

## Topics

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### HR AND WEBSITE ACCESS

We have some exciting news. Currently we are in discussions with our software providers with a view to adding HR to our DCS Payroll Website within the next year or so.

Having had a brief look at the software we can see many advantages to this.

Employees will be able to login to the system and view/update their personal details with appropriate access controls. They will also be able to access their own information in the other sections, such as payslips, holiday requests etc.

Managers will be able to access information about their employees and also enter timesheets, grant holiday approval, appraisals etc.

HR Managers will have full access to the system to allow them to do all of the above and add/remove employees, produce reports etc.

There is the facility to track job vacancies and applicants, including uploading CVs and copies for relevant identity information to ensure eligibility for work in the UK. This can be followed through to sending out invitations to attend interviews, record information regarding the interview. Tracking right through to employment and inclusion in the payroll.

The main advantage is recording of employee information and the on line access to inputsheets. The Revenue are becoming very strict with regard to recording all employee details and checking eligibility to work in the UK. Using this system all information

would be kept in one place with easy access ideal for those dreaded inspections from the Revenue.

It would be helpful to us at this stage to know if you would be interested in using the HR Software and would appreciate it if you could drop us a quick email. It may be that later in the year we will be able to provide you a demonstration please let us know if we can arrange this for you.

### HAVE YOU SEEN US?



You may have seen our recent advert on your travels around the Sunderland area.

Also this month we have been added to Facebook and LinkedIn websites. Why not pay us a visit simply search "DCS Payroll"

*If there are any topics you would like us to cover in our newsletter please drop us a line.*

**Enquiries:** If there are any areas you would like to discuss further or have any queries, you can contact Rico Liverani, Managing Director or Sherree Patterson, Office Manager on 0191 5147009 we look forward to hearing from you, DCS Payroll.