

Kelio



WHAT'S NEW

KELIO 4.4

1

ABSENCE MANAGEMENT

NEWLY ADDED FEATURES

DISPLAY OF WEEKS

Find everything you need quickly

On the calendars

The separation between the weeks is now clearer and they can be easily distinguished from rest days. Only rest days will now be greyed out; the separation between the weeks is represented by a horizontal line. This display concerns:

- ALL individual calendars in Kelio (absence, schedule, public holidays, calendar report, etc.) and the grouped calendars in the collaborative workspace

Before

April	May 2021	June 2021	July 2021	August 2021
01 Th	01 Sa	01 Tu	01 Th	01 Su
02 Fr	02 Su	02 We	02 Fr	02 Mo
03 Sa	03 Mo	03 Th	03 Sa	03 Tu
04 Su	04 Tu	04 Fr	04 Su	04 We
05 Mo	05 We	05 Sa	05 Mo	05 Th
06 Tu	06 Th	06 Su	06 Tu	06 Fr
07 We	07 Fr	07 Mo	07 We	07 Sa
08 Th	08 Sa	08 Tu	08 Th	08 Su
09 Fr	09 Su	09 We	09 Fr	09 Mo
10 Sa	10 Mo	10 Th	10 Sa	10 Tu
11 Su	11 Tu	11 Fr	11 Su	11 We
12 Mo	12 We	12 Sa	12 Mo	12 Th
13 Tu	13 Th	13 Su	13 Tu	13 Fr
14 We	14 Fr	14 Mo	14 We	14 Sa
15 Th	15 Sa	15 Tu	15 Th	15 Su
16 Fr	16 Su	16 We	16 Fr	16 Mo
17 Sa	17 Mo	17 Th	17 Sa	17 Tu
18 Su	18 Tu	18 Fr	18 Su	18 We
19 Mo	19 We	19 Sa	19 Mo	19 Th
20 Tu	20 Th	20 Su	20 Tu	20 Fr
21 We	21 Fr	21 Mo	21 We	21 Sa
22 Th	22 Sa	22 Tu	22 Th	22 Su
23 Fr	23 Su	23 We	23 Fr	23 Mo
24 Sa	24 Mo	24 Th	24 Sa	24 Tu
25 Su	25 Tu	25 Fr	25 Su	25 We
26 Mo	26 We	26 Sa	26 Mo	26 Th
27 Tu	27 Th	27 Su	27 Tu	27 Fr
28 We	28 Fr	28 Mo	28 We	28 Sa
29 Th	29 Sa	29 Tu	29 Th	29 Su
30 Fr	30 Su	30 We	30 Fr	30 Mo
	31 Mo		31 Sa	31 Tu

After

April	May 2021	June 2021	July 2021	August 2021
01 Th	01 Sa	01 Tu	01 Th	01 Su
02 Fr	02 Su	02 We	02 Fr	02 Mo
03 Sa	03 Mo	03 Th	03 Sa	03 Tu
04 Su	04 Tu	04 Fr	04 Su	04 We
05 Mo	05 We	05 Sa	05 Mo	05 Th
06 Tu	06 Th	06 Su	06 Tu	06 Fr
07 We	07 Fr	07 Mo	07 We	07 Sa
08 Th	08 Sa	08 Tu	08 Th	08 Su
09 Fr	09 Su	09 We	09 Fr	09 Mo
10 Sa	10 Mo	10 Th	10 Sa	10 Tu
11 Su	11 Tu	11 Fr	11 Su	11 We
12 Mo	12 We	12 Sa	12 Mo	12 Th
13 Tu	13 Th	13 Su	13 Tu	13 Fr
14 We	14 Fr	14 Mo	14 We	14 Sa
15 Th	15 Sa	15 Tu	15 Th	15 Su
16 Fr	16 Su	16 We	16 Fr	16 Mo
17 Sa	17 Mo	17 Th	17 Sa	17 Tu
18 Su	18 Tu	18 Fr	18 Su	18 We
19 Mo	19 We	19 Sa	19 Mo	19 Th
20 Tu	20 Th	20 Su	20 Tu	20 Fr
21 We	21 Fr	21 Mo	21 We	21 Sa
22 Th	22 Sa	22 Tu	22 Th	22 Su
23 Fr	23 Su	23 We	23 Fr	23 Mo
24 Sa	24 Mo	24 Th	24 Sa	24 Tu
25 Su	25 Tu	25 Fr	25 Su	25 We
26 Mo	26 We	26 Sa	26 Mo	26 Th
27 Tu	27 Th	27 Su	27 Tu	27 Fr
28 We	28 Fr	28 Mo	28 We	28 Sa
29 Th	29 Sa	29 Tu	29 Th	29 Su
30 Fr	30 Su	30 We	30 Fr	30 Mo
	31 Mo		31 Sa	31 Tu

FILTERING OF ABSENCE TYPES

Adapt the display of different types in your absence calendars

Selection of types to be displayed

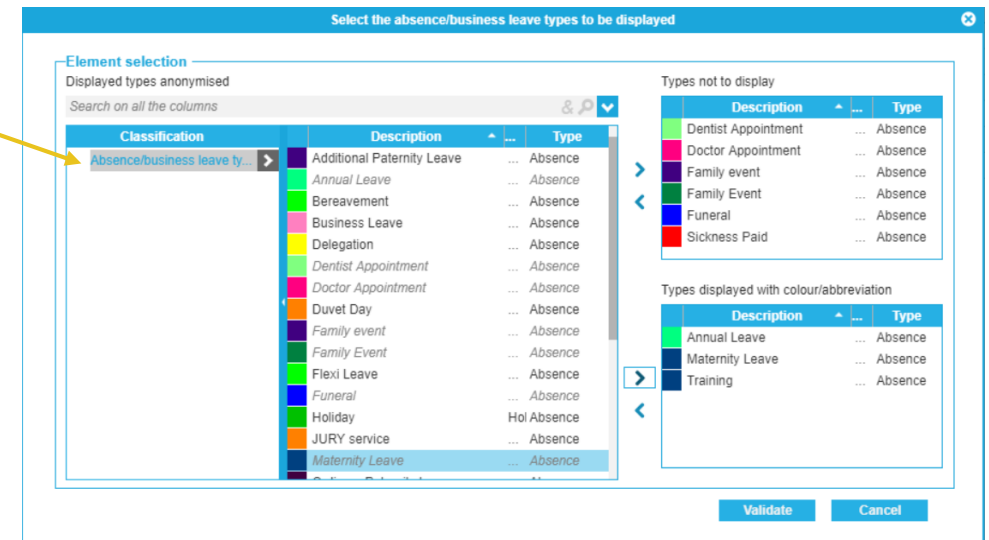
For more discretion and better readability, you can now define which absence types your employees and managers can display on their calendars in the collaborative workspace. The types can be:

- Anonymised
- Hidden
- Displayed in colour with abbreviation

These selections will also appear on the *Day's absences* tile.

New rights

Please note: In order to adapt the display to different profiles, the corresponding options and a new right *Customise the display of absence/business leave types* must be enabled for all users.



ABSENCE REQUEST CONTROL

Ensure that your employees are requesting leave correctly

Requesting an absence

A request for paid leave days must start from the first absence day until the day before the work restart date → the absence must therefore be requested correctly (counting Saturdays as working days and rest days for part-time workers). However, employees often only choose the days concerned for fear of being over-debited.

Two new constraints

You can now monitor compliance with the rules by setting up constraints. For example, your employees must be sure to start their leave on a working day and end it on a rest day for an entire week's absence. When requesting an absence, the employee will be alerted or denied if the request was not entered correctly.



Requesting a week of paid leave



Tuesday request

Constraint configuration

Type of control End of absence day

Alert triggering

For absence types Annual Leave AnnLe Absence

If the day after the absence end date corresponds to one of the following rest schedules Day off DAYOF Saturday Sat Sunday Sunda

☒ Additional check on the absence end date

If the absence end date corresponds to one of the following work schedules Afternoon Shift After Night N Morning Shift Morni

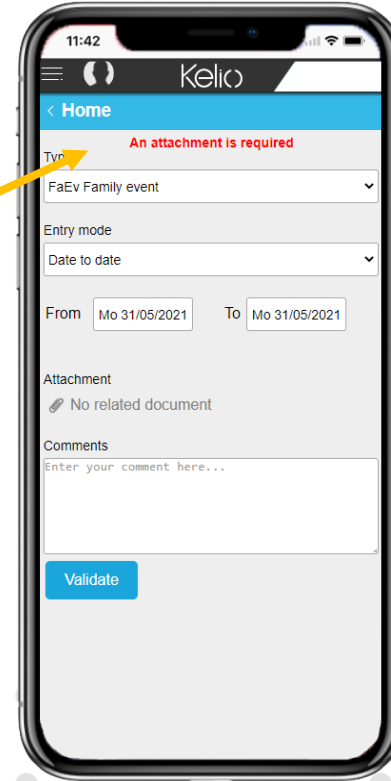
This check is not performed on recurring absences or hour to hour absences

ATTACHMENT FOR AN ABSENCE REQUEST

Require the employee to submit justification

For requests on computer or Smartphone

An absence request can now be denied if the justification is missing. You can define the absence types for which this function will be set up, e.g. for family event absence types.



HOUR TO HOUR ABSENCE ON DAYS WITH ATTENDANCES

Select the calculation mode when there are attendances and an hour to hour absence on the day in question

Sometimes there are clockings on a day for which an hour to hour absence is planned. When this occurs, it is not always clear whether the absence or the clockings should be taken into account. This new version allows you to choose the desired calculation in the absence type setup:

1. Absence not prioritised – only the clockings are counted
2. Absence prioritised – only the absence is counted
3. Absence total calculated and not deducted from the calculated attendance – both are counted

Deduct the imposed duration of an absence

There is a new option for deducting imposed time even if the absence was shorter.

Example: Non-actual absence from 4 p.m. to 5 p.m.; the employee clocked from 2 p.m. to 4:10 p.m.

1. *Absence not prioritised – an attendance of 2:10 h and an absence of 0:50 h are counted*
2. *Absence prioritised – an attendance of 2:00 h and an absence of 1:00 h are counted*
3. *Absence total calculated and not deducted from the calculated attendance – an attendance of 2:10 h and an absence of 1:00 h are counted*

☒ Imposed 0:30

☒ Deduct the imposed duration of the attendance in case of clocked absence

☐ Limited to maximum time

NEW CALCULATION OF PAID LEAVE ACQUISITION

Available on
Kelio One, Pro

New calculation mechanism

Kelio has integrated a new way to calculate your employees' leave. You select a leave acquisition calculation mode according to what you usually do:

- Annual: One single acquisition per year
- Monthly: One acquisition per month (e.g.: 2.5 days)
- Monthly according to the equivalence rule of a month of actual working time

Specific rules can be created for part time workers.

Acquisition

Acquisition reduction

Calculation mode

Week day

Week days

Friday; Monday; Saturday; Thursday; Tuesday; Wednesday

Unit

Days

Hours

Acquisition balance

Leave to be gained L n+1

Acquisition mode

Annual

Acquisition start date

01/01

Annual acquisition value

30.000

days

☒ Rounding the acquisition

Rounding the acquisition

1.000

Tolerance on the acquisition

0.000

Work duration

Start date	End	Rate	Proportion of working days	Hourly basis	Type	Hourly basis distribution
01/01/2020	31/12/2020	100	100	35:00	Weekly	5 jr 7h L/V 35h
31/05/2021		50	80	29:48	Weekly	4d 7h27 L/V 4d

NEW CALCULATION OF PAID LEAVE ACQUISITION

Available on
Kelio One, Pro

Reduction of acquisition rights

The new acquisition calculation also allows you to define the impact of different absences on leave allowances. They can be reduced if the employee is not present during the entire period. To make it easier for you, these conditions can be configured in Kelio and allow you to take the reductions into account automatically:

- Proportional reduction or in increments in case of absence
- Allowance: no reduction until the allowance has been reached
- Seniority condition on the allowance: no allowance unless the seniority condition has been met

Several reductions can be created.

Reduction configuration

Reduction in case of absence

Group of absences

Unpaid

Absence calculation mode

Calendar day

Acquisition reduction mode

☒ Proportional to the absences taken

☐ By level

Allowance

Allowance (in calendar days)

0.000

Resetting the allowance

☒ On the 1st day without absence

☒ At the change of accounting year

Seniority required to benefit from the allowance

0.000

Validate

Cancel

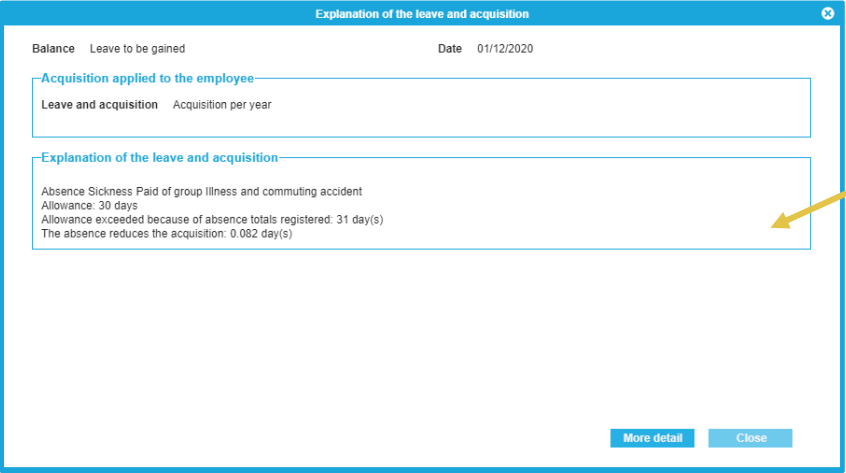
Group of absences	Reduction mode	Calculation mode	Allowance	Reset allowance on the 1st day	Reset allowance at the change of accounting year	Seniority	Reduction	Every	Parameters
Unpaid	Proportional to the absences ...	Calendar day	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0	0	0	...
Illness and commuting accident	Proportional to the absences ...	Calendar day	30	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	0	0	...
Professional illness + acciden...	Proportional to the absences ...	Calendar day	365	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	0	0	...

NEW CALCULATION OF PAID LEAVE ACQUISITION

Available on
Kelio One, Pro

Understanding the results

Kelio then provides you with a detailed explanation of each operation carried out by the acquisition calculation (acquisition, reduction, etc.).



This screenshot shows a table titled "Explanation of a balance calculation" with columns: Date, Action, Impact, Value, and Acquisition detail. The table covers the period from 01/01/2020 to 31/12/2020. The data is as follows:

Date	Action	Impact	Value	Acquisition detail
30/06/2020	Calculation rule : Leave right calculation	Acquired	2.333	
31/07/2020	Calculation rule : Leave right calculation	Acquired	2.333	
31/08/2020	Calculation rule : Leave right calculation	Acquired	2.333	
30/09/2020	Calculation rule : Leave right calculation	Acquired	2.333	
31/10/2020	Calculation rule : Leave right calculation	Acquired	2.333	
30/11/2020	Calculation rule : Leave right calculation	Acquired	2.333	
01/12/2020	Leave acquisition : Acquisition per year	Acquired	-0.082	...
02/12/2020	Leave acquisition : Acquisition per year	Acquired	-0.082	...
03/12/2020	Leave acquisition : Acquisition per year	Acquired	-0.082	...
04/12/2020	Leave acquisition : Acquisition per year	Acquired	-0.082	...
05/12/2020	Leave acquisition : Acquisition per year	Acquired	-0.082	...
06/12/2020	Leave acquisition : Acquisition per year	Acquired	-0.082	...
07/12/2020	Leave acquisition : Acquisition per year	Acquired	-0.082	...
08/12/2020	Leave acquisition : Acquisition per year	Acquired	-0.082	...
09/12/2020	Leave acquisition : Acquisition per year	Acquired	-0.082	...
10/12/2020	Leave acquisition : Acquisition per year	Acquired	-0.082	...
11/12/2020	Leave acquisition : Acquisition per year	Acquired	-0.082	...
12/12/2020	Leave acquisition : Acquisition per year	Acquired	-0.082	...
13/12/2020	Leave acquisition : Acquisition per year	Acquired	-0.082	...

The table has a "Close" button at the bottom right.

Required setup

To set up this new calculation mode, please contact your Kelio representative.

2 GEOFENCING

GEOGRAPHIC FILTERING

Authorise virtual clocking only from defined zones

Area parameters

Description	Bodet SA Headquarter		
Latitude	47.039494	Longitude	-0.9151429
Radius (metres)	50		

Setup

You will define the authorised geographic zones in Kelio. Employees can then only clock in if they are geolocated in these zones according to their rights profile. You can enhance your security by using IP address filtering at the same time.

Access to the virtual clocking terminal

Access to the virtual clocking terminal according to remote working

On a remote working day Authorise unrestricted access

On a day without remote working Authorise unrestricted access with the filters below

Filtering parameters

Current status Only the IP addresses of the filter template "Subsidiary UK" are authorised AND only the geographical areas of the filter template "Bodet SA" are authorised

Use of the virtual clocking terminal is available for certain IP addresses and/or geographical areas

Configure IP filtering

Filter template for the IP addresses Subsidiary UK

Model comment

Combination of two filters AND OR

Configuration of the geographical filter

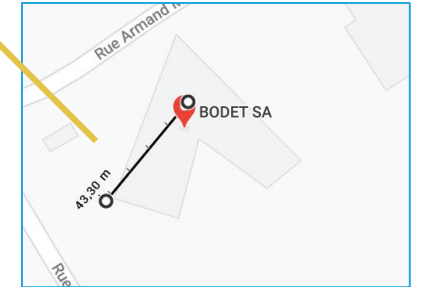
Authorise the geographical areas

Block the geographical areas

Filter template for the geographical areas Bodet SA

Description

Validate Cancel





REMOTE WORKING

AUTOMATIC REMOTE WORKING VALIDATION

Remote working requests are validated immediately

Added function

When remote working needs to be set up quickly in accordance with government recommendations, the request/validation process can prove to be tricky. Kelio offers you automatic validation for a more flexible management.

- Select remote working types for automatic validation in the *Employee Self-Service* profile.



- The employee's remote working request is auto-validated

- Option of alerting validators by email



FILTERING REMOTE WORKING FROM CALENDARS

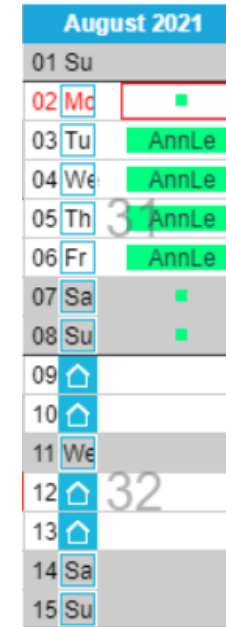
Makes what you need to see more visible

A cleaner display

There are times when you do not want to see remote working days displayed in the calendar. This applies in particular to days with:

- Absences
- Rest
- Public holidays

Now you can define for each element whether remote working should be kept. The display then appears in the individual calendars with the icon ☐ as shown opposite.



August 2021	
01	Su
02	Mo <input type="checkbox"/> AnnLe
03	Tu <input type="checkbox"/> AnnLe
04	We <input type="checkbox"/> AnnLe
05	Th <input type="checkbox"/> AnnLe
06	Fr <input type="checkbox"/> AnnLe
07	Sa <input type="checkbox"/>
08	Su <input type="checkbox"/>
09	<input type="checkbox"/>
10	<input type="checkbox"/>
11	We <input type="checkbox"/>
12	<input type="checkbox"/> 32
13	<input type="checkbox"/>
14	Sa
15	Su

Temporarily hide remote working to improve readability

A new check box allows you to hide remote working days in the calendars, as they can become quite numerous. Then you will only see the absences.

☐ Remote working not posted because rest day or public holiday

☒ Display remote working

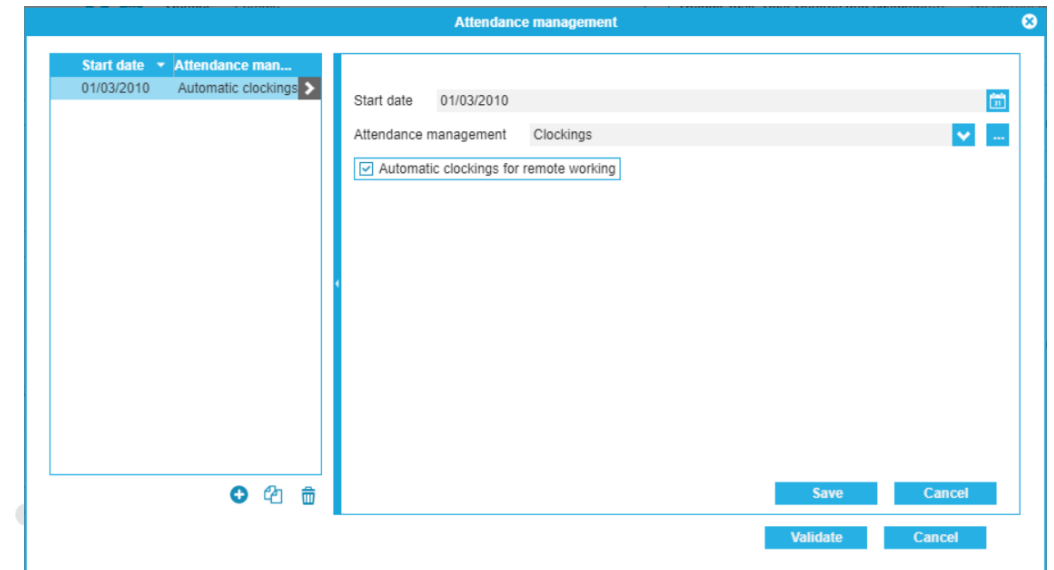
AUTOMATIC ATTENDANCE IF REMOTE WORKING

Consider employees as *Present* on remote working days without any action required from them

Clockings and remote working

Do you want to dispense with clocking for your remote working employees? Kelio now allows you to calculate attendance times automatically on remote working days without any action required from the working employees or without giving them access to the virtual clocking terminal on those days. To do this, you need to enable *Automatic clockings for remote working* in the attendance management. This function can be set up for employees:

- Who clock
- Who indicate their attendance
- Who indicate their attendance by entering their attendance times.



The screenshot shows a web application window titled "Attendance management". On the left, there is a sidebar with a "Start date" dropdown set to "01/03/2010" and a tab labeled "Automatic clockings". The main content area on the right has a "Start date" field with "01/03/2010" and a calendar icon. Below it, there are two tabs: "Attendance management" and "Clockings", with "Clockings" being the active tab. Under the "Clockings" tab, there is a checkbox labeled "Automatic clockings for remote working" which is checked. At the bottom right of the main area, there are two buttons: "Save" and "Cancel". At the bottom of the sidebar, there are three icons: a plus sign, a document, and a trash can. At the bottom of the window, there are two buttons: "Validate" and "Cancel".

VIRTUAL CLOCKING TERMINAL ONLY IF REMOTE WORKING

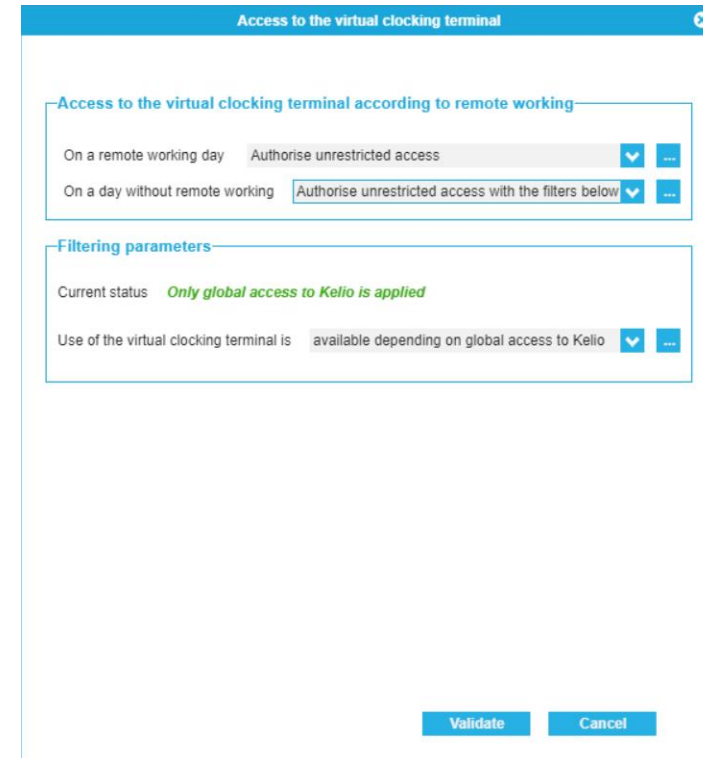
Give restricted access to the virtual clocking terminal

Virtual clockings and remote working

Do you want your employees to clock on the terminals when they are present and use the virtual clocking terminal only on remote working days? Kelio now allows you to set this up and will authorise employees to use the virtual clocking terminal only on a remote working day. You therefore require them to use the terminal on the other days.

To do this, you need to activate Access to the virtual clocking terminal according to remote working in the *Employee Self-Service/Mobile Self-Service* right.

You can enhance your security by using IP address filtering at the same time.



The screenshot shows a configuration window titled "Access to the virtual clocking terminal". It contains two main sections: "Access to the virtual clocking terminal according to remote working" and "Filtering parameters".

In the first section, there are two rows of settings:

- On a remote working day: Authorise unrestricted access (with a dropdown arrow and a menu icon).
- On a day without remote working: Authorise unrestricted access with the filters below (with a dropdown arrow and a menu icon).

The second section, "Filtering parameters", shows the current status as "Only global access to Kelio is applied" in green text. Below this, there is a setting for "Use of the virtual clocking terminal is" set to "available depending on global access to Kelio" (with a dropdown arrow and a menu icon).

At the bottom right of the window are two buttons: "Validate" and "Cancel".

SCHEDULE CHANGE IF REMOTE WORKING

Adapt your schedules to remote working

Different behaviour

The schedule management for remote working can be different when employees cannot clock remotely. It is then preferable to assign them a more flexible schedule, or one without balance management, without clocking-in allowance, etc. In order to avoid having to make multiple changes for each day of remote working for an employee, Kelio allows you to switch automatically to the schedule adapted to remote working.

All you have to do is enter the desired schedule into the daily schedule configuration.

Please note that this does not work for schedules assigned by exception!

The screenshot shows the 'Schedules' configuration page in Kelio. The 'Remote working' tab is selected. The 'Description' is '10/4' and the 'Abbreviation' is '10/4'. The 'Schedule type' is 'Work schedule'. The 'Start time' is '12:00 AM' and the 'End time' is '12:00 AM+'. The 'Working periods' section shows two periods: Period 1 (10:00 AM to 04:00 PM) and Period 2 (04:00 PM to 12:00 AM). The 'Contracted' section shows 'Day contracted' as 6:00, 'Morning contracted' as 3:00, 'Afternoon contracted time' as 3:00, 'Afternoon start time' as 01:00 PM, and 'Night start time' as 12:00 AM+. The 'Graphic representation' shows a timeline with 'In1' and 'Out1' markers. The 'Other schedule in case of remote working' checkbox is checked, and the 'Also use this schedule for half-day remote working' checkbox is unchecked. The 'Type of day' is set to 'Working day'.

4

TIME & ATTENDANCE MANAGEMENT

OTHER ADDED FEATURES

COMMENT ON ATTENDANCE DECLARATIONS IN THE ADMINISTRATION

Better understand the context of attendance declarations

Handle specific cases

The attendance screen now offers the option of displaying comments from attendance declarations.

This allows you to better understand certain modifications. A pop-up window gives you access to the entire history of the attendance declaration.

Attendance		
Comments		
Day	Attendance declaration	
	Clark Gina : left earlier for appointment	

- ✓ Attendance declaration
- ✓ Day

Available in five reports

You will find this comment in the reports containing the attendance board and in the customisable reports.

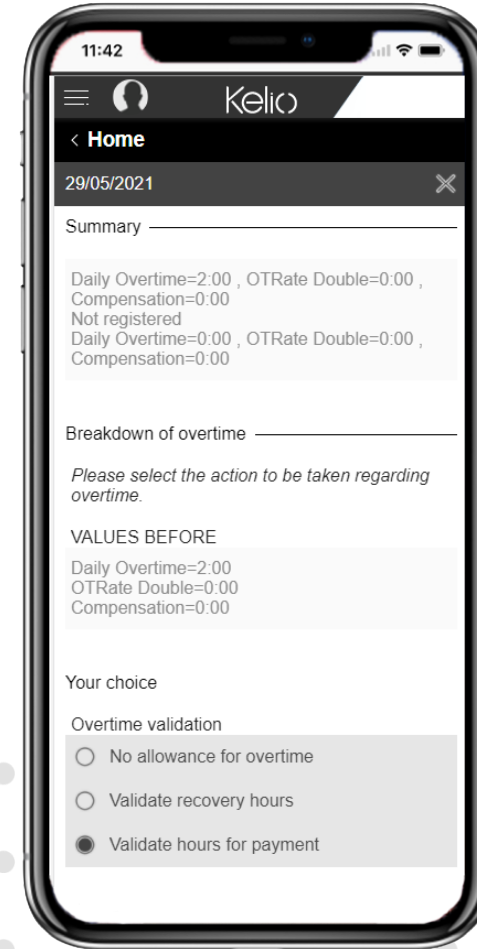
RULES/EXTENSIONS ON TOUCHSCREEN DEVICES

For more flexibility

For standard and specific rules

You can now let your employees make requests/carry out processes from a touchscreen device in addition to a PC.

The same rule/extension can then be used on a PC, touchscreen device or Visio X7 terminal.





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