



## Securex and Officient

1 digital platform for your HR administration and payroll

Managing and organising your HR administration is no easy task. Updating personnel records, writing up contracts and calculating hours worked are just a few of the many tasks involved in your personnel administration.

Securex is glad to offer help in the shape of Officient: a user-friendly application that covers every aspect of your HR administration.

The integration of Securex with Officient offers you the best of two worlds: **comfoHRT**, an unrivalled all-in service model, and **Officient**, an innovative and user-friendly HR platform.

### What can Officient mean for you?

Officient is a user-friendly and comprehensive platform that gives your organisation 360° support for your HR processes and personnel administration. This version provides a very broad range of solutions to help your HR administration run much more efficiently. The tool covers every component of a modern HR policy - from a digital personnel file, the preparation of contracts and the planning of **performance reviews**, to the **digital onboarding of new employees**.

#### Quick overview:

- ✓ Full overview of your employees
- ✓ Digital personnel file for each employee
- ✓ Record of holidays
- ✓ Document management
- ✓ Digital management of contracts
- ✓ Performance reviews
- ✓ Tool management
- ✓ Training
- ✓ HR insights
- ✓ Workflows
- ✓ Additional fields

## Functionalities

### Full overview of your employees

A single, user-friendly overview of all the information you hold on your employees, including temporary staff and external workers. In addition, the link with Securex ensures that the information is always up to date.



### Digital personnel file for each employee

The individual personnel file of each employee allows you to easily consult all data needed for a correct HR administration. Personal information, documents and payment history are displayed in a logical and visual manner.



### Record of holidays

To plan and keep track of holidays and overtime has never been more easy. The calendar view offers you a complete picture of all employee holiday requests. Before payroll calculation, you can check and adjust the hours worked before sending everything to Securex.



### Document management

From now on, store all your business documents in a digital archive. This also makes it easier to select the documents to be shared with certain employees.



### Digital management of contracts

Bring greater efficiency to the process of preparing, signing and managing contracts. Drafting a contract is simple with the template builder. With electronic signatures for you and your employees, signing is effortless too.



### Performance reviews

Plan performance reviews with just a few mouse clicks, and make it easier to follow your employees' personal development in detail.



### Tool management

From now on, keep a digital record of the tools your employees use. Linking the right policies and documents to these tools is also an easy matter.



### Training

Keep an accurate record of which training courses your employees have followed. Give them an opportunity to tell you which courses they would like to take in the future.



### HR insights

HR insights shows you live information at a glance, including the spread of labour costs over teams, countries, age and even gender, as well as the current absenteeism rate. Armed with this information you will be able to make smart and informed personnel-management decisions.



### Workflows

Workflows can be used to write checklists, to ensure that standard procedures are consistently applied. For example, you could easily create a workflow for the arrival (onboarding) of employees that would include all related tasks such as "order tools" or "talk with manager"...



### Additional fields

With the extra fields provided in Officient you can easily add useful information to your personnel files. What if you need to know your employees' shoe sizes? Simply create an extra field for the information.



## What can Officient do for your employees?

Officient is an advance for you, the employer, but for your employees as well. The self-service app gives your employees access to all kinds of benefits.

They can view and edit their information easily, request holidays, enter hours worked and sign contracts. You can even allow them to use the app to request tools and training courses. This is obviously a lot more pleasant for your employees, and it will have a positive effect on their engagement.



## 3 reasons to get started with Officient

1

User-friendliness and simplicity

Officient is **extremely user-friendly**, which means that everyone finds it easy to use. The information is so clearly and logically presented that you won't waste time searching for the right details. You run your personnel administration much more efficiently.

2

Full integration of Officient and Securex

Full integration ensures that the information edited in Officient is automatically sent to us. This means that your employee data are **always up to date**, which leads to a fast and accurate payroll calculation. We hardly need to point out the time and effort this could save you.

3

360° HR support in 1 tool

What makes Officient unique is its coverage of every component that you would expect to find in a modern HR policy. It is an **all-in-one tool** designed to support you across your entire HR administration.

It is also a win-win, because it reduces the time spent on administration for you and your employees.

## More info?

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