

PRONTO xi

Applications Overview



Employee Portal

Part of the Payroll & Resources
application

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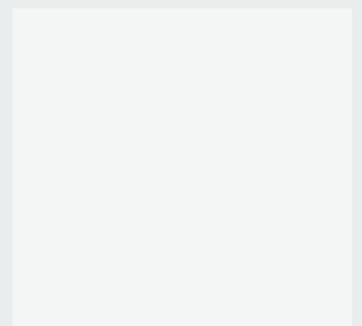
Contents

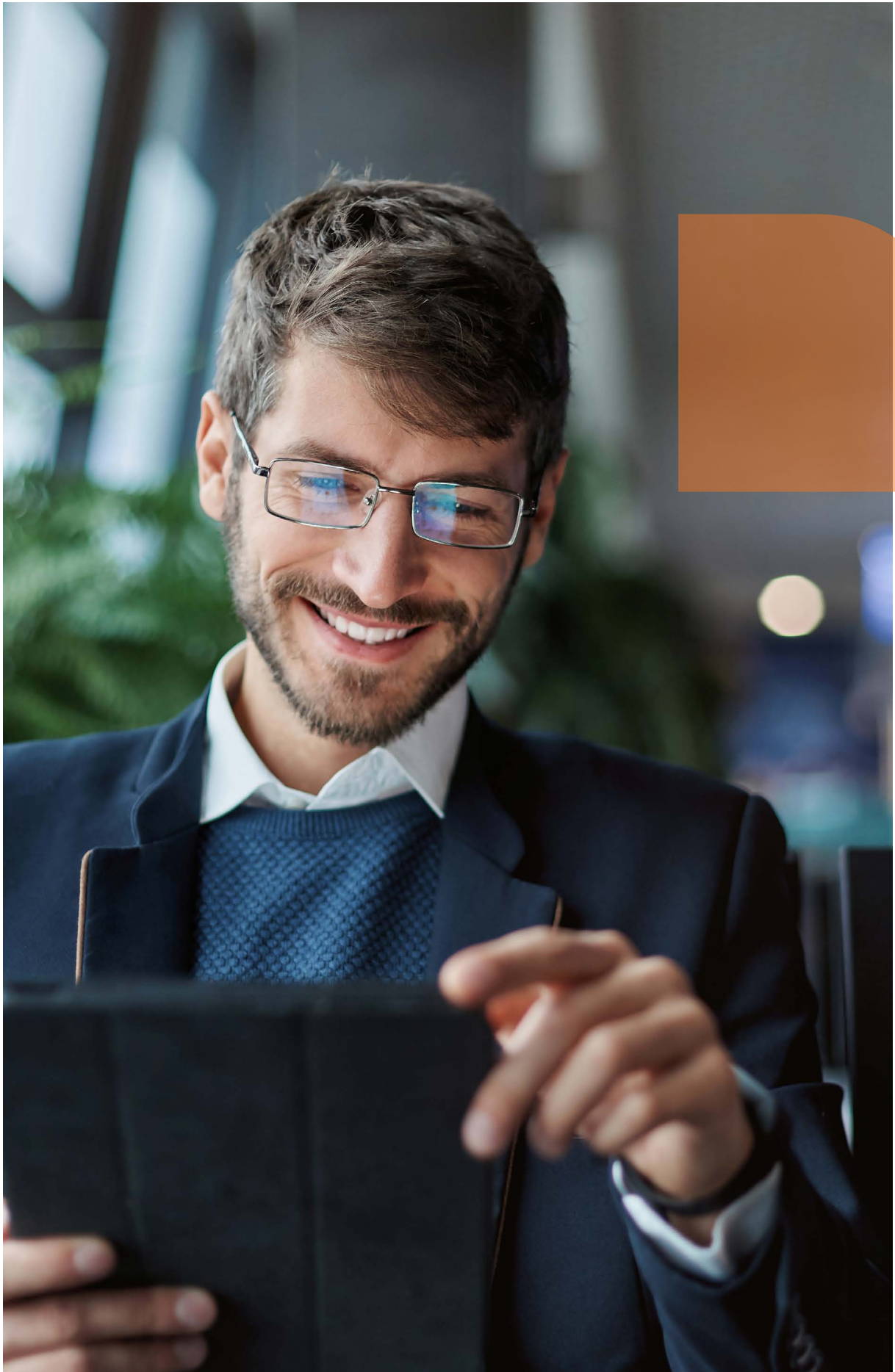
Employee Portal

User administration

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Employee Portal

Boost satisfaction and productivity by granting your staff access to our user-friendly Employee Portal

Managing human resources poses a significant administrative challenge for many organisations. Pronto Xi's Employee Portal helps alleviate this burden by digitising processes and optimising workflows.

Developed as a fully adaptable web application, the Employee Portal empowers managers by giving them direct access to employee data. In tandem, employees can efficiently complete daily tasks using a computer, tablet, or smartphone.

No matter where your team members are located, they can:

- record timesheets and allowances
- review and update personal information like addresses, emergency contacts and banking details
- request leave and attach digital documents such as medical certificates

- access and print pay slips
- monitor submitted leave requests and timesheets
- estimate future leave balances
- confirm or reject work schedules
- define home page and other viewing settings to quickly access to essential tasks and information

Managers enjoy additional functionalities that enable them to:

- organise their task lists, including pending time-off requests
- identify who is currently on leave
- approve timesheets
- forecast their teams' leave obligations during shutdown periods
- approve or reject leave requests via email

User administration

Integrated tightly with Payroll, the Employee Portal leverages your company's organisational chart to ensure that managers can only access information for employees within their reporting structure.


Administrators can define the features accessible to Employee Portal users, guaranteeing alignment with established policies and procedures. This level of control can even be tailored at an individual employee level, allowing administrators to selectively specify which employees can view personal/carers' leave entitlements.

Administrators can also personalise the portal's colour scheme and incorporate their company logo.

PRONTO xl Employee Portal

Search employees...

My personal details



Anne BROWN
 Factory Manager

My leave estimates (days)

Select date

Leave type	Estimated <input type="button" value="Filter"/>	Future <input type="button" value="Filter"/>
Annual	136.54	3.20
Personal / Carers	66.76	0.00
Long service	29.81	0.00

My banking details

DSD	Account no	Account name	Amount
083220	21321921	A & D Brown	

My roster shifts

Date

No roster shifts to display

My leave balances (days) at 13/06/2024

Leave type	Entitled	Taken	Owed
Annual	0.08	1.00	-0.92
Personal/ Carers	0.04	0.00	0.04
Long service	0.02	0.00	0.02
Rostered	0.00	0.00	0.00
Time In Lieu	50.00	0.00	50.00

My emergency contact details

Name	Relationship	Mobile phone
Dennis Brown *	Spouse	(0458 789 456)

Primary contact is marked as *

My timesheets

Date [Weekly timesheets](#)

Date	Normal	Overtime	Entries
Sat 08/06/2024	8.00	0.00	1 <input type="button" value="Down arrow"/>
Sun 09/06/2024	9.00	0.00	2 <input type="button" value="Down arrow"/>
Mon 10/06/2024	4.00	0.00	1 <input type="button" value="Down arrow"/>
Tue 11/06/2024	9.50	0.00	1 <input type="button" value="Down arrow"/>
Wed 12/06/2024	10.00	0.00	1 <input type="button" value="Down arrow"/>
Thu 13/06/2024	2.00	0.00	1 <input type="button" value="Down arrow"/>
Fri 14/06/2024	5.00	0.00	1 <input type="button" value="Down arrow"/>
Total	47.50	0.00	

My current leave requests

Type	From <input type="button" value="Filter"/>	To	Status
Long Service Leave	12/10/2024	12/10/2024	Pending <input type="button" value="Right arrow"/>
Annual Leave	13/11/2024	15/11/2024	Pending <input type="button" value="Right arrow"/>

View/print my payslips

Select date

My to do list

No tasks pending

Maintain information about your employees



About us

PRONTO

SOFTWARE

We are an Australian developer of award winning business management and analytics solutions. Pronto Xi, our Enterprise Resource Planning (ERP) software, integrates accounting, operational and mobile features in a single system – optimising business processes and unlocking actionable insights. That's why for more than 45 years, over 1,500 Australian and global organisations, across a wide range of industries, have trusted Pronto Xi to simplify their most complex challenges.

With headquarters and our Development Centre located in Melbourne, we have support offices and consultants based across Australia, as well as a global network of Resellers and Solution Partners. Specialised business units within Pronto Software have the expertise to assist you with pivotal technology – Digital Transformation with Pronto Woven, Cloud and Hosting services with Pronto Cloud and Business Intelligence solutions with Pronto iQ.

When you choose Pronto Software, you gain a team with deep industry experience, giving us the ability to understand your specific needs and build innovative solutions that drive business growth and revenue.

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