PURCHASE ORDER APPROVAL REQUEST

Contents:

1. What is this purchase?
2. Why do we need it?
3. Who is the chosen supplier and what is the cost?
4. Why was this supplier chosen?
5. How is the security of our data handled?

1. What is this purchase?

This request is for the purchase of a modern, cloud-based HR system. The HR system is designed to make HR admin more efficient, and is a purpose-built alternative to doing HR via paper or spreadsheets.

2. Why do we need it?

Implementing an HR system will provide multiple benefits across our entire workforce, from top-level business development, right down to core staff efficiency. Some of the many business benefits of making this purchase are:

- ### Core Workforce Efficiency

The HR system will empower our core staff to handle their own information in a controlled manner. This will free up the time of senior staff members. Using the system, staff will be able to:

  o Submit electronic holiday requests for approval by management
  o Update personal information (e.g. bank details, contact details & next of kin)
  o View important company announcements
  o Store documents such as their employment contract
  o Track skills, training & qualifications
  o Update performance reviews & appraisals

Using spreadsheets or paper forms prevent our staff from accessing their own information easily, and puts minor (but time-consuming) tasks into the hands of the HR department, driving down overall efficiency. The system will let us empower our staff while letting us keep control of changes through an easy-to-audit timeline.

- ### Company-Wide Statistics & Insights

The HR system will provide us with useful reports that contain statistics and insights about our business, including:

  o Accurate headcount, gender & age demographics, working patterns
  o Holiday planning information including our company's busiest days
  o Sickness & absence monitoring including alerts & warnings for problem patterns

o   Recruitment figures such as staff turnover, and the cost/impact on our business

Generating reports by going through spreadsheets or files is very time-consuming and can yield inaccurate results. This system will improve the accuracy of reports, let us generate them much faster, and unlock hidden information that is difficult to attain via traditional reporting methods. The system will let us generate reports on any information we hold within the system, and includes the ability to create custom fields for company-specific data tracking.

- Business Protection

The HR system will help us keep our records fully updated, and in-line with relevant legal legislation and company policy:

o   Reminders and alerts for vital career information including visas, right to work information, contract extensions, notice periods, probation, training, qualifications, length of service, and driving licences
o   Starter Processes – prompts and reminders to ensure no vital information is missing when adding new employees
o   Leaver Processes – automatic alerts and prompts for cancelling employee benefits, recovering company equipment, holiday calculations and transfer of any delegates

Following best-practice and keeping in-line with the latest legislation is an essential part of HR. This system will help our company to more confidently comply with legislation and follow best-practice, as well as reminding us when we might be missing key employee data on our records.

- Performance Data

The system will let us monitor employee performance, conduct interactive appraisals, and track year-on-year progress:

o   Launch company-wide performance reviews
o   Monitor progress of performance management scenarios
o   View statistics and leader boards broken into key areas (such as Creative, Knowledge, Quality – or whichever custom values we input)
o   Invite peer reviews for 360 degree feedback

Manual performance reviews are time-consuming and easily forgotten, whereas this system will keep us pushing for continuous improvement throughout our workforce, by providing an interactive platform from which we can monitor, benchmark and improve our employees' performance.

3. Who is the chosen supplier and what is the cost?

We have chosen People HR, which offers everything described above (and more) at a monthly cost of [MONTHLY COST] ([ANNUAL COST WHEN PAYING MONTHLY] per annum).

If we pay for the full year up-front however, People HR will give us a 10% discount, making the total cost [ANNUAL COST WHEN PAYING ANNUALLY].

We would also like to add the optional Training and Implementation Day, which will help all of our staff to make the most of the software from day one. This comes at a cost of [TRAINING COST WHEN

PAYING MONTHLY] if we pay our software subscription monthly, or [TRAINING COST WHEN PAYING MONTHLY] if we pay our software subscription annually.

The cost of this training will be quickly absorbed by the instant efficiency our business will enjoy by being able to use the software to its full potential right away.

4. Why this supplier was chosen?

We reviewed several HR software providers, however People HR stood out as the best choice for many reasons:

- Exclusive Features

People HR offers a number of features that cannot be found anywhere else, such as:

- **Powerful, Pre-Designed Reports**
  Other HR systems offer a 'query' functionality that would let us extract raw data and study it to draw conclusions. People HR however, provides this plus a number of pre-designed infographics that we can populate with our own company's data for an instant insight into our operations, such as hidden business costs, workforce demographics, holiday and absence trends and more. The reports can be easily filtered down to a specific location, department or team.
- **Business-Building 'Missions'**
  Within the system are a number of optional challenges that will drive us to make big company improvements on issues such as absence, culture & creativity, and Health & Safety. Each 'mission' will present the steps needed to improve a certain area of business, and will let us measure our progress.
- **Signposting & Benchmarking**
  Unlike other HR systems that will only show us our own company's statistics, People HR will let us compare our own performance against other companies with our industry. The system also provides tips and reminders to help us cover every angle and keep within legislation.

- Growth-Ready & Flexible

Other HR systems are very restrictive. As our business grows, we would need to replace the smaller systems with systems that cater for larger businesses; People HR, however, is scalable by its design, and actually encourages business growth:

- **Adding New Offices, Departments or Teams is Easy**
  People HR allows for the easy addition of not just new employees, but new locations, departments and more – something many competitors make you jump through hoops for.
- **People HR Caters for International Operations**
  The system is compatible with multiple currencies (when listing salaries), and multiple time zones.
- **Work Anywhere – Caters for Remote Workers**
  The system is browser-based and is optimised for any device. Many other systems become tricky if a company wants to assign access to remote workers, however People HR was built for smart phones, tablets, laptops, desktops etc., and everything is in the cloud for instant access without any downloads or installation

- o **Flexible Contract**
  People HR will allow us to increase the number of employees on our licence instantly, even half way through a billing cycle. Naturally, this would also increase the cost, but it does mean that we will be prepared for recruitment drives.

- **Competitive Pricing**

There are systems available at a lower cost, however they all fall short in one or more of the areas listed above. People HR offers everything we need, and when compared to competitors offering a similar level of functionality, they are actually one of the most cost-effective.

- **Clean, Simple Interface**

Time taken to get our staff on-board and using the system will be dramatically reduced by choosing People HR. This is because the system has a very clean, simple interface that makes it very easy to learn.

People HR also provides a large volume of free training material to help us make the most of the system, and can even offer on-site or remote training.

5. *How is the security of our data handled?*

- **ICO Registered**

People® is registered with the Information Commissioners Office (ICO). Their data protection number is ZA185401.

People HR (People Apps Limited) are ISO 27001 accredited (BS EN 27001:2013 / CERTIFICATE NUMBER: 16/5077)

- **Hosted Using Rackspace**

People® is hosted on the Rackspace platforms, which are the largest data centres in Western Europe. These data centres are ISO27001 and G-Cloud secure, meaning they are cleared by the UK government to be used for UK government applications.

Because our data would be hosted on the Rackspace platforms, benefits such as the ones listed below would apply to our data.

- **Data Accessed Via SSL**

All of our company data would be accessed via SSL (Secure Socket Layer). An SSL certificate means our data cannot be 'listened to' by 3rd parties while travelling from one computer to another. In fact, SSL is the same mechanism used for online banking.

- **Data Backed Up Every Second**

In case of a disaster, our data would be backed up 60 times a minute – the most we could lose would be one second of data. It is geographic redundant across two data centres – this means our data would be securely stored in a secondary data centre (encrypted) in case the main one should suffer a catastrophe.

- **Extensive Protective Measures**

The data centres themselves are protected with locks, cameras, biometric devices, card readers and alarm systems, and in terms of network security, we would be protected by sophisticated firewalls, hardened servers and operating system instances, secured virtual machine objects and the securing of static and dynamic storage containers (among many other measures).

- **Regular Penetration Testing**

The People® platforms are regularly penetration tested to improve their security controls and processes. Penetration testing is, in essence, a controlled attempt to access data without authorisation, followed by the securing of any exploits.

People® software follows best practices for secure design, development and deployment as recommended such as authentication, authorisation, safe storage and transportation of data, secure handling of secret information, input field constraint, validation and sanitisation.

- **Trusted by Financial Institutions**

People® is used by more than 4000+ customers, including those with the most sensitive data protection requirements such as building societies and other financial institutions.

People® provides a more detailed security overview here:
http://security.peoplehr.com/