Breathe functionality

The success of your company is about managing people not paper. Our software automates your HR admin so you can focus on growing your business.

breathe

What's inside

In this guide, we'll walk you through each of Breathe's functionalities. Here's what's in store:

Sickness/absence management

With Breathe, every absence is logged, approved and analysed. Use Breathe to record and track all employee absence – no matter what type.

By having a centralised absence management system, you can be proactive and spot problems before they develop, whilst also monitoring sickness, without adding extra admin.

Calendar

Our calendar function shows you all the absence's and meeting's scheduled. It is automatically updated, and you can filter by department and type of absence.
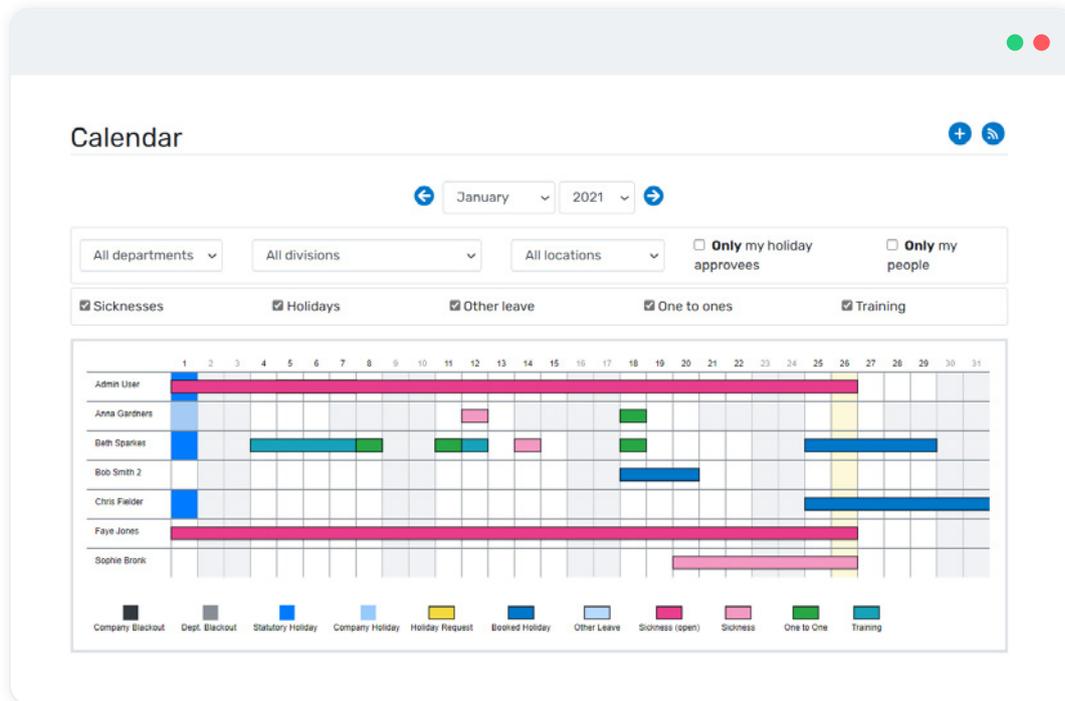
Although employees will be able to view the calendar for holidays and training, sensitive information such as sickness will be limited to the HR view.

> "I find the calendar view incredibly useful as it tells me who's away, who has appraisals coming up and which development tasks people still have to complete – all in an instant, which is great."
>
> **Sophie Sprackling, Bloom Worldwide**

Holiday management

Breathe's holiday planner affords your employees transparency over how much holiday they're entitled to and how much they've already taken.

Requesting leave couldn't be simpler either. Your staff can book holiday and add notes to their requests, from any device.

MY LEAVE

✈ **28.0 days**

holiday available

5 days requested **7 days** booked

manage leave or view calendar or log TOIL

request leave

🖵 **To review and approve**

✈ **Open leave requests**

Beth Sparkes
Holiday from 01/02/2021 to 05/02/2021
Submitted on 25/01/2021, 12:15pm

For managers, they can easily see who in their team is away and approve from their dashboard.

Leave requests

Leave request for Beth Sparkes

Approve or reject   reject   approve

DETAILS

First day:	01/02/2021
Last day:	05/02/2021
Requested	5.0 days
Leave remaining:	23.0 days
Notes	Holiday!

Leave around these dates

All departments   All locations

☐ Only my holiday approvees ☐ Only my people

Company Blackout Dept. Blackout Statutory Holiday Company Holiday Holiday Request Current Request Booked Holiday Other Leave One to One Training

5

Performance management

Keeping on top of performance is key within a business, fortunately Breathe records all individual employee performances including;

- Keeping notes of all one-to-one meetings

- Recording actions and objectives

- Linking employee objectives with company goals

- Sending notifications to ensure meetings happen

"Being a small company, we don't have a very formal review process.

Using Breathe, I'm able to give each team member visibility of their objectives and how they line up with company objectives – making performance reviews forward thinking, instead of just an annual chat."

**Andrew Butel,
End Game**

- Breathe also helps to manage your performance appraisals online, keeping your employees engaged and motivated by letting them add their own deliverables.

- The system ensures that all objectives are in one place so that employees and managers know where to find them.

- Employees have easy access to their objectives from the dashboard and these can be linked to company goals too, so employees feel connected and motivated.

6

Kudos

Recognise achievements. Say thanks. Boost employee engagement by making employees feel appreciated with customisable messages.

If enabled, anyone within a company can give kudos, allowing HR to see who is really making an impact.
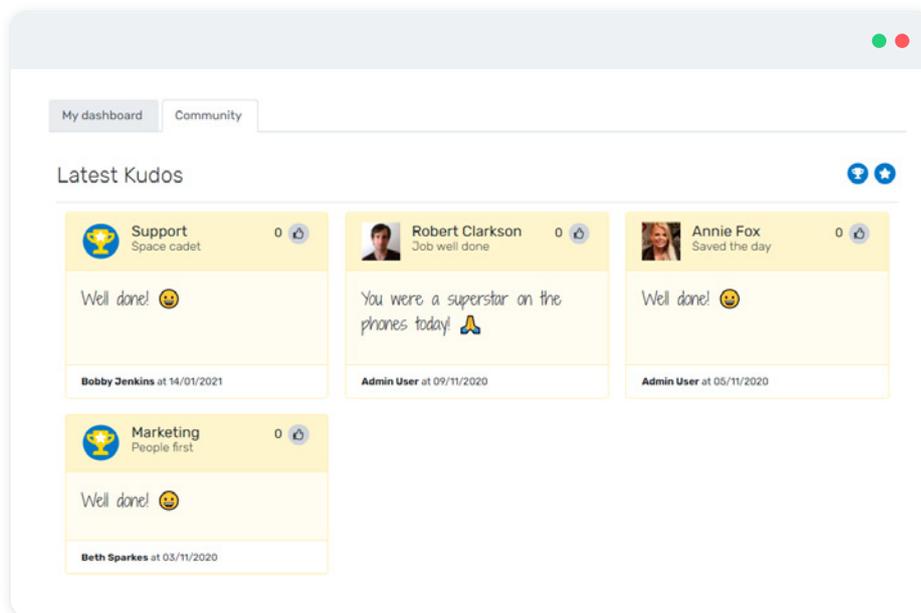
"We're loving the Kudos wall, and we are doing On-Site Heroes each month - anyone who receives Kudos goes into a hat and a winner is randomly picked, winning a box of Cadbury's Heroes.

It's good to receive peer recognition."

Stuart Wallis, On-site Group

Payroll

Within Breathe, you can export changes made to employee records for payroll, in order to update employee information. This can be their personal details, job details or salary changes.

When you run the payroll export it will create an excel document containing all the information that the payroll team needs to run the payroll correctly.

Multi-currency

Within Breathe you have the ability to set a default currency for the company, you can also adjust this for each employee too. This is ideal if you have employees in different countries.
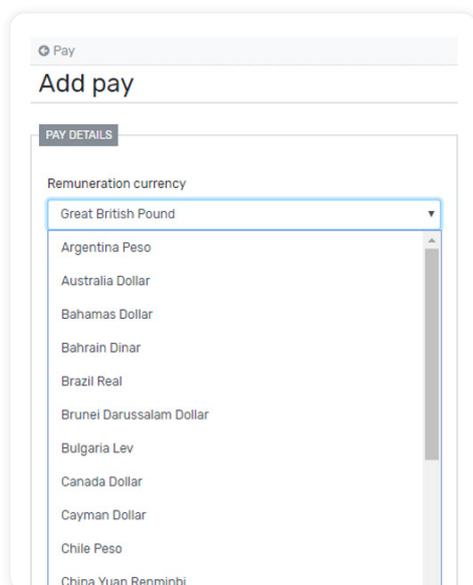
Statutory holidays

You can also allocate the statutory holidays based on the country that the employee is based in. We keep the statutory holidays up to date, so you do not need to worry about them.

STATUTORY HOLIDAYS

Beth receives statutory holidays
◉ Yes
○ No

Statutory holiday country*

England ⌄

update

Expenses

Breathe also has the functionality to claim expenses.

Bethan (Beth) Sparkes
Onboarding Manager
👤 Profile ✈ Leave 🏥 Sickness 🎓 Training 📊 Performance ⋮ More ▾

Expense claims

Total unclaimed	Total in progress	Total completed
GBP 0	GBP 4.5	GBP 1710.04
in 0 expenses	in 1 claim	in 54 claims

Unclaimed 0   Underway 1   Completed 54

Search:

Date created	Description	Status	Amount (excl. VAT)	VAT	Amount (incl. VAT)	Payable to employee	Actions
14/01/2021 11:19	Claim 55 for Beth Sparkes	Submitted	-	-	£4.50	£4.50	

Showing 1 to 1 of 1 entries   Previous 1 Next

MY EXPENSE CLAIMS

🗄 £0.00
in unclaimed expenses

1 claim submitted **0 claims** rejected
view expenses

add an expense

This module of Breathe is available from the regular plan upwards and you are able to turn it on or off to suit your company's needs.

Employees can manage their own expenses from their dashboard and submit them with the relevant receipts for approval.
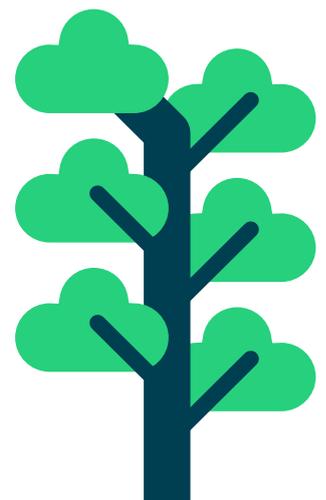
Time logs

Within Breathe we have also given you the functionality to log your time. This can either be linked to projects or logging overtime.

You will be able to see how individuals use their time as well as reporting on the whole company. This module is available from the Starter Plan upwards.

Custom fields

We have tried to provide you most of the fields you'll require as an HR department. We also understand however that there may be specific requirements, dependant on your company.

For this information we have created 5 custom fields - three text fields and two date fields.

Organise documents

Keep all employee documents safe and
publish policies & templates online:

- Company documents – easily share your
  company documents, policies and procedures
  and monitor who has read them.

- Employee document library - employees get
  access to their document library where they can
  confirm they've read individual documents.

- Employee specific documents - keep all documents
  relating to individual employees in one secure place.
  You can access them from wherever you are working.

DOCUMENTS

10 documents
to read

0 documents already read

view documents

Dashboard	People ▾	Recruitment ▾	Reporting ▾	Company ▾	Configure ▾	Help ▾

Company documents

☐ Show non-current documents

Search:

Name	Last updated	Tags	Read by #	Read deadline	Review date	Circulated to	Current	All	Actions
Updated Furlough Doc	05/11/2020 12:28	Policy, Furlough, COVID19	1	30/11/2020	31/05/2021	Specific employees	Yes	☐	
Working From Home Policy	15/10/2020 09:45	Policy, Working from Home	1	30/06/2020	31/10/2020	All Employees	Yes	☐	

"Having to rifle through a filing cabinet – or online system – every
time an employee requests a company document, or their personal
development information, can be extremely time consuming.

Each employee now has their own login for Breathe, so that they
can access the documents they need, when they need them.

Which according to Sophie: "Is really handy as it not only
saves me time, but it means that I'm not being constantly
pestered every time someone needs something".

Sophie Sprackling, Bloom Worldwide

TOIL

You can record and allow your employees to request TOIL. Once you have switched TOIL on, your employees will then be able to request TOIL from their employee dashboard.

When the employee has requested the TOIL, the line manager will receive a notification email to let them know. The line manager can then log into their account and approve the TOIL request from their dashboard.

Once approved the TOIL will be automatically added to the employee's leave allowance.
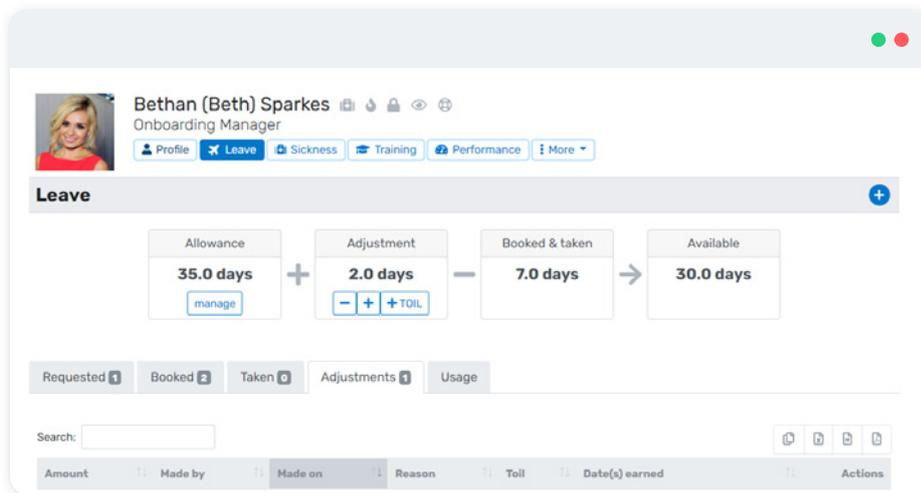
You will also notice underneath the employee's holiday allowance, an additional adjustments column. This will display the approved TOIL requests, who they were approved by, the reason, as well as the dates TOIL was accrued.

12
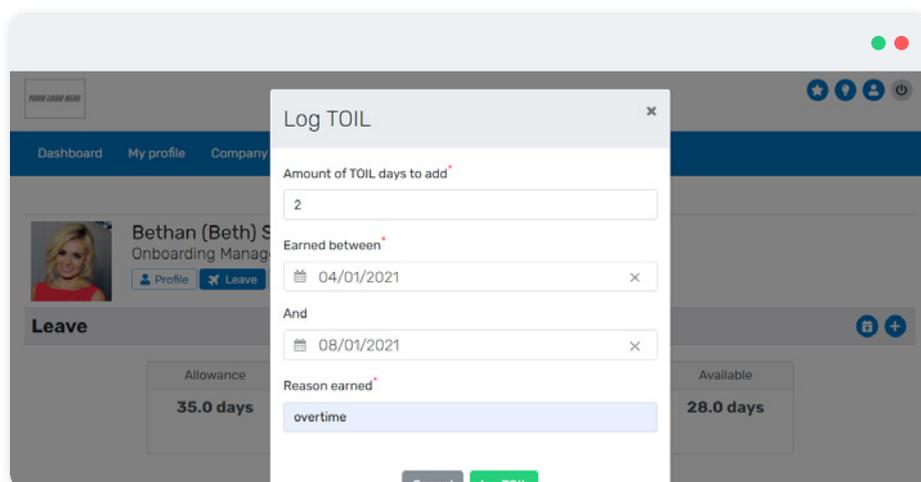
Tasks

Breathe helps you keep track of all your tasks, leaving you to manage your business. Breathe will send you an email for all important employee-related tasks. Just login to action each request.
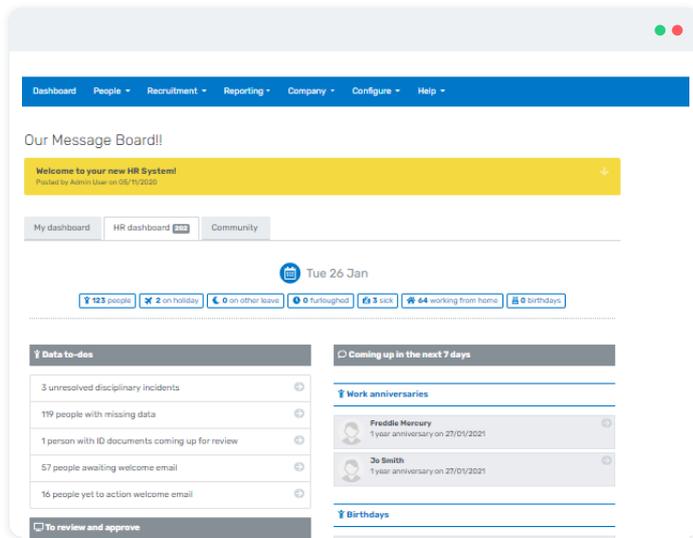
Community dashboard

The community dashboard is a great place to bring your company together with company announcements, viewing and liking the latest kudos and voting and starting discussions on suggestions your employees may have.

You also have access to the kudos leaderboard, which will show you who in the company has received the most thanks.

13
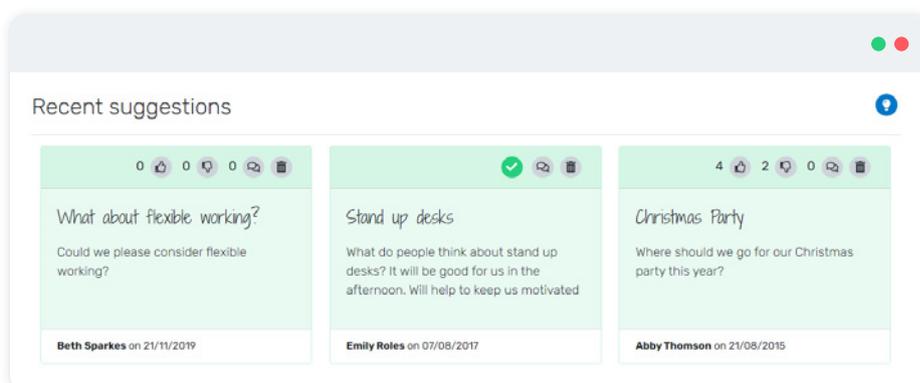
Medical facts

You can find this brand-new function under your 'More' tab, where both HR users and employees themselves can add medical facts against their records.

This simple medical form allows you to choose your fact type – be that an allergy or condition – as well as rate the severity of the medical fact and note if there are any symptoms or actions that need to be taken.
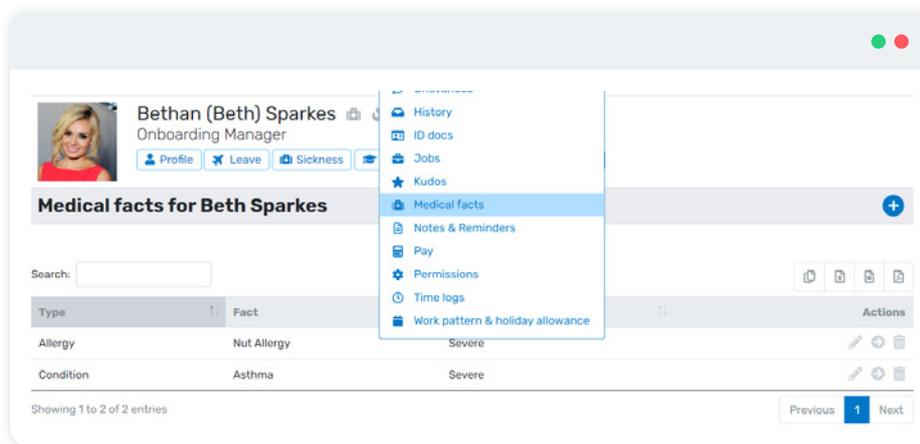
Each of the medical facts can then be viewed at a glance, with a colour-coded severity type, so that you can be aware of the health of your employees.

14

Employee duties

Under your 'permissions' tab, HR and admin users now have the extra functionality to be able to assign key duties to your employees, allowing you to see what responsibilities the employees hold.
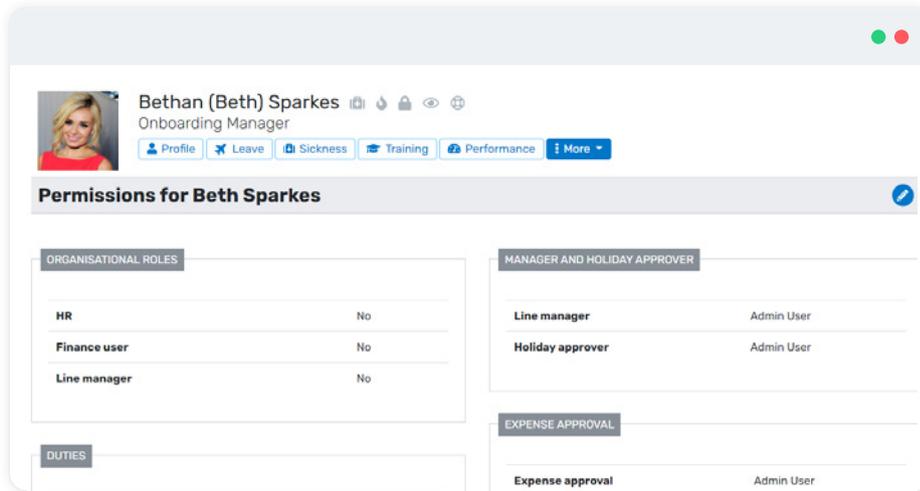
This is then visible on the employee profile and employee directory so that all employees can see this vital information.
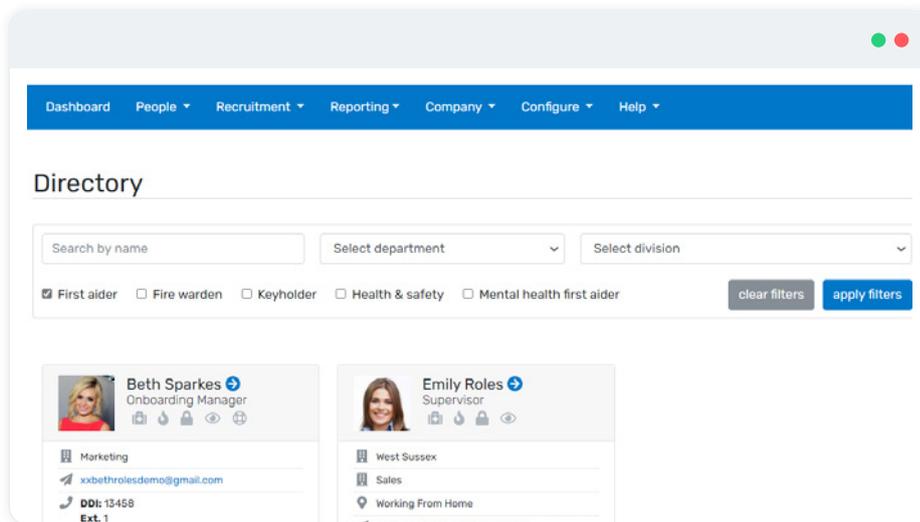
We've also made things really easy for you - we've given you the ability within the employee directory to be able to filter by each of their duties.

Great if you're unable to remember who has office keys when you go to get some more cut!

15
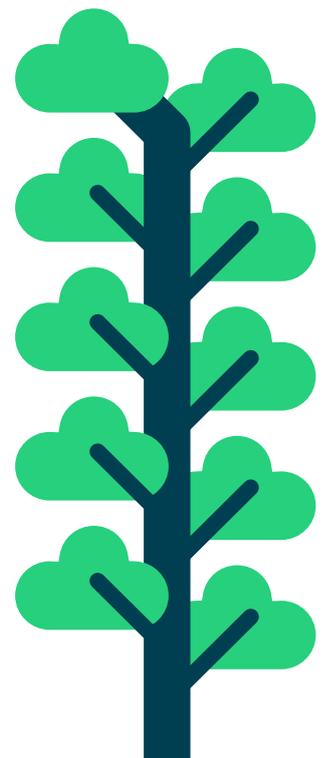
Calendar integration

Display your Breathe holiday calendars in other applications.

Simply copy and paste the generated URLs into any calendar product that supports the format, such as Google Calendar, Apple Calendar and certain configurations of Microsoft Outlook.
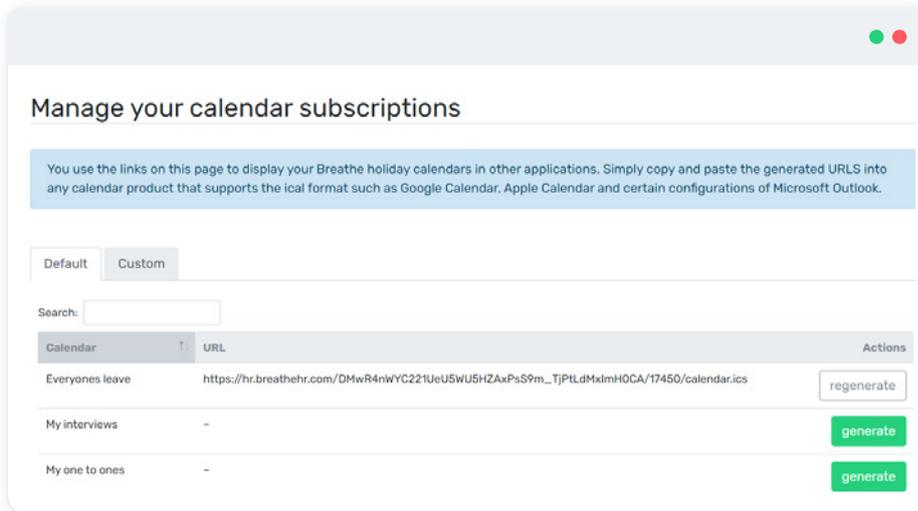
API

Breathe's API enables you to share your employee information and HR data between systems with ease and efficiency.

With an open API that allows you to connect systems — even with systems your company has custom built — Breathe has created a platform that is straight-forward and easy to implement.

Check out our external integrations already available - breatheHR Integrations

16
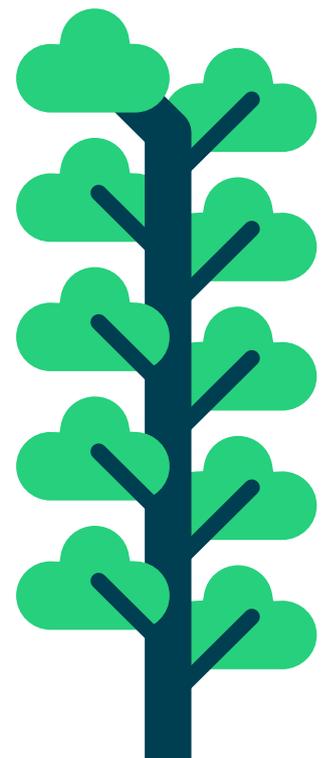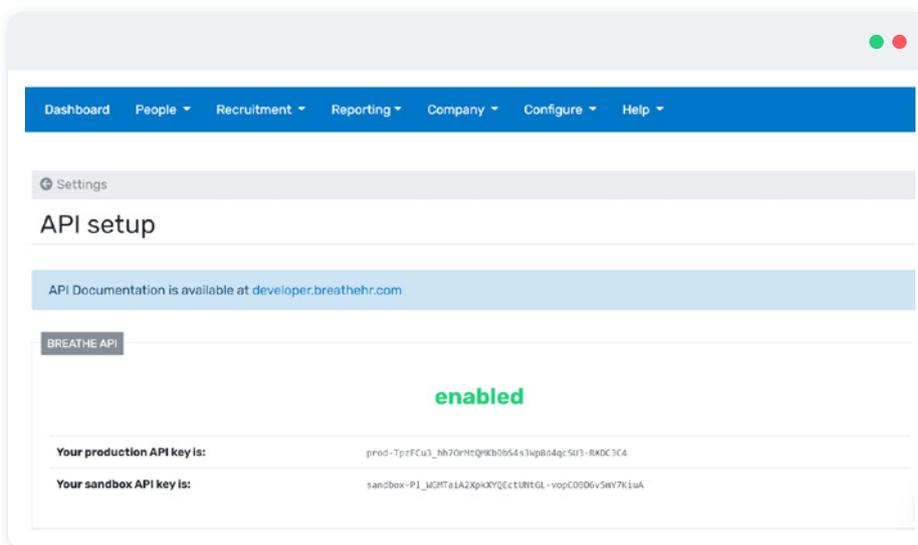
Organisation chart

Visually see the hierarchy of your business quickly and effectively with our simple organisation chart.

Safe and secure

We understand that entrusting personal data into a system can be daunting, but the security of your data is our number one priority.

Breathe exists on a RAID 10 array, making it very robust and reliable. However, in the extremely unlikely event of a major problem, we do have a backup policy.

The system is backed up to an Amazon S3 storage bucket, which sets the standard in terms of security and reliability. Backups are kept for seven days. In addition, a backup is kept from the 1st of each month for three months.

The backup includes all client data and documents and is stored here in the UK. This is designed to provide 99.999999999% durability and 99.99% availability of backup files over any given year.

Our security information on our website will provide you with all the latest information Breathe Security.
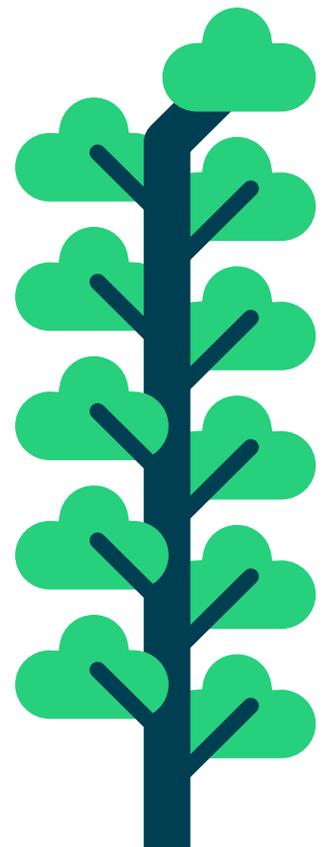
Thank you!

Thank you for being a part of our paperless revolution, by using Breathe you are helping contribute to the saving of 3,974,880 sheets of paper per year. That's 477 trees, or 7950 reams of paper.

And, even better, using Breathe will give you back precious time.

Every week, up to 24,276 hours are saved. Every year, up to 1,262,352 hours are saved. That's just under 4 hours per week per customer.

How will you use the extra time?

WE HOPE YOU ENJOY USING BREATHE AS MUCH AS WE LOVE DEVELOPING IT!

breathe
Effortless people admin

More resources online at **breathehr.com**