

## **The Employment and Personnel Desk™**

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- 9. Special Edition Restrictions**

The special edition has the following restrictions:

10. Limited context-sensitive legal help.
11. Limited contract conditions, terms, rules, policies and procedures.
12. Legal and technical telephone advice are not available with this special edition.
13. Upgrades and updates are not provided with this special edition.

### **14. Technical Support for this Special Edition**

Special Edition users can obtain Technical support through:

- E-mail at [Error: Reference source not found.](#)
- Fax on **01483 888 628.**

Whilst every effort will be made to answer such requests, we cannot guarantee to answer every special-edition users' enquiry.

### **15. How to use this Special Edition**

To show the Employment and Personnel Desk off in it's best light, a Company and it's employee details have been created, together with other fictional data, for you to treat as you will.

We recommend you familiarise yourself with the system functions before removing the demonstration data. This may be particularly useful if you will be using the system within your business.

**Move the cursor around the opening screen. Highlight a function title you would like to investigate, click with the left mouse button and try it out!**

The complete context-sensitive Operational help is available by pressing F1. The legal help is available by pressing F2, or through the Operational Help. Key points are addressed below.

### **Suggested Route for Setting Up the Special Edition for Your Company:**

16. Clear demonstration information using the **Remove Demo Data** button
17. Enter your Company information using **Company Details** button
18. Create Job titles and, if desired, Job Descriptions / Person Specifications in **New Job**
19. Allocate Employees to Jobs and assign Managers / Supervisors where appropriate using **Adding a New Employee** and, after saving, enter **Details**
20. The other functions should now be available.

### **Record navigation**

**|< < > >| + -**

When you see the navigation buttons



you are able to move between records, add or delete records. Move the mouse over a button to see the hint about what the button does.

### **Organisation Chart**

21. The organisation chart can be drawn using the **Organisation Structure** button from the main screen.
22. Select the company from the drop down list.
23. Press the **Draw Chart** button to draw the chart.

### **Creating/Modifying Jobs**

24. Jobs can be created or modified by selecting **Job Description and Person Specification** or **New Job** from the main screen. Use the F1 key to find out how to use the job description pages.

### **Contract Information**

1. The Standard Handbook can be created/modified using **Company Handbook**.
2. Special Conditions unique to a specific job can be created/modified using Job Specific Conditions.
3. Terms and Conditions can be created/modified using New Staff Contract. This will pull together employee details, job conditions and, if required, the Standard Handbook.
4. The Statement of Main Terms and Conditions of Employment can be customised using **Standard Forms and Documents** and selecting **Employment Terms**.

### **Employee Activity Information**

1. **Attendance**. Employee attendance reports are available through **Standard Reports**. Be sure to set a date range for attendance as this report takes some time to generate.
  - 1.1. **Individual**. Select **Attendance – Individual** to enter specific details of an employee's attendance.
  - 1.2. **Multiple**. Select **Attendance – All** to allow you to view/enter details of absence for all or a group of employees. You can block mark all employees over a period for such things as statutory holidays.
2. **Discipline**. Select **Discipline** to enter details of any disciplinary interview carried out with an employee. The Standard Discipline Form is available for modification in **Standard Forms and Documents**. The Discipline Reports are generated in **Standard Reports**.
3. **Grievance**. Select **Grievance** to enter details of any formal complaint made within or outside the company. The Standard Grievance Form is available for modification in **Standard Forms and Documents**. The Grievance Reports are generated in **Standard Reports**.
4. **Accidents**. Select **Accidents at Work** to allow entry of details of the accident. The Standard Accident Form is available for modification in **Standard Forms and Documents**. The Accident Reports are generated in **Standard Reports**.
5. **Appraisal**. Select **Appraisal** to enter details of the appraisal interview. The Standard Appraisal Form is available for modification in **Standard Forms and Documents**. The Appraisal Reports are generated in **Standard Reports**.
6. **Training**. Select
  - 6.1. **Training – Courses** for details of any courses for your employees and allocation of employees to the course.
  - 6.2. **Training – Employee** for a view of employee training for any specific month. The Training Reports are generated in **Standard Reports**.

7. **Vehicle Use.** Select **Company Vehicles** to allocate vehicles to employees and set up pool of company vehicles. The Vehicle Allocation Reports are generated in **Standard Reports**.

### **Joining the Company**

1. Select **Job Advertisement** to generate essential elements of your job advertisement. You will need to modify the layout and content as required and can save it for future reference.
2. Select **Applicants** to deal with responses to your advertisement. Standard letters are sent for each stage of the recruitment process. These letters can be customised by choosing the Applicant forms in **Editing/Creating Reports**. The standard applicant form can be found in **Standard Forms and Documents**.
3. Select **Adding a New Employee** to add a new staff member. Be sure to allocate a job, a company and a manager (if the employee has one).
4. Select **New Staff Contract** to generate a statement of main terms and conditions for the new employee.

### **Leaving the Job/Company**

1. Select **Termination** if the employee is permanently leaving the company. All related records are transferred to the old employee records.
2. Select **Transfer** if the employee is moving jobs within the company.

### **Risk Assessment**

1. Select Risk Assessment
2. Generate the activity, its associated hazard and the action to be taken for each key activity evaluated during a risk assessment.
3. Reports are available through the **Standard Reports**.

### **25. Full Product Details**

There are three 'supported' versions of the **Employment and Personnel Desk™** :

**All Versions include, in the annual subscription:**

26. **24 hour telephone legal advice.**
27. **9am – 5pm technical advice.**
28. **Quarterly updates to software and legal information as appropriate.**
29. **Unlimited Employee records.**

**Version 1** contains all the functionality of the Special Edition but excludes:

Job Description and Person Specification functions.  
Organisation Chart facility.  
Recruitment functions.  
Job Advert Design tool.

**Price : £ 395 plus VAT, post and packing.**

**Version 2** contains all the functionality of the Special Edition.

**Price: £ 695 plus VAT, post and packing.**

**Version 3** contains all the functionality of the Special Edition plus full network capability on Windows NT 3.5+.

**Price: £ 995 plus VAT, post and packing.**

**Note: Prices, Specification and Appearance are subject to change without notice due to our continuing program of development and improvement, and changes in the law.**

### **30. Upgrading**

Upgrading to a higher version is easy - simply contact the sales department and tell us which version you wish to upgrade to. Upgrades are supplied at a cost equal to the difference between the prevailing purchase price of the version you have and the version you require, plus VAT, post and packing.

### **31. Ongoing Costs**

Subsequent yearly subscriptions to the service are offered at 50% of the prevailing purchase price of your version.

### **32. Important Contact Information:**

Sales: 01483 888608  
Fax: 01483 888628  
E-Mail: [Error: Reference source not found](#)

### **33. The small print:**

**Any similarity between the demonstration data and any organisation or persons, living or dead, is entirely coincidental.**

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**You may not remove the copyright notice from any copy of the Software or any copy of the written materials accompanying the Software.**

**You may not reverse engineer, decompile or disassemble the Software.**

**The information contained within this software is based upon the law in England and Wales.**

**The information contained within this Special Edition is for demonstration purposes and should not be relied upon.**