

TEMPLACMS

EMPLOYEE PORTAL



- Payslips / P60s
- Holiday Planner
- Holiday Requests
- Noticeboard
- Messages
- Personal Data
- Company Documentation

DO YOU WANT TO IMPROVE COMMUNICATION WITH FRONT LINE OPERATIVES?

COMMUNICATION WITH SITE-BASED STAFF IS NOT EASY

Communication is a cornerstone of good management. Yet nowhere is it more challenging than in the UK facilities industry, where most staff work remotely, outside normal office hours and often alone.

Contact is via occasional field management visits or by post/email from payroll and HR, all of whom are under pressure to do their 'day jobs'.

By and large, these staff do not have access to management intranets containing company documentation.

THE SOLUTION: AN INTEGRATED EMPLOYEE PORTAL

All staff have the right to effective communication. By using an advanced, 2-way employee communication portal, you can:

- Provide 24-7 access to payslips, holiday information and important company documentation
- Send and receive messages on a company-wide or one-to-one basis
- Easily broadcast important announcements or updates to policies and procedures

THE RESULT? A HAPPIER AND BETTER ENGAGED WORKFORCE.

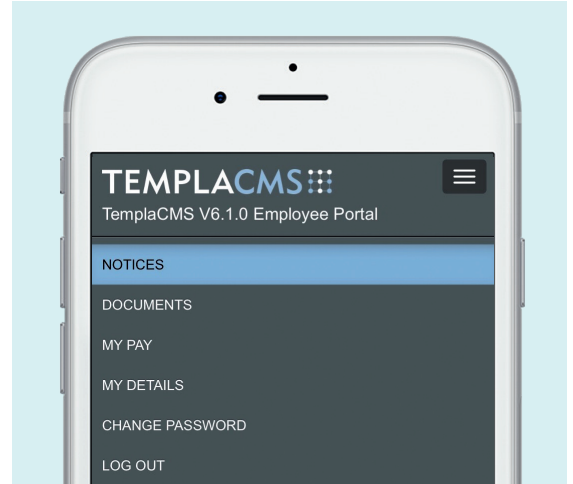
Smartphone accessible | Real-time data view | 24/7 availability

“My team fields a huge number of telephone queries from cleaning staff relating to their pay and holidays. The information required to answer them is not sensitive, but it’s just not accessible to the people who need it, which is frustrating for them and frustrating for us.”

UK Payroll Manager

HOW EMPLOYEE PORTAL WORKS

Employee Portal is a web-application that allows a member of staff to use their smartphone or other mobile device to access a range of real-time information and company documents via a secure login. Whilst using the application, staff may also receive and submit messages or requests relating to pay, holidays and personal data.



HOW WILL YOUR STAFF BENEFIT?

FRONTLINE OPERATIVES

- Freely access information at a time convenient to them
- Self-service resolution of simple payroll queries or submit more complex enquiries
- Understand and manage holiday entitlement – days used and remaining across all sites
- Manage personal finances more easily
- 24/7 access to company information (policies, procedures, staff handbook, health and safety manual) and HR reference documentation (Right to Work, HMRC)
- Reduce feeling of frustration and isolation that comes with working remotely

HR, PAYROLL, ADMIN, OPERATIONS

- Less time spent handling queries by phone or email
- Easy to send out company-wide or individually targeted messages, e.g. reminder of imminent visa expiry, reminder of pension entitlement
- Easier to reinforce compliance with company policies and procedures
- Simple to request vigilance when something goes wrong, e.g. accident
- Relieves pressure on field management of responding to requests for basic information