

HR & Payroll Mobile App

Access to HR information and processes from a mobile device - whenever your employees need it

A simple and secure way to deliver an improved experience to your employees and reduce administration in your people and payroll teams.

Secure digital employee engagement

The Civica HR & Payroll mobile app is a simple and secure way for employees to access your organisation's HR processes whenever they need to. It is designed for use with the digital Civica HR & Payroll software platform and powered by a licensed WebAPI. To support rapid adoption, the native app is available for employees to download for free from the Apple and Google App Stores. Encrypted communication delivers enhanced data security and administrators have full control over the features made available to users.

Keeping in touch with your team

Users can contact their team members via text or phone directly from the app using centrally stored details, removing the need to keep sensitive data on mobile phones. An inbox helps managers and their team keep track of absence requests and process authorisations swiftly.

Clocking in and out

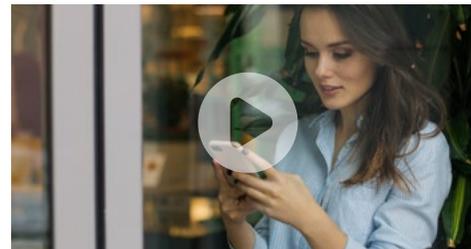
Where Civica Time & Attendance is used, employees can use the app to quickly and easily log their start and finish times - from any location and without the need to touch a shared clocking device.

Booking holidays

Should users spot the perfect holiday deal they can check their holiday balance using the app and make a request there and then. Absence booking is not limited to holidays - you can define the absence types you would like employees to be able to arrange, exactly as in your Civica HR software.

Expenses management

Users can make expense claims and upload receipts for manager review and approval. Integration means approved claims are sent seamlessly to your Civica Payroll software for processing. This reduces administration, speeds-up the reimbursement process and ensures claims are readily auditable.



Reduce administration



Engage employees



Improve data accuracy

Main benefits:

- ▶ **Improved employee experience** – instant access to information when they need it
- ▶ **Faster authorisations** – managers can make decisions on the go
- ▶ **Improved data accuracy** – no need for employees to store colleagues' contact details on their phones
- ▶ **Assured security** – encrypted communication between app and web server
- ▶ **Easier communications** - call and text your team members.



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