



## Don't get "caught out" by the "FAIR WORK ACT"

Organise your records and protect your  
business now.

You could be risking huge fines by not  
complying with new legislation.

Keep up with the NEW "IR LAWS".

### Do it yourself record keeping tool

#### 5 Reasons why you should use GR8 HR Solutions Staff Systems Program in your business.

- 1. Minimise your Risk.** Businesses without the right documentation in place suffer. A simple database will ensure that you keep track of signed documents.
- 2. Meet your Obligations.** 75% of businesses struggle with paperwork and compliance. Staff Systems will keep your processes organised. You can edit and tailor ALL the documents to suit your business.
- 3. Save time and money.** Businesses that are organised save time and money in processing staff documents. Wizards take the headache out of collating forms. Outlook reminders will ensure you don't miss probation dates and performance review dates.
- 4. Increase your hiring success rate.** Staff are naturally attracted to Businesses who look like they've got their act together. Professional colour coded documents provide a positive image about you and your business. Easy to use Interview guides will help you ask the right questions to select the right people.
- 5. Keep up to date.** Reports will show you what information is missing. By using templates for staff planning will ensure you remember to update policies, keep staff trained and audit your documents on a regular basis. Ongoing support from our company will help minimise your risk as well as providing any other assistance and information you may require.

### How do you attract good staff? How do you keep them?

It is critical to get it right because HR / people issues are dragging down business performance and even impacting on businesses ability to grow. Some are not coping and have been forced to close the doors.

With the change in legislation, it is even more important that we do the right thing in our employment relationships.

***"HR Coach Staff Systems is so easy  
and handy! It's one of the smartest  
investments we made."***

Wayne & Chris  
The Day Tour Company  
15 staff

### So what is a Staff System?

It's a COMPLETE Staff Document Management  
System for small business.

#### Includes:

- ✓ Automated forms and templates,
- ✓ Wizards to guide you when recruiting, starting and exiting staff
- ✓ Database to track signed documents,
- ✓ Reminders for key dates
- ✓ Tracking of licenses and training
- ✓ Reports

# GR8 HR Solutions

## Staff Systems Software

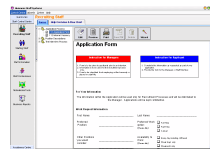


**Staff Systems helps businesses become more efficient; by providing simpler, smarter systems to help manage your staff**

**Do you ever ask yourself the following questions ?**

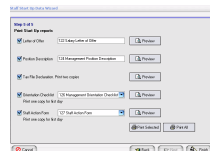
**I don't know how to recruit the right people?**

Using the recruiting wizard, it will select an interview guide with ready made questions, a position description format and application form in less than a minute! Just by using the documents will help build your skills as an effective interviewer.



**What do I need to do to get new staff started?**

The starting staff wizard will automatically fill in your employment contract, will print out all your documents you need including the ATO Tax Declaration (no more running to the Post Office!) and your Orientation process for the first day. Not only that it updates your database for you and sends reminders to outlook for you. 5 Simple Steps and it is done.



**How do I deal with problem staff?**

The staff system has all the documents you need including performance reviews, warning documents, and a simple HR guide to provide tips on how you could manage the process.



**And there's a lot more features! It is not just documents, not just a database, it is an integrated tool that really helps you.**

### About GR8 HR Solutions

*We are members of the HR Coach Network. To become a Member, we completed intensive training in practical HR coaching. Armed with patented consulting methods and systems that have been designed specifically for Australian Businesses, like the Staff System, we are at the leading edge of people management strategies that are relevant to business.*

*Our expertise is complimented with a national framework of experts so we can provide you with the best holistic service to you.*

*So if you need assistance in developing your staff and your business, call us for an obligation free meeting.*

**DANGER DANGER DANGER**

The "FAIR WORK Act" arrived on 1<sup>st</sup> July 2009

It's NOW more important than EVER for Business Owners to  
to  
**GET THEIR EMPLOYEE DOCUMENTATION & RECORD KEEPING RIGHT**

**YOU CAN DOWNLOAD YOUR STAFF SYSTEM SOFTWARE AND USE IT TODAY.**

**ARRANGE A FREE DEMONSTRATION CONTACT:**

[enquiries@gr8hrsolutions.com.au](mailto:enquiries@gr8hrsolutions.com.au)

### Order Form

**HR Coach Staff System Software program including complimentary 2 hours training And installation.**

**One off investment :\$1650.00 (incl gst)**

Business Name: \_\_\_\_\_

ABN: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Ph: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Number of Staff: \_\_\_\_\_

#### Payment Details:

\_\_\_ Credit Card (circle):    Visa            Mastercard

Card Number: \_\_\_\_\_

Name: \_\_\_\_\_

Expiry Date: \_\_\_\_/\_\_\_\_

\_\_\_ Direct Deposit    BSB- 012:246    Account: 4818-58269

Bank: ANZ

Name: GR8 HR Solutions Pty Ltd

(Please fax deposit confirmation sheet or allow 24hrs for direct deposit payments to clear)

**Please Return Fax: 02 8078 0286**

Tel: 1300 882 906

Email: [enquiries@gr8hrsolutions.com.au](mailto:enquiries@gr8hrsolutions.com.au)

Web: [www.gr8hrsolutions.com.au](http://www.gr8hrsolutions.com.au)

Address: P.O Box 234 Belmont NSW 2280.

Consultant:.....

Tel:.....

**GR8 HR Solutions - Staff Systems**

