



# herbst HRM

## Human Resource Manager with Full Irish Payroll

*"The greatest assets of any company are the talents, energies and other human resources of its employees"*

- Employee profiles
- Extremely fast & user-friendly
- Working contracts
- Safety statements
- Accident logs
- Job costing module
- Expenses/Adjustments
- Government forms, ROS compliant
- Unlimited reporting
- Paypath
- Multi company
- High security user control
- Integrated with accounts system
- Payroll history analysis
- Integrated Clock-card option

In addition, HRM includes the capability to process end of year reports (can import revenue end of year tax credits). **100% Revenue Online Services compliant** P30s, P45s & P35s can all be converted for transfer to ROS.

Sophisticated and packed with features, yet easy enough for a novice to use!

### Employee Records

An employee record in HRM becomes more than just a name and number. HRM enables Human Resource Managers to maintain detailed information on every employee within the organization. It provides a comprehensive overview of all employee details and history, with information on career history and an employee's skills. This enables Managers to search for a skill and identify the employees with the required skill.

Every Business has unique needs. Finding the perfect Human Resource & Payroll Solution for your firm can be difficult. In fact finding a software package that can do both is nearly impossible. Not anymore with **Herbst HRM**, we have created the perfect product to make it easy for you and for your business to manage your personnel.

A comprehensive Human Resource & Payroll System that automatically computes PAYE & PRSI; Holiday Pay, Leave Entitlement, Disability and much, much more.

**Employee - Rose O'Donnell(98)**

Safety Statements | Payroll History | Holiday History | Job Item History | Accident History | Notes

Main | Details | Payroll | Adjustments | NL Accounts | Working Contracts

First Name: Rose  
Last Name: O'Donnell

Works Number: 98  
Sex: Female

PPS Number: 1234564N  
Title: Miss

Unit Number: 565  
Marital Status: Single

Date Of Birth: 22/05/1978  
Next Of Kin Name: May O'Donnell

Started Work On: 03/03/2001  
Mother's Maiden Name: Flynn

Left Work On:   
Doctor: Dr. Smith

Phone Number: 01 2855665  
E-mail: rose@herbst.ie

Mobile Phone: 087 2211221  
Emergency Phone: 01 2855665

Address Line 1: Glen Lodge  
Address Line 2: Main St  
Address Line 3: Greystones  
Address Line 4: Co. Wicklow  
Address Line 5:  
Address Line 6:

HRM allows managers to access this information and print any data on any employee at the click of a button. Employee data is organized around a central screen containing information that provides a **complete overview of each employee.**

Numerous **sub-screens** can then be accessed from the central employee details screen, which contains additional information on the employee.

In addition, a variety of **user defined reports and views** are available. Reporting options are virtually unlimited. Create your own, by sorting and filtering, or by using the unique report designer.

### On Screen Grid Views

On-screen grid views provides you with well-organised business information that can be used for on-line analysis. To assess the current situations and trends, use the potentialities of on-screen views. You can set-up a customizable grid view, settings of the current view and load them any time you want.

Works No	Name	Address Line 1	Address Line 2	Address Line 3	Mobile Phone	Number	Emergency Ph
006	Leanne Ffrench	441 Lang	Bray	Co. Wicklow	00 81 5421	01 2855665	
008	Michael Smith	11 Orchard Court	Arklow	Co. Wicklow	086 131329	048 03413	
010	Dave Murphy	3 St. Patrick St.	Rathnew	Co. Dublin	086 349211	01 831211	
012	Patrick O'Leary	4 Kings Avenue	Co. Wicklow		087 235664	048 04243	
014	Blair Clifton	72 Main St	Wicklow Town		087 212424	048 04144	
016	Patrick Black	25 Ross Rd	Kilcote	Co. Wicklow	087 212564	01 2855665	
018	Jennifer McDonald	Blackbush	Newcastle	Co. Wicklow	087 313121	01 2855665	
020	Frank O'Leary	Owen Lodge	Greystones	Co. Wicklow	086 858323	01 287144	
022	Thomas McConville	24 Beach Rd	Wicklow Town		087 321904	048 04129	
100	John McCabe	441 Lang	Bray	Co. Wicklow	00 81 5421	01 2855665	
101	Oliver Downing	54 Ralph Lane Rd	Shelb	Co. Dublin	086 316418	01 2866421	

**Entering Payroll** is extremely quick and easy. Simply enter the company and employee information and use the default tax set up and rates for immediate payroll processing. Wages, taxes, deductions and benefits are automatically computed for each person.

**Completely customisable**, HRM can be configured for each company's unique requirements to accommodate virtually any payroll, from the most basic to the most complex.



## So What is Different about HRM?

### Accidents Control

Number	Kind	Date	Time	Loc
1	Grain Store accident	30/04/2001	16:45:00	Grain
1	Traffic accidents	07/07/2001	09:00:00	

HRM allows you to keep a record of employee accidents and injuries, log the action taken and the cost of the injury to the company. All accidents are attached to the employee record for future reference.

### Safety Statements

Name	Text
Risk of slipping	Risk of a slip, trip or fall Slips, trips and falls are the most common type of accident in most places
Forklifts	
control risks	

This critical document, required by all insurance companies, can be attached to each employee record, ensuring your company will have the required documents in relation to safety legislation. Review and edit your safety statement directly from within Herbst HRM and print out on a regular basis.

### Working Contracts

Name	Text
Contract with HENRY PAT(33)	CONFIDENTIALITY & NON-DISCLOSURE AGREEMENT 1. This agreement is made on ..
Confidentiality Contract	
Office Keys held	

Working Contracts can also be attached to all employee records and can be easily individualized for each employee.

### Job Costing Module

Code	Name	Customer Code	Customer Name
J0001	Debsour's New House	DD001	Debsour
The First Job	First Job		
Job 2	Job 2		

The Job Costing module in HRM is fully integrated with the payroll. It caters for all aspects of jobs and tasks and keeps a complete record of the cost of specific jobs and the time spent on the job or task. It also keeps track of all employees' adjustments and expenses that need to be taken into account for each job. Keeping track of jobs within HRM makes it easier when charging out to clients and to identify areas where resources are spending too much time on particular jobs or tasks.

With one simple click of a button, the employees Job sheets are imported into their timesheets to create their wages. Of course it is fully catered for in the reporting module, and all job Costing and Management reports are fully available at the click of a button.

### Report Generation

HRM generates the most comprehensive reports of any HRM & Payroll software on the Irish Market for small, mid-sized or large businesses

### Running Your Payroll

Despite the fact that Herbst HRM is packed full of useful and powerful features, anyone with little or no payroll experience will find it quick and easy to use.

We have broken the Payroll routine down into four easy steps -

#### 1. Quick Timesheet Entry

Quick and easily enter the timesheets, whether hourly, gross to net, or net to gross.

Rate Name	Hours	Rate	Amount	Adjustment Name	Amount	Rate %	Kind	Tax
Monday	0.00	11.65	0.00	Electricity	0.00		Deduction	
Tuesday	0.00	0.00	0.00	House Rent	0.00		Deduction	
Wednesday	0.00	0.00	0.00	Loans	0.00		Payment	
Thursday	0.00	0.00	0.00	Repayment	0.00		Deduction	
Friday	0.00	0.00	0.00	Telephone	0.00		Deduction	
Saturday	0.00	0.00	0.00	Annual Bonus	0.00		Payment	
Sunday	0.00	0.00	0.00	Non-Tax Pay	0.00		Payment	
Bank Holiday	0.00	0.00	0.00	Milage Allowed	15.00		Payment	
Time and half	0.00	0.00	0.00	Back Pay	0.00		Payment	
				Bonus	0.00		Payment	

#### 2. Calculate Payroll

One click calculates everyone's payroll. Simply click "undo" if you need to change a calculation.

#### 3. Routine Listings

Efficiently print all your routine reports. Or simply batch report your payslips, summary reports (adjustment summary, payment summary, audit trail, nominal ledger reports, P30 etc.)

#### 4. Commit

You can also choose to commit when you are finished with a particular week's or month's wages. This is not compulsory, but it is preferred by some people, as it acts as an added security feature.

For more information on Herbst HRM log onto [www.herbst.ie](http://www.herbst.ie) or call 0404 67164.