Simplify and streamline your complex HR processes

The make-up of organisations is changing as "workplaces" become more transient and mobile, resulting in a flexible workforce, which can create complex working practices.

This brings a multitude of challenges, and is forcing many organisations to re-evaluate their approach. They need to support a diverse and digitally native workforce to strengthen their business resilience.

More digitally mature organisations are far more likely than lower maturity ones to significantly outperform their industry average on key financial metrics.

iTrent is a single, robust and highly configurable platform which is fully adaptable to any organisation's existing processes and needs. It is the most flexible, reliable and fully integrated HCM platform available. It is a proven platform, built and refined over several years, based upon customer feedback and MHR expertise, and is a market leader in the UK and Ireland.

The iTrent HR Management modules delivers a single database that houses all your people records gathered from the automated complex workflows in one place. This includes terms and conditions, salary and benefits details, employment history, holiday and absence records, which can be easily updated and accessed by HR, managers and employees.

By providing a single repository for HR and payroll data, iTrent reduces exposure to human error resulting from manual data entry or reliance on manual calculations and data entry between different systems.

HR modules and features include:

- HR Management
- Case Management
- People Development
- Organisation Charts
- Survey Builder
- Document Management
- iTrent Electronic Signatures
- iSAMS school management information system integration
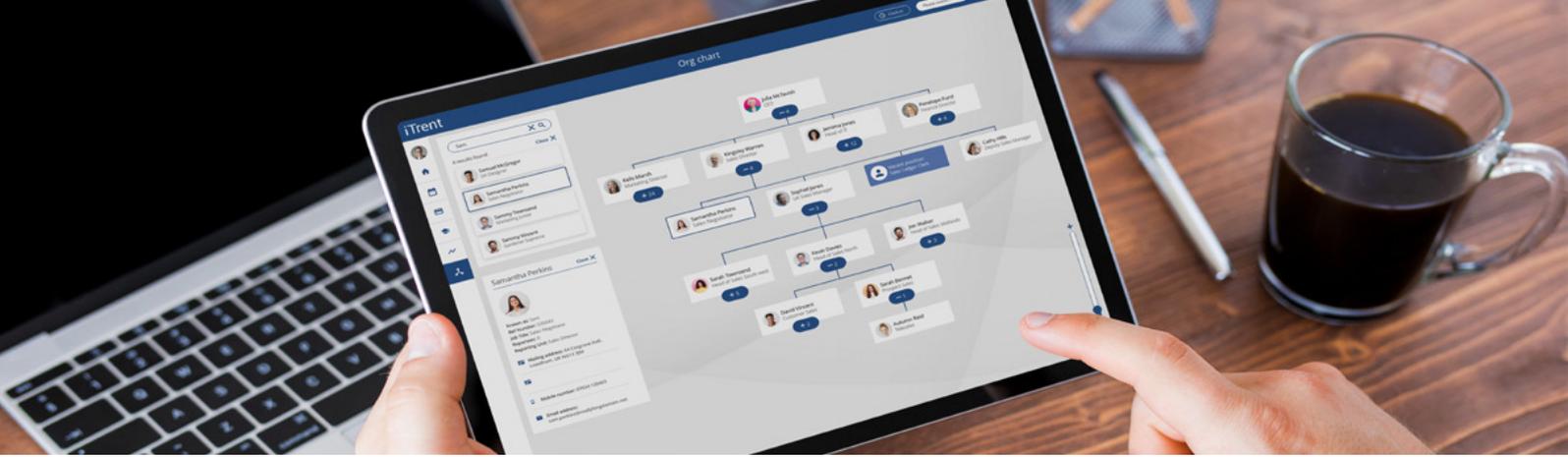
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Solving you HR challenges

iTrent HR modules enable you to:

- Automate, protect and optimise your complex and time-consuming HR processes and reduce HR costs without creating additional business risks

- Increase productivity so that the organisation can do more with less

- Achieve employee-led HR

- Create a flexible workplace that supports changing employee needs

- Extract more value from employee-related data

- Ensure the HR function is seen as strategically important and an enabler of broader business transformation, embedding resilience and flexibility

- Securely save and manager HR documents, including retention policies, audit trail and encryption

Hear how Admiral used document management in their applicant tracking system to save time and ensure compliance.

Your ongoing business benefits:

- Increased efficiency by simplifying, automating and integrating time-consuming, error-prone processes for employees and HR teams

- Improved management of sensitive HR information through a single database and adding value at a strategic rather than operational level

- Reduced time spent on accessing and updating HR information

- Single source of truth for all HCM needs, eliminating the overheads associated with operating and maintaining multiple systems

- Improved decision-making through analysis of employee data and delivery of proactive insights that highlight potential issues

- Minimising business risks and reducing costs

- Available in a private cloud-based system, hosted on highly secure and resilient infrastructure, iTrent results in savings on space and employee costs and negates the risks and costs associated with maintaining on-site equipment

- Futureproof: iTrent is continually enhanced with a new release each quarter, so you can be confident that it will address your needs today and, in the future

- Removed the risk and cost associated with inaccurate people data entry

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Features

HR Management

- Organisation structure management gives a clear, graphical format representing the organisation units, vacant positions and reporting lines

- Team management provides a flexible, alternative view of the organisation structure

- Quick and easy access to accurate, up-to-date information about the people in your organisation, including terms and conditions, payment details, etc

- Salary history gives a comprehensive and chronological history, summarised into one form, detailing every change that affects pay

- The new starter checklist is a visual, interactive checklist which ensures that all relevant employee data is collected

- Multiple employment capability is either displayed as multiple positions within the same contract of employment, or as separate contracts of employment

Case Management

- Case management functionality utilises the single database to link all previous cases and employee data to a single employee record, for easy cross reference and assessment

- Administrators can create multiple cases, types, and stages, as part of the case management lifecycle

- When used in conjunction with the insight builder module, case management has an advanced search capability for searching by case type and status

Organisation Chart

- View a graphical snapshot of your organisation, helping you visualise the structure of your workforce

- Easy access via employee self-service helps individuals to better understand the organisation – and where they fit into it

- Charts are produced automatically based on employee data within iTrent, so information is always accurate and up-to-date

Document Management

- A simple and intuitive user interface ensures quick uptake by employees and rapid return on investment (ROI)

- Ensures compliance with Sarbanes Oxley, Freedom of Information and other industry-specific requirements

- Advanced audit trail enables you to keep a record of every system access and records the identity, date, time, network, address and what was done, even when documents are deleted. Vital for legal admissibility and compliance

- Security levels allows you to apply restricted access and operational rights

- Version control for document authoring shows only the latest version and assigns read-only status to legacy documents

- Check-in/out functionality allows users to take a document out of the system and informs others, allowing read-only access, and checking in as a new version

- Encrypt documents in the native file store to prevent unauthorized access even by IT staff who know network level details and security

- Integration with Microsoft Outlook allows messages and/or attachments to be saved directly as .msg files

People Development

- Automatic updates are provided based on the outcome of employee learning events

- 'Match and gap analysis' can be used for skills auditing, project recruiting and progress reporting for personal development plans

- People Development Plans (PDPs) can be created for and by employees in support of succession, career development and performance management. This covers CPD activity, checks, learning activities, memberships, objectives, personalised learning events, qualifications, reviews and skills

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iTrent Electronic Signatures

- Design the documents that you want to use from a pool of available fields to create reusable, sustainable templates

- Improve the experience for all your new starters by allowing them to easily sign multiple documents within self-service using a configurable signature

- A correspondence library provides reusable templates to save time and standardise processes

Survey Builder

- Surveys can be configured within iTrent and distributed to employees via employee self-service survey results are attached to the employee record, and stored centrally within iTrent

- Notifications can be generated, for example, when the completion date is reached

- Support multiple formats of questions including free text, radio buttons, drop down lists and checkboxes

- Report on the findings using a standard jasper report or export to a customisable business objects report

iSAMS school management Information system integration

- The integration with iSAMS provides data accuracy across both iTrent and the HR Manager module within iSAMS. This improves the management and accuracy of key staff information such as addresses, phone numbers, emails and next of kin details

- The integration ensures a secure and compliant cloud-first approach towards your HR data management

- Automated data flow adds new and updates existing information from iTrent directly into the HR Manager module daily. This ensures that both solutions have the most current and accurate information available

- iTrent is paired with your iSAMS system to feed in user, holiday and absence data - saving HR teams critical time through automation

Bring a new level of accuracy, visibility and flexibility to your HR and payroll.

A crucial piece of the jigsaw

iTrent is a modular platform so it is the right fit for your organisation now and you have the confidence that it can support your business as it grows or as your needs change.

iTrent is complemented by MHR's broader service portfolio including access to consulting support through our Digitalisation Consultancy.

Implementation Services, and MHR Academy to support your change management initiatives. Our Managed Services: Payroll and Pension Data Services can complement and add value to your HR and finance teams.

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