



# GUIDE TO HR WEBSITES

*Moving forward together*

## Your HR website - all your HR documents online

**We can provide you with your own bespoke and branded HR website that is fully-managed and updated for you. The package includes:**

- Website and hosting
- Online access to the employee handbook
- Launch of the website to all employees and collating feedback
- Electronic forms such as holiday requests and self certification
- Guidance and information for managers and HR
- Updates to the site when there are changes in legislation
- Emails to employees regarding updates or reminders
- Recommendations on new policies or information
- Access to additional HR support and advice via our consultancy services. This may include bespoke contract drafting, advice on any employment matters, on-site support (additional charges will apply).

Contact us today for your free demo: <https://yourhr.space/demo>  
The content of the standard site is detailed overleaf.

### **The benefits:**

- Clear communication about policies and standards
- Electronic forms for efficiency and time saving
- Updates automatically managed and employees notified
- Never out of date
- No need to print handbooks - saving time and money
- Reduces number of employment issues/ disputes and allows them to be resolved more quickly
- Provides peace of mind
- Can also be accessed on mobile devices



## Employee Dashboard

### About Us

- Background
- Vision and Mission
- Authorised managers

### Your Employment

- Personal details
- References
- Qualifications/Licences
- Eligibility to work in the UK
- Probationary period
- Medical questionnaire
- Place of work
- Hours of work
- Pay
- Payslips
- Overpayments/Errors
- PAYE Tax Office
- Pay reviews
- Expenses
- Company credit card
- Pension schemes

### Standards

- Code of conduct and performance
- Company premises and facilities

### Holidays

- Entitlement, procedure and rules
- Holiday pay

### Sickness Absence

- Notification and certification
- Returning to work
- Payments
- Other absences

### Employment Policies

- Intro
- Training and development
- Managing absence
- Alcohol, illegal drugs or substances
- Inclement weather
- Computers and internet
- Social media
- Travel
- Social events

- Bribery and corruption
- Tax evasion
- Whistle-blowers
- Equal opportunities
- Bullying and harassment
- Improvement notice
- Disciplinary procedure
- Gross misconduct
- Grievance procedure
- Discipline and grievance special circumstances

### Family Friendly

- Intro
- Maternity
- Paternity
- Antenatal and adoption appointments
- Shared parental leave
- Parental leave
- Adoption leave
- Dependants
- Flexible working

### Terms and Conditions

### Ending Employment

### Forms

- Reporting absence
- Holiday request
- Other absence
- Self certification
- New starter
- Induction checklist
- Personal details
- Change of bank details
- Training and CPD
- Gifts received
- Confidential reporting
- Suspected misconduct
- Exit interview

### Recent Changes

## Managers Area

### Guidance Notes on:

- Avoiding disciplinary action
- Improvement notices
- Disciplinary
- Grievance
- Investigation

## HR Area

### New starters

- New starter checklist
- Contracts
- Contract templates
- Induction

### Leavers

### Updates

- Planned updates
- Recommended updates
- HR updates

### HR Guidance

- Eligibility to work in the UK
- Personnel files
- Employment facts

### Operating Manual

- Managing users
- Holiday module
- Running reports

### Request a Change

### More Support

- HR Advice
- Insurance

### Suggestions

### Forms

- New starter payroll information
- Leaver payroll information
- Contract request
- HR audit questionnaire



## What we do

- Build your HR site
- Load on all the documents and forms (using current documents or updating documents or new documents/policies as required)
- Load on your Managers and HR users
- Set up your forms (to go to the right people or place)
- Launch the site to all your employees
- Keep your site updated with changes in legislation or key case law
- Email all employees where there is a change they need to be made aware of
- Email HR when there are changes you need to know about
- Publish announcements

## What you need to do

- Let us know who will access the Managers area and HR area
- Let us know who should receive the different forms
- Load on your employees (you can delete and add new users)
- Confirm content with us and agree wording

## Cost

**From as little as £150 (plus VAT) per month.**

Minimum contract 24 months and thereafter 3 months' notice.

### Additional Options/Modules

Additional new page or form	= £30.00
Holiday and Absence manager	= from £10.00 per month
First line support subscription	= £15 per month
Additional communication	= £15.00 per broadcast

Please note: all prices shown are excluding VAT.

VAT at the current rate will be added to all invoices/prices.

Insurance can also be provided through AXA Insurance from as little as £30 per month subject to underwriters approval following formal application.

# What else can you have?

## Additional modules or information available

You can add additional modules or information at any time. There may be a small charge to upload additional content (at a price to be agreed with you separately pursuant to our usual terms of business). We can also work with you to draft any additional content you may want (under our consultancy terms).

Examples of other information or modules clients have included:

### Employee area

New Starter Induction

- Induction (information and process)
- Induction questionnaire

### CPD Form (Continuous Professional Development)

- Form to record CPD
- Report summarising CPD courses and hours

### Performance Management/Appraisals

- Policy
- Pre-appraisal form

### Industry Specific Information

- E.g. Money Laundering
- E.g. Confidentiality
- E.g. Child Protection

### Self Employed/Contractor Area

- Code of Conduct (based on employees but written for self-employed)
- Equal Opportunities
- Complaints Procedure (if appropriate)
- Your documents for self-employed

### What's not included with the site?

(can be provided at an additional cost)

- HR or employment law advice
- Contracts of employment
- Other policy documents or content

All the above are available but will incur additional charges.

### **BASILDON**

19 Town Square,  
Basildon,  
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SS14 1BD

☎ 01268 240000

### **RAYLEIGH**

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SS6 7QA

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### **SOUTH WOODHAM FERRERS**

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South Woodham Ferrers,  
Chelmsford, Essex,  
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### **THURROCK**

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