



Kelio Employee Self-Service

Involve your employees in duties and information management

Kelio Employee Self-Service allows you to decentralise some administrative duties, share information and give your staff a sense of responsibility.

Employee Self-Service

→ Clocking in real time

Your staff can easily and quickly clock in and out at the beginning and end of their job, their breaks and their business leave.

→ Submitting absence requests

Your staff can submit absence requests from their PC to be approved by their manager who will receive an email. This replaces paper forms. You can synchronise the employee absences with the calendar in the email inbox (Microsoft Outlook® or Lotus Notes®).

→ Consulting personal results

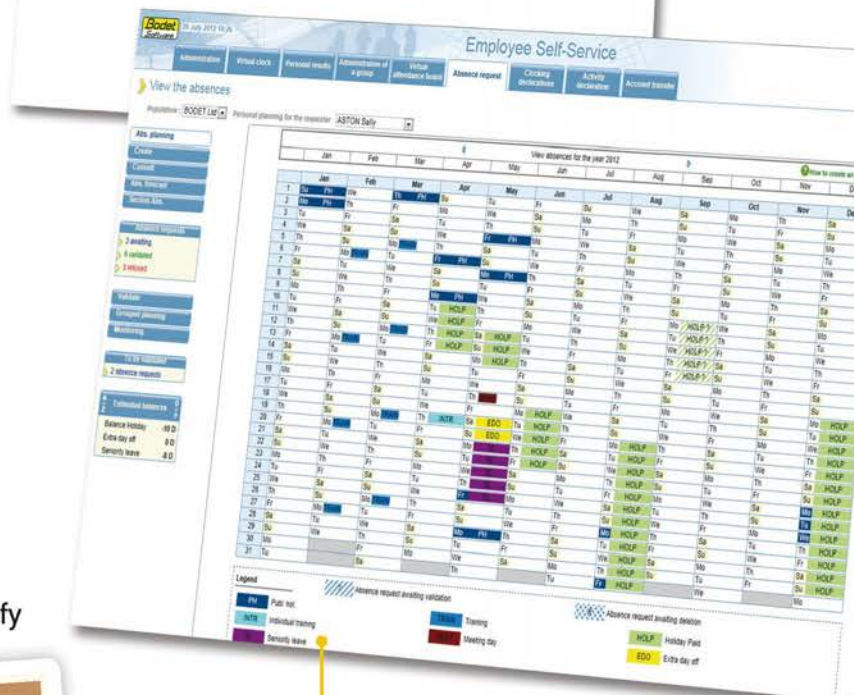
In order to reduce requests for information from the HR department, employees can consult their individual accounts.

→ Declaring attendance times

Enable your employees to declare their clockings before they are validated by their managers.

→ Consulting your personal data

Empower your staff by allowing them to view/modify their T&A files.



Additional features:

☺ The Kelio Employee Self-service features are accessible on the Kelio touch terminal.



Bodet



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Manager interface

→ Validating absence requests

To simplify the administration process and replace hard copy absence sheets, managers can be requested to validate absences easily. At any step of the request, an email can be sent as a warning.

→ Consulting those absent/present in real time

Your managers can see who is in attendance at any point in real time.

→ Consulting data

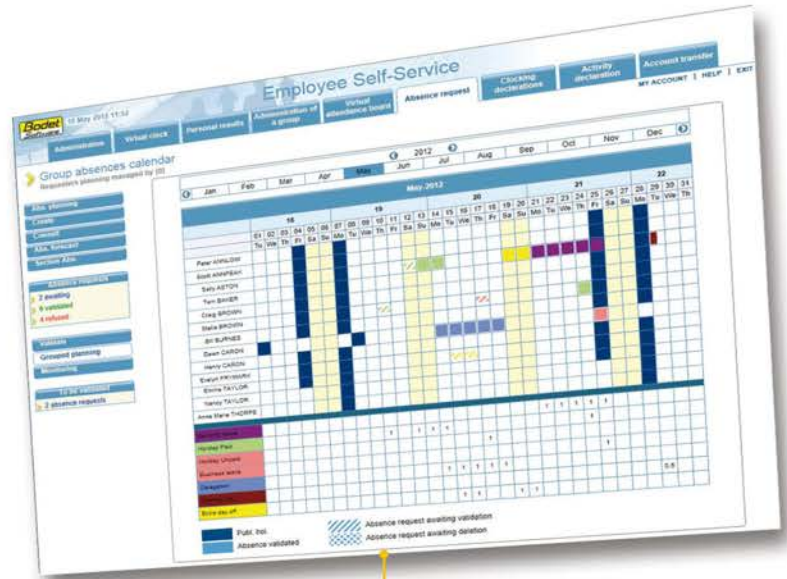
Involve your managers by allowing them to monitor HR files, absence forecasts, attendance, absence planning, anomalies and balances.

→ Being alerted

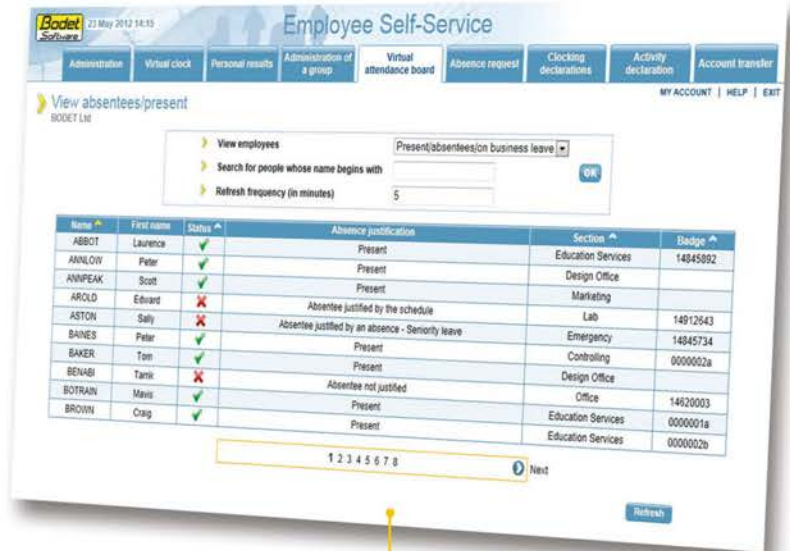
Your managers can automatically receive emails in their Microsoft Outlook © inbox to inform them of absence requests or anomalies.

→ Decentralising the follow-up of administrative duties

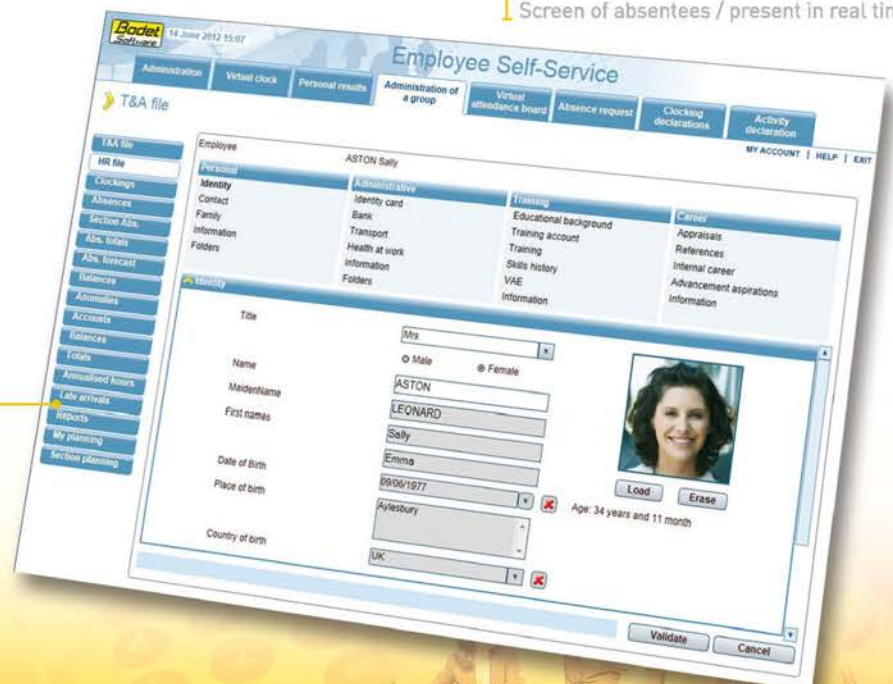
Involve your managers in handling HR administration and ensure confidentiality of your HR information.



Planning screen for one team



Screen of absentees / present in real time



T&A file





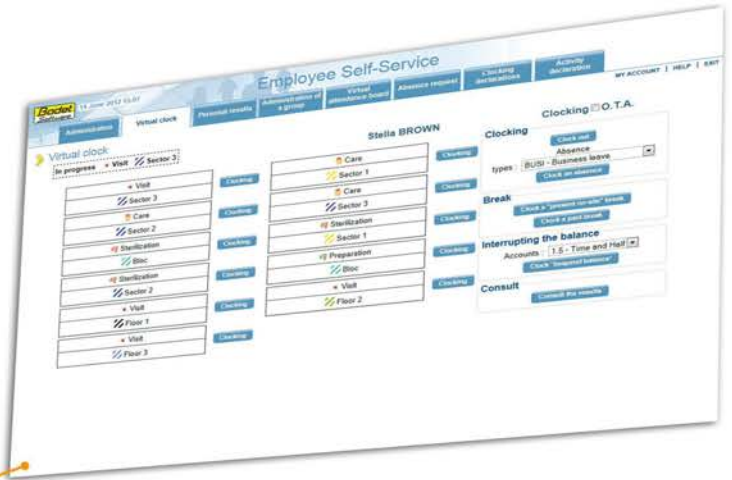
Kelio Employee Self-Service Analytics

Involve your employees in activity time declaration

Employee Self-Service

→ Real time activity declarations

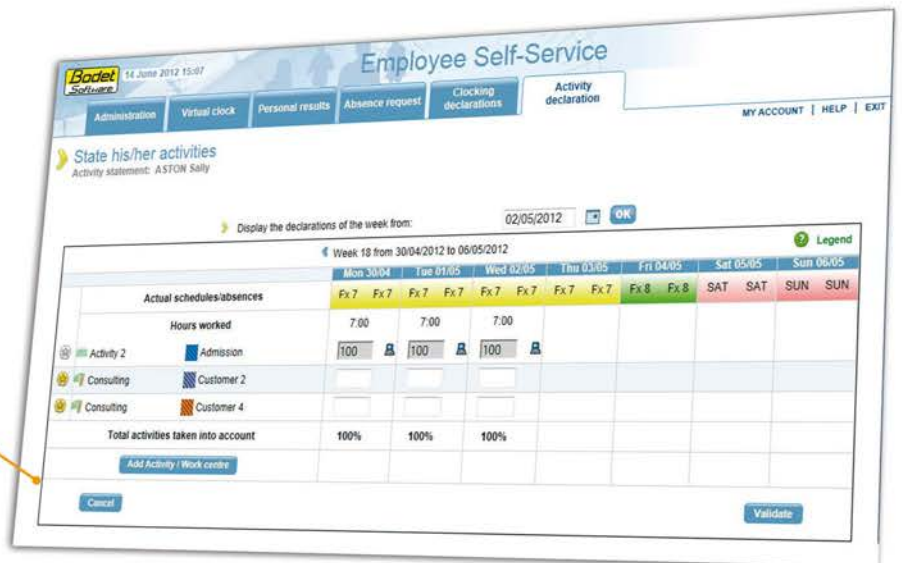
To create records of the hours spent on a project, a customer or an activity, your staff can enter their activities in real time.



Real time activity entry screen

→ Activity declarations after the event

To clearly identify the hours spent on a project, a customer or an activity, your staff can enter their activities as a percentage, as hours or as a period.



Activity declaration entry screen

Manager interface

→ Activity declaration monitoring / approval

To easily control the time declarations of their staff, your managers have at their disposal a dashboard for declarations which can be checked.

→ View the activity reports

Report activity results of individual or grouped totals.

Employee	SE number	Customer	Work centre	Code	Hours	Days	Pound (£)
ASTON Sally	79472	Customer 2		17	4.87	0.619	156.4
		Customer 4		19	2.10	0.271	60.333
				18	7.07	0.89	227.733
				Sub total			
				18	40.00	5.0	0.0
				Sub total	40.00	5.0	0.0
				Total	47.01	5.89	227.733

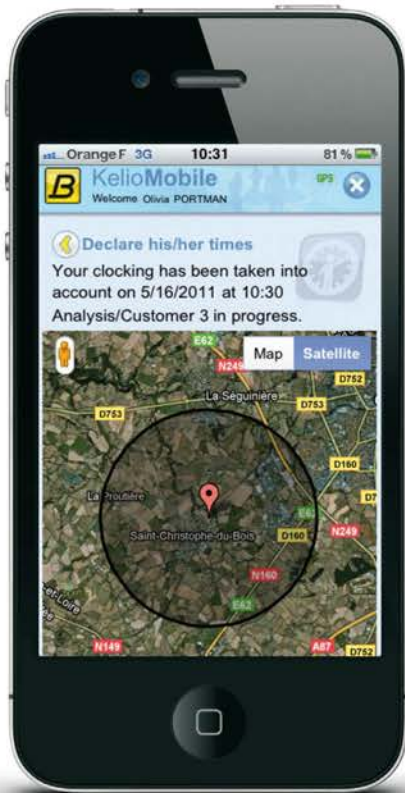
Report activity totals with their costs

Employee Self-Service Mobile

With Kelio Employee Self-Service Mobile, your colleagues benefit from a simplified interface for smartphones enabling real time attendance and / or activity clockings.
Thanks to geolocation, you know exactly where the employee clocked in.
Kelio Employee Self-Service Mobile is certified on Android®, Blackberry® and Apple®.



Login screen



Clocking geolocation screen



Activity clocking screen



Results screen

iAMOFF

Get your smartphone app iAMOFF to manage your family members' holidays.
View the absences entered in Kelio via iAMOFF.



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