



# Kelio 4.1

New portal/Time & Attendance management/Planning



kelio

# NEW FEATURES

PORTAL

# NEW ERGONOMICS





# NEW ERGONOMICS

Your portal is evolving – discover the new interface!

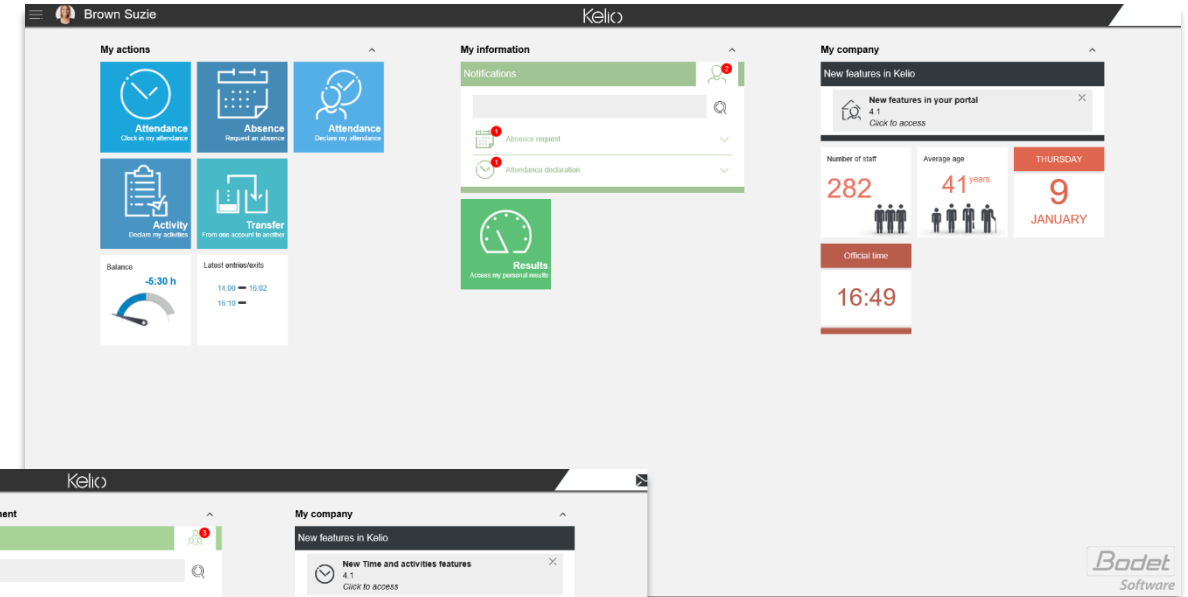
Use your portal to view your shortcuts and a variety of useful information (indicators, notifications, etc.) Your display will be optimised for the device you are using, whether it is a computer, a smartphone or a tablet.



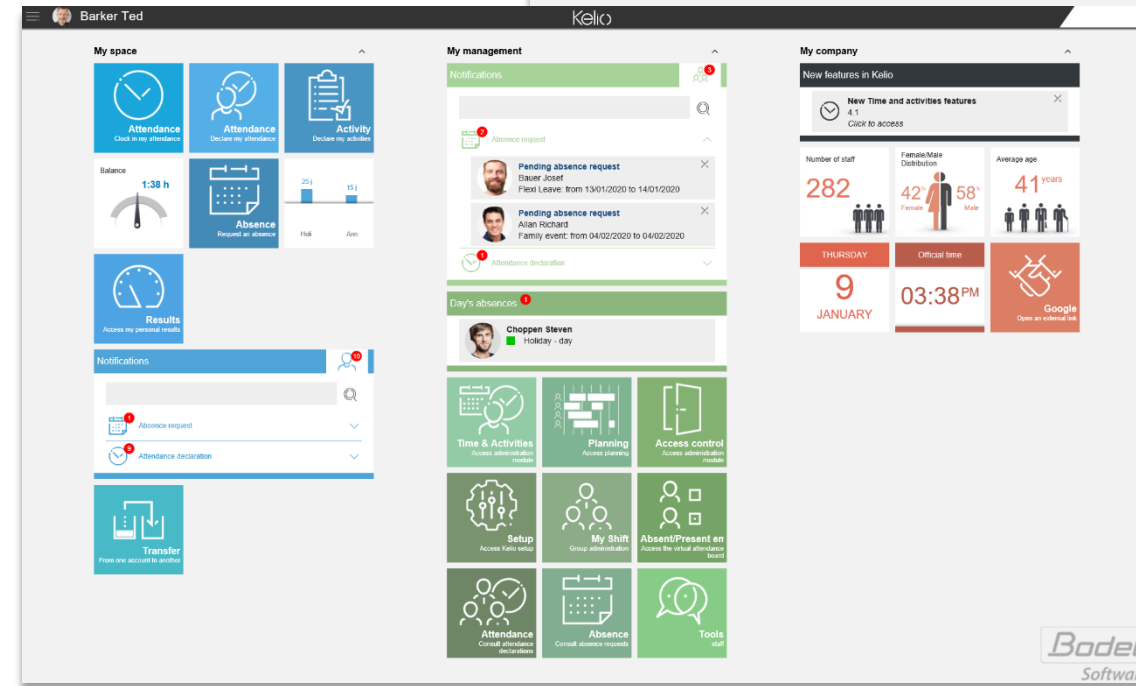
# NEW ERGONOMICS

The portal adapts to each user, displaying only the functions they are authorised to use.

This means that an employee and an HR administrator will see different portals, as they possess different rights.



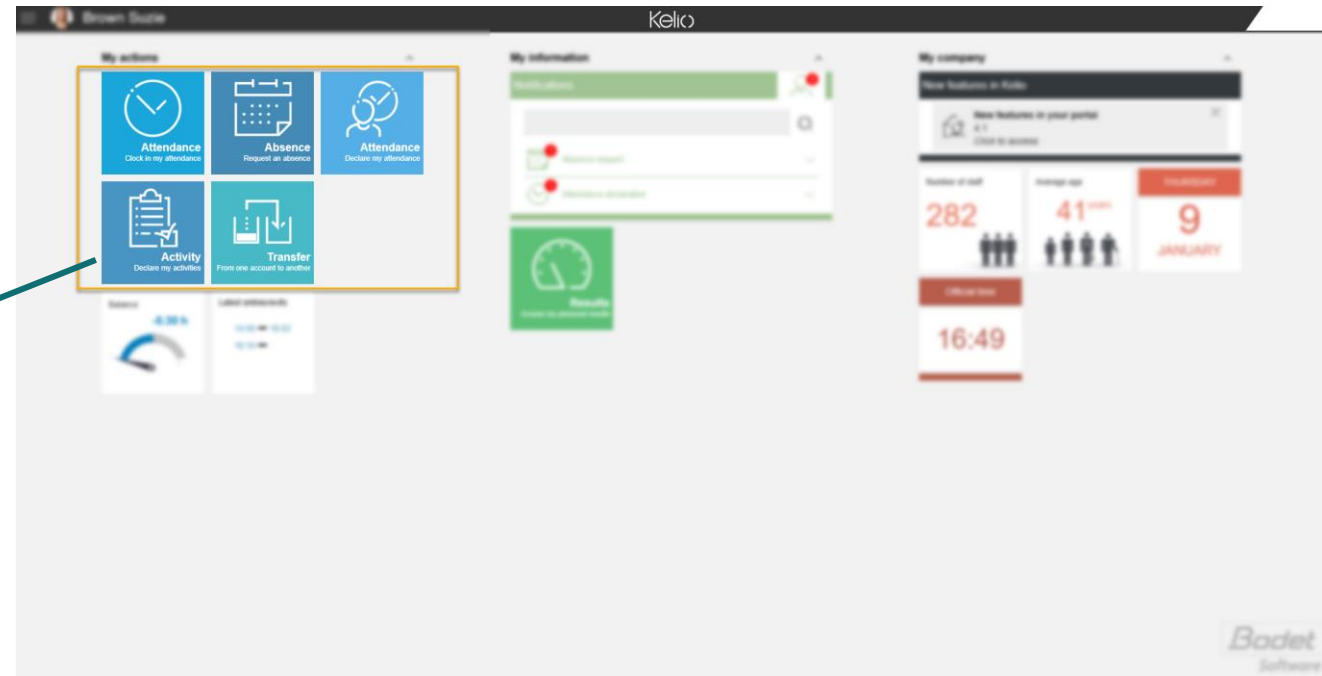
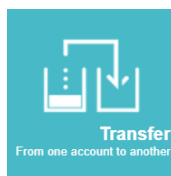
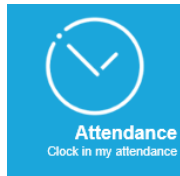
Employee portal



Administrator portal









# ACCESSING THE FUNCTIONS

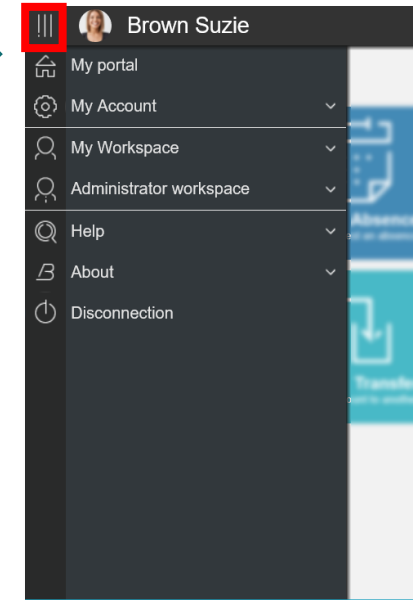
Simply click on the shortcut tiles to access your various functions: clocking, attendance declaration, absence request, activity declaration, administration, setup, etc.



# ACCESSING THE FUNCTIONS

You can access your functions via the tiles in your portal, or through the navigation menu if you prefer. The menu is more comprehensive, and lists all the actions you can perform in Kelio together with the applications your status allows you to use.


-  One click on this button on your Employee Self-Service screen will take you directly to your portal
-  Manage your password
-  Access your actions to perform as an employee
-  Access your actions to perform as a manager
-  Access your actions to perform as an administrator
-  View the online help for the module you are using and access the B-Support service
-  View the Kelio website – Install the Kelio Plugin – View the version of Kelio currently installed on your device
-  Disconnection

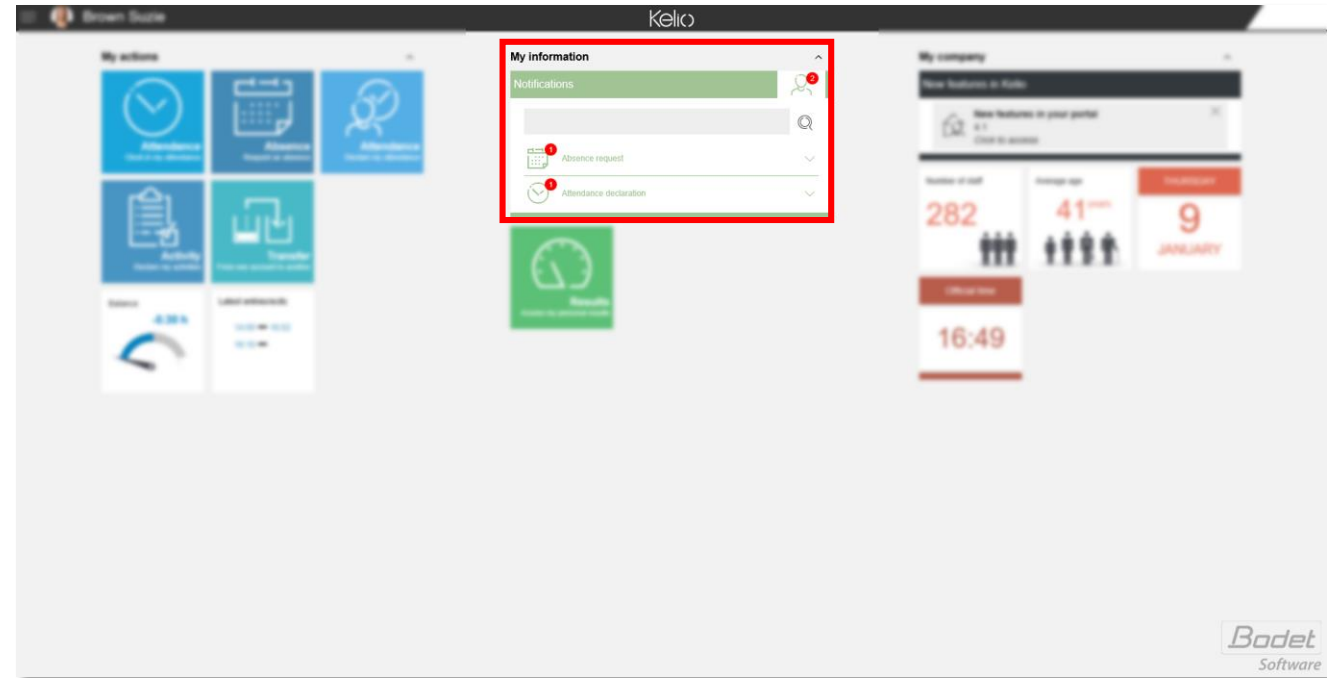


# NOTIFICATIONS

View all the information relating to your daily tasks: actions to perform, progress check for current requests, etc.


All notifications are sorted by chronological order of appearance

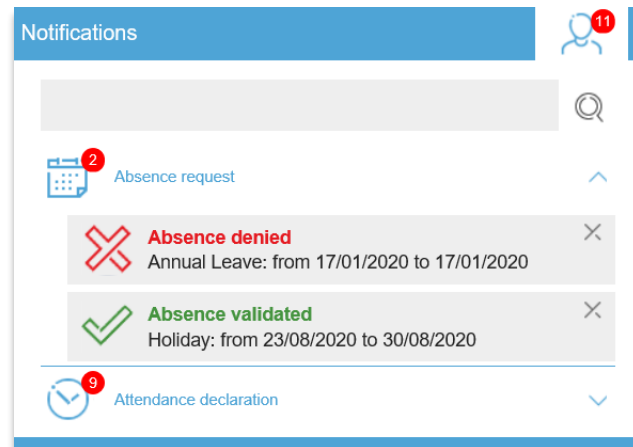
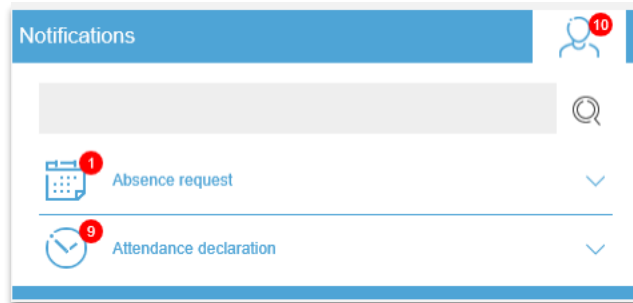
Simply click on a notification to go straight to the application in question, or click on the  button to clear the notification.




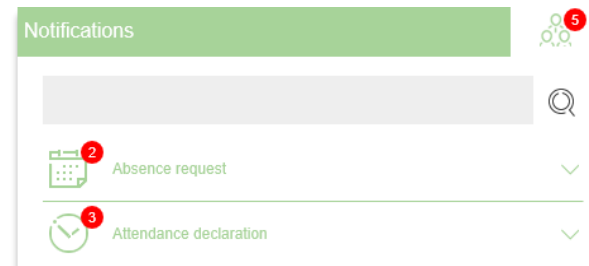


# NOTIFICATIONS

-  1 Employee: Use this icon to view your notifications  
Example: Results of my absence requests



-  1 Manager : View notifications relating to your team  
Example: Attendance declarations awaiting validation from me – Results of declarations validated or refused by a higher level validator




# NEW FEATURES

Keep up to date with the status of your Kelio system and discover the new features and changes implemented in each new version.

The themes displayed vary depending on the version in question and the user's rights.

Click on the tile to go straight to the New Features page in the online help.

Once you have read this, you can click the  button to delete it.



# TILES

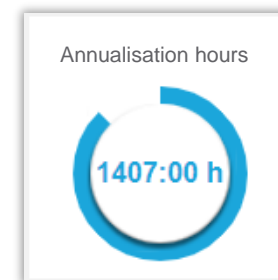
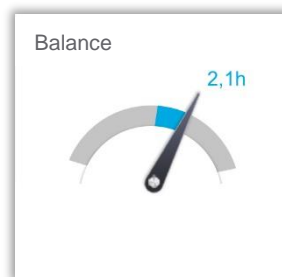


# THE INDICATOR TILE

## Personnel indicators

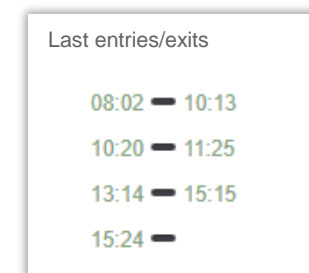
Absence balances, balance, overtime, bonuses...

View your personal results in the form of pie charts, histograms, gauges and even text.



As an employee, you can view your clockings for the day.

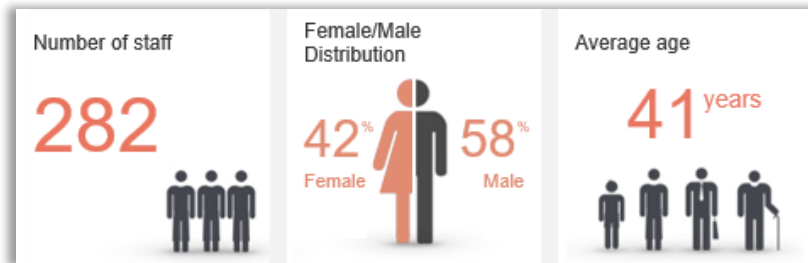
This tile is updated in real-time. It is only displayed for employees who are authorised to clock in and out at a terminal, from their PC, or using their smartphone.



# THE INDICATOR TILE

## Organisation indicators

There are several tiles you can use to view the latest information on your organisation or service.



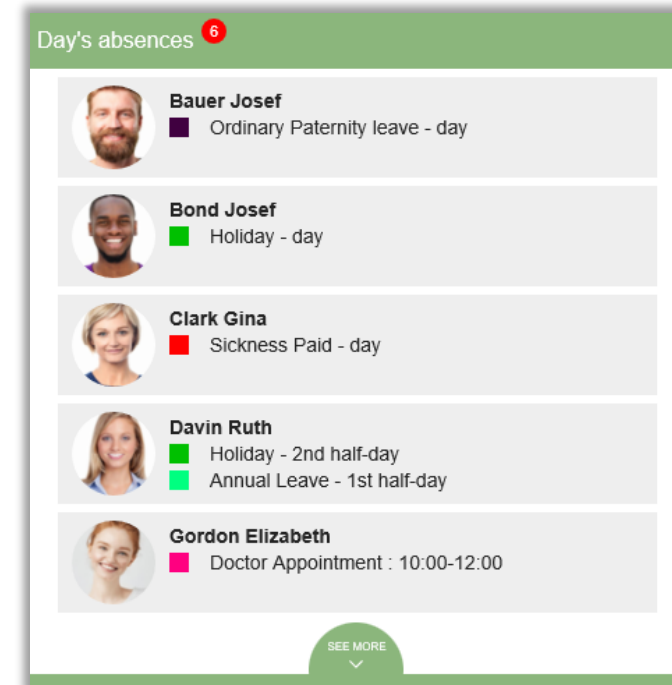


# THE DAILY ABSENCES TILE

Every validator of absence requests can view the identities of the persons who are absent on the day in question, as well as the type and duration of the absence.

Only those persons within the validator's population will be displayed.

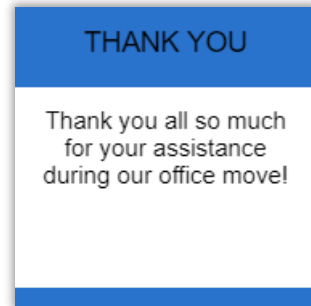
This list is updated in real-time, and the employees are listed in alphabetical order.



# THE TEXT AND IMAGE TILES

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Customise your portal with your colours by adding images such as your logo, or send a temporary notice to your collaborators using a text tile.

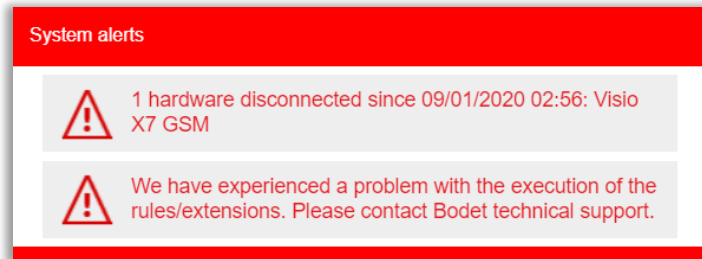


# THE SYSTEM ALERT TILE

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In the event of technical problems with your software, a tile will appear to notify you of the action you need to take.

This tile is only visible to Kelio system administrators.



# MULTI-DEVICE



# A MULTI-DEVICE PORTAL

The new portal will be totally responsive, and will adapt to you PC, table or smartphone.

Depending on the setup, certain applications will only be displayed on certain devices.





# A MULTI-DEVICE PORTAL

The interface will also adapt to your connection device: for example, you may see one of two different screens for submitting an absence request, depending on whether you are using a PC or a smartphone.

Davin Ruth

Kelio

< Home

Type

DENT Dentist Appointment 0D

Entry mode

Date to date hour to hour

on

Fr 10/01/2020

from

09

:

00

at

10

:

00

Attachment

No related document

Comments

Enter your comment here...

Validate

Smartphone

Davin Ruth

Kelio

< Home

Create/modify an absence request

Absence calendar

Create a request

List absence requests

Estimated absences

Absences of other employees

Create/modify a request for Davin Ruth

Absence request

Absence/business leave type

Selection	Abbreviation	Description	Value	Estimated balance of the accounting year		Closed on
				In progress	Next	
AnnLe	Annual Leave		Leave	(D)	28	31/03/2020
			Leave left	(D)	27.5	31/03/2020
			Leave to be gained	(D)	28	31/03/2020
			Total	83.5	(D)	31/03/2020
BEREA	Bereavement					
BUSLE	Business Leave					
DENT	Dentist Appointment		0 (D)			30/12/2020
DOCT	Doctor Appointment		0 (D)			30/12/2020
Duv d	Duvet Day					
FaEv	Family event					

\* The displayed balance registers the absence request awaiting approval.  
\*\* The exhausted balance is in bold characters.

1 2 3 > Next

Absence/business leave entry mode

Requester's comment

Attachment

No related document

Cancel Validate

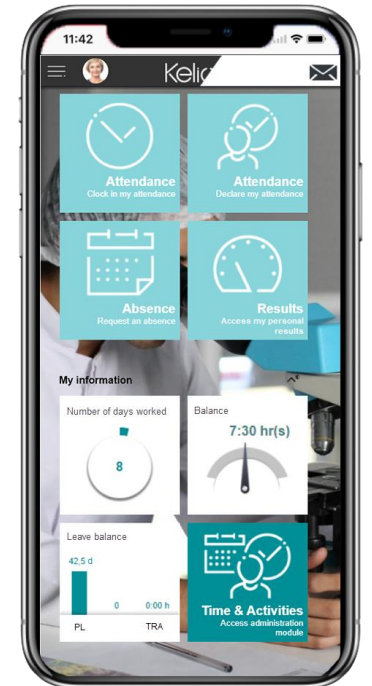
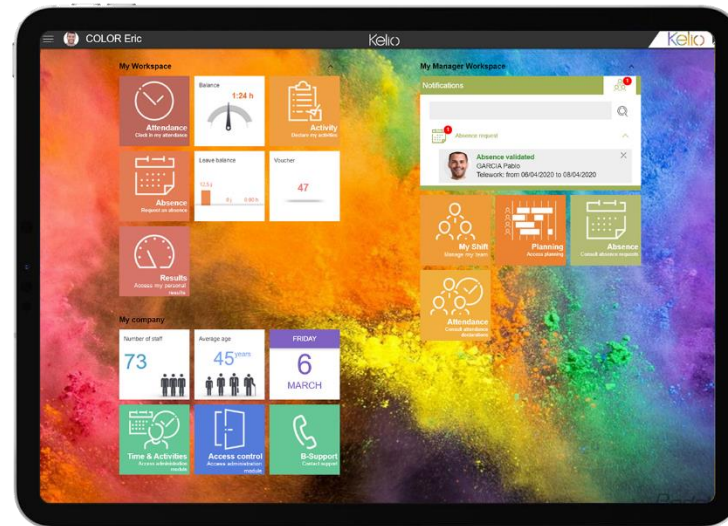
PC

# CUSTOMISATION



# ADVANCED CUSTOMISATION OPTIONS

Background, images, colours, logo, block configuration... you can change anything you want to make your portal uniquely you!





# NEW FEATURES

Time & Attendance management



# NEW ERGONOMICS





# NEW ERGONOMICS

All the screens in the Administration, Setup and User Rights modules have been recoloured to give you a more comfortable navigation experience.

**Before**

**After**

# ACCOUNT TRANSFER

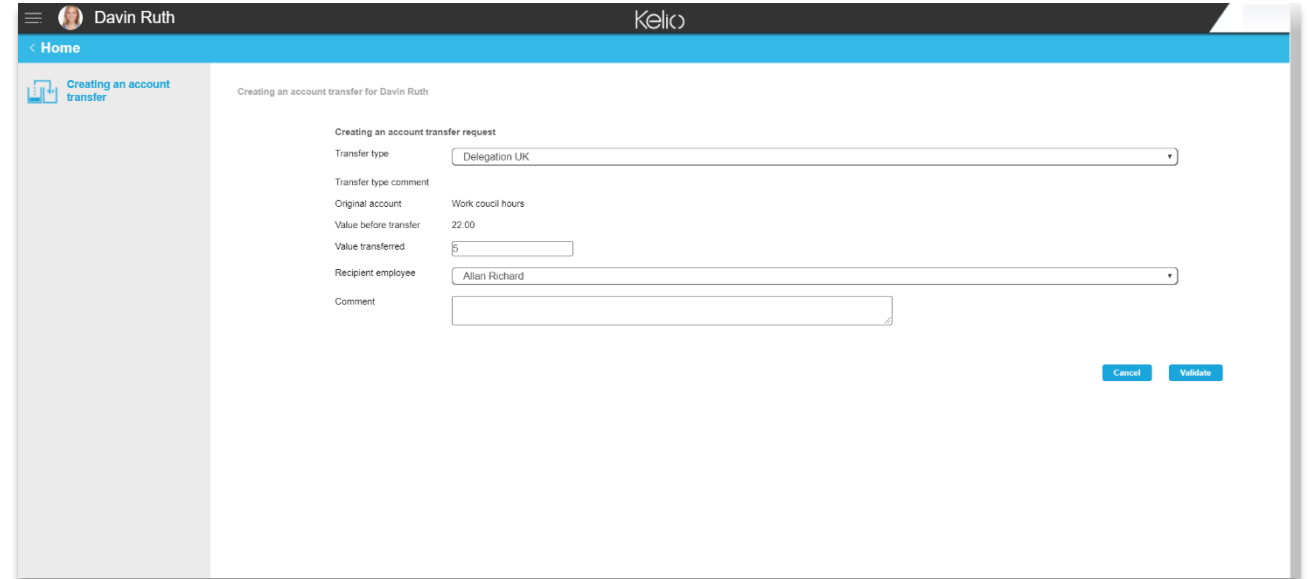


# TRANSFERRING ACCOUNTS TO A THIRD PARTY

Employees can use an account transfer file to transfer their hours or leave days to another employee.

These can be delegation hours, or also leave days, bonus days, special hours, etc.

The type of transfer may be subject to validation from a manager or administrator.



The screenshot displays the Kelio web application interface. At the top, a dark header bar shows a user profile icon and the name 'Davin Ruth' on the left, and the 'Kelio' logo on the right. Below the header, a blue navigation bar contains a '< Home' link and a 'Creating an account transfer' button with a document icon. The main content area is titled 'Creating an account transfer for Davin Ruth'. It features a form with the following fields: 'Transfer type' (a dropdown menu with 'Delegation UK' selected), 'Transfer type comment' (a text input field), 'Original account' (a dropdown menu with 'Work council hours' selected), 'Value before transfer' (a text input field with '22.00' entered), 'Value transferred' (a text input field with '5' entered), 'Recipient employee' (a dropdown menu with 'Allan Richard' selected), and 'Comment' (a text input field). At the bottom right of the form, there are two buttons: 'Cancel' and 'Validate'.

# TRANSFERRING ACCOUNTS TO A THIRD PARTY

The recipient employee will receive an email notifying them of the transfer.

Managers will also be notified via email when a transfer is awaiting validation from them, and whenever a transfer is carried out or received by an employee from their population.

Managers can validate and monitor the various transfers carried out by their teams on the account transfer monitoring screen.

Surname/First name	Creation	Run	Transfer type	Original account	Value	Value transferred	Destination account	Recipient employee	Value	Validator	Status
Barker Ted	11/09/2015	06/09/2015	Overtime - Time in lieu	Saturday	0.00	2.00	Time Off in Lieu		0.00	Barker Ted	Denied
Choppen Steven	11/09/2015	11/09/2015	Weekend Hours > Extra hours	Weekend Hours	0.00	3.00	Office Extra Hours		3.00	Barker Ted	Validated
Davis Ruth	10/01/2020	10/01/2020	Delegation UK	Work council hours	20.00	2.00	Work council hours (1)	Allan Richard		Barker Ted	Validated
Allan Richard	10/01/2020	10/01/2020	Delegation UK	Work council hours	22.00	3.00	Work council hours (1)	Guiness Andrew			Awaiting

# END-OF-PERIOD SUMMARY REPORT

# END-OF-PERIOD SUMMARY REPORT

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The end-of-period summary can be edited:

- For each employee's employment contract
- From date to date

This allows you to have one summary per contract summary, thus mirroring the structure used by Payroll: one payroll bulletin per contract, and thus one summary per bulletin.

# ABSENCE CALENDAR

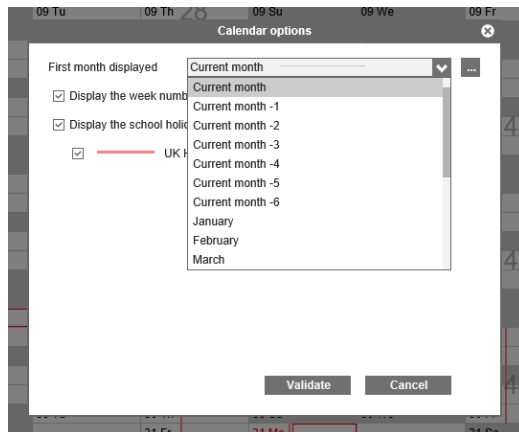
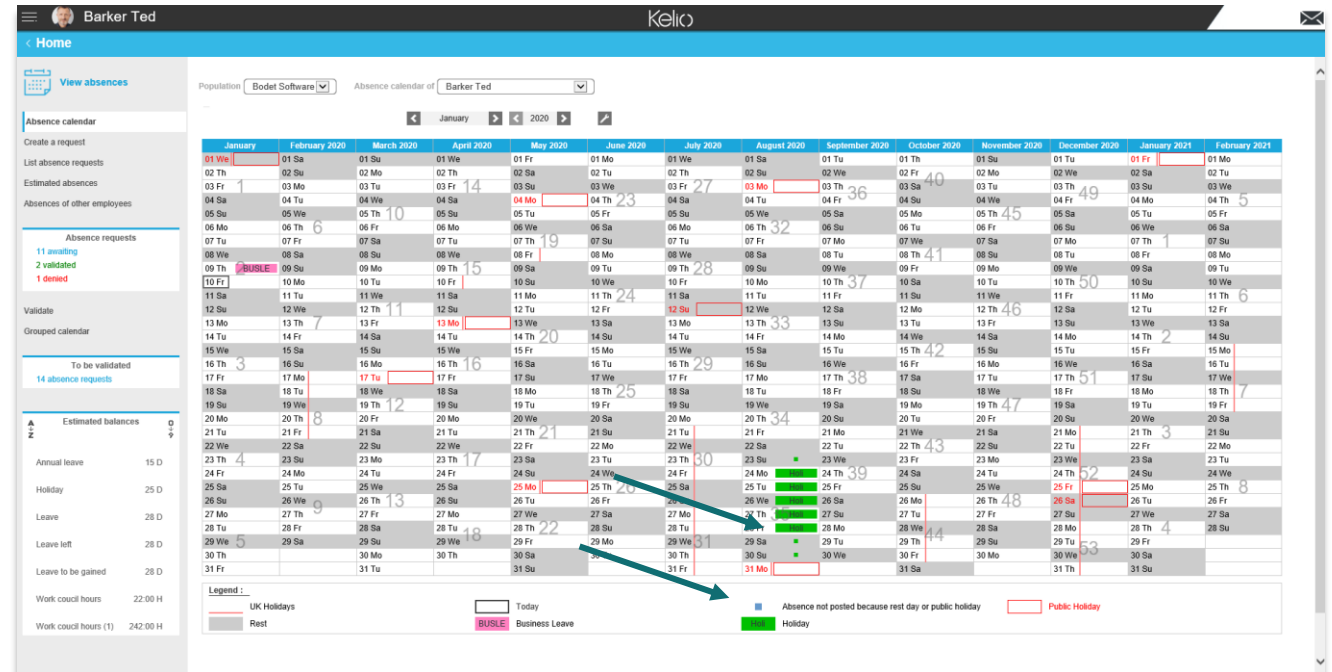


# ABSENCE CALENDAR

A new legend in the absence calendar enables you to quickly identify any absences that have not been included in the absence balance.

These are absences that have been submitted on rest days or public holidays.

A new drop-down menu also allows you to customise how the first month in your calendar is displayed.





# ACCOUNT TOTAL



# ACCOUNT TOTAL

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A new transfer file provides you with an easy way of adding multiple accounts: totals for absences, balances, special hours, etc.

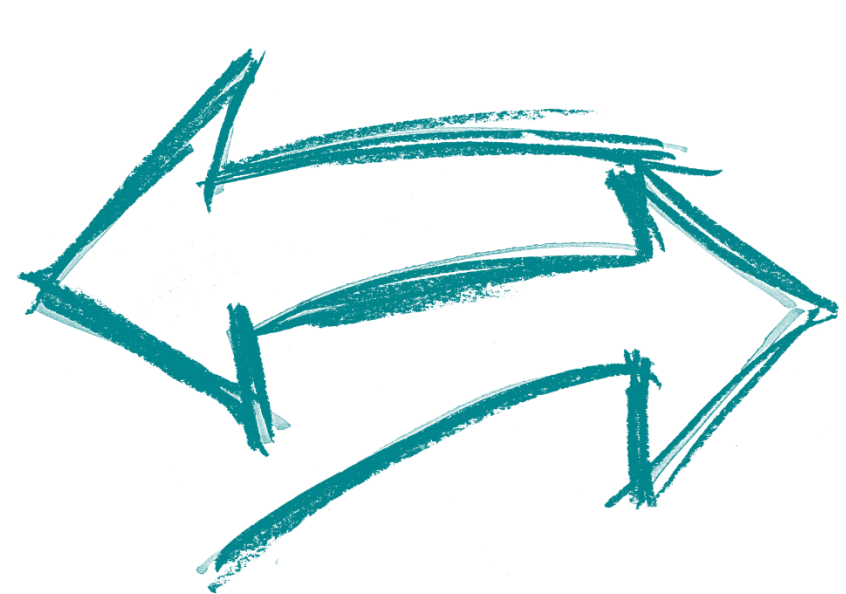
For example, you can group together multiple absence totals (civil partnership, marriage, childbirth, etc.) in a single account (Family event).

Please note: it is not possible to combine balances with bonuses.  
Each account must be restricted to a single type.

# NEW FEATURES

PLANNING

# PLANNING EXCHANGE



# PLANNING EXCHANGE

The Planning module allows you to exchange planning between two employees.

You can choose which concepts you wish to exchange and add a comment if necessary.

A new icon provides you with a quick view of the employee plannings for which an exchange has taken place.

> Surname ^	Name	Section	6 Mo	7 Tu	8 We	9 Th	10 Fr	11 Sa	12 Su
> Brown	Suzie	Floor 1	After 14:00/22:00	After 14:00/22:00	After 14:00/22:00	After 14:00/22:00	After 14:00/22:00	Sat	Sunda
> Brown	Gina	Kitchen	Night 22:00/06:00+	Night 22:00/06:00+	Night 22:00/06:00+	Night 22:00/06:00+	Night 22:00/06:00+	Sat	Sunda
> Choppen	Steven	Newcastle	OFF 08:00/12:00 14:00/18:00	OFF 08:00/12:00 14:00/18:00	OFF 08:00/12:00 14:00/18:00	Holiday 08:00/12:00 14:00/18:00	OFF 08:00/12:00 14:00/18:00	Sat	Sunda
> Clark	Gina	Offices	OFF 08:00/12:00 14:00/18:00	OFF 08:00/12:00 14:00/18:00	OFF 08:00/12:00 14:00/18:00	OFF 08:00/12:00 14:00/18:00	Sickness Paid 08:00/12:00 14:00/18:00	Sickness Paid 08:00/12:00 14:00/18:00	Sickness Paid 08:00/12:00 14:00/18:00

Changes of planning

Changes in planning for Flanders Simon from 01/01/2020 to 31/01/2020

List of planning change

Creation of a planning exchange

Start date: 07/01/2020 End date: 12/01/2020

Employee: [Dropdown]

Concepts:

- ☒ Absence / Business leave
- ☒ Schedule
- ☒ Activity
- ☐ On-call duty
- ☐ Comment

Comment: [Text area]

Validate Cancel

Close

KELIO PLANNING ADVANCED



# NEW FEATURES IN KELIO PLANNING ADVANCED

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## PRELIMINARY PLANNING

**Preliminary planning management is evolving, with a new right that allows you to apply your prepared preliminary planning.**

**Some planners will only be able to prepare their planning and transfer it to other, who can then validate it and subsequently apply it.**

## EDITING OF POSTS

**Save the list of posts to be edited in your editing models!**

**For example, you can save one editing model for a specific list of posts, and another for another list of posts.**





# KELIO SERVICES

# KELIO SERVICES



Auditing and project support



Training in the use of Kelio solutions



Quality monitoring



Kelio and the GDPR



SaaS