



# WHAT'S NEW DIGITALISATION

KELIO V4.4

NEW IN 2021

# ELECTRONIC SIGNATURE

You now have the option of obtaining signatures on HR documents remotely with Kelio.

It's easy to manage signatures and archive documents such as employment contracts, end-of-period reports and internal regulations.

# 1 PRINCIPLE

# REVIEW OF THE REGULATIONS

What does the law say?

- Electronic signatures must be validated by a certification authority
- An e-signature has the same evidential value as a handwritten signature
- The electronic signature lets you to guarantee two things:



**The identity of the  
signatory**  
(unique code sent by email  
or SMS)



**The integrity of the  
signed document**  
(absence of any modification)

# REVIEW OF THE REGULATIONS

Which HR documents can I have signed?

The signatories must belong to your Kelio database.  
Documents cannot be signed by an external signatory such as a client or supplier.

Examples:

“Hiring” documents to be signed
Employment contract
Post file
Internal documents (IT charter, internal regulations)
Assignment of professional equipment (PC, telephone, etc.)
GDPR information – Authorisation for image rights
Appraisal at probation end

“Annual” documents
Annual and professional appraisals
Increase – Bonuses
Transfer to time sheet
Distribution of annualised hours calendar

“Monthly” Documents
End-of-period report
PDF of an expenses form
Individual work planning

“Occasional” Documents
Contract amendment
Post file
Change of post letter – Transfer
Change of vehicle
Disciplinary warning, reprimand, etc.



Business documents  
(sales contract) and  
accounting documents  
(invoices) cannot be  
signed!



# REVIEW OF THE REGULATIONS

Kelio has teamed up with the certification authority Connective to bring you this new feature.

It guarantees your compliance with European and international regulations.

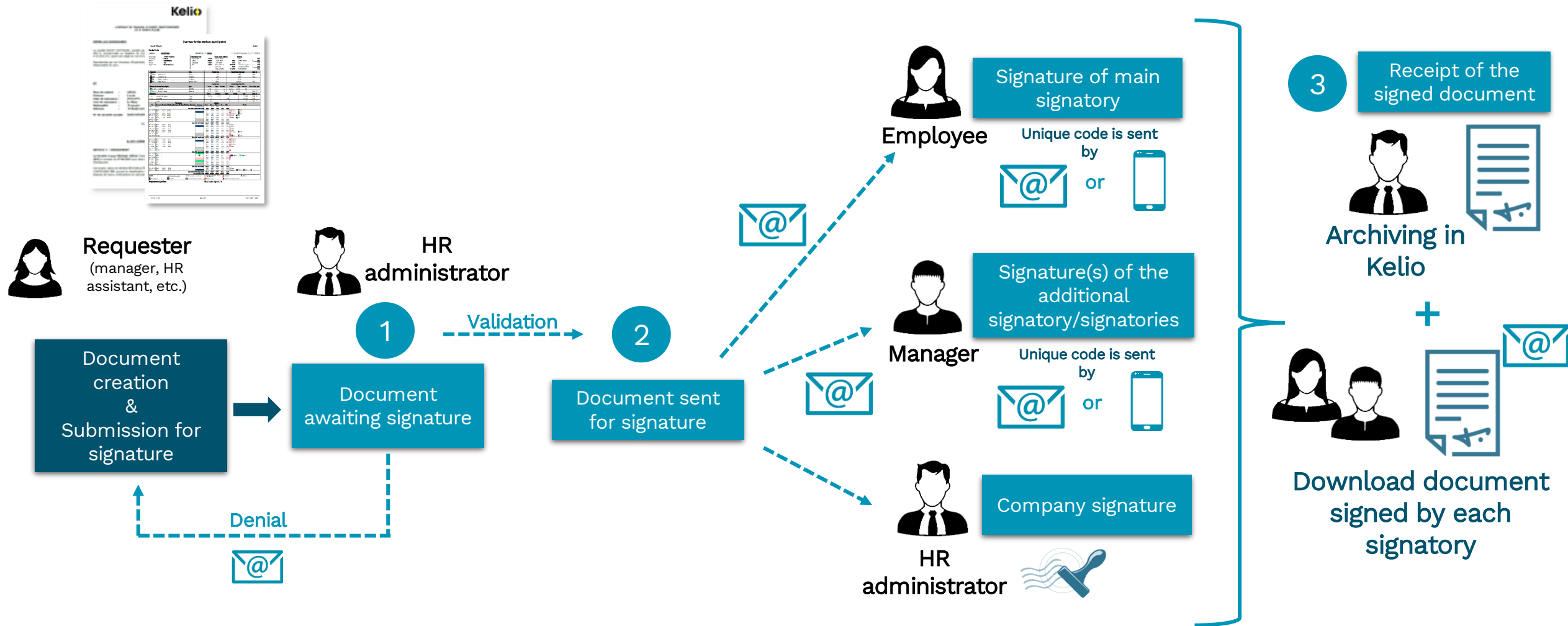
**Kelio**



**CONNECTIVE**

# 2 FUNCTIONS

# ELECTRONIC SIGNATURE PROCESS





# KEY FUNCTIONS

Set up your signature templates according to the needs and document types of your organisation

**Bodet Software** OFFICIAL DATE AND TIME 03:00 PM Monday, 7 June 2021 **Kelio Digitalisation** Tools Display About Help Exit

You are managing the population Bodet Software/UK

**Electronic signature**  
**Signed documents**

**Signature templates**  
This element is used in 1 Company and 0 Branches

**Template type**  
Document category: Standard report  
Selection of documents for which the signature will be used: Selection of 2 document(s)

**Setup** | **Main signatory** | **Additional signatories** | **Order of signatures**

Email to be used for the signature request: Business email

Authentication method:  
One-time email code  
One-time email code  
One-time SMS code

How should your signatories receive their code in order to sign?

Search on all the columns

**FILTER THE TEMPLATES**  
Signature templates  
CH  
ES

Description [3]	Abbreviation	Document category
End of period report	SEPer	Standard report
External documents	ESExt	External document
Mass mailing	ESMai	Mass mailing

# KEY FUNCTIONS

Set up your signature templates according to the needs and document types of your organisation

03:19 PM Monday, 7 June 2021

Official DATE AND TIME

Software

YOU ARE MANAGING THE POPULATION

Electronic signature

Signed documents

Signature templates

CH

ES

FR

NL

UK

Tools

Display

About

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Exit

Signature templates

This element is used in 1 Company and 0 Branches

Setup

Main signatory

Additional signatories

Order of signatures

Select the process for sending signatures:

Parallel

Sequential

Order of signatures

1 Main signatory

1 Line manager

1 Attendance declaration validator(s)

Placement of the signatures in the document

1 Main signatory

2 Line manager

3 Attendance declaration validator(s)

Document category

Standard report

Document category

Standard report

External document

Mass mailing

Another person will sign this field

Your signature here

Test Banker

Reject

I declare that I have read all documents and shall comply with the following policies:

Terms of Use, Privacy Policy and Cookie Policy

Start signing

Choose whether the document will be sent at the same time to all signatories (parallel mode) or one after the other (sequential mode)

Sequential Mode: In which order should the signatures be obtained?

Define the placement of each signature on your document

# KEY FUNCTIONS

Easily track the status of the documents you have sent for signature and issue a reminder if necessary

03:50 PM Thursday, 10 June 2021

Official DATE AND TIME

Software

YOU ARE MANAGING THE POPULATION

Bodet Software

Bodet Software/UK

Electronic signature

Signed documents

Signature monitoring

Documents awaiting signature

Signature completion

Signature templates

Selection: 53 employees

Grouped mode by default

Display period

Month of June 2021

Modify

Filter

All document types

Certain document types

Filter by status

Apply

Search on all the columns

Signatory [0/5]	Document name	Status	Signatures completed	Signatures expected	Signature template	Signature requester	Document category	Document type	Creation date	Expiry date	Reactivation date	Details
<input type="checkbox"/> Clark Gina	editionFinDePeriodeR...	Signed	0	2	End of period report	Barker Ted	Standard report	End of period	10/06/2021			...
<input type="checkbox"/> Clark Gina	Contract_Clark_Gina_...	Waiting for signature	0	1	External documents	Barker Ted	External document		10/06/2021			...
<input type="checkbox"/> Willis Andy	editionFinDePeriodeR...	Denied	0	2	End of period report	Barker Ted	Standard report	End of period	10/06/2021			...
<input type="checkbox"/> Willis Andy	Contract_Willis_Andy_...	Waiting to revoke	0	1	External documents	Barker Ted	External document		10/06/2021			...
<input type="checkbox"/> Barker Ted	Contract_Clark_Gina_...	Signed	1	1	External documents	Barker Ted	External document		10/06/2021			...

Search on all the columns

Surname [53/53]	First name	ID number	Section(s)
UGO	Richard	R111	Unit 1 AM
UGO	David		Unit 1 AM
UGO	Kirsty		Unit 1 AM
UGO	Robert		Unit 1 AM
UGO	Stephen		Unit 1 AM
UGO	Ruth		Unit 1 AM
UGO	Andy		Office
Willis	James		Portsmouth
Wood	Sarah		Ground Floor
Wood			

UK

Disposables Production

Floor 1

Floor 2

Floor 3

Ground Floor

Kitchen

Physio

Disposables Warehouse

Hygiene Night

Unit 1 AM

Unit 1 PM

Unit 2 PM

Head office

Admin

Customer Service

Payments

Retention staff

Manufacture

From 10/06/2021 To 06/03/2024

# KEY FUNCTIONS

Store your signed documents and the evidence file so that you can download them at any time

04:14 PM Thursday, 10 June 2021

Electronic signature

Signed documents

Electronic signature

Signed documents

UK

Disposables Production

Floor 1

Floor 2

Floor 3

Ground Floor

Kitchen

Physio

Disposables Warehouse

Hygiene Night

Unit 1 AM

Unit 1 PM

Unit 2PM

Head office

Admin

Customer Service

Payments

Retention staff

Manufacture

From 10/06/2021 To 06/03/2024

Signed documents

Selection: 53 employees

Display period

Month of June 2021

Filter

All document types

Certain document types

Search on all the columns

Surname/First name [1/2]	Section(s)	Document name	Comment	Date of signed document	Signature template	Signature requester	Document category	Document type	Size	Details
Barker Ted	Offices	Contract_Clark_Gina_Barke...		10/06/2021	External documents	Barker Ted	External document		679 KB	
Clark Gina	Offices	editionFinDePeriodeReport...		10/06/2021	End of period report	Barker Ted	Standard report	End of period	129 KB	

3 of 3

Digitally signed by BODET SOFTWARE - E-SIGNATURES on behalf of Gina Clark (isabella.werner-blanchard@bode-t-software.com) Date: 10/06/2021 15:41:39 Signed with one time email password: 477486

Digitally signed by BODET SOFTWARE - E-SIGNATURES on behalf of Ted Barker (isabella.werner-blanchard@bode-t-software.com) Date: 10/06/2021 15:40:23 Signed with one time email password: 095303

Signed document

Signed documents

Download

Evidence file

# 3 ADVANTAGES

# WHAT ARE THE ADVANTAGES?

SAVE TIME ON HR  
TASKS



REDUCE  
COSTS



SPEED UP THE  
CONTRACT PROCESS



CERTIFY THE  
AUTHENTICITY OF  
SIGNED DOCUMENTS



QUARTERLY INVOICING  
ACCORDING TO  
CONSUMPTION



4

# OUR SERVICES

KELIO

# KELIO SERVICES



Auditing and  
project support



Training in the use  
of Kelio solutions



Quality monitoring



Kelio and the  
GDPR



Software in SaaS  
mode