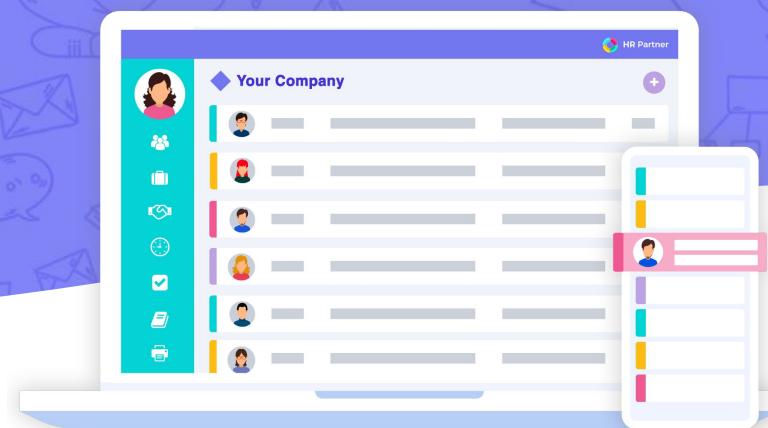




# HR Partner



## 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!**

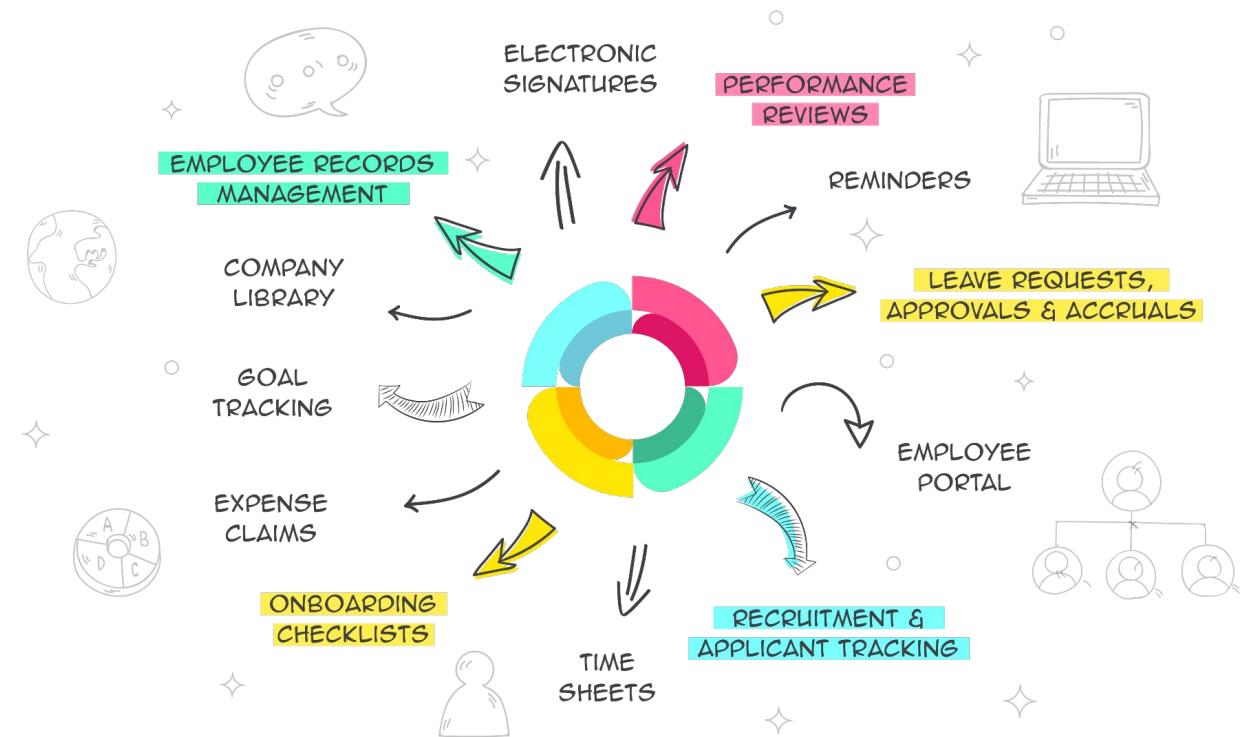
# What does HR Partner do?

## 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.



HR Partner includes:

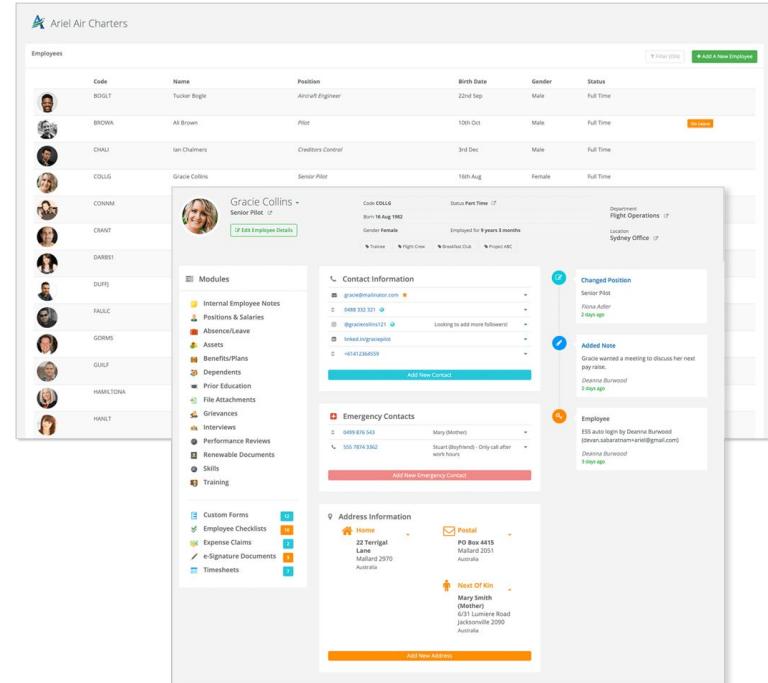
# Employee Records Management

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](#)



The screenshot shows a detailed view of an employee record for Gracie Collins. The main table lists employees with columns for Code, Name, Position, Birth Date, Gender, and Status. Gracie Collins is highlighted with a modal showing her details: Code COLG, Name Gracie Collins, Position Senior Pilot, Birth Date 16 Aug 1982, Gender Female, and Status Part Time. The modal also shows her department as Flight Operations and location as Sydney Office. Below the table, there are sections for Contact Information, Emergency Contacts, Address Information, and Next Of Kin. The Contact Information section includes a phone number (0488 332 321) and an email (gracie@aircharters.com). The Emergency Contacts section lists a mobile number (0499 876 543) and a landline (555 7874 3362). The Address Information section shows a home address in 22 Terrigal Lane, Terrigal 2970, Australia, and a PO Box 4415, Maitland 2301, Australia. The Next Of Kin section lists Mary Smith (Mother) at 555 Terrigal Road, Jacksonville 2909, Australia. There are also sections for Modules (Internal Employee Notes, Positions & Salaries, Absence/Leave, Assets, Benefits/Plans, Dependents, Prior Education, File Attachments, Grievances, Interviews, Performance Reviews, Renewable Documents, Skills, Training, Custom Forms, Employee Checklists, Expense Claims, e-Signature Documents, and Timesheets), and a note about ESS auto login by Deanna Burwood.

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](#)

The screenshot displays a leave management interface. At the top is a 'Company Calendar' for March 2021. The calendar shows various leave requests as colored blocks: green for Richard Farquhar (5 days), pink for Matt Connors and Stacey McGuire (1 day each), and purple for Ali Brown, Lona Adler, and St. Patrick's Day (1 day each). The last day of leave is for Tracey Thurston (20 days). Below the calendar is a table titled 'Employee Leave Requests'.

Employee	Status	Details	Created	Actioned By
Gracie Collins	Submitted	Holidays Annual Leave - 29/07/2019 to 01/08/2019 (4.0 Days)	24/07/2019 (8 days ago)	
Troy Crandon	Approved	Need a break! Annual Leave - 23/07/2019 to 25/07/2019 (3.0 Days)	23/07/2019 (8 days ago)	Deanna Burwood
Gracie Collins	Rejected	Family holiday Personal Leave - 15/07/2019 to 18/07/2019 (4.0 Days)	11/07/2019 (21 days ago)	Deanna Burwood
Gracie Collins	Approved	Got a cold Sick Leave - 10/07/2019 to 11/07/2019 (2.0 Days)	08/07/2019 (24 days ago)	Deanna Burwood
Gracie Collins	Submitted	Family holiday Annual Leave - 01/07/2019 to 09/08/2019 (30.0 Days)	21/06/2019 (about 1 month ago)	
Jacob Duffries	Submitted	Need some time off Personal Leave - 21/06/2019 to 26/06/2019 (4.0 Days)	18/06/2019 (about 1 month ago)	
Steve Hooper	Approved	Family coming to visit - need a few days off Personal Leave - 25/06/2019 to 26/06/2019 (2.0 Days)	06/06/2019 (about 1 month ago)	Fiona Adler
Matt Purcell	Submitted	Need ten and a bit days Annual Leave - 10/06/2019 to 12/06/2019 (2.25 Days)	30/05/2019 (2 months ago)	

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)

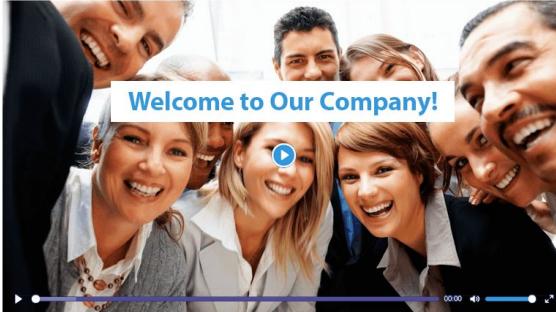
[Learn More](#)

Employee Checklist

Gracie Collins  
New Full-Time Employee Checklist New

Created: 3 minutes ago  
Due: N/A  
Sent By: Fiona Adler

Completed	Task	Actions
<input checked="" type="checkbox"/>	Read company handbook	<a href="#">Open Document</a>
<input checked="" type="checkbox"/>	New Hire Orientation	<a href="#">Sign Document</a>
<input checked="" type="checkbox"/>	Complete the Emergency Contact Form	<a href="#">Fill Form</a>
<input type="checkbox"/>	Sign letter of acknowledgement	<a href="#">Sign Document</a>
<input type="checkbox"/>	Watch New Hire Welcome Video	<a href="#">Sign Document</a>



Attach your work permit

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

The screenshot displays the 'Employee Performance Review' interface. At the top, it shows 'Employee Info' for Gracie Collins, a '6 Monthly Review' (in progress), and a due date of '2 months ago' with 'Due: in 3 days'. The main content area is divided into several sections: 'Review Forms' (listing Gracie Collins as Employee, Troy Cranston as Manager, and Tucker Bogie and Ian Chalmers as Co-Workers), 'Manager Review' (status 'Completed', with a link to 'View to Gracie'), 'What areas do they have the most opportunity to improve?' (Gracie seems to lack some confidence with trouble-shooting technical problems), 'What areas would receive the most recognition?' (Gracie has been instrumental in the rollout of our new CRM system), 'Goals & Objectives' (a progress bar for 'New Customer Retention over first 3 months' is at 100%), 'Weekly chat' (a progress bar for 'Achieve New Sales' is at 95%), 'Overall, how did Gracie do?' (3.5 stars), 'Date of Completion' (04/04/2022), and a 'Goals & Objectives' section with several progress bars for tasks like 'Achieve New Sales' (95%), 'HR system in place and rolled out with everyone trained' (100%), 'Share New Skills in Lunchtime Training Session' (100%), 'Create New Knowledge Base Articles' (100%), 'Presentation to Management' (100%), 'Take New Starter To Lunch' (100%), and 'Share New Skills in Lunchtime Training Session' (100%).

[Learn More](#)

HR Partner includes:

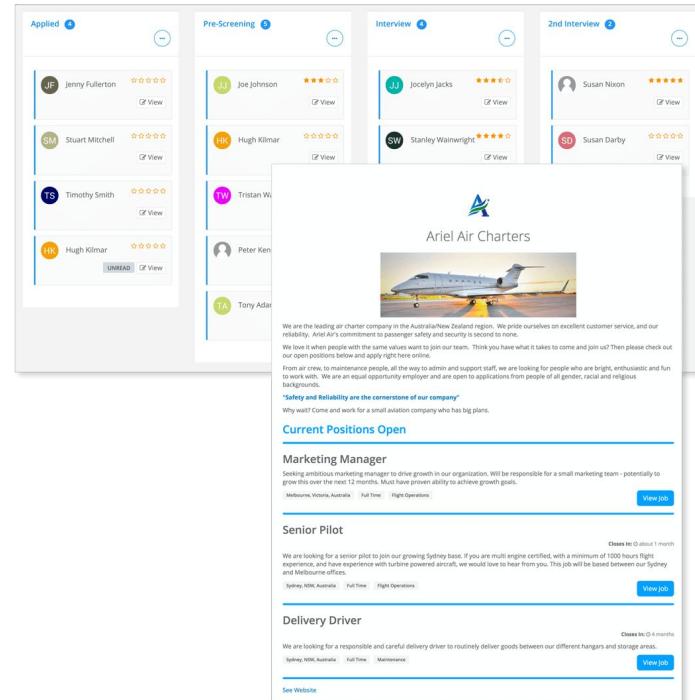
# Recruitment & Applicant Tracking

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](#)



The screenshot displays a recruitment management interface with several sections:

- Applied:** Shows a list of candidates with their names, profile icons, and application status (e.g., Jenny Fullerton, Stuart Mitchell, Timothy Smith, Hugh Kilmair, Joe Johnson, Hugh Kilmair, Jocelyn Jacks, Stanley Wainwright, Susan Nixon, Susan Darby). Each candidate entry includes a "View" button.
- Pre-Screening:** Shows a list of candidates (e.g., Joe Johnson, Hugh Kilmair, Timothy Smith, Hugh Kilmair, Jocelyn Jacks, Stanley Wainwright, Susan Nixon, Susan Darby) with a "View" button for each.
- Interview:** Shows a list of candidates (e.g., Jocelyn Jacks, Stanley Wainwright, Susan Nixon) with a "View" button for each.
- 2nd Interview:** Shows a list of candidates (e.g., Susan Nixon, Susan Darby) with a "View" button for each.

**Ariel Air Charters** logo and image of an airplane are displayed.

**Job Descriptions:**

- Marketing Manager:** Seeking ambitious marketing manager to drive growth in our organization. Will be responsible for a small marketing team - potentially to grow this over the next 12 months. Must have proven ability to achieve growth goals.  
Melbourne, Victoria, Australia | Full Time | Flight Operators | [View Job](#)
- Senior Pilot:** We are looking for a senior pilot to join our growing Sydney base. If you are multi engine certified, with a minimum of 1000 hours flight experience, and have experience with turbine powered aircraft, we would love to hear from you. This job will be based between the Sydney and Melbourne offices.  
Sydney, NSW, Australia | Full Time | Flight Operators | [View Job](#)
- Delivery Driver:** We are looking for a responsible and careful delivery driver to routinely deliver goods between our different hangars and storage areas.  
Sydney, NSW, Australia | Full Time | Maintenance | [View Job](#)

[See Website](#)

# 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)

The screenshot displays the 'Employee Performance Review' form for Gracie Collins. The form is divided into several sections: 'Employee Info' (with Gracie Collins as the employee and Troy Cranston as the manager), 'Forms' (selected tab), 'Goals' (with a progress bar for 'New Customer Retention over first 3 months'), 'Comments' (with a note about Gracie's instrumental role in the CRM rollout), 'Files' (with a progress bar for 'Achieve New Sales'), and 'History' (with a note about the HR system being rolled out). The 'Manager Review' section is marked as 'Complete'. The 'Goals & Objectives' section shows a progress bar for 'New Customer Retention over first 3 months'. The 'Achieve New Sales' goal has a progress bar at 90%. The 'HR system in place and rolled out with everyone trained' goal also has a progress bar at 90%. The bottom section contains a checklist with items like 'Share New Skills in Lunchtime Training Session', 'Create New Knowledge Base Articles', 'Presentation to Management', 'Take New Starter To Lunch', and 'Share New Skills in Lunchtime Training Session'.

[Learn More](#)

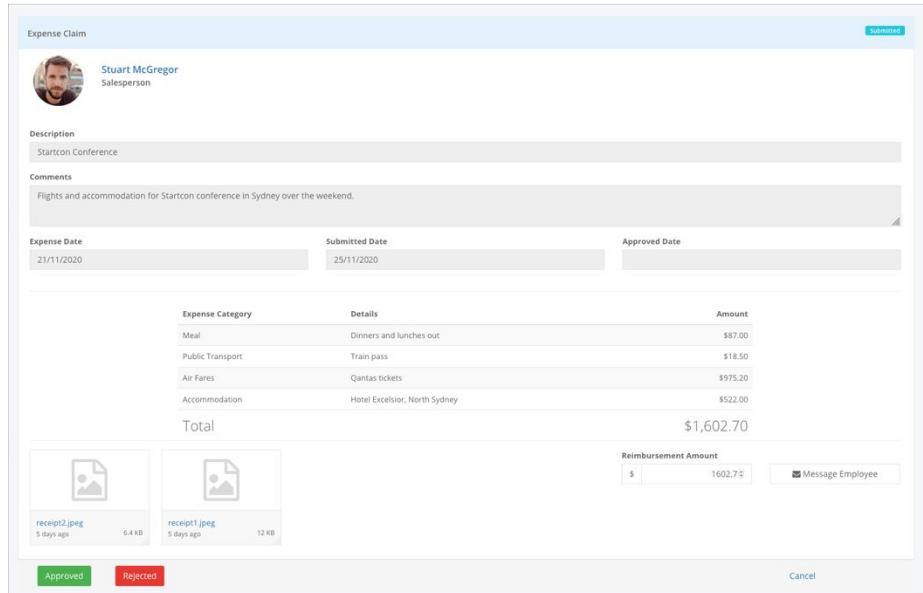
# HR Partner includes: Expense Claims

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](#)



The screenshot shows a web-based expense claim form. At the top, it displays the employee's profile picture and name, Stuart McGregor, Salesperson. Below this, the claim is identified as 'Starcon Conference'. The 'Description' field contains the text 'Flights and accommodation for Starcon conference in Sydney over the weekend.' The 'Expense Date' is listed as 21/11/2020, and the 'Submitted Date' is 25/11/2020. The 'Approved Date' field is empty. The claim details table includes the following rows:

Expense Category	Details	Amount
Meal	Dinners and lunches out	\$87.00
Public Transport	Train pass	\$18.50
Air Fares	Qantas tickets	\$975.20
Accommodation	Hotel Excelsior, North Sydney	\$522.00
Total		\$1,602.70

Below the table, there are two receipt attachments: 'receipt2.jpg' (5 days ago, 6.4 KB) and 'receipt1.jpeg' (5 days ago, 12 KB). To the right, a 'Reimbursement Amount' field is set to \$1602.70, and a 'Message Employee' button is available. At the bottom, there are 'Approved' and 'Rejected' buttons, and a 'Cancel' link.

# 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](#)

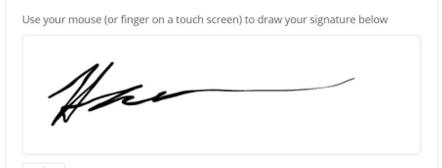
**Employment Agreement**

**Full Name** [Red box]  
I, [Red box], 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



HR Partner includes:

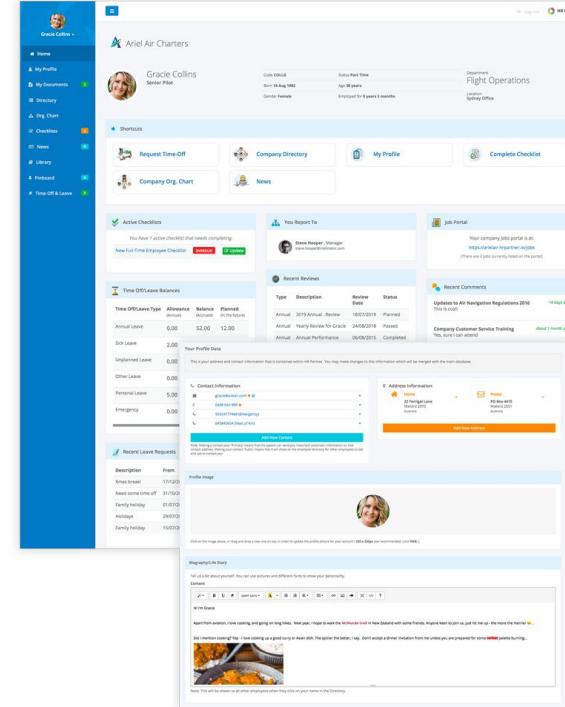
# Employee Self-Service Portal

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

The screenshot displays a comprehensive HR management software interface. At the top, there are several buttons: 'Add an Employee', 'View All Employees', 'Assign Checklists to Employees', 'View/Add Job Listings', 'Update Leave Balances', 'Add an Admin Manager', and 'Questions? Chat With Us!'. Below these are sections for 'Important Notifications' (Expense claims from All Brown for approval), 'Checklist Notifications' (All Brown - New Full Time Employee Checklist, Tucker Beige - 2020 Policy Updates, Tracy Crandall - New Full Time Employee Checklist, Matt Cotters - Customer support training, Gracie Collins - New Full Time Employee Checklist), 'Upcoming Birthdays' (Susan Darby, Jan 25), 'To Do List' (Create position description for marketing manager, Update position description for flight attendant), 'Upcoming Work Anniversaries' (Tony Ignew, Jan 10 - 5 years; Susan Darby, Feb 05 - 4 years), and 'Employee Portal' (Link for employees to access their portal). The main area features a 'Reminders' section with a calendar for January 2021 showing various events and approvals (e.g., Stacy McGuire - Performance Review, Steve Hooper - Note, Grace Collins - Approved, Matt Cotters - Approved, Steve Hooper - Approved). To the right, there are three donut charts for 'Employee Mix', 'Departments', and 'Engagement Status', and a summary of 'Storage Used' (0.0%), 'Employee Count' (30), and 'Absent (non-terminated) employees'. At the bottom, there are sections for 'Time Off History' (a bar chart showing usage by month) and 'Employees Away' (a list of employees with their status: Matt Cotters - Vacation Leave (Approved)).

[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.

# More information about HR Partner: 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.

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."

Lys-Anne Kell  
HR Manager, Big K Products



"Big K are a barbecue 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!"

[Contact Our Support Team](#)

[See the Knowledge Base](#)

# More information about HR Partner: Implementation

## It's easy to get started with HR Partner

- We have a complete guide to [Getting Started here](#) - 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



# More information about HR Partner: 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.

# More information about HR Partner: 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.



Avg rating 4.9 out of 5



Avg rating 4.9 out of 5



Avg rating 5 out of 5



Avg rating 4.9 out of 5



Avg rating 4.9 out of 5



Avg rating 4.5 out of 5

# More information about HR Partner: Customer Reviews



"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](#)



"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](#)



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

[Amy Sewell, Northern College of Acupuncture](#)

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

[Lonnie Jones, LocalSEOHHelp](#)



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

[Sally Johnson, Philspace](#)



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

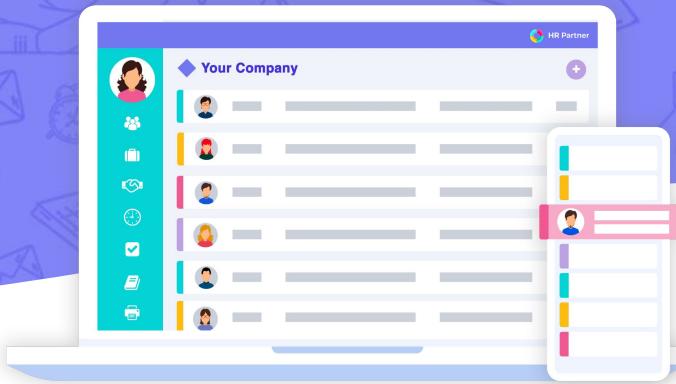
[Kurt Duncan, CallCenterUSA](#)



[See More Reviews](#)



# HR Partner



Try it for Free

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

Or contact us for more information: [support@hrpartner.io](mailto:support@hrpartner.io)