



## HR online video transcript

*What is HR online?*

[HR online](#) is one of the products in our cloud business to business solutions range. It enables companies and HR departments to put all the relevant processes they require on the screen. Now that means that the old ways such as paper and filing cabinets and spreadsheets - which can be inaccurate and difficult to manage - those processes are all digitised. Major advantages for the HR department are the cost savings, and importantly time savings, it will give to HR staff.

*What does the system offer?*

We've got two modules in the range. The first one is the Administration for HR. This means you can actually track staff from recruitment phase to them joining the organisation, and eventually to leaving, and it has a repository availability so you can put all information records related to staff members on the system and have access - obviously 24/7 being a cloud system.

Self-service modules are the second part. This enables staff to submit timesheets, leave requests, change of details related to information held in HR, and they can do that themselves, so it's the self-service side. And the other thing we can do is issue rotas to staff in terms of when they should be on site and working, and also we have company policy documents. So if you have important documents such as health and safety documentation, you can publish those to staff and they will be accepting and acknowledging the receipt of those.

Now, being private cloud, you can access the system securely 24/7 as long as you have Internet access. The important thing to know is that our systems have all been penetration tested so they are protected against cyber-attacks. Data, and the information held is protected. However, if a client says they will be happy to have a system installed on their server location, we can do that if they require it.

*Is HR online mainly for larger companies?*

HR online is designed for all sizes of company. Bear in mind that the basic model starts at just £395 set up, it's affordable for most companies. And for larger organisations up to multinationals they can scale the system up. Now, the important thing to remember is that legislation is getting tighter and tighter relating to what you can keep with respect to employee information. And what data can be retained is also an important thing. So if you have the right system, which we believe ours is, that will assist you very much in keeping up with that legislation, which relates of course to DPA and the forthcoming GDPR legislation in 2018.