Staff Portal

Every staff member carries on their phone what the company needs from them and what they need from the company. HR gets a direct line to each person.

on request we build it with you

What HR gets

- **Reaches every staff member** on their phone, including those on the plant floor or out in the field.
- **Knows who saw what** and who replied.
- **Collects what people send back:** answers, confirmations, wellbeing.
- **Connects HR with health and safety:** the courses, exams and licenses safety requires are visible to the person and tracked by HR.
- **Accidents and follow-up** in front of whoever needs to see them, with a heads-up to the person involved when there's something to do.

Pick it feature by feature

- **On its own:** notices, questions, calendar, wellbeing and notes. All it needs is your people set up in VivoGRC.
- **With VivoGRC HSE compliance:** to-dos, courses, exams and documents that expire.
- **With your management system:** payslips, requests, and automatic joiners and leavers.

On every staff member's phone

- **Notices:** company announcements, in their own inbox.
- **Questions:** HR or safety asks something and they answer right there.
- **To-dos and compliance:** their courses, exams, licenses and documents, with what's about to expire.
- **Calendar, reminders and notes:** a medical exam, a training session, their schedule, personal notes and a day planner.
- **Wellbeing:** a quick check-in, an end-of-day wrap-up, active breaks.
- **Learning and surveys:** training and surveys from the phone.
- **Signatures:** PPE handover, an induction, a training session or reading a procedure.

on request

- **Payslips and requests:** see their payslips, ask for leave.

Signatures from staff and outsiders

People from outside sign without logging into any company system: nobody outside needs access to an internal system. Every record stays in VivoGRC with the date, time and who signed, and HR gets the report.

STAFF, FROM THEIR PHONE

- PPE handover.
- Induction and training.
- Reading a procedure.

OUTSIDERS, NO ACCOUNT NEEDED, BY LINK OR QR

- Contractor induction.
- Driver sign-in.
- Visitor record.

Next to your management system

Your management system stays the source of truth. The portal doesn't touch personnel files, payroll or contracts: it reads what it needs (joiners and leavers, area, position) and sends back what the staff member fills in. Nothing is entered twice.

Your system	on request	The link to your management system, through a file or an integration.
VivoGRC HSE		Each staff member's to-dos and compliance come from the rules in VivoGRC HSE.

Questions from the company

- HR or safety **asks something** (a missing detail, a confirmation) and the person answers from their phone.
- If they can't answer now, they **snooze it** and it comes back later.
- For example: updating an emergency contact, confirming their PPE size.

To-dos and compliance

- How many things are pending and **where their compliance stands**: the courses, exams, licenses and documents required of them, with what's current, what's about to expire and what has expired.
- The same view HR and the safety officer have in VivoGRC, **seen from the person's side**.

Wellbeing

- A **quick check-in** on how they're doing (fatigue, mood, support) and an **end-of-day wrap-up**.
- Active breaks and one-minute breathing, with wellbeing and safety tips.

on request

- **Aggregate dashboard** for HR: the company sees aggregates, not individual answers.

Payslips and requests on request

- See and download their **payslips and certificates**, pulled from your management system.
- **Request** leave, vacation, a certificate or a change of details, and track where it stands. Whatever is approved goes back to your management system.

What we can build on request

- **Onboarding for new staff:** their induction, the documents to sign and the courses for their position, in order.
- **PPE handover** signed on the phone, with their size on file.
- **Workplace climate survey** with results by area, without individual answers.
- **Recognition** between coworkers.
- **Digital ID badge** with their photo, position and current licenses.