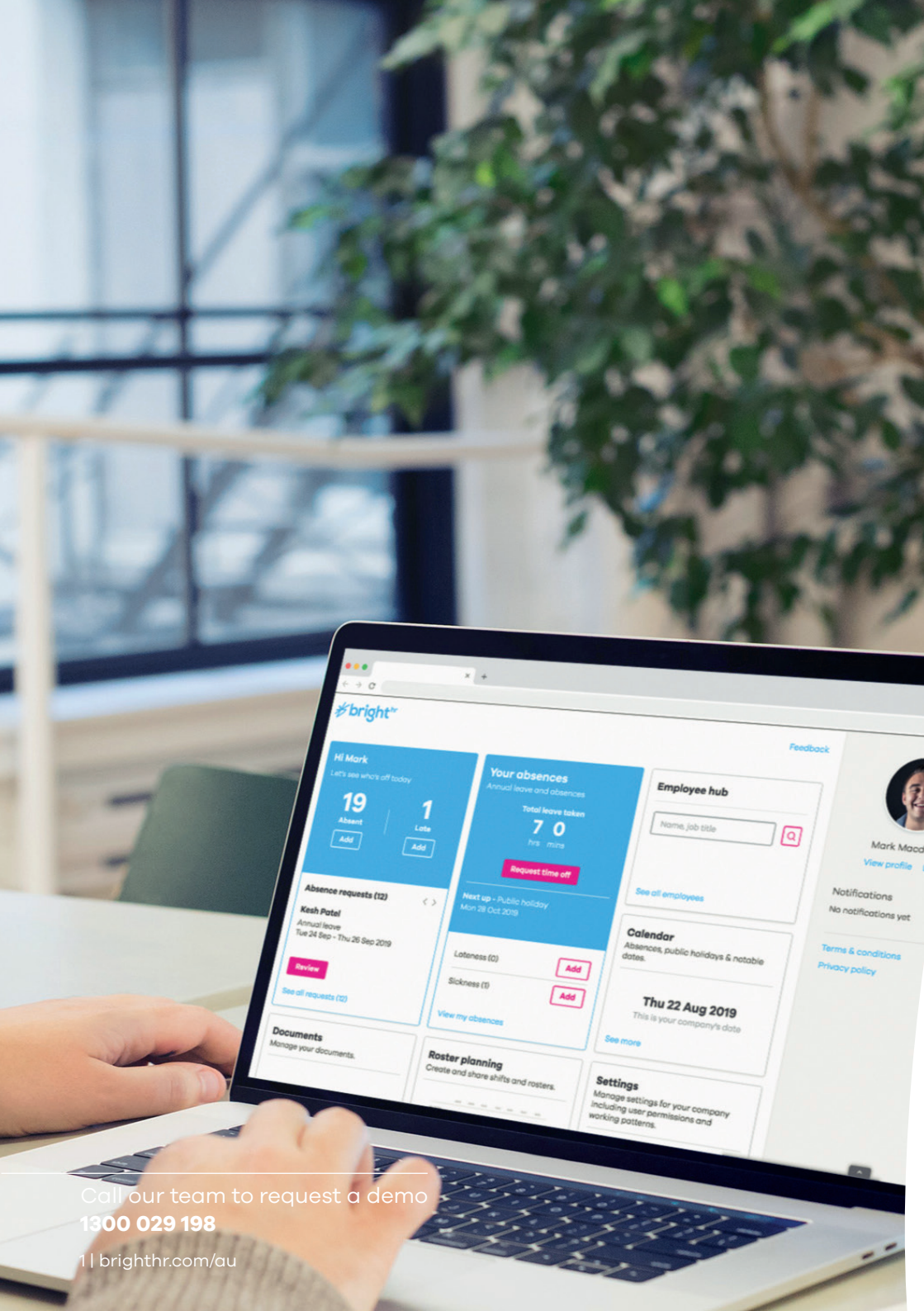


Introducing BrightHR

# Intelligent online HR software





brightHR

Hi Mark

Let's see where you're off today.

19

Absent

Add

1

Late

Add

Absence requests (12)

Kesh Patel

Annual leave  
Tue 24 Sep - Thu 26 Sep 2019

Review

See all requests (12)

Your absences

Annual leave and absences

Total leave taken

70

hrs mins

Request time off

Heat up - Public holiday

Mon 28 Oct 2019

Lateness (0)

Add

Sickness (0)

Add

View my absences

Employee hub

Name, job title

Feedback

See all employees

Calendar

Absences, public holidays & notable dates.

Thu 22 Aug 2019

This is your company's date

See more

Documents

Manage your documents.

Roster planning

Create and share shifts and rosters.

Settings

Manage settings for your company including user permissions and working patterns.



Mark Macdonald

View profile

Notifications

No notifications yet

Terms & conditions

Privacy policy

Call our team to request a demo  
1300 029 198

11 brighthr.com/au

# BrightHR at a glance

## Benefits of BrightHR:

- ✓ Easy, secure, fast & paperless
- ✓ All in one place
- ✓ See who's in and when
- ✓ Absence management
- ✓ Helping you stay compliant
- ✓ On the go

With BrightHR all employee information can be stored, recorded and securely accessed from any location. From employment documents, emergency contacts, and visa and passport information, to personal leave, lateness and holiday records, members get a complete, single view of each individual employee.

Business owners and managers can save hours every month when planning and communicating staff rosters with their teams. Employees receive instant notifications that their shifts are available.

Any changes are updated automatically across all devices, including smartphones.

BrightHR allows users to track employee leave requests and also alerts users to any potential clashes during the time requested. With our software businesses can also monitor personal/carer's leave, lateness and other unplanned absences, meaning they can fully report on the costs and business impact.

Backed up by our in-house HR specialists, BrightHR helps guide managers on matters such as employee leave, whilst sophisticated notifications automatically alert them to key follow up dates, including probation end, medical certificates, passport expiry and work anniversaries.

Everything done in BrightHR can be done on the move - anytime, anywhere - via any web browser or using our IOS and Android apps.

# Our features

## Leave management

BrightHR provides a quick and simple way for employees and managers to request and approve leave. The interactive calendar shows absence duration and who else is out, helping to reduce conflicts. The calendar can also be synced with other electronic calendars e.g. Google and Outlook.

## Documenting absence

Personal/carer's leave, lateness and other appointments can all be logged in BrightHR and our visual timeline logs each instance against the employee. This provides an audit trail and prompts managers to deal with longer-term absences, such as requesting a medical certificate. Related documents can also be uploaded, ensuring a central record is maintained.

## Notifications and alerts

BrightHR helps keep businesses compliant through automatic alerts to important dates such as passport, visa and contract expiry, probation end dates. It also alerts them to some of the less formal occasions such as birthdays and work anniversaries.

## Working time patterns

BrightHR allows managers to create multiple working time patterns, with the ability to assign as many members of staff as necessary.

## Shifts and rosters

BrightHR's user-friendly interface allows business owners and managers to create single or rolling shift patterns in minutes, and then review and edit shifts before publishing or sharing them. Having one clear view of staff and shifts, and who's in and out of the organisation, means businesses can plan with confidence and consistency. Plus, let casual workers approve or decline a shift and get real-time notifications of their decision.



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4 | [brighthr.com/au](http://brighthr.com/au)

# Our features

## Mobile access and apps

Managers and employees don't need to be at a desk to use BrightHR. Everything our users can do in BrightHR, they can do on the move via any web browser or our iOS or Android app.

## Employee hub

The Employee Hub provides simple access to information on each individual employee. Customisable permissions mean selected information can also be made public to all employees – a bit like a mini intranet. Plus, employees can enter and update their own personal info, saving managers hours of admin time.

## Secure document storage

Unlimited document storage means our members can safely store and access all their employee records, company documents, policies and procedures in one place. Particularly helpful for providing an audit trail should there be any issue with an employee.

## Clocking in and out app

Blip is a free clocking in and out mobile app, exclusive for BrightHR customers. It allows you to keep an eye on when your staff are working with one simple app that tracks and records your team's work hours.

## Track staff expenses with ease

PoP is a free app that helps you manage staff expenses with ease and approve them on the go. Get an instant notification whenever an employee submits a new request and sign it off right away. Plus, put your staff in control of working out mileage and be confident their calculations are correct.



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