

COMPANY BROCHURE

# Everything you need to manage your workforce



**HR:Duo**

Automate. Comply. Thrive.

[hrduo.com](https://hrduo.com)



Create team schedules, accurately track working hours, and simplify payroll – all while automating over 80% of repetitive HR tasks and centralising data for clearer operational insights.

While many tools offer fragmented HR support, HR Duo is built for business. From time tracking and shift scheduling to payroll reporting and performance management – everything runs through one platform.

But this isn't just about saving time. HR Duo embeds compliance into your day-to-day – giving managers access to smart contracts, policy templates, and audit-ready records that align with employment law and company policy. It reduces risk, builds confidence, and keeps operations moving – especially where workforce coordination is complex and business-critical.

HR Duo isn't just supporting HR. It's helping you run the business.

**83%** of frontline and deskless employees in the UK and Ireland prefer to handle day-to-day tasks such as clocking in and out, requesting leave, and swapping shifts via self-service platforms like HR Duo.





## Some Cool Customers

We've been super busy bringing a little calm to some of our favourite customers, and we think we've built up quite the roll of honour. Here are some great brands already using HR Duo to automate their HR and workforce operations.

alliedcare a better future together

*Supermac's*

**LAMDA**

**GREYHOUND  
RACING  
IRELAND**

**cpac**<sup>®</sup>  
Modular

**TSG**

**Longacres**  
GARDEN CENTRES

**MANNA**<sup>®</sup>

 **ktf**  
HOUSING

**Solgari**

 **Limitless**  
Health

 **HaloCare**  
empowering wellness

**locality**  
the power of community

**PLMR**

**kwai**  
KELLERWILLIAMS

**ABM**  
CONTRACTORS

 **carr  
gomm**

*Butlers*  
CHOCOLATE MASTERS, SINCE 1932

**grüum.**

 **mirius**<sup>™</sup>  
global hygiene solutions

**gym+**  
plus



## Staff Turnover and Recruitment

The hospitality industry in the UK and Ireland has the highest staff turnover rate of any industry at 35%. This constant churn results in frequent recruitment cycles and operational disruptions.

By adopting a unified tool like HR Duo, businesses can streamline recruitment and onboarding, reducing hiring time by up to 40%. This can help create a more engaging work environment and improve workforce stability.

## Complex Scheduling Needs

A recent survey of hospitality managers revealed that 3 in 4 identified managing irregular shifts and last-minute changes as one of their top operational challenges. Fluctuations in staffing demand, driven by events, weather, or seasonal peaks, not only disrupt scheduling but also contribute to increased staff dissatisfaction.

Scheduling tools, like the one included with HR Duo, enable quick adjustments and instant communication, ensuring faster shift updates with improved communication and employee satisfaction.







## Compliance with Industry Standards

Meeting strict regulations on working hours, health and safety, training certifications, and right-to-work checks is critical in hospitality. In 2024, over 15,000 inspections across the hospitality sector resulted in fines and penalties for non-compliance.

HR Duo is a modern compliance tool that helps track training completion, manage certification renewals, and store documentation in an organised manner. This ensures that businesses stay compliant, avoid penalties, and maintain a safe, well-trained workforce.

## Rising Staffing Costs

Staffing costs are a major expense for hospitality businesses, and inefficiencies can significantly impact profitability. The cost of employing a full-time staff member in the hospitality industry has increased by at least £2,500 in the last year.

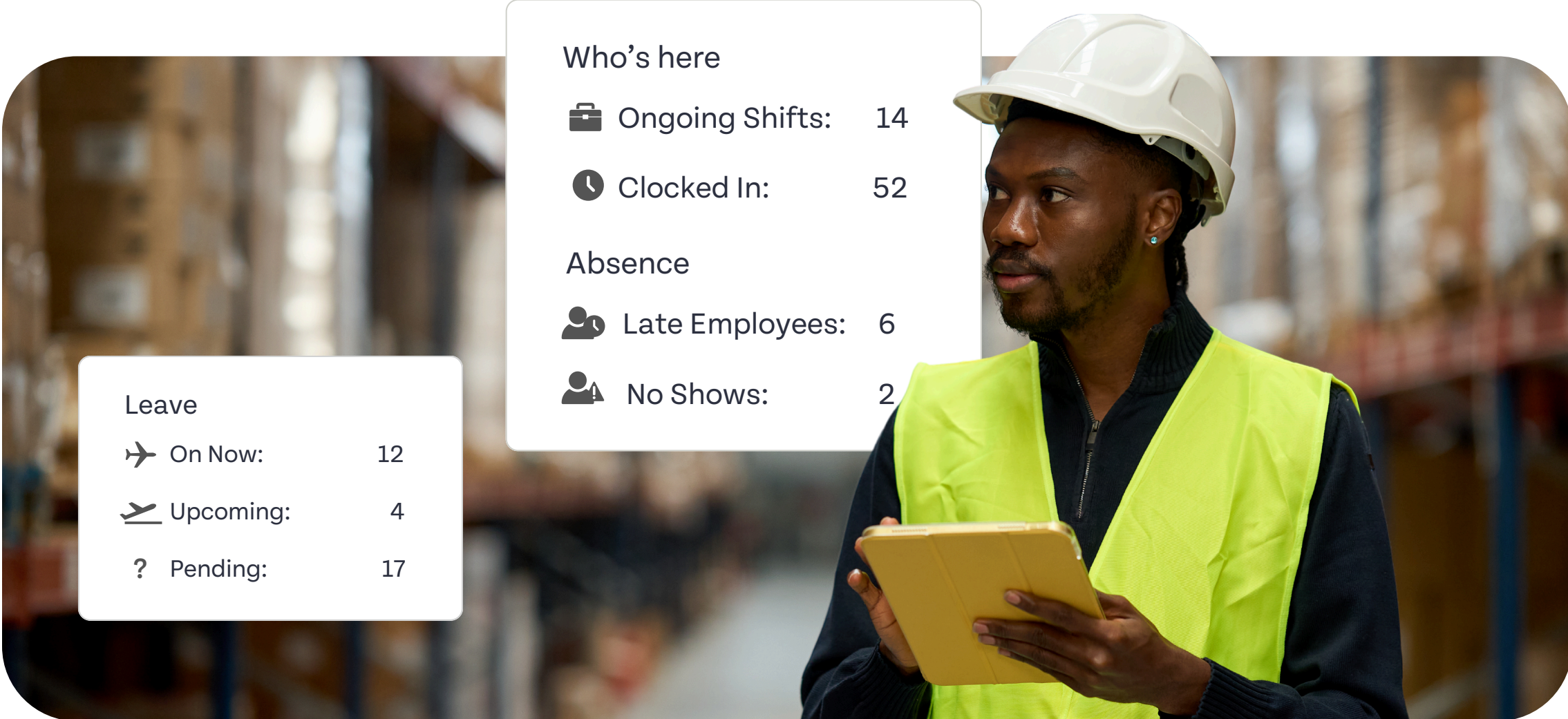
Real-time workforce insights can reduce unnecessary staffing expenses through optimised scheduling and resource allocation. This improves profitability without compromising service quality, giving businesses the edge they need to thrive in a competitive market.



# Workforce Management

Optimise daily operations with advanced time-tracking, flexible shift scheduling, and accurate payroll reporting.

HR Duo brings all your frontline employee processes and data into one place. Our flexible platform adapts to suit your business needs, scales with your growth, and eliminates the need for multiple platforms.



## Shift Scheduling and Digital Staff Rotas

Create, adjust, and publish shift patterns in minutes and build rotas that align with production needs.

## Time Tracking and Attendance Monitoring

Track working hours of your employees or contractors, with real-time updates of who has clocked in.

## Accurate Payroll Reporting

Use unified data from time tracking, scheduling, and leave management to create accurate payroll reports.

## Full Visibility and Workforce Analytics

Generate reports on attendance, performance, team behaviours, or workforce analytics in seconds.

## Centralised Employee Profiles and Data

Securely store employee details and data whilst tracking skills, certifications, and work history.





Hi Caroline!

Chief Operations Officer | Birmingham

Clock In

Clock In

- Remaining Leave:  
Including pending leave requests17.5 DaysApply
- Worked This Week:24.30 HoursView
- Employee Assistance ProgrammeView

Project Tasks

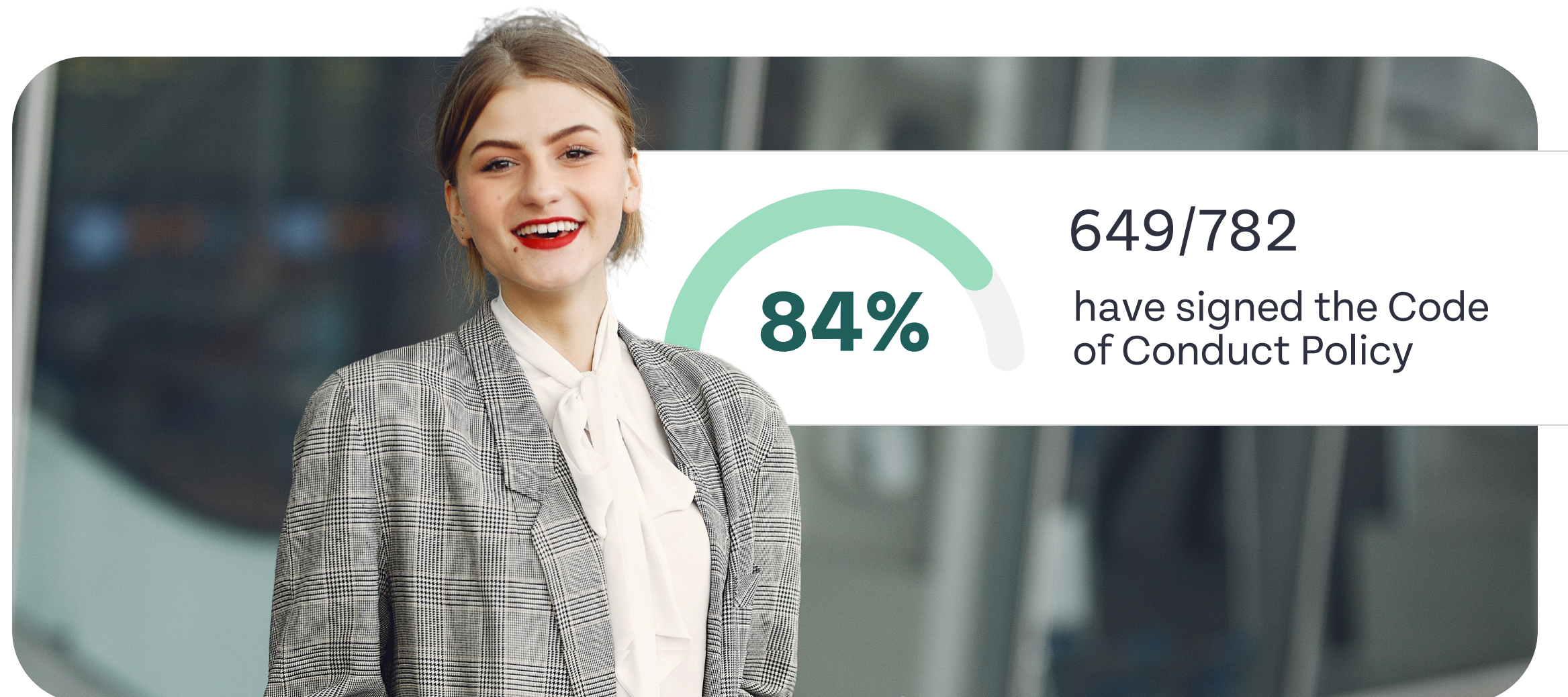
- Annual Performance Reviews
- Strategic Planning: KPIs
-



# HR Assist

Automate routine HR tasks and ensure compliance with a human-backed digital assistant – designed to support your team.

Our modern, digital-first HR assistant simplifies complex tasks – from drafting compliant policies, letters, and documentation to supporting employee relations – so your team can focus on what matters most.



## Compliant HR Policy Templates

Over 200 expertly drafted, fully customisable HR policies – always kept up-to-date with local legislation.

## Model HR Letters with Integrated Emails

Create and modify expertly crafted HR letter templates that save you time and ensure compliance.

## Digital Contracts with E-Signatures

Create, share and sign professional contracts in just a few clicks with HR Duo's innovative document builder.

## Employee Relations

Get real-time support for handling grievances, disciplinary actions, and employee relations matters.

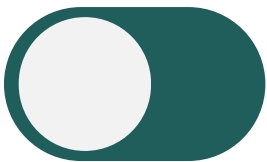
## Employee Assistance Programme (EAP)

An award-winning portal offering support and guidance for employees facing personal or work-related challenges.



# Action Requests

PENDING



Policy Amendment

HR Duo Policies



Employee Assistance Programme



Review Scheduled

30 seconds ago

Adam Mitchell has scheduled a performance review.



Activate Employee Reminder

2 hours ago

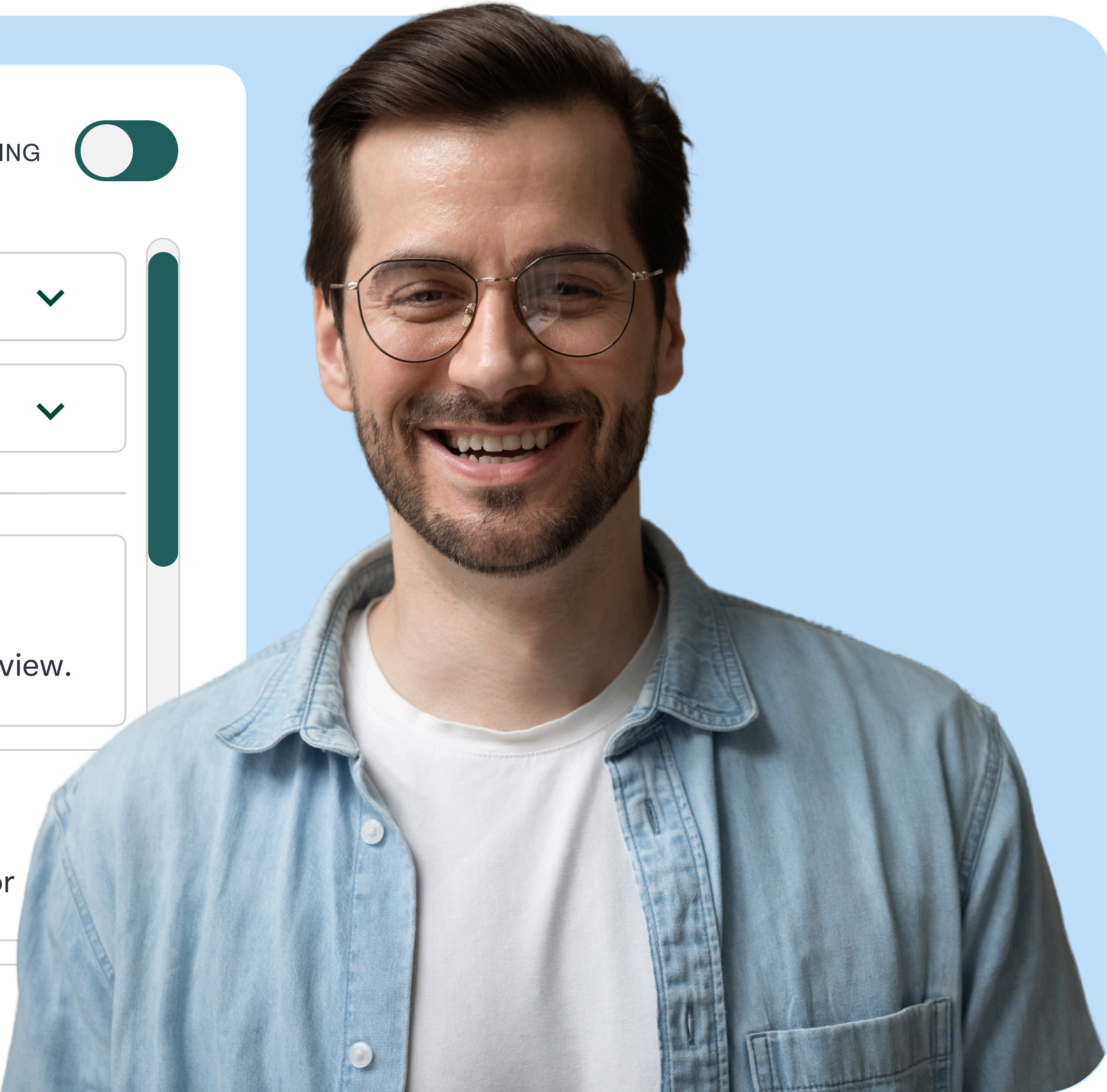
Hannah Jones' start date has been confirmed for



Employment Contract

1 day ago

Awaiting signature from Simon Clarke





# EmployPath

Manage every stage of the employment lifecycle with the tools to recruit, engage and nurture your workforce.

Automate key processes such as hiring, onboarding, and performance management. HR Duo helps businesses simplify employment tasks, eliminate errors, and maximise your workforce’s potential.



## Built-In Applicant Tracking System (ATS)

Simplify hiring with job posting, applicant tracking, candidate shortlisting, and interview scheduling.

## Enhanced Onboarding

Accelerate your new hire's integration into the workplace with automated onboarding tools.

## Performance Management Suite

Keep employees on track with the tools to set clear goals, monitor real-time progress, and provide feedback.

## Goal and Objective Tracking

Ensure clarity and alignment by setting measurable goals for teams, departments, and individuals.

## Performance Analytics and Reports






Gain a deeper understanding of trends and workforce performance with analytics tools and detailed reports.





# Performance Dashboard

Upcoming   Completed

Name		Employee	Due Date
Quarterly Review	Standard Review	 Julia Haddish	Wed 14 Aug 2025
Annual Review	Standard Review	 Jonathan Kent	Wed 21 Sep 2025
Skill Evaluation	Competency Review	 Sanjay Jagdish	Thu 22 Sep 2025
Behavioural Checklist	Checklist Appraisal	 Catherine Barnes	Wed 03 Oct 2025
Probation Review	Standard Review	 James Roberts	Wed 16 Nov 2025

## My Objectives

12   Open: 9   Closed: 3

## Team Objectives

10   Open: 5   Closed: 5

## Department Objectives

25   Open: 20   Closed: 5

## Company Objectives

10   Open: 10   Closed: 0



# One System. Total Oversight.

HR Duo has evolved beyond traditional Human Resource Management Systems and provides a unique experience.

Our platform brings together powerful HR tools and workforce management features, eliminating the need for multiple systems or third-party integrations. People managers can simplify day-to-day operations, coordinate teams with ease, and ensure full compliance across their workforce.

## Workforce Management

Optimise daily operations with advanced time-tracking, flexible shift scheduling, and accurate payroll reporting.

[Explore More](#)

## HR Assist

Automate routine HR tasks and ensure workforce compliance with a digital assistant designed to support your team.

[Explore More](#)

## EmployPath

Manage every stage of the employment lifecycle with the tools to recruit, engage and nurture your workforce.

[Explore More](#)

“With a single platform to manage our employees, we’ve saved time, improved payroll accuracy, and ensured compliance across all our 118 locations. It’s a game-changer for our business.”



**Jacinta Greene**  
Head of HR, Supermac's

*Supermac's*



“With a flexible clock-in system and a user-friendly platform for employees to request time off, HR Duo gives our managers an easy way to plan ahead.”

**Thomas Keenan**  
Director, KTF Housing

“With instant access to pre-made policies and compliant HR documentation, HR Duo affords us complete peace of mind from a legal standpoint”.

**Shauna Hinkson**  
HR Partner, Manna Drones

# An Investment for the Future

HR Duo enables your HR and operations teams to act strategically and drive real business growth.

By seamlessly connecting all your workforce data and processes in one platform, HR Duo enables faster decision-making, accurate reporting, and better coordination across departments. More importantly, HR Duo grows with your company, thanks to its rapid product development and ability to add modules or unlock additional functionality, such as our applicant tracking system or employee relations support, without switching between systems or relying on third-party integrations.

As a result, you can trust that your company is set up optimally for future growth.

27k+

active users across multiple industries and locations use HR Duo to clock-in, check rotas, request leave and manage their personal details.

80%

automation of HR tasks—like policy generation, reporting, and performance management—helps HR teams work faster and stay compliant.



potential to reduce costs and save time on routine tasks—with a modern platform that delivers complete peace of mind and full control over your operations.



# Ready to transform your workforce?

With a seamless, user-friendly design and powerful automation, HR Duo empowers you to focus on business growth, not administrative tasks.

Designed to adapt to your team's unique needs, HR Duo ensures compliance, boosts engagement and provides real-time insights – all in one secure, cloud-based solution.

Whether you're managing shifts, supporting employee development, or enhancing compliance, HR Duo is here to make your day-to-day operations easier and more effective.

Witness first-hand how our platform can streamline your HR operations, empower your employees, and supercharge your company's success.

**See it in action with a free demo** [↗](#)

## HR:Duo

Automate. Comply. Thrive.

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