



Making the most of Breathe

Employee guide

 **breathe**
an **ELMO** company

Commercial in confidence

Great to meet you

If you're reading this, congratulations. You're one of the lucky ones. Firstly, thank your managers as they've taken the first step for employee-kind and put your needs first.

They've chosen to invest and enrol you onto our HR management system, which we're pretty confident will improve how you feel and act at work. Seriously. It's passed our in-house employee test and currently helps over 200,000 people – just like you – manage sickness, holidays and one-to-ones. And that's just the beginning.

This guide – like our software – is designed for people just like you. Think of it as an induction to a world where work, life and balance can meet, join forces and live happily ever after.

Manage people, not paper

Breathe is a people-friendly cloud-based HR system that gives you the power to record holiday requests, sickness and your own performance metrics.

We know the secret to great business is switching spreadsheets for software and managing people, not paper. That's just one of the many reasons we created a software to automate HR admin. We hope you love it as much as we do.

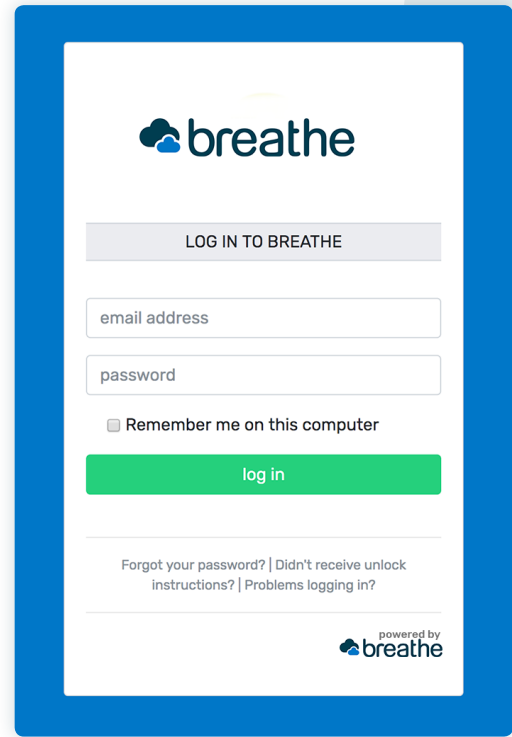
Ready to learn? Great.
Here's to working smart with Breathe.



Log-in and see the beauty

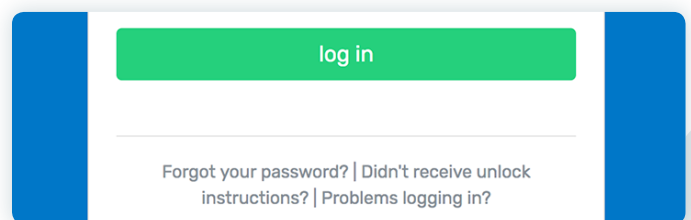
- Open our welcome email. It'll either come from your registered admin user or a Breathe email address. Go ahead and click on the URL to start.
- Enter your work email address, choose a password then click the **sign-in** button.
- Save time and start how you mean to go on by bookmarking the login page in your browser. Great. Now give yourself a pat on the back.

Note: We won't discriminate between browsers and search engines. Feel free to pick the one that works for you and scroll with it.



Oops. Forgotten password?

It happens. We're only human after all. Click the **'Forgot your password?'** link and we'll email you instructions to get you safely back into your account. No biggie.



My Dashboard

Once you've logged-in, you'll land on the My Dashboard screen.

It's pretty snazzy here. This is where you'll find important company announcements and the main stage for organising your own people admin. Think of it as a snapshot view of your personal holiday allowance, sickness, performance goals, company documents and more.

You can log-in from any device, any time and anywhere. Well, with sufficient internet or WIFI signal of course.

The dashboard is organized into a 3x3 grid of cards, each with a title, a main metric, a secondary metric, and a call-to-action button.

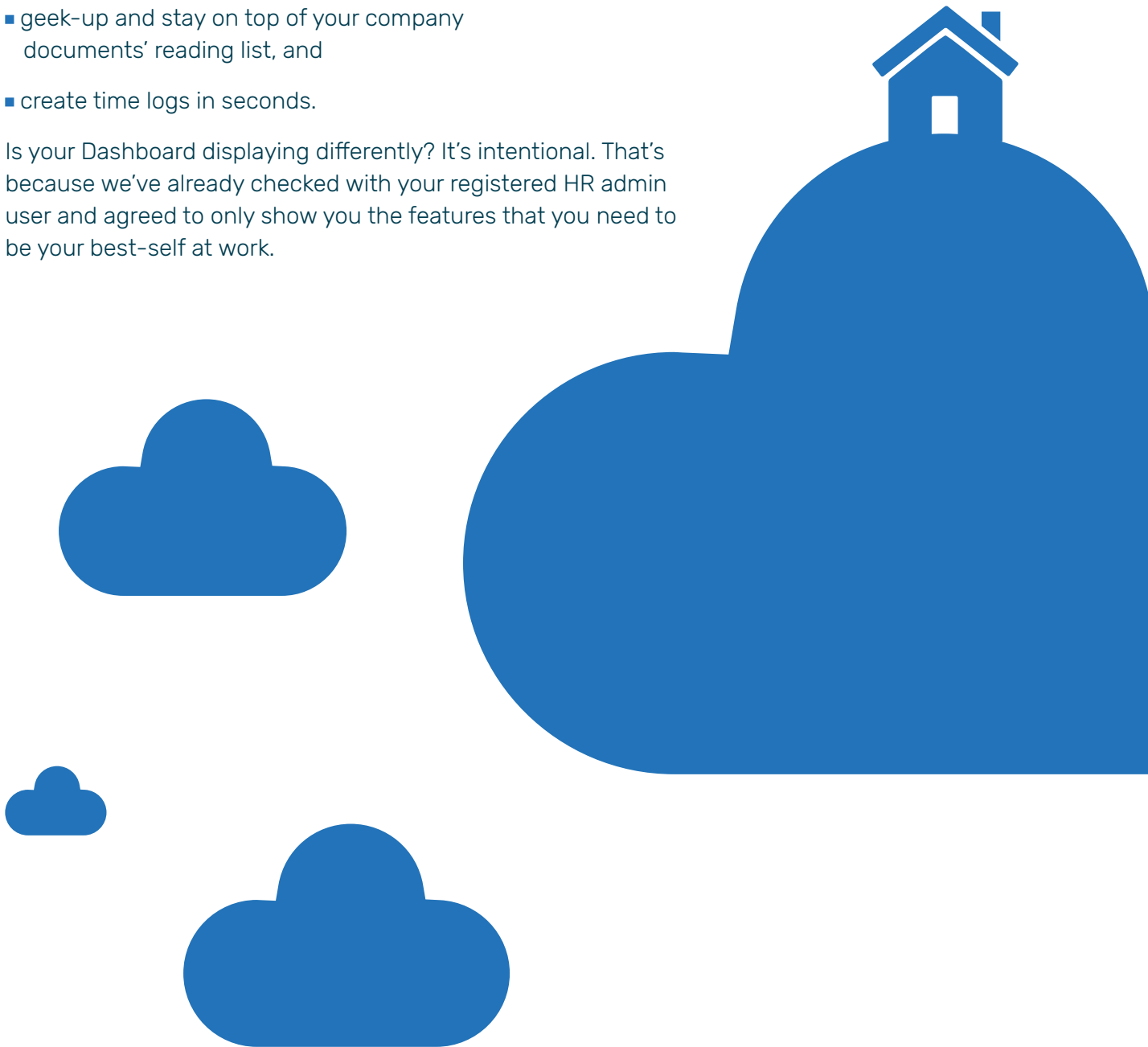
- MY LEAVE:** 20.0 days holiday available. 14 days requested, 0 days booked. Buttons: [request leave](#), [manage leave](#), [view calendar](#), [log TOIL](#).
- MY SICKNESS:** 0.0 days in the last 12 months. over 0 absences. Button: [report new sickness](#), [view my sick leave](#).
- MY ONE-TO-ONES:** 0 one-to-ones upcoming. You are able to request a one-to-one. Button: [request a one-to-one](#), [view my one to ones](#).
- MY OBJECTIVES & DELIVERABLES:** 0 objectives and 0 deliverables. Button: [add new objective](#).
- DOCUMENTS:** 7 documents to read. 0 documents already read. Button: [view documents](#).
- MY EXPENSE CLAIMS:** £28.50 in unclaimed expenses. 2 claims submitted, 3 claims rejected. Button: [add an expense](#), [view expenses](#).
- MY TIME LOGS:** 0 time logs logged in last seven days. Button: [add a new time log](#), [view all the time logs](#).
- LOCATION UPDATES:** location. Last location: Working from home. Button: [update location](#), [Choose a new location](#).
- TRAINING:** 0 requests awaiting approval. 0 courses completed this year. Button: [request training](#).

Make yourself at home

Make yourself at home, take the time to get comfy and explore to your heart's content. Don't worry, you won't break it.

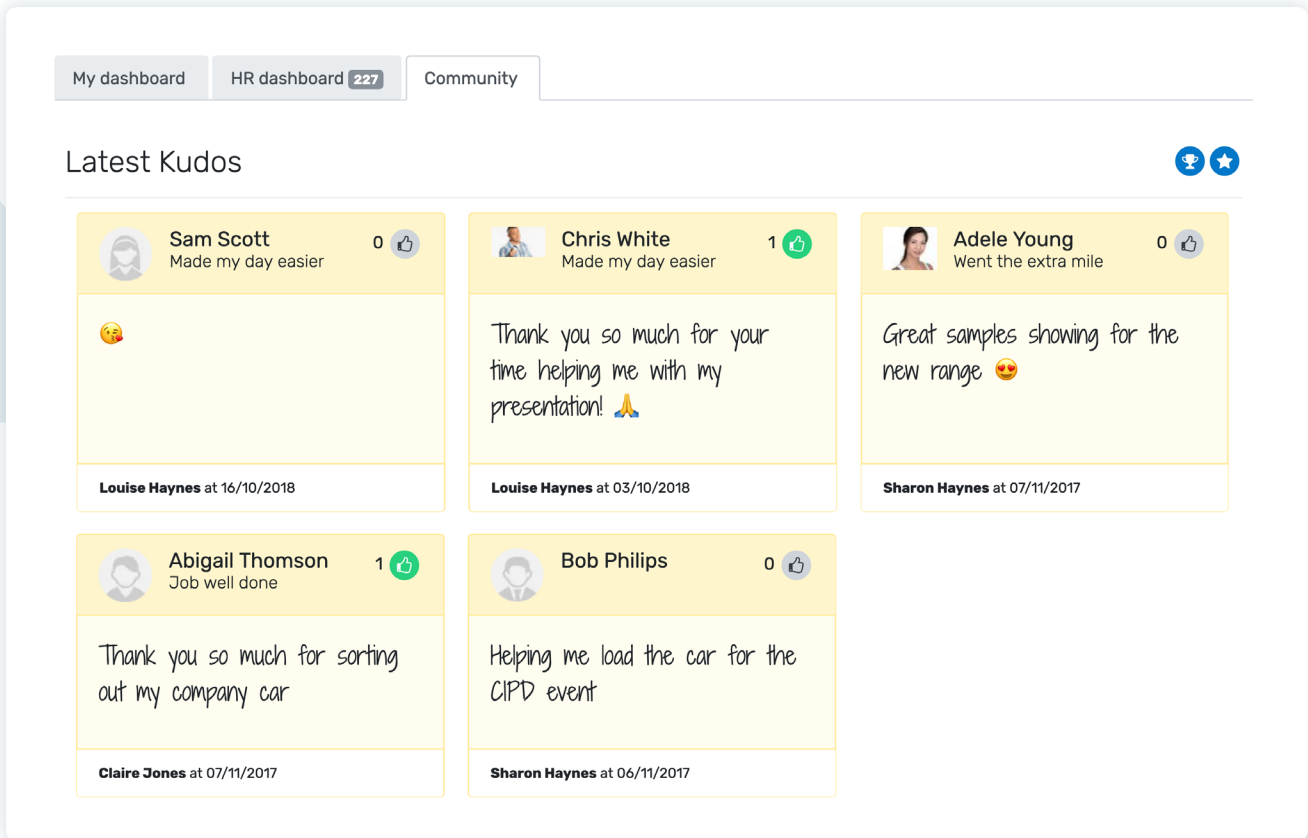
- Update your location,
- request training,
- add an expense,
- geek-up and stay on top of your company documents' reading list, and
- create time logs in seconds.

Is your Dashboard displaying differently? It's intentional. That's because we've already checked with your registered HR admin user and agreed to only show you the features that you need to be your best-self at work.




Community

View company suggestions, shout out to your team and celebrate success with kudos in our **Community** tab.



Give and receive kudos

The word “kudos” comes from the Greek meaning “glory” or “fame”. Now we use it to virtually recognise a job well done.

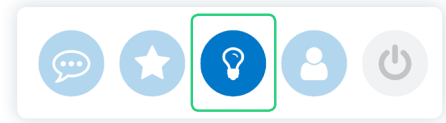
Click on the **star icon**  at the top right of your screen to give kudos and help colleagues feel appreciated.

Likewise, if you click on the **trophy icon** , you can see where you sit in your company leadership board. We use this as a tally for our employee of the month scheme.



Speak up and get noticed

Lightbulb moment? Nice work, Edison. We've found that company suggestions are always better when they come from the people who do the work. If you're bursting with an idea, then post-it here.



Simply click on the **lightbulb**  and have your voice heard.

The right tools for your job

Instantly access the right tools for your job and navigate through Breathe's features using the toolbar at the top of your screen.



My profile

This is all about you. Safely store and instantly update data by uploading to our servers in the cloud. It's nice up there.

Company

Home to all company information such as announcements, documents, company goals, employee directory and more.

Calendar

Never double book again. Avoid holiday conflicts and check your teams' requests via the company calendar.

A new way to holiday

There's more than one reason why this is our most popular feature:

- Instantly find out how much holiday you have left.
- Book and request annual leave anywhere at any time. (With WIFI.)
- Help managers handle staff holiday and check your dates against team members.

And what's more, we'll help squish annual-leave anxiety by nudging your line manager with an automated email. Once the request is confirmed, you'll receive another email with their response.

MY LEAVE

✈ 20.0 days
holiday available

14 days requested 0 days booked
[manage leave](#) or [view calendar](#) or [log TOIL](#)

request leave

My sickness

Calling in sick needn't be painful. Log-in from your bed, therapist's sofa, hospital room or A&E department and report sickness at the click of a mouse.

Click '**report new sickness**' and fill in the relevant information. We'll send this directly to your line manager or HR admin for approval.

Page looks different?

Companies aren't cut from the same cloth. If the 'report a new sickness' button doesn't show, it's because your team prefer to check you're okay over the phone. This can be switched off or on at any time via your Breathe admin.

MY SICKNESS

🏥 0.0 days
in the last 12 months

over 0 absences
[view my sick leave](#)

report new sickness

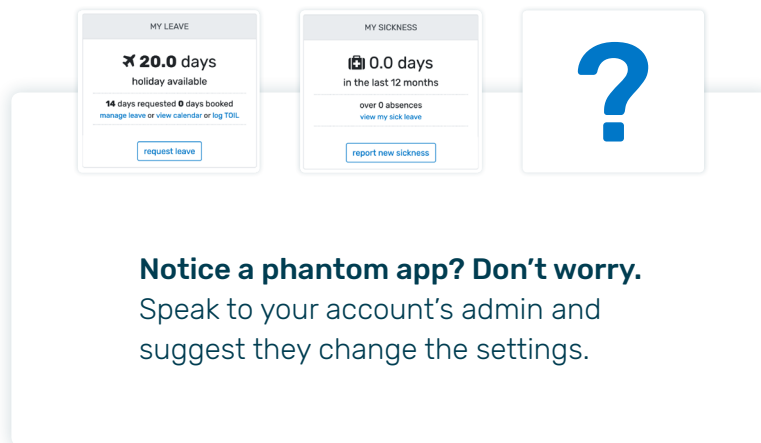
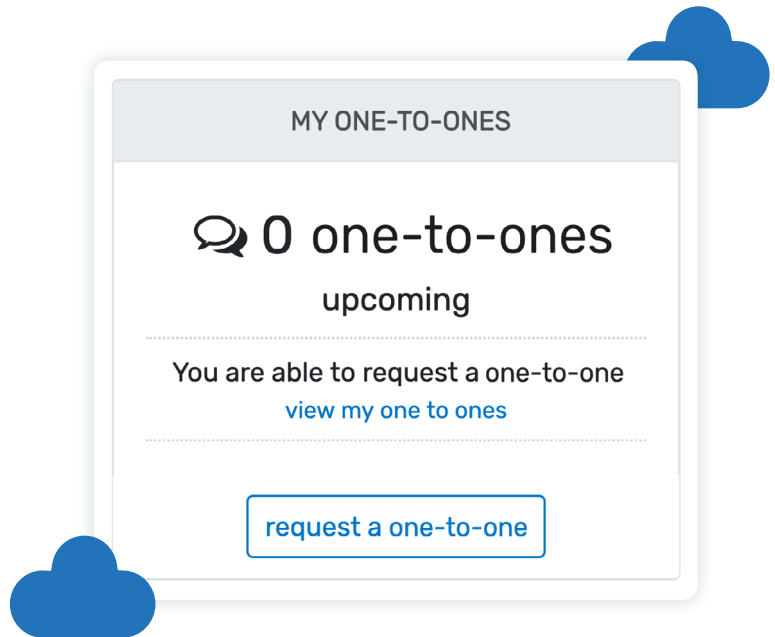
Requesting a one-to-one

Want to check you're on track with deliverables? In need of a debrief or performance review? Great. Request a one-to-one and learn how to personally grow with your business. Select the date and time, then hit 'request a one-to-one'.

Sit back and wait for your line manager's acceptance. All done.

We practice what we preach.

We've seen first-hand how regular weekly one-to-ones with your line manager can help to improve productivity, confidence and performance at work.



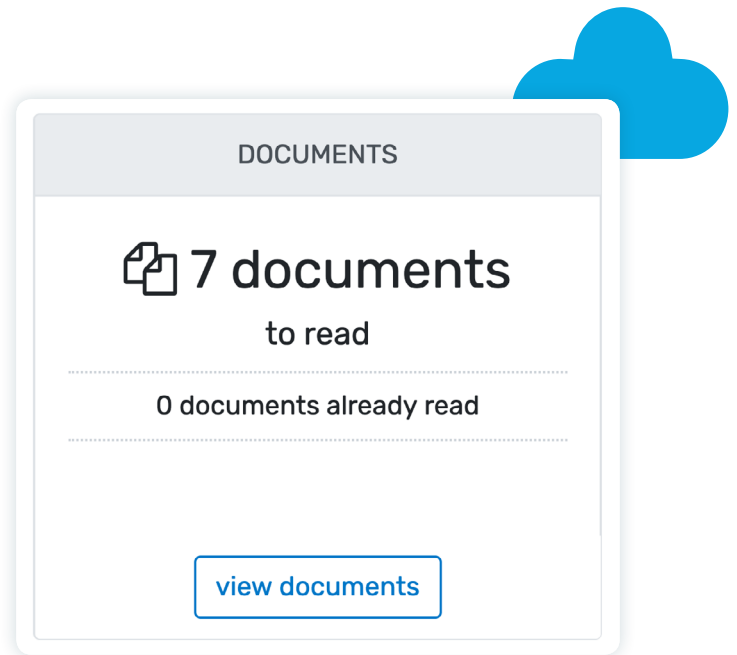
Documents

It's nice to feel organised. Put all your ducks in a row and upload important personal documents into our Documents feature.

We're big on people privacy and will protect your information in our super secure servers. That's also why we won't let anyone take a sneaky peak at your info (except the admin user of course). We'll send what you store straight to the cloud. Trust us, you're safe.

While you're here, be sure to check out the latest uploaded Company documents and keep up to date with the latest legislation and business notices.

We'll nudge you with an email to highlight the documents you need to read by the deadline. Once read and informed, **check the tick** ✓. Then sit back and revel in your super organisational skills. You're up to date and on track. Who knew organised could feel this good?



Name	Last updated	Tags	Read deadline	Read	Actions
Annual leave policy	17/04/2019 11:55		04/08/2019	No	✓ ⬇

Profile

From your profile you can access leave, sickness, training, performance and much more.

Louise Haynes
Customer Service Supervisor

Profile Leave Sickness Training Performance More

Profile

Available holiday	Leave requests	Sickness (12M)	Objectives
20.0 days	8	0.0 days	0
		Bradford factor 0.0	

Summary Job Personal Custom

BASIC INFO		CONTACT DETAILS	
Title	Ms	Email	louisehaynes.breathehr@gmail.com
Name	Louise Haynes	DDI	01426 745820
Employee ref	0012540	Work extension	854
Status	Current employee	Work mobile	
Last login	22/08/2019 16:17	Skype	

APPROVERS AND MANAGERS		SOCIAL NETWORKS	
Line manager	None	LinkedIn	
Holiday approver	Any HR user	Twitter	
Expense approver	None	Facebook	

We believe that people were created equal. That’s why you have access to the same features as your employer. And here’s the best bit. Because we understand that you are an independent professional person, you’ll have access to all of your details, holiday requests, sickness logs and people management.

Think self-service, but without the annoying automated cashier telling you the item you’ve submitted isn’t recognised. Update your address, emergency contact details, medical history and help your HR admin stay on track of people admin.

Security and GDPR

We promise to keep your information and documents safe and secure within the cloud. Our IT team are a clever bunch and always searching for ways to make Breathe work even smarter for you. That's why we invest in only the highest level of data security.

We're good IT geeks who like to stick to the law and protect your privacy. That's why we regularly update our software to fit in-line with the latest GDPR and Subject Access Request (SAR) enforcements (March 2019).

We're also completely ISO 27001 compliant and have the paperwork to prove it. This means our security is just as aggressive and credible as our hosting providers, Amazon Web Services.

For more information on our document storage and server security, visit: breathehr.com/hr-software/security-reliability/.



Any other business?

We're a friendly team who love to help. Have a mooch around our website and get to know Breathe today.

Who are Breathe?

Back in 2012, Breathe built their multi-award-winning software with one thing in mind: to set SMEs free from time-consuming HR admin so they can focus on their people, build strong company cultures & drive their organisations forward.

Owned by leading cloud-based solution provider, ELMO Software, Breathe offers simple & cost-effective software that makes it super-easy to manage up to 200 employees.

From employee data, leave, sickness and HR documents to training & performance, expenses, recruitment, rota scheduling and e-learning – Breathe already helps over 11,000 UK SMEs to leave time-consuming tasks behind, without breaking the bank.

Breathe is 100% cloud-based, GDPR-compliant and ISO27001-accredited, offering the highest level of data security.

