Welcome to HRoes

This guide introduces the main features available to employees in the HRoes HR system. It follows the Employee Walkthrough recording and uses screenshots of the platform to help you find important information and complete everyday tasks.

What you can do in HRoes

Review your personal details; view tasks, documents and holiday balances; request time off; check the calendar; review recorded absences; and read company policies.

Before you get started

1

Sign in to your account

Use the welcome or account-access information provided by your organisation. Once signed in, the dashboard is your starting point.

2

Check your information

Open My Profile to review the details held against your record. If you spot anything incorrect or cannot edit a field, raise this with your Manager or HR team.

3

Explore the main menu

Use the left-hand navigation to switch between your profile, holiday requests, the company calendar, policies and other features available to you.

4

Remember that access can vary

The features and information visible to you may differ depending on your organisation's setup and the permissions assigned to your account.

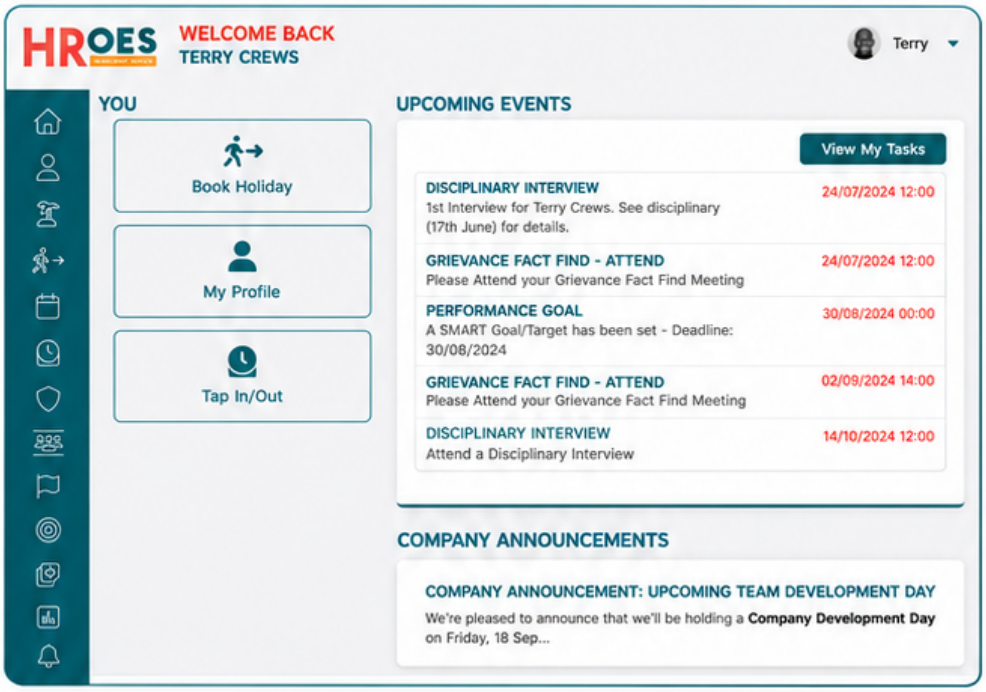
Walkthrough

The following pages show the main employee screens in the order demonstrated in the video.

HRoes Employee User Guide
Getting started

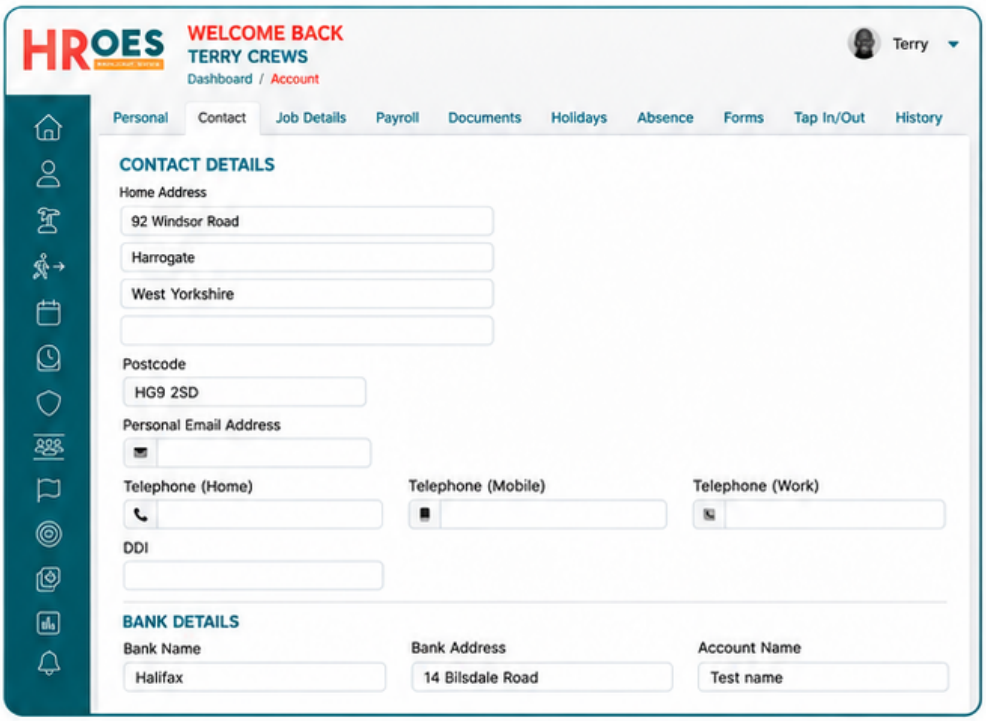
This guide shows employees how to use the main features available to them in HRoes.

1. Dashboard



- This is the first screen you see after logging in to HRoes.
- The dashboard shows quick links such as **Book Holiday**, **My Profile**, and **Tap In/Out**.
- The **Upcoming Events** area lists your tasks and reminders (e.g. interviews, meetings and goals).
- Use the **left-hand menu** to move around the system (e.g. to view your account, holidays, absence and more).

2. My Account / Profile

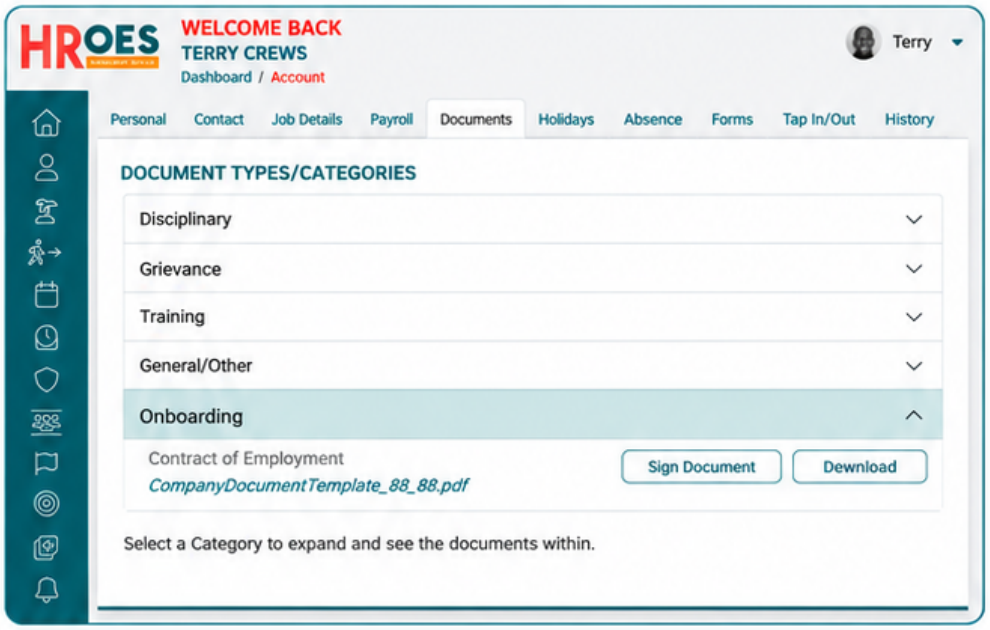


- You can open your account from **My Profile** on the dashboard, or by clicking the **account icon** (your name) at the top right.
- Your profile has tabs for Personal information, Contact details, Job details, Payroll, Documents, Holidays, Absence, Forms, Tap In/Out, and History.
- You can review and update the available details here (e.g. your contact information and bank details).

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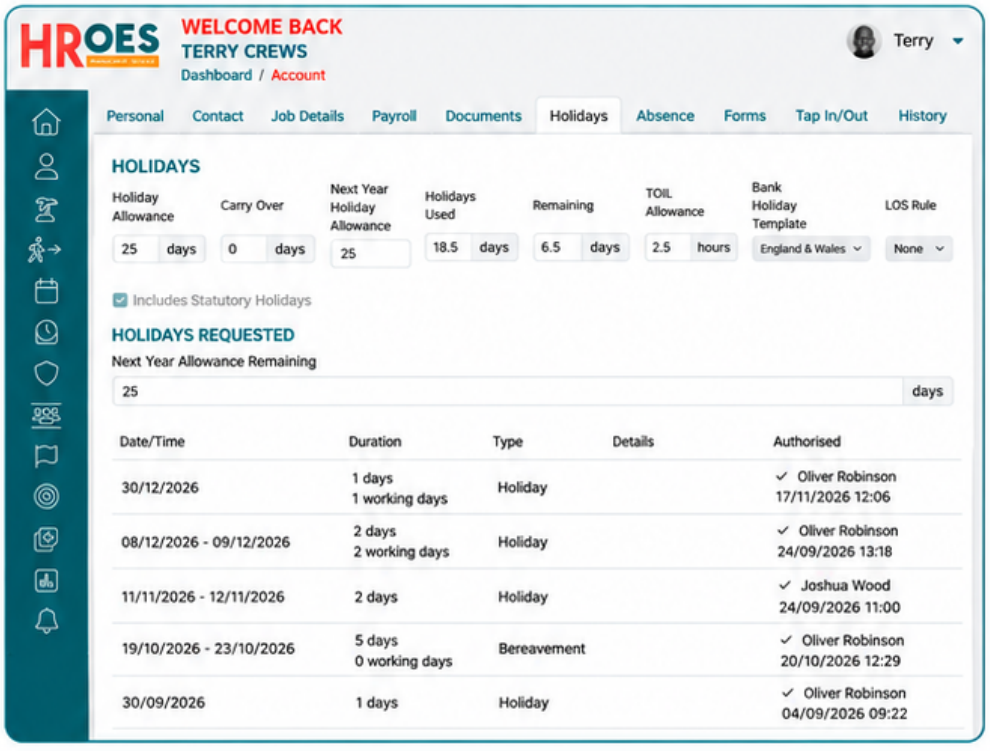
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3. Documents



- You can open the **Documents** tab from your **profile**.
- Document **categories** can be expanded to view the available documents.
- You can **sign documents** when required.
- Documents can also be **downloaded** for reference.

4. Holidays in Your Profile

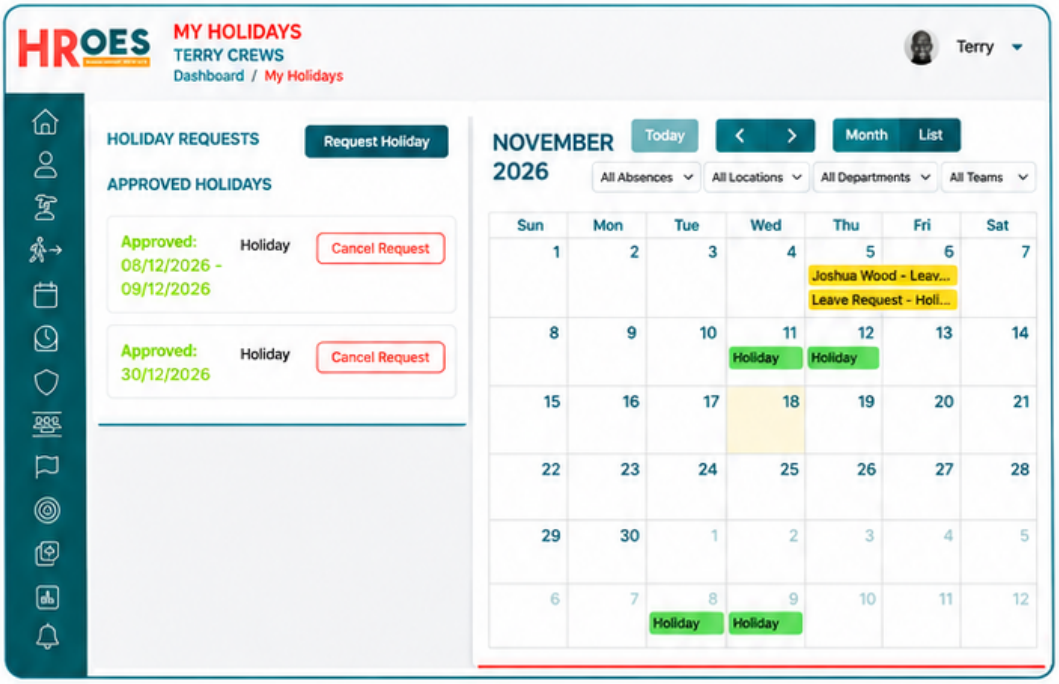


- The **Holidays** tab shows your holiday **allowance**, **carry over**, **used entitlement**, and **remaining balance**.
- Your **booked holidays** appear in the list below.
- You can **review historical** and **current** holiday entries.
- This page helps you understand your allowance before making a request.

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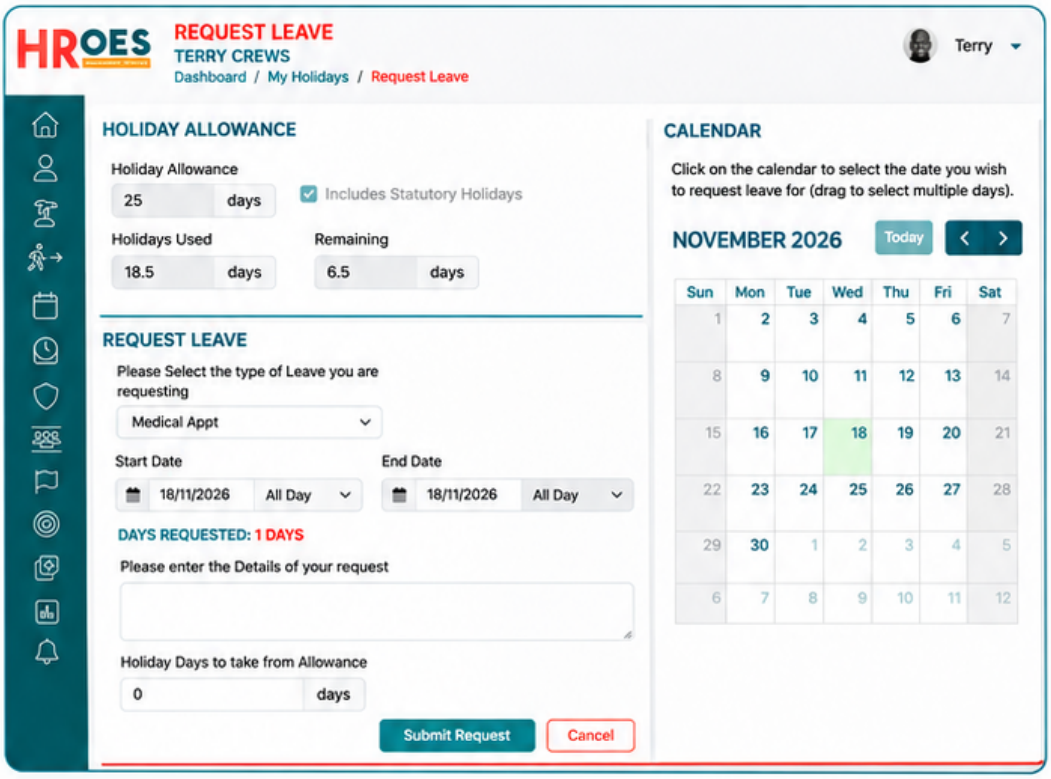
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5. My Holidays



- This page shows your **approved holiday requests** and the **employee calendar view**.
- Future requests can be **cancelled** from this area when cancellation is available.
- You can check **who is off** in **the calendar** before booking time away.

6. Request Leave



- Click **Request Holiday to** start a new request.
- Choose the **leave type** (e.g. Holiday, Medical Appt, etc.).
- Enter the **start and end date**.
- Choose **All Day**, **AM**, or **PM** as needed.
- Add a short **reason or details** for your request, then **submit the request**.

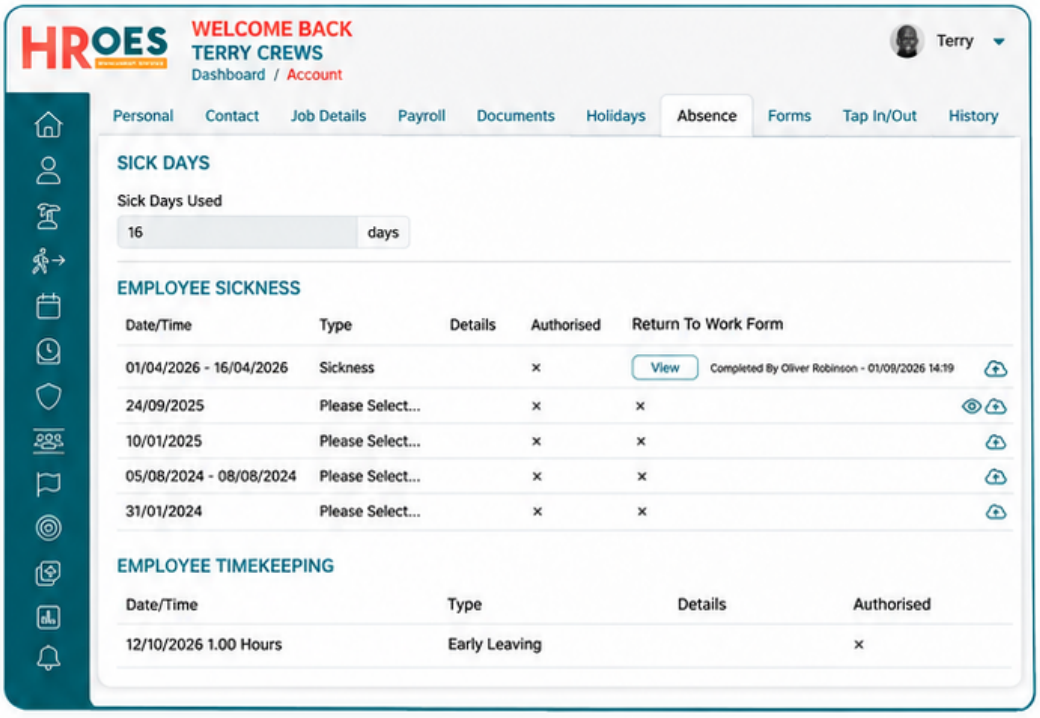
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7. Company Calendar



- The company calendar helps employees see visible leave and events (e.g. holidays, leave requests and other team events).
- Filters can be used to narrow what is shown (e.g. by leave type, location, department or team).
- **Month** and **List** views are available.
- Employees can check the calendar before booking leave.

8. Absence

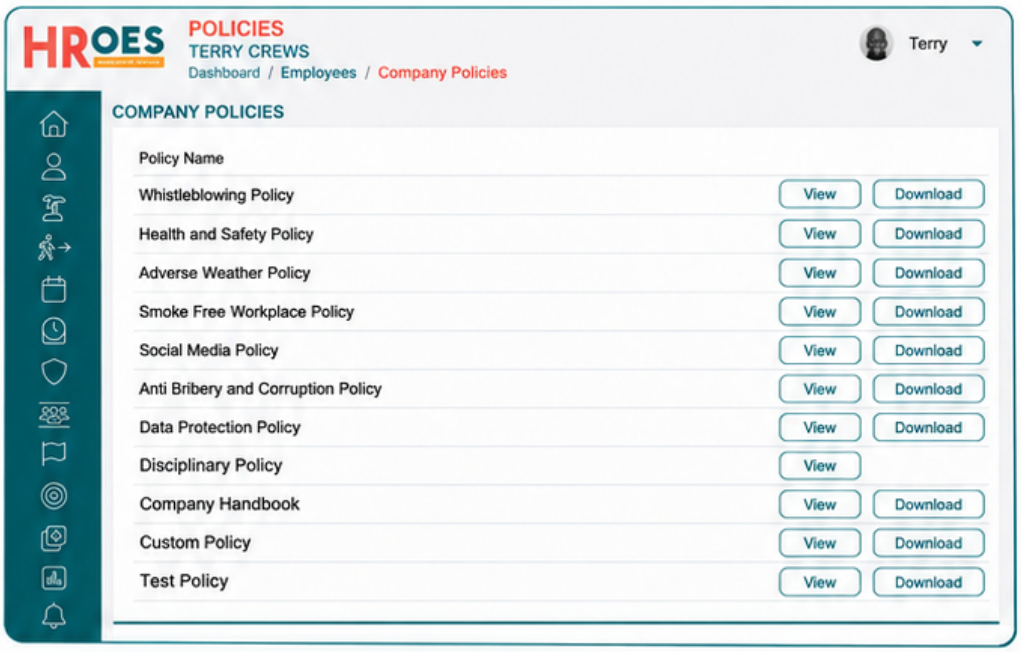


- The **Absence** tab shows recorded sickness and timekeeping entries, such as **Early Leaving**.
- Return-to-work forms may appear when completed (e.g. after a period of sickness).
- Employees can review absence records that have been added to their profile.

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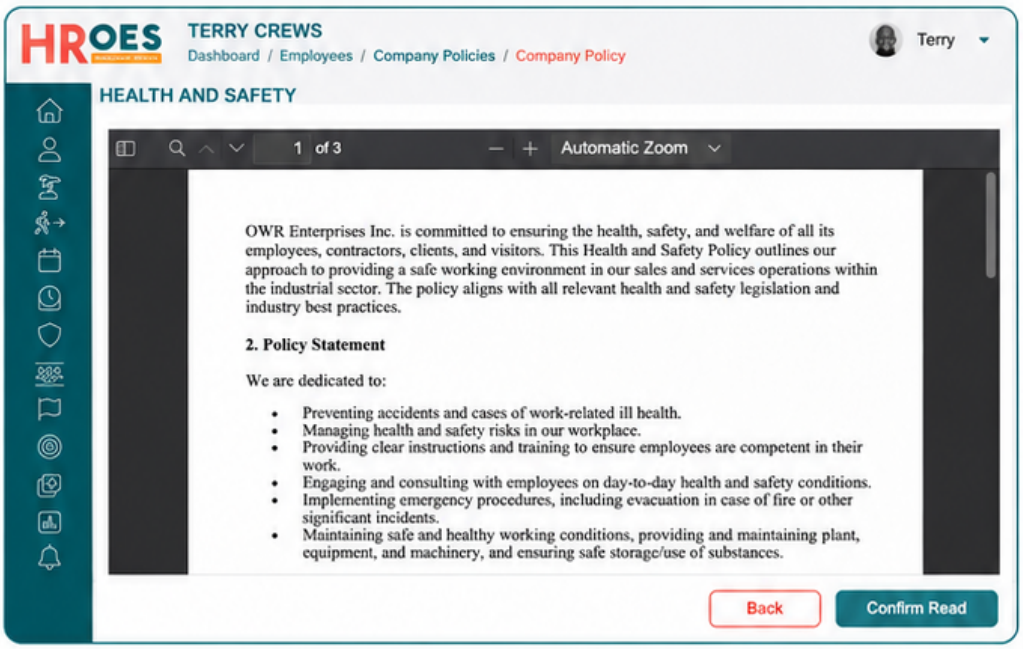
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9. Policies



- The Policies area lists company policies available to the employee.
- Employees can use **View** to open a policy and **Download** to save a copy when available.
- Examples include the company handbook and other company policies.

10. Confirming a Policy



- When a policy requires acknowledgement, open it and review the document.
- Use the **Confirm Read** button to record that it has been read.
- This helps the company track policy acknowledgements.

Need help?

You can speak to your manager or contact the HR/People team if you are unsure how to use a feature.

Need help with HRoes?

If you have a question, encounter an issue or need help using one of the features shown in this guide, the HRoes Customer Success team can assist.

Contact Customer Success

EMAIL

customersuccess@hroes.co.uk

IN-SYSTEM CHATBOT

Open the chatbot within HRoes and submit your enquiry there. This is a convenient option if you are already logged in.

What to include in your enquiry

- **The area you are using**
  For example, My Profile, Documents or Holiday Requests.
- **A short explanation**
  What you were trying to do, what happened and any message you received.
- **A screenshot, if helpful**
  Include the relevant part of the screen, but avoid sharing passwords or unnecessary sensitive information.

A few helpful reminders

- Check your holiday balance and the company calendar before submitting a request.
- Review documents and policies, and complete any required signature or acknowledgement.