

# PERSONIO

# EXTENDED PROFILE

## Personio

Personio is a cloud-based HR platform designed to streamline core people processes for organisations of 10–5,000 employees.

It combines employee data management, recruitment, onboarding, time & attendance, absence tracking, performance reviews, and payroll into a single interface. Built with an intuitive user experience, Personio aims to reduce administrative overhead so HR teams can focus on strategic work rather than manual tasks.

## KEY FEATURES

- **HR workflow automation:** Personio automates routine processes such as leave requests, approvals, and notifications; repetitive onboarding tasks; and performance-review cycles. Employees submit requests through self-service portals, and managers receive alerts for approvals, creating an auditable, consistent flow with minimal manual intervention.
- **Centralized people data:** All employee records, documents, and job profiles live in one secure system. This unified database supports GDPR-compliant data handling and provides a single source of truth for reporting and analytics.
- **Recruiting & onboarding:** From posting vacancies to collecting candidate feedback, Personio’s recruiting module integrates with leading job boards. Once hired, new starters benefit from guided onboarding checklists and digital form completion.
- **Time & absence management:** Teams track work hours and vacations in real time. Dashboards surface headcount trends, upcoming absences, and leave balances so managers can plan capacity without spreadsheets.
- **Performance & development:** Customisable review templates, goal-setting tools, and continuous feedback features help embed a culture of growth. Survey tools collect employee sentiment to guide engagement initiatives.
- **Integration ecosystem:** Personio connects via API to popular payroll systems, accounting packages, calendar tools, and single-sign-on providers. A marketplace of preconfigured apps extends functionality without separate logins.

## PERSONIO ASSISTANT

Personio Assistant is an AI-powered chatbot within Personio, offering insights about your organization and answering questions to enhance your HR management. It helps identify trends, highlight concerns, and suggest ways to improve HR practices.

This feature is being rolled out gradually, but users can request immediate access via their account manager.

## PERSONIO PRICING

Personio adopts a subscription-based model with rates that vary according to headcount and chosen feature set. Pricing comprises:

1. **Base subscription:** Covers core HR record-keeping and self-service functionality.
2. **Apps & add-ons:** Optional modules (e.g., payroll, recruiting, performance) purchased à la carte.
3. **One-time setup fee:** A one-off implementation charge based on company size.

There are no hidden monthly costs beyond the agreed subscription, and most organisations recoup their investment within 12 months. Pricing is subject to a tailored quotation upon request.

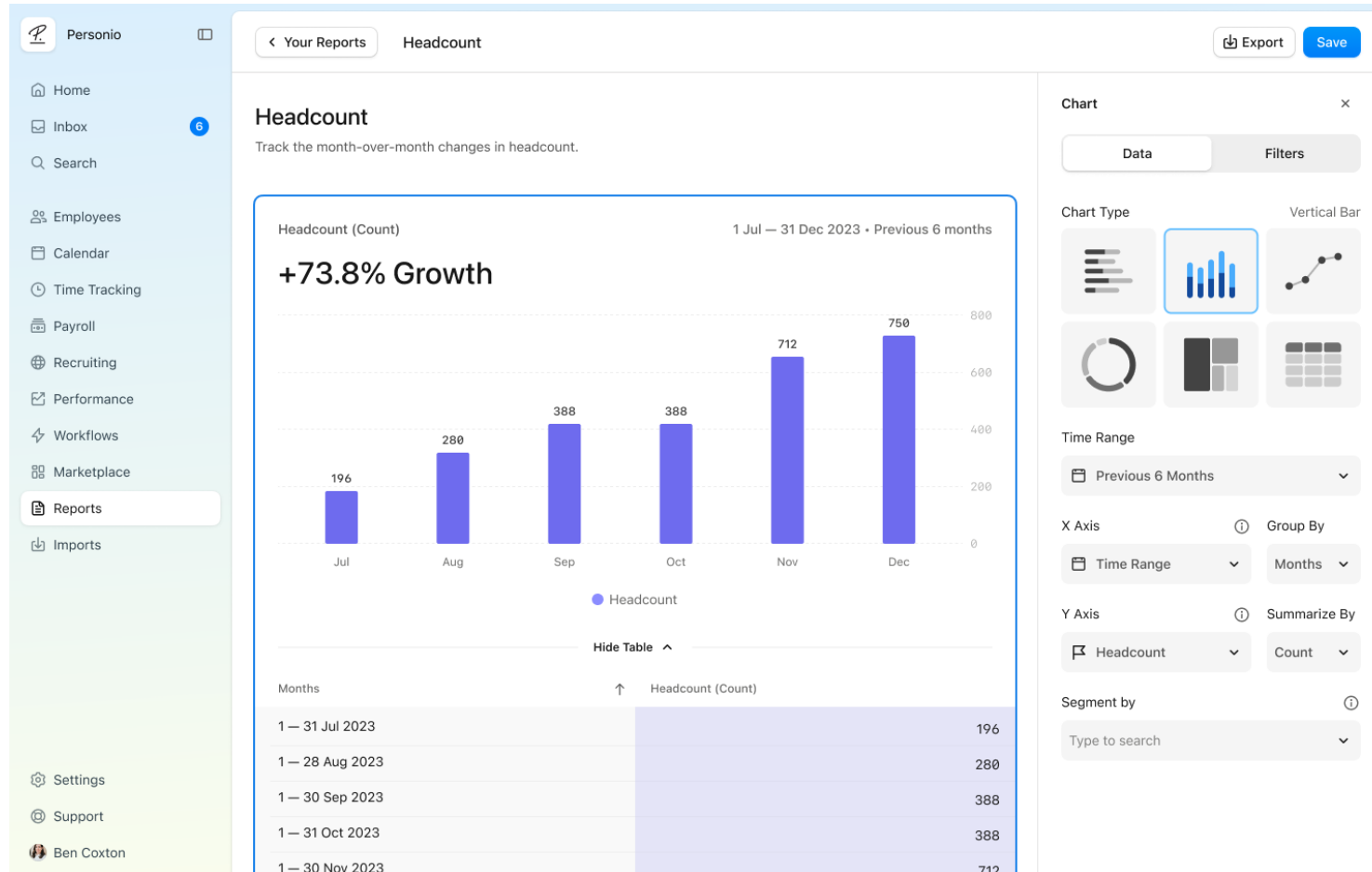
# Personio

## SOFTWARE SPECIFICATION

OVERVIEW	
PRODUCT NAME	Personio
SOFTWARE FEATURES	
ABSENCE MANAGEMENT	✓
BENEFITS ENROLLMENT	✗
COBRA	✗
COMPENSATION	✓
COMPLIANCE	✓
DISCIPLINARY ACTION	✗
EMPLOYEE SELF SERVICE	✓
FMLA	✗
HEALTH & SAFETY	✗
MANAGER SELF SERVICE	✓
ON & OFF BOARDING	✓
PAYROLL	✓
PERFORMANCE MANAGEMENT	✓
RECRUITMENT	✓
REVIEWS	✓
SOCIAL NETWORKING	✗
SUCCESSION MANAGEMENT	✓

TIME & ATTENDANCE	✓
TRAINING & SKILLS	✓
VACATION & SICK LEAVE	✓
WORKFLOW	✗
WORKFORCE ANALYTICS	✗
TRAVEL & EXPENSES	✗
<b>ORGANIZATION SIZE</b>	
ENTERPRISE (1000+ EMPLOYEES)	✓
MEDIUM (251-1000 EMPLOYEES)	✓
SMALL (1-250 EMPLOYEES)	✓
<b>PLATFORM</b>	
CLOUD	✓
INSTALLED	✗
<b>PRODUCT INFO</b>	
MODULAR	✓
MULTI LANGUAGE	✓
MULTI CURRENCY	✓
CUSTOMIZABLE	✓
<b>FURTHER INFORMATION</b>	

## SOFTWARE SCREENSHOTS



9 April, 2025

## Good morning, Amanda

### Inbox Highlights

- Review Mia Auer's paid time off request (20 - 26 Oct 2024)
- Review address change from Eick Patterson (Value changed to Little Street 5)
- A training session you're attending has been cancelled (Course: Security 101 for new joiners)

See all >

### Time tracking

0:00

**Amanda Baumann**  
Principal Engineer

Time off: 24d  
Sick leave: 12d

- Labor Day (Paid day)
- Vacation (Approved)
- Vacation (Pending)

Request time off

### Peers

- Anna Monville** Operations Manager (in 4m)
- Smith Phipps** Marketing Manager (in 3 days)
- Nathalie Zamer** Research Scientist (in 7 days)
- Laura Whitmore** (17 March, 2025)

Wednesday 26 March

## Good afternoon, alex.bannon@personio.de

### Welcome to the new Personio experience

Make it yours! Customise Personio to match your brand, with colours, wallpapers and more.

What's changing?

Customise Personio

### Inbox highlights

- 18 employees' contracts are expiring soon
- Review Sebastian Meyer's negative Paid holidays balance of -96 day
- Review Anna Cruz's overlapping absence periods
- Review Cynthia Mercer's overlapping absence periods
- Review Alexander Farnet's overlapping absence periods

See all 50 >

### Time tracking

0:00

**alex.bannon**  
CEO

Time off: 25d  
Good Friday Holiday  
Early May Bank Holiday

### Assistant

The key insights I see from the headcount data over the last 6 months:

- The Marketing and Sales department has consistently had the highest headcount, growing from 228 in September 2024 to 298 in March 2025.
- The IT department has also seen steady growth, increasing from 166 to 232 employees over the 6 month period.
- The HR department headcount has fluctuated, starting at 14 in September, peaking at 85 in November, and then declining to 165 by March.
- The "Unassigned" department has more than tripled in size, growing from 9 to 32 employees.

The data is filtered to only include active employees. Let me know if you need any clarification or have additional questions!

Headcount: 1500

Planeta

Home, Inbox, Search, Assistant

Organisation: Automations, Time Off & Attendance, Payroll, Payroll, Recruiting, Performance, Training, Compensation, Conversations, Whistleblowing, Surveys, Marketplace

Settings, Help & Feedback, David Murphy

## Alan Foster

Since 16 Jun 2023 (7 yr, 9 m) | Reports to: Malika Forster

Department: Finance

Team: Controlling

Supervisors: Emma Weber, Malika Forster, Alan Foster

Dublin: George's Quay House, Dublin 2, IE

16:43 Local time

Planeta

Home, Inbox, Search, Assistant

Organisation: Automations, Time Off & Attendance, Payroll, Payroll, Recruiting, Performance, Training, Compensation, Conversations, Whistleblowing, Surveys, Settings, Help & Feedback, Antonia Stark

## Time Off & Attendance

Team calendar | Time off | Attendance

Everyone | Time off types | Filter

40 people | Out of 40 in your org

	M., April 2025							WED							THU							FRI						
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Antonia Stark																												
Alan Foster																												
Alena Jacobs																												
Alfred Jones																												
Ashley Hughes																												
Audrey Heppburn																												
Benedict Gonzalez																												
Boris Kenning																												
Brandy Gross																												
Christian Lewis																												
Daniel Heymann																												