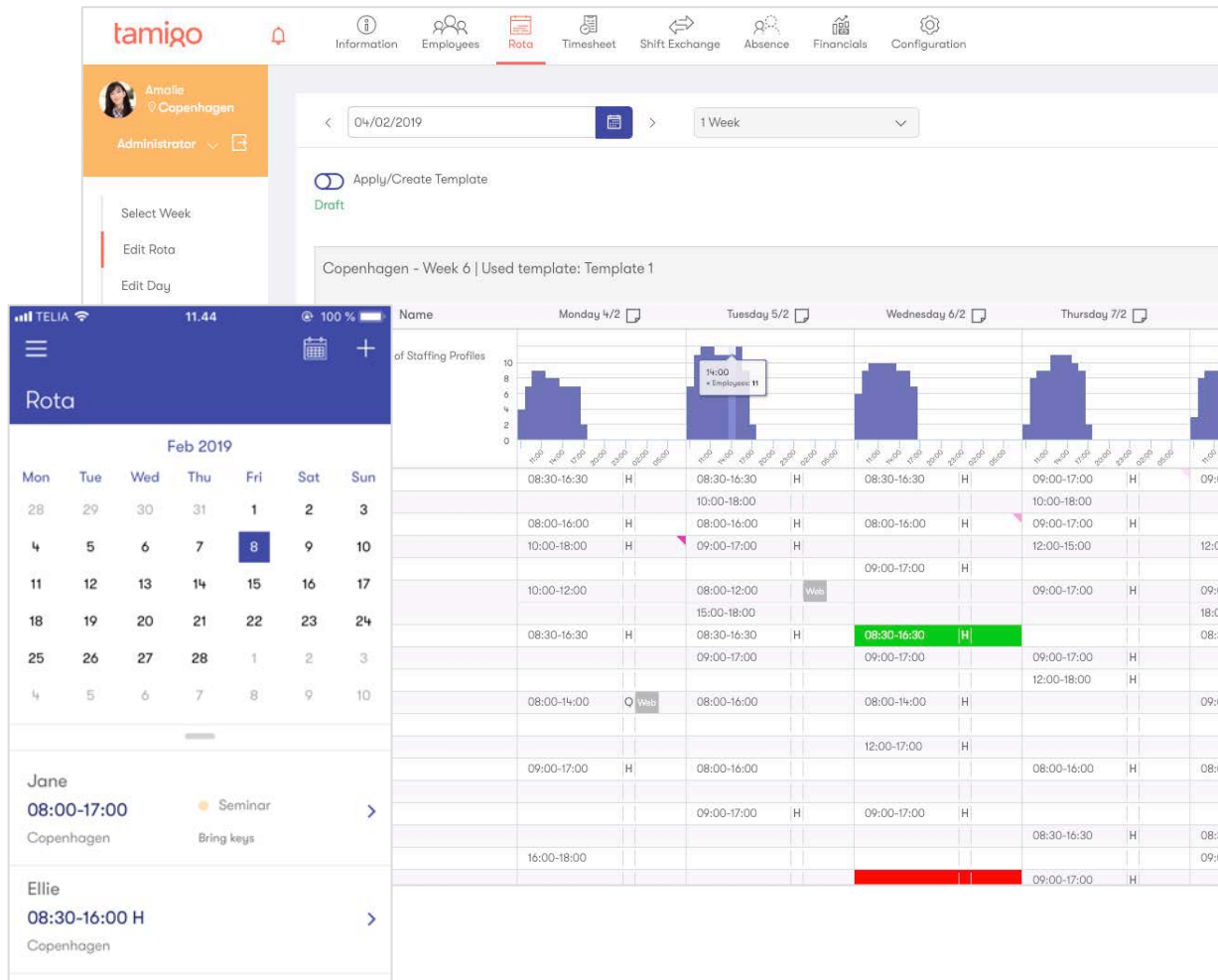


tamigo

List of tamigo features

Last updated February 2019



Our features

We have a lot of features and we develop new things all the time!

This is an overview of our key features. It is not a comprehensive list of everything tamigo has to offer.

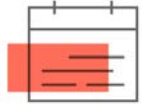
Please contact us if you have any questions about our features or country-specific features.

See our pricing page for more information:

www.tamigo.hk/pricing

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Rota

Available with all packages:

Yellow / Starter

Orange / Regular

Purple / Professional

Blue / Enterprise

Rota features

- Plan shifts per week
- Add comments to shifts (e.g. ‘bring a key’)
- Configure rota settings
- Add breaks to shifts
- Automatic integrations
- Create, edit, and delete rota templates
- Receive work time warnings
- View and edit rota status
- View planned shifts per day, week, or month
- View rotas for multiple departments
- Create required skills for planning shifts
- Print or export approved rota

Rota features

- Quick overview of breaks, activities, absences, and required skills
- Swap shifts with other employees
- Bid on available shifts
- Filter employee shifts by department
- Employees can view their planned shifts on their phone anytime, anywhere
- Synchronise shifts with personal iCal
- Overview of all employee bids and shift swaps



Timesheet

Available with the packages:

Orange / Regular

Purple / Professional

Blue / Enterprise

Timesheet features

- Overview of employees' worked hours
- View planned hours vs actual hours worked
- Print and export timesheets
- Receive work time warnings
- Automatically copy data from rota to timesheet
- Make manual corrections to timesheet
- Add comments to timesheet
- Save and close day for payroll export
- Let employees check in and out via their phone*
- Restrict employee check in and out only to registered IP addresses*
- Allow check in and out times to be rounded up or down*
- View all hours worked via the smartphone app
- Shifts and breaks report
- See which employees are working right now
- See when employees have checked in and out
- Export monthly overview of employee's shifts and salary details

*Available as an add-on.



Absence management

Available with all packages:

Yellow / Starter

Orange / Regular

Purple / Professional

Blue / Enterprise

Absence management features

- Manage and configure custom types of absence
- Allow employees to request absence
- Register hourly absences
- Group absences into categories
- Use the intuitive absence calendar
- View and configure holiday balance
- Manage absence requests
- Employees can request absence via their phones
- Manage, approve, and deny absence requests via the smartphone app
- View pending and approved absences via the smartphone app
- Generate absence percentage reports
- View reports on absences no matter the employee, role, department, or country
- Compare planned and actual absence data



Communication

Available with all packages:

Yellow / Starter

Orange / Regular

Purple / Professional

Blue / Enterprise

Communication features

- Communicate to employees via text message, email or internal tamigo message
- Update employees on news, campaigns and important info
- Add comment to absence request
- Communicate status of employees' shifts, swaps and absence requests
- View front page and company info via the smartphone app
- Access personal updates on shifts in inbox via the smartphone app
- Automatic shift reminders via text message and tamigo message



Payroll export

Available with the packages:

Orange / Regular

Purple / Professional

Blue / Enterprise

Payroll export features

- Export payroll to a third-party system
- Export payroll to CSV file
- Enable commissions
- Configure pay period
- Configure contract types
- Integrations with multiple and international payroll providers
- Open API



Finance & forecasts

Available with the packages:

Purple / Professional

Blue / Enterprise

Finance & forecasts features

- Upload revenue automatically
- Set targets
- Compare labour costs across departments
- Simulate and forecast salary
- Manually enter budgets or upload CSV files
- Review budgets
- View revenue
- See planned wage percentage
- View and export monthly payroll allocations
- Show deviations between planned and actual productivity



HR

Available with all packages:

Yellow / Starter

Orange / Regular

Purple / Professional

Blue / Enterprise

HR features

- Communicate company messages via front page
- Upload and share company documents
- Share company events via the calendar
- Import employees via CSV file
- Assign skills to employees and use for planning
- View and edit employee profiles
- View and export employee contact list
- Advanced search machine
- Generate reports on changes in employee data
- Keep track of employees' holidays and absences
- Set start and end dates of employment
- Activate, delete, and recreate employees
- Assign employees to multiple departments
- Automatic integration with HR systems
- Configure and auto-generate employment contracts
- Access department contact list via the phone
- Contact colleagues directly via the phone
- See staff turnover across departments



Configuration

Available with all packages:

Yellow / Starter

Orange / Regular

Purple / Professional

Blue / Enterprise

Configuration features

- Select language
- Select default department
- Set up departments with main planners
- Assign and maintain POS keys for employees
- Configure skills, skill sets, and staffing profiles
- Set up roles and positions
- Configure absences and activities
- Set up automatic shifts and absences
- Set up automatic break codes and break rules
- Configure rounding of check in and out times
- Create and configure settings for contract types
- Configure warnings and reminders
- Set up automatic tasks
- Configure contract templates
- Add plugins to third-party systems
- Configure APIs
- Configure legal agreements and country specific laws
- Set up automatic shift reminders for employees



Support

Available with all packages:

Yellow / Starter

Orange / Regular

Purple / Professional

Blue / Enterprise

Support & services

- Support
- Online software wizard
- Training & workshops
- Help Centre*
- Videos*
- Articles
- FAQ
- Fully GDPR compliant

*Coming soon.

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