

Appendix C – HR Systems

The various systems used and administered by Human Resources play an important role in providing an efficient service to staff and managers . The successful use of systems in HR can help us to:

- Attract, retain and develop high quality staff
- Manage and reduce sickness absence
- Support IDS the strategy
- Ensure we are meet Emergency Planning requirements
- Ensure we meet the requirements of GDPR
- Deliver an effective performance management system
- Reduce paper and streamline HR and Payroll processes

We seek to continually improve the systems we use and this includes the following plans:

Systems	Plans for the period
HR & Payroll System	<p>To introduce HR21 in conjunction with Payroll. HR21 is an employee self-service kiosk, allowing managers and staff access to the HR and payroll system to view the information we hold. It will allow staff to claim mileage and overtime electronically and book on training courses. HR will also seek to use this system to improve our processes for collecting and recording information relating to outside commitments, driver declarations and equal opportunity information.</p> <p>To consider purchasing the recruitment module of the HR and Payroll database. Currently HR use a bespoke access database. For business continuity a supported package would be preferable.</p>
First Care Portal	<p>To consider purchasing the absence management element of the system which allows managers to manage the sickness absence policy on line (ie stage one and stage two absence meetings)</p> <p>To implement dynamic return to work interview forms which provide tailored return to work forms depending on the reason for absence.</p>
Pentana	<p>To continue to use Pentana for performance appraisals and to progress to tailoring the appraisal forms to suit the needs of each service, when managers are fully confident with the use of the system.</p>
Jobs Go Public	<p>To maintain a recruitment microsite to attract the best candidates.</p>
Electronic Files	<p>To maintain a secure system of transferring files between HR and payroll to meet the requirements of GDPR.</p> <p>To cleanse the system to ensure compliance with GDPR and to assist with more effective document control.</p>
Iken	<p>To consider an alternative to the use of Iken which has not been as user friendly as anticipated.</p>

E pay check	Continue to use E-Pay check to compare and benchmark salaries with other local authorities to ensure that we remain competitive
Learning Zone	
Etarmis – Time Recording System	<p>To consider moving to the cloud based version of the time recording system. Etarmis is not yet at 'end of life' however the system will not be developed further by the software providers. There will come a point when we need to move to an upgraded system.</p> <p>Moving to a cloud based system will support the IDS strategy and assist with emergency planning requirements.</p>
Swipe Card System	To continue to use the system for the management of swipe access to the building.