



Corporate Overview

www.simplypersonnel.co.uk

partnering
with your HR professionals
today, tomorrow, always

simplypersonnel 

a partner you can trust

Welcome to Simply Personnel

Organisations today face countless challenges, both external and internal. Among the biggest is improving efficiency in an environment of ever-changing employment legislation while keeping costs to an absolute minimum.

At first glance this seems an insurmountable challenge, but the solution really is quite simple: finding the right partner.

Simply Personnel is a UK-based, automated HR solutions provider that has helped organisations just like yours, more effectively manage their growing workforce for a fraction of the cost.



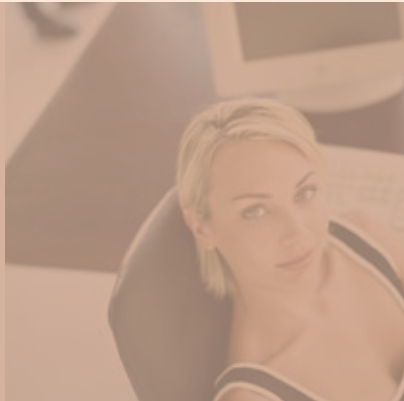
Welcome!



confronting today's challenges

You hear it all the time: the demands placed on employees increase day by day. But the demands that employees place on employers, either directly or indirectly, also increase with each passing day. If not properly managed, such challenges overburden your workforce, ultimately triggering a decrease in productivity and increased legal risk.

By remaining abreast of the latest HR and personnel issues, Simply Personnel offers its partners timely advice and solutions that produce favourable results. Some of the HR challenges Simply Personnel addresses include:



competitive edge

It's unreasonable to expect you can operate a successful business without help. More often than not, that help comes from knowledgeable and dedicated employees. Finding well-qualified individuals, retaining them and keeping them motivated takes time and money. If you aren't ready to address these issues, someone else will; a chance you can't afford to take. In this increasingly competitive global marketplace, you need an edge.

Using the right tools gives you that edge.

Reduce duplication of effort while ensuring a centralised location for all important employee-related details.

Improve communication not only amongst department heads and line managers within the same building but amongst all employees including those working in the field and in satellite offices.

Implement efficient, proactive management of employee training needs, requirements and completions in a cost-effective manner.

Empower line managers and staff by giving them more authority and flexibility in scheduling without negatively affecting production.

Ensure compliance with FSA regulatory requirements including CRB and "fit-and-proper" checks.

Get management less involved in time-consuming administrative tasks and more focused on the organisation's core business and growth.

Identify absenteeism patterns and worst offenders in an effort to control this growing problem and its negative effects on profitability and employee morale.

Streamline recruitment efforts so that capital outlay is minimised while maximising the pool of highly-qualified candidates.

providing the solutions you need

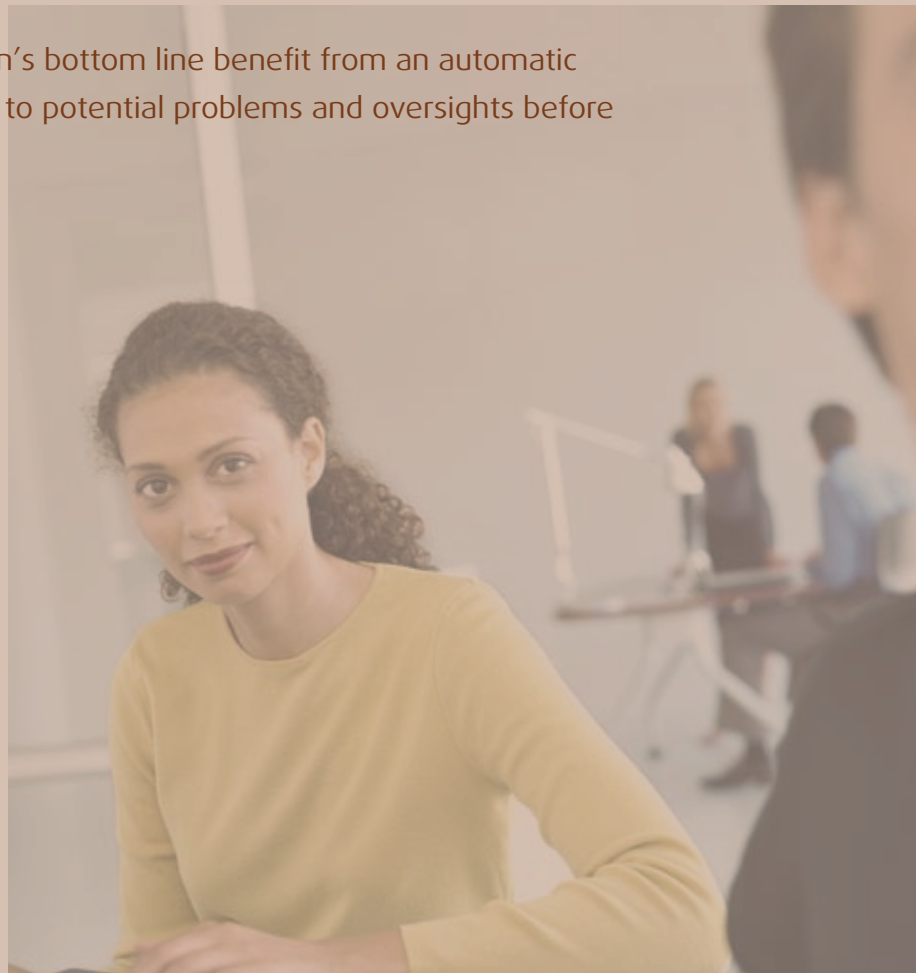
There's no denying that HR managers, personnel managers and line managers have a tremendous amount of responsibility. First and foremost is the responsibility of ensuring an organisation's success.

That's why they need access to tools that not only save time but support the decisions they make about prospective and current employees. After all, hiring the best candidates for the job and ensuring that employees perform duties as agreed are crucial to an organisation's success.

The right tools help make the right decisions so there's never any doubt as to how those decisions were reached or their validity. How empowering!

Ask yourself:

How much could my organisation's bottom line benefit from an automatic warning system that alerted me to potential problems and oversights before they happened?



Simply Personnel has helped organisations of all sizes and sectors maintain control of their personnel and human resource duties and it can help your organisation, too. Its team of dedicated professionals immerse themselves in the HR industry in order to stay ahead of the curve and provide your organisation with cutting-edge technology that anticipates the needs of this ever-changing industry - and delivers.



Training

Our training module does more than track training courses completed. By enabling you to quickly and accurately capture important training, skill and qualification data, the Training Manager facilitates administrative task management.

Less time spent on administrative tasks means more time to focus attention where it's needed most: employee safety and enrichment. Simply Personnel's Training Manager helps you:

Reduce unnecessary turnover by identifying skill gaps and employee training needs, using its powerful analysis tool.

Produce more reliable reports, facts and figures by maintaining historical training information right on the system.

Create detailed training profiles organised by different positions.

Deliver consistent training material to every employee by enabling you to produce, update, disseminate and store your own training material.

Identify candidates for promotion or job transfer, using built-in tools that help match existing skills with new needs.

Lessen the chance that employees miss or cancel important training sessions.

Ensure employees are properly prepared for training sessions.

Personnel Management

Saving time, reducing absences and increasing productivity are all possible with Simply Personnel's Personnel Manager. Our software helps achieve these goals by offering:

A unique traffic light warning system that visually alerts you to potential HR problems before they have a chance to happen.

A centralised location for entering and storing all employee information including personal and employment details.

Integrated processes that put an end to the time-consuming task of re-keying information into multiple spreadsheets, worksheets and other software programs.

Powerful reporting tools capable of generating the facts and figures needed to support your decisions.

Absence management tools that highlight patterns of abuse and identify instances in which disciplinary action is warranted.

A comprehensive document manager featuring ready-to-use templates, contracts and form letters plus the ability to store scanned images of important employee documents.

Recruitment

Recruiting costs continue to soar but those higher costs don't necessarily translate into a better candidate pool. Whether you process new hires only occasionally or with regular frequency, why leave the outcome to chance? Simply Personnel's Recruitment Manager strengthens an organisation's workforce by:

Implementing a consistent, timely and professional recruitment process, one that ensures the right steps are carried out for each vacancy from initial interview through to the job offer letter and employee start date.

Organising important recruiting details in a centralised, easily accessible location thereby minimising the amount of time spent on phone calls, data entry and paper work.

Protecting every candidate's right to privacy using security access levels to control access to sensitive and confidential personal details.

Facilitating relationship building among recruiters and candidates thereby increasing the likelihood that the best candidate is selected for every open position.

Reducing time spent on the hiring process, increasing efficiency and money savings.

Facilitating the transition from the Recruitment Manager to the Personnel Manager upon acceptance of a job offer.



Self Service

Wouldn't it be nice to relieve some of your burden while still remaining in control? Simply Personnel's Self Service module helps accomplish this goal by:

Delegating the tedious task of scheduling time off to line managers, department heads and employees.

Transferring attendance record-keeping responsibility to line managers while still allowing HR a real-time view.

Allowing you the ability to configure request and authorisation rules.

Restricting access to sensitive employee data to only those with authorised access levels.

Web Timesheets and Expenses

If you've been looking for a better way to track employee timesheets and expenses, look no further than Simply Personnel's Timesheets 24/7. With it you can:

Allow employees to input time and expense information from any internet-connected computer.

Take control of payroll and project costs by requesting that employees use the stopwatch feature to track time down to the exact second.

Rest assured knowing that the unique Traffic Light Warning System is relentless in its pursuit of missing timesheets.

Save money on hosting services and installation because Timesheets 24/7 is maintained offsite on Simply Personnel's continually accessible secure servers.

Operate Timesheets 24/7 as a stand alone module or integrate it with any other Simply Personnel modules.

Fast Facts:

Simply Personnel offers the same robust features for a fraction of the cost of more expensive software. No organisation is too big or too small to benefit from Simply Personnel's comprehensive HR system.

benefit from our expertise

No matter how many roles you fill, Simply Personnel gives you the tools you need to get it all done.

Finance Director

Track and monitor payroll and HR costs without digging through unwieldy spreadsheets.

Rapid reporting guarantees quick and efficient decision making.

Easily integrate HR data into company-wide reports.

Improve HR Department ROI.

Compensation and Benefits Manager

Easily prepare comprehensive and competitive packages designed to attract top talent to your organisation.

Design and administer personalised rewards programs designed to optimise motivational results.

Spend less time getting more accomplished.

HR Specialists

Spend more time managing employee issues and less time managing paperwork.

Develop comprehensive employee training and incentives programs.

Discover small issues before they become big problems.

Line Manager

Monitor your team's attendance and performance without tasking HR to produce reports.

Easily administer starters and leavers.

Empower employees to manage many HR requests without your intervention.

Manage and track training and proficiency with a click of the mouse.

Payroll Specialists

Generate payroll and associated reports with push-button ease.

Integrate your current electronic time-keeping devices effortlessly.

Empower employees to check their payroll and time records online and download electronic pay stubs and tax records.

Employees

Verify the accuracy of your payroll and personnel records online.

Track your pension status any time you want.

Request holiday time, paid time off and leave electronically from your desktop.

Stay up-to-date on training and promotion opportunities.

HR Director

See the big picture at a glance with high-level management dashboards. Drill down to details to see the whole picture.

Transfer common tasks to non-HR staff using self-service technology and free HR personnel to manage the big picture without losing control of the entire process.

Deliver and manage your organisation's strategy by improving operational effectiveness and strengthening the links between your company, departments and people.

IT Department

Minimal installation effort means full automation in days, not months.

Vendor-supplied support means you are never alone.

Seamless integration with your current network and servers means no additional technology costs.

Rock-solid security, backup and disaster-recovery protection keeps confidential data secure from unauthorised access and gets your organisation back up and running if the worst happens.

Pension Specialists

Simplify the pension administration process with automated routines.

Empower employees to view their pension information online.

Generate comprehensive pension reports with just a few mouse clicks.

we deliver

Simply Personnel delivers on its promises

With hundreds of successful installations and thousands of satisfied users, our reputation as a reliable partner continues to grow. Our experienced team of professionals is committed to providing solutions that help you succeed.

Reputation

Simply Personnel provides a full range of desktop software including Personnel Management, Training & Development, Recruitment Management, Self Service, Timesheets, and Timesheets & Attendance. We weren't the first HR software provider and we won't be the last but our dedication is unmatched. With over a decade of practical and technical experience focused solely on the rapidly evolving field of Human Resources, you can be sure that the solutions we offer continually reflect the latest trends and legislative mandates.

Approach

Rarely does a one-size-fits-all approach serve the needs of every organisation. We know that and you know it too. That's why we'll offer no solution until we've met with key members of your team to discuss their challenges as well as their objectives, both current and future. As a software solutions partner, our relationship doesn't end with installation. We can also assist with data transfer and training plus provide support in a live environment. That's the way we have conducted business in the past and we have no plans of changing now.

Unmatched value

Now more than ever, organisations are finding it necessary to rein in expenses. So why spend more on an HR solution when you don't have to? Don't let our software's lower cost fool you into thinking it is not as functional, flexible or feature-rich as the competition. This simply is not true. In fact, it's all this plus more. During these days when people and organisations are investing more and getting less, it's refreshing to know that exceptional value still exists.

Security/Training

No solution is worth its weight if it cannot be entrusted with the sensitive and confidential nature of the data it collects. Simply Personnel's Secure Architecture addresses authentication, authorisation, access and data protection which simply means that only data that you make available can be viewed. Training takes place either onsite at a time that is convenient for your team or it can be handled remotely. The choice is yours. If you have specific training requirements, we will even assemble a customised training solution.

24/7 Support

Our software is intuitive and easy to use and requires little in the way of after-installation support. But we know from time to time you and others within your organisation will have questions. That is why we offer several ways to get answers. Among the options is our helpdesk where all telephone support inquiries are logged and assigned a priority. Our knowledgebase is accessible any time, day or night and offers a categorized listing of frequently asked questions. The troubleshooting option uses answers to questions to help pinpoint the solution. Finally, online demos, user manuals and other useful documents are always available for download.

Upgrades

When you are investing a considerable amount of capital and resources in our software or any other software, you do not want it to become outdated before you have had time to recoup your investment. Your feedback concerning potential enhancements combined with our focus on the ever-changing laws and requirements pertaining to the field of Human Resources help drive our efforts to further enhance our products and services.

Making a difference

We offer more than lower priced solutions and dedicated customer service. While those benefits are certainly valuable, what keeps us fulfilled and committed is the knowledge that the solutions we provide really make a difference. So often we receive feedback explaining how our HR, training, recruiting, scheduling and timesheet programs have not only positively impacted the organisation's bottom line, but how they have helped enhance the quality of the working environment itself.

Flexibility

Simply Personnel's suite of products is the right choice whether your organisation operates entirely under one roof or out of multiple offices and even if your employees frequently work offsite. While the majority of installations have taken place within the UK, we're branching out and ready to serve other markets. No matter where you are located we promise the same level of commitment and service.



you are not alone

We understand that running an effective and professional HR department is a serious undertaking. That is why we provide full support, clear documentation, and our personal commitment to staying ahead of the HR curve so our software is always up-to-date with changing HR trends - and so are you.

Analyse your needs

From the beginning we will work with you to make sure we fully understand your requirements and objectives. We realize your needs are unique yet are confident we can draw upon past experiences with other similarly-sized organisations to propose a solution that works for you.

Making the transition

With the agreed-upon solution in place, we next assign a project manager whose responsibility begins at project initiation and continues until the project is formally closed. The project manager oversees data migration, acts as your point of contact, monitors progress, manages risks and other issues, and discusses and controls changes in project scope.

Learning

Our flexible training options give you total control over this phase. You can train the employees you choose using our comprehensive self-paced tutorials as your guide. Or your employees can participate in an online training program led by one of our instructors. Or our trainers can come to your location and provide training on-site. Plus you get to choose whether or not to use live data for training purposes. If confidentiality is a concern, we can provide realistic simulated data instead.

Into the future

We are confident that the solution we propose is flexible enough to adapt and accommodate your organisation now and in the future. However, we also realise that technology changes as fast as the needs of HR professionals. That is why we will continue our practice of making enhancements available to our users. Your opinions are always welcome.

the next step

To learn more about the Simply Personnel approach to exceeding your HR objectives, please contact us on (+44) 0870 145 8270 or visit our website at www.simplypersonnel.co.uk.



about Simply Personnel

For over 10 years, Simply Personnel has been a leading provider of strategic desktop HR and Personnel Management solutions. The company has a base of over 2,000 customers, many of which are top performing organisations within the UK. Its customers are in virtually every industry and operate domestically and internationally.

Designed to serve the needs of small, medium and large-sized organisations, Simply Personnel's expandable product line includes the Personnel Manager, Recruitment Manager, Training Manager, Self Service, Time & Attendance, and Web Timesheets & Expenses.

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