

# Kelio

GLOBAL WORK-LIFE SOLUTIONS

## What's New **Version 5.1**





# 1

# New HR Core

# New HR Core

Kelio is built around an HR Core that centralises employee management and this data is shared with all the modules below.



## Management Administration

HR Core  
On-boarding  
Electronic signature  
HR Reporting

## T&A

Attendance  
Absence  
Remote working  
Activities  
Planning

## Collaborative

Portal  
Directories  
Messaging  
Suggestions box  
Surveys

## Access control

Security  
Access point management  
Fire drills  
Visitor management  
Room reservation  
Video surveillance

# Functionality by system level

HR Core adapts to your needs via 3 system levels, on which all our modules are based:

	KELIO	KELIO HR	KELIO HR PRO
Kelio home portal	✓	✓	✓
Database, Web Services, rights, centralised setup	✓	✓	✓
Customisable fields	✓	✓	✓
HR alerts and anomalies	✓	✓	✓
Employee file	✓	✓	✓
Electronic signature	✓	✓	✓
Notifications and messaging	✓	✓	✓
Employee history (training, appraisals, medicals, certifications)		✓	✓
Personnel and site directory		✓	✓
Employee data exports		✓	✓
Mass mailing			✓
HR processes: on-boarding, off-boarding, etc.			✓
Managing medicals			✓
Accreditation monitoring			✓
Reports using graphs			✓



**2**

# New **identity guidelines**



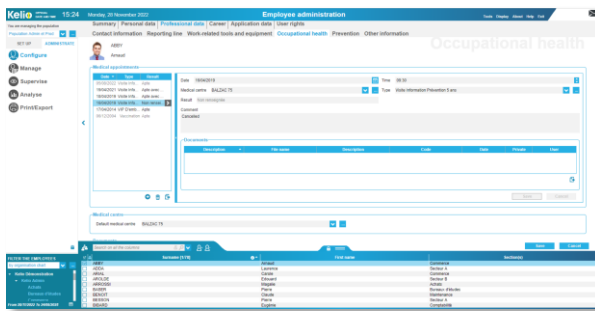
# One profession = one colour!

Do you manage your company's HR? Or perhaps time management? Or perhaps both?

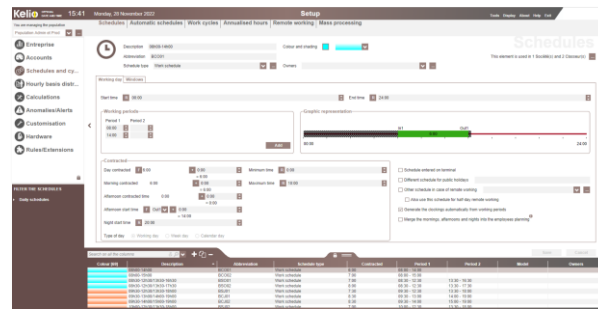
Kelio allows you to customise different screen colours depending on the module, all with a dynamic colour gradient!

Default colours are proposed to you:

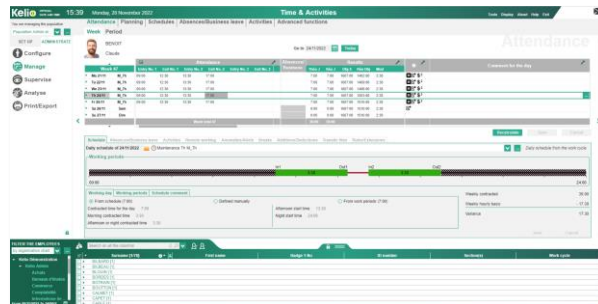
## Human Resources



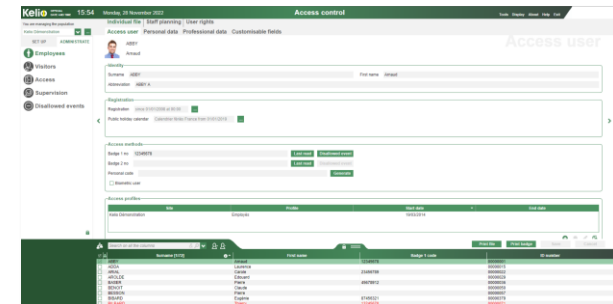
## Setup / Configuration



## Time & Activities / Planning



## Access control





# 3

## Configuring Employee file



# New employee file

## Tab reordering

The tabs of the employee file have been reorganised by theme:

- Personal data (connected to the employee outside of the company)
- Professional data (connected to the employee within the company)
- New Career tab (groups work contract history, status, position, appraisals, training, CV, pay)
- New application data tab (linked to Kelio data: user rights, time contract, control programme)

## New features

- Various HR fields have been added, such as work-related tools and equipment, certifications, salary, etc.
- The summary tab is customisable: each user can see only the data that is useful to them.
- New date for registration in the Kelio system, which may be independent of the T&A time contract date

The screenshot displays the 'Employee administration' interface. At the top, there's a navigation bar with tabs: Summary, Personal data, Professional data, Career, Application data, and User rights. The 'Summary' tab is active, showing a profile for 'JONES Samantha'. The profile is divided into several sections: Identity (Surname: JONES, First name: Samantha, Middle name, Abbreviated name: JONES S, Title: Mrs, Gender: Female), Contact information (Office phone, Business mobile, Recipient email: samantha.jones@kelio.demo), Reporting line (ID number: 00000789, Section(s): Marketing since 01/01/2018), Employee registration (since 01/01/2018, Employee managed in the HR workspace), Time contract (Time contract: CDI Temps Plein BU353 since 01/01/2018, Work duration, Work cycle, Calculation configuration, End-of-period calendar), Activities (Default Activity(ies) and Centre(s) de charge), Terminal rights (Badge 1 no: 96573684, Terminal use profile, Customised rights, Reader group), and Portal and employee rights (Portal use profile, Employee profile - Self-Service, Employee profile - Mobile Self-Service, Absence request validator(s), Attendance declaration validator(s)). At the bottom, there's a table listing other employees with columns for Surname, First name, and Section(s).

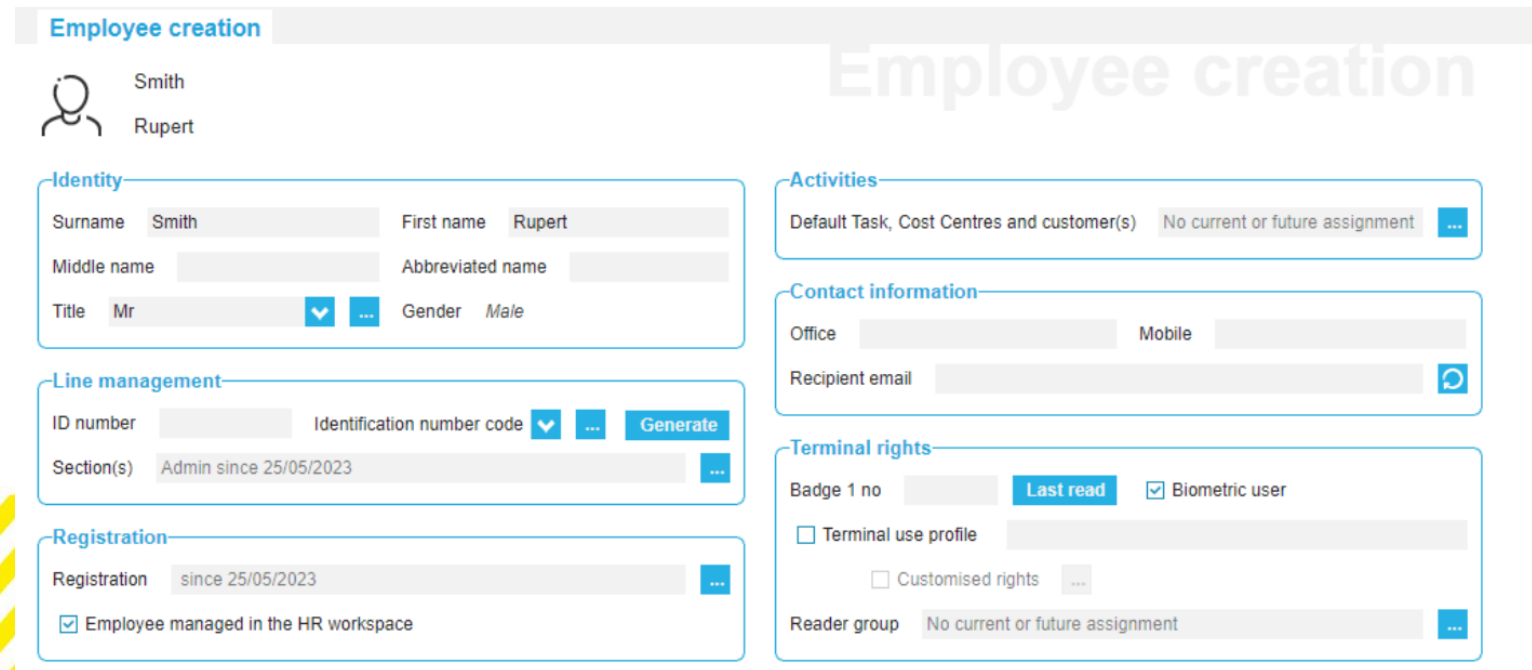
Surname	First name	Section(s)
NOYET	Victor	Marketing
PINAULT	Laurence	Marketing
JONES	Samantha	Marketing
HEURTEAU	Patrice	Ordonnancement
LAINDON	Théo	Ordonnancement
LEROUY	Sully	Qualité
GREMY	Jean-Pierre	Qualité
PORTMAN	Olivia	Qualité
MULLER	Lukas	Qualité

# Automatic generation of employee ID number

## Identification number formats

Define one or more identification number formats to suit your needs.

A simple click on the **Generate** button and the personnel number is automatically pre-filled according to the predefined format and by increments.



The image shows a screenshot of the 'Employee creation' form in a software application. The form is titled 'Employee creation' and is divided into several sections. At the top, there is a header bar with the title 'Employee creation' and a sub-header 'Employee creation'. Below the header, there is a section for 'Identity' with fields for Surname (Smith), First name (Rupert), Middle name, Abbreviated name, Title (Mr), and Gender (Male). There is a 'Generate' button next to the 'Identification number code' field. Below the 'Identity' section is the 'Line management' section with fields for ID number, Identification number code, and Section(s) (Admin since 25/05/2023). There is a 'Generate' button next to the 'Identification number code' field. Below the 'Line management' section is the 'Registration' section with a field for Registration (since 25/05/2023) and a checkbox for 'Employee managed in the HR workspace'. To the right of the 'Identity' and 'Line management' sections are the 'Activities', 'Contact information', and 'Terminal rights' sections. The 'Activities' section has a field for 'Default Task, Cost Centres and customer(s)' with the value 'No current or future assignment'. The 'Contact information' section has fields for 'Office', 'Mobile', and 'Recipient email'. The 'Terminal rights' section has fields for 'Badge 1 no', 'Last read', 'Biometric user' (checked), 'Terminal use profile', 'Customised rights', and 'Reader group'.

**Employee creation**

**Identity**

Surname: Smith First name: Rupert

Middle name: Abbreviated name:

Title: Mr Gender: Male

**Line management**

ID number: Identification number code: **Generate**

Section(s): Admin since 25/05/2023

**Registration**

Registration: since 25/05/2023

☒ Employee managed in the HR workspace

**Activities**

Default Task, Cost Centres and customer(s): No current or future assignment

**Contact information**

Office: Mobile:

Recipient email:

**Terminal rights**

Badge 1 no: **Last read** ☒ Biometric user

☐ Terminal use profile

☐ Customised rights

Reader group: No current or future assignment



4

# New features

## **Employee administration**



# Managing **the daily HR routine**

# Medical appointments

Organise your medicals, invite your employees, enter the results and receive alerts about regular reviews.

Available from:

- **Kelio HR** (individual and historical monitoring)
- **Kelio HR PRO** (grouped monitoring)

**Medical appointments**

Selection: 78 employees  
Grouped mode by default

Employee	Status	Date	Start time	Type	Result	To renew before	Date invitation sent	Detail
SUIRON Hervé	Awaiting result	08/09/2022	14.00	Visite Information Prévention 5...	Absent	08/09/2024		
SEMINA Hervé	Awaiting result	04/11/2022	00.00	Every 5 years	None	03/11/2027		
RUTY Loïc	Awaiting result	04/11/2022	00.00	Every 5 years	Absent	03/11/2027		
Pöhlmann Olivia	Awaiting result	04/11/2022	00.00	Every 5 years	None	03/11/2027		
PINAULT Laurence	Awaiting result	04/11/2022	00.00	Every 5 years	Fit	03/11/2027		
PICAVET Eva	Awaiting result	04/11/2022	00.00	Every 5 years	Not fit	03/11/2027		
GUIBERT Charly	Finished	13/09/2022	20.00	Pre-employment check	Absent			
DAVIS Lionel	Awaiting result	04/11/2022	00.00	Every 5 years	None	03/11/2027		
Clark Francis	Awaiting result	04/11/2022	00.00	Every 5 years	Fit	03/11/2027		
Clark Francis	Awaiting result	24/01/2023	10.00	Adapted individual care 3 years	Not fit	23/01/2023	23/01/2023	
CHENEAUX Xavier	Awaiting result	04/11/2022	00.00	Every 5 years	Absent	03/11/2027		
CALMET Jean	Finished	25/03/2014	09.30	Vaccination	None	25/03/2015		
BOUTTON Jean Jacques	Awaiting result	10/10/2022	10.00	Every 5 years	Fit	09/10/2027		
BLOUIN Sylvie	Finished	14/05/2016	09.45	Every 5 years	Absent	13/05/2021		
BESSON Pierre	Awaiting result	17/11/2022	09.00	Every 5 years	None	16/11/2027		
BENOIT Claude	Awaiting result	17/11/2022	10.00	Every 5 years	Fit	16/11/2027		
BASER Pierre	Awaiting result	17/11/2022	11.00	Every 5 years	Absent	16/11/2027		
ARIAL Carole	Finished	10/05/2017	10.00	Every 5 years	None	09/05/2022		
ARIAL Carole	Finished	03/05/2022	10.00	Every 5 years	Absent	02/05/2025		
ARIAL Carole	Planned	02/05/2025	00.00	Every 5 years	None			
ARIAL Carole	Finished	31/01/2023	10.00	Enhanced Individual Monitorin...	Fit	30/01/2027		
ARIAL Carole	Planned	11/02/2027	10.00	Adapted individual care 3 years	Not fit			

Filter the employees by organisation chart

Surname [78/80]	First name	Section(s)
GREMY	Jean-Pierre	Qualité
GUIBERT	Charly	Commerce
HEURTEAU	Patrice	Ordonnancement
HOMAS	Léon	Secteur B
HOUSDEAU	Alan	Bureaux d'études
HUMETTE	Hervé	Secteur B
JACKSON	Steve	Secteur A
JEANNEAU	Théo	Expéditions
VIDRONNEAU	Yann	Secteur A

# Certifications

## History

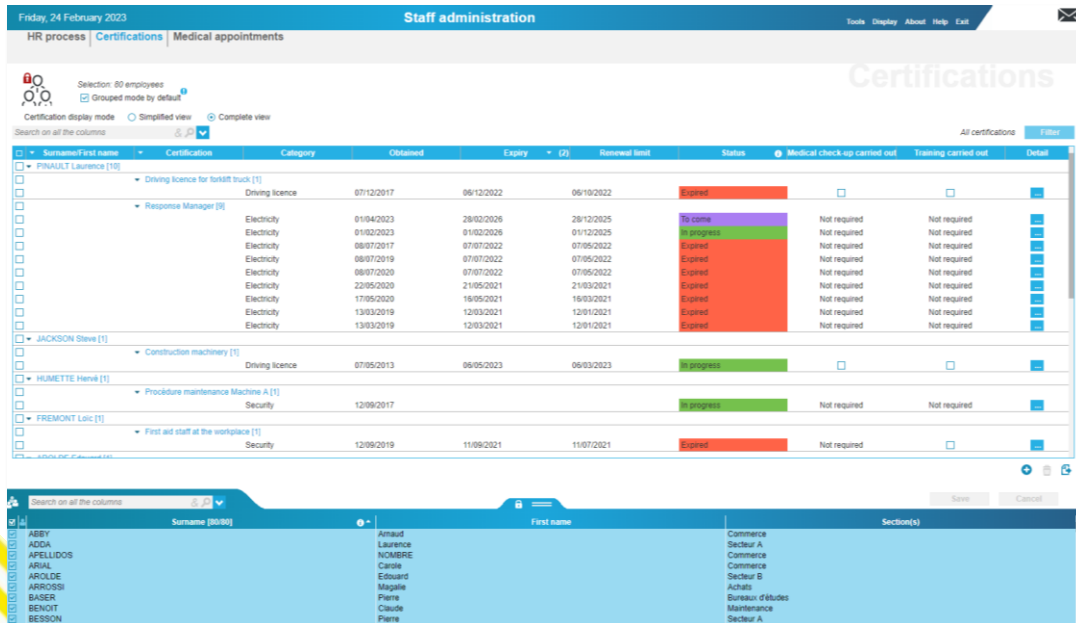
Maintain your employees' individual certification histories. Save attached documents, such as driving licences: useful in the event of a safety audit!

Available from **Kelio HR**

## Track renewals

Don't miss any certification renewals! Kelio will alert you X days before the end of each certification and allows you to confirm whether any relevant medical appointment and/or training has been carried out.

Available from **Kelio HR PRO**



Friday, 24 February 2023 Staff administration Tools Display About Help Exit

HR process Certifications Medical appointments

Selection: 80 employees  
Grouped mode by default

Certification display mode: Simplified view Complete view

Search on all the columns: [Search bar]

Surname/First name	Certification	Category	Obtained	Expiry	Renewal limit	States	Medical check-up carried out	Training carried out	Detail
PINAULT Laurence [16]									
Driving licence for forklift truck [1]									
	Driving licence		07/12/2017	06/12/2022	06/10/2022	Expired			
Response Manager [6]									
	Electricity		01/04/2023	28/03/2026	28/12/2025	To come	Not required	Not required	
	Electricity		01/02/2023	01/03/2026	01/12/2025	In progress	Not required	Not required	
	Electricity		08/07/2017	07/07/2022	07/05/2022	Expired	Not required	Not required	
	Electricity		08/07/2019	07/07/2022	07/05/2022	Expired	Not required	Not required	
	Electricity		08/07/2020	07/07/2022	07/05/2022	Expired	Not required	Not required	
	Electricity		22/05/2020	21/05/2021	21/03/2021	Expired	Not required	Not required	
	Electricity		17/05/2020	16/05/2021	16/03/2021	Expired	Not required	Not required	
	Electricity		13/03/2019	12/03/2021	12/01/2021	Expired	Not required	Not required	
	Electricity		13/03/2019	12/03/2021	12/01/2021	Expired	Not required	Not required	
JACKSON Steve [1]									
Construction machinery [1]									
	Driving licence		07/05/2013	06/05/2023	06/03/2023	In progress			
HUMETTE Hervé [1]									
Procedure maintenance Machine A [1]									
	Security		12/09/2017			In progress	Not required	Not required	
FREMONT Loïc [1]									
First aid staff at the workplace [1]									
	Security		12/09/2019	11/09/2021	11/07/2021	Expired	Not required		

Search on all the columns: [Search bar]

Save Cancel

Surname [80/80]	First name	Section(s)
ABBY	Arnaud	Commerce
ADDA	Laurence	Secteur A
APELLIDOS	NOMBRE	Commerce
ARIAL	Carole	Commerce
AROLDE	Edouard	Secteur B
ARROSSI	Magalie	Achats
BASER	Pierre	Bureau d'Etudes
BENOIT	Claude	Maintenance
BESSION	Pierre	Secteur A

# HR Processes

Easily organise all of your employees' internal mobility, from Pre/On-boarding to properly welcome your new recruits, through to Off-boarding.

The functionality allows you to list all the tasks to be carried out and distribute them to the right departments or staff.

Track their progress, and notifications will be sent automatically on your PC or mobile device.

Available from **Kelio HR PRO**

Friday, 24 February 2023

Staff administration

Tools Display About Help Exit

HR process

Certifications

Medical appointments

Scheduled processes

Attributed tasks

Selection: 78 employees

Grouped mode by default

Scheduled processes

Search on all the columns

Tous les processus RH

Filter

<input type="checkbox"/>	Surname/First name	HR process	Effective date	Previewed start date	Previewed end date	Actual end date	Detail	Status	Progress	
<input type="checkbox"/>	ARIAL Carole	On Boarding Employee integration	28/09/2022 11:06	14/09/2022 11:06	07/10/2022 11:06			In progress	5 / 9	⚠️ 2
<input type="checkbox"/>	ARROSSI Magalie	Crossboarding	28/09/2022 14:16	23/09/2022 14:16	28/09/2022 14:16	28/09/2022 14:17		Finished	5 / 5	
<input type="checkbox"/>	HOURDEAU Alain	ON BOARDING	05/10/2022 16:29	14/09/2022 16:29	05/10/2022 16:29			Cancelled	0 / 0	
<input type="checkbox"/>	BOTRAIN Margot	ON BOARDING	05/10/2022 16:29	14/09/2022 16:29	05/10/2022 16:29			In progress	3 / 5	⚠️
<input type="checkbox"/>	CARON Hervé	ON BOARDING	05/10/2022 16:29	14/09/2022 16:29	05/10/2022 16:29	05/10/2022 16:37		Finished	5 / 5	
<input type="checkbox"/>	DUPREZ Lionel	ON BOARDING	05/10/2022 16:29	14/09/2022 16:29	05/10/2022 16:29			In progress	1 / 5	⚠️
<input type="checkbox"/>	GREMY Jean-Pierre	ON BOARDING	05/10/2022 16:29	14/09/2022 16:29	05/10/2022 16:29			In progress	2 / 5	⚠️
<input type="checkbox"/>	CALMET Jean	ON BOARDING	05/10/2022 16:29	14/09/2022 16:29	05/10/2022 16:29			Finished	3 / 5	
<input type="checkbox"/>	ADDA Laurence	ON BOARDING	05/10/2022 16:29	14/09/2022 16:29	05/10/2022 16:29	05/10/2022 16:36		Finished	5 / 5	
<input type="checkbox"/>	CARON Hervé	On Boarding Employee integration	10/10/2022 14:21	26/09/2022 14:21	19/10/2022 14:21			In progress	3 / 10	⚠️
<input type="checkbox"/>	DAVIS Lionel	On Boarding Employee integration	10/10/2022 14:21	26/09/2022 14:21	19/10/2022 14:21	28/09/2022 14:21		Finished	10 / 10	
<input type="checkbox"/>	BESSON Pierre	ON BOARDING (EN)	08/11/2022 09:00	26/09/2022 09:00	08/11/2022 18:00			In progress	0 / 10	⚠️ 3
<input type="checkbox"/>	ARIAL Carole	On Boarding Employee integration	18/11/2022 15:28	04/11/2022 15:28	28/11/2022 18:00			In progress	0 / 7	⚠️
<input type="checkbox"/>	BENOIT Claude	On Boarding Employee integration	30/11/2022 08:00	16/11/2022 09:00	08/12/2022 18:00			In progress	0 / 7	⚠️
<input type="checkbox"/>	BASER Pierre	On Boarding Employee integration	30/11/2022 08:00	16/11/2022 09:00	08/12/2022 18:00			In progress	0 / 7	⚠️
<input type="checkbox"/>	JONES Samantha	Pre Onboarding Employee file	01/12/2022 16:57	14/11/2022 16:57	01/12/2022 16:57			In progress	0 / 7	⚠️ 2
<input type="checkbox"/>	GARCIA Pablo	ON BOARDING	13/02/2023 13:55	09/01/2023 13:55	13/02/2023 13:55			In progress	1 / 10	⚠️ 2
<input type="checkbox"/>	APELLIDOS NOMBRE	Pre-Onboarding Employee file	26/02/2023 13:47	08/02/2023 09:00	24/02/2023 18:00			In progress	0 / 7	⚠️

Cancel a process

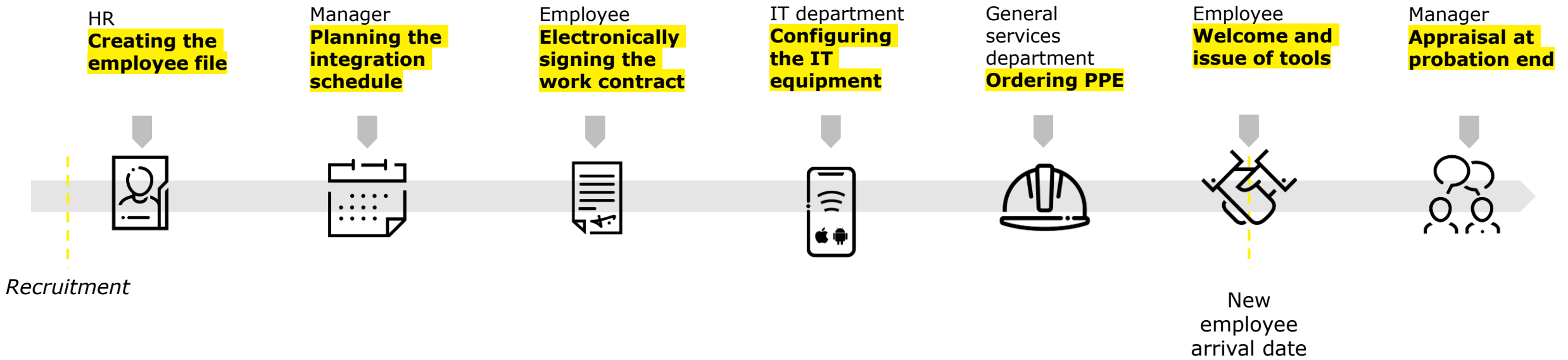
Search on all the columns

Surname [78/80]

First name

Section(s)

# HR Processes







# Supervising **Anomalies** **Alerts**

# HR alerts and anomalies

## Various alerts

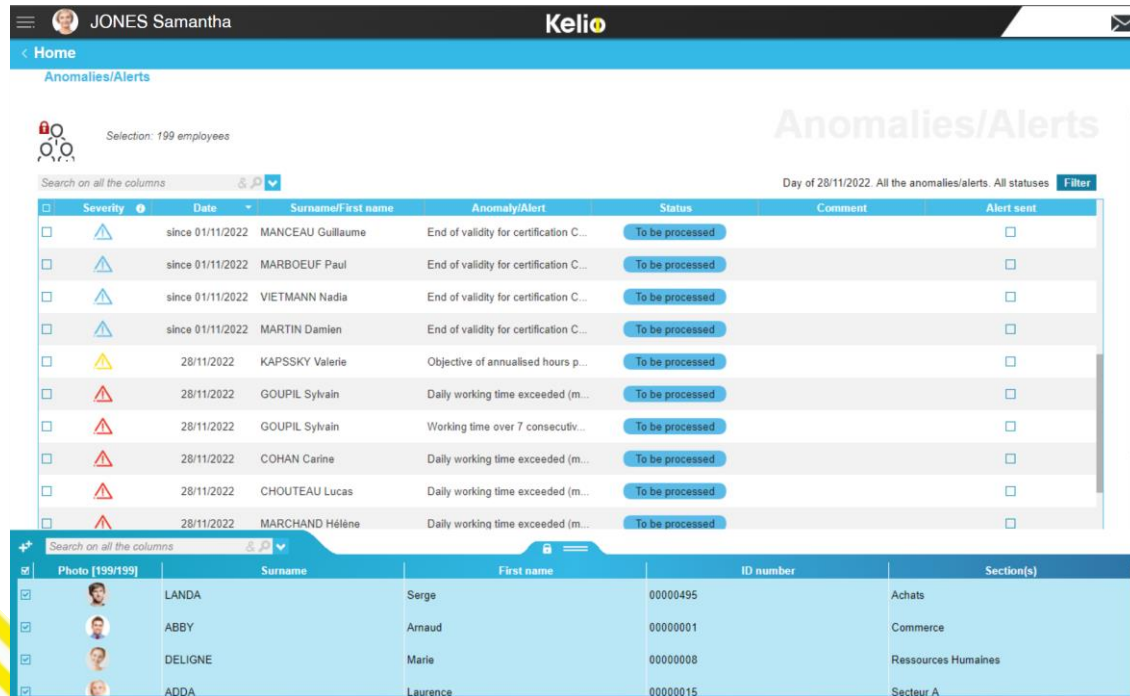
Return from a long absence, employee seniority, end dates (contracts, trial periods, certifications, medicals, work-related tools and equipment, etc.):

Acknowledge an anomaly by running an HR process - never miss a deadline or important date again!

## Everyone involved

Empower your managers and employees with alerts/anomalies presents in new dedicated screens.

Available on PC and mobile, you will eliminate the "I wasn't told" from your company!



The screenshot displays the Kelio HR software interface. The top navigation bar shows the user 'JONES Samantha' and the Kelio logo. The main section is titled 'Anomalies/Alerts' and indicates a selection of 199 employees. Below this, there is a table of anomalies with columns for Severity, Date, Surname/First name, Anomaly/Alert, Status, Comment, and Alert sent. The table lists several anomalies related to certification validity and working time. At the bottom, there is a separate table showing a list of employees with columns for Photo, Surname, First name, ID number, and Section(s).

Severity	Date	Surname/First name	Anomaly/Alert	Status	Comment	Alert sent
△	since 01/11/2022	MANCEAU Guillaume	End of validity for certification C...	To be processed		<input type="checkbox"/>
△	since 01/11/2022	MARBOEUF Paul	End of validity for certification C...	To be processed		<input type="checkbox"/>
△	since 01/11/2022	VIETMANN Nadia	End of validity for certification C...	To be processed		<input type="checkbox"/>
△	since 01/11/2022	MARTIN Damien	End of validity for certification C...	To be processed		<input type="checkbox"/>
⚠	28/11/2022	KAPSSKY Valerie	Objective of annualised hours p...	To be processed		<input type="checkbox"/>
⚠	28/11/2022	GOUPIL Sylvain	Daily working time exceeded (m...	To be processed		<input type="checkbox"/>
⚠	28/11/2022	GOUPIL Sylvain	Working time over 7 consecutiv...	To be processed		<input type="checkbox"/>
⚠	28/11/2022	COHAN Carine	Daily working time exceeded (m...	To be processed		<input type="checkbox"/>
⚠	28/11/2022	CHOUTEAU Lucas	Daily working time exceeded (m...	To be processed		<input type="checkbox"/>
⚠	28/11/2022	MARCHAND Hélène	Daily working time exceeded (m...	To be processed		<input type="checkbox"/>

Photo [199/199]	Surname	First name	ID number	Section(s)
<input checked="" type="checkbox"/>	LANDA	Serge	00000495	Achats
<input checked="" type="checkbox"/>	ABBY	Arnaud	00000001	Commerce
<input checked="" type="checkbox"/>	DELIGNE	Marie	00000008	Ressources Humaines
<input checked="" type="checkbox"/>	ADDA	Laurence	00000015	Secteur A

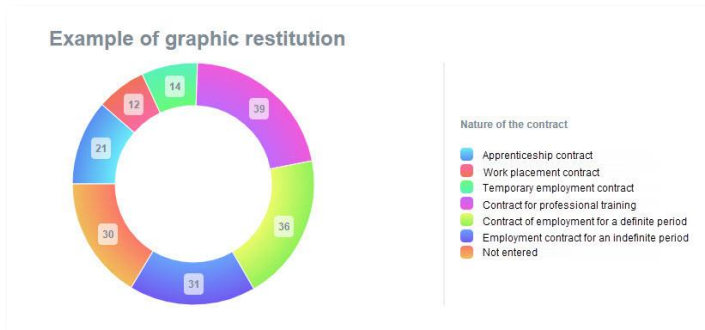


# Analysing **HR data**

# Reports using graphs

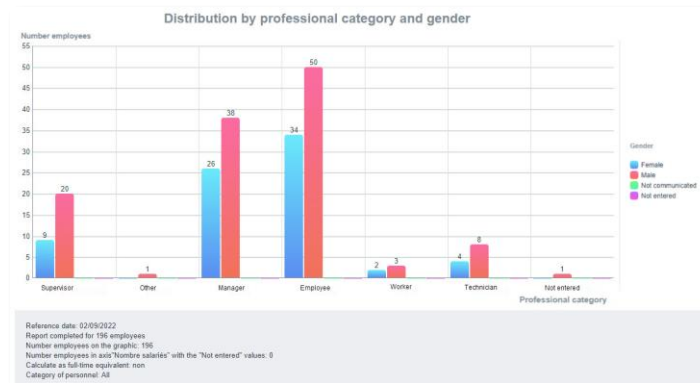
**Kelio HR PRO** allows you to interpret your employees files using graphs.

Choose from among 30 data points to cross-reference in one of the following 3 types of graph:



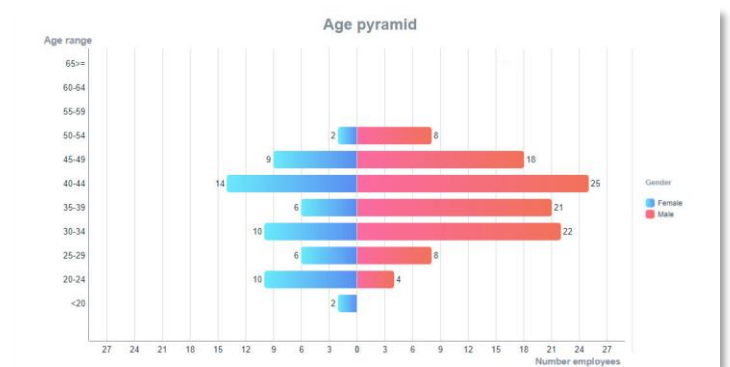
## Pie chart

Analyse a category of data to get a 360° breakdown



## Vertical bar chart

Cross-tabulate two categories of data in comparative or cumulative form to feed your social media reports



## Pyramid

Are you looking for a pyramid graph to show age or seniority in 1 click? Kelio has it!

**But also:**



Full-time equivalent calculation



Results in numbers or %



Informative note about the data



# **Printing Exporting**

# Mass mailing reports

Create your own HR document templates, add Kelio fields/tags and save them.

You can then send these documents for electronic signature or directly save your work contracts, employer certificates, etc. in the employee file.

Available from **Kelio HR PRO**

The screenshot displays the 'Employee administration' interface with a focus on 'Mass-mailed reports'. The top navigation bar includes 'Tools', 'Display', 'About', 'Help', and 'Exit'. The main content area is divided into several sections:

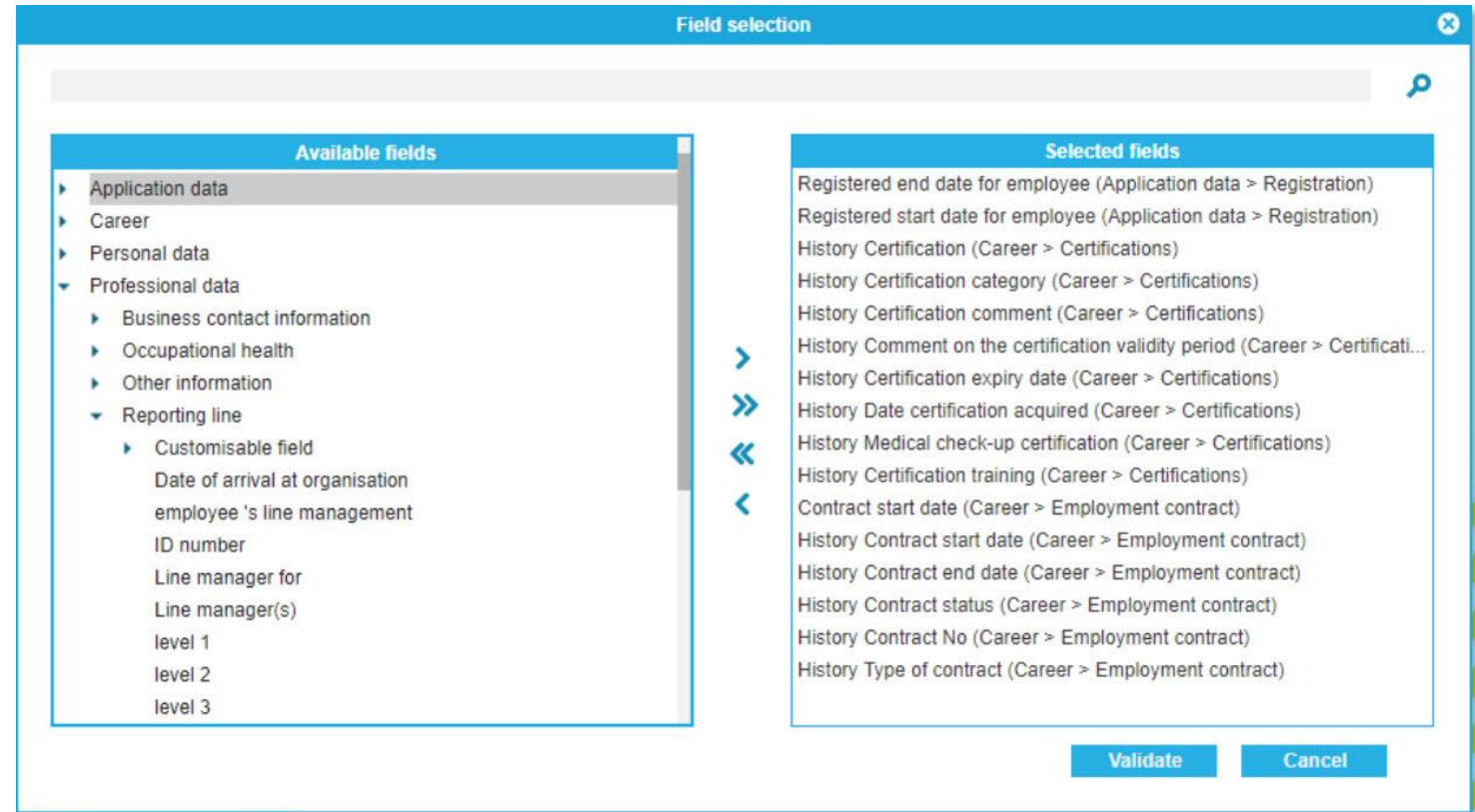
- Report selection:** A sidebar on the left showing a tree structure under 'Mass-mailed reports' with sub-items like 'Administratif' and 'Production', each containing a 'certificate of employment'.
- Report customisation:** A central panel with tabs for 'Dates', 'Employees', and 'Format and distribution'. It includes fields for 'Document model' (certificate\_of\_employment.docx), 'Description', and 'Document to be generated' (Individual report: one document per employee for all employees selected).
- Format and distribution:** Options to 'Send the document' (PDF or Template document) and 'Send document by email'.
- Preview:** A yellow-bordered box showing a sample 'Certificate of employment' document. The document header includes 'MY COMPANY' logo and address. The body text states: 'Cholet, the 5 septembre 2022. I, the undersigned, Fabrice CLENET, acting in my capacity as manager, hereby certify that Mr **ABBY Arnaud**, whose social security number is **1468096204606770**, has been employed in our company since **01/01/2008**. Please accept the assurance of my best regards.' The footer includes the signature of 'Fabrice CLENET, Human Resources Manager' and the 'afao' logo.
- Bottom panel:** A search bar and a list of surnames (ABBY, ADADO, ADDA, ANDIVEAU, ARIAL, ARNAULT, AROLDE, ARROSSI, AVRILLA) under the heading 'Surname [200/200]'. On the right, a 'Section(s)' dropdown menu lists various departments like 'Commerce', 'Charcuterie Traditionnelle', etc.

# Exporting employee data

Build your Excel® reports in XLSX or CSV format to reprocess your employee data or integrate it into a third-party tool.

Select the data you require (including the historical tables), customise the column names and their order and get your export in one click!

Available from **Kelio HR**





5

# New **T&A** features





# Time & Activities

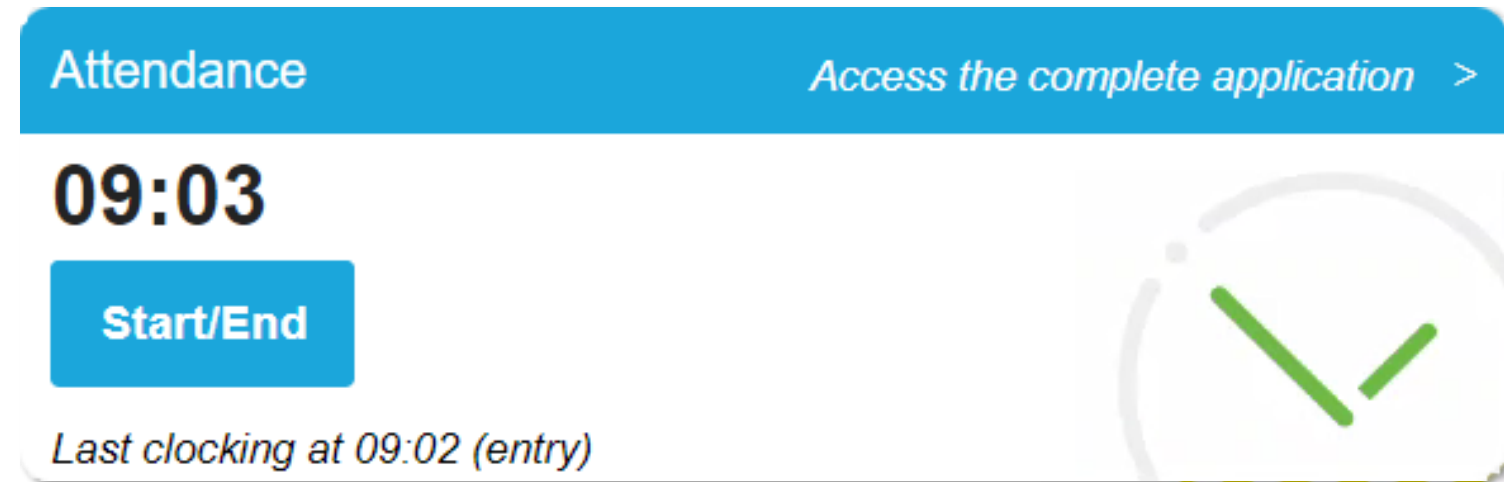


# Attendance in 1 click

Clock or indicate your attendance directly from your portal!

You no longer need to access the virtual clocking terminal to indicate your attendance, everything can be done from the tile on the portal of your PC or Smartphone.

The last attendance is displayed directly in the tile!





# Planning



# Collective change of a public holiday

Indicate whether a holiday is worked or not for several employees in one click from the Planning module!

		Week 17 [24-30 April 2023]					Week 18 [1-7 May 2023]				
Section	Surname First ...	26 We	27 Th	28 Fr	29 Sa	30 Su	1 Mo	2 Tu	3 We	4 Th	5 Fr
Admin	Martin Fred	09:30 PM/06:00	09:30 PM/06:00	09:30 PM/06:00			09:30 PM/06:00	09:30 PM/06:00	09:30 PM/06:00	09:30 PM/06:00	09:30 PM/06:00
Floor 1	Brown Suzie	10:00 PM/06:00	10:00 PM/06:00	10:00 PM/06:00			06:00 AM/02:00	06:00 AM/02:00	06:00 AM/02:00	06:00 AM/02:00	06:00 AM/02:00
Floor 1	Tailor Ruth	02-F01 Day 10:00 PM/06:00	02-F01 Day 10:00 PM/06:00	02-F01 Day 10:00 PM/06:00			06:00 AM/02:00	02-F01 Day 06:00 AM/02:00	02-F01 Day 06:00 AM/02:00	02-F01 Day 06:00 AM/02:00	02-F01 Day 06:00 AM/02:00
Floor 1	Gordon Elizabeth	02-F01 Day RW-RG 06:00 AM/02:00	02-F01 Day 06:00 AM/02:00	02-F01 Day 06:00 AM/02:00			02:00 PM/10:00	02-F01 Day 06:00 AM/02:00	02-F01 Day 06:00 AM/02:00	02-F01 Day 06:00 AM/02:00	02-F01 Day 06:00 AM/02:00
Floor 1	Guinness Paul	02-F01 Day 02:00 PM/10:00	02-F01 Day 02:00 PM/10:00	02-F01 Day 02:00 PM/10:00			10:00 PM/06:00	02-F01 Day 06:00 AM/02:00	02-F01 Day 06:00 AM/02:00	02-F01 Day 06:00 AM/02:00	02-F01 Day 06:00 AM/02:00
Ground Floor	Smith John	02:00 PM/10:00	02:00 PM/10:00	02:00 PM/10:00			10:00 PM/06:00	02-F01 Day 06:00 AM/02:00	02-F01 Day 06:00 AM/02:00	02-F01 Day 06:00 AM/02:00	02-F01 Day 06:00 AM/02:00
Ground Floor	Gordon Gina	06:00 AM/02:00	06:00 AM/02:00	06:00 AM/02:00			02:00 PM/10:00	02-F01 Day 06:00 AM/02:00	02-F01 Day 06:00 AM/02:00	02-F01 Day 06:00 AM/02:00	02-F01 Day 06:00 AM/02:00
Ground Floor	Guinness Andrew	06:00 AM/02:00	06:00 AM/02:00	06:00 AM/02:00			02:00 PM/10:00	02-F01 Day 06:00 AM/02:00	02-F01 Day 06:00 AM/02:00	02-F01 Day 06:00 AM/02:00	02-F01 Day 06:00 AM/02:00
Ground Floor	Flanders Peter	02:00 PM/10:00	02:00 PM/10:00	02:00 PM/10:00			10:00 PM/06:00	02-F01 Day 06:00 AM/02:00	02-F01 Day 06:00 AM/02:00	02-F01 Day 06:00 AM/02:00	02-F01 Day 06:00 AM/02:00
Ground Floor	Wood Sarah	09:00 AM/04:00	06:00 AM/11:00 02:00 PM/04:00	08:00 AM/05:00	08:00 AM/05:00	08:00 AM/05:00	09:00 AM/04:00	06:00 AM/02:00	06:00 AM/02:00	06:00 AM/02:00	06:00 AM/02:00
Ground Floor	Hughes Daniel	10:00 PM/06:00	10:00 PM/06:00	10:00 PM/06:00			06:00 AM/02:00	06:00 AM/02:00	06:00 AM/02:00	06:00 AM/02:00	06:00 AM/02:00



# Employee Self-Service



# Absence requests

A new look for the absence request form!

The absence request screen has been redesigned to make absence balances easier to read, with a new display on the right-hand side of the screen.

You can choose the absence type in the centre of the screen from a drop-down menu listing all the authorised types, whether or not they are associated with a balance.

Create/modify a request for Clark Francis (MC000005)

Absence request

Absence/business leave type

Paid Leave

PL

27(D)

Absence/business leave entry mode

Date to date with half-day

Start date

27/09/2023

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

Requester's comment

The absence is over the whole day

Attachment

No related document

Cancel

Validate

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.

Kelio

30



# Remote working requests

Better management of remote working thanks to a new balance!

It is now possible to associate a remote working balance with a remote working type so that it is debited each time a remote working request is made.

Depending on your settings, a control can be performed and the request blocked if the balance is insufficient.

Create/modify a request for Clark Francis (MC000005)

### Remote working creation request

Remote working type	<input checked="" type="radio"/> Remote working on request RWRQ
Start date	28/09/2023 <input checked="" type="radio"/> At the start of the day <input type="radio"/> In the middle of the day
End date	28/09/2023 <input type="radio"/> In the middle of the day <input checked="" type="radio"/> At the end of the day
The remote working is performed over the whole day	
Requester's comment	<input type="text"/>

### My balances

Estimated balance of the accounting year \*

☒ In progress ☐ Next

<input checked="" type="radio"/> Remote working on request	8 (D)
Remote working balance	31/12/2024

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

# Automatic validation of absence requests

Save time processing certain absence requests awaiting validation!

A new automatic function now makes it possible to automatically validate an absence request that has the following characteristics:

- The start date is in the past
- The start date is in the next X days
- It has remained unanswered for X days.

Absence file

Absence/business leave type	Del - Delivery	
Absence/business leave entry mode	Date to date hour to hour	
Start date	04/09/2023	
End date	04/09/2023	
	Start	End
	1: 10:00	12:00
	2: 00:00	00:00
Comment	08/09/2023 14:43 Clark Francis Creation 28/09/2023 14:43 SYSTEM Validation	
Attachment	No related document	





# 6

## Other new features

# Directories

## Personnel directory

Stay in contact with your employees!

Kelio automatically populates this directory with each new employee.

Option to "favourite" contacts, filter (by position, department, job, etc.) and to send an email to one or several employees.

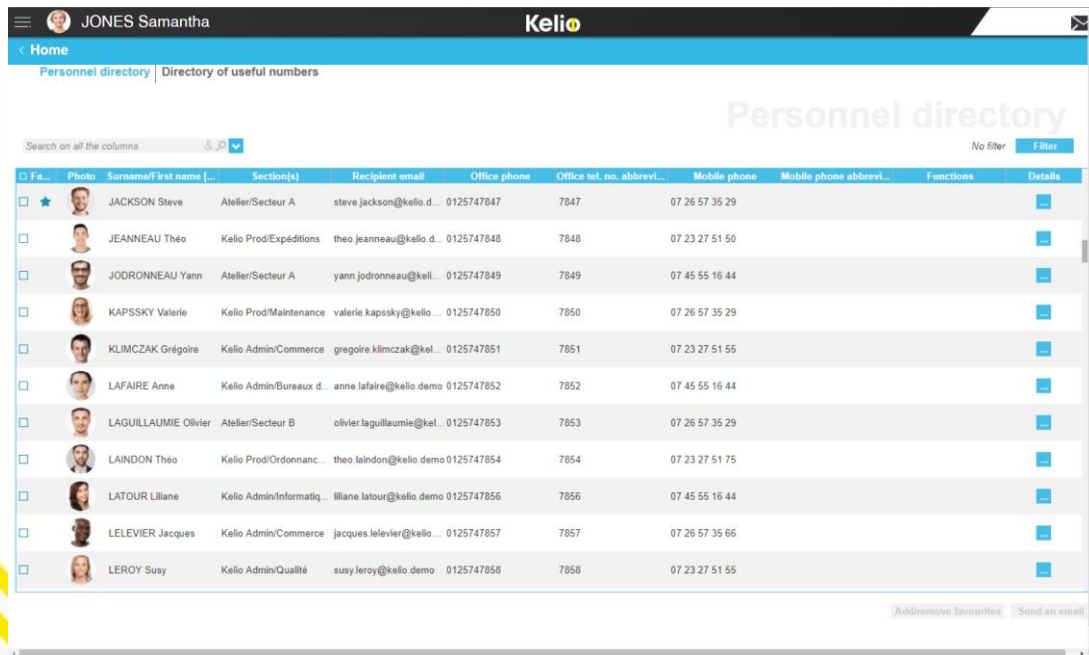


Photo	Surname/First name	Section(s)	Recipient email	Office phone	Office tel. no. abbrevi...	Mobile phone	Mobile phone abbrevi...	Functions	Details
	JACKSON Steve	Atelier/Secteur A	steve.jackson@kelio.d...	0125747847	7847	07 26 57 35 29			
	JEANNEAU Théo	Kelio Prod/Expéditions	theo.jeanneau@kelio.d...	0125747848	7848	07 23 27 51 50			
	JODRONNEAU Yann	Atelier/Secteur A	yann.jodronneau@kel...	0125747849	7849	07 45 55 16 44			
	KAPSSKY Valerie	Kelio Prod/Maintenance	valerie.kapsky@kelio...	0125747850	7850	07 26 57 35 29			
	KLIMCZAK Grégoire	Kelio Admin/Commerce	gregoire.klimczak@kel...	0125747851	7851	07 23 27 51 55			
	LAFAIRE Anne	Kelio Admin/Bureaux d...	anne.lafaire@kelio.d...	0125747852	7852	07 45 55 16 44			
	LAGUILLAUMIE Olivier	Atelier/Secteur B	olivier.laguillaumie@kel...	0125747853	7853	07 26 57 35 29			
	LAINDON Théo	Kelio Prod/Ordonnanc...	theo.laindon@kelio.d...	0125747854	7854	07 23 27 51 75			
	LATOUR Liliane	Kelio Admin/Informatiq...	liliane.latour@kelio.d...	0125747856	7856	07 45 55 16 44			
	LELEVIER Jacques	Kelio Admin/Commerce	jacques.lelevier@kelio...	0125747857	7857	07 26 57 35 66			
	LEROY Susy	Kelio Admin/Qualité	susy.leroy@kelio.d...	0125747858	7858	07 23 27 51 55			

## Directory of useful numbers

- Set up useful types of numbers (suppliers, subsidiaries, service providers, etc.).
- Configure contact details (telephone numbers, postal addresses, websites, etc.).
- Share information in order to quickly find a taxi, contact a travel agency or sales agency, etc.
- Call your contact directly from your telephone!

Available from **Kelio HR**

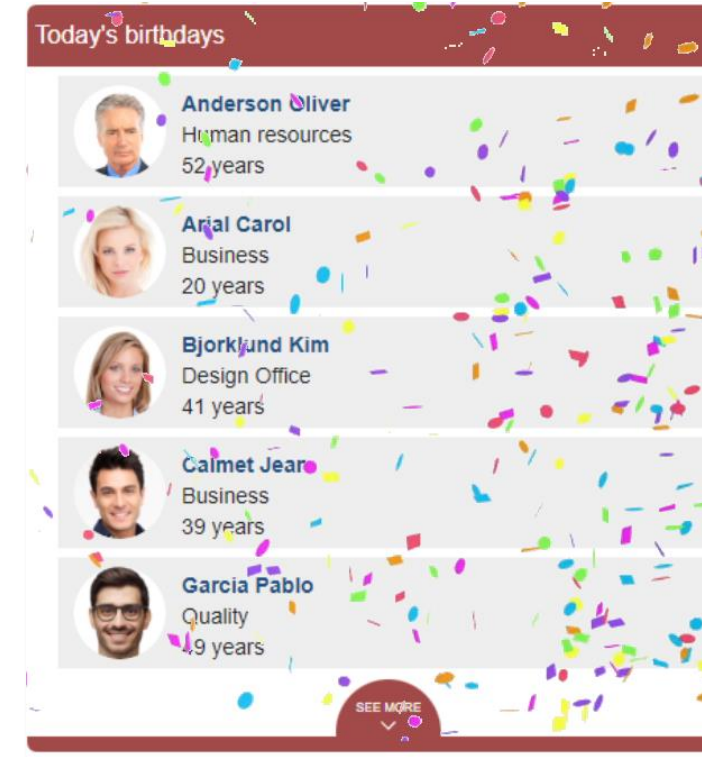
# Birthday/Anniversary icon

Is it your birthday or work anniversary, or that of a colleague? Kelio can help you celebrate!

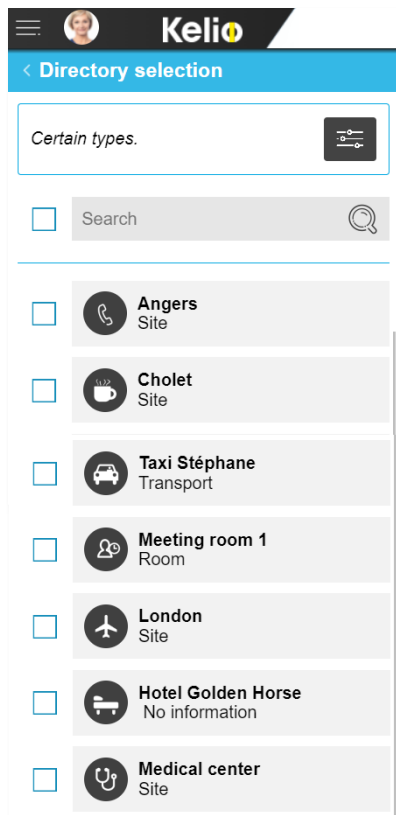
Configure 2 customisable icons and send glitter to your employees to celebrate these events together!

No more forgetting these events, you'll create a friendly atmosphere in your teams!

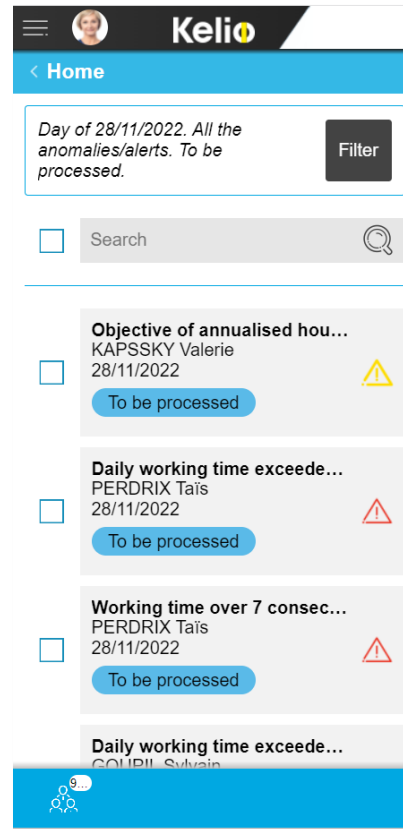
Available from **Kelio** (excluding access control only)



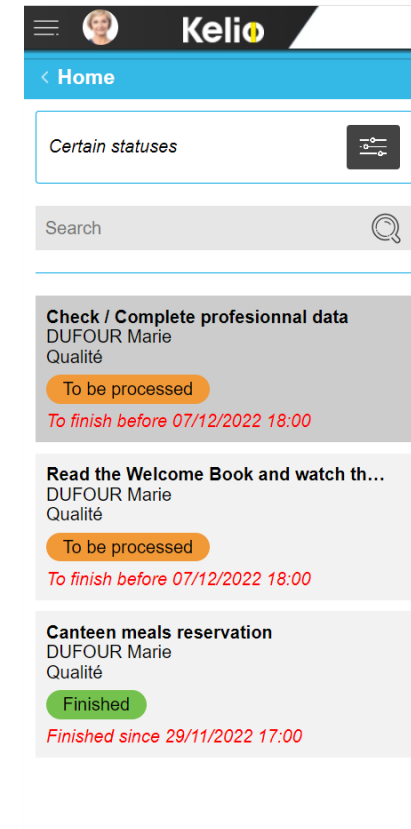
# New mobile screens available



Directory



Anomalies/Alerts



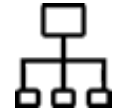
My tasks to complete  
(HR processes)

# New names



- **Administrator** permission profiles remain the same. Planning Administrator and Employee Self-Service remain the same.

- The employee file tab **Organisation chart** has been renamed **Reporting line**



- The **Installation** module has the look and functionality of the other modules (T&A, Setup, HR Core, Access control, etc.) and is now **Configuration**.



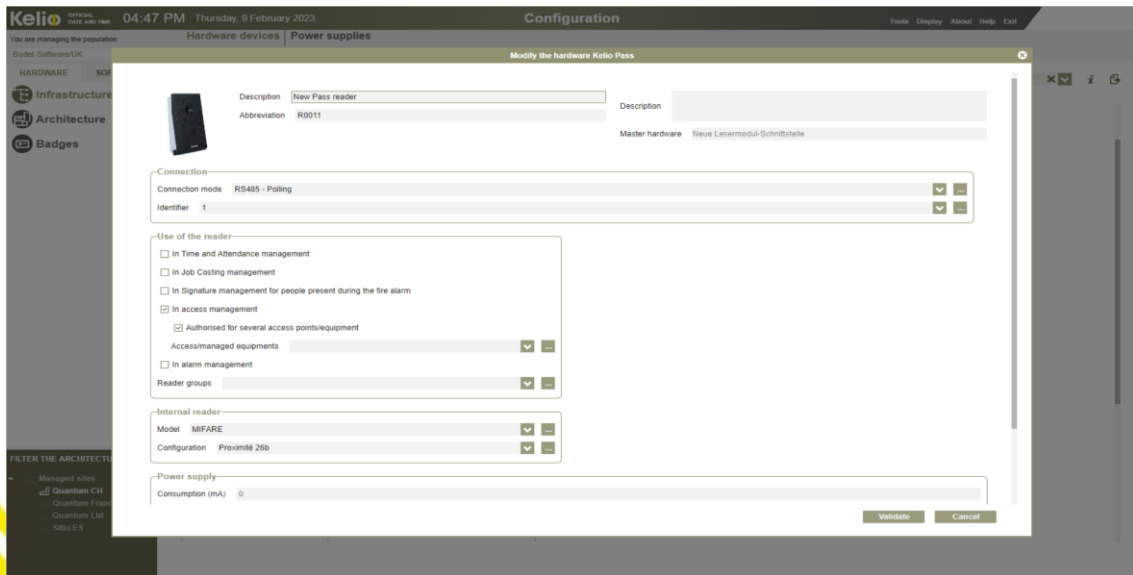
# New configuration module

## Software configuration

Replacing the Installation module, the software configuration allows you to set up work sites, software options, automatic functions, etc.

## Hardware configuration

The hardware configuration presents a completely new graphical architecture of the hardware attached to your Kelio. Adding it is simplified and optimised. You will be able to see your installed readers, terminals and hubs at a glance.



# Kelio Xtrem terminal – BLE/NFC

A badge on your smartphone: this is now possible on the Kelio Xtrem terminal!

You can thus benefit from a digital badge and use your telephone to clock in or out.



# OUR SERVICES

Audit and project support

Training in the use of Kelio solutions

Quality monitoring

Kelio and the GDPR

Software in SaaS mode



# Kelio

GLOBAL WORK-LIFE SOLUTIONS

CS 40211 | Boulevard du Cormier  
49302 CHOLET Cedex | FRANCE  
[marketing@kelio.com](mailto:marketing@kelio.com)



REF 650F81 K3