

Safe employee management system (EMS) combines the best of all Safe's experience and previous HR solutions. At Safe we constantly strive to improve all our products, and value customer feedback, so if you think of a way any of our solutions could be further enhanced, just email info@safecomputing.co.uk. This product bulletin aims to tell you in depth about some of the latest and greatest new features.



Date effective costing

Should an employee move departments, say mid month, traditionally the department they had moved to would be charged for that employees' wages for the entire month at period end. That department would then need to reclaim the costs via a manual internal recharge process from the department the employee had originated from. Now thanks to date effective costing from Safe EMS, such transfers are calculated from the move date, removing the need for human manual correction at month end. Not only does this save on human intervention and thus the cost of manual processes, it improves the accuracy of cost analysis.

Online expenses, input and approval

Safe EMS, working hand in hand with the MyView module, just made expenses so much quicker and easier to create and process. In our latest update, employees can enter their expenses into the MyView employee portal online. Not only does this make the expenses system more accessible to remote workers, it

means there is no manual rekeying needed back at the office by HR professionals as MyView can seamlessly transfer the information into Safe EMS.

When expense requests reach managers through Safe EMS, those managers are able to approve or advise of amendments on a line by line basis. This gives the flexibility for the employee to have all or part of an expense submission approved, so should just one line be a problem, they can still be reimbursed for the rest of their expenses on that submission.

The employee has the flexibility to input their expenses in part, so they can input each day, save their work in progress, and submit at the end of the week, or end of the month, should they wish to. The employee can scan and upload receipts, saving a trip to the office just to hand over the paperwork, should they work remotely.

MyView works to intelligently calculate VAT for each submission based on the expense data. MyView also handles currency conversions. So should an employee based in the UK be working in America, they can submit their expenses in US dollars, and allow MyView to convert the amounts for them, rather than trying to convert themselves before inputting. HR professionals are able to call up historical data via Safe EMS to help with query resolution. The employee, via the MyView online portal, can also see transferred sheets (historical submissions), to see what has or hasn't been paid. This helps minimise query resolution time for busy HR professionals.

As all data is transferred electronically, this greatly reduces printed submissions, saving the cost of paper/ink and manual intervention, reducing your carbon footprint. Reduction in waiting time for expenses is also a benefit as there are no lengthy postal delays and postal costs to worry about.

This module will also handle mileage rates for both company car and personal vehicles.



Product bulletin

From Safe Computing,
enhancements to Safe EMS 5.02

Personal homepage

We've added personalisation tools to the homepage sections of our software. Using our movable 'widgets', you can customise what information appears where on your homepage, so the things you use most regularly are easier to find. Via our widgets, you can upload pictures, link to your favourite websites, and even listen to music and view video clips. You can link to your Outlook tasks and calendar, so you can see your 'to do' list easily while you work. There is even a widget for workflow authorisations, so you can see what authorisations you need to action. The screen layout is fully customisable, so if you want to add further widgets or remove widgets you can update the homepage at any point in time.

To find out more about our EMS products, simply visit www.safe-ems.co.uk and click on the 'enquire online' link, or email us on info@safecomputing.co.uk.