PAMS

from Hallmark Solutions

Personnel Administration Management System

PAMS is our powerful HR Management Software, in use by productive HR teams across the UK and Ireland. PAMS allows you to monitor and control all aspects of your data and provides invaluable reporting tools to ensure the smooth running of your business. It is ideal for both SME's or large organisations.

Saves Time

Let our system improve your administrative workflows

PAMS enables you to record, manipulate and manage all necessary HR data, allowing you to access timely and accurate management information with ease. With this data the system allows you to produce HR equality reports including AMR and Article 55.

Personal Development of Staff

Keep employee Learning and Development records up-to-date

The system maintains and communicates reminders regarding employee qualifications/skills, L&D needs and continuous personal development records. Management reports can be produced to illustrate staff personal development on an individual, departmental or divisional perspective can be viewed and updated.
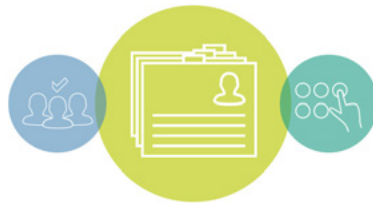
Saves Money

Manage employees' records through our paperless system ensuring data quality

PAMS helps refocus time from data retrieval and information gathering to the more important tasks of managing the HR function. The System will detect trends, in areas such as absenteeism and lateness, ensuring that costs associated with unmanaged and unplanned sickness absence are controlled and ultimately reduced.

Improves Communication

PAMS email alerts and reminders keep you in the know

The inbuilt communication system within PAMS alerts HR staff to key task deadlines such as approaching recruitment closing dates. Various employee related reminders can also be configured such as probation, appraisal, sickness absence and retirement dates.

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.
PAMS – "PAMS integrates fully with **eRecruit**, **ESS** and other software management systems"
Helen Hall, CEO, Hallmark Solutions'

Recruitment Module

- Applicant/Job Vacancy Details
- Shortlisting Matrix
- Interview Schedules
- Integrated Letter Writing

Employee Module

- Personal Details
- Contract & Career History
- Staff Appraisals
- Staff Documentation
- Disciplinary and Grievance

hallmark solutions

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Absence Module

- Absence & Annual Leave Recording
- Individual Employee Shift Patterns
- Annual Leave Balance Calculations
- Configure Sickness Management Parameters

Learning and Development Module

- Staff L&D Records
- Staff Qualifications & Skills Records
- Staff L&D Needs Records
- Staff Continuous Personal Development Records
- Learning and Development Reports

Report Writing Module

- Recruitment Reports
- Employee Reports
- Absence Reports
- Learning and Development Reports

Equal Opportunities Module

- Annual Monitoring Return
- Article 55 Review

OXFAM Ireland

"PAMS has enabled Oxfam to work more efficiently in terms of on-line recruitment, attendance management and production of timely management information."
Oxfam Ireland

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

PAMS Functionality

The system provides users with the ability to set absence, Learning and Development, employee and applicant records parameters. PAMS also incorporates extensive management reports on all aspects of all the above. All reports can be grouped at different levels e.g. location, department etc.

Data Security

Hallmark is registered with Information Commissioners Office for the Data Protection Act 1998 and currently operates a Quality Management System. All staff members of Hallmark Solutions are Access NI Certified and will handle your data with the highest confidentiality.

Integrate PAMS with other products

PAMS offers interface capabilities with Time and Attendance, Payroll and other 3rd party applications.

Want to know more about PAMS?

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

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