

VIP HR Manager Factsheet

Summary of Key Features and Benefits



VIP HR MANAGER

HUMAN RESOURCE MANAGEMENT SOFTWARE

Functionality	Key Features	Key Benefits
NERA (www.employmentrights.ie)	<ul style="list-style-type: none"> Keeping the below records in VIP HR Manager means you will be prepared should a NERA inspector call Provides evidence that you are compliant with employment rights legislation 	<ul style="list-style-type: none"> Saves Money and Reputation <ul style="list-style-type: none"> Reduces the risk of Employment Tribunals Reduces the risk of NERA prosecution
Employee Details	<ul style="list-style-type: none"> Contact details inc phone & email address Personnel details inc marital & nationality status Gender & picture Department, Cost Centre & Location Job Title/type, manager/reports to Employment status i.e. part-time, full-time, etc Working pattern, start & service dates Retirement age & date Leaving date & reason Next of kin & multiple contacts Company car, driving license & penalty point details Salary/Payroll & job history Exit interviews Recruitment database Customisable fields and screens 	<ul style="list-style-type: none"> Ensures Better Organisation <ul style="list-style-type: none"> Information is stored in one database No longer a need for filing cabinets Cuts down on routine paperwork Saves Time <ul style="list-style-type: none"> Enquiries answered at touch of a button Allows HR departments the time to focus on more strategic HR issues
Absence Tracking	<ul style="list-style-type: none"> Start & end date Type – holiday, sick, parental, maternity, jury duty, etc Cost of the absences Individual, department & company absence calendar Quick absence utility for line managers Set of standard absence reports 	<ul style="list-style-type: none"> Spot Trends <ul style="list-style-type: none"> Monitor attendances issues and reasons why View data in text and graphic format Saves Money <ul style="list-style-type: none"> Quickly analyse the cost of absenteeism
Health & Safety	<ul style="list-style-type: none"> Detailed record of accidents in the workplace Date, type, date reported, injury details, etc Health & Safety in the Workplace Acts at touch of a button 	<ul style="list-style-type: none"> Reduces Risks <ul style="list-style-type: none"> NERA inspector visits Employment tribunals
Performance Evaluation	<ul style="list-style-type: none"> Disciplinary records & expiry dates Detailed review screen (objectives, rating, etc) 	<ul style="list-style-type: none"> Enhanced Organisations <ul style="list-style-type: none"> Motivated and satisfied employees
Training & Development	<ul style="list-style-type: none"> Education & qualification records Training needed and completed screen Cost of training/venue and results 	<ul style="list-style-type: none"> Maintain High Standards <ul style="list-style-type: none"> Effectively manage & identify training needs Identify suitable candidates for positions/jobs
Employment Law Advisor	<ul style="list-style-type: none"> Provides advice concerning standard personnel procedures Covers areas such as parental & maternity leave, discipline Contains all the Irish employment Acts of the Oireachtas 	<ul style="list-style-type: none"> Comply with Irish Legislation <ul style="list-style-type: none"> Reduces risk of Tribunals & NERA prosecution.
Retrieving Information	<ul style="list-style-type: none"> Built in Report Writer and set of 300 standard reports Standard set of graphs and charts Over 60 standard letters and memos/mail merge facility In built diary that links with MS Outlook 	<ul style="list-style-type: none"> Improves Communication <ul style="list-style-type: none"> Managerial HR reports at touch of a button Highlights trends and statistics on an individual, group and company basis.
Integration	<ul style="list-style-type: none"> Seamless integration to VIP Payroll Manager Direct links to MS Office and Lotus Notes Easy import/export 	<ul style="list-style-type: none"> Improves Efficiency <ul style="list-style-type: none"> Employee data entered once– no re-keying Easy access to report sharing