

Workforce / HR

Manage people, attendance, absences, payroll preparation, skills, certificates and workforce documents.

1

Maintain complete People profiles

2

Review Work Time and exceptions

3

Manage absences and approvals

4

Keep skills and certificates current

5

Prepare payroll-ready information and workforce documents

Workforce overview

Open in Demo ↗

See active employees, absences, approvals and HR follow-up in one view.



WORKSPACE

Workforce / HR

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Workforce / HR

WORKFORCE / HR

Home

People

Work Time

Payroll

Absences

Skills

Training & Certificates

Documents

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ADMIN · Demo

Exit demo

Workforce / HR overview

WORKFORCE / HR CONTROL · OVERVIEW

Keep your workforce aligned in one workspace

People, requests, attendance and HR follow-up in one workforce view.

Open people

Work time

Payroll

ACTIVE EMPLOYEES

11

Employee profiles

ABSENT TODAY

2

Leave & sickness

PENDING APPROVALS

1

HR requests

TRAINING TODAY

0

Training & certificates

WORKFORCE / HR OVERVIEW

People activity

Attendance registered

Presence activity recorded today

9

Sick today

Current sickness records

1

Training today

Employees in training today

0

Away / unavailable

Approved absence periods

2

WORKFORCE / HR overview

Overview

Active employees

Employee profiles

11

Absent today

Leave & sickness

2

Pending approvals

HR requests

1

FOLLOW-UP

HR follow-up

Open HR requests

Onboarding, leave and changes

1

Attendance issues

Time registration review

1

Certificate attention

Expiring within 30 days

2

DEMO DATA

Safe Academy workspace

Reset

Support

What needs your attention right now

Step 1

Start with the overview before opening detailed registers.

Step 2

Use the KPI cards to identify workforce attention.

Step 3

Open People or Work Time for operational HR follow-up.

People

Maintain employee and field-worker master records.

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People

Search people...

All roles

All skills

Name

Import

Add person

TOTAL PEOPLE

12

All workforce profiles

ACTIVE

11

Available workforce

UPCOMING

1

Future start date

ARCHIVED

0

Inactive profiles

WORKFORCE REGISTER

People

12 of 12

Use the top filters or click a KPI card to pivot this register instantly.

PERSON	EMPLOYMENT	DEPARTMENT / JOB	SKILL	HOURS	ASSETS	STATUS
Sophie Martin EMP-0101	Employee · Internal	Operations Technician	Fiber	37.5h	1	Active
Lucas Bernard EMP-0102	Employee · Internal	Operations Technician	Safety	35h	1	Active
Emma Dubois EMP-0103	Employee · Internal	Operations Technician	Measurement	32.5h	1	Active
Noah Janssens EMP-0104	Employee · Internal	Operations Technician	Fiber	37.5h	1	Active
Lina Peeters EMP-0105	Employee · Internal	Operations Technician	Safety	35h	1	Active
Arthur Leroy EMP-0106	Employee · Internal	Operations Technician	Measurement	32.5h	1	Upcoming
Mila Vermeulen EMP-0107	Employee · Internal	Operations Technician	Fiber	37.5h	0	Active
Louis Lambert EMP-0108	Employee · Internal	Operations Driver	Safety	35h	0	Active
Marie Claes EMP-0109	Employee · Internal	Planning Planner	Measurement	32.5h	0	Active
Thomas Renard		Management				

DEMO DATA

Safe Academy workspace

Reset

Support

Step 1

Search by name, role or other available filters.

Step 2

Open a profile to review employment and access context.

Step 3

Add new people with complete required information.

Work Time

Review attendance, worked time, corrections and approval state.

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Work Time

⌵

Search employees...

This week

All statuses

+ Add correction

WORKED

289h

Current period

APPROVED

267h

Validated hours

PROBLEMS

1

Needs review

RUNNING

3

Active today

REGISTER

Work Time

8 of 8

Use the top filters or click a KPI card to pivot this register instantly.

EMPLOYEE	DEPARTMENT	WORKED	TRAVEL	PAUSE	STATUS
Sophie Martin	Operations	37.5h	2h	2h30	Approved
Lucas Bernard	Operations	35h	3h	2h30	Approved
Emma Dubois	Operations	32.5h	1h	2h30	Approved
Noah Janssens	Operations	37.5h	2h	2h30	Approved
Lina Peeters	Operations	35h	3h	2h30	Issue
Arthur Leroy	Operations	32.5h	1h	2h30	Approved
Mila Vermeulen	Operations	37.5h	2h	2h30	Approved
Louis Lambert	Operations	35h	3h	2h30	Approved

DEMO DATA

Safe Academy workspace

Reset

Support

Step 1

Filter the relevant period.

Step 2

Resolve incomplete or exceptional records.

Step 3

Approve clean records for downstream payroll.

Payroll

Prepare approved time information for payroll processing or export.

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Payroll

Search employees...

01/09/2026 → 30/09/2026

Export payroll

EMPLOYEES

12

In payroll period

APPROVED HOURS

1,842h

Validated work time

PENDING REVIEW

32h

Needs approval

READY FOR PAYROLL

9

No pending time

REGISTER

Payroll

12 of 12

Use the top filters or click a KPI card to pivot this register instantly.

EMPLOYEE	DEPARTMENT	APPROVED	PENDING	STATUS
Sophie Martin	Operations	150h	8h	Pending
Lucas Bernard	Operations	153h	0h	Ready
Emma Dubois	Operations	156h	0h	Ready
Noah Janssens	Operations	159h	0h	Ready
Lina Peeters	Operations	162h	8h	Pending
Arthur Leroy	Operations	165h	0h	Ready
Mila Vermeulen	Operations	168h	0h	Ready
Louis Lambert	Operations	171h	0h	Ready
Marie Claes	Planning	174h	8h	Pending
Thomas Renard	Management	177h	0h	Ready
Julie Maes	HR	180h	0h	Ready

Pending

DEMO DATA

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Reset

Support

Step 1

Use KPI pivots to isolate records that need review.

Step 2

Resolve pending work-time issues before export.

Step 3

Keep payroll preparation separate from raw attendance correction.

Absences

Register and follow sickness, holiday, training and other leave.

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Absences

Search absences...

All types

Sep 2026

+ Add absence

TOTAL

3

Selected period

SICK

1

Sickness records

HOLIDAY

1

Approved leave

TRAINING

1

Learning time

REGISTER

Absences

3 of 3

Use the top filters or click a KPI card to pivot this register instantly.

EMPLOYEE	TYPE	FROM	TO	STATUS
Lina Peeters	Sick	19/09/2026	20/09/2026	Approved
Arthur Leroy	Holiday	20/09/2026	22/09/2026	Approved
Louis Lambert	Training	23/09/2026	23/09/2026	Approved

DEMO DATA

Safe Academy workspace

Reset

Support

Step 1

Add the correct absence type and exact date range.

Step 2

Use filters to review current or future leave.

Step 3

Keep availability synchronized with Operations.

Skills

Maintain the skill catalogue and assignments.

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Skills

Search skills...

All categories

+ Add skill

SKILLS

4

Skills catalogue

ASSIGNED

19

Employee skill links

UNUSED

0

No assignments

ACTIVE

4

Planning ready

REGISTER

Skills

4 of 4

Use the top filters or click a KPI card to pivot this register instantly.

SKILL	CATEGORY	ASSIGNED EMPLOYEES	STATUS
Fiber installation	Technical	5	Active
Network measurement	Technical	4	Active
Working at height	Safety	3	Active
Driving licence B	Mobility	7	Active

DEMO DATA

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Support

Step 1

Create clear skill definitions.

Step 2

Assign skills only to qualified people.

Step 3

Use skill data to support planning and compliance.

Training & Certificates

Track training records, certificate validity and expiry.

Open in Demo ↗



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Training & Certificates

Search certificates...

All statuses

+ Add certificate

CERTIFICATES

4

Training records

VALID

2

Current

EXPIRING

1

Within 30 days

EXPIRED

1

Needs attention

REGISTER

Training & Certificates

Use the top filters or click a KPI card to pivot this register instantly.

4 of 4

EMPLOYEE	CERTIFICATE	VALID UNTIL	STATUS
Sophie Martin	Working at Height	18/01/2027	Valid
Lucas Bernard	VCA Basic	18/10/2026	Expiring
Emma Dubois	First Aid	18/04/2027	Valid
Lina Peeters	Electrical Safety	15/09/2026	Expired

DEMO DATA

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Support

Step 1

Follow expiring certificates before they become operational blockers.

Step 2

Open a record for evidence and validity details.

Step 3

Add new training or certification when completed.

Documents

Keep workforce documents in one protected register.

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Documents

Search documents...

All types

All employees

+ Add document

DOCUMENTS

3

Employee files

VALID

3

Current documents

EXPIRING

0

Within 30 days

EXPIRED

0

Needs attention

REGISTER

Documents

3 of 3

Use the top filters or click a KPI card to pivot this register instantly.

EMPLOYEE	DOCUMENT	TYPE	VALID UNTIL	STATUS
Sophie Martin	Employment contract	Contract	—	Valid
Lucas Bernard	Driving licence	Driving licence	16/07/2027	Valid
Lina Peeters	Medical certificate	Medical	20/09/2026	Valid

DEMO DATA

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Reset

Support

Step 1

Store the right document type against the correct person.

Step 2

Track validity dates where relevant.

Step 3

Use role permissions to protect sensitive workforce documents.