



HRmanager for Essential HR Compliance

HR Policies and Procedures

Practical HR Processes

Recruiting and Retaining Staff Procedures

Health and Safety Policies and Procedures

HRmanager

Create and maintain your own personal and practical staff manual, specifically designed for accountancy practices.

HRmanager is the result of 12 months product development, including client research, and we are confident it will bring real value to your practice. Not only will it help you comply with the law, it will also help you get the most from your people.

HRmanager covers four areas...

HR Policies and Procedures

The essential policies and procedures you need to meet the requirements of current employment legislation to ensure consistency and protect you, your employees and your business!

Essential HR Policies and Procedures

DATA PROTECTION
DISCIPLINARY
EMAIL
EQUAL OPPORTUNITIES
GRIEVANCE
HARASSMENT
INTERNET
WELLBEING
WHISTLEBLOWING

Family Friendly Policies and Procedures

ADOPTION
EMERGENCY TIME OFF FOR DEPENDANTS
FLEXIBLE WORKING FOR PARENTS
MATERNITY LEAVE
PATERNITY LEAVE
PARENTAL LEAVE

Practical HR Processes

The practical processes you can adopt to ensure consistency in your approach to absence, holidays and other leave as well as standards of behaviour with clear guidance on how to draw up legal contracts of employment and maintain employment records.

HR Processes

ABSENCE DUE TO ILLNESS OR INJURY
ANNUAL LEAVE
CONTRACT GUIDELINES
EMPLOYMENT RECORD KEEPING
OTHER LEAVE

Professional Processes

PERSONAL CONDUCT
PROFESSIONAL CONDUCT
PROFESSIONAL DEVELOPMENT
(Accountants only*)
*This is not included in the Unlimited Clients version

Recruiting and Retaining Staff Procedures

The procedures and processes you need to have in place during the life cycle of an employee, when you recruit them, induct them, manage their performance through to the actions to take should they leave.

RECRUITMENT
REFERENCES
INDUCTION
INITIAL PERIOD OF EMPLOYMENT
PERFORMANCE MANAGEMENT
RESIGNATIONS
RETIREMENT

Health and Safety Policies and Procedures

Guidance on the minimum steps you need to take to meet the requirements of health and safety legislation within an office environment. Health and safety is an extensive subject area and this section will provide you with a practical and easy to understand focus for your business.

FIRST AID
ACCIDENTS
FIRE SAFETY
VISUAL DISPLAY UNITS
EYE TESTS
WORK EQUIPMENT
MANUAL HANDLING
HAZARDOUS SUBSTANCES
WORK STATION PRACTICES
WELFARE
CONTRACTORS
HOMEWORING
STRESS
HEALTH AND SAFETY OVERVIEW
HEALTH AND SAFETY WHILST DRIVING

...and each area includes

Employer Guidance Notes

Practical information relating to each policy, procedure and process contained in the Employee Handbook, particularly its legal background, purpose, related sections and relevant forms. You can use this to help you communicate the benefits of the Handbook to staff.

Employee Handbook

A series of practical HR policies and procedures essential for small and medium sized businesses. HRmanager will personalise these for your business and you can circulate them to all your employees.

Standard Forms

All the standard forms, letter templates and action lists you need to implement the policies, procedures and processes contained in your Employee Handbook.

How Much Does It Cost?

Firm Only Version

The firm only version has been specifically designed for accountancy practices and you can use it to create and tailor your own HR compliant Employee Handbook.

Just £30
Per Month*
No Set Up Fee

Unlimited Clients Version

HRmanager is ideal for your clients too! With little or no internal HR expertise you can provide a valuable service to your clients. Our manual will provide many benefits to their business and a potential new income stream for your practice.

If you would like to offer this valuable service to an unlimited number of your clients you can run HRmanager from your own website giving them access to create their own version. Supported by Mercia, you can be confident that your clients will be fully HR compliant.

Just £99
Per Month*
No Set Up Fee

*Firms who pay an annual subscription (based upon the size of their practice) to belong to a training group organised by Mercia, are entitled to a 5% discount. This does not include firms who buy season tickets or in-house training. All prices are plus VAT and the minimum contract is 12 months.

Complete Peace of Mind

With both versions, you can be assured that your manual will be updated as needed on a timely basis.

Implementation Support Service

Comprehensive online guidance is provided with HRmanager but you may feel that you don't have time to spend away from your clients. We offer a full implementation support service to assist in initiating, setting up and communicating HRmanager, which includes:

- an overview of the various policies and procedures in the manual
- explaining their meaning and advising on best practice
- agreeing the firm's approach for each of the policies
- personalising the generated Employee Handbook
- coaching a nominated person in the use of the manual
- advising on a communication plan.

The service costs £550 (half day) and £950 (full day) plus VAT and expenses, according to the level of support required.

How Does It Work?

HRmanager is an easy to use online system which enables you to generate your own personalised Employee Handbook using a step by step wizard.

Using your personal username and password, you will gain access to HRmanager through your own website or alternatively through the Mercia website for the firm only version.



You answer a series of questions on screen and it will produce a comprehensive Handbook of your personalised policies and procedures.



You can use it to set and communicate your own internal standards. You can be confident of its relevance through regular updates that reflect changes in employment legislation.



HRmanager Order Form

Please complete and return this form to the address below or order online at www.mercia-group.co.uk

Firm

Contact.....

Address

.....

.....Postcode.....

Telephone No

Fax No

E mail.....

Any Questions?

If you have any questions regarding HRmanager please contact marketing.support@mercia-group.co.uk or call 0116 258 1242.

Details about all the HR services we offer, including:

- Telephone support helpline
- HR consultancy
- Training and HR seminars

are available on our website
www.mercia-group.co.uk

Payment Details

I/We would like to pay by monthly Direct Debit (a Direct Debit Mandate will be sent to you on receipt of your order).

I/We enclose a cheque for £ made payable to Mercia Group Limited (this option will collect a year's payment).

I/We would like to pay by credit card - Visa, MasterCard or Delta accepted (this option will collect a year's payment).

Card no.....

Card expiry date.....

Cardholder name and initials.....

Cardholder address (incl. postcode)

.....

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Firm Only Version

I wish to purchase the firm only version of HRmanager (£30 Per Month*. No Set Up Fee).

Unlimited Clients Version

I wish to purchase the unlimited clients version of HRmanager (£99 Per Month*. No Set Up Fee).

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