

A comprehensive business tool that enhances business and employee productivity.

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/kiosk

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

HR3's kiosk combines employee self-service, a 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. Kiosk extends its functionality when HR3 modules are added.

CORE CAPABILITIES



Designed using ANZ standards



Incident management



Hazard management



whs dashboard



Location management



Audits and meetings



Plant and equipment management



Detailed whs reports

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 the opportunity to 'self-serve' from anywhere 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, repetitive tasks. Examples include leave requests, timesheets, pay advices, ATO payment summaries, expense claims and 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.

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 a 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 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.

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.

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

THE COMPLETE HR SUITE



The complete HR3 software suite is an ecosystem that lets you expand your 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? No matter what your payroll needs are our software suite has you covered.

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