

HR Cloud Product Overview

HR Cloud is the smart choice when selecting an online human resources management system.



Product Overview

- ▶ HR Cloud is the easiest and most powerful web-based HR system for small to medium sized organizations.
- ▶ **VAIRKKO** HR Cloud is a web-based, fully-mobile workforce management solution. HR Cloud delivers advanced Human Resources features at an affordable price allowing your organization to become a better organized, more efficient high-performance team.
- ▶ The thoughtfully designed and intuitive interface allows you to find information you need quickly and easily. Instantly switch between staff members, update records, respond to inquiries, be alerted of upcoming tasks and reminders and even perform exit interviews when staff leave your organization.
- ▶ With a secure, centralized location for all of your HR data, you can rest assured the data will always be available to you to when at work, at home or on the go.



Features Overview

- ▶ **UNLIMITED STAFF RECORDS:** Enter as many staff members as you have. Our system works for those with 10 employees and all the way up.
- ▶ **COMMUNICATION:** Easily communicate with your team via mass email, text messaging and much more.
- ▶ **REPORTS/COMPLIANCE:** Dig into your HR data such as EEO and next review/evaluation reports 24/7 from work, home or on the go.
- ▶ **EMERGENCY CONTACTS:** Track staff emergency contacts. Staff can upload their own information from the self-service portal or your HR team can enter it their behalf.
- ▶ **MEDICAL INFORMATION:** Easily track staff member's medical information such as allergies, medications and immunizations.
- ▶ **CUSTOM FIELDS:** Expand your data collection using an unlimited number of custom fields within each staff member profile. Even allow staff to supply the information through their self-service portal.
- ▶ **EQUIPMENT TRACKING:** Track which equipment was given to each staff member including when it was assigned and it's condition at that time.
- ▶ **NOTES / COMMENTS:** Enter private or public notes into staff profiles to keep a detailed record of your interactions with them over time.
- ▶ **DOCUMENT STORAGE:** Upload hiring paperwork, I-9 files, termination paperwork, tuition reimbursement forms or anything else your staff complete directly into their profile.
- ▶ **HR DATA COLLECTION:** Collect employee numbers, EEO information, hire date, status change dates, next review dates, job titles, supervisors, work location and much more.



Features Overview

- ▶ **PAYROLL DATA COLLECTION:** Track the salary of employees quickly and easily right within their profile.
- ▶ **SECURITY:** Assign very granular security to each staff member, granting various levels of administrative and user level access to personnel records..
- ▶ **BEHAVIOR TRACKING:** Track behavioral infractions for your staff. Issue points, add documents, staff review and acknowledgment, process appeals and much more.
- ▶ **REMINDERS:** Create reminders for each staff profile to stay on top of due dates for various events.
- ▶ **ONBOARDING / OFFLOADING:** Onboard and offload your staff using customizable series of events that can be assigned to your internal team for completion.
- ▶ **STAFF SELF-SERVICE:** The Staff Self-Service portal allows staff to view information about themselves, submit information to management, upload documents for review and much more.
- ▶ **ACCOUNTABILITY:** HR Cloud logs every time staff login, read documents, memos, policies, submit forms or anything else they do within the system.
- ▶ **EMPLOYEE GROUPS:** Easily manage your entire workforce by creating an unlimited number of groups and assigning staff to the appropriate groups.
- ▶ **BENEFITS MANAGEMENT:** Easily track employee benefits including eligibility dates with automatic reminders, contributions and much more.
- ▶ **SOCIAL MEDIA INTEGRATION:** Easily find staff/team members on social media to stay connected with them to drive corporate engagement.
- ▶ **BACKGROUND CHECKS:** Easily perform background checks via our partner GoodHire. Safe, secure and fully compliant employee screenings.



Benefits At-A-Glance

- ▶ **CENTRALIZED:** With HR Cloud all of your data is stored in a centralized and secure location available to you and your team when at work, at home or on the go.
- ▶ **SAVES TIME:** Save valuable time managing your workforce with intuitive online tools and a lightning fast HR system to blast through your daily duties.
- ▶ **LOWERS COSTS:** Built with performance and ease of use in mind which saves you time and money by delivering the right information to you when you need it.
- ▶ **EFFICIENT:** Stop losing the battle with excel documents and enjoy a high-performance workforce management and HR Information Management system.
- ▶ **INCREASED STAFF MORALE:** HR Cloud is a fair and transparent software platform that allows staff to see all the information they need at their fingertips.
- ▶ **CONVENIENT:** Staff can upload their own records which management can approve alleviating the need for them to stop by your office and interrupt your work day.



System Screenshots



Employee Profile > Demo Account

[Return](#) [Disable](#)

Switch To:

Select Different Employee

Snapshot



Demo Account
Last Login: 07/01/2016 16:07

Emails:
Primary: brian@toolkitgroup.com
Secondary: toolkitdemo

Phone:
Home: 9195551234
Mobile: 9193767225

Work Information:
Current Job: EMS Chief
Hire Date: 03/04/2013
Type: Part Time



General Information

Name Prefix

Mrs.

First Name

Demo

Middle Name

Last Name

Account

Nickname

Name Suffix

Gender

Male

BIO

[Manage Bio](#)

Employee Photo

[Delete](#)

Select File...

[Browse](#)

Address & Contact Details

Address - [Map Address](#)

123 Main Street

Address Continued

Suite 233

City

Wake Forest

State

NC

Zip

27587

Country

Home Phone

(919) 555-1234

Cell Phone

(919) 376-7225

Cell Provider

AT&T

☐ Copy Cell Phone To Emergency Cell Phone



System Screenshots

Home

Incidents

Actions

Appeals

Comments

Files

Behavior Tracking > Incident 000004

Detail

Incident: 000004 - Account, Demo

This Employee has no other incidents on record

Additional Follower(s)

Add Employee(s) to receive notifications in addition to approved administrators and target Employee (ex: supervisor, team lead, etc...)

Incident Status

Open

Reference Title

Uniform Violations

Enter a reference title

You have not configured categories. Categories are used to identify types of incidents and are used in reporting. Manage Categories here

Previous Incident (Optional)

If this incident is associated to previous incident(s), please select

Detail

Actions 7

Appeals 12

Comments 1

Files 6

Add Action

Copy CSV Excel PDF Print

	Created	CreatedBy	Detail	Expiration	Files	Policy Points	Points	Total Points	Read/Ack
Actions	06/24/2016	Account, Demo	Uniform Violations Penalty First			2	-2	0	No
Actions	06/20/2016								
Actions	06/20/2016								

Showing 1 to 3 of 3 entries

VAIRKKO

Manage Accounts Email Logins Groups SMS Groups Fingerprints

Employee Profile > Demo Account

Return Disable

Switch To:

Select Different Employee

Snapshot



Demo Account
Last Login: 07/01/2016 16:07

Emails:
Primary: brian@toolkitgroup.com
Secondary: toolkitdemo
Phone:

Manage Employee Documents

Add Document

Copy CSV Excel PDF Print

	Category	Document	Uploaded On	Uploaded By
Actions	Discipline	Lorem ipsum dolor sit amet	05/02/2016 18:31	Account, Demo
Actions	Discipline	consectetur adipiscing elit	05/02/2016 10:15	Account, Demo
Actions	Discipline	Tuition Reimbursement 2015	12/29/2014 11:14	Account, Demo
Actions	Discipline	Suspendisse sapien libero	08/17/2014 18:26	Account, Demo
Actions	Hiring Paperwork	Application for Employment	10/27/2014 12:41	Account, Demo
Actions	Hiring Paperwork	eiusmod eu nulla ut	01/15/2014 13:11	Account, Demo
Actions	I9 Files	2016 I9 File	04/23/2016 14:23	Account, Demo



Got Questions?

VISIT OUR SITE AT WWW.VAIRKKO.COM

or

Contact our sales team at 888-290-0671

