



# People Management

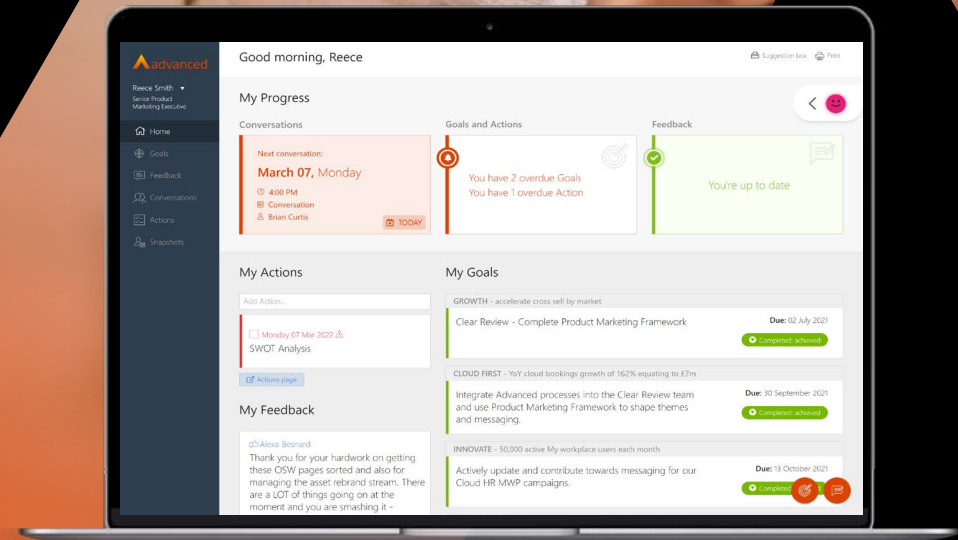
Advanced people  
management  
software suite

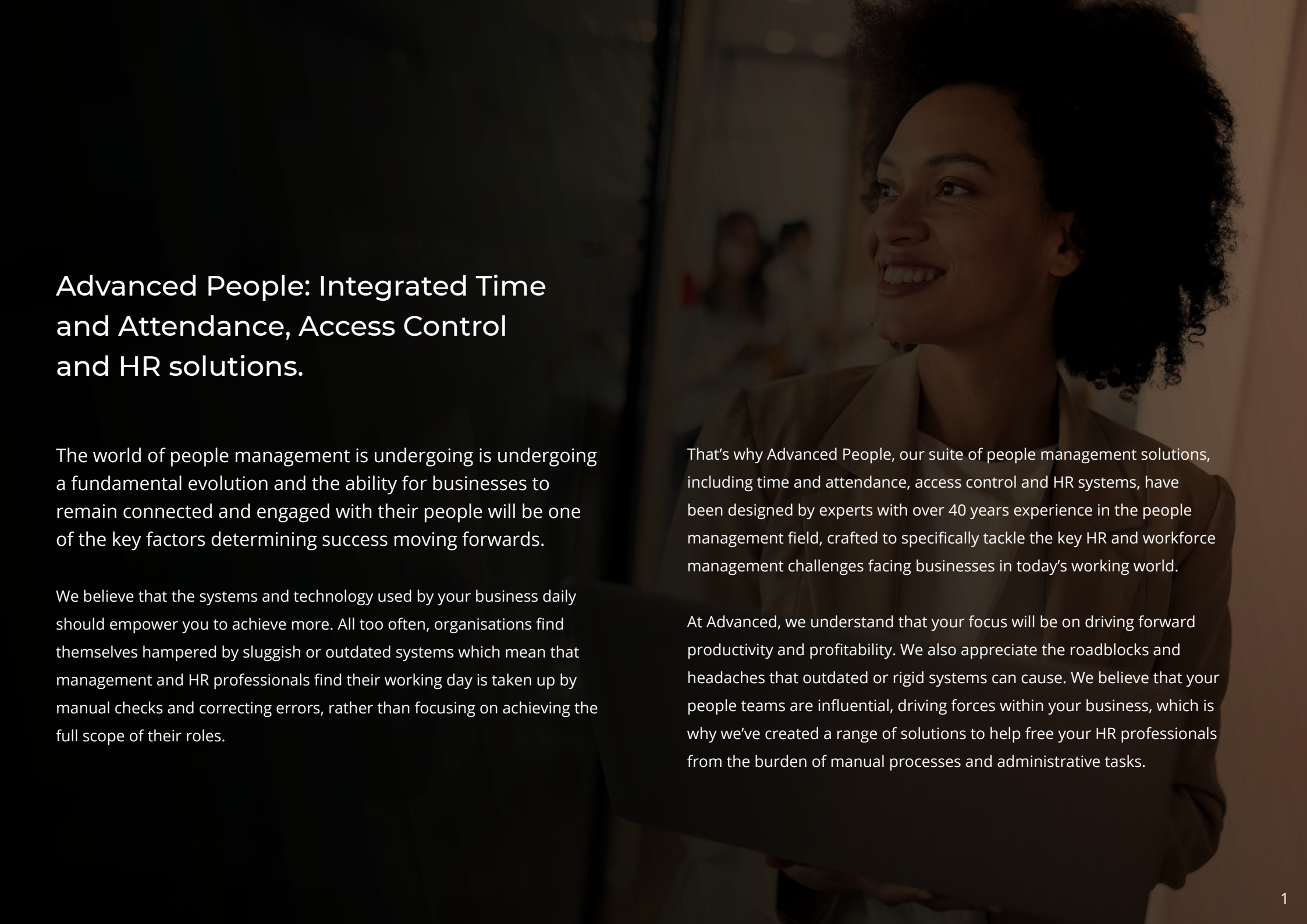
OVERVIEW



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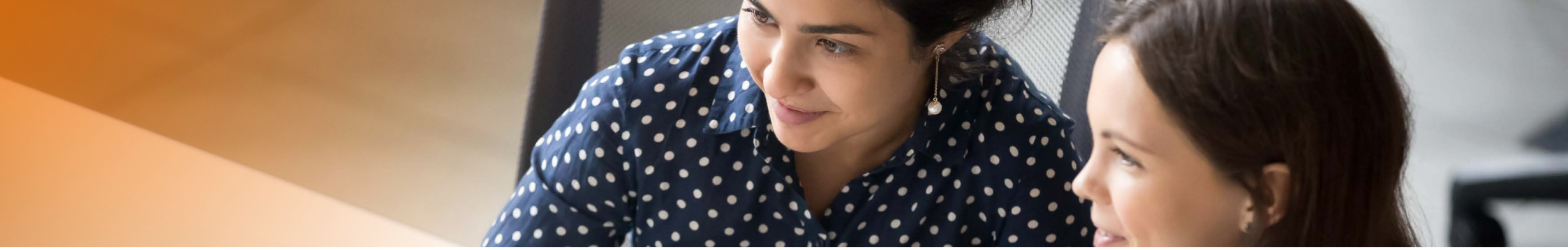
## Advanced People: Integrated Time and Attendance, Access Control and HR solutions.

The world of people management is undergoing a fundamental evolution and the ability for businesses to remain connected and engaged with their people will be one of the key factors determining success moving forwards.

We believe that the systems and technology used by your business daily should empower you to achieve more. All too often, organisations find themselves hampered by sluggish or outdated systems which mean that management and HR professionals find their working day is taken up by manual checks and correcting errors, rather than focusing on achieving the full scope of their roles.

That's why Advanced People, our suite of people management solutions, including time and attendance, access control and HR systems, have been designed by experts with over 40 years experience in the people management field, crafted to specifically tackle the key HR and workforce management challenges facing businesses in today's working world.

At Advanced, we understand that your focus will be on driving forward productivity and profitability. We also appreciate the roadblocks and headaches that outdated or rigid systems can cause. We believe that your people teams are influential, driving forces within your business, which is why we've created a range of solutions to help free your HR professionals from the burden of manual processes and administrative tasks.



## Advanced Time and Attendance

To put it simply - your time is valuable. Businesses the world over are plagued by inefficient systems, gaps in processes and work arounds which mean that they haemorrhage time, resources and most importantly money. On average, each employee loses roughly 9 days per year due to unplanned absences with the financial consequences reaching into the millions for businesses across the globe.

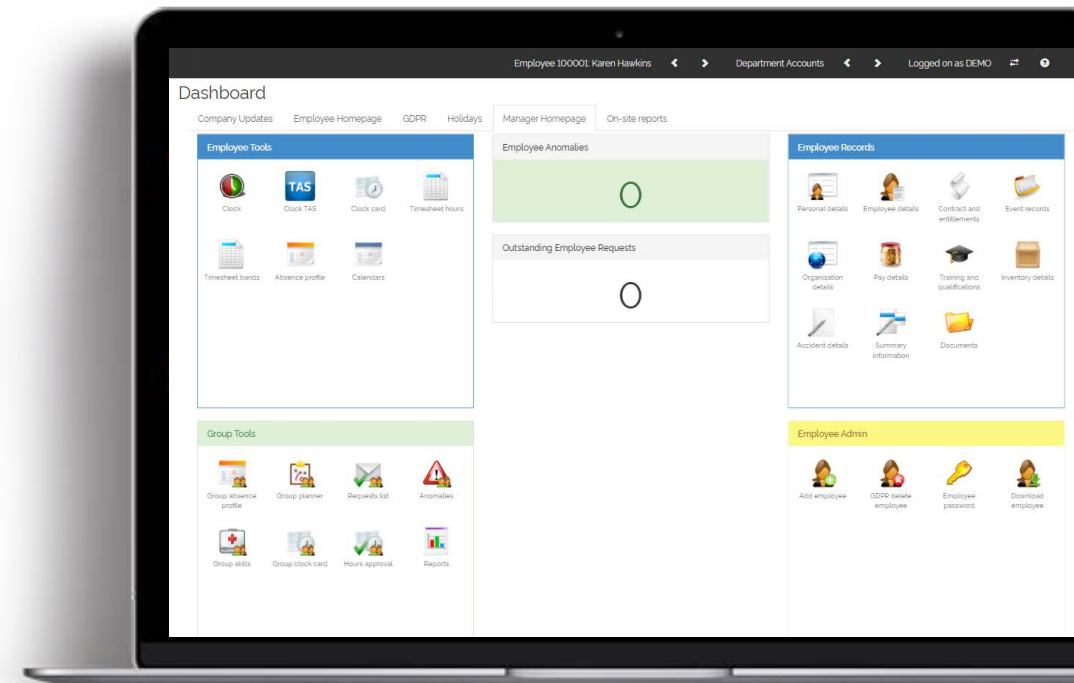
The ability to effectively track hours worked, reducing payroll processing errors and boosting overall productivity sounds like the ultimate dream for HR professionals. Fortunately, this is far from a pipe dream as an effective time and attendance solution can enable you to achieve this and much more.



### Did you know?

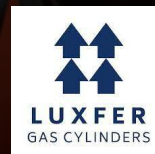
Our time and attendance software, Advanced Time and Attendance supports businesses of all sizes, providing you with the tools to streamline repetitive tasks and manage your workforce's schedules. This helps you to reduce employee costs, improve productivity and profitability, and minimise potential compliance risks.

Our time and attendance software is fully customisable to accommodate the way your business works, delivering flexibility across varied working patterns and shift work, multiple sites and pay centres.



“Timesheets were previously completed manually but can now be completed digitally. There are all sorts of reports and statistics that can be downloaded from the system too. To be honest it has cut our working time by half!”

**Christine Thompson**  
Payroll Manager, Luxfer Gas.



## With Advanced Time and Attendance you can:



### **Track time and attendance**

Empower your people to take charge of their own schedules and make it simple for employees and managers alike to submit, track and manage attendance, sickness, exceptions, absence and leave entitlements.



### **Keep accurate records**

Allow employees to clock in instantly via keycards, fobs or the latest in cutting edge biometric technology. Gain access to the accurate and compliant data you need at the push of a button.



### **Mobilise your workforce**

Keep your business moving with remote clocking and responsive layouts designed to adapt to any mobile device.



### **Reduce risk**

Ensure data accuracy and compliance and adherence to legislation and policy through accurate record keeping.





## Key features



### People planning

Our people planning module allows you to schedule employee hours through our easy to use shift planning tools. Keep costs under control and always ensure that you have the right people in place to cover shifts. Allocating resources swiftly and effectively in this way, allows you to mitigate the impact that incidences of absence can have.



### Time sheets

Give your people the visibility of the working schedule they need to take charge of their working week as well as the ability to update and amend any exceptions to their information. Management can also easily and effectively view and amend clocking data 24/7, on any mobile device.



### Empowering your people

Our real time dashboards put the power in the hands of your people, allowing them instant visibility of their schedule and holiday allowances, all one, easy to use platform. With access to the platform, your people can take charge of their schedules and easily book time off work, update their availability, request overtime and view their schedules.



### Payroll integration

Get access to a host of intuitive reporting at your fingertips. Our solution updates clocking information in real time, ensuring a flow of real time data to your payroll teams, ensuring an accurate and compliant pay cycle each and every month.



## Advanced Access Control

Understanding and having visibility of the hours worked by your people is one thing- knowing who is on site at any given moment and who has access to sensitive areas of your business is another matter entirely. Traditionally, access control systems have been viewed through a narrow lens as being a tool to simply capture hours worked. Increasingly, more and more organisations are coming to value the enhance levels of security secure access control points can offer, greatly controlling the flow of people onto a site and ensuring that only the right people have access to key areas at any given time.

Our access control offers out-of-the-box, enterprise-grade time and attendance clocking and total perimeter security, giving you complete control and visibility of who can access your sites, buildings and rooms. Our advanced networked terminal networked terminal hardware combines with our secure operating system to deliver powerful, resilient and fully customisable biometric and proximity-based access control. And you can manage it all visually with our access control software from a central networked location.



### Did you know?

We design and manufacture our own clocking terminals and access control units.

We understand that no two workplaces are the same, which is why our hardware is built and fully tested to work in even the harshest environments- meaning that our units are as at home in the elements on site, as they are in the office space.

It's not just the hardware that's robust too: Unlike alternatives that run commercial or mobile operating systems and contain uncontrolled applications, our operating system is security hardened, release controlled and designed exclusively to run on our own hardware. Our software is under your control at all times.



## Key features



### Securing your future

We're committed to constant innovation across our entire product suite and nowhere is this more evident than within our access control suite. Our solutions are designed to work alongside the most current and cutting-edge technology, meaning that you'll never be left behind and can be safe in the knowledge that you'll benefit from the latest next-generation innovations as we develop them.



### Bespoke solutions

We appreciate that every working environment is unique and your requirements for an access control solution may reflect this. Designing and producing our own solutions affords us a unique opportunity to build and deploy bespoke solutions to suit any need. With over 40 years of engineering experience under our belt, you can rest assured that we can handle your needs.

Our own in-house professional design service will work with you to create a security solution exclusively for your requirements, however large or small. We can install and control a single door or design multi-site scenarios containing hundreds of access control points.



### Barriers and turnstiles

Our turnstile and barrier range is designed and manufactured exclusively for us, meeting our exacting quality and safety standards. Because we supply all of our turnstiles and barriers directly and install them on your site, we can deliver uncompromising quality.



### Installation and support that works for you

We appreciate that the installation and implementation of any new technology within your business can be a daunting thing and we also understand the importance of getting things right from day one.

Our worldwide network of expert installation engineers and implementation consultants have completed over 50,000 successful projects. We've serviced and protected airports, oil refineries, public sector security facilities, and pharmaceutical giants. From multi-site international corporates right down to small local business, we've done it all.

All of our products are designed to meet current quality and safety standards and our team of engineers will work alongside you to create a timetable for installation which meets your needs, placing an emphasis on minimal workplace disruption.

Beyond installation, you can rest easy in the knowledge that our dedicated support centre, as well as our team of onsite engineers are always on hand to meet your needs, giving you the peace of mind you need to get on with your day.



### **A truly integrated platform**

Our access control solution forms part of our fully integrated range of solutions, working alongside our time and attendance and HR manager modules to provide a comprehensive end to end, workforce management solution.

Intuitive and powerful reporting gives you the visibility you need to understand patterns of movement within the business, as well allowing you to provide zone-based auditing of your sights to gain a proper insight into security within your organisation.





## HR Manager

As workforces become more remote and widespread, HR teams across the country are faced with the challenge of staying connected with their people. Outdated processes and ageing technology can offer hinder this process, with HR teams finding themselves bogged down by admin tasks and losing sight of the human element that is so vital the success of their organisation.

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### Did you know?

33% of HR professionals feel the most important thing when adopting new technology is the ability for it to be personalised by users.

We designed HR Manager specifically to cut through the morass of hefty work loads and admin, freeing HR teams so they are able to focus on supporting their employee's needs, focusing on the human not the resources. In today's working world, HR professionals are pioneers, not task robots and any systems you have in place should support them in achieving the full scope of their role.

We believe in the power of HR teams to fulfill an influential role in your business. Let HR manager empower your people to move beyond the outdated view of HR teams as administrators and allow them the freedom and creativity to focus on managing and supporting your people. HR manager is the solution agile enough to meet the needs of your organisation, helping you boost efficiency, cut down on admin time and manual input, in turn reducing the risk of human error and allowing your people teams to focus on what matters most to you.

## Key features



### Employee Management

HR Manager allows you to stay connected with your people wherever they may be working from. Achieve one single point of data entry for employee information and gain the oversight you need in order to get to the heart of matters and ensure your people enjoy a seamless employee experience.



### Training Management

Keep on top of the advancement of your employees. Our comprehensive platform allows you complete visibility of your people's journeys through your organisation, giving you the confidence to know that any qualifications and accreditation will remain up to date.



### Applicant Management

Ensure a seamless and accurate applicant journey. Hold and track relevant applicant information on a single, easy-to-use platform and cut through the admin backlog and time loss normally associated with the recruitment process.





### **Dashboards and Reporting**

Accurate and easy to navigate reporting tools mean that you are never more than a click away from getting the oversight you need. Cut down on painful time sinks caused by navigating outdated systems and keep your finger on the pulse of your organisation with our intuitive, easy to use solution.



### **SAAS**

Our solutions are all provided via a cloud delivery model. We shoulder the burden of hosting any applications on our own dedicated servers, meaning that you never have to worry about time-consuming integration or maintenance responsibilities- we've got it covered.



## Advanced Clear Review

Business across all sectors are now waking up to the realisation that by and large, the old model of annual appraisals is outdated and not fit for purpose in the modern working world. Restricting reviews and appraisals to a yearly process renders it down into little more than an inconvenience- an administrative box ticking exercise which offers little value.

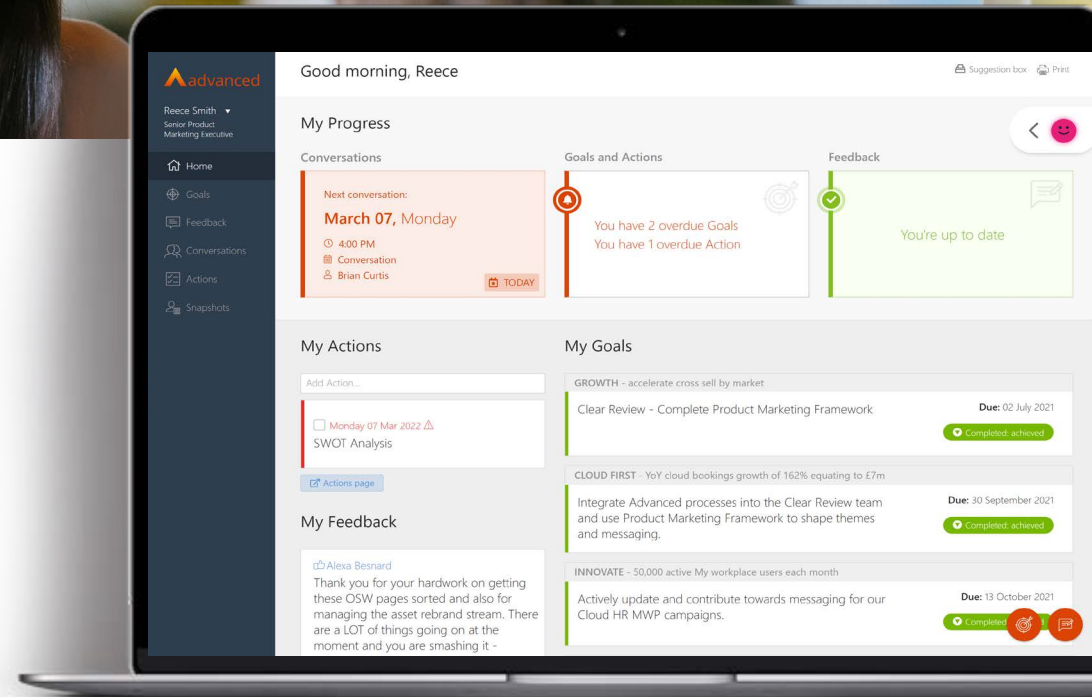


### Did you know?

75% of employees feel that annual appraisals are an unfair view of performance, that suffer from recency bias.

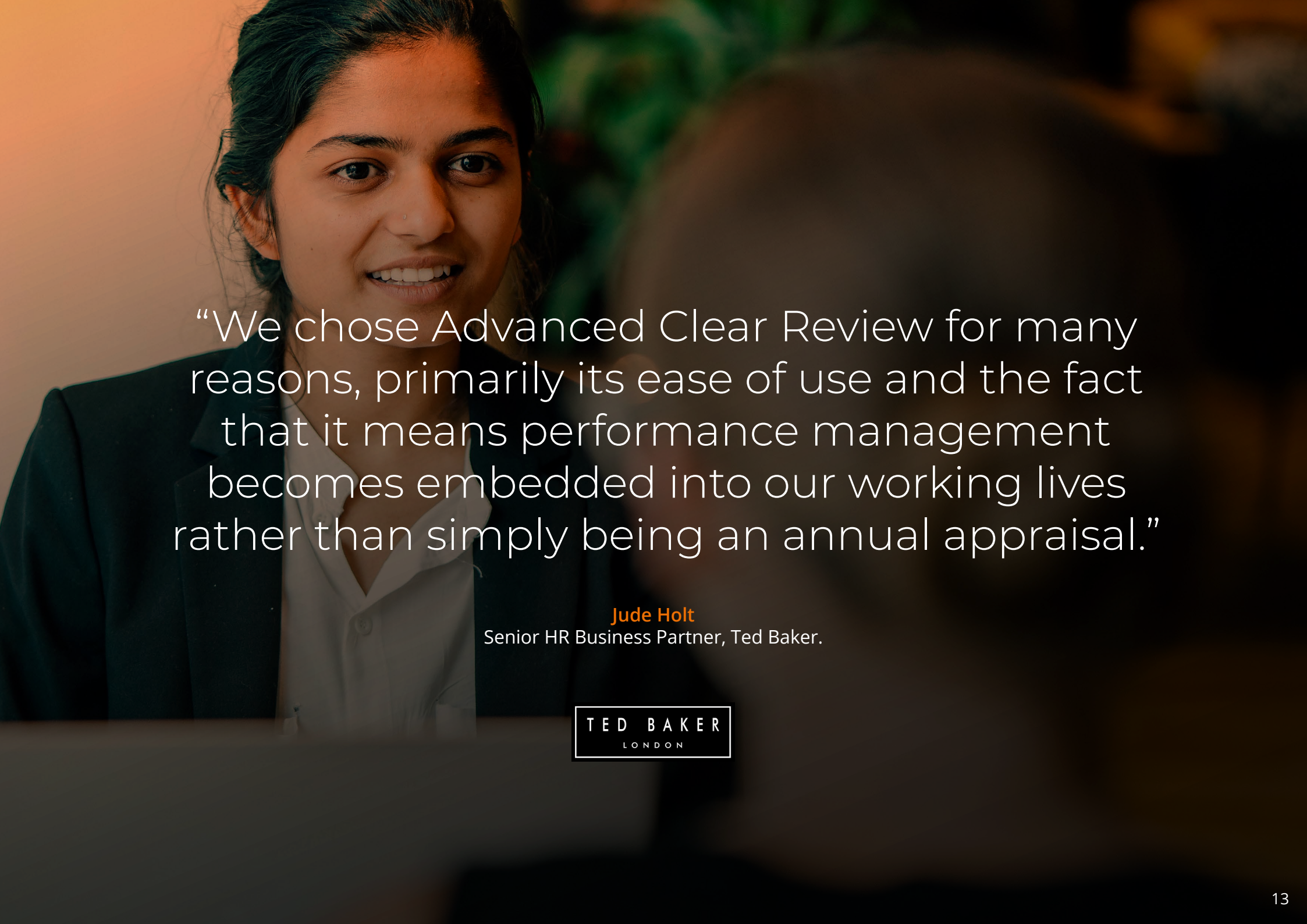
At Advanced, we believe in the power of continuous performance management, which is why we're proud to offer Advanced Clear Review as part of our HCM suite of solutions.

Clear Review offers you an unparalleled framework to transform your process of employee appraisal and development, freeing it from the rigid structure of annual reviews and helping you create a more meaningful and holistic approach.



We believe that a truly effective appraisal process offers organisations the opportunity to strengthen their ties with their people and offer a forum whereby employees can also offer feedback to management. We understand that appraisals often get a bad rap, which is why we believe in focusing on employee reviews as a way to set goals and foster desires to grow and develop within a business, not as a way to punish.

If you've ever wanted to find out how to transform your appraisal process into a more meaningful, positive and driving force within your business, why not discover more about what Advanced Clear Review Performance Review can offer.



“We chose Advanced Clear Review for many reasons, primarily its ease of use and the fact that it means performance management becomes embedded into our working lives rather than simply being an annual appraisal.”

**Jude Holt**

Senior HR Business Partner, Ted Baker.

TED BAKER  
LONDON



## Key features



### Regular check ins

Advanced Clear Review increases the quality and frequency of performance and development conversations with light touch check ins. By increasing the amount of contact between the parties in an appraisal process, you are able to more accurately gauge the effectiveness of any goals set.



### Aligned SMART objectives

Empower your people to take charge of their journey within your organisation with people led SMART objectives. These are customisable objectives and touchstones which you and your employees can define in order to ensure that all parties remain aligned with ongoing strategy.



### Real time feedback

Managers and peers can easily give in the moment feedback, proven to increase performance by up to 39%. Increase your agility and make your appraisal process work for you by ensuring that data is actioned in real time.



### Collate performance data

Gather meaningful metrics and data points around your review process and use them to influence the ongoing evolution of your appraisal framework. Gain access to the data you need at the touch of the button, empowering you to drive forward your strategy.





## MyWorkplace

We're all becoming increasingly reliant on systems and technologies to help support us in our day to day working lives. Unfortunately, there's no getting away from the fact that sometimes the sheer amount of applications and processes we have to split our time between can leave you feeling like there aren't enough hours in the day.

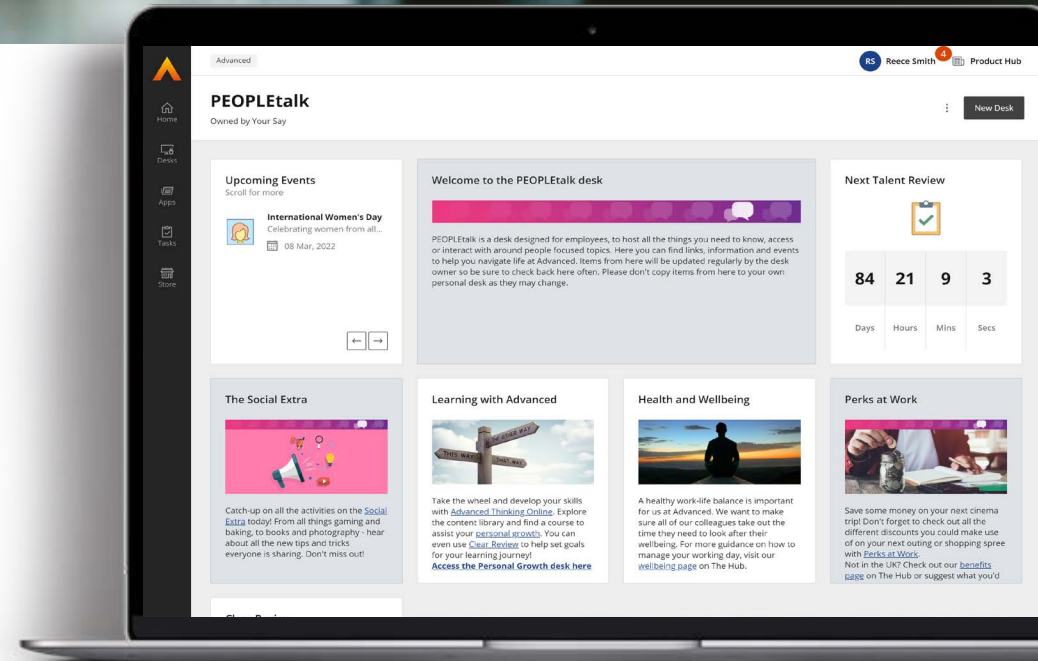
We want you and your people to have the space you need to let your big ideas breathe and to make sure that the technology you use is actively working towards making your life easier- this is why we've created MyWorkplace.

MyWorkplace brings all your business systems onto one, unified platform, offering you a centralised hub designed to save time on daily tasks and giving you back the time you need to focus on the big priorities.



### Did you know?

44% of HR professionals felt that ensuring that employees have access to the right tools in order to be productive is one of the keys to success.



We believe in the power of technology to help you do more, which is why with MyWorkplace, you gain access to a powerful, intuitive solution which can transform the way your organisation works across all levels of the business - from CEOs and managers to apprentices and entry level employees.

One single sign-on gives your teams access to all the software applications they need. When they need them. In one place. Raise a PO. Book annual leave. Request travel. Buy stationery. All at the click of a button.

## Key features



### Single Sign On (SSO)

MyWorkplace unifies your Advanced and non-Advanced applications, meaning that your teams can access everything they need in one place, without the need to memorise multiple log in details or passwords. This allows your people to get on with the work most important to them and also reduces the burden on IT teams who normally have to manage security permissions across multiple applications.

MyWorkplace offers a centralised hub wherein you only have to create or delete users once before they have access to a host of Advanced solutions. Once signed up, users can take advantage of a range of systems, all of which come on the form of applets, providing you with focused slices of functionality.



### Task management made easy

We know that losing sight of tasks or ongoing projects can quickly lead to logjams and pile ups which in turn cause massive delays. MyWorkplace includes a built in task manager that identifies all user related tasks across Advanced platforms, presenting them in one centralised location.

By giving you the visibility you need of ongoing projects, MyWorkplace helps you keep on top of priorities and remain agile to potential changes or delays, allowing you to take appropriate action immediately, all whilst remaining on one unified platform.



### Desks

MyWorkplace offers your people an unparalleled opportunity to tailor a virtual workspace specifically to suit their needs. Inbuilt Desks allow users to choose and personalise the applications and functions which are most important to them. By cutting down on the noise and extraneous functionality you often find in big systems, your people are able to create a virtual workspace which allows them to focus on the smaller elements which matters to them and their specific role.



### Applets

Forming part of Desks, Applets represent a specific information point, short workflow or small piece of activity (Such as booking annual leave.) from our broader applications such as Cloud HR. Multiple applets can be placed on a single desk and are modular in nature, allowing you to mix and match from multiple applications, building a focused view to suit your needs.

Applets allow your people to process admin tasks such as annual leave at the touch of a button, relieving the burden from your HR teams and affording you people unparalleled visibility and freedom to focus on the value-adding activities crucial to their role.

## Why Advanced?

**We can help you manage you workforce, your efficiency, your productivity and your profitability**



### **We're solutions focused**

Our fully integrated suite of software and hardware offers a cost-effective way to solve common business efficiency challenges and increase profits. Our customers are results-driven, and we are too.



### **We invest in innovation**

We are continually investing and innovating our products. Our dedicated research and product design team has extensive, long-range software and hardware roadmaps to ensure our customers are never left behind on legacy products and will always have access to the new and exciting technologies we create.



### **You're in safe, experienced hands**

We pioneered computerised clocking in systems during the late 1970s, and we've been designing and developing intelligent workforce management solutions ever since. Today, we're trusted by over 7,500 HCM customers and over 19000 customers across the business globally.



### **Flexibility to suit you**

Our solutions are fully customisable to accommodate the working patterns and work rules of your business, supporting flexible hours and shift work across multiple sites and pay centres.





### **Supporting your evolving workforce**

As the structure of the workforce evolves and grows, more and more workers than ever are working flexible patterns or working from various sites – including their homes and on the road. Our solutions help you stay on top of your people and their productivity.



### **We practice what we preach**

We believe wholly in the strength of our solutions, which is why we use our systems to support a flexible, high-performing culture within Advanced across our UK and global sites. We enjoy great employee visibility, automated schedule generation, job recording, flexitime and the Advanced mobile web app. All of our employees engage with one or more of our solutions everyday – it's the best way for us to keep developing the very best software and tech solutions.



### **Choose Cloud based or on premise solutions**

We appreciate that all organisations will have different requirements, which is why our solutions are designed to fit the way you work and offer you a system which can be implemented to suit your needs.



### **Security**

We understand just how vital the integrity of your data and that of your people is to you. We are committed to the ongoing safety and security of our solutions and our on-site or cloud based systems offer the level of data integrity you need to rest assured that your information is in safe hands. We bring decades of experience to the fore in protecting your data and our time and attendance and payroll solutions in particular come with internationally recognised accreditation for information system security.

## Our services

With decades of experience under our belts, we're confident that we will be able to deliver a solution which can help transform the way you engage with your people and ensure that your people management function can evolve into a truly effective driving force within your business. We understand that any project of digital transformation can be daunting and that you will want to see a return on your investment as soon as possible.

Our dedicated multi-disciplinary implementation teams are always on hand to provide expert advice, guidance and assurance throughout the course of your project, in order to ensure a seamless integration and implementation process and allowing you to get on with your work without disruption.

We've helped thousands of customers enjoy an on-time, on-budget and stress free digital transformation process and regardless of your prior experience with project delivery, we're committed to providing you with a solution which begins to offer a return on investment from day one





### **Project management**

We appreciate that these projects represent a significant undertaking for your business. Our project management teams provide assurance around your business change.

Projects can be complex and time consuming, so we'll work together at the outset to validate your objectives and measures of success, providing the focus to achieve, minimising disruption to business-as-usual activities and whilst keeping a close eye on costs.



### **Consultancy**

With a wealth of experience not only within the field of HCM but across the breadth of multiple industries, our consultancy teams are on hand to help you deliver the benefits you expect from our products.

Our experts specialise in getting to the heart of your business and understanding the key challenges facing you in order to ensure a transformation project which meets best practice and allows you to embrace the opportunity for change without fear of disruption.

We pride ourselves on our track record of swift and smart implementations, ensuring focus on your measurable outcomes for the project from the initial specification through to successful go live and beyond.



### **In-project response and ongoing support**

We believe that the measure of good support comes long after the implementation process. Our support and maintenance options are designed to help you get the best from your solution and give peace of mind that you are in good hands should the unexpected arise.

From our online support desk, support line, email, customer community to videos and guides you can easily find the information and support you need.





## We would love to hear from you


Hopefully this was a helpful insight into Advanced's people management software. If you'd like to find out more about how our solutions can help support you in staying connected with your people and driving forward greater productivity and profitability, get in touch with one of our friendly team today.

[Contact us](#)

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