

# Gallinet Limited

## PeopleHours ~ Employee Schedule TelMe & Schedule Messaging Services

Employee Information Portal and enhanced PeopleHours™ features called  
“TelMe” for PeopleHours, available for Android and IOS

### The service provides the following features for your employees

- Allows employees to view the following information
  - Past, current and future scheduled duties and events
  - Pay rates for duties optionally detailed if admin allows
  - Holiday entitlement remaining and taken.
  - Messages sent by managers and yes/no response.
  - Next scheduled duty including countdown timer to book on.
  - Easy book ON, OFF and CHECK calls using mobile app.

### The service provides the following features for management

- Geolocation captured when employees make On, Off or Check calls.
- Send rosters to Individual employees, groups or entire workforce via email or SMS.
- Access to features can be disabled on an employee by employee basis if required
- Show / hide pay rates option
- Automated scheduled e-mail report delivery for all PeopleHours™ reports.
- Broadcast messages to Individual, group or all employees and request yes/no Responses
- Read receipts for messages sent from within PeopleHours™.
- Management reports to track usage / messages sent
- Upload and store documents against employees or assignment locations



Additional information regarding any of the above features can be obtained in the first instance via E-mail to  
[Support@Gallinet.Com](mailto:Support@Gallinet.Com)

## PeopleHours ~ Messaging Functionality Information for managers

- *What is "TelMe"?*

This is a subscription service that provides additional functions within PeopleHours™ which allow schedulers to send rosters for defined periods to all or selected employees or advise of individual duty amendments via SMS or E-mail messages.

- *What are the costs?*

There are no costs for Individual duty allocations or changes advised by E-mail to individual officers. Messages sent via SMS will incur standard network charges. The full "TelMe" service is subscription based and costs are detailed in your contract or available on request.

- *Can employees opt out of messaging?*

Employees can have their preferred method to receive messages set as either SMS or E-Mail or they can opt out completely.

- *Can I prevent some of my schedulers from sending messages to staff whilst allowing others?*

Yes, the security settings and roles options in administration allow for selective usage by username.

- *Can I report on all messages sent?*

Yes, reports have been added to the system to allow you to monitor usage.

- *Can we add to or amend the messages before they are sent?*

You can add additional text, for example requesting that the employee confirm acceptance of the message content. Alternatively you can send a bespoke message.

- *Do I have to send a notification message to an employee when a duty changes?*

No, when you make a change to any duty you will be offered the opportunity to save the change as normal or to Save & Notify which starts the message wizard.

- *Does the system abbreviate messages?*

As SMS messages are charged depending on the number of characters used the system will make intelligent decisions to limit the length of messages accordingly, dropping repeated words like "hours" or the days of the week where they are unnecessary.

