



GLOBAL WORK-LIFE SOLUTIONS

Time & absence
management

within my organisation



1 WHAT IS KELIO?

Kelio is an automated time management solution that allows users to:

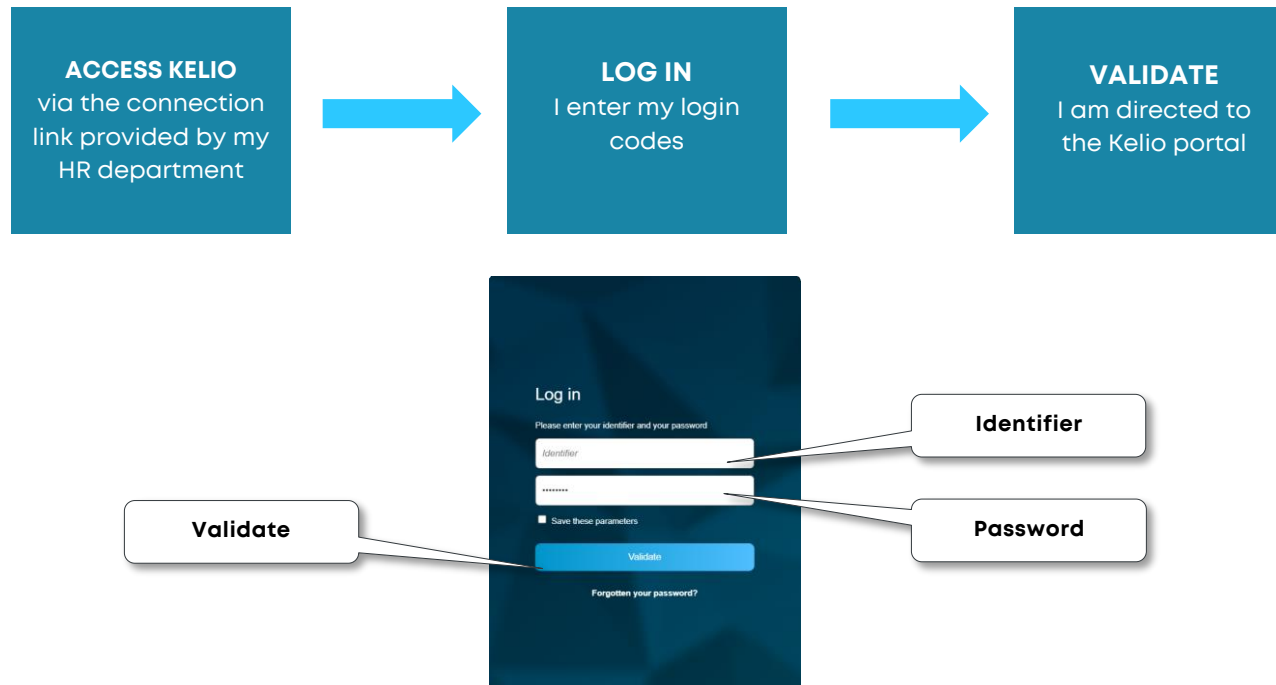
- Consult schedules in real time;
- Monitor the actual working time;
- Clock in/out and indicate attendance;
- Keep track of leave allowances and make absence requests;
- Use the balance formula if this has been set up.

2 HOW DOES IT WORK?

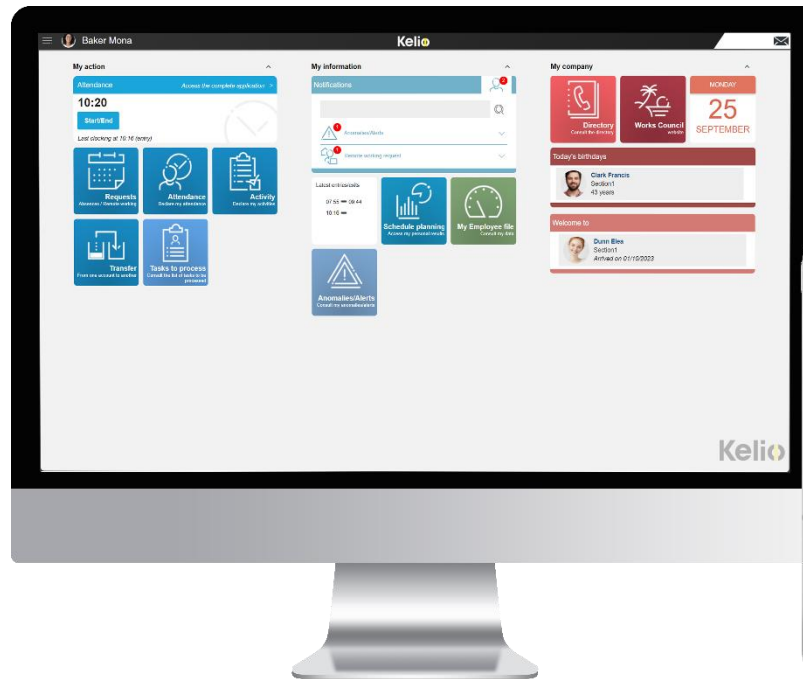
The reference schedules are assigned to each employee using the time management formula. The system will then be given the task of collecting the daily data (clockings, attendance indications, absence types, etc.) and then making the calculations.

3 LOG IN

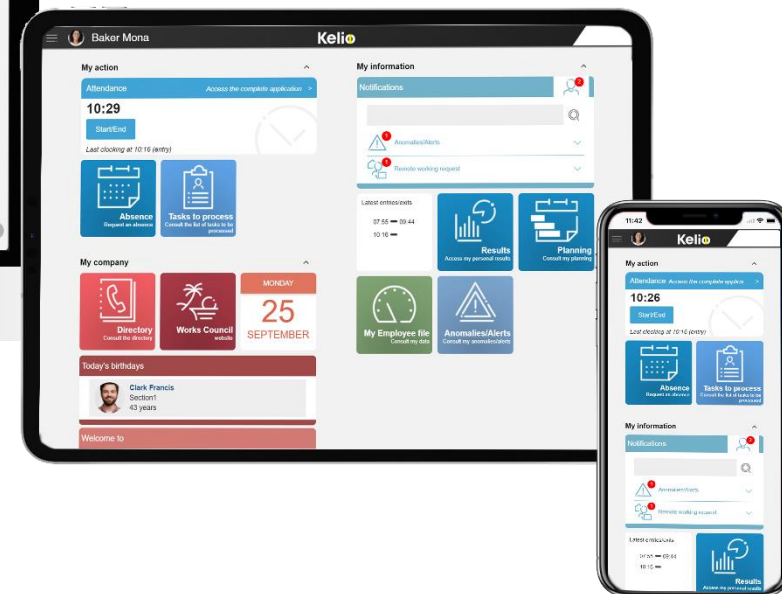
Access to the portal is controlled by the user's login and password. All modules and suggested features depend on individual user rights.



4 ACCESS THE KELIO SOFTWARE PORTAL



This portal provides you access to the different software modules.



In most cases, **access** to applications is **restricted**, e.g.:

- My account is linked to a workstation; therefore, I cannot log in from another PC.
- I'm not allowed to consult my T&A results (leave balance) from a Smartphone.
- I am not in the geographical area in which clocking in is authorised.
- I only access the virtual clocking terminal when I'm remote working.

- Available on all devices
- Fully customisable: your portal may not look like this one!
- With updated indicators
- And a to-do list

5 CLOCK IN/OUT

5.1 Make a simple clocking from the portal

1 Once connected, I can clock in/out in 1 click!

From a computer

2 I click on *Start/End* to clock in/out ¹.

3 A message informs me of the recorded action (entry or exit) and the time of the action ².

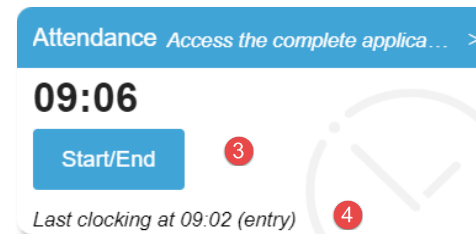


From a touchscreen device

2 I click on *Start/End* to clock in/out ³.

3 I authorise geolocation*.

4 A message informs me of the recorded action (entry or exit) and the time of the action ⁴.




For more actions, I click on **Access the complete application** and follow the steps below

* Depending on whether this feature has been set up

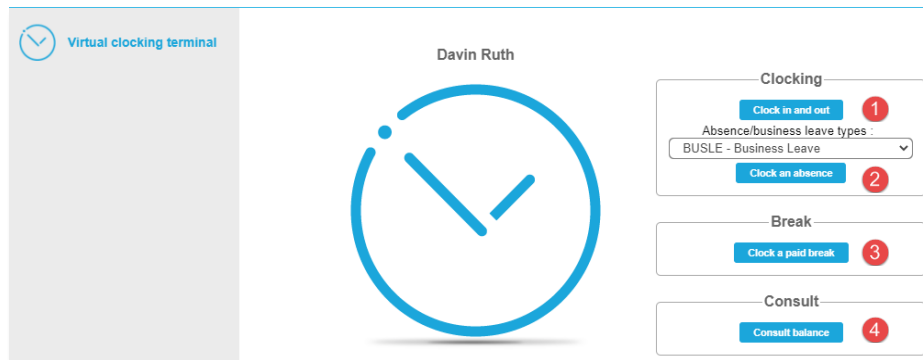
5.2 Make a virtual clocking

From a computer

- 1 I select the virtual clocking terminal by clicking on the tile or going through the navigation menu 
My Workspace > Virtual clocking terminal or by clicking on **Access the complete application**.




- 2 I clock in/out ¹.
- 3 I clock an absence* ².
- 4 I clock a break* ³.
- 5 I consult the balance* ⁴.



* Depending on whether this feature has been set up

From a touchscreen device

- 1 I select the virtual clocking terminal by clicking on the tile or going through the navigation menu 
My Workspace > Attendance or by clicking on **Access the complete application**.



- 2 I click on *Start/End* to clock in/out.
- 3 I click on *Start/End an absence/business leave* to clock an absence*.
- 4 I authorise geolocation*.
- 5 A message informs you of the recorded action (entry or exit) and the time of the action.
- 6 I consult the balance*.

For managing the balance: The balance is negative at the start of the day; it is debited by the daily contracted time and will be credited throughout the day according to the actual working time.




If the **lunch break** is not clocked, the system will be able to deduct it automatically*.

5.3 Make a clocking declaration

When should I make a clocking declaration?

- If a problem occurs when clocking
- If I have forgotten or if it was impossible to clock

From a computer


- 1 I select the time entry screen by clicking on the tile or going through the navigation menu  **My Workspace > Attendance declaration.**
- 2 I select the week to be viewed ¹.
- 3 I enter the time to be declared in the free fields without taking into account the chronological order of the schedules ².
- 4 I validate. The request is sent to the validator ³.

Declare













Attendance declarations
1 awaiting
21 validated

Consult completed clocking declarations

Your transfer is active


Display the declarations for the week of: ¹ 25/09/2020  OK

< Week 39 >

DAY	1	2	3	4	ABS.	STATUS	VALIDATOR	VALIDATION
Mo 21/09/2020	07:30 AM 	11:56 AM 	12:30 PM 	05:15 PM 		Awaiting	COHAN Clarisse	
	Enter your comment...							
Tu 22/09/2020								
	Enter your comment...							
We 23/09/2020								
	Enter your comment...							
Total for the week (excluding business leaves, before application of calculation rules)								9:11
Weekly contracted total								8:00

Validate ³


From a touchscreen device


- 1 I select the time entry screen by clicking on the tile or going through the navigation menu  **My Workspace > Attendance.**
- 2 I click on *Declare an attendance.*
- 3 I select the day to be viewed ⁴.
- 4 I enter the time to be declared in the free fields without taking into account the chronological order of the schedules ⁵.
- 5 I validate. The request is sent to the validator ⁶.


Kelio


Home

< Fr 25/09/2020 >

Clocking-in: 1 07:32 AM 

Clocking-out: 2 10:14 AM 

3 

4 

Add

Comment
Enter your comment here...

Delete ⁶ Validate

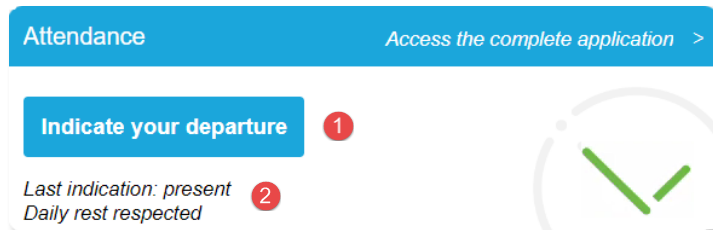
6 INDICATE MY ATTENDANCE

6.1 Make an attendance indication from the portal

1 Once connected, I can indicate my attendance in 1 click!

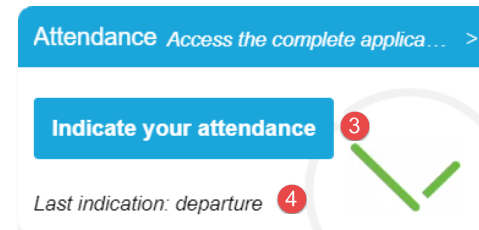
From a computer

- 2** I click on *Indicate your attendance / departure** ¹.
- 3** I indicate whether the daily rest has been respected. I'll only be asked this question once a day.
- 4** A message informs me of the recorded action ².



From a touchscreen device

- 2** I click on *Indicate your attendance / departure** ³.
- 3** I authorise geolocation*.
- 4** I indicate whether the daily rest has been respected. I'll only be asked this question once a day.
- 5** A message informs me of the recorded action ⁴.







For more actions, I click on **Access the complete application** and follow the steps below



* Depending on whether this feature has been set up

6.2 Make an attendance indication from the application

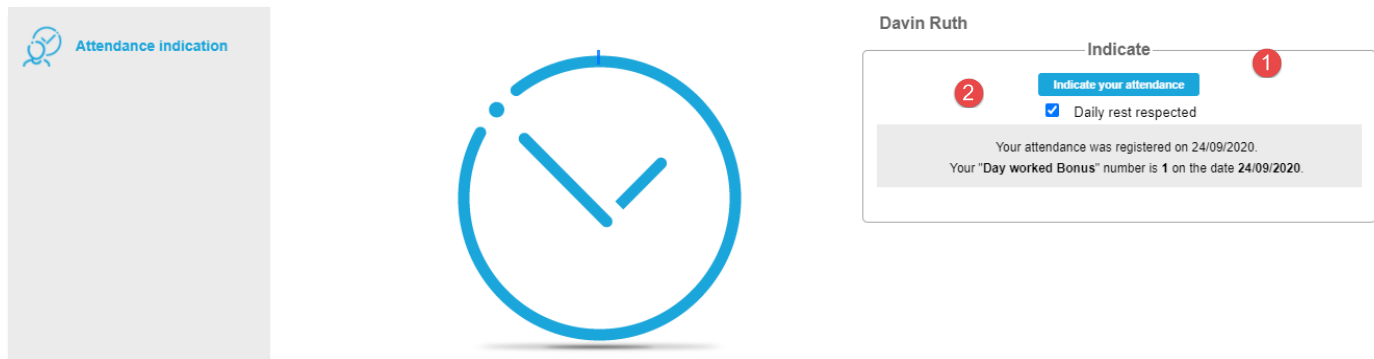
From a computer

- 1 I select the virtual clocking terminal by clicking on the tile or going through the navigation menu  **My Workspace > Attendance indication.** 
- 2 I indicate my attendance .
- 3 I check the box if the rest time has been respected* .

From a touchscreen device

- 1 I select the virtual clocking terminal by clicking on the tile or going through the navigation menu  **My Workspace > Attendance.** 
- 2 I click on *Indicate your attendance*.
- 3 I authorise geolocation*.
- 4 I check the box if the rest time has been respected*.

A message informs me of the recorded action.




* Depending on whether this feature has been set up

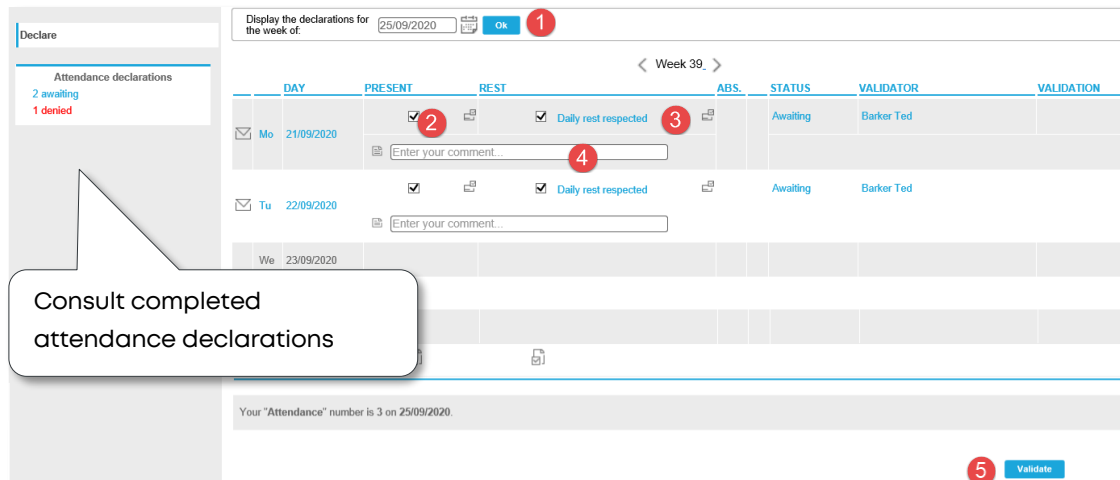
6.3 Make an attendance declaration

When should attendance be declared?

- If I have forgotten or if it was impossible to declare my attendance

From a computer

- 1 I select the attendances entry screen by clicking on the tile or going through the navigation menu  **My Workspace > Attendance declaration.**
- 2 I select the week to be viewed ¹.
- 3 I check the box for the period to be declared ².
- 4 I check the box if the rest time has been respected* ³.
- 5 I add a comment ⁴.
- 6 I validate. The request is sent to the validator ⁵.



Declare

Display the declarations for the week of: 25/09/2020 ¹

< Week 39, >

	DAY	PRESENT	REST	ABS.	STATUS	VALIDATOR	VALIDATION
Mo	21/09/2020	<input checked="" type="checkbox"/> ²	<input checked="" type="checkbox"/> Daily rest respected ³		Awaiting	Barker Ted	
		Enter your comment... ⁴					
Tu	22/09/2020	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Daily rest respected		Awaiting	Barker Ted	
		Enter your comment...					
We	23/09/2020						


Your "Attendance" number is 3 on 25/09/2020.

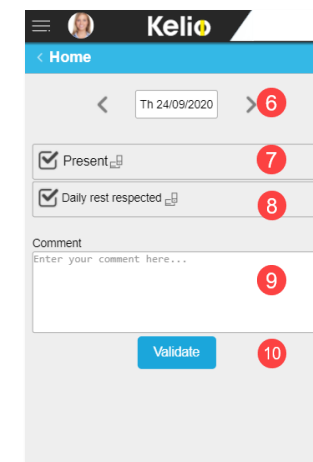
⁵

Consult completed attendance declarations

* Depending on whether this feature has been set up

From a touchscreen device

- 1 I select the attendance entry screen by clicking on the tile or going through the navigation menu  **My Workspace > Attendance.**
- 2 I click on *Declare an attendance*.
- 3 I select the day to be viewed ⁶.
- 4 I check the box for the period to be declared ⁷.
- 5 I check the box if the rest time has been respected* ⁸.
- 6 I add a comment ⁹.
- 7 I validate. The request is sent to the validator ¹⁰.



< Home

< Th 24/09/2020 > ⁶

☒ Present ⁷

☒ Daily rest respected ⁸

Comment

Enter your comment here... ⁹

¹⁰

7 MAKE AN ABSENCE REQUEST

7.1 Presentation of the Absences application features

- Create a new absence request
- Create a new remote working request
- Consult the requests logfile
- Consult other employees' calendar*
- View the pending/ validated/ refused absence requests
- Consult the estimated balances**

Home

Calendar

Calendar of Clark Francis (MC000005)

August

2023


Display remote working

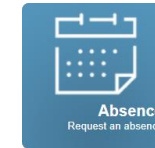
August	September 2023	October 2023	November 2023	December 2023	January 2024	February 2024	March 2024	April 2024	May 2024	June 2024	July 2024
01 Tu	01 Fr	01 Su	01 We	01 Fr	01 Mo	01 Th	01 Fr	01 Mo	01 We	01 Sa	01 Mo
02 We	02 Sa	02 Mo	02 Th	02 Sa	02 Tu	02 Fr	02 Sa	02 Tu	02 Th	02 Sa	02 Tu
03 Th	03 Su	03 Tu	03 Fr	03 Su	03 We	03 Sa	03 Su	03 We	03 Fr	03 Mo	03 We
04 Fr	04 Mo	04 We	04 Sa	04 Mo	04 Th	04 Su	04 Mo	04 Th	04 Sa	04 Tu	04 Th
05 Sa	05 Tu	05 Th	05 Su	05 We	05 Fr	05 Mo	05 Tu	05 Fr	05 Su	05 We	05 Fr
06 Su	06 We	06 Fr	06 Mo	06 We	06 Sa	06 Tu	06 We	06 Sa	06 Mo	06 Th	06 Sa
07 Mo	07 Th	07 Sa	07 Tu	07 Th	07 Su	07 We	07 Th	07 Su	07 Fr	07 Su	07 Su
08 Tu	08 Fr	08 Su	08 We	08 Fr	08 Mo	08 Tu	08 Fr	08 Mo	08 We	08 Sa	08 Mo
09 We	09 Sa	09 Mo	09 Th	09 Sa	09 Tu	09 Fr	09 Sa	09 Tu	09 Th	09 Su	09 Tu
10 Th	10 Su	10 Tu	10 Fr	10 Su	10 We	10 Sa	10 Su	10 We	10 Fr	10 Mo	10 We
11 Fr	11 Mo	11 Th	11 Sa	11 Mo	11 Th	11 Su	11 Mo	11 Th	11 Sa	11 Th	11 Th
12 Sa	12 We	12 Fr	12 Su	12 Tu	12 Fr	12 Mo	12 Tu	12 Fr	12 Su	12 We	12 Fr
13 Su	13 Th	13 Fr	13 Mo	13 We	13 Sa	13 Tu	13 We	13 Sa	13 Mo	13 Th	13 Sa
14 Mo	14 Th	14 Sa	14 Tu	14 Th	14 Su	14 We	14 Th	14 Su	14 Fr	14 Tu	14 Su
15 Tu	15 Fr	15 Su	15 We	15 Fr	15 Mo	15 Th	15 Fr	15 Mo	15 We	15 Sa	15 Mo
16 We	16 Sa	16 Mo	16 Th	16 Sa	16 Tu	16 Fr	16 Sa	16 Tu	16 Th	16 Su	16 Tu
17 Th	17 Su	17 Tu	17 Fr	17 Su	17 We	17 Sa	17 Su	17 We	17 Fr	17 Mo	17 We
18 Fr	18 Mo	18 Th	18 Sa	18 Mo	18 Th	18 Su	18 Mo	18 Th	18 Sa	18 Tu	18 Th
19 Sa	19 Tu	19 Th	19 Su	19 We	19 Fr	19 Mo	19 Tu	19 Fr	19 Su	19 We	19 Fr
20 Su	20 We	20 Fr	20 Mo	20 We	20 Sa	20 Tu	20 We	20 Sa	20 Mo	20 Th	20 Sa
21 Mo	21 Th	21 Sa	21 Tu	21 Th	21 Su	21 We	21 Th	21 Su	21 Fr	21 Tu	21 Su
22 Tu	22 Fr	22 Su	22 We	22 Fr	22 Mo	22 Tu	22 Fr	22 Mo	22 We	22 Sa	22 Mo
23 We	23 Sa	23 Mo	23 Th	23 Sa	23 Tu	23 Fr	23 Sa	23 Tu	23 Th	23 Su	23 Tu
24 Th	24 Su	24 Tu	24 Fr	24 Su	24 We	24 Sa	24 Su	24 We	24 Fr	24 Mo	24 We
25 Fr	25 Mo	25 Th	25 Sa	25 Mo	25 Th	25 Su	25 Mo	25 Th	25 Sa	25 Tu	25 Th
26 Sa	26 Tu	26 Th	26 Su	26 We	26 Fr	26 Mo	26 Tu	26 Fr	26 Su	26 We	26 Fr
27 Su	27 We	27 Fr	27 Mo	27 We	27 Sa	27 Tu	27 Fr	27 Mo	27 Th	27 Tu	27 Sa
28 Mo	28 Th	28 Sa	28 Tu	28 Th	28 Su	28 We	28 Th	28 Su	28 Fr	28 Mo	28 Su
29 Tu	29 Fr	29 Su	29 We	29 Fr	29 Mo	29 Tu	29 Fr	29 Mo	29 We	29 Sa	29 Mo
30 We	30 Sa	30 Mo	30 Th	30 Sa	30 Tu	30 Fr	30 Sa	30 Tu	30 Th	30 Su	30 Tu
31 Th		31 Tu		31 Su	31 We		31 Su		31 Fr		31 We

* Depending on whether this feature has been set up

**Value at the accounting year end, future absences are deducted = what I can place

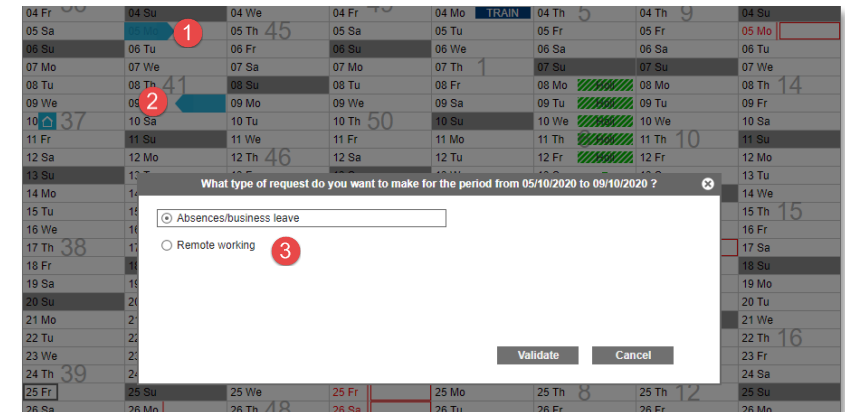
7.2 How do I make an absence/remote working request?

- 1 I select the absence calendar by clicking on the tile or going through the navigation menu  **My Workspace > Absence/Remote working request.**



From a computer

- 2 I click on the start date of the absence ¹.
- 3 I click on the end date of the absence ².
- 4 I select the request type I want to make and ³ I validate.
- 5 I check my balances and select the type ⁴.
- 6 I check the absence entry mode and the dates ⁵.
- 7 I validate. The request is sent to the validator ⁶.



Adding a comment and/or an attachment may be compulsory!

Create/modify a request for Clark Francis (MC000005)

Absence request

Absence/business leave type: Paid Leave PL 27(D) ⁴

Absence/business leave entry mode: Date to date with half-day

Start date: 27/09/2023 ⁵ ☒ At the start of the day ☐ In the middle of the day

End date: 27/09/2023 ☐ In the middle of the day ☒ At the end of the day

The absence is over the whole day

Requester's comment:

Attachment: No related document

Cancel Validate ⁶

My balances

Estimated balance of the accounting year *

☐ In progress ☒ Next

Paid Leave

Paid Leave Entitlement: 22.5 (D) 31/05/2025

Remaining Paid Leave: 2 (D) 31/05/2025

TOIL

TOIL: 3:32 (H) 31/05/2025

* The estimated balance displayed takes into account those requests awaiting validation in the future. The expired balance is in bold characters.

From a touchscreen device

- 2 I click on *Make a request*.
- 3 I select the type ¹.
- 4 I check the entry mode ².
- 5 I click on the start date of the absence ³.
- 6 I click on the end date of the absence ⁴.
- 7 I validate. The request is sent to the validator ⁵.

To view the pending/ validated/ refused absence requests, I click **See my requests**.

To consult my estimated balances*, I click **Consult my balances**.

The screenshot shows the 'Home' screen of the Kelio app. At the top, there's a header with a menu icon, a user profile picture, and the 'Kelio' logo. Below the header, the 'Type' section has a dropdown menu showing 'PL Paid Leave' with a red circle '1' next to it. The 'Entry mode' section has a dropdown menu showing 'Date to date with half-day' with a red circle '2' next to it. The 'From' and 'To' date fields show 'We 27/09/2023' with red circles '3' and '4' respectively. Below the dates, there are radio buttons for 'At the start of the day', 'In the middle of the day', and 'At the end of the day'. The 'Attachment' section shows 'No related document'. The 'Comments' section has a text input field with the placeholder 'Enter your comment here...'. At the bottom, there is a blue 'Validate' button with a red circle '5' next to it.

Remote working requests cannot be made from a touchscreen device!

* Value at the accounting year end, future absences are deducted = what I can place