

HRLocker Features & Benefits



HRLocker

#happyworking



Product Features & Benefits

How can HRLocker benefit your organisation & streamline your business process?

HRLocker is a cloud-based, online People management platform designed and supported by HR Professionals. It's an easy, affordable and paperless way to better manage your employees and drive business growth.

HRLocker is a cloud-based people management system that allows companies to manage annual leave, recruitment, training, working times, digitally signed documents and more! With worldwide access, it makes HR easy, improves the productivity of your workforce and scales with your business.

Why choose HRLocker?

- Easy, paperless and affordable.
- Flexible and scalable.
- Mobile optimised and available everywhere.
- Developed for progressive tech, professional services and not for profit businesses.
- Secure and simple to set up, you can be online within minutes.
- Available worldwide.
- Reduces administration time and expenses dedicated to managing employees.
- Designed for progressive growing companies who want to scale their business.
- HRLocker focuses on Next Practice solutions – this means we take best practice and look beyond to the 'next' practice.

HRLocker is ISO27001 and GDPR compliant. The ISO 27001 standard is a globally recognised Information Security Management System (ISMS) standard. ISO 27001 specifies the requirements and processes to enable a business to establish, implement, review and monitor, manage and maintain effective information security

For more information:

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Time On & Time Off Management

Our Timesheet Software reduces administration and costs. It allows your employees to record their working hours in the Cloud with our smart online timesheet system.

Benefits

- Our time tracking tool allows employees to enter their weekly hours and then gets sent to their manager for approval
- Say goodbye to spreadsheets! Save time monitoring employee hours worked by using our simple reporting tool
- Our online timesheets allow employees to easily self-serve and submit their hours
- Simple approval and archive process for managers
- Easily monitor employee time on individual projects to help with sprint planning
- You can track the time spent on individual projects in addition to the daily hours worked. A great way to gain an extra 'slice' of how working time is spent.
- With accurate record-keeping, managers and business owners are able to make better resourcing decisions and to optimise the efficiency of their workforce – while meeting timekeeping compliance obligations.

The screenshot displays the HRLocker 'Time On' interface. At the top, a navigation bar includes icons for Dashboard, Time On, Time Off, CPO, Reports, HR Data, Directory, RTR, and Help. The user 'Peter Parker' is logged in. Below the navigation bar, the 'Time On' section is active, showing tabs for MY TIME ON, UNSUBMITTED, AWAITING, ARCHIVE, PROJECTS, and Tutorial. The main content area shows the 'Timesheet: Peter Parker' for the week of 02/03/2020. It includes a 'Previous Week' and 'Next Week' button. The timesheet table has columns for days of the week (Monday Mar 02 to Sunday Mar 08) and a 'TOTAL' column. Rows include Start, Break duration, Finish, Total, and Notes. Below the timesheet, there is a 'Projects' section with a table showing time spent on 'HRLocker first line Support' and 'Marketing'.

	Monday Mar 02	Tuesday Mar 03	Wednesday Mar 04	Thursday Mar 05	Friday Mar 06	Saturday Mar 07	Sunday Mar 08	TOTAL
Start:	09:00	09:00	09:00	09:00	hh:mm	hh:mm	hh:mm	
Break duration:	1:00	1:00	1:00	1:00	hh:mm	hh:mm	hh:mm	
Finish:	17:30	17:30	17:30	17:30	hh:mm	hh:mm	hh:mm	
Total								00:00
Notes	Notes...	Notes...	Notes...	Notes...	Notes...	Notes...	Notes...	

Projects	Monday Mar 02	Tuesday Mar 03	Wednesday Mar 04	Thursday Mar 05	Friday Mar 06	Saturday Mar 07	Sunday Mar 08	Total
HRLocker first line Support	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	00:00
Marketing	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	00:00

Performance Management (Realtime Reviews)



Our latest HRLocker feature Real Time Reviews gives your company a way to schedule, record and manage your performance review process. Real Time Reviews you can record and store reviews or appraisals for easy reference in the future. Our system incorporates a feedback element meaning we capture both sides of the story. It allows management and employees to keep up to date on how their performance is going while also allowing the company to spot any potential issues or problems early with our advanced reporting.

Benefits

- Schedule and automate the Review process
- Store your performance reviews and eliminate paper with the digital record available for both manager and employee to revisit.
- Get Employees involved with real time feedback able to record their viewpoint.
- Allow Employees to request a review if necessary.
- Document weekly catch ups helping managers and employees to stay connected and engaged
- Monitor and report on how performance reviews are going in the company.
- Receive advice from our HR experts and make your performance management system an effective and positive element of managing staff.
- Report on how the review process is running in your company with reports on frequency, sentiment and time to complete reviews available.

Training & Development – CPD



Our Continuous Professional Development feature or CPD, ensures you never again let an employee's training certification expire. With HRLocker CPD you can assign Training & Development courses and tasks to your employees.

Continual Professional Development (CPD), otherwise known as Training and Development, is a simple and very effective way to manage your employees' training & certifications.

If your employees are required to have certification or simply complete a course as a part of their work, you have the facility to record this training and allow the employee to upload their own certificate for you to validate.

Benefits

- Helps Manage and Assign Training & Development
-
- Allows the simple upload of New training certificate
-
- Sends notifications of when certification is about to expire
-
- Sends out training requests to employees
-
- Allows employees to request training
-
- Allows manager validation

HR Documents - Digital Signatures

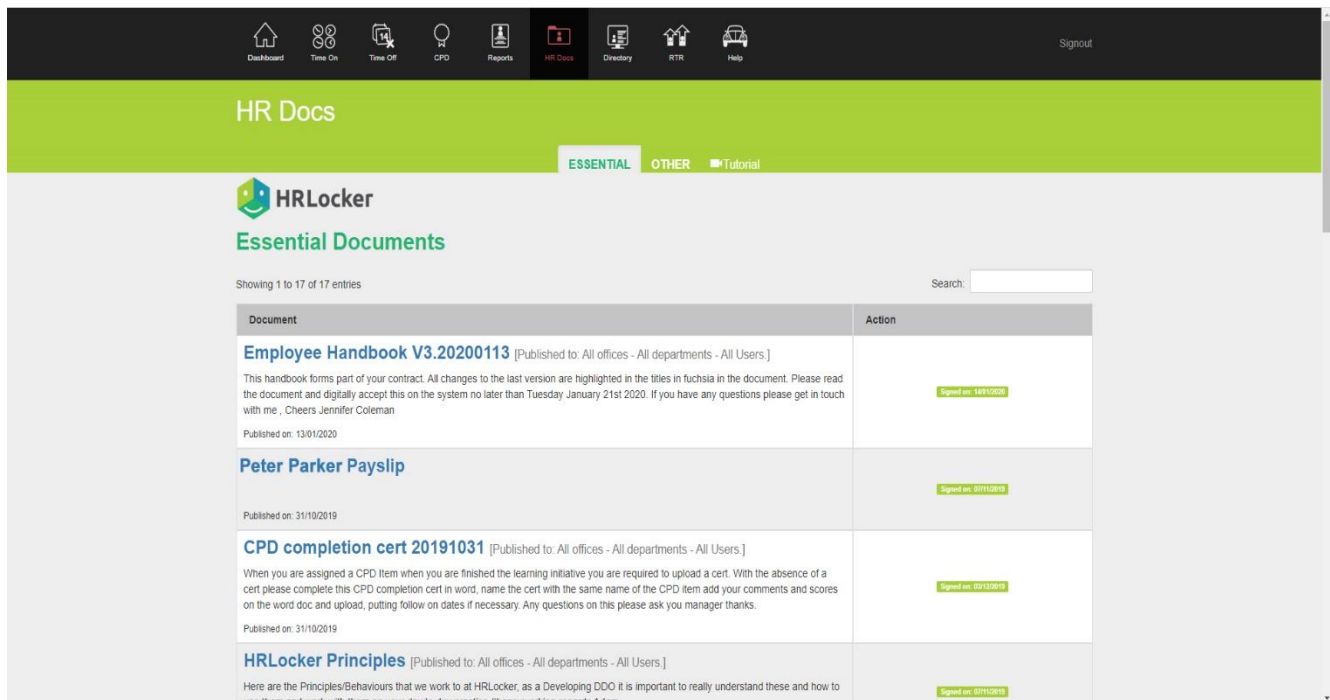
Our HR Docs feature allows you to easily store and publish documents to different users and different offices. It's also possible to flag important documents, such as employee handbooks, contracts or other policy documents that need to be signed. Employees can read these documents online, or print them out, and provide an electronic signature confirming that they've read and agree.

All signed documents have a time and date stamp, you can view both read – and unread documents This allows a whole spectrum of comprehensive reports for managers

HR documents is a great online tool for new employees to automate onboarding and new hires with a smooth workflow of signing company policies and handbooks.

Benefits

- Simple Step by step procedure for onboarding for new employees
- Shows Read reports and signs with Electronic Signatures
- Makes managing employee contracts easy and effective
- Automated document distribution workflows
- Give company wide access to expense forms and other policy and procedure documents



The screenshot displays the HRLocker HR Docs interface. At the top, there is a navigation bar with icons for Dashboard, Time On, Time Off, CPD, Reports, HR Docs (active), Directory, RTR, and Help. A 'Signout' link is also present. Below the navigation bar is a green header with 'HR Docs' and tabs for 'ESSENTIAL', 'OTHER', and 'Tutorial'. The main content area features the HRLocker logo and 'Essential Documents'. It shows a list of documents with columns for 'Document' and 'Action'. The documents listed are:

Document	Action
Employee Handbook V3.20200113 [Published to: All offices - All departments - All Users.] This handbook forms part of your contract. All changes to the last version are highlighted in the titles in fuchsia in the document. Please read the document and digitally accept this on the system no later than Tuesday January 21st 2020. If you have any questions please get in touch with me , Cheers Jennifer Coleman Published on: 13/01/2020	Signed on: 14/01/2020
Peter Parker Payslip Published on: 31/10/2019	Signed on: 07/11/2019
CPD completion cert 20191031 [Published to: All offices - All departments - All Users.] When you are assigned a CPD item when you are finished the learning initiative you are required to upload a cert. With the absence of a cert please complete this CPD completion cert in word, name the cert with the same name of the CPD item add your comments and scores on the word doc and upload, putting follow on dates if necessary. Any questions on this please ask your manager thanks. Published on: 31/10/2019	Signed on: 07/11/2019
HRLocker Principles [Published to: All offices - All departments - All Users.] Here are the Principles/Behaviours that we work to at HRLocker, as a Developing DDO it is important to really understand these and how to use them and work with them on your day to day practise #hacovworking rewards Adam	Signed on: 07/11/2019

Diversity and Equality Reporting



Equality Monitoring Reporting frees business owners and HR managers to focus on their people and clients, while ensuring they are in complete compliance with their legal duties.

Today's workforce is more diverse than ever before. Investing in Equality Monitoring for your employees will improve your overall ability to recruit and retain high calibre employees as well as improving your company culture.

This feature can automate this process for your company throughout the life cycle of your employees. The HRLocker Equality and Diversity module reports on all the protected characteristics.

The applicants Equality Form is never accessible by the hiring manager this ensures a complete separation in the recruitment process and removes any appearance of bias. The monitoring process ensures that your company are recruiting in a fair and equitable manner, providing a fully diverse workforce.

Benefits

- Reduces paperwork and associated costs
- Protects against accusations of discrimination
- Meets all legal and ethical requirements for Equality Monitoring
- Reports are readily available ensuring no fines or lost revenue
- Protects your Companies reputation
- Ensures a more diverse workforce
- Guarantees records are kept compliant with ISO 27001 standards and GDPR

Employee Database



Manage compensation easily and systematically within your core HRLocker service.

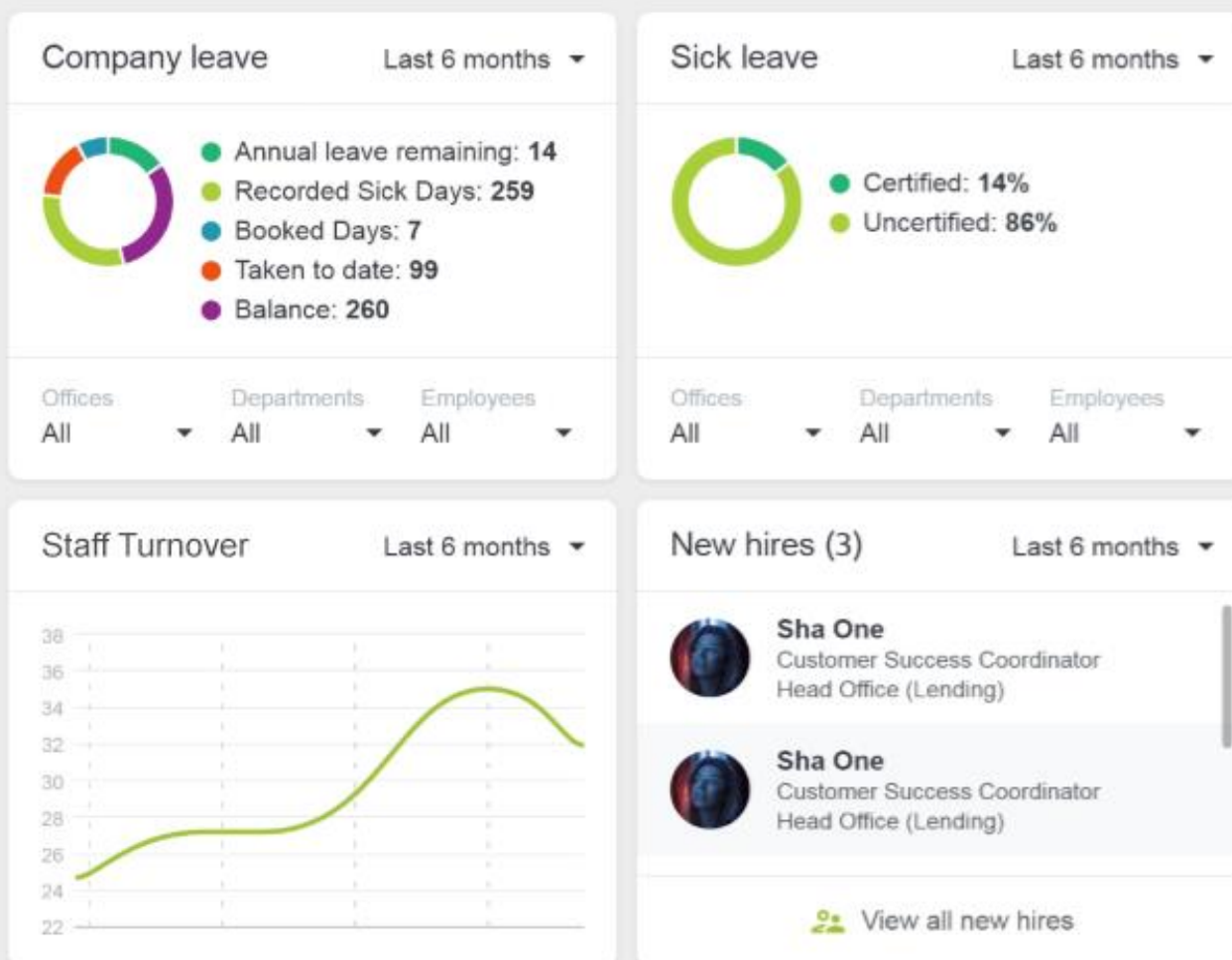
Our employee database is an integrated employee management service. Our customers asked for an easy-to-use, scalable, software solution that allows employers to assign and track employee details across their organisation. In the Comps and Bens section you can manage salary compensation, bonus payments, assets and incentives easily and systematically within your core HRLocker service.

Benefits can be created easily and then assigned at either organisation, office, department or individual employee levels. Reports can be generated from the report's sections. Comps and Bens offers a secure repository to remain GDPR compliant with sensitive remuneration data accessible and manageable only by approved personnel.

Benefits

- Easy set up Comps & Bens by Managers or Administrators
- Manage Benefits by either Office, Department or Employee
- Easily generate reports
- Asset Management tracking
- Assign bonus details per individual employee

Data Reports



Quickly Generate and Export Key HR Reports

HRLocker 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 give you a quick overview of what you need.

It's also easy to export reports into an Excel file 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.

Benefits

- Employee reporting software with real time information
- Allow your HR system work for you
- Export reports to Excel for easy reporting and further analysis
- Allows managers to easily allocate time for specific projects per individual or department

Recruitment & Automated Onboarding



Indeed is the #1 job site worldwide, with over 50 million unique visitors and 1 billion job searches per month.



Trovit is the leading global search engine for classified ads in Europe and Latin America.



SimplyHired brings together postings from the top job sites to offer a single, powerful job search tool.



Adzuna searches thousands of job sites so that you don't have to. Bringing together millions of ads.



Juju.com (U.S.A.) is a job search engine, not a job board. Juju's comprehensive search results link to millions of jobs all over the Internet.



Jooble searching jobs around the world.



Olx (India) is the next generation of free online classifieds and provides a simple solution, wherever you may reside.



Oodle checks out millions of people using Marketplace on Facebook and Oodle to find job listings.



Hound searches directly through employer websites. Finding the latest jobs using the largest online job search engine.



Yakaz discovers what's happening in your neighborhood. Find out what companies near you are recruiting.



TwitJobSearch.com is the world's first job search engine to harness the power of Twitter.



JobRapido is the leading job search engine in Europe and Latin America. Jobrapido gathers from over fifty thousands sources.



Glassdoor is a free jobs and career community that offers the world an inside look at jobs and companies.



JobInventory.com (U.S.A) a search engine with a singular goal. Give job seekers the quickest access to the largest selection of jobs.



Careerjet is a job search engine designed to make the process of finding a job on the internet easier for the user.



HireLocker is a full recruitment management system which allows you to manage the entire recruitment process in one central location. It seamlessly integrates with HRLocker and with your website, job boards and social media.

Benefits

- One central location for all applications
- Manage the recruitment process
- Powerful candidate search feature
- Empowers social referral
- Pre-screen candidates
- Create your own careers page