

Beyond Systems Limited

Service Definition Document

Cloud Midland HR and Payroll Delphi/iTrent Archive Application

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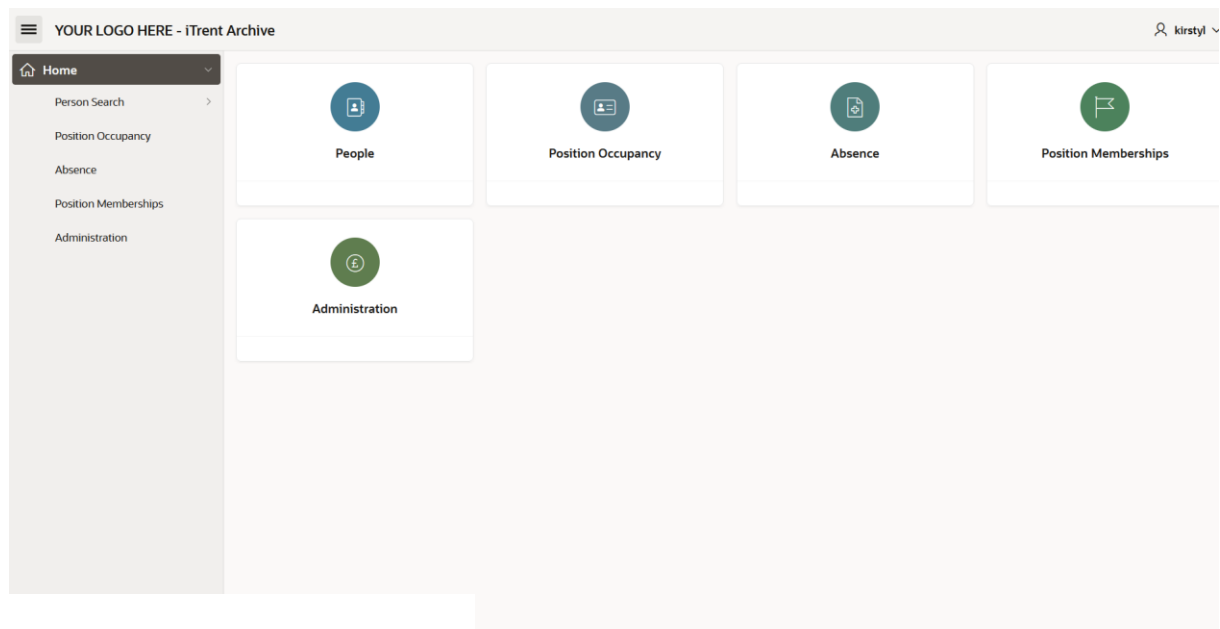
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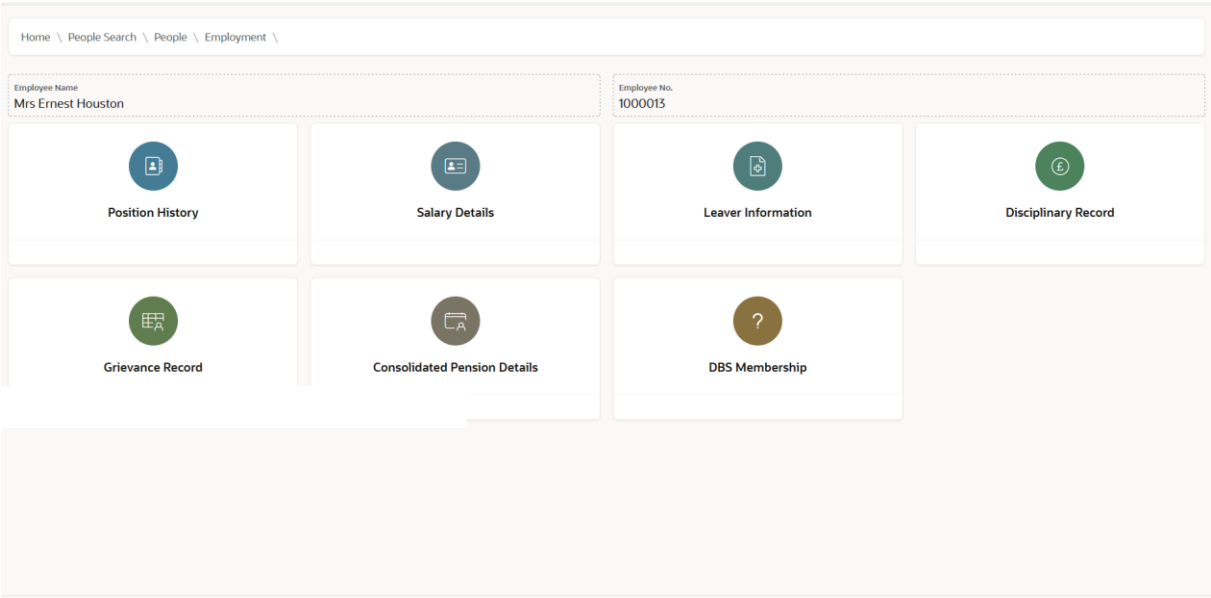
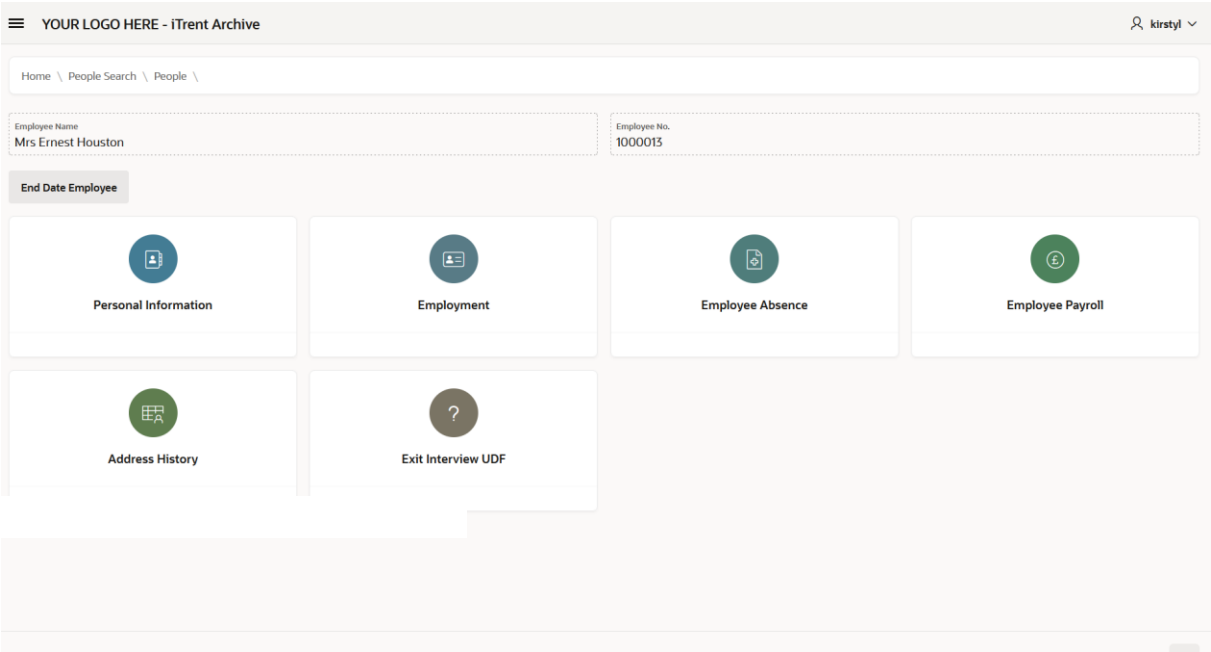
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Overview

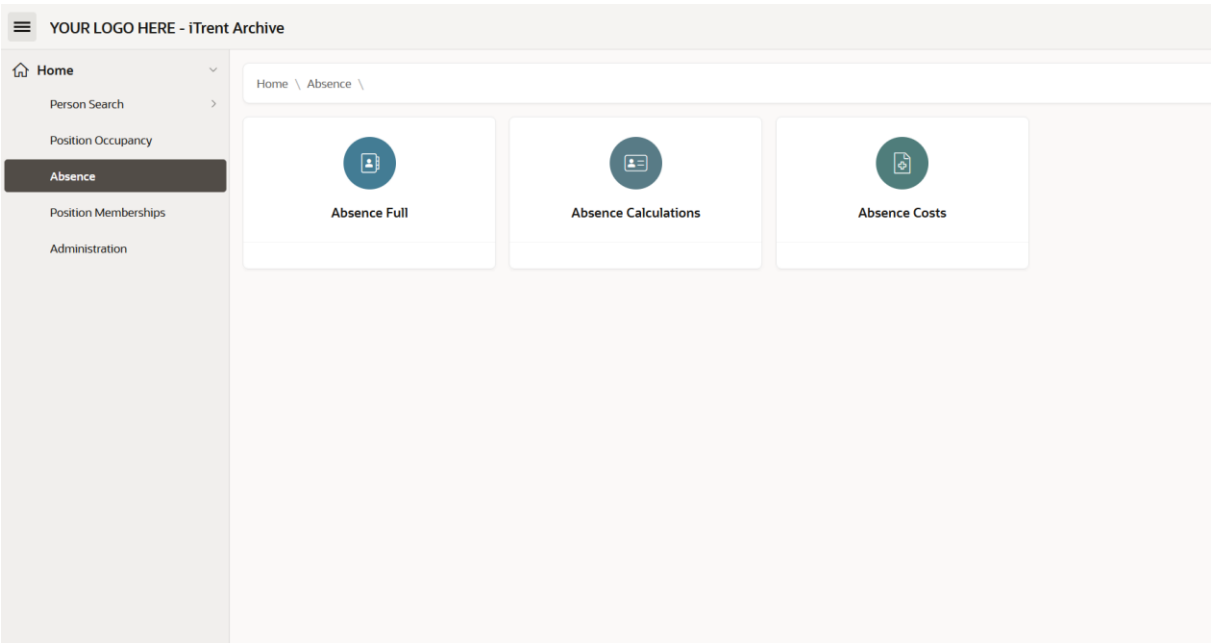
The Beyond “Cloud Midland HR & Payroll Delphi/iTrent Archive Application” is a product designed for any organisation that is moving from MHR iTrent on to another HR/Payroll platform but still has a requirement to retain and query their old data for several years.

This application will enable organisations to remove hardware, support, maintenance, and license costs from their annual expenditure whilst giving access to important HR and Payroll information through fast secure user-friendly screens.





Version: 1.0 Classification: Confidential



Providing simple but effective reports and data required for querying in a clear report

YOUR LOGO HERE - iTrent Archive							kirstyl
Home \ People Search \ People \ Employee Absence \							
Employee Name Mrs Ernest Houston				Employee No. 1000013			
Q		Go	Actions				
Position Name	Absence Type	Absence Reason	Absence Period	Absence Start Date	Absence End Date	Days Lost	
Waking Night Officer I	Sickness	Stress, depression, mental health & fatigue syndrome	More than one day	07-DEC-2020	12-DEC-2020	2	
Waking Night Officer I	Sickness	Back & neck problems	More than one day	01-JUN-2018	03-JUN-2018	3	
Waking Night Officer I	Career Break/Unpaid Leave		More than one day	28-JUL-2017	20-AUG-2017	24	
Waking Night Officer I	Sickness	Stomach, liver, kidney & digestion	More than one day	14-JUL-2017	15-JUL-2017	2	
Waking Night Officer I	Sickness	Infections	More than one day	28-APR-2017	07-MAY-2017	6	
Waking Night Officer I	Special unpaid		Full day	30-JUL-2016	14-AUG-2016	0	
Waking Night Officer I	Sickness	Reason refused/not provided during initial call	More than one day	15-MAY-2016	15-MAY-2016	3	
Waking Night Officer I	Maternity		More than one day	02-JAN-2013	12-JAN-2014	376	
Waking Night Officer I	Sickness	Pregnancy related	More than one day	30-NOV-2012	01-JAN-2013	23	
Waking Night Officer I	Sickness	Back & neck problems	More than one day	19-NOV-2012	27-NOV-2012	7	
Waking Night Officer I	Sickness	Stomach, liver, kidney & digestion	More than one day	20-APR-2012	14-MAY-2012	17	
Waking Night Officer I	Sickness	Other musculo-skeletal problems	More than one day	25-FEB-2012	04-MAR-2012	5	
Waking Night Officer I	Maternity		More than one day	01-JAN-2012	08-JAN-2012	8	
Night Support Worker I	Maternity		More than one day	01-MAR-2011	31-DEC-2011	306	
			More than one day	07-JAN-2011	07-JAN-2011	5	

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The application has a data retention module to keep the organisation compliant with GDPR rules and can be integrated with most Single Sign On (SSO) providers.

Administration \ Retention \

Report Last Refreshed: 16-JUN-2022 08:06

No Records to Delete Now: 12/11

No Records to Delete Later: 5/2070

Show All Records: ☐ Delete Name: Delete Later: No Data to Delete:

Forename	Surname	Personal Ref	Leave Date	Years Since Leaving	Personal Details	Disciplinary	Concurrence	DBS Memberships	Absence	Address History	Pay Elements	Position History	Person Salary	EPS Detail	Previous Membership	Payroll Item	Leave Detail	Cumulative Adjustments	Exit Interview
			01-JUN-2004	18.05															
			14-JUN-2004	18.02															
			28-JUN-2004	17.98															
			30-JUL-2004	17.89															
			31-JUL-2004	17.89															
			25-OCT-2004	17.66															
			28-OCT-2004	17.64															
			31-OCT-2004	17.64															
			15-NOV-2004	17.6															
			05-DEC-2004	17.54															
			31-DEC-2004	17.47															
			02-JAN-2005	17.46															

Whilst the application has a library of reports to query the most common data element across HR and Payroll, additional reports can be provided upon request for additional cost.

YOUR LOGO HERE - iTrent Archive

Home \ People Search \ People \ Employment \ Salary Details \

Employee Name: Mrs Ernest Houston

Employee No: 1000015

Effective Date:

Effective From	Effective To	FT Salary	FTE Value (\$/p)	Pro-Rated Salary	FTE Hours	Contractual Hours	Weeks Worked	Grade	Payment Table	Scalepoint	Position Name	Change Reason
01-APR-2021		25481	.21622	5509.41	37	8	52.1430000000000001	G Grade 6, pts 15-25 (24-29), Corporate	G	019	Residential Childcare Worker I	Payscale increment
01-APR-2021		24491	.54054	13238.38	37	20	52.1430000000000001	G Grade 5, pts 9-17 (20-25), Corporate	G	017	Waking Night Officer I	T&C
02-SEP-2020	31-MAR-2021	24734	.21622	5547.89	37	8	52.1430000000000001	G Grade 6, pts 15-25 (24-29), Corporate	G	018	Residential Childcare Worker I	Payscale increment
01-APR-2020	31-MAR-2021	24249	.54054	13107.57	37	20	52.1430000000000001	G Grade 5, pts 9-17 (20-25), Corporate	G	017	Waking Night Officer I	T&C
01-APR-2020	01-SEP-2020	24249	.21622	5243.03	37	8	52.1430000000000001	G Grade 6, pts 15-25 (24-29), Corporate	G	017	Residential Childcare Worker I	
02-MAR-2020	31-MAR-2020	23600	.21622	5102.7	37	8	52.1430000000000001	G Grade 6, pts 15-25 (24-29), Corporate	G	017	Residential Childcare Worker I	
05-JUN-2019	31-MAR-2020	23600	.54054	12756.76	37	20	52.1430000000000001	G Grade 5, pts 9-17 (20-25), Corporate	G	017	Waking Night Officer I	T&C
01-APR-2019	02-JUN-2019	23600	.81081	19135.14	37	30	52.1430000000000001	G Grade 5, pts 9-17 (20-25), Corporate	G	017	Waking Night Officer I	T&C

Cloud Database Management

For cloud implementations, the application will be hosted on the Oracle Cloud Infrastructure and Beyond will provide cloud database management.

On-boarding and Off-boarding

At the start of the engagement there is a one off on-boarding/implementation process and charge. These are detailed in the pricing document. A feasibility study will be conducted prior to the engagement to ensure the customer setup is compatible with our software and an accurate on-boarding charge will be estimated for non-standard implementations.

The on-boarding service includes:

- Standing up an Oracle cloud database and associated Oracle Cloud Infrastructure components
- Migrating the iTrent on premises data into the Oracle cloud database
- Setup and configuration of the application tool for building user-friendly reports
- Customer branding is available on request.

Pricing

See the pricing document.

Technical Support

For all applications Beyond will provide a basic level of software support during business hours (excluding public holidays and the period between Christmas Day and New Years' Day), Monday to Friday, 9.00am – 5.00pm.

The customer will be expected to provide 1st line support and a documented scenario will need to be produced and reported to Beyond for investigation. Should the customer spawn a fault investigation that is subsequently proven not be a software error, then Beyond reserve the right to charge for that time consumed to aid the customer investigation.

Hosting

If the customer wishes to procure a fully managed service for the hosting the application, then Beyond will procure the Oracle Cloud Infrastructure on behalf of the customer and this cost will be passed on to the customer monthly.

Service Constraints

As the applications are hosted on an Oracle cloud database, the service constraints are dictated by the Oracle service level agreement for this service.

Service Levels

Our standard cover for support is Monday to Friday 09.00-17.00 excluding public holidays, however for support coverage required out of these hours, we would be happy to discuss and tailor to the individual requirements and needs of the customer.

Financial Recompense Model

Where necessary, Service Levels and outcomes will be agreed with the customer prior to any engagement. Under such circumstances, we would be happy to discuss Financial Recompense Models.

Data Restoration/Service Migration

Data can be imported or exported on request.

Training

Administrator training is included as part of the on-boarding service.

Ordering and Invoicing Process

Ordering is processed according to the terms agreed at the time of acceptance. Typically, this will involve client acceptance by way of purchase order from a written proposal for the work stating deliverables, costs, and timescales.

Beyond's payment terms are 30 calendar days from the date of the invoice.

Termination Terms

These are included in our Terms and Conditions document.

Consumer Responsibilities

When preparing for a Specialist Cloud Services engagement, Beyond will make clear the contribution required from the client. This will be in the form of documentation provision, interviews and workshops participation and reviewing results with knowledge transfer where appropriate.

Technical Requirements

For technical requirements, the customer would be responsible for:

The web interface client requires a modern web browser.

Provision of appropriate levels of network access to the application environment/infrastructure when on site

Trial Service

Not available, however a complete demo can be provided.