

# breatheHR

## What is HR software?

Relieving the admin burden. Save lots of time.



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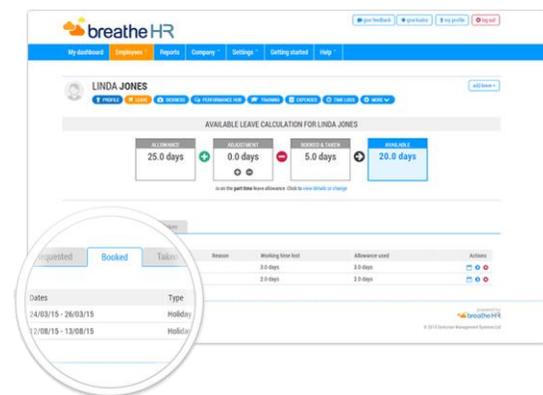
## What is HR software?

HR software is a system that allows you to keep all your staff details in one place. It is a central store of information that can be accessed by everyone with appropriate security. It stores basic information like names, addresses, phone numbers and emergency contact details. And then lots more records such as holidays, sickness occurrences, performance reviews, training records and more.

All the employees have a login so they can view their information at any time and they can make appropriate updates such as their address and emergency contacts' details. Line managers also have access to their staff records and HR managers have access to the whole system.

## What HR software can do for you

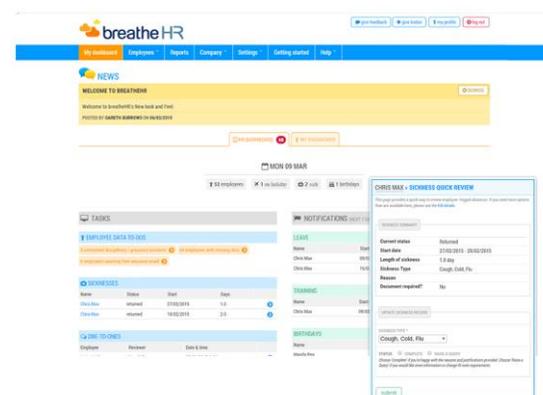
Once you take up an HR system as a central store of employee information and put all your data in it then it becomes a huge time saver and a valuable source of reported information that will help you run the company more efficiently and spend less time on administrative tasks.



### Keep holiday records

#### Make booking easy

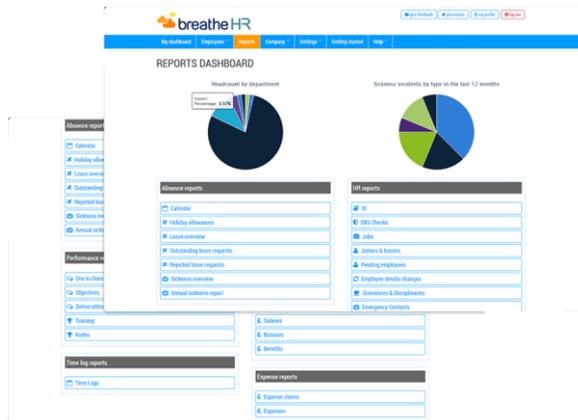
You can run the entire holiday booking system through an online HR system like breatheHR. Employees can request holidays from their kitchen table when they are choosing where they want to go, then the line manager can check the dates requested in a calendar sync'd to Google or Outlook calendar, and can approve or reject the request. Since it is an online system the line manager doesn't have to be in the office to do this, just anywhere with an internet connection.



### Keep sickness records

#### Use reports to spot abuse

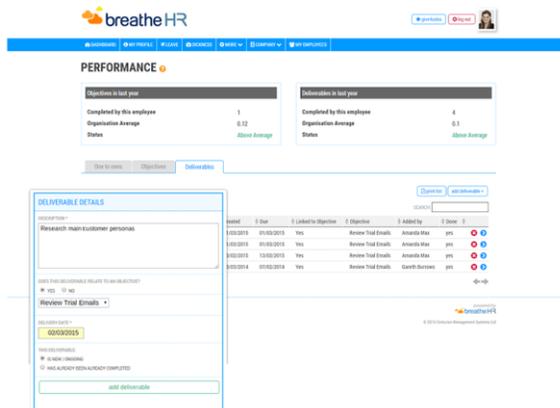
HR software is a great resource for spotting trends by using the reporting facility. If all sickness occurrences are logged in the HR system, then reports can easily uncover any trends on who is sick and when. This provides a solid base of data for a misconduct claim.



## Easy reporting on all HR matters

### Understand the trends

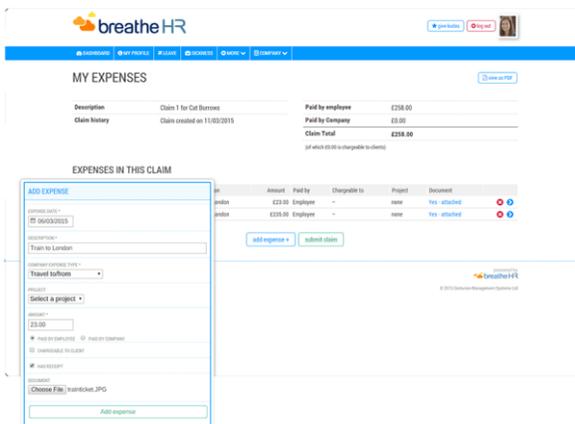
When you are collecting all employee data in one place you have plenty of opportunities to understand what is going on in the business by reporting on all sorts of areas like staff turnover, sickness issues, checking that appraisals are happening or perhaps finding out what has been spent on staff training.



## Make sure performance targets are aligned with company goals

### Focus on the important things

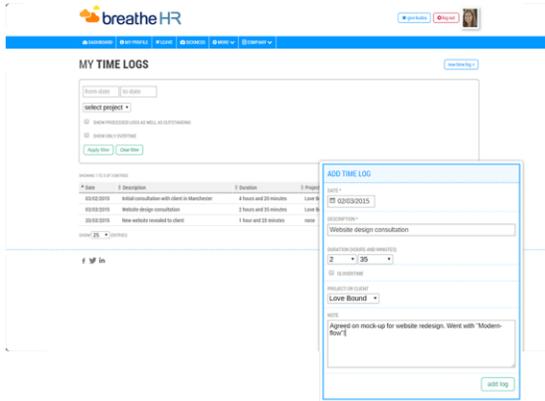
Having established your company goals, you can put them in an HR system and align everyone's own objectives with the company goals. Every time an objective is entered into the system it can be attached to a company goal. This ensures that the whole company stays focussed on what is strategically important.



## Log and approve expenses online

### Reduce paperwork

Having an online expenses system means that everyone can put in their expenses whenever it is convenient to them. They can even log them when they are still travelling. Just take a photo of each receipt and save it alongside the expense claim. An easy approval process follows and the accounts team can download a file ready for quick payment.



## Time logging system

Keep a record of hours worked and overtime  
Giving staff a time logging system means they can log their hours spent on projects or client work directly onto the system as soon as they finish their day's work. Fewer errors and less creative accounting will mean that time reports are more accurate.