



## Get to know our HR Customised module

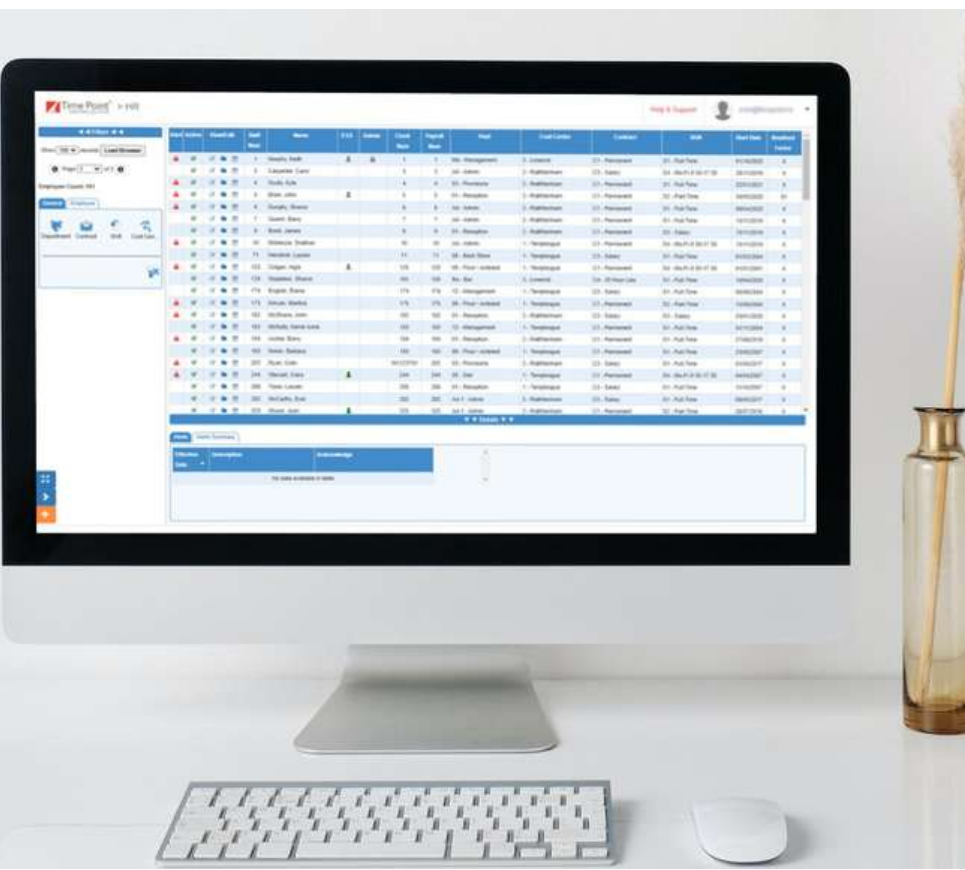
### **MAKING HR WORK THE WAY YOU WANT**

A powerful module that allows HR to create user-defined fields they are familiar with in their organisation.

Unlimited customised HR data categories, named to your specifications with checkboxes, data fields and comments.

Intuitive, fast and easy to use. Customise HR manager to the way your business works.

Include and record all your policies, procedures, and processes within one HR system.



### **Key Features**

**Remove & purge  
expired data**

**Online document  
management**

**Add unlimited  
HR categories**

**Built-in data  
change audit trail**

**Customise & name  
new folders**

**Add any comments  
& dates**

**Uploading supporting  
documents**

**Digitally accept  
contracts & documents**



## For the way **you work today**

An intuitive, fast, and easy-to-use HR system

### Unlimited HR categories

Simply add unlimited data categories, data fields, tick boxes, dates, and comments.

### Built-in audit trail

Secure password-protected access, with system user data edit audit trail.

### Uploading documents

Onboarding customised staff documents and updating those key named staff folders.

### Digital acceptance

Staff can review and digitally accept required documents from their Time Point app.

### Customise & add new folders

A powerful feature that allows HR to create user-defined fields familiar to their business.

### Remove & purge expired data

Simply select a date in the future while uploading a customised document.

### Online document management

Manage induction process, appraisals, training, disciplinary, PPE, licences and employee vetting.

### Works the way you work

Intuitive, fast and easy to use. Customise HR manager to the way your business works.



**WORKFORCE MANAGEMENT  
& HR SOLUTIONS**

For the way you work today

## Connect Your Staff

### Staff App

- ✓ My Clock
- ✓ My Rosters
- ✓ My Balances
- ✓ My Holidays
- ✓ My Calendars
- ✓ My Requests
- ✓ My Pending
- ✓ My Jobs
- ✓ My Documents
- ✓ My Details

