

Our latest EMS product has been considerably enhanced, in terms of functionality, usability, and look and feel. This product bulletin aims to tell you about some of the new great features.



Outlook integration

Safe EMS can now integrate with Outlook and populate calendars with holiday dates and training events that employees have been booked on.

E-payslips Module

Safe EMS can now email payslips to employees. This can make life much easier and quicker for remote workers who no longer need to rely on traditional post. This can save a company considerable money in terms of print and postage costs.

Benefits include:

- no manual labour
 - no printing
 - no envelope fulfilment
 - not using paper
 - not using ink
- no franking for postage
- reduced carbon footprint

- reduced margin of error for delivery
- no postage costs

Return on investment

It is estimated that a cost of £1 per payslip accounts for the cost of posting and administering paper payslips, taking into account ink, paper, postage costs, and manual intervention. This means that paying around 300 employees a week at £1 a payslip equates to a saving of around £15k per annum. Based on this calculation you can see that year on year big savings can be made. With a small module investment e-payslips can save you and your organisation time and money.

Notice and length of service

Safe EMS now has a configurable notice period scheme that is based on length of service. For example, someone in employment for less than a month may only need to give one week of notice. Someone who has been working six months, may need to give one month of notice. Another employee who has worked for the company for ten years, may need to give six months notice. EMS can now automatically populate the correct notice time allowance per employee within the leaver wizard.

Enhanced functionality for navigation, look, and feel

We've made a series of enhancements to the look and feel of our Safe EMS product. These include

- colour and icons have been added to give it a more modern feel and moving the product away from the traditional windows grey style
- screens have been tabbed rather than having lots of separate screens. This allows for easier views of data, collates related data together and minimises the size of the menu for navigating
- we have added the option of multiple windows open at one time. This allows user to multi task for example looking at one employee's record because they have telephoned with a query at the same time as entering a new starter and not having to exit from the starter wizard.



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- the ability to amend menu security and access privilege has been enhanced to make it easier to apply. A user can now visually see the menu and access privilege rights, this then makes it easier to see if the correct settings have been applied, without the need to log in as the user to check if it is correct.

Multiple contract capability for different terms and conditions

We've added multiple contract functionality. If you have an employee who works for you in more than one role, they may have different holiday allowances and earn different wages dependent upon which role they are performing. In the leisure industry, for example, someone may be a lifeguard in the mornings and work on reception in the afternoons. Other products may need to create two employee records to handle both of these contracts, however, we have made sure that Safe EMS is able to handle multiple contracts on just one employee record, making life simpler for you.

Multiple windows

We've added multiple windows to our product to save you time and effort of pulling up certain screens, and then having to load the same screens later. So if you are in the middle of working on one screen, and receive a telephone call meaning you need to view another, you previously would have had to exit the one you were in, to see the information you needed, to resolve the telephone caller's issue. Now, you are able to open a new window, resolve the caller's issue, and simply click to the window you were working on before the telephone call came in. This allows you to 'pick up where you left off'. During the course of a working day, this can save a great amount of time for our product users, which leads to greater efficiency for your company. Also, with multiple windows open, it is easier for employees who are multitasking to remember to finish open tasks, as the phone call that interrupts one task could potentially take so long, anyone could forget what they were doing before the phone rang!

Another bonus to this feature is that users who have multiple screens will be able to drag windows around to enable comparisons. When you can only load one screen at a time, comparisons are much harder to achieve, and usually involve printing one screen out to sit and compare screen with print. With comparisons on screen via our multiple windows feature, there is no need to print, saving the business money, and reducing environmental impacts. A good example of a practical application of this, would be a query where a HR



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professional would need to compare two payslips, one current month, and one for the month before. Two separate windows side by side would make this comparison for any fluctuation in pay related query, much easier to resolve. Another practical application example would be to compare the efficiencies of two professionals in the same role. Statistics could be compared side by side on screen, making it easier to draw comparisons and provide analysis.

To find out more, visit www.safe-ems.co.uk and use our 'enquire online' link at the top of the page, or simply email info@safecomputing.co.uk.