

“75% of businesses struggle with paperwork and compliance.”



HR Document Management

For Small Business

Staff Systems is an ideal HR document management tool for HR Managers and/or business owners that allows you to create and track HR documents through the working life of an employee.

It is specifically designed to help a business save time and money recruiting and managing their employees, the right way.

If you are a small business owner/manager looking for guidance and structure in hiring, managing and exiting employees then Staff Systems is right for you.

For an affordable once-off investment you can have a process, structure and over fifty (50) templates and forms at your disposal.

Staff Systems is so easy to use, anyone in your business can be up and running with it in a few minutes, so you get an immediate return on your low-cost investment.

Hiring employees is a high risk investment for most small businesses, Staff Systems gives you control, structure and reduces your risks.

Recruitment



Start Up



Performance Management



Business Success

Why is Staff Systems the best for your business?

- ✓ Easy to use and understand
- ✓ You can customise documents to suit your industry
- ✓ Clear instructions for managers and staff
- ✓ Once off buy price - no ongoing costs
- ✓ Instant HR structure for your business
- ✓ Over fifty customisable templates and forms
- ✓ Central repository for all your HR documents
- ✓ Australian made for Australian businesses

Why do you need a HR document management system?

- ✓ Save up to 75% of your time preparing paperwork
- ✓ Increase staff retention with better management
- ✓ Reduce your operating costs
- ✓ Attract quality staff with professional documents
- ✓ Improved staff management planning
- ✓ Make informed decisions about your staff
- ✓ Reduce your risk to unfair dismissal claims
- ✓ Reduce your risk to fines in the Fair Work Act

Five business benefits of Staff Systems...

1: Minimise Risk

Without the correct documentation in place, a business can suffer. Complaints from staff or a visit from a Fair Work Inspector can cost time and money. The Staff Systems database will ensure that you are able to keep track of all your employee documents for easy retrieval and use.

2: Meet Your Obligations

Compliance with the Fair Work Act 2009 is vitally important for all Australian businesses. 75% of businesses will struggle with the paperwork and compliance. Staff Systems can enable your compliance and by keeping your systems and processes organised - your documentation is ready and within reach.

3: Save Time and Money

It's no secret that businesses that are organised save time and money processing staff documents. Staff Systems Wizards take the headache out of managing your HR systems and processes. Diary reminders also ensure you don't miss out on important dates - such as staff reviews.

4: Attract & Retain Quality Staff

Employees are attracted to businesses that are organised. Customised colour coded staff forms and documents will express a professional image to potential employees. Easy to use interview guides and will help you ask the right questions and select the right people.

5: Keep Up-To-Date

Reports will reveal any missing data. Staff Systems templates are ideal for staff planning, updating work policies, staff training and auditing your documents. Links are included to find the information you need.

Can you identify with the following...

- ✓ Your employees drive you crazy
- ✓ It's too hard to put together HR documents
- ✓ You don't have a solid process for hiring
- ✓ No structure or process for performance management
- ✓ Your employees don't have position descriptions
- ✓ No central storage for your employee documentation
- ✓ Not sure how to exit employees from your business
- ✓ You want guidance on managing employees

Can you afford an unfair dismissal claim?

Your business is maximising its risk if you do not record all payroll aspects of employment, but also document 'recruitment process', 'letters of offer', 'position descriptions', 'workplace policies', 'performance reviews' and 'exit details' in order to avoid the heavy financial risk associated with **unfair dismissal claims**, which are on the rise.

Minimise your risk to unfair dismissal claims and increase employee satisfaction by implementing a document management system for all aspects of recruiting, managing and exiting staff - the right way.

Testimonial...

"Darren installed the HR Coach Staff Systems software onto our computer system and we use it daily. The software package is very easy to use and has many helpful template forms eg. recruiting staff and staff performances."

- Hybrid Electronics

HRCOACH
staff systems

HR2You
Your Staff Management Partner!

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