

SAMpeople

Service Description

For G-Cloud 15

The UK's fastest growing education HR system

T: 01924 907319

W: [sampeople.co.uk](https://www.sampeople.co.uk)

Service Overview

SAMpeople is a cloud-based HR and recruitment system with an optional fully managed payroll and pensions bureau service, designed specifically for schools, colleges and Multi-Academy Trusts.

The service supports the full employee lifecycle, from safer recruitment and onboarding through to staff management, compliance, reporting and payroll. It is built around a single, secure employee record, reducing duplication, improving accuracy and providing clear audit trails across HR and payroll processes.

SAMpeople is part of Arbor Education within the Key Group, benefiting from long-term investment, sector expertise and a development roadmap shaped by real school operational needs. For Arbor MIS customers, secure MIS integration is provided at no additional cost.

Employee Information

SAMpeople provides a centralised employee record holding all core staff information, including personal details, contracts, roles, working patterns and compliance checks. The system supports staff working across multiple schools or roles, with each contract managed separately within a single employee profile.

Employee data is maintained once and reused across the system, supporting accurate reporting, compliance and payroll processing while reducing administrative effort.

Employees access their information through the MySAM self-service portal, available on any device and optimised for mobile use.

HR management

SAMpeople provides a comprehensive, education-specific HR system supporting the full employee lifecycle and statutory compliance across schools and Trusts. Core HR functionality includes:

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- Employee record management (including multi-role and multi-school employment)
- Staff absence and leave management
- Contracts and document management (build, issue and store)
- Compliance tracking and safeguarding oversight
- Single Central Record (SCR)
- HR case management
- Performance management and appraisal tracking
- Training and CPD recording
- Workforce census reporting
- Standard HR reporting and dashboards
- MySAM employee self-service portal

Standard HRIS Reports Available in SAMpeople

Dashboards and reports are available at school and Trust level, providing real-time visibility of workforce trends, compliance status and operational risks.

Employee & Workforce

- Employee lists and headcount overview
- Starters, leavers and turnover analysis
- Multi-role and multi-contract visibility

Absence & Attendance

- Absence and sickness summaries
- Absence by type, employee, manager or department
- Leave of absence, TOIL and return-to-work tracking

Performance & Development

- Appraisal activity tracking
- CPD and training completion reporting

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Case Management

- HR case tracking and status summaries

Compliance & Safeguarding

- Single Central Record (SCR) reporting
- Identification of missing or expired checks

Workforce Census

- Workforce census validation and summary reports

Dashboards

- Headcount and workforce overview
- Absence, sickness and turnover dashboards
- Performance and CPD dashboards

Export Options

- Excel and CSV exports
- Selected dashboard views available as PDF

Recruitment Management (SAMpeople Recruit)

SAMpeople Recruit is a stand-alone recruitment system, which can include single-sign on with SAMpeople and is available under an additional licence. Designed specifically for education, SAMpeople Recruit supports the full safer recruitment lifecycle, including vacancy creation, application management, anonymised application views, shortlisting, interview tracking and pre-employment checks in line with Keeping Children Safe in Education (KCSIE). Once a candidate is appointed, their core details and pre-employment documentation can be securely pushed into SAMpeople HRIS, creating an employee record without re-keying data. This ensures a smooth transition from recruitment into HR and payroll processes while maintaining clear data governance and audit trails.

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"SAMpeople and SAMpeople recruit have significantly reduced HR paperwork and improved visibility to manage HR so much better... SAMpeople Recruit has also made a significant difference to our recruitment process for ourselves, candidates and reference providers. Many fantastic processes to make it much quicker, more thorough and with better oversight. The ongoing support has been invaluable too from their team."

– Hazel Goodwin, School Business Manager, Ruskin Community High School

"SAMpeople Recruit has been instrumental in delivering part of our people strategy to systemise the recruitment process. We have recruited 42 staff from 152 applications in one year efficiently, effectively and paper-free."

– Sally Boaden, Chief Operating Officer at Raleigh Education Trust

"If I could do a happy dance, I would. SAMpeople Recruit has changed the way we do recruitment for the better. It gives you reassurance. It is the start of our digital journey – I'm so impressed."

– Donna Harrison, HR Manager at Penk Valley Academy Trust

Managed Payroll and Pension Bureau Service

SAMpeople also offers a fully managed payroll and pensions bureau service, delivered by an experienced education payroll team. Payroll processing is driven by verified employee and contract data held within SAMpeople HRIS and transferred via the Payroll Export Report, ensuring one-time data entry and a clear audit trail. The service includes monthly payroll processing, statutory deductions, HMRC submissions, Teachers' Pensions and LGPS administration, payroll journals and monthly report pack.

SAMpeople payroll reduces administrative workload for school staff, improves accuracy through streamlined processes, and provides employees with secure self-service access to payslips and P60s via the MySAM portal.

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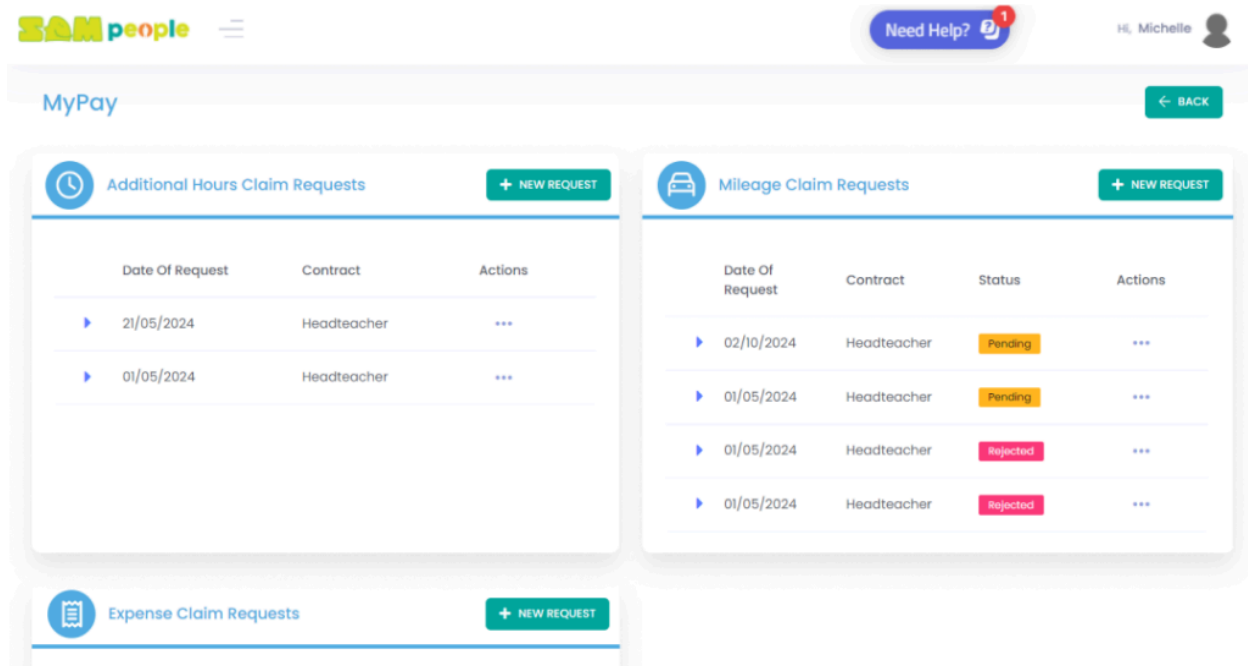
Integration with Arbor

There is 'write-back' integration between Arbor and SAMpeople, allowing HR data such as employee details, contracts, salaries, and absences to flow from SAMpeople to Arbor. Once enabled in SAMpeople, all existing employees are linked to the corresponding staff record in Arbor. This creates the Arbor ID in the background which is used as the unique identifier on subsequent edits to this data in SAMpeople.

SAMpeople is the recommended source of truth and syncs with Arbor so that:

- Updated staff details in SAMpeople are automatically pulled through to Arbor.
- Absences entered into SAMpeople are immediately available in Arbor for cover purposes.

Write-back integration is also available to Bromcom and SIMS at an additional cost (please see pricing document for details).



The screenshot shows the SAMpeople MyPay interface. At the top, there's a header with the SAMpeople logo, a 'Need Help?' button with a notification badge, and a user profile for 'Hi, Michelle'. Below the header, the 'MyPay' section is visible with a 'BACK' button. There are three main claim request sections: 'Additional Hours Claim Requests', 'Mileage Claim Requests', and 'Expense Claim Requests'. Each section has a '+ NEW REQUEST' button and a table of existing requests.

Date Of Request	Contract	Actions
21/05/2024	Headteacher	...
01/05/2024	Headteacher	...

Date Of Request	Contract	Status	Actions
02/10/2024	Headteacher	Pending	...
01/05/2024	Headteacher	Pending	...
01/05/2024	Headteacher	Rejected	...
01/05/2024	Headteacher	Rejected	...

Date Of Request	Contract	Status	Actions
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