HR Tools for non-HR Managers

VODA
An Independent Charity No. 1075060

How much holiday should I give a part-time worker?
How do I calculate holiday pay?
How many Bank Holidays does someone get if they are usually off on a Bank Holiday?
How do I monitor sickness fairly and legally?
What's the hidden costs of employing someone?

If you are responsible for handling HR but you are not HR-trained then this package of 10 Excel® spreadsheets will help you work out what your staff are entitled to. All you have to do is enter some basic data and the spreadsheets work out the rest. Background notes are included should you be asked to explain the figures.

The full suite includes:

- Holiday entitlement for part time workers
- Holiday entitlement for those starting or leaving part way through a year
- Bank Holiday entitlement for part time workers
- Holiday pay calculation
- Sickness monitoring
- Staff turnover
- Age of staff
- Days between two dates
- Hourly rate for chargeable services
- Proportional staff costs for Full Cost Recovery

System requirements: Windows OS running Excel 2010 or later (32-bit).

Price:	Annual License			
Setup	Charities, voluntary and community groups		Social Enterprises	Private & Public Sector
	North Tyneside	Elsewhere in UK		
£10	£25	£30	£40	£60

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Private company or public sector organisation:	£70	❑

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