

## Get to know our HR Manager module

### ONE HR PLATFORM FOR THE WAY YOU WORK TODAY

Covering every staff member's entire lifecycle from hire to retire all in one place.

Automate manual processes, go paperless and connect with all your staff.

Calculates and tracks all staff members' entitlements and balances.

Built-in alerts, staff app, e-Diary, document management, GDPR compliance, onboarding with digital acceptance.

### Key Features

**Hire to retire  
history**

**Online staff  
messaging**

**Full document  
management**

**HR e-Diary and  
calendars**

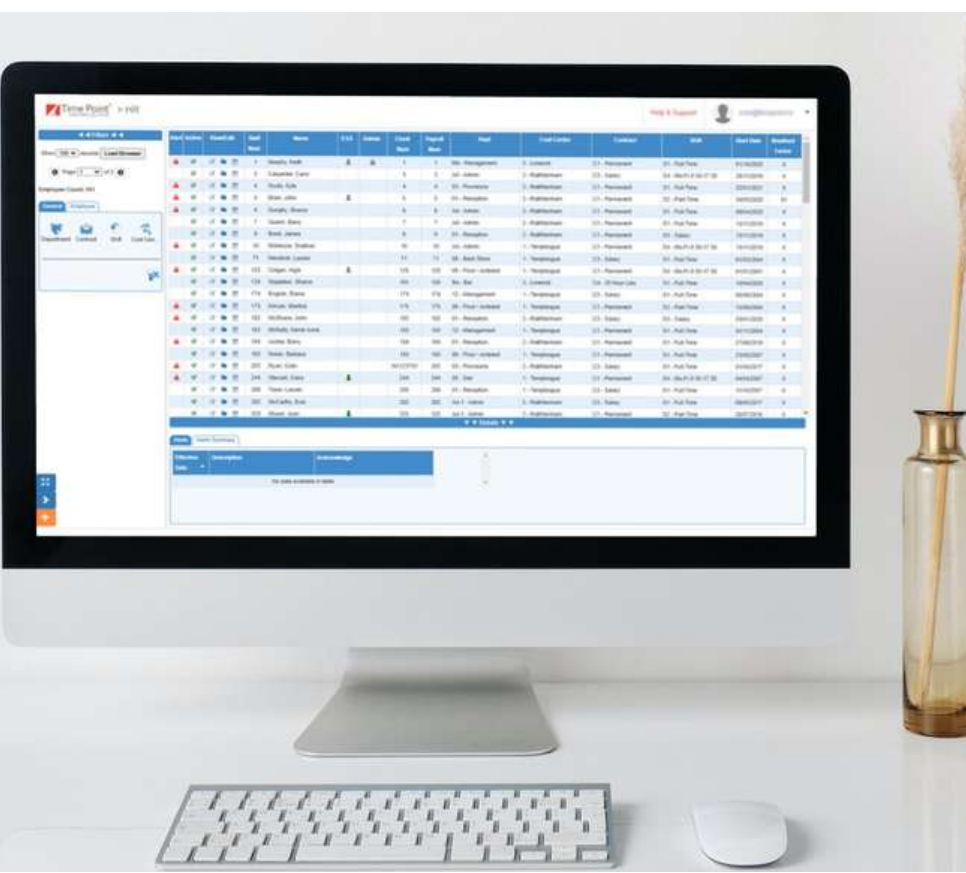
**GDPR document  
compliance**

**Intuitive reports  
& dashboards**

**Onboarding made easy  
with digital acceptance**

**Tracks holidays  
& entitlements**

**Learning development  
& training**



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

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

### Onboarding

Send staff contracts and documents. Tracks when sent, read with digital acceptance sign-off.

### Document Management

Go paperless, store all your documents in the cloud and upload and update staff files instantly.

### e-Diary

A powerful e-Diary calendar. View all HR reminders. Automatically or manually updates.

### Staff Messaging

Connect everyone, select groups and send specific messages. Track when received and acknowledged.

### Customised HR

Create unlimited, user-defined data structures and fields according to their specific needs.

### Online Approval

Using the staff app, HR can approve or decline any staff members' holidays and time off requests.

### Data Analytics

Powerful range of dashboards and reports with filter options and drill-downs.

### One Platform

An integrated cloud-based workforce management and HR system providing real-time data.



## 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

