



# IRIS HR Manager

**Easy to use, low-cost software that makes it easy to manage and keep employee data up-to-date**



Designed for use by small to medium businesses, IRIS HR Manager enables you to easily create, store and retrieve employee information; helping you to comply with employer legislation.

IRIS HR Manager will help you to keep up-to-date with the latest government regulations, with the minimum of fuss.



### 1. Find all employee records easily

IRIS HR Manager is easy to use and will assist you in retrieving and archiving all HR records; from absenteeism to appraisals.



### 2. Templates included for no additional charge

There's no need for expensive legal documents when you have IRIS HR Manager. A whole range of pre-defined forms and templates are included; helping you to create and retain all the legal records for your staff members, whilst enabling you to quickly produce the paper reports you need.



### 3. Simple reporting

The straightforward reporting function means you can make informed management decisions and with the facility to attach documents you can also store all your employee data in one place.



### 4. Integrate and save more

IRIS HR Manager can also be used alongside IRIS Payroll Lite, IRIS PAYE-Master, IRIS Payroll Professional, IRIS Accounts Office and IRIS P11D. Entering your data only once and sharing it between your HR, P11D and payroll software saves considerable time.



### 5. Invest in training and get even more

On site training courses are available. For more information please email [sales@iris.co.uk](mailto:sales@iris.co.uk) alternatively call one of our representatives on **0844 815 5700**.



### 6. Low price with no hidden extras

Prices start from just **£235** for the first year and **£150** in annual fees thereafter. Your annual fee provides you with unlimited support and software upgrades - guaranteeing you are always working with latest government legislation.

### IRIS HR Manager offers many helpful tools and reports to make your job easier...

The useful, national minimum wage (NMW) reports are a good example. IRIS HR Manager automatically calculates and confirms if any of your employees are paid below the NMW and highlights these to your attention.

IRIS HR Manager also offers a Migrant Workers tool. This helpful function will prevent you from hiring anyone illegally and assist you in providing the paperwork, required to prove legitimate employment.

### IRIS HR Manager makes it easy to keep important employee data up-to-date, including:

- Personnel details
- Holiday and absence data
- Maternity details
- Correspondence history
- Salary and job history
- Job applications
- Offers and reference letters
- Training and performance history
- Company vehicle details and usage
- Employee appraisals
- Plus many more...



## IRIS HR Manager system requirements

<b>Processor</b>	Client (a computer not working in a server capacity); 90-megahertz (MHz) Intel Pentium III-class processor Server (a computer not working in a server capacity); 133MHz Intel Pentium III-class processor
<b>Operating system</b>	Windows 7 Microsoft Windows Server 2003 Windows XP Professional Windows XP Home Edition Windows 2000 Windows Millennium Edition (Windows Me) <b>Note:</b> Cannot be installed on 64-bit computers; Windows NT 4.0 Terminal Server is not supported
<b>Software</b>	Required Microsoft Office 2000 or above
<b>Memory</b>	Client: 32 megabytes (MB) of RAM, 96MB recommended Server: 128MB of RAM, 256MB recommended
<b>Hard disk</b>	150MB of hard disk space required 50MB additional hard disk space required for installation (200MB total)
<b>Display</b>	1024 x 768 or higher-resolution display with 256 colours
<b>Input device</b>	CD-ROM and Microsoft mouse or compatible pointing device

### Safeguard your business, with IRIS HR Manager

IRIS HR Manager helps you comply with employment law by storing employee information and employment documents in a central database that makes information, reports and analysis quick to retrieve. You could also stand to save time and money on your everyday HR administration, as the professionally pre-prepared forms and templates speed-up the completion of daily HR tasks and the software integrates seamlessly with your other IRIS applications.

### IRIS HR Manager software

- Easy and quick to use: all your employee HR records in one place, where they can be easily updated
- Legal: helps with best practice and issues of compliancy
- Smart: sophisticated reporting drives informed management decisions
- Cost-effective: IRIS HR Manager software could save you thousands of pounds

If you require an Accountant, look no further - visit [www.iris.co.uk/find](http://www.iris.co.uk/find) to find an IRIS Accountant in your local area.



Visit [www.iris.co.uk/hrmanager](http://www.iris.co.uk/hrmanager) today for:

- Your FREE evaluation copy of the software
- More product information
- Virtual product tour
- Online ordering

### Did you know?

Every\* employee is entitled to a written contract within 2 months of employment. Under the Employment Act of 2002 failure to provide a complete and accurate contract can result in employee compensation.

**IRIS HR Manager is the simple solution to UK employment legislation.**

\* If an employee is hired for a period of more than one month, they are entitled to a written contract within two months of initial employment. The employment contract may not cover all aspects of the employment details but should outline all of the important terms and conditions. Even if the employee does not serve two months of employment, they are still entitled to a copy of the contract if the job was originally meant to last longer than one month.

We make it easy

