HCM Services Catalogue

access

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Service	Description	Planned Outcome	Estimated Duration	Cost
Remote Consultancy	Up to 7 hours remote consultancy	Desired outcome agreed by client and consultant ahead of the scheduled day	1 day	£950
Remote Consultancy	Up to 4 hours remote consultancy	Desired outcome agreed by client and consultant ahead of the scheduled day	½ day	£500
Onsite Consultancy	Up to 7.5 hours onsite including break for lunch. Expenses charged in addition	Desired outcome agreed by client and consultant ahead of the scheduled day	1 day	£950

Technical Services

Service	Description	Planned Outcome	Estimated Duration	Cost
SSO Implementation (hosted / on premise)	Implement and setup single sign on either using OpenID (google / azure logins) or standard SSO via domain\username	Client will be configured for single sign on, using either OpenID or standard SSO	1.5 Days	£950
Active Directory Synchronisation	Linking SelectHR to a clients on premise Active Directory. Consultant will show the client how to map the fields from SelectHR to the AD, also, will go through the import process of users. Will show what data is required within SelectHR before AD Synch is possible. 1/2 day LIVE 1/2 day TEST	Client will be able to create users within SelectHR and it will populate the clients Active Directory with the relevant org units / users and everything else that's mapped	2 Half Days	£950
DR - Bespoke Documentation Service	Consultant will create implementation / disaster recovery documentation based on clients specific environment. Servernames and full plan included. Please note that Access offers a DR service (even if your solutions are not hosted by Access) – please speak to your Account Manager for more information	Offers client peace of mind that at the point of disaster, they will have a plan of action to get them back up and running with minimal fuss	1 Day	£950
SelectHR / SelectPay / Dimensions Server Migration	Consultant will migrate all aspects of a clients HR / Payroll setup from existing servers to new	Clients with long tenure with Access may have their software installed on older and less performant servers. Typically, these clients wish to retire the old servers with the confidence that all Access solutions will continue to operate	1 Day	£950
SelectHR / SelectPay / Dimensions Installs	Installation of SelectHR / SelectPay / Dimensions to hosted / on premise	Installation of SelectHR / SelectPay / Dimensions to hosted / on premise (1 Day per product)	1 Day	£950
AOI / ARW Installs	Installation of Access Office Integration or Access Report Writer for SelectHR and SelectPay to hosted / on premise	Installation of Access Office Integration or Access Report Writer for SelectHR and SelectPay to hosted / on premise	1 Day	£950
SelectHR Upgrades	Upgrade SelectHR from old to new versions.	Upgrade SelectHR from old to new versions	1 Day	£950
SelectPay Upgrades	Upgrade SelectPay from old to new versions	Upgrade SelectPay from old to new versions	½ day	£500
Data Migration Service	Importing of data from 3rd party systems into SelectHR. This can be done as a one off or on going routine	Negating the need to manually key in the data	Day Rate	£950
aCloud Recruitment Installs Staging	Staging Setup of aCloud Recruitment	aCloud Recruitment staging system ready for training / configuration	½ day	
aCloud Recruitment Installs Production	Production Setup of aCloud Recruitment	Staging to Production go live. Including config from staging to new production system	1 Day	
aCloud Recruitment Integration Setup	Implement and setup Recruitment Integration to allow flow of data between SelectHR and aCloud Recruitment (Version 3.0 and above)	Client will be able to transfer Vacancies and candidates between the 2 applications	1 Day	£950
API Setups	Implement and setup the open API services to allow the import and export of data	Client will have the ability to pull and push chosen data from SelectHR	Day Rate	£950
Calendar Entries / Mail Integration	Calendar Entry Configuration / E-Mail / SMTP	Setup SelectHR to send out emails / calendar entries	½ day	£500
Technical Setup Training	Technical training for all Access Suites	Client will be trained on the technical side of the Access Software Suite, includes maintenance of SQL and Software, Integration guidance, setup guidance. Client's IT should have a better understand of how this works	1 Day	£950
Pre-installation server review & requirements	Consultant will fact find to ascertain your specific requirements. This will include a full document with recommendations for server specifications and backup options	Client will receive personalised 'IT Approval Form'. Some clients feel that the IT application form isn't specific to them. This service will allow for the consultant to work with the client, understand their requirements and make recommendations and agree the content of the IT approval form specific to this client.	1 Day	£950

Reporting Services

Service	Description	Planned Outcome	Estimated Duration	Cost
AOI Dashboards	Let us write your AOI reports for you. Reports are an essential tool to analyse your data, we can help you speed us the process of accessing this key data	Client will get a ready made AOI Live Dashboard with KPI's and data of their choosing; please watch the video for more information	Set Fee for 9 KPI's	£1,500

Crystal Report Writing	Let us write your custom reports for you. Reports are an essential tool to analyse your data, we can help you speed us the process of accessing this key data	Better complex HR & Payroll reporting to help reduce time spent creating reports outside of SelectHR	Day Rate	£950

Build Team Services

Service	Description	Planned Outcome	Estimated Duration	Cost
SelectHR Rebranding	Change the look and feel of you HR system in order to create a engaging branded Self Service experience	Rebrand SelectHR to fit the business requirements;	Set Fee	£1,000
SelectHR Introduction / Engagement videos	Create an engaging introduction video for Onboarding or Self Service	Give your new or existing employees an enhanced user experience with an introductory video tailored to your business requirements. Please watch the example video.	Set Fee for 2 Engagement videos	£1,500
SelectHR User Guide videos	Create an engaging "How To" video in SelectHR to train employees e.g. "How To Log A Timesheet"	Give your new or existing employees an enhanced user experience with "How To" training videos tailored to your system requirements.	Set Fee for 2 videos	£1,500
SelectHR MOT (Performance and Upgrade Friendly)	Review of the system to check if standard functionality may work better than customised and optimise the performance of the system	Client will have re-launch SelectHR after taking advantage of new features such as Email Comms, Employee Search & Find and Link Controls.	Set Fee	£1,000
Bespoke SelectHR Configuration	Configure SelectHR based on business requirments or COR	Desired outcome agreed by client and consultant ahead of the scheduled day	1/2 day	£500
SelectHR GDPR Service (v3.0 and above)	Remote install and set up of GDPR Software, Training on the new features and a GDPR Pack (v3.0 and above)	New features installed into your system, Overview of GDPR and how this is relevant to the data held in SelectHR, Assistance and advice on the data that requires checking, Remote walk through of the new features, including reports	Set Fee	£500

Build Team Training Services

Service	Description	Planned Outcome	Estimated Duration	Cost
Online SelectHR Training	Bespoke training on areas of the system that you may be needing to brush up on. Suitable for refresher training, advanced and new joiners	Desired outcome agreed by client and consultant ahead of the scheduled day	1/2 day	£500
Online SelectPay Training	Bespoke training on areas of the system that you may be needing to brush up on. Suitable for refresher training, advanced and new joiners	Desired outcome agreed by client and consultant ahead of the scheduled day	1/2 day	£500
Online Administrator Training	Bespoke training on areas of the system that you may be needing to brush up on. Suitable for refresher training, advanced and new joiners. Choose a module such as batch job, workflow, menus, forms processes and listings and we will train on that area. For hosted customers we can provide access to multiple administrator tools	Desired outcome agreed by client and consultant ahead of the scheduled day	1 day	£950
New Features Training	Following an upgrade, learn about what new features we've added to the system to assist the changing needs of business	Moving the system to use the new standard functionality and away from configured for ease of upgrade	1/2 day	£500
SelectHR Module / App Training	Training on getting the most from your new module or app, understanding how it is designed to work	Ability to use the new feature to its maximum potential	1/2 day	£500
Refresher Training	Training to reinforce how a certain part of the system is designed to work and best practice when using it.	Ability to use the part of the system to it's full potential.	1/2 day	£500
Online AccessHR Training	Bespoke training on the AccessHR system that you may be needing to brush up on. Suitable for refresher training, advanced and new joiners	Desired outcome agreed by client and consultant ahead of the scheduled day	1/2 day	£500
aCloud Recruitment Training	Bespoke aCloud Recruitment training on areas that you may be needing to brush up on. Suitable for refresher training, advanced and new joiners	Desired outcome agreed by client and consultant ahead of the scheduled day	1/2 day	£500
Legislation Refresher Training	Training on legislative parts of the software such as SIR, P11D, SCR, SWF, SRA and Gender Pay Gap	Client will have knowledge of the selected area of the legislation / software including any changes for the current year	1/2 day	£500