

HR Software built for the way real teams manage HR, time, and everything in between.



The image shows a woman with glasses smiling while using a tablet. The background is a screenshot of the Evalu-8 HR software dashboard. The dashboard includes a navigation bar with links like Evaluations, Performance, Reports, Company Tools, and Admin. The main content area is divided into several sections: a 'Welcome Gary Fleming!' message, a 'Leave Summary' table, a 'Timeline Feed' with a message from Gary Fleming, a 'Clock In/Out' section showing 'Clocked Out' status, and a 'Who's On Leave Today' section. A blue box with the text 'G-Cloud' is overlaid on the bottom center of the dashboard image.

Entitlement	Days Booked
10 days	0 days

EMPLOYEE	DATE
Aaliyah Bruce	16th Oct - 16th Oct

Service Definition Document

An overview of the G-Cloud service functional and non functional

CORE HR MODULE

All your essential HR processes in one place, simple, efficient, and designed to scale with your business.

- ✓ Leave & Absence
- ✓ Mobile App
- ✓ Task Management
- ✓ Org Chart
- ✓ Requests APP
- ✓ Workflows
- ✓ Expenses
- ✓ Messaging & Notifications
- ✓ Custom Report Builder
- ✓ Visitor Book
- ✓ KPI
- ✓ Dashboards
- ✓ Project Management
- ✓ Company Calendar
- ✓ Resource Booker

DOCUMENTS

Store, manage, and sign important HR documents with ease.

FORM BUILDER

Create custom HR forms with no coding required.

TRAINING

Keep track of employee training and compliance requirements.

CHECK-IN/SOS

Ensure employee safety with real-time check-ins and alerts.

ROTA

Simplify shift scheduling and keep your workforce organised.

TIME & ATTENDANCE

Accurate time tracking for payroll and workforce management.

ATS

Streamlined applicant tracking for faster, more organised hiring.

What we stand for

The only software you need

Evalu-8 HR is designed to be the long-term, single platform you can rely on. It is built as a modular system, so you can choose the capabilities you need today and add more over time, without switching suppliers. No unnecessary add-ons, no surprises, just a scalable HR platform that grows with your organisation.

Unlimited support

We offer unlimited support and training as part of our standard package. Whether it's via phone, email, web chat, or support ticket, our team is on hand to assist you.

Transparent Pricing

Ever been lured in by one price, only to end up paying something much higher? That's not our style. At Evalu-8, the price you're quoted is the price you pay. Period. We believe in straightforward, honest pricing.

Module Info

DOCUMENTS

BUILD & ORGANISE

- ✓ Central document library
- ✓ Multi-file uploads
- ✓ Fast search
- ✓ Folder organisation
- ✓ Create document templates

SHARE & CONTROL

- ✓ Role-based access
- ✓ Download permissions
- ✓ Version control
- ✓ Full audit trail
- ✓ Read tracking

AUTOMATE ADMIN

- ✓ E-signatures
- ✓ Review reminders
- ✓ Document owners
- ✓ Update notifications
- ✓ Audit exports

POLICY ACKNOWLEDGEMENTS

Publish key policies and get clear acknowledgements from the right people. See who has read, who has not, and follow up automatically instead of nudging managers for screenshots and “proof”.

SEND, SIGN, AND STORE IN ONE FLOW

Send documents for signature or confirmation, track progress, and store the signed version back in the employee record or document library. No more “final_FINAL_v7” files floating around.

PERMISSIONS & VERSION

Lock down sensitive documents with role-based access and download controls. When a document is updated, the system keeps the history and makes it obvious what is current, so teams stop working from the wrong file.

Module Info

FORM BUILDER

BUILD & ORGANISE

- ✓ Form templates
- ✓ Custom questions
- ✓ Required fields
- ✓ Section headings
- ✓ Form library

CAPTURE & CONTROL

- ✓ Mobile friendly
- ✓ Attachments allowed
- ✓ Photo uploads
- ✓ Digital signatures
- ✓ Submission history

TRACK & EXPORT

- ✓ Assigned ownership
- ✓ Due reminders
- ✓ Status tracking
- ✓ PDF exports
- ✓ Report filters

BUILD FORMS FAST

Create forms for HR and safety in a few clicks. Standardise what you collect, so every submission is complete, consistent, and actually usable.

CAPTURE EVIDENCE PROPERLY

Collect signatures, photos, and attachments at the point of submission. No follow-up chasing, no missing details when you need the full story.

TRACK EVERY SUBMISSION

Keep a clean log of what's been submitted, what's outstanding, and who owns the next step. Export evidence quickly when you need to prove the process was followed.

Module Info

TRAINING

SET UP

- ✓ Training catalogue
- ✓ Course categories
- ✓ Training providers
- ✓ Custom fields
- ✓ Training templates

ASSIGN & TRACK

- ✓ Assign training
- ✓ Role requirements
- ✓ Individual requirements
- ✓ Completion tracking
- ✓ Evidence uploads

STAY COMPLIANT

- ✓ Expiry tracking
- ✓ Refresher reminders
- ✓ Overdue alerts
- ✓ Training reports
- ✓ Audit exports

EXPIRY TRACKING

Track certificates and expiries automatically, so you spot risks early and avoid the “we didn’t realise it lapsed” moment.

AUTOMATED REMINDERS

Reminders go to the right people before training becomes urgent. Less chasing. Fewer last-minute scrambles.

AUDIT-READY REPORTING

Pull clean reports fast for audits, inspections, or incidents. You can show who’s compliant, who’s overdue, and what evidence is on file.

Module Info

ROTA

BUILD ROTAS

- ✓ Drag drop shifts
- ✓ Shift templates
- ✓ Copy rotas
- ✓ Multi site rotas
- ✓ Role based rotas

MANAGE CHANGES

- ✓ Swap requests
- ✓ Cover requests
- ✓ Open shifts
- ✓ Leave visibility
- ✓ Notes per shift

CONTROL COSTS

- ✓ Hours tracking
- ✓ Overtime flags
- ✓ Staffing levels
- ✓ Rota reports
- ✓ Export rotas

BUILD ROTAS FAST

Use templates, copy patterns, and drag-and-drop scheduling to create rotas quickly, even across multiple teams or sites.

HANDLE CHANGES CLEANLY

Manage swaps, cover, and open shifts in one place so changes don't get lost in messages and the rota stays accurate.

VISIBILITY FOR EVERYONE

Staff can see their shifts clearly, managers can spot gaps early, and you reduce the "I didn't know I was on" confusion.

Module Info

APPLICANT TRACKING SYSTEM

CREATE JOBS

- ✓ Job templates
- ✓ Branded adverts
- ✓ Custom questions
- ✓ Application forms
- ✓ Multi role hiring

MANAGE CANDIDATES

- ✓ Candidate pipeline
- ✓ Stage tracking
- ✓ Candidate notes
- ✓ File attachments
- ✓ Email templates

INTERVIEW AND DECIDE

- ✓ Interview scheduling
- ✓ Manager access
- ✓ Scorecards
- ✓ Offer tracking
- ✓ Hiring reports

CLEAR HIRING STAGES

Move candidates through a simple pipeline so everyone knows what stage they're in, what's next, and who owns the next step.

FASTER SHORTLISTING

Keep CVs, notes, and comms in one place so you can shortlist quickly without searching email threads or chasing feedback.

BETTER REPORTING

Track vacancies, pipeline health, and outcomes so you can spot where hiring stalls and tighten the process over time.

Module Info

CHECK INS/SOS

SET UP

- ✓ User profiles
- ✓ Emergency contacts
- ✓ Location settings
- ✓ Escalation rules

USE ON-SITE

- ✓ Mobile check ins
- ✓ SOS button
- ✓ Message updates

RESPOND AND PROVE

- ✓ Alert notifications
- ✓ Escalation tracking
- ✓ Response logging
- ✓ Reports & history

EASY CHECK-INS

Set flexible check-ins so lone workers can quickly confirm they're OK in the way that suits them, whether they're on a mobile, tablet, or at a desk.

ONE-TAP SOS

Staff can trigger an SOS instantly when something feels off. Alerts go to the right people fast so response isn't delayed.

FULL ALERT HISTORY

Every check-in, missed check, and SOS is logged with timestamps and actions taken, giving you a clean record for reviews and investigations.

Module Info

TIME & ATTENDANCE

CAPTURE TIME

- ✓ Clock in
- ✓ Clock out
- ✓ Mobile clocking
- ✓ Location controls
- ✓ Shift linking

MANAGE ATTENDANCE

- ✓ Late flags
- ✓ Absence logging
- ✓ Break tracking
- ✓ Timesheet approvals
- ✓ Manager overrides

PAYROLL READY

- ✓ Hours summaries
- ✓ Overtime tracking
- ✓ Export timesheets
- ✓ Audit history
- ✓ Attendance reports

SIMPLE CLOCKING

Staff clock in and out quickly, with clear records of who worked, when, and for how long.

MANAGER VISIBILITY

Spot late arrivals, missed clock-outs, and attendance patterns early, without chasing updates from supervisors.

CLEAN EXPORTS

Pull accurate timesheet and hours reports for payroll, with less manual fixing and fewer “that’s not my hours” disputes.

Security & Data



Who owns the data?

You own your data and those with permission can access it any time. We do not withhold your data nor do we charge you to access or remove it.

What if we want to move away from Evalu-8?

We offer unlimited support and training as part of our standard package. Whether it's via phone, email, web chat, or support ticket, our team is on hand to assist you.

Aftercare & Support

“Whatever help or guidance is required, it is given immediately, and in a friendly way that is easy to understand and follow. Nothing is too much trouble”

Easy Account Set-up

Embark on a smooth journey with our easy account set-up, designed for a hassle-free start. We've eliminated complexities, making the initial set-up process a breeze so you can hit the ground running.

Unlimited Training

Unlock the full potential of Evalu-8 with our unlimited training. We offer comprehensive learning resources and online training to ensure your team masters our software, leading to seamless integration and optimal productivity.

On-going Support

Our commitment doesn't end at deployment. With our on-going support, you have a dedicated team at your disposal, ready to assist and ensure your experience with Evalu-8 continues to be exceptional. We're here for you, every step of the way

Software data back-up, restore and recovery

Information Assurance C Impact Level:

- We are ISO 27001 certified
- We are Cyber Essentials Plus certified
- Our software is hosted on AWS
- All our data centres are based in the UK
- All customer databases are kept completely separate

We have multiple backup systems in place to protect your data, please see below:

- Backups occur every hour
- Backups are replicated across multiple servers which forms the basis of our disaster recovery
- In the event of one server failing, other back-ups are therefore available to restore your data
- Backups are tested every 2 weeks
- Backups are retained for 2 weeks
- We have a Business Continuity Procedure
- We regularly perform Business Continuity Tests to ensure our Business Continuity Procedure is robust

Security - Our standard industry security practices:

Evalu-8 Software' systems / services follow industry best practices in security. We host all your data with Amazon (AWS – a public cloudbased service) so we can be confident that your data is kept in secure data centres. The same data centres that are used by government, banks etc. Data is stored on multiple servers, located in the UK, and so if one fails, the service is not interrupted.

- Encrypted inter-server and inter-data centre communication.
- Firewalled and monitored servers.
- Strict controlled access to servers or customer data.
- Sensitive data encryption in the databases.
- We are ISO 27001 certified, therefore all our policies and procedures adhere to this strict standard
- We are Cyber Essentials Plus certified
- We have penetration tests performed annually.
- We take precautions – including administrative, technical, and physical measures – to safeguard your personal information against loss, theft, and misuse, as well as against unauthorised access, disclosure, alteration, and destruction.
- We advise all new clients to use WeTransfer to send us their data securely.

Service level, availability and support

Levels of customisation of data

All fields, settings, drop-down lists, layouts, and reports are customisable.

Service provisioning

Rapid set-up - we can have you and your colleagues up and running with access to the system within 24 hours of the provision of your data.

We keep your data safe.

All Evalu-8 accounts use SSL-encrypted connections by default. You never send or receive sensitive information in plain text, it is all encrypted. Because we host all your data with Amazon (AWS) we can be confident that your data is kept in secure data centres. The same data centres that are used by the government, banks etc.

Service performance and availability

Evalu-8 achieves an average 99.9% up-time. This sounds good and is good, and nearly every other web service will offer the same level of up-time. However, just to be sure you know what this means and to be completely transparent, 99.9% in normal English means that the service will be down a total of and no more than 8 hours & 45 minutes a year.

Scheduled maintenance

Maintenance will only take place 11pm and 3am GMT to cause the least disruption to our customers and we will notify customers two weeks in advance of any planned maintenance.

After sales support We offer support 9am – 5pm Monday to Friday