

Allow your staff to take ownership of their own records

Access and restrictions are configurable on an individual basis for each Manager or Employee. This granular approach means HR has flexible controls to grant or restrict access to any and all staff records.

Streamline Your HR Processes

Let our system improve your administrative workflows

Speeds up response times to common HR requests and once approved will automatically update PAMS. Tasks including Annual Leave booking, Absence Recording and Pro Formas such as Return to Work Interviews and Probationary reviews are all managed by ESS.

Customisable Access Rights

Tailor Manager and Employee access rights

The ESS administration module allows HR to configure access rights of specific users to meet internal access control standards.

Cost Effective

Less paper work saves you money

The automation of administrative tasks in ESS eliminates HR data entry responsibilities and the need to pursue Outstanding Records or Pro Formas. Consequently HR staff have more time available to concentrate on strategic projects.

Empowers Employees

Allow employees to take ownership of their HR records

ESS gives employees control of their data, with the ability to check their annual leave balance, request annual leave and obtain approval from their manager in a matter of seconds. Employee career records such as contractual, benefits or salary can be accessed and personal information such as bank or CPD details can be viewed and updated.



Clicks together smoothly.

All your HR data centralised organised and maintained in one system

Each of our software products can interact through **PAMS** to create a unique and powerful holistic HR management suite.

ESS – “ESS updates **PAMS** instantaneously with valuable operational HR data”

Administration Module

- Configure manager and employee access rights
- Configure manager and employee triggers & reminders
- Control approval of updated records
- Create & Automate Distribution of Online HR Forms

Manager Self Service Module

- View employees under management supervision
- Approve or decline annual leave requests
- View employee operational records
- Run management reports for supervised employees
- View Team Calendar illustrating team availability

Employee Self Service Module

- Request annual leave online
- View and amend personal details
- View annual leave balance
- Book onto available training courses
- Complete Induction, Probation & Appraisal HR Forms
- Receive and deliver all work related communications



ANDOR
an Oxford Instruments company

“The system has really modernised administrative processes, such as employee annual leave requests and changes to personal details”

HR Manager – Andor Technology

We take great care in providing the best recruitment software to our clients



Modernise administration processes

Digitalise your HR system while reducing paper records and give ownership to employees to review processes such as annual leave requests and changes to personal details.



Micro Managed System

HR can supervise all managers and employees accounts via the administration module. Recurring admin tasks can be sent as an automated triggered form such as the return to work interview.



Integrate ESS with PAMS

Increase ESS functionality with the full integration of PAMS handling all your HR data in one centralized location.

Want to know more about ESS?

Let us know what you and your company or organisation need by emailing info@hallmarksolutions.co.uk or calling +44 (0)28 9081 2618