



Croner Simplify is the helping hand you need to make managing people easier

**Croner  
Simplify**



# Croner Simplify

It can be complex, costly and time-consuming to manage employees. **Croner Simplify** is the helping hand you need for HR and health and safety, to save time, reduce costs and protect your business.

It is a proactive service; a dedicated expert team acts when you need us to but also guides you when you need to act, coupled with practical online tools that streamline day-to-day management tasks. So you can be confident you can deal with whatever situation arises without losing focus on your core business.



## YOUR VIRTUAL TEAM

With Croner Simplify you'll have access to a local consultant and a named team of advisors to help with employment, health and safety and commercial legal issues. There's always someone to advise you 24/7.

Our consultants are either legally qualified or are experienced HR or health and safety practitioners with at least five years' business experience. Your Croner team will get to know your business so you can be sure you will receive accurate, practical and helpful advice.

## THERE WHEN IT MATTERS MOST

If a crisis happens – industrial action, mass redundancy or a safety incident for example – you want to turn to someone you can trust. One of our experts will be right by your side to help minimise the impact on your business and your reputation.

## MAKING MANAGING PEOPLE EASIER

Croner Simplify's online employee management system offers step-by-step guidance on processes such as new starters, disciplinary, grievance, maternity and redundancy. It ensures you follow statutory procedures with the right documentation and alerts you to key actions and deadlines.

But we know that each situation can be different, especially when legislation is constantly changing. Starting a process alerts your consultant; they will contact you to talk it through and support you as much as you need every step of the way.

## EASY ADMINISTRATION AND REPORTING

Employee details and related documents are stored securely in Croner Simplify Online. There are easy-to-use online tools to record and track holidays, sickness absence, time and attendance and workplace accidents.

With different levels of access available, you can empower staff and managers to update their personal details and manage holiday requests themselves, saving you time and reducing errors.

Comprehensive real-time reports help you stay in control. Your Croner consultant will look out for any trends and alert and advise you as needed.

## KEEPING YOU COMPLIANT

Few managers have time to keep up with employment and safety legislation, but with Croner Simplify it's not a problem.

We can create or audit your contracts and employee handbooks, tailor them to your company and industry and keep them up-to-date.

If new legislation affects you, your Croner consultant will let you know and help you prepare. You can also keep up to date whenever it's convenient for you via our online information and training podcasts on the law and best practice.

## PROTECTING YOUR BUSINESS

Croner Simplify will reduce the risk of employee issues escalating; your Croner consultant will help you identify and deal with issues early, while the online tools provide an audit trail to demonstrate evidence in the event of a dispute.

But it is always possible that you may have to deal with an employment tribunal claim. Our Legal Expenses Insurance provides reassurance that you are covered for the legal costs and awards of an employment tribunal case. Croner is one of the largest providers of employment tribunal representation in the UK and wins over 85% of the cases that go to a tribunal.

## EVOLVING WITH YOU

We know your needs will evolve as your business priorities change. That's why Croner Simplify is designed to be flexible. So if you need help with, for example, organisational change, achieving quality standards, on-site training or recruitment support, we can provide additional consultancy to suit your needs.

## ABOUT CRONER

Croner is the UK's leading provider of workplace information, software and services, part of Wolters Kluwer. From owner-managed businesses to large corporations we work closely with our customers to define the right mix of services to help them meet their business objectives.



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March 2011

CRO-11-001