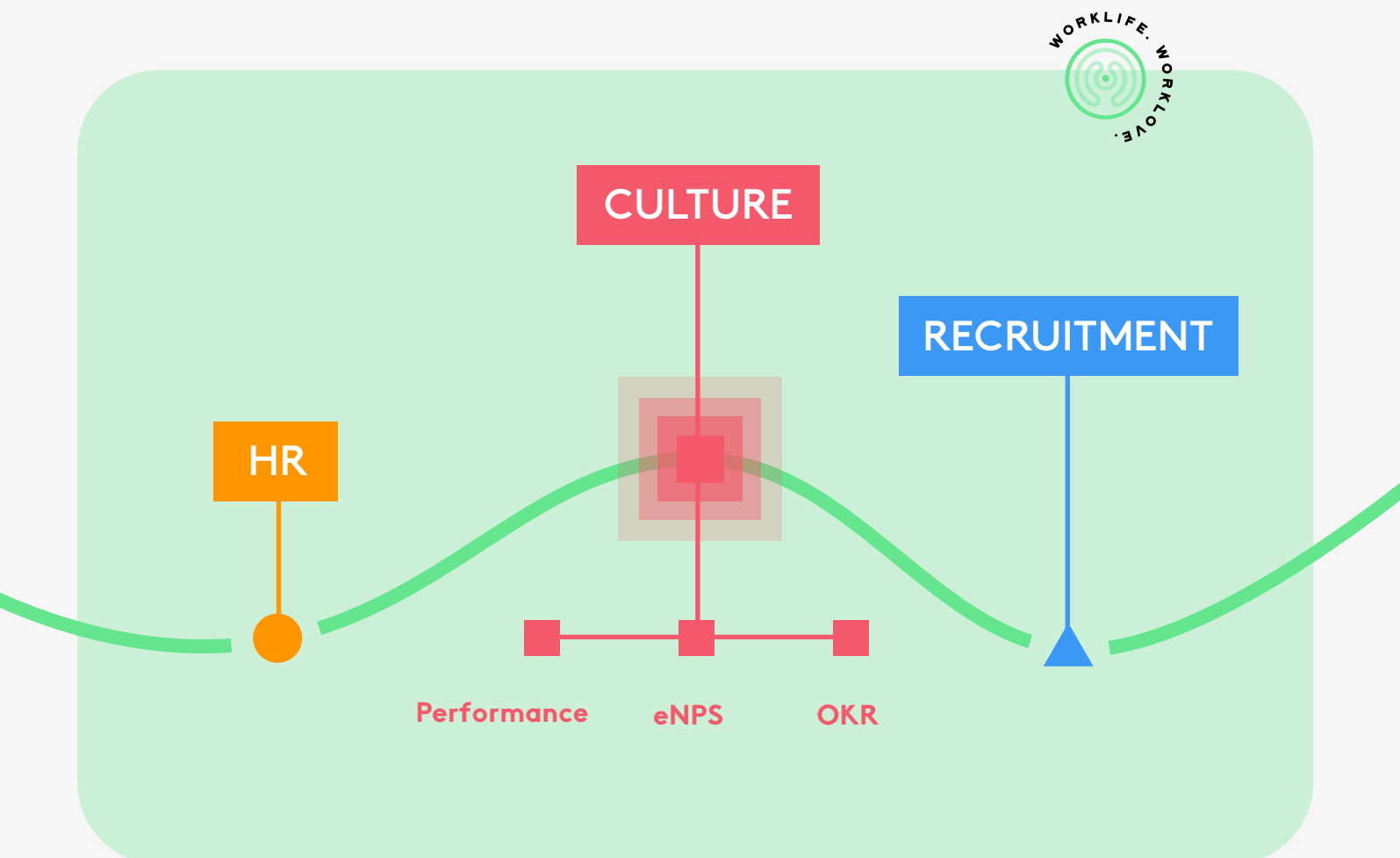




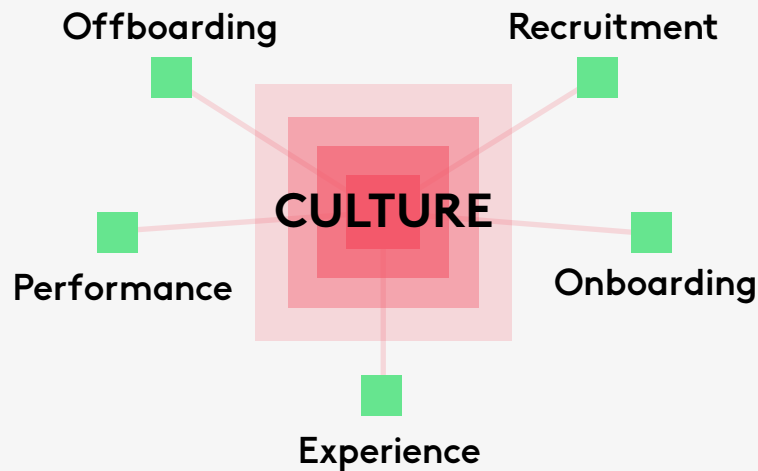
KENJO

Identify and find solutions to everyday issues in the HR department

Kenjo, the all-in-one employee management solution for SMEs



The next generation of human resources



At Kenjo, we'd like to help you digitise your HR department's internal processes.

So we've been looking into the main problems that HR directors, managers and employees face every day.

This document offers solutions that'll help you to, once and for all, spend your time looking after people and helping the company grow, instead of on boring and repetitive administrative tasks.

And all in one single tool. Kenjo.



"Because humans are more than resources"

KENJO FEATURES

THAT WILL REVOLUTIONISE YOUR HR DEPARTMENT

ABSENCE MANAGEMENT

- ✓ Team leave planner.
- ✓ Synchronisation absences with Google and Microsoft calendars.
- ✓ Approve requests from all devices.
- ✓ Reports and analytics by type of absence.
- ✓ National holidays uploaded by default.
- ✓ Changes to absence policy and automatic balance recalculation.

DIGITAL HR ADMINISTRATION

- ✓ Cloud-based document management.
- ✓ Customisation of user access roles and permissions.
- ✓ Reminders and notifications.
- ✓ Document generation using templates.
- ✓ Digital employee portal.
- ✓ Interactive notice board.
- ✓ Public appreciation message board
- ✓ Digital signature.
- ✓ Objectives and meeting management
- ✓ Time tracking and project management

TIME TRACKING

- ✓ Timekeeping.
- ✓ Calculation of hours and overtime worked.
- ✓ Compensation of overtime with extra pay or time in lieu.
- ✓ Timesheet templates
- ✓ Timekeeping reports and analysis
- ✓ Clock-in kiosk with QR code.

WORKFLOWS

- ✓ Automation of all kinds of processes.
- ✓ Personalised mailings.
- ✓ Task allocation.
- ✓ Creation of Slack notifications.

REPORTS AND ANALYTICS

- ✓ Creation of customisable KPI reports.
- ✓ Exportation of Excel and CSV reports.
- ✓ 30+ standard report templates.

PAYROLL REPORTS AND ADJUSTMENTS

- ✓ Adjustment notification.
- ✓ Payroll change report.
- ✓ Automatic importation and distribution of employee payslips.
- ✓ Multi-currency support.

RECRUITMENT - ATS

- ✓ Digital candidate profiles.
- ✓ Customisable hiring process.
- ✓ Talent pools.
- ✓ Candidate screening app in LinkedIn and other social channels.
- ✓ Integration with employee portals.
- ✓ Alerts and notifications.
- ✓ Candidate evaluation scorecard.
- ✓ ATS and email integration.
- ✓ Recruitment agency management portal.
- ✓ Creation of customised job portals.

ONBOARDING

- ✓ List of activities.
- ✓ Reminders and notifications.
- ✓ Email personalisation.
- ✓ Automation of processes.
- ✓ Agile organisation charts.

PERFORMANCE EVALUATION

- ✓ 180°, 270°, 360° performance evaluation.
- ✓ Design of goals and objectives.
- ✓ Talent matrix.
- ✓ Custom competencies.
- ✓ Library of performance review templates.
- ✓ Review follow-up.
- ✓ Performance comparison between employees, offices and departments.

WORK CLIMATE

- ✓ Workplace surveys.
- ✓ Satisfaction monitoring.
- ✓ Work climate analysis.
- ✓ Anonymous feedback.
- ✓ Response rate monitoring.



01 ABSENCE MANAGEMENT



“Record any of your employees’ leave and absences and get information visually”

PROBLEM

Employees constantly ask me how many holidays they have left, and I often find calculating it difficult.



KENJO SOLUTION

See all employee absences with an **interactive calendar** that enables you to view the absence history over the last year.

< 2020 >	Mi	Ju	Vi	Sa	Do	Lu	Ma	Mi
	1	2	3	4	4	6	7	8
Laura Wolf								
Robert Dazs								
Arlene Peña								
Arthur Williamson								
Lorena Ortega								
David Wolf								

PROBLEM

Holidays are often approved without my consent or knowledge, and this can often affect paid leave.



KENJO SOLUTION

Spare your managers from unnecessary holiday approval meetings and emails by implementing an **automatic digital holiday approval system** for managers and supervisors.

Pending requests

Home office	✗	✓
Home office	✗	✓
Sick	✗	✓
Holidays	✗	✓

PROBLEM

A lack of control over availability sometimes results in overlapping holidays among colleagues.



KENJO SOLUTION

Avoid **absence and holiday overlaps** among colleagues in the same department with a visual calendar.

Home office

→

✈ 3 Team Members will be away >

○ ○

PROBLEM

Sick leave sometimes goes unrecorded, and the corresponding amount of sick pay is not applied.



KENJO SOLUTION

Centralise all holidays and absences in **one official holiday and absence calendar**.

Pending requests

Home office	✗	✓
Home office	✗	✓
Sick	✗	✓
Holidays	✗	✓
Holidays	✗	✓
Holidays	✗	✓
Home office	✗	✓

NOV 11 → 15

4.5 working days 15 days available

REQUESTED BY

ATTACHMENT

DESCRIPTION

WHO ELSE WILL BE AWAY?

NAME	PERIOD	AMOUNT	STATUS
			✓
			✓
			✓
			✓

02 DIGITAL HR ADMINISTRATION



“Streamline your information and processes in one single platform. Say goodbye to Excel files and different task management tools”

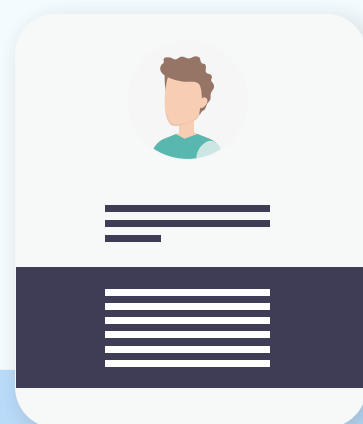
PROBLEM

Trying to store and organise employee information in one file so that the team can access it from any device can be chaotic.



KENJO SOLUTION

Store and organise all employee information in the cloud.



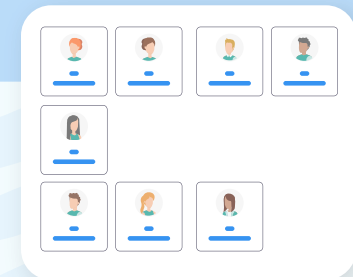
PROBLEM

I have to carry out all the department's processes manually, and it takes so long. This often makes it difficult to access information (recruitment, onboarding, create different Excels, update absences manually.)



KENJO SOLUTION

Automatically create and customise templates for repetitive processes (welcome communication, work anniversaries, contract renewal notices, holiday planning).



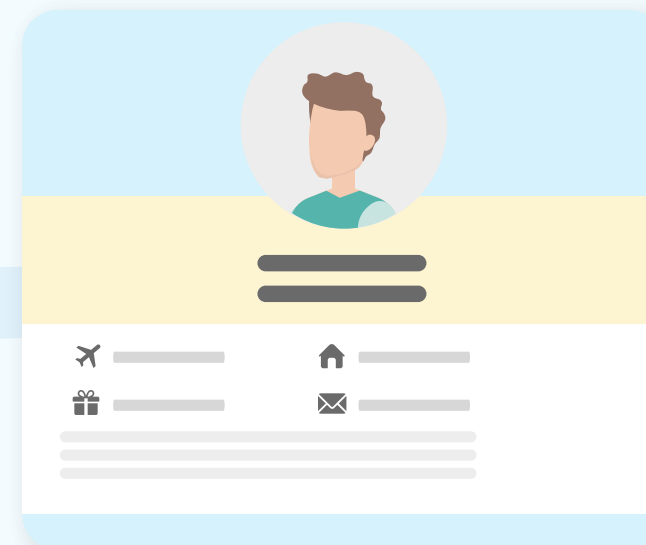
PROBLEM

I have to consult several sources to get the employee information I need.



KENJO SOLUTION

Visualise all the information in each employee's profile.



03 TIME TRACKING



“Comply with current working time legislation”

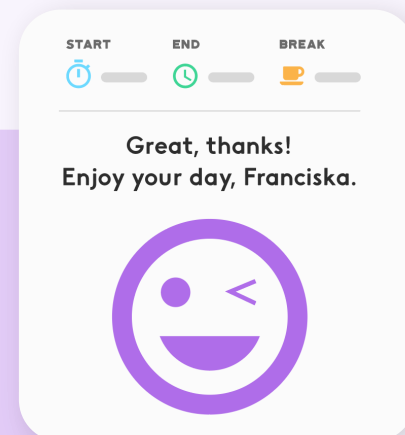
PROBLEM

I'm scared I might infringe the Working Time Directive legislation.



KENJO SOLUTION

Comply with employment laws by implementing a system that records working hours, and retains them for four years.



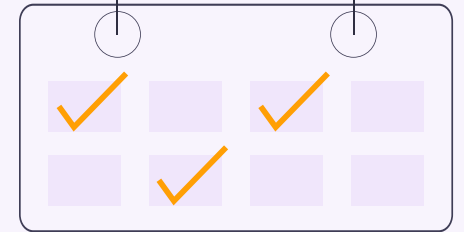
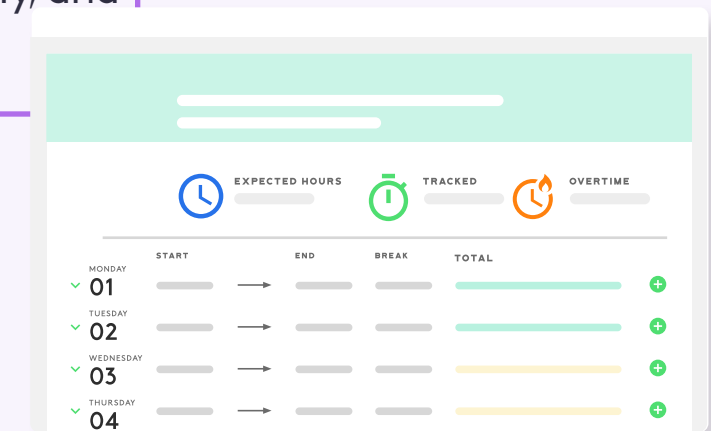
PROBLEM

I have difficulty accessing the employees' working hours so that I can check whether they are fulfilling their daily working hours.



KENJO SOLUTION

Generate reports to help you **visualise and examine attendance records** easily, and when you need them.



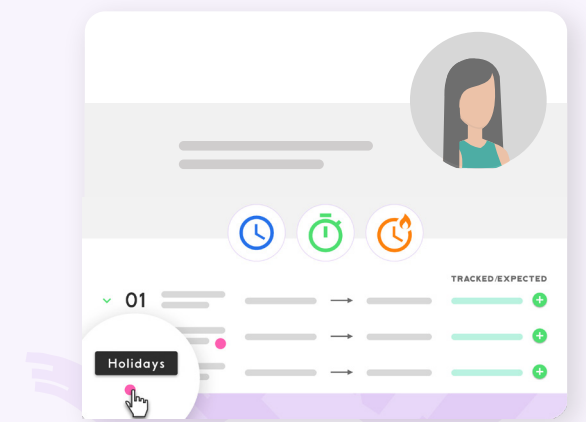
PROBLEM

Tracking the overtime hours worked by company employees to pay them accordingly is tricky.

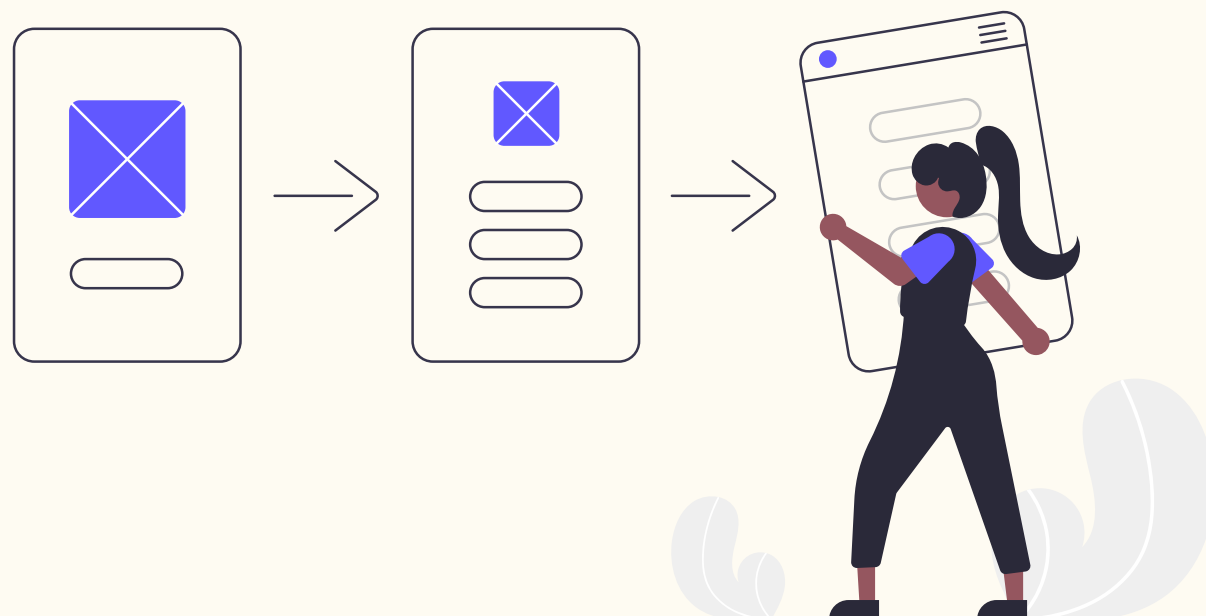


KENJO SOLUTION

Manage overtime by **synchronising calendars, notifications and timekeeping** authorisation, so you can quickly and easily transform them into extra days' leave or bonus payments.



04 WORKFLOWS



“Automate your processes and task follow-ups by creating email templates.”

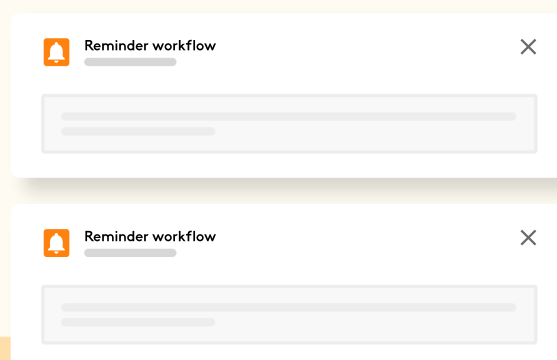
PROBLEM

Sometimes it's the employees themselves who remind me about their contract renewal, or about the expiry dates of important documents that I need to know in advance.



KENJO SOLUTION

Create **reminders and notifications** about important tasks (starting dates, end of a contract, end of a trial period, authorisations).



PROBLEM

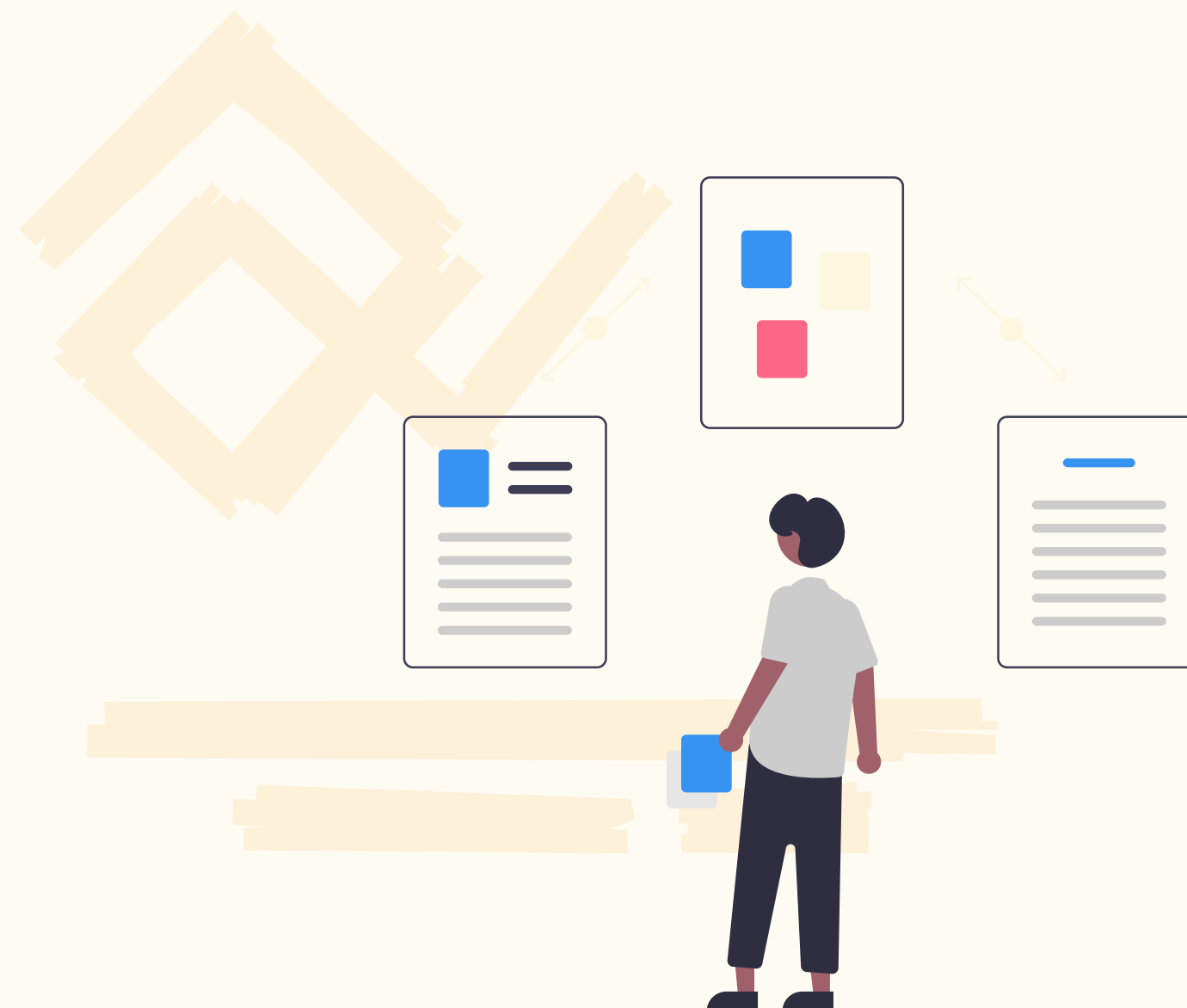
Keeping up with and monitoring the different processes in my department takes so much time (candidate follow-up, onboarding, offboarding, holidays, absences).



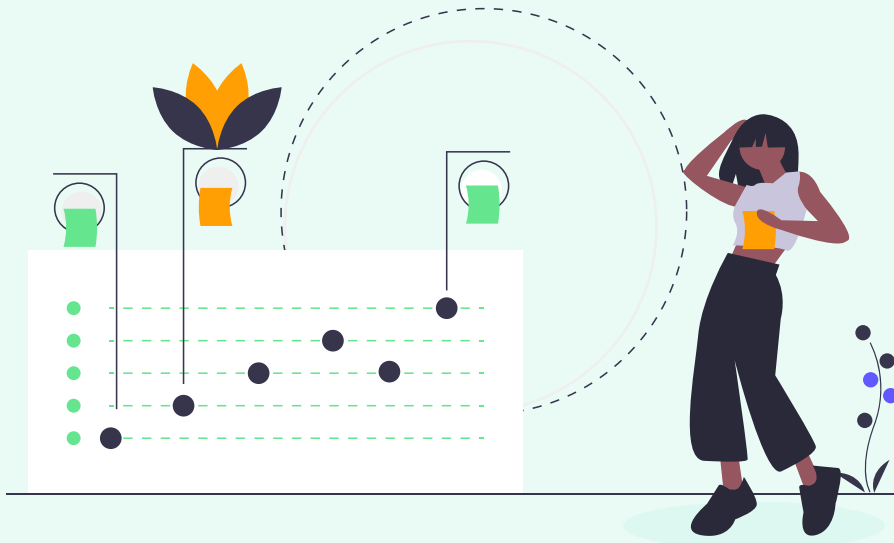
KENJO SOLUTION

Automate and assign: any administrative process that involves departments or people by creating customised communication (onboarding, birthdays, medical certificates).

The image shows a workflow configuration interface. At the top, there is a field labeled 'WORKFLOW NAME' with a grey placeholder text. Below this is a section labeled 'TRIGGER' with a green checkmark icon. There are four options listed, each with a radio button: 'Employee start date', 'Custom trigger: Birthdate (every year)' (which is selected), 'Sign contract', and 'Meeting with VP'.



Q5 REPORTS AND ANALYTICS



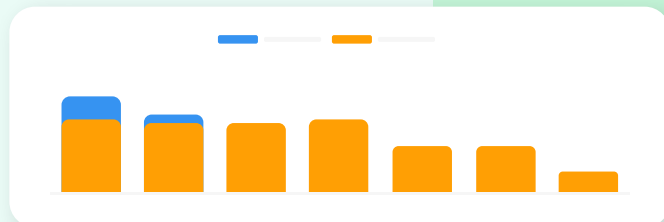
“Analyse and measure results to better understand employee performance, labour costs or trends in the management of company resources.

PROBLEM

It isn't easy to plan labour costs and decide whether we need extra resources.

KENJO SOLUTION

Evaluate labour costs and improve your recruitment planning with **customised reports**.



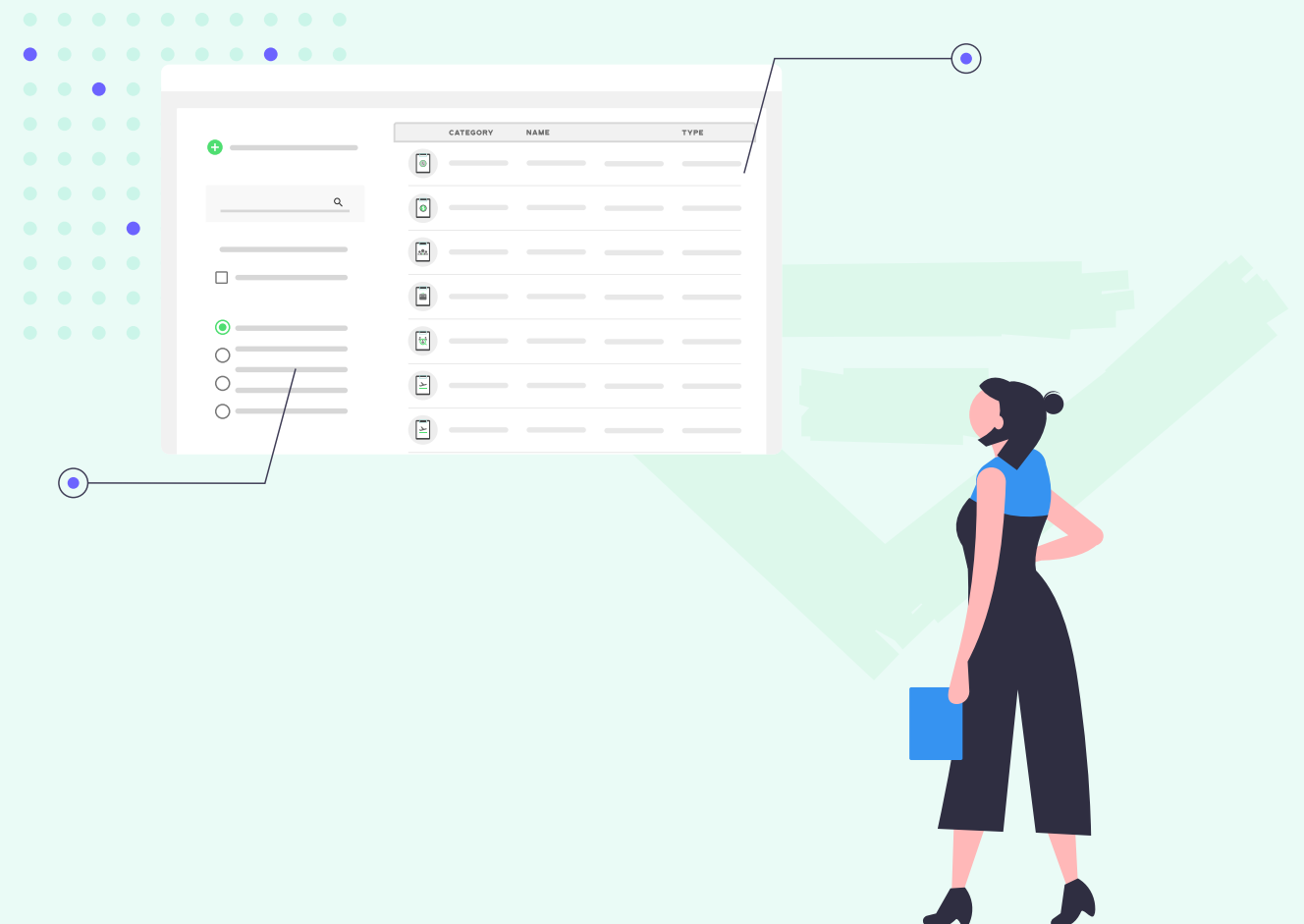
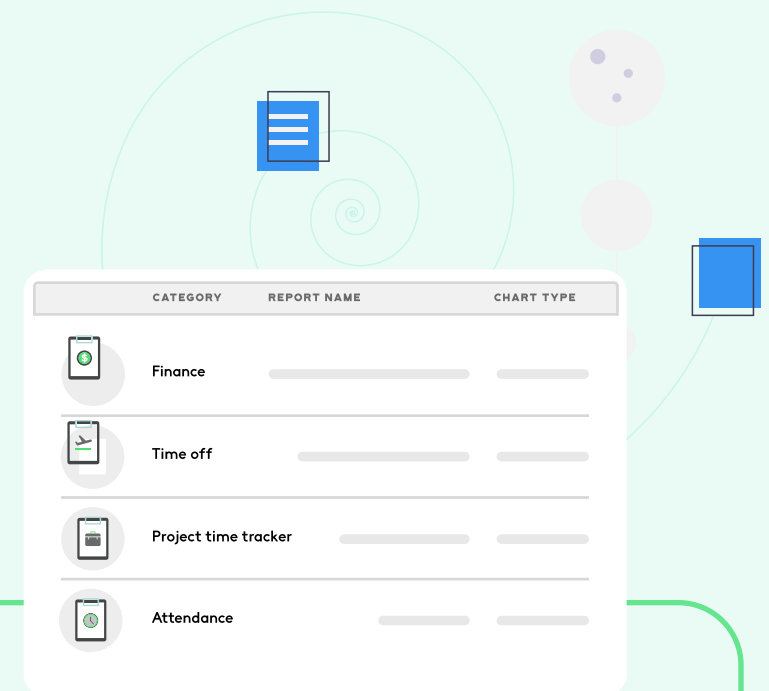
PROBLEM

I need to measure and create a report on employee performance for the management.



KENJO SOLUTION

Give the management visibility of the most critical KPIs for all departments through **data analysis** (average salaries, timekeeping, new hires, absenteeism).



06 PAYROLL REPORTS AND ADJUSTMENTS



“Get a quick overview of any payroll changes and communicate them effectively to your payroll agency”

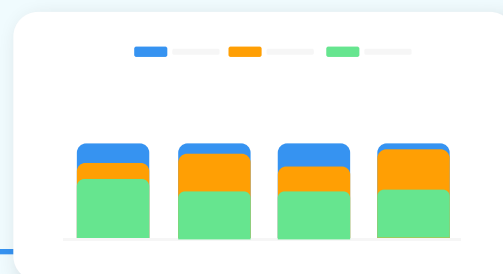
PROBLEM

Tracking all the changes that affect payroll is complicated (pay rises, bonuses, sick leave).



KENJO SOLUTION

Automatically compile payroll changes (new starts, salary changes, permanent or hourly paid).



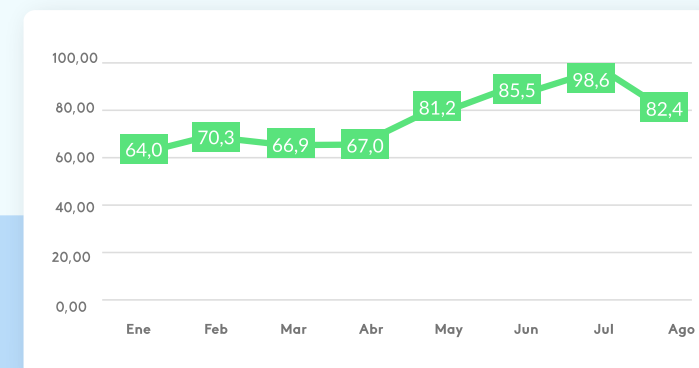
PROBLEM

I have a high percentage of payroll incidences to scrutinise individually.



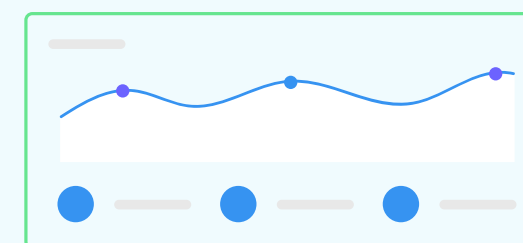
KENJO SOLUTION

Reduce the time needed to review payroll changes with **incident notifications**.



PROBLEM

It takes me so long to send payslips to all the employees, one by one, and I risk making mistakes when there are so many of them.



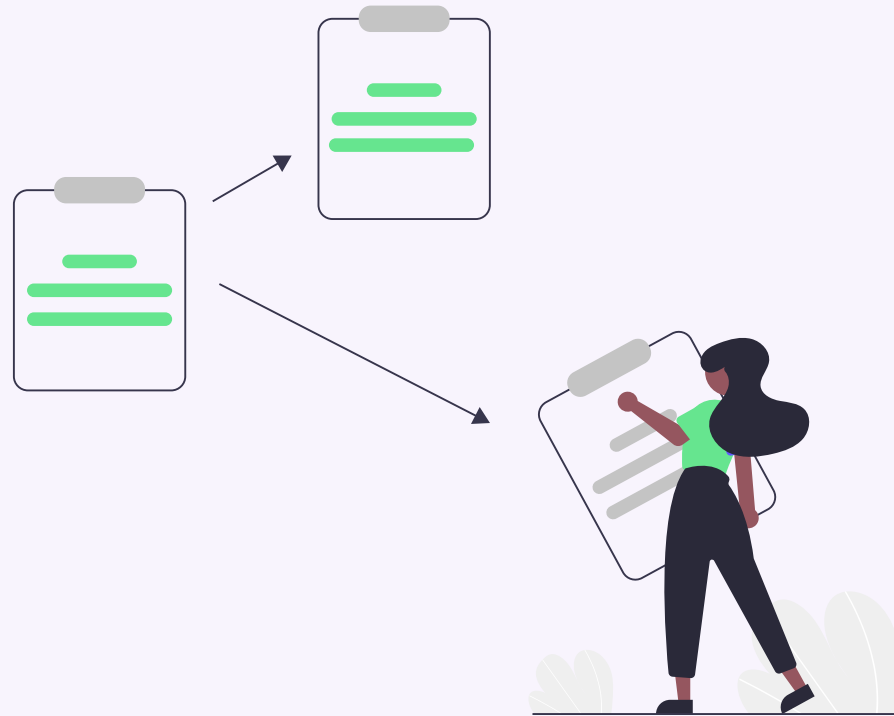
KENJO SOLUTION

Use **automatic payroll importation** and let our algorithm recognise payslips.

A screenshot of a payroll system interface. It displays a list of four employees, each with a circular profile picture, a name, and a salary amount in Euros. The salary amounts are 67.493 €, 50.493 €, 47.493 €, and 47.493 € respectively.

Employee	Salary (€)
[Profile Picture]	67.493
[Profile Picture]	50.493
[Profile Picture]	47.493
[Profile Picture]	47.493

07 RECRUITMENT - ATS



“Easily visualise all active recruitment processes and organise all the interviews with the managers in your organisation”

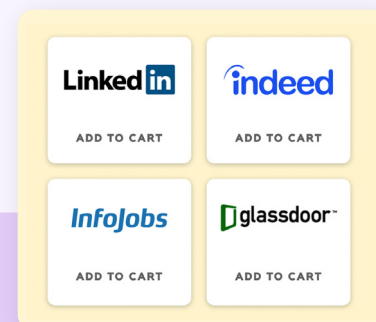
PROBLEM

Finding candidates through prospection is pretty complicated.



KENJO SOLUTION

Attract talent by advertising your vacancy on Europe's leading employment portals. Reach more candidates and receive applications through the same platform, Kenjo.



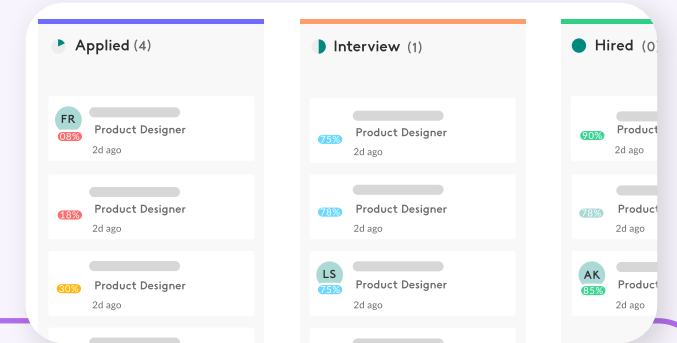
PROBLEM

I find it difficult to plan interview processes and internal communication with managers can be tedious.



KENJO SOLUTION

Visualise all processes in the same view through our **ATS - Applicant Tracking System** and create notifications during the hiring process.



PROBLEM

It isn't easy to find past candidate information in our CRM.



KENJO SOLUTION

Keep a **complete database** on hand to perform a quick search through past candidates.

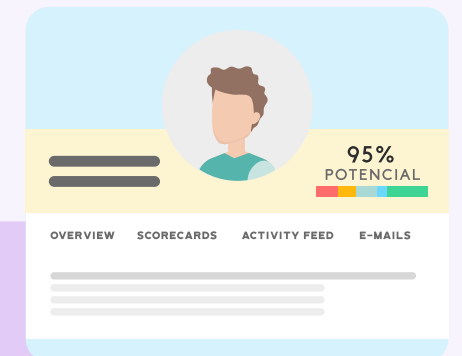
PROBLEM

Candidates are often slow to respond.



KENJO SOLUTION

Improve the user experience with **automatic emails** (sent automatically when a candidate applies for the job).



PROBLEM

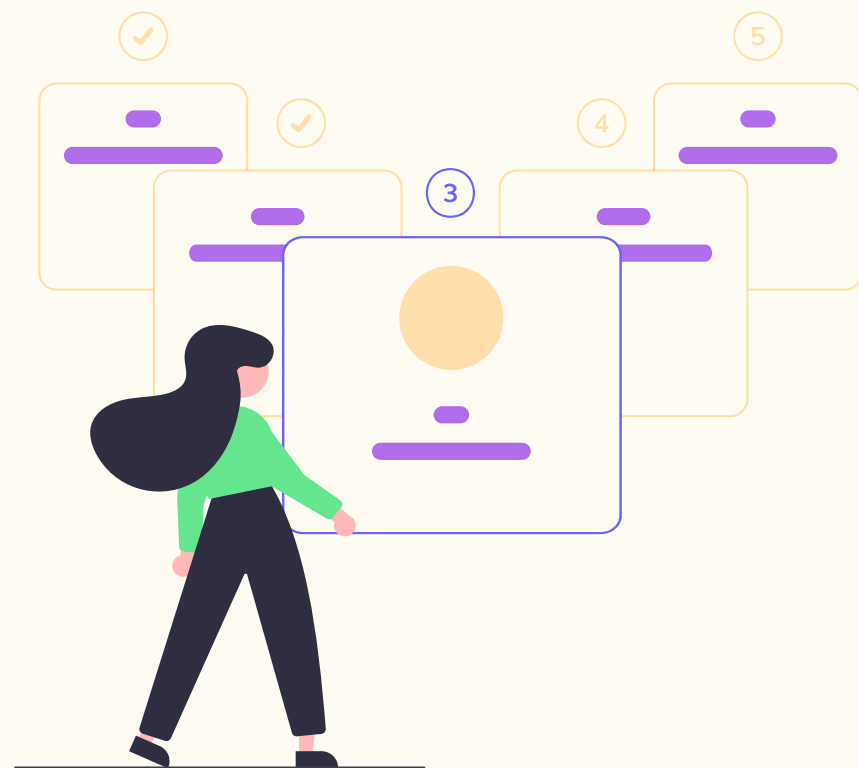
Decisions taken at the end of the process aren't based on evaluations and scores that enable us to be objective and select the right candidate.



KENJO SOLUTION

Share **candidate assessments** to make decisions based on data.

08 ONBOARDING



“Create a clear methodology for onboarding processes that helps you manage tasks effortlessly”

PROBLEM

Lack of planning for onboarding sometimes leads to mistakes or failures in scheduling and follow-up.



KENJO SOLUTION

Standardise the different onboarding processes by designing templates and **creating alerts** to make sure everyone remembers.



Welcome to KENJO!

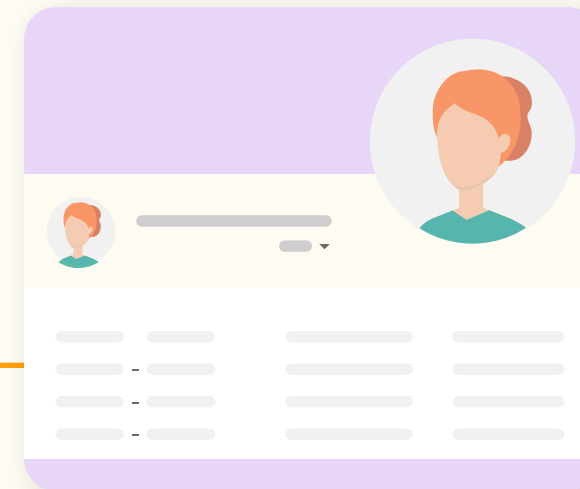
PROBLEM


The information that new joiners receive is decentralised (paper, mail, USB device).



KENJO SOLUTION

Centralise all employee information and keep it up to date with the **employee profile**.





YOUR ROLE

YOUR PHONE NUMBER

WHEN DID YOU JOIN THE COMPANY?

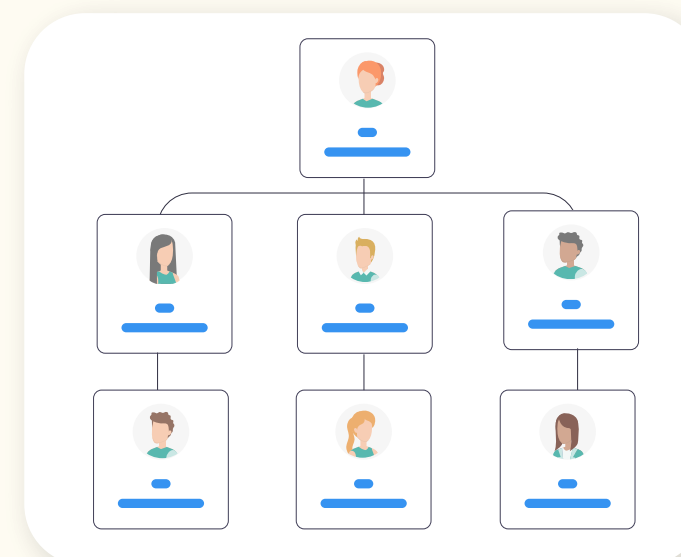
PROBLEM

Employees have difficulty understanding the organisational structure.



KENJO SOLUTION

Illustrate the organisational structure with the **organogram** feature.



09 PERFORMANCE EVALUATION



“Develop a performance review process that enables you to retain talent and boost employee potential”

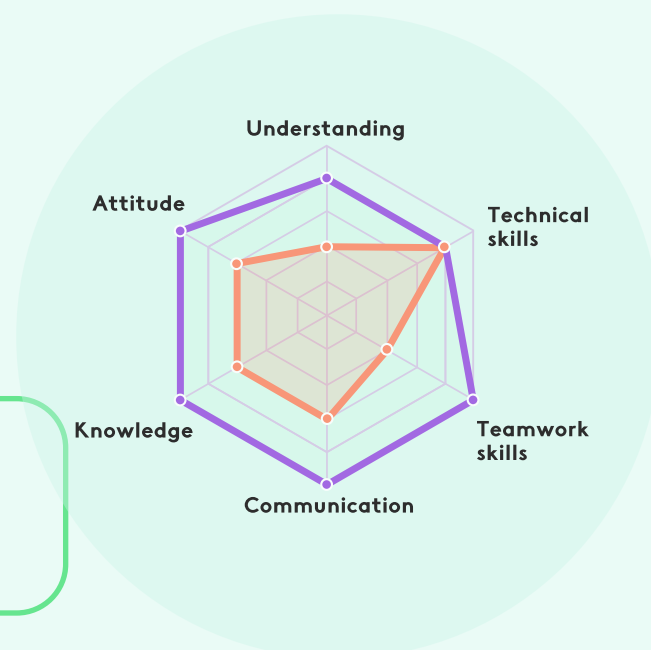
PROBLEM

I don't know how I could improve employees' skills.



KENJO SOLUTION

Empower your employees with **skills personalisation**.



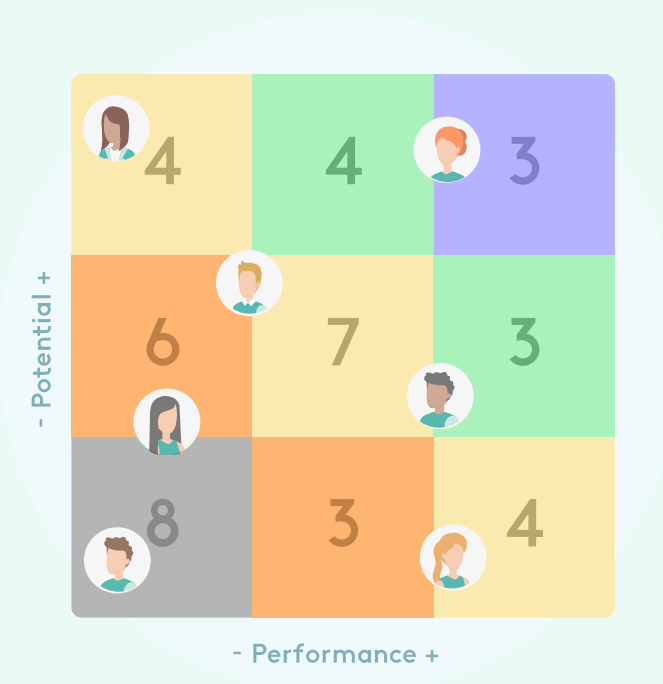
PROBLEM

We aren't making the most of the talent we already have, and the turnover is high.



KENJO SOLUTION

Discover future leaders in your company with the **talent matrix**.



PROBLEM

We don't have a standardised or structured performance review process that enables us to do a professional follow up with employees.



KENJO SOLUTION

Improve employee evaluations by using templates adapted to all stages of their career.

PROBLEM

There is a perception of poor leadership in the company.

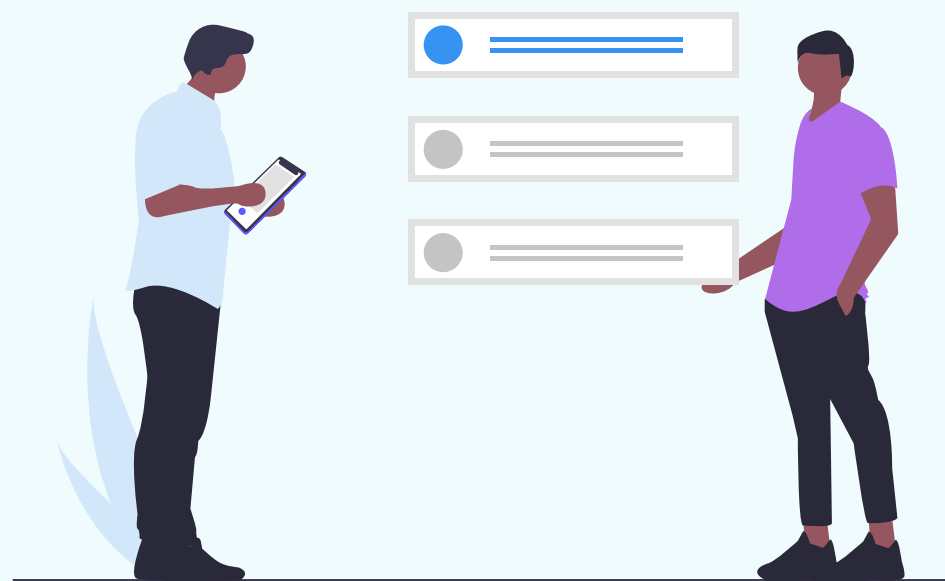


KENJO SOLUTION

Improve career plans through the **evaluation and promotion systems**.



10 WORK CLIMATE



“Audit your employees’ satisfaction levels and learn how you can increase their commitment to the company”

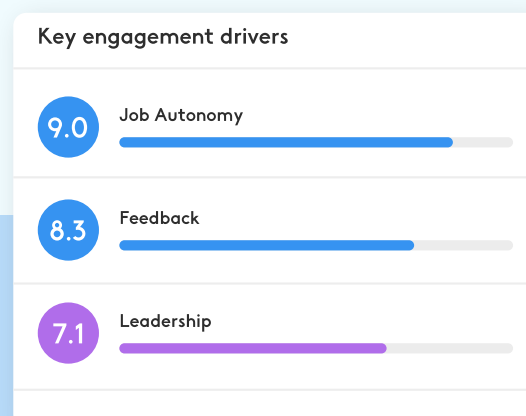
PROBLEM

We aren't fully aware of the latent potential we have in our company, and we'd like to manage this.



KENJO SOLUTION

Increase employees’ confidence in company management with **employee satisfaction follow-ups**.



PROBLEM

We detect problems in the workforce when it's too late (poor work climate, excessive absenteeism, high turnover).



KENJO SOLUTION

Solve problems before they snowball in the company (problems with a manager, breakdown of relationships in the workplace) by comparing to the market average.



PROBLEM

Our employees lack commitment towards the company, but they lack the courage to say it.



KENJO SOLUTION

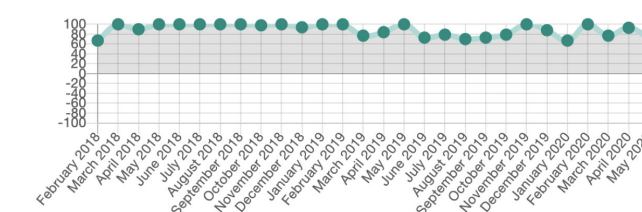
Improve employee satisfaction and commitment levels towards the organisations by **sending questionnaires** with the eNPS feature.

Employee Net Promoter Score

72

Muy alto

-100 0 100



If you've come this far, trust your instincts.

Call us. We want to help you build
your HR department.



Madrid office

Manuel Ferrero 13,
28036 Madrid,
Spain

+34 518 889 007

09:00 - 18:00 Monday to Friday

Languages spoken



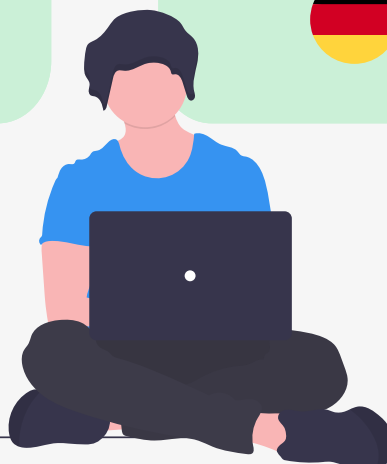
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09:00 - 18:00 Monday to Friday

Languages spoken





KENJO

www.kenjo.io