MHR

Minerva Human Resources

INTRODUCTION TO MHR

Introduction

In today's business world it is becoming more and more relevant to acquire software systems that reduce, prioritise and organise your workload, without creating a huge paper trail. Your HR system should be exactly the same and MHR provides the solution.

What is MHR?

MHR is a web-based personnel and reporting system that will reduce your general HR administrative duties and allow you to concentrate on the more important aspects of your business.

Whether you want to release yourself from the burden of a paper based HR system or simply want to start using a computer-based system, MHR can offer you all the necessary features that will simplify the administration of your personnel issues.

MHR is an online system; As a result all your employee information is available in one easy to access area, reducing the time (and cost) spent in dealing with your employee administration.

MHR provides employee Self Service facilities. General data input is no longer left to one person; the work can be delegated to managers, supervisors and employees themselves, another way of freeing up time to concentrate on income generating duties.

Other Features of MHR:

- **Operates on Windows and Mac**
- **Absence and Holiday Management**
- **Appraisal and Disciplinary Recording**
- **Benefit Allocation**
- **Company Vehicle Recording and Allocation**
- **Customisation Screen and Employee Pictures**
- **Electronic Document and Note Storage**
- **Friendly User Interface**
- **Diary Function**
- **Pay Grades and Pay History**
- **Recording and Archiving of Leaver Information**
- **Reporting System**
- **Secondment Records**
- **Staff Directory**
- **Training and Target Allocation and Recording**
- **Varying Levels of User Access**

How Much Will MHR Cost?

MHR is charged at a monthly rate so your HR needn't be a large capital cost to your company. You are only charged for the employee banding you fall into. In this way, MHR can grow with your company.

Best of all there is no limit to the number of employees MHR can hold; making it is suitable for any size of company.

Check out our price brochure or visit our website to see how MHR could improve your personnel function today.

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FEATURES OF MHR

Own Customisation

At MBS we believe our clients' should not be charged for attaching their company branding to their package. With MHR you are in full control with our customisation section.

You can adapt the look of MHR, by adjusting the colours of the screen to match your company branding or simply change it to a colour scheme you prefer. You may also attach your company logo, which will appear on screen, whenever you or your employees are logged in.

You are in control of the look of MHR and, using our Company Administration function, you can ensure that the package ties in with your company requirements. You are also in control of your company hierarchy, holiday details, pay grade setup, appraisal information and everything else needed to fulfil your company's HR needs.

Reporting System

No matter the size of your company, MHR will enable you to have full access to a user-friendly reporting system.

With our pre-defined reports, it is possible to gain information on numerous areas including starters, appraisals, holidays and leavers. Alternatively if you need to prepare a report using particular information, why not try the user-defined reporting system?

Reports can be printed out with our one click printing system or use the CSV function to transfer the information to another package.
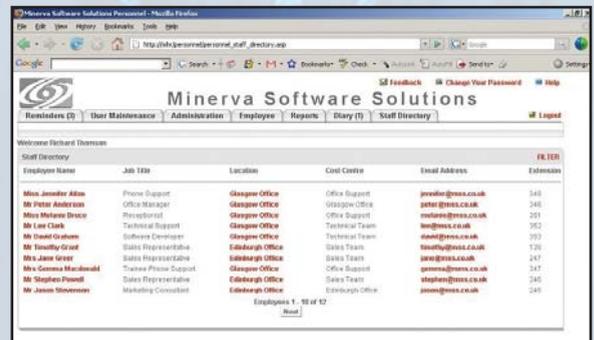
Reminder System

Here at MBS we understand that it is hard to keep on top of everything. Let MHR give you a helping hand.

Through our reminder and diary functions, you can be alerted to a number of events. From appraisal reminders to an MOT for your company vehicle, MHR will keep you in the know.

Use our extensive range of reminders to monitor events such as the updating of employee details, holiday requests or training completion.

Your MHR diary can be used to record any number of appointments or events and it will also highlight your individual holidays to ensure nothing will fall on those days.

Best of all, the reminders tab is only there when you need it - no reminders, no tab, so you can always be certain you are not missing anything out.

FEATURES OF MHR continued

User Setup

MHR is setup to ensure that everybody will see the correct information. There are three different levels that exist within the system:

- **Administrator - Full access to system**
- **Manager - Given full access to their Cost Centre and Sub-ordinate Cost Centres' (including their own personnel info)**
- **Employee - Access to their individual personnel information**

These levels can be further adapted to ensure that everyone has the correct access. For example, some managers may have access to pay details, where others may not. You can rest assured that the right people have the relevant information in front of them.

Not only will the user setup ensure that one person does not carry the full burden of the HR administration, it can also give out a positive message to all your employees - by making them feel more connected with the company and giving them more responsibility with the upkeep of their information.

Improve Communication

Communication is key to any organisation. However, it is not always easy to ensure that information gets to the right people at the right time. MHR will help you along the way by:
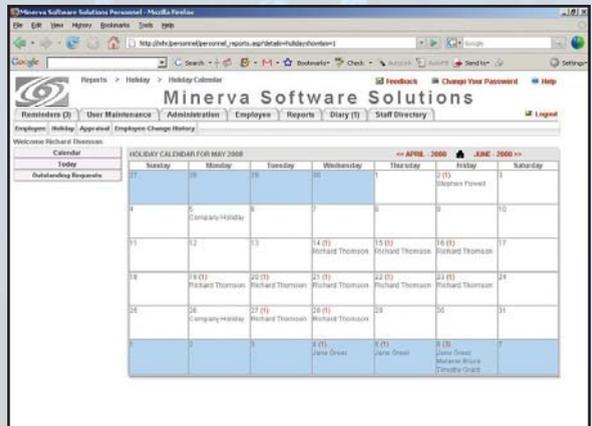
- **Ensuring Appraisal and Pre-Appraisal forms are available at the correct time**
- **Highlighting Change Requests**
- **Sending Holiday Requests**
- **Allowing Training and Target Sign-Off**
- **And much more**

Not only that but with our staff directory, you will have full contact information for each employee in one area, with the opportunity to send an email, at the click of a button.

Updates

HR legislation can change at any time but you never need to worry about MHR becoming outdated. Software updates are included in your monthly cost and we constantly review the requirements in HR legislation to ensure that MHR is as relevant tomorrow, as it is today.

Since MHR is online you do not have to worry about implementing software updates. Once we update the servers with a new version, you will automatically see the benefit and you can keep up-to-date with all changes through your update log.

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10 REASONS TO CHOOSE MHR

1. Web Based System:

As MHR is run online it can be accessed through any computer with an Internet connection. As long as you have the correct Username and Password, MHR goes where you go.

2. Full Reporting System:

Sometimes it is difficult to get the information you need, when you want it. With MHR's reporting system you get our pre-defined reports and full user-defined reports, giving you the option to obtain the information that you require.

3. Company Branding:

Our customisation section allows you to make MHR unique to your company styling. Attach your company logo, adapt the screen to show your company's colour scheme and add your company handbook. There are no additional charges for this aspect of the system.

4. Not Sure If MHR is Right For You?

Finding the right HR system for your company can be a daunting task. With MHR you can try out the system completely free of charge for 14 days, with our trial period. There is absolutely no requirement to subscribe to the system once your trial expires; you simply lose access to the trial version.

5. Secure Self-Service Access:

Whether you are an employee, manager or HR administrator you can rest assured with MHR that each user will only see information relevant to them.

Employees can control their own information, allowing you the time to work on the more important HR tasks. Plus, with managers being in full control of their employees, you do not have to worry about one employee carrying the burden of these administration tasks.

6. No Large Capital Costs:

MHR is charged at a monthly rate, so you can be safe in the knowledge that your system is cost effective.

7. No Expensive Upgrades:

Since MHR is run online; there is no need for any expensive hardware or software upgrades. Simply login in through the relevant web browser and MHR becomes accessible.

MHR updates are also included free of charge in your monthly rate, so you don't have to worry about MHR becoming outdated or having to buy an upgraded version in a year's time.

8. Think Green:

The environment is an important factor to many people nowadays, so help your company reduce its ecological footprint. MHR allows you to store all your personnel details online and you can also attach any additional documentation you want - cutting down on your company's paper trail.

9. Keeping on Top of Everyday Tasks Can Be Hard:

With MHR you get reminders of the information that is important to you through the Reminders tab and your personal diary. It couldn't be easier to keep on top of things with MHR.

10. Support You Can Trust:

With MHR you get access to numerous levels of support and training included with your monthly rate, so you can be certain that you will get the full experience with MHR.

And with our feedback option always available, you can always let us know what you think, driving us forward to deliver continuous improvements.

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Visit our website **www.minervabs.net** to keep up to date with MBS's products and services.