Specification for Acquiring a New Human Resources Information System (HRIS) And New Payroll System

Company Name: Together Housing Group (THG)

# 1. Introduction

The purpose of this document is a brief to outline the requirements and specifications for acquiring a new Human Resources Information System (HRIS) and payroll system for THG. The HRIS will serve as an integrated system to manage our human resources, payroll, and benefits administration processes efficiently.

We will also being out simultaneously for a new Payroll system and the purpose of this document is to outline the requirements and specifications for acquiring a new Payroll system for the Together Housing Group. The Payroll system will serve as an integrated solution to manage payroll processing, tax management, and benefits administration efficiently.

# 2. Objectives

**The primary objectives of acquiring a new HRIS will be :**

* Streamline HR Processes: Automate and optimise HR tasks such as onboarding, performance management, and employee records management.
* Enhance Data Management: Provide a centralised database for all HR-related data, ensuring accuracy, security, and accessibility.
* Improve Reporting and Analytics: Offer robust reporting and analytics tools to support data-driven decision-making.
* Ensure Compliance: Maintain compliance with UK employment legislation, including HMRC and GDPR .
* Enhance Employee Experience: Provide employees with self-service capabilities for managing their personal information, benefits, and other HR-related tasks.

**The primary objectives of acquiring a new Payroll system will be :**

* + 1. Streamline Payroll Processes: Automate and optimize payroll tasks such as salary calculations, tax deductions, and payroll distribution.
		2. Enhance Data Management: Provide a centralized database for all payroll-related data, ensuring accuracy, security, and accessibility.
		3. Improve Reporting and Analytics: Offer robust reporting and analytics tools to support data-driven decision-making.
		4. Ensure Compliance: Maintain compliance with local employment legislation, including tax regulations and data protection laws.
		5. Enhance Employee Experience: Provide employees with self-service capabilities for managing their payroll information, benefits, and other related tasks.

# 3. Key Features and Functionalities

The new HRIS should include but will not be limited to the following features and functionalities:

## Core HR Management

* Employee data management
* Organisational structure and hierarchy management
* Document management
* Employee self-service portal

##  Onboarding

* Onboarding workflows and checklists

##  Payroll and Benefits Administration

* Payroll processing and tax management
* Time and attendance tracking
* Overtime management
* Benefits enrollment and management
* Compliance with HMRC regulations

##  Reporting and Analytics

* Customisable reports and dashboards
* Data analytics and insights
* Compliance reporting
* Data export capabilities

## 4. Payroll system

The new Payroll system should include but not be limited to the following features and functionalities:

* Core Payroll Management: Employee payroll data management, salary calculations, tax management, and payroll distribution.
* Time and Attendance: Time tracking, overtime management, and integration with attendance systems.
* Benefits Administration: Benefits enrollment and management, compliance with tax regulations.
* Reporting and Analytics: Customizable reports and dashboards, data analytics and insights, compliance reporting, and data export capabilities.

Non-functional Specification for both elements

* SOC 2 Type I or ISO 27001 accredited
* Cyber Essentials Plus
* Secure defined API framework (in/out)
* The solution must be a hosted service and all data must be stored within the EU (preferably UK)
* The system must be available 24 hours a day, 7 days a week and have an expected availability greater than 99.5% (i.e., unavailable less than 48 hours a year.)
* The provider must have robust, documented and frequently tested business continuity and disaster recover processes
* The solution must be able integrate with Microsoft Entra identity and access management SSO
* The solution must support Entra B-2-B SSO guest accounts
* The solution must be able to support Multifactor authentication with username/password
* All authentication mechanisms must be able to run concurrently
* The solution must control access to data based on defined roles. It must be possible for roles to be restricted in access
* The solution must be supported by a "help desk" facility which is available during business hours and has defined response targets

# 5. Budget

Provide an indictive budget for the acquisition, implementation, and ongoing maintenance of the HRIS and/or payroll system.This will not be binding but an general cost would be appreciated

|  |  |
| --- | --- |
| System | Budget  |
| HRIS |  |
| Payroll |  |

Information required in a few short questions

|  |  |
| --- | --- |
| Question | Response  |
| 1. Will you be able to deliver the systems required? |  |
| 2. Are you able to deliver the systems required together or as a separate package? |  |
| 3. If you only able to deliver separate systems please confirm that working with another provider will cause no issues? |  |
| 4. As a mandatory must you must be Cyber essentials plus , please confirm that you cam meet this requirement ? |  |
| 5. Please give 3 examples of where you delivered similar services in the last 3 years? |  |

# 6. Conclusion

We are currently testing the market to consider partnering with a new provider for our HRIS solution. Once we have received to information we may arrange a pre market engagement meeting

Please return the completed questionnaire to THG.Procurement@togetherhousing.co.uk with your company details and contact detail