

- Pay Review process
- Track important tasks such as Training Expiry dates
- Electronic Timesheets
- Viewing the structure of the company via organisation charts
- Providing access to company policies and forms to employees via Employee Self Service

Let's take a closer look at just one of these, managing employee holiday bookings.

For a company with 50 employees the cost of processing holiday bookings is approximately £2,500 per annum. This includes the time spent by Employees, Managers and HR requesting, authorising and recording holiday bookings.

The cost of using a digital holiday booking system is as little as £230 per annum. This is a saving of £2,270 per each year.

Over 5 years this saves the organisation **£10,280.13**. So, what's not to like.

How much is this going to cost?

Some costs are involved in putting in place a system to handle holiday requests electronically. However, this isn't as expensive as you would think.

The cost of our People Inc. Employee Self Service is £1,648.00. This includes your software licence and first year's support. It then costs just £349 per annum. Over 5 years the total cost is £3,044.00.

If we take this cost off the above savings we are still saving £7,236.13 over 5 years.

Additionally, you will also save on other costs such as costs of the paper used for the request forms or the time HR spends each year answering requests from employees to confirm their remaining holiday entitlements.

Will it put me out of a job?

Having the right systems in place to save on time consuming admin tasks will free up time for the HR Administrator (and for Managers and Employees) but this doesn't mean it will put anyone out of a job.

By using this available time to produce better analytics and develop more effective strategies will make the role of HR even more valuable to the business. A digital system to handle holiday requests isn't just more efficient. It also records the information centrally so this can be analysed more effectively.

We don't have time to implement and learn a system like this.

Going digital in HR is much easier than you would think and most systems are designed to be easy to use for HR, Managers and employees alike to ensure everyone buys in to using online systems.

How do I attend?

To register for this event please use the link below:

<https://www.eventbrite.co.uk/e/digital-hr-lightening-the-load-tickets-37412031393>