

Moving to a new HR system

Discover how to buy, migrate and onboard effectively in our step-by-step guide



Moving to SAMpeople

Getting to know your trust

Once you've expressed an interest in SAMpeople, our team will be in touch to begin the discovery process:

Step 1



Understand your challenges

You will receive a quick call from our team to run over your key details and questions to tailor the demo to you, and your trust.

Step 2



Setting the directions

We'll book you in for a strategy meeting with our team to go over your trust's strategic goals and how SAMpeople will help you to achieve these. It's important to make sure members of your senior leadership are on this meeting (allow 20 minutes for this meeting).

Step 3



Getting to know your goals

Once we've caught up to understand your trust and goals in more detail, we'll book you in for a demo of the system.

Step 4



See SAMpeople in action

After the demonstration, you will receive a tailored business case and proposal to take back to your trust leadership team. From here, our team will be on hand to answer questions and finalise your proposal for SAMpeople.

"Our onboarding was well supported and smooth. There was always somebody at the end of the phone and that's continued right through. We feel really supported by the team and the guidance helped us avoid the pitfalls that I'm sure could happen with rolling a system out like SAMpeople.

There were regular reviews as to how we were getting on and pointing us in the right direction. Even last summer I was having a review a couple of years into the contract as to what we're making the most of and where we might add value."

Mathew Atkinson, Chief Executive Officer, Priestley Academy Trust

"The most impactful module has to be the reporting module; being able to get insights into what's going on in the organisation has been genuinely transformational. It is really incredible and something we couldn't do prior to having an HR system. SAMpeople has saved us huge amounts of time as an organisation. That's time that we can spend on more value-adding activity that ultimately contributes to improving teaching and learning in the classroom, which is, fundamentally, why we're here."

Sarah Casemore, HR Director, The Arbib Education Trust

Making the move, how does it work?

Our teams have extensive experience onboarding trusts of all sizes with a tried and tested process to make sure nothing is missed, and you are supported throughout. Here's a quick overview of how it works:

Phase 1



Trust programme management

You will be assigned a dedicated member of our Programme Management team to guide you throughout your implementation journey. Together, you'll build a thorough project plan and they will help make sure you get the most out of your onboarding programme.

Things to think about:

Implementing an HR system is a great opportunity to review and tidy your HR data.

Phase 2



Onboarding - data migration and system build

Our Customer Onboarding Partners will transfer your HR data in the system, with regular meetings to keep you up-to-date and request any further information we need to build your system bespoke to your trust.

Then, we'll roll out the core modules including employee profiles, the absence module and MySAM employee portal, so you can get started on core processes right away.

Phase 3



Customer education and training

Customer Education Specialists will begin training on how to use SAMpeople. We know it can be difficult to get everybody together for a training session so our teams offer virtual, recorded and in-person training based on your needs.

Our training teams can do the hard work for you - making sure everyone is using the system correctly and answering any questions they might have.

Phase 4



Customer success

After the initial launch of your core modules, you will be supported by our Customer Success team to begin to roll out additional modules within SAMpeople like your Single Central Record, Performance Management, Training and CPD.

This phased onboarding means you can roll these out on a timeline to suit your capacity.

Moving to SAMpeople

We're here to guide you

Meet the team guiding your trust through the process

Your Programme Manager – with you from the start

Your Programme Manager is your dedicated point of contact whilst your MAT central team and schools are onboarding, working with you to make sure your system rollout goes smoothly across your trust.



Emily Wood



Mike Halliday



Frances Halmshaw

"We took a phased approach to implementation. Moving from paper to a system really highlights what's good in your data, and where you've got some cleaning up to do, but it helped us to improve the quality of our data. We also used the opportunity to look at our processes and standardise our templates across each academy.

We were keen to get MySAM, the self-service employee portal, up and running. This was going to be a change in working and we thought it might be the hardest part, but we had really positive feedback; Staff loved being able to see their information and were quite shocked when they saw some of their own absence information. It's quite powerful to have that absence information at your fingertips; it really highlights areas you might not have noticed before and helps spark meaningful conversations and actions.

It was nice to get your core system built and then add additional modules around other school priorities at your own pace."

Sarah Casemore, HR Director, The Arbib Education Trust

Ongoing support – Account Management

Trusts using SAMpeople will be assigned a dedicated Account Manager to support them throughout their journey. Your Account Manager will meet with you termly to make sure you are receiving all the support you need to achieve your HR goals. Use your Account Manager to ask about additional features, support and plan those longer-term goals.

Why SAMpeople is the UK's fastest-growing education HR system

SAMpeople has been designed and refined by our team of education HR specialists, with over two decades of hands-on experience supporting HR in schools and trusts. Since launching in 2021, SAMpeople now helps over 2,600 schools and trusts across the UK to support their staff, reduce manual workload, increase operational efficiency and oversight, and drive HR best-practice.

Trust level overview with MAT dashboard

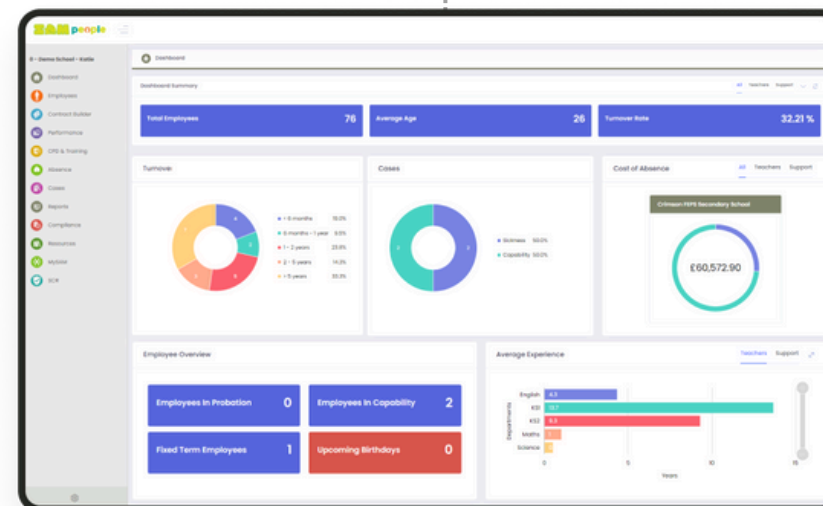
Central teams and senior leadership can access reports, statistics and HR data at a glance with a dynamic dashboard of key HR metrics. Pull reports from across schools, filtering to specific details where required to understand the complete picture of your staff.

Secure GDPR compliant storage

Making SAMpeople your source of truth for all employee information ensures compliance with data protection regulations, but also ensures payroll changes are accurately tracked and managed and reported on the payroll export report. A clear audit trail eliminates discrepancies and reduces the risk of payroll errors, supporting compliance and transparency. With a cloud-based HR system, you can move away from paper-based files and searching individual computers and improve data accuracy. Access information from anywhere, anytime, allowing for flexible working across school sites and other locations.

Create consistent processes and policies

With built-in workflows and automated reminders, you can quickly and easily implement consistent processes across the trust. Absence management and return to work meetings are handled consistently from school to school, making sure employees are treated fairly. Share policies trust wide and communicate changes to employees at the touch of a button.



"I would've loved to have absence tracking like SAMpeople when I was working in education. Managing the astronomical costs associated with staff absenteeism helps put that budget back into areas that matter, like learning resources for the children.

I love the work we are doing on the employee portal mobile accessibility, so employees can access their data, CPD and more at their fingertips. It is helping trusts to drive engagement and support their employees throughout their career"

Kathryn Birch, Founder, SAMpeople and FusionHR

Compliance and Single Central Record management

Our Single Central Record and compliance management features give you peace of mind that documents and records are up-to-date. You can focus your attention on what's needed with built-in flags, alerts and expiries. Give each school their own Single Central Record and access these at trust level for reviews and audits.

Help staff self-service with the MySAM employee portal

Our employee self-service portal gives employees a simple way to request leave, manage their personal details, view their CPD and performance objectives and submit additional hours and expenses. With mobile friendly access, encouraging engagement has never been easier.

Comprehensive case work and performance tracker

Simplify case and performance management so HR teams can securely log, monitor and update every case stage in one centralised system. Relevant documents, communications and evidence are stored in a single, easily accessible location. When preparing for meetings, hearings or performance reviews, quickly compile historical information and supporting evidence and prepare a summary report or produce a hearing bundle in minutes – streamlining the process, and enabling HR teams and line managers to be confident and prepared.

Avoid duplication with MIS sync

Reduce duplication of admin tasks by integrating your HR software and MIS. Data flows between the system to make sure you are always up-to-date.

Learn more about SAMpeople

Simplify and connect the whole employee journey

From hiring to payroll to case management – our suite of integrated products and services help you streamline, support and join up every aspect of people management in education.



We help over 2,600 schools and trusts to:

Finally understand the complete picture of their staff

Our products join up all your staff data, so you can track every interaction. Turn scattered touchpoints into clear insights about absences, recruitment, retention and wellbeing, and know exactly where to focus your attention.

Scale HR without increasing headcount

With a strong HR infrastructure, it's easy to roll out consistent processes and policies and treat everyone the same way. And with our people services team at FusionHR, HR advice, consultancy and strategy is only a phone call away.

Dramatically reduce HR admin for everyone

With self-service tools for employees, and helpful reports, automations, alerts and templates for managers, HR quickly becomes less of a mountain.

"The impact has been amazing, we are seeing change and we are seeing each school engaging with the systems. It's helping build an inclusive culture."

Sally Boaden, Chief Finance & Operating Officer, Raleigh Education Trust

We're education people, people

We created SAMpeople because we've been there.

Founded by former school staff and our education HR specialists at FusionHR, we're bringing together decades of HR expertise with the latest in people management technology.

Read our story at sampeople.co.uk/about

Book a demo or find out more at

 **sampeople.co.uk**

 **01924 907319**