HR Partner
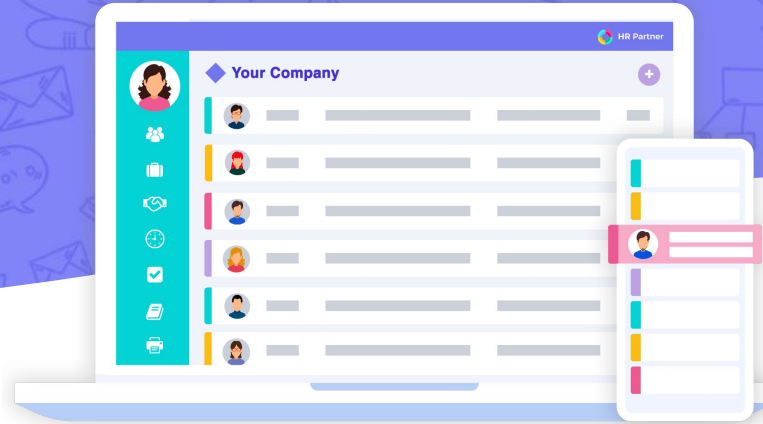
The Simple HR Solution

From resumes to resignations, get all the features you need to build and manage your dream team.

What is HR Partner?

Everything you need to manage your HR records and processes

HR Partner is a complete HR software system for small and mid-sized companies. Most of our clients have between 20 and 500 employees. For these companies, *large HRIS platforms are too expensive and focus on the wrong features*.

HR Partner is passionate about helping small and medium businesses with their HR needs. We think smaller businesses should have access to the same tools as big businesses, but without the big business costs. We also think you should be able to do all the basic HR tasks from one system.

Our Vision

Our goal is to make it simple and easy to manage the HR function in small and medium businesses.
We empower and support the HR people, who empower and support the rest of the team.

You may not have a big HR department, but with HR Partner, you don't need one!
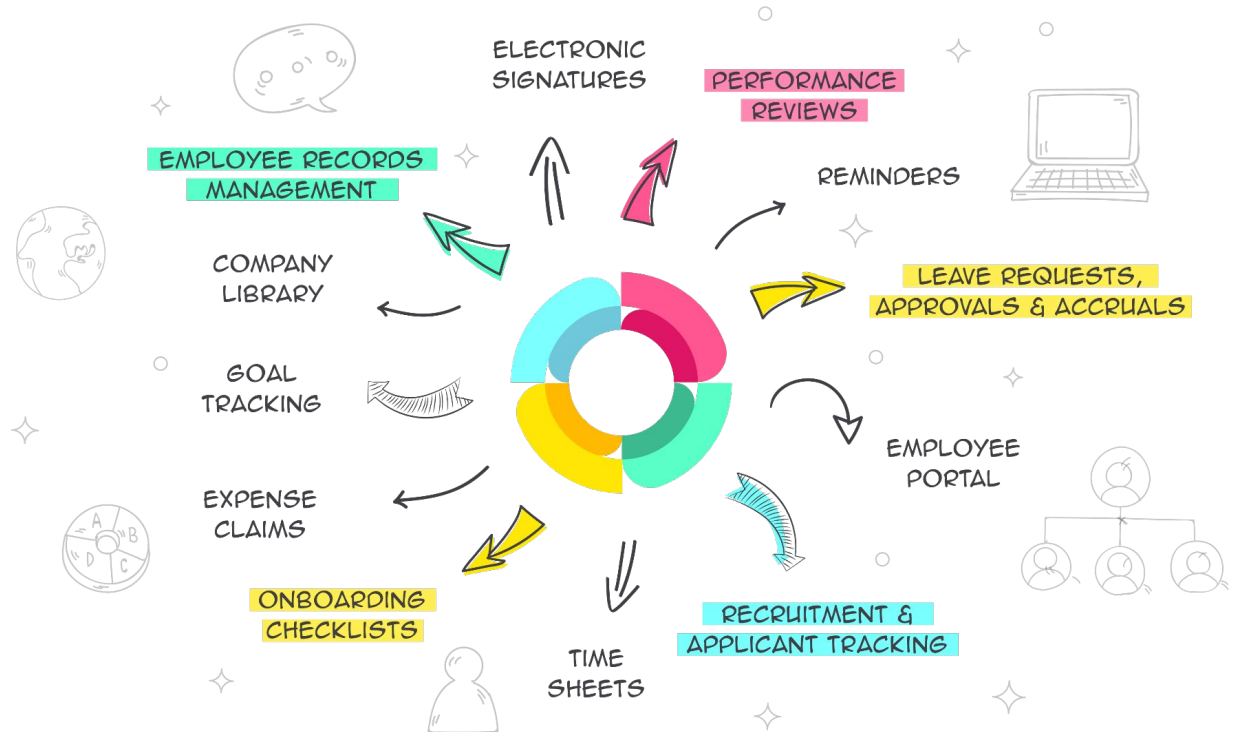
What does HR Partner do?

The complete HR lifecycle; from Hire to Retire!

HR Partner provides a complete HR program that can stand-alone or work alongside other packages.

We don't do payroll, but we integrate with several popular payroll / accounting packages.

HR Partner becomes the foundation of your HR system, allowing you to effectively manage all aspects of your employees life cycle.


ELECTRONIC SIGNATURES

PERFORMANCE REVIEWS

EMPLOYEE RECORDS MANAGEMENT

REMINDERS

COMPANY LIBRARY

LEAVE REQUESTS, APPROVALS & ACCRUALS

GOAL TRACKING

EMPLOYEE PORTAL

EXPENSE CLAIMS

ONBOARDING CHECKLISTS

RECRUITMENT & APPLICANT TRACKING

TIME SHEETS

HR Partner includes:
Employee Records Management

Keep your employee information in one safe, secure place

Our employee records include;

- Employee directory with contact details everyone can access

- Confidential storage of positions and remuneration, performance reviews, discussions and grievances

- Easily store records for employees working from home or located across multiple offices - or internationally

- Plus, leave records, asset tracking, training, skills, and a lot more

**Learn More**
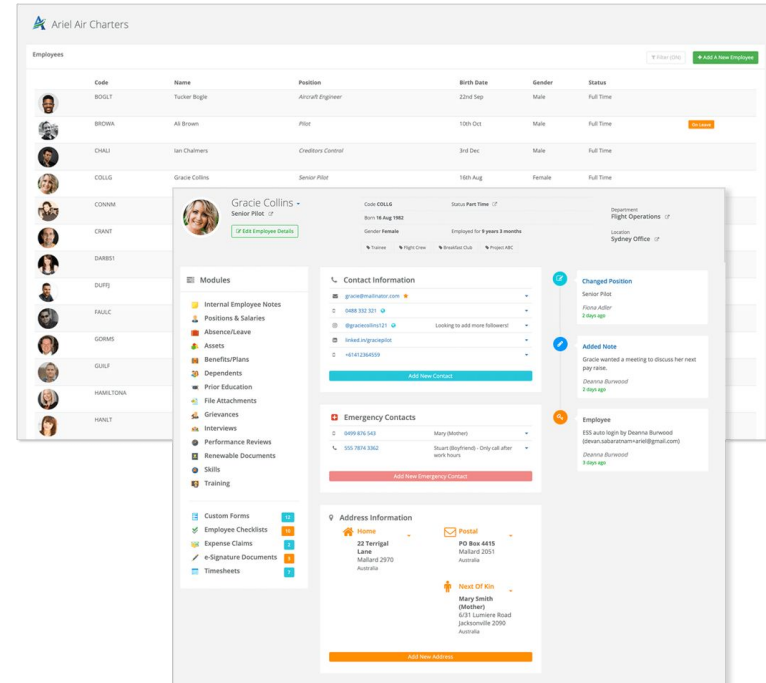
HR Partner includes:
Leave / Vacation Management

A leave management process that makes it easy for everyone

Our leave management includes;

- Employees access to see their balances and apply for leave through the portal

- Simple but flexible leave approvals (including multi-level approvals)

- Use upfront or incremental leave accruals, resetting, waiting periods and more options

- Check the leave calendar to see who is away when - show by location, department or the whole organization
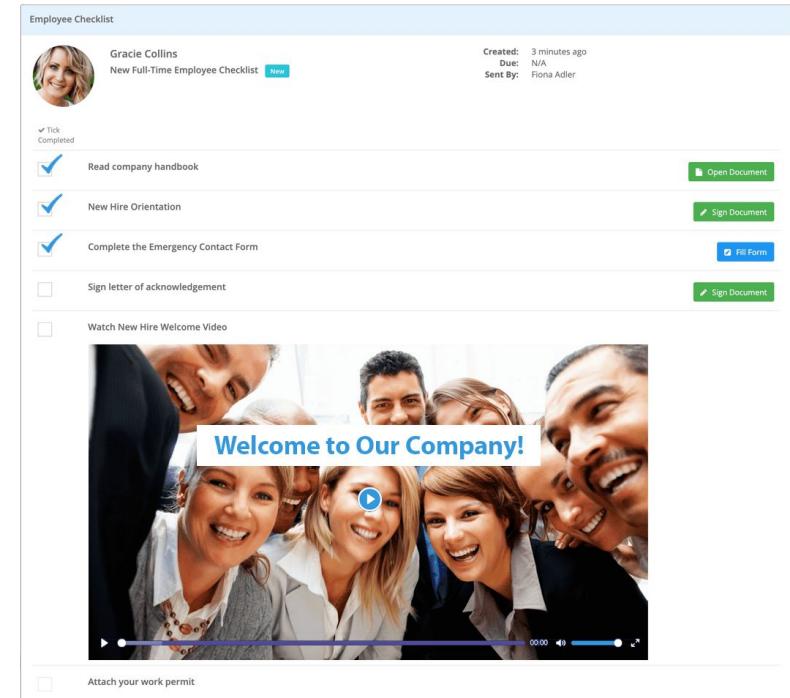
Learn More
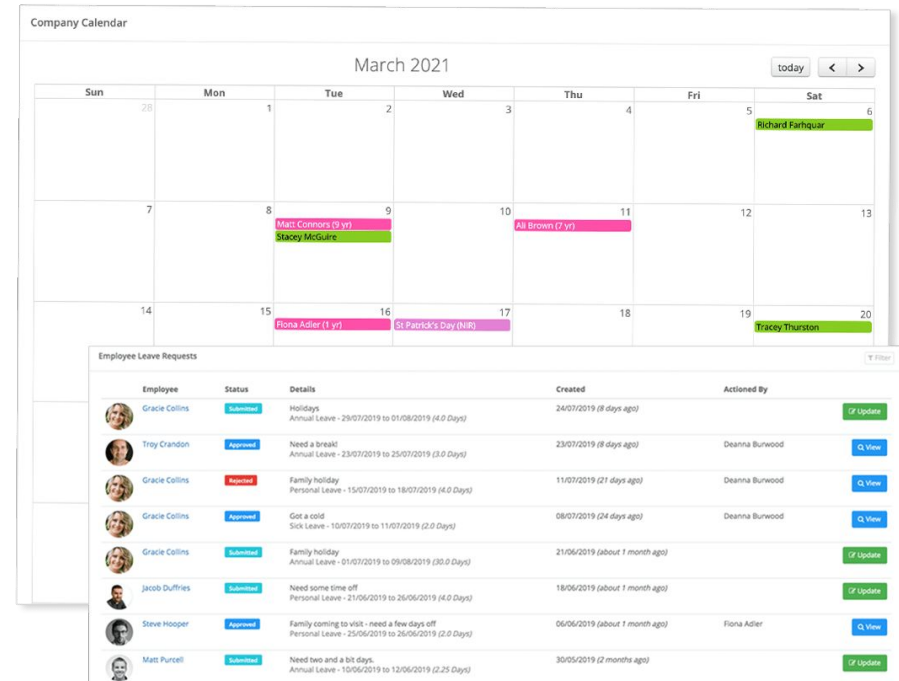
HR Partner includes:
Onboarding Checklists

Setup checklists for onboarding, off-boarding, training or anything else

The checklists function allows you to;

- Create a simple list of items for employees to check off (without an avalanche of paperwork!)
- One place for employees to access materials to read, documents to sign, documents to upload, forms to complete, videos to watch, and more
- Assign tasks to other team members (eg IT, HR, managers, etc)

Learn More

HR Partner includes:
Performance Reviews & Goal Tracking

Seamless performance appraisals & goal tracking to keep everyone focussed

The performance management features allow you to;

- Create your own reusable performance review forms to set up performance appraisals that are easy for everyone

- Collect input from the employee, their manager, specific colleagues, or any combination of these

- Watch employee performance shine with goals kept top of mind

- Allow employees to add their own goals, or assign them in bulk

- Goals can be used with Performance Reviews or completely separately

Learn More

HR Partner includes:
Recruitment & Applicant Tracking

Built-in recruitment tools and ATS to manage the flow of job applicants

The recruiting section allows you to;

- Publish your jobs online through your own job portal (or push to job boards through our integrations)
- Use a custom application form to speed up application screening
- Use a Kanban style tracking system to easily move candidates across different stages of the application process
- Bulk email candidates using your custom email templates
- Use custom scorecards to evaluate your candidates

Learn More
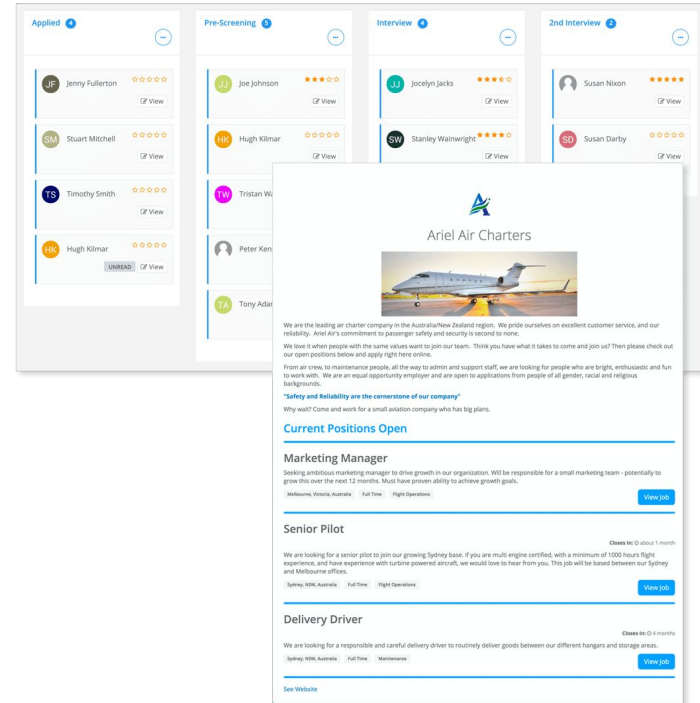
HR Partner includes:
Custom Forms

Create custom forms to collect information from team members

Custom forms give you the ability to;

- Start from our library of templates, then customize to suit your company

- Build your own forms from scratch using the form designer

- Make forms available for employees to complete via the Employee Portal, assign forms to specific employees, or include forms in checklists

- Core employee data can be linked directly to the employee's records

- Export your form data to a CSV file for further analysis in a spreadsheet (eg for surveys)

Learn More

HR Partner includes:
Expense Claims

Allow employees to submit expense claims for travel, meals, mileage, and more

Using the expense claims allows;

- Employees to easily submit their expense claims through the employee portal, along with scanned receipts

- Easy review and approval process for designated managers

- Ability to define your own cost categories for better tracking

Learn More

HR Partner includes:
Electronic Signatures

Built-in, integrated e-Signatures to complete your HR processes

The e-Signatures function allows you to;

- Let your employees, job applicants, or even people outside your organization sign documents electronically

- No need to print or scan - everything is online

- Reduce paper usage, increase security, and streamline your processes

Learn More

Employment Agreement

I, __Full Name_____, acknowledge that I am entering into an employment contract between myself and the company. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Signed:

Employee Signature

_____
[Employee]

Sign The Document ✕

Use your mouse (or finger on a touch screen) to draw your signature below

✕ Clear

Cancel   Apply Signature

HR Partner includes:
Employee Self-Service Portal

Give your team members access to everything they need

The Employee Self-Service Portal provides;

- The easiest way for employees to check their leave balances and submit leave requests

- Access to the employee directory and org chart

- Access to the company document library, news and more

- Allow employees to manage and update their own profile details (and receive notifications when they do)

- Control what employees can see

Learn More
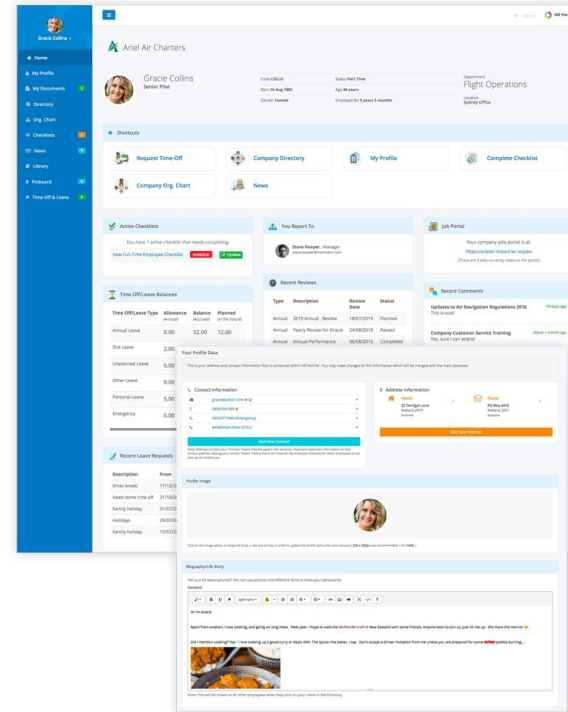
HR Partner includes:
Payroll & Other Integrations

Integrates with the best tools to further streamline your HR processes

Some of the current integrations include;

- Xero payroll - this allows you to manage leave and keep balances in sync between the two platforms
- Import your employees directly from KeyPay
- Use the integration for Slack to get real-time HR data, directly from Slack
- Publish your job positions published directly to Indeed, Talent.com and other job boards
- See your HR calendar information (such as leave, birthdays or job interviews) in Google Calendar or Outlook
- More integrations coming

Learn More

HR Partner includes:
A lot more features!

Hundreds more features to streamline your HR processes

Other features include...

- Timesheets that allow employees to enter their hours worked via the Employee Portal

- The organizational chart and company calendar let everyone know what's happening

- Team communication tools

- Give employees access to the documents they need in the Document Library

- HR reports for printing or exporting

- Flexible user permissions, complete data security, support you can rely on, and more

Learn More
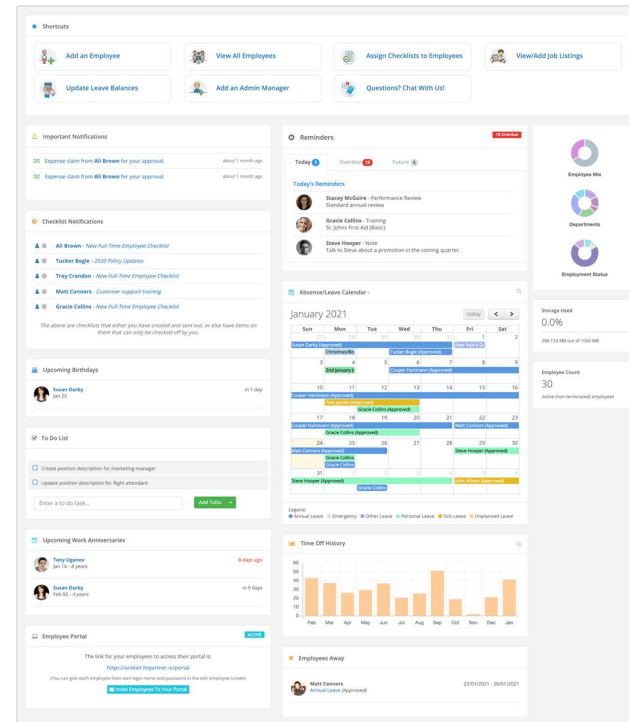
More information about HR Partner:
Security & Privacy

HR Partner adheres to the highest standards of security and privacy

We understand that employee and recruitment data is sensitive and security is always our top priority.

Some of the security measures we have in place include;

- Secure data centers - our data is hosted with AWS, the same systems that most large financial institutions use. Our data hosting is compliant with;
  - ISO 27001
  - DoD SRG
  - GDPR
  - IRAP
  - SOC 1, SOC 2 & SOC 3
  - PCI DSS Level 1

- Data encryption - all data is secure with server-side encryption (AES-256) behind a firewall. Data is encrypted at rest and in transit.

- Daily data backups - this makes it possible for data to be restored quickly and efficiently

- Password Salting & Hashing - all user passwords are salted, hashed, and encrypted in transit

- 2-Factor Authentication - ability to mandate this for admin users and/or employees

See more information about our security or contact us with any specific questions.

Customer Support

Our customer support is second to none

- HR Partner's dedicated support team provides assistance around the clock.

- Our support is frequently mentioned in customer reviews.

- We also provide video tutorials, full documentation and help files.

Contact Our Support Team

See the Knowledge Base

Lys-Anne Kell
HR Manager, Big K Products

"Big K are a barbeque charcoal and solid fuel supplier to the restaurant trade and general public, based in the UK. Our 90 staff are based over two sites in two different parts of the country so to have a system I can use to coordinate and record the HR traffic is really important to me. The system is user friendly and reduces the amount of paperwork that I have to process which reduces the risk for us of a GDPR breach as well as meaning that I can spend my time working with our employees to assist them in reaching the company goals.

Our employees can log on from their phones wherever they are and book holidays, check policies and read newsletters. This means that our managers are relieved of this burden and can focus on managing their people and their expectations better.

The support from the HRPartner team is second to none , and I could not recommend the system enough to any small to medium business that is looking for a way to cut down on HR administration. I can assure you that you won't be disappointed, but you will be pleasantly surprised!"

Nadine Saadi
GiftSkout

★★★★★

"Intuitive, Affordable and Complete HR Solution. It shows me everything I need to see in a snapshot, whether it's employee specific or company-wide. We save so much time bringing what used to be across so many SharePoint folders is now in one place with HR partner. I also love their super dedicated customer support, it's been ace since we joined."

More information about HR Partner:
Implementation

It's easy to get started with HR Partner

- We have a complete guide to <u>Getting Started here</u> - this walks you through each of the steps with instructions and includes a checklist for getting started

- We also recommend somewhere between 1 and 3 onboarding calls. These are with an onboarding specialist and can help you get HR Partner configured for your business

- In general, the steps are;
    - Setup your company information settings (departments, locations, currencies, etc)
    - Add your employees (import, use an integration, or add them manually)
    - Setup your leave policies and set all leave starting balances (not needed if using an integration)
    - Setup other features that are a priority for your company (eg onboarding checklists, recruitment, company library, etc)
    - Invite employees to the Employee Self-Service Portal
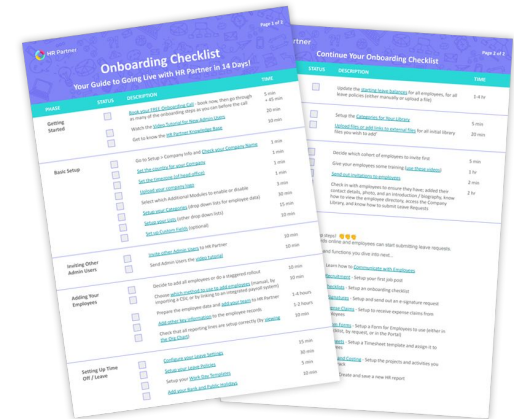
Our Background

- HR Partner was established in 2017 and has been providing HR software since then
- We are based in Australia but from day one, our clients have been from all over the world (our biggest markets are the US, UK, Canada, Ireland and Australia but we have customers in >50 countries)
- Our team is spread across the globe to provide support for all timezones
- We focus on companies with 20-500 employees and are well suited to those with multiple locations

HR Partner's founders;

Devan Sabaratnam founded HR Partner 5 years ago after consulting to many small and medium businesses about their accounting and HR needs. He realized the need for simple HR software and found the landscape lacking in solutions that were affordable for this market, and not overly complex.

With a background in IT development projects, Devan took on the challenge and built the first version of HR Partner - initially as an installed program. Word soon spread and more businesses started requesting access. HR Partner was subsequently rebuilt as an online app, designed to scale, and handle the needs of clients worldwide.

Fiona Adler believes that small and medium businesses are the heart of the economy and is passionate about giving these businesses the tools and know-how to grow and streamline their operations. She has worked with SMB's for almost all of her career - creating online solutions that help them operate in the best ways possible.

With a background in business consulting and an MBA, Fiona was also the co-founder of Australia's leading online reviews site (later acquired). On meeting Devan, she instantly recognized the value that HR Partner provides to small and medium business, and they decided to join forces to help as many businesses as possible.

Customer Reviews

Nothing matters more to us than customer feedback and HR Partner is consistently being reviewed as one of the most popular HRIS choices available.

Capterra — Avg rating 4.9 out of 5

SOURCEFORGE — Avg rating 4.9 out of 5

SHRM SOCIETY FOR HUMAN RESOURCE MANAGEMENT — Avg rating 5 out of 5

Software Advice — Avg rating 4.9 out of 5

GetApp — Avg rating 4.9 out of 5

G2 — Avg rating 4.5 out of 5

More information about HR Partner:
Customer Reviews

"With HR Partner, we now have a faster, frictionless and more consistent onboarding process that can happen with or without me!"

Jessika Phillips, NOW Marketing Group

"HR Partner is the most important system I've implemented. It's been a game changer for our organization and it's a relief to have it in place."
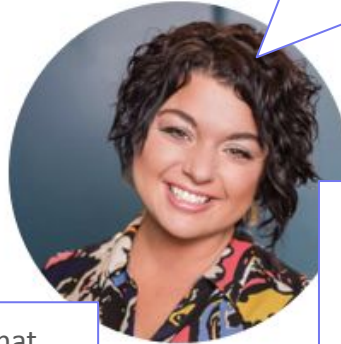
Carmen Carson, Little Miss Mag

"We now have the tools we need to empower our leaders to really manage their teams."

Amy Sewell, Northern College of Acupuncture

"I feel confident knowing that nothing can fall through the cracks."

Sally Johnson, Philspace

"HR Partner saves hundreds of hours of administrative work, and makes employees happier."

Lonnie Jones, LocalSEOHelp

"Everything runs smoothly from when employees are hired, to when they leave."
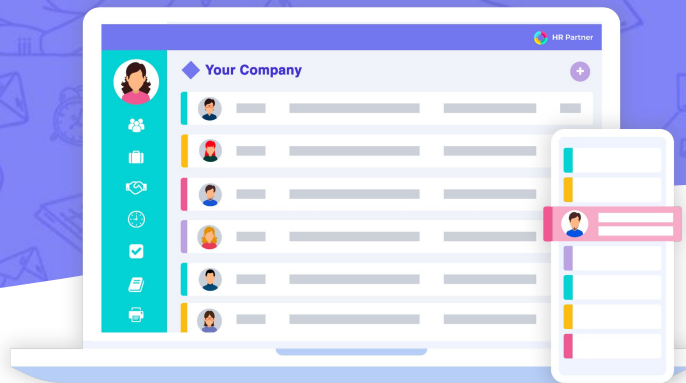
Kurt Duncan, CallCenterUSA

See More Reviews

Try it for Free

Use all features for 14 days. No credit card required.

Or contact us for more information: support@hrpartner.io