



Human Resources for Modern Business

From hours worked to expenses requests, performance evaluation to recruitment, HR Odoo supports your HR team in all their core responsibilities.



Odoo HR helps you to manage your employees effectively, support them throughout their careers, and encourage them to stay with you for the long haul.

Odoo HR is a Human Resource Management System (HRMS) consisting of a suite of apps enabling you to deploy a highly tailored, utterly bespoke system for managing your staff. It can be used as a stand-alone application, or as part of a wider cross-company enterprise resource planning solution.

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Key features

Odoo HR's features are designed to support ease of management for your HR staff and to help you foster a collaborative working culture.

Management

- Create a profile for each employee, ensuring that all vital information on each staff member is held centrally.
- Manage contracts for each employee, including status, job title, contract type and dates, and their schedule.
- Manage timesheet for each employee on a weekly, monthly, or project basis.
- Manage costs for each employee, including expenses submitted, travel costs, and training allowances.
- Hire for vacant positions by setting up a job board, tracking submitted applications, and indexing all associated documents.
- Oversee attendance for all staff members.
- Evaluate performance immediately and long-term, set, and track targets.
- Manage holidays, legal leaves, and sick days.
- Intuitive dashboard for each manager for ultimate visibility.

Collaboration

- Follow employees and documents to track and participate in projects.
- Join and manage discussion groups.
- Share files for collaborative working.
- Chat in real-time.
- Generate gamification through challenges, goals, and rewards.
- Set targets and objectives to drive engagement and reward performance

Benefits

Odoo HR generates benefits for your HR staff, your employees, and your business as a whole.

HR Staff

Your HR staff gains comprehensive and dynamic visibility of all employees, with centralised information that they can filter by department or team. This dramatically cuts down on manual and tedious data management tasks, improves accuracy, and enables automation and standardisation of key HR processes. HR staff can set and track key parameters around individual employees, and all work from the same consolidated information source.

Employees

Your employees benefit from more efficient and standardised mechanisms for processes such as making leave or expenses requests or receiving sick pay. They gain the peace of mind that their attendance and other performance parameters are accurately tracked, and personal data is securely stored and managed. They benefit from improved collaboration through the file-sharing and instant chat features.

The Business

Your business gains a single in-depth view of its entire workforce, updated in real-time, filtered according to bespoke parameters, and with all information standardised. Whether you wish to analyse the attendance or trajectory of individual or groups of employees, instantly access the key data on a particular staff member, or analyse the costs associated with specific employees, Odoo HR facilitates it.



Overview of the five HR modules

These five modules, which can be integrated, can cope with almost every scenario for your employee management: Recruitment, Employees, Leaves, Appraisal, and Attendances.

Recruitment

Odoo provides an application that can help organise recruitment information to make it easier to keep track of the communications required when appointing new employees.

Set up a job board, promote job listings, and keep track of applications. Keep in touch with every applicant and build a skills database. Save thousands by continuing your recruitment in-house through a professional and straightforward interface.

Employees

With this module, you can effectively manage employee information through a dashboard. Create employee profiles and gather all the information regarding your employees in one place. Review essential details for each department at a glance. Restrict access to sensitive information to key managers with the option of making other information accessible for all employees to see via an employee directory. Receive alerts for any new leave requests, allocation requests, applications, appraisals, and more. You can add tags to employees to help you remember their role and character, or assign challenges for your team, e.g. monthly sales targets.

Leaves

Leave management in Odoo provides several features for managing leave in the company and tracks records by leave allocation, including sick, parental, unpaid, and public holidays. Leave is allocated to each employee according to their profile. These leave records are reviewed during the salary calculation.

Appraisal

Appraisals are proven to promote morale and motivation within a workforce. Odoo HR facilitates regular evaluations of your employees' performance. Whether you prepare your template or choose from Odoo's existing ones, you can create the right appraisal survey to collect your employees' responses. Manage several types of evaluations: bottom-up, top-down, self-evaluations, and final assessment by the manager.

Attendances

It's easy to keep track of the attendance of your employees with Odoo. Attendance Management provides you with the details of every employee who logged in to your office. The employee can also sign in or sign out at the end of the day, so you are aware of the hours worked. The module comes with superb reporting where you can check attendance by month, by week, and error reports. These reports are easily customisable as per your organisational requirements. To improve the performance of this module, you can integrate it with Smart IT's biometric time and attendance application.

Get started with a free subscription bundle from Smart IT and Odoo

HR Pack Basic

Includes: Contacts, Employees, Attendances, Leaves.

Manage all your employees in one place, Odoo HR pack gives the HR department an easy to use mobile compatible view of all your employee needs. With both a restricted and a public view, the Employees app acts as an employee directory and an HR management tool. Tracking attendance functionality lets you know when employees arrive and leave. The Leave management application can follow all your employee leave requests from annual leave to out of office activities and sick leave, giving managers the ability to approve. Employees' calendars are updated automatically, letting the whole business know where people are at any one time. Odoo HR has built-in reports and dashboards.

Streamline your HR operations with a zero-subscription cost and a 2-day Smart Pack for only £1200

HR Pack Advanced

This bundle includes all of the HR Pack Basic with the additions of Recruitment and Appraisal.

There is no need to get lost in all the CVs that get sent to the recruitment mailbox. Manage your job postings and recruitment actions in one powerful application. Link a CV directly to a job, and when you have found the right candidate, create an employee at the click of a button. Keeping track of employee progress is straightforward with the Odoo Appraisal application. Using the employee hierarchy, an employee can be scheduled a regular appraisal meeting giving both the manager and employee action points to achieve within their job role.

£114 per month for five employees and book a five-day Smart Pack and receive our [biometric Time and Attendance application](#) for free.

Smart Packs for HR Services

At Smart IT we help you set up your system in a way that matches your HR process.

- With our two-day Smart Pack priced at £1200, we can have you up and running with the HR Pack Basic in no time.
- Expert implementation by industry professionals
- Expert configuration to suit your specific business and process to avoid expensive customisation
- Customisation services including forms, reports, workflows, if your processes are complex
- Optimisation services to keep you enjoying the most value as possible
- Training, coaching and business consulting to help you leverage the latest enhancements and best practices
- On site consulting, if required
- Email and phone support for peace of mind

Find out more about [Smart Packs](#).



Why choose Smart IT?

Smart IT is a leading Gold partner for Odoo in Europe.

The relationship we build with each of our clients goes far beyond being a simple solutions vendor. We strive to be a trusted business partner and are committed to treating each one of our clients regardless of their size with the same high level of customer service and respect.

In-house development capability

We have excellent in-house Odoo development capability with a 20-strong software team directly employed by Smart IT – unlike many of our peers who outsource programming work abroad, often to unaccredited suppliers.

Established Odoo practice since 2011

We launched our Odoo practice in 2011. With nearly ten years' experience of Odoo implementations and thousands of hours of consulting, we continuously look for ways to improve our relationships with our clients.

Extensive service offering

Our commitment to your company doesn't end once your new system is up and running. We offer a wide variety of services for existing clients, including on-site training and ongoing technical support.

Multi-talented team

Our staff includes senior consultants, software engineers, project managers, and support technicians with an average of ten years' experience.

Customisations to fit your business model

We have the development know how to make sure the system you purchase from us fits your business like a glove. No customisation request is too simple or too complex.

Odoo certifications

As the leading Odoo Gold partner in the UK we have 11 Odoo certified consultants – this is more than any other partner in the region. We have made it a requirement for all new consultants to be upskilled through the Odoo certification programme within 3 months of joining Smart IT.

Full support services

We offer full-service desk support with extended hours as standard. Client collaboration and communication is provided through a bespoke portal built on the Odoo platform.

Project methodologies

We have very strong and well-established project methodologies developed specifically for Odoo.

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