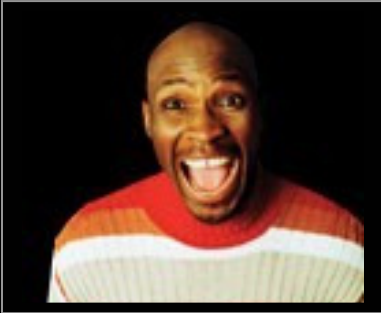


## HR self service

Real benefits to business

On-line HR self service made simple



### Instant company-wide access for everyone

All individuals and managers benefit from being able to immediately see their own information, and that of people they manage, and having immediate access to any changes in company policies and procedures. There has been a massive reduction in the time spent by HR in answering queries on routine issues and in copying and distributing information and a huge improvement in HR processes.

Facilities and HR Manager

### Big Budgets required – Not with Octopus

Having experienced the considerable benefits of a self-service HR software solution in her previous role with a large company, it was assumed that self-service was only available on a large scale budget. The surprise was to find that self-service was available in the affordable solution from Octopus and welcomed the opportunity to add the benefits of self-service to the list of objectives that the new solution was to achieve.

HR Manager

### Complete company-wide centralised HR

We set out to put in place a centralised resource for all people-based information to reduce the time and paperwork previously involved in communicating and managing HR information. We wanted to ensure the solution is available to everyone in the business and easy to use, mirroring our open and communicative culture and empowering all of our managers to more effectively manage their teams.

HR Manager

We now have a centralised HR information bank that is easy to use, accessible by HR and managers and employees across the whole business, and that allows them to easily view, update, amend and report on HR information. The leadership team can see reports on key issues such as headcount and the cost of absence; managers and employees can directly view information about themselves and people they manage, and the HR's time that was previously spent on answering routine queries is freed up for more proactive HR tasks such as improving processes and working towards more efficient and cost saving people management.

HR Manager

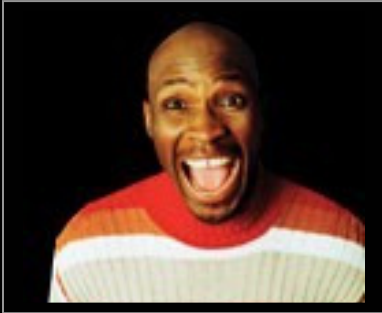


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### Accurate and immediate management of absence

Management of absence is a significant benefit of using Octopus. As it's easy to use and accessible to the managers, it's much more likely that the information will be correctly reported. Through reports on absence and calendar views, it's much easier to spot trends and issues. The export facility allows us to move absence information into Excel for further manipulation. As we have built up data over the last year, we are developing a useable knowledge bank that enables us to take the right action on attendance should it prove necessary.

At the touch of a button we can provide information to the leadership team to enable them to make business management decisions, or indeed business leaders can directly access the relevant automatic reports. Attendance information can also easily be communicated to payroll.

In the related issue of holidays, individuals can book leave automatically through the system, ensuring approvals are gained and recorded and there is a clear record of time taken and allocation remaining. Managers can use a calendar view of their whole team to check holidays booked by the rest of the team, in order to ensure they maintain adequate cover to keep their service levels on target.

HR Manager

### Radically improved company-wide HR efficiency

Individuals and managers efficiently manage people management processes directly without relying on the HR team. HR information is available to managers and individuals across the whole business using Octopus. This results in time and cost savings across the entire business and efficiency levels have been radically improved. People in HR are now freed from administration to work on people management strategy and proactive people management, helping the organisation maintain its reputation as a great place to work.

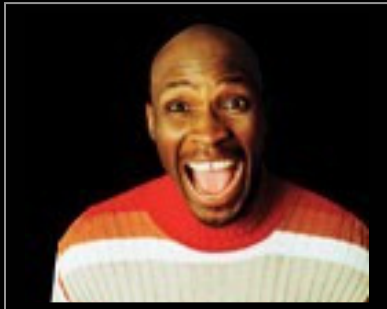
HR Officer

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### Automate processes and save time and money

The business as a whole benefits from having ready access to business information about its people, allowing managers to manage employees more effectively and automating processes to save everyone time and increase efficiencies.

HR Manager

Octopus has been used for around 2 years and has significantly improved the efficiency of HR administration and management. People like the access to information and the ease of use and actioning routine processes becomes simple, which saves significant amounts of time across the business.



We have seen added benefits, beyond the improvements to our general organisation that we originally sought. Cost savings achieved as a result of using Octopus, and the overall business benefits it delivers have more than justified the investment and has helped easily manage our growth.

Office Manager

### Immediate Real Time company-wide reporting

Octopus has a wide range of simple to use reports available automatically. This achieves one of the main objectives of implementing a new HR solution in improving the quality of people based information available to HR and business managers across the business. Octopus also helps us with tenders for new business. We often need to include in responses to tenders breakdowns of employee numbers for instance by job function, or proportion of full or part time employees. We can easily pull off these statistics from Octopus.

HR Manager



Octopus has met the need for sophisticated people based information reporting, and the commercial imperative to produce this information rapidly for tenders and other purposes. With all the information stored in Octopus retrieving people based information for external and internal sources is immediate and easy and we can export it for further analysis using spreadsheets or other tools.

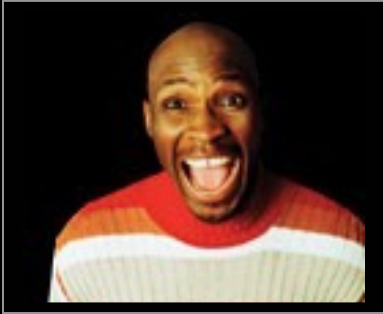
Personnel Manager

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### Communication

Communication is a key element of our internal culture, and we needed a people management solution that supports communication of people-based information across the whole company.

For this reason we looked for a new HR solution that would put HR information in the centre of the organisation. We preached communication to clients and wanted to give freedom of information to employees but were not able to achieve it with our existing HR system. We were using traditional HR software that was installed on our own computers.

The number one priority was to implement a solution that acted as a centralised resource that everyone could access. Benefits were quickly realised providing an almost immediate return on the low cost investment made in the Octopus solution.

Company procedures and policies change a few times a year, and through the Company handbook facility within Octopus these changes can be made available to the whole company instantly – saving time and money and reducing paperwork.

HR Manager

Further benefits are gained from Octopus in the areas of co working and communication. People out in the field can stay in contact with the organisation by using Octopus. When arranging meetings they can use Octopus to check who is out on holiday so they can propose a suitable time, without having to be in the office or make rounds of phone calls. The activities and reminders can invite or remind everyone of a meeting or of their part in an induction or appraisal process or anything else they need to get done.

Personnel Manager

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### Gives a very positive message to all

Octopus makes everyone feel better connected to the business and acts as a one-stop centralised resource for all. Inductions for new employees is also now a much easier process as Octopus assists enormously and has now become the main induction tool.

The induction process now centred around Octopus gives a very positive message to new people when they join. They feel expected, welcomed and are acquainted with relevant information to help them easily get into their new role. We see how impressed they are which is a great start.

HR Manager



### Simplicity itself

The simplicity of implementing Octopus is carried forward to the company-wide rollout. We gave managers a login to have a look at the system then went through with them the main areas they would use. We had no resistance at all from managers. Different levels of access are given and easily setup to different types of managers, team leaders and supervisors.

HR Officer

We put Octopus to use company-wide within one week of it being setup. Employees update their own personal details, which creates a huge time saving. They also put in their own holidays and things like dental appointments. Managers look up information for themselves meaning they get immediate answers without having to wait for me. It has been very easy for people to pick up – I can train them in 20 minutes.

HR Manager



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