



# **BOND** teamspirit

Integrated HR, Payroll and Time & Attendance Software



One world. One future.



# BOND teamspirit

## Working together for success.

Bond Teamspirit is a modular, yet fully integrated, HR, Payroll and Time & Attendance software solution that streamlines processes to maximise efficiency improvements and generate bottom line savings. This enables businesses to embrace strategic HR transformation which provides the cornerstone for growth and profitability.



# Bond Teamspirit.

**Bringing simplicity to your people processes.**

Teamspirit provides your business with a people management solution that is simple, comprehensive and fully configurable. A software system that will grow and change with your company and benefit from Bond's industry leading research, development and support services – absolutely dedicated to your needs.

### **A complete solution**

Teamspirit will empower management strategies, streamline costs and deliver greater workforce analytics direct to your desktop.

### **Single database ensures accuracy and reliability**

Enter data once – anywhere in the system – and the information will automatically be available to all other users, subject to security clearance.

### **Fully configurable**

Teamspirit software is configured to meet your business needs, it is flexible and user friendly. Anything you change within the system will be compatible with all future upgrades and fully supported by the infrastructure and capabilities of Bond International Software.

### **Expert help and support**

Comprehensive project administration, installation, configuration, training and day-to-day advice is reassuringly provided.

### **Working together in partnership**

Good working relationships are great for business efficiency and our own expert teams provide swift and knowledgeable back-up at all times. This experience has been gained following over 500 successful implementations at client sites throughout the UK, in all market segments within the private and public sectors.

Our clients range from businesses of one hundred personnel to organisations employing over 50,000 staff. They include many blue chip companies and household names, some of whom have been in partnership with us for more than twenty years.



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“ Our pre-existing payroll system simply didn't deliver on the requirements of our organisation: we are often required to generate different kinds of reports, and these were previously calculated and processed manually, often taking hours to complete. Combining our HR and payroll functions with Bond Teamspirit however, has allowed us to reduce our report processing time from several hours to just minutes, meaning staff productivity is considerably increased.”

**Monica Turner, HR Manager, Westminster Roman Catholic Diocese**

### Quality you can trust

Teamspirit software was the first system to gain accreditation to the HMRC Payroll Standard and continues to be independently tested to ensure the highest standards of performance.

- HMRC Payroll Standard
- Investors in People
- Member of Intellect
- Member of BASDA
- BASDA Code of Practice
- BASDA Green Charter
- BASDA Software Security
- ISO14001:2004 – Environmental Management Approved
- ISO27001:2005 – Information Security Approved
- ISO9001:2008 – Quality Management Approved



Signatory to BASDA Software Security Code of Practice



“ I have found the Bond Teamspirit payroll module to be entirely user-friendly and easy to navigate. Also, any queries I have had have always been answered by the helpdesk at Bond Teamspirit, who are quick to respond and comprehensive in the advice they offer. Such is our confidence in Bond Teamspirit that we are intending to integrate the software with other systems that are due to be implemented and it will become the keystone to our back office processes.”

**Mark Dolby, Financial Controller, Rutland Plastics**

# Success through simplicity.

**The universally flexible HR, Payroll and Time & Attendance system.**

Tell us what you need and which factors will improve your business efficiency and professionalism. Working together with your future in mind, Bond Teamspirit will build a scalable software system to meet your HR, payroll and time & attendance needs – now, and in the future.

## **Give your business the benefits of Teamspirit**

Fully configurable and offering exceptional functionality, Teamspirit allows unlimited changes to fit your business requirements perfectly in a simple and cost-effective way. We can do this for you or, if you prefer, our specialists can train your team so you keep everything in-house. Teamspirit works with the Microsoft environment and most major business applications. Familiar, easy-to-use screens facilitate understanding of the system and minimise training.

## **With Teamspirit's single database, one entry is all you need**

Because Teamspirit is a fully integrated system, there's no need to spend time duplicating information – or risk making a mistake. For example, if you enter an individual's salary increase in payroll, it can be accessed and viewed simultaneously by HR as well, keeping your information accurate, consistent and improving business efficiency.

## **Management reports defined by your parameters**

Management reports created within the Teamspirit software system can demonstrate opportunities for cost savings, show where extra resources are needed, or help highlight strategic plans. With Teamspirit, you can design your own reports, screens, and calculations so you can see exactly the information you want, presented with effective graphics and real clarity.

## **Support at your side**

Our staff receive regular training on new releases of the software, as well as the current key issues affecting the HR and payroll industry, so we understand what you are trying to achieve and know how to help you attain it.

Bond Teamspirit offers a wide range of supplementary expert support services including:

- UK based helpdesk where friendly, experienced staff will help resolve any problems
- Free software upgrades
- Project Administration teams who ensure your project remains on track and key milestones are met
- Training specialists to empower your own staff
- Configuration specialists to help to adapt and install your system
- Disaster Recovery solutions to safeguard your records
- Independent User Groups where you can share knowledge and feedback with other users.



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“The flexibility and security of Bond Teamspirit's HR and payroll modules are qualities that really appealed to us. As a premier league football club, we hold highly sensitive staff data on our files, but Teamspirit allows us to give each of our users different access levels depending on the visibility we feel necessary for those individuals. We were so impressed with the payroll module from Teamspirit, that two years ago, we also purchased the HR module to consolidate all of our previous HR functions into one centralised system.”

**Andrea Bradley, Payroll Administrator, Wolverhampton Wanderers**

**Teamspirit IT environment**

Teamspirit can operate in a number of different configurations and environments. Please refer to the table below to determine what components you need, based on the functionality you plan to purchase.

A detailed IT environment document where we define what we mean by 'Database Server', and other terms is available on request.

	Teamspirit Option	Database Server	Work – Station	Web Server	Web Browser	Terminal Server	Remote Desktop	Printer
<b>In-House</b>	Client-Server Deployment	●	●					●
	Terminal Server Deployment	●				●	●	●
	Web Server Deployment			●	●			
	+ Manager Access			●	●			
	+ Employee Self Service			●	●			
<b>Outsourced</b>	Teamspirit Hosted				●		●	●



“ One quality of Bond Teamspirit that offers us true flexibility is the fact that we were able to customise the software to meet our precise business requirements. This means that necessary changes, to layout for instance, can be made without going back to Teamspirit each time, allowing us to remove considerable development costs. In terms of practical benefits, single reports used to take at least an hour to complete, whereas with Bond Teamspirit, the process is now completed in half the time.”

**Caroline Graham, Payroll Systems and HR Information Manager, Jacques Vert**

# Working in partnership.

**Strengthen your business and safeguard its most important assets – your people.**

**Access all the tools you need to transform your HR, Payroll and Time & Attendance system with seamless and proactive business controls.**

## **Have it hosted**

Minimise your financial outlay and save the costs associated with the outright purchase and installation of software – let Bond host Teamspirit for you. You still receive all the benefits of a fully functional HR, payroll and/or time & attendance system and we take total responsibility for maintenance, software enhancements and upgrades.

By deploying the Teamspirit HR, payroll and time & attendance system you will also benefit from increased access to the wide range of services available from Bond's outsourced payroll division which offers a range of options. Outsourcing tasks, such as the processing of your payroll and the production of your payslips, can further reduce the administrative burden on your business and provide additional contingency in the event of a disaster.

## **Grow with confidence**

Teamspirit's modules for HR, payroll and time & attendance are all part of one system that works seamlessly as a whole. Even if you start with a single module you can be reassured that each additional module that you choose to add to the system will be fully compatible when your business expands.

## **HR**

Managing HR with all the information you need to supervise your staff effectively underpins the strategic decisions within any business. Teamspirit helps you maintain motivation through effective learning and development, and ensures you handle disciplinary and grievance procedures in full compliance with current regulations. Teamspirit reflects current HR legislation to give you complete peace of mind and streamlines the HR function through effective workflow technology. Teamspirit HR reduces the administration burden on HR professionals by automatically capturing data, which in turn allows businesses to make more informed business decisions.

The comprehensive reporting functionality within Teamspirit gives benefits to users of all levels. Senior managers can access reports on global statistics, covering areas including staff turnover, ethnicity and so forth. The provision of reports for line managers gives instant information to assist with deploying staff more effectively, understanding what skills they have and those they don't, analysing sickness, pay conditions and staff morale – to name just a few of the preconfigured options. Executives can also view reports to help them understand what more senior staff are working on and how they contribute to the business as a whole. As well as a number of predefined report settings, the advanced functionality within the

system allows users to configure reports themselves, so they are always relevant to you and your business.

## **Web-based Manager/Employee Self Service**

Delivered 'ready-to-go' – our security protected web browser technology lets you access live data files across the HR, payroll and time & attendance modules. Employees can use self service capabilities for such options as updating their personal details, holiday requests and expense claims directly into the HR system. At the same time, line managers can manage staff more efficiently – authorising holidays, sickness forms, timesheets and expenses for example – from any location with internet access.

## **Payroll**

Teamspirit Payroll offers superior functionality over and above the essential features you would expect from an HMRC accredited payroll software solution. The rerun facility allows you to run the payroll as many times as you like for any number of employees, even just one. As well as gross-to-net, you can perform net-to-gross calculations and there are no limits to the number of pay elements you can include.



If you prefer, you can also seamlessly integrate with Bond Payroll Services for outsourced payroll support. A bureau option utilises the latest payroll technology run by a team of professionals who will manage all payroll and Year End processing as well as the production and distribution of payslips. Bond's fully-managed service enables you to access a dedicated payroll manager who is fully conversant with the latest legislation and statutory requirements. Their support strengthens your business and safeguards its most important asset – your people.

#### **Time & Attendance**

Define work, break, overtime and shift profiles. Employees are linked to a shift profile for comparison with their clockings. The clockings are converted into attendance records and can be used for absence monitoring and analysis. Once data is reviewed and approved it is then transferred directly to the Teamspirit Payroll software module.

#### **P11D**

P11D can be added to Teamspirit Payroll to produce P11D returns for the HMRC in line with current statutory legislation. As this module is fully integrated with the payroll system there is no double entry of data. P11D forms can be printed out or submitted electronically to the HMRC thus saving even more time.

#### **Recruitment**

The Teamspirit Recruitment module is entry level software designed to manage basic recruitment processes and needs. You can use vacancy matching for applicant job compatibility, analyse the time taken to fill each vacancy, assess the quality of applicants, and monitor the success of the different media used. Details for new employees are then ready for immediate transfer to the HR database. When used in conjunction with the Teamspirit web front end, eApply, the recruitment system also allows your vacancies to be published online and applications received through your website.

For a more sophisticated, intuitive and functionally rich e-recruitment solution, you can upgrade to the talent acquisition module from Bond Talent. This advanced, global applicant tracking system fulfils the needs of corporate recruiters in today's technological environment. It is dedicated to making the hiring of talent easier and more efficient and managers can make informed decisions with comprehensive reporting and analysis whilst saving time and reducing administrative costs.

#### **Project Costing**

Project Costing is a new option within Teamspirit Employee Self Service providing a user-configurable weekly timesheet for capturing the time worked by employees in a multi-job environment. Primary and proxy originators can be applied to each timesheet and each day the hours worked against multiple jobs can be entered, each of which may attract different pay rates and allowances. Project costs can be checked and reported daily, and each week the timesheet can be submitted to a primary or proxy approver using workflow and email alerts. After approval the data is summarised and transferred to payroll and thereafter to accounting systems.

#### **Outsourcing services**

Within the Bond International Software group we can enable you to access expert managed services as a seamless addition to Teamspirit. These include:

- Fully Managed Payroll
- Payroll Bureau
- Hosted Services
- HR Consultancy
- HR Advisory Services
- Health & Safety
- Pay & Charge
- Expenses Management
- BACS Link
- Direct Debit Payments

# One world. One future.

**It's business as usual – only better.**

**Bond International Software specialises in the provision of e-Recruitment and human capital management software solutions to companies across the globe.**

Partnering with Bond International Software gives you the security and confidence you need to meet future challenges. All of Bond's customers – from SMEs to international corporations, know they can rely on our knowledge and experience which has been honed for more than three decades. This is our strength and it engenders the trust and customer loyalty upon which our stable business is built.

Bond has offices in the UK, United States, Australia, Hong Kong, Japan, Canada, South Africa and Peru. The global team of over 500 employees combines professional technical expertise with hands-on experience to ensure that every user around the world has the support they need for complete peace of mind.

Bond International Software is listed on the London Stock Exchange which is testimony to the financial stability of the Company. This solid platform funds the substantial investment in customer support, research and product development that underpins our business. We are committed to helping our customers succeed and we focus on providing them with the right tools to increase their profitability and productivity.

This applies not only to our uniquely scalable and flexible software, but also to our outsourced services, dedicated training and professional consultancy. These are all infinitely adaptable to different organisations and cultures. Larger enterprises can be confident that we have the resources to facilitate world-wide deployment. Whilst smaller companies can benefit from development tools and software solutions that apply progressive business practices to help them achieve competitive advantage.

For more information about Bond Teamspirit visit our website:  
[www.bondteamspirit.com](http://www.bondteamspirit.com)

For more information about Bond International Software or our other products, including Bond Payroll Services and Bond Talent, please visit:  
[www.bondinternationalsoftware.com](http://www.bondinternationalsoftware.com), [www.bondpayrollservices.com](http://www.bondpayrollservices.com) or [www.bondtalent.com](http://www.bondtalent.com)





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