

Kelio



WHAT'S NEW

KELIO 4.2

1

REMOTE WORKING

REMOTE WORKING

Improve remote working management in your organisation!

Just like the other employees, remote workers are subject to legislation for the work duration and to the applicable agreements and rules in your organisation.

The new version of Kelio allows you to easily manage remote working requests and days: control methods, workload monitoring, planning, etc.

It lets you manage the different remote working types:

- **Regular:** *I work remotely every Wednesday*
- **To be distributed:** *I am entitled to request five remote working days per month*
- **Occasional:** *I am working remotely due to a transport strike*

New rights

Please note: In order to manage remote working in Kelio, the corresponding options and new rights must be enabled for all users.

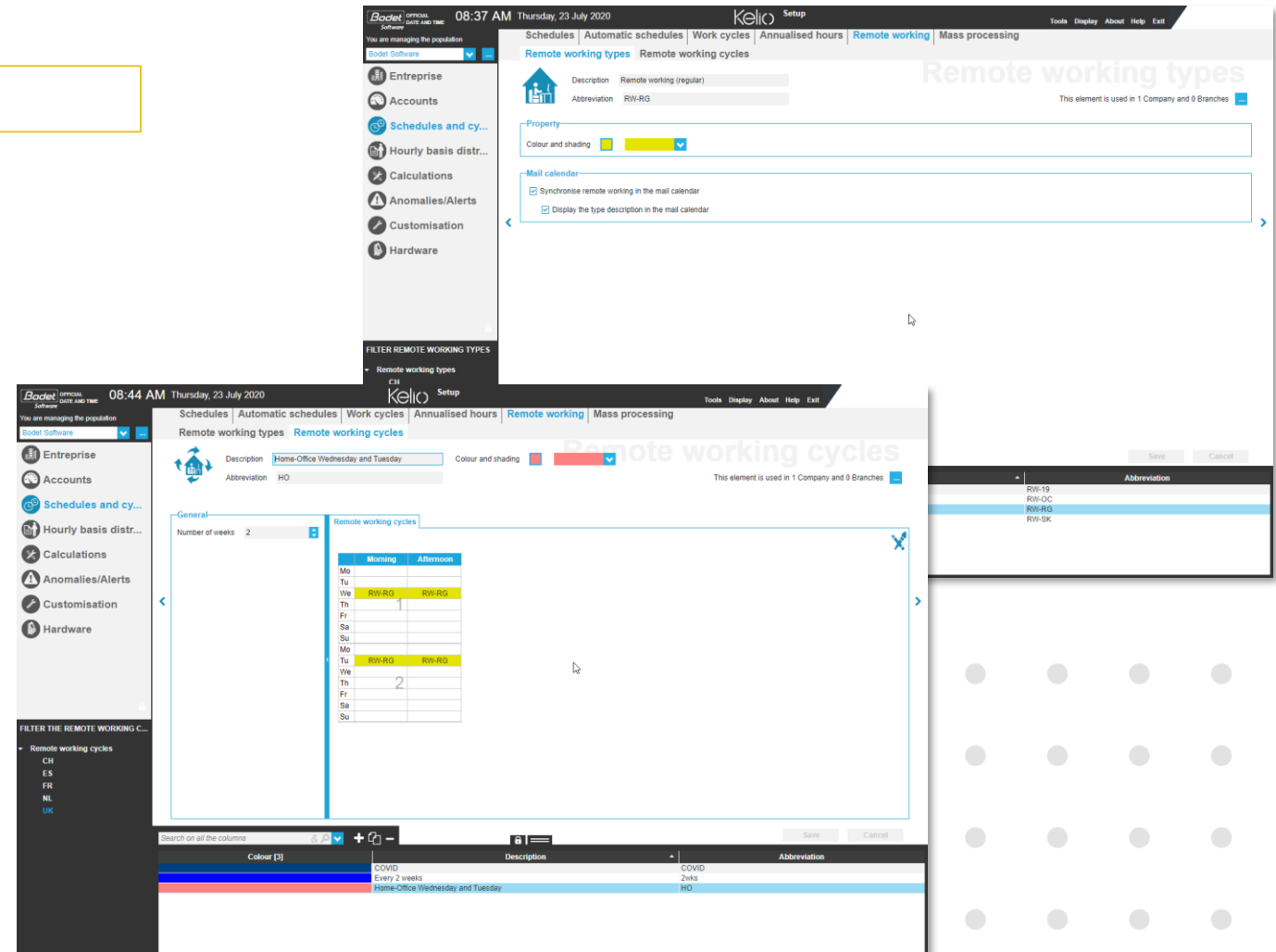
REMOTE WORKING

Easy to set up according to your rules!

Set up the remote working types and cycles

From the Setup > Schedules & Cycles module, there is a new tab: Remote working

- Create your different remote working types in order to manage both regular and occasional remote working, each with its own methods
- Define your remote working cycles in order to easily manage regular remote working (every Friday, for example)
- Assign them to the time contract of the relevant employees

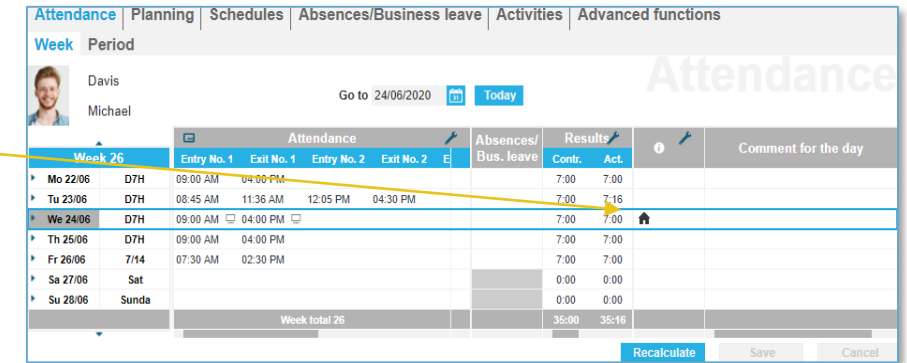


REMOTE WORKING

Remote working for administrators and planners

View – Plan – Manage remote working days

- From the attendance screen: A new icon provides you with a quick view of the employees working remotely
- From the planning: A new filter allows you to display the remote working periods
- From the reports: Customise the content when you print your planning to see remote workers and pending requests.



Attendance | Planning | Schedules | Absences/Business leave | Activities | Advanced functions

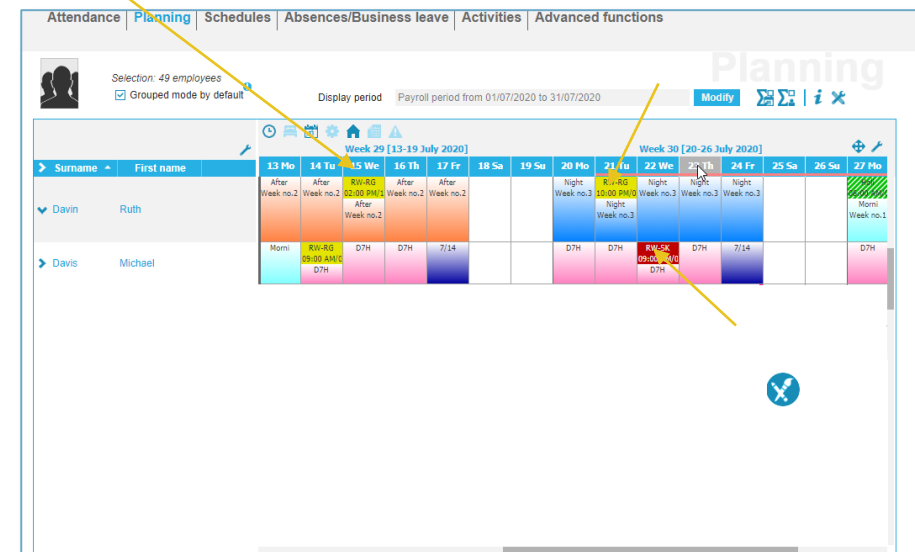
Week Period

Davis Michael

Go to 24/06/2020 Today

| Week | Period | Entry No. 1 | Exit No. 1 | Entry No. 2 | Exit No. 2 | E | Absences/ Bus. leave | Results Contr. Act. | 0 | Comment for the day |
|---------------|--------|-------------|------------|-------------|------------|---|-------------------------|------------------------|---|---------------------|
| Week 26 | | | | | | | | | | |
| Mo 22/06 | D7H | 09:00 AM | 04:00 PM | | | | | 7:00 7:00 | | |
| Tu 23/06 | D7H | 08:45 AM | 11:36 AM | 12:05 PM | 04:30 PM | | | 7:00 7:16 | | |
| We 24/06 | D7H | 09:00 AM | 04:00 PM | | | | | 7:00 7:00 | | |
| Th 25/06 | D7H | 09:00 AM | 04:00 PM | | | | | 7:00 7:00 | | |
| Fr 26/06 | 7/14 | 07:30 AM | 02:30 PM | | | | | 7:00 7:00 | | |
| Sa 27/06 | Sat | | | | | | | 0:00 0:00 | | |
| Su 28/06 | Sunda | | | | | | | 0:00 0:00 | | |
| Week total 26 | | | | | | | | 35:00 35:16 | | |

Recalculate Save Cancel



Attendance | Planning | Schedules | Absences/Business leave | Activities | Advanced functions

Selection: 49 employees
☒ Grouped mode by default

Display period Payroll period from 01/07/2020 to 31/07/2020

Modify

| Surname | First name | 13 Mo | 14 Tu | 15 We | 16 Th | 17 Fr | 18 Sa | 19 Su | 20 Mo | 21 Tu | 22 We | 23 Th | 24 Fr | 25 Sa | 26 Su | 27 Mo |
|---------|------------|--------------------|----------------------------|--------------------|--------------------|--------------------|-------|-------|--------------------|--------------------|----------------------------|--------------------|--------------------|-------|-------|-------------------|
| Davin | Ruth | After Week no.2 | After Week no.2 | After Week no.2 | After Week no.2 | After Week no.2 | | | Night Week no.3 | Night Week no.3 | Night Week no.3 | Night Week no.3 | Night Week no.3 | | | Morn Week no.1 |
| Davis | Michael | Morn Week no.1 | RW-RG 09:00 AM-02:00 PM | D7H | D7H | 7/14 | | | D7H | D7H | RW-RG 09:00 AM-02:00 PM | D7H | 7/14 | | | D7H |

Bodet Software - UK

Employees planning from 01/07/2020 to 31/07/2020

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| Surname | First name | 22 We | 23 Th | 24 Fr | 25 Sa | 26 Su | 27 Mo | 28 Tu |
|---------|------------|----------------------------|-------|-------|-------|-------|-------|----------------------------|
| Davis | Michael | RW-SK 09:00 AM-02:00 PM | D7H | 7/14 | Sat | Sunda | D7H | RW-RG 09:00 AM-02:00 PM |

REMOTE WORKING

Remote working for administrators and planners

Add to the accounts

In the schedule windows, you can add bonuses or special hours to an account according to whether remote working is present or not. This allows you to easily monitor the number of days and hours remotely worked.

| Remote working monitoring | | | | | | Page 1 |
|---------------------------|---------------------------------|---------------------------------|--|--|---|--------|
| Bodet Software | | | | | | |
| Name/surname | Days worked Month of July 2020 | Actual hours Month of July 2020 | Remote working days Month of July 2020 | Regular remote working days Month of July 2020 | Remote working hours Month of July 2020 | |
| | Estimated with absence requests | Estimated with absence requests | Estimated with absence requests | Estimated with absence requests | Estimated with absence requests | |
| MacGregor Peter | | 184:00 | | | | |
| Harrison Richard | | 70:00 | | | | |
| Willis Andy | 5 | 100:00 | | | | |
| Creighton Abi | 23 | 162:00 | 10 | | 70:30 | |
| Davis Michael | 22 | 162:30 | 5 | 3 | 31:30 | |
| Dietrich Anna | 23 | 162:00 | 10 | | 70:30 | |
| Total | 73 | 840:30 | 25 | 3 | 172:30 | |

Secure remote working

In order to enforce your agreement methods for remote working, you can set up three types of checks:

- Check on the notice period for a remote working request
- Check on the authorised remote working days
- Check on the number of days to be distributed, for example: Maximum five remote working days per month or 15 days per year.

REMOTE WORKING

Remote working for employees

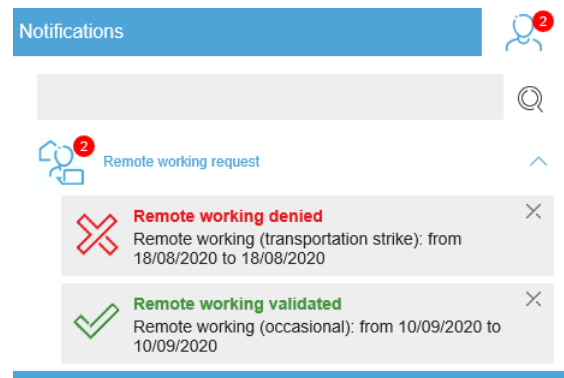
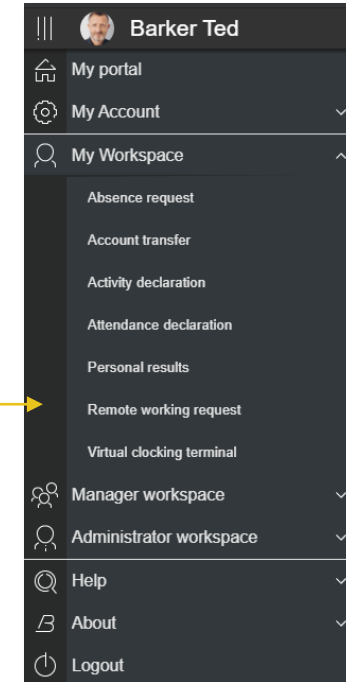
Perform a remote working request

A new right is available in the Employee profile – Employee Self-Service that allows your employees to make remote working requests with predefined entry types and modes. The request is made:

- From the portal: using the absence tile
- From the menu: using a new entry
- Directly from their calendar

Regular remote workers can also request the modification of their usual remote working day.

The processed requests then appear in the portal notifications and an email alert is sent to the employee.



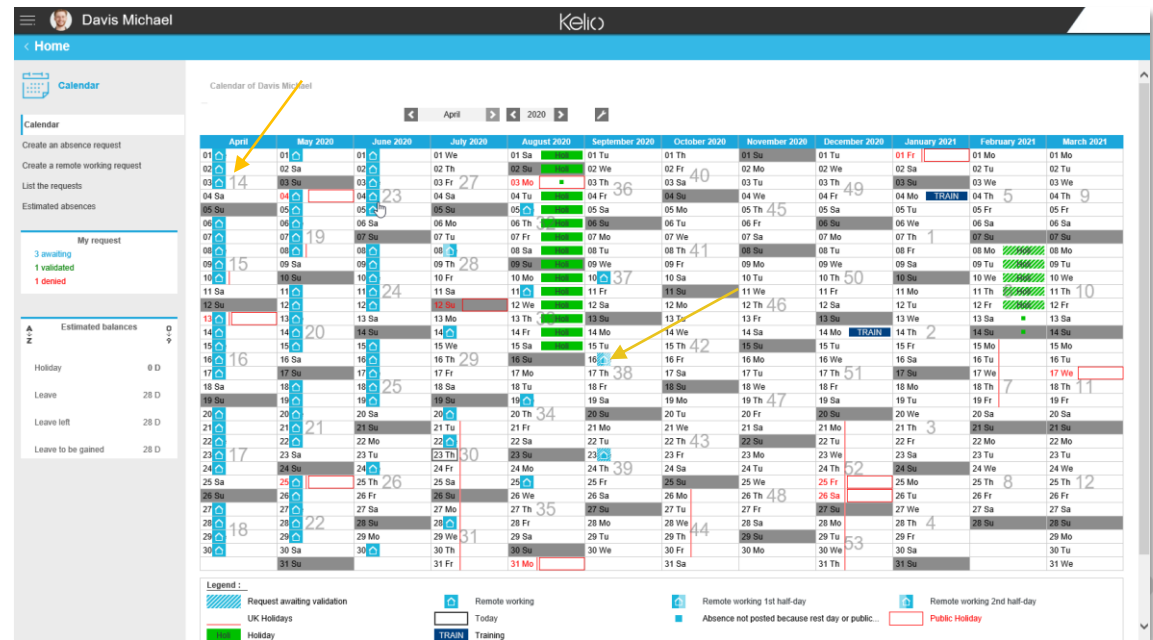
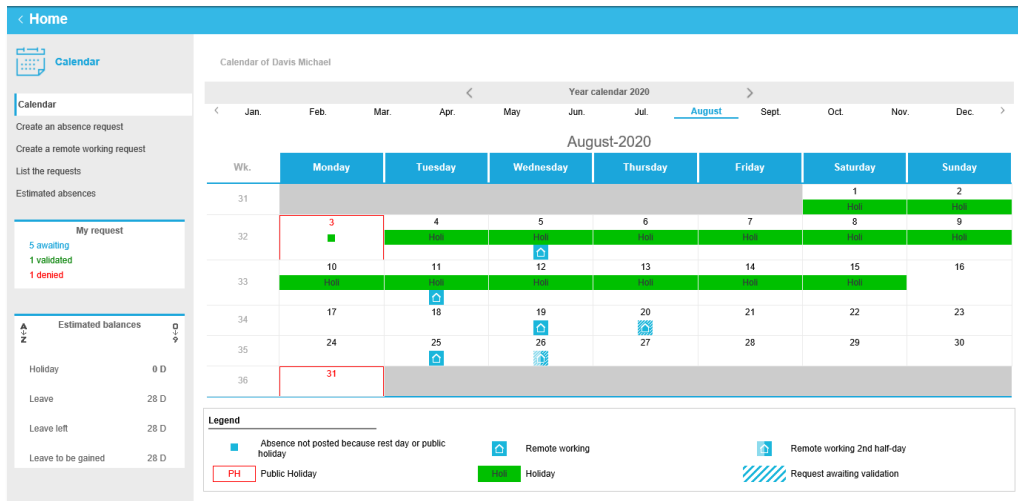
REMOTE WORKING

Remote working for employees

View the remote working days

Remote working is displayed in the annual and monthly calendar of each relevant employee. They can see the approved requests and also those awaiting validation.

This information can be synchronised to the mail calendars (Microsoft Outlook®, Google Calendar and Lotus Notes).

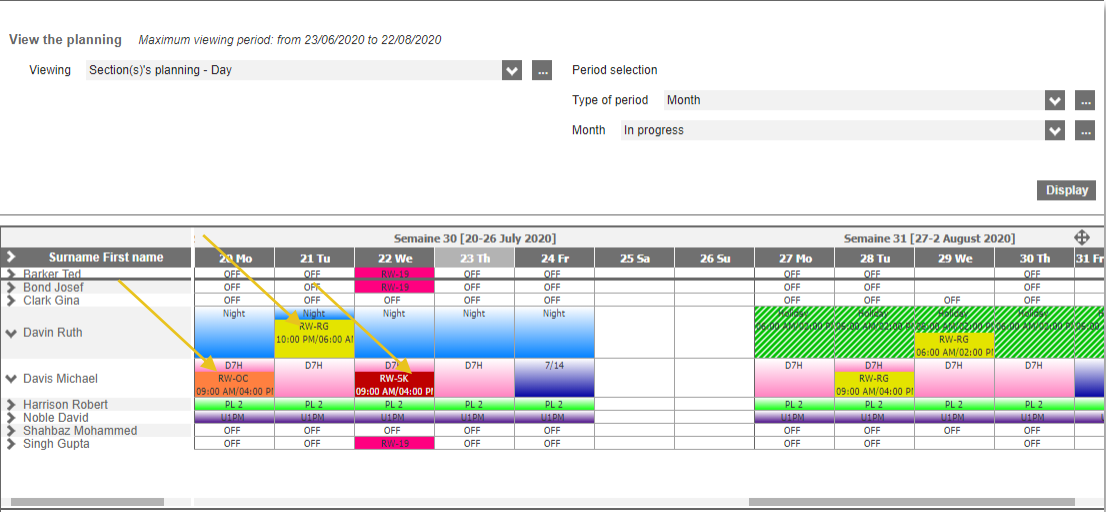
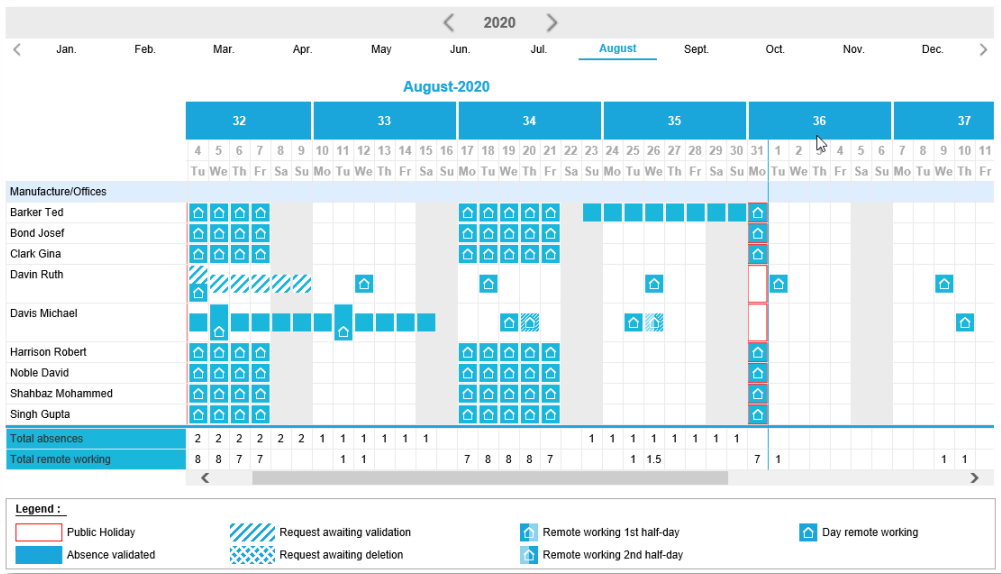


REMOTE WORKING

Remote working for employees

View colleagues' remote working days

A distinction can now be made between absent team members and those working remotely from the grouped absence calendar or the section planning.



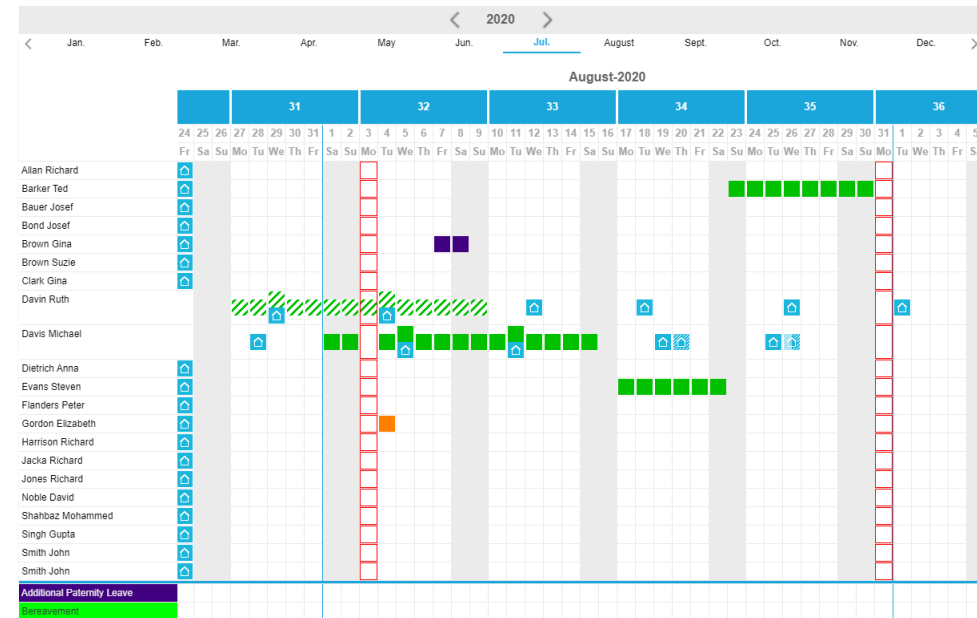
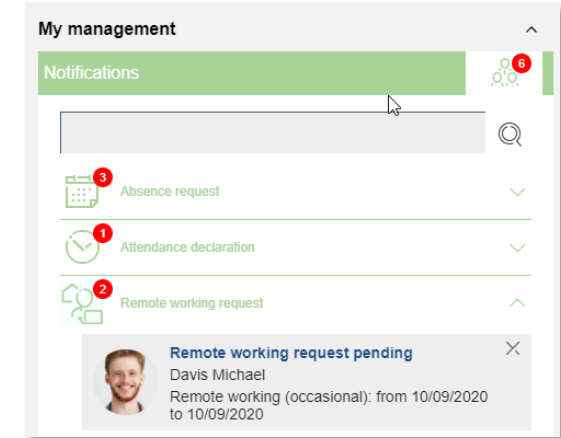
REMOTE WORKING

Remote working for validators

Validate the remote working requests

Remote working can be regularly assigned to an employee directly from the planning or via his/her time contract. However, one-off requests can also be made and are then subject to the same validation workflow as an absence request.

- When an employee makes a remote working request, the validator receives a notification on his portal and an email to process the request.
- From the grouped calendar, the manager can easily differentiate between remote workers and absent and present employees.



2

TIME & ATTENDANCE MANAGEMENT

OTHER ADDED FEATURES

ANNUALISED HOURS

Requires Kelio
Annualised
Hours

Duplicate an annualised hours period

If you have the annualised hours module, you can now easily duplicate an existing annualised hours period. All you have to do is adjust the distribution of the new period. This lets you save entry time.

Public holiday and annualised hours calendar

When setting up the objective in the annualised hours schedule, you can choose the applied public holiday calendar, which allows you to see the hours count according to your configuration.

Calculable annualised hours objective

To simplify your annualised hours management, you can now automatically recalculate an employee's annualised hours objective according to:

- Their absences, *for example, to remove sick leave from the objective*
- Their arrival or departure in the middle of the accounting year (via custom development)

The annualised hours monitoring screen has been revised to simplify entry and comprehension of the annualised hours objective.

Wizard - Annualised hours objective

Annualised hours from 01/01/2020 to 31/12/2020

Public holiday calendar: UK standard

Objective excluding public holidays: 3130:30

Public holidays in objective: + 0:00 1 days

Total 1: 3130:30

Number of paid leave days: 25

Contracted daily time: x 7:30

Total 2: 187:30

Distribution time (Total 1 - Total 2): 2943:00


Public holidays out of objective: 81:00 9 days

Validate Cancel

CLOCKINGS AND WORKING PERIODS

Display of the working periods

From the attendance monitoring and attendance report screen, customise your display in extended mode and easily compare working periods and clockings.



Davis Michael

Go to 13

| | | Attendance | | | | | | Absences/ Bus. leave | Théo. |
|---------------|-------|-------------|------------|-------------|------------|-------------|------------|-------------------------|------------------------------|
| Week 29 | | Entry No. 1 | Exit No. 1 | Entry No. 2 | Exit No. 2 | Entry No. 3 | Exit No. 3 | | |
| Mo 13/07 | Morni | 06:00 | 14:00 | | | | | | |
| | | 04:30 | 08:00 | 08:05 | 14:00 | | | | |
| | | 06:00 | 08:00 | 08:15 | 14:00 | | | | |
| Tu 14/07 | D7H | 09:00 | 16:00 | | | | | | |
| We 15/07 | D7H | 09:00 | 16:00 | | | | | | |
| Th 16/07 | D7H | 09:00 | 16:00 | | | | | | |
| Fr 17/07 | 7/14 | 07:30 | 14:30 | | | | | | |
| Week total 29 | | | | | | | | 36:00 | 35:45 35:45 35:45 -0:15 0:01 |

Report of attendances from 13/07/2020 to 23/07/2020

Bodet Software

Page 1

Davis Michael

Identification number 21551
















Current section(s) Offices

| Date | Schedule | Attendances | | | | | | Absences | Results | | | | | | Events |
|------------|----------|-------------------------|-------------------------|-------------------------|-------------------------|----------|----------|----------|---------|------|------|------|--------|--------|--------------------------------------|
| | | Clocking | Clocking | Clocking | Clocking | Clocking | Clocking | | Contr. | Act. | Paid | St. | D Bal. | T Bal. | |
| Mon. 13/07 | Morni | 06:00 04:30 06:00 | 14:00 08:00 08:00 | 08:05 08:05 08:15 | 14:00 14:00 14:00 | | | | 8:00 | 7:45 | 7:45 | 7:45 | -0:15 | 0:01 | \$ Atten |
| Tue. 14/07 | D7H | 09:00 08:55 08:55 | 16:00 16:10 16:10 | | | | | | 7:00 | 7:15 | 7:15 | 7:15 | 0:15 | 0:16 | \$ Day \$ RWDR \$ RWD RW-RG |
| Wed. 15/07 | D7H | 09:00 09:00 09:00 | 16:00 16:00 16:00 | | | | | | 7:00 | 7:00 | 7:00 | 7:00 | 0:00 | 0:16 | \$ Day |
| Thu. 16/07 | D7H | 09:00 08:45 08:45 | 16:00 16:03 16:03 | | | | | | 7:00 | 7:18 | 7:18 | 7:18 | 0:18 | 0:34 | \$ Day |
| Fri. 17/07 | Morni | 06:00 07:25 07:30 | 14:00 14:30 14:00 | | | | | | 8:00 | 6:30 | 6:30 | 6:30 | -1:30 | -0:56 | \$ Atten |

INTERMEDIATE CLOCKING FILTERING

Display of attendance clockings

- If you use the same reader for time and attendance management and access control, you can now use just the first and last access clocking as an attendance clocking.
- All you need to do is initiate the *intermediate clocking filtering* window in the relevant daily schedules.
- To visualise all the clockings in relation to those saved, switch to extended mode in the attendance screen.

| Attendance Planning Schedules Absences/Business leave Activities Advanced functions | | | | | | | | | | | | | | | | |
|---|-----|--|---|---|---|---|---|-------------------------|--|---------|------|------|------|-------|-------|--|
| Week | | Period | | | | | | | | | | | | | | |
|  | | Clark | | | | | | | | | | | | | | |
| | | Gina | | | | | | | | | | | | | | |
| | | Go to 13/07/2020  Today | | | | | | | | | | | | | | |
| | | Attendance | | | | | | Absences/ Bus. leave | | Results | | | | | | |
| Week 29 | | Entry No. 1 | Exit No. 1 | Entry No. 2 | Exit No. 2 | Entry No. 3 | Exit No. 3 | | | Théo. | Eff. | Payé | Norm | C/D J | C/D T | |
| Mo 13/07 | D7H |  08:00 |  10:00 |  10:30 |  12:00 |  14:00 |  | | | | | | | | | |
| | |  08:00 |  17:00 |  |  |  |  | | | 7:00 | 7:00 | 7:00 | 7:00 | 0:00 | 0:00 | |
| | |  | 08:00 | 17:00 | | | | | | | | | | | | |

ACCOUNT TRANSFER FILES

Anonymise donations

All files transferred from an account to a third party can be made anonymous.

The email sent to the recipient therefore does not contain the name of the person making the transfer.

This feature is especially useful for leave transfer, for example.

Inform the recipient of the transfer

☒ Inform the recipient of a transfer by email

☒ Hide the identity of the donor when the transfer recipient is informed



CUSTOMISED REPORTS

From the attendance management screen, you can enter a comment on a given day.

Now this comment will appear in your customisable report!

| Results day by day Period from 12/07/2020 to 18/07/2020 | | | | | | |
|---|---------------|---------------------------------|-----------------------|----------------------------|---|--------------------------------|
| Bodet Software | | Page 1 | | | | |
| Date | Name/Surname | Comment | Act. Day Estimated | Performed Day Estimated | Total balance Total Estimated End | Night shift Month Estimated |
| 12/07/2020 | Allan Richard | | | | | |
| 13/07/2020 | | To be validated with Bob | 8:00 | 8:00 | | |
| 14/07/2020 | | | 8:00 | 8:00 | | |
| 15/07/2020 | | | 8:00 | 8:00 | | |
| 16/07/2020 | | | 8:00 | 8:00 | | |
| 17/07/2020 | | Late arrival, modified clocking | 8:00 | 8:00 | | |
| 18/07/2020 | | | | 40:00 | | |
| Total | | | 40:00 | 40:00 | 0:00 | 0:00 |

3 PLANNING

PLANNING

Hide the absence comment

Depending on the absence type setup, comments and attachments can be hidden in the planning.

This allows you to maintain the confidentiality of certain information or documents.

Anonymise absences in reports

When editing your planning, you can choose to display a single colour for all absences in order to make them anonymous.

In this way, you can maintain the confidentiality of certain data when circulating a grouped planning.

| | July 2020 | | | | | |
|--------------------|-----------|------|-------|------|-------|------|
| | Wk 31 | | | | | |
| Surname First name | 29 We | | 30 Th | | 31 Fr | |
| | A.M. | P.M. | A.M. | P.M. | A.M. | P.M. |
| Davin Ruth | | | | | | |
| Davis Michael | D7H | D7H | | | 7/14 | 7/14 |

4

OUR SERVICES

KELIO

KELIO SERVICES



Audit and project
support



Training in Kelio
solutions



Quality monitoring



Kelio and the
GDPR



Software in SaaS
mode