



LOVE YOUR  
NUMBERS



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## Human Resource Information for your Business

# SOFTWARE + ADVICE SOLUTION

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We are thrilled to offer your business the perfect solution to your Human Resource needs. In partnership with HR Central, national providers of HR advice and services, we can now support you with an HR subscription that combines cloud based software and HR Specialist knowledge and experience.

The software will help you with your daily HR administration, such as record keeping, process management, policies, procedures, leave and qualification tracking, as well as linking to your payroll system for prompt delivery of pay slips. It keeps you up to date with any changes to legislation, has a suite of tailored HR templates, such as Employment Contracts, Letters of Offer, plus over 150 Q & A's regarding daily HR issues. The software is securely managed onshore and supported by a team of IT technicians. In conjunction with the IT component, the subscription includes access to an HR Specialist should a situation occur that needs discussion or questions answered. Through this combination, all aspects of the employment lifecycle are covered and you are in safe hands.

Choosing HR Central is a proactive approach by you. HR Central's subscription will ensure you are compliant with HR legislation without having to find everything out by yourself, will manage your employees HR more efficiently, and give you peace of mind so you can get on with running your business.

# Get Onboard!

1

An HR Specialist consultation will start the process to discuss what you do currently regarding your HR, find out how you like to run your business, how many staff you have, and what your needs are regarding HR. We conduct a thorough review of existing HR Documentation including (but not limited to); Policies, Procedures, Contracts, Forms, Induction Process, Performance Management Process etc.

2

We compile a suite of policies, procedures and other documents that will be best suited to meet the needs of your business. We identify and incorporate any particular requirements pertaining to the specific business needs. In doing so we may use a combination of any existing policies and HR Central created policies with or without any customisations or updates as required.

3

We then upload the tailored document set, configure the company and add employees (which is even faster if we can link to your cloud based payroll). We show you how to use the software, and make sure you are comfortable, happy and ready to use HR Central!

## Ongoing

[Help regarding regarding any HR issue](#)

[Help if you have any questions about the software](#)

[HR Central News and Updates](#)

### AUDIT TRAIL

Track employee compliance

### MANAGE FILES

Employee Files securely online.  
Available 24/7

### POLICIES + PROCEDURES

Over 150 Policies, Procedures,  
Templates & Forms 'out of the box'



### HR SPECIALISTS

Answering your questions  
online, on the phone, via email or  
face to face

### QUALIFICATIONS

Store and manage your employee's  
qualifications and receive  
alerts prior to their expiry.

### LEAVE

Leave Management,  
Tracking & Reporting

# Software Features

## Policies

Managing and tracking your compliance is easier than ever with the policy tracker in HR Central.

After the initial consultation and HR review process, the HR Specialist will read your current policies to ensure that they are compliant with Fair Work. During this process, the HR Specialist will also provide recommendations to develop a comprehensive suite of additional policies to bridge any gaps.

Your policies are then stored and accessible through the HR Central platform, which allows employees to view and accept each policy. Each employee's compliance percentage contributes to the overall company's compliance percentage, which is viewable by both the employee and the HR manager through a number of easy to read and responsive dashboards. Employees can review acknowledged policies and newly assigned policies at any time via their individual log ins. HR Central's notifications will support communications to the employee when a new policy has been assigned and within the platform the HR manager can send reminders and assign new policies when updates become available.

As an HR manager, you will be provided with an overview of your business's total compliance, and our dashboards will provide the ability to click through at an Employee level, where you can then manage your employees according to their level of compliance.

The screenshot shows the HR Central platform interface. At the top, there's a header with a logo for 'Cupcakes and More' and a welcome message 'Welcome Chloe!'. Below the header, there's a navigation bar with tabs: 'My File', 'Policies', 'Conversations', 'Resources', 'News', and 'FAQ'. On the right side of the navigation bar, there are links for 'My HR' and 'Company HR'. The main content area is divided into two sections. On the left, there's a 'Policies' sidebar with a 'Compliance %' bar showing 90%. Below this, there's a 'To Read' section with a table listing policies and their update dates. The 'Annual Leave Entitlements' policy is highlighted. The main content area on the right displays the 'Annual Leave Entitlements' policy document, which includes sections like 'Annual Leave Entitlements', 'Who is entitled to Annual Leave?', 'How much Annual Leave is an employee entitled to?', and 'How does Annual Leave accumulate?'. At the bottom of the page, there's a disclaimer: 'You are expected to observe the company's policies and procedures as applicable to you and as varied from time to time. However, these policies do not form part of the terms of your employment and they cannot be enforced by you as a contractual promise.'

Welcome Chloe!

Employees | Settings | Logout

My File Policies Conversations Resources News FAQ My HR Company HR

**Policies**

Compliance % 90%

To Read	Date	Updated
<a href="#">Annual Leave Entitlements</a>	14/04/2016	UPDATED

**Accepted**

- [Code of Conduct](#)
- [Community Service Leave](#)
- [Abandonment of Employment](#)
- [Annual Leave Entitlements](#)
- [Business Dress Code](#)
- [Code of Conduct](#)
- [Community Service Leave](#)
- [Compassionate Leave](#)
- [Conflict of Interest](#)
- [Drug & Alcohol](#)
- [Equal Employment Opportunity](#)

**Policy and Procedures : Annual Leave Entitlements**

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### Annual Leave Entitlements

Annual Leave is in place to allow you to take paid time off work. The entitlement to Annual Leave comes from the National Employment Standards (NES).

#### Who is entitled to Annual Leave?

All permanent employees (not casual staff) get paid Annual Leave.

#### How much Annual Leave is an employee entitled to?

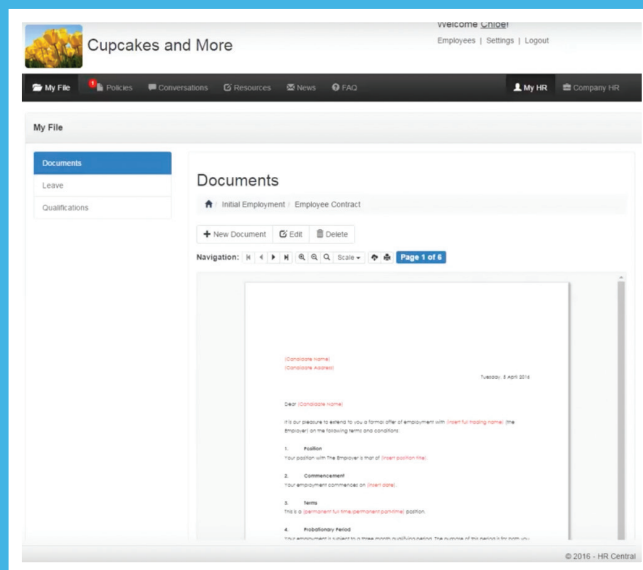
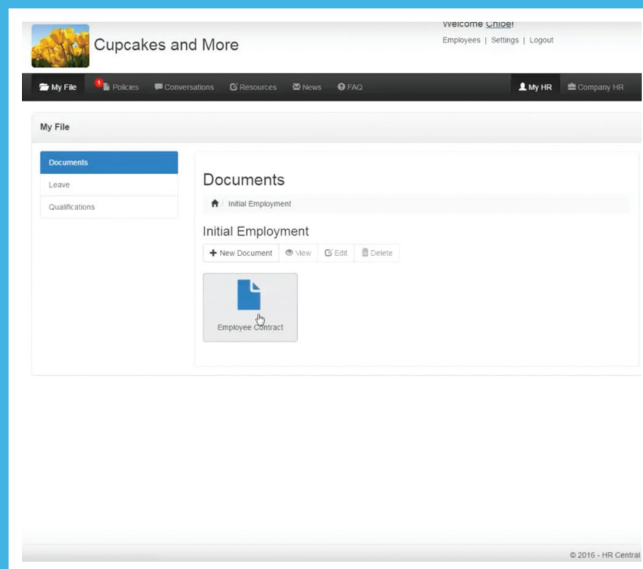
Full time employees are entitled to 4 weeks of Annual Leave per year. Part time employees are entitled to the equivalent of 4 weeks a year based on their part time hours.

#### How does Annual Leave accumulate?

The accumulation of Annual Leave starts on the first day of your employment, even if there is a probationary period in place.

You are expected to observe the company's policies and procedures as applicable to you and as varied from time to time. However, these policies do not form part of the terms of your employment and they cannot be enforced by you as a contractual promise.

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## Employee File

Managing paper based personnel files can be an exhausting manual task and become overwhelming for growing companies. HR Central enables you to better manage your employee files, offering electronic and secure access to critical employee information such as documentation, qualification, leave and payslips.

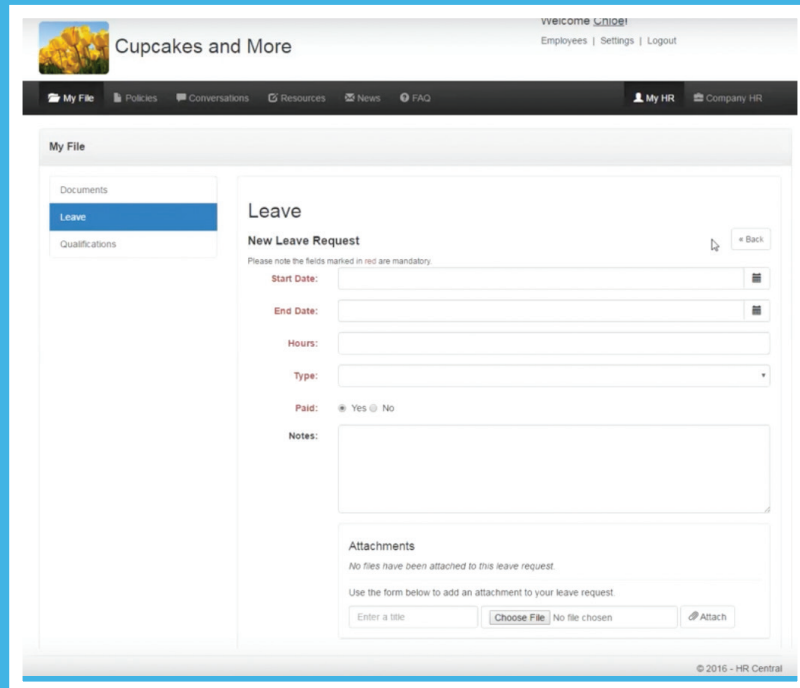
Managing employee documents on HR Central is a matter of a few simple clicks. The HR Central software allows each employee to have their own electronic file within their profile. Uploading employee documents to the customised folders allows documents and employee files securely stored and accessed from anywhere by your employees.

Manual document management practices can take up a lot of your time and inhibit fast access when you most need these important documents. For example, an organisation using a locked filing cabinet to store and manage their documents were unable to access the files when the key broke. HR Central not only gives you the ability to store your HR documentation in one central location, but can also be accessed anywhere by you and your employees.

## Qualifications

Qualifications in HR Central implements an automated procedure where licenses, certificates and job specific requirements are managed and tracked for each employee. HR Central will automatically remind employees and managers when their qualifications such as driver's licence, first aid certificate, working with children card, or CPR qualifications are about to expire so managers don't have to, and your organisation remains compliant.

Liability extends to employers when employees drive a vehicle for work related purposes. If an employee drives with an expired licence, the company will be liable for any damages or faults the employee may have caused and your insurance may not be of any assistance. HR Central gives you the ability to manage employee licences and reduce the risk of vicarious liability on the roads.



The screenshot shows the 'New Leave Request' form in the HR Central system. The interface includes a header with the company logo 'Cupcakes and More', a user greeting 'Welcome LINDA!', and navigation links for 'Employees', 'Settings', and 'Logout'. A secondary navigation bar contains links for 'My File', 'Policies', 'Conversations', 'Resources', 'News', and 'FAQ'. The main content area is titled 'My File' and contains a sidebar with 'Documents', 'Leave', and 'Qualifications'. The 'Leave' section is active, displaying the 'New Leave Request' form. The form includes fields for 'Start Date', 'End Date', 'Hours', 'Type', and 'Paid' (with radio buttons for 'Yes' and 'No'). A 'Notes' text area and an 'Attachments' section are also present. The 'Attachments' section indicates that no files have been attached and provides a form to add an attachment, including a 'Choose File' button and an 'Attach' button. A copyright notice '© 2016 - HR Central' is visible at the bottom right of the form.

## Leave

Leave management in HR Central automates and streamlines the leave requests and approval process within teams and organisations. Managers have an overall view through their dashboard and leave calendar which ensures no leave requests are missed and are actioned without delay. With every step in the leave request process, the employee or the manager are informed through email notifications.

Integrating with one of our external partners increases the functionality of leave management within your organisation. Leave balance information is available within HR Central for more informed decisions when managing leave and approved leave requests can be sent back to your payroll system to streamline your payroll procedures.

The HR Central leave management functionality can help you save on your payroll costs by planning for and managing absences efficiently. Organisations can use HR Central to help with workforce planning and increase productivity through automated and streamlined processes.

## Reporting

Managers have access to a reporting engine to view, graph and report leave. This can be filtered and reported in different ways.

## Payslips

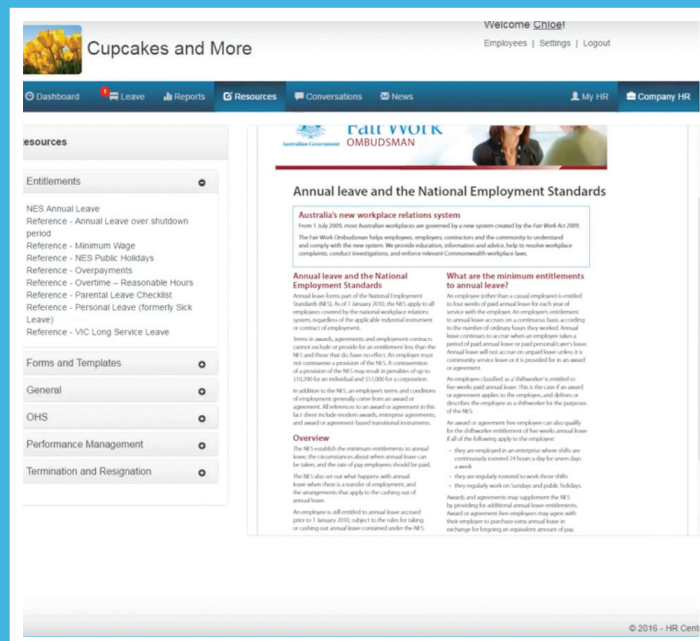
Using one of our trusted external providers, payslips can be made available within HR Central for your employees to access. Once your regular payroll has been processed, HR Central will recognise there is a new payslip available and will automatically send the employee an email notification with a link to their new payslip for quick and easy access.

Payslips are time consuming and can be costly to distribute manually. When employees are away from the workplace at the time of payroll being processed, they will not receive their payslip until they return. If there is an error on their payslip, it may not be identified until they return to work. Through an automated process such as HR Central, errors can be identified and rectified quickly to ensure accurate payroll records.

## Resources

HR Central offer a simple solution to managing, finding and tracking documents. HR Central Resources brings to you an easy to use, highly effective document management process for prompt and easy tracking.

Ensuring your employees are using the latest versions saves time and frustration. When a change in process happens, for instance expense reimbursement processes changes, it is important to update all the relevant documentation for the process. If a staff member was not made aware of the process change and is using a previous version of the claim form, they could miss the pay cycle. This means they may need to wait for the next pay cycle to submit the accurate version of the expense reimbursement form.



## Conversations

Conversations in HR Central give the option to send confidential messages to internal HR or HR Central as a third party. You can track all of your employees conversations sent to you as the HR Representative and maintain a full audit trail of past conversations. Email notifications keep all parties up to date at all times.

Conversations allows your employees to raise delicate situations which gives you the opportunity to address matters that arise but also keep track of past occurrences. In the event an employee has a repetitive matter, you can track the history and outcomes from previous occurrences as opposed to emails which can get lost, archived, or even mistakenly deleted.

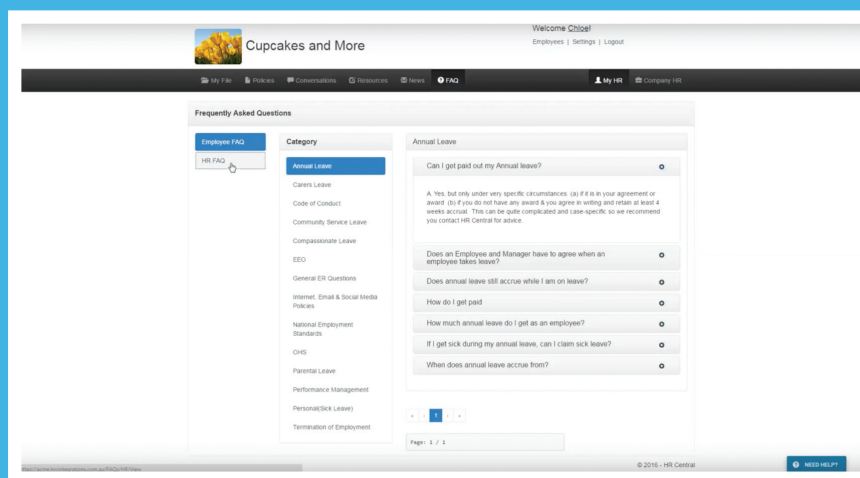
## News

News has two functions. Firstly you will be kept up to date from HR Central with all the latest information on legislation changes, wage increases, Fair Work and NES updates, as well as helpful information about public holidays and general HR topics from the HR Central Specialist team.

The other function of News is that you can also keep your employees up to date with company news such as Christmas holiday information, rosters and company events. With each news item, you and your staff members will be notified with an email.

## FAQs

HR Central have put together a large suite of Frequently Asked Questions. Save time and increase productivity through the power of information. You will have all of the general HR Management questions answered quickly allowing you to get on with your busy day. Your employees can also get fast answers to a question they may have by referring to the FAQs which cuts down on their time trying to “Google” the answer, or take a guess at it themselves and risk being incorrect.



## Employee Management

### Profile

Each staff member will have a profile where personal information, employee documentation, leave requests, qualifications, and notes are stored. Personal information can be updated at any time by an employee.

### Notes

On each staff member profile, you can add a journal note that you can view and is time stamped. This feature is great for keeping a record of occurrences or situations that do not require a document to be completed and saved. This feature is particularly useful when conducting performance reviews and referring to specific occurrences which are significant to the employee's performance.

### Files

Manage your employee files through HR Central and adopt a paperless system which can also save you time and money, printing, scanning and storing each document manually. Not to mention helping the environment! HR Central allows you to effectively create an online employee folder that you and your employee can manage together.

Employers have an obligation to Fair Work when it comes to record keeping. Online document filing can save you valuable time when trying to search back through older documents that you thought you had but for some reason are not where they are meant to be! Ensuring you have all your records in a central location that can be accessed from anywhere, can be of great assistance should the need arise for you to refer to them or present them.



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