

Time Off

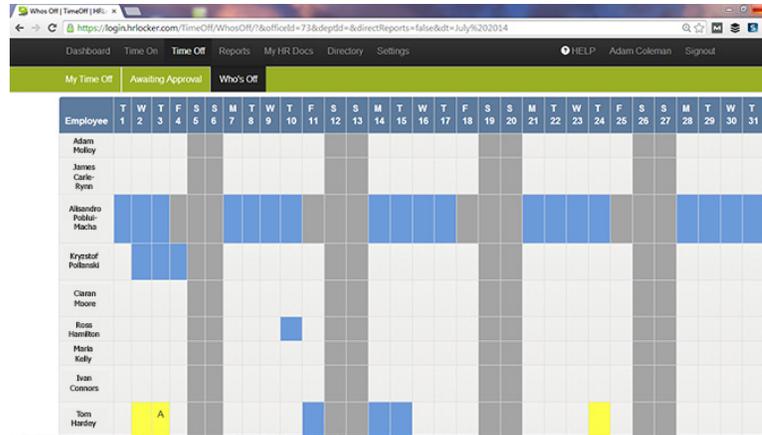
Streamline your annual leave and absence management.

“How many Holidays do I have left?”

Never again will a manager be pestered with this question.

Employees simply select the dates they want to take off which sends an email to their manager notifying them of the request. Managers can quickly approve or reject the request.

At all times users can see their annual leave allowance, days carried over if appropriate, days taken to date, days booked ahead and their remaining balance. This saves valuable time rather than manually answering these requests via email.



It also allows employees or their managers to record sick leave. Reports are useful for quickly identifying any important trends. Because the system is totally configurable administrators can set leave year rules for the entire company or an individual branch office. For example, the standard number of annual leave per employee might be 20 days in the London office and 15 days in the Beijing office.

HR Locker calculates how much annual leave accrues on a day by day basis for each employee and for the entire company. This allows you to see immediately how many days have been accrued by staff and how many have been taken.

It's also possible to set whether annual leave can be carried over or not to a specific number of days. You can specify certain days in the year when each office is closed. These days can be set to be deducted from employee's annual leave or not. This function is frequently used to indicate when a company might be closing at times such as Thanksgiving, Christmas or Golden Week.

- See accrued annual leave balances for employees, offices and the entire company.
- Maintain accurate records to comply with employment law requirements.
- Improve efficiency in your company and reduce admin overheads associated with Excel records and paper based holiday applications.



Employee Records

Add employee names and email addresses.

Keep your employees details accurate and up to date
Put your employees personal details responsibility into their own hands

The Interventions Group
HRLocker

Summary Personal Terms of Employment Reviews and Refs Settings Permissions

Darren OConnor

First Name*

Last Name*

Email*

This User Is*

Start Date*

Annual Leave days per year*

Reports To*

Job Title

Office*

Department*

Chances are you currently keep records of all your employee records in an Excel or paper file somewhere. Constantly updating these files can be time consuming and often the information isn't 100% accurate.

HR Locker provides you with one safe place to keep all of your information and allow employees to update their own personal data such as their address, next of kin, contact details and their photo. This saves you a lot of time and money by reducing admin chores.

Sensitive information, such as salary history and terms of employment is only seen by you or other employees authorised (Geo) by you to do so. It's possible to upload files and associate them with an employee. This is useful for storing review notes, employees CV/resume and other sensitive information etc.

- Event reminder emails.
- Birthday reminders.
- User friendly employee directory.
- Quick setup of Employees/Managers/Administrators.
- Keep accurate Employee details.
- Remain compliant.



HR Documents

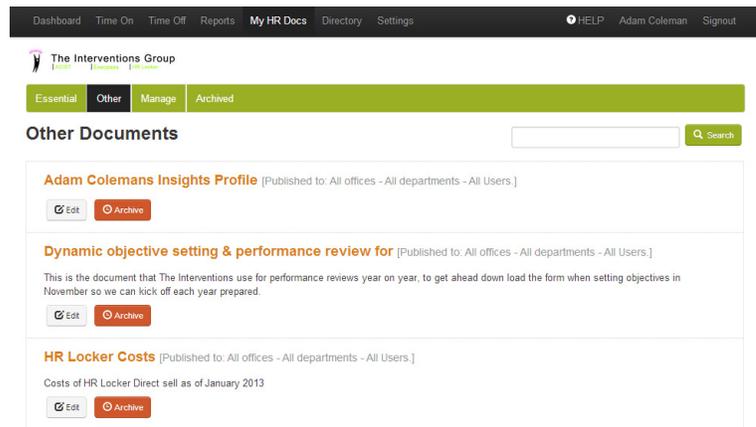
Upload and publish all HR documents. Staff can sign them online.

Store all vital employee documentation in one easy access location

Allow employees to review and agree to policy documents without printing anything

HR Docs allows you to easily store and publish documents to different users and different offices.

It's also possible to flag important documents, such as the employee handbooks, contracts or other policy documents that may need to be signed. Employees can read these documents online, or print them out, and provide an electronic signature confirming that they have read them.



Simple



Upload Function.



Electronic Signatures.



Manage employee contracts.



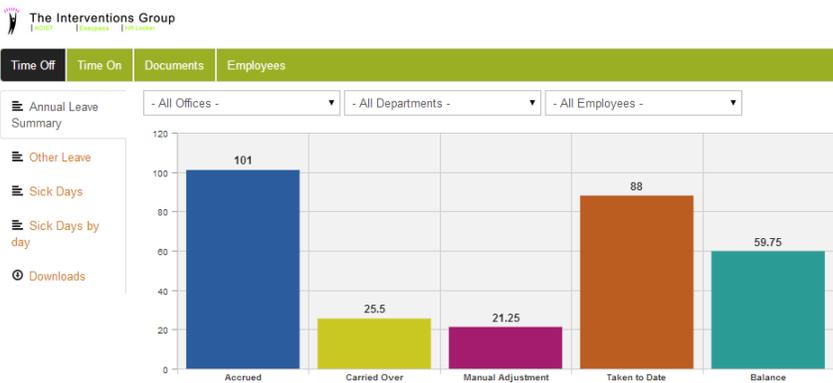
Give company wide access to expense forms and other policy and procedure documents.

Reports

Quickly generate and export key HR reports.

“What is actually going on in my business?”

Lightning quick reports on any aspect of the HRLocker system



HR Locker includes a wide range of easily generated reports to give you the information you need quickly and easily.

Reports can be created for the entire company or for specific offices, departments or individuals. All reports are visually impressive giving you a quick overview of what you need.

For example, to see accrued leave for all employees simply click on the main Reports tab. This will show you a bar chart with the data. Clicking on the bar chart will automatically create an Excel spreadsheet with the details of all employees annual leave entitlements, accruals, taken to date, booked ahead and balances. It will also show sick days per employee.

It's also possible to export reports with one click into an Excel file.

-  Report on your employees in real time.
-  Allow your HR system work for you and not you work for your HR System.
-  Export reports to Excel for easy reporting and further analysis.

Timesheets

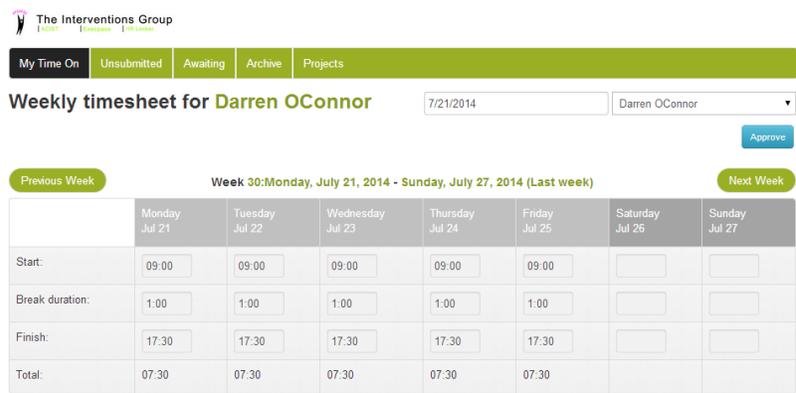
Staff record their working hours and time spent on projects.

Empower employees to record their working hours

Burn your paper timesheets and record them in the cloud

Online timesheets allow employees to enter the hours they've worked on a weekly basis and have them approved by their Manager. Hours can be allocated based on a simple clock-in clock-out manner and they can be allocated to specific projects. Reports can be generated in seconds showing where the employee's time is being spent.

Timesheets are extremely useful for tracking time and ensuring employees are in full compliance with time and attendance legislation.



The screenshot shows the HRLocker interface for 'The Interventions Group'. It features a navigation bar with 'My Time On', 'Unsubmitted', 'Awaiting', 'Archive', and 'Projects'. Below this, it displays 'Weekly timesheet for Darren OConnor' for the week of 7/21/2014. A table shows the timesheet data for the week of Monday, July 21, 2014, to Sunday, July 27, 2014. The table includes columns for Start, Break duration, Finish, and Total hours for each day.

	Monday Jul 21	Tuesday Jul 22	Wednesday Jul 23	Thursday Jul 24	Friday Jul 25	Saturday Jul 26	Sunday Jul 27
Start:	09:00	09:00	09:00	09:00	09:00		
Break duration:	1:00	1:00	1:00	1:00	1:00		
Finish:	17:30	17:30	17:30	17:30	17:30		
Total:	07:30	07:30	07:30	07:30	07:30		

- Empower staff to record their times.
- Simple approval and archive process.
- Track time on individual projects to ensure efficiency.



Performance Management

Record and store performance documents for easy reference in the future

Automate and set reminders for performance management

Set up the next date to meet with your direct reports



HR Locker gives your company the mechanism for you to manage performance in your business.

Continue to use your old forms if you wish or request the support of our HR experts and ask *“what is the easiest way to embed a performance management culture in my business?”*

Before you automate performance management, educate your employees in your business on how your system works, what part they play in the system, how they will be measured and what they will be measured against.

Objectives and behaviours is what people and departments should be measured against this takes time and practice! Call our experts to discuss.

- Reminders set to when your next review is.
- Store and sign off performance review records and eliminate paper.
- Get the advice of experts to make your performance management system effective.

First Call HR Support

You can have your HR questions answered.

What is the best way to handle this situation?

A quick phone call to our HR Experts can save you a lot of hassle and grief



As part of your HRLocker license, you get access to a team of HR professionals that can point you in the right direction while dealing with a situation that could escalate if not handled in the correct way.

Our HR professional team that guide the direction and needs of HRLocker also guide the needs of many organisations and are happy to work with you and advise you of employment best practice.

There is so much to consider when hiring or/and managing employees. Our HR team are here to help. Unlike other HR systems HRLocker is designed, developed and supported by HR professionals.

- Ask for expert advice before you act.
- Seek HR policy advice before you implement it.
- Let us help you make your HR efforts fly.



Allows users to manage all aspects of employees Continuing Professional Development (CPD)

The HRLocker CPD feature allows users to manage all aspects of employees Continuing Professional Development (CPD). This include assigning CPD items to employees and managing renewals if required.



Pricing

HR Locker costs as little as \$1.50 per employee per month

Your company is	From 1-15 employees	Up to 40 employees	Up to 100 employees	Up to 150 employees	Up to 200 employees	From 200-10,000 employees +
Cost per year	\$399	\$939	\$1,899	\$2,899	\$4,899	Contact us for specific pricing.
Employees	Up to 15	Up to 40	Up to 100	Up to 150	Up to 200	Unlimited
First Call HR Support	✓	✓	✓	✓	✓	✓
Secure storage in Microsoft data centres, SSL encryption, backups	✓	✓	✓	✓	✓	✓
	Sign Up					

“ HR locker has proved to be a valuable tool not only in reducing our admin costs and time but providing us with easily accessible visibility and reporting.

- Siobhan O'Neill,
Ryanair

“ HR Locker has been an instant success with all of our 80 plus international employees. It's easy to use, works extremely well and has eliminated a lot of paperwork and form filling.

- Cian Collins,
Lumension

“ HR locker has significantly reduced our administration and all employees find it easy to manage and a better way of keeping up to date on annual leave balances.

- Johanne Dempsey,
Thomas Cook



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