



# Activ People HR

Flexible Software  
for HR People

[www.activpeoplehr.co.uk](http://www.activpeoplehr.co.uk)

# Activ People HR



## A Solution for Success

It's time to move away from time consuming manual processes, paper-based systems and complicated spreadsheets.

Activ People HR was built with people at its very core. We recognise cloud-based technology is rapidly evolving as is the way in which you manage your people.

We have your solution to success.



## A Flexible Solution at your Fingertips

Activ People HR is a modular system that can be deployed with ease, whatever your needs we're confident we can meet them. Activ People HR is adaptable and constantly evolving.

Whether you're a company of 10 employees or 10,000 employees our feature rich system will cater to all! Get started right away with one module or choose the whole suite!

"Activ People HR has allowed MMS to retire our legacy systems and provide one centralised global resource for managing our colleagues holiday and out-of-office time. We have multiple, region-specific employment and holiday policies, many of which were very time and labour-intensive for our HR teams to manage. Activ People HR has allowed us to apply consistency across the board and has generated considerable efficiencies in terms of management reporting."

# Activ Absence



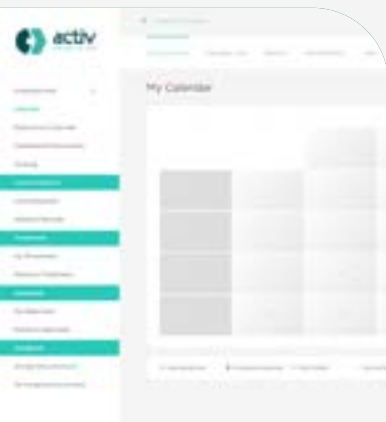
## The Power of People Planning

Managing your workforce in an efficient, fast, and smart way can significantly improve productivity. By utilising our leading absence software, you can gain better operational control and support of the day-to-day management of your workforce.

Staff Holiday planning and administration is much easier with Activ Absence – employees and managers can submit, track, and manage leave, sickness, and attendance. Activ Absence drastically reduces administration time and costs.

**You can easily:**

Maintain essential cover levels / Manage Regional Public Holidays / Automatic calculate and view leave allocations and holiday entitlement / Have clear visibility of all leave types / Utilise self-service holiday requests / Complete comprehensive return to work forms / Easily identify absence trends / Create configurable alerts / Report on relevant leave, absence, or employee data / Access the system, anytime, anywhere on any device



**Flexible Shift Scheduling Made Easy:** With Activ Absence you can effectively and easily manage employee work patterns anytime, anywhere.

### Empower Your Workforce

A user-friendly Self-service portal for staff, allowing them to have complete insight to leave, absences, shift patterns and so much more.

### Redefine Reporting

Activ Absence's analytics solution simplifies the reporting process. Capturing real time data from across the organisation in a way you need, to provide detailed, accurate, and timely reports.

*"Activ Absence has been a vast improvement on our old email and spreadsheet system – not only saving us time and money but also reducing stress. . Everyone finds it easy to use. We started using it in one country and now use it in four!"*

# Activ Appraisals



## Driving Development

It's no secret that members are the cornerstone of every company. Performance appraisals are the systematic evaluation and review of member performance. Managing and directing members is a key factor in determining the success of your business.

Activ Appraisals is an easy, flexible, and effective way of managing your staff performance reviews. Managers and employees can work together to set realistic, actionable goals for teams and individual employees.

**With our powerful, intuitive software you can:**

Configure custom appraisal questions or use an industry standard template /  
Allow employees to complete a self-assessment / Schedule mid-year reviews /  
Utilise SMART objectives / Promote employee engagement / Align members with strategic objectives / Engage with peer 360 reviews /

## Continuous Conversations, Feedback and Recognition

HR, managers, and employees can work together to build action plans and help employees reach personal and professional success.

Transparent processes, actionable goals, and concrete milestones help employees and teams stay ahead by knowing where they're going.

## One size does not fit all – but one system does!

Your members all have different goals, personally and professionally, and the way in which you manage and evaluate these will differ. Activ Appraisals customisation options allows you to evaluate each of your members with the metrics that are right for them and set the goals that fit both their needs and your businesses.

*"We use Activ Absence and Activ Appraisals and love that the modules are simple to use, configurable to our needs and backed up by a helpful support team."*

Isobel Davies HSP Values

# Activ Training



## Certified and Compliant

Keep compliance at the heart of everything you do with Activ Training. Ensuring your members have the relevant training and certifications for their role on record. Your member training records are kept up to date with our automated reminders.

### With our powerful, intuitive software you can:

Track and records staff skills and competencies / Training gap analysis / Record training records / Expiry date monitoring ensure certifications are current / Ensure mandatory training compliance / Training feedback and review / Record training and experience from previous employment / Link competency achievements to training completion / Define job roles and competency requirements /

### Keep it all together

Store your trainees, their training, and their certificates all in one place using our software that makes it easy for you to manage training, compliance, skill set and certification within your organisation.

### Recognise Requirements

It's important to identify member role requirements and have historic training data at your fingertips.

### Aiding Appraisals

With the Activ Training module you can add more depth to your staff appraisals by viewing training performance and records.

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"We have found Activ People HR an easy company to deal with, and very responsive to enquiries. Activ Absence is intuitive, user-friendly, and does what is required."

Robey Jenkins  
Age UK Gloucestershire

# Activ Handbook



## Policy Management Made Easy

Activ Handbook provides a consistent process for management of corporate policies, exceptions, and regulations. The solution offers a centralised platform for creating policies, standards, and control procedures.

**With Activ Handbook you can:**

Distribute policies and procedures / Record employee's acknowledgements that they have read and understood / Compile documents into an induction pack for new starters / Categorise and classify each document / Secure centralised location for all policies and procedures / Set review dates to ensure company policies are regularly reviewed / Set expiry dates on documents such as insurance and liability certificates / Access online from anywhere any time /

### Complete Confidence and Security

Security of information is paramount, and the system will require members to log in using their passwords to access all necessary documents. By including electronic links in Activ Handbook stored documents you can connect the policies and information to commonly used company forms or documents

### Aiding Appraisals

When there are any legislation changes that require any policies and procedures to be updated and published to ensure staff comply with statutory requirements, Activ Handbook can alert employees to the changes. An automated email will be sent to the employee with a direct link to the online handbook and latest versions.

*"There are many aspects of the system that I love, from the ease of use, the flexibility, and having everything at my fingertips relating to absence & holidays for the large staff that we have."*

# Activ Timesheets



## Time Tracking You Can Count On

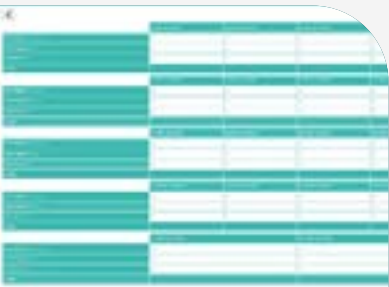
Activ Timesheets you can easily and effectively track and record time daily, weekly, and monthly. Activ Timesheets is easy time tracking for everyone, everywhere, connect online from all browsers or mobile devices.

With our powerful timesheet tool you can:

Submit daily, weekly, or monthly timesheets / Report on employee work patterns / Record time against cost centres / Employees can submit their own timesheets for approval / Leave automatically updated when time sheets are approved through Activ Absence / Update work patterns to reflect actual hours worked / Link to TOIL balance /

### Where Does The Time Go

Be in the know with our timesheet reporting tools, understand where time is recorded and when. Managers can also easily view submitted, pending and approved timesheets at the click of a button.



### Complete System Synergy

When added to Activ Absence, the timesheet system will automatically add any time off to the employees timesheets.

### Built For You

Activ Timesheets recognises that not all timesheets are created equal. That is why we've built bespoke time tracking solutions for numerous customers. With Activ Timesheets you can customise the configuration to suit your unique business needs.

"We have been using Activ since 2013 and have not looked back. The support staff are brilliant and nothing is too much trouble. Our staff are pleased that they can access the software from any location; it makes life so much easier."

Karen Wilson Age UK Cheshire East

# Activ Documents



## Safe and Secure

Activ Documents can be added to Activ Absence or Activ Appraisals to give your administrators access to an employee documents library that stores confidential employee documents and records securely off-site.

### With this add on you can:

Store multiple confidential documents on employee profile /  
Set restrictions on who can see document / Set document expiry /  
Classify type of document / CV's and Job Applications / Interview Notes /  
Letters to the employee / Access online from anywhere any time / Employee  
references and background checks / Employee contract / Benefits agreements /  
Driving licence / Passport & Visa (and track expiration dates) / Security  
clearance documentation / Record Meeting Notes / Store grievance and  
disciplinary records /

## Any Type Welcome

There is no restriction on the type of documents you store so that you can upload word or PDF documents, excel file, photographs and even recordings of meetings held with the employee.

## Aiding Appraisals

Activ Documents also has a 'reporting' function. This allows HR to see at a glance what is held and what is outstanding for each employee.

**Want to see Activ People HR in action?**

**Book a free online demo: 0845 643 5066**

"I personally find  
Activ intuitive and  
easy to use and in the  
HR function it proves  
invaluable to have  
absence information so  
readily available."

Claire Jenkinson THET



# Activ People HR

Trusted by some of the UK's best loved brands!

We have more than 1000 customers worldwide, in more than 40 countries - with employees ranging from 5-25,000. We'll shamelessly name drop a few ...



# Contact Us

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