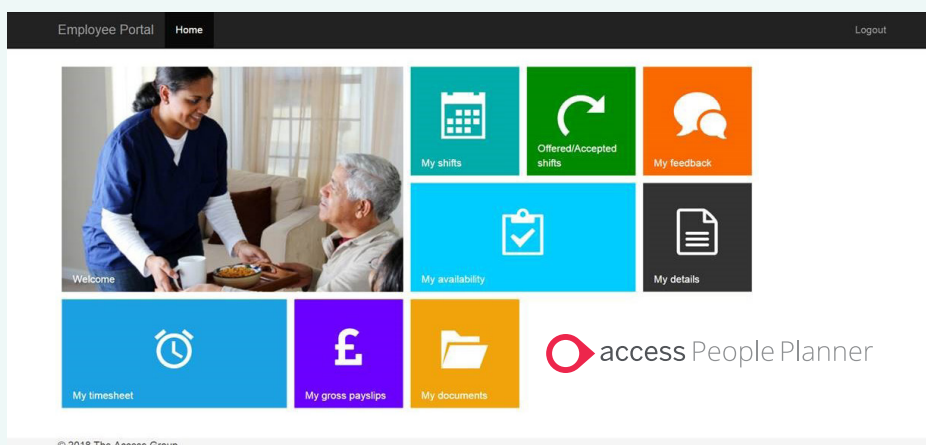# Access People Planner - Employee Portal

Access People Planner Employee Portal provides your staff with quick, easy, and secure cloud-based access to essential information. It is responsive so can be accessed and used on any device. Once logged in to the portal staff are presented with a range of self-service options, including updating personal details, viewing and printing rotas, timesheets and payslips and viewing visits and availability.

Additionally, staff can request and accept visits and shifts leading to better coverage.

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✔ My Details

Staff can update their personal details, including name, address, contact details, equality information and emergency contact details, to be approved by an authorised manager.

✔ Features

My Availability - Staff can provide ad hoc availability helping to ensure accurate planning and scheduling.

✔ My Timesheets

Staff can download their timesheets and rotas.

✔ My Visits

A quick visual view of shifts for the selected day, week or month.

✔ My Pay

Staff can download their gross payslips.

✔ My Holiday

Staff can view and request holiday which is then sent for approval and the holiday hours are accurately calculated in the HR section of People Planner.

Benefits

For staff

- Simple and easy to use – little or no training required
- View and update own availability
- Real-time access to information anytime and anywhere
- Request visits/shifts

For owners & managers

- Access correct employee data
- See the most up-to-date availability at time of planning
- Reduce the chance of missed calls
- Improve communication and collaboration across your business

For finance & operations

- Ensure accurate staff payment
- Reduce back-office administration time and costs
- Reduce employee churn

About The Access Group:

The Access Group is a leading provider of business software to mid-sized UK organisations. It helps more than 16,000 customers across commercial and not-for-profit sectors become more productive and efficient. Its innovative Access Workspace technology transforms the way business software is used, giving every employee the freedom to do more.

Established in 1991, The Access Group, with an enterprise valuation of £1billion, employs more than 1,500 staff.

Classification: Public

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