

TCG provide a web based solution, incorporating HR, Payroll and Health & Safety modules. The system is designed to offer increased efficiency and the ability to access employment related information quickly and in one central place.

What does it do?

It stores all information that you would normally find within a HR system and much more, i.e. personal details, recruitment, absence, disciplinary & grievance, training records etc. The Intranet is also a Payroll system which acts as a data capture module for bureau purposes or can be used as a fully functional payroll system. In addition it is a standalone Health & Safety database and records accident information, risk assessments, training records etc.

It eliminates the need to keep manual records and provides electronic reminders for crucial dates. It also cuts down the flow of paper as it allows many processes to be conducted electronically.

It is a centralised point of reference for all information. It can be used as a self-maintained system where employees have access to their records and can book their holidays online. It can alert managers to important deadlines, i.e. probationary periods, retirement dates, expiring of warnings, etc. so there is no danger of missing anything, whether managers are based in the office or mobile.

Why would I want it?

It can be used to run reports on any of the data in the system. The system is set up to monitor trends and statistics, including staff turnover, absence patterns, equal opportunities data, etc.

You can link documents into the system using hyperlinks so you have a true 'one-stop-shop' for all the details you need. Policies and procedures can be linked to the system so that employees can see them at the click of a button. The system also allows electronic forms to be completed on-line, i.e. exit interviews, return to work interviews, etc.

As the system is web based your managers will be able to access the data securely from anywhere in the world, as long as they have an Internet connection.

How much does it cost?

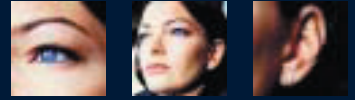
The system is very competitively priced, based on a monthly fee.

We are sure that you will recognise the benefits of having one combined system for HR, Payroll and Health & Safety, rather than running separate systems and duplicating data.

How secure is it?

The system is SQL based and all data is encrypted. All users are issued with individual secure passwords. It is also restricted to your IP address so only people within your Company can access it.

Security levels are very flexible so we can allow your staff to see as much or as little information as you feel is appropriate.



What difference have people who have adopted it noticed?

The main thing is increased efficiency and the ability to access information quickly and in one central place, from anywhere in the world.

It is very user friendly and easy to use. It has good functionality and can allow Managers and employees to see information relevant to them. The system automates many processes that typically take time and resources and is set up to provide an automated workflow. The system has been designed by HR, Payroll and Health & Safety professionals and incorporates functionality that is crucial to the end user.

The system includes the following:

- Management of new starter details
- Ability to view personnel records at the click of a button
- Current employment details and history of changes
- Personal details, including emergency contacts and equal opportunities data
- Recruitment administration
- Absence recording, including Occupational Sick Pay entitlements, monitoring absence patterns and calendar views
- Appraisal records and reminders
- Disciplinary and grievance records
- Training records
- Benefits and pension information, including PII data
- Holiday booking system, including automatic holiday increments
- Statutory leave, including maternity and paternity records and reminders
- Medical data
- Activity reminders and alerts, by email or SMS
- Self-service module allowing employees to update their own personal details, book holidays online, view policies and complete forms
- Ability to upload documents against an employees record
- Full payroll processing, including deductions, additional payments, overtime, pension payments etc.
- Statutory payments, including SSP, SMP, SPP, SAP, etc.
- Tax and NI processing
- End of year processing
- Attachment of earnings deductions and administration
- Health & Safety module, including accident recording and risk assessments
- Link to Company policies and electronic forms
- Advanced security levels, including user defined screens and access levels
- Comprehensive reporting facilities

Contact Us

For further details on how The Compliance Group can assist you with your corporate compliance requirements please contact us on:

01256 384700 or visit www.compliancegroup.co.uk