



 **identeco**  
hr • attendance • payroll

**Bringing your HR and payroll together in one place to effectively manage your employees; reducing administrative tasks and minimising your risk as an employer**

# **Simplifying HR, attendance and payroll**

**Transform** your HR and payroll functions with our online system to streamline tasks, **increase** productivity and **improve** attendance from **79p** per employee, per month

**Simple ■ Affordable ■ Powerful**

For more information contact us and discover how we can save your business valuable time and money

 +44 (0)1527 386 624

 enquiries@identecohr.co.uk

 **identecohr.co.uk**



## Simple, intuitive and consolidated

With the amount of information we have to input, secure, access, process, update, change, import, export, report, read, understand and interpret about our employees, often repeatedly and quickly; having one system that's easy to use and helps you 'do it all' will make you wonder how you ever managed before.

## Affordable

All businesses, regardless of size, need to have good systems in place to help them effectively manage their people processes. identecoHR has a competitive pricing structure, starting from as little as **79p per employee per month**.

## Powerful product benefits

Improve attendance and productivity, and unleash the potential in your people. Reduce staff turnover, retain your skilled workforce and attract the best talent for your business. Drive down recruitment costs and speed up admin. Save time and be free to focus on core profit-related business activities. Know what's coming and forecast accurately.

## Scalable and flexible

With so much to think about, do, and get right in business, making HR simple has undeniable benefits for everyone. Which is why identecoHR gives you all the functionality from the start. Purchased by size required rather than modules, identecoHR grows with you so it's built to last.

## Built with expertise

With 100 years combined HR, payroll, and operations experience, our team is built up of professionals who have extensive industry skills, knowledge and experience. You can trust us, we know what we're doing.

## What is identecoHR?

identecoHR is an innovative people management system to provide you with all of the tools to manage your employees, reduce administration and execute your HR function seamlessly.

Our innovative software solutions enable SMEs to transform their business and manage their people data.



## **Recruitment, starter's and leaver's contract changes and eligibility checks**

identecoHR will manage your whole recruitment process and manage new starters and contracts including, Right to Work checks.

## **Review employment history and staff changes**

From accrued holiday to personal details to appraisal insights – all the data in one place.

## **Shift patterns, work rotas and schedules**

Scope out complex shift patterns and job shares, calculate pro-rata salaries, with reporting to support payroll systems.

## **View, manage, book, and authorise annual leave**

Request, approve, track and monitor leave and set out contingency plans for workloads.

## **Absence management and contingency planning**

Track and monitor absence and reduce the impact of sick days, and parental and unplanned leave with identecoHR's contingency planning.

## **Company-wide communications**

From meeting reminders, dates to remember and departmental updates – you can get your message out quickly with our instant company messaging.

## **Build and run bespoke reports**

Build key data, generate reports and automate delivery.

*If you would like to see the difference we can make to your business, why not let us give you a no obligation demonstration so that you can see how we can add value to your business?*



## How we add value to your business

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identecoHR helps SMEs and not-for-profit organisations manage their HR functions more effectively.

Our cloud-based portal delivers a range of comprehensive, configurable features to help businesses reach their full potential as well as engage, develop and retain their employees and establish themselves as a forward-thinking, modern workplace.

identecoHR is uniquely positioned to add value to an organisation's HR and payroll functions in the following ways:

### Improve efficiency

Avoid duplication, streamline processes, and reduce time spent on repetitive tasks by adding automation to HR and payroll functions, which will then free up management time to focus on the core business activity.

### Stay compliant

We stay up to date with changing HMRC, and employment legislation which will enable businesses to meet regulatory compliance. Whether it is Right to Work checks, prompts for renewed health and safety training or reminders of a review of personal employee data, identecoHR will do the legwork for you, saving you time.

### Minimise human error and provide accurate data

Good people management relies on good data – but even the smallest inconsistency in data can have a negative impact on the workplace. Generate reliable, automated processes to avoid errors in areas such as payslips, contracts or annual leave allowances and avoid the wasted time needed to put these things right.

### Take care of 'People Data'

Avoid data breaches with our secure personnel data portals. Compliantly and securely store and manage sensitive personal data, making sure that it is only accessible to specified key staff members. Displaying a commitment to the correct management and protection of employee data will also help to build trust and confidence with your team.

### Encourages autonomy

Providing an ability to self-manage certain aspects of their own HR will increase empowerment and build trust with your teams. Administration settings can be applied to configure access to specific areas within the portal, where necessary.



## Secure, cloud-based software

Our software fits perfectly with a vision of enabling a truly flexible and mobile workforce through supported technology. identecoHR can be accessed from virtually any internet-connected device – securely.

## Reduce your impact on the environment

Moving your HR and payroll system online will reduce your reliance on paper and printer consumption and help your business to deliver a more sustainable, greener business model, not to mention cost savings associated with less consumables.

## A fully supported solution

As well as providing a thorough implementing experience for your business, our account management and technical support teams will help you get the best out of the system and can provide ongoing training, either online or face-to-face.

## Fully transparent costs

We are fully transparent on pricing, with no hidden costs. Our tiered costing structures are clear, competitive, and scalable.

## We'll grow with you

Our software is bespoke and flexible to your needs; We understand that your business needs will evolve over time. identecoHR is responsive to your growth and will adapt to your changing needs and requirements.

## Improved employee experience

identecoHR is built on an intuitive and easy to use interface, providing an 'on the go' experience. Our software will demonstrate to your workforce that they are working for an organisation that values their career progression, data security and welfare. It will also demonstrate to your employees that you are a progressive, technology-driven business.

## Communicate clearly

The additional function of instant messaging at a fraction of the cost of regular SMS, enables the delivery of clear, timely company-wide communication.

## Make better business decisions

Drive your business forward and enable your HR department, managers, and stakeholders to make better business decisions based key metrics. Build and generate regular or bespoke reports, to provide reliable and accurate insights into an individual's or teams' performance and management. Extract analytics quickly to demonstrate evidence to support new initiatives within your organisation.



## Our technology

identecoHR is a cloud-based application with data all hosted within the UK. The database is secure and can be accessed via our identecoHR data centre.

### We provide:

- Full database installation and administration, including regular scheduled backups
- Product support Monday to Friday 9am to 5pm
- Database and software upgrades as soon as new releases are made available

### Specific to you...

If you would like something bespoke for your business, talk to us. We would be pleased to discuss your requirements.

Our experienced development team may be able to provide the perfect solution.

## identecoT&A

Are you looking to move away from paper timesheets? Our Time & Attendance system can be built bespoke to your workplace needs.

identeco's Time & Attendance System is a powerful and accurate clocking-in system built with the modern workplace in mind. Our import/export reporting can be used to support payroll functions, helping to avoid errors, reducing manual entry and processing time. If required, identecoT&A can incorporate an API to fully integrate live data into your payroll operations.

The software provides an intuitive user experience that will not only track employees arrival and departure times, but will enhance security by eliminating any fraudulent clock-ins and increase productivity.

We also offer a visitor registration system which will show accurately and efficiently who has been on-site at a specific time and date, providing full transparency into who is moving around your office at any one time, improving levels of security.

The software can also pose questions prior to a visitor entering, such as health related questions. The identecoT&A system includes a temperature test as a bolt on service.

identecoT&A can be taken with the HR Toolkit or as a stand-alone product.

### Key features include:

- Increase productivity
- Syncs with your payroll
- Negates the need for manual timesheets of data processing
- Bespoke to your organisation's needs
- Tools to verify employee identity and avoid 'buddy check ins'
- Reliable, efficient and cost effective
- Simple and easy to use
- Visitor registration
- Bespoke question function

Start increasing productivity and reduce data processing. For more information visit our website [here](#).



## Don't just take our word for it, hear from some of our clients...

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“identecoHR is very easy to use and contains many features specifically designed to effectively support users in senior management and administrative roles. Tools like the legal letters, as well as alerts, keep you constantly up-to-date on matters affecting each person and are invaluable in forward planning.”

**Mark Norman, Head of Finance & Operations, Charis Grants Ltd**

“identecoHR is excellent. Having had experience of other software we consider identeco to be a far superior product. It is powerful but very easy to use. As a law firm, we find it contains many interesting features which one would normally expect in a considerably more expensive system.”

**Lynne Ayres, Managing Partner, Hunt & Coombs Solicitors**

“We have been using identecoHR for well over a year. It is a very reliable product which does everything that we require for our business. The support team is friendly and helpful and always quick to respond. I would have no hesitation in recommending identecoHR to anyone. It contains many excellent features that we find very simple to use.”

**Rachel Morris, Office Manager, e4education**

“Having used other HR systems before, identecoHR is miles ahead. It is so user friendly that managers can easily use the full functionality without having to rely on an administrator. Other products are extremely expensive and have additional costly ‘extras’, identecoHR has more functionality than some of these systems and is so reasonably priced.”

**Genevieve Arnold, HR Manager, Crown Aspinalls London**