



Professional Deployment

Complete inside 4 weeks (4 sessions)

Initial Set Up – Directory Upload - €300

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

Account Configuration - €1200 (4 x €300)

- 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
- Time Off In Lieu
Activate & Configure appropriately



HR Professional Benefits

- **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
 - **HRLocker ClockIn & Out App**
Make application available and ensure client has access to it
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- Account Manager
Introduce Client & Customer Success

4 Week Deployment

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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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.