

HR Payroll (Iconic Team)

Admin Panel and Employee Management is part of this software.

Phases and costing is given below:

Phase 1:

1. All relevant Setup Forms with basic employee entry form to proceed with below steps of **phase 1**.
2. Administration
3. User Management.
4. Employee basic Form (with given fields)

Phase 2:

1. Employee Onboarding
2. Checklist
3. Curriculum Vita with Checklist
4. Employee main info
 - a. First/Last Name, DOB, Home Address, NI Number, Bank Details, NoK, Medical Details, Phone Number, Email Address, Ethnicity, Gender, Role, Salary, Working Hours, Reporting to, Start Date, Length of Service, Probation Review Date

Onboarding:

1. Starter Checklist Form
2. P45
3. Curriculum Vita
4. References – minimum of two written
5. Documentary evidence of qualifications relevant to the role
6. Passport - to prove right to work in UK
7. Driving Licence - photographic ID
8. National Insurance Number
9. Proof of Address - for fraud prevention
10. Health & Safety Form
11. Disability Declaration Form
12. Medical History
13. GDC Certificate

14. Indemnity Certificate (will need expiration date function to remind one month before it expires)
15. DBS Certificate Number
16. BLS Certificate - valid for 12 months
17. Safeguarding Level 2 Certificate - valid for 3 years
18. Safeguarding Level 3 Certificate for Managers - valid for 2 years
19. IRMER Certificate – last 5 years
20. CPD Log / GDC Declaration for last 36 months
21. Infection Control Certificate
22. Occupational Health Clearance Certificate"

Phase 3:

1. Attendance.
2. Leave entry Form
3. Sickness logger.
4. Probation Reviews coming up
5. Annual leave days approved by site and employee type for current month and next month

Phase 4:

1. upload option for paylips and P60
2. Outstanding Tasks - From Onboarding Checklist, Annual Checklist - to be emailed too if outstanding
3. Outstanding Requests - Holiday Requests awaiting approval
4. Outstanding Approvals - Approvals for team members

Phase 5:

5. Calculation of Bradford Factor
6. ROTAS
7. APPRAISALS - we have forms that we need to just fill out depending on type of employee
8. CORRESPONDENCE - any letters we want to issue to employees