

tamigo

# Features list

This is a general overview of our key features. It is not a comprehensive list of everything tamigo has to offer and it does not include country-specific features. Please contact us for country specific features.

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Last updated: May 14<sup>th</sup>, 2018

## 01 Schedule

### – Scheduling & Overview:

- Schedule shifts per week
- Add comments to shifts (e.g. 'bring a key')
- Configure schedule settings
- Add breaks to shifts
- Automatic integrations
- Create, edit, and delete schedule templates
- Receive work time warnings
- View and edit schedule status
- View scheduled shifts per day, week, or month
- View schedules for multiple departments
- Create required skills for scheduling shifts
- Print or export approved schedule

### – Employee Shifts:

- Quick overview of breaks, activities, absences, and required skills
- Swap shifts with other employees
- Bid on available shifts
- Filter employee shifts by department

### – Smartphone App:

- Employees can view their scheduled shifts anytime, anywhere
- Synchronize shifts with personal iCal

### – Insights:

- Overview of all employee bids and shift swaps

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Last updated: May 14<sup>th</sup>, 2018

## 02 Time Management

### – Timesheet:

- ● ● ● Overview of employees' worked hours
- ● ● ● View scheduled hours vs actual hours worked
- ● ● ● Print and export timesheets
- ● ● ● Receive work time warnings
- ● ● ● Easily and automatically copy data from schedule to timesheet
- ● ● ● Make manual corrections to timesheet
- ● ● ● Add comments to timesheet
- ● ● ● Save and close day for payroll export

### – Smartphone App:

- ● ● ● 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

\*Available as an add-on. See our Pricing page for more information.

### – Insights:

- ● ● ● 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

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Last updated: May 14<sup>th</sup>, 2018

## 03 Absence Management

### – Absence Overview:

- 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 vacation balance
- Manage absence requests

### – Smartphone App:

- Employees can request absence via their phones
- Manage, approve, and deny absence requests
- View pending and approved absences

### – Insights:

- Generate absence percentage reports
- View reports on absences no matter the employee, role, department, or country
- Compare planned and actual absence data

## 04 Communication

### – Effortless Communication:

- 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

### – Smartphone App:

- View front page and company info
- Access personal updates on shifts in inbox
- Automatic shift reminders via text message and tamigo message

### – Insights:

- Keep a record of sent and received text messages

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Last updated: May 14<sup>th</sup>, 2018

## 05 Payroll

### – Easy Processing:

- ● ● ● Export payroll to a third-party system
- ● ● ● Export payroll to CSV file
- ● ● ● Enable commissions
- ● ● ● Configure pay period
- ● ● ● Configure contract types

### – Automation:

- ● ● ● Integrations with multiple payroll providers
- ● ● ● Open API

## 06 Finances & Forecast

### – Plan & Forecast:

- ● ● ● Upload revenue automatically
- ● ● ● Set targets
- ● ● ● Compare labor costs across departments
- ● ● ● Simulate and forecast salary
- ● ● ● Manually enter budgets or upload CSV files
- ● ● ● Review budgets

### – Insights:

- ● ● ● View revenue
- ● ● ● See planned wage percentage
- ● ● ● View and export monthly payroll allocations
- ● ● ● Show deviations between planned and actual productivity

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## 07 HR

### – Knowledge Sharing:

- Communicate company messages via front page
- Upload and share company documents
- Share company events via the calendar

### – Employees:

- 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
- Set start and end dates of employment
- Activate, delete, and recreate employees
- Assign employees to multiple departments

### – Automation:

- Automatic integration with HR systems
- Configure and auto-generate employment contracts

### – Smartphone App:

- Access department contact list
- Contact colleagues directly via the app

### – Insights:

- See staff turnover across departments
- Keep track of employees' vacations and absences
- Generate reports on changes in employee data

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## 08 Configuration

- 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
- Set up automatic shift reminders for employees
- 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

## 09 Dashboard

- View company dashboard\*
- View company statistics and usage\*
- Compare performance\*

\*Available as an add-on.

## 10 Services & Support

- Online Assistant
- Help Centre (coming soon)
- Support
- Articles
- Videos (coming soon)
- FAQ
- Fully GDPR compliant

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