

Getting started with Actus Edge



Actus provides a comprehensive, yet easy-to-use suite of HRM solutions that will help you to embed better people management practice for your SME clients.

Our performance and talent management tools are designed to evolve with your clients as they establish the systems and processes to support increased productivity, engagement, and market competitiveness.

We are proud to have been selected to partner with the HR Independents and are committed to supporting you in delivering value to your clients.

This guide will provide you with all the information you need to get started with Actus Edge.

Benefits of Actus Edge for your clients

Actus offers a cost-effective best practice framework which provides small business owners with visibility and control. We have included our key benefits below:

- **Increases visibility, focus, and alignment of objectives** – ideal when managing virtual teams.
- **Improves employee engagement** and therefore reduces turnover (and associated costs) as staff feel better communicated with and clearer about their contributions.
- **Reduces risk** as the use of Actus Edge professionalises performance management and supports honest conversations, addressing arising issues early.
- **Supports ongoing employee development** without the need for expensive training courses.
- **Removes paper and saves time** spent on associated administration.
- **Improves compliance** around documentation of key qualifications with the ability to report in real-time.

Available Functionality

Actus Software SME provides a comprehensive offering. We have designed 3 'ready to go' packages suitable for clients with up to 75 employees as they mature: Enable, Engage and Empower. A key benefit of choosing Actus Edge is the flexibility to add any of the functionality below as your client evolves.

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|--|--|
|  Talent Management |  Learning Management |
|  Development |  Succession Planning |
|  Career Aspiration |  360 Feedback |
|  Recognition |  Wellbeing Surveys |

Why work with Actus?

- ⚙️ We are an established UK provider of performance management solutions.
- ⚙️ The software is designed by HR professionals who understand your challenges.
- ⚙️ Monthly rolling contracts allow you flexibility and peace of mind.
- ⚙️ Through HRi resource center you can access Actus culture change and training resources.
- ⚙️ Access to monthly thought leadership including webinars, podcasts via HRi resource centre and e-learning.



Why choose Actus Edge?

- ⚙️ Simple set up and intuitive for end users.
- ⚙️ Monthly rolling contracts allow for flexibility and peace of mind.
- ⚙️ Accelerate user adoption and system usage with our implementation toolkit and change management tools.
- ⚙️ Highly effective at encouraging greater engagement with remote workers supporting wellbeing and engagement in a hybrid working environment.
- ⚙️ Option to purchase additional modules offering the potential for a cost-effective end-to-end solution for your clients.

Packages and Pricing

Enable Package

£3

Per month per employee

- Performance Management System
- Personal objectives
- Appraisal templates
- Reporting
- One-to-Ones
- Mobile App

Engage Package

£4

Per month per employee

- Performance Management System
- Company objectives
- Personal objectives
- Development and training
- Appraisals and best practice templates
- Management reporting
- Feedback and recognition
- Logo and choice of colours
- Local HRi support desk
- Mobile App

(Single set-up fee £50)

Empower Package

£5^{.50}

Per month per employee

- Performance Management System
- Company and department objectives
- Personal objectives
- One-to-Ones
- Appraisals templates with customisation
- Development and training
- 360 Feedback
- Wellbeing Surveys
- Career aspiration
- Access to Actus support desk
- Logo and choice of colours
- Mobile App

(Single set-up fee £95)

Optional upgrade

HRiS and Absence Management Package

£1

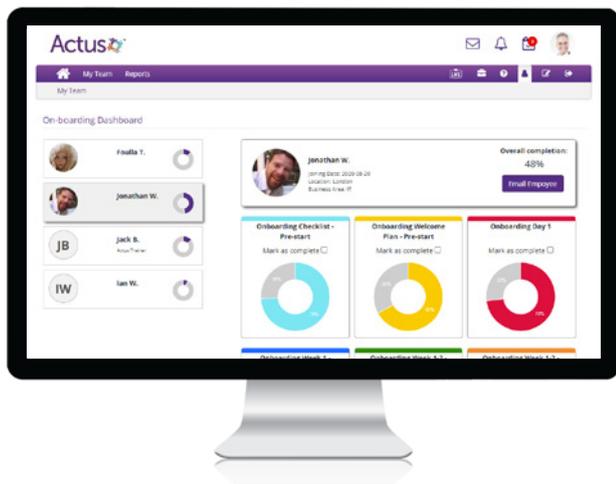
Per month per user

In conjunction with any of the packages above. Can be added to facilitate an end-to-end solution.

- Holiday requests and approval
- Sick leave management
- People profile standard fields
- Standard working patterns and 3 non-standard
- Bradford Factor reporting
- Employee self-service

Empowering and growing with your business

Put Actus unified people performance solution at the centre of your talent engagement and retention strategies. Actus has a range of solutions that support the maturity and growth of an organisation. Our scalable solution leaves your client in control to select the right functionality for them as they adapt. The additional products will provide a full end-to-end technology solution to support HR.



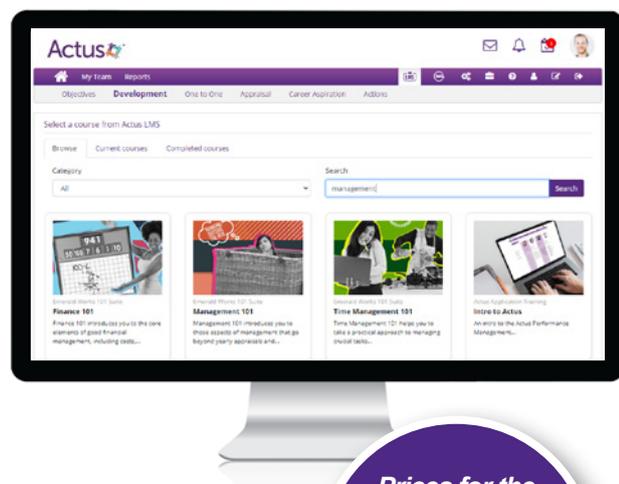
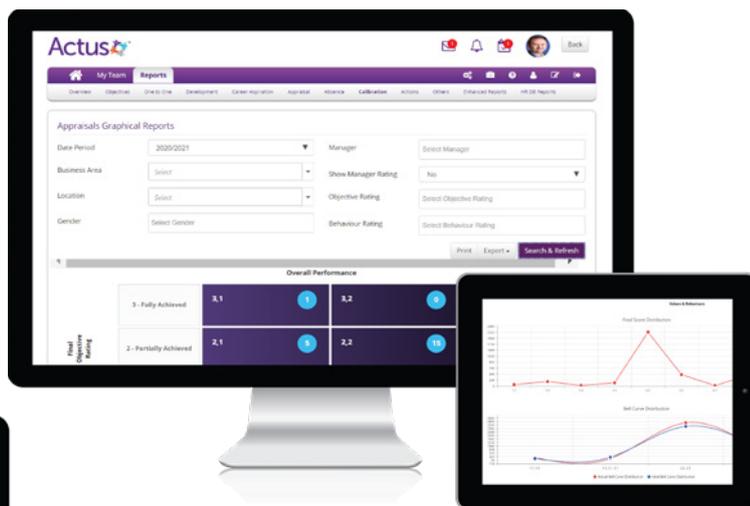
Onboarding:

Capture the employee perspective. Create opportunities for reflection and feedback at every employee milestone.

Fuel rich one-on-one conversations with honest and reliable feedback, whilst ensuring compliance with regulation and internal policies.

Talent Management:

Talent Management and talent grid mapping to identify skills gaps and future leaders.



Learning Management:

Empower people to own their development with access to our easy-to-use Learning Management System. Training solutions that empower organisations to embed best practice processes and behaviours that positively engage, develop and retain their people to ensure organisational goals are achieved and compliance changes up-skilled.

Prices for the range of Actus solutions is available on request

Getting Started with Actus Edge



It is easy to get started with Actus Edge.

Here are the steps to follow:

1. Agree with your client which package will best suit their needs and whether they require the Absence Management & HRiS enhancement.
2. Request a set up pack from one of the team at: hello@hrindependents.co.uk
3. Complete, sign & return the set-up pack which will include:
 - Edge contract from the software provider Actus
 - Direct Debit mandate
 - Employee upload forms
 - Change management material
4. Upon completion a member of the HRi Support Team will arrange the relevant training materials for the package purchased.
5. Following the set up you can then roll out your new high-performance culture!

The Edge product is aimed at supporting smaller business as they scale up or develop along the maturity scale. For any existing larger client who may require a more tailored approach, they can be referred directly to us at info@actus.co.uk in return for a referral bonus. We can also offer full customisation for an additional set-up fee.

More about Actus

In 2012 Actus emerged into the marketplace; the first software specifically designed to embed year-round conversations and it has since gone from strength to strength with talent management; 360 feedback, learning management, and an ever-growing roadmap of functionality.

The Actus purpose, initiated by Founder and CEO Lucinda Carney is to 'build a better workplace for people', which is why a core part of our ethos is to provide value-added resources to people professionals everywhere. The HR Uprising Podcast is an example of Lucinda's commitment to delivering this. She has also published a best-selling business book (also now on audible) called "How to be a Change Superhero" along with a free downloadable Change Toolkit for all those involved in business change supported by a virtual Change Superhero training programme.

During lockdown, Lucinda launched a series of free educational webinars that are suitable for managers and people professionals and are achieving record breaking numbers of attendees.

You can access forthcoming webinars and previous recordings along with many of our free performance management resource on our website at the following address:

<https://actus.co.uk/free-performance-management-resources/webinars/>

Have you tuned in yet to our HR Uprising Podcast?

- Top 10 L&D Podcasts, GoodPractice, 2019
- Previously ranked No.1 in the Apple Business Podcast Charts

www.hrurising.com



Small Business Case Study

Background:

GreaterSport is a Manchester based charity that is passionate about changing lives through physical activity and sport. Their vision is to make Greater Manchester the most active region in England and part of a network across the country that works collaboratively to use the power of sport and physical activity to transform lives. They employ in the region of thirty-five people and work collaboratively with hundreds of volunteers.

Business Need:

The leadership had a compelling vision for the future and knew that this could only be achieved if everyone understood their priorities clearly and these were well aligned. Despite being a relatively small business they had high aspirations, many of which required a high level of cross-functional teamwork. Their existing spreadsheet-based approach made it difficult to track projects centrally and impossible to have the visibility of progress that they needed for success.

Why Actus?

Greater Sport loved the combination of simplicity and functionality that Actus Edge offered. Unlike most other offerings in the SME space, Actus offered much more than an HRiS database and appraisal repository approach. Instead, Actus provided performance management functionality and visibility that encouraged ongoing performance conversations and development. In short - sophisticated yet simple to use functionality - out of the box.

The benefits:

They had a seamless implementation and swiftly embedded Actus as a critical business tool, tying personal objectives with business objectives and linking to their overall priority plan. They have grown successfully over the past two years and are now looking to take advantage of additional Actus functionality.

What Viv Elvidge - HR & Office Manager at Greater Sport said about Actus ...

All our employees benefit from having access to their performance record, which allows ownership of their goals and objectives.

Every Actus employee we have dealt with has been extremely helpful and patient with all requests we have made (and there have been many!).

Since the implementation of Actus, performance management is considered more important within the organisation and employees now have clear records regarding their performance. Having the system in place has also helped embed a more regular One-to-One process.

Appendix 2

Information and Referral Fee's

Background & Process for HRi:

Actus Edge is designed to help small and medium businesses. We offer 3 different packages designed to suit the smaller business through the stages of maturity and growth of headcount.

A standard suite of training tools are available to support with the set up and change management. There is the option for your client to purchase additional dedicated virtual training sessions aimed towards the system administrator with further virtual content available for Managers and Users if required.

If your client has more complex requirements or has over 75 employees, then Actus will manage this process and a referral fee will be payable (see Introduction Fees).

Invoicing and Contract Process:

Your client will be set up on a contract and a monthly direct debit mandate with Actus directly to ensure compliance and adherence to the relevant data processing and GDPR requirements.

Support/Helpdesk:

Actus will provide detailed implementation and training tools based on the package purchased, HRi will offer first line support to Indies using Actus support desk as a channeled second line support. If your clients purchase the Empower package, they will have direct access to the Actus support desk.

What's in it for you?

For every client you introduce to Actus Edge you will earn commission payments. These fees will be payable to you as a percentage of the monthly licence fees.

- **Enable, Engage & Empower Packages: 15% commission for duration of the contract.**
- **Referrals: 15% commission of the first year's licences only (customers over 75 people).**

This means that you will receive **15%** of the monthly fees paid to Actus by your end client.

HRi are responsible for all forward payments to the Independents and Actus hold no responsibility or liability to the receipt of these payments.

Payment will be made to HRi within 14 days of payment from your end client.





**Make Actus Software the
driving force in your organisation**



Actus is a trading name of Advance Change Limited.

To find out more about how Actus can support your organisation
please call us on **01582 793053** or email **info@actus.co.uk**