

# PEOPLE FIRST HR

MHR

## STREAMLINING TIME CONSUMING HR PROCESSES

**People First HR helps guide HR leaders with data-driven insights and predictions, enabling them to confidently make informed decisions and elevate their strategic value in the business.**

By enabling you to manage all your employee data and core processes in one place – with less reliance on time-consuming and error-prone manual tasks – People First HR reduces your admin burden and your compliance risks.

Empowering your people with an easy, intuitive, self-serve model, People First HR lets employees easily access and update their own records at any time, from any location.

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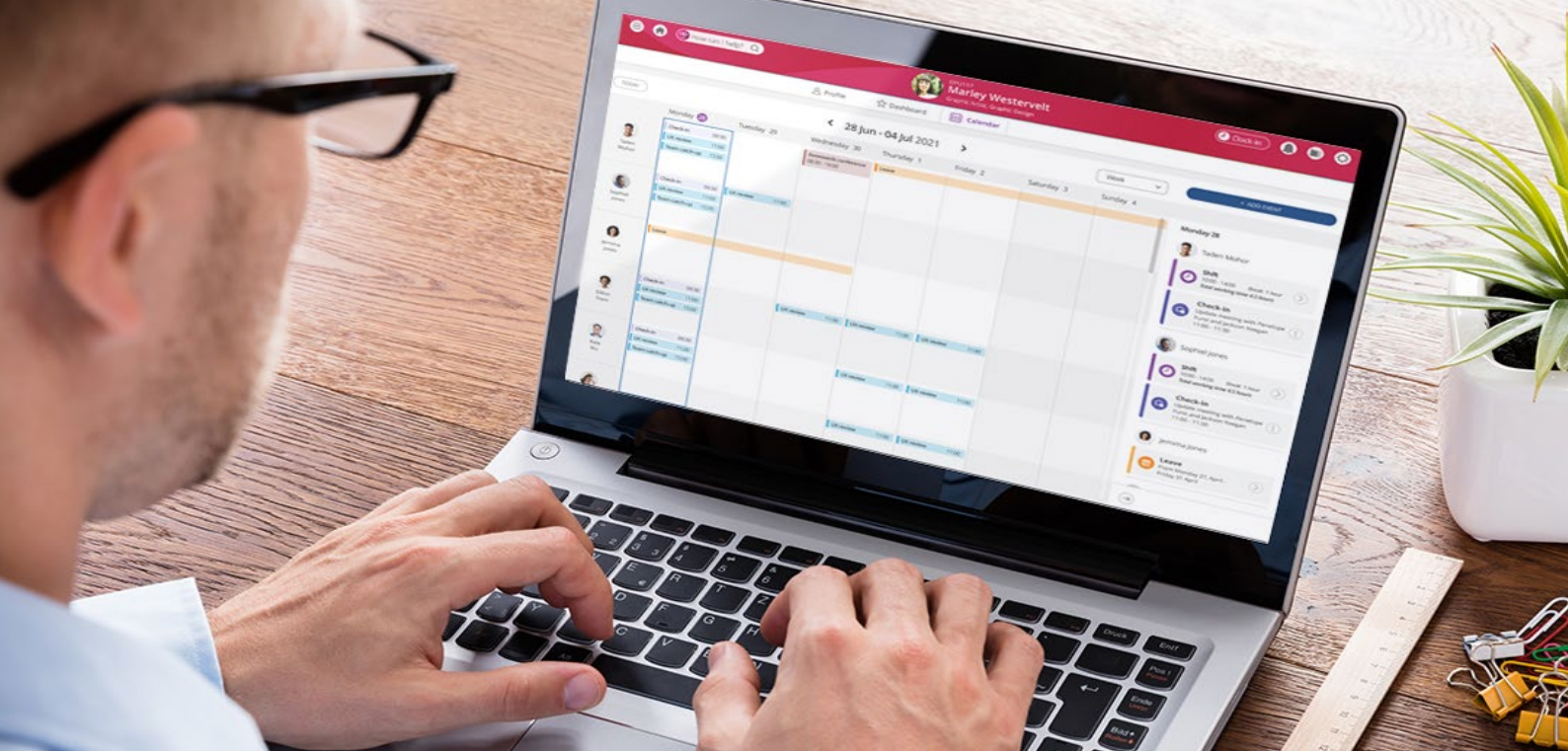
**Empower your employees with  
an intuitively-easy solution**

People First HR also strengthens employee engagement and communications, allowing you to easily and securely connect a dispersed workforce to achieve greater resilience, better alignment and a more unified culture.

It's the employee gateway to all their business information and the platform that drives connection and collaboration.

A multi-tenanted SaaS application deployed and hosted on Microsoft Azure Cloud, People First safeguards security, resilience and stability, including compliance with global data protection requirements.

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## OVERCOMING YOUR HR CHALLENGES

People First HR enables you to:

- Streamline inefficient, time-consuming HR processes and reduce HR costs without creating additional business risks
- Increase productivity so that the organization can do more with less
- Achieve employee-led HR
- Create a flexible workplace that supports changing employee needs
- Eliminate the limitations of inflexible, outdated legacy HR systems, supporting an engaged and collaborative workforce
- 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
- One single record for each employee, even if they have multiple jobs within the business, and even if those roles have different contractual terms and reporting lines for approvals

## YOUR ONGOING BUSINESS BENEFITS

- ✓ **Increase efficiency** by simplifying, automating and integrating time-consuming, error-prone processes for employees and HR teams
- ✓ **Reduce risks** by increasing data accuracy to strengthen compliance
- ✓ **Boost productivity** by freeing up resources and empowering individuals to engage with the business and take responsibility for their careers
- ✓ **Strengthen decision-making** through analysis of employee data and delivery of proactive insights that highlight potential issues
- ✓ **Improve business agility** by freeing up employees to respond faster to changing business needs

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**Data-driven insights enable better, proactive decisions**

# FEATURES

## PEOPLE RECORDS

- One single record for each employee, even if they have multiple jobs within the business, and even if those roles have different contractual terms and reporting lines for approvals
- People record management stores employee information, including contact details, address, next of kin, emergency contacts, sensitive information and bank account details
- Right to work stores all documentation you may need to audit, including passports, visas and work permits
- Attachments enable individual records to become the go-to information source for employees, managers and HR

## ORGANIZATION MANAGEMENT

- Unlimited custom cards build out additional information fields specific to your business or industry
- Organization charts can be accessed by everyone
- Transparent record of employment for each employee
- Easy maintenance across salary, hours, notice period, probation period, schemes and benefits

## ABSENCE MANAGEMENT

- Absence PTO request management and approval for all absence categories
- Working patterns record expected days and hours
- Multiple public holiday calendars and length of service schemes
- Absence policy settings and threshold rules can be set for a person or part of the organization

## EMPLOYEE ENGAGEMENT

- Employee recognition through instant colleague feedback and endorsements
- Centralized links to third party software/sites for access to up-to-date information
- Branding with logo on login page and homepage

## COMMUNICATION AND COLLABORATION

- Community collaboration groups enable information sharing, such as policies, business wins, charitable ventures or research projects
- Policy documents can be easily shared and updated
- Polls provide an easy, instant way to take the pulse of the business

## INSIGHT AND ANALYTICS

- Comparison views for managers and HR can be filtered, sorted and exported to a spreadsheet for further processing
- Automatic insights and trends show at a glance how you are progressing and identify any trend hotspots

# FEATURES CONTINUED

## PROCESS AUTOMATION

- Standard nudges, notifications and alerts let you know when something needs to be done
- Standard correspondence templates support changes to employee records
- Standard security roles are already tested to assign additional responsibilities to your people
- Out-of-the box configuration includes content for drop-down menus, so you can start using People First HR straightaway
- Open APIs, webhooks and data sources for integration with other business systems and processes
- Integration tools feature data imports and exports to help set up and maintain your system

## SELF-SERVICE

- Everyone in the business can update their own records as well as accessing the latest company information
- Digital assistant available 24/7 on any device

## LOCALIZATION

- Regionalization through language options in: US English, UK English, French, German, Spanish, Italian, Swedish, Dutch and Chinese
- International time zones

## SECURITY AND AUDITS

- Full records of changes made and who made them
- User access management ensuring that only the right people have access to your information
- Data encryption and two-factor authentication

## APPS

- iOS and Android apps available on all devices, supporting dispersed workforces who need access on-the-go



See how easier meets better with People First.

For more on how you can streamline and transform your HR, payroll & finance processes, including a People First demo, just get in touch.



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