WHAT IS ABCOM CLOUD?

Abcom Cloud is a web application that allows the delivery of our industry-leading employee management software solutions via a cloud-based platform, accessible from any web browser.

THE BENEFITS OF USING ABCOM CLOUD

- All of your HR business needs all in one place
- Secure, future proof and Privacy Act compliant
- Save time stop emailing payslips
- Employees can self-serve and access payslip history, even when terminated
- Store all your employee documents securely in Abcom - Cloud
- Securely request, store and digitally sign employee documents all online
- Reminders for missing and alerts for expired documents
- Employee communications with forced "eyes on all messages."

Abcom systems will be transitioned to the Abcom Cloud platform as we move towards delivering more powerful and flexible business solutions. Abcom Technical Support is responsible for inviting users that will have **organisation access** to an organisation.

EMPLOYEES

When employees are created as a part of the export process from eProphet Payroll (or are sent a payslip), an email is automatically generated by the Abcom Cloud system and sent to their email address, inviting them to create an Abcom Cloud account.   This process is automated and requires no intervention on behalf of an organisation's administration, although invites can be resent manually if required.

Email Payslips feature in Abcom eProphet Payroll will be disabled in the future to allow our payroll solution to meet proposed Australian Government Privacy Act regulations.

Employees that work within multiple companies that are using Abcom Cloud will be joined to both those companies and relevant information regarding those employments will be shown to them within their Portal.

PORTAL

The portal is a central hub for any information pertinent to an individual user. Job-related items such as **Pay**; **Employment** and **Documents** show here if an Abcom Cloud account is connected to an employee record in one or more organisations. Users without any specific access permissions (which is normally the case for basic employees) will not see any additional options for navigation beyond the portal. All users can set their display name details, change their password and email addresses through account management. Email address changes require acceptance of a confirmation email sent to the new email address.

EMPLOYEE DOCUMENTS - SIGNING

Abcom Cloud supports digital signatures. An employee document can be set to require an employee signature, an authorised officer signature, or both. Signatures can be provided by a user confirming their

full name and/or providing a digital signature that they can draw on their touch device or by using their mouse. A bad signature can be replaced via the re-sign tool. When an employee signs a document, both the document creator and any user that has signed as the authorised officer will be alerted. Signatures are user codes, timestamped, encrypted, stored securely and rendered on-demand by Abcom Cloud

DOCUMENT REQUESTS

Employees and the administration are free to upload employee documents, the administration has the special ability to create an **Employee Document Request.** Requesting a document through this method forms an important part of the documentation audit chain for an organisation as an employee document request verifies that the organisation asked an employee to supply a document on a given date.

Employees are emailed when a new request is created for them and the request creator is emailed when the employee uploads a document and completes the request. A request cannot be edited once completed by the employee. Incomplete document requests are made prominent to both the administration and employees alike to ensure action is taken accordingly

EMPLOYEE DATA – TIME RELEVANCE

Organisation data consumed by employees has a concept of time relevance in Abcom Cloud, in that the data relevant to an employee is based on the time they were an employee of the organisation. An employee can see content targeting them that was in effect before or after the employment date of one or more employment records they may have.

A terminated employee will be able to always see data that was relevant to the time of their employment. Going forwards there is an ongoing amassment of employee data and unlike the Abcom eProphet Payroll, this data is never "backed up and cleared out on month-end". The data remains available and usable in the cloud in perpetuity which becomes a critical aspect of an organisation's capability to self-audit

EMPLOYEE EMAIL NOTIFICATIONS

Employee email notifications alert users to something interesting to them. They operate similarly to the Australian Government's MyGov system in that the emails do not contain significant detail, the user must log in to the system to see more. **This is a privacy and security feature.**

Email notifications are sent whenever an employee receives a new payment, a new organisation announcement is approved that concerns them or an employee document is added for them.

EMPLOYEE COMMUNICATIONS

Abcom Cloud is a platform that enables an organisation to better communicate and share information with employees. This revolves around the simple premise that employees must sign in to get their payslips and other important payroll information – so creating an 'eyes on the screen."

 Abcom Cloud incorporates the following employee communication features:

ORGANISATION ANNOUNCEMENTS

Organisation Announcements are notices that can be sent to all employees in an organisation or a specific site or company as needed. Organisation announcements require approval before they are published.

Organisation announcements can be set to require receipt which will force employees to acknowledge the announcement. Receipts can be seen against the announcement indicating that an employee has read the message.

SUPPORT

Support tickets can be raised directly to Abcom via the standard contact link available to all users with site access permissions or higher.

Improvements and system downtime will be communicated ahead of time to all users through their portal by Abcom Support via special system-wide announcements.