



working  
with you  
on every level

# new efficiency and service

for HR and Payroll management

Empower is designed to bring extra efficiency to HR and Payroll service delivery, largely through the highly automated nature of many of its functions. It also enables you to deliver an improved service to employees by integrating personnel, training, recruitment and payroll functions into one seamless system.

By integrating these functions, you create a valuable single source of information about the people in your organisation. This information is readily available to employees, managers and directors as appropriate, supporting smart decision-making about individual personal development and organisational strategy.

Empower Personnel and Payroll can be fully integrated, allowing a single point of data entry which gives you access to more accurate real-time information.





## Empower Personnel

The Empower Personnel module holds comprehensive, easy-to-use records on new starters, employees and leavers. This is achieved in an efficient way as there is a single data entry point to minimise re-keying.

When you need to access information you find a wide range of standard reports, from employee and salary listings to competency matching, equal opportunities and absence analysis. You will therefore always have an accurate, real-time and easily-accessible picture of your people.

### Single point of data entry

Data is entered once – using simple, user friendly screens – and disseminated automatically throughout your HR function.

### Payroll integration

With its fully configurable payroll interface, Empower Personnel is easily and fully integrated to Empower Payroll or any third party payroll application.

### Seamless desktop integration

Empower Personnel links seamlessly with standard desktop applications, such as spreadsheets, Word documents and email.

### Online group diary and event scheduling

This as an automated reminder for regular or key actions, either using Empower Personnel's own diary or Microsoft® Outlook.

### Management tools

By using Empower me, managers can access vital information to help them plot career paths, allocate resources and grow their department in a strategic way. On a day-to-day basis they can look at absence and holidays to ensure adequate employee cover.

## “What our customers are saying”

“It is a really easy system to use but if we do need some additional help it is always available as NorthgateArinso support for Empower customers is first class.”

**Payroll Manager**  
**Manufacturing company**  
**600 employees**



## Empower Payroll

Empower Payroll provides an economical solution that enables you to deliver an accurate, flexible service while eliminating many labour intensive tasks. It is especially capable of fitting in exactly with the needs of your organisation, for example by handling multiple companies, divisions, pay groups and frequencies.

### Reduced data entry

By integrating with Empower personnel, you create a single point for data entry. You can also import files from other applications into batch data entry schemes to handle bulk data entry.

### Automated calculations

You can attach rules to perform specific calculations such as hourly rates, holiday pay and bonus schemes.

### Checking capability

Auditing and reverse pay functions let you make checks to achieve high accuracy levels.

### Reporting tools

There are several standard reports, include statutory, gross-to-net and costing, with various analysis tools and options on how to present the results.

### OSP and OMP

There are automatic calculations of statutory sick pay and statutory maternity pay. You can also handle occupational sick pay and occupational maternity pay.

### Support for pension schemes

There's support for a wide range of schemes, including salary related, money purchase and stakeholder.

## Further modules available in the Empower suite are:

### Recruitment

The Empower Recruitment module\* is especially valuable for organisations with high volume recruitment needs, as it has extra functions for managing the recruitment process, generating communications with candidates and management reporting. Also, the Internet Recruitment module brings extra efficiency through online vacancy advertising and communication with candidates.

### Training

If like most organisations you are committed to employee development, then the Empower Training\*\* module delivers tools to carry out tasks such as training audits, course management and individual skills profiling.

### HR self-service

By enabling staff to access selected aspects of their personnel records you can Empower them to take more control of their careers, and at the same time reduce administration in HR. The Empower me module lets managers and employees manage tasks such as personnel record maintenance, holiday booking and absence recording – with no onerous paperwork.

### Key Performance Indicators (KPIs)

Business Alerts Manager (BAM) means you can analyse workforce information to support strategic decision making. BAM monitors the KPIs you have selected, 24 hours a day, and automatically emails you if a KPI moves outside the set parameters. This enhances measurability and reduces the time spent extracting information on your people.

### Contact Management

Empower Contact Management modules allows you to record the details of calls that come in to the HR department, HR users can record and report on all contact made. It can link cases together or link to disciplinary and grievances if the case requires it. All fields can be reported on, allowing the data to be used in evidence for grievance procedures of tribunal hearings.

### Performance Management

Empower Performance Management module allows you to set objectives at company, job or employee level. It also allows employees to give 360° feedback using online surveys and can link training needs, course bookings, professional memberships, training history and competencies for review and planning. It also gives managers the ability to pay bonuses or increase salary based on performance.

### Expenses and Online Expenses

Empower Expenses and Online Expenses lets you to set up multiple expense schemes and allows you to easily generates BACs files for payment.

Personnel, Payroll, Recruitment, Training and Expenses are all underpinned by Empower PowerTools giving the following functionality:

#### Inbuilt report writer

With over 100 standard reports in each application Empower has the management information you need at your fingertips. Unlimited adhoc reports can be created with easy to use wizards to guide you through without the need for a data analyst or complex report writing applications.

#### Organisation charting

See your organisation at the click of a button using either OrgPlus or Microsoft Visio. Follow the easy to use wizard and create your chart with People, Organisation Unit or Vacancy information.

#### Competency matching

An essential tool for succession planning, find employees who suit jobs or visa versa with the based on the competency levels set. Adhoc competency matching allows you to define the competency levels you require.

#### Business process wizard

Our business process wizard enables you to build the system around your specific HR processes.

#### Security

Allowing each group to be secured to field level if required, Empower allows you to give access to users and display and report on only the data relevant to them. This functionally seamlessly follows through to the self-service products allowing manager self-service to be configured for PA's and team leaders without changing the web pages.

#### Screen designers

Inbuilt screen designers give you the flexibility to create new and amend existing screens from something as simple as label changes for translation to complex logic changes, ensuring that Empower meets your needs now and in the future.

\* Empower Recruitment is also available as a stand-alone module

\*\* Empower Training is also available as a stand-alone module



## Easy implementation, long-term support

Because every organisation's needs are unique, we take a consultancy-led approach to implementation. That means getting to know your business and your HR/payroll objectives, and then developing a tailored solution that meets these objectives in a cost-effective way.

We will provide a smooth implementation, ensuring 'business as usual' for your employees. The implementation can be accompanied by a training programme to make sure users get the most from the system.

Once implemented, our professional support services are there to handle day-to-day requests. You will also benefit from regular product updates and there is an option to join a customer group where you will have the opportunity to meet fellow users, share ideas, see and have input into future development ultimately helping you get the most out of your investment in your HR and Payroll systems.

### Modules available in the Empower Suite are:

- Empower Personnel
- Empower Payroll
- Empower Recruitment
- Empower Candidate Internet Recruitment\*
- Empower Agency Internet Recruitment\*
- Empower Training
- Empower Expenses
- Empower Me (Employee and Manager Self-Service)
- Empower Me Online Expenses\*\*
- Empower Contact Management\*\*\*
- Empower Performance Management\*\*\*

\*Requires Empower Recruitment \*\*Requires Empower Expenses

\*\*\*Requires Empower Personnel

## Find out more

If you would like to find out more about Empower, please call us on 0800 035 0545, or email us at [hrrsolutions@northgatearinso.com](mailto:hrrsolutions@northgatearinso.com)





## About NorthgateArinso

NorthgateArinso is a leading global Human Resources software and services provider offering innovative HR business solutions to employers of all sizes, including Blue Chip companies, Public Sector organisations and many small to medium enterprises. We help organisations optimise their HR service delivery through smarter processes and more efficient technology, supporting key HR areas like workforce administration, payroll, benefits, recruitment, learning and talent management.

Our highly skilled employees are dedicated to HR excellence through strategic business consulting, outsourcing services, systems integration and best-of-breed software solutions.

The Northgate Group is owned by private equity company Kohlberg Kravis Roberts (KKR) and currently employs over 6,500 staff.



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The logo for NorthgateArinso, featuring the word "Northgate" in a dark blue serif font and "Arinso" in a red sans-serif font, with a blue arc above the "Arinso" part.