

PJH Law Services Ltd



## Powerful Effective Secure HRM Software



AFFORDABLE RISK MANAGEMENT

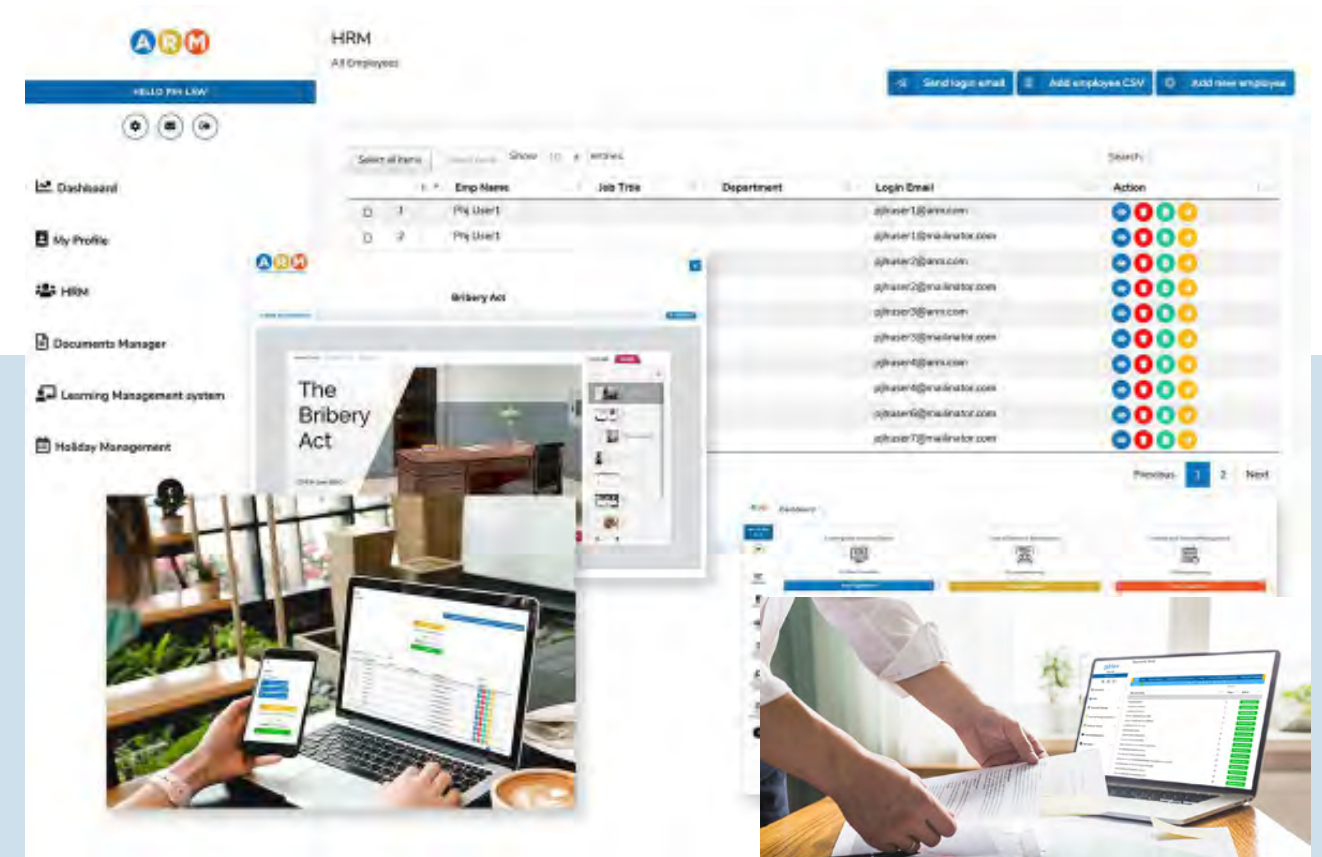


## Overview

ARM is a dynamic suite of HRM services, providing the perfect cost-efficient solution for SME's or start-up businesses. Working smarter, creating faster work-flows and HR processes by securely managing all personnel data centrally.

Our software solutions work synergistically together. They can be purchased collectively or as individual applications.

Ideal for companies of between 0- 2,500 employees.



## HR + LMS + HAM Complete Solution

### Save time and Legal Expense

Software that reduces the burden of HR administration and makes managing HRM processes easier: providing engaging e-learning solutions, centralised staff data, legal document creation, plus automated holiday and absence management.

- Easy Admin and Employee use
- Multi-site and location access control
- Automated email notifications for ease and tracking
- 200+ editable HR documents; contracts, letters, templates, guides
- Create bespoke legal HR contracts and documents in minutes
- Digital signatures; sign contracts and documents of any kind
- E-learning academy of compliant courses with certification
- New courses and updates added regularly
- Track, approve or decline holiday and absence automatically
- Multi-view calendars, by company, location or department
- Self-service applications and communication tools
- Informative reports and analysis
- Advanced security system and secure employee login profiles
- Centralised data with 24/7 access via desktop, mobile, tablet
- Fully supported service





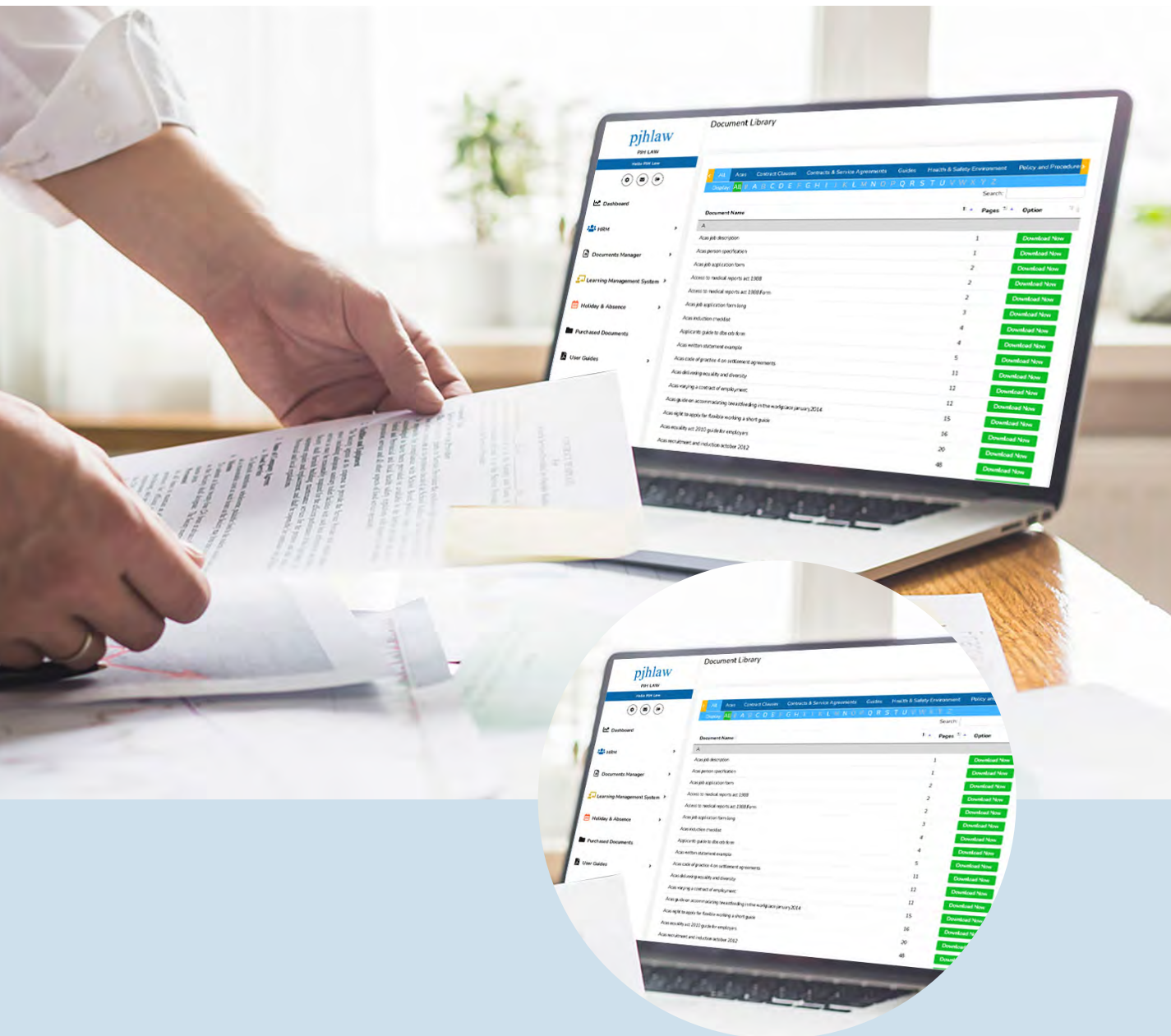
## HRM and Editable Legal Document Library

### A Powerful HR Management System

A library of 200+ editable legal documents and template HR contracts reduce effort and legal bills. Create, review and email offer letters and contracts of employment, have them digitally signed, returned and filed in minutes. It saves time, money and is HR & Legal made simple!

- Easy to use dashboard
- Make contracts and send within minutes
- Digitally sign legal documents on line
- Track and save documents automatically
- Automated software saves time, reduces admin
- Centralised secure database with multi-site access





## HRM and Editable Legal Document Library A Powerful HR Management System

Fully integrated expert HRM with cost-saving features that seamlessly manage staff information and data. Providing access to a comprehensive suite of legally compliant documents, enabling you to manage personnel matters in-house, confidently.

- Automatic e-mail reminders
- Upload and integrate your existing files
- Secure employee login and online profiles
- Controlled permissions to shared documents
- Easy setup gets you started the same day
- 24/7 unlimited access







## E-learning LMS

### Personalised, Engaging and Motivational

ARM LMS can help you improve your compliance and stay ahead of rapidly changing HR legislation. Our e-learning courses improve, engage, and motivate employees. Sharing information fast across your business, supporting performance and retention.

- Your own LMS without any headaches
- Increase staff knowledge and compliance
- Fast, easy, intuitive, and motivational learning
- Multiple location and access control
- Start training immediately
- Cost saving educational courses







## E-learning LMS

### Personalised, Engaging and Motivational

Access training anytime, anywhere via our e-learning academy. Available to all employees online with immediate access. Help mitigate the risk of HR legal claims and lower your employer's liability insurance.

- Quality educative training courses
- Set up and assign course in minutes
- Access to all courses and unlimited use
- Available via desktop, mobile or tablet
- Results tracked and reported
- Certification issued immediately online



## Holiday and Absence Management

### No More Paperwork or Spreadsheets

Developed for both employers and employees in mind. Monitor staff absences & holidays at a glance and get instant notifications when an employee requests holidays; and approve or decline holidays with one click.

- Approve, track holidays and absence fast
- View calendars, by company, location or department
- Set up authorisation hierarchies
- Define absence rationale
- Easy Admin and Employee use
- Informative reports and analysis





## Holiday and Absence Management

### No More Paperwork or Spreadsheets

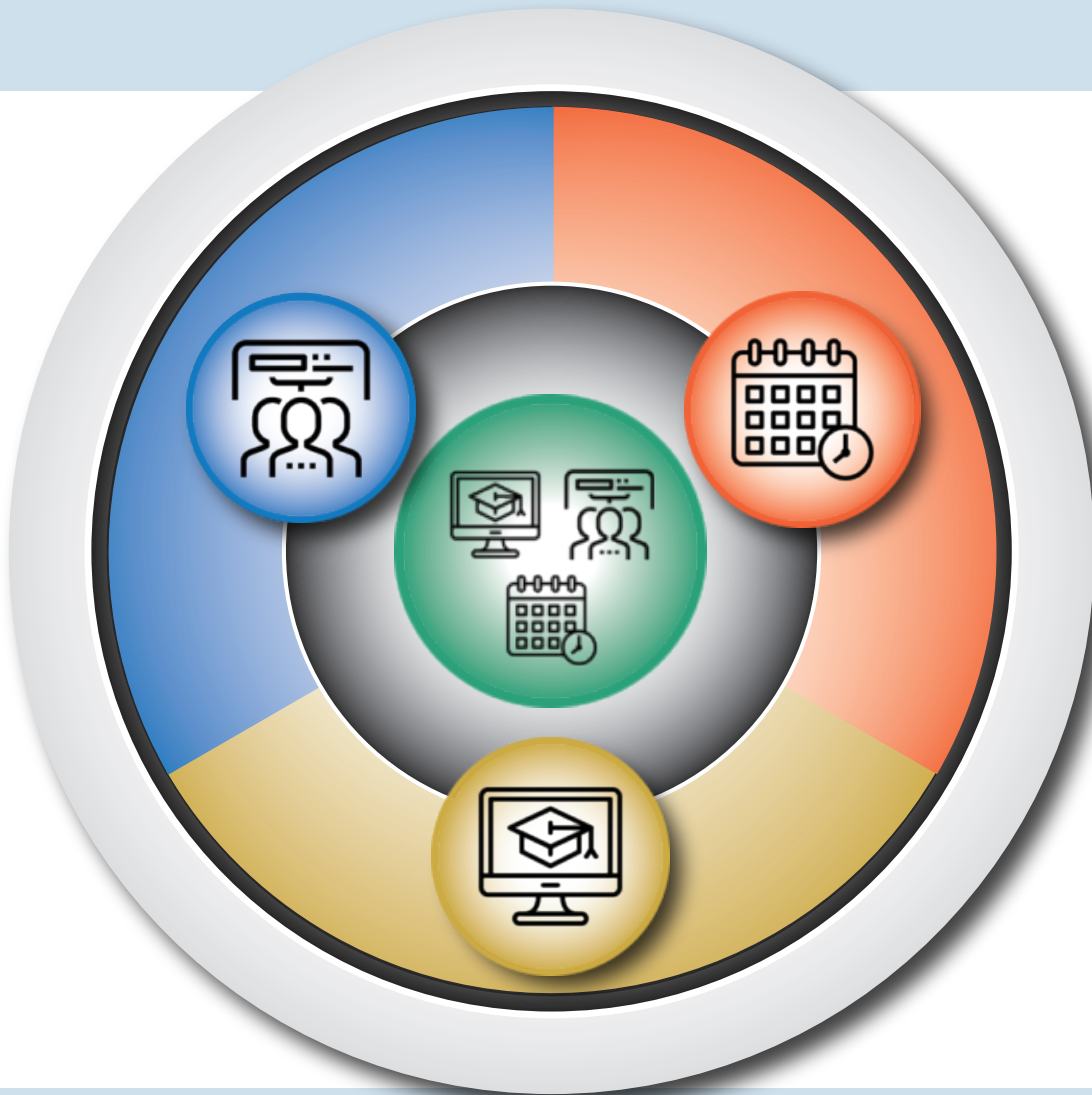
Employees can systemically submit holiday and absence requests. Management may approve or decline with one click, sending an automatic email notification. Monitor staff absences & holidays easily and manage everything centrally online.

- Eradicate holiday forms & signatures
- Automatic updates to holiday entitlement
- Allow managers or supervisors to approve
- All requests sync with calendars
- Manage holiday and absence requests in an instant
- 24/7 access; desktop, mobile, tablet





Innovative technology sits are the heart of ARM software. All our services complement each other and collectively provide enhanced benefits to your business.



Digital simplicity for  
HRM processes



Data and legal document  
solutions



Expert courses developing  
employee capability and  
confidence



Effective solutions offering  
strategic support

**To Learn more about ARM, please get in touch**



AFFORDABLE RISK MANAGEMENT

PJH Law 18a Maiden Lane,  
Stamford, Lincolnshire, PE9 2AZ

Stamford Office: 01780 757 589

Email: [info@affordableriskmanagement.com](mailto:info@affordableriskmanagement.com)  
[www.affordableriskmanagement.com](http://www.affordableriskmanagement.com)