

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.





What's inside

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



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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.

The dashboard features a navigation bar with 'Dashboard', 'People', 'Recruitment', 'Reporting', 'Company', 'Configure', and 'Help'. A search bar for 'search people' is located in the top right. A message board displays a 'Welcome to your new HR System!' message. Below this, there are tabs for 'My dashboard', 'HR dashboard' (selected), and 'Community'. A date indicator shows 'Tue 26 Jan'. A summary row includes: 123 people, 2 on holiday, 0 on other leave, 0 furloughed, 3 sick, 64 working from home, and 0 birthdays. The main content area is divided into three sections: 'Data to-dos' (3 unresolved disciplinary incidents, 119 people with missing data, 1 person with ID documents coming up for review, 57 people awaiting welcome email, 16 people yet to action welcome email), 'Coming up in the next 7 days' (Work anniversaries for Freddie Mercury and Jo Smith; Birthdays for The Grinch and Bob the Builder), and 'Open leave requests' (listing Beth Sparkes).

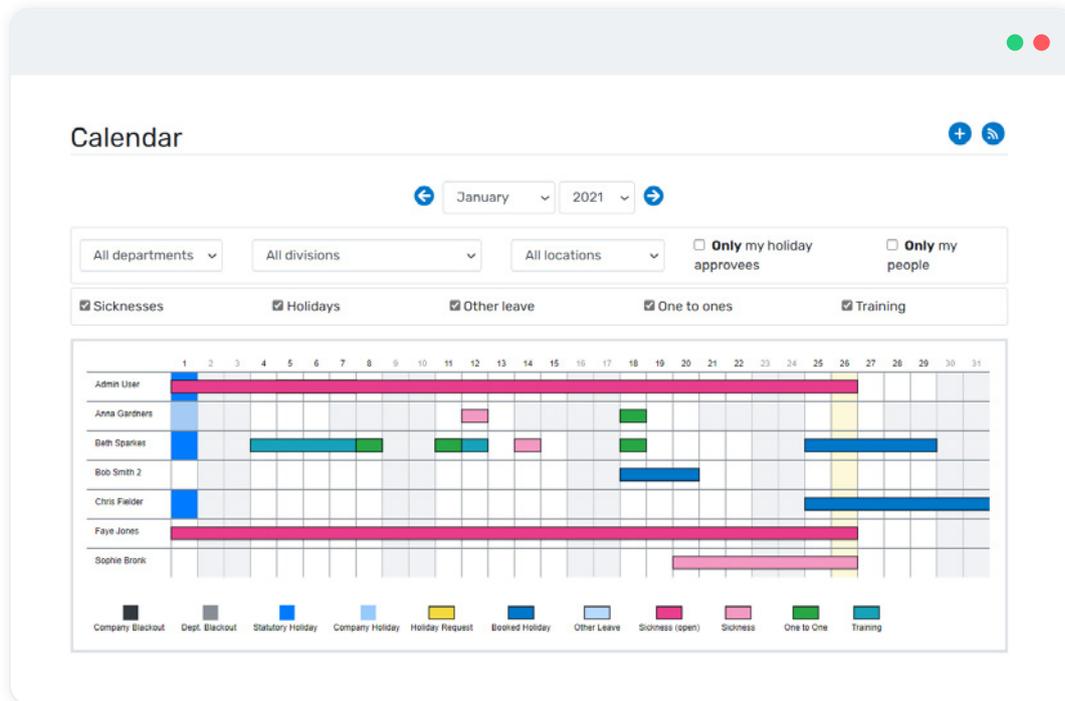
The form is titled 'Add sickness for Beth Sparkes' and is under the 'Sicknesses' section. It contains the following fields: 'Start date' (calendar icon, 26/01/2021, close icon), 'Sickness type' (radio buttons for 'Full day' and 'Half day', 'Full day' is selected), 'End date' (calendar icon, 26/01/2021, close icon), 'Sickness type' (dropdown menu with 'Cough, Cold, Flu' selected), and 'Employee Note' (text area containing 'Employee rang in sick'). At the bottom, there are 'cancel' and 'add sickness' buttons.





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.

The screenshot shows two panels. The left panel, titled 'MY LEAVE', displays '28.0 days holiday available' with an airplane icon. Below this, it shows '5 days requested' and '7 days booked', with links to 'manage leave', 'view calendar', and 'log TOIL'. A 'request leave' button is at the bottom. The right panel, titled 'To review and approve', shows 'Open leave requests' with a list item for 'Beth Sparkes' requesting a holiday from 01/02/2021 to 05/02/2021, submitted on 25/01/2021 at 12:15pm.

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

The screenshot shows a manager's dashboard for 'Leave request for Beth Sparkes'. It includes 'Approve or reject' buttons (reject, approve) and a 'DETAILS' section with the following information:

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

Below the details is a calendar view titled 'Leave around these dates' with filters for 'All departments' and 'All locations'. It includes checkboxes for 'Only my holiday approvers' and 'Only my people'. The calendar shows leave requests for 'Admin User', 'Beth Sparkes', and 'Chris Fielder' from January 25 to February 11. A legend at the bottom identifies various leave types: Company Blackout, Dept. Blackout, Statutory Holiday, Company Holiday, Holiday Request, Current Request, Booked Holiday, Other Leave, One to One, and Training.





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.

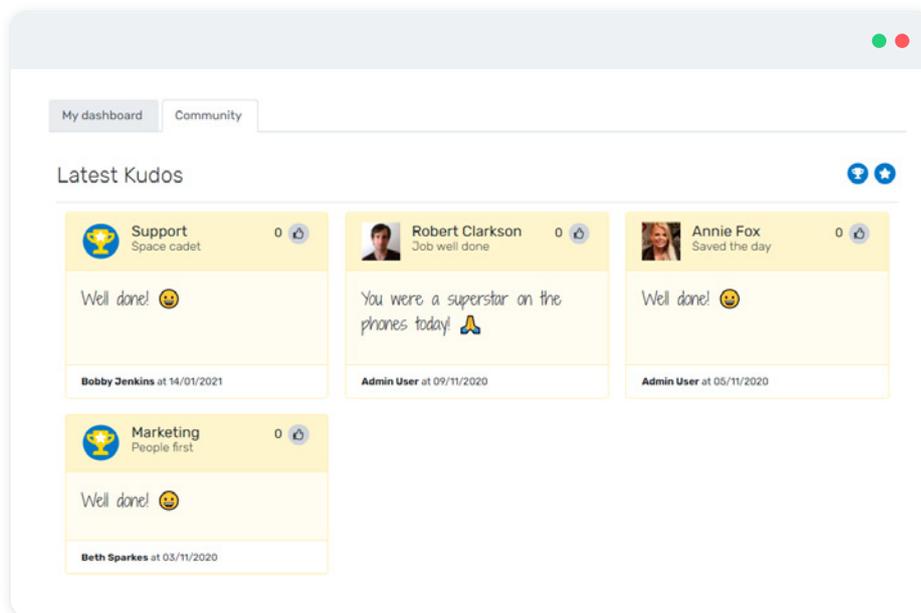




Kudos

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





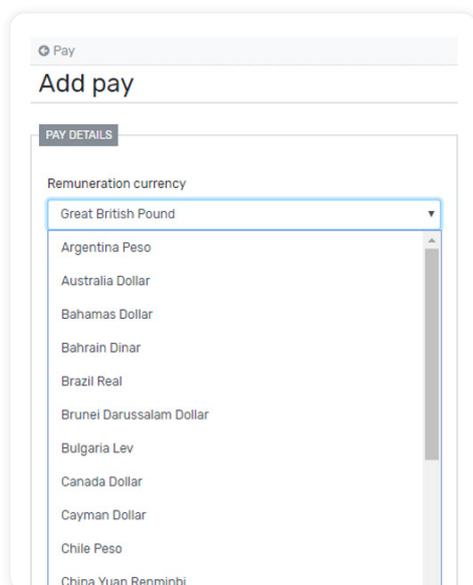
Payroll

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

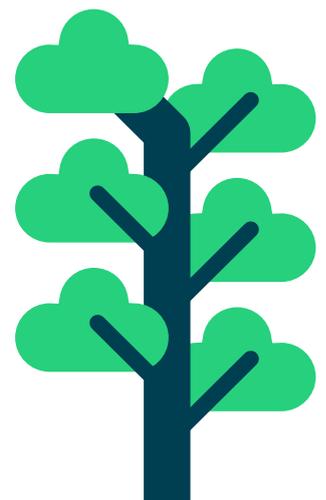
1 claim submitted 0 claims rejected

[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.



Bethan (Beth) Sparkes Onboarding Manager
 Profile Leave Sickness Training Performance More

Time logs

select project

Processed **and** outstanding logs Overtime only clear filter apply filter

Select all Process logs

Search:

Date	Description	Duration	Project	Overtime	Processed	Process	Actions
04/01/2021	Overtime	3 hours and 5 minutes	Breathe Partners	Yes	No	<input type="checkbox"/>	
05/01/2021	Overtime	1 hour and 10 minutes	none	Yes	No	<input type="checkbox"/>	

Showing 1 to 2 of 2 entries Previous 1 Next

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.

Summary Job Personal Custom Email notifications

If expected fields do not appear it is because you haven't configured the labels. These can be defined on the modules screen

CUSTOM FIELDS

NDA signed	No
Quality Trait	Ambitious, Excel Whizz, Good Customer Service Skills, Awesome
Number of Children	2
Date of MOT	31/08/2021
Date of Insurance Renewal	31/08/2021

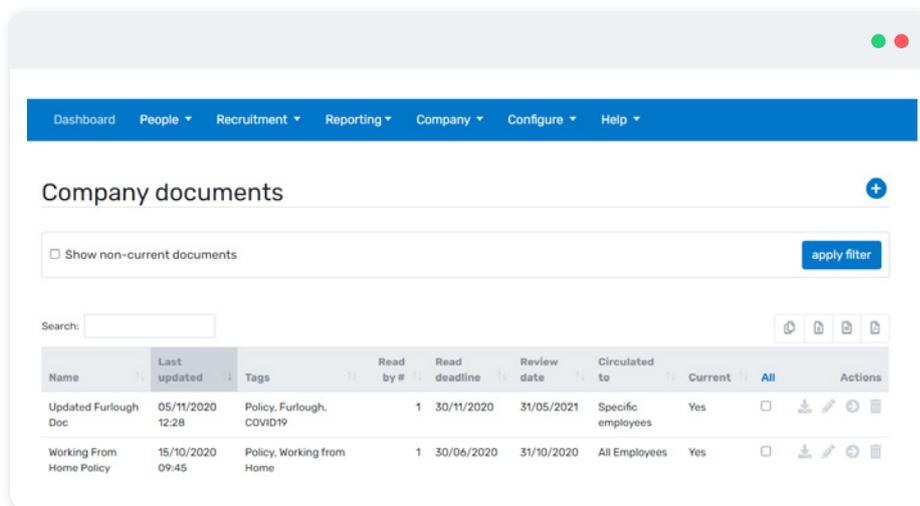
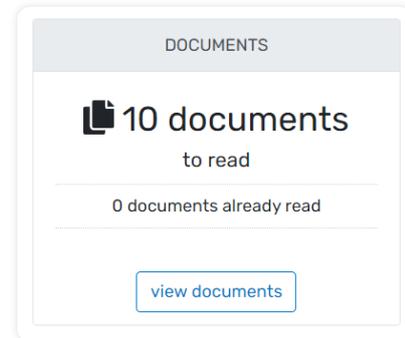




Organise documents

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.



“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



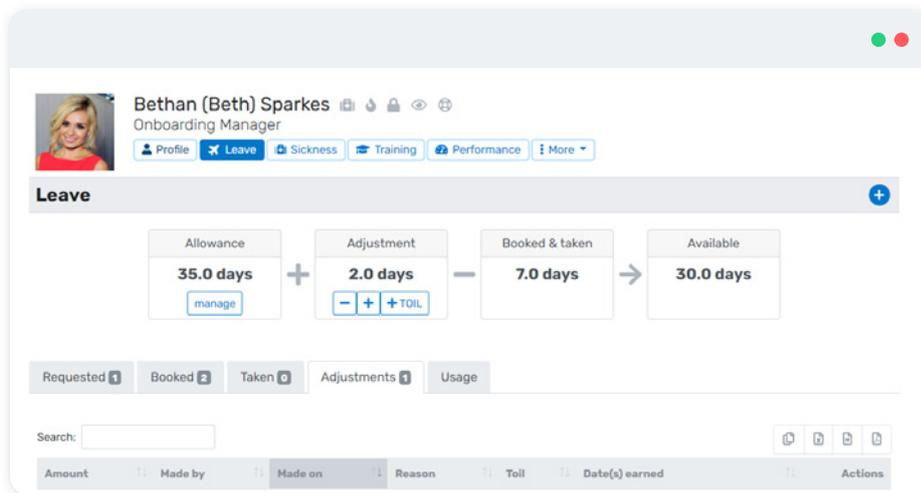


TOIL

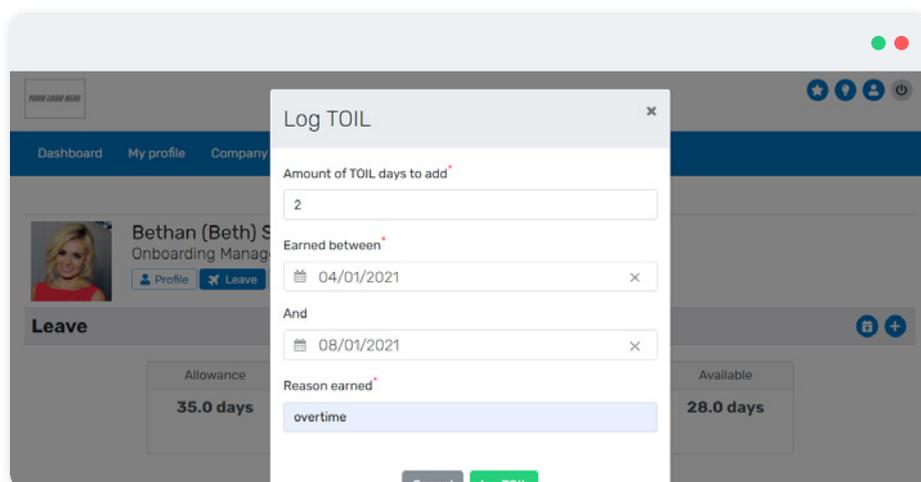
You can record and allow your employees to request TOIL. Once you have switched TOIL on, your employees will then be able to request TOIL from their employee dashboard.

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.



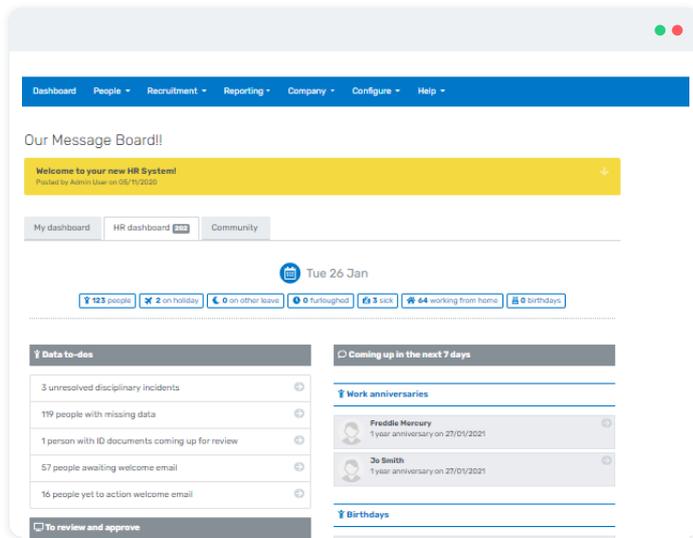
You will also notice underneath the employee's holiday allowance, an additional adjustments column. This will display the approved TOIL requests, who they were approved by, the reason, as well as the dates TOIL was accrued.





Tasks

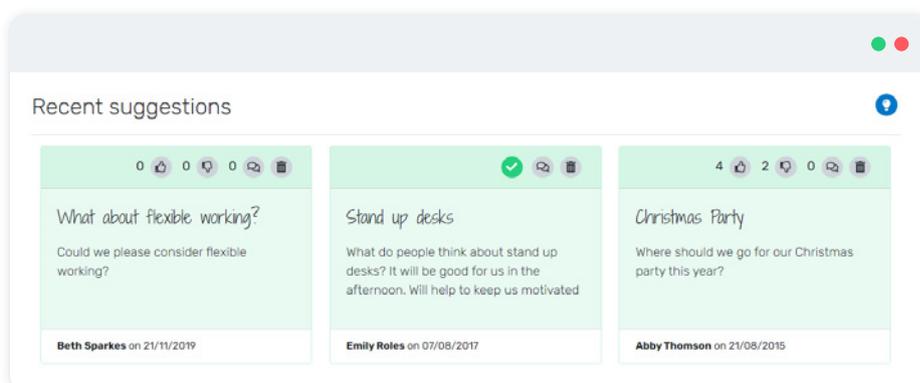
Breathe helps you keep track of all your tasks, leaving you to manage your business. Breathe will send you an email for all important employee-related tasks. Just login to action each request.



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.

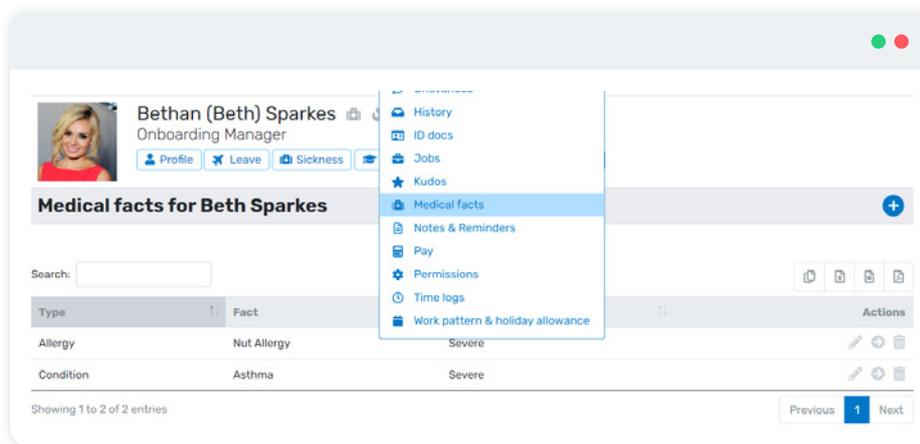




Medical facts

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.



Medical facts

Edit medical fact for Beth Sparkes

MEDICAL FACT DETAILS

Fact*
Nut Allergy

Severity*
Severe

Fact type
Allergy

Symptoms
Rash, swelling, difficulty breathing

Action needed
administer epipen and call 999

cancel update medical fact details

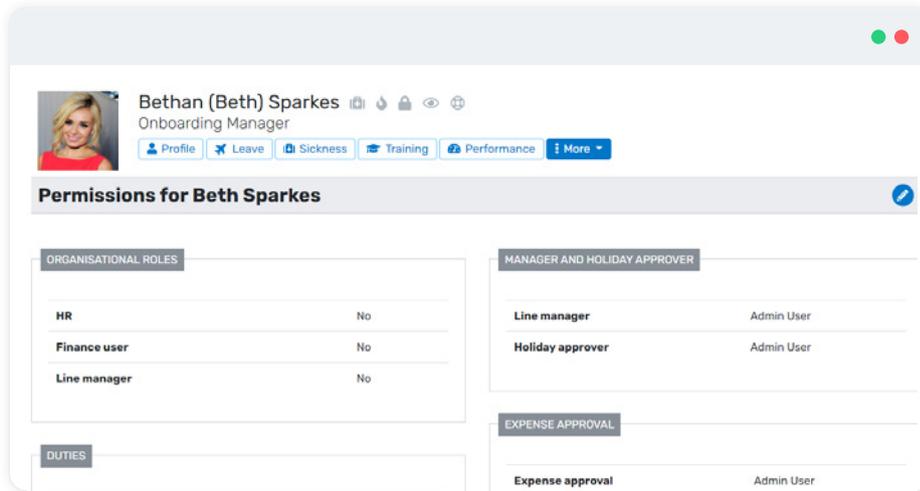
Each of the medical facts can then be viewed at a glance, with a colour-coded severity type, so that you can be aware of the health of your employees.



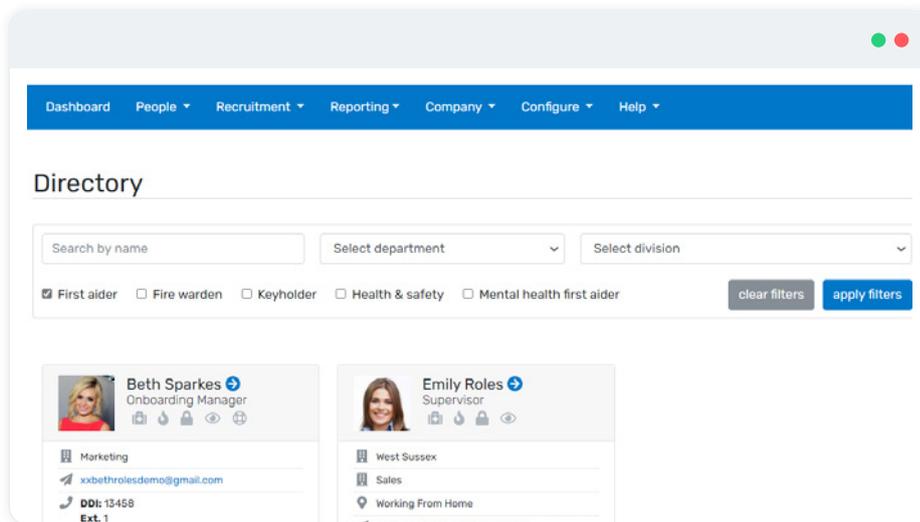


Employee duties

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.

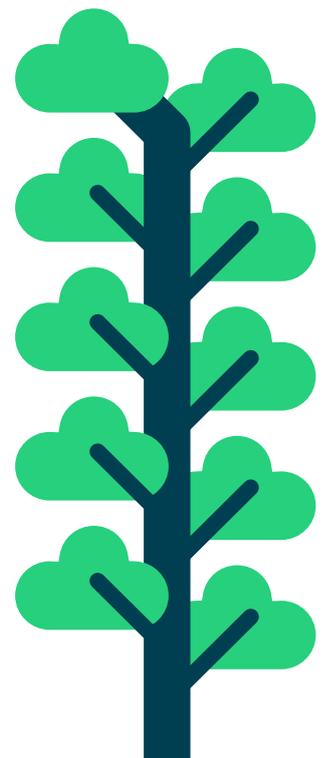


This is then visible on the employee profile and employee directory so that all employees can see this vital information.



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!

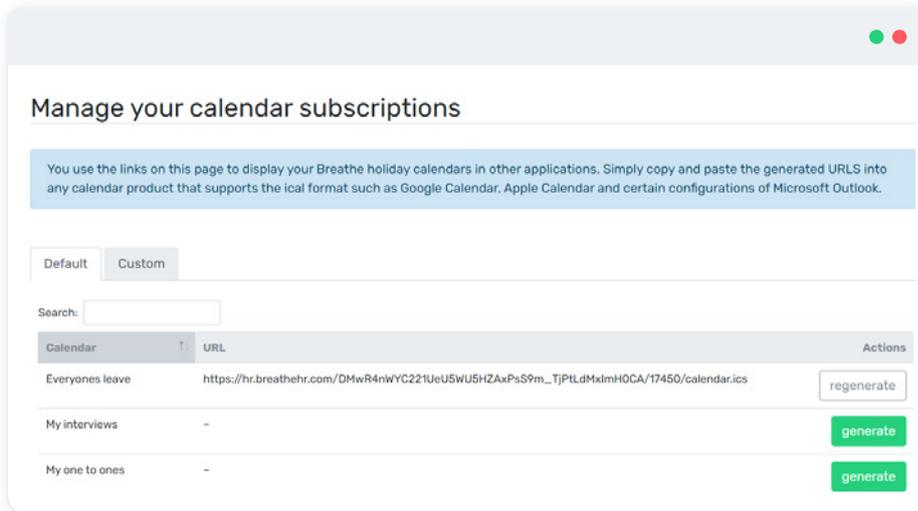




Calendar integration

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.

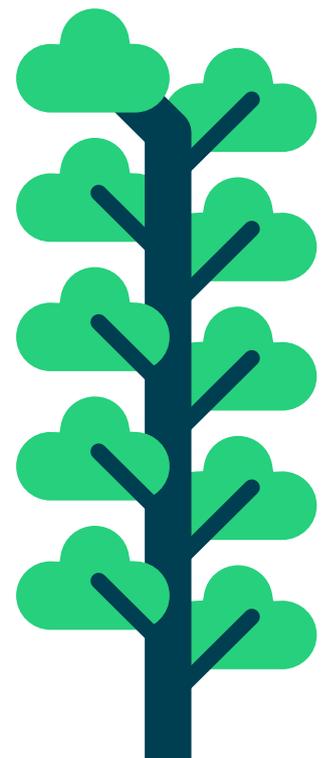
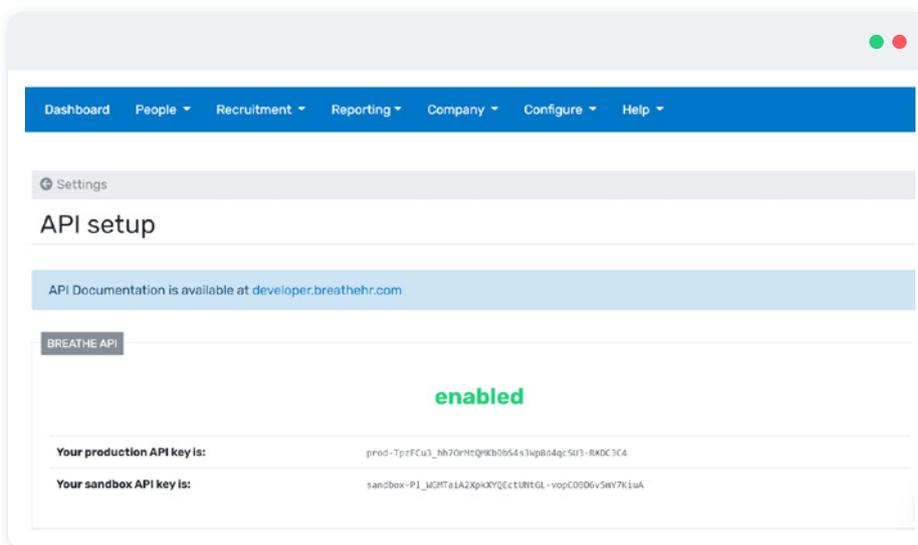


API

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

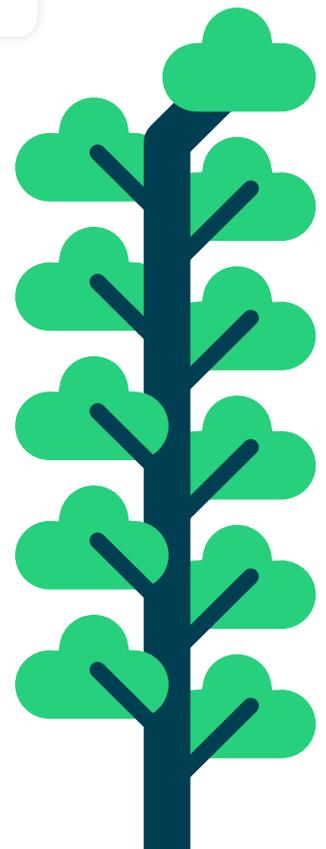




Organisation chart

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

The screenshot shows a web application interface for an organisation chart. At the top is a navigation bar with links: Dashboard, People, Recruitment, Reporting, Company, Configure, and Help. Below the navigation bar is a search field labeled "select line manager" with a dropdown arrow, a "clear" button, and a "filter" button. The main content area displays a hierarchy starting with Bobby Jenkins, Supervisor in IT. Below him are several team members, each with a profile card containing a photo, name, and role. The team members are: Mia Hughes (Support), Billy Thompson (CTO, Marketing), Claire Boyle (Testing1234, Finance), Anna Gardners (No job title, Marketing), Bob Jones (Onboarding Specialist, Marketing), Annie Fox (anninefox@bethandemo.eml), Faye Jones (Contractor - IT), Ariel Mermaid (Princess), Jay Philips (Sales, Support), Pat Reid (Support), and Sam Scott (Support, Support). A scroll bar is visible at the bottom of the chart area.





Safe and secure

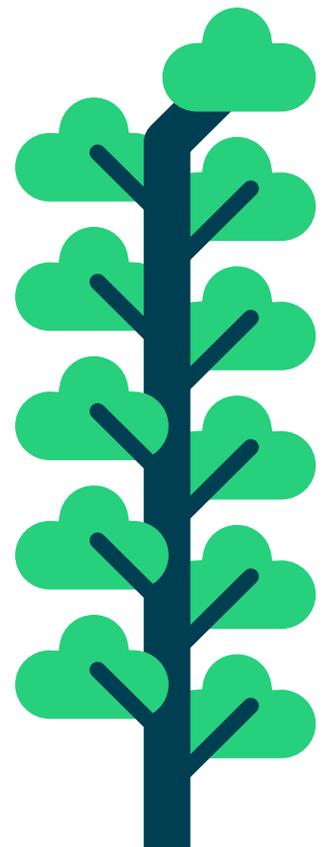
We understand that entrusting personal data into a system can be daunting, but the security of your data is our number one priority.

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!*



Effortless people admin

More resources online at breathehr.com