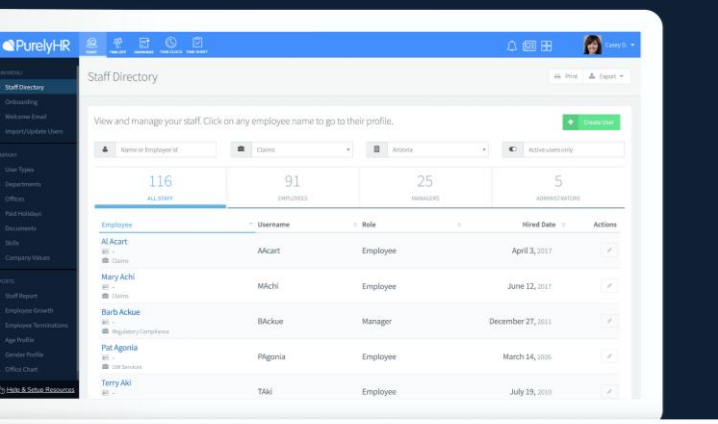




Streamline employee data management with PurelyHR's staff module

The staff module offers a comprehensive solution for managing employee data securely and conveniently, from onboarding to policy enforcement, replacing traditional spreadsheets with a user-friendly digital platform.

Staff

Main offerings



Centralized employee data

Your filing cabinet—only better. Employee data is up-to-date and accessible with a self-serve option.



Onboarding

Start new hires off on the right foot. Create and assign onboarding tasks, upload documents, and more.



Manage multiple locations

Assign each location its own holidays and time-off policies.



Customizable interface

We'll fit right in! Add your logo and brand colors for a seamless employee experience.



Reporting

Customizable staff and workforce reports give you valuable insights into your business.



Document storage

500MB of storage, upload company documents to share with specific users or company-wide.

Built-in features



Securely store contact, employment, compensation info and more.



Option to request a digital signature with document uploads.



Bulk user uploads to speed up implementation.



Quickly assign paid holidays or add custom holidays.

Streamline employee data management.

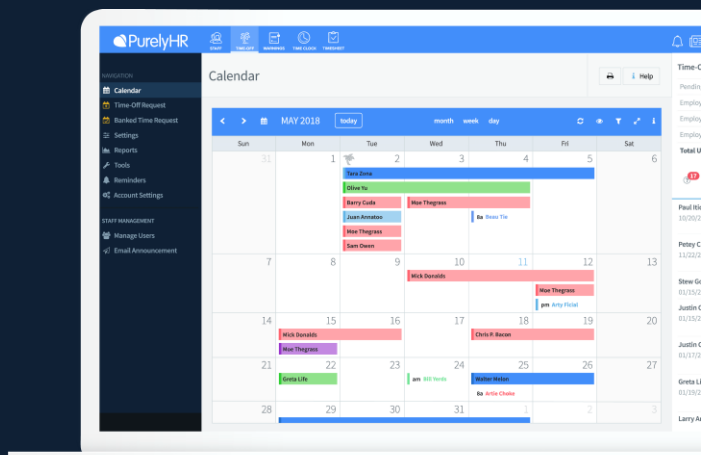
[Click here to start your free 21-day trial](#)

Time-off



Simplify leave management with the PurelyHR's time-off module

The time-off module offers an industry-leading solution for tracking PTO and other leave types, providing automated accruals, policy renewals, and streamlined requests and approval processes.



Time-off

Main offerings



Automated leave tracking

Automate PTO tracking and other leave types, including accruals, policy renewals, requests, and approvals and more.



Customizable leave policies

Tailor time-off types and policies to fit your business's unique needs, with various configurations.



Calendar integration

Sync leave calendars with Google Calendar, Apple Calendar, and Outlook, allowing employees to view time-off schedules easily.



25+ customizable reports

Pre-built reports make it easy to share payroll, workforce, and time off data.



Flexible renewal scenarios

Choose from over 10 annual renewal scenarios, such as carryover options or balance resets.



Proactive reminders

Enable reminders for upcoming PTO, pending requests, work anniversaries, & birthdays.

Built-in features



Approve requests from email with the click of a button.



Set prorated balances for new hires.



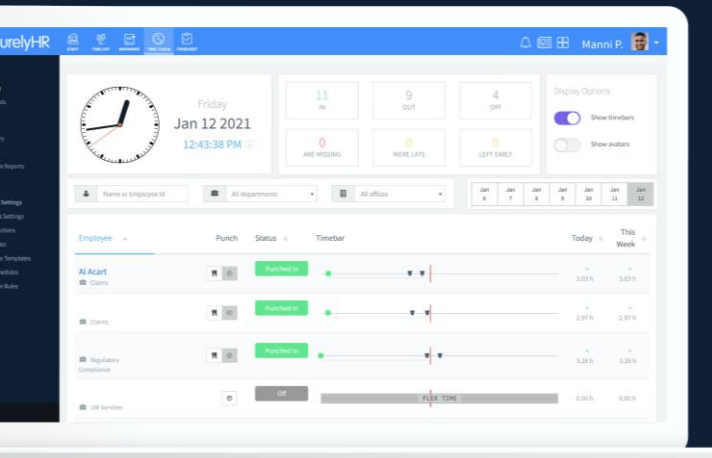
Track remote work, FMLA, banked time, and more.



Custom restrictions limit requests.

**Take a break
from leave management.**

Click here to start your free 21-day trial



Streamline time & attendance management with PurelyHR's time-clock module

The time-clock module offers a comprehensive solution for managing employee time and attendance. It provides real-time insights, customizable reports, and simplified implementation for efficient tracking.

Time-clock

Main offerings



Real-time attendance snapshot

The Who's In dashboard offers an at-a-glance look at the status of all of your employees, including who's in, out, late, missing, out sick or on vacation.



Onboarding

Generate and export timecard data based on offices, departments, or a date range, detailed reports on individual employees, attendance, and more.



Manage multiple locations

There is no complicated hardware setup or in-depth training required to get started. Once your account is configured, your employees can start clocking immediately.

Key features

Highly flexible

Customize your account to match your workday, schedules, overtime rules, timecard approval process, and more.

- ☒ Set rounding rules
- ☒ Optional comments on punches
- ☒ Set custom Time Clock Periods
- ☒ IP restrictions

Unique features

Part of our suite of HR modules, Time-Clock is a valuable addition to your time and attendance management solutions.

- ☒ Integrates with Time-Off
- ☒ Archive timecards
- ☒ Allow timecards to be edited
- ☒ Customizable pre-built reports

Reminders and alerts

Employees and managers can both receive reminders and alerts for a range of scenarios, including:

- ☒ Missed shift
- ☒ Late punch in or early punch out
- ☒ Timecard submitted for approval
- ☒ Overdue timecard

Streamline your time & attendance management.

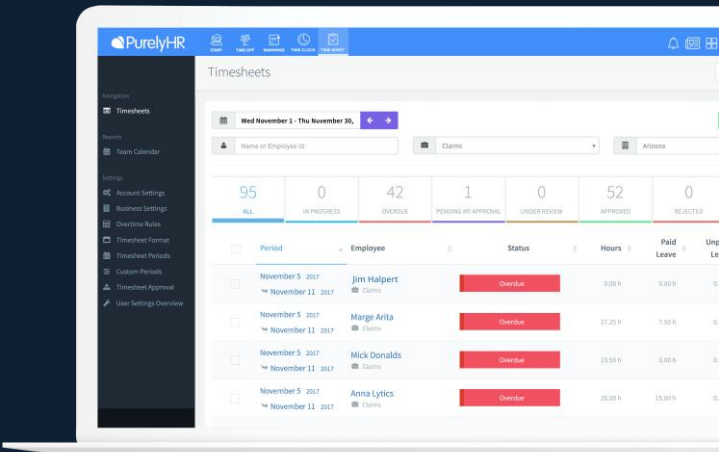
[Click here to start your free 21-day trial](#)

Time-sheet



Improve time tracking with PurelyHR's time-sheet module

The time-sheet module offers a comprehensive and simple solution for tracking the total hours worked or time spent on specific clients, projects, or tasks.



Time-sheet

Main offerings



Highly customizable

Choose a format

With 3 timesheet formats to choose from—simple, detailed, and advanced—you decide how much information you want to track.

Custom timesheet periods

Choose a custom period or use a predefined one. Different periods can be assigned to users, the entire departments, or the whole account.



Streamlined process

One-click timer

A built-in timer for advanced timesheets makes for easy tracking. Just click to start tracking time. Once the timer is stopped, simply select the task you want to add the hours to.

Submitted to approved in no time

No more back and forth slowing down the approval process. Allow managers to edit timesheets of the employees they manage if required. Edits are tracked for full transparency.

Built-in features

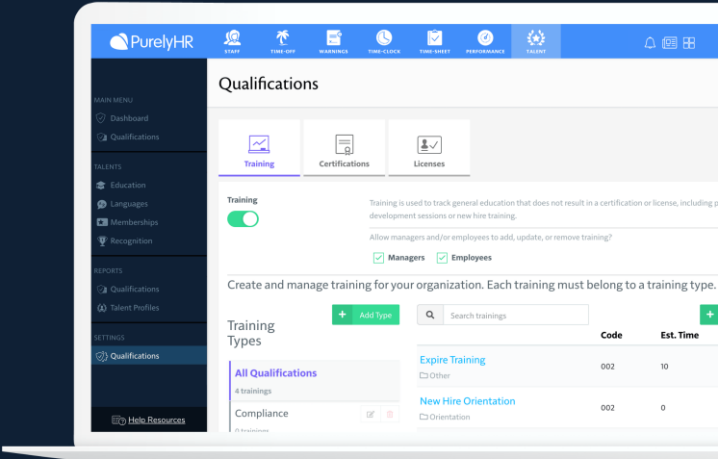
- ✓ Employee and manager reminders
- ✓ Customizable overtime rules
- ✓ Assign tasks and set priorities
- ✓ Set custom approval paths

Improve your time tracking.

[Click here to start your free 21-day trial](#)

Simplify performance reviews with PurelyHR's performance module

Your all-in-one performance management solution. With customizable templates, scheduling, goal-setting, feedback, and more, make professional development an ongoing conversation.



Performance

Main offerings



Easy-to-build templates

Choose from pre-loaded questions or create custom ones that match your organization's unique needs, simplifying the review process.



360-degree feedback

Facilitate ongoing feedback loops between employees, managers, and peers, promoting transparency and collaboration.



Goal tracking

Empower managers and employees to set, monitor, and track progress towards specific goals, fostering accountability and growth.

Built-in features



Schedule reminders and custom review frequency.



Option to request a digital signature to finalize the review.



Access valuable data from other PurelyHR modules that inform the review process.



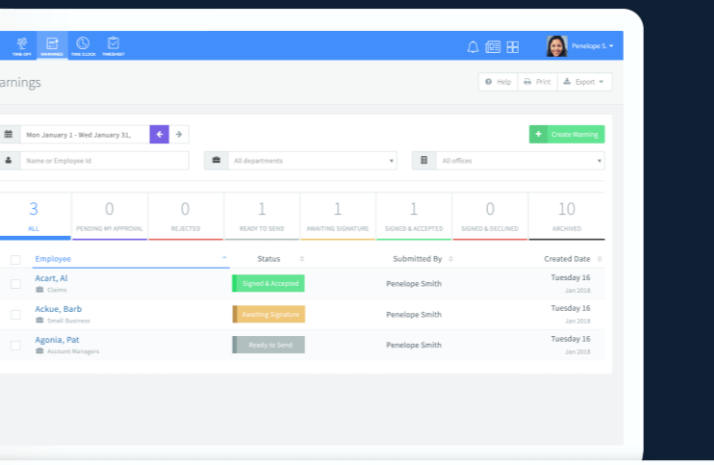
Self-review option provides to reflect on progress & professional development.

Take control of your review process

Click here to start your free 21-day trial

Effortless infraction tracking with PurelyHR's warnings module

The warnings module offers a comprehensive solution for improved transparency for employee disciplinary action. It enables you to send, track, and store infractions to ensure compliance throughout the disciplinary process.



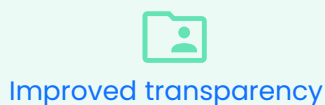
Warnings

Main offerings



With a simple, user-friendly interface, you'll be ready to send and track infractions in minutes.

- ✓ Set up custom violation types
- ✓ Define warning actions
- ✓ Review account settings
- ✓ You're ready to send warnings



Ensure a fair and consistent process every time you issue an infraction.

- ✓ View historical records of past infractions
- ✓ Employees can provide comments in response
- ✓ Audit trail of actions taken for each infraction
- ✓ Export data to review disciplinary actions taken

Built-in features



An overview of all warnings issued. Sort by department, office, employee, or date range for a snapshot of warnings and their status.



Send employees a reminder with a click of a button when they have warnings that need to be signed.



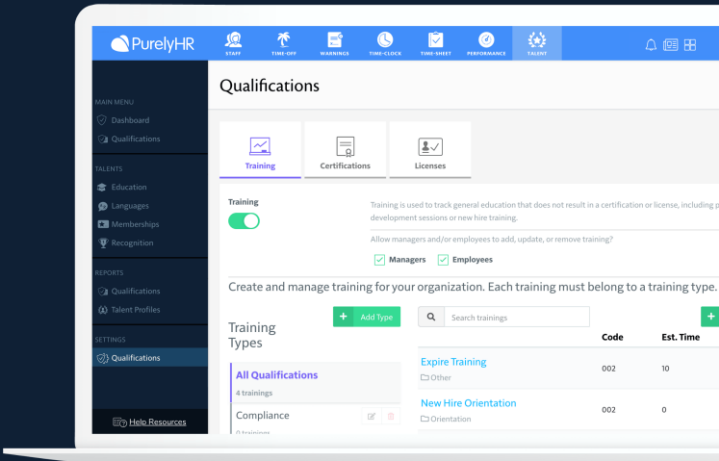
Record the date and time of an incident, provide an employer statement, outlining the violations, actions, & consequences if the infraction is repeated.

Wave goodbye to written warnings.

[Click here to start your free 21-day trial](#)

Simplify training and certifications with PurelyHR’s talent module

The talent module enables you to manage certifications, training, and licenses, allowing you to stay on top of renewals, to ensure compliance, and to create robust talent profiles for your employees.



Talent

Main offerings



Your own certification and training hub

Essential employee information all in one place with qualifications and talents now added to employee files in Staff.



Stay compliant

Add expiry dates, set mandatory qualifications, and upload documents when qualifications are completed.



Track additional talents

Add language proficiency, education, professional memberships, and recognition.

Built-in features



Automatic reminders for upcoming & expired qualifications



Customizable reports provide valuable insights



Send training materials quickly and easily



Assign talents & qualifications to employees in a few clicks

Simplify training and certifications.

Click here to start your free 21-day trial