



# The introductory guide to Breathe HR software

How to use HR Software to make managing  
your team easier, faster and cheaper



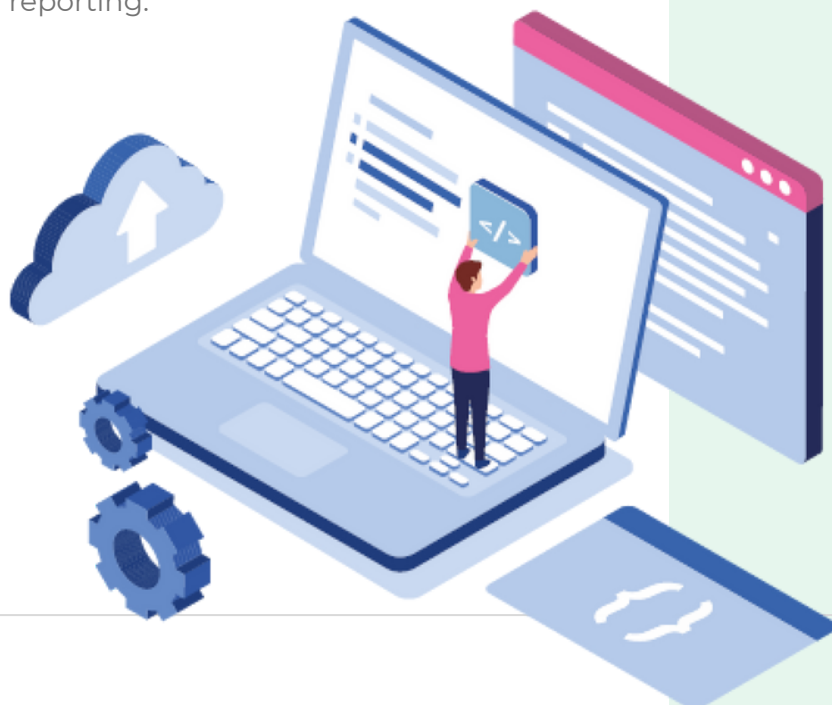
## Imagine a world where HR tasks are completed with lightning speed, and you have immediate access to insights that'll help you make great business decisions...

Well, there's a solution. It's HR software. And it might revolutionise the way you manage your employees and business forever.

## What is HR software?

**Much like any management, project management or ticketing software - HR software helps you get your HR done quicker and easier.**

There are different types of HR software available to cater to the diverse needs of different businesses. The most common type is HR management software (HRMS) or human capital management (HCM) software, which includes features like employee data management, attendance and leave tracking, performance evaluations, talent management, and reporting.



## What are the main benefits of HR software?

### **Saves you time**

HR software is a 'one stop shop' for all your HR tasks. Every aspect of your HR can be managed via your chosen software and will help you speed up getting your HR done.

### **Reduces costs**

Time is money. Not only will you save money by spending less time on HR admin, but it will also help you make better business decisions in the future that will make the business more efficient.

### **Helps you stay legally compliant**

When all of your HR is in one place, it's easier to see what you're missing and will help you follow Acas guidelines – keeping your business legally compliant and protected.

### **Keeps your employees happier**

HR software allows you to manage holiday and other employee requests in a more efficient way, which helps to manage your employee's expectations easier.

### **Helps you make great business decisions**

When all your HR data is in one place, it's easier to run reports and unlock insights that will help you make great business decisions.

### **It's safe and secure**

As most HR software is cloud based, it's the safest and most secure way to look after your employee's sensitive personal data.

### **It's scalable**

As your business grows, your HR software will grow with you without any additional effort.

# What are the main features of HR software?

## HR management

Imagine seeing a profile on each of your employees that includes all their records, whether that be contracts, leave, sickness, training or performance.

That's exactly what you'll get with HR software.

It's a centralised place for you to safely keep a record of your employee's sensitive information, their documents and company documents.

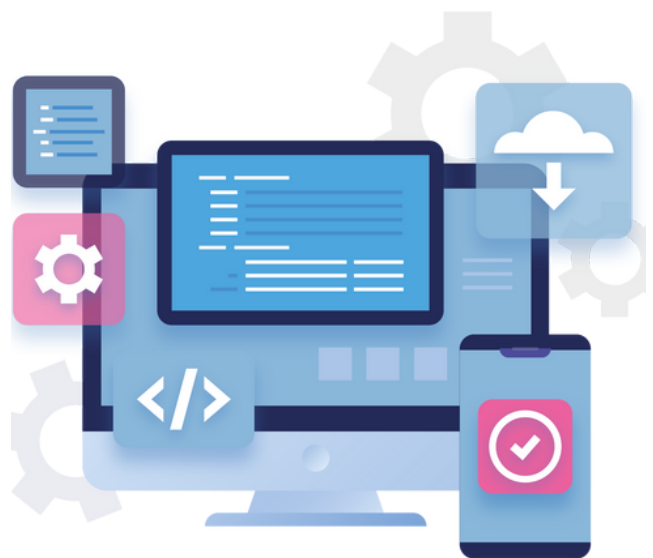
Say goodbye to that messy filing cabinet!

## Reporting

Whether you need a report on sickness, finance or time logs, your HR software will give you the information you need to make informed decisions for your business.

## Performance management

Your employees are your greatest asset which is why their performance is very important to you. With HR software, you'll be able to share goals, set objectives and keep a record of their appraisals, training and performance.



## Leave and absence

Managing holiday requests and absences is probably your biggest headache.

HR software allows you to plan holiday requests more easily and can flag when absence is becoming an issue, allowing you to nip it in the bud before it becomes a bigger problem.

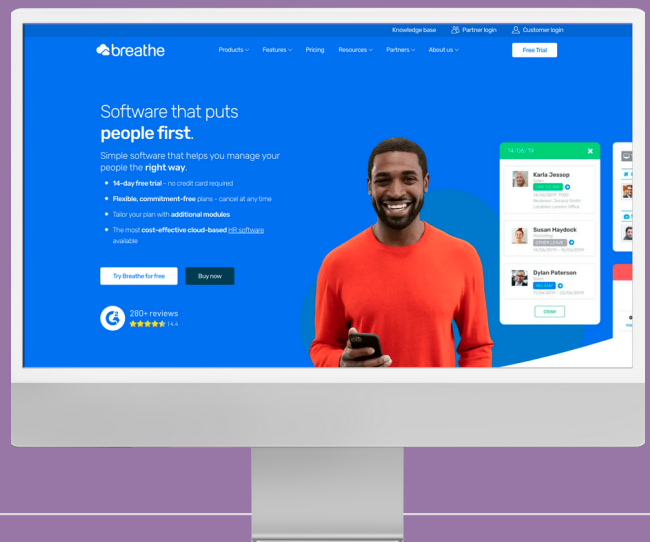
## Time tracking, rotas and shift planning

Some HR software also tracks time, rotas and shift planning helping you make sure resource is there when you need it.

# What HR software should you use?

Breathe HR is arguably the best HR software provider in the UK, which is why Starfish People HR are a gold partner.

When you start working with us, we'll discuss the benefits that Breathe HR can provide to your business and help you get set up on this software quickly and efficiently.



# NEED SOME EXPERT HR ADVICE?



Get in touch with us:-

There are a few ways you can connect with us at Starfish People HR

Phone: 01243 967961

Email: [hr@starfishpeople.com](mailto:hr@starfishpeople.com)

Looking for HR advice or a second opinion?

Book a FREE 30-minute consultation with Helen in our Virtual Meeting Room using the link below or scan the QR code

<https://linktr.ee/starfishpeoplehr>

Helen will address most HR questions and issues during this session, as sometimes you just need a sounding board. If you do have complex employment concerns, Helen will guide you on the next steps to take. Plus, if you decide to work with us after your consultation, enjoy a discounted rate on our HR Packages

Get in touch

