

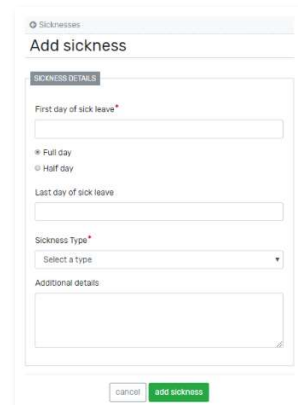
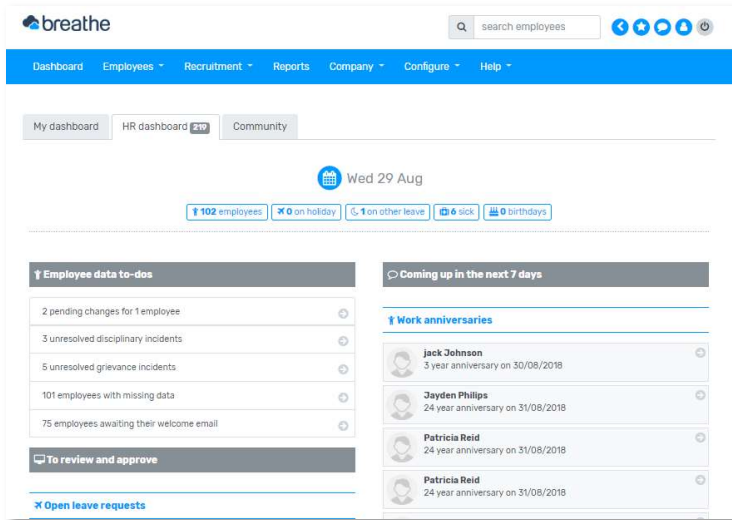
A group of people are working in a modern office setting. In the foreground, a large teal circular overlay covers the bottom half of the image. The background shows several people sitting at a long wooden table, working on laptops. A man in a brown hoodie is looking at his phone, while others are focused on their screens. The office has a warm, industrial feel with wooden walls and a modern lighting fixture with multiple glass shades hanging from the ceiling.

Breathe Functionality

THE SUCCESS OF YOUR COMPANY IS ABOUT MANAGING PEOPLE NOT PAPER. OUR SOFTWARE AUTOMATES YOUR HR ADMIN SO YOU CAN FOCUS ON GROWING YOUR BUSINESS.

Sickness/ Absence Management

With Breathe, every absence is logged, approved and analysed. Use Breathe to record and track all employee absence – no matter what type. By having a centralised absence management system, you can be proactive and spot problems before they develop whilst also monitoring things such as sickness, without adding extra admin.

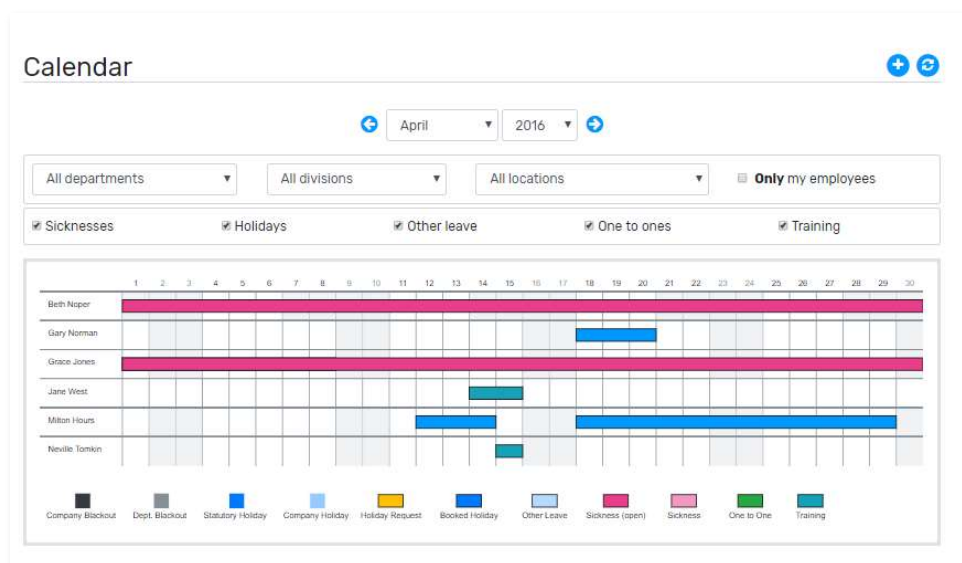


Calendar

Our calendar function shows you all the absence and meeting scheduled. It is automatically updated and you can filter by Department and type of absence.

"I find the calendar view incredibly useful as it tells me who's away, who has appraisals coming up and which development tasks people still have to complete all there in an instant, which is great."

Sophie Sprackling,
Bloom Worldwide



Although employees will be able to view the calendar for holidays and training, sensitive information such as sickness will be limited to the HR view.

Performance Management

Keeping on top of performance is key within a business and Breathe records all individual employee performances including;

- Keeping notes of all one to one meetings
- Recording actions and objectives
- Linking employee objectives with company goals
- Sending out notifications to ensure that meetings happen

The screenshot shows the performance management interface for Christopher (Chris) White, a Customer Service Manager. The interface includes a navigation bar with options like Profile, Leave, Sickness, Training, Performance, and More. Below this, a 'Performance' section displays a summary table:

Next one to one	Objectives due	Overdue	Deliverables due
-	0 in the next 30 days	4 overdue objectives	0 in the next 30 days

Below the summary table, there is a section titled 'MY OBJECTIVES & DELIVERABLES' which shows '0 objectives' and 'and 0 deliverables'. A 'suggest new objective' button is visible at the bottom of this section. An 'Apply filter' button is also present on the right side of the interface.

“Being a small company, we don’t have a very formal review process. Using breatheHR, I’m able to give each team member visibility of their objectives and how they line up with company objectives, making performance reviews more forward looking instead of just an annual chat.”
Andrew Butel, End Game

Breathe also helps to manage your performance appraisals online, keeping your employees engaged and motivated by letting them add their own deliverables.

The system ensures that all objectives are in one place so that employees and managers know where to find them. Employees have easy access to their objectives from the Dashboard and the objectives can be linked to company goals so employees feel connected and motivated.

Kudos

Recognise achievements. Say thanks. Boost employee engagement by making employees feel appreciated with customisable messages. If enabled, anyone within a company can give kudos, allowing HR to see who is really making an impact.

The screenshot shows a 'Kudos' wall interface with a navigation bar at the top containing 'My dashboard', 'HR dashboard 219', and 'Community'. Below the navigation bar is the 'Latest Kudos' section, which displays five kudos cards in a grid. Each card features a profile picture, the recipient's name and a short message, and the sender's name and date. The cards are as follows:

- Adele Young** (Went the extra mile): Great samples showing for the new range 🍌. Sent by Sharon Haynes at 07/11/2017.
- Abigail Thomson** (Job well done): Thank you so much for sorting out my company car. Sent by Claire Jones at 07/11/2017.
- Bob Philips** (Helping me load the car for the CIPD event): Helping me load the car for the CIPD event. Sent by Sharon Haynes at 06/11/2017.
- Andrew Jones** (Made my day easier): Helping me prep for the CIPD event. Sent by Sharon Haynes at 06/11/2017.
- Ben Jackson** (Made my day easier): 🍌. Sent by Louise Haynes at 04/09/2017.

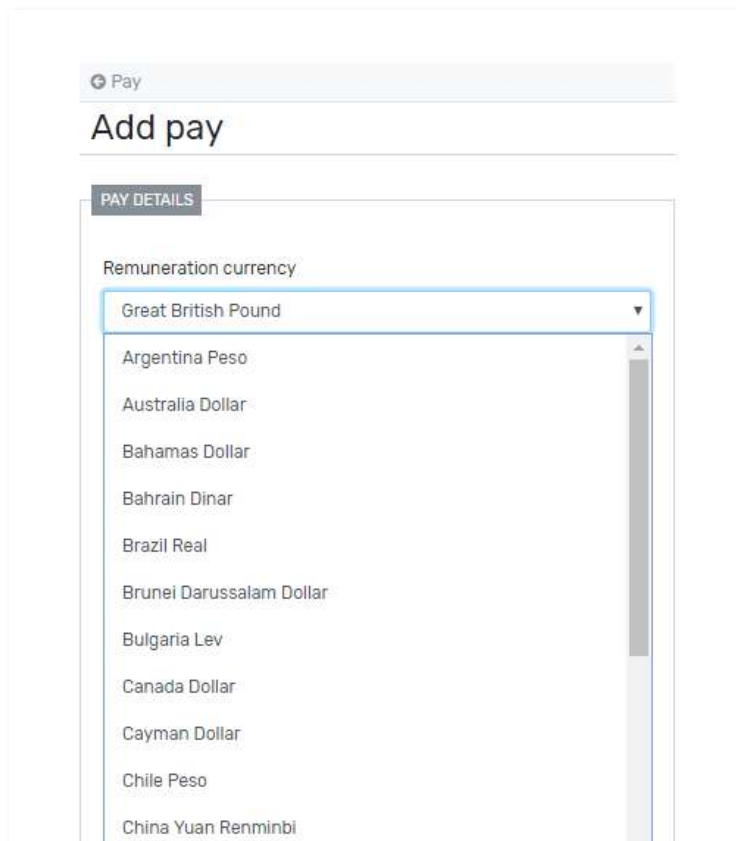
“We're loving the Kudos wall, and we are doing On-Site Heroes each month - anyone who gets Kudos goes into a hat and a winner is randomly picked out winning a box of Cadbury's heroes. It's good to get peer recognition.” –
Stuart Wallis, On-site Group

Payroll

Within Breathe, you can export changes made to employee records to pass on to Payroll, in order to update employee information. This can be their personal details, job details or salary changes. When you run the payroll export it will create an excel document containing all the information that the payroll team needs to know in order to run the payroll correctly.

Multi-Currency

Within Breathe you have the ability to set a default currency for the company and adjust by employee to match their payment currency. This is ideal if you have employees in different countries.



Statutory Holidays

You can also allocate the statutory holidays based on the country that the employee is based in. We keep the statutory holidays up to date, so you do not need to worry about them.

STATUTORY HOLIDAYS

Louise receives statutory holidays

Yes
 No

Statutory holiday country*

Choose country ▼

update

Expenses

Breathe also has the functionality to claim expenses.

LOUISE BROWN
LOUISE ALDO US-CRICKET

Louise Haynes

[Profile](#)
[Leave](#)
[Sickness](#)
[Training](#)
[Performance](#)
[More](#)

Expense claims +

Total unclaimed

GBP0.00

in 0 expenses expenses

Total in progress

GBP827.50

in 4 claims

Total completed

GBP0.00

in 0 claims

Unclaimed
Underway
Completed

Search:

Reimbursed	Description	Status	Amount (excl. VAT)	VAT	Amount (incl. VAT)	Payable to employee	Actions
-	-	-	€307.50	-	€307.50	€217.50	+ -
-	-	-	€420.00	-	€420.00	€0.00	+ -
-	-	-	€50.00	-	€50.00	€50.00	+ -
-	-	-	€50.00	-	€50.00	€50.00	+ -

MY EXPENSE CLAIMS

£0.00

in unclaimed expenses

0 claims submitted **3 claims** rejected
[view expenses](#)

add an expense

This module of Breathe is available from the regular plan upwards and you are able to turn it on or off to suit your company's needs.

Employees can manage their own expenses from their dashboard and submit them with the relevant receipts for approval.

Time Logs

Within Breathe we have also given you the functionality to log your time. This can either be linked to projects or logging overtime. You will be able to see how individuals use their time as well as reporting on the whole company. This module is available from the Starter Plan and upwards.

Custom Fields

We have tried to give you most of the fields that, as an HR department, you require. We also understand however that there may be specific requirements, dependant on your company. For this information we have created 5 custom fields. Three text fields and date fields.

The screenshot shows the 'Profile' page with a top navigation bar containing 'Available holiday' (20.0 days), 'Leave requests' (0), 'Sickness (12M)' (0.0 days), and 'Objectives' (0). Below this are tabs for 'Summary', 'Job', 'Personal', and 'Custom'. A blue notification bar states: 'If expected fields do not appear it is because you haven't configured the labels. These can be defined on the modules screen'. The 'CUSTOM FIELDS' section contains four input fields with labels: 'Payroll Number', 'Name of Spouse', 'Number of Children', and two 'Custom Field Date' entries.

"I had never used an HR Database before, but have found this system extremely user friendly- its great having everything kept in one place. This tool is used for the induction of all new starts joining the company. All our HR shared documents are kept here and everyone loves the employee directory that sits within the system. I would highly recommend any company signs up to breatheHR."
Catherine Waugh, Cog Books

Organise Documents

Keep all employee documents safe and publish policies & templates online:

- Company documents – easily share your company documents, policies and procedures and monitor who has read them.
- Employee document library - employees get access through the library where they can confirm they've read individual documents.
- Employee specific documents - keep all documents relating to individual employees in one secure place. You can access them from wherever you are working.
- Mail merge feature will allow you to create and send documents to an individual, departments, divisions or bulk audience within your company, making communication in your business super easy.

Company documents

Show non-current documents [apply filter](#)

Search:

Name	Last updated	Tags	Read by #	Review date	Current	Actions
Sickness Procedure Document	09/09/2016 22:47		4	-	Yes	
Car Allowances	31/08/2016 14:19	Policy	1	-	Yes	

COMPANY DOCUMENTS

71 documents to read

0 documents already read

[view company docs](#)

“Having to rifle through a filing cabinet or online system every time an employee requests a company document or their personal development information, can be extremely time consuming. Each employee now has their own login for breatheHR, so that they can access the documents they need, when they need them, which according to Sophie: “Is really handy as it not only saves me time but it means that I’m not being constantly pestered every time someone needs something.”

Sophie Sprackling, Bloom

TOIL

You can record and allow your employees to request TOIL. Once you have switched TOIL on, your employees will then be able to request TOIL from their employee

dashboard. Once the employee has requested the TOIL, the line manager will receive a notification email to let them know. The line manager can then log into their account and approve the TOIL request from their dashboard. Once the TOIL has been approved it will be automatically added to the employee's leave allowance.

The screenshot displays the 'Leave' management interface. At the top, a summary shows: Allowance (37.0 days), Adjustment (0.0 days), Booked & taken (0.0 days), and Available (37.0 days). Below this, a table lists leave types: Requested (2), Booked (0), Taken (7), and Adjustments (1). A 'Log TOIL' modal is open, containing the following fields:

- Amount of TOIL days to add* (input: 0)
- Earned between* (input:)
- And (input:)
- Reason earned* (input:)

Buttons for 'Cancel' and 'log TOIL' are at the bottom of the modal. The background table shows a TOIL request made on 08/05/2018, with the reason 'TOIL' and dates earned from 01/05/2018 to 04/05/2018.

You will also notice underneath the employee's holiday allowance, an additional adjustments column. This will display the approved TOIL requests, who they were approved by, the reason, as well as the dates TOIL was accrued.

Tasks

Breathe helps you keep track of all your tasks, leaving you to manage your business. Breathe will send you an email for all important employee-related tasks. Just log-in to action each request.

The screenshot shows the Breathe HR dashboard. The top navigation bar includes: Dashboard, Employees, Recruitment, Reports, Company, Configure, and Help. The main content area displays:

- Current date: Wed 29 Aug
- Summary statistics: 102 employees, 0 on holiday, 1 on other leave, 6 sick, 0 birthdays.
- Employee data to-dos:
 - 2 pending changes for 1 employee
 - 3 unresolved disciplinary incidents
 - 5 unresolved grievance incidents
 - 101 employees with missing data
 - 75 employees awaiting their welcome email
- To review and approve: (empty list)
- Coming up in the next 7 days:
 - Work anniversaries:
 - Jack Johnson: 3 year anniversary on 30/08/2018
 - Jayden Phillip: 24 year anniversary on 31/08/2018
 - Patricia Reid: 24 year anniversary on 31/08/2018
 - Patricia Reid: (partial entry)

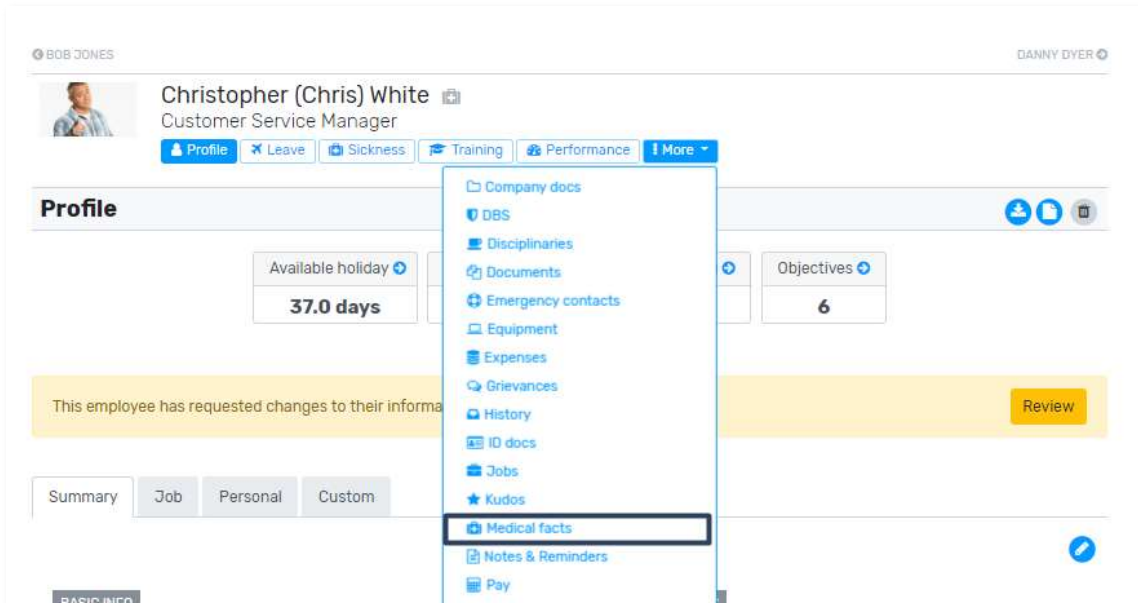
Community dashboard

The community dashboard is a great place to bring your company together with company announcements, viewing and liking the latest kudos, voting and starting discussions on suggestions your employees may have. You also have access to the kudos leader board, which will show you who in the company has received the most thanks.



Medical Facts

You can find this brand new function under your 'More' tab where both HR users and employees themselves can add medical facts against their records. This simple medical form allows you to choose your fact type, be that an allergy or condition etc., as well as rate the severity of the medical fact and note if there are any symptoms or actions that need to be taken.



Each of the medical facts can then be viewed at a glance, with a colour coded severity type, so that you can be aware of the health of your employees.

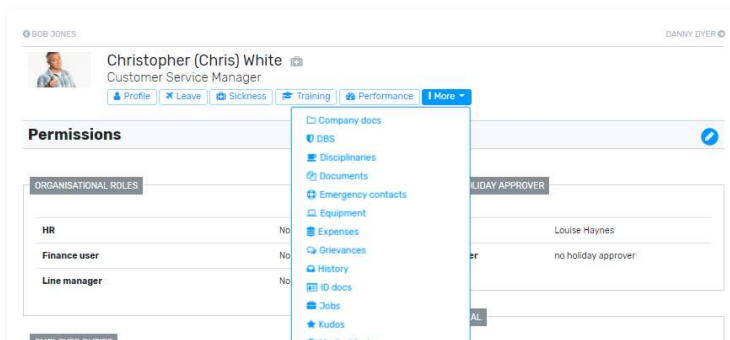
 A screenshot of the 'Edit medical fact' form. The form is titled 'Medical facts' and 'Edit medical fact'. It contains several input fields:

- Fact:** Nut Allergy
- Severity:** Moderate (dropdown menu)
- Fact type:** Allergy (dropdown menu)
- Symptoms:** Rash
- Action needed:** No action required

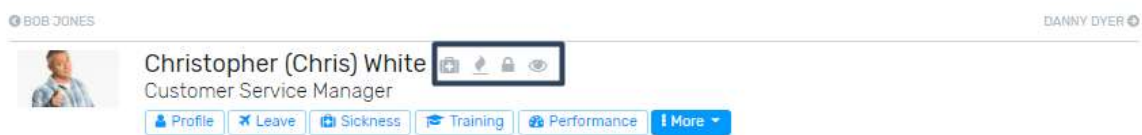
 At the bottom of the form, there are two buttons: 'cancel' and 'update medical fact details'.

Employee Duties

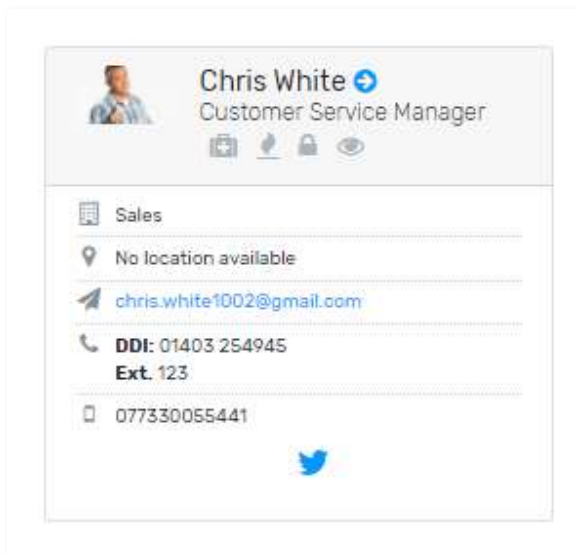
Under your 'permissions' tab, HR and admin users now have the extra functionality to be able to assign key duties to your employees allowing you to see what responsibilities the employees hold.



This is then visible on the employee profile and employee directory so that all employees can see this vital information.



We've also made things really easy for you! We've given you the ability within the employee directory to be able to filter by each of the duties. Great if you can't remember who has office keys when you go to get some more cut!

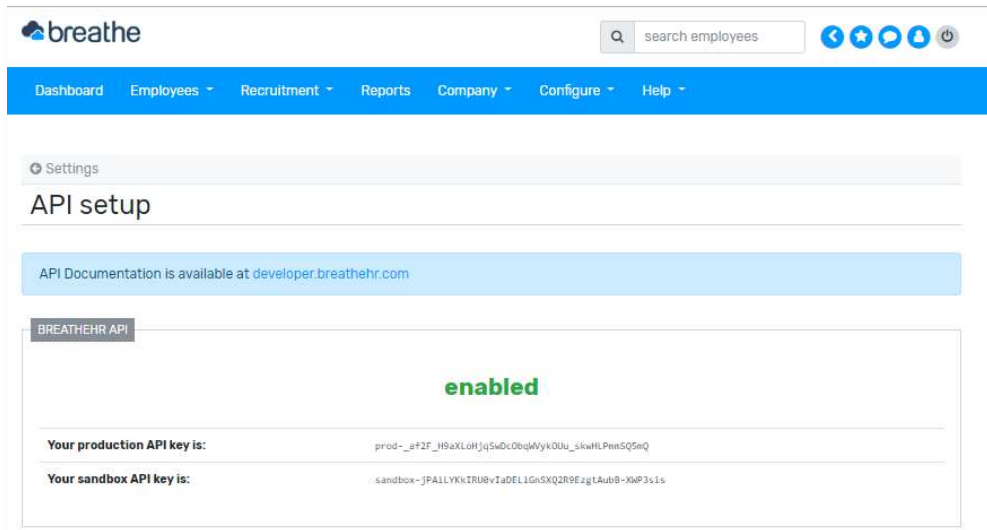


Calendar Integration

Display your Breathe holiday calendars in other applications. Simply copy and paste the generated URLs into any calendar product that supports the ical format such as Google Calendar, Apple Calendar and certain configurations of Microsoft Outlook.

API

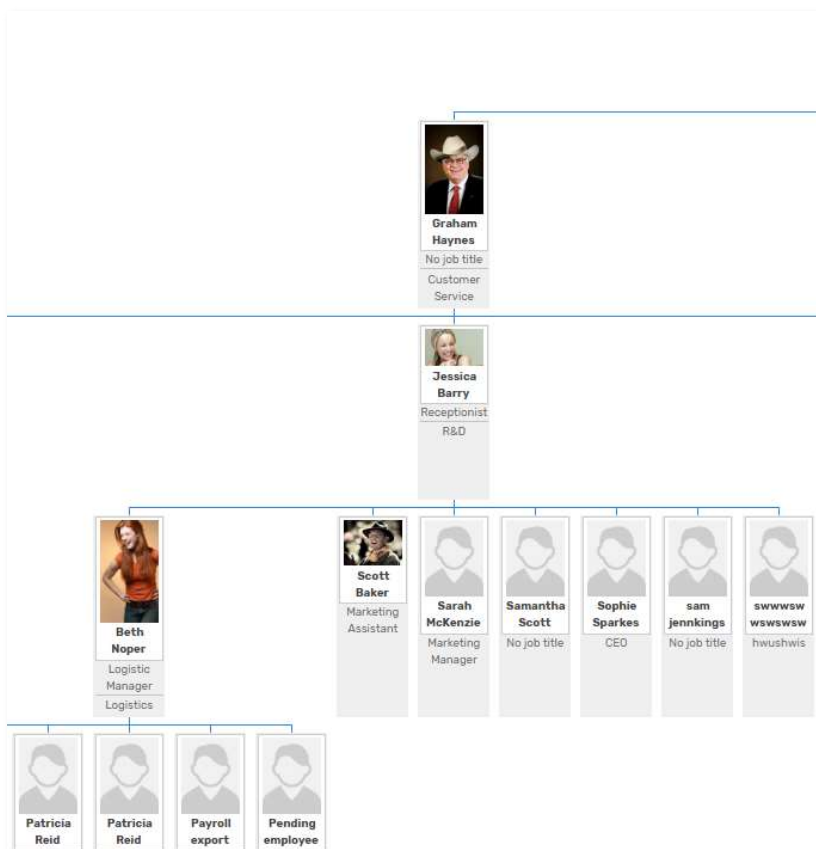
Breathe's API enables you to share your employee information and HR data between systems with ease and efficiency. With an open API that allows you to connect systems— even with systems your company has custom built— Breathe has created a platform that is straight-forward and easy to implement.



Check out our external integrations already available breatheHR Integrations

Org Chart

Visually see the hierarchy of your business quickly and effectively with our simple org chart.



Safe and secure

We understand that entrusting personal data into a system can be daunting, but the security of your data is our number one priority.

Breathe exists on a RAID 10 array, making it very robust and reliable. However in the extremely unlikely event of a major problem, we do have a backup policy. The system is backed up to an Amazon S3 storage bucket, which sets the standard in terms of security and reliability. Backups are kept for seven days. In addition, a backup is kept from the 1st of each month for three months.

The back-up includes all client data and documents and is stored here in the UK. This is designed to provide 99.999999999% durability and 99.99% availability of backup files over any given year.

Our security information on our website will provide you with all the latest information [breatheHR Security](#)