



**HRLocker**  
Happy working.

# Product Overview

Award Winning HR & Recruitment Solutions



**Our Massive Transformative Purpose:**

**To make work easier for both Employers  
and Employees and allow employees to  
manage their own careers within the  
company... and beyond**





## Why Us?

**The role of HR has evolved. As companies grow the workload for HR increases. Managing the employee lifecycle and keeping that data all in one place is vitally important.**

**Our HR software solution includes Absence Management, Performance Management, Timesheets, Training & Development, Recruitment, and many other modules to streamline HR processes.**

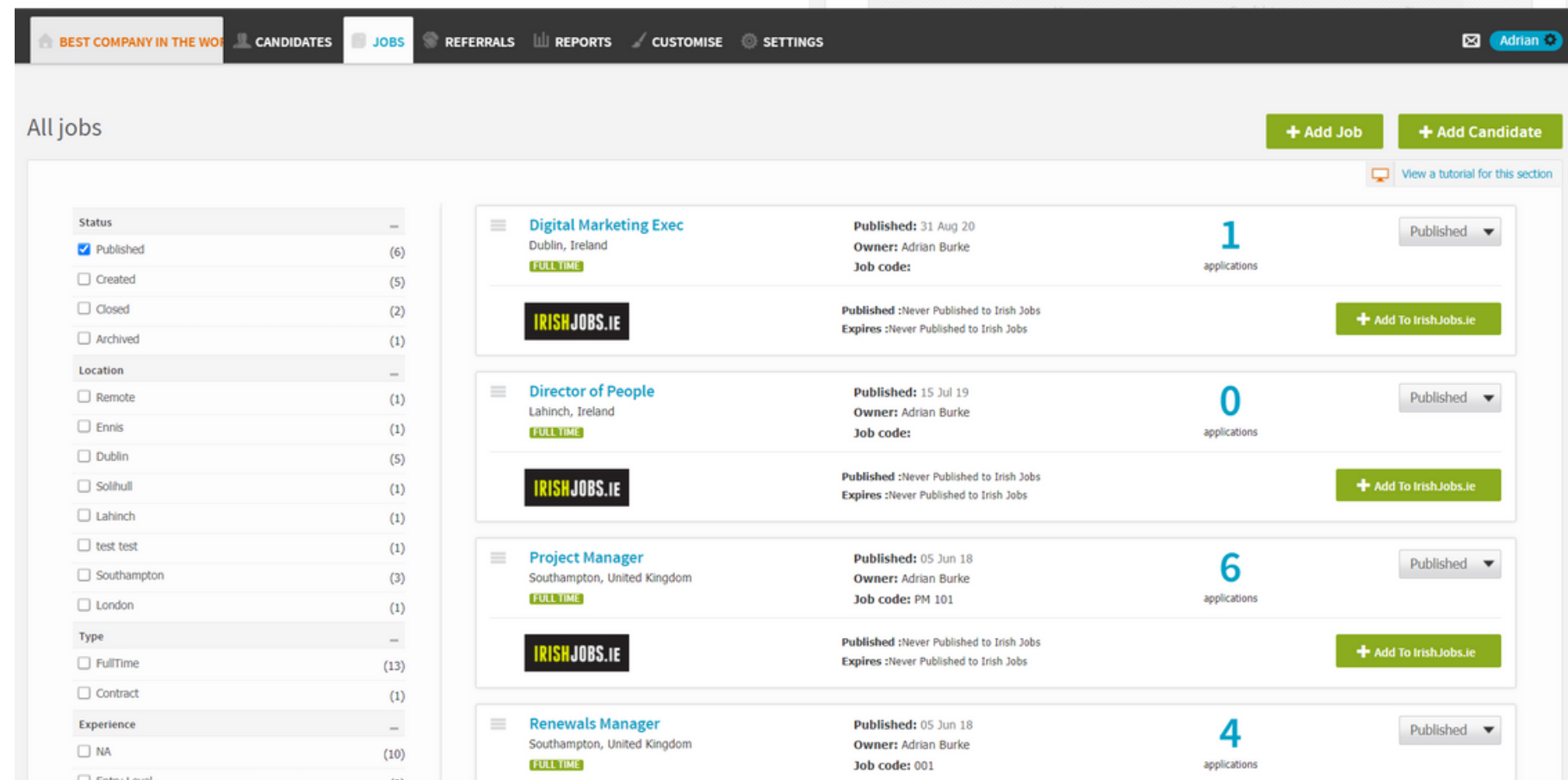
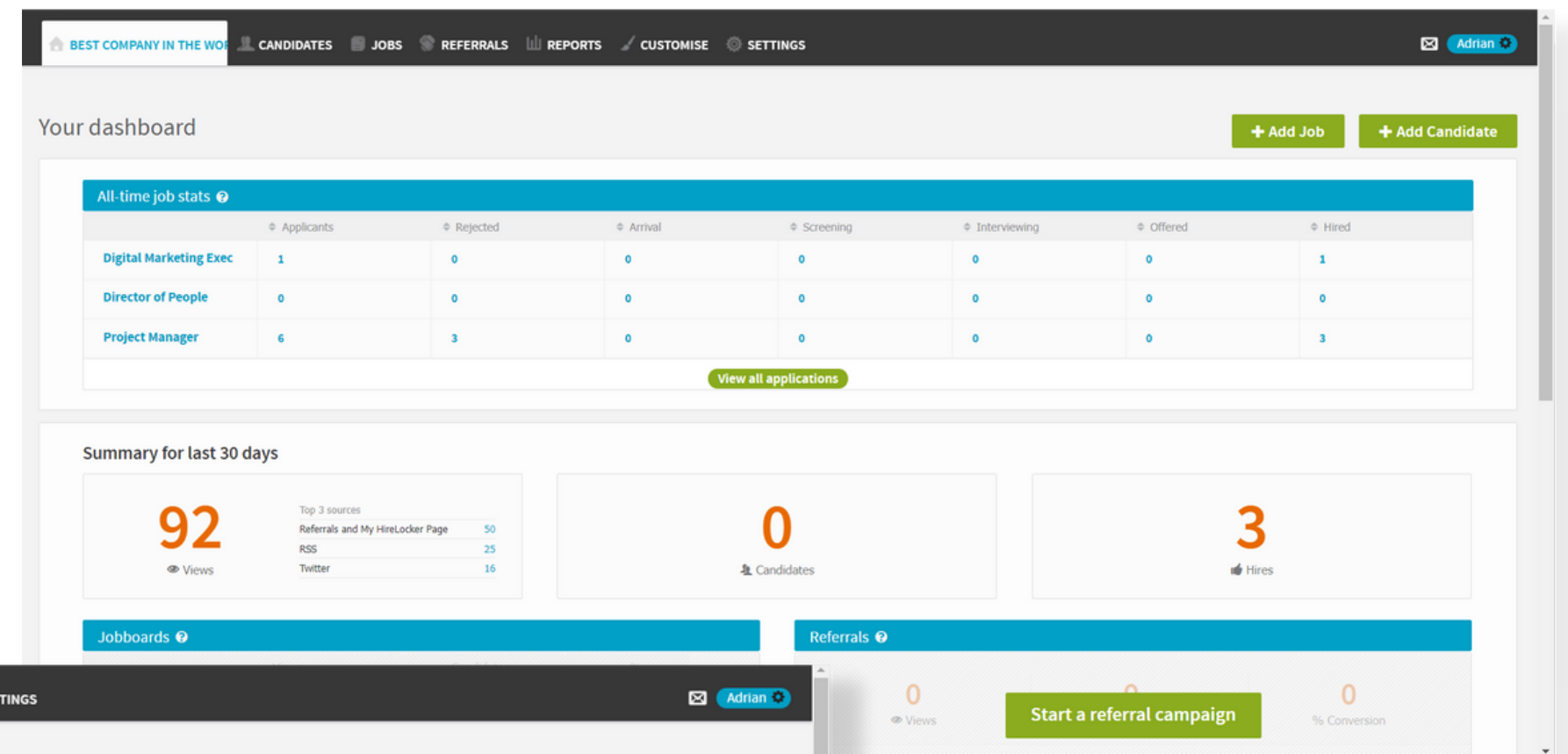
**HRLocker is easy to set up, easy to use and can go live in less than 24 hours. We have excellent customer support and provide a free 14-day trial at [HRLocker.com](https://www.hrlocker.com)**



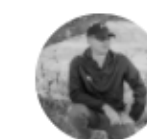


# APPLICANT TRACKING SYSTEM

Find and recruit the best talent with Hire, HRLocker's ATS module. Create a strong employer brand by gaining visibility with some of the best jobs boards. Our Hire module is integrated with HRLocker which means you can manage the entire employee lifecycle all in one place.



“HR Locker is a very simple to use solution for both management and our staff. They help us keep all of our HR requirements in order for staff located in three different countries through one subscription. Their support staff are friendly and attentive.”



**Shane Mansell**  
ResNet, Director

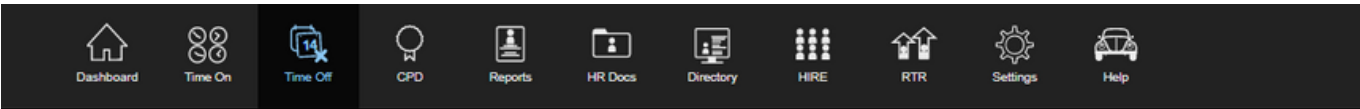


# Time Management

HRLocker has a time management module that allows you to easily track timesheets and projects. HRLocker allows for both remote & on-site workers to log hours manually, remotely, or using their IP address. Clock-ins & clock-outs will feed directly into HRLocker and update the information in real-time, keeping your information up to date and all in one centralised location.

HRLocker makes managing sick days, holidays, overtime and time off in Lieu a breeze!

We have also developed a new feature called 'preliminary payroll reporting' This feature has been developed to assist with calculating overtime and hourly paid employees to give you error-free payroll. And the great thing is? - It works with all payroll software!



Dashboard

Time On

Time Off

CPD

Reports

HR Docs

Directory

HIRE

RTR

Settings

Help

Adrian BurkeSignout

ACME

My Time On

Unsubmitted

Awaiting

Archive

Projects

Tutorial

Timesheet: Adrian Burke

01/11/2021

Adrian Burke

Save

Save & Submit for Approval

Previous Week

Week (44) 01 November 2021 - 07 November 2021 (This week)

Next Week

|                 | Monday<br>Nov 01 | Tuesday<br>Nov 02 | Wednesday<br>Nov 03 | Thursday<br>Nov 04 | Friday<br>Nov 05 | Saturday<br>Nov 06 | Sunday<br>Nov 07 | TOTAL |
|-----------------|------------------|-------------------|---------------------|--------------------|------------------|--------------------|------------------|-------|
| Start:          | 9:00             | 9:00              | 9:00                | 9:00               | 9:00             | hh:mm              | hh:mm            |       |
| Break duration: | 0:40             | 0:40              | 0:40                | 0:40               | 0:40             | hh:mm              | hh:mm            |       |
| End Time:       | 16:30            | 16:30             | 16:30               | 16:30              | 16:30            | hh:mm              | hh:mm            |       |
| Total:          |                  |                   |                     |                    |                  |                    |                  | 00:00 |
|                 | Notes...         | Notes...          | Notes...            | Notes...           | Notes...         | Notes...           | Notes...         |       |
|                 | Images...        | Images...         | Images...           | Images...          | Images...        | Images...          | Images...        |       |

My Time Off

Awaiting Approval

Who's Off

Tutorial

Time Off: Adrian Burke

Adrian Burke

Days

Hours

|  | Accrued Leave | Carried Over | Manual Adjustment | Taken to Date | Booked Ahead | Balance |
|--|---------------|--------------|-------------------|---------------|--------------|---------|
|  | 0             | 56           | 0                 | 111.28        | 38.98        | -94.26  |

Request Time Off or Rostered Time

Record Sick Leave

Type of Leave\*  
Annual Leave

Leave Duration\*  
One or More Full Days

☐ Is this a recurring request?

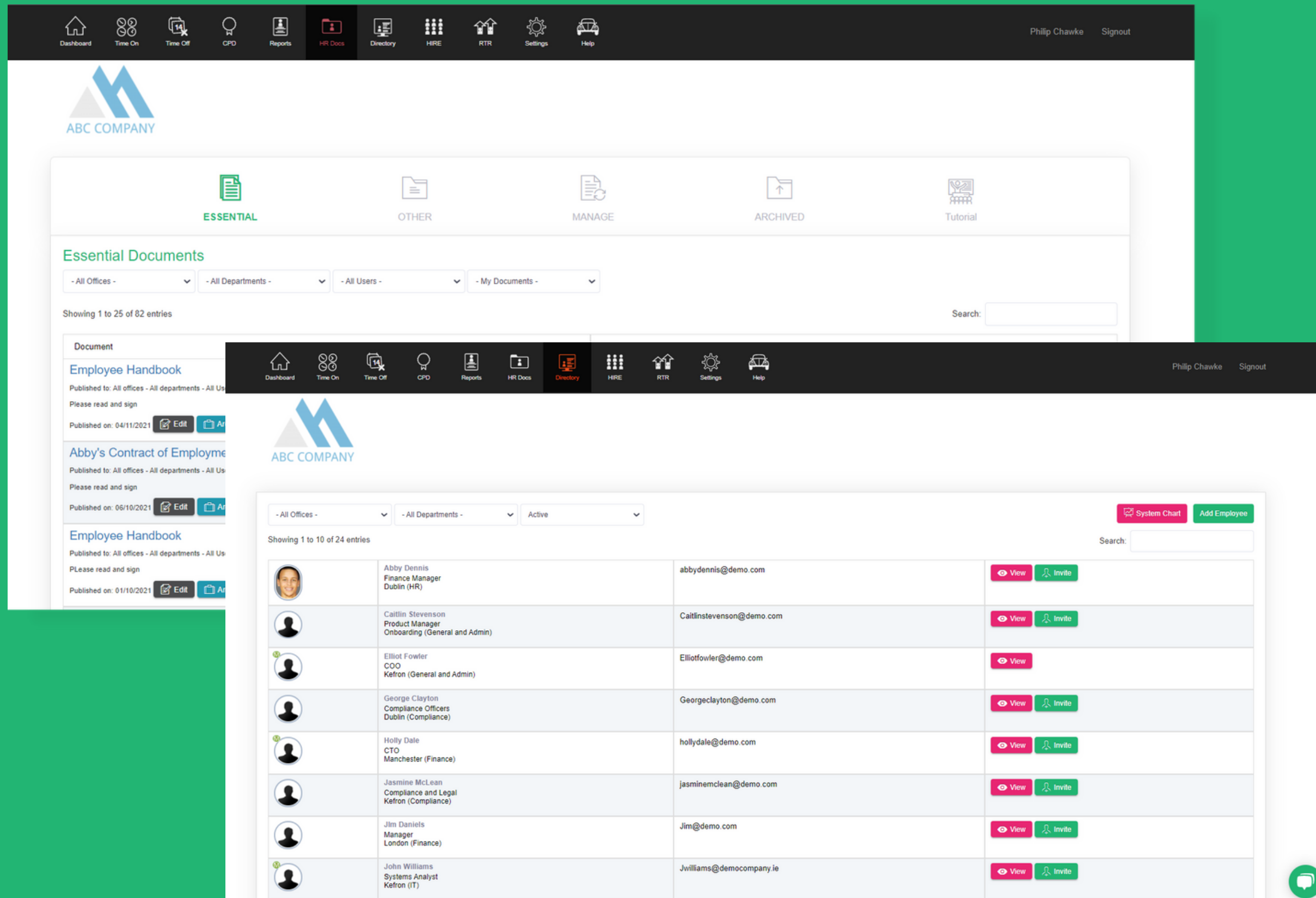
Leave Duration\*  
One or More Full Days

Start Date\*  
04/11/2021

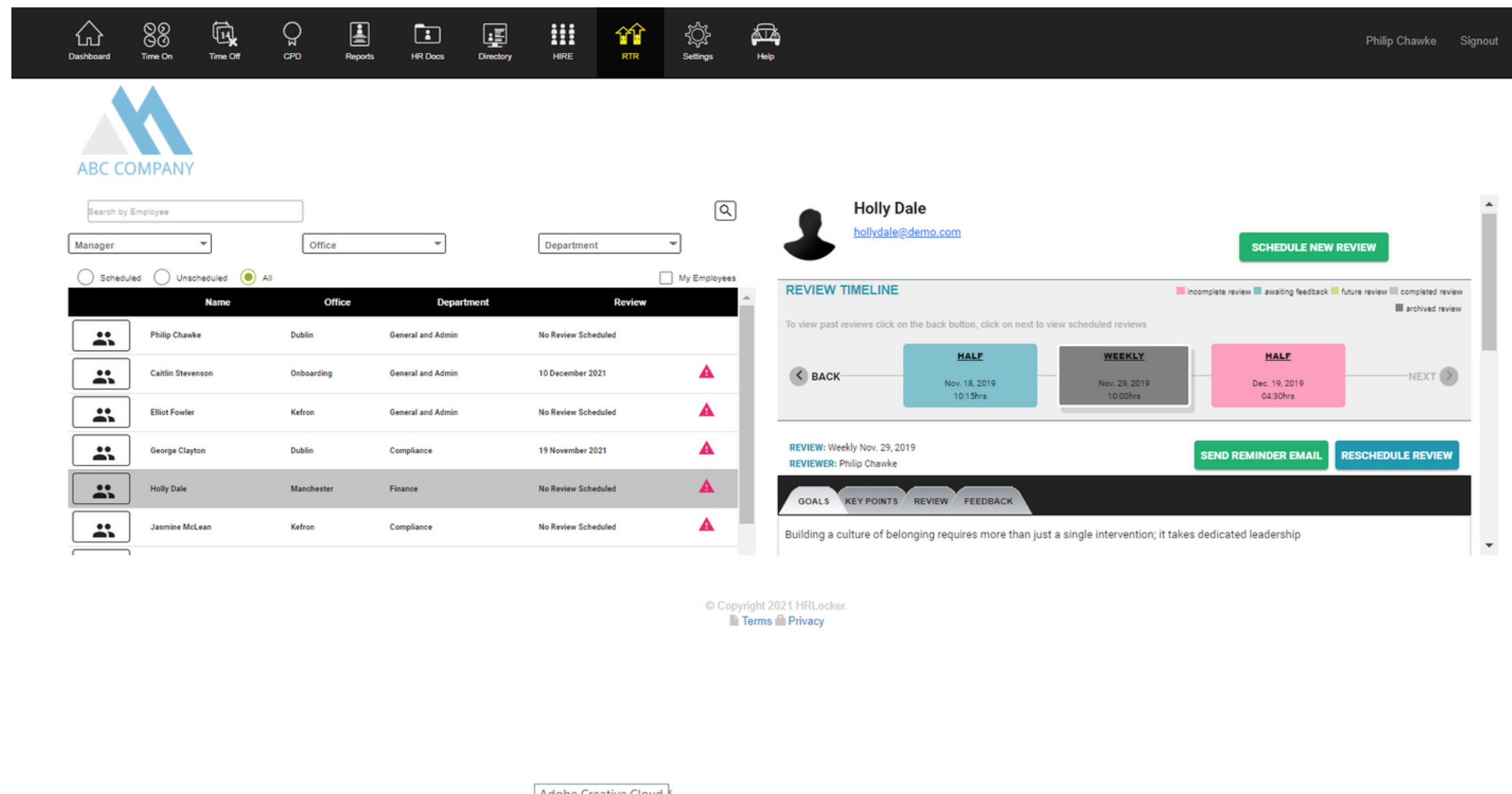
End Date\*

Upload your entire employee directory to easily centralise your employee database. Export information anytime and add new employees as you scale, giving your employees control over their own information and allowing you to free up valuable time.

HRLocker takes the heavy lifting out of time-consuming tasks and minimises the need for countless emails.







# Performance Management

Real Time Reviews (RTR) is HRLocker's Performance management module. It helps organisations to develop highly engaged individuals within their company. RTR allows you to keep your people in a continuous state of review which leads to better employee engagement, development, and growth.

HR is quite often tasked with completing reviews and appraisals. With our easy to use system, RTR allows you to gain powerful, real-time analytics that leads to actionable insights turning managers into leaders, employees into high performers, and helps develop a strong and robust work culture.

Investing in the development and success of your people will only lead to the overall success of your company.





# Training & Certification Management

Our CPD module is a simple and very effective way for you to manage your employees' training and certifications. Whether your employees are required to have certification or simply complete a course as a part of their work, you have the facility to record this training and allow the employee to upload their own certificate for you to validate. Manage your Health & Safety certificates & expiry dates for items such as Safe Pass, manual handling etc. Keep morale and employee satisfaction levels high with agreed CPD plans. The CPD module allows you to send training needs requests and helps to identify skills gaps within your organisation. CPD gives employees autonomy to request a training

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Philip ChawkeSignout

My CPD

Requests

Awaiting Validation

Manage CPD

Archive

Logs

Tutorial

Record for Inhouse Training

Name

Onboarding for New Hires

Notes

Compulsory training to be completed by week one.

401 characters remaining.

Expiry

12/11/2021

Training Date

03/11/2021

Provider

HRLocker manager

Hours

2

Delivery Method

Instructor Led (Internal)

Pillar

Business Management

Submit

Cancel

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Terms

Privacy



# Benefits of HRLocker

Our commitment to our customers is what sets us apart from the competition.

## Adapts, scales and grows with your business

HRLocker scales easily with companies as they grow. We adapt to your company regardless of headcount. You can easily manage your entire workforce no matter what size.

## Save time & money

Automate the mundane day to day tasks associated with running a smooth HR process. Giving you more time to concentrate on the more important parts of HR.

## Great employee experience

Our customers love the simplicity of HRLocker. Free up time by allowing your employees to request annual leave, fill out their timesheets and sign important HR Docs easily keeping all of this information in one place.

## Accessible wherever you are

HRLocker is a cloud based solution which means you can access it across any device in any location. Managing your team is easy whether they are onsite or working remotely.

## A solid company reputation and quality service attracts new customers.

HRLocker is proud to have an amazing digital transformation team to help you along every step of your journey with us. We are always happy to take a call and lend support whenever you need it.

## Always developing to bring our customer the best in class HR Software

Built with Microsoft Tech Stack & aligned with Microsoft tech – Teams, Power BI, & SSO  
Developed with privacy by design at its core – HRLocker is 27001 certified and GDPR compliant



# Pricing for all stages of your business

Whether you are a startup, scaling business or well established, we promise to offer our customers the industry's friendliest prices. Contact us for more details on how we can provide you with the best business solution.

[Talk to one of the team about pricing](#)







**HRLocker**  
Happy working.

**Get in touch**

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