

Service Overview

FlightPath for Access People XD Migration

Together we'll land this implementation



FlightPath your Access software journey

We believe wholeheartedly that the functionality that our software offers our customers is very important, but it is only half of the value equation, how the system is rolled out is critical if full value from your new investment is to be achieved.

We also know that you may view new software implementations with some trepidation and many customers can find this period daunting. In fact, for some customers, this may be the first software roll out they have managed. We recognise this and we have designed our best practise, remote-first implementation services to help ensure you have a great experience and are looked after along the way, so that the whole process is less daunting... this is our FlightPath implementation approach.

Seamless implementation, delivered 100% remotely

Our FlightPath services have been designed to be remote-first, providing you with an improved low-risk implementation journey, no matter how your organisation is structured or wherever your employees are working.

We use video technology to facilitate face to face contact, so you still get the hands-on benefit of working with an Access expert and our years of software deployment expertise. We have also invested in product e-learning, so your users can learn our products at their own pace.

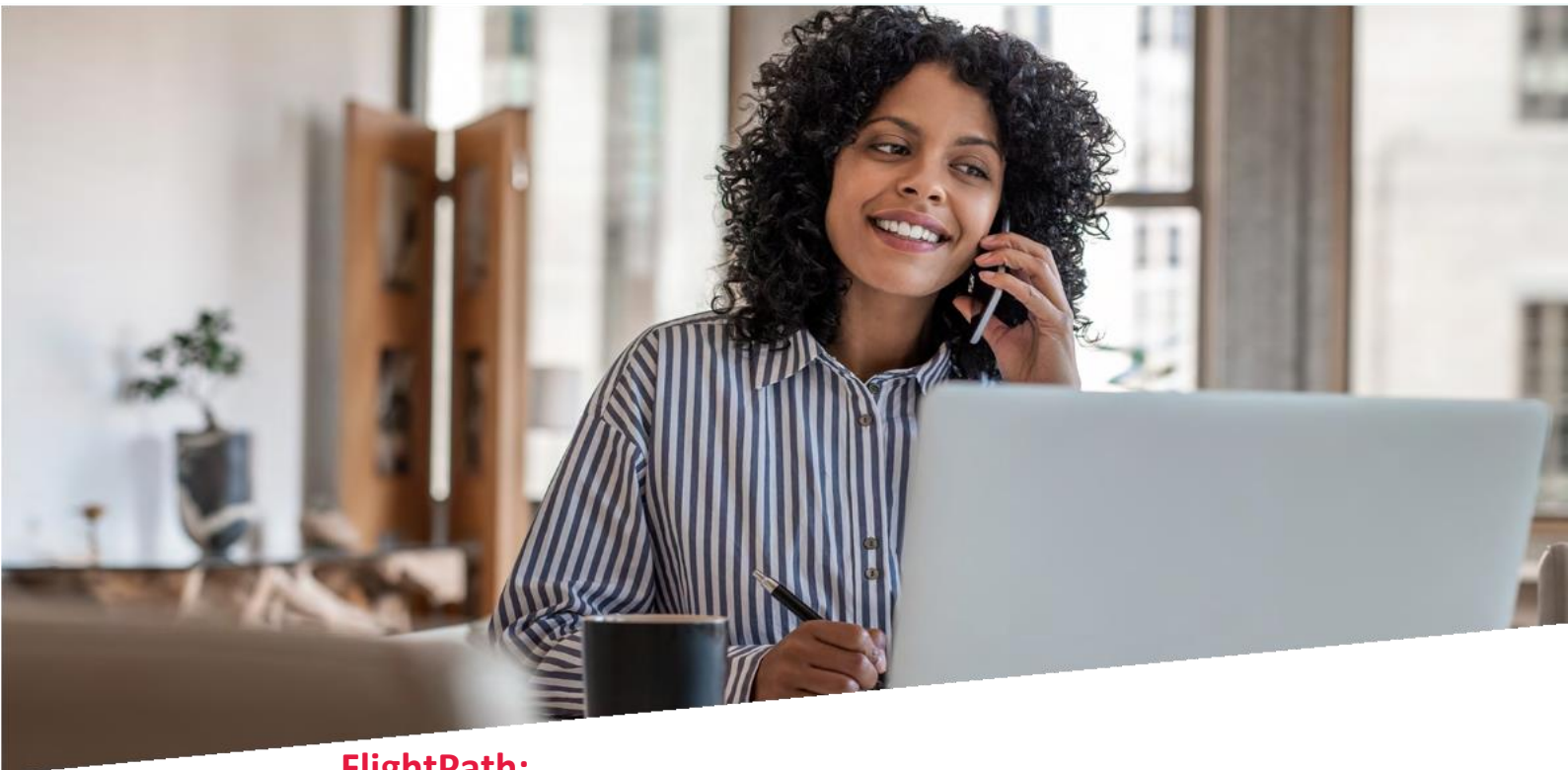
Our remote-first approach means that you have regular, accessible communication with us to keep you on track at every step of your journey and that your software can be delivered flexibly to suit the needs of your organisation and employees.

All our FlightPath consultants and on-boarders are not only certified in our products, they are also trained and certified in our remote-first FlightPath implementation methodology, including training in effectively delivering remote customer projects.

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Our Flightpath implementation was top notch, our expectations set at the beginning of the project were met and we felt well supported throughout.

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FlightPath: your six-stage journey to success

We'll be sending you regular updates to keep you on track and ensure it is clear where you are on the journey – every step of the way.

6. Review

Check-in to see how you are progressing

5. Launch

Get the product into your colleagues' hands

4. Validation

Ensure all is working to your expectation

3. Learning

See what the product can do and train your colleagues

2. Preparation

Configure your systems in readiness

1. Getting started

Familiarise yourself with the process and product

You have control, but we are never far from your side.

Each FlightPath implementation programme from Access follows a well- defined journey with key milestones. These milestones represent – at a high level – the individual phases of your implementation journey. We'll be using these milestones to help us both track and communicate progress towards successfully launching to your users. Our aim is to give you value from your investment as quickly and as fully as possible. Using our years of software deployment expertise, we have defined the FlightPath methodology. This is a journey based on best practice and designed to deliver timely value to you and your colleagues. And while it is ultimately your journey, we are here to support you all along the way.

Clear roles and responsibilities

At the 'Getting Started' milestone phase, you will receive a Welcome Pack. In here you'll find clarity on roles and responsibilities. What you'll need to do, and what we will do. Crucially our FlightPath approach also clarifies our joint expectations, helping us both understand the process that we will jointly commit to, in order to successfully launch your chosen software to your end-users in a timely and efficient manner.

Your onward journey

Even when your implementation has successfully landed, and you are in a position to go live with our software, we will ensure that you are successfully transitioned to the care of our Success Team.

The Success Teams include our support colleagues and Customer Success Managers and will be available to support you as you use your software and realise the benefits of your investment in your Access Solution.

To ensure The Access Group can continue to support all our products, we have made sure 100% of our support teams can work securely and seamlessly from home. We have increased the capacity of our telephone system so support teams can be contacted wherever they are working using our usual support phone numbers.

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Sarah was an amazing coach and support throughout our Flightpath implementation - her help in getting this module off the ground was invaluable.

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FlightPath for Access People XD Migration

The tables below summarise what's included within the FlightPath packages. We will help you choose the package that's right for you but please review this table to ensure your understanding.

FlightPath A	FlightPath B
<p>Overview</p> <p>Implementation of XD to simplify and automate people, leave, and absence management functions. Use of pre-defined functions and processes minimises the need for our Project Governance. This pathway is best suited to organisations looking to take the solution out of the box. Training is provided on our front-end configuration. Available for hosted deployments only.</p>	<p>Overview</p> <p>Implementation of XD to simplify and automate people, payroll, leave, and absence management functions for small organisations. Use of pre-defined functions and processes minimises the need for our Project Governance. This pathway is best suited to smaller clients or organisation looking to take the solution out of the box. Training is provided on our front-end configuration. Available for hosted deployments only.</p>
<p>FlightPath Content</p> <p>Implement Access People XD migrations including:</p> <p>People, Leave and Absence management with self-service portal for employees and managers, and loading of current employee data into the system. Basic training in the use of the system. Training in the use and administration of the system including menu sets, security groups, amending processes, listings and forms. Data import and validation guidance.</p>	<p>FlightPath Content</p> <p>Implement Access People XD migrations including:</p> <p>People, Payroll, Leave and Absence management with self-service portal for employees and managers, and loading of current employee data into the system. Basic training in the use of the system. Training in the use and administration of the system including menu sets, security groups, amending processes, listings and forms. Data import and validation guidance.</p>
<p>Included FlightPath Services</p> <p>Key services delivered include Welcome Meeting, functional overview sessions, documentation-based training for key elements of the system, data import overview, and validation overview. Online content to provide further instructions on particular topics. Data migration of current employee data.</p> <p>Limited Project Management. 1 LMS user</p>	<p>Included FlightPath Services</p> <p>Key services delivered include Welcome Meeting, functional overview sessions, documentation-based training for key elements of the system, data import overview, and validation overview. Online content to provide further instructions on particular topics. Data migration of current employee data.</p> <p>Limited Project Management. 1 LMS user</p>
<p>Additional Services available</p> <p>Additional user training Additional modular training Additional Project Management Additional Data import support Additional Validation support Additional Go-Live support Additional LMS users</p>	<p>Additional Services available</p> <p>Additional user training Additional modular training Additional Project Management Additional Data import support Additional Validation support Additional Go-Live support Additional LMS users</p>

Greater detail can be found in the tables below:

Product features included per FlightPath package for Access People XD Migrations			
	Summary	FlightPath A	FlightPath B
Organisation Structure	Ability to define one organisational structure outlining where employees sit within the business	●	●
Employee Management	Ability to create and maintain employee records including contract, salary, personal details, contact info, professional and diversity info	●	●
Post Management	Ability to pre-configure contractual data such as organisational structure, cost, team, hours, and salary information and allow this data to be inherited by employees when attached to a post	●	●
Terms & Conditions Management	Ability to create and maintain terms and conditions such as probation periods, notice periods, pay scales, allowances and balances	●	●
Allowance Management	Ability to create and maintain allowances in the system and assign them to employee records	●	●
Base Salary Administration	Ability to create and maintain payroll companies, groups, and pay elements		●
Commission Payments	Ability to manage percentage allowances and recurring payments		●
Additional Payments	Ability to process non-recurring payments and additional salaries		●
Pensions & Auto Enrolment	Ability to manage the auto enrolment of employees into pension schemes and calculate pension deductions		●
Retirement & Savings	Ability to process additional voluntary contributions and other additional saving plans		●
Payroll Administration	Ability to generate salaries and allowances to process payment for employees		●
Benefit Administration	Ability to calculate Benefits in Kind (BIK) and other benefits		●
Payrolling Benefits	Ability to process benefits through to HMRC		●
Statutory/Regulatory Benefits	Ability to calculate statutory deductions as per UK and Irish legislation		●
Bulk Updates	Ability to bulk update rate of pay, allowances, bonuses, timesheets, and deductions	●	●

Supplementary Runs	Ability to run supplementary payments outside the standard payroll process		●
Scheduled Jobs	Ability to schedule payroll jobs over a 24-hour period		●
Absence Management	Ability to create and maintain absence entitlements/rules and allow managers to enter absences through the self service	●	●
Leave Management	Ability to create and maintain annual leave balances, LOS rules, and carry over. Employees can submit leave requests and manager approve/reject via self service	●	●
Reporting	Ability to create and maintain transactional reports	●	●
Ability to amend general look and feel of system	Ability to relabel field names and make amendments to colour schemes and themes	●	●
Mobile	Ability to access functionality via web and mobile app	●	●
Notifications	Ability to utilise and maintain standard notifications	●	●
Employee and Manager Dashboard	Engaging splash pages to show key data and functions relevant to the menu set and enable self service	●	●
Ability to data import	Through the use of the data migration tool bulk importing of data into the solution	●	●

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Implementation Services included per FlightPath package for Access People XD Migration

		FlightPath A	FlightPath B
Installation of your solution	Site Install and set-up	●	●
Welcome Meeting	Project methodology, milestones, goals and Access T&C's	●	●
Regular Project Check In	Your Project Lead will make regular weekly calls throughout the project		●
Data Extract for HR only	Extract your data from SelectHR, create your HR welcome pack which provide any gap analysis found	●	
Data Extract for HR and Pay	Extract your data from SelectHR and SelectPay, create your HR welcome pack which provide any gap analysis found	●	●
Data Import and Configuration	Import data into the People XD System	●	●
HR Fundamentals	An overview session focused on key concepts of people management and gathering of additional background rule build requirements	●	●
WFM/Cross Application Fundamentals	An overview session focused on key concepts of WFM/Cross Application and gathering of additional background rule build requirements	●	●
System Differences training	Session to cover the differences in functionality/usability between systems	●	●
Payroll Fundamentals	An overview session focused on key concepts of Payroll Management and gathering of additional background rule build requirements		●
Employee Life Cycle Training	Using your data, we will show how to manage key employee information within the solution via our training session per module	●	●
Profiles and Self Service	We will go through the menu sets used for employees and managers showing key processes deployed	●	●

Basic Administration	●	●
System Engagement	●	●
Insights Training	●	●
Parallel Run Support	●	●
Go Live Readiness	●	●
Post Go Live Support	●	●

Additional Services available for Access People XD

On top of the services included within the standard FlightPath packages, the table below highlights the additional value add services that our consulting teams can provide. Please take some time to review these.

Timesheets	Ability for non-clocking employees to submit claims for overtime via self service
Clocking	<p>Functionality to allow staff to clock in an out, reducing the need for manual entry of hours by Admin or Managers. Increasing visibility of exceptions across the business and improve payroll accuracy.</p> <p>Clocking can be done via the XD portal application or Mobile App which is integrated with the XD WFM and</p> <p>Clocking Integration can also be enabled with third party devices using web service applications.</p>
Onboarding	<p>New Joiner Onboarding: Onboarding checklists which will be tailored to the role or organisational business line with tailored additional content e.g. welcome board, employee directory and other custom content. Onboarding dashboard is can be available before join date or after initial onboarding to enable new hires to engage with the business.</p> <p>Cross-boarding: Repeat onboarding process and experience when employees transition to new role or advance in their careers.</p> <p>Continuous Onboarding: HR can release new ad-hoc checklist items to all staff or specific groups e.g. new policies/handbooks to be completed by staff.</p>
Offboarding module	The process of managing the employee's exit describes the tools and process utilised for when an employee leaves the company, for which they have previously worked within the scope of a work or service contract. It deals with the formal processes revolving around an employee's exit from an organisation
Advanced Report Training	CoreInsight Advanced Report training for XD only. Covering how to connect to tables, create basic listing reports with the ability to add parameters and filter accordingly
Advanced Administration Training	Additional advanced administrator training
Additional Parallels	One parallel run is included in the implementation. If required additional parallels can be purchased.
Additional Parallel support days	To assist you in clearing out any variances found additional parallel support can be purchased
Configuration as a service	We will scope specific requirements you may have producing a configuration of requirements for the particular area of the system and then build to your signed off requirements
Additional Data	We can load additional data into the system other than the current employee data this will be scoped separately, and options discussed
Report Writing	Following a confirmation of your reporting requirements we will create a bespoke crystal report

Additional User Training	We will provide generic additional user training for HR users of the system
Integration	We will scope your requirements for an integration determining the best delivery method producing a requirements document and building to meet these
Bespoke Journal File	Creation of a Bespoke Journal file
YTD completion assistance	Data assistance to ensure your YTDs are in the correct format for import
Additional Data Load	Post go live YTD data load
Extract of your additional SelectHR data	Extraction of additional data that is not included as part of the migration from SelectHR e.g modular data or historical data

Notes: Access People XD additional modules and apps will require additional licence costs which should be discussed your Account Manager



About The Access Group:

The Access Group has been recognised in The Sunday Times Tech Track 100 in 2019 and is a leading provider of business software to mid-sized UK organisations. It helps more than 32,000 customers across commercial and not-for-profit sectors become more productive and efficient. Its innovative Access Workspace cloud platform 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 over £1billion, employs more than 2,300 staff.

For more information about The Access Group, visit: www.theaccessgroup.com

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