

Civica HR & Payroll

HR Mobile App

Access to HR information from connected devices – whenever your employees need it.

Secure digital employee engagement

The Civica HR & Payroll mobile app complements the Civica HR Payroll Self-Service module by enabling employees to easily view information and to make requests using a smart phone or tablet. Powered by our Web API installed on a secure web server, the app uses encrypted communication for enhanced data security and is fully integrated with Civica HR, Payroll and Time and Attendance. The native app is available for employees to download for free from the iOS and Android App Stores. 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.

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 the main self-service module.

Managing sickness absence

Employees can use the app to notify their manager that they are unwell. Alternatively a

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.

manager can record the absence having been notified by a preferred method. Any supporting absence management processes or workflows set-up in the Civica HR system will then be activated.

Viewing work rosters

The app integrates with the Civica Roster module, enabling users to check their work patterns on their mobile phone.

Next steps

For a demonstration and quotation please contact your account manager or email hrpsales@civica.co.uk.



Digital employee engagement



Improved data security



Easier team communications