



Human Resource Management
Flexible, configurable and easy
to use



CANDIDATE SELECTION, Credentials, On Boarding, Develop, Performance, Competency, Health & Safety, Retention,

Replacement, Qualifications, Induction, **TRAIN,** Appraisal, Talent, Incident, Attraction, Payroll

Job Offer, CPD, **NEW STARTER,** Learn, Review, Skill, **ACCIDENT,** Benefits, Pay



Salary Review,

Increases,

Rise,

HR.net - is different.

ADP HR.net is a flexible, configurable and easy to use Human Resource Management solution. Its design centres on improving employee management processes, and driving efficiency, whilst helping you attract and retain the best talent and optimising their skills through integrated functionality.

By automating HR processes and empowering management through intuitive dashboards, HR.net will support your business with better management and administration of employee life cycle events, in addition to planning and executing workforce business needs. Its flexible framework will enable you to align industry best practices with your organisation's culture, and accommodate change as your business evolves.

Taking advantage of .net technology, HR.net is a 'Software as a Service' solution, which means you will benefit from scalability, lower cost of ownership, faster deployment and anywhere, anytime access.



SALARY



Headcount, Working Patterns, Right to Work, **ASSETS**, Absense, Entitlement, Succession Planning, Recruit

Reports, Rota, **IDENTIFICATION**, Equipment, Cover, Annual Leave, Career Opportunities, Replace

Team, Shift, Passport, Mobile Phone, Sickness, Holiday, Promotion, **RETIRE**



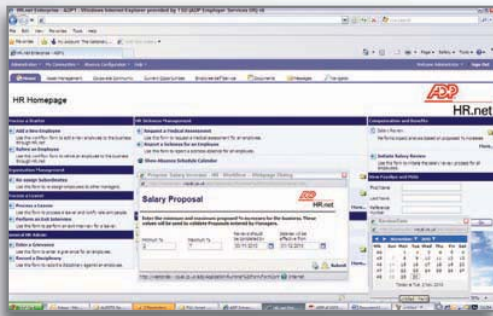
HR.net - because you all have a different view.

Because a single piece of information can be relevant for different reasons to each stakeholder, ADP HR.net has been developed as a community orientated Human Resource Management solution, which delivers flexible, configurable and intuitive views relevant to individual groups.

Employment Checks, Health & Safety, International Workers, Medicals, Occupational Health, Post Management, Starters & Leavers

Absence, Disciplinary & Grievances, Job Details & History, Salary Reviews, Training History, Working Patterns, Salary History

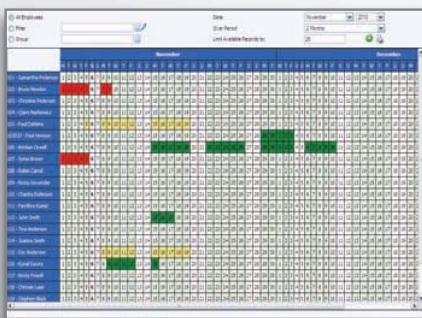
Holidays, Education & Qualifications, Employment History, Personal Details, Multiple Jobs, ePayslips, eP60's



Support your executives in planning and executing workforce business needs.

"From my central dashboard I can obtain real time management reports, formulate budgets against actuals, and build future plans to support strategic decision making. I can initiate processes like salary increases, as well as add starters and update employee information."

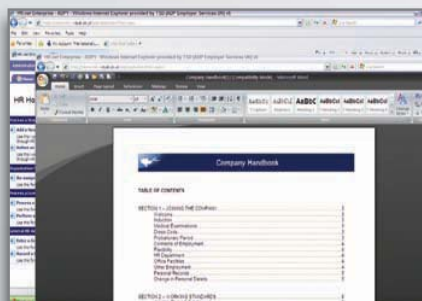
- HR Manager



Enable your line managers to effortlessly manage and administer employee life cycle events.

"In my community I can view my team's absences and I have the empowerment to report sickness and authorise annual leave. I can also initiate performance reviews and propose salary increases."

- Line Manager



Employees are empowered to take the lead initiative in administering their personal information.

"I can effortlessly update my address and bank details, view my payslips, request annual leave and gain access to my employer's handbook and employment policies all in one place."

- Employee



Maintaining electronic copies of documents, and attaching them to employee records, can heighten efficiency, and consistency whilst reducing risk of non-conformance.

“I maintain full version control of all our employee and HR documents, and I’m able to access historical documentation easily.”

- HR Manager



Real-time organisational and financial intelligence through sophisticated reporting.

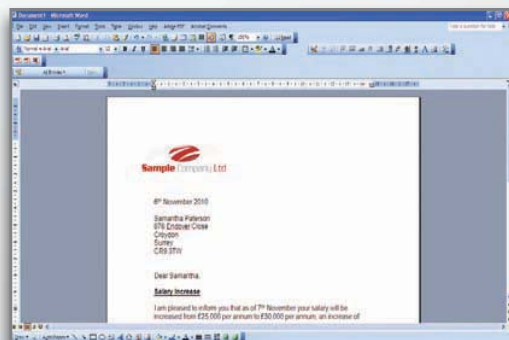
“My library of standard reports allows me to run real time managerial information, specific to my team, and export them into multiple formats anytime I want.”

- Line Manager

Document Management, Full Version Control, Document History, Electronic Filing, Official Documents, Scanned Documents

Real Time Reporting, Graphical, Wizard Report Designer, Standard Reports, Spreadsheets, WP, PDF, Security Control

HR Policies, Employee Handbook, Contract of Employment, Messages



Using mail merge wizard, documents and letters are easily personalised.

“At salary review time a letter communicating my increase is automatically delivered to my message box.”

- Employee

HR.net - because your business culture is different.

HR functions and practices can be fairly consistent across every business. Your unique business culture, policies, strategies and industry specifics, however, dictate how your procedures are managed, how your managerial hierarchies and authorisation lines are structured and how processes best flow across your business. Because we know that technology constraints can restrict your operational effectiveness, HR.net has been developed to be highly configurable, so you can determine the way it feels and fits with your business practices.

Corporate Branding, Multi-Language, Multi-Cultural, Terminology, Configurable, Flexible, Adaptable

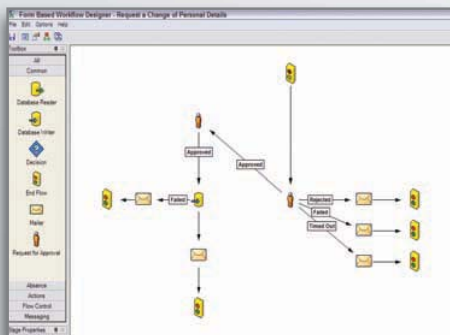
Organisation Structure, Administer Inter-department Transfers, Team Changes, Organisation Charting Connectivity

Configurable Workflows, Aligned Processes, Event Triggers, Authorisation Procedures, Reminders, Automatic Letter Generation



Employer and corporate branding play a strategic role in HR. So make HR.net your own.

Whether employer brand terminology is used to heighten engagement and retention, or corporate brand look and feel is used to promote a sense of belonging, HR.net can be specifically designed to reflect your brand look and feel. You could also have a different look and feel, or even language applied, to different communities.




Automated processes, tailored to suit your culture, will result in reduced effort, heightened accuracy and improved efficiency.

Regardless where or how a process starts or ends, HR.net workflows can be tailored to fit your needs. A single workflow could be structured to generate personalised documents, trigger emails, run reports, set reminders, and calendarise events, as well as add or update information.

HR.net - because your business will be different in the future.

In business there is no standing still – your organisation needs to remain competitive and grow. Inevitably, emerging objectives will affect the dynamics of your workforce, meaning talent and performance requirements will challenge your ability to adapt quickly. Through integrated functionality, HR.net gives you the flexibility to introduce additional tools to support you in acquiring and developing talent as well as measuring performance.



HR.net's **integrated solution** provides a foundation of specific features and functionality, upon which a **unique solution** can be built to reflect your **individual needs**.

Performance Management, Appraisals, Succession Planning, Talent Management, Competencies & Skills, Career Development

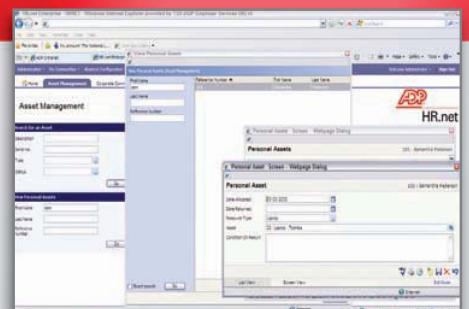
Training Management, Learning, Courses, CPE/CPD, Knowledge, Departmental, Partners, Venues, Delegates, Programmes

e-Recruitment Management, Job Boards, Online applications, CVs, Vacancies, Interviews, Candidates, References, Agencies

Fleet Management, Vehicle registration, Accidents, Insurance, Tax, Driver Allocation, Services, Renewals, MOT

Asset Management, Maintenance, Incidents, Allocations, Warranties, Financial Management, Uniforms, Equipment, Technology

Expense Management, Claims, Authorisation, Reporting, Payments



HR.net - because your people are in different places.

Home based and mobile workers, remote sites and offshore personnel are a consequence of modern business needs. As a result, this impacts consistency in managing and communicating with employees as well as administering and reporting on life cycle events. Taking advantage of .net technology, HR.net is a 'Software as a Service' solution, meaning your entire workforce will have access to their personal information so they can follow the same HR processes as their office based colleagues, resulting in business efficiency that drives productivity.

Multi-browser, Lower Cost of Ownership, High Level Security, net technology, Software as a Service, 24/7 availability,

Consistent Processes, Accurate Information, Flexible Culture, Workforce Connectivity, Management and Administration

Flexible Hours, Home and Mobile Workforce, Anywhere, Any Time, Any Place, Remote, Offshore, Engagement, Empowerment



Software as a Service lowers cost of ownership and IT dependency.

“The benefits of software delivered as a service is that it removes the cost associated with owning and maintaining software as well as servers, – for my team it also removes the added pressure of supporting them too.”

- IT Manager

Supporting a home and mobile workforce, as well as a flexible hours culture, drives the demand for a 24/7 service.

“Working from home often means I work outside normal office hours. Yet I can still view and update my personal details, book leave, and view my payslips whenever I want and in exactly the same way as everyone else. It makes me feel valued and part of the business even though I’m not there.”

- Employee

Zero IT Footprint

Efficiency



HR.net - because there is more of a difference with ADP.

As the world's no.1 provider of employer related services, ADP is best positioned to offer a comprehensive solution that empowers you to manage your people data, policies and processes – all through one single provider. From HR to Time & Attendance to Payroll and more, ADP delivers solutions with the attention to detail, quality of service and the reliability you would expect from an industry leader. By combining ADP's 'Software as a Service' solutions, you will benefit from one point of contact, one point of responsibility and one trusted supplier that can manage sensitive data while providing you anytime, anywhere availability.

Reference Interviews, Education, Qualifications, Employment, Credit Check, Criminal Records, ID Verification, DVLA,

Managed Payroll Service, Processing Service, Compliance, HMRC Accreditation, Qualified Payroll Professionals

Monitor Absences and Lateness, Consistent Pay Policies, Reduce labour costs, Increase Productivity, Biometrics,



Right To Work

Swipe Cards




ADP
freedom.

Online Payroll and HR,
interacting right across
your business

ADP
freedom.

Payroll – best practice payroll service, effortless access to real-time information.

Combining Payroll with HR aligns employee information, reduces resource effort, increases accuracy and streamlines processes across the business.



ADP
ezLaborManager.

The Time and Attendance solution
Increase speed, accuracy
and productivity

ADP
ezLaborManager.

Time & Attendance – increase speed, accuracy and productivity.

Streamline your time and attendance processes plus your payroll preparation time, whilst empowering your employees and increasing their productivity.



ADP
BackCheck.

Fast, thorough and cost-effective
employment screening.

ADP
BackCheck.

Employment Screening – fast, thorough and cost effective.

Make better informed recruitment decisions through a range of employment, education, identification, criminal and credit background checks.

Who is ADP? A Fortune 500 company, ADP is a global provider of Payroll, Time and Attendance and HR services. Hundreds of thousands of organisations worldwide count on ADP to deliver one or more of these solutions.

Present in the UK for over 40 years, ADP is a known and trusted partner. Whether you want a combined payroll, time and attendance and HR solution, a managed or processing payroll service, or an employee background check service, ADP has the knowledge, capability and solutions to address your needs.

For more information
visit www.uk.adp.com or call 0800 180 4994



PAYROLL



TIME & ATTENDANCE



HUMAN RESOURCES



When your people are
counting on you, count on us.®