

**TOTEM**



# MULTIPLE AGENCIES + ONE CENTRALISED SYSTEM = TOTEM

Working with a number of agencies, each with different timesheets, processes and procedures takes time and resource to manage.

**TOTEM** takes this pain away by centralising your workforce management – one system, one process.

# NEUTRAL VENDOR + RETAINED AGENCY RELATIONSHIPS = TOTEM

Historic agency relationships continue, as do the rates they are paid for their services. End hirers, agencies, workers and payrolls all agree to the same overall contract with TOTEM and they maintain their own direct commercial relationships, without interference.

**TOTEM** promotes collaboration, ensuring the quality of your talent supply can only get better.

# REAL TIME COST MANAGEMENT + EASY ACCESS MANAGEMENT INFORMATION = TOTEM

All payment information is available at the touch of a button giving you a complete and live overview of your agency spend.

**TOTEM** provides, clear, concise, real time MI making management of your resource and budget far easier.

# COMPLIANCE + ONLINE ACCESS = TOTEM

Candidate Right to Work and H&S documents can be viewed at all times via mobile phone, laptop, tablet.

**TOTEM** provides complete transparency through all layers of the process from invoicing through to payments.

It allows agencies to maintain close ties with site staff and easily demonstrates to the client that candidates are relevant, suitably experienced and qualified.

# IR35: CONTROL + PROCESS MANAGEMENT = TOTEM

Using a centralised system is a win for you, your contractors and agencies as it connects the entire supply chain.

**TOTEM** will allow you to control the assessment of vacancies against SDC ensuring you and your supply chain are eliminating the risk of incorrectly engaging contractors. The system allows you to view the engagement status of any contractor on the platform ensuring an indemnity against IR35.

**REDUCED BACK OFFICE INPUT  
+ MORE TIME WORKING ON BUSINESS  
= TOTEM**

Greatly improved efficiency allows for more time to focus on value added, business strategy.

**TOTEM** prevents duplication of admin tasks and has the potential to streamline your back office function and resource.

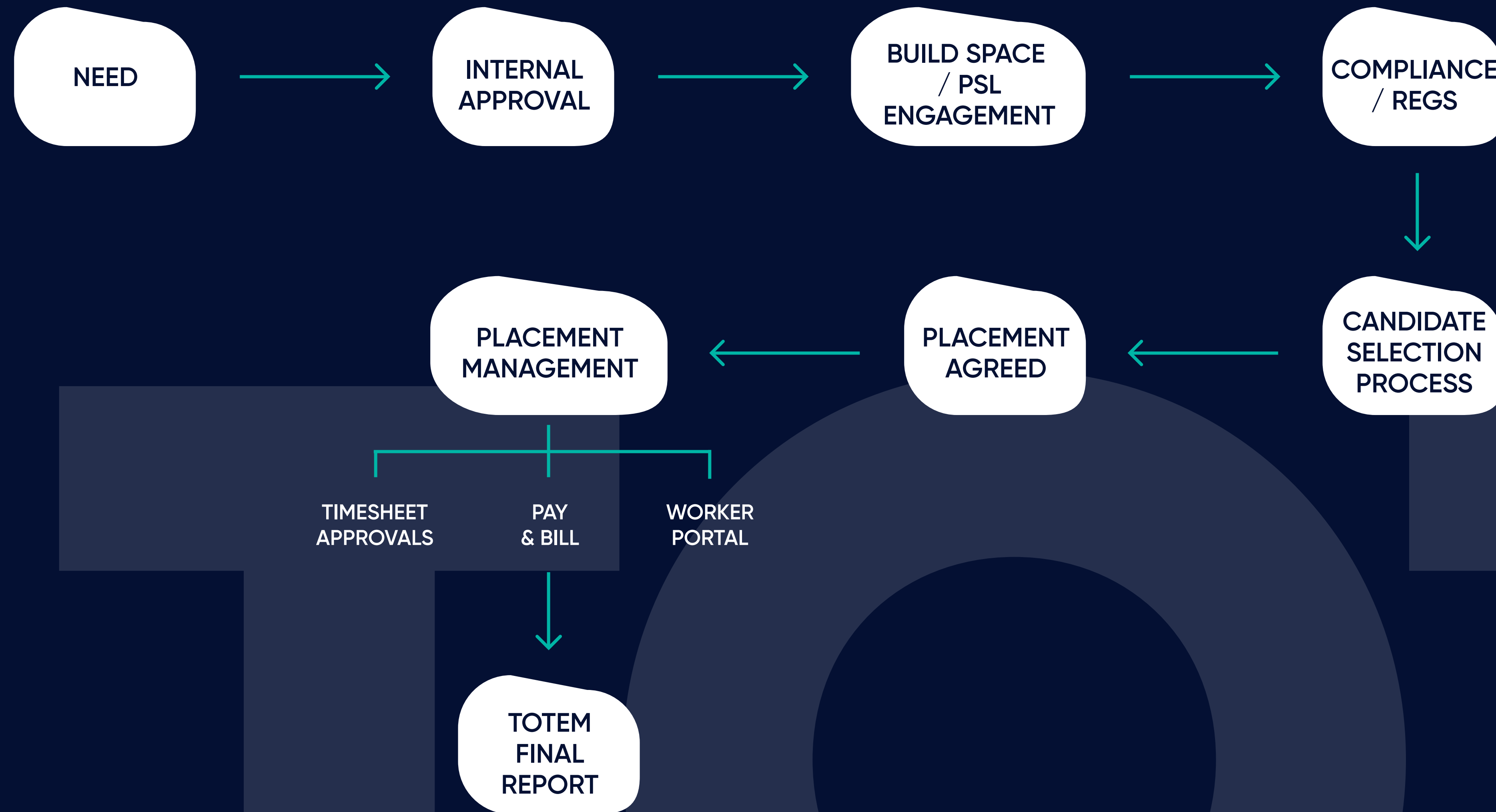


**FIXED COST  
+ NEXT GENERATION TECH  
= TOTEM**

No CAPEX investment required, market leading CLOUD based technology and automated processes. Secure and robust hosting ensures complete data integrity.

**TOTEM** costs are fixed per month based on service delivery and funded per timesheet by the agency.

# TOTEM WORKFLOWS



# IMPLEMENTING TOTEM

- TOTEM is configured to fit your recruitment process
- Any temporary roles are placed, managed, monitored and reported on through TOTEM
- Agencies and end hirers enjoy complete compliance transparency: worker certification, right to work, employment/tax status, pay rates and IR35 status
- The online timesheet system is used, feeding directly into self-bill invoicing saving time and money
- Savings are enjoyed through real time cost management, increased back office efficiencies and reducing over-spend on surplus temp
- A pilot trial and phased roll-out ensures a low-risk implementation with minimal disruption to your business



## WANT TO KNOW MORE?

Contact Dominic, Tony or David who will happily talk you through all things TOTEM.

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