

## PeopleLog

### An Overview for Clients



*Cost-effective HR administration  
at your fingertips...*

*Powerful business information  
at the touch of a button...*

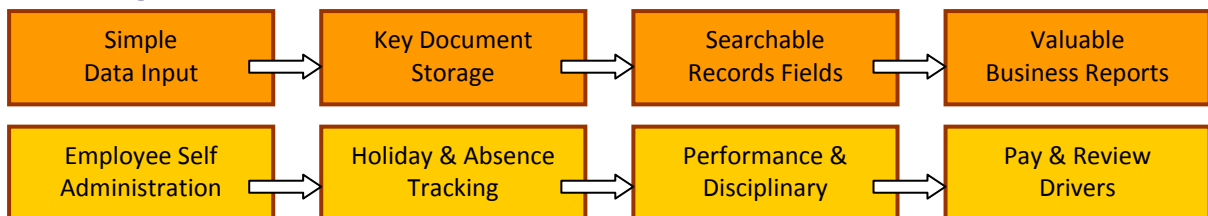
### Advantage 1: A further step towards the paperless office...

Modern business is all about information and performance metrics, so from that perspective, storing hardcopy documentation in a filing cabinet is very inefficient. It's hard getting the facts when you have to work through a mountain of paperwork.

It's no different for HR Administration. Contracts of Employment, appraisals, disciplinary notations, payroll information, etc. It all adds up. And although software based systems have been out there for some time they have either been extremely expensive or unnecessarily complicated for our clients.

With **PeopleLog** we are pleased to say we have the solution - function rich, easy to use, online and completely affordable. In fact, it will save you money. Administration time is reduced and the software enables you to identify new areas for efficiency profits easily.

### Building Workflows



### Technical Features

**PeopleLog** is a fully hosted, data secured, cloud application, i.e. always available through any web connection except for short periods when maintenance takes place over weekends.

**PeopleLog** therefore requires no server upgrades from your end and no maintenance. We do it all for you and ensure that you always have the latest functions to boot.

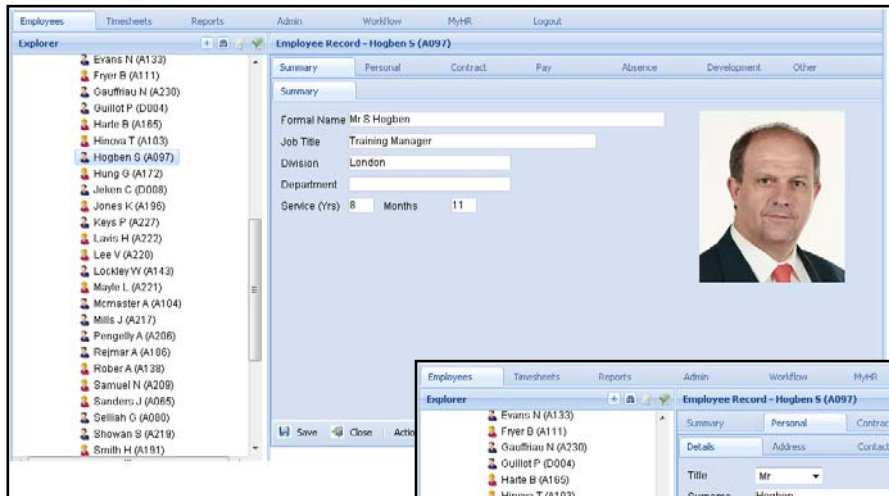
**Data security** Don't worry. All your company HR data is regularly backed-up, validated and fully secured using the same encryption techniques deployed by the major banks. And contingency servers ensure that you will never lose a single byte of your important information.

**PeopleLog** is also fully tailorable to meet individual company demands. Bespoke reports and additional fields all contribute to software that fits your needs perfectly. We even include your company logo.

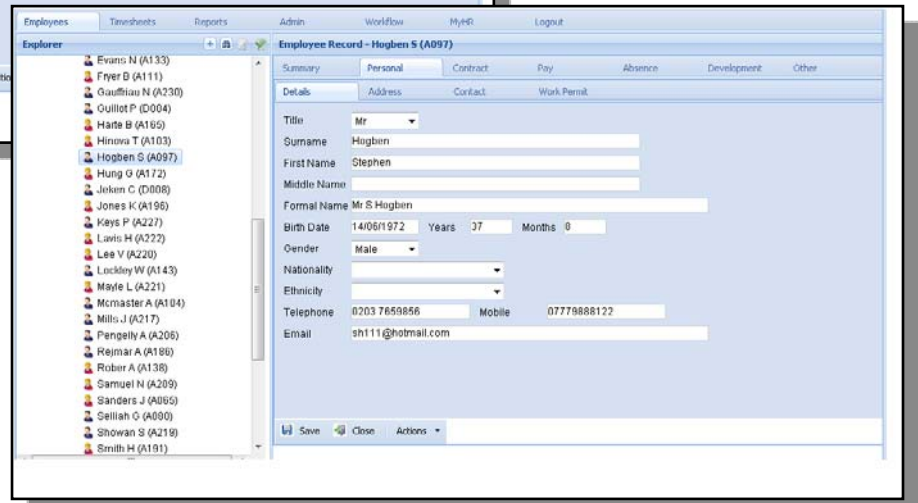
**Employee access** is once again, totally secure. Separate profiles can be defined for each individual member of staff and then edited or blocked at any time by an authorised administrator.

Finally, if your company is concerned about the environment or looking to achieve a Carbon Neutral position then **PeopleLog** is a great choice for contributing.

## Sample Screenshots & Benefits



Employee Record Screens



- No maintenance.
- Low, fixed monthly cost.
- Maximises staff time.
- Minimises direct IT involvement.
- Allows secure, self-service access, from MD to receptionist.
- Key HR information and records are all stored in one place.
- Allows your company to focus on its core business.
- Aids business consistency and administration best practice.
- Simplifies and automates many of the key HR processes and workflows.
- Payroll data can be exported & mapped to your chosen payroll system.
- Improves company-wide system administration.

On Screen Reports

### Information Groups:

- Employee details
- Emergency contact details
- Holiday management
- Sickness management
- Pay rates and benefits
- Team holiday calendars
- Total reward statements and charts
- Equipment inventory
- Appraisals
- Training & development
- Time recording
- Mail merge - individual and batch
- Document storage per employee

Absence Type	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Sickness	3	3	2	1	1	0
Sickness	0	2	0	0	0	0
Sickness	0	0	0	0	0	0
Sickness	0	0	0	1	0	0
Sickness	0	0	0	0	1	0
Sickness	1	1	0	2	2	0
Sickness	0	1	2	1	0	0
Sickness	2	3	2	3	2	0
Sickness	1	1	0	0	0	0
Sickness	0	0	2	3	0	0
Sickness	1	0	0	0	0	0
Sickness	0	0	1	2	1	0
Sickness	3	4	1	2	2	0
Sickness	0	1	0	0	0	0
Sickness	0	0	0	0	0	1
Sickness	3	1	0	0	0	0
Sickness	0	0	0	0	0	0
Sickness	1	1	0	0	0	0
Sickness	0	1	1	2	1	0
Sickness	1	0	0	0	0	0

