

HR and personnel applications

A suite of applications for managing processes and documentation across all aspects of HR and personnel department operations.

It automates tasks, effectively supporting the paperless office concept, increases process efficiency, and enables smooth task management.

Support for HR and personnel departments



The suite digitizes numerous processes — even the most complex — within a single platform. As a result, **all data and information are accessible in one place**, and searching is quick and efficient. Streamlining tasks and processes improves working comfort for HR teams, allowing them to focus more on strategic initiatives.

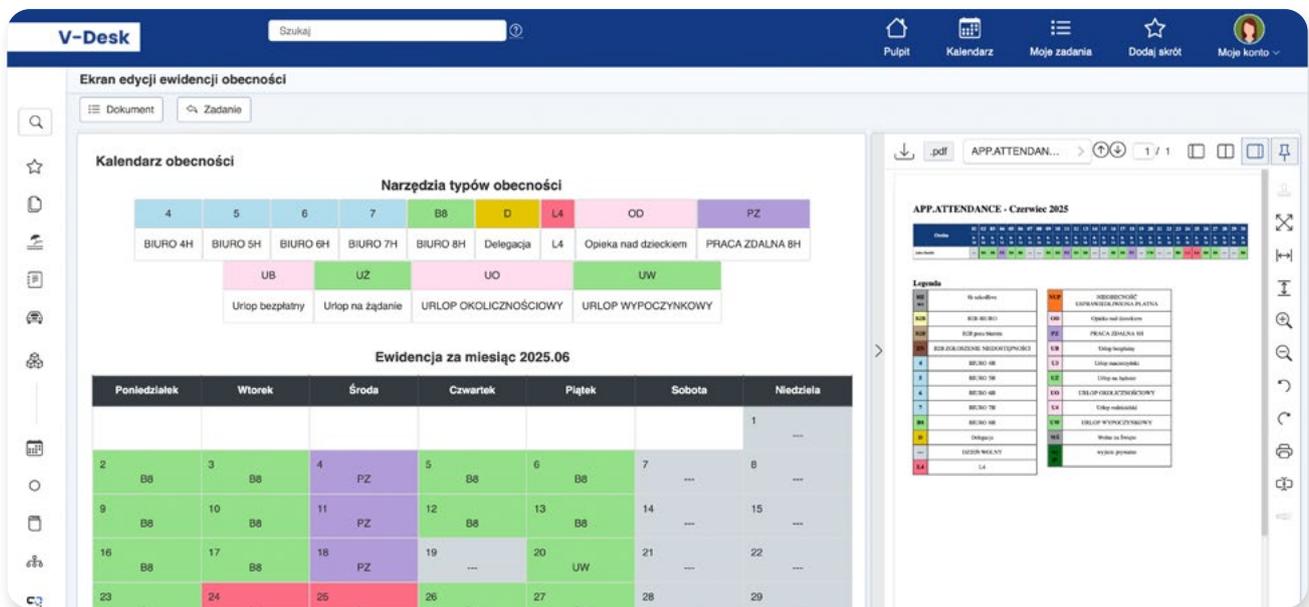
Guaranteed data security

The solution is deployed in a **cloud-based infrastructure using a single-tenant model** — a dedicated environment for each client — ensuring the security of data and information. It also **complies with the General Data Protection Regulation (GDPR)** and with the Polish Ministry of Labour and Social Policy's regulations concerning digital personnel files.

Attendance Tracking

Every employer is obliged to run records of employee's working time in order to accurately calculate payrolls and other employment related benefits.

The V-Desk GA HR module supports three types of employment relationship: **employee contract, commission and B2B contract**. For each type, pre-configured templates are available to simplify the process of filling out attendance records.



Attendance always on time

Digital attendance is a way better than traditionally run paper lists to verify and record employees attendance. It provides intuitive way for recording working hours in one place.

In the V-Desk GA, **the module is additionally equipped with reminder alerts** prompting users to complete their attendance records — ensuring they are submitted on time.

Business trips module

Attendance module with a Business Trip combined in a perfect system that enables to handle requests and settle business trips. The requests are forwarded for acceptance without delays and the responsible employers are informed immediately about their status. **The system is equipped with automated mechanism to calculate and settle trips.**

Business trip main functionalities



Registration of travel requests, advances, and per diems (allowances)



Digital settlement of domestic and abroad business travels



Calculation of mileages



Automatic updates of domestic and international per diem rates



Per diem rates recalculation based on the number of meals provided



Submitting to finalizing payment



„Online management of business trips is faster and streamlined when compared to time needed before. We are now equipped with a tool to manage efficiently requests, business vehicles reservations with an option to settle domestic and abroad trips.”

*Vice Board President in Porta KMI Poland S.A.
Grzegorz Białczak*



Leave management system

Digital system to automate management of your employees absence days. Digital process of leave requests approval or denial is easier and faster than in paper forms. **Employees pick an absence option, details a reason, finds a person for replacement, attaches files if necessary and the system automatically sends the task to a person in charge.**

EMPLOYEE

- fast and streamlined online requests placement
- insight to leave and absence plans
- full view of scheduled absences
- automated calculation of entitled off days

EMPLOYER

- defined workflow
- task responsibility assignment
- easy and transparent access to documents
- generated reports
- quick access to data, documents

HR/PERSONNEL DEPT.

- paper and storage space use reduced
- online leave requests quickly sent for approval/denial
- red-flagging and notifications when the leave ends
- documents are secured against lost, damage
- high security level of data protection in HR departments

Various leave type requests

There are ready to use templates for all absence types in V-Desk GA. **They differ depending on the absence type employee requests and days of paid/unpaid time off.** Requests forms include vacation days, personal time-off, maternity for a youngster up to 14 yo, child birth time off, workshops days or sick leave.

e-Personnel Files

Management, storage, and remote access to mandatory digital employee documentation

The application enables orchestrating personnel files, organized into the required sections A, B, C, D, E, as well as other documents related to employment. It suits each company of all sizes and enables management of personnel records for all number of employees.

e-Personnel File in V-Desk is a flexible system designed to adapt to regulatory changes.

Key features of the V-Desk e-Personnel File module



Automation
of administrative tasks



Monitoring of employee file
completeness



Data analysis and reports



Electronic signature support,
including bulk signing of
multiple documents



Efficient data export between
affiliated companies



Access management by the
system administrator



Change history logging and
activity preview



Alerts and reminders (e.g., for
upcoming medical check-ups
or missing signatures)