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	T&A	Collaborative	Access control
HR Core	Attendance	Portal	Security
On-boarding	Absence	Directories	Access point management
Electronic signature	Remote working	Messaging	Fire drills
HR Reporting	Activities	Suggestions box	Visitor management
	Planning	Surveys	Room reservation
			Video surveillance

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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			✓

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New
identity
guidelines

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Revised identity guidelines

The Kelio identity guidelines have been revisited. From the new customisable login page to the new rounded portal icons: give your employees a more modern look!

Home page

Rounded icons

Colour gradients

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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
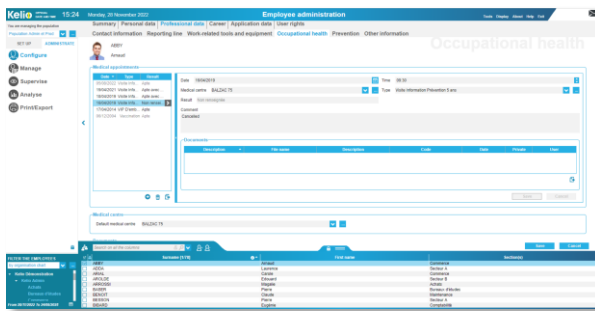
Setup / Configuration
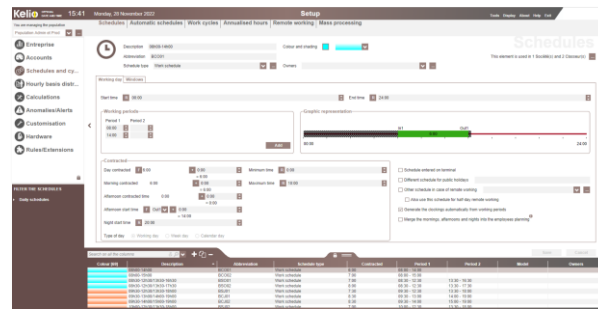
Time & Activities / Planning
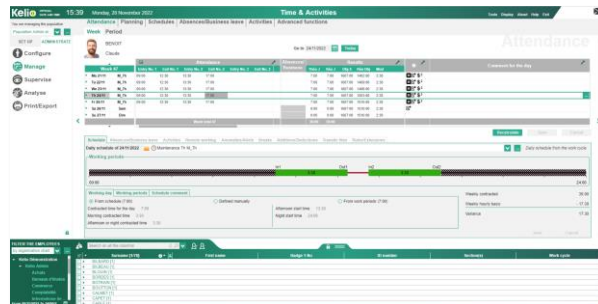
Access control
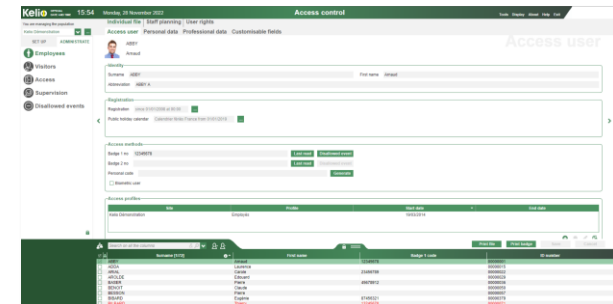
3 Configuring **Employee file**

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

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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.

4

New features
Employee administration

Managing
the daily HR routine

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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)
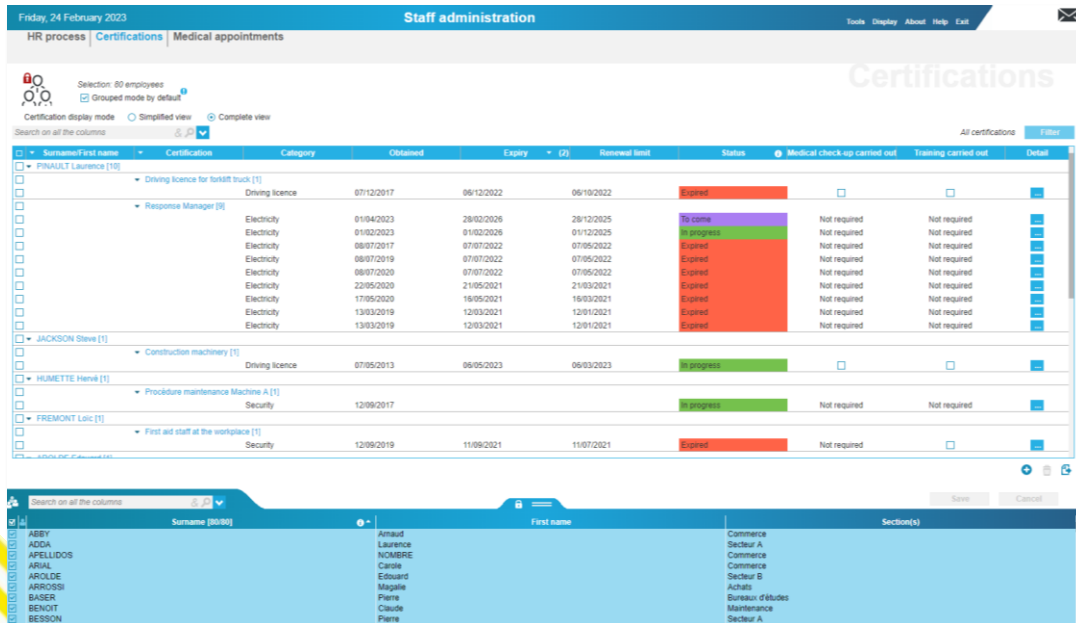
Certifications

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**

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**

HR Processes

HR
Creating the employee file

Manager
Planning the integration schedule

Employee
Electronically signing the work contract

IT department
Configuring the IT equipment

General services department
Ordering PPE

Employee
Welcome and issue of tools

Manager
Appraisal at probation end

Recruitment

New employee arrival date

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Supervising
Anomalies Alerts

HR alerts and anomalies

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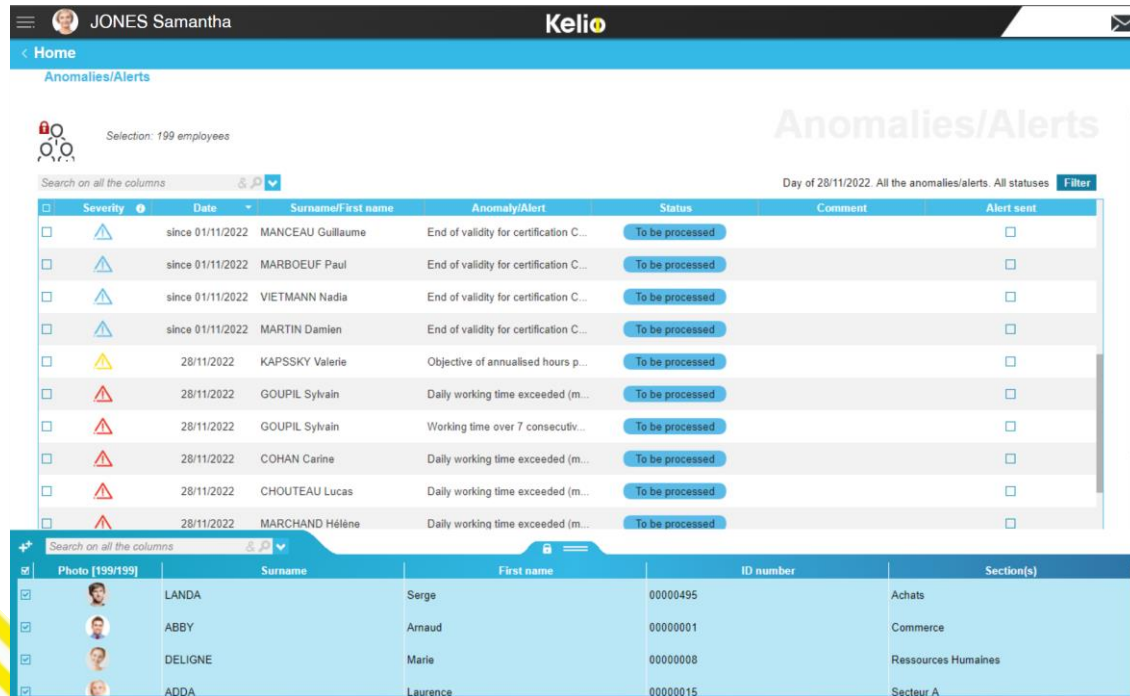
Return from a long absence, employee seniority, end dates (contracts, trial periods, certifications, medicals, work-related tools and equipment, etc.):

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!

Analysing
HR data

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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:
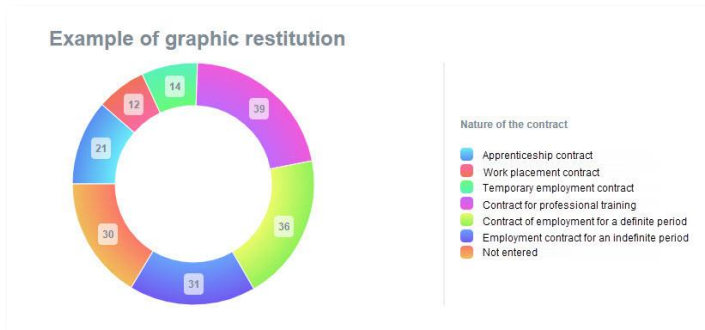
Pie chart

Analyse a category of data to get a 360° breakdown
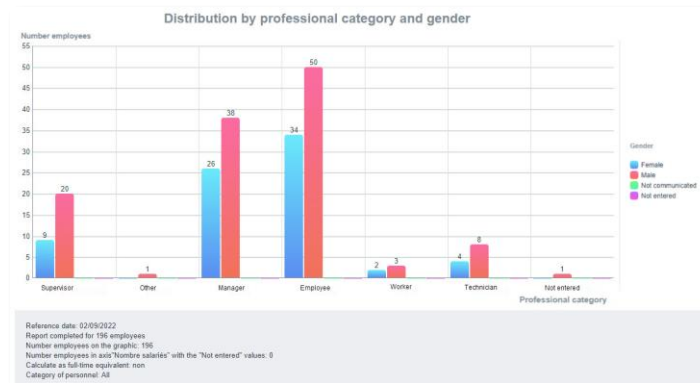
Vertical bar chart

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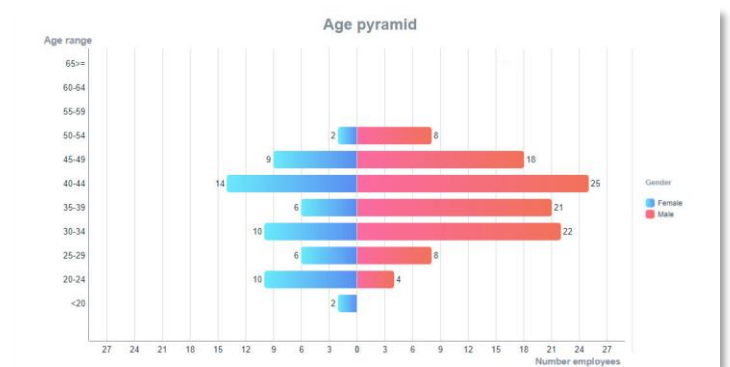
Pyramid

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

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Printing
Exporting

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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**

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

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Time & Activities

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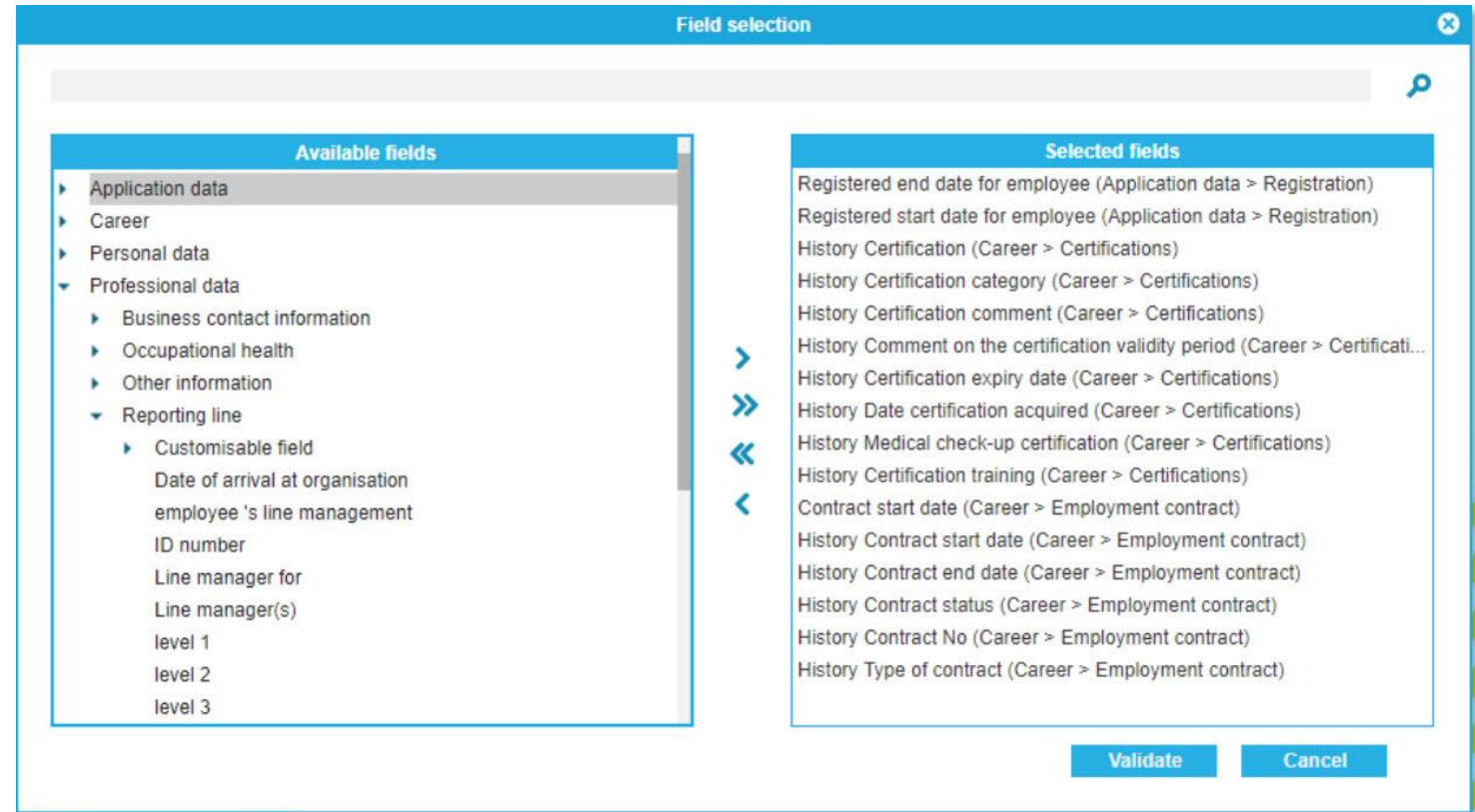
Attendance in 1 click

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!

Attendance   *Access the complete application >*

09:03

Start/End

Last clocking at 09:02 (entry)

Planning

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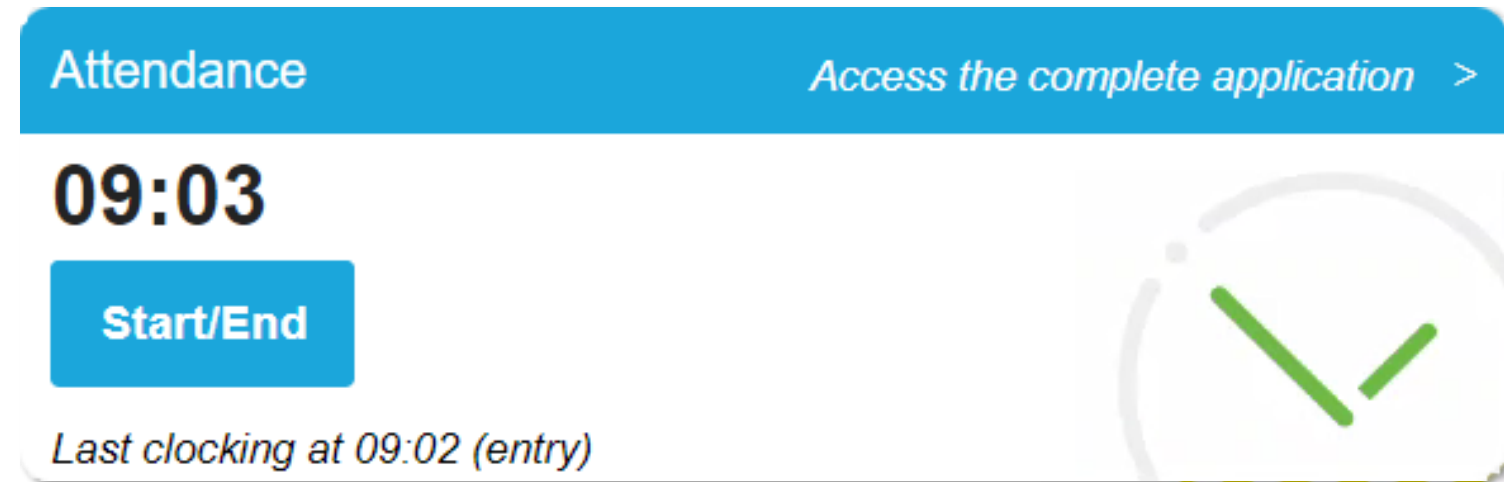
Collective change of a public holiday

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

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	
	The absence is over the whole day		
Requester's comment			
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.

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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.

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

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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.

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)
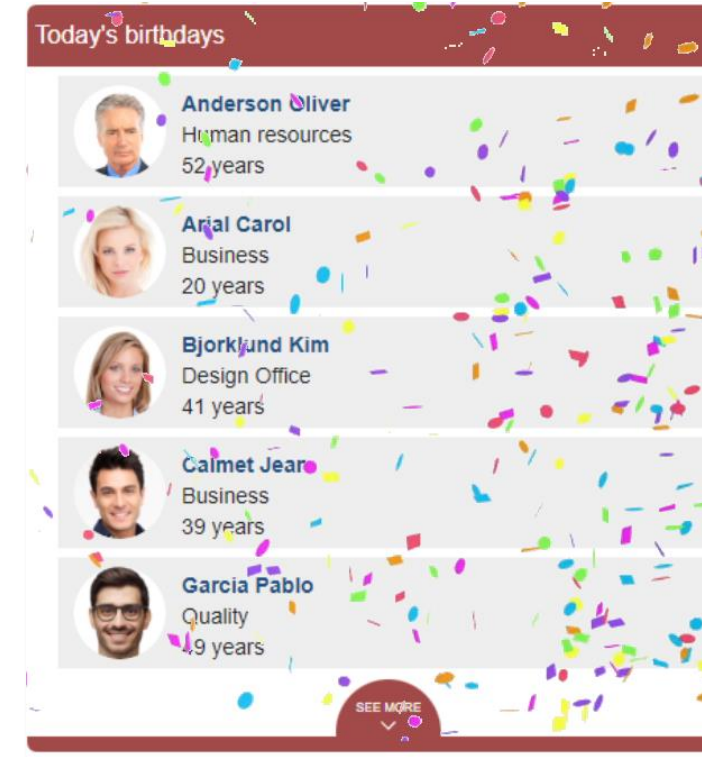
New mobile screens available
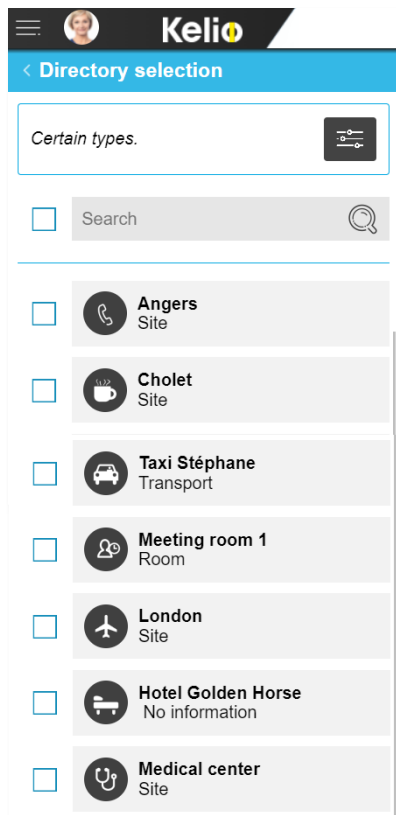
Directory
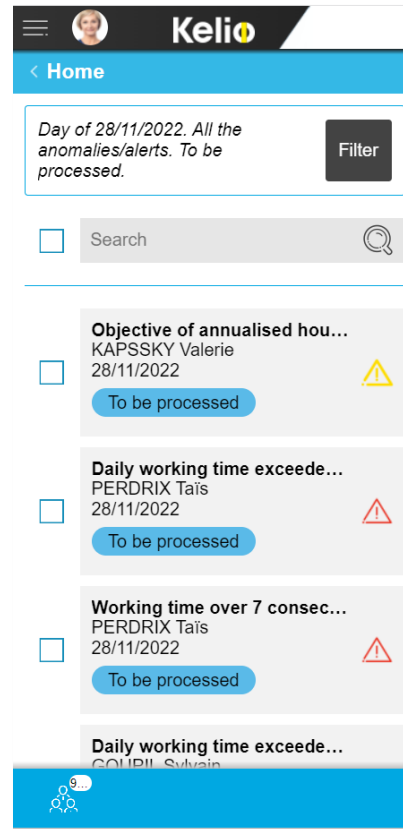
Anomalies/Alerts
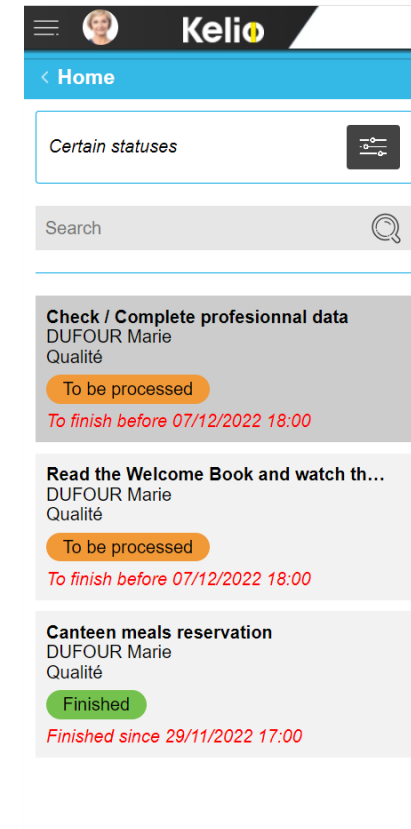
My tasks to complete
(HR processes)

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**.

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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

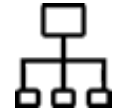The hardware configuration presents a completely new graphical architecture of the hardware attached to your Kelio. Adding it is simplified and optimised. You will be able to see your installed readers, terminals and hubs at a glance.
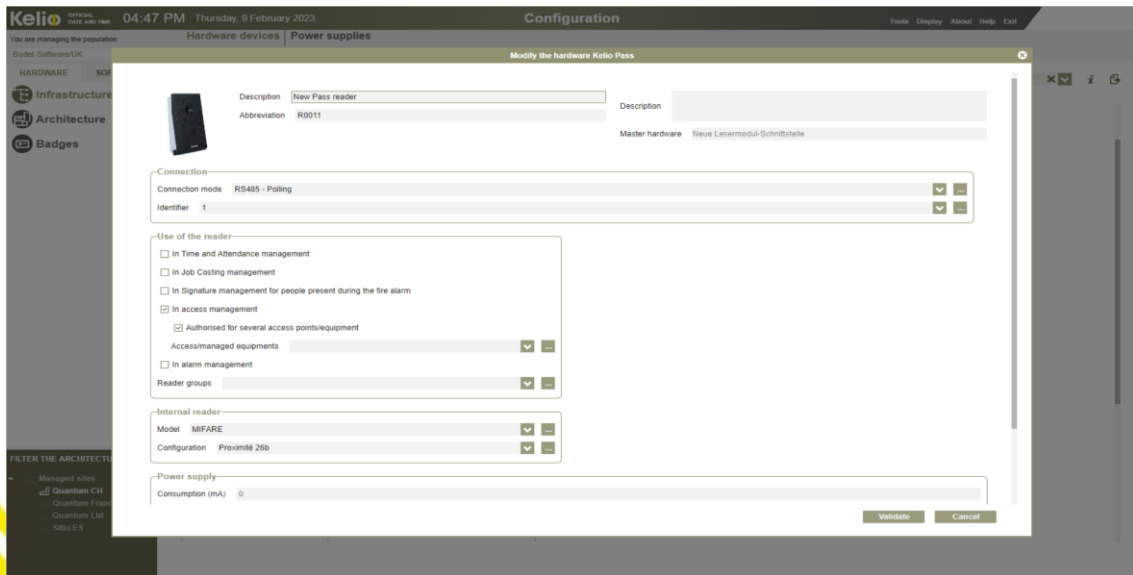
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Kelio Xtrem terminal – BLE/NFC

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.

Pack ID

version 2.0.83

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OUR SERVICES

Audit and project support

Training in the use of Kelio solutions

Quality monitoring

Kelio and the GDPR

Software in SaaS mode

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