

Key Benefits

- Transform traditional, manual, costly HR processes to reduce costs and staff time
- Replace paper, printing and mail costs with eForms and on demand access
- Proactive tracking and management of complex processes, parallel authorisation and email alerting
- Simple browser based access to information from anywhere on the network or via mobile connectivity
- More flexible and cost-efficient compared to a bespoke system. Easy to redesign or extend when new needs arise or circumstances change
- Reduced duplication and data entry errors
- Support user self-service to reduce load on HR
- Rapid implementation straight into an existing intranet, with no installation required on users' computers
- Intuitive, easy to learn systems minimise or eliminate training



FACT SHEET

An electronic HR department

In any NHS trust, an efficient Human Resources department needs to be able to store, retrieve and report on information about its workforce both past and present and maintain reliable records.

As well as this key information there is a need to manage core HR processes in response to local needs and changes in legislation such as:

- Sickness absence,
- Maternity/paternity
- Mandatory training
- Appraisals
- Starter/leaver

HR processes invariably have associated policies, guidelines and typically have paper forms and workflows. Since these processes are largely manual and related content is not located in a single place they are often difficult to proactively manage and report on, as well as being inefficient to operate.

There are significant cost implications of such inefficient processes and with the NHS constantly under pressure to improve efficiency these are excellent candidates for transformation using automated, electronic tools and processes that support KPI reporting and performance management.

The HR Pack

HR solutions need to be flexible to incorporate the needs of each individual NHS trust, whilst focusing on common HR areas such as Sickness Absence, Appraisals, Training, Starter/Leaver

process, eForms, ESR integration as well as the aggregation of all employee information into an integrated electronic staff record. The Cloud2 HR Pack is a set of solutions, largely delivered via SharePoint and associated technology, that rapidly address a range of NHS human resource needs.

eForms and workflow

The average NHS trust uses more than 500 forms on a daily basis. We all know that traditional paper processes are slow, easily broken and challenging to store, search and report on.

Powerful eForms enhance organisational processes by allowing parallel workflow, intelligent routing, visible process status, semi-automated and accurate form completion and more.

The Cloud2 approach to eForms uses SharePoint and InfoPath so that forms can be opened and edited directly in a browser (or via InfoPath on the desktop). Workflows and SharePoint turn forms into full enterprise applications, with reporting, tracking and more. eForms are rapid to implement, require almost no training and offer flexibility enough to add and augment the initial form as things change.

Some of the forms available within the HR Pack:

- **Sickness Absence** - multipart smart form with sections for Absence Notification; Self certification; Return to Work. The eForm has been designed to be ESR compliant.
- **Leave and absence** - multipart smart form for leave requests and authorisation; entitlement calculator allows multiple entitlement and contract changes through the year.
- **Appraisal management** - smart form solution

Sickness absence details
(To be completed by manager on notification of absence) Section 1

Forename: Alpha
Surname: Jois
Job Title: dev
Employee No: 78123456
Care Group / Directorate: LDHC - Admin & HQ Range
Team / Cost Centre: Directorate HQ (LDHC) - (112003)
Line Manager:
Line Manager Email: preethi.raghunath@cloud2.co.uk

Date and time of notification: 04/05/2011 00:00
Date and time of next shift: 04/05/2011 00:00

Was the correct reporting process followed?
If no, please provide details: (unlimited text) Yes No

Was notification received in go if no, please
Initial reason for sickness

Annual Leave information

Annual Leave Year: 01/04/2011 - 31/03/2012
Employee Name: Preethi Raghunath
Manager Name: Dal Thara
Deputy Name: Charalampos Dimitriou
Contracted Hours: Full Time Part Time
Part Time Hours:
Terms / Condition: Less than 5 years
Leave managed in days or hours? Days Hours
Leave Entitlement: 27.00 Days
Public Holiday: 8.00 Days
Adjustment: 0.00 Days
Total Entitlement: 35.00 Days

Contract Changes Absence Request Save



About Cloud2

Cloud2 specialise in providing SharePoint solutions to the health sector.

We are known for our frank and supportive project style and our ability to deliver successful projects rapidly. Our solutions and services include:

- NHS Intranet, Extranet and Internet
- Document Management and collaboration
 - Policies and Procedures
- eForms and workflow
- BI and Performance Management
- Governance Pack
- Slate computing
- Rich search
- Access database migration
- Programme/Project Mgmt
- GP Referral reduction
- Clinical Commissioning Groups
- Length of Stay reduction
- SharePoint Support
- N3 Hosting

What Next?

If you would like any further information on our SharePoint solutions or any other services

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- to track and measurement performance/ capabilities against agreed role requirements and objectives.
- **Assignment / role change** - multi-part form to allow assignment changes to be recorded, such as employee name; address; vehicle details; contract details; working hours.
- **Establishment control** - highly sophisticated, workflow driven eForm that underpins the recruitment process; creating/recruiting to new roles; recruiting to existing roles; disestablishing roles. Multi-part form captures detailed role information, and utilises multi-stage approvals and e-mail notifications to facilitate sign-off.
- **Vacancy Requisition** - Simplified alternative to the Establishment Control form in a single page format with no workflow or email notifications.
- **Employee Termination** - single-page form to capture details of who, why, and when an employee left the organisation. Contains a checklist of things the employee should return back to the organisation.
- **Exit Questionnaire** - single-page form to capture feedback and opinions from the employee regarding their employment and job satisfaction.

Training Course Booking

Mandatory and ad hoc training are an important component of workforce development. Our training course booking solution provides staff with a view of the mandatory training they need for their particular job function e.g. Clinical qualified, Clinical unqualified etc. It then leads the member of staff to course availability, location, time as well as enabling the online booking of training courses. These bookings can be centrally managed and reported on by the training team.

New Starter site

New starters in the NHS are required to undertake induction processes and familiarise themselves with key policies and procedures. Such staff often need other support such as finding accommodation and travel within the local area. They need pointers to tasks, documents, policies and staff they need to familiarise themselves prior to becoming effective in their new role. The New Starter site in the HR Pack provides a single place for managers to aggregate all this and more for their staff, allowing them both to complete the initial actions required and get up to speed faster.

Virtual HR Manager

Virtual HR Manager provides a self-service HR approach for business managers across a trust to reduce the administrative burden on HR. It presents a configurable site that draws together information, applications and advice for key

processes such as sickness absence, training etc. and allows the manager to complete many processes without needing assistance from HR staff. The solution includes: FAQs, Policies & Procedures, Guidelines, Performance data from ESR DISCO reports, eForms and more.

Staff Records Site

The Staff Records solution replaces paper HR records with a smart electronic folder for each staff member, documents are saved or scanned to it to enable faster search and retrieval, to ensure availability and security. Metadata, such as Assignment number, Date of Birth etc. can be added to folders and their contents to enable rapid search and retrieval of employee records. Content can be categorised to emulate separators in paper folders including:

- Absence and leave
- Correspondence
- Employee Relations (employee issues)
- Payroll info
- Professional Development
- Recruitment

Vacancy Management

This site template can be used to aggregate all vacancy related content, such as a Vacancy list, job descriptions, links to NHS jobs as well as include an Establishment Control eForm.

HR Pack and Hadron SA

The HR Pack fully integrates into Hadron SA, our market leading SharePoint intranet solution, with elements available in the HR Directorate public and team areas as appropriate, with suitable security and access permissions.

Summary

Traditional paper-based, manual processes are costly and strong candidates for transformation to drive the efficiencies required of the NHS.

The technology stack based on SharePoint, InfoPath and associated technologies provides a platform that Cloud2 have developed to underpin many of the modernisation needs; huge value can be achieved by leveraging the NHS' existing investments in Microsoft software including Microsoft SharePoint, Microsoft Office InfoPath for eForms.

The HR Pack elements can typically be implemented within 8 weeks from Workshop to UAT (User Acceptance Testing).

HR departments can and should be run more efficiently using automated systems and workflows. Call us to find out more.