

# HR Time Inventory



Find out where time is invested and determine the proportion of time spent on administrative, strategic or professional tasks.

Understand the staff related costs of different HR services and assess the potential financial benefits of alternative approaches.

Get data-based insight into what activities are actually taking up the most time and where the bottlenecks are.

## Comprehensive Data and Analysis

The Inventory reports on “Areas” of activity such as Recruitment or Talent Development and also at a “Task” level within each area. Each Task comes with a pre-set “Type” such as “Professional” or “Administrative”. And because the data is built on individual employee entries it can be interrogated by organisation department, group or single employee.

## Personalise the Inventory

The standard Inventory has in the region of 100 Tasks distributed by Areas which comes with a pre-set Type. However clients can personalise the Inventory to ensure that it reflects unique activity or specific needs.

## Data Collection is Fast & Easy

The Time Inventory collects data through an online questionnaire that takes between 1/2 an hour and 1 hour to complete.

**Question 2**

Estimate the amount of time you spend on Payroll service task

<b>1 Payroll Administration</b>	<input checked="" type="radio"/> 2 hrs per week	<input type="radio"/> 1/2 day per week	<input type="radio"/> 1 day per week
<b>2 Time &amp; Attendance recording</b>	<input type="radio"/> 2 hrs per week	<input type="radio"/> 1/2 day per week	<input checked="" type="radio"/> 1 day per week
<b>3 Expense and Travel Allowances</b>	<input type="radio"/> 2 hrs per week	<input checked="" type="radio"/> 1/2 day per week	<input type="radio"/> 1 day per week
<b>4 Payroll Supervision</b>	<input type="radio"/> 2 hrs per week	<input checked="" type="radio"/> 1/2 day per week	<input type="radio"/> 1 day per week
<b>5 Management &amp; Decision Support</b>	<input type="radio"/> 2 hrs per week	<input type="radio"/> 1/2 day per week	<input type="radio"/> 1 day per week

The Inventory is self-reported. It does not try to independently establish pinpoint accuracy. It is fast, detailed and extremely easy to use.

We know how challenging and inspirational HR can be and we offer tools to match the job.

HR tools for  
HR People.