



HR Case Tracker

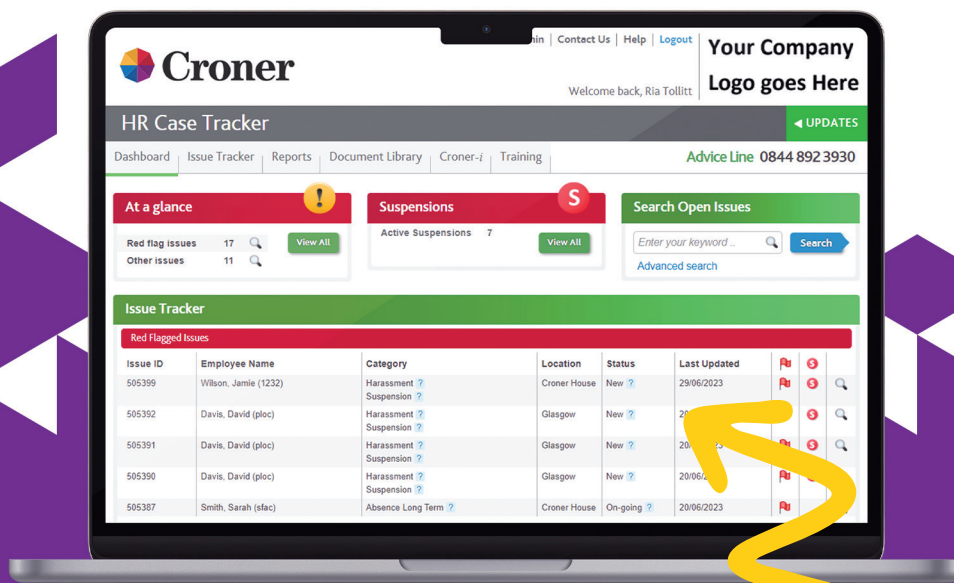
With HR Case Tracker you will have a **complete audit trail** for every case and issue within your organisation, **no more surprises** or fire-fighting.

0800 470 2705

Employer Solutions



- ✓ HR Case Tracker is an employment law case management system designed for you to make the most of your partnership with us.
- ✓ The software provides you with 24/7 guidance and support on a number of HR issues including disciplinaries, grievances, whistleblowing and redundancies.
- ✓ You can be confident that you have complete transparency and visibility of all issues yet retain overall control. This will free up your time to develop strategy and solutions to meet your organisation's needs now and in the future.



How will HR Case Tracker help you?

HR Case Tracker provides transparency, so you can be confident when delegating HR tasks to line managers.

The tracker creates a recording of all employment law case data that can be accessed easily and quickly rather than manually inputting data to spreadsheets. This facilitates a seamless collaboration with you and our experts.

HR Case Tracker allows you to streamline your HR processes by saving you time! Our intelligent reporting feature means there is no need to complete manual reports anymore.

Our expert guidance and support in management of employment relations offers you peace of mind, whilst also giving you insights to support better decision making and strategy development.

HR Case Tracker Key Features

- ✓ A tailor-made online management system to centralise employment law issues within your business.
- ✓ 24/7 access to manage the issues within your business and the ability to request a call back from our advisors.
- ✓ Working in line with your dedicated advisory team, you'll be able to see, at-a-glance, important details of each case and the ability to update and maintain cases yourself.
- ✓ Real time reporting available to HR users, providing reports on cases, usage and nature of advice summaries to support trend analysis.
- ✓ Assists HR teams, supporting current resources, giving the team time to concentrate on strategic priorities, rather than day to day transactional issues.
- ✓ Croner document library – contains 250+ template letters, forms and workflows.
- ✓ Croner-i HR guidance tool provides up-to-date information you need to remove uncertainty and ensure the chances of getting things wrong are minimised.
- ✓ Training material and presentations for staff which aids in ensuring business compliance.

You need HR solutions that fit your business

We take confidentiality very seriously. HR Case Tracker assists with maintaining your employee's privacy. We have created levels of permissions within the tracker, this means that you can rely on more than just the HR team to raise and maintain cases.

These levels are:

	HR Super User	Issue Manager	Administrator	Information Only	Issue Reporter
Can log issues and view all issues input by other HR Users and Issue Managers.	✓	✗	✗	✗	✗
Can log issues and view issues input by themselves and any subordinates. An Issue Manager might be a Regional or Department Manager.	✓	✓	✗	✗	✗
Has access to configuration settings, can create and amend user's accounts and determine red flag issues. Does not see issues.	✓	✓	✓	✗	✗
Has access to Croner i, Documents and Training. Does not see issues.	✓	✓	✗	✓	✗
Phone Only Users that can seek advice. Will be asked who their Issue Manager is in order for their query to be visible when the Issue Manager logs into the software.	✓	✗	✗	✗	✓

User permissions can be tailored to your business.

Let's Talk

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