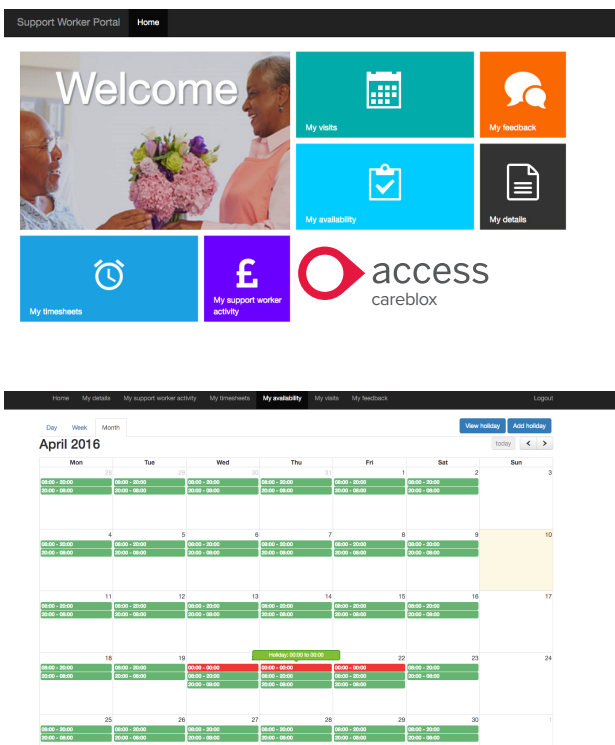# Access CareBlox Employee Portal

Careblox Employee Portal provides your staff with quick, easy, and secure cloud-based access to essential data. Careblox Employee Portal has a responsive design layout which adapts to the device being used, whether it is a laptop, desktop, mobile or tablet.

Once logged in to the portal staff are presented with a range of self-service options, including updating personal details, viewing and printing rotas, timesheets and payslips and viewing visits and availability.

Additionally, staff can provide feedback on visits to be reviewed an approver ensuring the correct outcomes are achieved. The feedback can also be published to the Client User Portal upon approval.

Features

✔ My Details

Staff can update their personal details, including name, address, contact details, equality information and emergency contact details, to be approved by an authorised manager.

✔ My Availability

Staff can provide ad hoc availability helping to ensure accurate planning and scheduling.
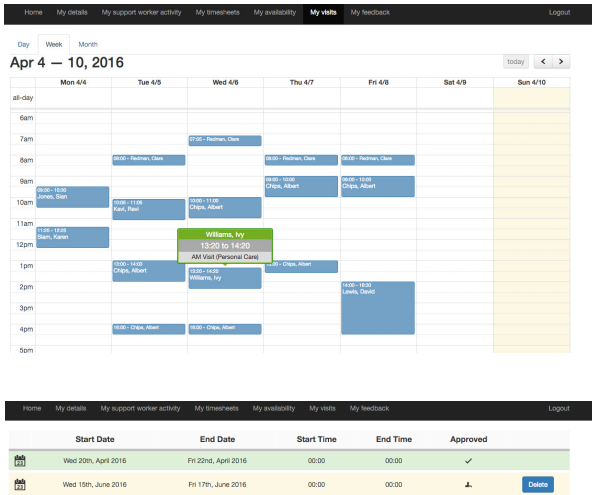
✔ My Timesheets

Staff can download their timesheets and rotas.

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Careblox Employee Portal

✔ My Shifts

A quick visual view of shifts for the selected day, week or month.

✔ My Pay

Staff can download their gross payslips.

✔ Shift Feedback

Staff can provide feedback on their shifts ensuring quality and compliance.

✔ My Holiday

Staff can view and request holiday which is then sent for approval and the holiday hours are accurately calculated in the core application.

Benefits

For staff

- Simple and easy to use – little or no training required
- View and update own availability
- Real-time access to information anytime and anywhere
- Given choice, flexibility and autonomy to meet own needs and goals

For owners & managers

- Access correct employee data
- See the most up-to-date availability at time of planning
- Reduce the chance of missed shifts
- Improve communication and collaboration across your business

For finance & operations

- Ensure quality and compliance with shift feedback
- Ensure accurate staff payment
- Reduce back-office administration time and costs
- Reduce employee churn

About Access

Run and grow your care home with speed and ease

We work with over 1,300 residential care clients and manage over 75,000 employees' time & attendance with our software. We pride ourselves on our speed and ease of implementation and this is why we are able to maintain a 96% customer retention rate. Our software solution is suitable for all sizes of business from a single home to those with multiple locations.

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