

# e-HR software

Our e-HR software enables HR professionals to reduce their administrative workload, speed up processes and improve accuracy, whilst delivering a high quality service to employees.

A background image showing three smiling HR professionals in an office setting. A red callout box is overlaid on the left side of the image.

Process HR requests more quickly and reduce administration with e-HR software.

## The challenge

Keeping up with employee updates, requests, queries and general record management is a never-ending job that can consume vast amounts of management time. Constant requests for copy payslips, bank detail and address updating, for instance, have to be completed in a timely manner but cannot be planned for. Workflow processes such as approving holiday and training requests also need careful checking and prompt responses in order to keep businesses running smoothly. Delays in HR processing can cause frustration to employees and managers, while HR professionals can find they have little time for their more strategic objectives.

## Our solution

Our e-HR solution reduces HR administration and costs by implementing employee self-service across the internet, corporate intranet and extranet. Employee self-service enables employees to update their address or bank details, input timesheets and view or print current and archived payslips. Payslips can be provided online with complete security, creating substantial cost savings for the organisation and greater convenience for employees. Workflow processes such as training and holiday requests can be incorporated as well as distributing corporate information and providing electronic notice boards via intranet or internet.

The system can be configured individually and integrates with HR, payroll and finance applications via a single database. It is widely used across medium and large enterprises in public, private and not for profit sectors.

## Key benefits:

- Cost-effective e-HR solution
- Flexible payment terms
- Increased efficiency, reducing administration costs
- Increased security and compliance reduces business risk
- Increased employee and manager satisfaction

## Key features

- Employee self-service and workflow
- e-Recruitment
- Multi-level security
- Customised workflow
- Business intelligence tools
- Hosted software
- Consultancy
- Support and training

## Employee self-service and workflow

Manager and employee access is configured as appropriate and enables fast and easy updating of records, absence management, training and leave request management as well as online payslips. Workflow is enabled using forms designed to individual requirements. Our e-HR solution can also provide corporate information facilities - notices, documents, organisation charts and personnel directories can be uploaded and easily maintained to provide comprehensive information access across the organisation.

## e-Recruitment

E-recruitment can be setup via your own website and links can be established with other appropriate sites if needed. An effective e-recruitment system can save significantly on advertising, application sifting and related HR administration costs.

## Multi-level security

Advanced security measures ensure only authorised access to appropriate information -

this can be set according to department, work stream or individual as necessary. A full audit trail provides evidence of access and changes made. Our ISO 27001-accredited security systems are regularly audited by clients with the most stringent requirements, including Ministry of Defence and international financial institutions.

## Business intelligence tools

Our business intelligence tool is very easy to use and provides secure access. The 'drag and drop' design allows live data to be instantly displayed on-screen where it can be sorted, summed, filtered and presented as desired. It is an easy-to-use data mining tool, providing a comprehensive management information system. A 'dashboard' of key information enables drill-down to the detail and causes behind each element.

## Hosted software

Software as a service (SaaS) is more efficient, less risky and less costly than owning and managing in-house systems. Clients can also benefit from our investment in the latest

technologies and upgrades. Our secure, high-tech data centre with full back-up resources provides the highest level of fully accredited software services.

## Consultancy

Expert Six Sigma consultants conduct process reviews, implementation and configuration to each client's specific requirements, helping to ensure HR strategy and business objectives are aligned and can be easily analysed, monitored and reported.

## Support and training

Support and maintenance ensure systems are always performing, while our expert training consultants will provide all levels of training.



## Contact us:

t 01 635 262080

e enquiries@equinitipayroll.co.uk

www.equinitipayroll.co.uk

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