



thankQ hr

For many organisations, their own staff will also be volunteers, fundraisers and donors and so it makes sense to keep that information in one place. The thankQ HR module is aimed at organisations with less than 100 staff, who want to gain the benefits of a simple, secure HR system which includes the functionality to track:

- employment history
- salary, pension and benefits
- communications and actions
- holidays and absence
- training records
- payroll reports

employment details

Essential contact information is held in addition to emergency contact and medical information as well as records for equal opportunities monitoring and length of service.

Different levels of access ensure that 'public' information – such as emergency information – is more widely available than confidential data. Line Managers can be granted an intermediate level of access allowing them to only see records for their team.

Where a staff member also has a contact record in the main database, profile information populated through the contact interface will automatically be shown to HR managers. However, the information flow does not go the other way ensuring that confidentiality is maintained.

holidays and absence

Holiday records are generated for each member of staff for each holiday year. Individual allocation of days and 'carry forward' allowances are all held, and automatically brought forward into the following year.

Different classes of absence can be stored and total days of absence tracked, providing management indicators such as Bradford Factor and warnings when absence at full or half pay is passed.

Sick Days last 12 months	6
Bradford Factor	24

communications and actions

As HR managers will know well, a careful paper trail is needed to maintain a record of conversations, meetings and reviews, and inevitably further actions will arise out of those documents. thankQ allows HR actions and documentation to be joined together in threads, with a series of posts. Actions can be set on multiple members of staff and closed off individually, or as one. The HR Task Manager reminds users of their outstanding work.

salary, pension and benefits

Salary is stored, alongside any relevant grade or responsibility point associated with it. A full salary history records any changes to this information and options to apply changes across all staff or a grade make pay reviews simple. Pension information, including links to providers in the main contact database, is stored with options for fixed or percentage of salary contributions with employer / employee matching.

Working Type	Full Time	Hours	37.50	Portion	1.00	
Training Record	Holiday	Professional	Absence	Profile	Control	Table View
Full Salary					19226.20	
Pro Rata					19226.20	
Day Rate	73.95	Monthly Rate	1,602.18			
Salary	Increment	New Salary	Description			
18612.00	614.20	19226.20	Annual Review			
18000.00	612.00	18612.00	Pay Rise			

training records

A list of training providers is held, linked to the main contact database, with approved training courses, costs and locations. As each member of staff requests training, this information is held together with the status of that request (declined, awaiting course, booked, completed), automatically displaying a full training history on the employee's record.