



PEOPLELOG – HR ADMINISTRATION SOFTWARE FROM HR ADVANTAGE

Features

- Easy to implement
- A secure, efficient and cost-effective HR solution for people information
- A single point of storage for personal, contact, contract and pay data
- No IT issues or costs
- Internet based solution
- All software, documentation and data is stored and backed up
- Security incorporates controls normally associated with on-line banking services
- An employee can only see his/her own data using a unique login.

Benefits

- Absence management made easy through employee requests and manager approval elements
- Timesheets completed online, submitted for multiple level authorisation, payroll and other systems
- Individuals and managers able to see their own information and that of people they manage
- Cross organisation access to changes in company policies and procedures
- Reduction in time spent answering queries on routine issues and copying and distributing information
- Different levels of access for different types of managers, team leaders and supervisors

Peoplelog features:

- Fully secure (password protected and encrypted data)
- Easy input to timesheet and payroll
- HMRC validation on all payroll items
- Point of entry validation for time and pay details
- Instant availability to accurate management information
- Holiday, sickness and absence management
- Manager authorisations via workflow
- Pre-set workflow alerts (e.g. timesheets awaiting approval)
- Administrator controlled security (protect any data item)
- HR section for efficient management of employee data
- Unlimited number of employees
- Store personal, contract, pay, reward and more
- View historical data
- Managers view employees they manage
- Customisation services available

Technical summary:

- Fully hosted web application
- Available 24/7
- Fully managed, supported and maintained
- Simple integration to payroll software and service

HR *Advantage*

Straightforward people management

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