

HR Hub Framework

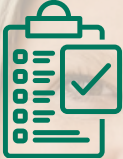
A simple guide to building your central source of truth

When employees don't know where to find policies, forms, or answers, they default to HR (and your inbox fills up). An HR Hub is one central, organized space that acts as the single source of truth for all HR information. It saves time, reduces duplicate questions, and empowers managers and employees to self-serve.

Why HR Hub?

✓ **Teaches Self Service** ✓ **Empowers Managers** ✓ **Saves Time**

The Framework



Policies + Procedures

Clear, accessible documents that outline workplace rules, expectations, and guidelines.

Examples: Paid Time Off policy, Code of Conduct, Remote Work guidelines.



Forms + Templates

Ready-to-use resources for common HR processes.

Examples: New hire forms, performance review templates, corrective action forms.



Benefits + Payroll

Everything employees need to understand pay and perks.

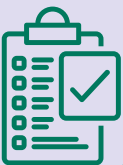
Examples: Benefits summaries, payroll calendars, open enrollment guides.



Onboarding + Training

Step-by-step resources to help new hires succeed and employees grow.

Examples: Day 1 checklist, 30/60/90-day plans, learning and development links.



Manager Resources

Tools that help managers lead effectively and confidently.

Examples: How-to guides for feedback conversations, hiring checklists, documentation templates.



Employee FAQ

Quick answers to the most common employee questions.

Examples: How to request PTO, where to find pay stubs, how to update personal info.

Build Your HUB in 4 Steps

1. Choose a Platform

- **Confluence:** great for structured, searchable pages.
- **SharePoint:** best for files, docs, and quick navigation.

2. Map Your Structure

- Create high-level categories first.
- Keep navigation simple (no more than 2-3 layers deep).
- Add a search bar or pinned quick links.

3. Organize Content

- Standardize naming (e.g., 'Policy: Paid Time Off').
- Use version control.
- Review outdated content quarterly.

4. Keep It Alive

- Assign ownership (e.g., HR owns Policies, Payroll owns Benefits).
- Post updates in a 'What's New' section.
- Promote usage regularly.

Pro Tips

Think Employee First: organize around how employees search, not HR's internal labels.

Use Plain Language: 'How do I request PTO?' is better than 'Absence Management Policy.'

Centralize Everything: one hub, one link, one truth.