equator

hr software and more

Product Brochure

Everything you need to manage your most valuable assets

k3

equator
hr software and more

Contents

04 What is Equator?

06 Who we are

08 Payroll

10 Personnel

12 Employee Portal

14 Time and Attendance

16 Shop Floor Data Collection

18 Access Control

What is Equator?

Equator from K3 provides companies across a diverse range of industries with a fully integrated Human Resource software solution encompassing Payroll, Time and Attendance, Access Control, Employee Portal, Shop Floor Data Collection and Personnel Management.

Equator is available as single modules or as a fully integrated suite of software. It can integrate with most desktop, ERP and back office systems and has comprehensive functionality which is enhanced further by its native ability to capture data electronically, in real time, using mobile and static devices, barcodes, proximity tags, biometric readers and touch screen technology, including iPhones® and Android™ devices.

K3 have been designing, developing and implementing our Equator Human Resource Solution for over 20 years and the unrivalled functionality is matched by our product support and on-going development. Thousands of employees use our solution 24 hours a day 365 days a year and it is available as an on-premise or cloud service.

Equator is continually developed to reflect the latest statutory changes as they are introduced, ensuring that current and future legislative requirements are met.

Designed to be feature rich and easy to use, Equator is a truly integrated product written entirely by K3. At its core is a single database, SQL, which alleviates the need for duplication of data entry and provides across module reporting. Core functionality in the HR module includes Recruitment, Training, Health and Safety including PPE and equipment recording, COSHH and RIDDOR requirements along, of course, with the required features for calculating pay from captured data and satisfying all the HMRC requirements for information submission.

The modular nature of the product suite provides a flexible solution to fit your needs with the ability to increase functionality as and when you need it.

Our HR Suite of software includes the following modules:

- Payroll
- Personnel
- Employee Portal
- Time and Attendance
- Shop Floor Data Collection
- Access Control

Why Equator?

Our aim is to help you make the job easier. No longer is HR managed with paper or filling out multiple forms and a separate office for your filing system. Our HR systems provides comprehensive yet simple to operate features enabling you to concentrate on managing human resources more efficiently.

Product development

Historically, our customers input has been responsible for significant development within the software to satisfy specific issues particular to their business. For example we have made changes to the software to enable transport companies to become more efficient in their payroll processing. A payroll bureau required specific functionality to enable them to process multiple customers payrolls without the need to increase their staff. Not only did we modify the application to accommodate these requests we also made them part of the standard system so all users could benefit from the functionality.

We see the future of Equator being driven by our customers, not just government legislation.

Who we are

K3 have over 20 years' experience in helping many companies with their HR Software.

The unswerving ambition of every individual at K3 is to help you simplify your business to make it more efficient, responsive, agile and most importantly achieve its true potential. When you buy a solution from K3, you are not just buying the latest technology, you are also investing in a long term relationship and both will continue to provide you with significant value for years to come.

With hundreds of customers in dozens of industries, our people are true experts in the field with a sustained enthusiasm to get the job done. Every member of the K3 team places a high value on honest and open communication – keeping promises and responding swiftly to customer demands to create a culture of mutual trust and understanding.

From day one you will get unrivalled support for your system from us at K3. Our support team has a wealth of experience at the end of the phone.

Friendly, Helpful staff

Our team of dedicated staff at K3 love what they do and have over 20 years' experience in the world of HR, whether that be for developing, using or implementing HR solutions.

Contact us

If you would like more information on how our Equator software can help you, then why not give us a call or email us and we will be happy to help.

Telephone - 0161 876 4498
Email - info@equatorhr.com
Website - www.equatorhr.com

Our customers

At K3, we are committed to our customers and ensuring that they get the best system to help them manage their Human Resource as well as building a long-term relationship which will provide them with significant value for years to come.

We are constantly evolving our Equator software ensuring that it stays up to date with changes in HR and Payroll legislation aswell as incorporating the needs of our customers. Today the software is as useful and more functional than it has ever been and continues to enable its users to maximise the benefits of their investment.

Take a look at our website to see how we have helped many companies improve the efficiency of their HR function due to the flexibility of Equator.

"Equator T&A solution allows me to segregate all shift patterns, making it easier to generate reports for other areas of the company. Equator is simple to use and easy to extract data from so we can quickly and effectively monitor and address any staffing issues we have to face."

"The flexibility of Equator has been a huge benefit to us and is one of the reasons we chose the software over other solutions. It is easy to use and intuitive"

"We now have desk-top control over work in progess information telling us who is working on any job at any given time, most significantly, it means we can monitor employee attendance"

"K3 aranged a site survey of our proposed new premises and worked with our in-house Project Manager to ensure we had a complete Access Control solution for the whole building. The entire process was completely painless."

"The flexibility of Equator has been a huge benefit to us and is one of the reasons we chose the software over other solutions. It is easy to use and intuitive"

"The Equator Employee Portal has allowed us to stop distributing 3 paper reports each month for employees who can now log in at anytime to view attendance, overtime and holiday detail."

Payroll

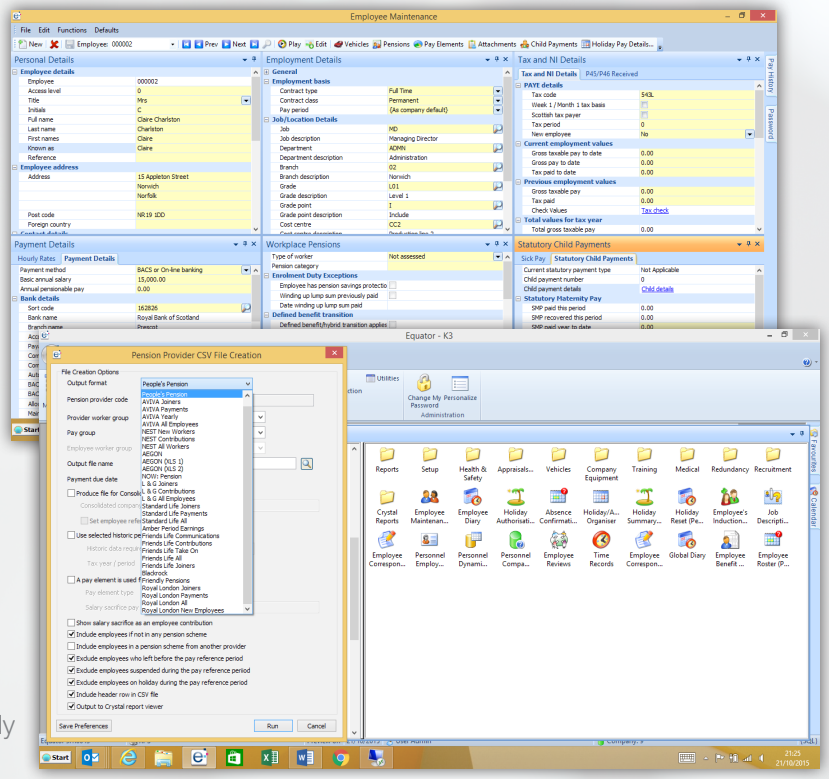
The Payroll module is designed to provide maximum flexibility combined with ease of use...

Perfect for both small and large companies needing an effective solution for the complex task of payroll administration. The module eliminates the need to retain detailed knowledge of the ever-changing rules associated with PAYE, SSP SMP, SAP, SPP, NIC, Student Loans and Attachment of Earnings.

Individual employees can be processed separately and modified as many times as required. The pre-list report enables checking of employees' pay build-up prior to processing. When there are 'across the board' changes such as tax code updates, pension details, percentage pay increases and alterations to pay/bonus rates, the Global Update feature makes it easy.

The Equator development team work closely with HMRC to ensure that we satisfy all current and future legislative requirements. The software is comprehensively checked and assessed on an annual basis against the HMRC payroll standard. Our payroll solution includes the essential features for calculating pay and the ability to undertake the following tasks:-

- Calculate tax for all tax codes
- Calculate class 1 NIC for all categories including rebates and directors
- Holiday payments
- Payroll frequencies
- Student loans
- Pension payments
- Attachment of earnings orders
- SSP, SMP, SAP and SPP
- New starters and leavers
- Submitting year end forms electronically
- Year-end document printing
- Provision of RTI & Pension reform Auto Enrolment



Facts

The Benefits of Equator Payroll

- The Equator development team work closely with HMRC to ensure we meet all currrent and future legislative requirements
- Payroll eliminates the need to retain detailed knowledge of the ever changing rules associated with PAYE, OSPP, ASPP, SAP, SPP, SMP, NIC, Student Loans, Attachment of Earnings and Pension Auto Enrolment. It incorporates electronic filing capabilities by the internet for all mandatory returns
- Ability to allocate and move employees between companies/departments
- The ability to retain Payroll history for an unlimited period and all retained history may be viewed or reported directly in the system
- Individual employees can be processed separately and modified as many times as required. The pre-list report enables you to check employees' build-up prior to processing. When there are 'across-the-board' changes such as tax code updates, pension details, percentage pay increases and alterations to pay/bonus rates, the Global Update feature makes it easy.

"The flexibility of Equator has been a huge benefit to us and is one of the reasons we chose the software over other solutions. It is easy to use and intuitive."

Equator Payroll Features

- All RTI submission types via the internet
- Support for Auto Enrolment under Workplace Pensions Reform & unlimited pensions
- User defined analysis
- Unlimited allowances, deductions & premium factors
- Attachment of earnings
- Student loans
- P9D & P11D's, including wizards for benefit calculation
- Internet return for Expense and Benefits
- Weekly, fortnightly, 4-weekly and monthly payrolls
- Company vehicles
- HMRC audit compliance data extract
- Data provisioning service for tax code notifications
- eDoc deposit service - Online document store for payslips and other documentation
- Holiday accruals

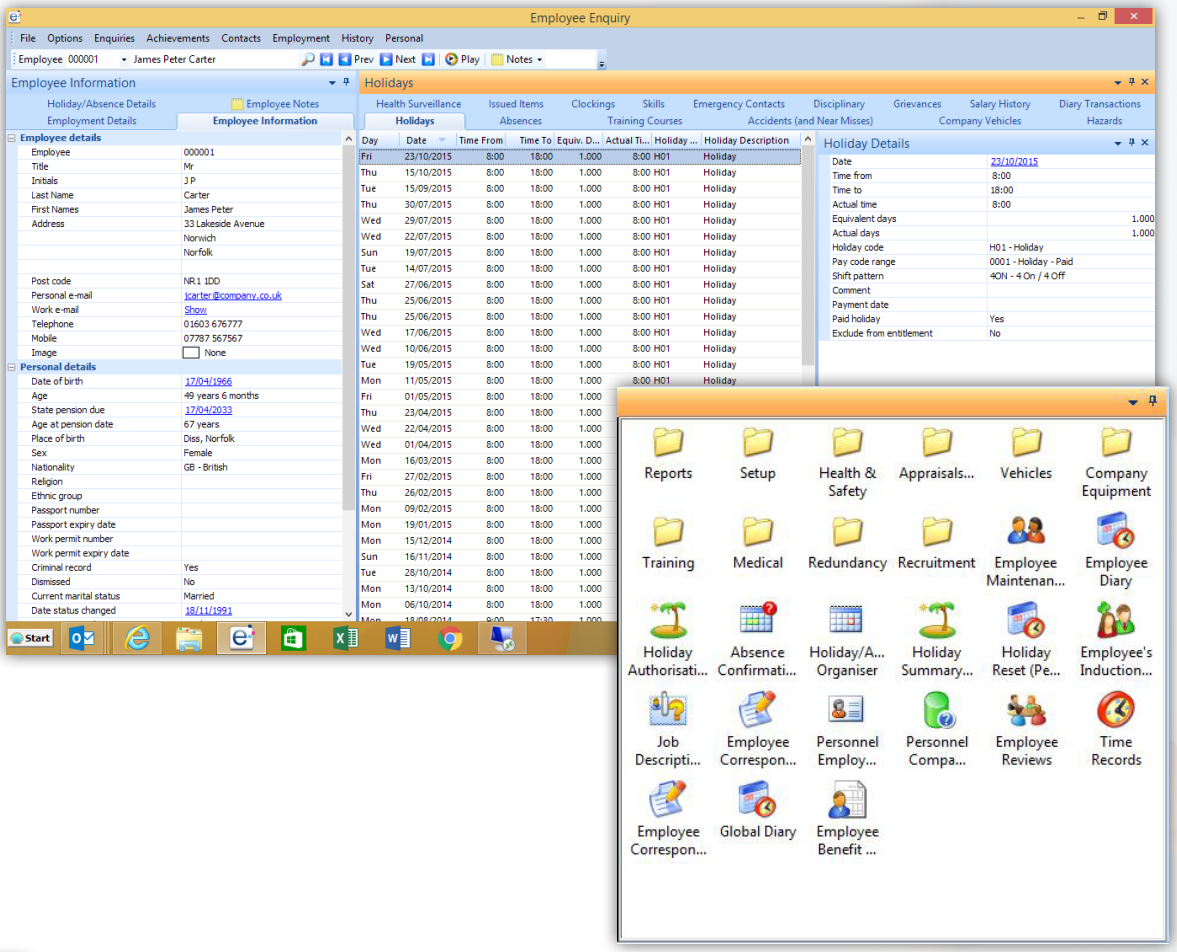
Personnel

The Personnel module provides an effective solution to an organisation's human resource requirements.

Decision-making is made credible and harnesses employee management and set objectives. Employee details, recruitment, induction, job objectives, reviews, training, skills, health and safety, career paths, holidays and absences, medical details and accident recording are all catered for, enabling comprehensive personnel administration.

Why Equator Personnel

The Equator Personnel module includes functionality that would normally require additional software. Items covered include; full management of company equipment (not just employee issued items), employee and company vehicle recording, web integration to Riddor for accident reporting and full COSSH record keeping is also possible. Finally should the worst happen full redundancy process management is also available. We believe that this enables all aspects of Employee Management to be effectively recorded and reported upon. See our Facts section for just some of the features and benefits of Equator Personnel.



Facts

The Benefits of Equator Personnel

- A diary facility books and tracks employee movements both on and off site
- A user-defined 'question and answer' function, which can be linked to other personnel details such as medical particulars, qualifications and reviews
- A memo pad feature allows extensive and virtually unlimited data entry
- Additional flexibility in accessing, inputting or amending employee records onsite via an intranet, or offsite through internet connectivity is achievable with a Web Portal facility
- Management reporting including graphical analysis with a comprehensive selection criteria for flexible analysis.

Adopting such a sophisticated HR system has been a big step for the company, "The Equator system has enabled us to gain complete control over our HR management and this is proving invaluable as the company continues to grow and develop."

Equator Personnel Features

- Employee details and induction schedules including job descriptions and inductions, next of kin contacts, training records and requirements, reviews and self-appraisals, qualifications, career and salary history
- Safety reports on dangerous occurrences, hazards and risk assessments and health and safety audits
- Training and skills analysis, matching and certificate printing
- General staff administrative reports such as job details, vacancy and recruitment analysis, reminders, languages, holidays and absence analysis (including Bradford factor), headcounts, staff turnover etc
- Automatic letter generator using mail merge
- Employee performance monitoring
- Employee induction procedures
- Redundancy process control

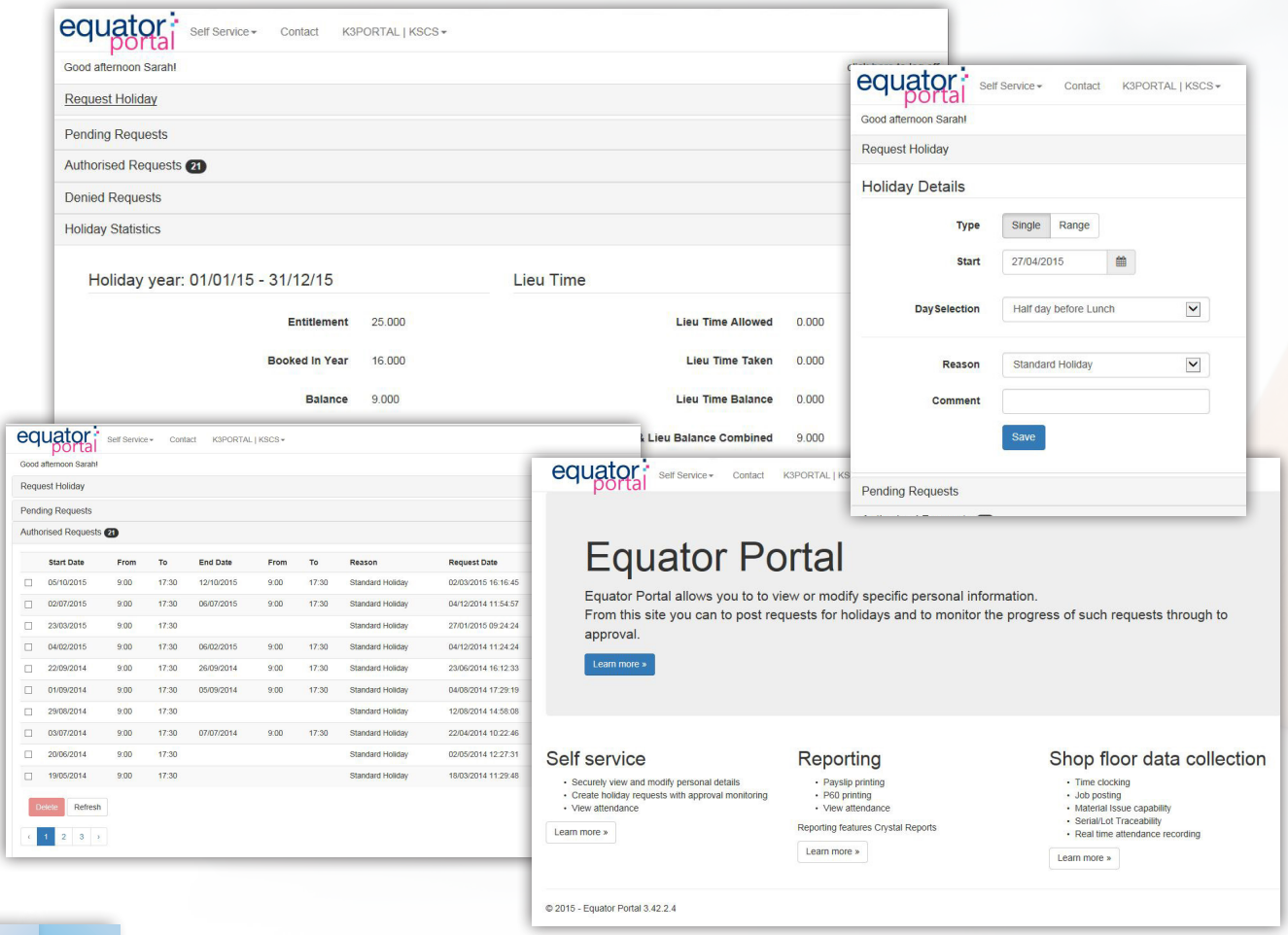
Employee Portal

The Equator Employee Portal module allows employees to access their personal information directly from a Web Browser.

Typically this will allow your employees to view their specific personal information. This can reduce the burden on your Human Resource professionals to respond to routine employee requests and enquiries and free them from many routine administration tasks maintaining the database.

Why Equator Employee Portal

The Equator Employee Portal lets your employees access and modify the information you decide they should be able to see. Why should Personnel spend their valuable time checking and booking holidays and absences, reprinting payslips and P60s. Management time dealing with employee requests can be significantly reduced and errors and omissions eradicated by putting your employees in charge of their own employee information and daily tasks. See our Facts section for just some of the features and benefits of Equator Employee Portal.



Facts

The Benefits of the Equator Employee Portal

- By adding links to your company policy and procedural documentation; the Equator Employee Portal can become the main tool used by your employees to satisfy their HR needs
- By using a standard Web Browser, deployment of the Equator system at remote sites is greatly simplified. With the ability to control access to the system via sophisticated security functions it is possible to allow employees to connect to your system from home or any Internet enabled location
- The system also allows employees to post requests for holidays, absence and overtime and to monitor the progress of such requests through to approval. Standard enquiries are provided covering time recording, scheduled work patterns and pay information, depending on which Equator modules are used, including historical data
- Innovative processing with real time information and a simple user interface which is configurable to individual user preferences
- If your company has the Equator Shop Floor Data Collection or Time and Attendance modules, the Equator Employee Portal provides for real time entry and validation of data.

"The Equator Employee Portal has allowed us to stop distributing 3 paper reports each month for employees who can now log in at anytime to view attendance, overtime and holiday detail. Holiday requests are also booked electronically. The portal has become a valuable addition to the business process, having improved holiday booking, reduced administration and eliminated paperwork, especially at month end."

Equator Employee Portal Features

- Employee self service
- Holiday requests with approval monitoring
- Absence requests
- Absence notification
- Overtime requests with approval monitoring
- Time clocking enquiries
- Payslip queries and printing, including history
- Real time shop floor data capture, including dynamic 'scheduled jobs list'
- Real time attendance recording
- Time sheet entry
- Management of banked hours

Time and Attendance

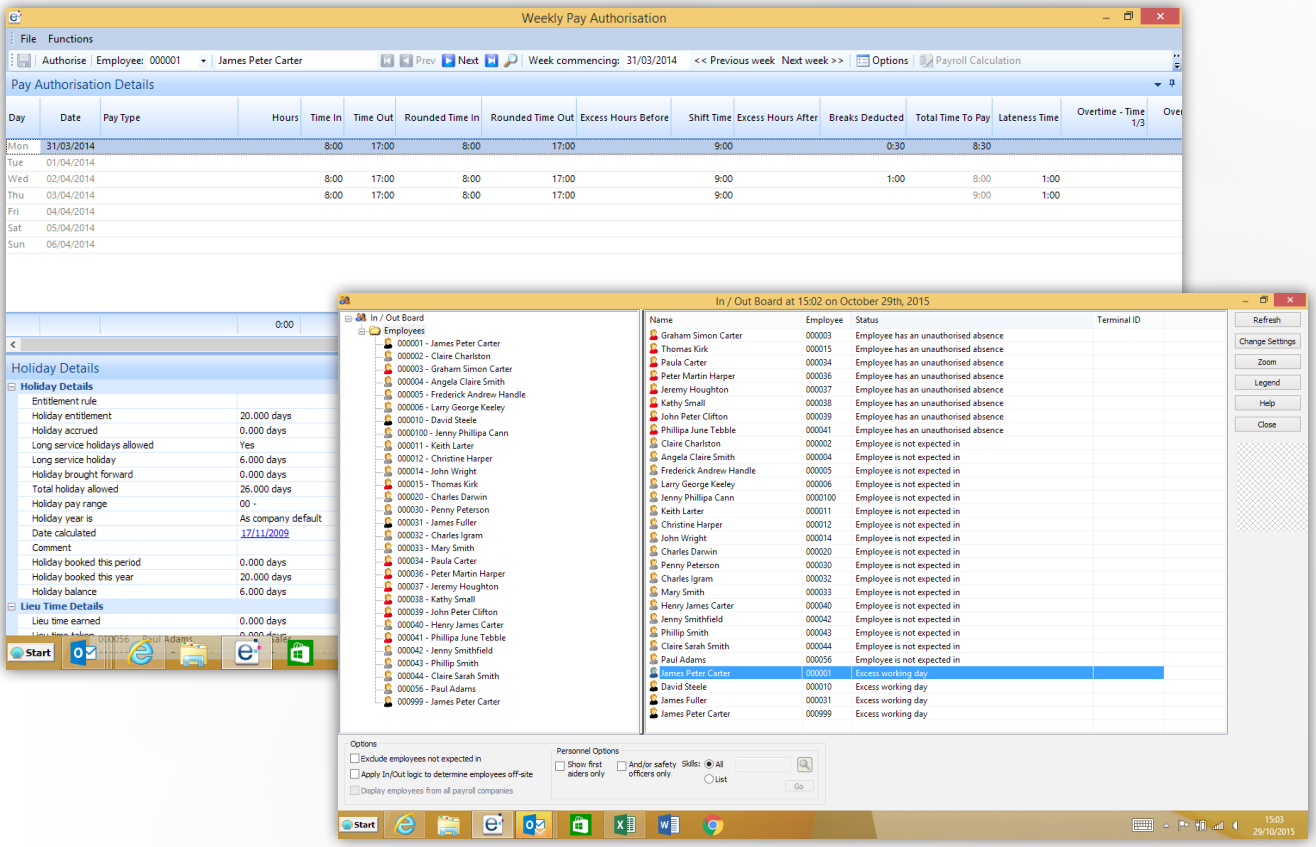
The Time and Attendance module allows the electronic capture of Time and Attendance details for any number of employees.

It allows for data capture via industrial and low-cost time clocks or PC based time clock emulator software, using bar-code, magnetic proximity, biometric fingerprint or touch screen technology. The system also allows data to be captured from standard PDA's using bluetooth wireless

Why Equator Time and Attendance

The Equator Time and Attendance solution includes the ability to setup multiple complex shift patterns where required. The software will check for invalid clock entries based upon the shift pattern rules entered, thus eradicating time consuming manual checking. The software will output the T&A details to the Equator Payroll module.

The graphical in/out board and resource planner take note of the working patterns and clock ins to allow clear information to be obtained at the touch of a button. See our Facts section for just some of the features and benefits of Equator Time and Attendance.



Facts

The Benefits of Equator Time and Attendance

- The flexibility of Time and Attendance means you can typically adapt the system to your rules, rather than changing your company policies to fit the system. The information is gathered real time or at pre-set intervals giving an accurate attendance picture - who is in, out, on holiday, absent or off-site
- The information may also be used to calculate a comprehensive build to gross for your payroll and reconciliation with activity on the shop floor. Accurate departmental, or activity costing, and reconciliation with shop floor jobs are also provided
- Flexibility within the software allows for any number or type of work patterns, including standard, rotational, flexi, continental, annualised and night shifts
- Resource management is made easier by way of a weekly, monthly and yearly graphic calendar which can show lateness trends. This can be viewed by company, shift, department, job title, cost centre or individual employee and shows planned shift working, holidays and absences
- Flexible pay methods are supported including annualised hours and a time banking option, in addition to traditional flexi-time

"Equator T&A solution allows me to segregate all shift patterns, making it easier to generate reports for other areas of the company. Equator is simple to use and easy to extract data from so we can quickly and effectively monitor and address any staffing issues we have to face."

Equator Time and Attendance Features

- Unlimited user defined work patterns
- Continental work patterns including flexi-time and rotations
- Lateness tolerances and rolling breaks
- Alternative work pattern management
- Annualised and banked hours facility
- Use of existing access control ID cards
- Temporary and contract personnel
- Real time information and validations
- Fire alarm activation for on/off site list
- Absence thresholds
- Shift premiums and minimum required hours
- European Working Time recording, monitoring and reporting
- Holiday and absence planning schedule
- Roster for resource planning

Shop Floor Data Collection

The Shop Floor Data Collection module enables information from the factory floor to be collected and collated electronically.

As each operation or activity is performed, the information is captured by the employee ‘swiping’ or ‘wanding’, using bar-code pens, scanners or through direct entry into a data capture time clock.

Why Equator Shop Floor Data Collection

The Equator Shop Floor Data Collection Module eradicates the need to manually enter times worked on jobs. The transactions can then automatically update jobs in most ERP systems. The software allows for multiple jobs to be worked upon at the same time and will apportion the time accordingly. Typically this can mean that hundreds of thousands of transactions can be automatically input, with no manual intervention. See our Facts section for just some of the features and benefits of Equator Shop Floor Data Collection.

Facts

The Benefits of Equator Shop Floor Data Collection

- The system allows data to be captured from standard PDA's using bluetooth wireless technology, or from a PC based application designed for 'touch screen' use, and integrated with real time components
- The information collected from the time clocks is user defined and can include employee number, job number, operation number, quantity produced, start and finish times, quantity scrapped etc
- Real time or at pre-set intervals the entries are 'collected' from the time clocks and updated to the main system which means the information can then be used for a variety of purposes, including automatic posting to Time and Attendance, Work-in-Progress and instant productive and non-productive analysis
- Advanced functionality and flexibility including unlimited user defined work patterns and work terms, continental work patterns, including flexi-time and rotations, and multiple job/operations per employee, including single or multiple machine minding.

"We now have desk-top control over work in progress information telling us who is working on any job at any given time, most significantly, it means we can monitor employee attendance with regard to resource allocation and absenteeism."

Equator Shop Floor Data Collection Features

- Team and cell processing
- Alternative work pattern management
- Temporary and contract personnel
- Estimated times for jobs and operations
- Quantity tolerances
- Real-time 'Work To' list, material requirements and document display
- Labour and Quantity Costing
- Real time information and validations against the SYSPRO or other databases
- Time and Attendance reconciliation
- Independent data capture time clock functionality
- User defined auto calculation shop floor transactions
- User defined data entry
- Auto assume and transaction generation
- Automatically monitors and creates non-productive activities

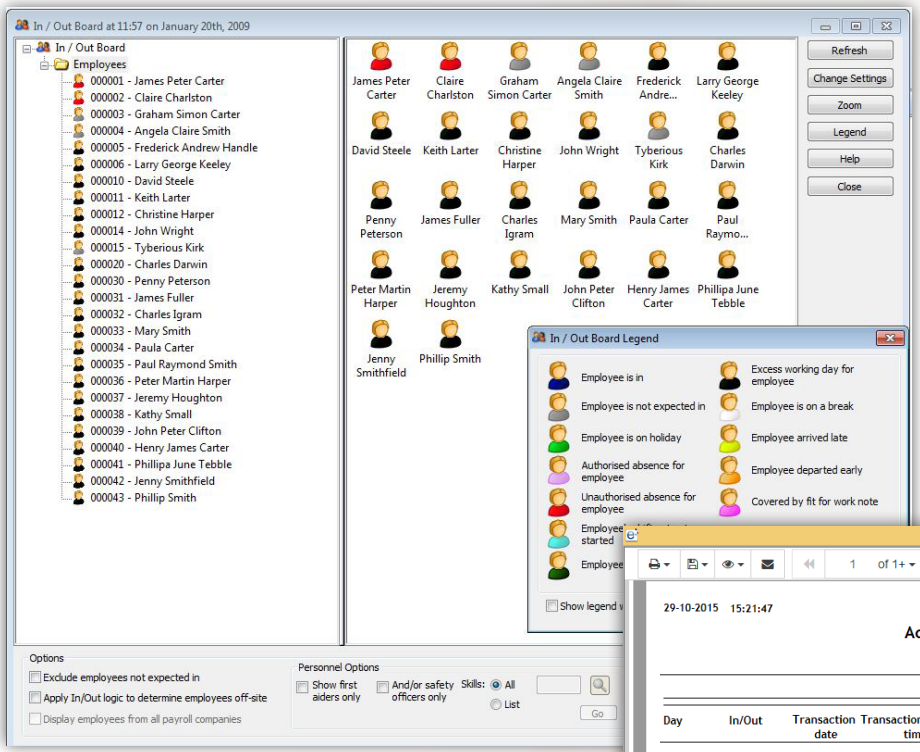
Access Control

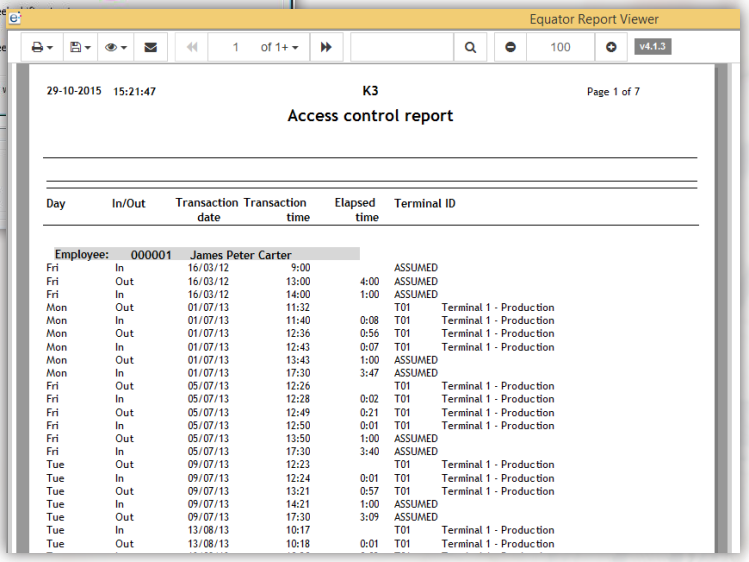
The Access Control module is used to control and monitor employee movements throughout an organisation's premises.

It can be used to cover not only the external entry points, but also any internal doors to areas where access is to be restricted. Employee identification is made by using proximity, magnetic, barcode or biometric fingerprint technology.

Why Equator Access Control

Equator Access Control allows the central control of all entry points within a company. All internal and external access points can be controlled including car park barriers if required. Access points can be controlled based upon employees, employee groups and dates and times allowed, to give a secure and controlled solution. See our Facts section for just some of the features and benefits of Equator Access Control.





Facts

The Benefits of Equator Access Control

- Security - preventing unauthorised access to premises, or locations within the premises
- Access Control can utilise the same time clocks that are used by Time and Attendance and/or Shop Floor Data Collection, simultaneously
- Real time information and validations
- Where there is a need for many or extensive access control points, a variety of low-cost, durable internal/external devices are available; their modern design complements all environments. These access devices can also be used to control parking zones and their barriers
- In the case of a fire or other emergency the doors are automatically opened. Plus, the system will produce, automatically, a roll call of personnel within the building when the alarm sounds

"K3 arranged a site survey of our proposed new premises and worked with our in-house Project Manager to ensure we had a complete Access Control solution for the whole building. The entire process was completely painless and as we were notified of any changes to the original plans, the Access Control system was amended to suit."

Equator Access Control Features

- Links to other security components such as alarms and fire doors
- User defined access times
- Group and individual access rights
- User defined access dates
- User defined access points
- Personnel and hierarchy grouping
- Temporary and contract personnel
- Automatic muster points
- Time and Attendance reconciliation
- User defined data entry including PIN

Equator HR
Baltimore House, 50 Kansas Avenue, Salford, Manchester M50 2GL

Telephone: 0161 876 4498 | http://www.equatorhr.com | info@equatorhr.com