







Features & Benefits of HRM

Integrated Human Resources Management

Streamlines your HR operation without capital investment to realize rapid cost savings.

Le-tech HR Management is a web-based system which bestows the following advantages:

-  Clients need no more than a PC, or PCs, and Web Browser at each location to run the system.
-  Ideal for organizations with employees scattered over two or more locations.
-  No min or max parameters where staff numbers are concerned, beyond a commercial minimum.
-  The web-based system offers password-controlled self-service. In other words, any staff member can access and update their own stored personal data, and also view current and previous pay-slips.

It reduces the administrative burden on HR teams, leaving them free to make a greater strategic impact on the future of the business, both operationally and financially.

It offers a comprehensive management package covering and integrating all aspects of the HR function, starting from recruitment, through employment until termination. Each piece of data need only be input once and will be propagated throughout all relevant functions of the system automatically.

Client-defined access: Employees can access only their own personal information; line managers can access their own and of those reporting to them.

Features & Benefits of HRM (Cont'd)

HR Administration has overall access and control. Higher levels of access can be defined by top management in conjunction with the HR Director.

The system offers full integration of time sheets/ contracts / absence management and benefits with payroll and the weekly or monthly pay run. Technology is the key enabler facilitating integration.

Software upgrades will be installed free and simultaneously to all clients, ensuring standardization of processes and reducing the cost of inconsistencies and therefore software support.

Tools are included to manage Training & Development, monitoring of KPIs (key performance indicators), and to manage regular performance appraisal appointments and records.

In the field of recruitment, the system controls new vacancies, recruitment campaigns, stores CVs, and manages interview appointments and standard letters to applicants. Job profiles of vacancies can be matched to existing staff skill sets to encourage internal promotion and succession planning.

Templates for forms and reports are stored and new reports run and archived as required. These can be posted on the main bulletin board for access by all staff or circulated as desired to nominated recipients.

Support

Day to day support is provided 24/7 by Le-Tech specialists for existing contracts, but also clients are supported in ongoing developments, both new and to enhance existing packages.

There is no immediate capital investment required to run Le-Tech HR Management!! This is a web-based service available for a quarterly license fee based on number of internal users/employees. PCs and Web Browsers at each company location are all that is necessary to run the system. Customization is possible with minimal fees.

Where Le-Tech's web-based package really adds value to the client's operation is that the low-cost start-up helps clients deliver his product or service with a cost-saving that can be realized in the short-term.

Risk Assessment

Le-Tech will assess your processes to identify any potential risks and will build appropriate safeguards into the system management.

Product: **Integrated Human Resources Management**

Product Specification: *Employee database:* protected, with self-service access.
Recruitment: advertising; application screening; psychometric; correspondence
Performance Management: Appraisal appointments & records; disciplinary.
Training & Development: training programmes; reports; costs.

Brief Overview (Cont'd)

Succession Planning: skill & job profile matching to propose successors.
Time & Attendance: incl. absence, vacation, maternity, remote working.
Payroll Administration: incl. benefits, pensions, bureau service.
Reports: in client's required format.

Technical Requirements:

HRM is a web-based system and the only requirements at user end will be a computer and web browser at each company branch or location.

Access:

Allocation of corporate password to clients signed up for the service.

Implementation & Training:

Full support with construction of employee database on-site, including tailoring to clients individual needs, and comprehensive training of key users.

Support:

Available to all customers/clients 24/7. The payroll cut-off date is treated as a mission critical date by the support team.

Reliability:

As a web-based application the system sits safely on two mirrored servers and a weekly off-site back-up is performed by Le-Tech.

Data Protection:

All employee data is password protected and only specified managers of the client company and the Le-Tech support team can gain access to the database.

Features	Benefits
Only PC at each location and web browser needed to run system.	No further capital investment needed.
Web-based.	Ideal for organizations with staff scattered over multiple locations.
No min or max staff numbers for system to be viable.	Cost based on headcount, and remains relative to current size of organization.
Password- controlled access and self-service.	Removes administrative burden from HR who can concentrate on strategic issues.
Comprehensive, integrated package.	All updates auto-populate all relevant fields throughout the system. Also VoIP and payroll are fully integrated.
Links employee contracts and absence reports (holiday requests, sick-notes, maternity) to monthly time sheets.	Automatic calculation of pay, benefits and taxes from time sheets for the pay-run.
Links training & development, appraisals, KPI monitoring and disciplinary.	Full employee record visible on screen at touch of button.
Recruitment managed from vacancy to offer with succession planning.	Automated recruitment management streamlines process.
Reports can be circulated to all staff or selected recipients. Wide variety of stored templates.	Templates on file for all types of report / form. Easy circulation and archiving saves space and time.