



## Securex and Officient Light

One digital platform for your HR  
administration and payroll

Efficient HR management is no easy task for many businesses. Entering and organising your HR data takes up a lot of valuable time.

This is why Securex now offers Officient Light, a **user-friendly, all-in-one solution for your personnel and salary administration**. The integration of Securex with Officient offers you the best of two worlds: **comfoHRT**, an unrivalled all-in service model, and **Officient**, an innovative and user-friendly HR platform.

### What can Officient Light mean for you?

Officient Light supports your business in several essential HR processes. Specifically, this user-friendly HR platform gives you a **full overview of your employees** (including external staff), a **digital personnel file** for each employee and a **central calendar** in which all approved holidays and working hours are displayed.



#### Quick overview:

- ✓ Full overview of your employees
- ✓ Digital personnel file for each employee
- ✓ Record of holidays



## The various functionalities

### Full overview of your employees

From now on you have a single, user-friendly overview of all the information you hold on your employees, including temporary staff and external workers. In addition, the link with Securex ensures that the information is always up to date. You will no longer lose time searching for the right HR data or updating the information by hand.



### Digital personnel file for each employee

The individual personnel file of each employee allows you to easily consult all data needed for a correct HR administration. Personal information, documents and payment history are displayed in a logical and visual manner.

### Record of holidays

It has never been easier to plan and keep track of holidays and overtime. The calendar view gives you a complete picture of all employee holiday requests. Before the salaries are calculated you can check and adjust the hours worked before sending everything to Securex.



## What can Officient Light offer to your employees?

Officient Light has a lot to offer your employees. They can use the **self-service app** to view and edit their own information, which simplifies communication and heightens engagement. Through the app it is also very easy to request holidays or check salary slips.

Officient Light is extremely user-friendly, which means that everyone finds it easy to use. The self-service app for employees is also highly intuitive.



## Three reasons to get started with Officient Light

### 1. User-friendliness and simplicity

Officient Light is extremely user-friendly, which means that everyone finds it easy to use. The self-service app for employees is also highly intuitive.

### 2. Full integration of Officient and Securex

Full integration with Securex ensures that the information edited in Officient is automatically sent to us. This means that your employee information is always correct, so you can start on the salary calculations sooner.

### 3. All HR data and processes in 1 tool

With Officient Light you no longer need to store your data in different tools. Consequently, you can manage your HR processes much more efficiently, saving you a great deal of time and effort.

## More info?

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 [www.securex.be/officient](http://www.securex.be/officient)

