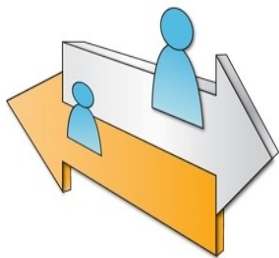


Managing Starters & Leavers



- **Manage new starters and track mandatory employment checks more easily and effectively**
- **Create a professional, positive first impression for new starters**
- **Ensure probationary periods are managed effectively**
- **Capture key leaver information and track staff turnover**

Effective management of new starters is vital. Not only are the first few weeks vital in shaping a new employee's career with your organisation, you also need to ensure that you're carrying out all of the key checks and training required by law.

Our Managing Starters & Leavers module helps ensure that new starters are managed into the business in a professional and effective way, that all relevant checks are carried out and that you capture vital information on new employees and leavers.

Key Features

- New employee can be added and their details entered into the system by line managers and/ or HR users (depending on client-defined permission levels)
- All information entered (e.g. an address for a letter) is automatically captured in the employee database, meaning any piece of information only ever needs to be entered once.

- Client-defined New Employee Checklists are automatically created for each employee, ensuring that all relevant employment checks and induction processes are completed. Managers will automatically be prompted to complete outstanding tasks.

- Managers have easy access to any information they need to manage a new starter into the business effectively – whether it's a form, a company briefing or training materials.

- Once the employee has started, Probationary Periods are tracked in the system and managers are automatically sent reminders to carry out Probationary Reviews prior to the end of the Period.

- Offer letters and Probation Outcome letters (Pass, Fail or Extend) can be produced easily based on client-defined templates and are automatically stored on the employee's record.

- Managers are automatically requested to complete a Leaver Form for each

employee, ensuring that vital information (e.g. reason for leaving) is always captured.

- Staff Turnover Reports can be produced by department, enabling trends to be tracked and problem areas identified.

- Senior managers and HR users can quickly and easily view details on new starters and recent leavers within their organisation.



Screenshot from the Starters & Leavers Module

The screenshot shows a web browser window titled "Start a New Employee - Windows Internet Explorer" with the URL "https://www.youmanage.net/ympdemo/SLNewEmployeeCheckList.aspx". The page header includes the "Davian Services Ltd" logo and navigation links for HOME, ADMIN, REPORTS, and SIGN OUT. A user notification states "Mr Norman Newton signed in" and the page title is "Start a New Employee".

The main content area is titled "Start A New Employee" and features a sidebar with navigation options: Managing Recruitment, Managing Starters and Leavers, Start New Employee (selected), Record An Employee Leaving, Managing Performance, Managing Absence & Holidays, Managing Job Profiles, Managing Discipline & Grievance, and Documents. Below the sidebar is a logo for "youmanage" with the tagline "In conjunction with Workflow solutions for managers".

The central section displays "Employee Details" for a new employee:

- Title: Mr
- First Name: Mike
- Company: Davian
- Department: Executive
- Job Title: Key Accounts Manager
- Reporting To: Norman Newton
- Work e-mail: [redacted]
- Last Name: Hewitt
- Division: Central
- Location: Birmingham
- Job Level: Employee
- Start Date: 26 Apr 08
- Employee Type: Current

A link "Complete Full Employee Details" is provided below the details.

The "New Employee Checklist" table is as follows:

Task	Complete?	Date Completed	
Send Offer Letter	<input type="checkbox"/>	08 May 08	View/ Edit Letter
CRB Check submitted	<input checked="" type="checkbox"/>	08 May 08	
References received	<input checked="" type="checkbox"/>	28 May 08	
CRB Checks received	<input type="checkbox"/>		
New Employee Details Completed	<input type="checkbox"/>	08 May 08	
Driving License Check	<input checked="" type="checkbox"/>	28 May 08	
Passport/ Work Permit checked	<input type="checkbox"/>		

On the right side, there is a "Page Overview" section with instructions on how to manage tasks and complete the offer letter process. Below it is a "Related Document" section listing various HR-related documents such as "Induction Guidelines", "Health and safety guidelines", "CRB Guidelines", "Guide to Mandatory Employment Checks", "Setting Probationary Objectives", and "Davian Company Overview (ppt)".

About Youmanage®

Youmanage is a comprehensive and integrated approach to online toolkit giving people managing their employees all of the processes, employee information and guidance they need in a single system.

Devised to improve the efficiency and performance of managers and HR professionals, the Youmanage system incorporates a suite of modules which cover every aspect of people management – from job profile to exit interview. All modules are underpinned by a single employee database, enabling clients to take a more joined-up

A unique aspect of the service is the way it walks managers through step-by-step processes for common management tasks - from preparing for an interview, to handling a disciplinary situation in a way that complies with the law, to dealing with high absenteeism levels.

Managers are also presented with relevant guidance and information at each step of the way. The system incorporates training materials, a complete

range of standard HR letters and forms, guidance notes, and other useful tools. It can be tailored to reflect the branding, policies and processes of each client.

The package is delivered online and allows managers to access comprehensive information about each of their employees from anywhere – with a few mouse clicks.

For more information about Youmanage HR's people management solutions visit www.youmanageHR.com.

