:
 - Filling out expense forms

4444 Auckland Avenue • Toluca Lake, California 91602

Phone: (818) 985-1976 • Fax: (818) 985-3910

EMail: corpknow@relaypoint.net



3/6/2001

- Issue of payroll check/ special circumstances
- Employee automatic payroll deposit program
- Human Resources Information:
 - Employee Manuals
 - Home base employee guidelines
 - Health and Dental Program Updates.
 - New and Retiring Employees
 - Marriages and Birth announcements
 - Drug and Alcohol Programs for staff
 - Employee Assistance Program
 - Vacation Scheduling
 - Family and medical leaves
 - Corporate gatherings
 - Compensation and Benefits
 - Internal Employee Opportunities/recruitment
 - Education Programs
 - Safety Programs
 - Accident reporting
 - Illegal employee practices
 - Employee Feedback Programs
 - Company Relocation Program
 - Short Term Programs
 - Job Sharing Programs
 - Merit Pay Program for Performance.
 - Sample employee questionnaires and surveys
- 2. **General tools on the online system main menu features:**
 - Glossary of terms
 - Telephone Directory
 - Forms Manuals
 - Quick reference guides
 - Cheatsheets
 - Help tool information
 - Branch or subsidiary location information
 - Organization charts
 - Emergency reference data for quick response
 - Supervisor review of daily work with attached notes to correct or change.
 - Ability to date stamp all manuals by updating timeline.

4444 Auckland Avenue • Toluca Lake, California 91602

Phone: (818) 985-1976 • Fax: (818) 985-3910

EMail: corpknow@relaypoint.net



3/6/2001

3. Types of manuals that could be online:

- General employee manuals
- 401 and other benefit programs
- Executive policy and procedures
- Corporate team building
- Disaster Recovery
- Departmental documentation
- Proactive audit manuals.
- Regulatory guidelines
- Reports Manuals
- Harassment