

Kelio HR ASSISTANT

Centralise and monitor
your HR data

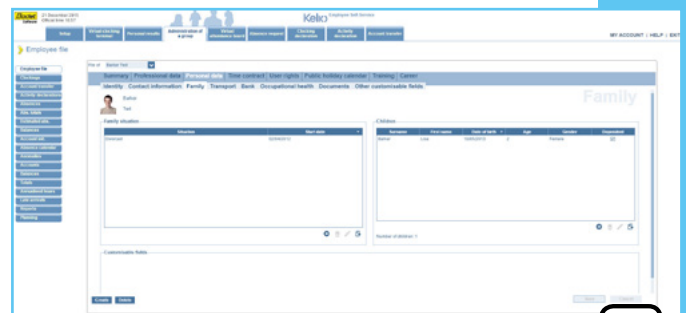


Easy daily management of your HR information



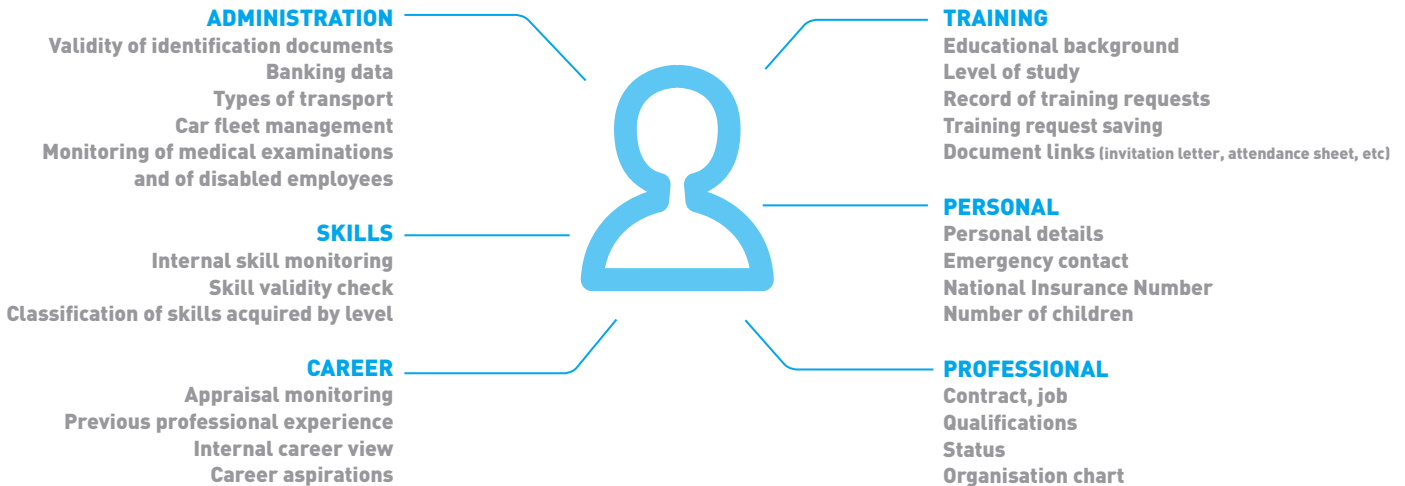
Kelio HR Assistant offers you:

- o **Effective and centralised management** of all information related to your staff such as professional, administrative and personal data.
- o A **document link system** enables you to attach all types of documents, such as an employment contract, or notes from an interview.
- o **Powerful reporting** offering a set of standard or customised reports.
- o An **HR event reminder** with alerts by email or on-screen.



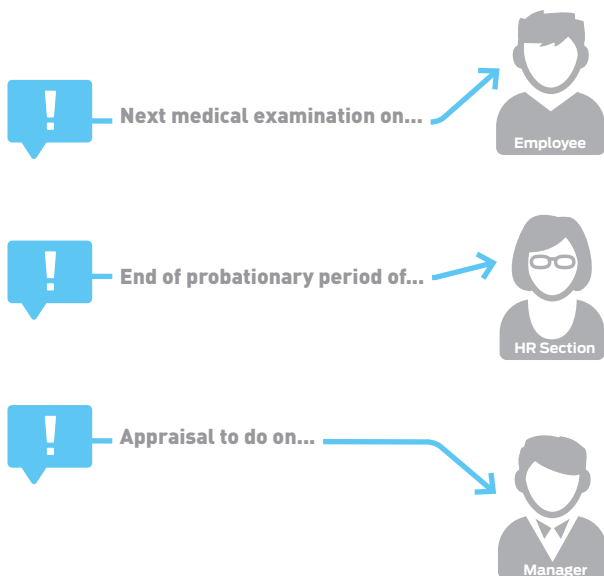


Kelio HR Assistant data mapping



HR alerts

Kelio HR Assistant will be the key tool for your daily information management. Its system of alerts will simplify the monitoring of your internal resources and will place more responsibility on your managers and staff.



Reporting

Kelio HR Assistant offers standard and configurable reports that detail all HR data. All of these reports may be exported and saved in the following formats: .pdf, .xls, .doc and .jpg.

Training assessment from 01/01/2015 to 31/12/2015

SectionID	SectionName	Employee	Title	Start date	End date
1	Non-Risk	John Turner	Director	15/02/15	03/03/15
2	Risk Test	John Turner	Director	01/01/15	01/01/15
3	Risk Test	John Turner	Director	01/01/15	01/01/15
4	Risk Test	John Turner	Director	01/01/15	01/01/15
5	Risk Test	John Turner	Director	01/01/15	01/01/15
6	Risk Test	John Turner	Director	01/01/15	01/01/15
7	Risk Test	John Turner	Director	01/01/15	01/01/15
8	Risk Test	John Turner	Director	01/01/15	01/01/15
9	Risk Test	John Turner	Director	01/01/15	01/01/15
10	Risk Test	John Turner	Director	01/01/15	01/01/15

Job title and skills Period from 01/01/2015 to 31/12/2015

SectionID	SectionName	Job assignment
1	Non-Risk	John Turner, M2, Steve 01/01/2015
2	Risk Test	John Turner, M2, Steve 01/01/2015
3	Risk Test	John Turner, M2, Steve 01/01/2015
4	Risk Test	John Turner, M2, Steve 01/01/2015
5	Risk Test	John Turner, M2, Steve 01/01/2015
6	Risk Test	John Turner, M2, Steve 01/01/2015
7	Risk Test	John Turner, M2, Steve 01/01/2015
8	Risk Test	John Turner, M2, Steve 01/01/2015
9	Risk Test	John Turner, M2, Steve 01/01/2015
10	Risk Test	John Turner, M2, Steve 01/01/2015

