Back Office to HF Cloud transition guide

Experience faster and more intuitive workforce management (WFM) and leave Back Office behind.
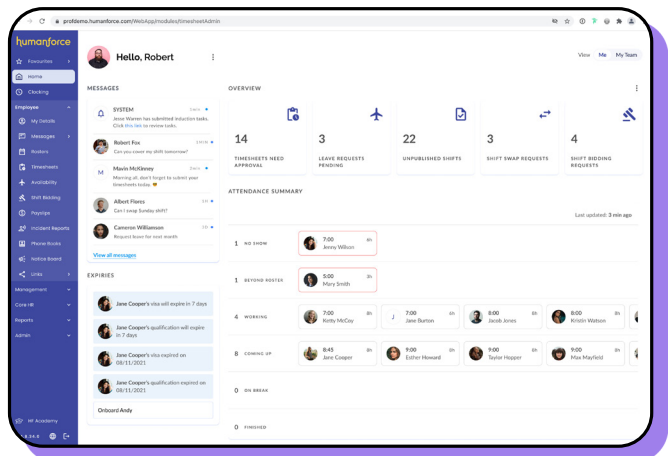
Unlocking enhanced capabilities and discovering greater workflow efficiency is now easier with our Back Office to Humanforce Cloud Workforce Management guide.

Designed to help you transition away from our to-be-deprecated Humanforce Back Office, this guide demonstrates that Humanforce Cloud is the only system you need to manage your workforce with ease and discover more powerful WFM features, with a superior and modern interface.

Why HF Cloud WFM

With significant benefits found in our most advanced Cloud platform, Humanforce Cloud is the clear choice when performing key WFM processes in comparison to our legacy Back Office system, as it delivers:

- More powerful and sophisticated WFM capabilities
- Greater compliance confidence
- Time and effort savings
- Continuous innovation released automatically
- A modern, intuitive, easy-to-use interface.

As we continue to invest in innovating our Cloud platform, you should begin your **transition away from legacy Back Office operations**, as it will eventually cease to be made available.

Get started with enhanced HF Cloud WFM capabilities

All Back Office users are encouraged to transition away from Back Office to HF Cloud operations and familiarise themselves with the table below, which outlines corresponding features that are available within Humanforce Cloud and no longer need to be performed in the legacy Back Office system.

Back office		HF Cloud	Instructions
Employee maintenance	→	Employee management	Click here
Roster template maintenance	→	Template manager	Click here
Department rostering	→	Roster manager - role view	Click here
Employee rostering	→	Roster manager - people view	Click here
Attendance	→	Attendance summary	Click here
Authorisation - standard & detailed	→	Timesheet admin	Click here
Staff availability - monthly view	→	Employee availability - monthly view	Click here
Availability calendar	→	Staff availability	Click here
Leave approval	→	Leave approval	Click here
Payrun processing	→	Payroll	Click here
Payroll preview report	→	Pay comparison - payroll preview	Click here

NOTE: As we're continuously adding to the capabilities and features available in HF Cloud, this table is subject to regular revision.

For details on further features, updates and more, click here.

Reach out to our dedicated team of Cloud WFM experts who will help you navigate this transition seamlessly

Learn more

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