ready people

Admin Guide

Ready Pay by HR3

by

V5

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Ready People Mobile App

Trusted for over 30 years, Ready Pay by HR3 is the leading provider of people management software.

We know society continually needs innovative solutions to solve new and emerging challenges. And we also know technology alone is not enough. That's why we've never lost sight of the power of a people-centric approach.

We have launched the Ready People mobile app as an extension of Ready Pay by HR3 to support the workforce success in your organisation. Ready People offers convenient, flexible, automated solutions for the employee and manager to access their payslips, leave and more anywhere at any time.

Ready People is a cloud-based mobile app, and it is constantly improving. Here are some features we are bringing to you at this stage:
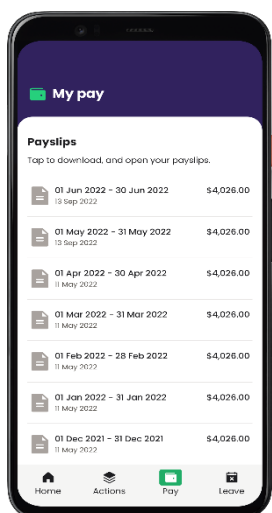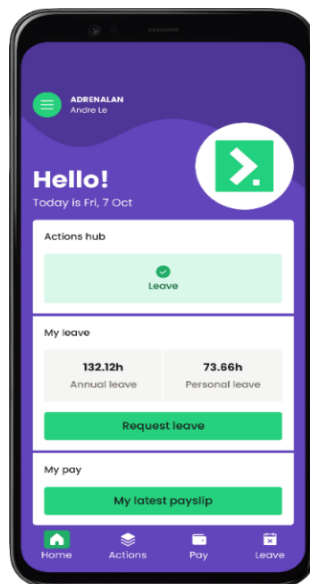
My Pay

My Pay provides the flexibility for employees to access their payslips whenever needed. The employees can download the payslip to their phones or send and share the payslip through the apps available on their phones.

Ready People show all the payslips HR3 retains.

My Leave

My Leave allows Employees to apply for leave through Ready People. They can view their annual leave and personal leave balance.

The employees can select different leave types and reasons when they apply for leave. They can also choose to attach a file when applying for leave.
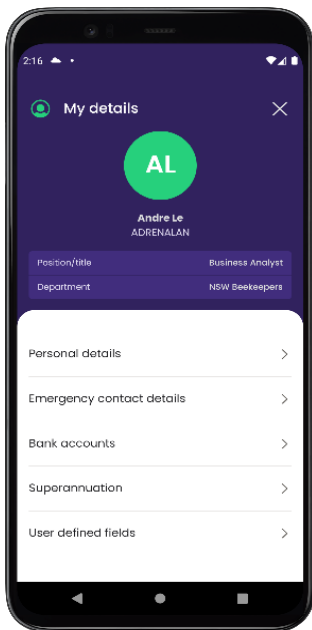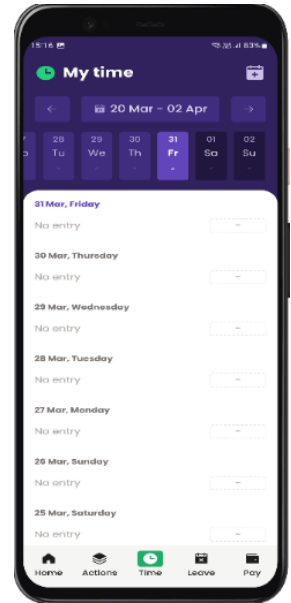
Managers can approve or decline leaves in Ready People.

As the Admin, you could update the leave types and reasons that can appear on Ready People through HR3 Kiosk.
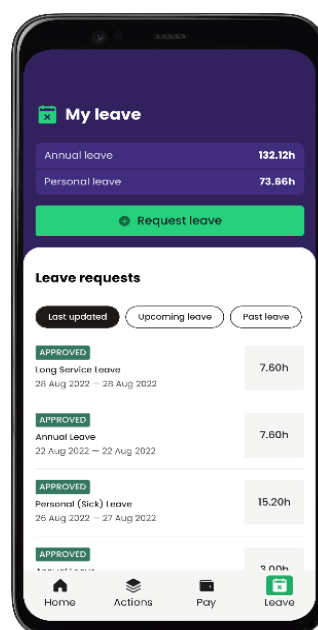
My Time

My Time allows employees to enter their timesheets in Ready People, they can also view and edit their timesheets. Managers can view and approve their employees' timesheet under Actions.

My Details

The employees can view and edit their details in Ready People.

Preferences

Security: The employees can set their preferred method to log in either Biometric or Pin Code,

Application: Employees and managers can turn the notifications on to receive leave requests notifications or approval, there is a support link available for the employees to access to FAQ. Please refer to this link to find out more information about how employees and managers can utilize Ready People.

Account: Employees and Managers can also reset passwords here.

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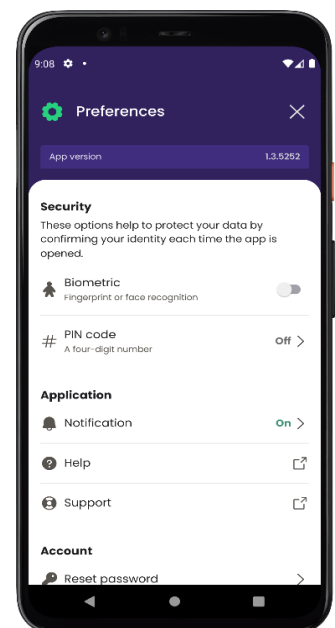
Limitations

We would like you to know the limitations on the app before you enable Ready People for your organization:

1. **Automated Workflows for leave requests** - Automated Workflows for leave requests are not available in Ready People. If you have Leave Request Workflows enabled, you cannot use the Leave menu in Ready People and vice versa.
2. **Manager drill down of timesheets** - The manager cannot drill down into their team's timesheets. The Timesheet show a summary of total hours submitted by the team. You can look at the details of daily timesheet entries in Kiosk.
3. **Job Costing in timesheet** - Job Costing is not available in timesheets. You can still use timesheets without job costing in Ready People and continue to do job costing entries in Kiosk timesheets.
4. **Work patterns in Timesheets** - Work patterns are not supported in Timesheets.
5. **Weekly Timesheet Summary** - Weekly Summary for timesheets does not get populated in Kiosk through timesheet entries in Ready People but Worked Hours and Worked Hours Decimal does.
6. **Single Sign On** - Single Sign On is currently not available in Ready People. If you are currently using SSO you cannot enable Ready People. You will be notified once it's ready to be used in the app.
7. **MFA** - The new logon experience will not initially support MFA. This feature will be added shortly. More details will be provided when the new MFA feature is released as employees will need to re-register MFA.

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How to Enable and Resync Ready People?

The following guide will provide you, as an Admin, the steps on how you could enable Ready People for your organization, how to invite your employees to use Ready People and what functions and options you have between HR3 Kiosk and Ready People to suit your business' people management needs the best.
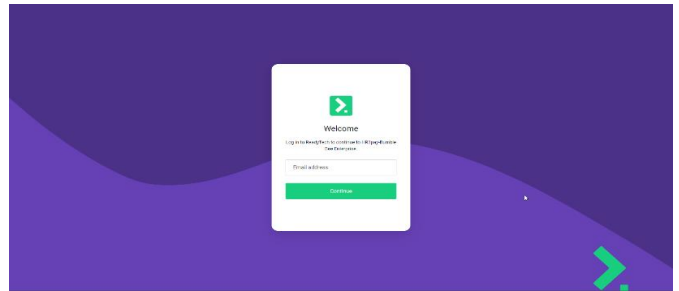
Important note: Please do not forget to invite your employees to use Kiosk and Ready People through the employee email invite functionality, this is mandatory when you have new employees on boarding.

Enable Ready People Mobile App

In Admin Kiosk, click **System Options → Ready People Mobile App → Enable/Disable Ready People Mobile App** and you will see **Enable Ready People Mobile App** button.

Note: Only the employees who have the HR3 Kiosk can access the Ready People mobile app.

Display	Mail	Planner Items	Companies	Leave Type	Escalations	Timesheets	Job Costing	Expenses	HR Options	OHS Options	OHS Access	Links	AW Options	Ready People Mobile App

Enable/Disable Ready People Mobile App

Enable Ready People Mobile App

Status   **Disabled**

Ready People Mobile App Settings

Learn More
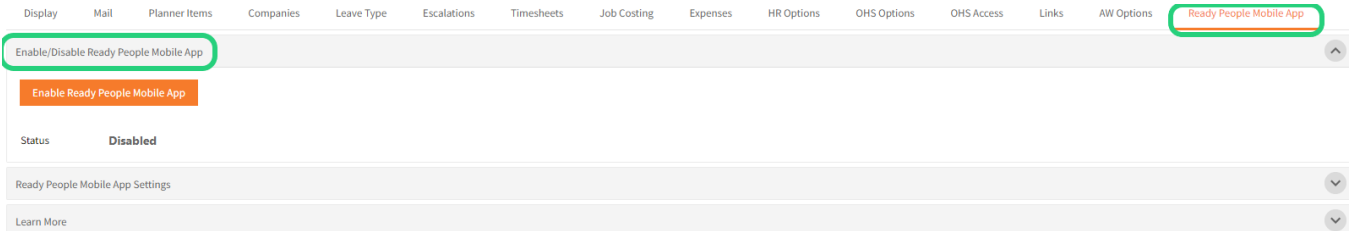
Once your business decides to enable Ready People, you can click this **Enable Ready People Mobile App** button and the set-up process of the Ready People mobile app starts. A message window will pop up:

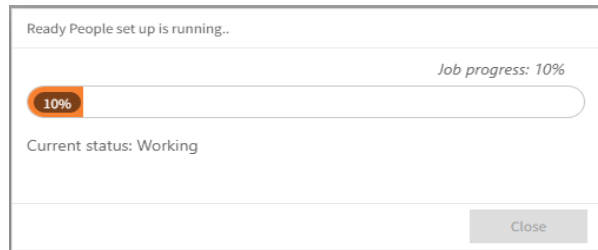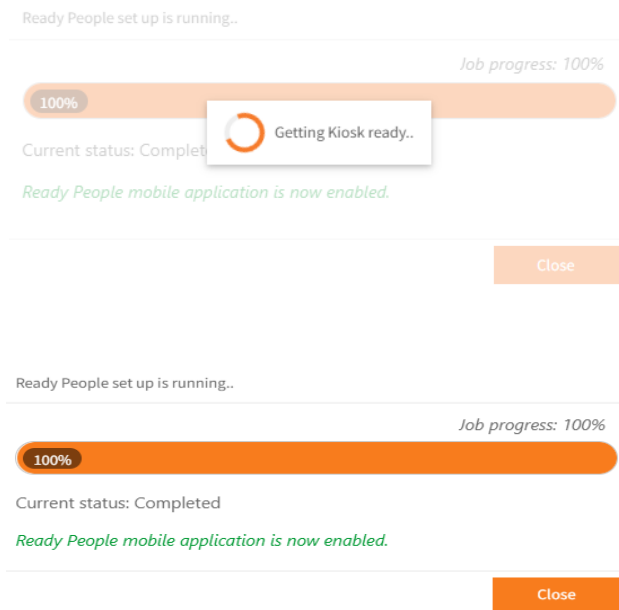|	
This message provides you the link to access Ready People Admin Guide and make sure you understand that Kiosk login experience will change, and it cannot be reversed. You need to tick both boxes and click 'OK' to continue.	**Important Message** ☑ I acknowledge that I have downloaded and read the Ready People Admin Guide ☑ I understand that Kiosk login experience will change and can't be reversed OK Cancel
You will receive another message window to remind you the process will take some time to complete, click 'OK' if you would like to continue.	**Important Message** The process will take some time to complete. Are you sure you want to continue? OK Cancel
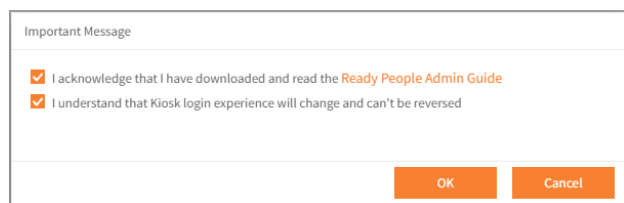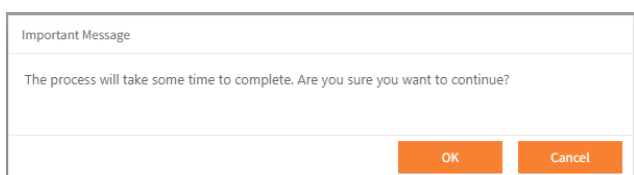
|	
Once the process starts, you will see a progress bar and the status updates to 'Working'.	
Once the progress is completed, a status window will pop up to let you know Ready People mobile application is enabled.	
The Status will be updated to **Enabled.**	
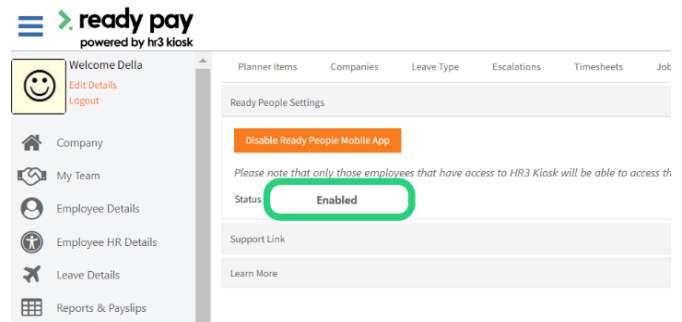
Resync

When an employee is unable to access the app. Please contact support when you need to use resync for any employees who might have issues in accessing the app.

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Who can access the Ready People mobile app?

The employees who have the HR3 Kiosk will have access to the Ready People mobile app.

The HR3kiosk access is controlled here: Employee → Security → HR3Kiosk in HR3 pay.
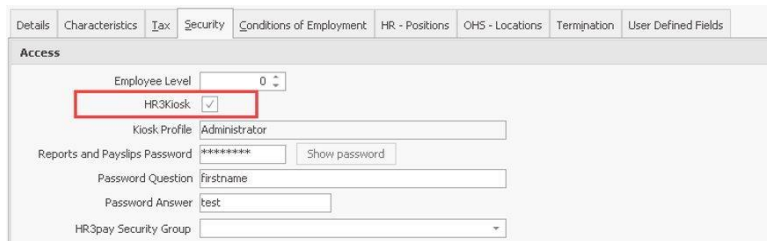
Note: Terminated employees cannot log in to the Kiosk or the Ready People mobile app.

What are the changes after enabling Ready People?

After the set-up process of Ready People is complete, the log in screen will change:
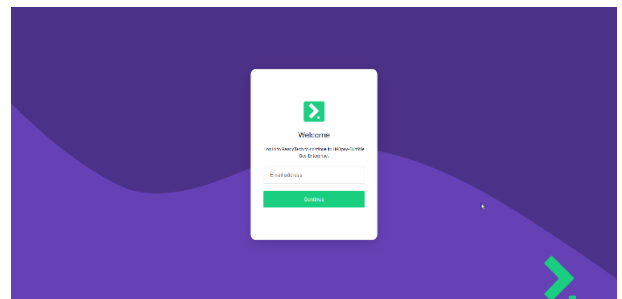
The **Change Password** button in the HR3 kiosk will be changed to **Change Reports & Payslips Password**. The employees can change their passwords here; however, it is not mandatory the employees can still log in as well as view reports and payslips using the current passwords.
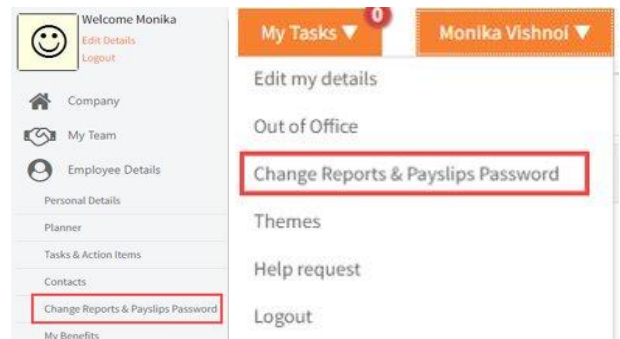
How do I disable Ready People?

You can disable Ready People Mobile App by clicking the **Disable Ready Mobile App** button, the status will change to Disabled. The employees cannot access Ready People anymore.

Please note: The changes made as mentioned above to the HR3 Kiosk (login screen and Change Reports & Payslips Password screen) cannot be rolled back after disabling Ready People.

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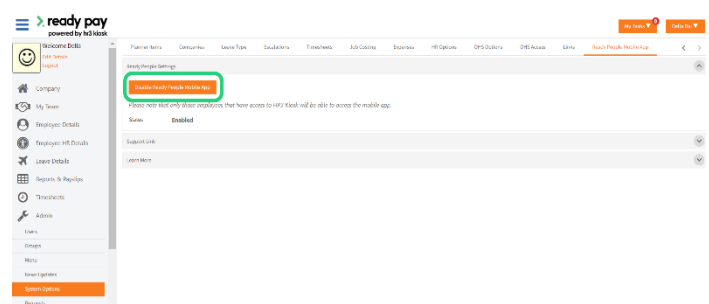
Ready People Mobile App Settings

Logo

You can change the logo that is displayed at Ready People Home page.

Under Admin → System Options → Ready People Mobile App → Ready People Mobile App Settings → Browse → Select the Logo → Upload the Logo
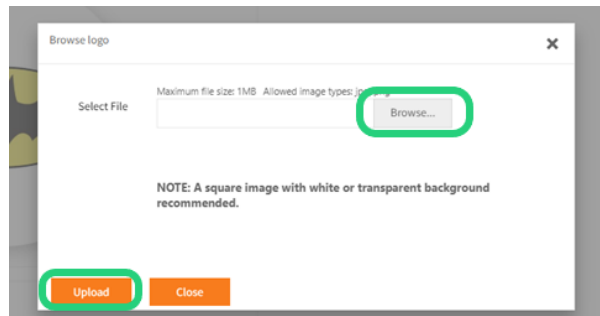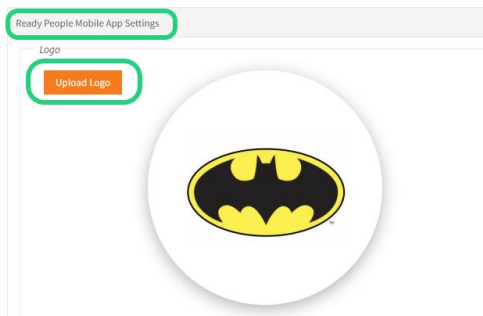
Support link

As an admin, you can configure how you would like the employees to contact support.

You can:

1. Choose the Default *Please contact your employer*. When the employees click Support in Ready People, they will see Please Contact your employer.

2. URL: You can put a link here and when the employees click Support in Ready People, they will be directed to the link.
For example, the link could route users to an internal support desk.

3. Email: You can choose to put the email address here, when the employees click Support in Ready People, their enquiries will be directed to the email address.
For example, an Email address that is used for payroll queries.

Manage Mobile App Menu

You can choose if you would like to show My Leave, My Time or My Pay on Ready People by ticking or unticking one of the following boxes.

If My leave and My Time are not selected, Actions will not be available on Ready People.
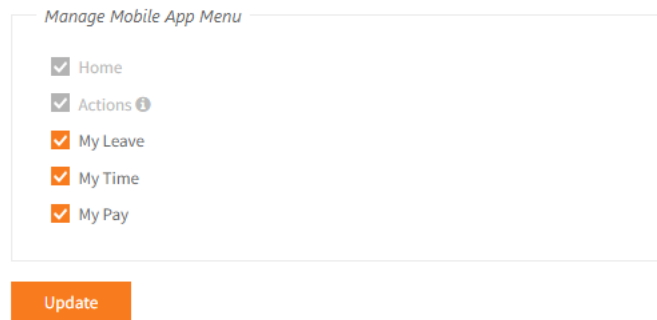
Learn More

This link will take you to our [Ready People Help Page.](#) This page will provide the Admins with the Admin Guide with the information before it can be rolled out to your organization.
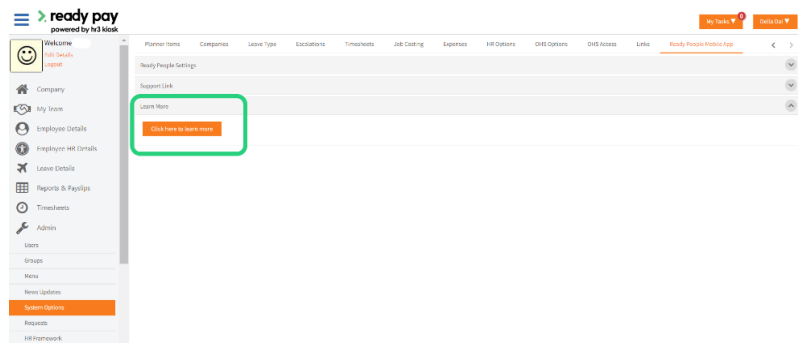
How do I invite our employees to use Ready People?

As an admin user, you can send email invites to all existing employees or new employees on boarding to the mobile app so that it is available to everyone when your organisation is ready to use it.

Under the Admin menu in Admin Kiosk, there is a new option called '**Employee Email Invites**', you can:

- Customize the email invites templates under '**Customise Email Invites**'
- Filter the groups or select the individuals whom to send the email invites to under '**Send Email Invites**'
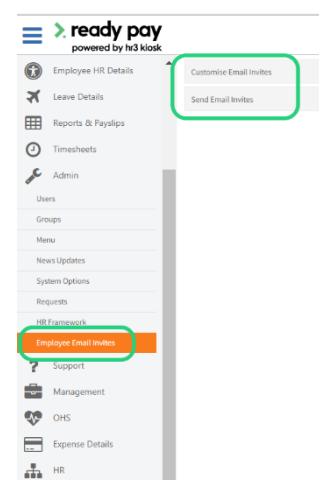
Customise Email Invites

Under this tab, you can design the email invite templates to suit your business need. You can also view in HTML and preview it.

Click 'Save' to save the changes.

You can restore the default template if decide to use the default template.
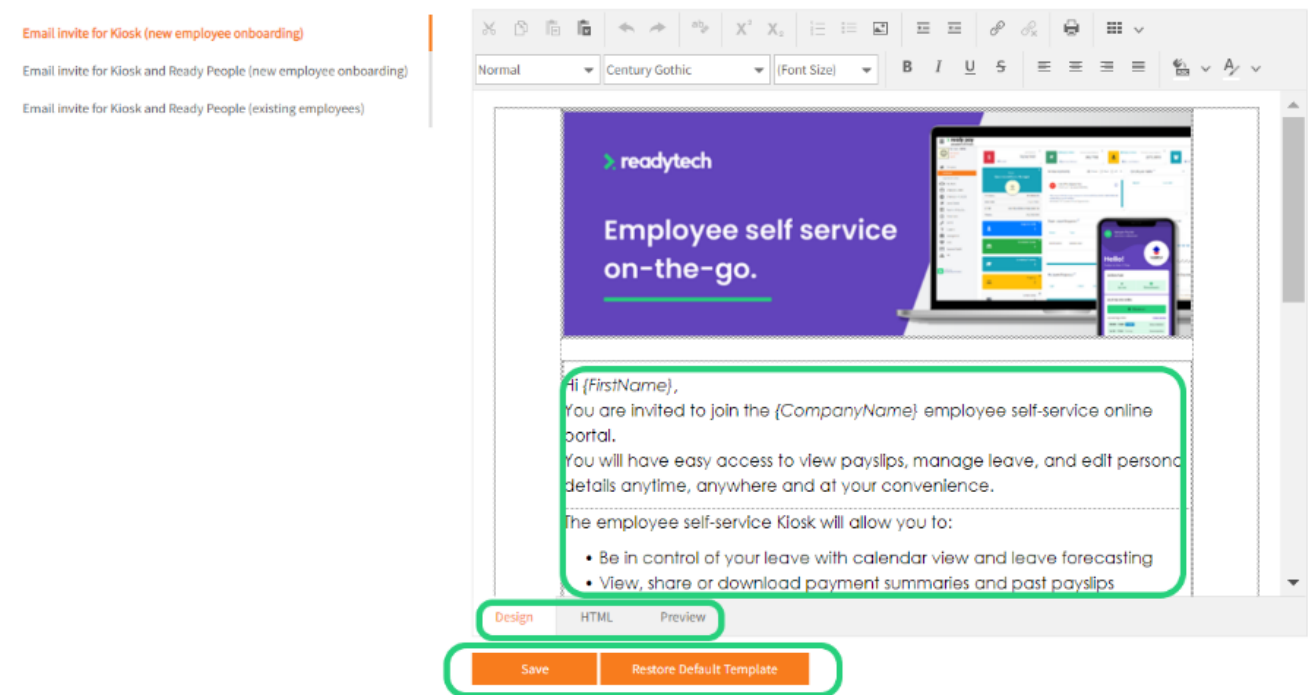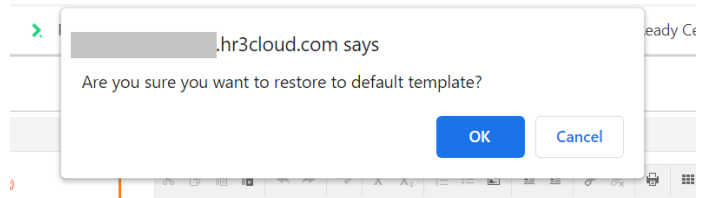
Send Email Invites (Mandatory)

You can select and filter the groups of employees that you would like to send the email invites to.

Select the email invite template	
Choose the right company if you have more than one.	
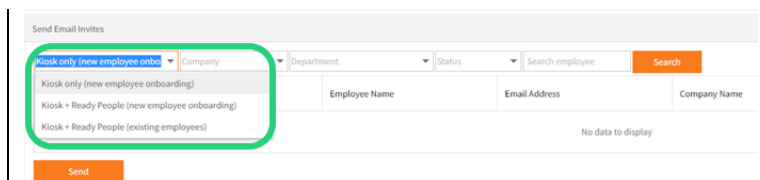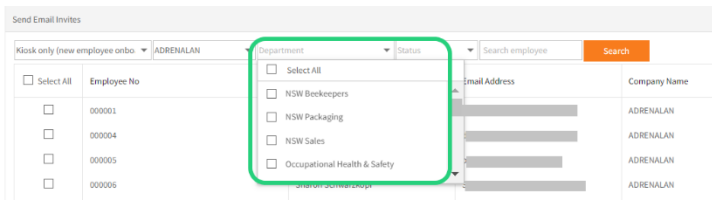
> readytech
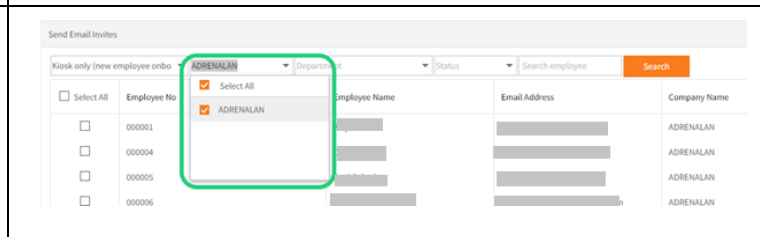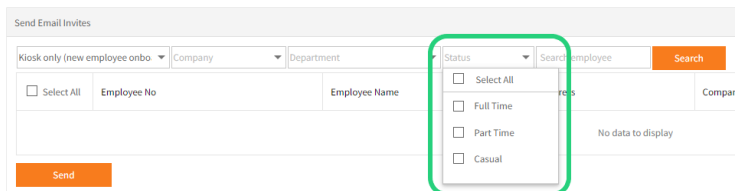
Select the departments that you would like to send the email invites to.	
Choose the Employment Status.	
You can also search individual employees in the search bar. Click 'Send' once the groups of employees have been selected.	
The system will confirm if you are sure to send the email invites, click OK to continue.	
A successful message will pop up after all email invites have been sent.	
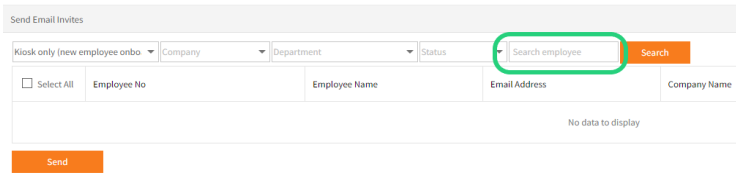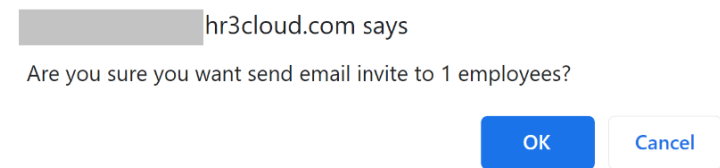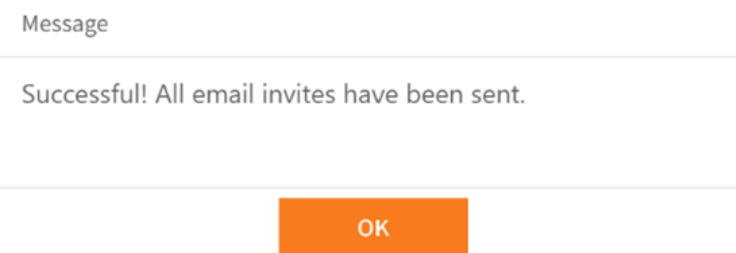
This is an example of what employees will receive

You're invited to your employee self-service!

Change the access to Employee Email Invites page

The access to Employee Email Invites page to different user groups can be defined in Admin → Groups → Admin. Select the checkboxes against Employee Email Invites to give a user group access to this page.

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Change the personal details edit scope in HR3

Note: Phone and address edit scope are controlled via this permission. By default, the preferred phone and address are enabled and editable in Ready People.
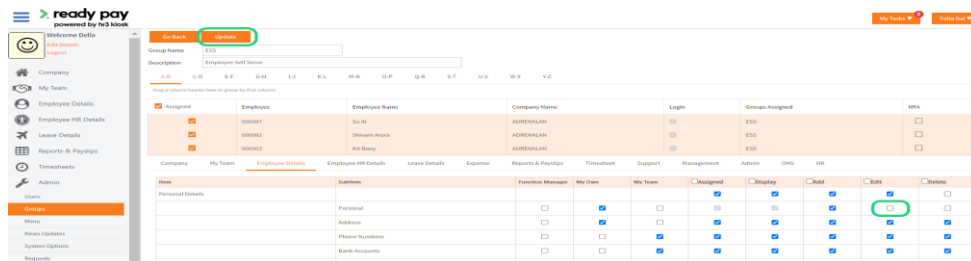
Click on Admin→Groups and select the group that you want to change the edit scope (here we selected ESS).

Click on Employee Details to modify the personal details edit scope
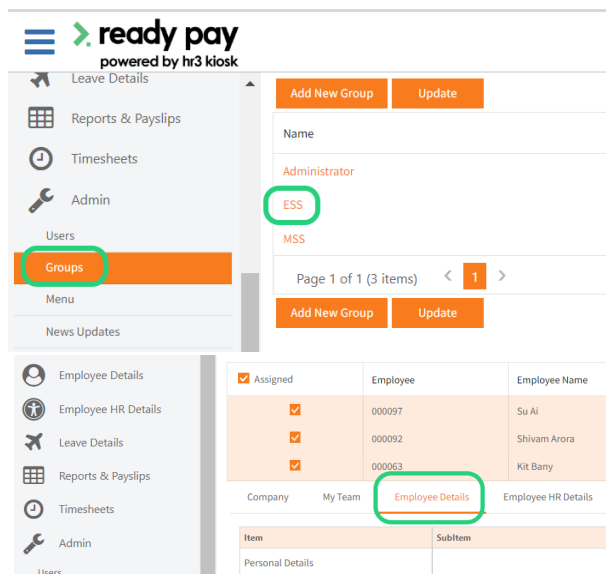
To prevent the employee from editing their phone and address in Ready People and HR3 kiosk – toggle off the "edit" checkbox in the personal details section.

Click Update to save the changes.

With the phone and address edit scope toggled off the employees are unable to edit their primary phone number and address

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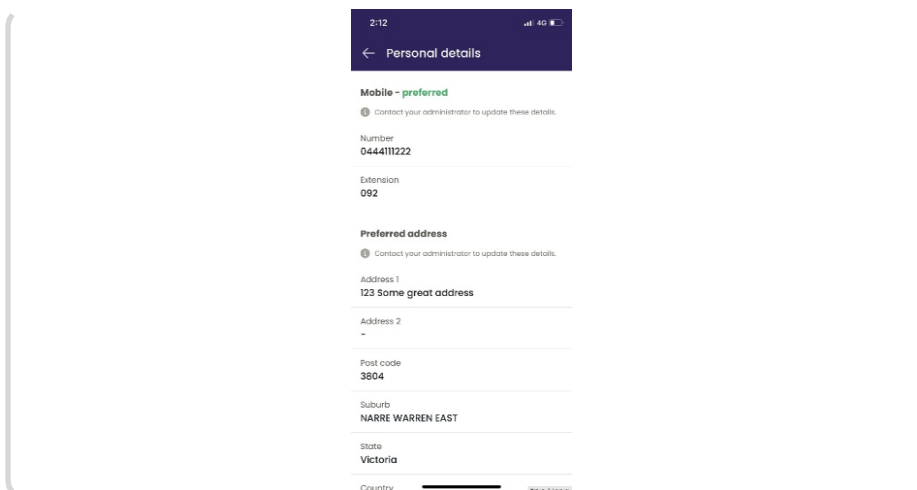
Change the personal details view scope in HR3

As the setting above, go to Admin→Groups→the Groups you need→Employee Details.

To hide a personal details section, toggle off the "display" checkbox for the section. Here we are preventing users from viewing user-defined fields.

Ready People displays sections:

• Personal Details

• Emergency Contacts

• Bank Accounts

• Superannuation

• User-Defined Fields

For Ready People to display these sections, the display check box must be toggled on and the section must contain details. Click Update to save the changes.
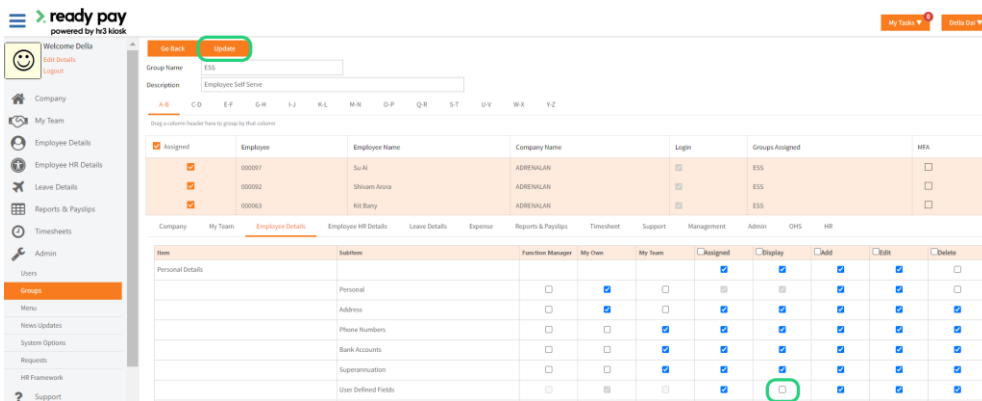
With the user-defined field toggled off, the user-defined field section is hidden from the user:
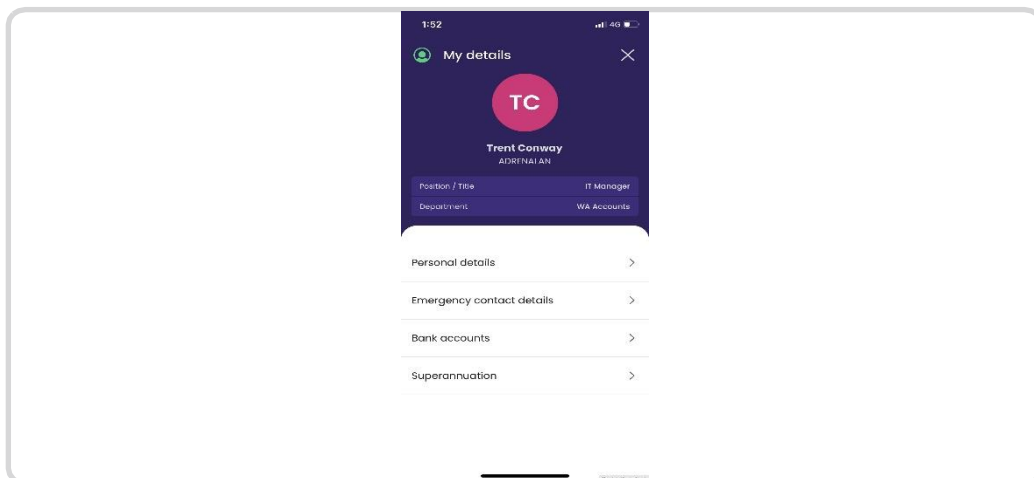
Update leave types and reasons for Ready People in HR3

You can update leave types and reasons for Ready People through the HR3 Kiosk.

Click Admin→System Options→Leave Type and select the company.
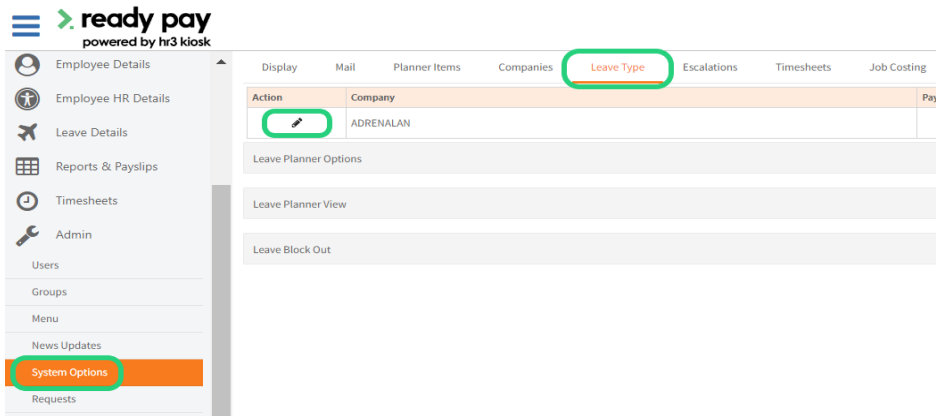
To show a **leave type** in the list - ensure the "show" checkbox is enabled. In this example, we will display the leave type "Public Holiday" on the leave request form.

Note:

• These changes will also be reflected on the HR3 kiosk.

• Enabling non-negative leave, the HR3 kiosk and Ready People will validate that the employee has a positive leave balance prior to submitting the leave requests.

To show a **leave reason** in the list, ensure the "show" checkbox is enabled. In this example, we will display the leave reason "Carers Leave" on the leave request form in Ready People.
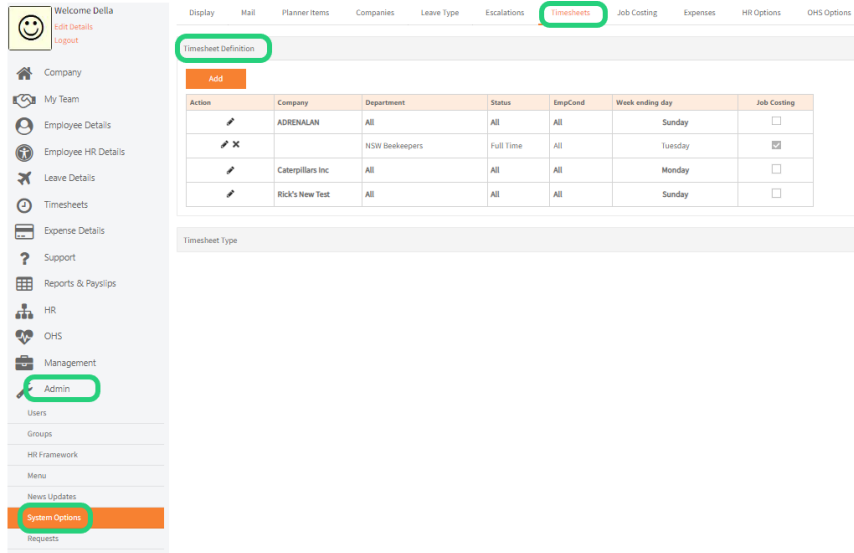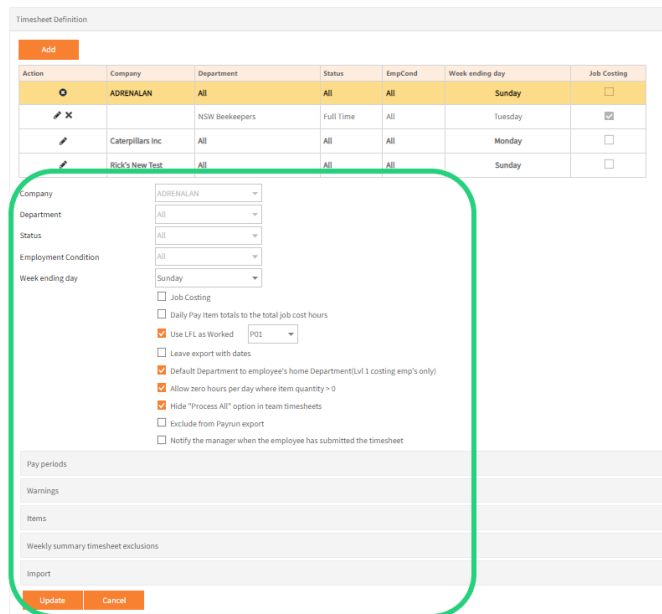

Note:

• These changes will also be reflected on the HR3 kiosk

My Time

Timesheet details can be set in Kiosk Admin → System Options → Timesheet → Timesheet Definition.

Click the Edit button to add timesheet details to the definition:

You can set the timesheet definition for different companies, departments, employment conditions etc. The pay items can be added under Items and any pay periods, warnings etc. Can be added in the same page by expanding those menus. Click Update to save the changes.

The access levels for all user groups in Kiosk can be defined in Admin → Groups → Timesheet:

Employee details report

In HR3 payroll, Data Explorer → Employee details report an extra column called Readypeople has been added to show the User ID in Ready People. If this user ID is present in the report, then the employee account has been created in Ready People.

QR code

In Kiosk, Admin → System Options →Ready People Mobile App→ QR Code, click on the Ready People QR code button to get a PDF file for QR code, which you can print and share with your employees. This QR code will take you directly to the app stores where you can download the app.