

A comprehensive business tool that enhances both business and employee productivity.



## Far more than just an employee portal, kiosk's features significantly improve business productivity.

HR3's kiosk combines employee self-service, manager portal, team management, hr, workplace health and safety, workflow automation, task management and management reporting into a single and effective software tool. Employees, team managers, HR managers and safety officers will benefit from "anytime/anywhere" access to the workflows, planners, calendars, alerts, reports and enquiries to assist them in their day to day roles. Not only that, but kiosk extends its functionality when HR3 modules are added.

### CORE CAPABILITIES



24/7 access from many devices



Update employee and HR details



Leave request and approval workflows



Online timesheet and expense claims



Online payslips and ATO payment summaries



Business intelligence and management reports



WHS and HSEQ management



Company announcements and policies

### Single and accurate source of information

The kiosk accesses information from HR3 within a single database, ensuring information is only entered once.

### Employee Self Service (ESS)

ESS gives employees a wide range of functions that they can "self serve" from anywhere and at any time. This has a major efficiency dividend throughout an organisation because it reduces the load on HR and payroll departments to perform trivial, and often repetitive tasks. Examples include leave requests, timesheets, pay advices, ATO payment summaries, expense claims as well as ongoing maintenance of personal details such as address, phone, emergency contact and bank account details.

### Manager Self Service (MSS)

Team leaders and managers can access their personal kiosk plus their team's details. They can enter, approve, deny or escalate any workflows that have been submitted by their team members and can run various payroll, hr and whs reports. They also have access to weekly and monthly team planners for leave, HR and WHS functions.

## Access to self-service offers a major efficiency dividend.

### ✓ Update employee details

Empower your employees by allowing them to update their biographical details, addresses, phones, emergency contacts, bank details and more.

### ✓ Training and development

Kiosk allows you to keep employee skills and training requirements up to date which will assist your business to attract and retain the best talent.

### ✓ Online timesheets

Employees can submit their hours online eliminating paper based processes.

### ✓ Employee expenses

Submit expense reimbursements online ensuring that information is processed quickly and correctly. Employees and managers can view detailed history of all expense claims made.

### ✓ Payslip and pay summaries

Employees can view and download payslips and ATO payment summaries for any period. This frees the pay office to concentrate on more important tasks.

### ✓ Planners and calendars

Employees and their managers have access to planners and calendars that display upcoming and past information including skill expiry dates, training dates, performance management, birthdays and more.

### ✓ Inductions and performance management

Complete inductions and performance appraisals online.

### ✓ Comprehensive automated workflows

Automate virtually any workflow that you can think of with kiosk's Workflow Engine including automatic escalation rules, multiple approval levels and more.

### ✓ Notifications

Automatic email alerts that can be triggered by virtually any date in the system. This includes notifications for new policies, procedures, skill expiries and much more.

### ✓ Detailed management reporting

Managers get access to comprehensive "My Team" reports which provide employee details, skills, training, property issued, leave balances, leave taken, timesheet information, inductions and expense claims.

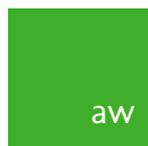
**Online leave applications increase efficiencies with paperless processing from request through to payment.**

### ✓ Workplace health and safety management

Full access to a WHS dashboard along with policies and procedures, hazards, risk assessments, incidents, plant and equipment, audits, actions and committees.

### ✓ Company announcements and policy updates

Keep staff informed of any new policies or procedures.



The complete HR3 software suite is an entire ecosystem that lets you expand your system's capabilities as the need arises. Start off with our payroll module, then add kiosk, hr or advanced reporting capabilities. How about a comprehensive, fully integrated workplace health and safety system? Our software suite has you covered!