

# HR Café, the Swiss software for HR management and salary processing

HR Café simplifies the management of HR processes.

Now more than ever, HR and employees alike are looking for practical, reliable and modern tools that meet business challenges and enable all employees to work better together. HR Café, and its portal that combines all these features, makes HR management more straightforward.

## What is the HR Café human resources management solution?

It's a solution that allows you to fully digitize HR by centralizing all data, plus HR processes, within a dedicated portal. With its numerous modules, HR Café covers all the needs of HR departments: from salary management to expense claim management, HR Café optimizes day-to-day tasks by helping employees, managers and HR to work better together.

HR Café helps boost efficiency and provide modern HR services with its numerous features that can be accessed remotely, all located in a secure HR portal.

## What are the advantages of HR Café?

### For HR

- Easy to get to grips with and intuitive
- You save time because all employee tools, documents and data is available in the same place.
- Day-to-day tasks made easier
- Optimization and decentralization of tasks
- Remote access

### For the company

- It enables you to digitize business processes
- It is a modular solution that allows you to develop the HR portal based on your requirements
- Centralization of HR data
- Employee data processed in accordance with the FADP<sup>1</sup> and the GDPR<sup>2</sup>
- The solution is hosted in the cloud on our servers in Switzerland

### For employees

- Easier communication
- Remote access
- Time saved
- Data security and compliance
- You can carry out actions (interviews, leave, absences) completely independently

**“ The time taken to process expense claims was cut by 70%, and some costs were eliminated. Accounting evidence is stored digitally, and we were able to do away with classification. ”**

Pierre-Yves Cordey, Accounting & Claims Manager, Manpower Switzerland

1 Federal Act on Data Protection  
2 General Data Protection Regulation



## What features does HR Café offer?

HR Café offers a number of features that can help cover all the needs of HR departments:

### Salary module

The salary module is a modern, user-friendly tool for processing salaries. Swissdec certified, it is recognized for its performance on the market in Switzerland.

### Leave and absence module

Independent management of absence and leave requests  
Validation by the manager and the HR department is an automated process that follows the pre-configured workflow.  
This ultimately saves everyone's time.

### Expense claim module

All you have to do is scan in the supporting documents by phone to incorporate them directly into HR Café. According to an in-house analysis, this feature can help to save up to CHF 50 per expense claim by digitizing the process.

### Working hours and activity module

The working hours of teams can be recorded with absolute ease using this module, which is fully integrated into HR Café. This makes it easier to manage working schedules, and the use of alerts allows you to notify people of any predetermined scenarios.

### Employee file module

This module allows you to gain secure access to HR documents on an employee anywhere, at any time (payslips, contracts, interviews, etc.).

### Appraisal and target module

Fully automated management, from preparing interviews to target monitoring.

All these modules are available in a secure portal that can either be accessed from your desk or remotely.

## How is HR Café implemented?

After analysing and validating your requirements, the project manager will support you throughout the process when implementing the solution at your company. If need be, you have the option of developing an interface with existing solutions that can be integrated seamlessly into your company's ecosystem.



**“ We use HR Café to process the 300 payslips of our employees. The fact the tool is so user-friendly saves our two payroll managers a great deal of time. We also really appreciate how accessible it is. We can now process salaries wherever we are, and with the same level of security. ”**

Vincent Olivier, Payroll Lead, Frontiers