



The Benefits of HR Employee Self-Service

Employee Self-Service allows direct access to data held in your internal company human resources system.

This guide looks at the benefits this presents to your business and how IRIS HR can deliver them.

An Introduction to Self-Service

Employee Self-Service (ESS) has come of age with many organisations of varying sizes adopting ESS HR systems. ESS for HR allows employees to easily view, create and amend their own HR data in a secure environment online via a web browser anytime and anywhere. But just how big or small do you need to be to justify implementing a system and what are the real benefits?

Implementing and adding value from ESS is nothing to do about size of a business but much more about a company's attitude and appetite for creating an empowering positive culture for its employees and managers. Typically companies with a headcount of over 20 employees and upwards will significantly benefit from ESS, with most suppliers of ESS normally only charging by the numbers of employees or in 'band sizes' of employees.



"Congratulations! You make my life so much easier."

- Caroline Lewis, Office Manager, HPS Group

Benefits of Self-Service HR

ESS brings with it a wave of benefits.

The Hard Benefits Are Clear

- Improved efficiencies (e.g. updating personal information, holiday requests, absence – self certification, appraisals, training & development, recruitment, internal requests & alerts, company directory, view pay slip, expenses authorisation)
- Faster response times to general HR queries
- Accuracy in HR transactions
- KPIs (absence levels, turnover, performance)
- Tighter legislative compliance

But The Softer Benefits Can Be Even Greater

- Employee empowerment/autonomy
- Brand values – quicker inductions and reinforcement of values
- Enhanced communication
- Shared knowledge
- Total reward understanding
- Increased employee satisfaction



“IRIS HR has completely changed the way I work and saved me so much time”

- Lucy Kay, Facilities and HR Manager, Rufus Leonard

Employee Self-Service In Action

ESS can enable many routine HR tasks to be automated or at the very least remove double handling of information.

One of the most frequently used areas of the IRIS HR system is for holiday requests. Instead of layers of potential paperwork, phone calls and emails going back and forth ESS can automate and intelligently assist this task as detailed below.

Holiday Requests with Employee Self-Service

Employee can check what their current holiday entitlement is and request the dates of when they would like to take holiday



IRIS HR automatically sends an email request to their manager



The manager can check their team calendar to ensure cover



The manager can then approve or decline the request



If approved the employee's holiday accruals are automatically updated and the employee receives an email acknowledging approval for the holiday.

Popular Features of Employee Self-Service HR

The following diagram represents some of the top key features and benefits of ESS:



Conclusion

HR and managers are under increasing pressure to find greater efficiencies in how work is carried out in an organisation. Implementing ESS HR is a quick win towards easing those pressures whilst creating an empowering positive culture for employees.

The internet has reduced the cost of implementing SaaS HR systems and made self-service HR accessible to even the smallest of businesses.

ESS systems are becoming more and more popular, as technology evolves to meet greater demand for efficiency. ESS empowers employees to manage their own HR data, reducing the workload on the HR department as a result.



"IRIS HR is one of the most user-friendly and intuitive systems I have ever used. The support provided is also first class."

- Jenny Bennett, Head of HR, Acal

IRIS HR

[IRIS HR](#) helps your business to comply with the latest employment legislation and enables you to manage your employees more efficiently through an online, self-service HR system. It delivers the level of quality and reliability that thousands of businesses across the UK have come to expect from IRIS. IRIS HR also helps your business or practice comply with GDPR legislation. To give just one example, you can quickly and easily action any subject access requests you might receive from your employees so that you can comply comfortably within the new timescales.

IRIS HR is ideal for businesses with up to **250 employees**; the flexible, modular HR software enables you to use the features that are critical to your business without having to pay for functionality you don't need. The software is available in IRIS HR Standard, IRIS HR Plus, and IRIS HR Pro versions.

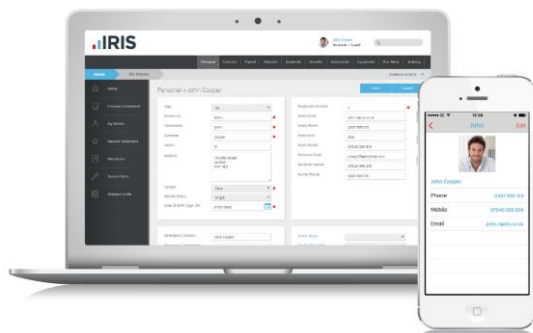
IRIS HR helps to streamline your payroll processes by managing new starters and salary changes more efficiently. The integration between IRIS HR and your payroll software will reduce your manual entry, saving you time and reducing the potential for errors.

To arrange a one-to-one software demonstration of IRIS HR:

Visit: www.iris.co.uk/hr

Call us on: **0844 815 5656**

Email: sales@iris.co.uk



About IRIS Software Group

With 37 years' experience, IRIS provides business critical software and services to the UK SME sector and accountants in practice. Over 90,000 small and medium-sized companies including 18,000 accountancy practices rely on IRIS every day to run their business and collaborate, with over 600,700 employees being assessed for auto enrolment each pay period using the [IRIS AE Suite™](#).

IRIS Software Group is the number one solution provider for RTI and its software pays 14 percent of UK businesses that operate under PAYE. All customers receive the greatest choice of RTI payroll software and services managed under the IRIS Human Capital Management Division brand.

IRIS is renowned for ensuring that all software and services are completely up to date with the latest legislation which means that you in turn as a customer are also kept compliant. We have shown this with the rolling out of RTI and also automatic enrolment. As well as continuously enrolling employees into qualifying pension schemes, IRIS have now developed the IRIS Holiday Pay Module in order to help you calculate holiday pay for your employees.

To see how IRIS can help your business thrive, get in touch today.

Call us: **0344 816 5656** to speak to an IRIS HR expert

Visit us: www.iris.co.uk/hr

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HCM Division

Call **0344 815 5656**, or visit iris.co.uk/hr to see how we can help you