

Question: What is the dashboard ?

Answer: The dashboard section allows the user to see a brief and quick preview of the company providing details such as total number of employees, On-Time employees, late and absent and other useful insights about the company.

Question: how to create a new employee?

Answer: Navigate to the Employee section and press the "add new" button then fill the form with the required information such as name, position and national number,etc

Question: how to export employee list ?

Answer: Navigate to the employee section and press the "export employee" button then select the desired columns you want in the exported file such as department, leaves and other insights .

Question: how to filter certain employees ?

Answer: Navigate to the employees section and find the "Filter" button then select the desired filtering options from the preview.

Question: how to search for an employee?

Answer: You can use the global search bar located at the top of the screen, where you can enter employee name, email, phone number or employee id number.

Question: how to search for an employee in the employee section ?

Answer: Navigate to the employees section and navigate to the filtering search bars where you can search / filter employees based on their office, department, position, manager and work timing.

Question: what is sign in on behalf ?

Answer: Its a feature that allows managers to clock in for employees within their work timings intervals.

Question: how do i sign in on behalf ?

Answer: Navigate to employees page then navigate to the desired employee, then press the sign in button and fill in the required information such as sign in time and location and work timing in case the employee has multiple shifts.

Question: how do i suspend an Employee ?

Answer: Navigate to the employees section and find the employee you want to suspend, you can either suspend the employee by pressing the "Suspension" button or enter the employee profile and press the "Suspension" from within the employee profile,then choose the date and the deserved annual leaves.

Question: how do i delete an employee ?

Answer: Navigate to the employees section then find the desired employee for deletion, then press "Delete" button or enter the employee profile and press "delete" button from the inside then follow the onscreen flow.

Question: how do i add or remove employee privilege ?

Answer: Navigate to the employees section and press "Manage privilege " button and add or remove the desired privileges then press "Save".

Question: How do i sign out on behalf ?

Answer: Navigate to the employees section and find the desired employee then press "Sign out " button and provide the required information such as sign out time and location.

Question: what is sign out on behalf ?

Answer: Its a feature that allows managers to clock out for employees within their work timings intervals.

Question: how do i view employee details ?

Answer: Navigate to the employees section then find the desired employee then enter the employee profile or you can search for the employee using the global search located atop the page.

Question: how do i view the employee's history ?

Answer: navigate to the chosen employee and then press the history tab within the employee profile

Question: how do i edit employee attendance from employee profile ?

Answer: navigate to the desired employee and select the history tab then find the desired sign in record to be edited, then press the "edit" button and make the desired modifications.

Question: how do i search for specific records in the employee profile ?

Answer: in the employee profile navigate to the history tab and use the status, from and to search bars to search and filter records to your liking .

Question: how do i edit attendance type profile from the employee profile ?

Answer: in the attendance type section in the employee profile, navigate to the edit button next to the desired configuration to edited, then change the desired information and press save.

Question: how do i add new attendance type configuration for an employee ?

Answer: in the employee profile , under the attendance type section, press the "add new configuration" button and fill in the required information then press save .

Question: how do i delete an attendance type configuration from an employee profile ?

Answer: in the employee profile, under the attendance type section, press "delete" button next to the attendance type configuration.

Question: how do i view employee shifts from the employee profile ?

Answer: in the employee profile, navigate and find the work calendar section.

Question: how do i change employee shifts from employee profile ?

Answer: in the employee profile, navigate and find the work calendar section, then press change shift button and modify the desired information then press save.

Question: how do i request a new annual leave ?

Answer: in the employee profile, press "new request" button then choose a date in the future and "Annual leave " from request type field then press save.

Question: how do i request a new emergency annual leave ?

Answer: in the employee profile, press "new request" button then choose a date in the past and "Annual leave " from request type field then press save.

Question: how do i request a new permission ?

Answer: in the employee profile, press "new request" button then choose date and "permission " from request type field then press save.

Question: how do i request a new work remotely request ?

Answer: in the employee profile, press "new request" button then choose date and "work remotely" from request type field then press save.

Question: how do i request a new unpaid leaves ?

Answer: in the employee profile, press "new request" button then choose date and "unpaid leaves " from request type field then press save.

Question: how do i request a new expense claim ?

Answer: in the employee profile, press "new request" button then choose date and "Expense claim " from request type field then fill the required information then press save.

Question: how do i request bereavement leave?

Answer: Employee cant request bereavement leaves as it a custom leave and must have a manager request if for them on behalf.

Question: what is request on behalf ?

Answer: its a feature that allows managers to submit requests for their employees

Question: how do i request hajj leaves ?

Answer: Employee cant request hajj leaves as it a custom leave and must have a manager request if for them on behalf.

Question: how do i request study leaves ?

Answer: Employee cant request study leaves as it a custom leave and must have a manager request if for them on behalf.

Question: how do i request maternity leaves ?

Answer: Employee cant request maternity leaves as it a custom leave and must have a manager request if for them on behalf.

Question: how do i request sabbatical leaves ?

Answer: Employee cant request sabbatical leaves as it a custom leave and must have a manager request if for them on behalf.

Question: how do i request marriage leaves ?

Answer: Employee cant request marriage leaves as it a custom leave and must have a manager request if for them on behalf.

Question: how do i request in lieu of work leaves ?

Answer: Employee cant request in lieu of work day leave as it a custom leave and must have a manager request if for them on behalf.

Question: how do i request ignore exception ?

Answer: you can request ignore exception on an exceptional assignment by going to your profile and selecting new request button and then selecting the date of the exceptional assignment and then choose ignore exception from the leaves type section.

Question: what is annual leave balance ?

Answer: annual leave balance is the allowed amount of leaves the user can request from and the default values are as follows : 29 total leaves and 6 emergency leaves, you can change the values in the corresponding leave and break profile .

Question: What is Mawared Hr System ?

Answer: Easy and Reliable tool to manage you diverse work force\nusing location tracking, customizable employee profiles,\ntracking of employees' attendance, breaks, penalties And\nleaves.

Question: what kind of features does mawared support ?

Answer: time and attendance tracking, payroll management, employee self - service, performance management, talent management, compliance and reporting and many more.

Question: what is your purpose ?

Answer: support and answer users questions as best as i can.

Question: What is time and attendance tracking ?

Answer: a feature that uses real time tracking of employee attendance to ensure best quality

Question: how can i track employee attendance?

Answer: using time and attendance tracking feature

Question: what is payroll management ?

Answer: a feature that automates complex payroll calculations, integrating penalties, bonuses, overtime requests, and deductions to ensure accurate salary payments

Question: what are payroll management features ?

Answer: you can view base salary, allowances, bonuses, overtime, loans, penalties, insurances and deductions.

Question: What is employee self-service in Mawared?

Answer: Employee self-service is a feature that allows employees to manage their own personal information, view payroll details, request leaves, and access other HR-related services without needing to go through HR personnel.

Question: How do I reset my password on Mawared?

Answer: Navigate to the login page and click on 'Forgot Password'. Enter your registered email address and follow the instructions sent to your email to reset your password.

Question: what are claims ?

Answer: a feature that allows employee to submit expense claims for sums of money they have previously spent on behalf of the company from thier own pocket money

Question: How does Mawared handle performance management?

Answer: Mawared's performance management feature includes tools for setting performance goals, conducting performance reviews, and tracking progress. Managers can provide feedback and employees can view their performance metrics.

Question: What kind of compliance and reporting features does Mawared offer?

Answer: Mawared offers compliance and reporting features that help ensure your organization adheres to labor laws and regulations. It includes automated reports, audit trails, and alerts for compliance-related issues.

Question: What is talent management in Mawared?

Answer: Talent management in Mawared involves features that support recruitment, onboarding, training, and development of employees. It helps in identifying and nurturing the skills and talents of employees.

Question: How can managers track employee performance?

Answer: Managers can track employee performance using the performance management tools within Mawared, which include performance reviews, goal tracking, and feedback mechanisms.

Question: Can I access Mawared from my mobile device?

Answer: Yes, Mawared is accessible from mobile devices. You can download the Mawared app from the App Store or Google Play, or use the mobile-optimized website.

Question: What is the purpose of the notifications in Mawared?

Answer: Notifications in Mawared alert you to important events such as leave approvals, payroll updates, upcoming deadlines, and company announcements.

Question: How can I submit feedback about the Mawared system?

Answer: To submit feedback, go to the 'Help' or 'Support' section of the Mawared portal, and fill out the feedback form provided. You can also contact customer support directly.

Question: Can I customize the dashboard in Mawared?

Answer: Yes, you can customize the dashboard to display the information most relevant to you by adding, removing, or rearranging widgets as needed.

Question: What languages does the Mawared HR System support?

Answer: Mawared HR System supports multiple languages including English, Arabic, Urdu, Hindi and Bengali

Question: How can I view my remaining leave balance?

Answer: To view your remaining leave balance, log into your profile, navigate to the 'Leave' section, and you will see a summary of your accrued leave, used leave, and remaining leave balance.

Question: What is the recruitment module in Mawared?

Answer: The recruitment module in Mawared assists with managing the entire hiring process, from job posting to candidate selection, interviewing, and onboarding.

Question: How do I set up notifications for important updates in Mawared?

Answer: To set up notifications, navigate to the 'Settings' section, go to 'Notifications', and customize your preferences to receive alerts for important updates, requests, and deadlines.

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Answer: Mawared ensures data security by using encryption, access controls, regular security audits, and compliance with international data protection standards.

Question: What is an Attendance Profile?

Answer: Attendance Profile is the configuration of the employee leave policy and everything related to attendance calculation.

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Answer: Annual Leaves are paid days off work that the employee must request in advance.

Question: What are the two types of leave basis?

Answer: accrued leaves are earned leaves during the year divided by 12 months and then added to the employee leave balance. Annual Based Leaves are leave balance per year added at the beginning of each year.

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Answer: Unpaid Leaves are days off work without pay in which employees retain their jobs. Each day taken as unpaid will be deducted from the salary.

Question: What are Sick Leaves?

Answer: Sick Leaves are paid days off work that the employee can request in case of sickness. When requesting this leave, the employee must submit a document to support their claim.

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Answer: time and attendance tracking, payroll management, employee self - service, performance management, talent management, compliance and reporting and many more.

Question: what are you ?

Answer: mawared AI assistant

Question: what is your purpose ?

Answer: answer and support customer questions as best as i can.

Question: What is time and attendance tracking ?

Answer: a feature that uses real time tracking of employee attendance to ensure best quality

Question: how can i track employee attendance?

Answer: using time and attendance tracking feature

Question: what is payroll management ?

Answer: a feature that automates complex payroll calculations, integrating penalties, bonuses, overtime requests, and deductions to ensure accurate salary payments

Question: what kind of penalties does the payroll offer ?

Answer: late sign in, missing sign out, absent and late sign-in absent

Question: what are payroll management features ?

Answer: you can view base salary, allowances, bonuses, overtime, loans, penalties, insurances and deductions.

Question: what kind of insurances ?

Answer: social and medical

Question: how can i create new bonuses ?

Answer: by clicking the financials tab then navigating to bonus tab and press add new or you can follow the link <https://app.mawared-hr.com/financials?tab=bonus>

Question: what kind of bonuses is there ?

Answer: days and fixed amounts that are calculated from salary configuration

Question: what is a salary configuration ?

Answer: a salary configuration is what holds the employee financial details from base salary, allowances, deductions, overtime and days of bonus and penalties

Question: how can i create new salary configuration ?

Answer: navigate to employees tab and navigate to the desired employee then navigate to the salary configuration tab in the middle of the employee screen the press add new configuration.

Question: what kind of payment intervals are there ?

Answer: there are monthly and weekly and both support fulltime, daily and hourly intervals.

Question: what is attendance history ?

Answer: a tab that provides employee history and attendance along with their sign in time and sign out time and can filter employees

Question: what is employee actions ?

Answer: a feature that allows managers to submit actions concerning employees in bulk

Question: what is employee documents ?

Answer: a feature that holds and shows th documents concerning employees such as birth certificates, insurances and national IDs

Question: what is dashboard ?

Answer: dashboard is the main page when you login in, it contain information about your company such as number of employees and their statuses, attendance history graphs and many more

Question: what are requests ?

Answer: requests are a feature where an employee can request leave or have a manager request on their behalf depending on the type of leave.

Question: what are loan requests ?

Answer: a type of requests that the employee can either request or have requested on behalf concerning a loan of money

Question: how to create a loan request ?

Answer: by pressing the new request button in your profile and then selecting loan requests from the dropdown menu

Question: what are claims ?

Answer: a feature that allows employee to submit expense claims for sums of money they have previously spent for the company's sake

Question: How do I reset my password on Mawared?

Answer: Navigate to the login page and click on 'Forgot Password'. Enter your registered email address and follow the instructions sent to your email to reset your password.

Question: Can managers approve leave requests through Mawared?

Answer: Yes, managers can approve leave requests through Mawared. They can access the 'Requests' section, review the leave requests, and either approve or decline them based on the company's leave policies.

Question: How do I update my personal information in Mawared?

Answer: To update your personal information, log into your account, navigate to the 'Profile' section, and edit the desired fields. Save your changes once you are done.

Question: What is employee self-service in Mawared?

Answer: Employee self-service is a feature that allows employees to manage their own personal information, view payroll details, request leaves, and access other HR-related services without needing

to go through HR personnel.

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Answer: Talent management in Mawared involves features that support recruitment, onboarding, training, and development of employees. It helps in identifying and nurturing the skills and talents of employees.

Question: How can managers track employee performance?

Answer: Managers can track employee performance using the performance management tools within Mawared, which include performance reviews, goal tracking, and feedback mechanisms.

Question: What is the employee directory in Mawared?

Answer: The employee directory is a feature that provides a comprehensive list of all employees within the organization. It includes contact information, job titles, and department affiliations.

Question: Can I access Mawared from my mobile device?

Answer: Yes, Mawared is accessible from mobile devices. You can download the Mawared app from the App Store or Google Play, or use the mobile-optimized website.

Question: How do I view my attendance records?

Answer: To view your attendance records, log into your profile, navigate to the 'Attendance History' tab, and you will see your sign-in and sign-out times along with any attendance-related notes.

Question: What is the purpose of the notifications in Mawared?

Answer: Notifications in Mawared alert you to important events such as leave approvals, payroll updates, upcoming deadlines, and company announcements.

Question: How can I submit feedback about the Mawared system?

Answer: To submit feedback, go to the 'Help' or 'Support' section of the Mawared portal, and fill out the feedback form provided. You can also contact customer support directly.

Question: What is the document management feature?

Answer: The document management feature allows you to store, organize, and access important employee documents such as contracts, certificates, and IDs.

Question: How do I view my payroll summary?

Answer: To view your payroll summary, log into your profile, navigate to the 'Payroll' section, and you will find a detailed breakdown of your salary, including deductions, bonuses, and net pay.

Question: What is the purpose of the announcements section in Mawared?

Answer: The announcements section is used to communicate important company news, policy changes, and other critical updates to all employees.

Question: Can I customize the dashboard in Mawared?

Answer: Yes, you can customize the dashboard to display the information most relevant to you by adding, removing, or rearranging widgets as needed.

Question: How do I check the status of my leave request?

Answer: To check the status of your leave request, log into your profile, navigate to the 'Requests' section, and you will see the status of all your submitted requests.

Question: What languages does the Mawared HR System support?

Answer: The Mawared HR System supports multiple languages including English, Arabic, Hindi, Bengali, Urdu

Question: How do I submit a complaint or issue report in Mawared?

Answer: To submit a complaint or issue report, navigate to the 'Support' section, click on 'Submit a Complaint', fill in the necessary details, and submit the form. Your complaint will be reviewed by HR.

Question: How can I view my remaining leave balance?

Answer: To view your remaining leave balance, log into your profile, navigate to the 'Leave' section, and you will see a summary of your accrued leave, used leave, and remaining leave balance.

Question: How do I access company policies in Mawared?

Answer: Company policies can be accessed by navigating to the 'Documents' section where you will find a repository of all HR and company policies available for download or viewing.

Question: What is the recruitment module / ATS in Mawared?

Answer: The recruitment module in Mawared is also known as Applicant Tracking System assists with managing the entire hiring process, from job posting to candidate selection, interviewing, and onboarding.

Question: How do I view the company holiday calendar in Mawared?

Answer: To view the company holiday calendar, navigate to the 'Calendar' section where you will find a detailed list of company holidays and other important dates.

Question: How do I set up notifications for important updates in Mawared?

Answer: To set up notifications, navigate to the 'Settings' section, go to 'Notifications', and customize your preferences to receive alerts for important updates, requests, and deadlines.

Question: What types of leave can employees request through Mawared?

Answer: Employees can request various types of leave including vacation leave, sick leave, maternity/paternity leave, and unpaid leave depending on the company's policies.

Question: Can I submit expense reports through Mawared?

Answer: Yes, you can submit expense reports by navigating to the 'Expenses' section, entering the details of your expenses, and submitting them for approval.

Question: How does Mawared ensure data security?

Answer: Mawared ensures data security by using encryption, access controls, regular security audits, and compliance with international data protection standards.

Question: What is the leave accrual policy in Mawared?

Answer: The leave accrual policy in Mawared specifies how leave is accumulated over time, typically based on the number of months of service or the number of hours worked. Employees can view their accrued leave balance in the 'Leave' section.

Question: How can I set up my work schedule in Mawared?

Answer: To set up your work schedule, navigate to the 'Schedule' section, select 'My Schedule', enter your preferred working hours and days, and submit for approval by your manager.

Question: What is the process for terminating an employee in Mawared?

Answer: The process for terminating an employee involves navigating to the 'Employee Management' section, selecting the employee's profile, clicking on 'Terminate Employment', and following the prompts to complete the termination process, including finalizing payroll and returning company assets.

Question: Can I view company announcements in Mawared?

Answer: Yes, you can view company announcements by navigating to the 'Announcements' section on your dashboard. This section displays all recent and past announcements made by the organization.

Question: How do I manage my team's attendance in Mawared?

Answer: Managers can manage their team's attendance by navigating to the 'Attendance Management' section, where they can view attendance records, approve or decline leave requests, and address any attendance-related issues.

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Answer: Managers can manage their team's attendance by navigating to the 'Attendance Management' section, where they can view attendance records, approve or decline leave requests, and address any attendance-related issues.

Question: How do I configure notifications for specific events in Mawared?

Answer: To configure notifications for specific events, navigate to the 'Settings' section, select 'Notifications', and customize your preferences by selecting the events you want to be notified about, such as leave approvals, task assignments, and upcoming deadlines.

Question: How can I view my historical payslips in Mawared?

Answer: To view your historical payslips, log into your profile, navigate to the 'Payroll' section, select 'Payslips', and you will find a record of all your past payslips available for download or printing.

Question: What is an Attendance Profile?

Answer: Attendance Profile is the configuration of the employee leave policy and everything related to attendance calculation.

Question: Are employees allowed to request leaves during their probation period?

Answer: Employees can't request leaves during their probation period. Once the probation period ends, employees will be allowed to request leaves.

Question: What are Annual Leaves?

Answer: Annual Leaves are paid days off work that the employee must request in advance.

Question: What is the maximum number of leaves an employee can request per year?

Answer: The maximum number of leaves an employee is allowed to request per year.

Question: How many hours before the start of the workday must an employee submit a leave request?

Answer: Number of hours before which an employee can request an annual leave.

Question: Are holidays and weekends included when calculating normal leave durations?

Answer: Determines whether holidays and weekends are counted when calculating the leave duration if the leave days include a weekend or a holiday.

Question: What are the two types of leave basis?

Answer: accrued leaves are earned leaves during the year divided by 12 months and then added to the employee leave balance. Annual Based Leaves are leave balance per year added at the beginning of each year.

Question: How is the remaining annual leave balance handled at the end of the year?

Answer: This determines how to handle the annual leave remaining balance at the end of each year.

Question: What does "Rollover Remaining Balance To Next Year" mean?

Answer: Transfers the remaining leave balance to be added to the next year's leave balance.

Question: What happens if the remaining leave balance is set to zero?

Answer: Deducts the remaining leave balances so it becomes 0 at the end of the year.

Question: What does "Annual Leaves Are Deserved Against" mean?

Answer: Determines whether the number of leave days are divided by the total days of a year or the total number of workdays, holidays, and paid leave.

Question: Is the rollover balance automatic or manual?

Answer: Determines whether the remaining leaves are rolled over automatically or manually.

Question: Is there a maximum number of leaves that can be rolled over to the next year?

Answer: Maximum number of leave days that can be transferred to the next year's leave balance.

Question: What happens to the remaining leave balance if it is converted to bonus days?

Answer: All remaining leaves will be converted to bonus days and the employee leave balance will be 0.

Question: When is the bonus for converted leave balances paid?

Answer: Determines the month at which the bonus is paid.

Question: What are Sick Leaves?

Answer: Sick Leaves are paid days off work that the employee can request in case of sickness. When requesting this leave, the employee must submit a document to support their claim.

Question: Can employees request sick leaves?

Answer: This determines if the Sick Leave Policy is applicable to employees that belong to this profile.

Question: Are holidays and weekends included when calculating sick leave durations?

Answer: Determines whether holidays and weekends are counted when calculating the leave duration if the leave days include a weekend or a holiday.

Question: What are Unpaid Leaves?

Answer: Unpaid Leaves are days off work without pay in which employees retain their jobs. Each day taken as unpaid will be deducted from the salary.

Question: Can employees request unpaid leaves?

Answer: This determines if the Unpaid Leaves are allowed to employees that belong to this profile.

Question: Are holidays and weekends included when calculating unpaid leave durations?

Answer: Determines whether holidays and weekends are counted when calculating the leave duration if the leave days include a weekend or a holiday.

Question: Can employees request permissions for a small portion of the workday off?

Answer: Employees are allowed to request a small portion of the workday off.

Question: What is the minimum permission duration that can be requested?

Answer: Minimum number of minutes that can be requested in a day.

Question: How many permission requests can be made per day?

Answer: This number indicates how many multiples of the minimum number of permission durations can be requested per day.

Question: How many permissions can be requested per month?

Answer: This number indicates how many multiples of the minimum number of permission durations can be requested per month.

Question: Are employees allowed to take breaks during working hours?

Answer: Determines whether employees are allowed to take time off during working hours as a break.

Question: How many break sessions are allowed per day?

Answer: Maximum number of breaks that can be requested per day.

Question: What is the maximum duration for an individual break session?

Answer: Maximum break duration that can be requested per one session per day.

Question: What is the maximum break duration allowed per day?

Answer: Maximum break duration that can be requested per day.

Question: Are office holidays applied automatically?

Answer: Apply holidays automatically according to the office of each employee that belongs to this attendance profile.

Question: What if "Apply Office Holidays" is unchecked?

Answer: If "Apply Office Holidays" is unchecked, then new holidays should be added or an existing holiday should be selected manually and these holidays will be applied to employees that belong to this attendance profile only.

Question: What is the Sign In Configuration?

Answer: Sign-in configurations are work timings that are applicable starting from a specific date.

Question: Can employees take a half day off?

Answer: Determines whether employees are allowed to attend a small portion of the day or not based on the provided fields.

Question: What determines if employees can request leaves during their probation period?

Answer: The policy setting "Leaves During Probation Period: Employee Can't Request Leaves During Their Probation Period" determines this.

Question: How are accrued leaves added to the employee leave balance?

Answer: Accrued leaves are earned during the year, divided by 12 months, and then added to the employee leave balance.

Question: How are annual based leaves added to the employee leave balance?

Answer: Annual based leaves are added to the leave balance at the beginning of each year.

Question: What does "Settle End Of Year Annual Leave Balance" define?

Answer: It defines how the remaining annual leave balance is managed at the end of the year, such as rolling over the balance or resetting it to zero.

Question: What happens to remaining leave days if "Rollover Balance Automatically" is enabled?

Answer: The remaining leave days are automatically transferred to the next year's leave balance.

Question: How does the "Set A Maximum Number Of Leaves To Be Rolled Over To Next Year" function?

Answer: It limits the number of leave days that can be transferred to the next year's leave balance.

Question: When converting remaining leave balance to bonus days, what happens to the leave balance?

Answer: The leave balance is set to zero, and the remaining leave days are converted to bonus days.

Question: Is the month of bonus payment configurable when converting leave balances to bonus days?

Answer: Yes, the month at which the bonus is paid is configurable.

Question: What document is required when requesting sick leaves?

Answer: Employees must submit a document to support their claim when requesting sick leave.

Question: How are holidays and weekends treated when calculating sick leave durations?

Answer: It is determined whether holidays and weekends are included when calculating the sick leave duration.

Question: What is the impact of taking unpaid leaves on an employee's salary?

Answer: Each day taken as unpaid leave will be deducted from the salary.

Question: Can employees request unpaid leaves according to this profile?

Answer: This is determined by whether the policy allows employees to request unpaid leaves.

Question: What is the significance of including holidays and weekends when calculating leave durations?

Answer: It affects the total leave duration by either including or excluding holidays and weekends.

Question: What defines the minimum permission duration that can be requested by employees?

Answer: The field "Minimum Permission Duration" defines this.

Question: How is the maximum number of permission requests per day calculated?

Answer: It is calculated based on the multiples of the minimum permission duration that can be requested per day.

Question: What limits the maximum number of permission requests per month?

Answer: The policy setting for "Maximum No. Of Permissions Per Month" limits this.

Question: What determines the allowed break sessions per day?

Answer: The number of allowed break sessions per day is determined by the field "Number Of Allowed Break Sessions/Day."

Question: How is the maximum individual break session duration set?

Answer: It is set by the policy for "Maximum Individual Break Session Duration."

Question: What defines the maximum break duration allowed per day?

Answer: The policy setting for "Maximum Break Duration Per Day" defines this.

Question: How are office holidays applied to employees automatically?

Answer: Office holidays are applied automatically according to the office of each employee that belongs to the attendance profile if the "Apply Office Holidays" option is checked.

Question: What should be done if "Apply Office Holidays" is not enabled?

Answer: New holidays should be added or an existing holiday should be selected manually for employees that belong to the attendance profile.

Question: What is included in Sign In Configuration?

Answer: Sign-in configurations include work timings that are applicable starting from a specific date.

Question: Can employees attend a small portion of the day if half-day attendance is allowed?

Answer: Yes, employees are allowed to attend a small portion of the day based on the provided fields if the policy permits taking a half day.

Question: What does the field "Payable At" specify in the context of converting leave balances to bonus days?

Answer: It specifies the month at which the bonus for converted leave balances is paid.

Question: What does "Allow Employees To Request Permissions" entail?

Answer: It allows employees to request a small portion of the workday off.

Question: Why is the "Minimum Permission Duration" important?

Answer: It sets the smallest amount of time an employee can request off in a single permission request.

Question: How does "Maximum No. Of Permission Requests Per Day" affect employees?

Answer: It limits the number of times an employee can request permission off in a single day.

Question: What does "Maximum No. Of Permissions Per Month" regulate?

Answer: It regulates the total number of permissions an employee can request in a month.

Question: What is the purpose of allowing employees to take breaks?

Answer: It allows employees to take short periods off during working hours for rest or personal needs.

Question: How does "Number Of Allowed Break Sessions/Day" impact an employee's workday?

Answer: It determines how many breaks an employee can take in a single workday.

Question: What does the "Maximum Individual Break Session Duration" define?

Answer: It defines the longest duration for a single break session that an employee can take.

Question: Why is the "Maximum Break Duration Per Day" important?

Answer: It sets the total maximum time that can be taken as breaks in a single day, ensuring breaks do not exceed this limit.

Question: What happens if the "Apply Office Holidays" option is checked?

Answer: Office holidays will automatically apply to employees based on their office location.

Question: How are holidays managed if "Apply Office Holidays" is unchecked?

Answer: Holidays need to be manually added or selected, and they will apply only to employees that belong to this attendance profile.

Question: What are Sign In Configurations?

Answer: They are settings related to the specific work timings that are applicable starting from a particular date.

Question: What does "Allow Employees To Take Half Day" determine?

Answer: It determines whether employees are allowed to work only part of the day, usually half, based on specific conditions.

Question: What impact does including holidays and weekends in leave calculations have?

Answer: It can extend the total duration of the leave if holidays and weekends are counted as part of the leave period.

Question: What is the difference between Accrued Leaves and Annual Based Leaves?

Answer: Accrued Leaves are earned gradually throughout the year and added monthly, whereas Annual Based Leaves are granted as a full balance at the beginning of the year.

Question: How does the "Settle End Of Year Annual Leave Balance" option affect unused leaves?

Answer: It determines whether unused leaves are rolled over to the next year, converted to bonus days, or reset to zero.

Question: What is the role of the "Zero Balance" option in leave management?

Answer: It ensures that any unused leave balance is deducted to zero at the end of the year.

Question: What does "Rollover Balance Automatically" imply for leave balance management?

Answer: It means the remaining leave balance will be automatically carried over to the next year's balance without manual intervention.

Question: Why might an organization set a maximum number of leaves to be rolled over?

Answer: To manage and limit the carryover of leaves, ensuring employees use their leave entitlement within the year.

Question: How does the "Zero Remaining Balance And Convert To Bonus Days" policy work?

Answer: It converts all remaining leave days at the end of the year into bonus days, and the leave balance is reset to zero.

Question: What documentation is typically required for requesting sick leaves?

Answer: Employees must submit a medical certificate or other relevant documentation to validate their sick leave request.

Question: What does the field "Include Holidays And Weekends When Calculating Sick Leave Durations" specify?

Answer: It determines if sick leave duration calculations should include holidays and weekends.

Question: What happens to an employee's pay when they take unpaid leave?

Answer: The pay is deducted based on the number of unpaid leave days taken.

Question: Why might an organization allow employees to take breaks?

Answer: To provide rest periods, improve productivity, and support employee well-being during working hours.

Question: What does the "Attendance Profile" encompass?

Answer: The Attendance Profile comprises the configuration of the employee leave policy and all aspects related to attendance calculation.

Question: Why might an organization disallow leave requests during an employee's probation period?

Answer: It ensures that new employees focus on adapting to their roles and responsibilities without interruptions.

Question: How does the "Number Of Leaves Per Year" affect employees?

Answer: It determines the maximum number of leave days an employee can request within a year.

Question: What does the "Include Holidays And Weekends When Calculating Normal Leave Durations" option consider?

Answer: It determines whether holidays and weekends are counted towards the total duration of leave days if they fall within the requested leave period.

Question: What is the significance of the "Leave Basis" setting in leave management?

Answer: It determines how leave entitlements are calculated and added to an employee's leave balance.

Question: How does the "Rollover Remaining Balance To Next Year" option benefit employees?

Answer: It allows employees to carry forward their unused leave days to the next year, providing flexibility in utilizing accrued leave.

Question: What does "Annual Leaves Are Deserved Against" specify in leave allocation?

Answer: It defines the basis for calculating the number of leave days, whether against total calendar days or workdays excluding holidays.

Question: What are the advantages of setting a maximum number of leaves to be rolled over?

Answer: It helps prevent excessive accumulation of leave balances, encourages employees to take time off regularly, and ensures leave management efficiency.

Question: How does the "Zero Remaining Balance And Convert To Bonus Days" option impact leave management?

Answer: It allows organizations to incentivize employees to utilize their leave entitlements by converting unused leave into bonus days.

Question: What are the consequences of allowing employees to request sick leaves without proper documentation?

Answer: It may lead to misuse of sick leave privileges and affect productivity and trust within the organization.

Question: How does the "Unpaid Leaves" policy affect an employee's salary?

Answer: It results in deductions from an employee's salary for the duration of the unpaid leave taken.

Question: What does the "Allow Employees To Request Permissions" feature cater to?

Answer: It enables employees to request short periods of time off during the workday for personal or non-emergency reasons.

Question: What is the purpose of setting a "Minimum Permission Duration"?

Answer: It ensures that permission requests meet a minimum duration requirement, preventing frequent interruptions to workflow for minor requests.

Question: How does the "Maximum No. Of Permissions Per Month" restriction benefit workflow management?

Answer: It helps control the frequency of permission requests, ensuring that employees balance their work commitments effectively.

Question: What is the rationale behind setting limits for the number of break sessions per day?

Answer: It ensures that breaks are taken in moderation, minimizing disruptions to workflow while supporting employee well-being.

Question: How does the "Maximum Break Duration Per Day" setting contribute to productivity?

Answer: It prevents excessive breaks that may disrupt workflow, ensuring that employees maintain focus and productivity throughout the day.

Question: What role does "Apply Office Holidays" play in leave management?

Answer: It automates the application of office-specific holidays to employee leave entitlements, ensuring consistency and compliance with company policies.

Question: Why might an organization choose to manually select holidays instead of applying them automatically?

Answer: It allows for customization of holidays based on specific business needs or cultural considerations that may vary across different offices or regions.

Question: What does the "Sign In Configuration" entail?

Answer: Sign In Configuration includes settings related to employees' work timings, such as start and end times, break schedules, and shift patterns.

Question: How does the "Allow Employees To Take Half Day" setting accommodate flexible work arrangements?

Answer: It provides employees with the option to work half of a regular workday, offering flexibility to balance personal and professional commitments.

Question: What is the purpose of the "Employees Need To Sign In At The Start Of Each Work Day" field?

Answer: It indicates that employees must sign in at the beginning of each workday.

Question: What does the "Work Time Type" field determine?

Answer: It determines whether work timing should be applied on Normal or Half-day basis.

Question: What is the "Sign In" field in the context of the provided information?

Answer: It refers to guidelines regarding employee attendance at the workplace.

Question: What does the "Minimum Sign In Time" field signify?

Answer: It represents the earliest time employees can sign in at.

Question: What happens if an employee signs in after the "Maximum Sign In Time"?

Answer: Tardiness penalties are applied.

Question: What does the "Number Of Working Hours" field indicate?

Answer: It specifies the required number of hours from each employee for this profile.

Question: What is the purpose of the "Tardiness Policy" field?

Answer: It sets guidelines for handling employee lateness and its consequences.

Question: When does a minor penalty apply according to the "Tardiness Policy"?

Answer: When employees sign in after the maximum sign-in time but within an allowed time range.

Question: What determines whether penalties are applied for tardiness?

Answer: The "Apply Penalty If Employee Is Late" field.

Question: How are tardiness penalties deducted according to the "Tardiness Policy"?

Answer: They're deducted based on the number of violations made.

Question: What is the consequence of repeated tardiness violations?

Answer: Penalties are deducted from the employee's balance, depending on the number of violations.

Question: What determines whether a major penalty is applied for tardiness?

Answer: The "Apply Major Penalty" field in the Tardiness Policy.

Question: How is a major penalty different from a minor penalty?

Answer: A major penalty is the maximum deduction for attending after the allowed sign-in time and after the minor penalty range.

Question: What does the "Deduct From" field in the Tardiness Policy determine?

Answer: It specifies whether penalties are deducted from annual leave balance or salary.

Question: How often are penalties reset according to the "Restart Calculating Penalties From The First Violation Every" field?

Answer: It determines whether penalties reset every Month or Year.

Question: What triggers a "No Show Deduction"?

Answer: When employees do not attend without submitting a Leave Request.

Question: What does the "Consider Absent If Employee Works Less Than" field determine?

Answer: It sets the minimum number of hours employees need to work to not be considered absent.

Question: What happens if an employee forgets to sign out?

Answer: They will be automatically signed out with no penalties applied if configured accordingly.

Question: What determines whether a penalty is applied if an employee misses sign ing out?

Answer: The "Apply Penalty If Employee Misses Sign ing Out" field.

Question: How often are penalties reset for missing sign out?

Answer: t depends on the configuration of the "Restart Calculating Penalties From The First Violation Every" field.

Question: What is overtime in the context of the provided fields?

Answer: Overtime refers to additional time worked after the normal working hours.

Question: What does the "Allow Overtime" field determine?

Answer: It decides whether overtime is applicable to employees belonging to this profile.

Question: When does the system start calculating overtime hours according to the "Calculate Overtime After Calculated Sign Out Time By" field?

Answer: It determines when to start calculating overtime hours after the calculated sign-out time.

Question: What is the purpose of the "Apply Overtime Limits" field?

Answer: It sets the maximum additional hours allowed for overtime.

Question: How are overtime hours limited according to the provided fields?

Answer: By specifying maximum overtime hours per day and per month.

Question: What is the purpose of the "Apply Sign In With Facial Recognition" field?

Answer: It determines whether employee attendance is recorded using facial recognition technology.

Question: Can facial recognition be applied to employees working remotely?

Answer: It depends on the configuration of the "Apply Facial Recognition On Employees Working Remotely" field.

Question: Are employees allowed to sign in from any location?

Answer: It depends on the configuration of the "Allow Employee To Sign In From Any Location" field.

Question: What determines whether employees are allowed to sign in from the office IP address?

Answer: The setting of the "Allow Sign In From Office IP Address" field.

Question: Can employees sign in from custom locations?

Answer: It depends on the configuration of the "Allow Custom Locations In Employee Profile" field.

Question: What does the "Allow Sign Out Same As Sign In" field determine?

Answer: It decides whether sign-in settings should be applied to sign-out as well.

Question: Can employees sign out from any location?

Answer: It depends on the setting of the "Allow Employee To Sign Out From Any Location" field.

Question: What determines whether employees can sign out from the office IP address?

Answer: The configuration of the "Allow Sign out From Office IP Address" field.

Question: Are employees allowed to sign out from custom locations?

Answer: It depends on the setting of the "Allow Sign Out Custom Locations In Employee Profile" field.

Question: What does the "Send A Sign Out Reminder" field determine?

Answer: It decides whether a sign-out reminder is sent to employees.

Question: How are penalties deducted for missing sign-out?

Answer: It depends on the setting of the "Deduct From" field in the relevant section.

Question: What is the purpose of the "Automatically Sign Employees Out At" field?

Answer: It automatically signs out employees who forget to sign out by a specified time.

Question: How are penalties calculated for missing sign-out?

Answer: It depends on the setting of the "Apply Penalty If Employee Misses Sign ing Out" field.

Question: How often are penalties reset for missing sign-out?

Answer: It depends on the setting of the "Restart Calculating Penalties From The First Violation Every" field.

Question: What determines whether overtime is applicable to employees?

Answer: The configuration of the "Allow Overtime" field.

Question: What does the "Sign In" field encompass?

Answer: It consists of guidelines regarding employee attendance at the workplace.

Question: How is the "Minimum Sign In Time" determined?

Answer: It represents the earliest time employees can sign in.

Question: What happens if an employee exceeds the "Maximum Sign In Time"?

Answer: Tardiness penalties are typically applied.

Question: How are tardiness penalties calculated?

Answer: They are deducted based on the number of tardiness violations made by the employee.

Question: What is the significance of the "Apply Major Penalty" field?

Answer: It determines whether a major penalty is applied for tardiness violations.

Question: What is the consequence of repeated tardiness violations?

Answer: The penalties deducted from the employee's balance increase accordingly.

Question: What triggers a "No Show Deduction"?

Answer: It occurs when employees fail to attend work without submitting a leave request.

Question: What does the "Consider Absent If Employee Works Less Than" field determine?

Answer: It sets the threshold for the minimum number of hours an employee must work to avoid being considered absent.

Question: What happens if an employee forgets to sign out?

Answer: Depending on the configuration, they may be automatically signed out or incur penalties if applicable.

Question: How are penalties calculated for missing sign-out?

Answer: It depends on the settings configured, such as whether penalties are applied and how they are deducted.

Question: What does the "Allow Overtime" field determine?

Answer: It decides whether employees belonging to this profile are eligible for overtime.

Question: How is overtime calculated according to the provided fields?

Answer: Overtime is calculated based on the hours worked beyond normal working hours.

Question: What is the purpose of the "Apply Overtime Limits" field?

Answer: It sets the maximum allowable additional hours for overtime work.

Question: How are overtime hours limited per day and per month?

Answer: By specifying maximum overtime hours per day and per month in the relevant fields.

Question: What is the significance of the "Apply Sign In With Facial Recognition" field?

Answer: It determines whether employee attendance is recorded using facial recognition technology.

Question: Can employees sign in using facial recognition if they work remotely?

Answer: It depends on the configuration of the "Apply Facial Recognition On Employees Working Remotely" field.

Question: Are employees allowed to sign in from any location?

Answer: It depends on the setting of the "Allow Employee To Sign In From Any Location" field.

Question: What determines whether employees can sign in from the office IP address?

Answer: The configuration of the "Allow Sign In From Office IP Address" field.

Question: Can employees sign in from custom locations?

Answer: It depends on the setting of the "Allow Custom Locations In Employee Profile" field.

Question: What is the purpose of the "Allow Sign Out Same As Sign In" field?

Answer: It determines whether the sign-in settings should also be applied to sign-out procedures.

Question: What does the "Allow Employee To Sign out From Any Location" field determine?

Answer: It specifies whether employees are permitted to sign out from any location.

Question: What determines whether employees can sign out from the office IP address?

Answer: The configuration of the "Allow Sign out From Office IP Address" field.

Question: Are employees allowed to sign out from custom locations?

Answer: It depends on the setting of the "Allow Sign Out Custom Locations In Employee Profile" field.

Question: What is the purpose of the "Send A Sign Out Reminder" field?

Answer: It determines whether a reminder is sent to employees to sign out.

Question: How are penalties deducted for missing sign-out?

Answer: It depends on the configuration set in the "Deduct From" field.

Question: What is the significance of the "Automatically Sign Employees Out At" field?

Answer: It automatically signs out employees who forget to sign out by a specified time.

Question: How are penalties calculated for missing sign-out?

Answer: It depends on the setting of the "Apply Penalty If Employee Misses Sign ing Out" field.

Question: How often are penalties reset for missing sign-out?

Answer: It depends on the configuration of the "Restart Calculating Penalties From The First Violation Every" field.

Question: What determines whether overtime is applicable to employees?

Answer: The configuration of the "Allow Overtime" field.

Question: How are overtime hours calculated?

Answer: Overtime hours are calculated based on the hours worked beyond the normal working hours.

Question: What does the "Sign In" field represent in the context of the provided information?

Answer: It outlines the guidelines and procedures for employee attendance at the workplace.

Question: How is the "Minimum Sign In Time" determined?

Answer: It specifies the earliest allowable time for employees to sign in at the start of their workday.

Question: What happens if an employee exceeds the "Maximum Sign In Time"?

Answer: Tardiness penalties may be applied if an employee signs in after the designated maximum time.

Question: How are tardiness penalties enforced according to the provided fields?

Answer: Penalties are typically deducted from an employee's balance for each violation of the sign-in rules.

Question: What is the purpose of the "Apply Major Penalty" field?

Answer: It determines whether a more severe penalty is applied for tardiness violations beyond a certain threshold.

Question: How are penalties adjusted for repeated tardiness violations?

Answer: The penalties may increase with each subsequent violation, depending on the configured rules.

Question: What triggers a "No Show Deduction"?

Answer: A "No Show Deduction" occurs when an employee fails to attend work without submitting an approved leave request.

Question: What does the "Consider Absent If Employee Works Less Than" field indicate?

Answer: It sets the minimum threshold of hours an employee must work to avoid being considered absent for the day.

Question: How is the issue of forgetting to sign out addressed?

Answer: Employees may be automatically signed out or penalized if they fail to sign out by a specified time, depending on system settings.

Question: How are penalties calculated for missing sign-out?

Answer: Penalties for missing sign-out may vary depending on the configured rules, such as whether penalties are applied and how they are deducted.

Question: What is the significance of the "Allow Overtime" field?

Answer: It determines whether employees under this profile are eligible for overtime work.

Question: How are overtime hours calculated?

Answer: Overtime hours are typically calculated based on the hours worked beyond the regular working hours.

Question: What is the purpose of the "Apply Overtime Limits" field?

Answer: It sets the maximum allowable additional hours for overtime work.

Question: How are overtime hours limited per day and per month?

Answer: By specifying the maximum allowable overtime hours per day and per month in the relevant fields.

Question: What does the "Apply Sign In With Facial Recognition" field determine?

Answer: It specifies whether employee attendance is recorded using facial recognition technology.

Question: Can employees sign in using facial recognition if they work remotely?

Answer: It depends on the configuration of the "Apply Facial Recognition On Employees Working Remotely" field.

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Answer: It depends on the configuration of the "Restart Calculating Penalties From The First Violation Every" field.

Question: What determines whether overtime is applicable to employees?

Answer: The configuration of the "Allow Overtime" field.

Question: How are overtime hours calculated?

Answer: Overtime hours are calculated based on the hours worked beyond the normal working hours.

Question: What is Manage Employee Payroll Externally?

Answer: It determines whether the salary is managed through the payroll system or not.

Question: What does the Choose Month field determine?

Answer: It determines from which month this salary configuration is applicable.

Question: What is Salary Preset?

Answer: Salary Preset is a previously saved salary configuration that can be used as a template for filling out the current salary configuration.

Question: What does Base Salary refer to?

Answer: Base Salary is the fixed monthly rate earned before allowances, bonuses, and deductibles.

Question: Define Gross Salary.

Answer: Gross Salary is the total of allowances and base salary.

Question: What is Net Salary?

Answer: Net Salary is the gross salary after subtracting salary deductibles.

Question: What does the Currency field determine?

Answer: It determines the currency in which the employee will be paid.

Question: What are Allowances?

Answer: Allowances are the additional benefits provided to employees over the base salary.

Question: How is the Payment factor related to Allowances?

Answer: The Payment factor determines whether allowances are a fixed amount added to base salary or a percent of base salary.

Question: What are Deductibles?

Answer: Deductibles are a fixed amount deducted from the gross salary.

Question: How is the Payment factor related to Deductibles?

Answer: The Payment factor determines whether deductibles are a fixed amount, a percent of base salary, or a percent of gross salary deducted from the base salary.

Question: What does the Day Of Penalty field determine?

Answer: It determines how much one day of penalty is worth when deducting penalties from an employee's salary.

Question: What is the Calculating method used for?

Answer: It determines the basis of calculating one day of penalty, whether it is a fixed amount or a percent of base salary, gross salary, or net salary.

Question: How does the Select Days field influence salary calculation?

Answer: It determines the number of days with which the salary will be divided to determine how much one day is worth.

Question: What does the Day Of Bonus field specify?

Answer: It determines how much one day of bonus is worth when adding a bonus as a number of days.

Question: When is the Hour Overtime field applicable?

Answer: It is only available when overtime is allowed and determines how much one hour of overtime is worth when compensating employees for overtime hours.

Question: What is the Overtime Payment Factor?

Answer: Overtime Payment Factor is how many hours the employee deserves with each overtime hour worked.

Question: What does the Save As New Salary Preset option allow?

Answer: It allows this salary configuration to be saved as a template and reused for another employee.

Question: How does the Update Salary Preset option function?

Answer: It allows the saved salary configuration to be updated with new changes.

Question: What are the options for managing employee payroll externally?

Answer: The options are either to manage it through the payroll system or not.

Question: Can you explain the concept of a Salary Preset?

Answer: A Salary Preset is a pre-defined salary configuration that can be saved and used as a template for setting up other salary configurations.

Question: How is the Gross Salary calculated?

Answer: Gross Salary is calculated by adding allowances to the base salary.

Question: What does the Payment factor determine for both Allowances and Deductibles?

Answer: The Payment factor determines whether they are added or deducted as a fixed amount or as a percentage of the base salary.

Question: What factors influence the calculation of penalties deducted from an employee's salary?

Answer: The Day Of Penalty and Calculating method determine the value of one day of penalty and the basis for its calculation, respectively.

Question: How is the value of one day of bonus determined?

Answer: The Day Of Bonus field specifies the value of one day of bonus, often in terms of additional days added to the salary.

Question: When is the Hour Overtime field applicable, and what does it determine?

Answer: It's applicable when overtime is allowed and determines the worth of one hour of overtime for compensating employees.

Question: How does the Overtime Payment Factor affect overtime compensation?

Answer: It determines the ratio of additional hours the employee deserves for each overtime hour worked.

Question: What is the purpose of the Save As New Salary Preset option?

Answer: It allows the current salary configuration to be saved as a template for future use with other employees.

Question: How does the Update Salary Preset option facilitate management?

Answer: It allows modifications to be made to a saved salary configuration, ensuring it reflects the latest changes accurately.

Question: Can you explain the significance of the Choose Month field in salary configuration?

Answer: The Choose Month field determines the starting month for which the salary configuration will be applicable, ensuring clarity and accuracy in salary management.

Question: What is the significance of Base Salary in the context of employee compensation?

Answer: Base Salary represents the fundamental fixed amount an employee earns before any additional benefits, bonuses, or deductions are applied.

Question: How does the currency selection impact employee salary payments?

Answer: Currency selection determines the currency in which employees will receive their salaries, ensuring compliance with local regulations and facilitating financial transactions.

Question: What is the rationale behind dividing the salary by a certain number of days in the Select Days field?

Answer: Dividing the salary by a specified number of days in the Select Days field helps determine the daily rate, which can be useful for calculating various allowances, deductions, and bonuses based on daily performance.

Question: How does the Day Of Penalty influence the calculation of penalties deducted from an employee's salary?

Answer: The Day Of Penalty determines the value of one day's penalty, serving as a basis for calculating penalties deducted from an employee's salary for infractions or absences.

Question: What factors influence the calculation method for one day of penalty in the Calculating method field?

Answer: The Calculating method field allows customization of how one day of penalty is calculated, whether as a fixed amount or as a percentage of the base salary, gross salary, or net salary.

Question: How does the Hour Overtime field contribute to fair compensation practices?

Answer: The Hour Overtime field specifies the value of one hour of overtime, ensuring that employees are appropriately compensated for additional work beyond regular hours.

Question: What is the significance of the Save As New Salary Preset feature in salary management?

Answer: The Save As New Salary Preset feature allows organizations to create and store standardized salary configurations, streamlining the process of setting up salaries for new employees or making adjustments for existing ones.

Question: How does the Update Salary Preset functionality enhance administrative efficiency?

Answer: The Update Salary Preset functionality enables administrators to easily modify existing salary configurations, ensuring that employee compensation remains accurate and up-to-date without the need to recreate configurations from scratch.

Question: How does the concept of Payment factor apply to both Allowances and Deductibles?

Answer: The Payment factor determines whether allowances are added or deductibles are subtracted as either a fixed amount or a percentage of the base salary.

Question: What role does the Day Of Bonus field play in employee compensation?

Answer: The Day Of Bonus field specifies the value of one day of bonus, aiding in the calculation of additional compensation based on performance or other criteria.

Question: When is the Hour Overtime field utilized, and what does it signify?

Answer: The Hour Overtime field is used when compensating employees for working overtime hours, indicating the value of one extra hour of work beyond regular working hours.

Question: How does the Overtime Payment Factor impact overtime compensation calculations?

Answer: The Overtime Payment Factor determines the ratio of additional compensation employees receive for each hour of overtime worked, ensuring fair and consistent payment practices.

Question: What distinguishes the Save As New Salary Preset option from the Update Salary Preset functionality?

Answer: The Save As New Salary Preset option allows for the creation of a new salary configuration template based on the current settings, while the Update Salary Preset functionality modifies an existing saved salary configuration with new changes.

Question: How does the Day Of Penalty field influence payroll processing?

Answer: The Day Of Penalty field establishes the value of one day's penalty, which is utilized in calculating deductions from an employee's salary for disciplinary actions or infractions.

Question: Can you explain the purpose of the Calculating method field in salary configuration?

Answer: The Calculating method field determines the methodology used to calculate penalties, bonuses, or other monetary adjustments, offering flexibility in tailoring compensation structures to organizational needs.

Question: What does the Select Days field signify in salary management?

Answer: The Select Days field determines the number of days used as the basis for dividing the salary, aiding in the calculation of daily rates for various compensation components.

Question: How does the Update Salary Preset feature contribute to HR efficiency?

Answer: The Update Salary Preset feature streamlines the process of modifying existing salary configurations, reducing administrative overhead and ensuring accurate and timely updates to employee compensation structures.

Question: How does managing employee payroll externally affect organizational processes?

Answer: Managing employee payroll externally can streamline administrative tasks and ensure compliance with relevant regulations and tax laws.

Question: What considerations should be made when selecting the currency for employee salary payments?

Answer: Currency selection should consider factors such as the organization's location, international transactions, and currency exchange rates to ensure efficient and cost-effective salary payments.

Question: How does the Payment factor impact the accuracy of salary calculations?

Answer: The Payment factor determines the method by which allowances are added or deductibles are subtracted from the base salary, ensuring precise and consistent salary calculations.

Question: What role does the Day Of Bonus field play in incentivizing employee performance?

Answer: The Day Of Bonus field assigns a value to each day of bonus, motivating employees by offering additional compensation for exceptional performance or achievements.

Question: When is the Hour Overtime field utilized, and why is it important?

Answer: The Hour Overtime field is utilized when compensating employees for working overtime hours, ensuring that they are fairly compensated for their additional efforts beyond regular working hours.

Question: How does the Overtime Payment Factor contribute to fair overtime compensation practices?

Answer: The Overtime Payment Factor determines the ratio of additional compensation employees receive for each hour of overtime worked, ensuring equitable compensation for extra work.

Question: What distinguishes the Save As New Salary Preset option from the Update Salary Preset functionality?

Answer: The Save As New Salary Preset option allows for the creation of a new salary configuration template based on the current settings, while the Update Salary Preset functionality modifies an existing saved salary configuration with new changes.

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Question: How does the Update Salary Preset feature contribute to HR efficiency?

Answer: The Update Salary Preset feature streamlines the process of modifying existing salary configurations, reducing administrative overhead and ensuring accurate and timely updates to employee compensation structures.

Question: What are the benefits of using Salary Presets in salary management?

Answer: Salary Presets offer a standardized approach to salary configuration, saving time and effort by allowing the reuse of predefined settings for multiple employees.

Question: How does the Base Salary field impact overall employee compensation?

Answer: The Base Salary serves as the foundation of an employee's compensation package, providing a fixed amount before additional benefits, allowances, or deductions are applied.

Question: What factors should be considered when setting the Payment factor for allowances and deductibles?

Answer: Factors such as organizational policies, industry standards, and employee preferences should be considered when determining whether allowances are added or deductibles are subtracted as fixed amounts or percentages.

Question: How does the Choose Month field contribute to effective salary management?

Answer: The Choose Month field ensures that salary configurations are applied accurately and timely by specifying the starting month for which the configuration is applicable.

Question: What are the implications of the Currency field on international payroll processing?

Answer: The Currency field ensures that employees are paid in their preferred currency, simplifying international payroll processing and reducing currency exchange costs and complexities.

Question: How does the Payment factor impact the accuracy of salary calculations?

Answer: The Payment factor determines the method by which allowances are added or deductibles are subtracted from the base salary, ensuring precise and consistent salary calculations.

Question: What role does the Day Of Bonus field play in incentivizing employee performance?

Answer: The Day Of Bonus field assigns a value to each day of bonus, motivating employees by offering additional compensation for exceptional performance or achievements.

Question: What factors should be considered when determining the Day Of Penalty for salary deductions?

Answer: Factors such as company policies, industry standards, and legal regulations should be considered when determining the value of one day's penalty for salary deductions.

Question: How does the Calculating method field affect the calculation of penalties and bonuses?

Answer: The Calculating method field determines the basis for calculating penalties and bonuses, providing flexibility in how these adjustments are applied to employee salaries.

Question: What does the Select Days field represent in salary management?

Answer: The Select Days field specifies the number of days used as the basis for dividing the salary, which is important for calculating daily rates and other compensation components.

Question: How does the Update Salary Preset feature contribute to HR efficiency?

Answer: The Update Salary Preset feature allows for quick and easy adjustments to existing salary configurations, saving time and reducing administrative burden for HR personnel.

Question: What benefits does using Salary Presets offer in salary management?

Answer: Salary Presets provide a standardized approach to configuring employee salaries, ensuring consistency and accuracy across the organization while saving time in the setup process.

Question: How does the Base Salary field impact overall employee compensation?

Answer: The Base Salary serves as the foundation of an employee's compensation package, providing a stable income before additional benefits, allowances, or deductions are applied.

Question: What considerations should be made when setting the Payment factor for allowances and deductibles?

Answer: Considerations include company policies, industry standards, and employee preferences, which influence whether allowances are added or deductibles are subtracted as fixed amounts or percentages.

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Question: When is the Hour Overtime field utilized, and why is it important?

Answer: The Hour Overtime field is utilized when compensating employees for working overtime hours, ensuring that they are fairly compensated for their additional efforts beyond regular working hours.

Question: How does the Overtime Payment Factor contribute to fair overtime compensation practices?

Answer: The Overtime Payment Factor determines the ratio of additional compensation employees receive for each hour of overtime worked, ensuring equitable compensation for extra work.

Question: What distinguishes the Save As New Salary Preset option from the Update Salary Preset functionality?

Answer: The Save As New Salary Preset option allows for the creation of a new salary configuration template based on the current settings, while the Update Salary Preset functionality modifies an existing saved salary configuration with new changes.

Question: How does the Day Of Penalty field influence payroll processing?

Answer: The Day Of Penalty field establishes the value of one day's penalty, which is utilized in calculating deductions from an employee's salary for disciplinary actions or infractions.

Question: Can you explain the purpose of the Calculating method field in salary configuration?

Answer: The Calculating method field determines the methodology used to calculate penalties, bonuses, or other monetary adjustments, offering flexibility in tailoring compensation structures to organizational needs.

Question: What does the Select Days field signify in salary management?

Answer: The Select Days field determines the number of days used as the basis for dividing the salary, aiding in the calculation of daily rates for various compensation components.

Question: How does the Update Salary Preset feature contribute to HR efficiency?

Answer: The Update Salary Preset feature streamlines the process of modifying existing salary configurations, reducing administrative overhead and ensuring accurate and timely updates to employee compensation structures.

Question: What are the benefits of using Salary Presets in salary management?

Answer: Salary Presets offer a standardized approach to salary configuration, saving time and effort by allowing the reuse of predefined settings for multiple employees.

Question: How does the Base Salary field impact overall employee compensation?

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Question: How does the Choose Month field contribute to effective salary management?

Answer: The Choose Month field ensures that salary configurations are applied accurately and timely by specifying the starting month for which the configuration is applicable.

Question: What are the implications of the Currency field on international payroll processing?

Answer: The Currency field ensures that employees are paid in their preferred currency, simplifying international payroll processing and reducing currency exchange costs and complexities.

Question: What is the purpose of the "Facial Recognition Image" field?

Answer: The "Facial Recognition Image" field is used for facial recognition purposes, typically for employee attendance monitoring or access control.

Question: When does the "Start Date" field indicate?

Answer: The "Start Date" field indicates the actual date when the system begins monitoring employee attendance and starts calculating their salary.

Question: What does the "Joining Date" field represent?

Answer: The "Joining Date" field indicates the actual date when an employee officially joined the company.

Question: What does the field "Employee Can Login To Their Account" determine?

Answer: The "Employee Can Login To Their Account" field determines whether an employee requires credentials to log in to the system.

Question: What does the "Probation Period" field determine?

Answer: The "Probation Period" field determines whether an employee will be put on probation, and if so, the duration of their probation period.

Question: Who is considered the "Direct Manager" in the context of employee management?

Answer: The "Direct Manager" is the manager directly in charge of overseeing a specific employee.

Question: What does the "Copied Manager" field signify?

Answer: The "Copied Manager" field includes other managers associated with an employee, such as HR personnel or HR managers.

Question: What does the "Annual Leaves" field denote?

Answer: The "Annual Leaves" field indicates the employee's annual leave balance at the beginning of their employment.

Question: How is the "Sick Leaves" field utilized?

Answer: The "Sick Leaves" field determines the employee's sick leave balance at the start of their employment.

Question: What does the "Emergency Credit" field specify?

Answer: The "Emergency Credit" field determines the number of days that can be requested as emergency leave at the start of employment.

Question: How does the "Allow Employee To Work Remotely" field function?

Answer: The "Allow Employee To Work Remotely" field indicates whether an employee is permitted to work remotely.

Question: What does "Max. Days Per Week" signify in the context of remote work?

Answer: "Max. Days Per Week" indicates the maximum number of days per week an employee is allowed to work remotely.

Question: What is the purpose of the "Allow Flexible Work Remotely Days" field?

Answer: The "Allow Flexible Work Remotely Days" field determines if an employee is allowed to work remotely on any day, provided they request remote work in advance.

Question: How is the "Facial Recognition Image" used in the context of employee attendance monitoring?

Answer: The "Facial Recognition Image" is utilized to identify and verify employees' identities during attendance tracking through facial recognition technology.

Question: What significance does the "Start Date" field hold for payroll management?

Answer: The "Start Date" field marks the commencement date for monitoring employee attendance and initiating salary calculations within the system.

Question: How is the "Joining Date" field relevant to HR processes?

Answer: The "Joining Date" field signifies the date when an employee officially becomes part of the company, serving as a reference point for various HR activities.

Question: What criteria determine whether an employee needs credentials to log in to their account?

Answer: The "Employee Can Login To Their Account" field determines whether an employee requires login credentials to access the system.

Question: How does the "Probation Period" field affect employee status?

Answer: The "Probation Period" field determines whether an employee undergoes a probationary period upon joining the company and specifies its duration.

Question: Who is typically designated as the "Direct Manager" in organizational hierarchy?

Answer: The "Direct Manager" is the individual directly responsible for supervising and managing a specific employee within the organization.

Question: What role do individuals listed under "Copied Manager" play in employee management?

Answer: Those listed under "Copied Manager" typically include other managers or HR personnel associated with the employee but not directly responsible for their day-to-day supervision.

Question: How does the "Annual Leaves" field impact employee time off?

Answer: The "Annual Leaves" field indicates the balance of annual leave entitlements that an employee possesses at the beginning of their employment.

Question: In what circumstances is the "Sick Leaves" field utilized?

Answer: The "Sick Leaves" field denotes the amount of sick leave available to an employee at the start of their employment, affecting their ability to take sick days.

Question: What does the "Emergency Credit" field determine?

Answer: The "Emergency Credit" field specifies the number of days an employee can request as emergency leave at the start of their employment.

Question: How does the "Allow Employee To Work Remotely" field impact work arrangements?

Answer: The "Allow Employee To Work Remotely" field dictates whether an employee is permitted to perform their duties remotely.

Question: What does the "Max. Days Per Week" field regulate in terms of remote work?

Answer: The "Max. Days Per Week" field sets the maximum number of days per week an employee can work remotely.

Question: How does the "Allow Flexible Work Remotely Days" field affect remote work scheduling?

Answer: The "Allow Flexible Work Remotely Days" field determines whether an employee can work remotely on any day, contingent upon prior approval.

Question: How does the "Facial Recognition Image" contribute to security measures in employee attendance tracking?

Answer: The "Facial Recognition Image" is utilized to verify the identity of employees, enhancing security by ensuring that only authorized individuals can access the system for attendance tracking.

Question: What significance does the "Start Date" hold in terms of payroll administration?

Answer: The "Start Date" is crucial for accurate payroll processing as it marks the initiation of monitoring employee attendance and salary calculation within the system.

Question: How is the "Joining Date" field utilized in HR management?

Answer: The "Joining Date" serves as a key reference point in HR processes, indicating when an employee officially becomes part of the company.

Question: What criteria determine whether an employee needs login credentials to access their account?

Answer: The "Employee Can Login To Their Account" field determines whether an employee requires authentication credentials, such as username and password, to log in to the system.

Question: How does the "Probation Period" field impact employee onboarding?

Answer: The "Probation Period" field determines whether an employee undergoes a probationary period upon joining the company and specifies its duration, influencing their initial employment terms.

Question: Who typically occupies the role of "Direct Manager" within organizational structure?

Answer: The "Direct Manager" is the individual directly responsible for overseeing and managing the day-to-day activities of a specific employee within the organization.

Question: What role do individuals listed under "Copied Manager" play in employee management processes?

Answer: Those listed under "Copied Manager" often include additional managers or HR personnel who may need access to the employee's information for administrative purposes but are not directly responsible for their supervision.

Question: How does the "Annual Leaves" field impact employee time-off management?

Answer: The "Annual Leaves" field indicates the balance of annual leave entitlements that an employee possesses at the beginning of their employment, influencing their ability to take time off.

Question: In what context is the "Sick Leaves" field utilized?

Answer: The "Sick Leaves" field denotes the amount of sick leave available to an employee at the start of their employment, affecting their ability to take sick days during the probation period.

Question: What does the "Emergency Credit" field determine for employees?

Answer: The "Emergency Credit" field specifies the number of days an employee can request as emergency leave at the start of their employment, providing a buffer for unforeseen circumstances.

Question: How does the "Allow Employee To Work Remotely" field impact workplace flexibility?

Answer: The "Allow Employee To Work Remotely" field dictates whether an employee has the option to perform their job duties remotely, contributing to flexibility in work arrangements.

Question: What aspect of remote work does the "Max. Days Per Week" field regulate?

Answer: The "Max. Days Per Week" field sets the maximum number of days per week an employee is allowed to work remotely, establishing boundaries for remote work schedules.

Question: How does the "Allow Flexible Work Remotely Days" field accommodate remote work arrangements?

Answer: The "Allow Flexible Work Remotely Days" field determines whether an employee can work remotely on any day, provided they request approval in advance, offering flexibility in remote work scheduling.

Question: How does the "Facial Recognition Image" enhance security measures in employee attendance tracking systems?

Answer: The "Facial Recognition Image" provides an added layer of security by ensuring that only authorized individuals can access the system for attendance tracking through facial verification.

Question: What role does the "Start Date" field play in payroll processing?

Answer: The "Start Date" field initiates the tracking of employee attendance and salary calculation within the system, ensuring accurate payroll processing from the beginning of employment.

Question: How is the "Joining Date" field used in HR management practices?

Answer: The "Joining Date" field marks the official start date of an employee's tenure with the company, serving as a reference point for various HR activities such as benefits eligibility and performance evaluation timelines.

Question: What criteria determine whether an employee requires login credentials to access their account?

Answer: The "Employee Can Login To Their Account" field specifies whether an employee needs authentication credentials, such as username and password, to log in to the system and access their account.

Question: How does the "Probation Period" field impact employee onboarding processes?

Answer: The "Probation Period" field indicates whether an employee is subject to a probationary period upon joining the company and outlines the duration, affecting their initial employment terms and performance evaluation timelines.

Question: Who typically holds the position of "Direct Manager" within organizational hierarchies?

Answer: The "Direct Manager" is the individual directly responsible for overseeing and managing the day-to-day activities and performance of a specific employee within the organization.

Question: What role do individuals listed under "Copied Manager" play in employee management procedures?

Answer: Those listed under "Copied Manager" may include additional managers or HR personnel who require access to the employee's information for administrative purposes but are not directly responsible for their supervision.

Question: How does the "Annual Leaves" field impact employee time-off management?

Answer: The "Annual Leaves" field specifies the balance of annual leave entitlements an employee possesses at the beginning of their employment, influencing their ability to request time off for vacation or personal reasons.

Question: In what context is the "Sick Leaves" field utilized?

Answer: The "Sick Leaves" field denotes the amount of sick leave available to an employee at the start of their employment, affecting their ability to take sick days and providing a measure of support for health-related absences.

Question: What does the "Emergency Credit" field determine for employees?

Answer: The "Emergency Credit" field indicates the number of days an employee can request as emergency leave at the beginning of their employment, offering flexibility and support for unforeseen circumstances.

Question: How does the "Allow Employee To Work Remotely" field contribute to workplace flexibility?

Answer: The "Allow Employee To Work Remotely" field determines whether an employee has the option to perform their job duties remotely, allowing for flexibility in work arrangements and potentially enhancing productivity and work-life balance.

Question: How does the "Max. Days Per Week" field influence remote work policies?

Answer: The "Max. Days Per Week" field establishes the maximum number of days per week an employee is permitted to work remotely, providing structure to remote work arrangements while balancing organizational needs and employee preferences.

Question: What impact does the "Allow Flexible Work Remotely Days" field have on remote work scheduling?

Answer: The "Allow Flexible Work Remotely Days" field determines whether an employee can work remotely on any day, subject to prior approval, offering flexibility in scheduling and accommodating varying work-from-home needs.

Question: How does the "Facial Recognition Image" field contribute to employee attendance tracking efficiency?

Answer: The "Facial Recognition Image" enables swift and accurate identification of employees during attendance tracking, streamlining the process and minimizing errors associated with manual entry or traditional methods of verification.

Question: What significance does the "Start Date" field hold for payroll accuracy?

Answer: The "Start Date" field serves as a critical reference point for initiating payroll calculations, ensuring that employee attendance records are accurately captured from the beginning of their employment period.

Question: How is the "Joining Date" field utilized in employee orientation programs?

Answer: The "Joining Date" field marks the official start of an employee's tenure with the company and is often used as a milestone for orientation activities, such as onboarding sessions and introduction to company policies and culture.

Question: What considerations determine whether an employee needs login credentials for system access?

Answer: The "Employee Can Login To Their Account" field determines whether an employee requires authentication credentials to access their account, based on factors such as security protocols and system access permissions.

Question: How does the "Probation Period" field impact employee performance evaluations?

Answer: The "Probation Period" field signifies the duration during which an employee's performance is closely monitored and evaluated, often influencing decisions regarding their continued employment or advancement within the organization.

Question: Who typically oversees the "Direct Manager" in organizational structures?

Answer: The "Direct Manager" is typically supervised by higher-level management or department heads, providing guidance and support in fulfilling their responsibilities for overseeing subordinate employees.

Question: What role do individuals listed under "Copied Manager" play in employee support functions?

Answer: Those listed under "Copied Manager" may include HR personnel or department heads who provide additional support and oversight for employee-related matters, such as benefits administration and performance management.

Question: How does the "Annual Leaves" field impact workforce planning and scheduling?

Answer: The "Annual Leaves" field provides insights into employees' available vacation time, facilitating workforce planning and scheduling to ensure adequate coverage while accommodating employees' time-off requests.

Question: How does the "Sick Leaves" field contribute to employee well-being and productivity?

Answer: The "Sick Leaves" field indicates the amount of sick leave available to employees, allowing them to take necessary time off to recover from illness and return to work refreshed and productive.

Question: What role does the "Emergency Credit" field play in employee support systems?

Answer: The "Emergency Credit" field provides employees with a buffer of days they can use for unforeseen emergencies or urgent situations, ensuring they have support when facing unexpected challenges.

Question: How does the "Allow Employee To Work Remotely" field impact employee satisfaction and retention?

Answer: The "Allow Employee To Work Remotely" field offers employees flexibility in their work arrangements, potentially increasing job satisfaction and retention by accommodating their preferences and needs.

Question: What considerations determine the value set in the "Max. Days Per Week" field for remote work?

Answer: The value set in the "Max. Days Per Week" field for remote work is determined based on organizational policies, operational requirements, and considerations for maintaining team cohesion and communication.

Question: How does the "Allow Flexible Work Remotely Days" field foster a culture of trust and autonomy?

Answer: The "Allow Flexible Work Remotely Days" field empowers employees to manage their work schedules and environments, fostering a culture of trust and autonomy that can lead to increased motivation and productivity.

Question: What security measures are typically implemented with the "Facial Recognition Image" field?

Answer: Security measures implemented with the "Facial Recognition Image" field may include encryption protocols, access controls, and regular system audits to safeguard sensitive biometric data.

Question: How does the "Start Date" field ensure compliance with labor regulations?

Answer: The "Start Date" field ensures compliance with labor regulations by accurately tracking when an employee's attendance and salary calculations begin, helping organizations adhere to legal requirements regarding pay and working hours.

Question: How is the "Joining Date" field utilized in workforce planning and resource allocation?

Answer: The "Joining Date" field is used in workforce planning and resource allocation to determine when new employees will be available to start work and to allocate tasks and responsibilities accordingly.

Question: What role do login credentials play in maintaining data integrity and confidentiality?

Answer: Login credentials help maintain data integrity and confidentiality by ensuring that only authorized individuals have access to sensitive information stored within the system.

Question: How does the "Probation Period" field support employee development and performance improvement?

Answer: The "Probation Period" field provides a structured time frame for assessing employee performance, identifying areas for improvement, and offering support and guidance to help employees succeed in their roles.

Question: How does the "Facial Recognition Image" field ensure accurate employee identification in attendance tracking systems?

Answer: The "Facial Recognition Image" field enables the system to compare facial features captured in images with reference images of authorized employees, ensuring accurate identification and minimizing the risk of fraudulent attendance records.

Question: What role does the "Start Date" field play in streamlining payroll processes?

Answer: The "Start Date" field serves as a reference point for initiating payroll calculations, ensuring that employee attendance data is accurately recorded from the beginning of their employment period, thus streamlining payroll processing.

Question: How is the "Joining Date" field utilized in workforce management?

Answer: The "Joining Date" field is used in workforce management to determine an employee's tenure with the company, facilitating various HR processes such as performance evaluations, promotions, and benefits eligibility.

Question: What considerations determine whether an employee requires login credentials for system access?

Answer: The need for login credentials is determined by factors such as the sensitivity of the information accessible through the system, security protocols, and organizational policies regarding access control.

Question: How does the "Probation Period" field impact employee integration and performance evaluation?

Answer: The "Probation Period" field provides a period during which new employees can acclimate to their roles and the company culture while undergoing performance evaluation, enabling informed decisions regarding their continued employment.

Question: Who typically oversees the "Direct Manager" in organizational structures?

Answer: The "Direct Manager" is often overseen by higher-level management or department heads, who provide guidance, support, and strategic direction to ensure effective leadership and employee development.

Question: What role do individuals listed under "Copied Manager" play in employee management?

Answer: Individuals listed under "Copied Manager" may include HR personnel or other managers who have a secondary role in employee management, such as handling administrative tasks or providing support in specific areas.

Question: How does the "Annual Leaves" field influence workforce scheduling and resource allocation?

Answer: The "Annual Leaves" field provides insights into employees' available vacation time, allowing organizations to plan staffing levels and allocate resources effectively to maintain productivity and meet operational demands.

Question: In what context is the "Sick Leaves" field utilized in HR management?

Answer: The "Sick Leaves" field is utilized to track employees' entitlement to sick leave, ensuring compliance with labor regulations and providing support for employees' health and well-being.

Question: What role does the "Emergency Credit" field play in employee support systems?

Answer: The "Emergency Credit" field allows employees to request additional leave for emergency situations, providing a safety net for unexpected circumstances and promoting employee well-being and job satisfaction.

Question: What does the "Language" field determine in the system?

Answer: The "Language" field determines the default language for the system when logging in with an employee belonging to this office.

Question: What is the significance of the "Allow Sign In Using Office Account" setting?

Answer: The "Allow Sign In Using Office Account" setting determines whether employees are permitted to sign in using the office account, allowing the creation of an office account accessible to all employees for signing in.

Question: How does the "Time Zone" field impact the system?

Answer: The "Time Zone" field determines the time zone used by the system and affects employee sign-in times to correlate with the standard time of the area where the office is located.

Question: What does selecting "Set Headquarter Office" do for an office?

Answer: Selecting "Set Headquarter Office" designates this office as the default office within the system.

Question: What purpose does the "Office Currencies" field serve?

Answer: The "Office Currencies" field determines the currencies used in any financial transactions within the office.

Question: What is the role of "IP Addresses" in the system?

Answer: "IP Addresses" are identifying numbers associated with specific computer networks to ensure that employees sign in from the office network.

Question: How does the "Locations" field function?

Answer: The "Locations" field determines the office locations from which employees can sign in, with the option to add multiple locations.

Question: What does the "Regulation" field define?

Answer: The "Regulation" field determines the basis for calculating salaries according to government regulations or customized rules within the system.

Question: What does the "Email Notifications" field control?

Answer: The "Email Notifications" field controls the sending of email notifications for various system events.

Question: What is the purpose of the "Access Levels" field?

Answer: The "Access Levels" field specifies the levels of access rights granted to users within the system.

Question: What does the "Data Retention Policy" establish?

Answer: The "Data Retention Policy" establishes rules for the retention and deletion of data within the system.

Question: How does "Two-Factor Authentication" enhance security?

Answer: "Two-Factor Authentication" enhances security by requiring users to verify their identity using two different authentication methods.

Question: What functionality do "Reporting Tools" provide?

Answer: "Reporting Tools" provide tools for generating and analyzing reports based on system data.

Question: What is the purpose of "Document Versioning"?

Answer: "Document Versioning" manages the version history of documents, allowing users to track changes and revert to previous versions if needed.

Question: What information do "User Activity Logs" record?

Answer: "User Activity Logs" record and track the actions performed by users within the system for auditing and troubleshooting purposes.

Question: How do "Integration APIs" benefit the system?

Answer: "Integration APIs" offer APIs for integrating the system with external applications and services.

Question: What can users do with "Customizable Templates"?

Answer: Users can customize templates for documents, emails, or other system-generated content using the "Customizable Templates" feature.

Question: What processes are managed by "Backup and Recovery"?

Answer: "Backup and Recovery" implements processes for backing up system data and recovering it in case of data loss or system failure.

Question: What does the "Office" field determine in the expense record?

Answer: The "Office" field specifies which office incurred the expense.

Question: How would you define the "Category" field in the expense record?

Answer: The "Category" field classifies the expense into a general group based on the reason for incurring it. It can include sub-categories and is customizable from company settings.

Question: Can you explain the purpose of the "Sub-Categories" field in the expense record?

Answer: The "Sub-Categories" field provides further divisions within a main category. For example, under "Maintenance," sub-categories like "Electricity" and "Natural Gas" can be specified. Sub-categories are also customizable from company settings.

Question: What does the "Incurred At" field indicate in the expense record?

Answer: The "Incurred At" field records the date and time when the expense was paid.

Question: What does the "Add Expense On behalf Of" field determine?

Answer: The "Add Expense On behalf Of" field indicates whether the expense was issued by an accountant or paid as a petty cash expense by a specific employee from their petty cash balance.

Question: How does the "Select Employee" field function in the expense record?

Answer: The "Select Employee" field allows you to choose the employee who incurred the expense, provided that this employee belongs to the selected office and has a petty cash balance with the selected currency.

Question: What types of files can be attached in the "Attachments" field of the expense record?

Answer: The "Attachments" field accepts any supporting files for the expense, such as bills or receipts.

Question: How can the "Category" field be customized?

Answer: The "Category" field can be customized from company settings, allowing the addition of new expense categories and sub-categories as needed.

Question: What is the significance of the "Sub-Categories" field for expenses?

Answer: The "Sub-Categories" field provides a more granular classification within a main category, allowing for detailed expense tracking and analysis.

Question: How does the "Add Expense On behalf Of" field impact expense management?

Answer: The "Add Expense On behalf Of" field helps differentiate between expenses issued by an accountant and those paid directly by employees from petty cash balances, aiding in financial accountability.

Question: Can you explain the importance of the "Select Employee" field in expense recording?

Answer: The "Select Employee" field ensures that expenses are attributed to the correct individual within the organization, facilitating accurate tracking of expenditures and accountability.

Question: In what scenarios would attaching files in the "Attachments" field be necessary?

Answer: Attaching files such as bills or receipts in the "Attachments" field provides supporting documentation for the expense, aiding in verification, reimbursement, and auditing processes.

Question: How does the "Incurred At" field contribute to expense management?

Answer: The "Incurred At" field timestamps when the expense was paid, enabling timely tracking of expenditures and financial reporting.

Question: What role does the "Office" field play in expense tracking?

Answer: The "Office" field helps segment expenses by location, allowing organizations to monitor spending across different offices or branches effectively.

Question: What implications does customizing expense categories have on financial reporting?

Answer: Customizing expense categories allows for tailored financial reporting, enabling organizations to analyze spending patterns, identify cost-saving opportunities, and make informed budgeting decisions.

Question: How does the "Sub-Categories" field enhance expense classification?

Answer: The "Sub-Categories" field adds granularity to expense classification, offering a more detailed breakdown of expenditures within broader categories for precise financial analysis.

Question: What is the benefit of recording the date and time of expense payment in the "Incurred At" field?

Answer: Recording the date and time of expense payment in the "Incurred At" field enables accurate chronological tracking of expenditures, facilitating auditing, budget planning, and financial analysis.

Question: How does the "Add Expense On behalf Of" field streamline expense management processes?

Answer: The "Add Expense On behalf Of" field streamlines expense management by distinguishing between expenses issued by accountants and those paid by employees, ensuring proper documentation and accountability.

Question: Can you elaborate on the role of the "Select Employee" field in expense attribution?

Answer: The "Select Employee" field attributes expenses to specific employees, facilitating accountability and helping organizations track individual spending habits for budget optimization and compliance purposes.

Question: What safeguards does the "Attachments" field provide for expense verification?

Answer: The "Attachments" field allows for the inclusion of supporting documents such as bills and receipts, providing evidence for expense verification, reimbursement, and compliance with internal controls and regulatory requirements.

Question: How does the "Office" field support decentralized expense management?

Answer: The "Office" field facilitates decentralized expense management by categorizing expenses based on the originating office, enabling regional or departmental cost tracking and accountability.

Question: What considerations should be made when adding new expense categories from company settings?

Answer: When adding new expense categories, considerations should include alignment with organizational spending patterns, clarity in classification, and compatibility with reporting requirements for effective financial analysis.

Question: How can sub-categories in the "Sub-Categories" field be adjusted to accommodate evolving expense needs?

Answer: Sub-categories in the "Sub-Categories" field can be adjusted to accommodate evolving expense needs by periodically reviewing and updating them based on changing spending patterns, operational requirements, and strategic priorities.

Question: What impact does the "Incurred At" field have on expense reconciliation processes?

Answer: The "Incurred At" field provides essential timestamp information for expense reconciliation processes, ensuring accurate matching of expenditures with corresponding financial records and supporting documentation.

Question: How does the "Add Expense On behalf Of" field aid in expense tracking for reimbursement purposes?

Answer: The "Add Expense On behalf Of" field helps track expenses paid on behalf of employees, facilitating timely reimbursement processes and ensuring accurate recording of reimbursable expenditures.

Question: What role does the "Select Employee" field play in expense approval workflows?

Answer: The "Select Employee" field identifies the employee responsible for incurring the expense, facilitating approval workflows by routing expense requests to the appropriate personnel for review and authorization.

Question: How do attachments in the "Attachments" field contribute to audit readiness?

Answer: Attachments in the "Attachments" field serve as documentary evidence for expense transactions, enhancing audit readiness by providing a clear audit trail and supporting compliance with regulatory requirements.

Question: How does the "Office" field support cost allocation strategies?

Answer: The "Office" field enables accurate cost allocation by categorizing expenses based on the originating office, facilitating the attribution of costs to specific departments or projects for budgeting and performance evaluation purposes.

Question: Can you discuss the role of expense categories in benchmarking and financial benchmarking?

Answer: Expense categories serve as benchmarks for comparing spending patterns against industry standards or historical data, aiding in financial benchmarking efforts to identify areas of cost efficiency or areas for improvement.

Question: How do sub-categories in the "Sub-Categories" field aid in variance analysis?

Answer: Sub-categories in the "Sub-Categories" field provide additional granularity for variance analysis, allowing organizations to identify deviations from budgeted expenses at a more detailed level and investigate underlying causes for variance.

Question: What is the significance of regularly updating the "Category" field?

Answer: Regularly updating the "Category" field ensures that expense classifications remain relevant and accurate, reflecting changes in spending patterns, organizational structure, and financial reporting requirements.

Question: How can the "Sub-Categories" field be used to improve expense forecasting?

Answer: The "Sub-Categories" field improves expense forecasting by providing detailed insights into specific areas of spending, enabling more precise predictions of future expenditures and better budget planning.

Question: What best practices should be followed when entering data into the "Incurred At" field?

Answer: Best practices for entering data into the "Incurred At" field include ensuring accuracy of the date and time, aligning with the actual payment date, and maintaining consistency across all expense records for reliable financial reporting.

Question: How does the "Add Expense On behalf Of" field assist in managing petty cash expenses?

Answer: The "Add Expense On behalf Of" field assists in managing petty cash expenses by clearly differentiating between petty cash expenditures by employees and those processed through formal accounting channels, facilitating better petty cash control.

Question: How can the "Select Employee" field enhance transparency in expense management?

Answer: The "Select Employee" field enhances transparency by clearly identifying who incurred each expense, enabling better tracking, accountability, and analysis of individual spending patterns within the organization.

Question: Why is it important to attach supporting documents in the "Attachments" field?

Answer: Attaching supporting documents in the "Attachments" field is important for verifying the legitimacy of expenses, facilitating audits, ensuring compliance with financial policies, and supporting reimbursement claims.

Question: How does the "Office" field support centralized financial oversight?

Answer: The "Office" field supports centralized financial oversight by aggregating expenses by office, allowing finance teams to monitor and manage spending across different locations or departments from a central point.

Question: What factors should be considered when adding new sub-categories from company settings?

Answer: Factors to consider include relevance to existing expense categories, ease of use, clarity in classification, alignment with business operations, and compatibility with financial reporting needs.

Question: How can the "Incurred At" field data be used for trend analysis?

Answer: Data from the "Incurred At" field can be used for trend analysis by tracking the timing of expenses over periods, identifying seasonal spending patterns, and forecasting future financial needs based on historical data.

Question: How does the "Add Expense On behalf Of" field aid in the segregation of duties?

Answer: The "Add Expense On behalf Of" field aids in the segregation of duties by clearly distinguishing between expenses handled by accountants and those managed by employees, reducing the risk of fraud and ensuring proper internal controls.

Question: What is the impact of accurate data entry in the "Select Employee" field on expense reporting?

Answer: Accurate data entry in the "Select Employee" field ensures that expense reports correctly attribute costs to the responsible individuals, facilitating accurate financial tracking, reporting, and accountability.

Question: How do attachments in the "Attachments" field support internal audits?

Answer: Attachments in the "Attachments" field support internal audits by providing documentary evidence of expenses, allowing auditors to verify transactions, assess compliance, and ensure the integrity of financial records.

Question: what are work groups ?

Answer: its a group of employees that share the same managers and can be working on the same project

Question: how to create a new work group ?

Answer: navigate to the employees section and select work groups tab then navigate to the "Add new " button, add the required information and then press save.

Question: how to edit a work group?

Answer: under the employees section, navigate to the work groups tab and find the desired work group then press the edit button .

Question: how to delete a work group ?

Answer: under the employees section, navigate to the work groups tab and find the desired work group then press the delete button .

Question: what are work teams ?

Answer: its a group of employees within a work group who share the same work timing and usually work on the same task.

Question: how to create a new work team ?

Answer: under the employee section, navigate to the work team tab and press "Add new " button and fill in the required details.

Question: how to edit a work team ?

Answer: under the employee section, navigate to the work team tab and press the team you wish to edit, then navigate and press the edit button .

Question: how to add employee in work team ?

Answer: when creating an attendance type configuration for an employee, choose shifts and the provide the work group and work team.

Question: what are employee action ?

Answer: its a feature that allows managers to apply certain actions across multiple employees, departments or positions.

Question: how to assign access levels in bulk ?

Answer: under the employees section, under the employees actions, navigate and find the desired employee, select the employee/s then press 'bulk action "button then choose assign access level and pick the desired access level.

Question: how to change day off settings in bulk ?

Answer: under the employees section, under the employees actions, navigate and find the desired employee, select the employee/s then press 'bulk action "button then choose change day off settings .

Question: how to change Holiday settings in bulk ?

Answer: under the employees section, under the employees actions, navigate and find the desired employee, select the employee/s then press 'bulk action "button then choose change holiday settings .

Question: how to change check in settings in bulk ?

Answer: under the employees section, under the employees actions, navigate and find the desired employee, select the employee/s then press 'bulk action "button then choose check in settings .

Question: how to change departments in bulk ?

Answer: under the employees section, under the employees actions, navigate and find the desired employee, select the employee/s then press 'bulk action "button then choose change department and

fill in the desired details.

Question: how to change positions in bulk ?

Answer: under the employees section, under the employees actions, navigate and find the desired employee, select the employee/s then press 'bulk action "button then choose change positions.

Question: how to change the work remotely settings in bulk ?

Answer: under the employees section, under the employees actions, navigate and find the desired employee, select the employee/s then press 'bulk action "button then choose change the work remotely settings .

Question: what are Employee documents ?

Answer: its a feature that allows manager to track employees documents and know which is missing and which is expired ,

Question: what is the requests section ?

Answer: its the section where managers can view requests, loan requests, claims, requests rules and approval rules.

Question: how can i accept employees requests ?

Answer: under the requests section, under the requests section, navigate and find the request to be accepted and press accept .

Question: how can i reject employee requests ?

Answer: under the requests section, under the requests section, navigate and find the request to be rejected and press reject .

Question: how can i accept multiple employee requests ?

Answer: under the requests section, under the requests section, navigate and select the requests to be accepted and press accept .

Question: how can i reject multiple employee requests ?

Answer: under the requests section, under the requests section, navigate and select the requests to be rejected and press reject.

Question: how can i filter out requests by request type ?

Answer: under the requests section, under the request tab, use the "Type" field to select the desired leave type to filter.

Question: how can i filter out requests by Employees ?

Answer: under the requests section, under the request tab, use the "Employees" field to select the desired employee to find.

Question: how can i filter out requests by offices ?

Answer: under the requests section, under the request tab, use the "offices" field to select the desired office to find.

Question: how can i filter out requests by date range ?

Answer: under the requests section, under the request tab, use the "from and to " field to select the desired date range to find.

Question: how can i view pending requests ?

Answer: under the requests section, under the requests tab, the requests being displayed are the pending requests by default.

Question: how can i view approved requests ?

Answer: under the requests section, under the requests tab, navigate and press the filter button, then choose Approved from the filters.

Question: how can i view rejected requests ?

Answer: under the requests section, under the requests tab, navigate and press the filter button, then choose rejected from the filters.

Question: how can i view request's comments ?

Answer: under the requests section, under the requests tab, navigate and press the comments button to view the comments on a certain request .

Question: how can i make a comment on a certain request ?

Answer: under the requests section, under the requests tab, navigate and press the comments button to view and add comments on a certain request .

Question: what are loan requests ?

Answer: its a feature that allows employees to easily request loans and allows managers to accept or reject just as easily .

Question: where can find employee's loan requests ?

Answer: under the requests section, under the loan requests tab, you can view all pending, approved or rejected loan requests.

Question: What are expense claims ?

Answer: its a feature that allows employees to request previously paid amount of money on behalf of the company.

Question: how can i view expense claims ?

Answer: under the requests section, under the claims tab, you can view all pending, approved or rejected loan requests.

Question: how can i accepts expense claims ?

Answer: under the requests section, under the claims tab, navigate and select the claims you want to accept and press accept.

Question: how can i reject expense claims ?

Answer: under the requests section, under the claims tab, navigate and select the claims you want to reject and press reject.

Question: what are request rules ?

Answer: its a feature that allows managers to create a rule to auto accept or auto reject a certain type of leaves or certain list of employees.

Question: how can i create a new request rule ?

Answer: under the requests section, under the requests rules tab, navigate and press the "new rule " to add new rules.

Question: how can i enable / disable certain request rules ?

Answer: under the requests section, under the requests rules , navigate and toggle the status of the desired request rule .

Question: how to edit a request rule ?

Answer: under the requests section , under request rules tab, navigate and find the request rules you would like to edit then click on the edit button and modify the with the desired details .

Question: how to delete a request rule?

Answer: under the requests section , under request rules tab, navigate and find the request rules you would like to delete then click on the delete button and modify the with the desired details .

Question: what are approval rules ?

Answer: In HRM systems, approval layers and rules ensure that decisions are properly authorized and compliant with company policies: Approval Rules: Specific criteria that dictate who needs to approve a request and in what order. These rules streamline the process and ensure consistency, such as needing finance approval for expenses over a certain amount. Together, they ensure proper oversight and control over HR-related decisions.

Question: how to create a new approval rule ?

Answer: navigate to requests section and select the approval rules tab, then navigate and select new rule button and fill the required fields.

Question: how to edit an approval rule ?

Answer: under the requests section, under the approval rules section, navigate and find the approval rule then press the edit button and modify the desired details

Question: how to delete an approval layer ?

Answer: under the requests section, under the approval rules section, navigate and find the approval rule then press the delete button

Question: what is the attendance section ?

Answer: its the section that includes the employees work calendar, attendance history, penalties, assignments, monthly report, facial recognition and leave adjustments .

Question: what is work calendar ?

Answer: its a feature that allows managers to view, create, edit and delete work schedules for employees

Question: how to create new schedule ?

Answer: under the attendance section, under the calendar tab, navigate and find the plan new schedule button

Question: how to create new assignment ?

Answer: under the attendance section, under the work calendar tab, navigate and find the create assignment button then press it .

Question: how to view employees work schedule?

Answer: under the attendance section, under the work calendar tab, navigate and press the draw calendar button .

Question: how to view schedules based on work places ?

Answer: under the attendance section, under the work calendar tab, from the work places dropdown menu select the desired work place .

Question: how to view schedules based on work groups ?

Answer: under the attendance section, under the work calendar tab, from the work groups dropdown menu select the desired work group .

Question: how to view schedules based on work teams ?

Answer: under the attendance section, under the work calendar tab, from the work teams dropdown menu select the desired work team.

Question: how to view schedules based on Employees ?

Answer: under the attendance section, under the work calendar tab, from the employees dropdown menu select the desired employee.

Question: what is attendance history ?

Answer: its a features that allows managers to view the attendance history of employees and edit the status of their attendance records .

Question: how to view employees attendance history sorted by their offices ?

Answer: under the attendance section, under the attendance history tab, navigate and select an office from the offices dropdown menu then press apply button

Question: how to view employees attendance history sorted by their Positions ?

Answer: under the attendance section, under the attendance history tab, navigate and select a position from the Positions dropdown menu then press apply button

Question: how to view employees attendance history sorted by their Departments ?

Answer: under the attendance section, under the attendance history tab, navigate and select a department from the departments dropdown menu then press apply button

Question: how to view employees attendance history sorted by their work timings ?

Answer: under the attendance section, under the attendance history tab, navigate and select a work timings from the work timings dropdown menu then press apply button press apply button

Question: how to view employees attendance history sorted by their statuses ?

Answer: under the attendance section, under the attendance history tab, navigate and select a status from the statuses dropdown menu then press apply button

Question: how to view certain employees attendance history records?

Answer: under the attendance section, under the attendance history tab, navigate and select an employee from the Employees dropdown menu then press apply button

Question: how to view employees attendance history records between a date range ?

Answer: under the attendance section, under the attendance history tab, navigate and select a date from and to then press apply button

Question: how to edit attendance for an employee ?

Answer: under the attendance section, under the attendance history tab, navigate and find the record to be edited then press the edi button

Question: what are the statuses of a working employee?

Answer: Employees can be On-time, Late, Absent, DayOff, Holiday, Half-day or On Leave

Question: how to change the work timing for an employee on a certain day ?

Answer: under the attendance section, under the attendance history tab, navigate and find the employee record to be edited then press the edit button then choose the desired work timing to be applied on the employee sign in record then press save .

Question: what is the penalties tab ?

Answer: its a tab that contains all the penalties applied and not applied along with their information

Question: how to view an employee penalty ?

Answer: under the attendance section, under the penalties tab, navigate and select an employee from the employees dropdown menu .

Question: how to view a penalty cause ?

Answer: under the attendance section, under the penalties tab, navigate and select a cause from the causes dropdown menu .

Question: how to activate a penalty ?

Answer: under the attendance section, under the penalties tab, navigate and select not applied radio button then navigate and select the penalty to be activated then toggle the applied switch next to it .

Question: how to deactivate a penalty ?

Answer: under the attendance section, under the penalties tab, navigate and select applied radio button then navigate and select the penalty to be deactivated then toggle the applied switch next to it .

Question: how to export penalties?

Answer: under attendance section, under the penalties tab, navigate and choose the date range using the from and to fields then press the export button.

Question: how to filter penalties by what do they deduct from ?

Answer: under attendance section, under the penalties tab, navigate and choose the deducted from button (All, salary, annual leaves)

Question: what is the assignments tab ?

Answer: its a features that allows managers to view, edit, delete and create new assignments and change shifts

Question: how to view employees assignments in the assignment tab ?

Answer: under the attendance section, under the assignments tab, you can view all assignments in the span of a week .

Question: how to edit an employee assignments ?

Answer: under the attendance section, under the assignments tab, navigate and then press edit on the assignments you wish to edit .

Question: how to create a new assignment for an employee ?

Answer: under the attendance section, under the assignments tab, navigate and press the add new button to create a new assignment, you can add multiple employees at a time then press save .

Question: how to create a new assignment for an office ?

Answer: under the attendance section, under the assignments tab, navigate and press the add new button to create a new assignment, you can add multiple offices at a time then press save .

Question: how to create a new assignment for a department ?

Answer: under the attendance section, under the assignments tab, navigate and press the add new button to create a new assignment, you can add multiple departments at a time then press save .

Question: how to change shift for an employee ?

Answer: under the attendance section, under the assignments tab, navigate and press the change shift button then choose the desired details and press save .

Question: how to view assignments for a certain employee ?

Answer: under the attendance section, under the assignments tab, navigate and select an employee from the employees dropdown menu .

Question: how view assignments related to a certain work timing ?

Answer: under the attendance section, under the assignments tab, navigate and select a work timing from the work timing dropdown menu .

Question: how to view assignments filtered by location ?

Answer: under the attendance section, under the assignments tab, navigate and select a location from the locations dropdown menu .

Question: what is monthly report ?

Answer: monthly report is a feature that allows managers to view and export details of employees attendance across of a selected span of time in a month

Question: how to view the monthly report of a certain office ?

Answer: under the attendance section, under the monthly report tab, navigate and select an office from the office dropdown menu .

Question: how to view the monthly report of a certain department ?

Answer: under the attendance section, under the monthly report tab, navigate and select a department from the departments dropdown menu

Question: how to view the monthly report for a certain position ?

Answer: under the attendance section, under the monthly report tab, navigate and select a position from the positions dropdown menu

Question: how to view the monthly report of a certain employee ?

Answer: under the attendance section, under the monthly report tab, navigate and select an employee from the employee dropdown menu

Question: how to export a monthly report ?

Answer: under the attendance section, under the attendance tab, navigate and select a date range using the from and to fields then press the export button to export the monthly report for employees in that date range

Question: how to export certain columns in the monthly report ?

Answer: under the attendance section, under the monthly report tab, navigate and select the desired columns to be exported from the toggle columns button .

Question: what's the yearly report ?

Answer: monthly report is a feature that allows managers to view and export details of employees attendance across of a selected span of time in a year

Question: how to view the yearly report of a certain office ?

Answer: under the attendance section, under the monthly report tab, navigate and select an office from the office dropdown menu .

Question: how to view the yearly report of a certain department ?

Answer: under the attendance section, under the monthly report tab, navigate and select a department from the departments dropdown menu

Question: how to view the Yearly report for a certain position ?

Answer: under the attendance section, under the monthly report tab, navigate and select a position from the positions dropdown menu

Question: how to view the Yearly report of a certain employee ?

Answer: under the attendance section, under the monthly report tab, navigate and select an employee from the employee dropdown menu

Question: how to export a Yearly report ?

Answer: under the attendance section, under the attendance tab, navigate and select a date range using the from and to fields then press the export button to export the monthly report for employees in that date range

Question: how to export certain columns in the Yearly report ?

Answer: under the attendance section, under the monthly report tab, navigate and select the desired columns to be exported from the toggle columns button .

Question: whats the facial recognition report ?

Answer: its a features that allows managers to view and validate facial recognition images and view spoofed images and locations as well as export the report .

Question: how to view certain employee facial recognition report ?

Answer: under the attendance section, under the facial recognition report, navigate and select an employee from the employees dropdown menu

Question: how to view certain department facial recognition report ?

Answer: under the attendance section, under the facial recognition report, navigate and select a department from the departments dropdown menu

Question: how to view certain position facial recognition report ?

Answer: under the attendance section, under the facial recognition report, navigate and select a position from the positions dropdown menu

Question: how to view certain office facial recognition report ?

Answer: under the attendance section, under the facial recognition report, navigate and select an office from the offices dropdown menu

Question: how to view certain facial recognition report images within a date range ?

Answer: under the attendance section, under the facial recognition report, navigate and select a date from the from and to date fields

Question: how to view only spoofed images in the facial recognition report ?

Answer: under the attendance section, under the facial recognition report tab, navigate and select show only spoofed images checkbox .

Question: how to view only mocked locations from the facial recognition report ?

Answer: under the attendance section, under the facial recognition report tab, navigate and select show only spoofed locations checkbox .

Question: how to export facial recognition report ?

Answer: under the attendance section, under the facial recognition report tab, navigate and select a date from the from and to fields then select export button, if you want to select certain columns navigate and select columns from the toggle columns button

Question: what is leave adjustments ?

Answer: its a features that allows managers to add and deduct leave and permission balance from employees and keep records of the change history

Question: how to add annual leave balance for an employee ?

Answer: under the attendance section, under the leave adjustments tab, navigate and press the add balance button then choose to add balance and choose the type of balance and the amount and the employee .

Question: how to deduct annual leave balance from an employee ?

Answer: under the attendance section, under the leave adjustments tab, navigate and press the add balance button then choose to deduct balance and choose the type of balance and the amount and the employee .

Question: how to add permissions balance for an employee ?

Answer: under the attendance section, under the leave adjustments tab, navigate and press the add balance button then choose to add balance and choose permissions and the amount and the employee .

Question: how to deduct permissions balance for an employee ?

Answer: under the attendance section, under the leave adjustments tab, navigate and press the add balance button then choose to deduct balance and choose permissions and the amount and the employee .

Question: how to view balance additions records or logs ?

Answer: under the attendance section, under the leave adjustments tab, navigate and select additions radio button .

Question: how to view balance deductions records or logs ?

Answer: under the attendance section, under the leave adjustment tab, navigate and select deductions radio button .

Question: how to view leave adjustments record for an employee ?

Answer: under the attendance section, under the leave adjustments tab, navigate and find the search bar the type the employee name to be searched .

Question: how to view leave adjustments records by type ?

Answer: under the attendance section, under the leave adjustments records tab, navigate and select the type you want from the type dropdown menu.

Question: how to view leave adjustments records by month ?

Answer: under the attendance section, under the leave adjustments records tab, navigate and select the month you want from the month dropdown menu.

Question: how to view leave adjustments records by year ?

Answer: under the attendance section, under the leave adjustments records tab, navigate and select the year you want from the year dropdown menu.

Question: what is financials section ?

Answer: its a features that contains employees payrolls, bonus records, deduction records . deduction policies, Loans and company expenses.

Question: what is payroll ?

Answer: its a features that allows managers to view employee payrolls and pay / Un-pay employees plus viewing employee payroll records information such as (base salary, allowances, bonuses, overtime, other additions, gross salary, Penalties, social taxes, medical taxes, taxes and other deductions.

Question: what is monthly and weekly payroll ?

Answer: it describes the payment interval that employees can be paid at, monthly for at the end of the month and weekly for at the end of each week in the month

Question: explain the payroll page

Answer: there are two payment interval bases, monthly and weekly, there is drop down menu for the year, month, currencies, offices and departments, you can view unpaid and paid payroll records using the radio buttons, you can also search for certain employees using the Employee search bar, you can also export payroll and submit payment .

Question: how to submit a payroll record payment ?

Answer: under the financials section, under the payroll tab, navigate and find the desired user and month, then select the user and press submit payment button, you can select multiple users to submit their payments.

Question: how to export payroll records ?

Answer: under the financials section, under the payroll tab, navigate and press the export payroll button then choose the desired columns to be exported then press save .

Question: how can i view externally managed employees ?

Answer: under the financials section, under the payroll tab, navigate and toggle the show externally managed employees switch, then continue on to remove currencies from the currency dropdown menu .

Question: how to Un-pay/rollback a payment record ?

Answer: under the financials section, under the payroll tab, navigate and select the paid radio button to view all paid records, then select the records to be unpaid, then press the rollback button next to the employees name .

Question: how to export payslips ?

Answer: under the financials section, under the payroll tab, navigate and find the paid payroll records then select them and press export payslip .

Question: what is bonus tab ?

Answer: its a features that allows managers to view, edit, create and delete employees bonuses

Question: how to create a new bonus for an employee ?

Answer: under the financials section, under the bonus tab, navigate and press Add new button then choose an employee or multiple then enter the amount and pay date then press save .

Question: how to create a bonus for multiple employees ?

Answer: under the financials section, under the bonus tab, navigate and select import bonus button then download the bonus form and then reupload it after you are done entering the required data.

Question: how to create a bonus for a department ?

Answer: under the financials sections, under the bonus tab, navigate and press the dd new button then select department or multiple departments from the dropdown menu and enter required information, then press save .

Question: how to create a bonus for an office ?

Answer: under the financials sections, under the bonus tab, navigate and press the dd new button then select office or multiple offices from the dropdown menu and enter required information, then press save .

Question: how to edit a bonus ?

Answer: under the financials section, under th bonus tab, navigate and find the bonus to be edited and then press the edit button and change the desired information .

Question: how to delete a bonus ?

Answer: under the financials section, under th bonus tab, navigate and find the bonus to be deleted and then press the delete button .

Question: how to view bonuses in a certain date range ?

Answer: under the financials section, under the bonus tab, navigate and find the date fields and enter the desired date to filter the bonus records between .

Question: what is deductions tab ?

Answer: its a features that allows managers to view, edit, create and delete employees deductions .

Question: how to create a deduction for an employee?

Answer: under financials, under the deductions tab, navigate and press add new button and then choose singular or multiple employees and fill in the required information then press save.

Question: how to create multiple deductions for multiple employees ?

Answer: under the financials section, under the deductions tab, navigate and select the import deductions button, then download and fill the form, then upload the form again .

Question: how to create a deduction for a department ?

Answer: under the financials section, under the deductions tab, navigate and select the add new button and select singular or multiple departments and fill in the required details .

Question: how to create a deduction for an office ?

Answer: under the financials section, under the deductions tab, navigate and select the add new button and select singular or multiple offices and fill in the required details .

Question: how to view an employee bonus record ?

Answer: under the financials section, under the bonus tab, navigate and select an employee from the employee dropdown menu

Question: how to view an employee deduction record ?

Answer: under the financials section, under the deductions tab, navigate and select an employee from the employee dropdown menu

Question: how to edit a deduction ?

Answer: under the financials section, under the deduction tab, navigate and find the deduction to be edited then press the edit button, change the desired information and press save .

Question: how to delete a deduction ?

Answer: under the financials section, under the deductions tab, navigate and find the deduction record to be deleted, then press the delete button.

Question: what is loans ?

Answer: its a feature that allows managers to view, edit, create and delete loans taken by employees and their installments dates .

Question: how to create a loan ?

Answer: under the financials section, under the loans tab, navigate and select the new loan button, then enter the required information and choose the installments dates then press save .

Question: how to pay a loan ?

Answer: under the financials section, under the loans tab, navigate and select the loan and then select the installment you wish to pay and press the pay button .

Question: how to edit a loan ?

Answer: under the financials section, under the loans tab, navigate and find the loan to be edited, then press the edit button and change the desired information .

Question: how to delete a loan ?

Answer: under the financials section, under the loans tab, navigate and find select the loan to be deleted and then press the delete button.

Question: how to view a specific employee loans ?

Answer: under the financials section, under the loans tab, navigate and select an employee from the employee dropdown menu

Question: how to view settled loans ?

Answer: under the financials section, under the loans tab, by default the shown loans are the unpaid / unsettled loans, to view settled/paid loans, navigate and select settled radio button.

Question: what are company expenses tab ?

Answer: its a feature that allows managers to view, edit, create and delete company expenses and petty cash

Question: how to add a company expense ?

Answer: under the financials section, under the expenses tab, navigate and press the add expense button and fill the required information, you can select if the expense is on behalf an employee or not

Question: how to edit a company expense ?

Answer: under the financials section, under the expenses tab, navigate and find the expense to be edited and press the edit button and change the desired information then press save.

Question: how to delete a company expense ?

Answer: under the financials section, under the expenses tab, navigate and find the expense to be deleted, then press the delete button

Question: how to export company expenses ?

Answer: under the financials section, under the expenses tab, navigate and press the export button to export company expenses .

Question: how to view certain offices expenses ?

Answer: under the financials section, under the expenses tab, navigate and select an office from the office drop down menu

Question: how to view a certain category in the company expenses ?

Answer: under the financials section, under the expenses ta, navigate and select a category from the category dropdown menu

Question: how to view certain employees expenses ?

Answer: under the financials section, under the expenses tab, navigate and select an employee from the employee dropdown menu .

Question: how to view company expenses in a certain date range ?

Answer: under the financials section, under the expenses tab ,navigate and a date from the date fields to view company expenses during it

Question: how to add new petty cash for employees ?

Answer: under the financials section, under the expenses tab, navigate and press modify balance button and fill the required details .

Question: how to edit petty cash records for employees?

Answer: under the financials section, under the expenses tab, navigate and find the record to be edited then press the edit button and change the desired information then press save.

Question: how to delete employee petty cash record ?

Answer: under the financials section, under the expenses tab, navigate and find the record to be deleted ,then press the delete button .

Question: what is ATS section ?

Answer: its a features that allows managers to track applying applicants and contains (recruitment process, intake forms, job posts and applicants)

Question: what is recruitment processes ?

Answer: its a features that allows managers to create, edit, view, copy and delete recruitment processes for new applicants to use

Question: how to create a new recruitment process ?

Answer: under ATS section, under recruitment processes tab, navigate and press the add new button and fill the required information then press save

Question: how to activate a recruitment process ?

Answer: under the ats section, under the recruitment processes, processes are active by default, if a process is deactivated, you can use the Active toggle switch to activate processes

Question: how to edit recruitment processes ?

Answer: under the ats section, under the recruitment processes, navigate and find the process to be edited then press the edit button, change the desired information then press save

Question: how to copy recruitment processes ?

Answer: under the ats section, under the recruitment processes, navigate and find the processes to copy, then press the copy button .

Question: how delete recruitment processes ?

Answer: under the ats section, under the recruitment processes tab, navigate and find the process to be deleted then press the delete button

Question: how to search for a certain recruitment process ?

Answer: under the ats, under the recruitment processes tab, navigate and type the name of process in the search field

Question: how to filter recruitment processes by activity ?

Answer: under the ats section, under the recruitment processes tab, navigate and select the activity toggle from the toggle radio buttons

Question: what are intake forms ?

Answer: its a feature thats a customizable template used to collect information from new employees during the onboarding process. they can be tailored to gather specific details such as emergency contact info, medical insurance preferences, or other HR-related data, managers can view, create, edit,copy and delete intake forms as well as activate and deactivate them.

Question: how to create a new intake form ?

Answer: under ats section, under intake forms tab, navigate and press add new button and fill the required fields

Question: how to edit intake form ?

Answer: under ats section, under intake forms tab, navigate and find the intake form to be edited then press the edit button and change the desired information then press save .

Question: how to copy intake form ?

Answer: under ats section, under intake forms tab, navigate and find the intake form to be copied then press the copy button

Question: how to delete intake forms ?

Answer: under the ats section, under the intake forms tab, navigate and find the intake form to be deleted then press the delete button

Question: how to search for a certain intake form ?

Answer: under the ats section, under the intake forms tab, navigate and type the name of the intake form in the search bar field

Question: how to activate / deactivate intake forms ?

Answer: under the ats section, under the intake forms tab, intake forms are active by default, but navigate and find the intake form to be activated then toggle the active switch to activate it

Question: how to filter intake forms by activity ?

Answer: under the ats section, under the intake forms ab, navigate and select the desired filter from the activity radio buttons

Question: what are job posts ?

Answer: its a feature that allows managers to view, edit ,create ,share and delete job postings

Question: how to create a job post?

Answer: under ats section, under the job posts tab, navigate and press the add new button to create a new job posting after filling the required information

Question: how to edit job post ?

Answer: under ats section, under job post tab, navigate and find the job posts to be edited then press the edit button and change the desired information

Question: how to share a job post ?

Answer: under the ats section, under the job posts tab, navigate and find the job posts to be shared then press the link button to copy the link to clipboard and share it as a link

Question: how to delete job post ?

Answer: under the ats section, under the job posts tab, navigate and find the job post to be deleted and press the delete button

Question: ho to activate a job post ?

Answer: under the ats section, under the job posts tab, job posts are active by default, but navigate and find the intake form to be activated then toggle the active switch to activate it

Question: how to search for an intake form by name ?

Answer: under the ats section, under the job posts tab, navigate and type the name of the job post in the search field bar

Question: how to filter job posts by activity ?

Answer: under the ats section, under the job posts tab, navigate and filter the job poss by selecting an activity button filter to filter job posts by activity

Question: how to add new applicants in a job post ?

Answer: under the ats section, under the job posts tab, navigate and select the desired job post, then press the add new button and fill the required information .

Question: how to change status of applicants inside job posts ?

Answer: under the ats section, under the job posts tab, navigate and select the desired job post then navigate to the status dropdown menu and choose the desired status of the applicant

Question: whats the applicants tab ?

Answer: its a features thats where all job applications received through Mawared HR System are stored. It provides a centralized location for reviewing and managing candidate submissions, including resumes, cover letters, and other supporting documents., and managers can delete applicants or edit their information and statuses

Question: how to delete an applicant ?

Answer: under the ats section, under the applicants tab, navigate and find the applicant you wnt to delete and press the delete button

Question: how to edit applicant details ?

Answer: under the ats section, under the applicants tab, navigate and select the applicant you want and then press the edit buttons next to their details and change the desired information.

Question: how to change an applicant status ?

Answer: under the ats section, under the applicants tab, navigate and select the use you want and then navigate and find the status dropdown menu and choose the new status for the applicant.

Question: how to sort applicants by job post ?

Answer: under ats section, under applicants tab, navigate and select a job post from the job post dropdown menu

Question: how search for applicants by name ?

Answer: under the ats section, under the applicants tab, navigate and type the applicants name in the search filed bar

Question: whats the settings tab ?

Answer: its a feature that allows managers to make changes regarding important settings for he company such as (offices and work spaces, departments, positions, work timings, leave and break profiles, attendance profiles, holidays, documents, expense categories, access levels and announcements)

Question: whats the offices and work spaces tab ?

Answer: its a features that allows managers to view, edit, create and delete offices and work spaces

Question: how to create a new office ?

Answer: under the settings tab, under offices and work spaces, navigate and press the add new button and fill the required details and choose office checkbox

Question: how to create a new work space ?

Answer: under the settings tab, under offices and work spaces, navigate and press the add new button and fill the required details and choose work space checkbox

Question: how to edit an office ?

Answer: under the settings section, under the offices and work spaces, navigate and find the company to edit and press the edit button and change the desired information then press save

Question: how to delete an office ?

Answer: under the settings section, under the offices and work spaces, navigate and find the office to be deleted then press the delete button

Question: how to edit a work space ?

Answer: under the settings section, under the offices and work spaces, navigate and find the work space to edit and press the edit button and change the desired information then press save

Question: how to delete a work space ?

Answer: under the settings section, under the offices and work spaces, navigate and find the work space to be deleted then press the delete button

Question: how to filter offices and work spaces ?

Answer: under the settings section, under the offices and work spaces tab, navigate and select offices or work spaces from the filter radio buttons

Question: how to search for an office or work space by name?

Answer: under the settings section, under the offices and work spaces, navigate and type the office / work space name in the search field bar

Question: whats the departments tab ?

Answer: its a feature that allows managers to view, edit, create and delete a new department

Question: how to create a new department ?

Answer: under the settings section, under the departments tab, navigate and press the add new button and fill the required details

Question: how to edit a department ?

Answer: under the settings section, under the departments tab, navigate and find the department to be edited then press the edit button and change the desired information and press save

Question: how to delete a department ?

Answer: under the settings section, under the departments tab, navigate and find the department to be deleted, then press the delete button

Question: how to search for a department by name ?

Answer: under the settings section, under the departments tab, navigate and type the name of the department in the search field bar

Question: what's the positions tab ?

Answer: it's a feature that allows managers to view, edit, create and delete positions

Question: how to create a new position ?

Answer: under the settings section, under the positions tab, navigate and press the add new button and fill the required information

Question: how to edit a position ?

Answer: under the settings section, under the positions tab, navigate and find the position to be edited then press the edit button and change the desired information then press save

Question: how to delete a position ?

Answer: under the settings section, under the positions tab, navigate and find the position to be deleted then press the delete button

Question: how to search for a position ?

Answer: under the settings section, under the positions tab, navigate and type the position's name in the search field bar

Question: what's the work timings tab ?

Answer: it's a feature that allows managers to view, edit, create and delete work timings for employees as well as archive work timings

Question: how to create a new work timing ?

Answer: under the settings section, under the work timing tab, navigate and press the add new button and fill the required details and choose either full day or half day

Question: how to copy a work timing ?

Answer: under the settings section, under the work timing tab, navigate and find the work timing to be copied and press the copy button

Question: how to edit a work timing ?

Answer: under the settings section, under the work timing tab, navigate and find the work timing to be edited then press the edit button

Question: how to delete a work timing ?

Answer: under the settings section, under the work timing tab, navigate and find the work timing to be deleted, then press the delete button

Question: how to archive a work timing ?

Answer: under the settings section, under the work timing tab, navigate and find the work timing to be archived then press the archive button

Question: how to view a work timings versions ?

Answer: under the settings section, under the work timing tab, navigate and find the desired work timing then press the downward arrow next to it to view the work timing versions

Question: how to search for a work timing by name ?

Answer: under the settings section, under the work timings tab, navigate and type the work timings name in the search field bar

Question: how to view half day work timing ?

Answer: under the settings section, under the work timings tab, navigate and press the half day button to view half day work timings

Question: how to view archived work timings ?

Answer: under the settings section, under the work timings tab, navigate and press the archived radio button to filter archived work timings

Question: whats the leave and break profiles tab ?

Answer: its a feature that allows managers to view, edit, delete and create profiles for annual leaves balance, permissions, sick leaves and unpaid leaves

Question: how to create a new leave and break profile ?

Answer: under the settings section, under the leave and break profiles tab, navigate and press the add new button then fill the desired details

Question: how to edit a leave and break profile ?

Answer: under the settings section, under the leave and break profiles tab , navigate and find the leave and break profile to be edited then press the edit button and change the desired information then press save

Question: how to copy a leave and break profile ?

Answer: under the settings section, under the leave and break profiles tab, navigate and find the desired leave and break profile to be copied then press the copy button

Question: how to delete a leave and break profile ?

Answer: under the settings section, under the leave and break profiles tab, navigate and find the desired leave and break profile to be deleted then press the delete button

Question: how to search for a leave and break profile by name ?

Answer: under the settings section, under the leave and break profiles tab, navigate and type the name of the leave and break profile in the search field bar

Question: how to create a new attendance profile ?

Answer: under the settings section, under the attendance profiles tab, navigate and press the add new button then fill the required details

Question: how to copy an attendance profile ?

Answer: under the settings section, under the attendance profiles tab, navigate and find the attendance profile to be copied then press the copy button

Question: how to edit an attendance profile ?

Answer: under the settings section, under the attendance profiles tab, navigate and find the desired attendance profile to be edited then press the edit button and change the desired details then press save

Question: how to archive an attendance profile ?

Answer: under the settings section, under the attendance profiles tab, navigate and find the desired attendance profile to be archived then press the archive button .

Question: how to delete an attendance profile ?

Answer: under the settings section, under the attendance profiles tab, navigate and find the attendance profile to be deleted then press the delete button

Question: how to search for an attendance profile by name ?

Answer: under the settings section, under the attendance profiles tab, navigate and type the name of the attendance profile in the search field bar

Question: how to view archived attendance profiles ?

Answer: under the settings section, under the attendance profiles tab, navigate and press the archived radio button to filter the archived attendance profiles

Question: how to create a new holiday ?

Answer: under the settings section, under the holidays tab, navigate and press the add new button and fill the required details .

Question: how to edit a holiday ?

Answer: under the settings section, under the holidays tab, navigate and find holiday to be edited then press the edit button and change the desired details then press save

Question: how to delete a holiday ?

Answer: under the settings section, under the holidays tab, navigate and find the holiday to be deleted then press the delete button

Question: how to auto suggest holidays according to office countries ?

Answer: under the settings section, under the holidays tab, navigate and press the auto suggest toggle switch

Question: how to search for holiday by name ?

Answer: under the settings section, under the holidays tab, navigate and type the name of the holiday in the search field bar

Question: how to sort holidays by year ?

Answer: under the settings section, under the holidays tab, navigate and find the date field and type the year you want to sort by

Question: how to edit required documents ?

Answer: under the settings section, under the documents tab, navigate and find the required documents and press the edit button and change the desired information then press save

Question: how to edit optional documents ?

Answer: under the settings section, under the documents tab, navigate and find the optional documents and press the edit button and change the desired information then press save

Question: how to add office level documents ?

Answer: under the settings section, under the documents tab, navigate and press the add new button then fill the required details

Question: how to add department level documents ?

Answer: under the settings section, under the documents tab, navigate and press the add new button then fill the required details

Question: how to add positions level documents ?

Answer: under the settings section, under the documents tab, navigate and press the add new button then fill the required details

Question: how to add employee level documents ?

Answer: under the settings section, under the documents tab, navigate and press the add new button then fill the required details

Question: how to create a new expense categories ?

Answer: under the settings section, under the expense categories tab, navigate and press the add new button then fill the required details

Question: how to edit an expense category ?

Answer: under the settings section, under the expense categories tab, navigate and find the category to be edited then press the edit button then change the desired information then press save

Question: how to delete an expense category ?

Answer: under the settings section, under the expense categories tab, navigate and find the category to be deleted then press the delete button

Question: how to create a new access level ?

Answer: under the settings section, under the access levels, navigate and press the add new button then fill the required details and press save

Question: how to edit an access level ?

Answer: under the settings section, under the access levels, navigate and find the access level to be edited then press the edit button and change the desired information and save

Question: how to delete an access level ?

Answer: under the settings section, under the access levels, navigate and find the access level to be deleted then press the delete button

Question: how to create a new announcement ?

Answer: under the settings section, under the announcements tab, navigate and press the add new button then fill the required details

Question: how to search for an announcements by name ?

Answer: under the settings section, under the announcements tab, navigate and type the name of the announcements in the search field bar

Question: how to filter published and drafted announcements ?

Answer: under the settings section, under the announcements tab, navigate and press the drafted / published radio buttons to filter announcements

Question: how to view my notification history ?

Answer: while being anywhere in the system, navigate and press the show notifications button next to the profile picture

Question: how to configure my notifications settings ?

Answer: while being anywhere in the system, navigate and press the show notifications button next to the profile picture then press the settings tab and toggle the settings you need

Question: how to change language ?

Answer: while being anywhere in the system, navigate and press the change language button next to the profile picture and choose the desired language

Question: how to view all of my employees in the dashboard ?

Answer: under the dashboard section, navigate and press the show all button in the blue employees box

Question: how to view On-Time employees in the dashboard ?

Answer: under the dashboard section, navigate and press the show all button in the Green employees box

Question: how to view late employees in the dashboard ?

Answer: under the dashboard section, navigate and press the show all button in the Red employees box

Question: how to view absent employees in the dashboard ?

Answer: under the dashboard section, navigate and press the show all button in the black employees box with absent text

Question: how to view not signed in employees in the dashboard ?

Answer: under the dashboard section, navigate and press the show all button in the black employees box with not signed in text

Question: how to view on leave employees in the dashboard ?

Answer: under the dashboard section, navigate and press the show all button in the yellow employees box

Question: how to view day off employees in the dashboard ?

Answer: under the dashboard section, navigate and press the show all button in the orange employees box

Question: how to view holiday employees in the dashboard ?

Answer: under the dashboard section, navigate and press the show all button in the orange employees box

Question: how to change the employee page view ?

Answer: under the employees section, under the employees tab, navigate and press the show list view button

Question: how to provide a user with a temporary password ?

Answer: under the employees section, under the employees tab, navigate and find the user you want to provide the temporary password with, then press the temp password button

Question: how to view suspended employees ?

Answer: under the employees section, under the employees tab, navigate and press the filter button and select suspended employees

Question: how to activate a suspended employee ?

Answer: under the employees section, under the employees tab, navigate and find the suspended employee then navigate and press the activate button and fill in the required details

Question: how to view my employees attendance ?

Answer: using the attendance history feature that's located in the attendance section, under the attendance history tab

Question: how to view my employees requests ?

Answer: by using the requests feature located in the requests section, under the requests tab, you can view all pending requests

Question: how to accept all requests ?

Answer: by using the requests feature, under the requests section, under the requests tab, navigate and select a requests then press the select all button to select all requests then press the accept button

Question: how to reject all requests ?

Answer: by using the requests feature, under the requests section, under the requests tab, navigate and select a requests then press the select all button to select all requests then press the reject button

Question: what kind of plans do you have ?

Answer: to know what plans mawared hr provides please contact us at <https://mawaredhr.com/> for more information

Question: how to sign up?

Answer: please contact us at https://mawaredhr.com for more information on how to sign up

Question: where are you located ?

Answer: we have multiple offices located at
1-Dubai Office: Mawared, Al KunoZ Business Center Building C, 3rd floor
Deira.P.O Box 390667, Dubai, UAE.
2-Cairo Office: Mawared 22 Goal Gamal St. Off Gamaet El
Dewal El Arabeya St., Mohandeseen, Giza, Egypt.
3-Alexandria Office: Mawared 24 Aziz Koheil st from Abdel Hamid Al
Deeb St., Tharwat, Alexandria, 21599, Egypt.

Question: i want to sign up

Answer: please contact us at https://mawaredhr.com for more information on how to sign up

Question: i want to cancel

Answer: we are very sorry to hear that, please contact us at https://mawaredhr.com/#contact_us to proceed with your cancellation

Question: i have complaint

Answer: we are very sorry to hear that, please contact us at https://mawaredhr.com/#contact_us to submit a complaint

Question: i forgot my password

Answer: while in the login screen, navigate and press the forgot password button, then enter the phone or email used to sign up for mawared and press the continue button, then follow the steps sent to you to reset your account password

Question: how to reset my password ?

Answer: while in the login screen, navigate and press the forgot password button, then enter the phone or email used to sign up for mawared and press the continue button, then follow the steps sent to you to reset your account password

Question: you are not helpful at all, how do I speak with somebody?

Answer: Thank you for sharing your frustration. I apologize if I haven't been able to fully assist you so far. I genuinely want to make sure you receive the help you need. I completely understand the importance of speaking with a live person, someone who can address your concerns directly. To connect you with one of our knowledgeable representatives who will be able to assist you further, could you please provide me with some additional details about your issue or question? Having this information will help us ensure that you are connected with the most suitable person who can provide the necessary support. Thank you for your cooperation, and I appreciate your patience.
https://mawaredhr.com/#contact_us

Question: can I contact someone?

Answer: I hear you! I'm following you that you are looking to contact someone, and I'm here to provide you with assistance. We have a dedicated team of human representatives who are ready to help you with any queries or concerns you may have. To get in touch with one of our representatives, please stay on the line and I will connect you shortly. Your satisfaction is our top priority, and we're here to ensure that you receive the support you need. https://mawaredhr.com/#contact_us

Question: want assistance speaking with a person

Answer: I hear you! I'm following you that you are looking to contact someone, and I'm here to provide you with assistance. We have a dedicated team of human representatives who are ready to help you with any queries or concerns you may have. To get in touch with one of our representatives, please stay on the line and I will connect you shortly. Your satisfaction is our top priority, and we're here to ensure that you receive the support you need. https://mawaredhr.com/#contact_us

Question: i do not know how to speak with an assistant

Answer: I hear you! I'm following you that you are looking to contact someone, and I'm here to provide you with assistance. We have a dedicated team of human representatives who are ready to help you with any queries or concerns you may have. To get in touch with one of our representatives, please stay on the line and I will connect you shortly. Your satisfaction is our top priority, and we're here to ensure that you receive the support you need. https://mawaredhr.com/#contact_us

Question: What are your customer service hours?

Answer: Our customer service team is available 24/7 to assist you. Please feel free to reach out with any questions or concerns.

Question: what are the leaves types ?

Answer: annual leave, unpaid leaves, custom leaves, sick leaves

Question: what are custom leaves types ?

Answer: bereavement leaves, military leaves, hajj leaves, marriage leaves, on lieu of work day leaves ,

Question: what kinds of penalties are there ?

Answer: late sign in, early sign out, missing sign out, absent, absent no show

Question: what do penalties deduct against ?

Answer: annual leaves and salary

Question: how to request an expense claim ?

Answer: from the employee page, navigate and press new request button and choose the date and request type then fill in the required information

Question: how to request annual leaves ?

Answer: from the employee page, navigate and press new request button and choose the date and request type then fill in the required information

Question: how to request sick leaves ?

Answer: from the employee page, navigate and press new request button and choose the date and request type then fill in the required information

Question: how to request unpaid leaves ?

Answer: from the employee page, navigate and press new request button and choose the date and request type then fill in the required information

Question: how to request permissions ?

Answer: from the employee page, navigate and press new request button and choose the date and request type then fill in the required information

Question: how to request loans ?

Answer: from the employee page, navigate and press new request button and choose the date and request type then fill in the required information

Question: how to requests hajj leaves ?

Answer: from the employee page, navigate and press new request button and choose the date and request type then fill in the required information

Question: how to request marriage leaves ?

Answer: from the employee page, navigate and press new request button and choose the date and request type then fill in the required information

Question: how to request study leaves ?

Answer: from the employee page, navigate and press new request button and choose the date and request type then fill in the required information

Question: how to view my schedule ?

Answer: in the employee profile, navigate and select work calendar tab

Question: how to view my attendance history ?

Answer: in the employee profile, navigate and select the history tab

Question: how to view my payroll records ?

Answer: in the employee profile, navigate and select the payroll tab

Question: how to view my loans and loans requests ?

Answer: in the employee profile, navigate and select the loans tab

Question: how to get a general view of my account ?

Answer: in the employee profile, navigate and select the general tab

Question: how to get quick information about an employee ?

Answer: navigate and find the employee you wish to view quick information about, then hover over the exclamation mark under the employee profile picture

Question: how to view an employee phone number ?

Answer: navigate and find the employee you wish to view phone number , then hover over the phone icon under the employee profile picture

Question: how to view an employee email ?

Answer: navigate and find the employee you wish to view email, then hover over the mail icon under the employee profile picture

Question: how to sign in multiple accounts ?

Answer: navigate and press your profile picture then select add another account then sign in the other account

Question: how to log out ?

Answer: navigate and press your profile picture then press the log out button

Question: how to edit my dashboard columns ?

Answer: in the dashboard section, navigate and select the toggle columns and choose the desired columns

Question: how to create a new shift ?

Answer: under the attendance section, under the assignments tab, navigate and press the change shift button then fill the desired and required fields

Question: what are quick actions ?

Answer: its a feature that allows the user to use other features from anywhere in the system without having to navigate to the said features or section

Question: how to use quick actions ?

Answer: anywhere in the system, navigate and hover over the plus icon and choose the desired quick action button to start the chosen feature

Question: I want to create a new shift based employee

Answer: navigate to the Employees Section then press the add new button then choose shift based instead of office based and fill in the required details

Question: I want to create a new salary configuration for an employee

Answer: navigate to the desired employee and press the salary configuration tab and press add new then fill in the required details

Question: I want to edit an employee salary configuration

Answer: navigate to employee's page then press the salary configuration tab and press the edit button and change the desired details then press save.

Question: I want to create a new work group

Answer: Navigate to the employees section and press the work group tab then press the add new button and fill in the required details

Question: I want to create a new work team

Answer: navigate to the Employees Section then press the add new button then choose shift based instead of office based and fill in the required details

Question: I want to view my employees

Answer: Navigate and press the Employees Button

Question: I want to view my employees attendance history

Answer: Navigate and select the attendances action then choose the attendance history tab

Question: i want to view my employees payroll

Answer: Navigate and select the financials section then Press the payroll tab

Question: I want to submit payment for and employee

Answer: Navigate to the financials section and select payroll tab then select the employee and press the submit payment button

Question: I want to edit an employee attendance

Answer: Navigate to the attendance section and find the employee to be edited and then press edit and select the desired status

Question: what are the available attendance statuses ?

Answer: Absent, On-time, Day off, Holiday And Late

Question: I want to add a new announcement

Answer: Navigate to the settings section then press the announcements tab then press add new and fill in the required details

Question: I want to create a new Holiday

Answer: Navigate and select the settings section then select the holidays tab and press add new then fill the required details

Question: i want to edit a holiday

Answer: Navigate and select the settings section then select the holidays tab and find the holiday to be edited then press the edit button and change the desired details then press save button

Question: i want to submit payment for multiple employees

Answer: Navigate to the financials section then select the desired employees by checking the checkboxes next to their names and then press the submit payment button

Question: I want to edit an employee information

Answer: Navigate and select the desired employee from the employees section then press the edit button and change the desired information and then press save

Question: i want ti change access levels for an employee

Answer: Navigate to the employees section and select the Employee actions tab then select the desired employees and press the Bulk actions button

Question: i want to add new employee documents

Answer: Navigate and select the Employees section then select the Employee documents tab and add the desired documents for desired employees

Question: I want to change day off settings for an employee

Answer: Navigate and select the Employees section then press the employee actions tab and select the desired employees and press bulk actions then press change day off settings

Question: i want to change holiday settings for an employee

Answer: Navigate and select the employees section, then press te bulk actions tab then select the desired employees and press change holiday settings

Question: i want to change check in settings for an employee

Answer: Navigate to the employees section, then press te bulk actions tab then select the desired employees and press change check in settings button

Question: I want to change department for and employee

Answer: Navigate and select the Employees section then press he employee actions tab then select the desired employees and press bulk actions button then select change department button

Question: i want to change employee's position

Answer: navigate and select employees section then press the employee action then choose the desired employees and press bulk actions button then choose change position button

Question: i want to change work remotely settings for an employee

Answer: navigate and select the employees section then press the employee actions tab then select the desired employee and press change work remotely settings button

Question: i want to change direct manager for an employee

Answer: navigate and select the employees section then press the employee actions tab then choose the desired employee and press change direct manager button

Question: i want to change copied managers for an employee

Answer: navigate and select employees section then select the employee actions tab and select the desired employees then press the bulk actions button and press change copied mangers button

Question: i want to add annual leave balance for an employee

Answer: navigate and select the desired employee then press the add balance button and choose annual leave and the current year then enter the value and press save button

Question: i want to add annual leaves balance for multiple employees

Answer: navigate to the employees section then choose the employee actions and select the desired employees and press the bulk action button then choose add balance button and choose annual leaves from the type and choose the current year then press save

Question: i want to deduct annual leaves from an employee

Answer: navigate and select the desired employees then press the add balance button and choose the deduct option and select annual leaves from the type and enter the desired year and amount then press save

Question: i want to deduct annual leaves from multiple employees

Answer: navigate and select the employees section then press employee actions and choose the desired employees and press the bulk actions button then select add balance button and choose the deduct option, then choose annual leaves and enter the year and value then press save

Question: i want add permissions balance to an employee

Answer: navigate and select the desired employee then press the add button then choose permissions from the type and enter the value and date then press save

Question: i want to add permissions balance for multiple employees

Answer: navigate to employees section then press the employee actions tab then select the desired employees and press bulk actions button and choose permissions from type and fill required details

Question: i want to reset balance for multiple employees

Answer: navigate to the employees section then press the employee actions tab and choose the desired employees and press the bulk actions button then select reset balance button

Question: i want to verify/Activate an employee

Answer: Navigate and select the Employees section then press employee actions tab then choose the desired employees and press the bulk actions button then choose verify / activate button

Question: i want to view my employees requests

Answer: Navigate and select the requests section then select the requests tab

Question: i want to reject multiple employees requests

Answer: Navigate and select the requests section and press the request tab and select the desired requests and then press reject button

Question: i want to accept multiple employee requests

Answer: Navigate and select the requests section then the requests tab and choose the desired requests and press accept

Question: i want to view all loan requests

Answer: Navigate and select the requests section then the loan requests tab

Question: i want to accept a loan request from an employee

Answer: Navigate and select the requests section and press the loan request tab then choose the desired loan request to accept

Question: i want to view my employees claims

Answer: navigate and select the requests section and choose the claims tab

Question: i want to accept an employee claim request

Answer: navigate to requests section then press the claims tab and choose the claim request to accept

Question: what are the available requests in mawared hr system ?

Answer: Annual leaves, sick leaves, unpaid leaves and custom leaves

Question: what are the types of custom leaves in mawared hr system

Answer: bereavement leaves, military leaves, hajj leaves, marriage leaves, on lieu of work day leaves ,study leaves and sabbatical leaves.

Question: what is request cut off time ?

Answer: its the amount of time before the start of the work day that the employee can request leave before

Question: i want to create a new attendance profile

Answer: navigate and select the settings section and press the attendance profile tab then press add new button

Question: i want to edit an attendance profile

Answer: navigate and select the settings section and press the attendance profile tab then press the edit button for the desired attendance profile

Question: i want to request a new annual leave request

Answer: from the employee profile, navigate and press the new request button and select the date and leave type then press save

Question: i want to switch an external employee to a internal employee

Answer: navigate and select the desired employee and then press the salary configuration tab then press add new or edit the current configuration and uncheck the external employee checkbox

Question: i want to view an employee calendar

Answer: navigate and select an employee then press the work calendar tab in the employee profile

Question: i want to request an annual leave request

Answer: from the employee profile, select the new request button and choose the leave type and date then press save

Question: i want to create a new bonus for an employee

Answer: Navigate to the financials section and select the bonus tab and press the add new button then select the desired employee and fill in the required details.

Question: i want to create a new bonus for multiple employees

Answer: Navigate and select the financials section then press the bonus tab and select add new button and select the desired employees and fill in the required details.

Question: i want to create a new bonus for a department .

Answer: navigate to the financials section and select the bonus tab and press add new button then select the desired department and fill in the required details.

Question: i want to create a new bonus for an office

Answer: navigate to the financials section and select the bonus tab and press the add new button then select the desired office and fill in the required details.

Question: i want to create a new deduction for an employee

Answer: navigate to the financials section and select the deductions tab and press add new button then choose the desired employee and fill in the required details.

Question: i want to create a new deduction for employees

Answer: navigate to the financials section and select the deduction tab and press the add new button then choose the desired employees and fill in the required details.

Question: i want to create a new bonus for multiple employees

Answer: navigate to the financials section and select the bonus tab and press the import bonus button to import the bonus form, after filling the form, reupload it and save.

Question: i want to create a new deduction for multiple employees

Answer: navigate to the financials section and select the deductions tab and press the import deductions button to download the deduction form and and fill it, then reupload it and press save.

Question: i want to create a new deduction policy

Answer: navigate to the financials section and choose the deductions policy tab then press add new button and fill in the desired details.

Question: i want to add a deduction violation for an employee

Answer: navigate to the financials section then choose the deduction tab then press add new and choose deduction violation and add in the required details.

Question: i want to submit a payment for an employee

Answer: navigate to the financials section and choose the payroll tab, then select the desired employee and press submit payment button

Question: i want to export month payroll

Answer: navigate to the financials section and choose the payroll tab, select the desired month and press export payroll button

Question: i want to export monthly payslips

Answer: navigate to the financials section and choose the payroll tab then select the desired month then press export payslips button

Question: i want to create a new loan for an employee

Answer: navigate to the financials section and select the loans tab and press add new loan button and fill in the required details

Question: i want to edit a bonus

Answer: navigate to the financials section and select the bonus tab and press the edit button for the desired bonus

Question: i want to delete a bonus

Answer: navigate to the financials section and choose the bonus tab and then press the delete button for the desired bonus

Question: i want to edit a deduction

Answer: navigate to the financials section and choose the deduction tab and then press the edit button for the desired deduction

Question: i want to delete a deduction

Answer: navigate to the financials section and select the deduction tab and press the delete button for the desired deduction

Question: i want to edit a loan for an employee

Answer: navigate to the financials section and choose the loans tab and then press the edit button for the loan

Question: i want to delete a loan

Answer: navigate to the financials section and select the loans tab and then press the delete button for the loan.

Question: i want to request a permission

Answer: navigate to the employee profile and press the new request button then choose the date and permissions from the leave type

Question: i want to delete leave request

Answer: navigate to employee profile and under the general area, press the cancel button for the request

Question: i want to reject a leave request

Answer: navigate to the requests section and select the requests tab and navigate and find the employee request to reject

Question: i want to accept an employee leave request

Answer: navigate to requests section and select the requests tab then press the accept button for the desired request

Question: i want to edit attendance for an employee.

Answer: navigate to the attendance section and select the attendance history tab and find the desired employee and press edit button and change the attendance type as desired .

Question: i want to request a half day request

Answer: navigate to the employee profile and press new request button then select date and request type and fill in the details then press save .

Question: i want to request change shift request

Answer: navigate to the employee profile and select the new request button then choose the date and request type and fill in the required details.

Question: i want to sign in on behalf of employee

Answer: navigate to the employee section and find the desired employee then press the sign in button and fill in the required details.

Question: i want to sign out o behalf of employee

Answer: navigate and select the employees section and find the employee to sign out on behalf and press the sign out button

Question: i want to suspend an employee

Answer: navigate to the employees section and find the desired employee to suspend then press the suspend button and choose the suspension date and leaves calculation

Question: i want to activate an employee

Answer: navigate to the employees section and find the employee to be activated then press the activate button and choose the activation date and balance.

Question: i want to add balance for an employee

Answer: navigate to the employee profile and select the add balance button and choose the type and year then press save

Question: i want to deduct balance from an employee

Answer: navigate to the employee profile and select the add balance button and choose deduct balance option and choose the type and year then press save.

Question: i want to create a new salary configuration for an employee

Answer: navigate to the employee profile and select salary configuration tab and press add new button and fill in the required details and press save

Question: i want to create a new attendance type configuration for employee

Answer: navigate to the employee profile and select the attendance type tab and press add new button and fill in the required details.

Question: i want to create a new attendance profile

Answer: navigate to the settings section and select attendance profile section and press add new button then fill in the required details

Question: i want to enable an employee to work remotely

Answer: navigate to employee profile and select the attendance type tab and press edit, navigate and find work remotely checkbox and enable it then choose the number of days

Question: i want to create a new work timing

Answer: navigate to the settings section and choose the work timings tab then press the add new button and fill in the required details

Question: i want to create a leave and break profile

Answer: navigate to the settings section then choose the leave and break tab and press add new button then fill in the required details and press save

Question: i want to log in multiple accounts

Answer: navigate and select your profile picture and then press sign in into multiple accounts button and enter your credentials.

Question: i want to talk to a human

Answer: i am very sorry to hear that, you can get more support at our website
https://mawaredhr.com/#contact_us

Question: i want to sign up in mawared hr system

Answer: feel free to contact an account manager to learn more about our plans at
https://mawaredhr.com/#contact_us

Question: i want view all of my employees

Answer: navigate to the employees section to view all employees

Question: i want to view my employees penalties

Answer: navigate to the attendance section and select the penalties tab to view all employees penalties

Question: i want to edit a penalty

Answer: navigate to the attendance section and choose the penalties tab then find and press the edit button for the desired penalty.

Question: i want to view employee deductions

Answer: navigate to financials section and select the deductions tab

Question: i want to view my employees bonuses

Answer: navigate to the financials section and select the bonus tab

Question: i want to give an employee an allowance

Answer: while creating a new salary configuration for the employee, choose to manage employee internally and add allowances using the add allowances button

Question: i want to add deductibles to an employee

Answer: while creating a new salary configuration, choose to manage the employee internally and choose the add deductibles button

Question: i want to allow annual leaves for my employees

Answer: while editing a leave and break profile, activate the annual leaves checkbox to allow annual leaves for the employees in this leave and break profile

Question: i want to allow sick leaves for my employees

Answer: while editing a leave and break profile, select and active the sick leaves checkbox to activate sick leaves for the employees using this leave and break profile

Question: i want to allow my employees to request unpaid leaves

Answer: while editing a leave and break profile, navigate and activate the unpaid leaves checkbox to allow employees under the leave and break profile to request unpaid leaves

Question: i want to create a new assignments for an employee

Answer: navigate to the attendance section and select assignments tab then press the add new button then fill in the required details

Question: i want to change shifts for an employee

Answer: navigate to attendance section and select the assignments tab and press the change shifts button then fill in the required details

Question: i want to create a new schedule

Answer: navigate and select attendance section and select the work calendar tab, then press plan new schedule button and fill in the required details.

Question: i want to give an employee a temporary password

Answer: navigate to the employees section and find the desired employee and press the set temporary password button

Question: i want to export employee list

Answer: navigate to the employees section and find the export employees button then select the columns to export

Question: i want to export monthly report

Answer: navigate to the attendance section and select the monthly report tab and then press the export button

Question: i want to export yearly report

Answer: navigate to the attendance section and select the yearly report tab and press the export button to export the yearly report

Question: i want to export custom report

Answer: navigate to the attendance section and select the custom report tab and press export button to export custom report

Question: how to change monthly report columns

Answer: navigate to the attendance section and select the monthly report tab then navigate and select the edit columns button

Question: how to change custom report columns

Answer: navigate to the attendance section and select the custom report tab and press the edit columns button and choose the desired columns

Question: i want to change yearly report columns

Answer: navigate to the attendance section and select yearly report tab and press the edit columns button

Question: i want to create a request rule to auto accept employees requests

Answer: navigate to the requests section and select the request rules tab then press add new button and add required details and choose request type

Question: i want to create a new approval layer

Answer: navigate to the requests section and choose approval layers tab then press add new and add in the required details

Question: i want to reject employee claim request

Answer: navigate to the requests section and choose the claims tab and find the claim request to reject and then press the reject button

Question: i want to create a new department

Answer: navigate to settings section and choose departments tab and press add new button then fill the required details

Question: i want to create a new position

Answer: navigate to the settings section and choose the positions tab then press add new button and fill the required details

Question: i want to create a new work timing

Answer: navigate to the settings section and choose the work timings tab then press add new button and fill in the required details

Question: i want to archive a work timing

Answer: navigate to the settings section then choose work timings tab then navigate and press the archive button for the desired work timing

Question: i want to copy a work timing

Answer: navigate to the settings section and choose the work timings tab and navigate and press the copy button for the desired work timing to be copied

Question: i want to delete a work timing

Answer: navigate and select the settings section and choose the work timings tab and navigate and press the delete button for the desired work timing

Question: i want to edit a work timing

Answer: navigate to the settings section and choose the work timings tab then navigate and press the edit button for the desired work timing

Question: i want to remove facial recognition settings from work timing

Answer: while editing a work timing, in the sign out tab turn off facial recognition settings and press save

Question: i want to create a new leave and break profile

Answer: navigate to the settings section and choose the leave and break profiles tab then press the add new button

Question: i want to edit a leave and break profile

Answer: navigate to the settings section and choose leave and break profiles tab then press the edit button for the desired leave and break profile

Question: i want to copy a leave and break profile

Answer: navigate to the settings section then choose the leave and break profiles tab then navigate and press the copy button for the desired leave and break profile

Question: i want to delete a leave and break profile

Answer: navigate to the settings section then choose leave and break profiles tab then navigate and press the delete button for the desired leave and break profile

Question: i want to allow emergency leaves for an employee

Answer: while editing a leave and break profile, check allow emergency leaves box then press save

Question: i want to request custom leaves request

Answer: employees cant request custom leaves and must have managers request them on their behalf

Question: i want to request custom leave on behalf

Answer: while in the employee profile, press the new request button and choose the date and leave type then press save

Question: i want to log out

Answer: navigate and press your profile picture then press the log out button

Question: i want to create a new break settings

Answer: 1-Navigate to the settings section and choose the leave and break profile then choose and edit the desired leave and break profile and allow break or you can 2-Navigate to the settings section and choose the work timings tab and while editing a work timing add a breaks settings to override the leave and break profile .

Question: i want change the leave basis of the leave an break profile from monthly to annually

Answer: while editing a leave and break profile, under the annual leaves part, change the add leave balance radio button, keep in mind that doing so will recalculate the employees annual leaves balance

Question: i want to change the leave basis of the leave and break profile from annually to monthly

Answer: while editing a leave and break profile under the annual leave part, choose monthly under the add leave balance radio button, keep in mind that doing so will recalculate annual leaves for the employees

Question: i want to change the settle at the end of the year settings

Answer: while editing a leave and break profile under the settle end of year annual leaves balance part, choose your desired option

Question: i want to change the permissions settings

Answer: while editing a leave and break profile, navigate to the second page and under the permissions part, change your desired settings

Question: i want to change who can request custom leaves

Answer: while editing a leave and break profile, navigate to the second page and under the custom leaves part, change your desired settings

Question: i want to change work week days

Answer: while editing an attendance profile, under the work week part, change your desired settings

Question: i want to change the days off for employees

Answer: while editing an attendance profile, under the work week settings, change the days off to your preference

Question: i want to change a work timing for an attendance profile

Answer: while editing an attendance profile, under the work week part, navigate and choose your desired work timing for the attendance profile

Question: i want to compensate employees for extra time worked

Answer: while editing an attendance profile, under the work on days off part, under the compensation part check the compensate employees checkbox

Question: i want to allow employees to request overtime and permissions on their days off

Answer: while editing an attendance profile, under the work on days off part, under the requests part, enable permissions and overtime

Question: i want to export attendance history for an employee

Answer: navigate to the desired employee profile then press the history tab, choose the desired date range and then press export

Question: i want to add a break record for an employee

Answer: navigate to the attendance section, under the attendance history tab, navigate to the desired employee and press on the show breaks button and add the desired breaks

Question: i want to change check in settings for a specific employee

Answer: navigate to the desired employee profile and select the attendance type tab then press the edit button, under the check in part, change the desired settings

Question: i want to change work remotely settings for a specific employee

Answer: navigate to the desired employee and press the attendance type tab then press edit, under the work remotely settings change your desired settings

Question: i want to allow an employee to work on days off

Answer: while editing an attendance type for employee, under the work on days off part allow employee to work on days off

Question: i want to allow an employee to work on holidays

Answer: while editing an attendance type for employee, under the work on holidays part, allow employee to work on holidays

Question: i want to change the first day of the week for a shift based employee

Answer: while editing an attendance type for an employee, under the first day of the week, choose your desired option

Question: i want to change work group for shift based employee

Answer: while creating an attendance type for an employee, choose the desired work group

Question: i want to change work team for shift based employee

Answer: while creating a new attendance type for an employee, under the work team part, choose the desired option

Question: i want to change leave and break profile for a shift based employee

Answer: while creating a new attendance type for an employee, under the leave and break profile part choose the desired option

Question: i want to give an employee an additional shift

Answer: while in the employee profile, select the work calendar tab and press on the additional shifts button

Question: i want to change shifts for an employee

Answer: while in the employee profile, press the work calendar tab and then choose the change shift button and fill in the required details

Question: i want to change employee from external to internal payroll

Answer: while in the employee profile, press the salary configuration tab and press the add new button then choose to manage employee internally and fill in the required details

Question: i want my employee to get paid in weekly intervals

Answer: while creating a salary configuration for an employee, choose the payment interval to be weekly

Question: i want to change currency for employee payment

Answer: while creating a new salary configuration, choose the desired currency

Question: i want to change how an employee salary is calculated

Answer: while creating a new salary configuration under their calculate salary by choose the desired option

Question: i want to add an allowance for an employee

Answer: while creating a new salary configuration, choose to add an allowance and fill in the desired name and amount

Question: i want to add deductibles to an employee

Answer: while creating a new salary configuration, choose to add a deductible and fill in the name and amount

Question: i want change the taxes for an employee

Answer: while creating a new salary configuration, choose the desired taxes options and values

Question: i want to edit overtime settings for an employee

Answer: while creating a new salary configuration, under the overtime hour settings, fill in desired details

Question: i want to add a comment on an employee request

Answer: navigate to the requests section and select the requests tab then press comment button for the desired request and add the desired comment

Question: i want to disable a request rule

Answer: navigate to the requests section and choose the requests rules tab then navigate to the rule to be disabled and toggle the activity toggle

Question: i want to create a salary configuration for an employee

Answer: Navigate to the desired employee and press on the salary configuration tab then press add new button and fill in the required details

Question: what are the leaves can an employee request ?

Answer: Annual leaves, unpaid leaves, sick leaves and custom leaves

Question: i want to make a claim

Answer: navigate to the employee profile and press the new request button and choose the claim request from the type and choose date and value

Question: i want to submit a payment for an employee

Answer: navigate to the financials section and choose the payroll tab then select the desired employee and press submit payment

Question: i want to view my dashboard

Answer: navigate and select the dashboard section from the sidebar

Question: i want to create a new shift based employee

Answer: navigate and select the employees section and choose employee tab then press add new button, while creating a new employee choose shift based attendance type then press save

Question: i want to create an office based employee

Answer: while creating a new employee, choose office based attendance type

Question: i want to give a break to an employee

Answer: navigate to the attendance section and choose attendance history tab then press the view break button and add breaks

Question: i want to add a break to an employee

Answer: navigate to the attendance section and choose the attendance history tab then press the edit attendance button then add breaks for said employee

Question: i want to add a new bonus to an employee

Answer: navigate and select the financials section then choose the bonus tab, then press the add new button and choose the desired employee and fill the required details

Question: i want to create a new bonus for multiple employees

Answer: navigate to the financials section and choose the bonus tab then press the import bonus button, after filling the bonus form ,upload it and press save

Question: i want to create a new bonus for a department

Answer: navigate to the financials section and choose the bonus tab then press the add new button then choose the department to create a bonus for

Question: i want to create a bonus for an office

Answer: navigate to the financials section and choose the bonus tab then press the add new button then choose the office to create a bonus for

Question: i want to create a deduction for an employee

Answer: navigate to the financials section and choose the deductions tab then press the add new button and fill in the required details

Question: i want to create a deduction for multiple employees

Answer: navigate to the financials section and choose the deductions tab then press import deductions button, after filling the form, upload it and press save

Question: i want to create a new deduction for employees

Answer: navigate to the financials section and choose the deductions tab then press the add new button and add your desired employees along with the required details

Question: i want to create a bonus for employees

Answer: navigate to the financials section and choose the bonus tab then press the add new button and choose the desired employees along with the required details

Question: i want to create a new deduction policy

Answer: navigate to the financials section and choose the deductions tab then press add new deduction policy button and fill the required details

Question: i want to submit payment for an employee

Answer: navigate to the financials section and choose the payroll tab then choose the desired employee and press submit payment button

Question: i want to view my employees payroll records

Answer: navigate to the financials section and choose the payroll tab to view employees payroll records

Question: i want to view an employee payroll record

Answer: navigate to the financials section and choose the payroll tab to the employee payroll record

Question: i want to view my company expenses

Answer: navigate to the financials section and choose the expenses tab to view company expenses

Question: i want to log in

Answer: using the mobile application, navigate to the schedule tab and press the sign in button then verify using your face id

Question: i want to view my unpaid payroll record

Answer: navigate to the financials section and choose the payroll tab then choose the unpaid button

Question: i want to view paid employee payroll records

Answer: navigate to the financials section and choose the payroll tab then press the paid button to view the paid payroll records

Question: how to sign out?

Answer: using the mobile application, navigate to the schedule area and press the sign out button then verify using your face id

Question: i want to view externally managed employees

Answer: navigate to the financials section and choose the payroll tab then toggle the show externally managed employees to view externally managed employees in the payroll

Question: i want to roll back a payment

Answer: navigate to the financials section and choose the payroll tab then find the paid record and press the rollback button to roll back a payment

Question: i want to view my On-Time employees in the dashboard

Answer: navigate to the dashboard section and press on the On-Time button to view the On-Time employees

Question: i want to create a new break policy for an employee

Answer: navigate to the settings section and choose the work timing tab then press edit and choose the desired break settings from the break tab then press save

Question: i want to create a replacement assignments for an employee

Answer: navigate to the attendance section and choose the assignments tab then press add new and choose replace button then fill in the required details

Question: i want to create an details assignment for an employee

Answer: navigate to the attendance section and choose the assignments tab then press add new button and choose the additional button and fill in the required details

Question: i want to create an exceptional assignment for an employee

Answer: navigate to the attendance section and choose the assignments tab then press add new button and choose the exceptional assignment button and fill in the required details

Question: i want to create a day off assignments for an employee

Answer: navigate to the attendance section and choose the assignments tab then press the add new button and choose the day off button and press save

Question: i want to create a details assignment for a department

Answer: navigate to the attendance section and choose the assignments tab then press add new button then choose the department then fill the required details

Question: i want to view my details report

Answer: navigate to the attendance section and choose the custom report tab to view your custom report

Question: i want to view my yearly report

Answer: navigate to the attendance section and choose the yearly report tab to view your yearly report

Question: i want to view my employees facial recognition report

Answer: navigate to the attendance section and choose the facial recognition report tab to view your facial recognition report

Question: i want to view my employees spoofed images

Answer: while in the facial recognition report tab choose the show spoofed imaged button to view employees with spoofed images

Question: i want to view employees with mocked locations

Answer: while viewing the facial recognition report tab choose the show mocked location button to view employees with mocked locations

Question: i want to export my facial recognition report

Answer: while viewing the facial recognition report tab choose the export report button

Question: i want to create a new recruitment process

Answer: navigate to the ATS section and select the recruitment process tab then press new

Question: i want to edit a recruitment process

Answer: navigate to the ATS section then choose the recruitment process and press the edit button for the desired recruitment process

Question: i want to copy recruitment process

Answer: navigate to the ATS section and choose the recruitment process tab then press the copy button for the desired recruitment process

Question: i want to delete a recruitment process

Answer: navigate to the ATS section and choose the recruitment process tab and press the delete button for the desired recruitment process

Question: i want to create a new intake form

Answer: navigate to the ATS section and choose the intake form tab and press the add new button

Question: i want to edit an intake form

Answer: navigate to the ATS section and choose the intake form tab then press the edit button for the desired intake form

Question: i want to copy an intake form

Answer: navigate to the ATS section and press the intake forms tab then press the copy button for the desired intake form

Question: i want to delete an intake form

Answer: navigate to the ATS section and choose the intake form tab then press the delete button for the desired intake form

Question: i want to activate an intake form

Answer: navigate to the ATS section and choose the intake forms tab then toggle the activity toggle for the desired intake form

Question: i want to deactivate an intake form

Answer: navigate to the ATS section and choose intake forms tab then use the toggle activity toggle for the desired intake form

Question: i want to create a new job post

Answer: navigate to the ATS section and select job posts tab then press add new button and fill in the required details

Question: i want to edit a job post

Answer: navigate to the ATS section and choose the job post tab then press the edit button for the desired job post

Question: i want to share a job post

Answer: navigate to the ATS section and press the job posts tab then press share link button to copy the link to clipboard

Question: i want to delete a job post

Answer: Navigate to the ATS section and press the jobs posts tab then press the delete button for the desired job post

Question: i want to add new applicants for a specific job post

Answer: while in the job posts tab, navigate and press the desired job post then press add new button and fill the applicants data

Question: i want to change an applicants status from inside the job post

Answer: while in the job post tab navigate and press the desired job post then choose the desired status for the desired applicant

Question: where is the job posts tab ?

Answer: its located in the ATS section

Question: where is the recruitment process tab ?

Answer: its located under the ATS section

Question: where is the intake forms tab ?

Answer: its located under the ATS section

Question: where is the employee tab ?

Answer: its located under the employees section

Question: where is the work groups tab ?

Answer: its located under the employees section

Question: where is the work teams tab ?

Answer: its located under the employees section

Question: where is the employee actions tab

Answer: its located under the employees section

Question: where is the employee documents ?

Answer: its located under the employees section

Question: where is the requests tab ?

Answer: its located under the requests section

Question: where is the loan requests tab ?

Answer: its located under the requests section

Question: where is the claims tab ?

Answer: its located under the claims section

Question: where is the requests approval rules tab?

Answer: its located under the requests section

Question: where is the approval rules tab?

Answer: its located under the requests section

Question: where is the work calendar tab?

Answer: its located under the attendance section

Question: where is the attendance history tab ?

Answer: its located under the attendance section

Question: where is te penalties tab ?

Answer: its located under the attendance section

Question: where is the assignments tab ?

Answer: its located under the attendance section

Question: where is the monthly report tab ?

Answer: its located under the attendance section

Question: where is the custom report tab ?

Answer: its located under the attendance section

Question: where is the yearly report tab ?

Answer: its located under the attendance section

Question: where is the facial recognition tab ?

Answer: its located under the attendance section

Question: where is the leave adjustments tab ?

Answer: its located under the attendance section

Question: where is the payroll tab ?

Answer: its located under the financials section

Question: where is the bonus tab ?

Answer: its located under the financials section

Question: where is the deductions section?

Answer: its located under the financials section

Question: where is the deductions policy tab ?

Answer: its located under the financials section

Question: where is the loans tab ?

Answer: its located under the financials section

Question: where is the expenses tab ?

Answer: its located under the financials section

Question: where is the recruitment process tab ?

Answer: its located under the ATS section

Question: what is the ATS ?

Answer: it refers to Applicants Tracking System

Question: where is the intake forms tab ?

Answer: its located under the ats section

Question: where is the job posts tab ?

Answer: its located under the ats section

Question: where is the applicants tab ?

Answer: its located under the ats section

Question: where is the offices and workplaces tab ?

Answer: its located under the settings section

Question: where is the departments tab ?

Answer: its located under the settings section

Question: where is the positions tab ?

Answer: its located under the settings section

Question: where is the work timings tab ?

Answer: its located under the settings section

Question: where is the leave and breaks profiles tab ?

Answer: its located under the settings section

Question: where is the attendance profiles tab ?

Answer: its located under the settings section

Question: where is the holidays tab?

Answer: its located under the settings section

Question: where is the documents tab ?

Answer: its located under the settings section

Question: where is the expense categories tab ?

Answer: its located under the settings section

Question: where is the access levels tab ?

Answer: its located under the settings section

Question: where is the announcements tab?

Answer: its located under the settings section

Question: i want to create a new announcement

Answer: navigate to the settings sections and choose the announcements tab then press add new button and fill in the required details

Question: i want to create a new documents

Answer: navigate to the settings section and choose the documents tab then choose the desired documents and follow on screen prompts

Question: i want to create an access level

Answer: navigate to the settings section and choose the access levels tab then press add new and fill in the required details

Question: i want to edit documents

Answer: navigate and select the settings sections then choose and edit the desired document

Question: i want to delete a document

Answer: navigate and select the settings section and choose the documents tab then press the delete button for the desired documents

Question: i want to edit an access level

Answer: navigate to the settings section and choose the access levels tab then press the edit button for the desired access level

Question: i want to delete an access level

Answer: navigate to the settings section and choose the access levels tab then press the delete button for the desired access level

Question: i want to view my notifications

Answer: on your main screen navigate and press the show notifications button

Question: i want to change my account settings

Answer: navigate and press the settings button then change the desired settings

Question: i want to change the taxes for an employee

Answer: navigate and select the financials section and choose the payroll tab then press the edit button for the taxes for the desired employee

Question: i want to view my monthly paid employees

Answer: while viewing the payroll tab choose the monthly sub-tab

Question: i want to view my weekly paid employees

Answer: while viewing the payroll tab navigate and press the weekly sub-tab

Question: i want to create a pre-paid leave and break profile

Answer: while creating a leave and break profile, choose the prepaid option and fill in the required details

Question: i want to create an accrual leave and break profile

Answer: while creating a leave and break profile choose the accrual leave option and fill in the required details

Question: i want to switch leave and break profile from prepaid to accrual

Answer: while editing a leave and break profile choose accrual radio button then press save

Question: i want to switch my prepaid leave and break profile from monthly to annually

Answer: while editing the leave and break profile choose the desired add leave balance

Question: i want to allow weekly payments for my office

Answer: while editing your office choose the applicable payments intervals then press save

Question: i want to create a new bonus for multiple employees at the same time

Answer: Navigate to the financials section and choose the bonus tab then press the import bonus form button to download the form, after filling it, upload it and press save

Question: i want to enable weekly payments for an office

Answer: while editing an office, navigate and check the weekly payment checkbox

Question: i want to change my roaster password

Answer: while editing an office navigate and press the reset password button to reset your office password

Question: i want to add locations in my office

Answer: while editing an office navigate and select the add location button

Question: I want to change office country

Answer: while editing an office, navigate and change the country in country dropdown menu

Question: i want to change start of the year for an office

Answer: while editing an office, navigate and press the edit button for first month of the year field

Question: i want to change the start of month for an office

Answer: while editing an office navigate and press the edit button for the month start day field

Question: i want to prorate the my office leaves

Answer: while editing an office navigate and choose the leaves proration option

Question: i want to prorate my office permissions

Answer: while editing an office navigate and choose the permissions option

Question: i want to prorate my office salary

Answer: while editing an office, navigate and choose the salary proration option

Question: i want to change my office address

Answer: while editing an office, navigate and choose the address field and change the address to the desired address

Question: i want to change my office timezone

Answer: while editing an office navigate and change the timezone from the timezone dropdown menu

Question: i want to delete an office

Answer: navigate to the settings section and choose the office and workplaces tab then press the delete button for the desired office

Question: i want to create a workplace

Answer: navigate to the settings section and choose the offices and workplaces then choose workplaces option and press the add new button

Question: i want to change my office language

Answer: while editing an office, navigate and choose a language from the language dropdown menu

Question: i want to create a bonus for multiple employees at the same time

Answer: navigate to the financials section and choose the bonus tab then choose the import bonus button, after downloading the form and filling it, upload it and press save

Question: i want to create a new break policy for employees

Answer: while editing a work timing, navigate and choose break options from the breaks tab then choose the desired settings

Question: i want to create a new break setting for employees

Answer: while editing leave and break profile, navigate and choose the break settings tab and change the desired settings

Question: i want to submit payment for an employee

Answer: navigate to the financials section and choose the payroll tab then select the employee and press submit payment button

Question: i want to submit payment for multiple employees at the same time

Answer: navigate to the financials section and choose the payroll tab then choose the desired employees and press the submit payment button

Question: i want to roll back payment for an employee

Answer: navigate to the financials section and choose payroll tab then select the paid tab and choose the desired employee then press the rollback button

Question: i want to delete a department

Answer: navigate to the settings section and choose the departments tab then navigate to the desired department and press the delete button

Question: i want to delete a position

Answer: navigate to the settings section and choose the positions tab then navigate to the desired position to be deleted and press the delete button

Question: i want to accept employees requests in bulk

Answer: navigate to the requests section and choose the requests tab then choose the desired requests and press accept button

Question: i want to reject employee requests in bulk

Answer: navigate to the requests section and choose the requests tab then select the desired requests and press the reject button

Question: i want to view my company taxes

Answer: navigate to the settings section and choose the taxes tab to view the desired taxes

Question: i want to create a new taxes regulation

Answer: navigate to the settings section and choose the taxes tab then press the add new button and fill in the required details

Question: i want to edit a taxes regulation

Answer: navigate to the settings section and choose the taxes tab then press the edit button for the desired taxes regulation

Question: i want to export my penalties

Answer: navigate to the attendance section and choose the penalties tab then press the export button

Question: i want to delete an attendance profile

Answer: navigate to the settings section and choose the attendance profile tab then press the delete button for the desired attendance profile

Question: i want to archive an attendance profile

Answer: navigate to the settings section then choose the attendance profile tab and navigate to the desired attendance profile then press the archive button

Question: how to add a new location on mawared HR

Answer: Navigate to the settings tab then choose the desired office /workplace you wish to add a new location to, scroll down the locations field and press the plus sign button to open the add new location form which requires location name, maximum distance of the location in meters, longitude and latitude and the address, after that press the save button to add the new location

Question: how to add new shift to the employee

Answer: Navigate to attendance tab and select the work calendar sub-tab then press the plan new fixed schedule to open the schedule form, in the new work schedule page, add the date you want this schedule to be applied from, the desired work group(s) the schedule will be applied on, the start date of the schedule, specific employees and/or workteams in the work schedule, the number of days in the cycle and how many days to break into, then press the draw button, after that you can press on

individual rectangles to edit the shifts in each day and add the required shift informations such as which worktiming, if half day is allowed, sign in / out locations

Question: how to move the employee to a new office

Answer: Navigate to the desired employee profile, then press the edit button and change the office to the desired office and then press save ,ensure all related information is similar in both offices such as start of month, same country ,etc

Question: what are request rules ?

Answer: its a feature that allows managers to create a rule for accepting, rejecting or denying a certain type of requests

Question: how to create a new request rules ?

Answer: Navigate to the requests tab then choose the requests rules subtab and press the new rule button to open request rule creation window, then choose the action either ,: accept, reject and deny then choose the request types for the rule to be applied on, then select the department for the rule to be applied on or select individual employees then lastly select the apply start from date and press save to create a new request rule

Question: whats an office based employee ?

Answer: an office based employee is an employee who is required to sign in according to a sign in configuration thats in the attendance type configuration

Question: whats a shift based employee ?

Answer: a shift based employee is an employee that has a work schedule and has assigned shifts to them from the work schedule and can have assignments created for them.

Question: how to create a new slary configuration for an employee ?

Answer: to create a new salay configuration for an employee , navigate to employee profile and then select the salary configuration tab , then press the add new configuration to open the salary configuration creation window , in the salary configuration window you need to fill importatnt details such as payroll start month , payment interval base salary , allowances , deductibles , taxes , social insurance , medical insurance , one hour of bonus and penalty , overtime and unpaid days amount then press the save button.

Question: explain the salary configuration and its data in details

Answer: the salary configuration has alot of details , which are , payment interval either monthly or weekly , calculate salary by either fulltime , daily or hourly , there is base salary the defines the base salary for the employee , there are allowances that are added to the gross salary and they are optional , there are deductibles which are deductedfrom the net salary and are also optional , there are social insurance , medical insurance and taxes , there are important values needed such as one day of penalty choose its type from fixed amount , percent of gorss , net or base salary and its amount, there is one day of bonus and it follows the same structure as the one day of penalty , there is one hour of bonus and one hour of penalty ,there is unpaid day amount and daily overtime hour amount and factor

Question: how do i configure daily overtime for an employee ?

Answer: first you have to enable overtime for the employees from the worktimings , by navigating to the settings tab then choose the worktimings thats applied on the employee and then in the sign out sub page enable overtime, after that navigate to the salary configuration for the employee to configure the overtime amount and factor , by navigating to the employee page and selecting the salary configuration sub tab and then pressing edit salary configuration button , and configuring the overtime factor and amount at the very bottom then pressing save .

Question: how do i configure monthly / weekly overtime for an employee ?

Answer: navigate to the desired employee then choose the salary configuration subtab and then press edit salary configuration button , scroll down to the bottom and enable calculate overtime for the interval to enable monthly/weekly overtime based on the employee payment interval , then under the monthly/weekly overtime configuration , configure the overtime hours rate , the overtime payment factor , if you want to apply overtime cutoff and if there are overtime limits then add the expected number of workhours ..

Question: whats the difference between internal and external employees ?

Answer: external employees salaries are not managed by system and are just displayed in the payroll tab , internal employees are fully managed by the system and Mawared HR advanced system calculates their base salary and other financial details.

Question: explain the mobile app features

Answer: mawared HR has a mobile integration , users can login and sign in onto their schedules , make requests , view their details such as penalties , assignments , balance and other employee related details.

Question: how do i sign in on my shift ?

Answer: using the mobile application , choose the schedule tab , and find the desired shift container then press the sign in button to start the sign in process , provide facial recognition verification if required and location tracking if required by shift.

Question: What is the purpose of the Mawared HR API?

Answer: The Mawared HR API allows you to interact with the HR system to manage employee data, payroll, time and attendance, and more.

Question: Where can I find support for the Mawared HR API?

Answer: You can contact the support team at support@mawaredhr.com.

Question: What are the main areas of functionality covered by the API?

Answer: The API covers employee management, time and attendance, and payroll management.

Question: How do I access the Mawared HR API?

Answer: You need to use your account's client key and client secret to access the API.

Question: What should I do if I don't have a client key and secret?

Answer: You need to contact your account manager to enable API access, receive a link to the API section, and then choose an environment (testing or production) to generate your key and secret.

Question: What is the name of the login mutation?

Answer: The login mutation is named login.

Question: What parameters are required for the login mutation?

Answer: The client_key and client_secret are required for the login mutation.

Question: What is returned after a successful login?

Answer: An access_token is returned upon successful login.

Question: What is an Attendance Profile?

Answer: An Attendance Profile is the configuration of the employee Leave policy and everything related to attendance calculation.

Question: What does an attendance profile configure?

Answer: It configures the employee leave policy and everything related to attendance calculation.

Question: What is the purpose of an Attendance Profile?

Answer: To define how an employee's leave and attendance are managed and calculated.

Question: Can employees request leaves during their probation period?

Answer: No, employees cannot request leaves during their probation period.

Question: When are employees allowed to request leaves?

Answer: Once their probation period ends.

Question: What does the setting "Leaves During Probation Period" determine?

Answer: It determines whether employees are allowed to request leaves during their Probation Period or not.

Question: What are Annual Leaves?

Answer: Annual Leaves are paid days-off work that the employee must request in advance.

Question: Do employees need to request annual leave in advance?

Answer: Yes, they must request it in advance.

Question: What determines the maximum amount of annual leave an employee can request?

Answer: The "Number of Leaves Per Year" setting determines the maximum number of leaves an employee is allowed to request per year.

Question: How do you set the maximum number of annual leaves an employee can request?

Answer: By using the "Number Of Leaves Per Year" setting.

Question: What is "Employee Must Submit Leave Request Before The Start Of Work Day By" used for?

Answer: This defines the number of hours before the start of the workday an employee needs to submit an annual leave request.

Question: How are weekends and holidays handled when calculating normal leave durations?

Answer: The "Include Holidays And Weekends When Calculating Normal Leave Durations" setting determines whether they are included in the calculation.

Question: What is the difference between accrued and annual-based leaves?

Answer: Accrued leaves are earned during the year and added monthly, while annual-based leaves are added at the beginning of each year.

Question: How are accrued leaves added to the employee leave balance?

Answer: They are earned throughout the year and divided by 12 months, then added to the employee's leave balance monthly.

Question: How are annual based leaves added to the employee leave balance?

Answer: They are added at the beginning of each year as a full balance.

Question: What is the purpose of "Settle End Of Year Annual Leave Balance"?

Answer: This setting determines how to handle any remaining annual leave balance at the end of each year.

Question: What are the options for settling the remaining annual leave balance?

Answer: The options include rolling over the balance, zeroing the balance, or converting it to bonus days.

Question: What does "Rollover Remaining Balance To Next Year" do?

Answer: It transfers the remaining leave balance to be added to the next year's leave balance.

Question: What does "Zero Balance" do?

Answer: It deducts the remaining leave balances so it becomes 0 at the end of the year.

Question: What does "Annual Leaves Are Deserved Against" mean?

Answer: It determines whether the number of leave days are divided by the total days of a year or the total number of workdays, holidays, and paid leave.

Question: What are the two ways the number of leave days are divided in "Annual Leaves Are Deserved Against"?

Answer: They are divided by the total days of a year or the total number of workdays, holidays, and paid leave.

Question: What is the purpose of "Rollover Balance Automatically"?

Answer: It determines whether the remaining leaves are rolled over automatically or manually.

Question: How can the number of leaves rolled over to the next year be limited?

Answer: By using the "Set A Maximum Number Of Leaves To Be Rolled Over To Next Year" setting.

Question: What is the result of choosing "Zero Remaining Balance And Convert To Bonus Days"?

Answer: All remaining leaves will be converted to bonus days, and the employee leave balance will be 0.

Question: What does "Payable At" determine in the context of converting leave to bonus days?

Answer: It determines the month at which the bonus is paid.

Question: What are Sick Leaves?

Answer: Sick Leaves are paid days-off work that the employee can request in case of sickness.

Question: What is required when requesting sick leave?

Answer: The employee must submit a document to support their claim.

Question: How is the applicability of Sick Leave policy determined for employees?

Answer: The "Allow Employees To Request Sick Leaves" setting determines if the Sick Leave Policy is applicable to employees in that profile.

Question: Are weekends and holidays included in calculating sick leave duration?

Answer: The "Include Holidays And Weekends When Calculating Sick Leave Durations" setting determines whether they are included in the calculation.

Question: What are Unpaid Leaves?

Answer: Unpaid Leaves are days-off work without pay in which employees retain their jobs.

Question: What happens to an employee's salary when they take an unpaid leave day?

Answer: Each day taken as unpaid will be deducted from their salary.

Question: How do you enable unpaid leaves for employees within a profile?

Answer: The "Allow Employees To Request Unpaid Leaves" setting determines if employees in that profile can request unpaid leaves.

Question: Are weekends and holidays counted in unpaid leave calculations?

Answer: The "Include Holidays And Weekends When Calculating Unpaid Leave Durations" setting determines whether they are included in the calculation.

Question: What are Permissions in this context?

Answer: Permissions allow employees to request a small portion of the workday off.

Question: What does "Minimum Permission Duration" define?

Answer: It defines the minimum number of minutes that can be requested in a day.

Question: What does "Maximum No. Of Permission Requests Per Day" define?

Answer: This number indicates how many multiples of minimum number of permission durations can be requested per day.

Question: What does "Maximum No. Of Permissions Per Month" define?

Answer: This number indicates how many multiples of minimum number of permission durations can be requested per month.

Question: Can employees take breaks during working hours?

Answer: The "Allow Employees To Take Breaks" setting determines whether they are allowed to take a time off during working hours as a break.

Question: What does "Number Of Allowed Break Sessions/Day" specify?

Answer: It defines the maximum number of breaks that can be requested per day.

Question: What is "Maximum Individual Break Session Duration"?

Answer: This is the maximum break duration that can be requested per one session per day.

Question: What is "Maximum Break Duration Per Day"?

Answer: The total duration allowed for breaks per day.

Question: How are office holidays applied to employees in an attendance profile?

Answer: Using the "Apply Office Holidays" setting. When enabled, holidays are applied automatically based on the employee's office.

Question: What if "Apply Office Holidays" is unchecked?

Answer: Then holidays must be added or selected manually by using the "Select Holidays" setting.

Question: How are manually selected holidays applied?

Answer: They are applied to only those employees that belong to that specific attendance profile.

Question: What do Sign In configurations define?

Answer: Sign in configurations define work timings that are applicable starting from a specific date.

Question: What does the "Allow Employees To Take Half Day" setting determine?

Answer: It determines whether employees are allowed to attend a small portion of the day or not.

Question: How does an attendance profile help in managing payroll?

Answer: By accurately tracking leave and workdays, it helps in calculating correct salaries and deductions.

Question: Can an employee have more than one attendance profile?

Answer: no

Question: Who is responsible for configuring the Attendance Profile?

Answer: the employee's manager , buisness partner and account manager

Question: If an employee tries to request leave during probation, what would likely happen?

Answer: Based on the rule, the request would likely be denied or rejected by the system.

Question: How does the system automatically enforce the "no leave during probation" rule?

Answer: the system validates if the user is in probation and if yes , it will not allow user to request leaves

Question: Can an employee request less than one full day of annual leave?

Answer: yes , an employee can request half days

Question: What happens if an employee requests annual leave without the required advance notice?

Answer: annual leave request will go to the manager normally

Question: Why would you use "Accrued leaves" instead of "Annual Based Leaves" or vice-versa?

Answer: accrued leaves provide a more continuous/progressive increase in leave, while annual based leaves give a full balance from the beginning.

Question: In what situations would it be beneficial to "Zero Balance" at the end of the year?

Answer: When a company has a policy that requires employees to use all of their annual leave in a given year, or they are not permitted to roll-over leaves.

Question: When is it useful to use the "Set A Maximum Number Of Leaves To Be Rolled Over To Next Year" setting?

Answer: To prevent employees from accumulating excessive leave balances that could negatively affect operations or create large liabilities for the company.

Question: If leaves are converted to bonus days, are these days paid at the employee's regular salary?

Answer: it depends on one day of bonus in employee salary configuration

Question: Why is it important to set the "Payable At" month for bonus days?

Answer: To ensure proper planning for payroll and accounting.

Question: What kind of document is required for sick leave requests?

Answer: The text mentions a document is required, but doesn't specify the type, which would usually be a doctor's note or certificate.

Question: What happens if an employee requests sick leave without the required document?

Answer: The request might be rejected or the leave could be classified as unpaid, but it's not explicitly stated.

Question: Can an employee request a partial sick leave?

Answer: The text does not specify if a partial day sick leave is allowed.

Question: What is the benefit of allowing unpaid leave to employees?

Answer: It allows them to take time off without losing their jobs, providing flexibility.

Question: Can an employee request an unpaid leave when they have annual leave balance?

Answer: yes

Question: Why use the "Minimum Permission Duration" setting?

Answer: To standardize the smallest unit of time employees can take off for a short break.

Question: What is an example of a scenario when an employee might use the permission feature?

Answer: For a quick appointment or personal errand during the work day.

Question: If an employee reaches the maximum number of permissions per day, are they able to request more?

Answer: No, the system would likely deny any further requests for that day.

Question: How do breaks differ from permissions?

Answer: Breaks are designated time-off periods within a work shift, while permissions are usually for shorter, more specific instances.

Question: If "Maximum Break Duration Per Day" is reached, can an employee request a permission?

Answer: yes , breaks and permissions are two seperate entities

Question: What does setting multiple "Number Of Allowed Break Sessions/Day" enable?

Answer: It allows employees to take multiple smaller breaks, instead of one long one.

Question: Can an employee belonging to a specific office work on a holiday which is not applicable to them but applicable to another office?

Answer: No

Question: Why would a company choose to select holidays manually rather than using the office-based holidays feature?

Answer: To have more flexibility in applying specific holidays to an attendance profile rather than following the holiday calendar of an employee's office.

Question: What kind of information is likely included in "Sign In Configurations"?

Answer: Likely includes work start time, end time, and break times.

Question: Can an employee who doesn't belong to a profile with a specific "Sign In Configuration" have this sign in configuration?

Answer: unless the user doesnt have an assignmet with that worktiming then no

Question: What is an example of a situation where an employee might use a half day?

Answer: The text doesn't specify an example, but it would be used to cover partial-day needs, like attending an appointment.

Question: Can an employee use a half day and a leave request on the same day?

Answer: no

Question: What does it mean if "Employees Need To Sign In At The Start Of Each Work Day" is enabled?

Answer: It means employees are required to record their arrival (sign-in) and departure (sign-out) at the beginning and end of each workday.

Question: What is the purpose of "Work Time Type"?

Answer: It determines whether the sign-in/out rules are applied to normal workdays or half-days.

Question: Why is a "Minimum Sign In Time" defined?

Answer: To specify the earliest time employees are allowed to start their workday and sign in.

Question: What happens if an employee tries to sign in before the "Minimum Sign In Time"?

Answer: The system would likely reject the sign-in, requiring the employee to wait.

Question: What is the function of the "Maximum Sign In Time"?

Answer: It is the latest time an employee can sign in without incurring tardiness penalties.

Question: Why do companies specify "Number of Working Hour" for employee profiles?

Answer: To define the standard duration an employee is expected to work daily.

Question: What is the purpose of the "Employee Can Sign In As Early As" setting?

Answer: This allows employees to sign in before the designated "Minimum Sign In Time," but there are no penalties if they come early

Question: What is a Tardiness Policy?

Answer: It's a set of rules defining when an employee is considered late and what penalties may apply.

Question: What happens if "Apply Penalty If Employee Is Late" is disabled?

Answer: Late arrivals will not trigger any penalties.

Question: What is a "Minor Penalty" in the context of tardiness?

Answer: It's a smaller penalty applied to employees who arrive late but within a grace period after the "Maximum Sign In Time".

Question: What is a "Major Penalty" in the context of tardiness?

Answer: It's a larger penalty applied to employees who arrive late even after the grace period for a minor penalty.

Question: When is a major penalty applied?

Answer: When employees attend after the allowed sign in time and after the minor penalty range.

Question: What are "Violations" in the context of sign in/out?

Answer: They are instances of breaking the defined sign-in/sign-out rules.

Question: What are penalties?

Answer: They are deductions applied from an employee's leave balance or salary when an employee violates sign-in rules.

Question: What are the two options for where tardiness penalties can be "Deducted From"?

Answer: From the employee's annual leave balance or their salary.

Question: Why is it useful to "Restart Calculating Penalties From The First Violation Every" month or year?

Answer: This resets the penalty escalation, preventing accumulated large deductions over long periods.

Question: What happens when an employee is considered "Absent" due to tardiness?

Answer: The employee has signed in after the major penalty timeframe and is now considered absent.

Question: What triggers a "No Show Deduction"?

Answer: When an employee does not attend work without requesting a leave.

Question: Why is a separate penalty for "No Show" useful?

Answer: To address the absence of employees who don't report for work or provide notice.

Question: If penalties are deducted from an annual leave balance, can an employee go to a negative balance?

Answer: This is not clarified in the text. It depends on system configuration.

Question: What are "Sign Out" guidelines designed to do?

Answer: They are guidelines related to employees leaving the workplace at the end of the workday.

Question: What is meant by "Allow Early Sign Out"?

Answer: It means that employees are allowed to sign out early before the end of working hours without being considered absent.

Question: If "Allow Early Sign Out" is disabled, what happens if an employee leaves before their assigned work time?

Answer: They may be considered absent or may have penalties, as per settings.

Question: Can penalties for early sign out be different from penalties for late sign in?

Answer: Yes, as they are controlled separately in this system.

Question: What does "Consider Absent If Employee Works Less Than" define?

Answer: It determines the minimum number of working hours an employee needs to complete to be considered present and not absent.

Question: Why would a system automatically sign out employees?

Answer: To address cases where employees forget to sign out, ensuring the system has an accurate end-of-day record without penalties.

Question: What's the purpose of setting an "Automatically Sign Employees Out At" time?

Answer: It provides a fallback if employees fail to sign out, preventing inaccurate attendance records.

Question: If an employee is automatically signed out, is it considered a violation?

Answer: No, these automatic sign-outs are usually without penalties.

Question: What is the function of "Apply Penalty If Employee Misses Signing Out"?

Answer: To ensure employees remember to sign out at the end of the workday.

Question: If an employee misses signing out and a penalty applies, can they also receive a no show deduction?

Answer: Based on the text, no, as no show deductions are only for the absences without prior notice, if an employee misses the sign out but attended that day, this would not apply.

Question: What is Overtime?

Answer: Additional time worked after the normal working hours.

Question: What does "Allow Overtime" determine?

Answer: It determines whether overtime is applicable for employees in a specific profile.

Question: When does overtime calculation begin?

Answer: It begins after the calculated sign-out time, as defined by "Calculate Overtime After Calculated Sign Out Time By."

Question: What is the purpose of "Apply Overtime Limits"?

Answer: To ensure that there is a limit to how many additional work hours are considered when calculating overtime.

Question: What is the difference between "Max. Overtime Hours Per Day" and "Max. Overtime Hours Per Month"?

Answer: The first is a daily limit on overtime, while the second is a monthly one.

Question: If an employee works more than the "Max. Overtime Hours Per Day", what happens?

Answer: Only the hours up to the maximum will be calculated when calculating overtime, the rest is not considered.

Question: What is the main function of "Apply Sign In With Facial Recognition"?

Answer: To require employees to use facial recognition for signing in, to verify their identity.

Question: Why is "Apply Facial Recognition On Employees Working Remotely" a separate setting?

Answer: To specify if facial recognition is mandatory for remote employees, since they are not signing in at a designated workplace.

Question: Why is location-based sign-in important?

Answer: It verifies that employees are signing in from an authorized location (like an office).

Question: How does "Allow Employee To Sign In From Any Location" impact signing in?

Answer: It allows employees to sign in regardless of their location.

Question: If "Allow Sign In From Office IP Address" is enabled, what is required for an employee to sign in?

Answer: The employee must be connected to the office network to successfully sign-in.

Question: What does "Allow Sign In From Office Location" likely require?

Answer: That the employee's device is within the office's designated geographic boundary to sign-in.

Question: What does "Allow Custom Locations In Employee Profile" let employees do?

Answer: It lets them sign in from locations specifically saved in their profiles.

Question: If "Apply Sign Out Same As Sign In" is enabled, how are employees allowed to sign out?

Answer: Employees must use the same rules used for signing in, to sign out.

Question: What does "Send A Sign Out Reminder" do?

Answer: It prompts employees to sign out, helping them avoid penalties for missed sign-outs.

Question: What is the primary purpose of the Asset Management module?

Answer: To track, manage, and maintain physical and digital assets assigned to employees.

Question: What kind of assets can be managed using this module?

Answer: Physical items like laptops, phones, office furniture, as well as digital items like software licenses.

Question: What are the key benefits of using the Asset Management module?

Answer: It provides a clear view of asset allocation, usage, and maintenance needs.

Question: What are the four main attributes required when creating a company asset?

Answer: Name, Type, Brand, and Model.

Question: Can a company asset have multiple units?

Answer: Yes, each company asset can have multiple units.

Question: Do all units of a company asset need to have identical main attributes?

Answer: Yes, all units will have the same Name, Type, Brand, and Model as their parent asset.

Question: Can a company asset be created without units initially?

Answer: Yes, a company asset can be created empty and units can be added later.

Question: Besides the four main attributes, what other information is shown in the company assets list?

Answer: The number of units available in storage, the number assigned to employees, and the number scrapped.

Question: Is a description field mandatory when creating a company asset?

Answer: No, it is optional.

Question: What is the difference between a "Serialized" and "Non-Serialized" asset?

Answer: Serialized assets require unique serial numbers for each unit, while Non-Serialized ones do not.

Question: What information is required when creating a unit of a serialized asset?

Answer: The user must provide a unique serial number for each unit.

Question: What information is required when creating a unit of a non-serialized asset?

Answer: The user only needs to specify the number of units.

Question: Is it possible to add units to a company asset after it is already created?

Answer: Yes, the user can add units to an asset after creation.

Question: When adding a unit to a serialized asset, what information must the user provide?

Answer: The user must provide a unique serial number, and choose a company storage for this unit.

Question: Which attributes of a company asset can be edited after creation?

Answer: Only the four main attributes: Name, Type, Brand, and Model.

Question: Can the number of units for a company asset be edited directly?

Answer: No, the text does not specify this, and based on the text, the number of units is updated based on the serial numbers and storage.

Question: What should the "Units" field accept?

Answer: The Units field should only accept positive numbers, and should not accept zero.

Question: Can each serial number of a unit from a specific asset be identical?

Answer: No, each serial number of a specific unit should be unique based on the asset level.

Question: Where can you see a detailed breakdown of assigned assets and storage levels?

Answer: In a detailed list, which shows which assets are assigned to employees, how many units are in storage, and how many are scrapped.

Question: What is the purpose of Asset Types?

Answer: To categorize assets, and is one of the four main required attributes when creating a company asset.

Question: What information is required to create a new Asset Type?

Answer: Only a name is required.

Question: Can Asset Types be edited?

Answer: Yes, Asset Types can be edited at any time

Question: Under what condition can an Asset Type be deleted?

Answer: An asset type cannot be deleted if it is currently assigned to any asset.

Question: What is the purpose of a Storage Location?

Answer: It represents a physical or digital storage space where unassigned asset units are kept.

Question: What information is required when creating a Storage Location?

Answer: It must have a name and an address.

Question: Can Storage Locations be edited?

Answer: Yes, they can be edited at any time.

Question: When can a Storage Location not be deleted?

Answer: If it has any units stored within it.

Question: Is it possible to move asset units from one storage location to another?

Answer: Yes, units can be transferred from one storage to another.

Question: What happens when units are deleted from a Storage Location?

Answer: They are removed completely and are not transferred or scrapped.

Question: What can be viewed in storage?

Answer: Assets and serial numbers of units stored in a storage can be viewed.

Question: What are "Scrapped Assets"?

Answer: They are units that have been decommissioned because they are damaged or obsolete.

Question: Can scrapped assets be assigned to employees?

Answer: No, scrapped units cannot be assigned to employees

Question: What happens if a scrapped unit becomes usable again?

Answer: Users can move it back to a storage location for potential assignment to employees.

Question: When assigning a unit from a serialized asset, what information is required?

Answer: The user must choose the storage location and the specific serial number of the unit.

Question: What determines the available storage locations in the storage dropdown when assigning an asset?

Answer: Only the storage locations that have the selected assets are displayed in the dropdown menu.

Question: What determines the serial numbers displayed in the serial numbers dropdown when assigning an asset?

Answer: Only the serial numbers of the units available in the selected storage are displayed

Question: Can multiple units be assigned to the same employee?

Answer: Yes, multiple units can be assigned to the same employee.

Question: Should business partners be displayed in the employees' dropdown list in the assigning window?

Answer: No, business partners should not be displayed.

Question: Is an attachments field mandatory during assigning?

Answer: No, it is optional.

Question: What information is required when retrieving a unit from an employee?

Answer: The storage location to store the unit is required.

Question: What happens if the selected employee has no assigned units?

Answer: The assets and storage fields should not be displayed.

Question: What restriction applies to deleting or suspending employees with assigned assets?

Answer: An employee can't be deleted or suspended if they have an asset assigned to them.

Question: Can a company asset be deleted if any of its units are assigned to an employee?

Answer: No, a company asset cannot be deleted if it has a unit assigned to an employee.

Question: Can any employee request an asset?

Answer: Active employees can request an asset.

Question: What information must an employee provide when requesting an asset?

Answer: The asset type and a description of why they need the asset.

Question: Can an employee cancel their asset request?

Answer: Yes, as long as it has not been replied to yet by the business partner.

Question: What actions can a business partner take on an asset request?

Answer: Business Partners can accept or reject the requests.

Question: If a business partner accepts an asset request, what steps are required?

Answer: The business partner must choose the specific asset, the storage location, and the serial number of the unit to assign.

Question: Are suspended employees allowed to request assets?

Answer: No, suspended employees cannot request assets.

Question: What is the main purpose of the Cost Centers module?

Answer: To help organizations manage and monitor expenses related to different functional areas or departments.

Question: What types of costs can be allocated using cost centers?

Answer: Costs like salaries, benefits, expenses, and other related overheads.

Question: Who primarily uses the Cost Centers module?

Answer: HR and finance teams.

Question: Where in the system do you create a new cost center?

Answer: Under the financials tab, then the cost centers tab, and then add new cost center.

Question: Is a daily allowance mandatory when setting up a new cost center?

Answer: No, a cost center can be created with or without an allowance deserved per day.

Question: What does the cost center module display?

Answer: A detailed report of salaries and other financial aspects related to each cost center and a detailed report of the portion of the expenses related to each employee within each cost center.

Question: What determines when an employee deserves a cost center allowance?

Answer: The number of days they sign in under a given cost center.

Question: How are allowances tied to employee attendance records?

Answer: Allowances are directly connected to the employee's attendance records in a specific cost center.

Question: How are allowances defined for a cost center?

Answer: Allowances are defined when setting up the cost center.

Question: Can a cost center have multiple allowances?

Answer: Yes, a cost center can have multiple allowances.

Question: Where should allowances show up for employees?

Answer: Allowances should appear in the employee's payroll tab.

Question: What is the determining factor in calculating the amount of allowance to be displayed in the employee payroll?

Answer: It is based on how many days the employee attended and deserved an allowance at that specific cost center.

Question: What is required when creating a new employee shift regarding cost centers?

Answer: Each shift must have a cost center assigned.

Question: When adding or replacing employee assignments, what related element must be linked?

Answer: A cost center must be linked.

Question: What cost center aspect must be associated with each sign-in within the system's attendance records?

Answer: Each sign-in should have a cost center associated.

Question: What is required when performing bulk edits to attendance records regarding cost centers?

Answer: The selection of a cost center is required.

Question: What must be assigned a cost center, in addition to regular workdays?

Answer: Days off and holidays must be assigned to a cost center.

Question: When creating new bonuses or deductions, what connection to cost centers should exist?

Answer: Any newly created bonuses or deductions should be linked to a cost center

Question: What information does a Cost Center Report summarize?

Answer: It summarizes all related expenses, including allowances, bonuses, and deductions.

Question: How is data ensured to be consistent between the Cost Center Report and payroll records?

Answer: By ensuring that each total aligns with the amounts reflected in the payroll records.

Question: If an employee has attendance across multiple cost centers, how are amounts divided?

Answer: The amounts are proportionally divided according to the time spent in each cost center.

Question: How can editing an employee's attendance record impact cost center allowances?

Answer: By changing the cost center associated with a sign-in, it will impact the corresponding allowance.

Question: Why is it useful for a single cost center to support multiple allowances?

Answer: It offers flexibility based on different roles or attendance criteria.

Question: Why should claim requests be tied to specific cost centers?

Answer: To ensure that expenses are tracked appropriately within the correct department.

Question: How does linking cost-related actions to cost centers improve expense management?

Answer: It enables clear oversight of departmental expenses, aligning them with the payroll process and reports.

Question: If an employee works in two different cost centers on the same day, how is their daily allowance calculated?

Answer: The allowance is likely calculated based on the time spent in each cost center, with a proportional split.

Question: If a holiday is assigned to a cost center, does an employee receive an allowance for the holiday if they don't work that day?

Answer: The text does not clarify if an allowance is still given, but the cost center is linked to the holiday. It might depend on the allowance rules.

Question: If an employee has a deduction linked to a cost center, how does it appear in the cost center report?

Answer: It would be included in the report as an expense for that cost center and would align with the deduction in the employee's payroll.

Question: Can a user with the "Add/Edit/Delete Loans" permission create a new loan?

Answer: Yes, they can create a new loan.

Question: What information is displayed in the loans list?

Answer: Employee Name, Creator, # of installments, Loan total, and outstanding payments.

Question: Does the system record the last user who edited a loan?

Answer: Yes, the last user who edited a loan is recorded, and shown upon hover over the loan creator.

Question: Is there a description field for each new loan?

Answer: Yes, there is a description field.

Question: Can a user delete a loan that has installments falling within a paid month?

Answer: No, the system prevents the deletion of the loan and shows an error message.

Question: Can a user delete a loan if no installments have been paid?

Answer: Yes, if the loan doesn't have installments in paid months, it can be deleted.

Question: Can a user edit the details of an existing loan?

Answer: Yes, a user can edit a loan and update the editable fields.

Question: Can a user change the employee associated with a loan during editing?

Answer: No, the employee associated with a loan cannot be changed during editing.

Question: Can paid installments be changed during editing?

Answer: No, installments that have already fallen within paid months cannot be edited.

Question: Can loan installments be set for past months?

Answer: Yes, installments can be set for past months, as long as those months haven't been paid yet.

Question: Does the system validate if the total loan amount matches the total of the installment amounts?

Answer: Yes, the system validates this and prevents loan creation if they don't match.

Question: Can a loan be granted on a date that falls within a paid month?

Answer: No, the system prevents a loan from being created on a date that has already been paid out in payroll.

Question: Can a loan be granted on a date when the employee was suspended or is going to be suspended on?

Answer: No, the system prevents loan creation on these dates.

Question: If a loan is included in the payroll, does its currency need to match the currency in the salary configuration on the grant date

Answer: Yes, the currency is automatically matched and locked to be the same.

Question: Can the month of the first installment be before the "Granted On" date?

Answer: No, the system prevents this.

Question: Can the currency in the salary configuration be changed if there are any unsettled loans?

Answer: No, the currency cannot be changed.

Question: Can a loan be included in the payroll of an employee whose payroll is externally managed?

Answer: No, the option to include the loan in payroll is disabled for externally managed payrolls.

Question: Are loan installments automatically deducted from an employee's payroll?

Answer: Yes, installments are automatically deducted.

Question: How do loan repayments appear on an employee's pay slip?

Answer: Loan repayments appear as separate entries under "Loan Repayment" on the pay slip.

Question: Should an employee have visibility of their loans in their profile?

Answer: Yes, the employee has a list in their profile that shows all their loans and installments.

Question: What happens to loan installments when an employee is suspended?

Answer: All future installments are deducted from their final paycheck, even if it results in a negative final payment.

Question: What permissions are required to view the Loans list?

Answer: "View Loans List (All Employees or Managed Employees)" permission is required.

Question: What permissions are required to create, edit, or delete loans?

Answer: "Add /Edit/Delete Loans" permissions are required.

Question: What permission is required to settle installment payments?

Answer: The "Settle Installment Payments" permission is required.

Question: What permission is needed to view loan information in an employee profile?

Answer: The "View Loans In Employee Profile" permission is required.

Question: What is the purpose of a recruitment process in the ATS?

Answer: To define the steps an applicant goes through from initial application to hiring.

Question: What does each status represent in a recruitment process?

Answer: Each status represents a stage in the application process.

Question: How many initial statuses does a recruitment process have?

Answer: Each process should have only one status designated as the initial status.

Question: : Is there a default "Hired" status in every process?

Answer: Yes, there is a default "Hired" status that cannot be deleted.

Question: Can the default process be deleted?

Answer: No, the default process cannot be deleted.

Question: Can the default process be edited?

Answer: Yes, the default process can be edited.

Question: What statuses should the default process have?

Answer: Initial Screening, First Interview, Test, Second Interview, Short Listed, Rejected, and Hired.

Question: Can recruitment processes be deleted?

Answer: Yes, as long as they are not linked to any job post.

Question: Can recruitment processes be made inactive?

Answer: Yes, recruitment processes can be made inactive.

Question: If a process is made inactive, how does this affect existing job posts?

Answer: It does not affect job posts that already have that process selected, but it is not selectable for new job posts.

Question: What are the required privileges to view and add recruitment processes?

Answer: View Recruitment Processes, Add / Edit /Delete Recruitment Processes, and Activate / Deactivate Recruitment Processes permissions are required.

Question: What can a status contain?

Answer: A Quiz (future feature), and/or a form.

Question: What is the minimum number of fields that need to be added to a form in a status?

Answer: At least one field must be added to the form.

Question: What are the available field types for a form?

Answer: Text, Droplist, Checkbox, Radio Button, and Attachment.

Question: What is required when creating a droplist, checkbox, or radio button?

Answer: Options for the list are required.

Question: Can users preview what a form will look like?

Answer: Yes, users can preview how the form will look and change the field placement.

Question: Can the user set input validations for text fields?

Answer: Yes, the user can validate the type of input, and determine if the field is required.

Question: Can the user specify that a status renders the application inactive?

Answer: Yes, the user can determine if a status renders the application inactive.

Question: What is the purpose of an intake form?

Answer: To collect applicant information when they apply for a job post.

Question: Is there a default intake form in the system?

Answer: Yes, there is a default intake form.

Question: Can the default intake form be deleted?

Answer: No, the default intake form cannot be deleted.

Question: What are the default fields for the default intake form?

Answer: Name (Text - Text Validation), Email (Text - Email Validation), Phone Number (Text - Phone Number Validation), and C.V (Attachment - Required).

Question: Are email, phone number, and attachment fields mandatory in intake forms?

Answer: No, they are optional (except name field), however each form must have at least the name field.

Question: Can additional fields be added to an intake form beyond the default ones?

Answer: Yes, more fields can be added.

Question: What are the requirements for additional fields in an intake form?

Answer: The field requirements are the same as the fields in the status of the recruitment process.

Question: Can intake forms be deleted?

Answer: Yes, as long as they are not linked to a job post.

Question: Can intake forms be made inactive?

Answer: Yes, intake forms can be made inactive.

Question: How does making an intake form inactive affect existing job posts?

Answer: It does not affect existing job posts, but is not available for selection on new posts.

Question: What privileges are required to manage intake forms?

Answer: View Intake Forms, Add / Edit / Delete Intake Forms, and Activate / Deactivate Intake Forms.

Question: What information is required when creating a job post?

Answer: Job Title, Job Description.

Question: Can an applicant apply to the same job post multiple times?

Answer: Yes, if specified, but the maximum number of applications can be

Question: Can a user choose to use a custom intake form and recruitment process instead of the default?

Answer: Yes, the user can choose between the default or custom form and process.

Question: If a custom intake form is selected, is an Email/Phone field required in the intake form?

Answer: Yes, it is required to detect multiple applications from the same user.

Question: How is an application link for each job post generated?

Answer: A unique link is created when the job post is created.

Question: What information is shown in the job post list?

Answer: Job Title, Number of Active Applications, Active/Inactive status, Intake Form, and Recruitment Process.

Question: Can Job Posts be deleted?

Answer: Yes, they can be deleted if there are no related applications.

Question: Can job posts be edited?

Answer: Yes, job posts can be edited at any time.

Question: What happens when a job post's recruitment process is edited?

Answer: The user must map the old statuses to the new statuses, and the application statuses change accordingly.

Question: Can job posts be rendered inactive?

Answer: Yes, they can be rendered inactive, which will not allow applicants to apply to this job post.

Question: What privileges are required to manage job posts?

Answer: View Job Posts, Add / Edit / Delete Job Posts, and Activate / Deactivate Job Posts.

Question: What information should be displayed in the list of applications for a job post?

Answer: Applicant Name, Phone Number, Email Address, Number of Applications, and Application Status.

Question: How can users filter applications?

Answer: By status and by active/inactive applications.

Question: What are active applications?

Answer: Applications whose status does not set the application as closed.

Question: If there are multiple applications, what is displayed as the application status?

Answer: If the applicant has an active application, the status of that application is displayed; otherwise, the status of the last submitted application.

Question: What permissions are required to manage job applicants?

Answer: Change Application Status, View Job Post Applicants, View Applicant Profiles, and Edit Statuses Of Job Applications.

Question: How can applicants access the application form?

Answer: By accessing the unique link generated for each job post.

Question: Does the application link redirect to a page external to the system?

Answer: Yes, the link redirects to a separate page outside the system where applicants fill out the form.

Question: What status is assigned to a new application submitted through the link?

Answer: The initial status set in the recruitment process related to the job post.

Question: Can applicants apply more times than specified by the max application number set in the job post?

Answer: No, they cannot exceed this number.

Question: If an applicant has an active application, can they apply again?

Answer: No, if an applicant has an active application, they cannot apply again.

Question: How does the system check for repeated applications?

Answer: : Primarily by email, if that field exists in the form, otherwise, the system uses the phone number.

Question: Can users add applicants to a job post manually?

Answer: Yes, they can manually add applications.

Question: What data is needed when adding an applicant manually?

Answer: The user should fill out the intake form related to the job post.

Question: Does the system apply the same validations to manually added applications as with externally submitted applications?

Answer: Yes, the same validations apply.

Question: Where can a user view an applicant's profile?

Answer: By clicking on the applicant's name in any of the lists.

Question: What information is included in an applicant's profile?

Answer: Name, Email Address, Phone Numbers, and their Applications.

Question: How are applications from a single applicant presented?

Answer: Each application appears as a separate entity, even if the user applied to the same job post multiple times.

Question: What is displayed in the header of each application?

Answer: Job post name and date applied.

Question: How are applications sorted?

Answer: From newest to oldest, with active applications shown first.

Question: What information is shown within each application?

Answer: The intake form, the statuses of the recruitment process, and the current status.

Question: How can form fields be edited within an application's status?

Answer: The form fields are initially disabled, but can be edited by clicking an edit button. After finishing, user must save by pressing the save button.

Question: What is the contract duration of plan "P2-monthly-24"?

Answer: 24 months (or billing period)

Question: What is the billing period of "P5-semi annually-2"?

Answer: Semi annually.

Question: What are the two types of deductions that can be applied?

Answer: Deductions can be either a Fixed Amount or based on Working Days.

Question: What does the payroll deduction total comprise of?

Answer: Custom deductions + installments + unpaid leave.

Question: What types of unpaid leave can result in deductions?

Answer: Absent, Late sign-in, and Early sign-out.

Question: Where can unpaid leave (absent, late sign-in, early sign-out) be adjusted?

Answer: From Edit Attendance or Work timing settings.

Question: What does it mean if a deduction is a "Fixed Amount"?

Answer: A specific amount is deducted, regardless of working days.

Question: What does it mean if a deduction is based on "Working Days"?

Answer: The deduction is based on the number of days missed, with each day's cost factored in.

Question: When are deductions applied to employees?

Answer: Deductions are applied to internal employees only.

Question: Are deductions applied to external employees?

Answer: No, deductions are not applied to external employees.

Question: What happens if a user tries to add deductions to a paid month?

Answer: An error message appears, and no deductions are added.

Question: Can deductions be added in unpaid (current/future/past) months for internal employees?

Answer: Yes, deductions can be added in any unpaid month.

Question: If a deduction is added to an employee, which database tables are affected?

Answer: Both the deductions and payrolls tables are updated.

Question: Where do the total deductions appear on the payroll page?

Answer: The total deductions appear in the "others" column

Question: Are "days based" and "fixed amount" deductions calculated correctly in payroll?

Answer: Yes, deductions are calculated and displayed correctly.

Question: An employee is late for sign-in and it was adjusted in work timing, does this affect their deductions?

Answer: Yes, this could result in an "Unpaid Leave" deduction, which would be based on working days calculation.

Question: An employee has a custom deduction of a fixed 500 amount and a fixed 100 amount, how will it be reflected in the deductions table?

Answer: Two entries in the deductions table with "value"=500, "amount"=500, and "value"=100, "amount"=100.

Question: An employee is external. Can they be given deductions?

Answer: No, external employees cannot be given deductions.

Question: If an employee is absent for 2 days, and their cost per working day is 100, how is this reflected in the database?

Answer: In the deductions table, the value would be 2, and the amount would be 200.

Question: A month has been paid already, and the user tried to add new custom deductions, what will be displayed on the screen?

Answer: An error message will be displayed, and the deductions will not be saved.

Question: What determines the method that companies will use for biometric integration?

Answer: The API used for integration will determine the method.

Question: What are the two methods of biometric integration?

Answer: Based on the text provided, the two methods are BioTime and CAMS unit.

Question: What is the first step for a successful BioTime integration?

Answer: Companies must provide their BioTime portal credentials.

Question: What field is required in the company form to enable biometric integration?

Answer: A checkbox to determine whether a company will integrate with a biometric device.

Question: What happens when the biometric integration checkbox is checked?

Answer: A radio button field appears to determine the integration method (BioTime or CAMS unit)

Question: What is required if the "BioTime" integration method is selected?

Answer: The user must enter the company's BioTime credentials.

Question: How many BioTime portals can be linked to a company at once?

Answer: Based on the text, only one set of credentials is to be included.

Question: Where are devices owned by a company recorded?

Answer: In the system's database.

Question: How does the system access a client's BioTime portal?

Answer: By retrieving the company's devices using their BioTime credentials.

Question: What are the two ways to add a device to the system?

Answer: Manually or automatically by retrieving info from the portal.

Question: What is required when adding devices manually using the "Add Device" form?

Answer: Device Name, Serial Number, and IP Address.

Question: Can devices be added automatically to the system?

Answer: Yes, by retrieving device information from the BioTime portal.

Question: Where can users assign devices to specific offices/workplaces?

Answer: In the office/workplace form.

Question: What is the purpose of assigning a device to a workplace?

Answer: So employees can use those devices for sign-in/out or clock-in/out.

Question: What field is required in the employee form to enable biometric sign-in/out?

Answer: A checkbox to determine whether an employee will use a biometric device.

Question: What is required when the biometric device checkbox is checked for an employee?

Answer: The user must specify the employee's device ID.

Question: What is the purpose of the employee's device ID?

Answer: To link the employee with a specific device when using it for sign-in/out.

Question: What is the first step to setup biometric integration for a company?

Answer: By selecting the checkbox that the company will be integrated with a biometric device.

Question: What happens if the user does not add the company's BioTime credentials when they choose "BioTime" as integration method?

Answer: The integration cannot be completed, and an error might appear.

Question: Can multiple devices be assigned to one workplace?

Answer: This is not specifically mentioned in the text, but implied as there is an assignment step in the office/workplace form.

Question: Is it mandatory to add a device to the database to make biometric sign in work?

Answer: Yes, according to the described process.

Question: Can an employee with a specified device ID be able to sign-in from another device?

Answer: The text does not specify what happens if they attempt this, it would depend on the system's specific logic.