

Kelio

GLOBAL WORK-LIFE SOLUTIONS

Commercial
description

Kelio HR PRO Solution International



TABLE OF CONTENTS

1.	Presentation of the solution	1
2.	Employee portal	3
3.	Employee configuration	5
4.	Employee management	6
4.1	Medical appointments	6
4.2	Certifications.....	7
4.3	HR processes	8
5.	Supervision of employees.....	9
5.1	Tracking with alerts	9
6.	Data analysis	10
6.1	Chart-based reports	10
7.	Edit / export.....	11
7.1	Mass-mailed reports.....	11
7.2	Customisable exports.....	12
8.	Directories.....	13
8.1	Personnel directory	13
8.2	Directory of useful numbers.....	13
9.	Software customisation	14
10.	Import/export function	15
11.	Online help	15
12.	Kelio HR PRO options.....	16
12.1	T&A or T&A PRO	16
12.2	Planning	18
12.3	Analytical monitoring and job costing management	20
12.4	T&A Employee Self-Service	22
12.5	Electronic signature	23
12.6	Data warehouse.....	25
12.7	Payroll interface & Reporting.....	25
12.7.1	Paylink.....	25

12.7.2	Report	26
12.8	Multi-organisation	26
12.9	Access & Security	27
13.	OUR SERVICES.....	28

1. PRESENTATION OF THE SOLUTION

Key points

- A centralised solution for managing employees (creation and assigning of rights profiles, etc.)
- Administrative data management
 - Management of personal data such as identity, family situation, documents, bank details, etc.
 - Careers: contracts, training courses, appraisals, etc.
 - Classification: category, professional status, wage band, etc.
 - Work-related tools and equipment: vehicles, safety equipment, IT, etc.
- Numerous alerts regarding end dates and renewal dates for the different data types above
- Manage medical appointments and regular reviews, with alerts
- Monitor certifications and certification renewals
- Organise HR processes: pre-onboarding, on-boarding, off-boarding
- Employee Self-Service for employees and managers: access to employee files and related alerts
- Customisable report engine
- Full web solution: Windows PC or Mac OS operation from your web browser
- Native link with Exchange servers
- More than 400 export Web services and more than 50 import Web services as standard
- Multi-dimensional database according to capacity.

Scalable solution with optional modules

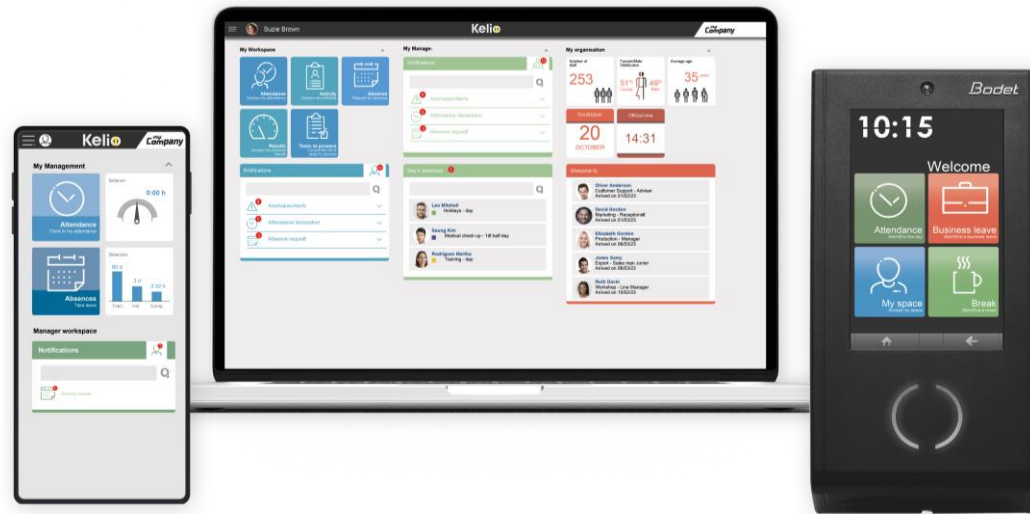
- [Time and Activities management](#) with the T&A and T&A PRO modules
- [Planning](#) with the Planning and Planning PRO modules (if you have the T&A or T&A PRO modules)
- [Analytical monitoring](#) with the Activities and Activities Pro modules (if you have the T&A or T&A PRO modules)
- [T&A Employee Self-Service](#) to decentralise T&A as relates to employees and managers (absence requests, clocking corrections, etc.)
- [Electronic signature](#) with the Digitalisation module
- [Data warehouse](#) with the Data module
- [Payroll interface](#) with the Paylink module
- [Reporting](#) with the Report module
- [Multi-organisation](#)
- [Access Control](#) with Kelio Access.

Kelio OnDemand opts for SaaS mode

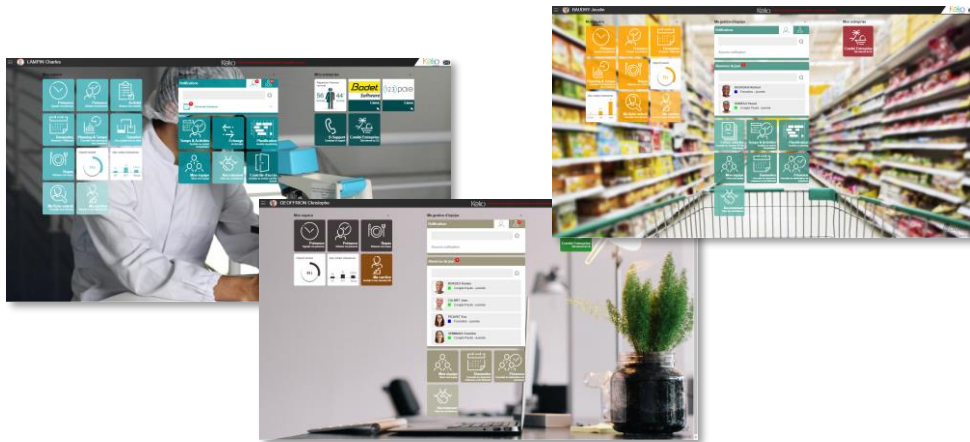
To help you to overcome the technical constraints involved with deployment, to minimise your investment, and enable you to focus all your efforts on your HR project, our Kelio "OnDemand" service provides hosting and outsourced maintenance of your Kelio HR PRO solution. This provides you with a shared and secure environment, which is kept up to date by our experts.

2. EMPLOYEE PORTAL

This portal provides you with access to the different software modules. It can be accessed on any device.



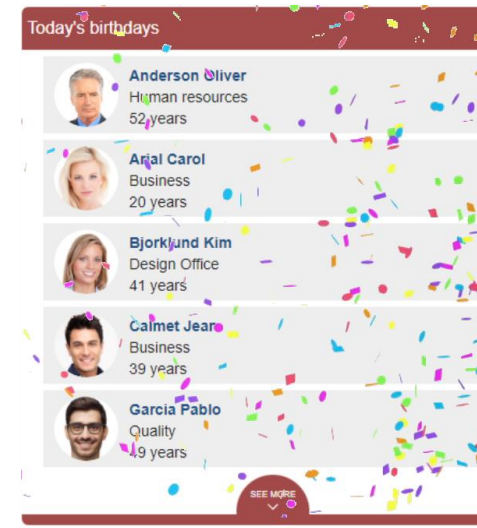
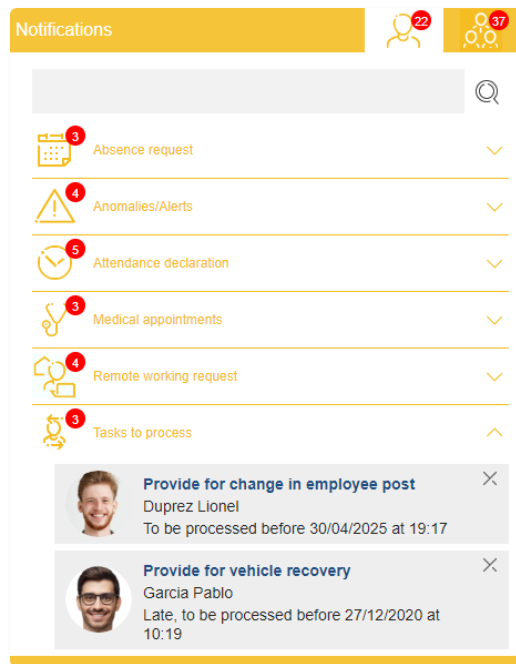
Two portals are suggested by default, according to your user profile - employee or manager/administrator. A high degree of customisation is possible to adapt to your graphic charter. Access to the portal is controlled by the user's login and password. All modules and suggested features depend on individual user rights



Improve communication and quality of life at work

Kelio offers numerous standard and optional features that enable you to improve your employees' experience of life in the workplace and improve your staff's "Well-being".

- **Organisation indicators:** displays key data for your organisation: Female/Male distribution, average age, etc.
- **Birthday/anniversary icon:** you'll never forget your colleagues' birthdays and anniversaries again, and you can ensure they are sent a birthday/anniversary message automatically!
- **Messaging:** facilitate cross-functional communication amongst your teams, with this internal chat tool
- Link to your **internal applications**
- **Directories** of personnel and useful numbers.



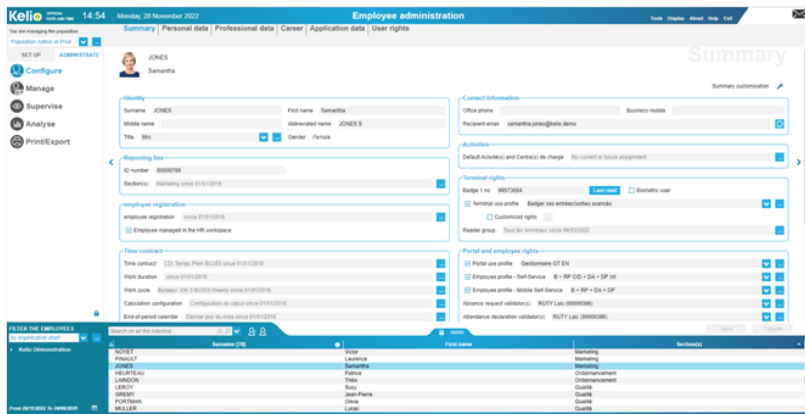
- **TO DO LIST:** let yourself relax - Kelio will keep you informed in real time about tasks or approvals that need to be dealt with!
- **Welcomer:** improve the way you welcome new recruits, by displaying notices about newcomers automatically
- With the T&A and T&A PRO modules:
 - **Monitor these accounts** in real time
 - **Daily absences**

3. EMPLOYEE CONFIGURATION

With Kelio HR PRO, you can centralise your employee information via the **Configure** menu. It consists of several tabs for accessing:

- Professional and personal data
- Administrative data, including information about work-related tools and equipment, the organisational structure of different departments, reporting lines, etc.
- Career data, providing a summary view of medical check-up history, training courses, appraisals, remuneration, etc.
- Contract data, so that you can monitor your employees' and temporary workers' contracts.
- User rights, in order to assign each employee a rights profile according to his role in the system. User profile creation is very flexible and highly customisable: in view/modification/addition for each software function.

You can add your own customisable fields to the tab you like and set alerts for key deadlines. You are then informed by email of the end of a probation period, your next compulsory medical appointment, your next training or appraisal appointment and so on.



The employee file is also available in Employee Self-Service, which will enable:

- The employee to check and modify some of their administrative or personal data
- To Managers to view and modify some of the data for the employees in their population

Configuration screen

Customisable summary

A customisable summary screen can be used to group a set of items from the employee file in a single tab, so that you can quickly modify data. This is particularly useful when setting up a new employee, making changes to a file, or closing a file.

4. EMPLOYEE MANAGEMENT

Kelio HR PRO brings together all the features relating to the day-to-day administrative management of your employees in one place - these can be found within the **Manage** menu. This is the entry point to access the medical appointments, certifications and HR Processes monitoring.

4.1 Medical appointments

The Medical Appointments screen offers you a simple way to manage routine or more specific medicals (new hire, returning to work, etc.). Grouped mode helps you view and respond quickly in terms of creating the appointment, sending the invitation, managing repeat appointments, and inputting results, as well as uploading supporting documents. Never miss an appointment, thanks to alerts about end dates of regular visits, as well as an alert about returning after a long period of absence.

Group by key element

Some medical appointments require particular attention. With the grouped monitoring table, you can create groupings, so that you can quickly access the information that you need.

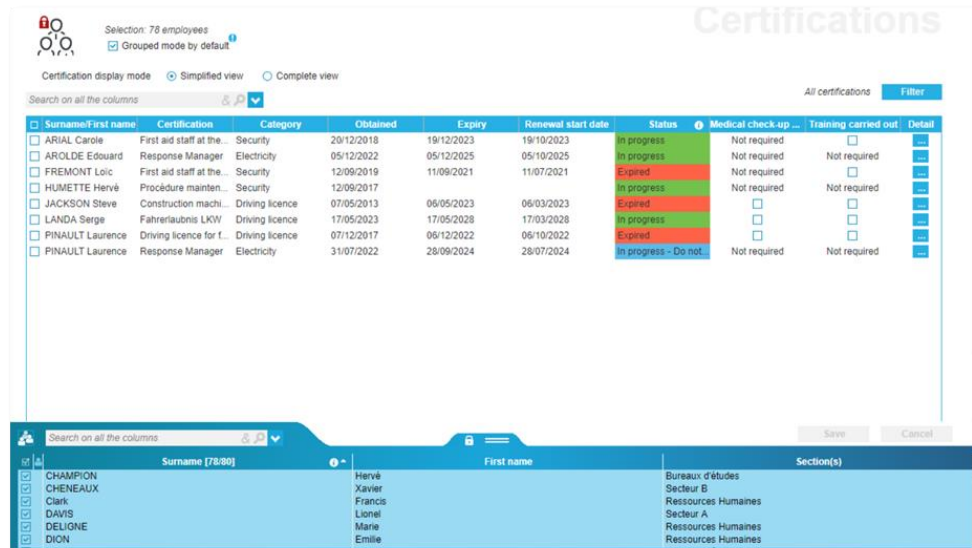
Enter an absence automatically

If you also have the T&A or T&A PRO module: each time a new medical check-up is entered on the system, the absence type "medical check-up" is automatically created and is displayed within the different absence calendars, so that the employee's absence can be traced and justified.

[illegible]

4.2 Certifications

Manage your certifications and certification renewals, and monitor all the accreditations required for each employee's post (Example: electrical certification).



Surname/First name	Certification	Category	Obtained	Expiry	Renewal start date	Status	Medical check-up ...	Training carried out	Detail
ARIAL Carole	First aid staff at the...	Security	20/12/2018	19/12/2023	19/10/2023	In progress	Not required	☐	...
AROLDE Edouard	Response Manager	Electricity	05/12/2022	05/12/2025	05/10/2025	In progress	Not required	☐	...
FREMONT Loic	First aid staff at the...	Security	12/09/2019	11/09/2021	11/07/2021	Expired	Not required	☐	...
HUMETTE Hervé	Procédure mainten...	Security	12/09/2017			In progress	Not required	☐	...
JACKSON Steve	Construction machi...	Driving licence	07/05/2013	06/05/2023	06/03/2023	Expired	☐	☐	...
LANDA Serge	Fahrerlaubnis LKW	Driving licence	17/05/2023	17/05/2028	17/03/2028	In progress	☐	☐	...
PINAULT Laurence	Driving licence for f...	Driving licence	07/12/2017	06/12/2022	06/10/2022	Expired	☐	☐	...
PINAULT Laurence	Response Manager	Electricity	31/07/2022	28/09/2024	28/07/2024	In progress - Do not...	Not required	☐	...

Surname [78/80]	First name	Section(s)
CHAMPION	Hervé	Bureaux d'études
CHENEVAUX	Xavier	Secteur B
Clark	Francis	Ressources Humaines
DAVIS	Lionel	Secteur A
DELIGNIE	Marie	Ressources Humaines
DION	Emilie	Ressources Humaines

Create a certifications directory

List all the certifications relevant to your organisation, and specify a **Validity duration** for each certification, so that you can be alerted about validity end dates.

The “medical check-up required” and “training required” check boxes prompt you to consider all the actions associated with a certification and the criteria for obtaining it.

Certification monitoring within the HR file

All this information automatically feeds through to the historical certifications table within the employee file.

4.3 HR processes

Kelio HR PRO comes with the *HR Processes* feature, which is also titled *On or Off Boarding*. It optimises task management upon the arrival or departure of an employee, and during the course of their development within the company. This enables you to monitor the progress of these tasks, add attachments (such as forms to be completed) and take action on these items.

Simple and replicable setup

To set up an HR process, all you have to do when an event arises is list the different tasks to be carried out and identify the relevant stakeholders (HR department, IT department, the employee involved in the flow, the manager, and so on). You can stipulate mandatory data input fields and file uploads.

There are options available to customise the process according to the employee's job role. For example, work-related tools and equipment can vary depending on whether an employee is mobile or fixed.

You can also create workflows, whereby once a task is completed, the next is automatically started.

HR processes and tasks are grouped within dedicated tables, for easy monitoring. You can reassign tasks or enforce their execution, in order to keep your processes moving forward.

The screenshot displays the 'Staff administration' interface with a focus on 'Scheduled processes'. The table lists various HR tasks for different employees, including their status, progress, and dates.

Selected first name	HR process	Effective date	Planned start date	Planned end date	Actual end date	Status	Progress
ARIAL Carole	On Boarding Employee integration	26/09/2022 11:08	14/09/2022 11:08	07/10/2022 11:08	26/09/2022 14:17	Completed	100%
ARROSS Magali	Onboarding	26/09/2022 14:16	23/09/2022 14:16	26/09/2022 14:16		Completed	100%
BOURDEAU Alain	ON BOARDING	05/10/2022 16:29	14/09/2022 16:29	05/10/2022 16:29		In progress	51.9%
BOTHAU Margit	ON BOARDING	05/10/2022 16:29	14/09/2022 16:29	05/10/2022 16:29		In progress	16.5%
CARON Hervé	ON BOARDING	05/10/2022 16:29	14/09/2022 16:29	05/10/2022 16:29	05/10/2022 16:37	Completed	100%
DOUPEZ Lionel	ON BOARDING	05/10/2022 16:29	14/09/2022 16:29	05/10/2022 16:29		In progress	1.1%
GREMY Jean-Pierre	ON BOARDING	05/10/2022 16:29	14/09/2022 16:29	05/10/2022 16:29		In progress	2.1%
CALMET Jean	ON BOARDING	05/10/2022 16:29	14/09/2022 16:29	05/10/2022 16:29	05/10/2022 16:38	Completed	100%
ADDA Laurence	ON BOARDING	05/10/2022 16:29	14/09/2022 16:29	05/10/2022 16:29	05/10/2022 16:38	Completed	100%
CARON Hervé	On Boarding Employee integration	19/10/2022 14:21	26/09/2022 14:21	19/10/2022 14:21		In progress	3.7%
DAVIS Lionel	On Boarding Employee integration	19/10/2022 14:21	26/09/2022 14:21	19/10/2022 14:21	26/09/2022 14:21	Completed	100%
BESSON Pierre	ON BOARDING (EN)	06/10/2022 09:00	26/09/2022 09:00	06/10/2022 18:00		In progress	6.1%
ARIAL Carole	On Boarding Employee integration	06/10/2022 15:26	06/10/2022 15:26	26/11/2022 18:00		In progress	9.7%
BENOIT Claude	On Boarding Employee integration	30/11/2022 08:00	16/11/2022 08:00	08/12/2022 18:00		In progress	9.7%
BASIER Pierre	On Boarding Employee integration	30/11/2022 08:00	16/11/2022 08:00	08/12/2022 18:00		In progress	9.7%
COMES Sébastien	Pre-Onboarding Employee file	01/10/2022 16:57	14/10/2022 16:57	01/10/2022 16:57		In progress	9.7%
GARCIA Pablo	ON BOARDING	13/02/2023 13:55	09/01/2023 13:55	13/02/2023 13:55		In progress	1.1%
APELLONIS NOMBRE	Pre-Onboarding Employee file	26/02/2023 13:47	09/02/2023 09:00	24/02/2023 18:00		In progress	9.7%

The interface also includes a sidebar with navigation options like 'Configure', 'Manage', 'Supervise', 'Analyse', and 'Print/Export'. At the bottom, there is a section for 'FILTER THE EMPLOYEES' with a list of names and a search bar.

5. SUPERVISION OF EMPLOYEES

The Kelio HR PRO solution brings together all the features relating to employee supervision in one place, within the **Supervise** menu. This is the entry point to access tracking with HR alerts.

5.1 Tracking with alerts

Anomaly and alert processing is further enhanced by a wide range of features:

- Automatic alert detection and processing in real time
- Customisable search criteria and filters
- Individual or collective mode management
- Individual or grouped anomaly acknowledgement
- SMS or email alert sent to the employee and the line manager to request information about the anomaly being processed
- Possible history of the anomalies processed
- Anomaly monitoring sent by email in real time or as a daily report

Anomaly and alert monitoring is also available within Employee Self-Service, which will enable:

- The employee to check and correct or justify some of their alerts
- The manager to view and process anomalies and alerts relating to employees within their population.

Severity	Date	Surname/First name	Anomaly/alert	Status	Alert sent
Low	since 01/11/2022	MANCEAU Guillaume	End of validity for certification C...	To be processed	☐
Low	since 01/11/2022	MARBOEUR Paul	End of validity for certification C...	To be processed	☐
Low	since 01/11/2022	VIETMANN Nadia	End of validity for certification C...	To be processed	☐
Low	since 01/11/2022	MARTIN Damien	End of validity for certification C...	To be processed	☐
Medium	26/11/2022	KAPISKY Valerie	Objective of annualised hours p...	To be processed	☐
High	26/11/2022	GOURL Sylvain	Daily working time exceeded (m...	To be processed	☐
High	26/11/2022	GOURL Sylvain	Working time over 7 consecuti...	To be processed	☐
High	26/11/2022	COHAN Carine	Daily working time exceeded (m...	To be processed	☐
High	26/11/2022	CHOUTEAU Lucie	Daily working time exceeded (m...	To be processed	☐
High	26/11/2022	MARCHAND Helene	Daily working time exceeded (m...	To be processed	☐

ID	Photo	Surname	First name	ID number	Section(s)
05		LANDA	Serge	00000495	Achats
05		ABBY	Amaud	00000001	Commerce
05		DELIGNE	Marie	00000008	Resources Humaines
05		ADDA	Leatrice	00000015	Secteur A

Monitoring of anomalies and alerts as a Manager

6. DATA ANALYSIS

Kelio HR PRO gives you access to charts displaying HR data, within the **Analyse** menu.

6.1 Chart-based reports

An HR Core must have a reporting tool. Kelio HR PRO provides you with 5 default reports:

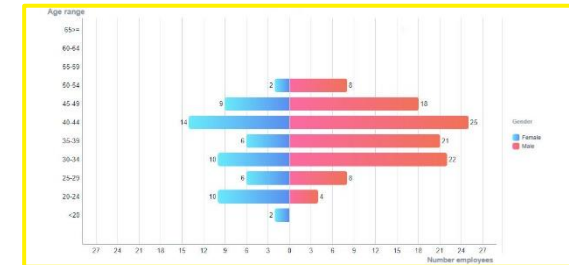
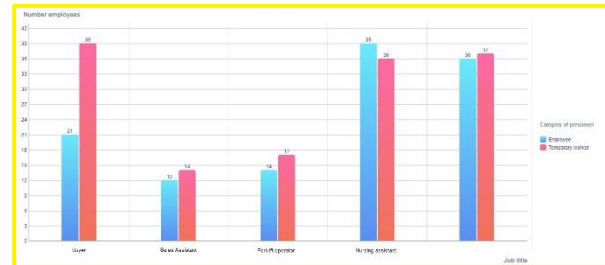
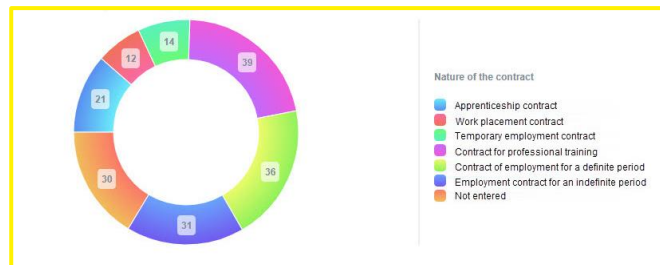
- Age pyramid
- Distribution by professional category (socio-professional category)
- Distribution by professional category and by gender
- Distribution by nature of contract
- Distribution by contract characteristic

These templates can be duplicated, so you can create your own reports, for which you can select from more than 30 data fields originating from the employee file.

Available chart types

3 types of charts are provided, which will allow you to display your data effectively:

- Pie chart
- Vertical bar chart
- Pyramid



Wide range of customisation options

A wide range of data customisation options are available, such as full-time equivalent calculation, displaying as a number or a percentage, displaying non-reported or unselected values, etc.

Populate your company reports in one click

What HR Manager would not wish to be able to populate their company reports and HR KPIs in just a few seconds? Kelio HR PRO makes this a reality, by generating a chart within your browser. Once the chart has been generated, you can simply copy and paste the image into your Word®, PowerPoint® or other presentations.

7. EDIT / EXPORT

KELIO HR PRO centralises all the report solutions within the **Print/Export** menu. This is the entry point to access the various mass-mailed reports and export employee data.

7.1 Mass-mailed reports

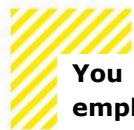
With this feature, you can create documents using the Word® mass mailing function, and the data fields from the employee file that you can find in Kelio. Create your own document templates in Word®, where you can insert merge fields from Kelio:

- Data originating from the individual file: surname, first name, postal address, date of birth, job title, contract, etc.
- Historical tables: skills, contracts, etc.

Mass-mailing

When setting up a mass mailing, you can select a period, enabling you to filter the data to be mass-mailed, and thereby generate and manage numerous HR documents:

- Create customised documents for multiple employees via a mass mailing: either a single document, or one that is personalised to employees
- Send an email, including the mass mailing document as an attachment
- Store the document in the employee file
- And choose the file type to be generated: Word or PDF



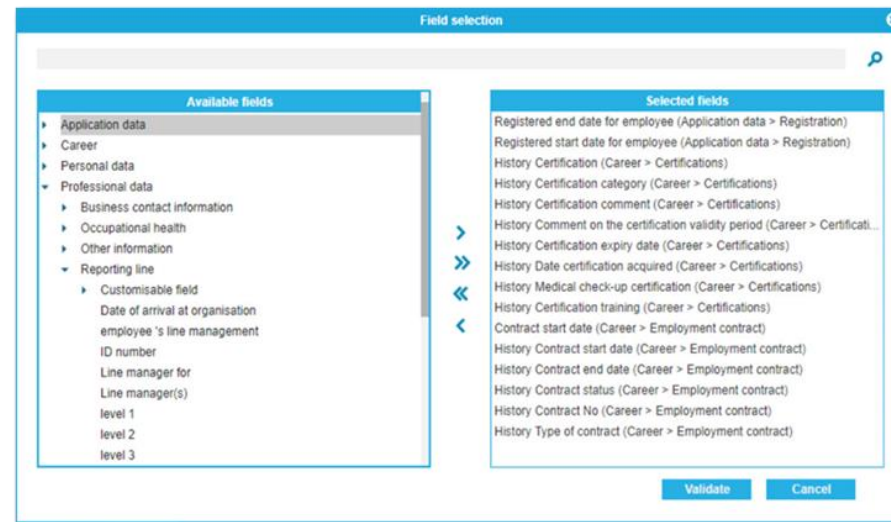
**You can create mass mailing documents for inactive employees, or employees with a registration in the future.
This simplifies the process of publishing work contracts in advance of a new employee joining the business.**

Electronic signature

With the fully integrated [digitalisation](#) module, you can have your HR documents that were created using the mass mailing function signed electronically: work contracts, amendments, job certificates, etc.

7.2 Customisable exports

- An unlimited number of spreadsheet-type customisable reports may be created
- Each report can contain as many columns as required, based on all of the data available in the employee file (including historical tables such as training courses, appraisals, contracts, etc.)
- All the customisable reports can be used in *.csv or *.xlsx format (for Excel® or Open Office®).
- By selecting a reference date, you can situate the data in the past, present or future
- The historical data filter defines the scope of the historical tables according to the start and end dates entered.



8. DIRECTORIES

With Kelio HR PRO, you can create directories of personnel and useful numbers. These tools are responsive: whether you are on a PC or on-the-go using a mobile or tablet, you can access the list of employees within the organisation, as well as useful numbers.

8.1 Personnel directory

When an employee is set up in Kelio HR PRO, they are automatically added to the personnel directory. This directory is displayed in the form of a table containing the following columns:

- Photo
- Surname/First name
- Section
- Email
- Telephone numbers (office, mobile, speed dial)
- Job title
- Functions

The columns that are displayed can be customised by the user, according to the rights that have been assigned to them. Adding favourites enables users to save contacts at the top of the list, while searching “full text” brings up results across all columns, including telephone number.

Photo	Surname/first name	Section(s)	Recipient email	Office phone	Office tel. no. abroad	Mobile phone	Mobile phone abroad	Functions	Details
	JACKSON Steve	Atelier/Secteur A	steve.jackson@kelio.d...	0125747847	7947	07 26 57 35 29			
	JEANNEAU Théo	Kelio Prod/Expéditions	theo.janneau@kelio.d...	0125747848	7948	07 23 27 51 50			
	JODRORNEAU Yann	Atelier/Secteur A	yann.jodroneau@kelio.d...	0125747849	7949	07 45 55 16 44			
	KAPISKY Valérie	Kelio Prod/Maintenance	valerie.kapisky@kelio.d...	0125747850	7950	07 26 57 35 29			
	KLIMCZAK Grégoire	Kelio Admin/Commerce	gregoire.klimczak@kelio.d...	0125747851	7951	07 23 27 51 50			
	LAFABRE Anne	Kelio Admin/Bureau d...	anne.lafabre@kelio.d...	0125747852	7952	07 45 55 16 44			
	LAGUILLAUME Olivier	Atelier/Secteur B	olivier.laguillaume@kelio.d...	0125747853	7953	07 26 57 35 29			
	LANDON Théo	Kelio Prod/Ordonnanc...	theo.landon@kelio.d...	0125747854	7954	07 23 27 51 50			
	LATOUR Libère	Kelio Admin/Informatiq...	libere.latour@kelio.d...	0125747855	7955	07 45 55 16 44			
	LÉVEVER Jacques	Kelio Admin/Commerce	jacques.levever@kelio.d...	0125747857	7957	07 26 57 35 29			
	LEROY Stéphanie	Kelio Admin/Qualité	steph.terry@kelio.d...	0125747858	7958	07 23 27 51 50			

8.2 Directory of useful numbers

The directory of useful numbers is fully customisable, and allows you to group different types of useful numbers by category (for example: taxis, hotels, meeting rooms, travel agencies, etc.) and to include all the information that would be useful to your employees should they need it:

- Icon
- Title
- Type (category)
- Phone
- Email
- Web page
- Description
- Address

The favourites function is also available for this version of the directory, as is the search function and column customisation.

9. SOFTWARE CUSTOMISATION

Many aspects of the Kelio HR PRO software's graphic design and layout can be customised:

Colours

You can choose your preferred graphic design style by selecting the colours for the different screens. There is a range of default themes to choose from.

Business term dictionary

If certain terms in the application do not correspond to the vocabulary which is used in your organisation, the business dictionary lets you redefine these terms for them to be adapted and be understood by everyone.

Customisable fields

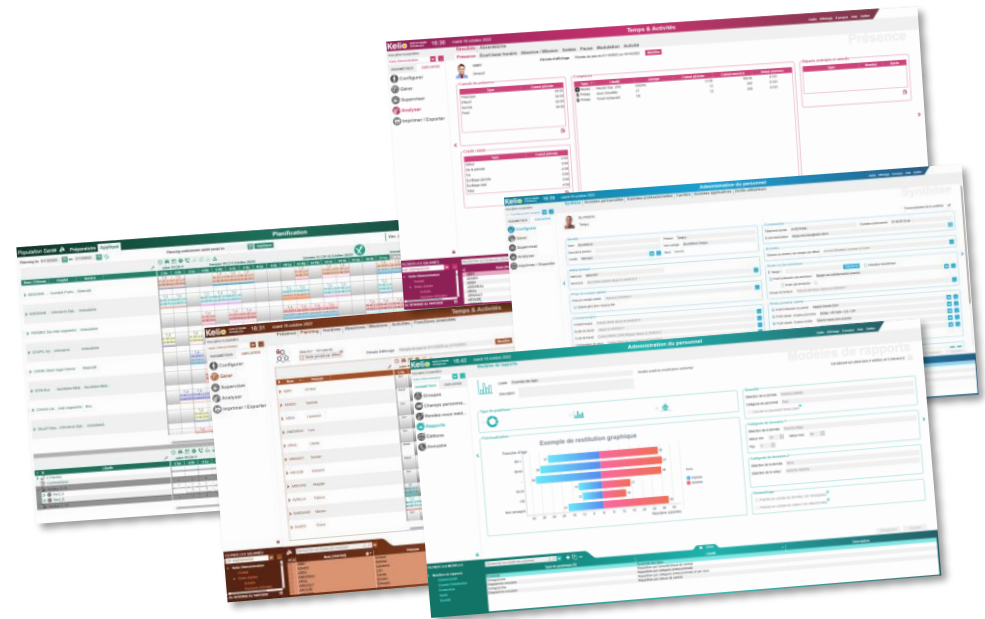
Would you like to add a new data field to the employee file? Kelio HR PRO lets you add a new entry field to the screen of your choice. This data may then be used and edited immediately.

Display filters

Several screens in the application have display filters to select or leave the data you think is essential.

Internationalisation

Kelio HR PRO software is multi-user and multi-language. Within an international organisation, each user may use the application in their own language, with adapted display modes such as: time formats (0-24 or AM-PM), date formats, and so on.



10. IMPORT/EXPORT FUNCTION

Kelio HR PRO's data exchange module provides a solution to your data import and export requirements.

- Manual or automatic data export: data on employees; with the T&A module: clockings/absence files/totals/accounts/balances
- Manual import from a source file: employee data; with the T&A module: clocking, absence files, balance initialisation data. These import operations may be added, modified or deleted.

These import/export operations may be configured and can adapt to your input or output file format.

11. ONLINE HELP

Online help for the software is accessible from the Kelio HR PRO screens.

This has the following benefits:

- Tree structure navigation
- Facilitated search (full-text indexing)
- Keyword search
- Hypertext link
- Multilingual management
- Feedback email -management
- PDF version available.

12. KELIO HR PRO OPTIONS

12.1 T&A or T&A PRO

With the T&A and T&A PRO modules, you can manage employees' attendance, absences and working time, as well as automating the process of calculating variables.

Key features for an easier and reliable management process

- Work duration management (contractual basis) with attendance and absence total monitoring
- Estimated and completed results calculation and display in real-time
- Manage different accounts: overtime hours, night hours, Sundays worked, bonuses, etc.
- Management of absence balances and leave allowances (PL, seniority, etc.)
- Schedule type management: fix, variable, weekly schedules, with or without shift management
- Collective planning for schedules, absences, remote working and comments with planned, estimated and actual totals
- Type of contract management: part time, full time, temporary workers, etc.
- Attendance indication and daily rest time declaration
- Management of regular remote working, quota-based or occasional, with monitoring of hours and days worked remotely
- Standard alerts (lateness, non-compliance with statutory working hours, etc.), which can also be customised according to the particular rules in place within your organisation
- Catalogue of reports, with the option to create new customisable reports.

Kelio OFFICIAL DATE AND TIME: 09:42 AM Friday, 24 February 2023 **Time & Activities** Tools Display About Help Exit

You are managing the population: My Company/UK

Attendance Planning Schedules Absences/Business leave Activities Advanced functions

Grouped consultation Grouped entry

Selection: 53 employees
☐ Grouped mode by default

Go to: 23/02/2023 Today

Grouped consultation

Employee	Present	Duration	Attendances				Absences/Business	Results					Day	Comments
			Entry No. 1	Exit No. 1	Entry No. 2	Exit No. 2		Contr.	Act.	Paid	SL	Out.		
* Dietrich Anna	L/D		06:00 AM	11:00 AM	02:00 PM	04:00 PM		10:00	7:00	7:00	7:00	-3:00		
* Evans Steven	OFF							0:00	0:00	0:00	0:00	0:00		
* Flanders Peter	After		02:00 PM	10:00 PM				8:00	8:00	8:00	8:00	0:00		
* Flanders Simon	Night		10:00 PM	06:00 AM+				8:00	8:00	8:00	8:00	0:00		
* Jenkins David	Morni		06:00 AM	02:00 PM				8:00	8:00	8:00	8:00	0:00		
* Gordon Elizabeth	Morni		06:00 AM	02:00 PM				8:00	8:00	8:00	8:00	0:00		
* Gordon Gina	Morni							8:00	0:00	0:00	0:00	-8:00		
* Guinness Andrew	Morni		06:00 AM	02:00 PM				8:00	8:00	8:00	8:00	0:00		
* Guinness Paul	After		02:00 PM	10:00 PM				8:00	8:00	8:00	8:00	0:00		
* Harrison Richard	L/D		06:00 AM	11:00 AM	02:00 PM	04:00 PM		10:00	7:00	7:00	7:00	-3:00		
* Harrison Robert	PL 2		09:30 PM	06:00 AM+				8:00	8:00	8:00	3:30	0:00		
* Hughes Daniel	Night		10:00 PM	06:00 AM+				8:00	8:00	8:00	0:00	0:00		
* Jacka Richard	OFF							0:00	0:00	0:00	0:00	0:00		
* Jones Richard	L/D		06:00 AM	11:00 AM	02:00 PM	04:00 PM		10:00	7:00	7:00	7:00	-3:00		
* Kynes Jamie	OFF							0:00	0:00	0:00	0:00	0:00		
* MacGregor Peter	After		02:00 PM	10:00 PM				8:00	8:00	8:00	8:00	0:00		
* MacGregor Simon	Night		10:00 PM	06:00 AM+				8:00	8:00	8:00	8:00	0:00		
* Martin Fred	PL 2		09:30 PM	06:00 AM+				8:00	8:00	8:00	8:00	0:00		
* Millington Lee	OFF							0:00	0:00	0:00	0:00	0:00		
* Mitchell Leo	After							8:00	0:00	0:00	0:00	-8:00		
* Noble David	U/PM		02:30 PM	11:00 PM				8:00	8:00	8:00	5:00	0:00		
* Osbourne Jane	Morni		06:00 AM	02:00 PM				8:00	8:00	8:00	8:00	0:00		
* Shahbaz Mohammed	OFF							0:00	0:00	0:00	0:00	0:00		
* Singh Gupta	OFF							0:00	0:00	0:00	0:00	0:00		
* Smith John	After		02:00 PM	10:00 PM				8:00	8:00	8:00	8:00	0:00		
* Smith John	L/D		06:00 AM	11:00 AM	02:00 PM	04:00 PM		10:00	7:00	7:00	7:00	-3:00		
* Smith Paul	After		02:00 PM	10:00 PM				8:00	8:00	8:00	8:00	0:00		

Recalculate Save Cancel

FILTER THE EMPLOYEES

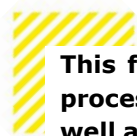
Search on all the columns

My Company	UK	Disponible Production	From 24/02/2023 To 20/11/2025	Surname [53/53]	First name	Badge 1 No	ID number	Section(s)	Work cycle
				Bond	Josef		5555	Offices	3 Week Rotating (Week no 1)
				Brown	Suzie		51	Floor 1	3 Week Rotating (Week no 3)
				Brown	Gina		62	Kitchen	3 Week Rotating (Week no 1)
				Clark	Gina	12345678	1234	Offices	21 30-6am

Grouped screen for monitoring attendance and absences

T&A Employee Self-Service is an option that allows you to decentralise some T&A actions and information, and can be used by:

- Employees: to submit absence/remote working requests, input clocking and attendance declarations, and check results
- Managers: to process requests submitted by employees from their team, and access their T&A results



This functionality enables you to digitalise absence requests and other processes relating to time & attendance management and activities, as well as giving employees and managers an active role in these processes.

Straightforward to use, the screen ergonomics have been designed to facilitate working by the day, half-day or hour, and to provide quick-access, grouped planning actions (drag & drop, copy & paste, planning templates, and so on).

Planning

- Planning of schedules, absences, remote working, on-call duty and activities¹ individually or collectively
- Management of over-staffing and under-staffing with loans and replacements
- Alerts in line with your statutory and organisational obligations
- Real-time monitoring of individual and collective results as an actual or estimated value
- Management of your business indicators
- Reports for individual or collective planning
- Schedules can be circulated via the Employee Self-Service portal
- Notifications via email or SMS to alert your employees instantly about planning changes.

Planning PRO

- Construct your planning grid
 - Create your posts (Schedules, absences, on-call duties and activities¹)
 - Organise posts in rows, in columns and by folder
- Manage assignment conditions on posts (unauthorised employees, job titles, skills, etc.)
- Plan your employees onto your posts
 - Automatically: generate planning suggestions in adherence to your requirements and legal constraints
 - Manually: adjust and assign your employees onto your posts
- Monitor the coverage of your workload using colour-coded indicators
 - One-off or recurring requirements by day, half-day, or by hour.
 - Requirements calculated according to your business variables
- Planning validation
 - Planning log to note variances against the actual planning
 - Modification locking.

¹ With the Activities or Activities PRO module

12.3 Analytical monitoring and job costing management

The optional Kelio Activities and Kelio Activities PRO modules allow you to carry out analytical monitoring of the time taken per activity, and calculate the cost.

- Time and attendance management by section
- Activity clocking management via terminals or barcode scanners
- Automatic breakdown of hours worked by activity according to planning
- Individual activity calendar management.

***With Activities, you manage a task, whereas with the Kelio Activities PRO module, you add concepts for cost centres and clients**

**COMPLETE
INTEGRATION**
with Kelio Time &
Attendance
Management

SIMPLE TO USE

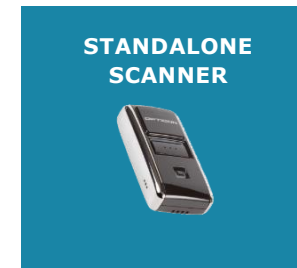
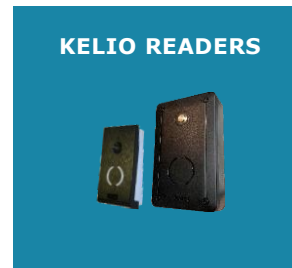
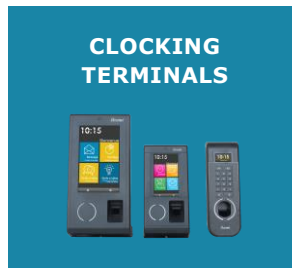
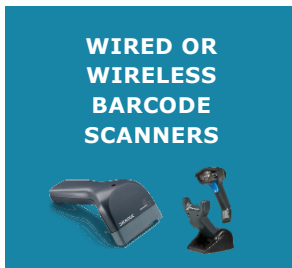
SCALABLE
to Kelio Activities
PRO

**CAN BE
INTEGRATED**
into Planning and
Planning PRO
modules

REPORTING
Standard and
customisable, to
extract analytical
reports

Several solutions are available to clock, declare or generate activity times:

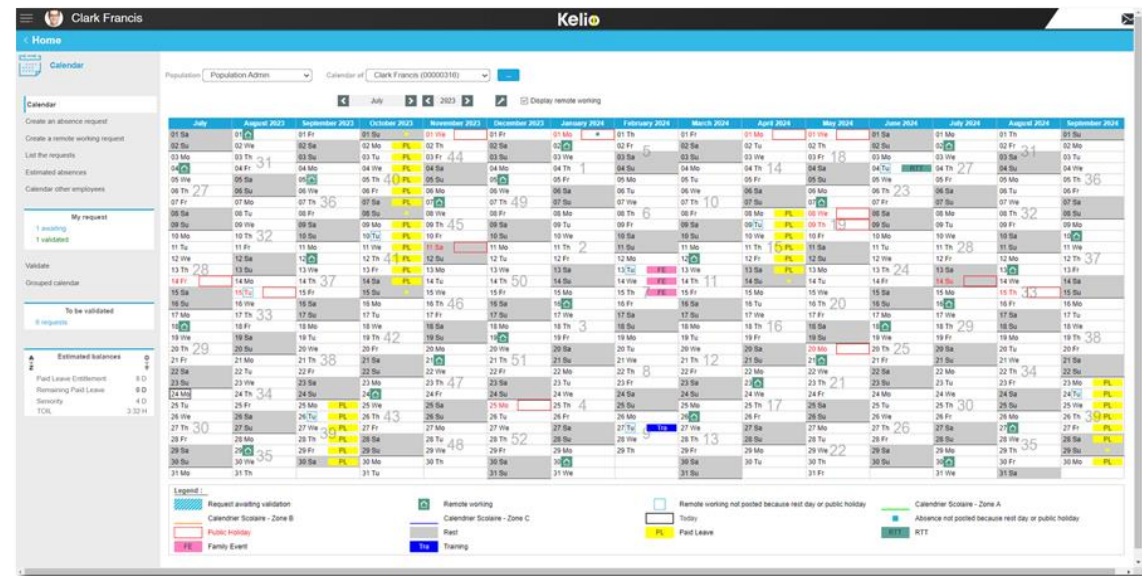
- Virtual activity clocking from Employee Self-Service in simplified mode (one key, one activity) or expert mode (type selection)
- Geolocation-based activity clocking via smartphone
- Activity declaration as a percentage, period or duration using the Employee Self-Service portal
- Generation of activity time according to either the time planned or the default activity of the department/employee
- Physical activity clocking. Several methods possible:
 - Simply swiping a badge to clock in or out on clocking terminals
 - Entry via wired or wireless barcode scanner
 - Clocking on readers dedicated to activities
 - Entry on a standalone scanner (standalone portable barcode scanner to be downloaded via USB)



12.4 T&A Employee Self-Service

With this optional module, you can enhance the Employee Self-Service portal. Employees and managers have access to the following T&A features:

- Clocking/Attendance indication, breaks, business leave,
- Attendance declaration with validation workflow
- Absence and remote working request management with validation workflow
- Individual or grouped result monitoring
- See who is absent/present in real time
- Activity clocking (with the Activities or Activities PRO module)
- Activity declaration with visa (with the Activities or Activities PRO module).



ADAPTED
to employee and
manager needs

EFFECTIVE
a straightforward
interface for simple,
structured task
actions

RESPONSIVE
available on
computer and
touchscreen devices

12.5 Electronic signature

With the fully integrated digitalisation module, Kelio enables you to have your recurrent HR documents from Kelio signed electronically:

- Mass mailed documents: employment contract, job certificate, etc.,
- With the T&A or T&A Pro module: end-of-period report.

But you can also have external documents signed (only in PDF format):

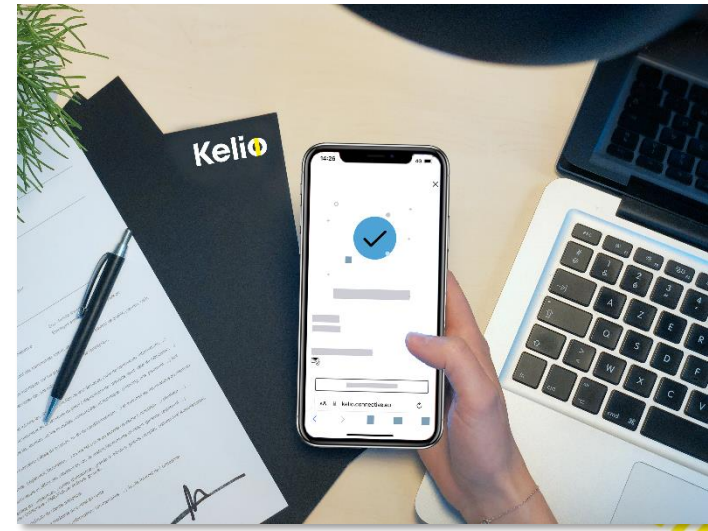
- Generic documents, such as health protocols and internal regulations
- Individual documents, such as job descriptions.

You can create your signature templates according to the type of document to be signed and according to your requirements (signature possible by the line manager and company signature with the server cache). Once sent, a monitoring table enables you to check the progress of the documents sent for signature, to remind late signatories or if a mistake has been made, to revoke the process.

Once signed, your certified documents are automatically archived in your Kelio secure storage space with the possibility to sort and download them.

The provision of a proof file certifies the electronic signature process for each signed document.

Each signatory can sign from their PC or smartphone and upload the document signed.



What are the benefits of electronic signatures?

REDUCING YOUR EXPENSES

Due to saving on the
cost of sending by
post

ENVIRONMENTAL SAVING

from not using paper

ACCELERATED TIME FRAMES

with a new
recruitment for
example

CERTIFICATION OF SIGNATORIES'

identity

CERTIFICATION OF THE INTEGRITY

of the signed
documents

SIGNIFICANT TIME SAVING

from monitoring
documents sent for
signature

AUTOMATIC ARCHIVING

of all signed
documents in Kelio

12.6 Data warehouse

The Data option is a powerful data warehouse that uses your business intelligence tools to develop reports adapted to the various stakeholders within your organisation. Create your own data warehouse which will enable you to extract and record the historical data you require. You can connect Excel® or any other decision-making analysis tools* to this Datamart to create your own statements, reports and dashboards.

ACCESSIBILITY
thanks to storage by
functional theme

**FLEXIBILITY
and
ACCURACY**
in data
synchronisation

COMPATIBILITY
Firebird®, SQL
server®, PostgreSQL®,
Oracle®

INDEPENDENCE
from Kelio to produce
your own dashboards
or data
consolidations

* Such as Business
objects®, Crystal Report®,
Cognos®, Hyperion®,
SAS®, Harry software®,
etc.

12.7 Payroll interface & Reporting

The "Payroll interface & Reporting" module is comprised of two sub-modules: Paylink and Report.

12.7.1 Paylink

Paylink is a payroll interface module that enables you to extract time & attendance data and export it to a payroll software application. The many different items of payroll data and variables calculated by Kelio PRO may be exported: absences, totals, overtime hours, balances, business leave, bonuses and so on.

**MULTI-PAYROLL +
WIDE
COMPATIBILITY**
Sage, Eksaé,
ADP/GSI, HR Access,
Ciel, Meilleure
Gestion...

MULTI-USER
simultaneous user
connections

MULTI-ENTITY
several
configurations for the
same payroll

**PAYROLL FILE
TRANSFER**
via email or FTP if
payroll is outsourced

**QUICK &
AUTOMATIC
EXPORT**

12.7.2 Report

The optional Report module is a vital tool to meet your organisation's HR analysis requirements. The reporting proposed is made up of powerful management indicators with graphics to monitor the results and indicators that affect your decision-making.

For example, the reports you can produce are very useful for preparing your company's balance sheet or for summarising your hours worked.

List of dashboards available:

- **Staff administration:** age pyramid, staff distribution by status and contract type, by gender, by age, by seniority and by nationality
- **Changes in personnel:** number of recruitments by status and by contract type, number of departures by status and by reason for leaving
- **Absenteeism:** global absenteeism rate or absenteeism rate by absence type (illness, paid leave), by gender and by status, change in absenteeism rate, summary of absenteeism totals
- **Health and safety commission monitoring:** severity rate for accidents at work and their frequency
- **Time and attendance management results summary:** detailed report of the annual hours, summary of overtime, bonuses, special hours, late arrivals and early departures
- **Activity time report:** task and cost centre summary
- **Access control:** area usage summary, summary by visitor numbers, visit distribution by subject, badge use report

12.8 Multi-organisation

This option enables the Kelio setup to be configured across different entities. So, on the same Kelio server, it becomes easier to manage an organisation that is multi-entity, multi-site, multi-store, multi-establishment, multi-agreement, etc.

- Set up different, distinct configurations for different entities,
- Define shared or specific parameters,
- Decentralise the management and administration of Kelio for one or more entities:
 - A user manages the employees within his/her entity with the associated parameters,
 - A user manages several entities, each with associated parameters,
- Process employee data by entity or at a group level, for decision-making insight.

12.9 Access & Security

When combined with Kelio HR PRO, the Access module enables you to manage and control access within your organisation. Each employee has an access profile that enables them to move around the controlled areas within the organisation at the dates and times required.

These solutions also provide all possible options for monitoring and supervision of changes in personnel, as well as surveillance of your access points (door forced, window left open, etc.) and management of visitors.

The benefits of the Access modules

- Synchronisation of the list of employees between Kelio HR PRO and the Access module
- Can be combined with the Kelio T&A or T&A PRO time and attendance management system:
 - Work schedules = access authorisation schedules
 - Absences = access lockouts
- Surveillance alert by email or SMS
- Fire management, present employees report
- Alarm activation/deactivation on the first and last clocking authorised
- The badge may be used as a “key” to modify the security level of an access in real time.
- Graphic supervision
- Visitor management with touchscreen reception terminal
- Room reservations to secure your equipment and monitor room occupancy in real time
- Etc.

13. OUR SERVICES



Audit and project support

Kelio solutions training

Quality monitoring

Kelio and GDPR

Software in SaaS mode



Auto Time Systems Northern Ltd

North Quarry House
North Quarry Business Park
Appley Bridge
Wigan
WN6 9DB



REF 650I91INT B