Cloud B2B solutions

HR online

Digitally transform your key HR processes from recruitment to employee self service

Product Datasheet

HRMS

HR is not just about GDPR. It's about managing all the many processes related to employees. From the intricacies of timesheets, to work rotas, holidays, changes in key information, key documentation checks, policy documents, reviews, welfare and much more.

Our systems are designed to make the job of HR easier and more efficient. By putting processes on screen and passing basic controls for data input to staff - with the self service module - real efficiencies can be gained. And with document retention rules and staff access covered, GDPR is taken care of automatically.

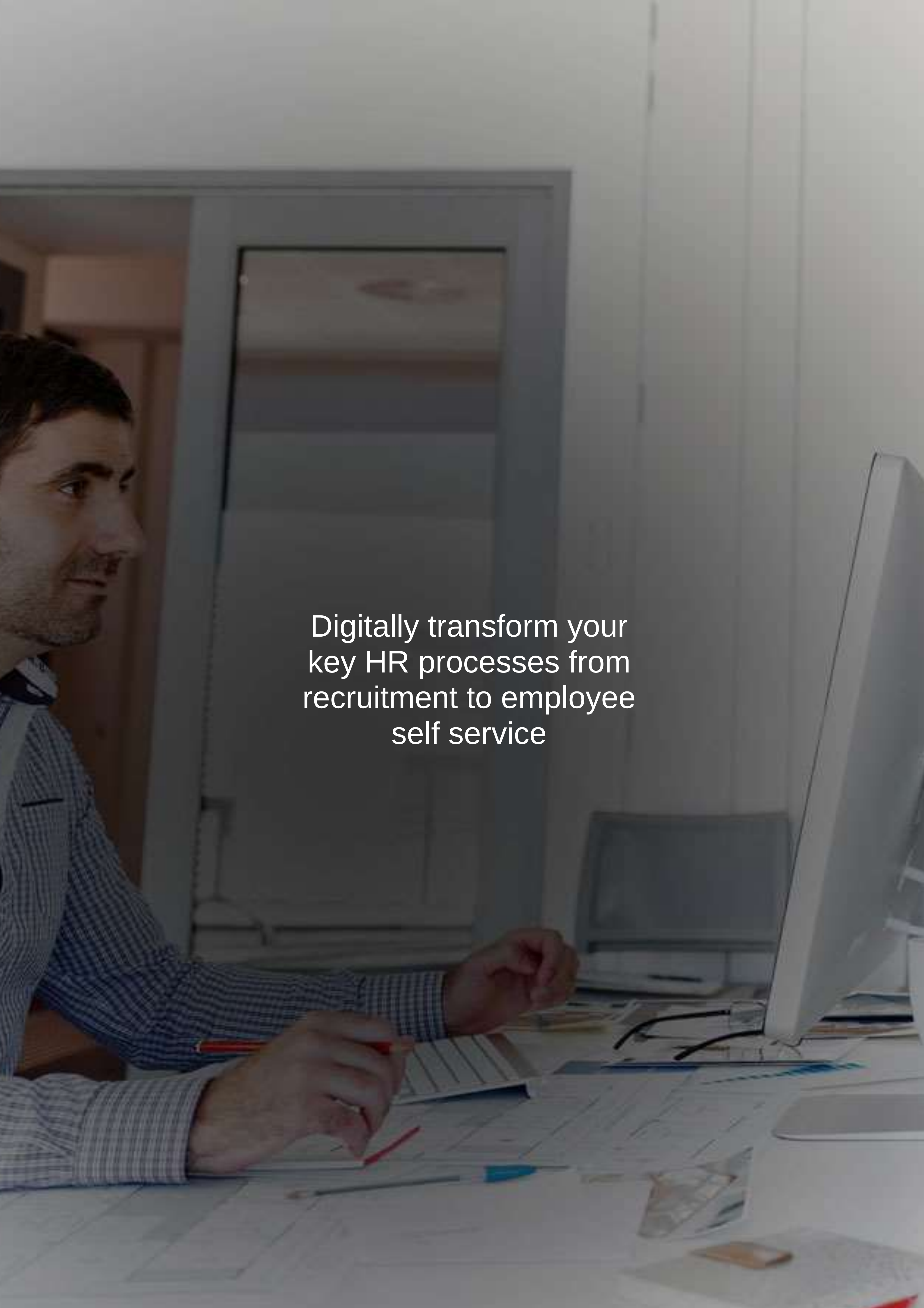
From the inbuilt recruitment Vacancy Manager, to Employment Checks, to on screen holiday requests and time sheet creation and submission, our HR Online solutions are fully customised to meet your individual needs. And with custom CSV data export we can link to any payroll system.
Plus our systems licencing is based on concurrency – so you won't need a licence for every employee!

Dashboard for instant overview of key activity

Amongst the powerful functions is the opening custom-built dashboard, that provides HR users with the status of key processes for the whole company

Functions and Features

Following this section, are the key functions for our 2 HR solutions – the HR admin and the Self Service modules, noting that customisation is available across all our systems, so they fit your business needs. And don't forget to view the [Solutions Overview] data sheet for additional generic functionality.



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1. 2 Online hr systems customised to fit client needs

The Admin module (which includes the Recruitment Manager function) is ideal to help HR manage the records of all employees and comes with full document retention and version control functions. A full suite of custom searches and reports is standard, as is the opening Dashboard for key information overview.

The Self Service module adds into the HR Admin functions and provides staff access and the ability to raise holiday requests, change of details, be advised of rotas and importantly complete and submit timesheets for approval, doing away with traditional paper, to help reduce carbon footprint. Staff also have read only access to their files.

2. Use on all devices

Importantly in this more flexible working environment, our HR solutions can be used on PC, netbook, laptop and smart phones without any loss of functionality, as long as they have internet access.

3. Supports multiple locations and depts

As part of system set up you can have multiple branches (entities) and departments in the same company system, sharing the same system functionality. And the Administration tool set available to HR, will allow them to add new branches and locations as business changes and develops.

4. Key documentation alerts for review / retention / deletion (GDPR)

The systems will be configured for all the document types relevant to individual companies, and these can be set with dates for review, retention and eventually permanent deletion by HR to account for GDPR and other relevant legislation or industry practice.

5. Document version control

Version control is available for all document types, so that existing documents can be updated as and when required e.g. health and safety or other company policy documents. All versions are kept for audit purposes. This function can also be used for off line editing or redaction.

6. Online application function

Using the Vacancy Manager tool, designated HR staff have the facility to create and manage job vacancies and to automatically generate an online application template with the relevant vacancy title and description. The system provides a unique URL to the online application form which can be published on the company website.

Applications submitted via the online application form are stored within the system for HR review and captures relevant information e.g. Employment History, Skills, Training & Grades, other Information & Comments incl. Consent & Declaration (i.e. Data Protection).

7. Recruitment process control

HR have the option to accept or decline applications, which will automatically email the applicant with notification of the decision. Successful applications can be converted into an employee profile to complete the employment initiation process. Applications that have been designated by the applicant as being able to be kept on file will be retained for possible further use.

The full recruitment process is managed from within the system, with the required facilities for recording actions, storing documents and information (i.e. from the interview process).

8. Company standards / policy (with staff read function)

HR can publish for distribution to relevant staff, Company standards and other policy documents using the self service module, and staff have to record that they have accessed (and assume read) the document(s)

9. Employee leavers file export facility (GDPR)

HR have the facility to carry out exports of employee files (including all employee information and documents). Employee data exports are retained within the system for audit purposes, until permanently deleted by HR.
HR staff that leave the organisation can be set as a leaver, where their future tasks (i.e. upcoming action tasks) can be designated to an alternative member of staff.

10. Talent pool search function

Is a facility to create and manage talent pools (define and save a set of keywords or search terms) to easily group, manage and search application forms and their meta data for relevant skills e.g. a new position requires a skill that an existing employee, or a rejected applicant may have, who could then be considered for the new position. The feature comes with an automatic alerting of new entries to the talent pool.

11. On -line timesheet creation & approval & management (plus data extract for payroll)

Employees have the facility to complete and submit their timesheets either on a weekly or monthly basis. Timesheets can be filled in on an 'as and when' basis before submission, and will automatically pick up rotas set by HR. Timesheets are approved by line managers and processed by HR via the workflow task system. Approved timesheet data can be exported from the system to power into a payroll system, using a custom built format.

12. On- line annual leave requests & approval

Each employee is automatically allocated holiday entitlements based on their individual annual leave settings (controlled by HR). Employees via the self-service module can request annual leave (including unpaid and sick pay request), the request is approved by their line manager via the workflow task system. Annual leave usage and remaining entitlements are automatically updated and is immediately reflected in the working schedule.

13. On-line change of details requests

Employees via the self-service module have the facility to request an update to their HR file (i.e. marital status, moving address, change of contact numbers or changing banks). Once submitted the request is sent to HR via the workflow tasks system for HR to review and accept or reject the changes. Change of details requests are stored as an automatically generated document against the employee file.

14. Rota publishing (incl.SMS alerts)

Employees working rotas are assigned by HR or Line Managers. The rota supports alternate weeks and days (i.e. week 1 early shift, week 2 late shift etc) and has controls for break allocation and start and end times. The schedule shows upcoming working days, annual leave and public holidays (public holidays automatically power into employee schedules).

Each employee has electronic access to their rota and schedule via the employee self-service access module. Employee SMS text and email alerts of rota changes can be configured.

(Notes: SMS messaging is optional at additional cost per message.
A login/out time log system is available as an option at additional cost)

15. Company ideas board (option)

Is a configurable facility for all staff to submit comments and suggestions as a company-wide forum. This function would be tailored to individual client requirements.

16. Sick and overtime heat maps (dashboard)

As part of the Dashboard facility for HR, the system will display a chart that shows patterns between sickness and overtime by day of the month, totalled by occurrences over the last 12 months. Alongside is a heatmap by month totalled by occurrences over the last 12 months. This feature will allow HR to track the relation between overtime and sickness, for possible action internally.

17. Employment checks compliance

Clients can configure document types that are designated as mandatory or not related to all employees e.g. CRB checks, copy of passport, driving licence, references, proof of address, qualifications etc. These are then marked as complete by HR when received and the employee file updated. Incomplete checks are flagged on the HR dashboard and employee file.

18. Archive section for import of data from current systems

If a Client already has a digital system, but wishes to change to our platform, then we can import legacy data from the existing solution into an archive section, so that all information is in one system.

19. Multiple advanced searches incl. Global system search

Standard searches across all meta data in the system are readily available in our HR solutions, with the ability to export results in multiple formats e.g. Excel, CSV, PDF, and also to run reports. Searches are customised in terms of display columns that can also be filtered by multiple criteria, and groupings changed using ‘drag and drop’ functionality.
Global search is a ‘quick find’ option for use when you want to review a specific item (e.g. an application form) or where you want a range of results to be found e.g. show me all the application forms with the words Microsoft Office in.

20. Email alert for all tasks plus daily reminder

In common with all our systems, communication with users is via email. So as soon as an action takes place the system sends an email with the subject of the requirement to the relevant person in the workflow for them to activate. For Tasks, users set a relevant action with date and time, and the system will again email them at the relevant future date for that Task to be undertaken.

Each morning the system will automatically check all users for outstanding tasks and if there are any, email the user again telling the number of tasks and giving them a direct link into the system.

21. Out of office function

Whilst our cloud systems can be accessed 24 x 7 from anywhere, users can set periods when their own tasks can be performed by somebody else in the organisation e.g. away on business or leave. On return date, the system reverts to sending tasks in the normal way.

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