



# myhrtoolkit

people powered

The HR Dept online HR toolkit gives you control over your human resources administration

[www.hrdept.co.uk/toolkit.htm](http://www.hrdept.co.uk/toolkit.htm)



Managing your employees is key. Our online human resources software streamlines the process for you.

## HR Management at your fingertips

Because our HR software is online, it is easy to access wherever you are. Holiday requests, absence management, staff memos, reports and HR documents: you can handle everything with just a few clicks.



## An HR solution for business

Our HR software can be customised to meet your needs better. You can set different levels of user access creating employees, managers or controllers and you get to decide on authority levels for managers.



## Key Features

- Absence Management System
- Annual Leave Management
- HR Document Management
- HR Reports
- Employee Hours
- Task Management



## Absence Management System

### Employee power protects your business

Taking full advantage of the power of employee self-service, myhrtoolkit allows managers to designate employees as "absent" and for employees to complete their own self-certification on return from sickness absence.

### Help to reduce your absence levels

Myhrtoolkit gives you the information you need to reduce employee absence levels fast! The system has a full suite of absence reports, all exportable.

### Key Features:

- Employee marked "as absent"
- Simple Employee self-certification on return from absence
- Manager email notifications
- Full reporting, Bradford scores, absence patterns.
- Online absence management



## Annual Leave Management

### Why rely on a manual leave management system?

No more questions about holiday entitlements, outstanding days, pro rata calculations! Using the myhrtoolkit HR system your employees and managers have all the information at their fingertips.

### How does the myhrtoolkit holiday software work?

The employee checks out which employees are off on the online holiday calendar – or on your synchronised Outlook holiday calendar – and makes a request. The manager receives an email with the request details, checks the chart, and says yes or no. Simple!

### Key Features:

- Employee self-service holiday requests
- Email alerts
- Online holiday chart with leave and holiday reporting
- Outlook calendar synchronisation
- Automatic pro rata holiday entitlement calculation



## HR Document Management

### Share your HR documents with employees

HR documents like company handbooks and other workplace policies and procedures need to be shared quickly and accountably with employees. With the myhrtoolkit document system you control which documents go to who, and when.

### Access to staff and company handbooks

Your key HR policies are vital to protect your organisation and to communicate your rules and procedures. With the myhrtoolkit HR system your staff will have access to all of your key company documents at any time: from work or from home.

### Key Features:

- Full accountability: who read what, and when!
- Store your own HR documents easily and securely
- Company handbook viewable by employees
- Archive old staff handbook and employee manuals
- Communicate workplace policies and procedures quickly



## HR Reports

### HR data gives you the power to manage

Whether you are an owner managers or qualified HR professional, you need data to manage your employees. Myhrtoolkit software system provides you a suite of simple reports breaking down the information in a simple, understandable way.

### Don't rely on instinct. HR tells you how it is

Managers who have the facts at their fingertips can work towards efficiency more quickly, and spot problems before they become problems. With Myhrtoolkit HR management is easy!

### Key Features:

- Full absence reporting: by employee, department, location
- Holiday reports - pro ratas, entitlements etc
- Exports to Excell
- Training reports, personal data, leavers data etc



## Employee hours

### Make HR tasks easier!

The hours that employees work is key HR data.

Myhrtoolkit software package uses "work profiles" to record which employees work which particular "hours" pattern. You can create your own set of profiles so the choices you have are unlimited.

### Part time employees

If employees are part time, myhrtoolkit HR solution uses a part time percentage to calculate pro ratas. It's really easy to use; if an employee works four days per week, the part time % is 80%. This percentage is then used to calculate holiday entitlements and pay.

### Key Features:

- Hours "profiles" for all employees
- Use a part-time% for part time employee pay and holidays
- Start and finish times / lunch breaks
- Employee access to their own data
- Full history



## Task Management

### Task scheduling for yourself and employees

Task management software like myhrtoolkit gives you the control you need over your tasks and the tasks of others. View an online task list, create reminders and deadlines and set up tasks for others.

### Task manager gives you the overview

Delegating tasks to employees by simply setting up the task, provide notes and documents if necessary, and add a deadline.

### Key Features:

- Tasks for yourself and others
- Email reminders of tasks
- Deadline reminders by email
- Online task management - access task list anywhere
- Alerts for completed and uncompleted tasks



# Testimonials

## PARKARE GROUP

As the HR toolkit is a secure, central location for all HR related issues we have been able to use it for new employee inductions, changes to policies and procedures and also as a general communication tool. We find that it has been a very cost and time effective way of managing our HR requirements and has greatly reduced the time spent on HR administration and queries.

[Andrew White, Parkare](#)

## HOTELZON

Myhrtoolkit has been an invaluable tool to Hotelzon. The system is extremely user friendly at all levels and the updates continue to enhance the functionality. We have around 130 staff across four subsidiaries. At present myhrtoolkit is used in both Finland and the UK with plans to roll it out across the other units in the future.

[Nicki Kinally, Hotelzon \(Hospitality\), 130 staff](#)

## TES AVIATION

The system is user friendly and has been welcomed by employees and managers alike. Our management of holidays is now efficient and easily monitored, ridding the business of the end of year traumas around holidays not taken and carryovers. Overall we are delighted with the system which is continually improving allowing more functions to better manage absence, appraisals, training etc. The system is extremely comprehensive, straightforward and very reasonably priced. We highly recommend it.

[Jackie Carey, TES Aviation, 100+ staff.](#)

## CARMICHAEL INTERNATIONAL

We now have one centralised place where all the HR documents are kept. The staff appreciate using the holiday manager and this in itself has saved time. It's great being able to see the reports whenever I need them, and it's really handy having all the personnel records online, in one secure place.

[Head of HR, Carmichael \(Automotive Manufacturing\), 75 staff.](#)

# Pricing

You pay a simple monthly licence fee for our online HR software:

Number of Users (given passwords)	Initial Payment	Monthly Subscriptions
0 - 5 users	£0	£15
6 - 10 users	£0	£25
11 - 20 users	£100	£50
21 - 50 users	£250	£90
51 - 100 users	£500	£120
101 - 150 users	£750	£175
151 - 200	£750	£200
201 - 400 users	£750	£250
401 - 600 users	£1,000	£350
600+ users	price on application	price on application

- All prices are plus VAT.
- If you would prefer to pay a "one-off" annual fee, we can offer you a 5% discount on the price of our HR software. If you store employees' details on the HR database, but decide not to give them a password, we charge you £1.00 per month per employee record in addition to the table above. Prices are reviewed annually. Included in the price, we provide you with technical support to get the HR software set up; and a telephone helpline if you get stuck.
- As long as you already have internet access, you don't have any other hardware or software costs.

Call us now for a free trial or an extended screen to screen demo:

tel: 0800 610 1166    [www.hrdept.co.uk/toolkit.htm](http://www.hrdept.co.uk/toolkit.htm)