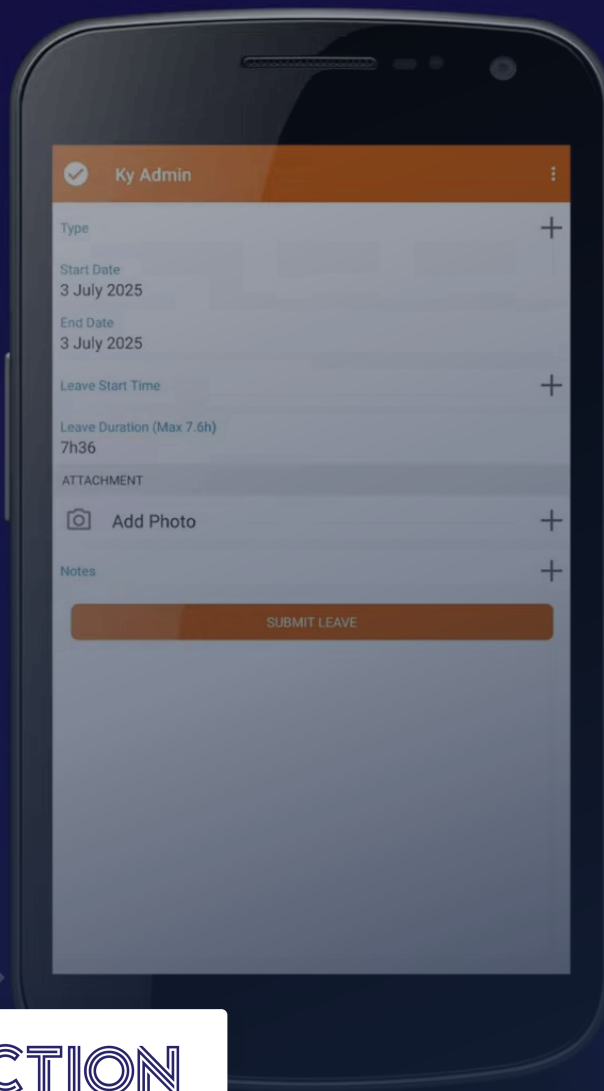




KYNECTION
KNOWLEDGE IN MOTION

MODULE OVERVIEW

KYNECTION • HUMAN RESOURCES • HR MOBILE

HR in the Field *on Mobile*

The module overview for HR on the phone. Everything a worker does for themselves: keeping licences current, submitting forms to HR, logging time on site, applying for leave and signing off policies.

5 CHAPTERS

3 MIN 41 SEC

HUMAN RESOURCES

MOBILE USERS • ALL STAFF

MODULE OVERVIEW • 3 MIN 41 SEC

What this module overview covers

Five stages cover the whole mobile experience. Chapters 1 and 2 are compliance and training. Chapter 3 is submitting to HR. Chapters 4 and 5 are timesheets, leave and policy sign-off.

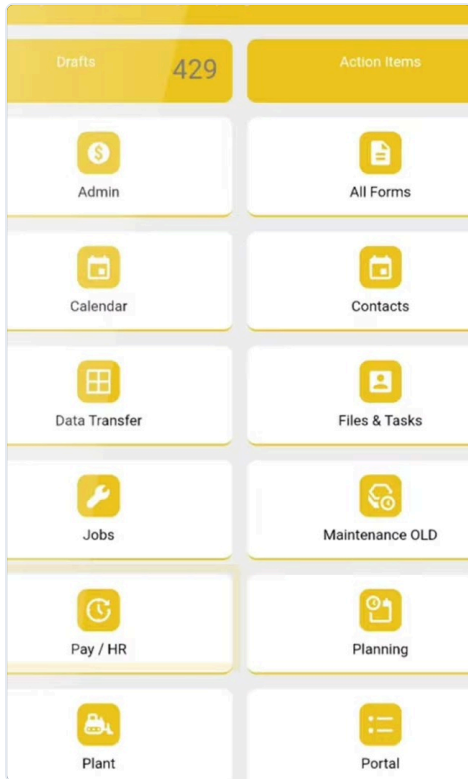
CH 01	Open the HR module HR and Pay sit on the app dashboard alongside the other modules.	00:08–00:42
CH 02	Work the checklist Everything outstanding is colour coded, so the list tells you what to do next.	00:42–01:16
CH 03	Submit forms to HR A completed form goes straight to HR from the phone rather than being emailed or handed in.	01:16–01:55
CH 04	Timesheets and leave Leave is applied for on the phone with the supporting document attached.	01:55–02:45
CH 05	Sign off policies Policy acknowledgement is captured digitally and stored against the employee.	02:45–03:41

- **Who this is for.** Every employee with the Kynnection app, not just HR staff. This is the self-service side of the module.
- **Traffic lights tell you what is outstanding.** Items read as complete or not started, so you can see what HR is waiting on without asking.
- **Check-ins can be geo-fenced.** Where a site is configured for it, the app confirms you are on site before it will accept the check-in.

READ AS Screens are captured from the walkthrough video at the timestamp shown on each step. Names, dates and rates are demonstration data.

Open the HR module

HR and Pay sit on the app dashboard alongside the other modules.

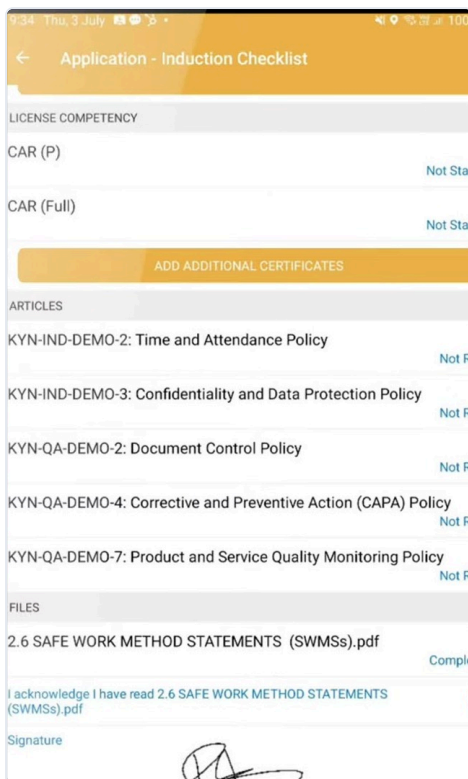


STEP 1 • 00:16 IN THE VIDEO

Open HR from the dashboard

The dashboard tiles cover the modules available to you. Open **HR** to reach your own records.

CHAPTER 01 • STEP 1 OF 2



STEP 2 • 00:33 IN THE VIDEO

Read the induction checklist

The induction checklist lists licence competency, articles and files. Policies show as **Not Read** until you open them, and files carry an acknowledgement tick and a signature.

CHAPTER 01 • STEP 2 OF 2

Work the checklist

Everything outstanding is colour coded, so the list tells you what to do next.

9:34 Thu, 3 July 100%

← Application - Induction Checklist

LICENSE COMPETENCY

CAR (P) Not Started

CAR (Full) Not Started

ADD ADDITIONAL CERTIFICATES

ARTICLES

KYN-IND-DEMO-2: Time and Attendance Policy Not Started

KYN-IND-DEMO-3: Confidentiality and Data Protection Policy Not Started

KYN-QA-DEMO-2: Document Control Policy Not Started

KYN-QA-DEMO-4: Corrective and Preventive Action (CAPA) Policy Not Started

KYN-QA-DEMO-7: Product and Service Quality Monitoring Policy Not Started

FILES

2.6 SAFE WORK METHOD STATEMENTS (SWMSs).pdf Complete

I acknowledge I have read 2.6 SAFE WORK METHOD STATEMENTS (SWMSs).pdf

Signature

STEP 1 • 00:48 IN THE VIDEO

Use the traffic light system

Items read as complete or outstanding at a glance, which is what turns a long compliance list into a short to-do list.

CHAPTER 02 • STEP 1 OF 2

Edit Form

Training Log

ID
Forklift

Contact
Adam Cross

License Number (*)
7979790

Date of Issue (if applicable)

Take Photo

Attach Photo

Attach Document

Comments

STEP 2 • 01:05 IN THE VIDEO

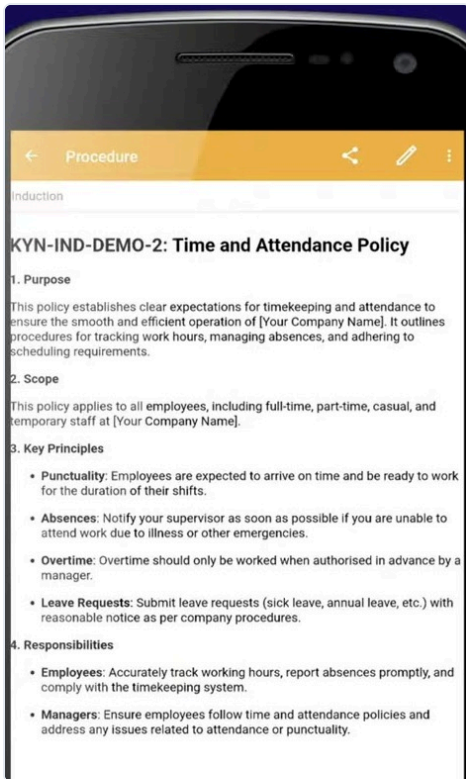
Update a training log or licence

Open a licence to update it. **Add Additional Certificates** covers anything not already on your record.

CHAPTER 02 • STEP 2 OF 2

Submit forms to HR

A completed form goes straight to HR from the phone rather than being emailed or handed in.

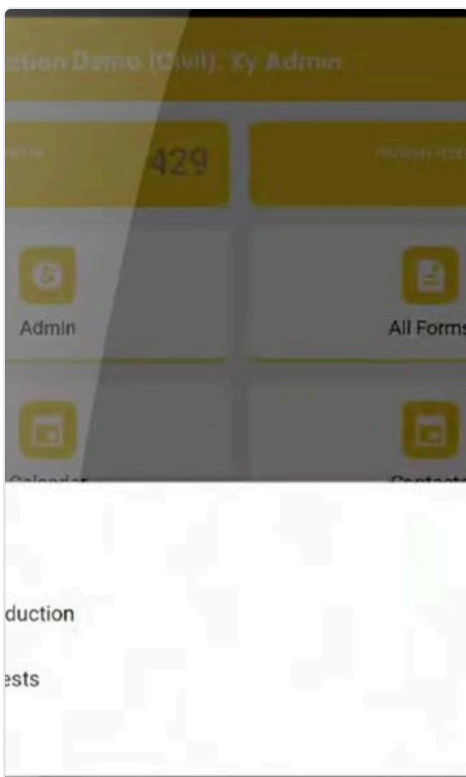


STEP 1 • 01:28 IN THE VIDEO

Submit the completed form

Once the detail and any photo are attached, submit the form. It lands with HR against your record.

CHAPTER 03 • STEP 1 OF 2



STEP 2 • 01:47 IN THE VIDEO

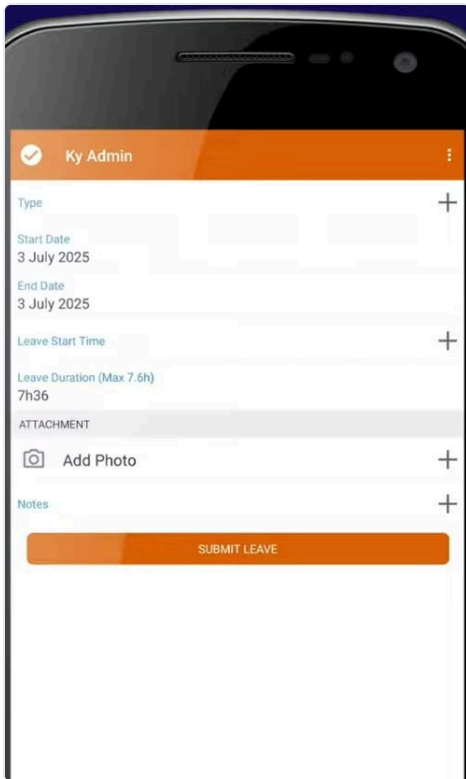
Reach timesheets and leave

The module menu also carries checked-in status, complete inductee, leave requests and timesheet, so the whole self-service set sits in one place.

CHAPTER 03 • STEP 2 OF 2

Timesheets and leave

Leave is applied for on the phone with the supporting document attached.

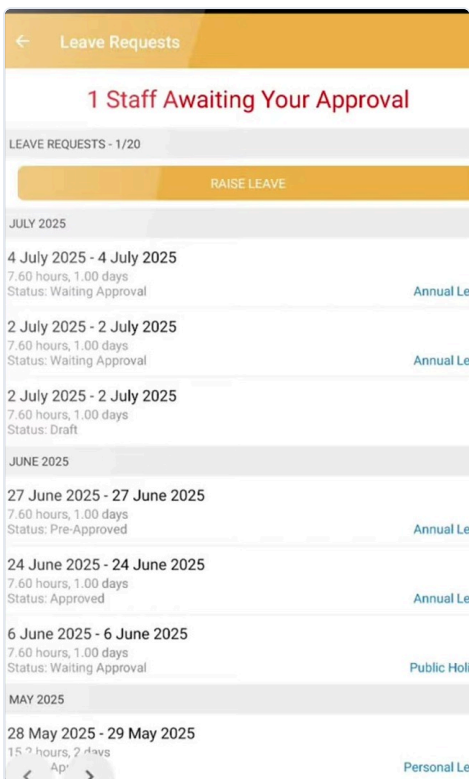


STEP 1 • 02:05 IN THE VIDEO

Apply for leave

A leave request takes a type, start and end date, leave start time and duration, with the maximum shown against the field. Attach a photo or document, add notes, then **Submit Leave**.

CHAPTER 04 • STEP 1 OF 2



Leave Requests			
1 Staff Awaiting Your Approval			
LEAVE REQUESTS - 1/20			
RAISE LEAVE			
JULY 2025			
4 July 2025 - 4 July 2025	7.60 hours, 1.00 days	Status: Waiting Approval	Annual Le
2 July 2025 - 2 July 2025	7.60 hours, 1.00 days	Status: Waiting Approval	Annual Le
2 July 2025 - 2 July 2025	7.60 hours, 1.00 days	Status: Draft	
JUNE 2025			
27 June 2025 - 27 June 2025	7.60 hours, 1.00 days	Status: Pre-Approved	Annual Le
24 June 2025 - 24 June 2025	7.60 hours, 1.00 days	Status: Approved	Annual Le
6 June 2025 - 6 June 2025	7.60 hours, 1.00 days	Status: Waiting Approval	Public Hol
MAY 2025			
28 May 2025 - 29 May 2025	15.2 hours, 2 days	Status: Waiting Approval	Personal Le

STEP 2 • 02:30 IN THE VIDEO

Track the request

Submitted requests list with their dates and status, so you can see what has been approved and what is still awaiting approval.

CHAPTER 04 • STEP 2 OF 2

Sign off policies

Policy acknowledgement is captured digitally and stored against the employee.

STEP 1 • 03:10 IN THE VIDEO

Read and acknowledge

Policies open in the app to be read, then acknowledged with a tick and a signature. The record updates from not read to complete.

CHAPTER 05 • STEP 1 OF 1

The screenshot shows a mobile app interface for policy sign-off. At the top, there's a status bar with a checkmark icon, the text "DEMO - CIVIL - 1", and a "HISTORY" link. Below this, a large orange button says "Not Checked Out yet". The "JOB NAME" field is filled with "DEMO - Civil - 1". Under "TIMELOG", the "Checkin Time (*)" is "3 July 2025" and the "Time" is "9:30 am". A large orange button labeled "CHECKOUT" is visible. The "ALLOWANCES" section includes "Travel" and "Meal Allowance", each with "Yes" and "No" toggle buttons. At the bottom, there's a "Notes" field with a plus icon for adding more text.