

# 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, disciplinarys and upload key documents like passports.

**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.

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.

## Key functions

### OVERVIEW

Clients using this module traditionally start by using staff records, rotas and timesheet facilities. Additional tools are then added including holiday authorisation, creation of TUPE staff contract rules and the exporting of data into payroll applications.

### STAFF RECORDS

100 + entry fields to manage the recording, safe keeping and monitoring of personal data including passport details; ethnicity; visas; equal opportunities; references and probation; working time directives; CRB checks; multiple job titles and pay rates; meal breaks; uniform return; annualised hours and TUPE start date.

A verification and authorisation process ensures compliance and can drive the content of staff records at outlet level. This same tool enables head office to constantly monitor a range of criteria including visa renewals, outstanding references, probation reviews, etc. Queries by employees relating to their wages or other HR related issues can be managed using a query submission and response tool.

### STAFF ROTAS & TIMESHEETS

A range of rota data entry options is available to fit around different client and venue requirements. These include a 'lite' version to simply record hours worked; there is also a full departmental rota with multiple meal break options, and a shift set up facility for large leisure operations.

Timesheets are auto generated from rotas and can be tailored to take account of over 100 pre developed TUPE contract rules including complex sickness criteria. Data exports are tailored to client's payroll applications and controlled access can be provided to any bureau company. A Zero Hours Staff Holiday Pay Report Manager is also available.

### ABSENCE MANAGEMENT

Absence options range from simple recording of 10 holiday options or sickness absence, through to the pre authorisation of holiday requests linked to individual employee's entitlement and review of year to date absence. Rules can be activated controlling the recording of absence in excess of current allowance, with excess days automatically converted to unpaid absence and alerts.

### EMPLOYEE TRAINING

This module allows for the simple recording of type and date of training right the way through to linking with job titles and/or training type to ensure compliance. The module can also be used in exception reporting, such as identifying key missing data.