Welcome to Breathe

A short guide for Line Managers

breathe
an ELMO company

Welcome to Breathe

A very warm welcome to Breathe.

Your company has joined thousands of other SMEs in ditching those spreadsheets and switching to easy-to-use HR software.

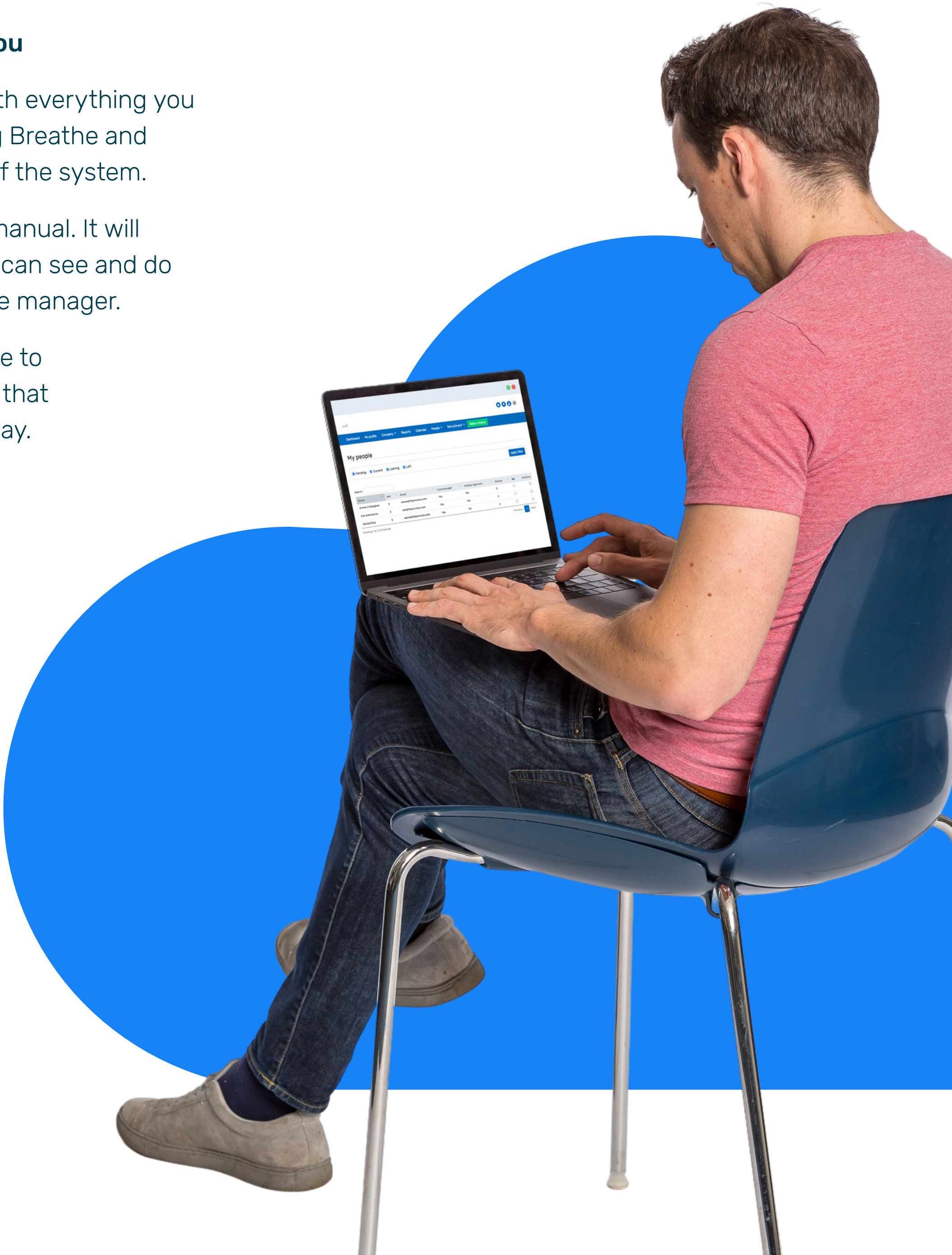
Breathe is designed to save you valuable time so that you can focus on what matters: your team.

How this guide will help you

This guide will equip you with everything you need to feel confident using Breathe and help you get the most out of the system.

This is your go-to Breathe manual. It will walk you through what you can see and do within your account as a line manager.

This handy guide is also here to answer any system queries that you might have along the way.



What's inside

In this guide, we'll walk you through each of Breathe's features. Here's what's in store:

STAGE 1

Dashboards

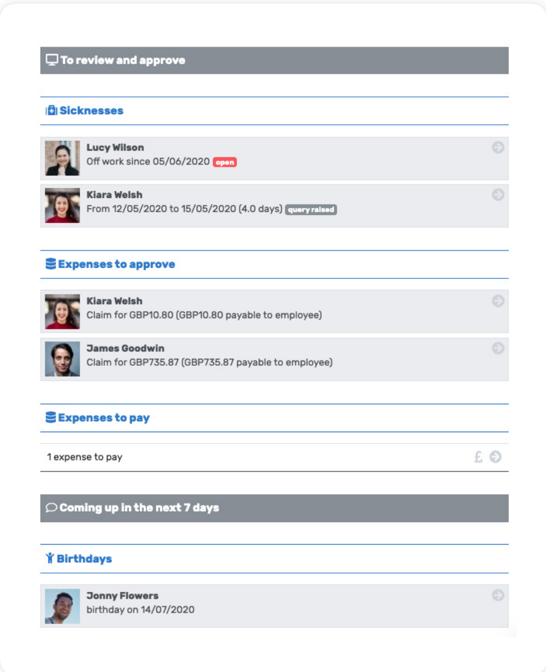
Manager Dashboard

Your manager dashboard is specific to you and your team. It shows all your upcoming events and any tasks that need completing.

You can manage most requests and tasks directly from this page by selecting the arrow icon next to them.

This could be a leave request, a one-to-one request or an open sickness that needs closing.

Your dashboard will also notify you of important things that are happening over the next week, such as birthdays and probation reviews.



Top tip

- 'To-dos' are on the left side, and upcoming events are on the right. On mobile view, these will be one above the other, as shown in the image.

STAGE 1

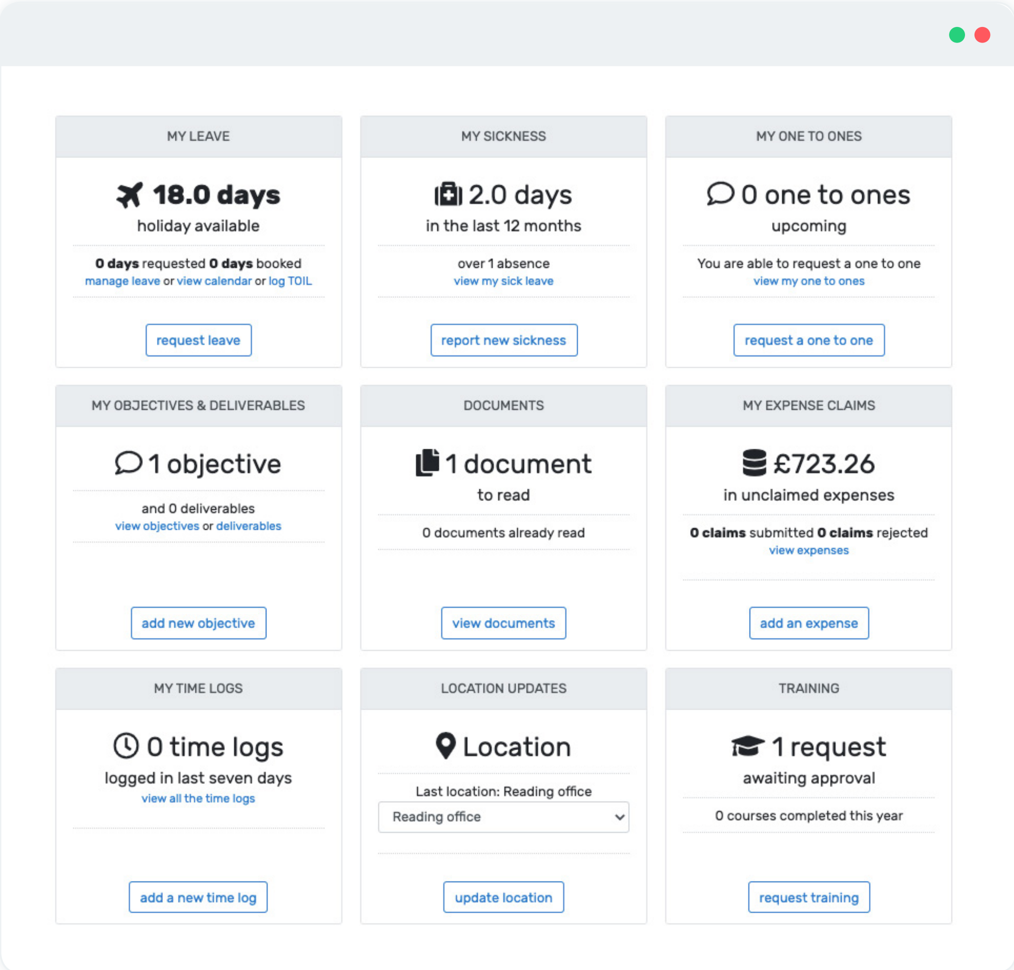
Dashboards

My Dashboard

The next part of the dashboard is the ‘My Dashboard’ area. Here, you can make requests and submit information relevant to you as a team-member.

This is where you’d go to request leave, update your location, read a document, submit an expense plus much more.

Why not take a look around and get familiar with your dashboard?



STAGE 2

My Profile

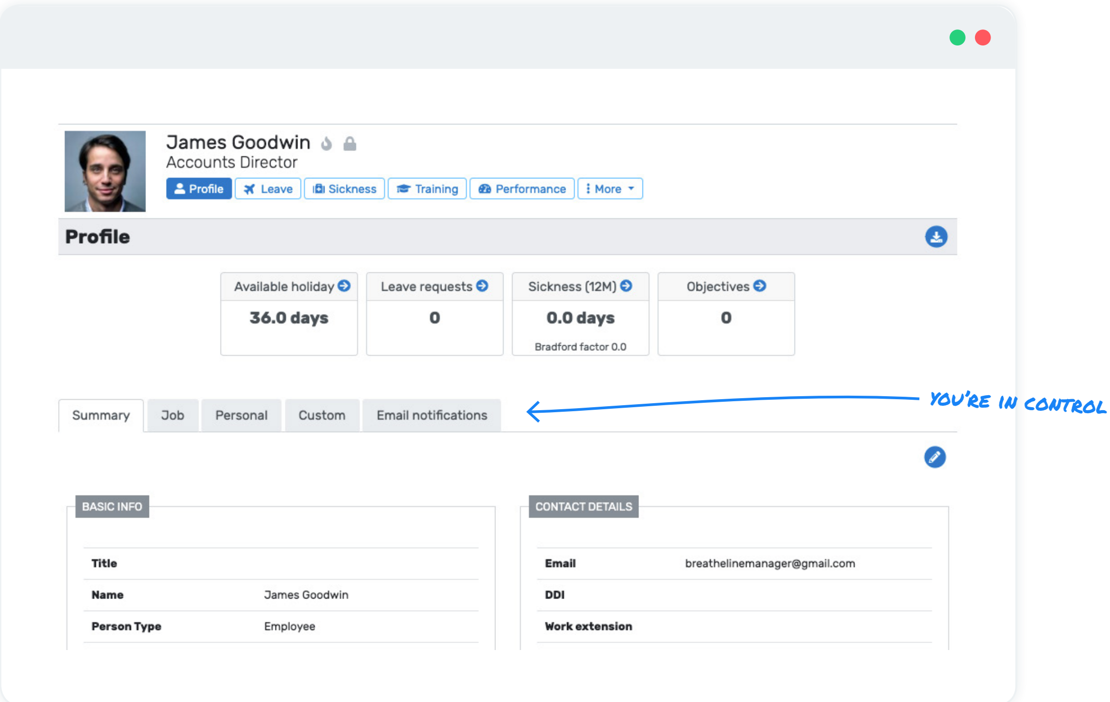
Your profile is where all of **your** information is stored. This includes:

- Leave booked, taken and available
- Sickness
- Training
- Performance
- The 'More' tab

You'll also notice the 'Personal' tab – your personal details (salary, sensitive info etc.) are stored securely here. Don't worry - this can only be seen by you and the HR users within your account.

While you're here, head over to the 'Email notifications' tab and make sure that your email notifications are switched on.

This will ensure you're kept in the loop and receive any updates or requests from your team. (These will show on your dashboard too, of course)



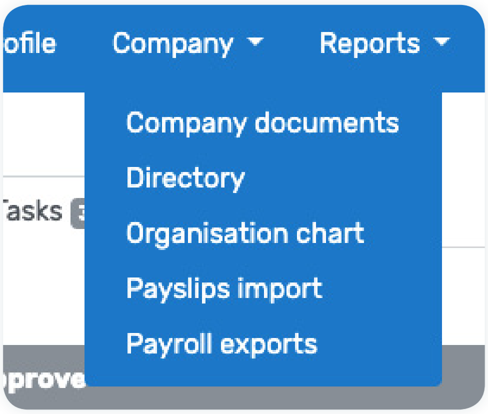
STAGE 3

The 'Company' tab

The Company tab holds all your organisation-specific information, including:

- Company announcements
- Documents
- Company goals
- Employee directory
- Holiday calendar
- Organisation chart

These details are all determined by the HR user(s) and are a useful point of reference.



STAGE 4

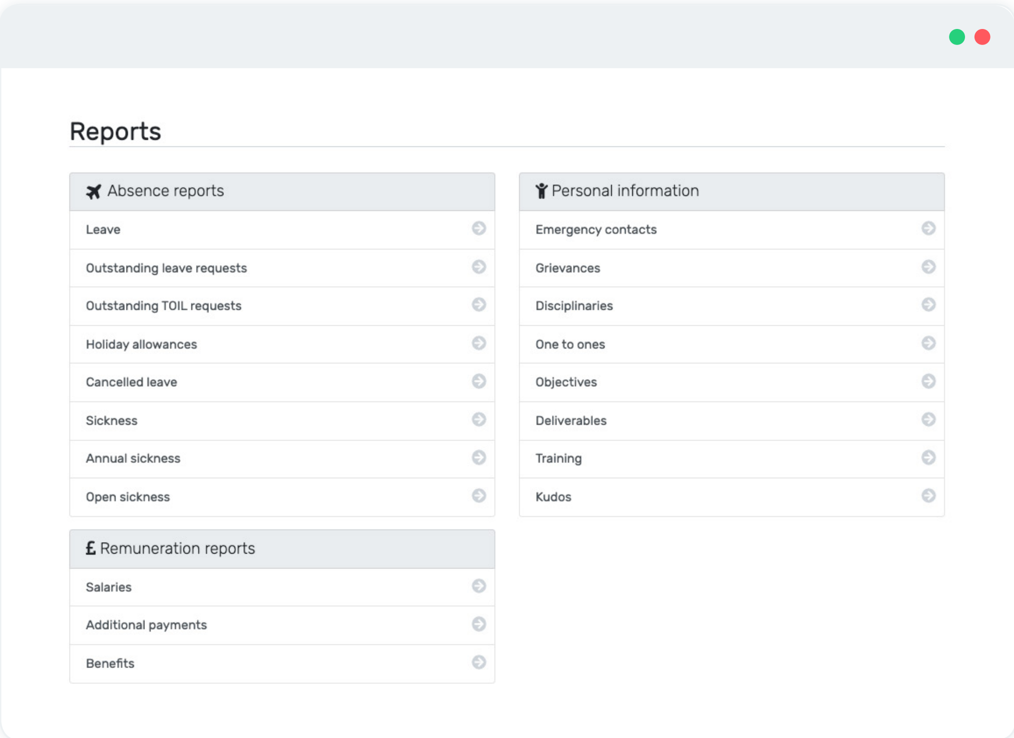
Reports

As a line manager, it's important to keep track of your staff. And here's where Breathe's Reports feature comes in handy.

This data-packed module can help with absence reporting, sickness tracking, deliverables and objectives and much more.

Pretty much any report you'd ever need to produce about your team is available through Breathe's reporting tool.

Head over to the 'Reports' button in the main navigation bar to see what you can do.



Note: If you're logging in and not seeing all these reports available, then you'll need to get your HR team to make changes to your settings.

STAGE 5

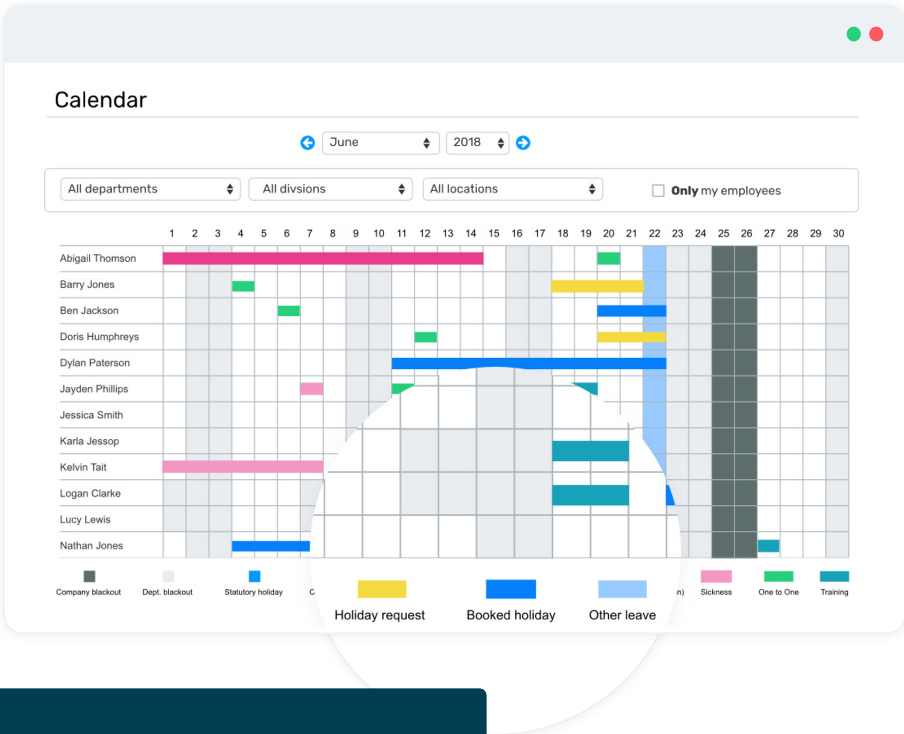
The Holiday Calendar

Your calendar provides a useful overview of any events that are coming up, such as holiday booked, training events or one-to-ones. You'll also be able to see any sickness logged.

You'll see information for the whole of your organisation by default. You can adjust your filters to show information for just your team.

You'll only be able to see sickness information for people that you manage (if your settings allow you to see this).

You may notice that not all of your people appear on the calendar at any one time. The Breathe calendar likes to keep things simple and uncluttered – it only shows people who have an event booked within Breathe or have been off sick. If an employee has nothing booked, they won't appear on your calendar.



Top tip

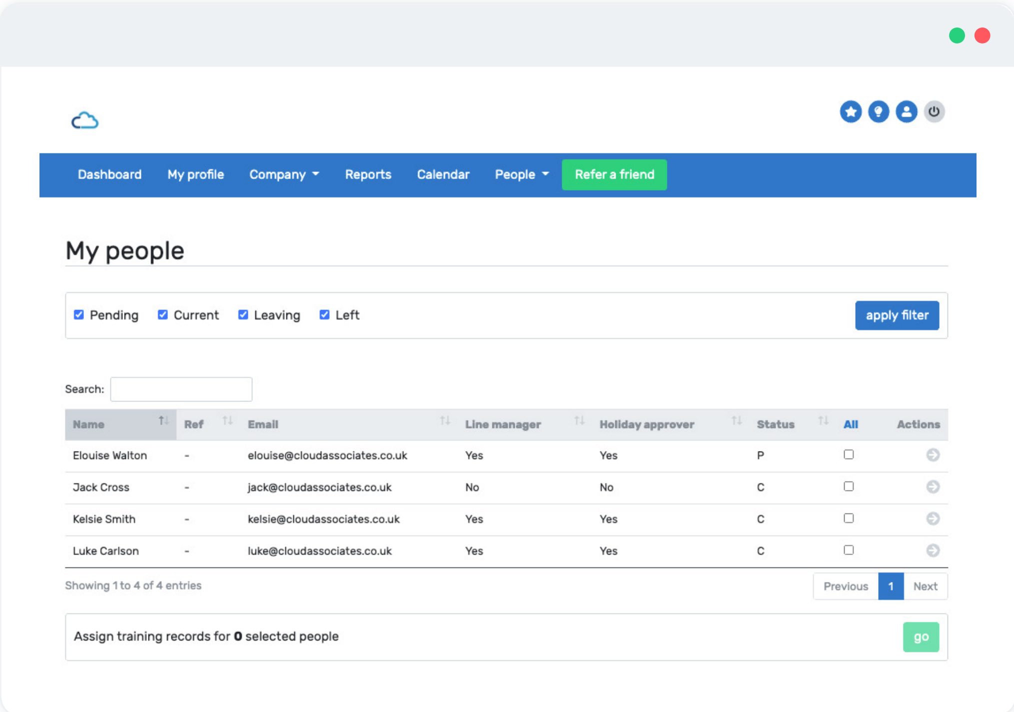
- Request leave directly from the calendar page by clicking the '+' button at the top right

STAGE 6

Your people

To view the people you look after as a line manager, head over to **People > Your people.**

If you manage another line manager, you can see their employees too, but this depends on your account settings and whether you're using the two-tier management structure that's available. These settings are determined by your HR user.



Top Tip

- Navigate straight to a person's profile by selecting the arrow under the 'Actions' column.

STAGE 7

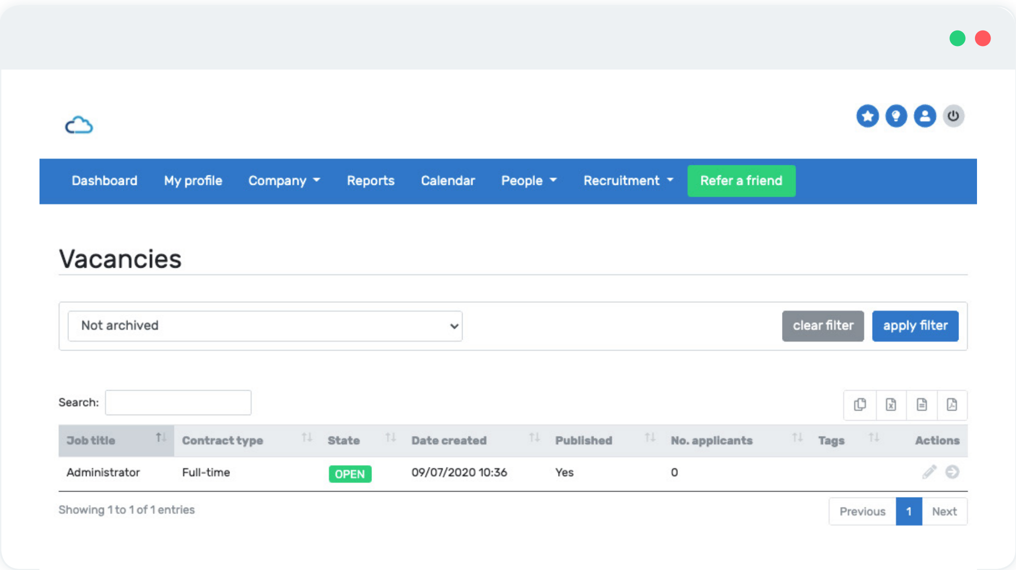
Recruitment

The recruitment module is a paid add-on that can be activated by the admin user on your account.

If you've activated this module, as a line manager you can be made a recruiter for any vacancies within your team.

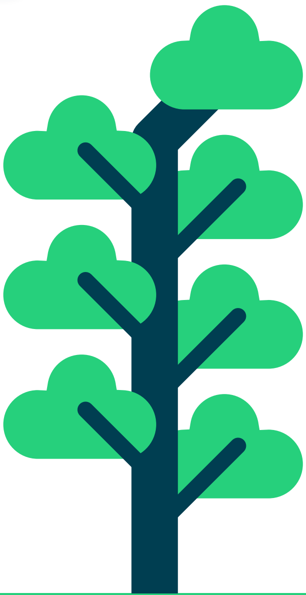
This means you'll have the ability to view applications, review candidates and respond to applicants – all in one place.

Click on an individual vacancy to take a look at your applicants and action them. If they sound like a good fit, why not invite them in for an interview? Or perhaps they're not quite up to scratch, in which case you can reject their application.



Recruitment Guide

For further information, please speak to your HR user.

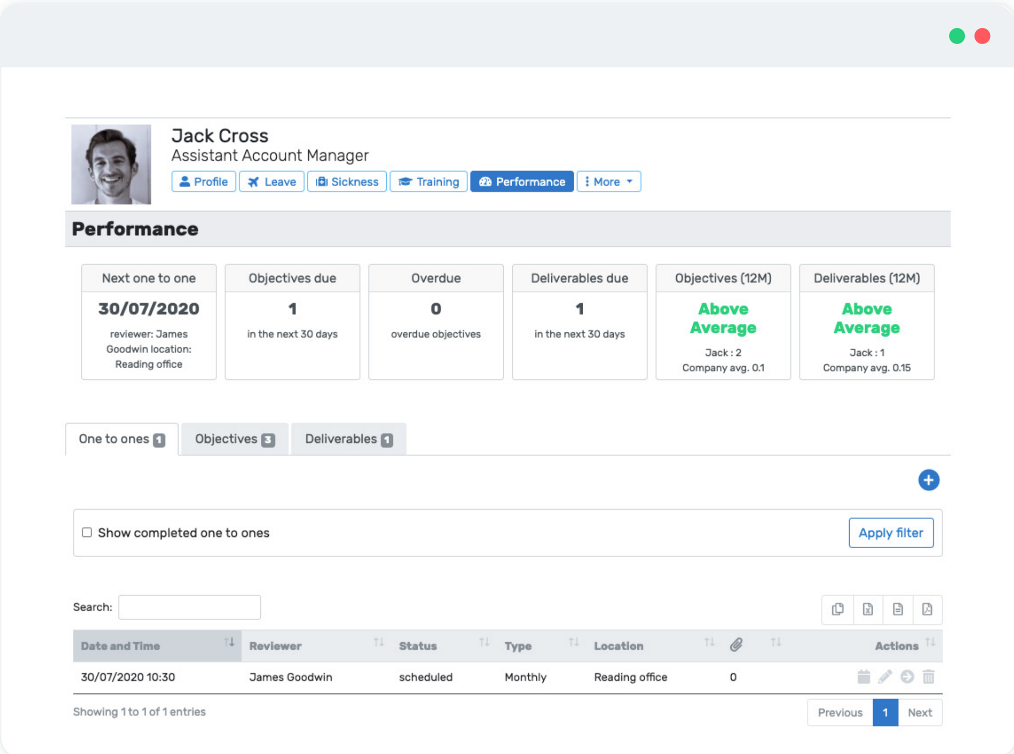


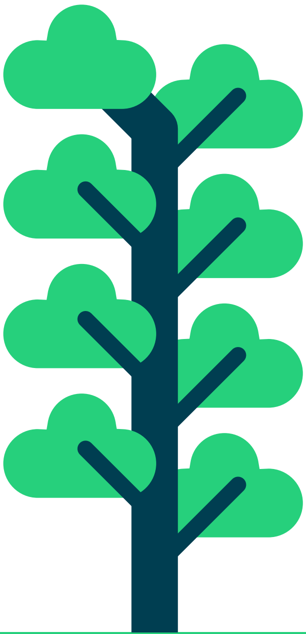
STAGE 8

Performance

Is managing your team's performance on your list? Good news: the Breathe performance module can help.

Stay on top of one-to-ones, performance reviews and objectives all in one place with this handy (and popular) tool.





STAGE 8

Performance

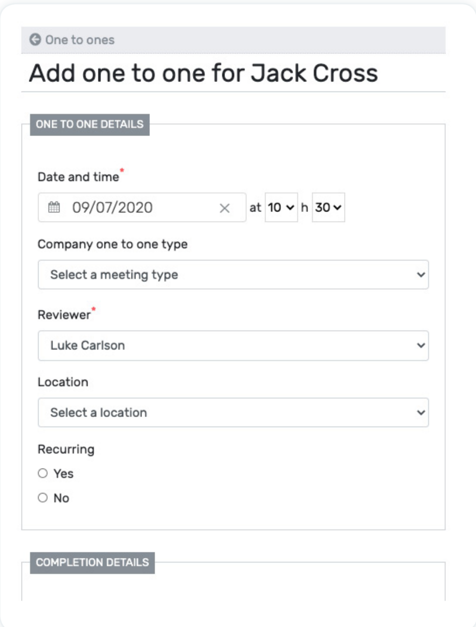
One-to-ones

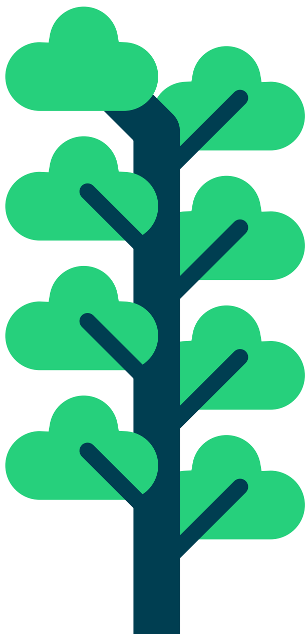
One-to-one meetings can be booked within Breathe to check in with your people on a regular basis. These could take the form of yearly/ half yearly performance reviews, monthly check-ins, probation reviews and more.

To add a new one-to-one, navigate to your employee's profile and head over to **Performance > 'One to ones' tab > blue '+' button.**

The employee will then receive an email to let them know about their upcoming one-to-one.

One-to-ones guide





STAGE 8

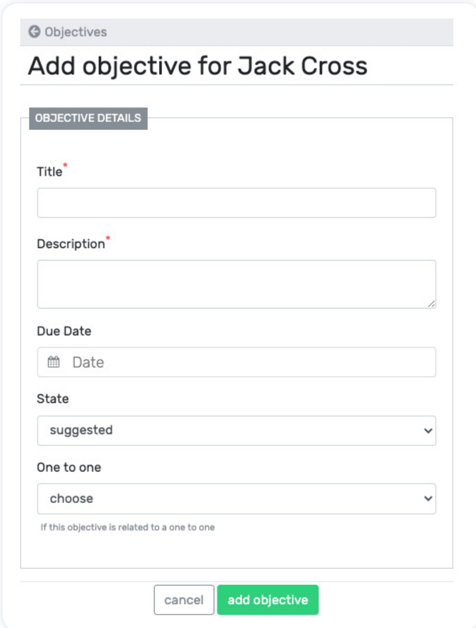
Performance

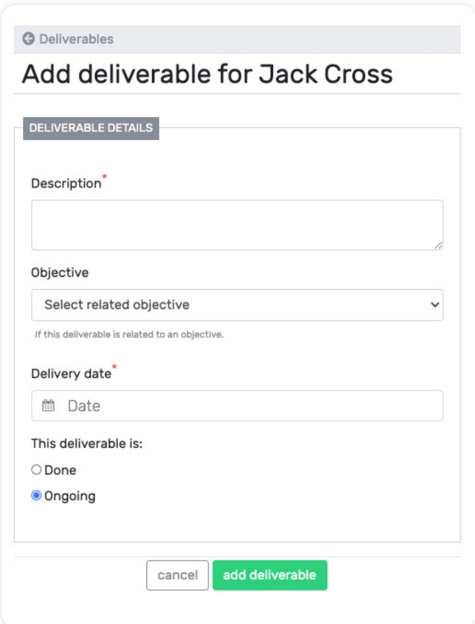
Objectives

Assign your team projects and tasks using the 'Objectives' tab. You can keep track on their progress by scheduling regular one-to-ones.

You can also link the one-to-one to the associated objective and upload any supporting documents to the objective to keep things in one place.

Throughout the journey, you can mark the objective with a percentage for a quick overview of the employee's progress.



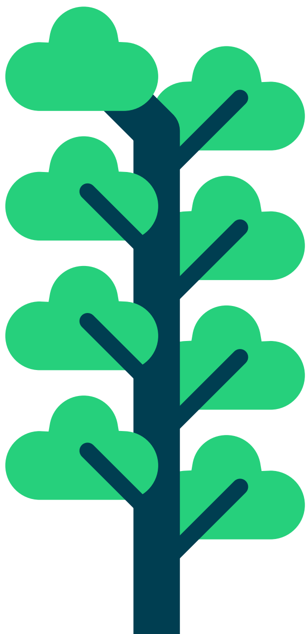


Deliverables

Make projects more manageable by utilising the Deliverables function.

Deliverables allow you organise tasks and break objectives down into bitesize chunks for your employee to work through.

You can then link deliverables to their associated objectives to keep things simple and centralised.



STAGE 9

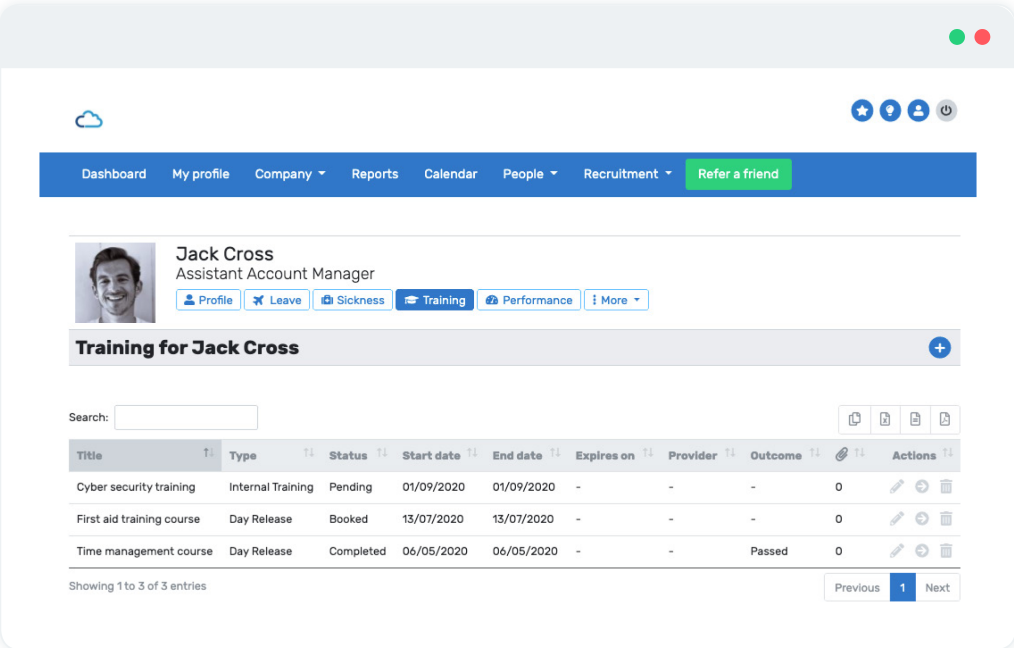
Training

Here, you can add training for your team. You'll need permissions from your HR user in order to access this functionality.

Head over to the 'Training' tab and click the blue '+' to add new training for an employee.

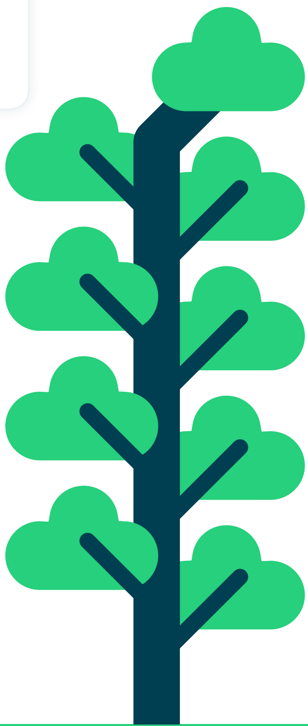
Fill out details including the training type, category, status and date. 'End date' should be when the training session finishes, and 'Expires on' is when the certificate expires.

You can see all training records in one place by heading to **Reports > personal information > training.**



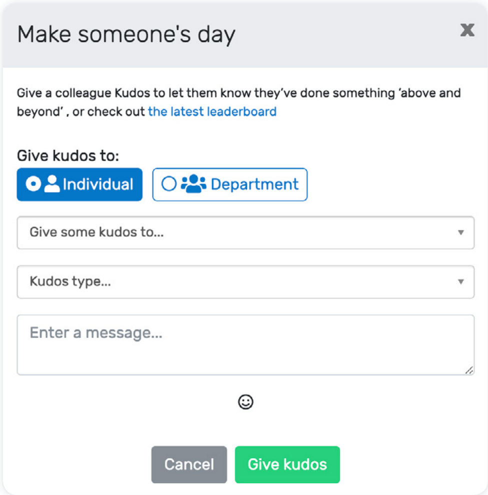
Top tips

- Make sure you add a 'remind me by email' date when setting up training to receive an email reminder nearer the time. Don't worry if you forget – you can always add this afterwards.
- You can store any relevant documents in the training area, too. All you need to do is create the training record and head back to the training area. Select the arrow next to the relevant training record and scroll down to the 'Attached documents' area.



STAGE 10

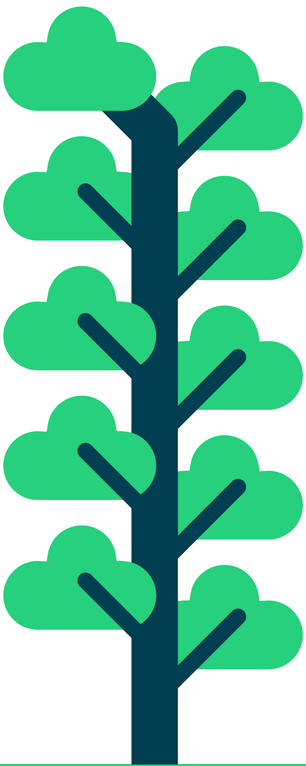
Other helpful tools



Kudos

If you want to spread some good vibes around your team, why not use the Kudos feature and let someone know that they've done something great. It's a great way to say "thanks" and put a smile on their face.

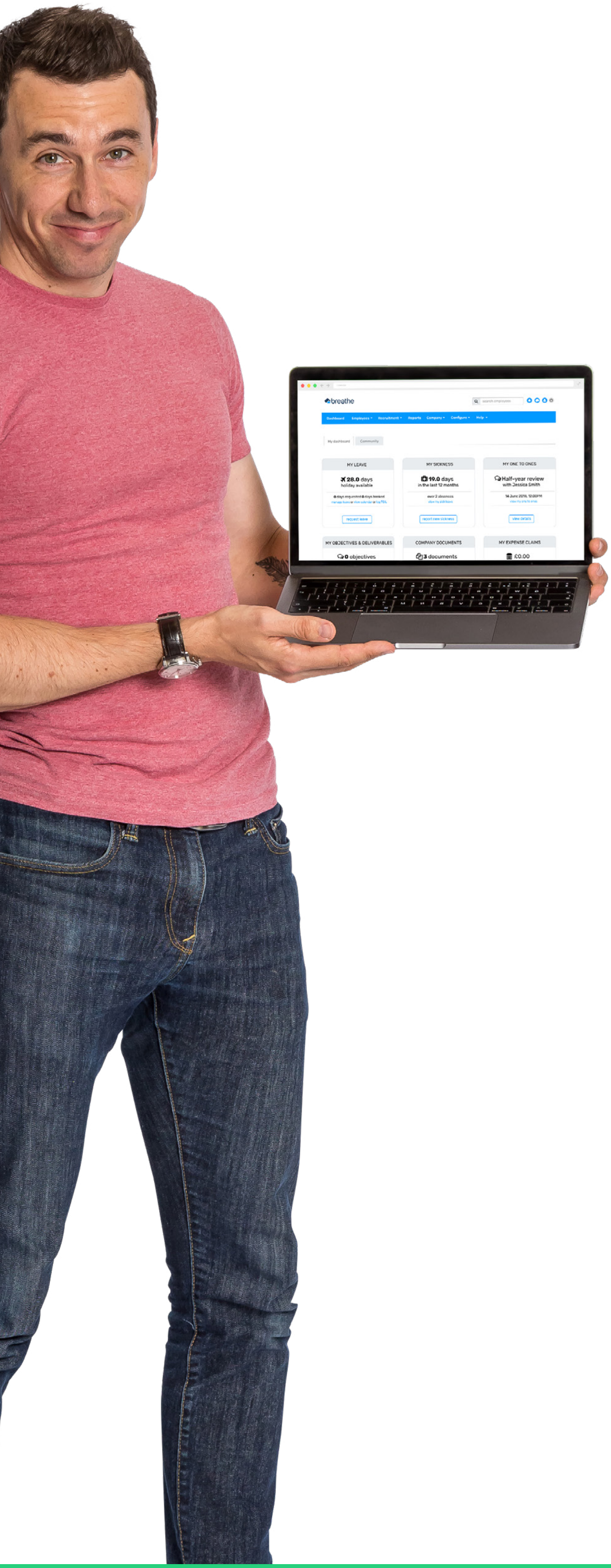
Kudos guide

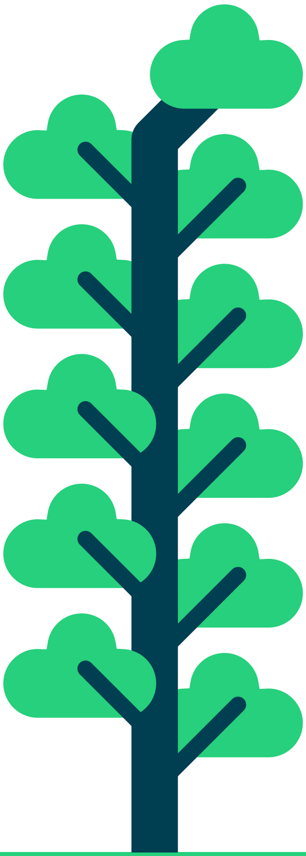


STAGE 11

Permissions

As a line manager, you'll have an amount of control over what you can do and see within Breathe. Please speak to your HR manager to find out what's available to you.





Thank you!

Thank you for being a part of our paperless revolution, by using Breathe you are helping contribute to the saving of 3,974,880 sheets of paper per year. That's 477 trees, or 7950 reams of paper.

And, even better, using Breathe will give you back precious time.

Every week, up to 24,276 hours are saved. Every year, up to 1,262,352 hours are saved. That's just under 4 hours per week per customer.

How will you use the extra time?

WE HOPE YOU ENJOY USING BREATHE AS MUCH AS WE LOVE DEVELOPING IT!

breathe
an ELMO company

Effortless people admin

More resources online at **breathehr.com**

Who are Breathe?

Back in 2012, Breathe built their multi-award-winning software with one thing in mind: to set SMEs free from time-consuming HR admin so they can focus on their people, build strong company cultures & drive their organisations forward.

Owned by leading cloud-based solution provider, ELMO Software, Breathe offers simple & cost-effective software that makes it super-easy to manage up to 200 employees.

From employee data, leave, sickness and HR documents to training & performance, expenses, recruitment, rota scheduling and e-learning – Breathe already helps over 11,000 UK SMEs to leave time-consuming tasks behind, without breaking the bank.

Breathe is 100% cloud-based, GDPR-compliant and ISO27001-accredited, offering the highest level of data security.

Find out more at **breathehr.com**