Kelio 4.1

New portal/Time & Attendance management/Planning

NEW FEATURES

PORTAL

NEW ERGONOMICS

Kelio

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.
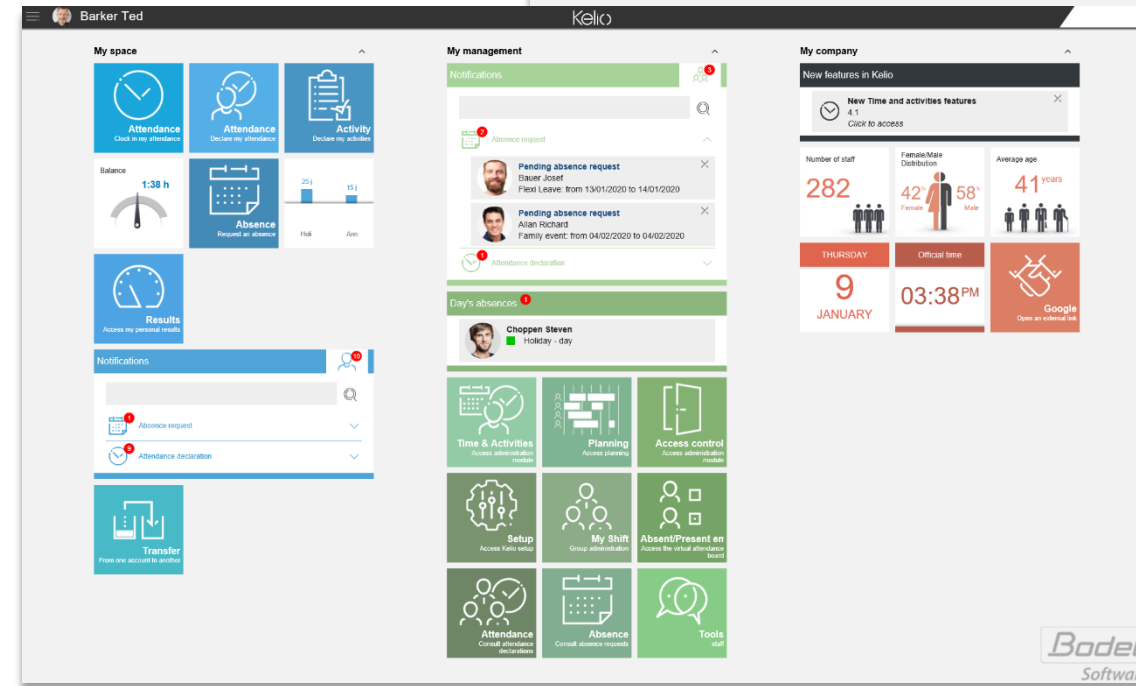
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NEW ERGONOMICS

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

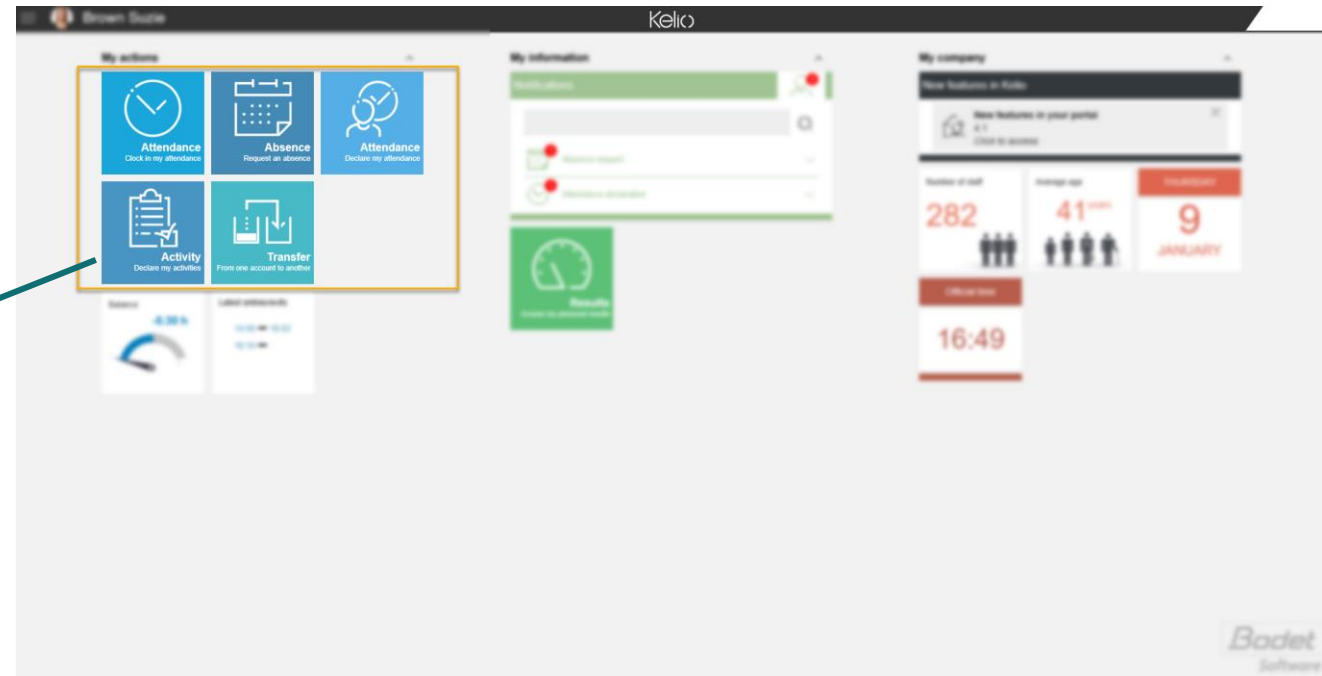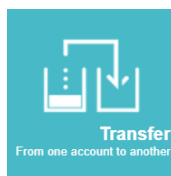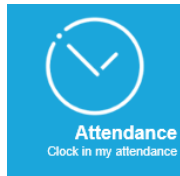This means that an employee and an HR administrator will see different portals, as they possess different rights.
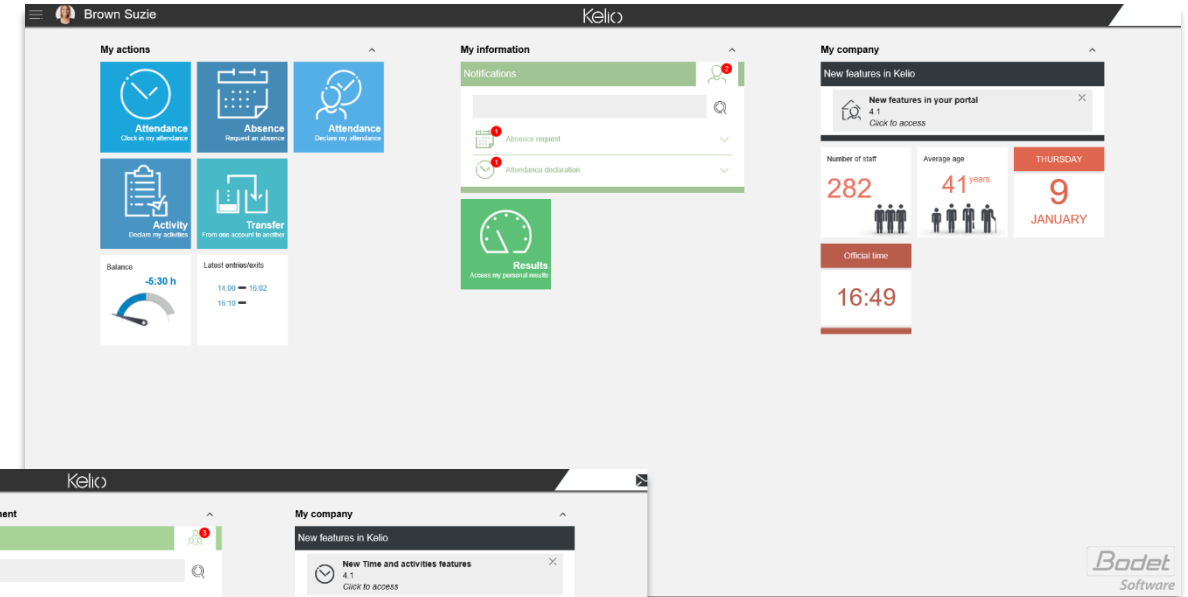
Employee portal

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 your 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
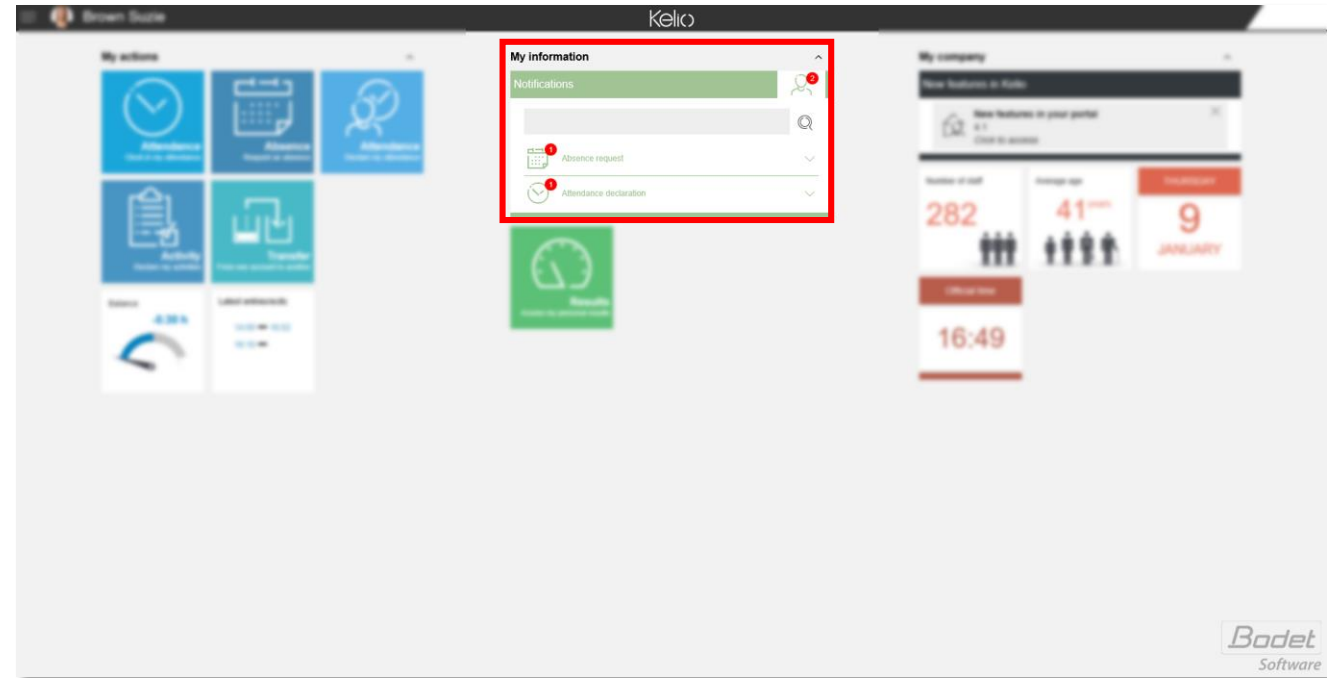
Disconnection

Kelio
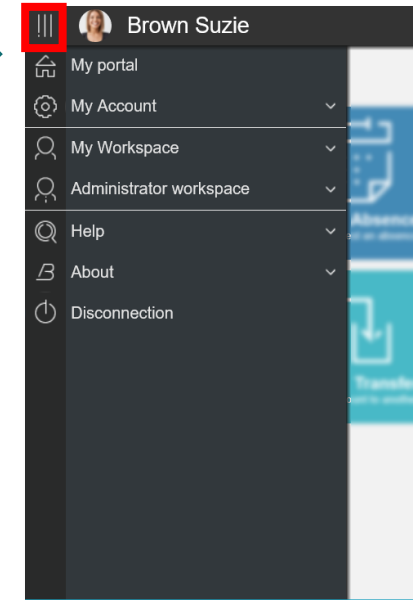
NOTIFICATIONS

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

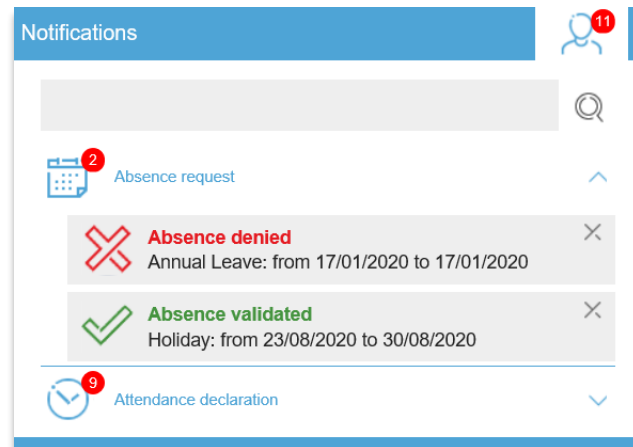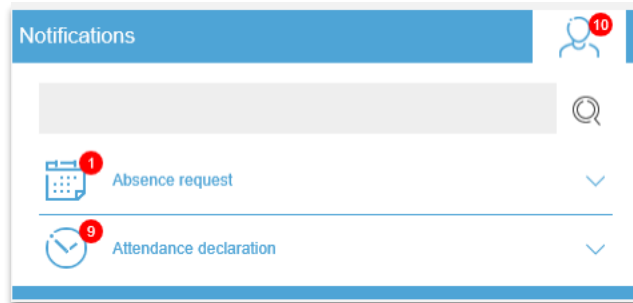All notifications are sorted by chronological order of appearance

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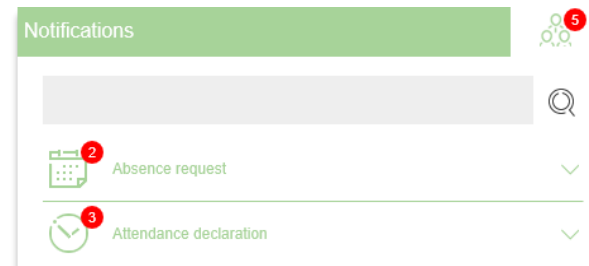
NOTIFICATIONS

Employee: Use this icon to view your notifications

Example: Results of my absence requests

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

Kelio

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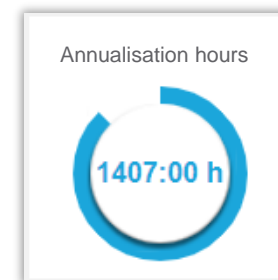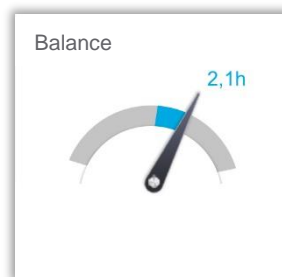Once you have read this, you can click the ☒ button to delete it.

TILES

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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.

Annualisation hours

1407:00 h

My balances

8h

6

4

1   2   3

Overtime hours

4h

Balance

2,1h

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.

Last entries/exits

08:02 ➖ 10:13

10:20 ➖ 11:25

13:14 ➖ 15:15

15:24 ➖

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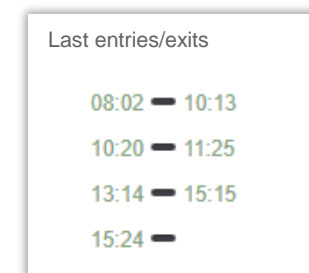
THE INDICATOR TILE

Organisation indicators

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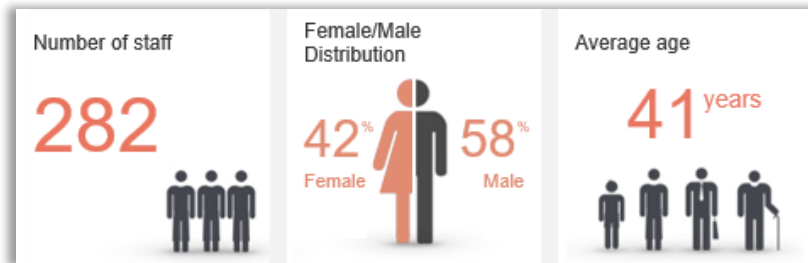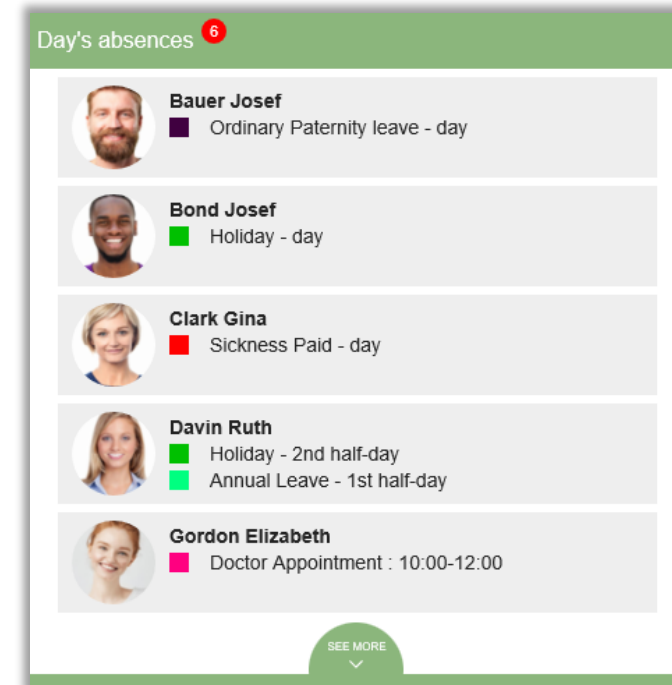
THE DAILY ABSENCES TILE

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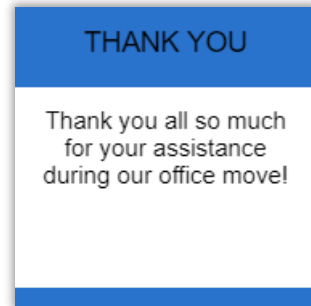
This list is updated in real-time, and the employees are listed in alphabetical order.

THE TEXT AND IMAGE TILES

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.
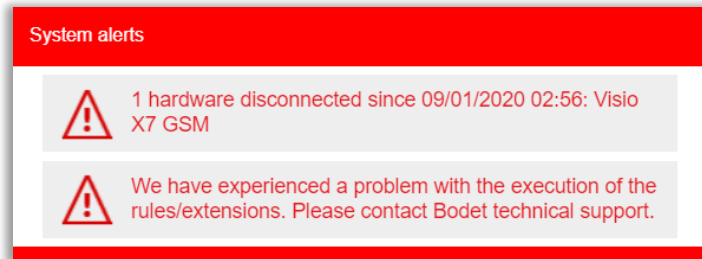
THE SYSTEM ALERT TILE

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

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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.

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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.
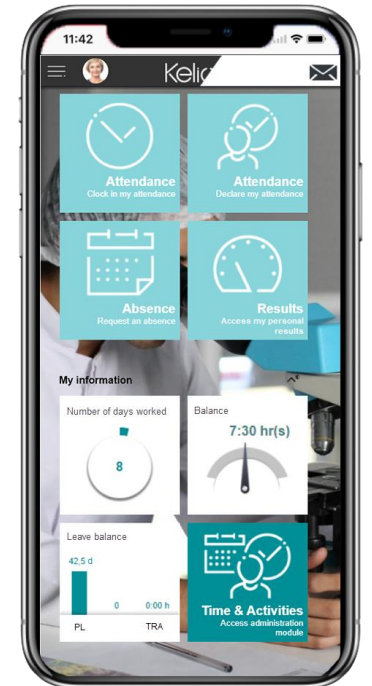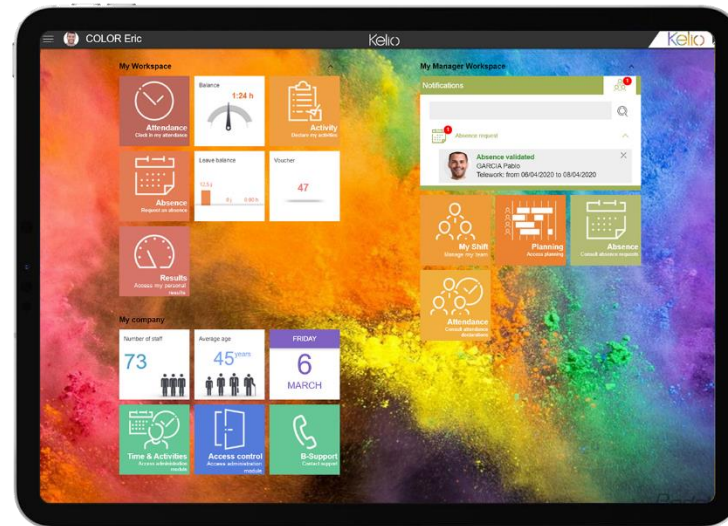

PC

Smartphone

CUSTOMISATION

Kelio

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

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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
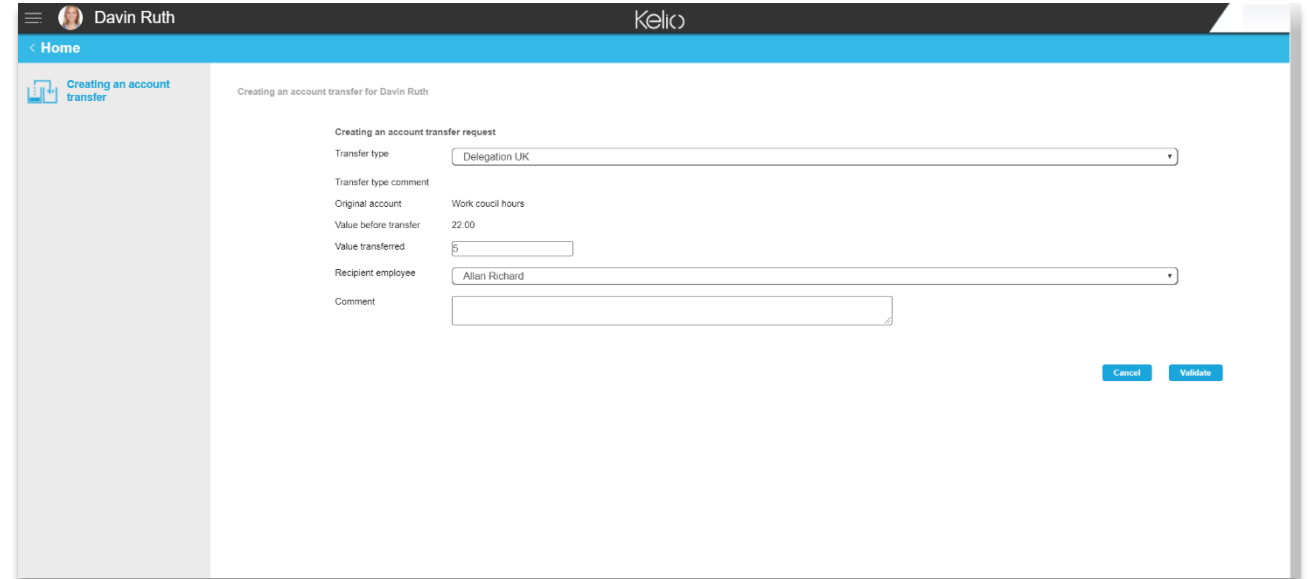

After

ACCOUNT TRANSFER

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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.

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.

END-OF-PERIOD SUMMARY REPORT

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END-OF-PERIOD SUMMARY REPORT

The end-of-period summary can be edited:

- o For each employee's employment contract
- o 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.

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ABSENCE CALENDAR

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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

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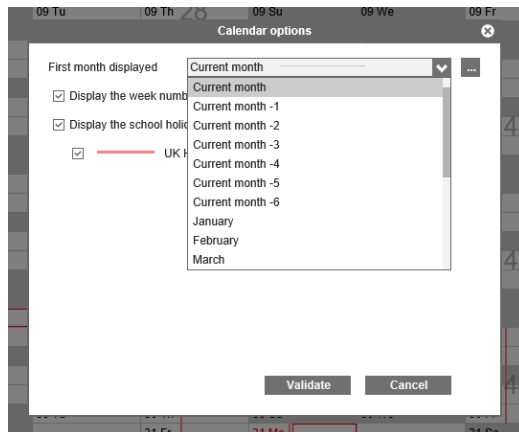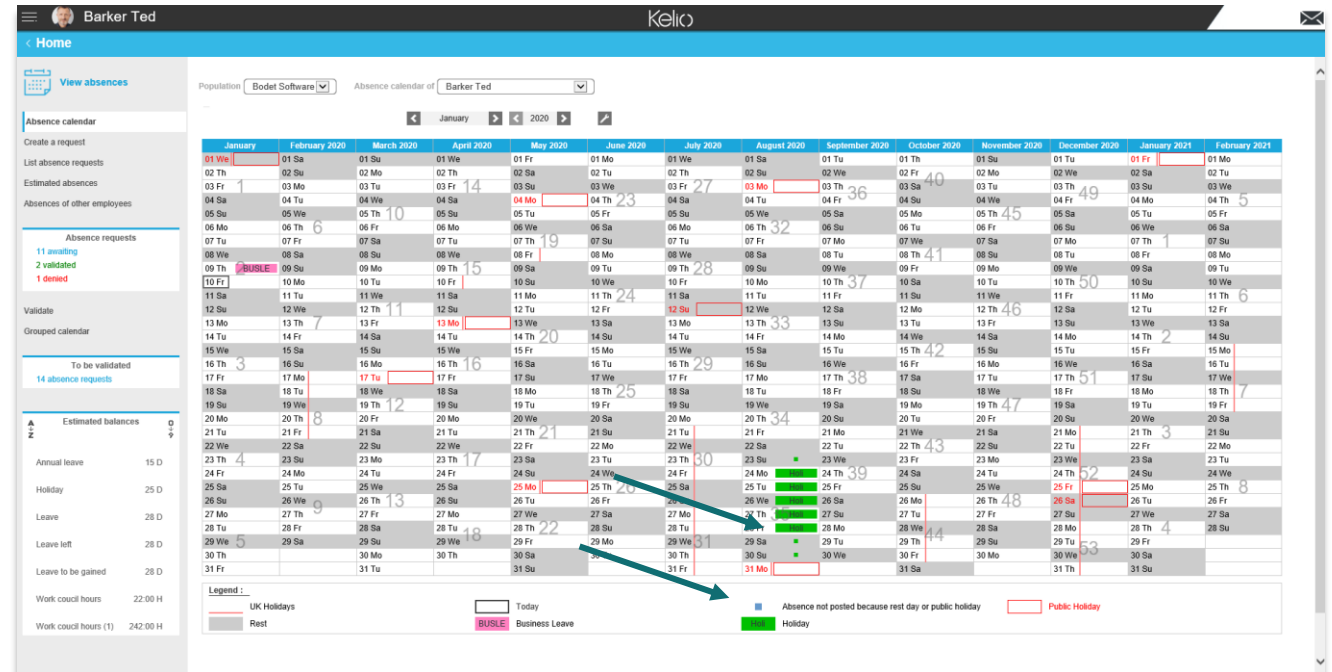
ACCOUNT TOTAL

A new transfer file provides you with an easy way of adding multiple accounts: totals for absences, balances, special hours, etc.
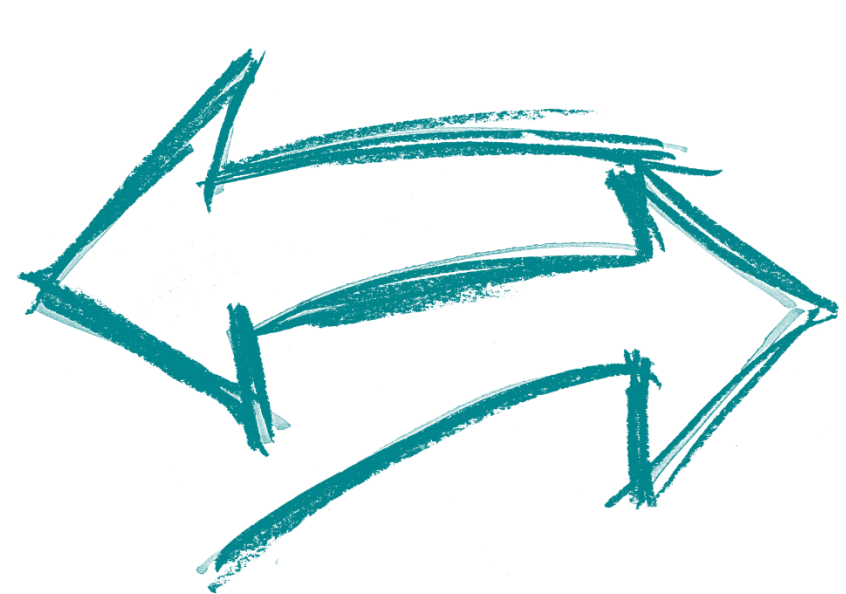
For example, you can group together multiple absence totals (civil partnership, marriage, childbirth, etc.) in a single account (Family event).

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

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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.

KELIO PLANNING ADVANCED

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NEW FEATURES IN KELIO PLANNING ADVANCED

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.

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KELIO SERVICES

KELIO SERVICES

| Auditing and project support | Training in the use of Kelio solutions | Quality monitoring | Kelio and the GDPR | SaaS |

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afaq
ISO 9001
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Qualité
Environnement
AFNOR CERTIFICATION

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