

A young woman with long brown hair, wearing a light blue denim shirt over a pink top, is smiling and making an 'OK' hand gesture with her right hand. She is holding a white document or folder. The background is a blurred office setting.

2022 Product Brochure

appogee**hr**

People software that **grows** with your business

table of contents

Appogee HR Software

2022 Product Brochure



- About Us 2
- Appogee HR Success 3
Advanced HR Management
- Appogee HR Essentials 5
Core HR Management
- Appogee Leave 7
Simple Absence Management
- Appogee Time Tracker 9
Project Time Tracking
- Our Packages 11
- Service & Support 13
- Security, Trust & GDPR 14
- Facts & Figures 15
- Contact Us 16

about us

Appogee HR Software

Customisable and scalable **HR** and **productivity** software solutions that **grow** with your business



At Appogee HR we're committed to providing easy-to-use online people software solutions to suit your business needs.

Our innovative range of cloud HR and project time tracking management systems enables our customers to make their people management as simple and effective as possible.

Starting from the moment you select your winning candidate through to pre-boarding managers can support employees right through the full employee journey being taken care of from one place. Our Appogee HR Success package is a one-stop shop for increasing manager autonomy and employee engagement. Check out page 3 for more details. Also available is our HR Essentials package which is an HR Software package with all the core functionality you would expect to securely store employee information and manage absences.

Our Appogee Leave package is a simple, straightforward absence management solution, allowing for any kind of absence request and approval including TOIL and Unlimited PTO. Check out page 7 for more details.

Appogee Time Tracker is an intelligent and secure project time tracking solution that is perfect for forward-thinking companies who want to better understand their project details. Check out page 9 for more

Our suite of integrations includes LinkedIn Talent Hub, Office 365, Google Workspace, and Xero offering key benefits to supporting your HR digital transformation requirements.

Our solutions are available in a range of package options (see page 13 for more details) and it's so intuitive to set up and simple to use that your employees will love it!

To try your desired package free for 14 days visit app.appogeehr.com/trial

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Appogee HR Success is our advanced online HR Software package designed to skyrocket your people management process, engage your employees and empower your managers.

appogeehr success

products & packages

Appogee HR Success

Key Features

- **Centralised Employee Information** - Keep all employee information and records in one secure, organised location.
- **Employee Self-Service** - Allow employees self-service access to keep their records up to date. Configure what you want employees to access & customise fields
- **Leave & Sickness** - Make it easy for employees to request time off, and discretely manage sickness & other kinds of absences with manager approval.
- **Staff Location Recording** - Manage hybrid working with office booking, zones, and capacity management
- **Company Documents & Policies** - Securely store & share key company policies in one place with controlled access for employees, versioning & acknowledgment requests.
- **Advanced Performance Management** - In-App End to End Employee Performance Reviews, 360 Feedback, Manager & Employee Self-Assessment, and flexible review templates allowing you to define and implement your chosen process with ease.
- **Shout-outs** - Drive employee engagement & peer-to-peer feedback using simple, fast Shout-outs
- **Goal Management** - Manage company OKR's online for full transparency and check-ins
- **Employee Onboarding Portal** - Provide new employees access to all the information they need to know before they start as well as pre-booking any agreed absence requests.
- **Workflows, Notifications & Checklists** - Create & assign custom Checklists and Notifications.
- **Fast, Intuitive Setup** - Get access in minutes and set up your employees in next to no time.
- **Integrations** - Includes LinkedIn Talent Hub, Google Workspace, Office 365 and Xero

At-A-Glance Benefits



Enhance the Employee Experience



Engage & Empower Managers



Create Reports on Employee Data



Accessible Remotely



Lock Down Consistent HR Process



Provide Valuable Feedback

Is this what you need?

If you're looking to take your people management to the next level, Appogee HR Success is the right solution for you. To find out more, or for a free demo contact sales@appogeehr.com

The logo consists of the lowercase letters 'a', 'h', and 'r' in a sans-serif font. The 'a' is blue, the 'h' is orange, and the 'r' is blue. The letters are enclosed within a blue, hand-drawn style outline that resembles a speech bubble or a cloud.

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Appogee HR Essentials is our online HR data management solution for your core HR needs. Manage and report on employee data from one centralised and secure location.

appogeehr essentials

products & packages

Appogee HR Essentials

Key Features

- **Centralised Employee Information** - Keep all employee information and records in one secure, organised location.
- **Employee Self-Service** - Allow employees self-service access to keep their records up to date. Configure what you want employees to access & customise fields
- **Leave & Sickness** - Make it easy for employees to request time off, and discretely manage sickness & other kinds of absences with manager approval.
- **Staff Location Recording** - Manage hybrid working with office booking, zones, and capacity management.
- **Company Documents & Policies** - Securely store & share key company policies in one place with controlled access for employees, versioning & acknowledgment requests.
- **Workflows, Notifications & Checklists** - Create & assign custom Checklists and Notifications.
- **Time & Attendance** - Clock in and out, create online timesheets, and track working hours & breaks.
- **Integrations** - Includes Google Workspace, Office 365 & Xero

At-A-Glance Benefits



Reduce Manual Admin



Easily Create HR Reports



Manage Time Off



Clock-in & Out



Hybrid Working Management



Secured Staff Data

Is this what you need?

If your people management process needs organising into an easy to use solution then Appogee HR Essentials is right for you. To find out more, or for a free demo contact sales@appogeehr.com

"Appogee HR is *the* all round system and I highly recommend it. The perfect HR program for staff, HR and Finance"

- Jarrod G., CEO, Broadcast Media

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Appogee Leave simplifies time off management with self-service employee access to request holiday and other types of absence such as Sickness, Remote Working & Jury Service, all handled through easy request and approval process

appogeeleave

products & packages

Appogee Leave

Key Features

- **Self-Service Employee Leave Requests** - Allow employees to request time off easily through the app
- **Manager Approvals** - Approve any time off or sickness requests
- **Know who's working from home** - With our configurable leave settings you can easily see who's in the office and who is working from home
- **Cloud Storage** - Say goodbye to paper and spreadsheet-based leave management and store all requests and manager approvals in the cloud
- **Unlimited PTO** - Manage unlimited PTO requests in-app (optional)
- **Accurate and Easy Reporting** - Create easy reports on employee leave that are up to date and accurate
- **International Public Holidays** - Configure public holidays across all your international offices
- **Integrations** - We offer integrations with Google Workspace, Office 365 and Xero

At-A-Glance Benefits



Always Know
Who's Off



Employee Self
Service



Sync to Google or
Office Calendars



Securely Store
Absence Records

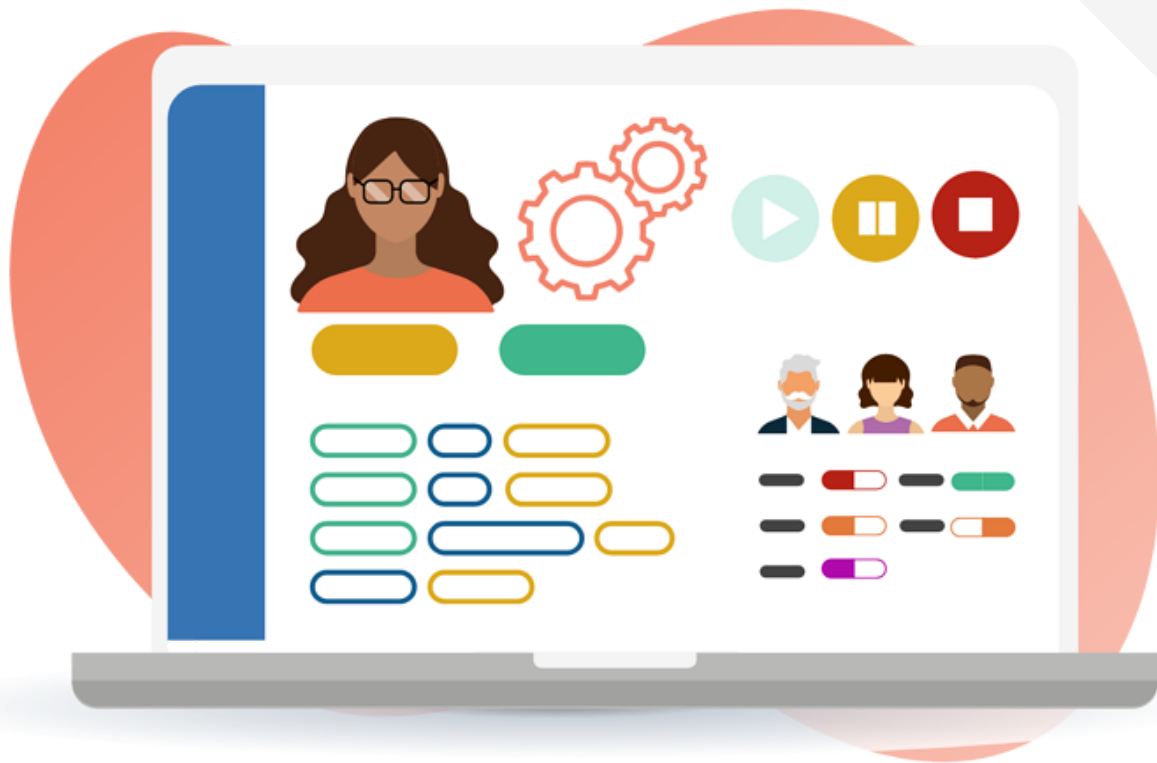
Is this what you need?

Appogee Leave is a software solution which supports simple absence management. To find out more, or for a free demo contact sales@appogeehr.com

"If you are looking for a simple solution to track, manage and report out on your companies PTO [paid time off] balances and provide a great user experience for your employees you can't go wrong with Appogee HR."

- Matt P., CFO, Computer Software

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Appogee Time Tracker is intelligent time and project tracking software for forward thinking companies. It's easy to use, secure software for tracking time against customers, projects and teams with customisable metrics, planning & budgeting and more.

appogee **time** tracker

products & packages

Appogee Time Tracker

Key Features

- **Centralised Project Information** - Keep all project timing, billing and reporting in one place
- **Track Customers, Projects, Tasks and Teams** - Customisable tracking options so you can choose how you track projects
- **Pre-project Planning & Budgeting** - Forecast costs & timescales in-app with project estimates for more accuracy
- **Project Actuals & Analysis** - Easily see time spent on projects, whether it's billable or not & the calculation against project cost
- **Project Management Roles** - Create secure project roles to accurately track costings, billings and actuals
- **Accurate Time Tracking** - Track projects in real-time with clock-in & clock-out or add in time spent post-completion
- **Data Export** - Download all of your data to a CSV file to create any kind of chart or report using your accurate data
- **Staff Location Recording** - Manage hybrid working with office booking, zones and capacity management
- **Time & Attendance** - Create online timesheets, and track working hours & breaks.
- **Integrations** - Includes Google Workspace, Office 365 & Xero for single sign-on

At-A-Glance Benefits



Track Where You're Spending Time



See What's Being Billed



Improve Data Accuracy



More Precise Forecasting



Make Time For Employee Development



Track Remote Workers

Is this what you need?

Appogee Time Tracker is for companies who wish to track time accurately for all of your projects. To find out more, or for a free demo contact sales@appogeehr.com

products & packages

Our packages

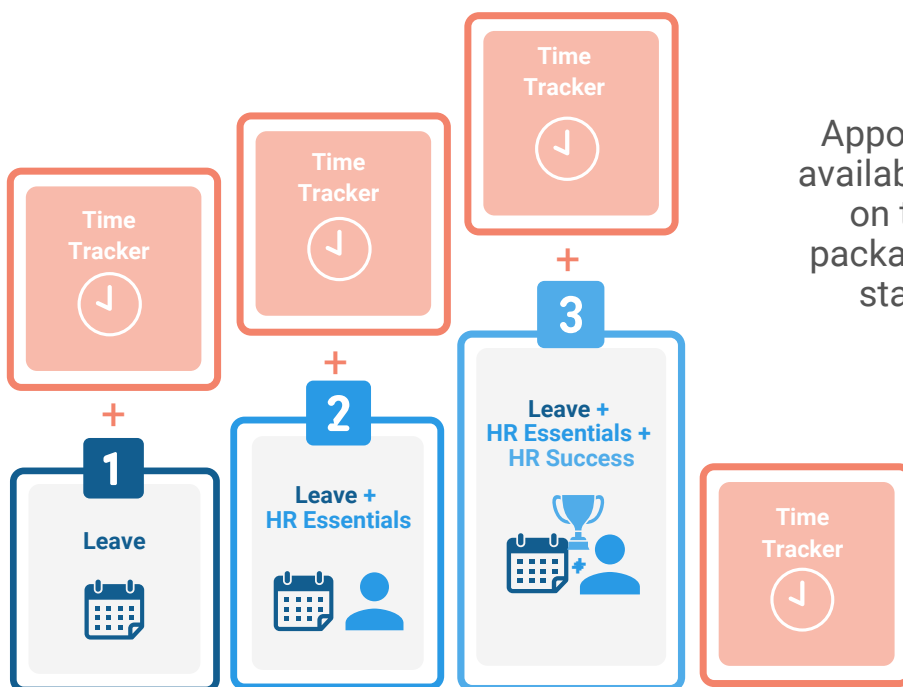
People software that's as easy as 1, 2, 3...

Step 1: Managing Absence - Start by simplifying your Leave Management and remove the need for paper and spreadsheets, manage allowances, and sickness, and report on all types of leave with Appogee Leave. This is often the first step for businesses looking to reduce paperwork and HR admin.

Step 2: HR Admin - When you start to grow as a business, finding that you need a single source of truth for your centralised employee data becomes more important. Manage HR admin and compliance with Appogee HR Essentials to store HR records, and employee profiles, track time & attendance, manage company documents and more. Also includes Appogee Leave.

Step 3: Advanced HR - Advance your HR strategy and processes with Appogee HR Success which allows you to successfully manage your onboarding, performance management, HR reporting and more. Perfect for businesses who need to improve their leave management process, core HR admin but also create meaningful engagement strategies to improve the employee experience and retain staff for the long term. Also includes Appogee Leave and Appogee HR Essentials.

Step 4: Add project tracking - For enhanced productivity, track your projects and billable hours using Appogee Time Tracker. You can add this to Appogee Leave or either Appogee HR package or purchase it as a standalone product.



Appogee Time Tracker is available as an optional add on to any of our other packages or available as a standalone solution!

Want to find out more?

Visit our website for a full comparison table

www.appogeehr.com/pricing

appogee hr service & support

Some more reasons why you'll love us



Our Commitment to Customer Success

At Appogee HR we understand the importance of providing excellent service to our customers and trialists. That's why we have a team dedicated to customer success to ensure you're getting the most out of your chosen product or package.

We offer free demonstrations to all trialists which can be requested in-app once you've started your trial or via our website. Optional Assisted Setup is also available for all our products which you can purchase in-app if you need it. For any of our larger HR customers, there's also the opportunity to receive a 'Health Check' which is a one-on-one phone call with a dedicated member of our customer success team, to talk you through using the system ensuring you're using it to the best of its ability, all of your options to assist you in getting the most out of your solution. They are also on-hand should you wish to explore upgrading your package through a demonstration.

If you're interested in finding out more about how Appogee HR implements assisted set-up or customer success, email sales@appogeehr.com.

Customer Support

Our customer support teams are available to assist you should you come across any technical difficulties while using the app. We recommend in the first instance, you check out our support documentation, available 24/7 at <https://help.appogeehr.com> where you'll find extensive how-to documents and videos (also available on our YouTube Channel)

You can easily raise support tickets via the app by clicking on the question mark symbol. If you'd prefer to email, you can do so via help@appogeehr.com or call our support hotline or contact us via live chat through our website. Our support teams are available Mon-Fri from 9:30am - 5:30pm.

appogee hr trust & security

Some more reasons why you'll love us



Supporting Remote Working

As a cloud-based HR software solution, Appogee HR is ideal to support employees and managers to work from home. With many businesses choosing to allow employees to work away from the office, it is important to have the technology to support this and HR software is no different. Get in touch with us today to find out more sales@appogeehr.com

Trust, Security & GDPR

We develop our applications with security and privacy at the heart of our design. Our products are designed with distinct security roles to allow you to control access by your staff only to the data they *need* to access.

Our application is developed on the Google Cloud Platform which provides highly scalable and available application hosting and data center environment which is secured directly by Google's information, application and network security teams with over 250 security staff working on behalf of Appogee HR and other ISV's using the Google Cloud Platform.

Our solutions are designed with distinct security roles (Employee, Manager, HR, Admin) to allow you to control access by your staff only to the data then need to access. This means that employees can see only the data you want them to. Your IT staff can manage the application and configure the application but without having actual access to sensitive HR data which can be restricted to HR, Managers or Employees as you wish. All data access and modifications is logged in audit files.

For many organisations holding your data centralized in a secure system like Appogee HR can help you meet your GDPR requirements as a data controller. We are committed to providing the controls needed to assist our clients to meet their obligations as a data controller under GDPR, and our own as a data processor, to ensure compliance with the GDPR. Our users can leverage Appogee HR services with confidence understanding the robust data protection capabilities built-in to our services.

appogee hr facts & figures

Some more reasons why you'll love us

number of leave, TOIL & sickness requests processed (since 2017)

1.5 MIL

800 happy customers



in 60 countries

over

140

employees welcomed via our onboarding portal

"outstanding product at an affordable price"
- Ryan T., CEO

over

85K

employee profiles

over

1,000

in-app employee shout-outs

3000+

company documents uploaded

"the perfect hr program"
- Jarod G., CEO

Find out more

If you're interested in any of our people software solutions, get in touch with us today using the contact details below.



Call us

+44 (0)345 262 3003



Email Us

sales@appogeehr.com



Visit our website

www.appogeehr.com

For the latest people management blogs, videos, infographics and more, follow us:

