



HRLocker **Simplify & Streamline** **Your HR Management**

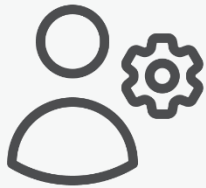
Powerful cloud-based tools to manage your people,
processes, and productivity



HRLocker Account

Account Permissions

HRLocker Account



Admin

Full access to the entire HRLocker account.



Managers

Limited access, based on permissions you set.



Employees

Can only view and edit their personal information.

Account Structure

HRLocker Account



Company

The main company account.



Office

Groups employees by company.



Department

Group employees by their departments.



Teams

Groups employees into specific teams.



Compliance

Employee Profiles

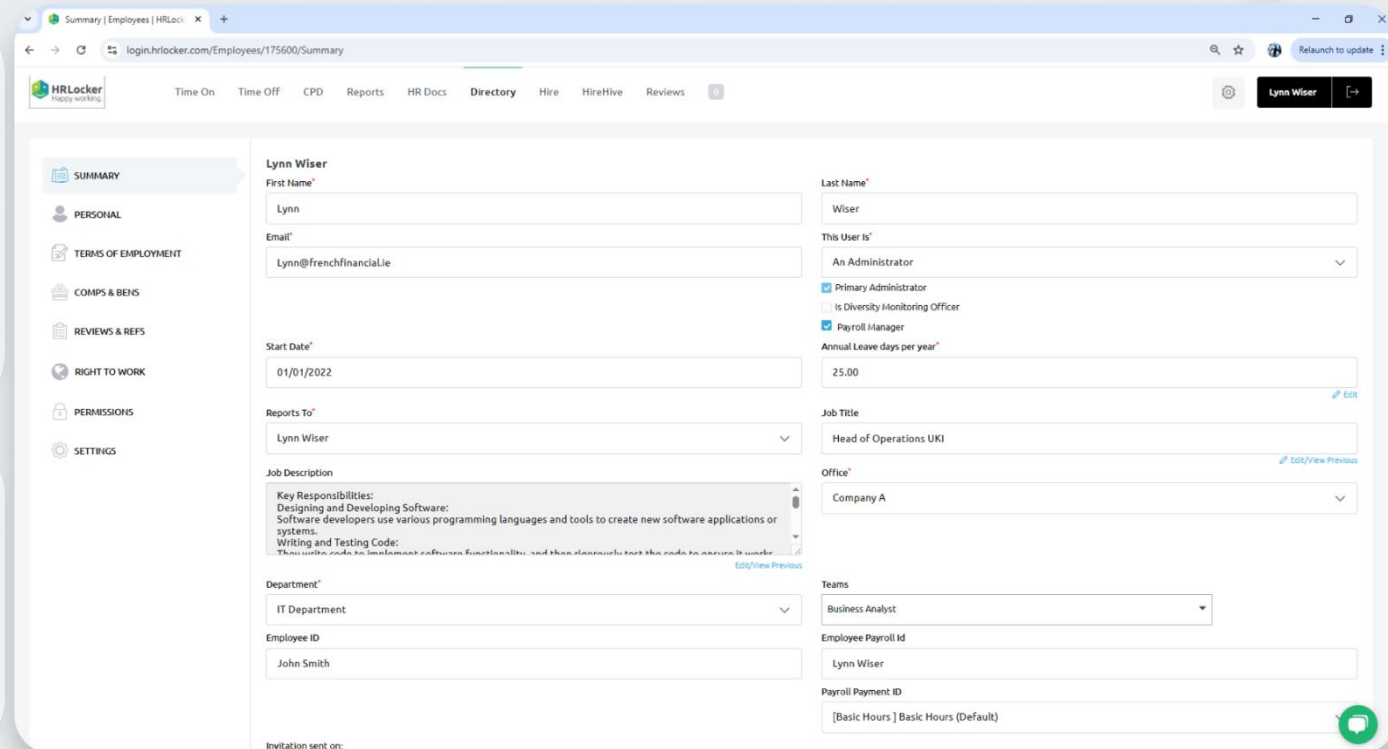
Compliance

Details Stored

Personal info, job history, contracts, salary, bonuses, benefits, right-to-work documents (e.g., ID, visas, driver's licenses), review documents, pension information, etc.

Alerts

Automated reminders for document expirations, probation periods, contract end dates, and more.



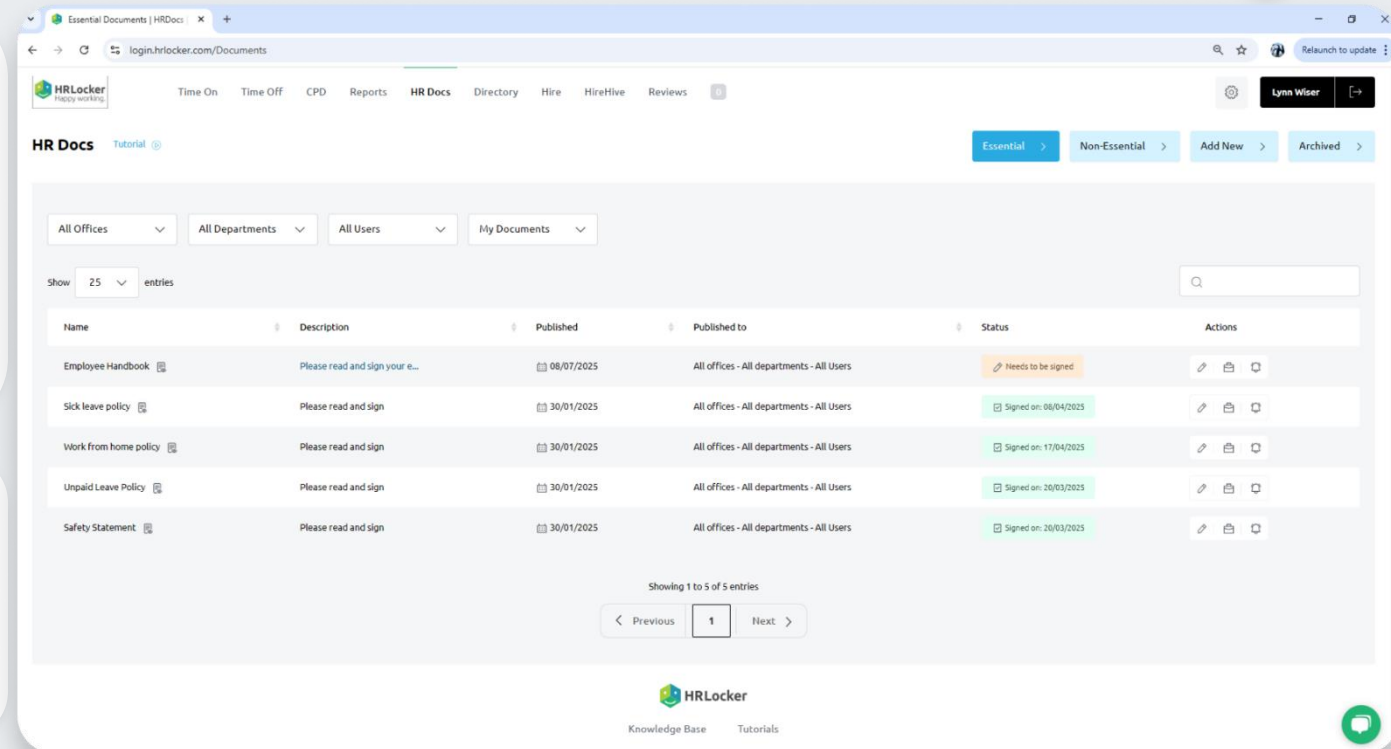
The screenshot displays the HRLocker web application interface for an employee profile. The browser address bar shows the URL 'login.hrlocker.com/employees/175600/Summary'. The page features a top navigation bar with tabs for 'Time On', 'Time Off', 'CPD', 'Reports', 'HR Docs', 'Directory', 'Hire', 'HireHive', and 'Reviews'. A user profile dropdown for 'Lynn Wiser' is visible in the top right. On the left, a sidebar menu lists sections: SUMMARY (active), PERSONAL, TERMS OF EMPLOYMENT, COMPS & BENES, REVIEWS & REFS, RIGHT TO WORK, PERMISSIONS, and SETTINGS. The main content area is divided into two columns. The left column contains fields for 'First Name' (Lynn), 'Email' (Lynn@frenchfinancial.ie), 'Start Date' (01/01/2022), 'Reports To' (Lynn Wiser), 'Job Description' (with a text area for key responsibilities and a 'View Previous' link), 'Department' (IT Department), 'Employee ID' (John Smith), and 'Invitation sent on:'. The right column contains fields for 'Last Name' (Wiser), 'This User is' (An Administrator, with checkboxes for 'Primary Administrator', 'Is Diversity Monitoring Officer', and 'Payroll Manager'), 'Annual Leave days per year' (25.00), 'Job Title' (Head of Operations UKI), 'Office' (Company A), 'Teams' (Business Analyst), 'Employee Payroll ID' (Lynn Wiser), and 'Payroll Payment ID' ([Basic Hours] Basic Hours (Default)). An 'Edit' link is present next to the 'Annual Leave days per year' field, and 'Edit/View Previous' links are next to the 'Job Description' and 'Job Title' fields.

Document Management Compliance

Functionality

Issue and track company documents (e.g., handbooks, policies). Employees can sign documents digitally, and you'll receive reminders for unsigned documents.

This also helps with onboarding, as documents are automatically assigned to new employees based on their office, department etc



Reviews

Compliance

Templates

Create review templates for different types (e.g., probation, performance).

Completion

Employees and managers complete reviews within HRLocker. You can track the entire review history for each employee

Custom Forms

Create and fill out custom review forms directly in HRLocker.

The screenshot displays the HRLocker 'Reviews' page. At the top, there's a navigation bar with tabs for Time On, Time Off, CPD, Reports, Projects, HR Docs, Directory, Hire, HireHive, and Reviews. Below this is a search bar and filters for Managers, Offices, and Departments. A user profile for Rachel Smith is shown on the right. The main content area features a table of employees with a red triangle icon next to each name, indicating a pending review. To the right of the table is a 'Review Timeline' section showing a sequence of review stages: Onboarding Checklist, Probation Review, and Department Performance Management Review, each with a date and duration. A legend at the top right of the timeline indicates the status of reviews: Incomplete Review (orange), Awaiting Feedback (blue), Completed Review (green), Future Review (yellow), and Archived (grey).

Name	Status
Brenda Ryan	Pending Review
Brian Wynne	Pending Review
David Johnson	Pending Review
Gemma Robinson	Pending Review
John O Mahony	Pending Review
John Smith	Pending Review
Linda Gibbens	Pending Review
Lynn Wiser	Pending Review
Rachel Smith	Pending Review
Sinead Thurley	Pending Review

Review Timeline

- ONBOARDING CHECKLIST: Jan. 01, 2024, 09:00hrs
- PROBATION REVIEW: Jan. 02, 2024, 14:00hrs
- DEPARTMENT PERFORMANCE MANAGEMENT REVIEW: Apr. 30, 2024, 13:00hrs

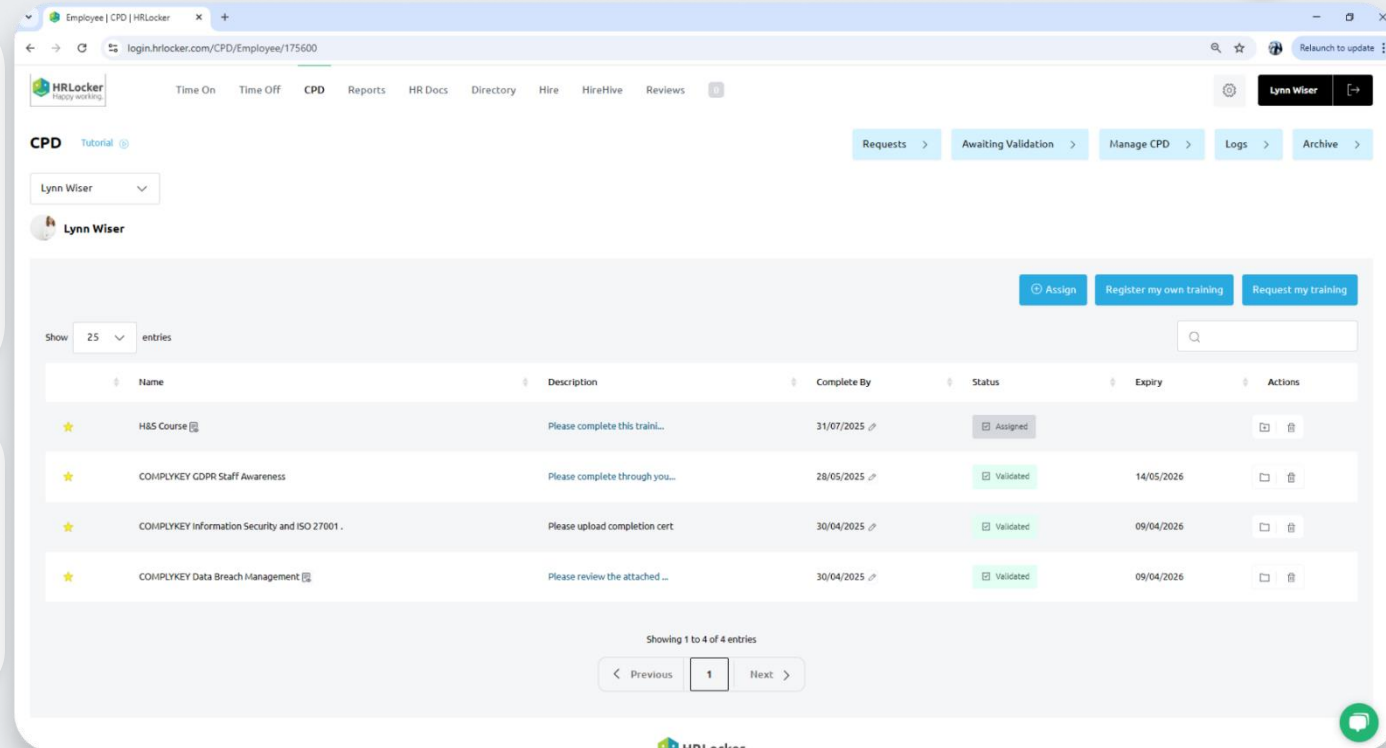
Training & Certification Management

Compliance

Training

Build a training database within HRLocker. Assign mandatory training to employees or allow employees to select training from the database.

Upload certifications and qualifications against training records and create automated reminders for renewals of training/certifications.



The screenshot displays the HRLocker CPD (Continuing Professional Development) interface for a user named Lynn Wiser. The interface includes a navigation bar with options like Time On, Time Off, CPD, Reports, HR Docs, Directory, Hire, HireHive, and Reviews. Below the navigation bar, there are tabs for Requests, Awaiting Validation, Manage CPD, Logs, and Archive. The main content area shows a list of training entries with columns for Name, Description, Complete By, Status, Expiry, and Actions. The entries are as follows:

Name	Description	Complete By	Status	Expiry	Actions
H&S Course	Please complete this train...	31/07/2025	Assigned		
COMPLYKEY GDPR Staff Awareness	Please complete through you...	28/05/2025	Validated	14/05/2026	
COMPLYKEY Information Security and ISO 27001	Please upload completion cert	30/04/2025	Validated	09/04/2026	
COMPLYKEY Data Breach Management	Please review the attached ...	30/04/2025	Validated	09/04/2026	

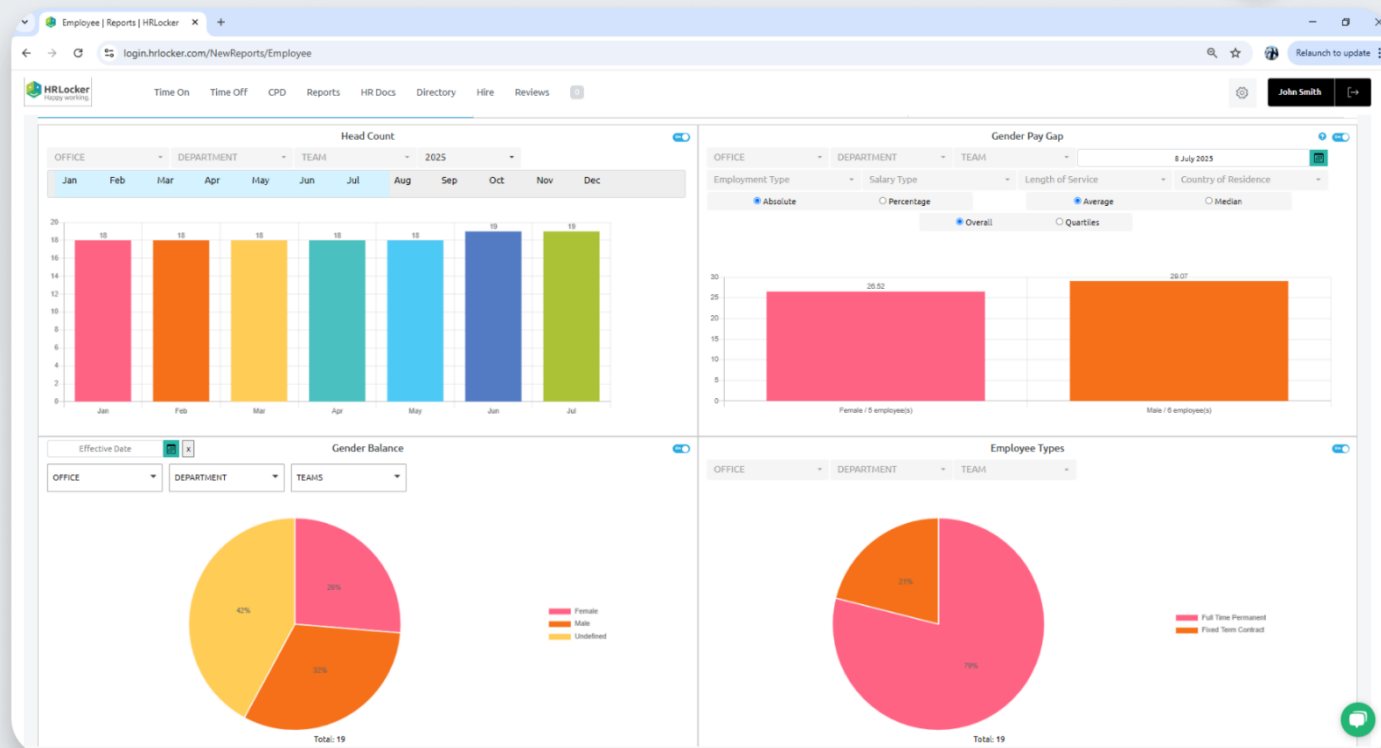
At the bottom of the list, it indicates "Showing 1 to 4 of 4 entries" with navigation buttons for Previous, 1, and Next.

Reports

Compliance

Reporting

All data in HRLocker can be reported on. You can download standardized reports or view visual reports for your entire workforce.





Time & Attendance

Timesheet Management

Time & Attendance

Scheduling

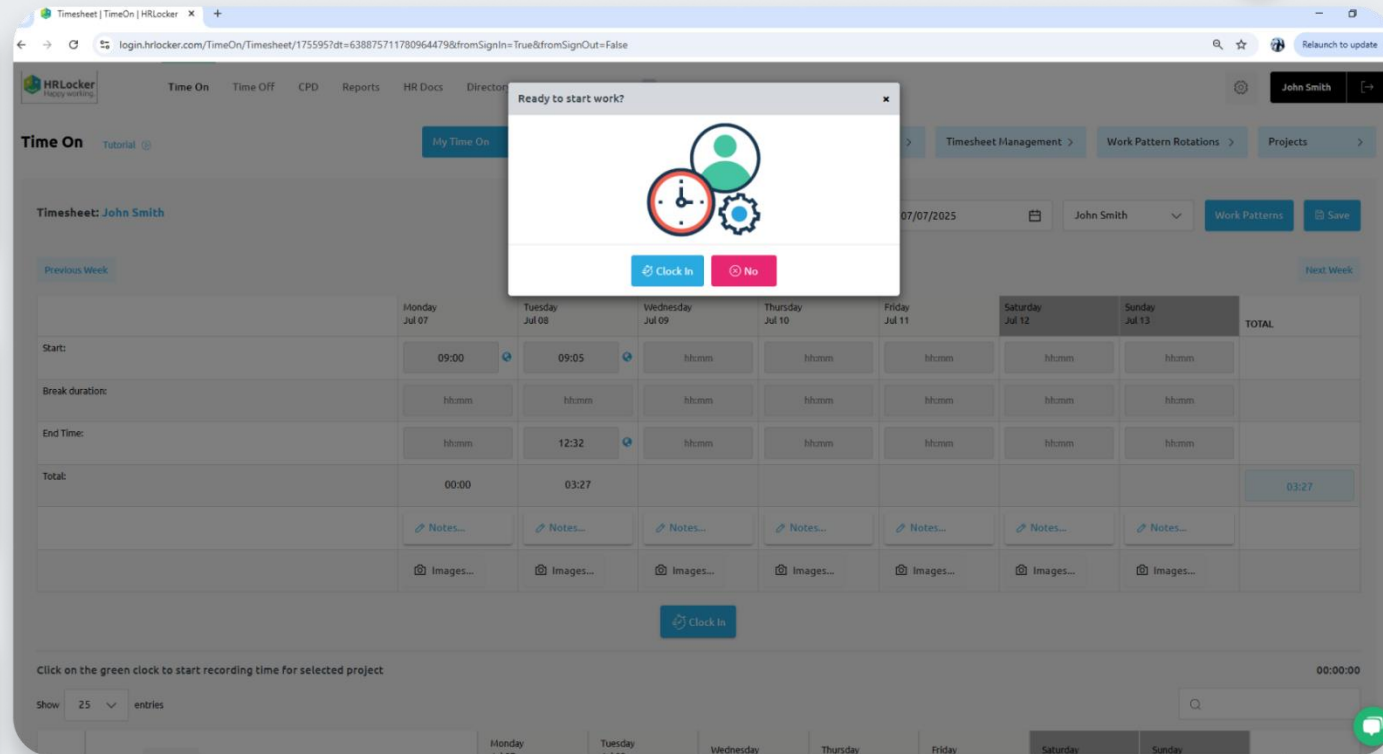
Create and assign work shifts (e.g., Monday-Friday, 8am-4pm).

Clock In/Out

Employees can clock in using desktop, mobile, or tablet.

Time Sheet Entry

Use pre-populated timesheets for standard work patterns, or manually enter hours as needed.



Timesheet Management

Time & Attendance

Project Hours

Create and assign projects, Employees can specify time worked on each project/activity

Approval

Employees submit their hours weekly for manager review/approval.

Payroll

Payroll ready exports based on hours worked compatible with your payroll software.

The screenshot displays the HRLocker Timesheet Management interface. At the top, there's a navigation bar with tabs for Time On, Time Off, CPD, Reports, HR Docs, Directory, Hire, HireHive, Reviews, and a user profile for Lynn Wiser. Below the navigation bar, there's a section for 'Time On' with a 'Tutorial' link and a series of buttons: My Time On, Unsubmitted, Awaiting, Archive, Timesheet Management (selected), Work Pattern Rotations, and Projects. The main area shows a timesheet for 'Lynn Wiser' for the week of 07/07/2025. It includes a table with columns for days of the week (Monday Jul 07 to Sunday Jul 13) and a 'TOTAL' column. The table rows include Start, Break duration, End Time, and Total. Below the table, there are links for 'Notes...' and 'Images...' for each day. At the bottom, there's a section for 'Click on the green clock to start recording time for selected project' with a search bar and a table showing projects and their durations for each day.

	Monday Jul 07	Tuesday Jul 08	Wednesday Jul 09	Thursday Jul 10	Friday Jul 11	Saturday Jul 12	Sunday Jul 13	TOTAL
Start:	09:00	09:00	09:00	09:00	09:00	hh:mm	hh:mm	
Break duration:	1:00	1:00	1:00	1:00	1:00	hh:mm	hh:mm	
End Time:	18:30	17:30	17:30	17:30	17:30	hh:mm	hh:mm	
Total:	08:30	07:30	07:30	07:30	07:30			38:30
	Notes...	Notes...	Notes...	Notes...	Notes...	Notes...	Notes...	
	Images...	Images...	Images...	Images...	Images...	Images...	Images...	

Click on the green clock to start recording time for selected project

	Monday Jul 07	Tuesday Jul 08	Wednesday Jul 09	Thursday Jul 10	Friday Jul 11	Saturday Jul 12	Sunday Jul 13	Total
Projects + Add	00:00	00:00	00:00	00:00	00:00			00:00

Holiday & Sickness

Time & Attendance

Assign Leave

Assign leave in days, hours or accruals.

Dashboard

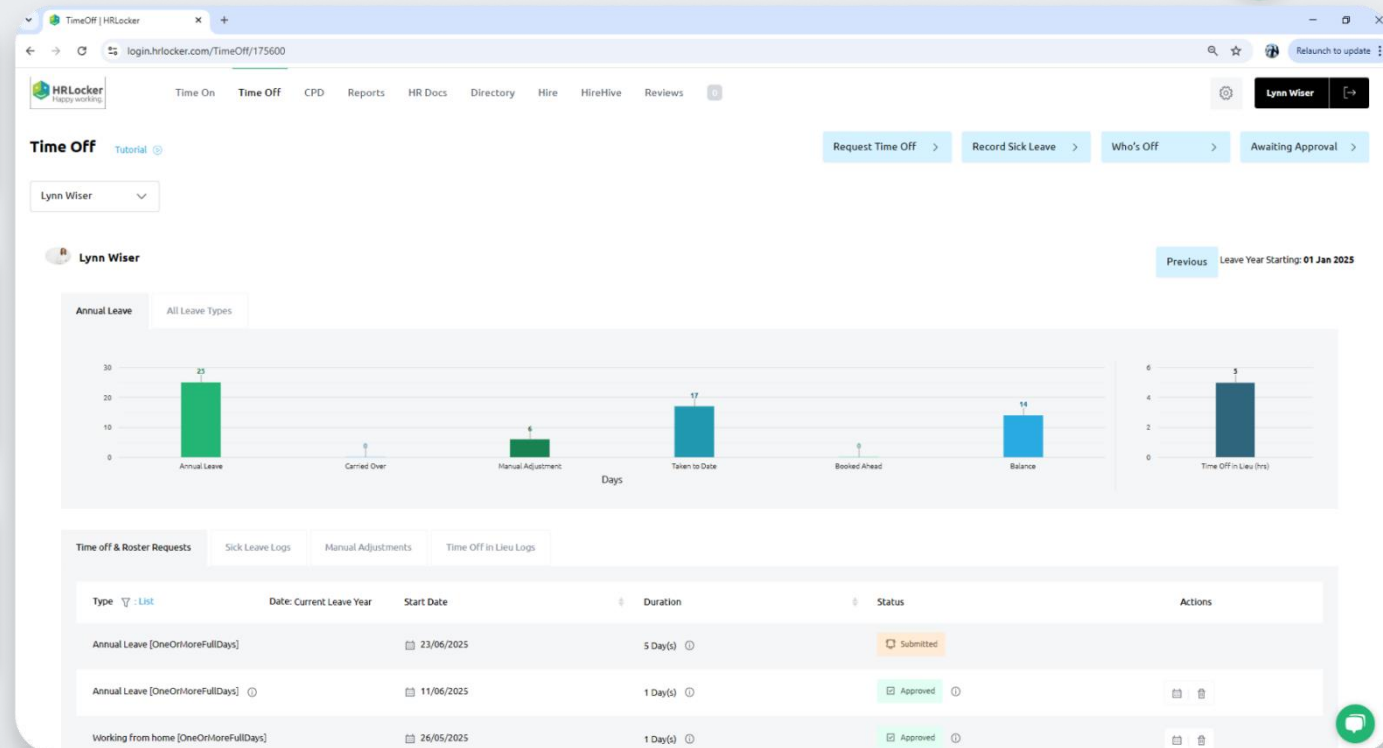
Employee dashboard to view leave entitlements.

Flexi-time

Manage TOIL or Flexi-time with ease.

Leave Requests

Create custom leave types, allow employees to request time off.



Holiday & Sickness

Time & Attendance

Sick Leave

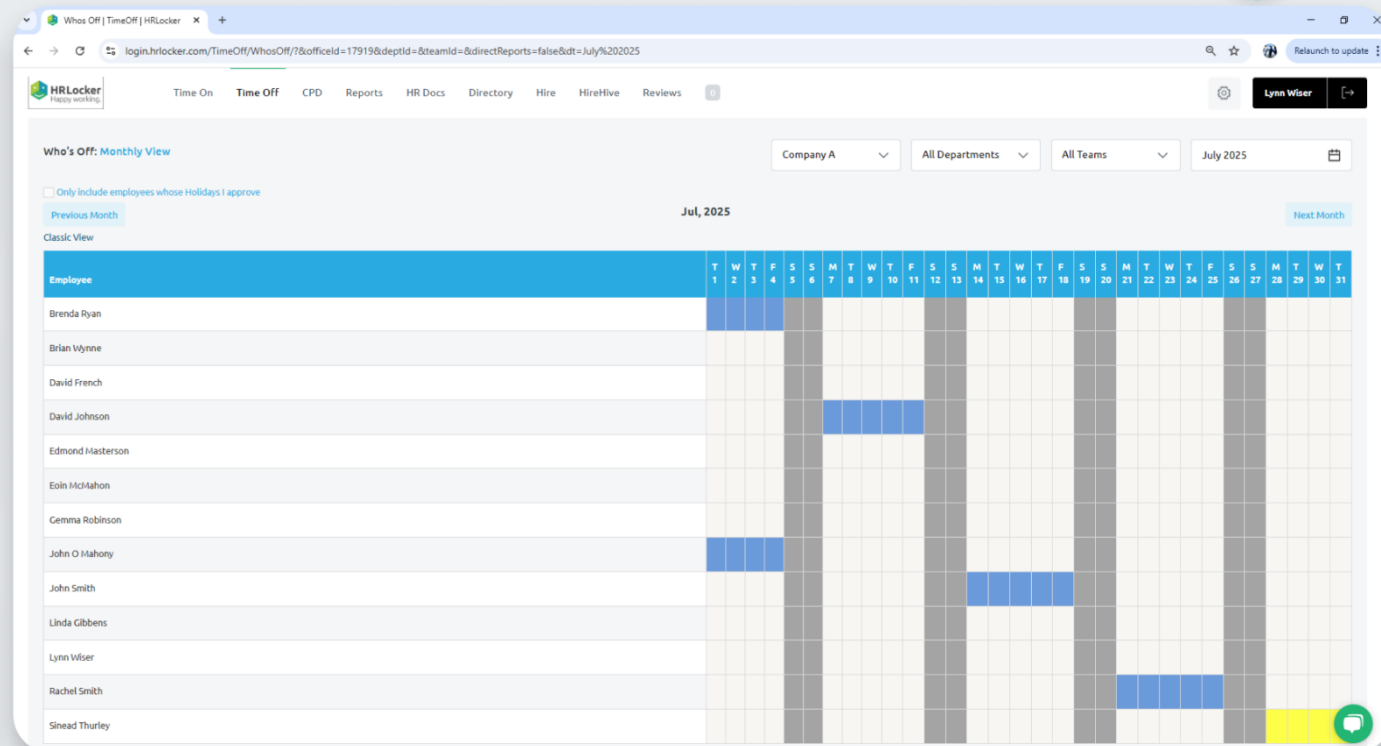
Assign Create custom sick leave to match company policy.

Public Holidays

Set up location-specific public holidays

Company Planner

View a visual planner of your workforce to see who is in and who is out at any given time.



Recruitment & Applicant Tracking

Time & Attendance

Hire is a cloud-based ATS designed to digitize and simplify recruitment. Here's how it works:

Link

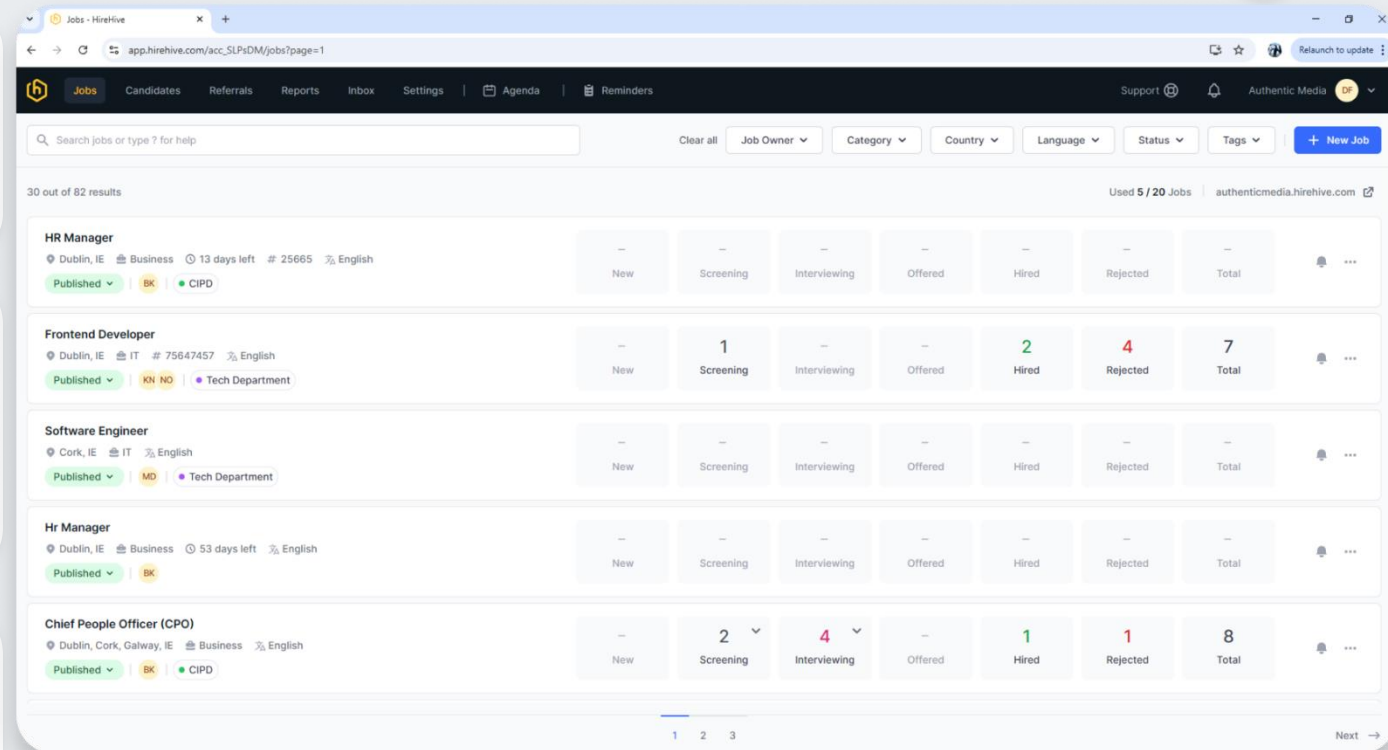
Link to careers page and external job boards.

Manage & Track

See all applicants in one place, track their progress, and maintain a candidate history.

Agency Platform

Work with external recruitment agencies by giving them restricted access to submit candidates directly into the system.



The screenshot displays the HireHive ATS interface. At the top, there's a navigation bar with links for Jobs, Candidates, Referrals, Reports, Inbox, Settings, Agenda, and Reminders. A search bar is present, and filters for Job Owner, Category, Country, Language, Status, and Tags are available. The main content area shows a list of job openings with their respective applicant counts across different stages.

Job Title	New	Screening	Interviewing	Offered	Hired	Rejected	Total
HR Manager Dublin, IE Business 13 days left 25665 English	0	0	0	0	0	0	0
Frontend Developer Dublin, IE IT 75647457 English	0	1	0	0	2	4	7
Software Engineer Cork, IE IT English	0	0	0	0	0	0	0
Hr Manager Dublin, IE Business 53 days left English	0	0	0	0	0	0	0
Chief People Officer (CPO) Dublin, Cork, Galway, IE Business English	0	2	4	0	1	1	8

Recruitment & Applicant Tracking

Time & Attendance

Referral Schemes

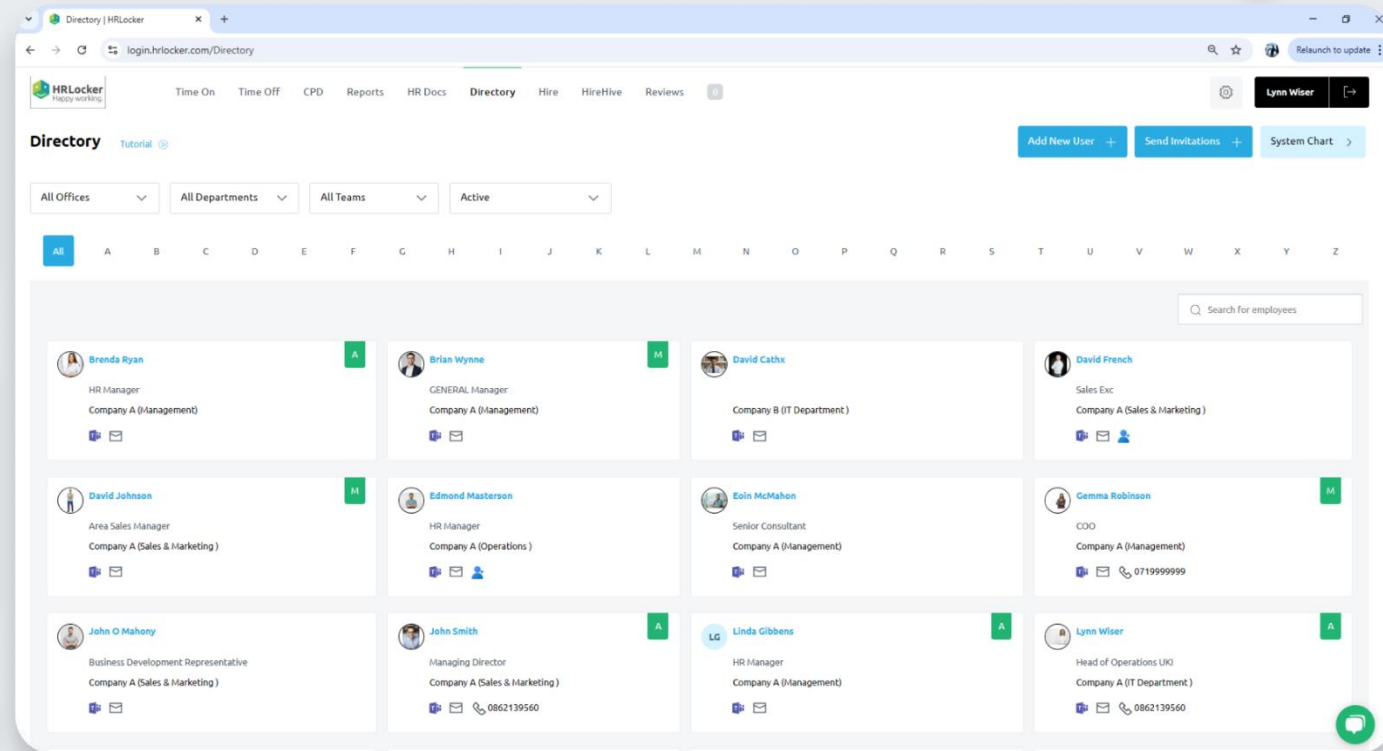
Set up employee referral programs to encourage internal recommendations, reducing reliance on external agencies.

Hiring Manager

Grant access to hiring managers, allowing them to review candidates and collaborate in the hiring process.

Diversity Tracking

Track diversity metrics to ensure a fair and inclusive hiring process, supporting compliance with DEI initiatives.





Packages Breakdown

HR Essential

Packages Breakdown

HR Essential



1. Employee Profiles
2. Timesheet Management
3. Document Management
4. Holidays & Sickness

Cost: €48.00 + VAT per user/year

Setup: €300.00 + VAT (one-time fee)

HR Professional

Packages Breakdown

HR Professional



1. Employee Profiles
2. Timesheet Management + **clock in**
3. Document Management
4. Holidays & Sickness
5. Reviews
6. Training & Certification Management

Cost: €72.00 + VAT per user/year

Setup: €600.00 + VAT (one-time fee)

Optional Add-Ons

Packages Breakdown

Add-Ons



1. Recruitment & Applicant Tracking

**Cost: €1,150.00 + VAT for 3 active jobs /
€2650 + VAT for 10 active jobs/25
active jobs €4750**

