



## Premium Deployment

Complete inside 8 weeks (Typically 4 to 5 sessions)

### **Initial Set Up – Directory Upload - €300**

- Upload full workforce + information.  
Ensure correct subordinates, managers, approvers, etc.

### **Account Configuration - €1200 /€1500**

- Company Settings Setup: Logos, Addresses, etc.
- Office Setup:
- Time On: Timesheets, Projects, Work Patterns
- Time Off: National Holidays per office, Leave Types per office, Calendar Visibility, Carry Over Policy Settings
- Comps & Benefit Setup
- Department Creation & Setup
- Team Creation & Setup
- Holiday and Sickness Management  
Setting Up and ensuring leave balances correct & approvers set correctly.
- HR Docs and Digital Signatures
- Configuration of the feature & the upload of HRDocs and distribution to the account's staff members
- Reports  
Tour of the reports area and ensuring correct reports are available
- Dashboard  
Configure & ensure data accurate & noticeboard functionality
- Calendar Integrations  
Synchronize the HRLocker account to client's email client (Outlook, Gmail, etc.)
- HRLocker App - IOS and Android  
Make application available and ensure client has access to it
- HRLocker ClockIn & Out App  
Make application available and ensure client has access to it
- Time Off In Lieu  
Activate & Configure appropriately
- CPD – Enable, Upload and Distribute correct CPD items across the workforce
- RTR – Performance Management – Enable & Configure access to RTR, set up RTR reviewers & enroll RTR participants.
- HRSupport – Ensure client awareness to our HR support

### **Premium Benefits**

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- **Applicant Tracking System** – Full setup of ATS, settings, emails, job slots, jobs board integrations, social media integration.
- Account Manager  
Introduce client & Customer Success

**8 Week Deployment**  
Week 1 - 4

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
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**Week 4 - 8**

1	2	3	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	

Employee Upload & Structure	Deployment Session 1 & Action Phase	Deployment Session 2 & Action Phase	Deployment Session 3 & Action Phase	Deployment Session 4 & Action Phase	Handover Phase
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**Additional Deployment Options**

**Single Sign On**

- Priced at: €24 per user per annum
- Requires additional number of sessions: Potentially 1 (€300)

**Data warehousing**

- Priced at: Starting at €1000 annually (dependant on discovery - frequency of use (*refreshing of data*))



- Requires additional number of sessions: €800 - 1 full day

### **IP Whitelist**

- Priced at: €500 per annum
- Requires additional number of sessions: 0

### **Voice activated Clock in /Out application**

- Priced at: €0.50c per user per month
- Requires additional number of sessions: 1 session per tablet

### **Rugged Tablet**

- Priced at: €500 per device + €2.50 per device per month  
(3 – 4 week lead time)

## **HRLocker Training - €300 per session**

Train System Admins and / or System Managers to use HRLocker from their own point of view. As all tiers have separate permissions and abilities, we are happy to breakout into two separate sessions or include everybody in one. These sessions can also be recorded for you to keep afterward.

In future – if you onboard new managers and/or admins, we can perform training sessions anytime throughout the year also.