

# SD Worx Pay & HR

## Total support for your people.



### Result Driven HR

#### In addition to SD Worx Pay, you get:

- HR administration tools
- Employee self service tailored by role
- Mobile app
- Probation management
- Right to Work tracking
- Vacancy requests
- Interactive organisation charts
- Employee explorer tool
- Document management
- Fleet & resource management
- Starter and leaver processing
- Talent management tools
- Learning & Development
- Employee directory
- 250 standard analytical reports
- Analytics report builder and self-service dashboard
- Email based approvals
- View employee calendars in Outlook

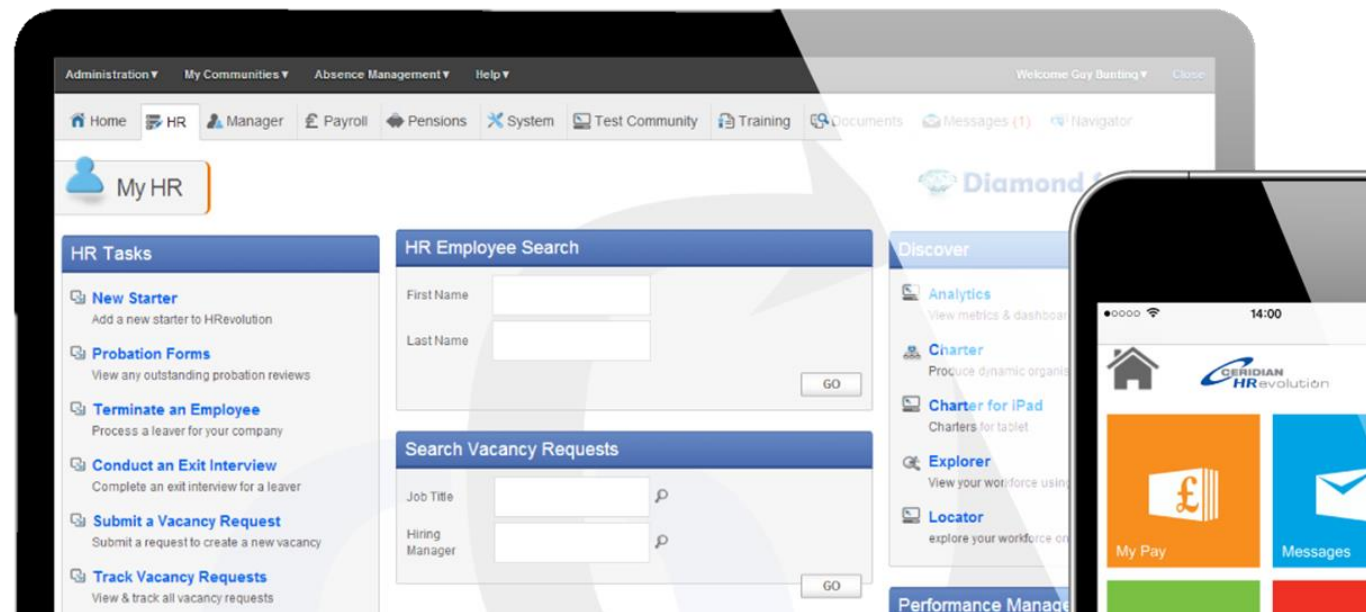
#### What else do we do?

- Pay
- Time & Workforce Management
- Talent Management
- Analytics
- Global Payroll Solutions

SD Worx Pay & HR combines our award winning payroll solution with advanced HR tools to provide a measurable and efficient solution that's in the cloud. It's easy to use, easy to buy and built with the future in mind.

Managing HR and payroll has never been easier, with one record of employee data and single sign on access to everything you need, from any device, at any time. Eliminate administrative tasks by empowering your employees to manage simple transactions and all HR processes across the employee lifecycle, in a single cloud solution.

- Reduce your total cost of ownership by at least 20%
- Improve efficiency by eliminating redundant administrative tasks
- Achieve 100% compliance with UK working legislation
- A truly integrated solution that delivers one unique experience for all users
- More engaged employees as they can perform simple transactions easily on the go



# SD Worx Pay & HR

## Key facts.



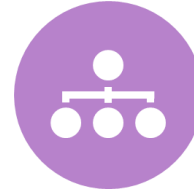
### It's mobile, just like you.

Save over 2 hours a week by completing key tasks on the go, at any time, on any device. Manage absence on the go with email & calendar integration.



### Self service.

Automate many of your traditional processes, and remove the need to re-key data, by pushing the administration out to employees and managers.



### Automated organisation charts.

Manual organisational charts are a thing of the past. Produce up-to-date charts immediately, for any team in your business.



### No more manual reports.

Gain up to 20% efficiency with 250+ automated reports and more visual options than you could dream of. Now you can get what you need in seconds.



### Vacancy requests.

Increase the speed and efficiency of filling new roles by allowing managers and HR to view, submit and track vacancy requests. Save time by automating approvals.



### Probations.

Establish probation measures by role and record the outcome for each employee. Approvals can be tailored and automated by role depending on your needs.



### Right to work.

Achieve 100% compliance by making sure your people have the documents they need to work in the UK. Managers and HR can maintain details for your employees.



### Document management.

Store policy documents and manage them centrally in a secure & controlled manner. Security rights help you manage who can view and edit content.

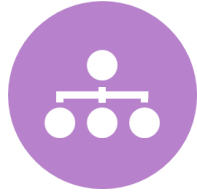
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### Email based approvals.

Sometimes emails are much easier. That's why you can view and approve (or reject) requests from your employees, such as holiday or expense approval requests.



### Talent management.

Identify where talent resides in your business by viewing the performance and potential of all your employees on a 9-Box grid. Filter by department and division to see your high performing teams.



### Starters and Leavers.

Manage employee transactions from hire to retire. From the moment candidates apply for a job, right through to their departure, access all of their data and activity in one place, at any time.



### Succession planning.

HR can mark employees as potential candidates for key business roles, allowing them to look for gaps and understand the succession plans for any key role.

## Optional extras.



### Performance management.

Manage & optimise performance across your business. Use our automated workflow processes to transform your objective setting and evaluation process into a dynamic feedback loop between managers and direct reports, and give your employees greater control of their own development.

- Objective management
- Online reviews
- Development planning
- Performance rating



### Recruitment.

Drive down your cost per hire, while giving you access to a wider selection of candidates and enhancing the candidate experience. A complete end-to-end solution connects all your recruitment sources, applicants and administrators in one secure online environment.

- 1x online career site
- Advert management
- Application management
- Interview management
- Offer management
- 50 standard reports
- Report builder

# SD Worx Pay & HR

## HR Analytics.



Use today's insights to make a powerful impact tomorrow. SD Worx Analytics is part of our HR bundle and gives you a simple, easy-to-use way of accessing and building reports and insights. Help your business understand the drivers most strongly impacting performance and quantifiably assess which HR initiatives are most effective.



### 250+ automated reports.

No more manual reports! Get what you need in seconds rather than days, with 250+ automated reports and more visual options that you can shake a stick at.



### Customisable dashboards.

All the essentials are immediately available at your fingertips. Our out of the box dashboard provides you with insightful reports for all aspects of the employee life cycle.



### Very easy report builder.

IT experts need not apply. If you need more reports, simply type what you want to see using everyday language, and your report gets built instantly with our report builder.



### One click reporting packs.

Producing reports for meetings used to take days. Now they're available at the touch of a button, saving you up to a week of your time



### Export to other formats.

Instantly generate PowerPoint™ presentations that are automatically ready for the boardroom and sharing with your managers.



### Drill down detail.

All your data and facts in one place, structured for accessibility. Get instant access to all the metrics you need. Fly up and view your business from the top, or dive down into individual detail.