

HR Data Around The Clock

Keeping on top of HR data should be simple - but complicated systems, poor processes and the increasing demand for more accurate and timely data often means this isn't the case. To help you create a single source of truth from your HR data we've compiled this quick reference overview of key data you collect, areas to monitor and key checkpoints for keeping your data clean and manageable. Alongside each item we've provided a recommended frequency for data capture, report generation or record purging.

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Collecting Data

Personal Data

📄 Contact Details	Annually
👤 Next of Kin/Relationships	Annually
⚕️ Medical Information/Disabilities	Annually
£ Salary Information	Annually
🏠 Benefits	Annually
📄 Expenses	Annually

Time & Attendance

✅ Authorised Absence/Holiday	Daily
❌ Unauthorised Absence	Daily
⊕ Sickness	Daily
🕒 Lateness	Daily
⊕ Compassionate Leave	Daily

Personal Development

📊 Performance Management	Weekly/Monthly
🎓 Qualifications	Monthly/Quarterly
🎓 Training	Monthly/Quarterly

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+ Reporting Data

Collecting and maintaining data is important, but to get the most out of it you need to give your organisation the opportunity to visualise and interpret what that data means.

When it comes to reporting, nothing beats a real-time dashboard displaying live and up-to-date information on demand, that can be tailored to different roles and permissions. To make sure you are on the right track we have taken a handful of key reports and provided guidance on how often they should be generated, as a minimum. This is by no means an exhaustive list and the timings should be agreed with your leadership team so that they have the data they need, when they need it most.

📄 Absence Rate Reporting	Quarterly/Annually
⚙️ Workforce Retention/Turnover Rate	Quarterly/Annually
🎓 Key Talent Retention/Turnover Rate	Quarterly/Annually
👤 Workforce Diversity/Gender Pay Gap	Annually
👍 Employee Engagement/Satisfaction	Quarterly/Annually

🕒 Average Time To Hire	Quarterly
💰 Total Cost Per Hire	Annually
🎓 Training Expenses & Effectiveness	Monthly
£ HR Spend Per Employee	Quarterly/Annually
🕒 Overtime Costs	Weekly/Monthly

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+ Purging Data

CVs, Interview Notes/Recordings, Cover Letters

Purge after **6 months** in case a discrimination claim is brought against your organisation. If you want to keep this data for longer, be sure to get consent first.

PAYE Data, Maternity Pay

For UK purge **3 years** after an individual has left the company as recommended by HMRC. For Ireland purge **6 years** after as instructed by the Revenue.

Personnel Records, Appraisals, Contracts

Purge **6 years** after an individual has left the company in case a terminated employee brings a potential county court or high court claim against your organisation.

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= One source of truth

Keeping your HR data up-to-date is just the start, find out how NGA Human Resources can help your company create 'one source of truth' from your HR data by visiting

www.ngahr.co.uk/one-source-of-truth