**Overview/Description Of Project:**

* A website portal for RTP Company to allow U.S. employees the access to view personal, payroll, and training information online.
* Employees can view their schedule and vacation as well as paystub and holiday information with this online portal.
* Employees can also view important company announcements and training documents such as company policies and links to training videos.
* This web portal is intended to be a brief hub for information that the employee can have access to online.

**Brief Overview Of The Company:**

RTP Company is a global thermoplastics compounder in the manufacturing industry headquartered in Winona, MN.

Currently there are over 1200 employees employed at RTP Company at the 10 different U.S. facilities (including 1 in Mexico as part of the U.S. operations).

(Project note: I have been employed at RTP Company for over 22 years as a ERP software developer.)

**Details On How To Log In And View Information:**

**Log In page:**

The 'Log In' page is the initial page to the portal. An employee must log in with their company assigned username and their password.

The employee can also click on the 'Forgot Password' link to go to the 'Reset Password' page to reset their password if the employee forgets the current password. The 'Log In' page also displays a carousel of images of the different RTP U.S. facilities.

**Home page:**

The 'Home' page is the main information page to the portal. This page displays an employee photo as well as a welcome message. The employee is able to click on navigation buttons to view their profile (and has the option to update personal information) as well as to log out of the portal site. The employee can click on navigation links to take them to specific sections of information on the 'Home' page.

There are 5 different sections to the 'Home' page: Important Announcements, Employee Personal Information, Employee Payroll Information, and Training Information.

The employee also can click on the 'Log Out' button to log out of the web portal and go to the 'Log Out' page.

**On the Home page – under the Important Announcements section:**

The employee can view important announcements from different corporate departments.

The announcements on the 'Home' page are a shortened view of the full announcement. The employee can click on the 'More' link to go to the 'full announcement' page.

**On the Home page – under the Employee Schedule Information section:**

The employee can view a schedule displaying the current week schedule and a breakdown of hours worked for the week and previous week as well as vacation hours for the year.

The employee can click on the view vacation button to go to the 'My Vacation Information' page that will allow the employee to view their detailed vacation breakdown as well as on a button to go to the 'U.S. Holiday Schedule' page to view the current year's holiday schedule.

**On the Home page – under the Employee Personal Information section:**

The employee can view their job title, address, phone and email information.

The employee can click on the 'Change Addr/Phone' button to also go to the 'My Profile And Address/Phone Information' page to update information.

The employee can also check a checkbox if they want important H.R. memo announcements that are emailed to also be emailed to their personal email as well as their work email.

**On the Home page – under the Employee Payroll Information section:**

The employee can view their current and previous pay stub by clicking on paystub links in the payroll section of the home page.

The 'View Current Pay Stub' page allows the employee to view their current pay stub.

The employee has the ability to click on 'View Previous Pay Stub' to then go to the 'View Previous Pay Stub' page.

**On the Home page – under the Training Information section:**

In the training information section, the employee can view training information.

The employee can click on the 'View Company Policy' links to view current company policies for different training information.

The employee can click on the video links that will open up a new tab to link to training videos to view as well.

**On the Home page – “My Profile” button:**

If the employee clicks on the 'My Profile' button on the home page, the employee will go to the 'My Profile And Address/Phone Information' page where it displays a form where the employee can update their address/phone/email information.

The employee can also click on a link to change their password.

The employee can also click on the 'Change Addr/Phone' button on the Home page to also go to the 'My Profile And Address/Phone Information' page. If the employee is going to update their personal information, they must enter in text in the Address-1, City, State and Zip Code fields.

If the employee clicks on the 'Change Password' link, the employee will go to the 'Change My Password' page that will allow them to enter in a new password and then enter in the password again to confirm.

The employee has the option to update, cancel or click on the 'Home' button to go back to the 'Home' page or to click on the 'Log Out' button to log out of the web portal and go to the 'Log Out' page.

If the employee is going to change their password, they must enter in text in the New Password and Confirm New Password fields.