Day in the life of a HR manager in the next normal

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7:00am – HR manager, Lauren, learns that localised lockdown is confirmed in her county and workplaces are required to close for the foreseeable future in an effort to control the spread of COVID-19.

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12:00pm – Lauren runs a report on IRIS Cascade to assess the number of staff unable to work from home using the Absence Manager module.

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8:00am – Lauren circulates in-app messages to all staff via IRIS Engage, a solution within IRIS Cascade, informing them of office closures.

11:00am – A member of staff has tested positive for COVID-19; they call the office to inform their manager and IRIS Cloud Telephony redirects the call to Lauren's mobile. **9:00am** – Utilising the company branded microsite, hosted by IRIS Engage, Lauren updates remote working policies and procedures.

10:00am – It's payday! While the office is off-limits, the outsourced payroll system, Managed Payroll, ensures staff are paid on time; staff can access and view their pay slips from home with MyEPayWindow.

1:00pm – Lauren onboards a new starter through IRIS Cascade; all contracts are signed and the new team member has access to company policies and relevant documentation remotely.

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2:00pm – IRIS Hosting enables employees to get on with their day as usual, providing access to all company software and platforms.

5:00pm – Lauren updates staff development plans using the Perform module within IRIS Cascade to include fortnightly 1:2:1s.

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4:00pm -

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Segmenting employees by team, Lauren circulates an email to all managers using IRIS Engage to provide details of upcoming staff development training. **3:00pm** – Facilities manager, Steve, receives an email from an employee regarding an issue with their laptop. Using IRIS Assets, Steve reviews the status of their machine and raises a ticket with IT.

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