

# EMPLOYMENT & HR

Employment & HR is designed for hospitality businesses looking to establish an integrated approach to employing, scheduling, monitoring and managing staff.

This module can provide a one stop employment resource that begins with engaging a new starter and ends with monitoring absence, turnover and costs in a range of key reports.

Offering built in flexibility, a selection of features can be turned on or off depending on business needs. These include the option to export data directly into existing payroll packages or import staff check in data from swipe cards or EPOS.

Employment & HR provides peace of mind, due diligence and an efficient system that automates routine procedures, reducing the chance of costly employment errors.



Key features include the ability to:

**Record:** Detailed staff records, holidays, sickness, absence and disciplinarys

**Create:** Staff contracts, staff rotas, labour schedules and time sheets

**Track and Alert:** Probation/visa expiry dates, agency staff use, excess over time, training completed or required, and Troncs

**Manage:** Starters/leavers, training plans, holidays/overtime and TUPE contracts

This exceptional system is simple to use and can be tailored to your individual processes. A comprehensive range of integrated reports and dashboards provide key staffing performance data, essential whether managing one or more outlets. Data can be exported to any payroll application and imported from any existing HR system.

As a web based system, Employment & HR can be accessed remotely 24/7. Licensed on a monthly basis, Employment & HR can be linked to other IndiCater modules and applications at any time.