input	output
What is the dashboard ?	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.
how to create a new employee?	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
how to export employee list ?	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 .
how to filter certain employees ?	navigate to the employees section and find the "Filter" button then select the desired filtering options from the preview.
how to search for an employee?	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.
how to search for an employee in the employee section ?	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.
what is sign in on behalf ?	its a feature that allows managers to clock in for employees within their work timings intervals.
how do i sign in on behalf ?	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.
how do i suspend an Employee ?	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.
how do i delete an employee ?	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.
how do i add or remove employee privilege ?	navigate to the employees section and press "Manage privilege " button and add or remove the desired privileges then press "Save".
How do i sign out on behalf ?	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.
what is sign out on behalf ?	its a feature that allows managers to clock out for employees within their work timings intervals.

how do i view employee details ?	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.
how do i view the employee's history ?	navigate to the chosen employee and then press the history tab within the employee profile
how do i edit employee attendance from employee profile ?	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.
how do i search for specific records in the employee profile ?	in the employee profile navigate to the history tab and use the status , from and to search bards to search and filter records to your liking .
how do i edit attendance type profile from the employee profile ?	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.
how do i add new attendance type configuration for an employee ?	in the employee profile , under the attendance type section , press the "add new configuration" button and fill in the required information then press save .
how do i delete an attendance type configuration from an employee profile ?	in the employee profile , under the attendance type section , press "delete" button next to the attendance type configuration.
how do i view employee shifts from the employee profile ?	in the employee profile , navigate and find the work calendar section.
how do i change employee shifts from employee profile ?	in the employee profile , navigate and find the work calendar section , then press change shift button and modify the desired information then press save.
how do i request a new annual leave ?	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.
how do i request a new emergency annual leave ?	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.
how do i request a new permission ?	in the employee profile , press "new request" button then choose date and "permission " from request type field then press save.
how do i request a new work remotely request ?	in the employee profile , press "new request" button then choose date and "work remotely" from request type field then press save.
how do i request a new unpaid leaves ?	in the employee profile , press "new request" button then choose date and "unpaid leaves " from request type field then press save.
how do i request a new expense claim ?	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.

how do i request bereavement leave?	Employee cant request bereavement leaves as it a custom leave and must have a manager request if for them on behalf.
what is request on behalf ?	its a feature that allows managers to submit requests for their employees
how do i request hajj leaves ?	Employee cant request hajj leaves as it a custom leave and must have a manager request if for them on behalf.
how do i request study leaves ?	Employee cant request study leaves as it a custom leave and must have a manager request if for them on behalf.
how do i request maternity leaves ?	Employee cant request maternity leaves as it a custom leave and must have a manager request if for them on behalf.
how do i request sabbatical leaves ?	Employee cant request sabbatical leaves as it a custom leave and must have a manager request if for them on behalf.
how do i request marriage leaves ?	Employee cant request marriage leaves as it a custom leave and must have a manager request if for them on behalf.
how do i request in lieu of work leaves ?	Employee cant request in lieu of work leaves as it a custom leave and must have a manager request if for them on behalf.
how do i request ignore exception ?	you can request ignore exception on an exceptional assignment by going to your profile and selecting new request button and then selecting the dat e of the exceptional assignment and then choose ignore exception from the leaves type section.
what is annual leave balance ?	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 .
What is Mawared Hr System ?	Easy and Reliable tool to manage you diverse work force\nusing location tracking, customizable employee profiles,\ntracking of employees' attendance, breaks, penalties And\nleaves.
what kind of features does mawared support ?	time and attendance tracking, payroll management, employee self - service, performance management, talent management, compliance and reporting and many more.
what is your purpose ?	support and answer users questions as best as i can.
What is time and attendance tracking ?	a feature that uses real time tracking of employee attendance to ensure best quality
how can i track employee attendance?	using time and attendance tracking feature
what is payroll management ?	a feature that automates complex payroll calculations, integrating penalties, bonuses, overtime requests, and deductions to ensure accurate salary payments
what are payroll management features ?	you can view base salary , allowances , bonuses , overtime , loans, penalties , insurances and deductions.

What is employee self-service in Mawared?	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.
How do I reset my password on Mawared?	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.
what are claims ?	a feature that allows employee to submit expense claims for sums of money they have previously spent for the company's sake
How does Mawared handle performance management?	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.
What kind of compliance and reporting features does Mawared offer?	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.
What is talent management in Mawared?	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.
How can managers track employee performance?	Managers can track employee performance using the performance management tools within Mawared, which include performance reviews, goal tracking, and feedback mechanisms.
Can I access Mawared from my mobile device?	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.
What is the purpose of the notifications in Mawared?	Notifications in Mawared alert you to important events such as leave approvals, payroll updates, upcoming deadlines, and company announcements.
How can I submit feedback about the Mawared system?	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.
Can I customize the dashboard in Mawared?	Yes, you can customize the dashboard to display the information most relevant to you by adding, removing, or rearranging widgets as needed.
What languages does the Mawared HR System support?	he Mawared HR System supports multiple languages including English, Arabic
How can I view my remaining leave balance?	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.

What is the recruitment module in Mawared?	The recruitment module in Mawared assists with managing the entire hiring process, from job posting to candidate selection, interviewing, and onboarding.
How do I set up notifications for important updates in Mawared?	o set up notifications, navigate to the 'Settings' section, go to 'Notifications', and customize your preferences to receive alerts for important updates, requests, and deadlines.
How does Mawared ensure data security?	Mawared ensures data security by using encryption, access controls, regular security audits, and compliance with international data protection standards.
What is an Attendance Profile?	Attendance Profile is the configuration of the employee leave policy and everything related to attendance calculation.
What are Annual Leaves?	Annual Leaves are paid days off work that the employee must request in advance.
What are the two types of leave basis?	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.
What are Unpaid Leaves?	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.
What are Sick Leaves?	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.
What is the Sign In Configuration?	Sign-in configurations are work timings that are applicable starting from a specific date.
What is Mawared Hr System ?	Easy and Reliable tool to manage you diverse work force\nusing location tracking, customizable employee profiles,\ntracking of employees' attendance, breaks, penalties And\nleaves.
what kind of features does mawared support ?	time and attendance tracking, payroll management, employee self - service, performance management, talent management, compliance and reporting and many more.
what are you ?	mawared AI assistant
what is your purpose ?	answer and support customer questions as best as i can.
What is time and attendance tracking ?	a feature that uses real time tracking of employee attendance to ensure best quality
how can i track employee attendance?	using time and attendance tracking feature
what is payroll management ?	a feature that automates complex payroll calculations, integrating penalties, bonuses, overtime requests, and deductions to ensure accurate salary payments
what kind of penalties does the payroll offer ?	late sign in , missing sign out , absent and late sign-in absent

what are payroll management features ?	you can view base salary , allowances , bonuses , overtime , loans, penalties , insurances and deductions.
what kind of insurances ?	social and medical
how can i create new bonuses ?	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
what kind of bonuses is there ?	days and fixed amounts that are calculated from salary configuration
what is a salary configuration ?	a salary configuration is what holds the employee financial details from base salary , allowances , deductions , overtime and days of bonus and penalties
how can i create new salary configuration ?	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.
what kind of payment intervals are there ?	there are monthly and weekly and both support fulltime , daily and hourly intervals.
what is attendance history ?	a tab that provides employee history and attendance along with their sign in time and sign out time and can filter employees
what is employee actions ?	a feature that allows managers to submit actions concerning employees in bulk
what is employee documents ?	a feature that holds and shows th documents concerning employees such as birth certificates , insurances and national IDs
what is dashboard ?	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
what are requests ?	requests are a feature where an employee can request leave or have a manager request on their behalf depending on the type of leave.
what are loan requests ?	a type of requests that the employee can either request or have requested on behalf concerning a loan of money
how to create a loan request ?	by pressing the new request button in your profile and then selecting loan requests from the dropdown menu
what are claims ?	a feature that allows employee to submit expense claims for sums of money they have previously spent for the company's sake
How do I reset my password on Mawared?	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.
Can managers approve leave requests through Mawared?	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.

How do I update my personal information in Mawared?	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.
What is employee self-service in Mawared?	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.
How does Mawared handle performance management?	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.
What kind of compliance and reporting features does Mawared offer?	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.
What is talent management in Mawared?	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.
How can managers track employee performance?	Managers can track employee performance using the performance management tools within Mawared, which include performance reviews, goal tracking, and feedback mechanisms.
What is the employee directory in Mawared?	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.
Can I access Mawared from my mobile device?	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.
How do I view my attendance records?	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.
What is the purpose of the notifications in Mawared?	Notifications in Mawared alert you to important events such as leave approvals, payroll updates, upcoming deadlines, and company announcements.
How can I submit feedback about the Mawared system?	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.
What is the document management feature?	he document management feature allows you to store, organize, and access important employee documents such as contracts, certificates, and IDs.

How do I view my payroll summary?	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.
What is the purpose of the announcements section in Mawared?	The announcements section is used to communicate important company news, policy changes, and other critical updates to all employees.
Can I customize the dashboard in Mawared?	Yes, you can customize the dashboard to display the information most relevant to you by adding, removing, or rearranging widgets as needed.
How do I check the status of my leave request?	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.
What languages does the Mawared HR System support?	he Mawared HR System supports multiple languages including English, Arabic
How do I submit a complaint or issue report in Mawared?	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.
How can I view my remaining leave balance?	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.
How do I access company policies in Mawared?	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.
What is the recruitment module in Mawared?	The recruitment module in Mawared assists with managing the entire hiring process, from job posting to candidate selection, interviewing, and onboarding.
How do I view the company holiday calendar in Mawared?	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.
How do I set up notifications for important updates in Mawared?	o set up notifications, navigate to the 'Settings' section, go to 'Notifications', and customize your preferences to receive alerts for important updates, requests, and deadlines.
What types of leave can employees request through Mawared?	Employees can request various types of leave including vacation leave, sick leave, maternity/paternity leave, and unpaid leave, depending on the company's policies.
Can I submit expense reports through Mawared?	Yes, you can submit expense reports by navigating to the 'Expenses' section, entering the details of your expenses, and submitting them for approval.
How does Mawared ensure data security?	Mawared ensures data security by using encryption, access controls, regular security audits, and compliance with international data protection standards.

What is the leave accrual policy in Mawared?	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.
How can I set up my work schedule in Mawared?	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.
What is the process for terminating an employee in Mawared?	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.
Can I view company announcements in Mawared?	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.
How do I manage my team's attendance in Mawared?	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.
How do I manage my team's attendance in Mawared?	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.
How do I configure notifications for specific events in Mawared?	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.
How can I view my historical payslips in Mawared?	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.
What is an Attendance Profile?	Attendance Profile is the configuration of the employee leave policy and everything related to attendance calculation.
Are employees allowed to request leaves during their probation period?	Employees can't request leaves during their probation period. Once the probation period ends, employees will be allowed to request leaves.
What are Annual Leaves?	Annual Leaves are paid days off work that the employee must request in advance.

What is the maximum number of leaves an employee can request per year?	The maximum number of leaves an employee is allowed to request per year.
How many hours before the start of the workday must an employee submit a leave request?	Number of hours before which an employee can request an annual leave.
Are holidays and weekends included when calculating normal leave durations?	Determines whether holidays and weekends are counted when calculating the leave duration if the leave days include a weekend or a holiday.
What are the two types of leave basis?	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.
How is the remaining annual leave balance handled at the end of the year?	This determines how to handle the annual leave remaining balance at the end of each year.
What does "Rollover Remaining Balance To Next Year" mean?	Transfers the remaining leave balance to be added to the next year's leave balance.
What happens if the remaining leave balance is set to zero?	Deducts the remaining leave balances so it becomes 0 at the end of the year.
What does "Annual Leaves Are Deserved Against" mean?	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.
Is the rollover balance automatic or manual?	Determines whether the remaining leaves are rolled over automatically or manually.
Is there a maximum number of leaves that can be rolled over to the next year?	Maximum number of leave days that can be transferred to the next year's leave balance.
What happens to the remaining leave balance if it is converted to bonus days?	All remaining leaves will be converted to bonus days and the employee leave balance will be 0.
When is the bonus for converted leave balances paid?	Determines the month at which the bonus is paid.
What are Sick Leaves?	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.

Can employees request sick leaves?	This determines if the Sick Leave Policy is applicable to employees that belong to this profile.
Are holidays and weekends included when calculating sick leave durations?	Determines whether holidays and weekends are counted when calculating the leave duration if the leave days include a weekend or a holiday.
What are Unpaid Leaves?	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.
Can employees request unpaid leaves?	This determines if the Unpaid Leaves are allowed to employees that belong to this profile.
Are holidays and weekends included when calculating unpaid leave durations?	Determines whether holidays and weekends are counted when calculating the leave duration if the leave days include a weekend or a holiday.
Can employees request permissions for a small portion of the workday off?	Employees are allowed to request a small portion of the workday off.
What is the minimum permission duration that can be requested?	Minimum number of minutes that can be requested in a day.
How many permission requests can be made per day?	This number indicates how many multiples of the minimum number of permission durations can be requested per day.
How many permissions can be requested per month?	This number indicates how many multiples of the minimum number of permission durations can be requested per month.
Are employees allowed to take breaks during working hours?	Determines whether employees are allowed to take time off during working hours as a break.
How many break sessions are allowed per day?	Maximum number of breaks that can be requested per day.
What is the maximum duration for an individual break session?	Maximum break duration that can be requested per one session per day.
What is the maximum break duration allowed per day?	Maximum break duration that can be requested per day.
Are office holidays applied automatically?	Apply holidays automatically according to the office of each employee that belongs to this attendance profile.
What if "Apply Office Holidays" is unchecked?	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.
What is the Sign In Configuration?	Sign-in configurations are work timings that are applicable starting from a specific date.

Can employees take a half day off?	Determines whether employees are allowed to attend a small portion of the day or not based on the provided fields.
What determines if employees can request leaves during their probation period?	The policy setting "Leaves During Probation Period: Employee Can't Request Leaves During Their Probation Period" determines this.
How are accrued leaves added to the employee leave balance?	Accrued leaves are earned during the year, divided by 12 months, and then added to the employee leave balance.
How are annual based leaves added to the employee leave balance?	Annual based leaves are added to the leave balance at the beginning of each year.
What does "Settle End Of Year Annual Leave Balance" define?	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.
What happens to remaining leave days if "Rollover Balance Automatically" is enabled?	The remaining leave days are automatically transferred to the next year's leave balance.
How does the "Set A Maximum Number Of Leaves To Be Rolled Over To Next Year" function?	It limits the number of leave days that can be transferred to the next year's leave balance.
When converting remaining leave balance to bonus days, what happens to the leave balance?	The leave balance is set to zero, and the remaining leave days are converted to bonus days.
Is the month of bonus payment configurable when converting leave balances to bonus days?	Yes, the month at which the bonus is paid is configurable.
What document is required when requesting sick leaves?	Employees must submit a document to support their claim when requesting sick leave.
How are holidays and weekends treated when calculating sick leave durations?	It is determined whether holidays and weekends are included when calculating the sick leave duration.
What is the impact of taking unpaid leaves on an employee's salary?	Each day taken as unpaid leave will be deducted from the salary.

Can employees request unpaid leaves according to this profile?	This is determined by whether the policy allows employees to request unpaid leaves.
What is the significance of including holidays and weekends when calculating leave durations?	It affects the total leave duration by either including or excluding holidays and weekends.
What defines the minimum permission duration that can be requested by employees?	The field "Minimum Permission Duration" defines this.
How is the maximum number of permission requests per day calculated?	It is calculated based on the multiples of the minimum permission duration that can be requested per day.
What limits the maximum number of permission requests per month?	The policy setting for "Maximum No. Of Permissions Per Month" limits this.
What determines the allowed break sessions per day?	The number of allowed break sessions per day is determined by the field "Number Of Allowed Break Sessions/Day."
How is the maximum individual break session duration set?	It is set by the policy for "Maximum Individual Break Session Duration."
What defines the maximum break duration allowed per day?	The policy setting for "Maximum Break Duration Per Day" defines this.
How are office holidays applied to employees automatically?	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.
What should be done if "Apply Office Holidays" is not enabled?	New holidays should be added or an existing holiday should be selected manually for employees that belong to the attendance profile.
What is included in Sign In Configuration?	Sign-in configurations include work timings that are applicable starting from a specific date.
Can employees attend a small portion of the day if half-day attendance is allowed?	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.
What does the field "Payable At" specify in the context of converting leave balances to bonus days?	It specifies the month at which the bonus for converted leave balances is paid.

What does "Allow Employees To Request Permissions" entail?	It allows employees to request a small portion of the workday off.
Why is the "Minimum Permission Duration" important?	It sets the smallest amount of time an employee can request off in a single permission request.
How does "Maximum No. Of Permission Requests Per Day" affect employees?	It limits the number of times an employee can request permission off in a single day.
What does "Maximum No. Of Permissions Per Month" regulate?	It regulates the total number of permissions an employee can request in a month.
What is the purpose of allowing employees to take breaks?	It allows employees to take short periods off during working hours for rest or personal needs.
How does "Number Of Allowed Break Sessions/Day" impact an employee's workday?	It determines how many breaks an employee can take in a single workday.
What does the "Maximum Individual Break Session Duration" define?	It defines the longest duration for a single break session that an employee can take.
Why is the "Maximum Break Duration Per Day" important?	It sets the total maximum time that can be taken as breaks in a single day, ensuring breaks do not exceed this limit.
What happens if the "Apply Office Holidays" option is checked?	Office holidays will automatically apply to employees based on their office location.
How are holidays managed if "Apply Office Holidays" is unchecked?	Holidays need to be manually added or selected, and they will apply only to employees that belong to this attendance profile.
What are Sign In Configurations?	They are settings related to the specific work timings that are applicable starting from a particular date.
What does "Allow Employees To Take Half Day" determine?	It determines whether employees are allowed to work only part of the day, usually half, based on specific conditions.
What impact does including holidays and weekends in leave calculations have?	It can extend the total duration of the leave if holidays and weekends are counted as part of the leave period.

What is the difference between Accrued Leaves and Annual Based Leaves?	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.
How does the "Settle End Of Year Annual Leave Balance" option affect unused leaves?	It determines whether unused leaves are rolled over to the next year, converted to bonus days, or reset to zero.
What is the role of the "Zero Balance" option in leave management?	It ensures that any unused leave balance is deducted to zero at the end of the year.
What does "Rollover Balance Automatically" imply for leave balance management?	It means the remaining leave balance will be automatically carried over to the next year's balance without manual intervention.
Why might an organization set a maximum number of leaves to be rolled over?	To manage and limit the carryover of leaves, ensuring employees use their leave entitlement within the year.
How does the "Zero Remaining Balance And Convert To Bonus Days" policy work?	It converts all remaining leave days at the end of the year into bonus days, and the leave balance is reset to zero.
What documentation is typically required for requesting sick leaves?	Employees must submit a medical certificate or other relevant documentation to validate their sick leave request.
What does the field "Include Holidays And Weekends When Calculating Sick Leave Durations" specify?	It determines if sick leave duration calculations should include holidays and weekends.
What happens to an employee's pay when they take unpaid leave?	The pay is deducted based on the number of unpaid leave days taken.
Why might an organization allow employees to take breaks?	To provide rest periods, improve productivity, and support employee well-being during working hours.
What does the "Attendance Profile" encompass?	he Attendance Profile comprises the configuration of the employee leave policy and all aspects related to attendance calculation.
Why might an organization disallow leave requests during an employee's probation period?	It ensures that new employees focus on adapting to their roles and responsibilities without interruptions.

How does the "Number Of Leaves Per Year" affect employees?	It determines the maximum number of leave days an employee can request within a year.
What does the "Include Holidays And Weekends When Calculating Normal Leave Durations" option consider?	It determines whether holidays and weekends are counted towards the total duration of leave days if they fall within the requested leave period.
What is the significance of the "Leave Basis" setting in leave management?	It determines how leave entitlements are calculated and added to an employee's leave balance.
How does the "Rollover Remaining Balance To Next Year" option benefit employees?	It allows employees to carry forward their unused leave days to the next year, providing flexibility in utilizing accrued leave.
What does "Annual Leaves Are Deserved Against" specify in leave allocation?	It defines the basis for calculating the number of leave days, whether against total calendar days or workdays excluding holidays.
What are the advantages of setting a maximum number of leaves to be rolled over?	It helps prevent excessive accumulation of leave balances, encourages employees to take time off regularly, and ensures leave management efficiency.
How does the "Zero Remaining Balance And Convert To Bonus Days" option impact leave management?	It allows organizations to incentivize employees to utilize their leave entitlements by converting unused leave into bonus days.
What are the consequences of allowing employees to request sick leaves without proper documentation?	It may lead to misuse of sick leave privileges and affect productivity and trust within the organization.
How does the "Unpaid Leaves" policy affect an employee's salary?	It results in deductions from an employee's salary for the duration of the unpaid leave taken.
What does the "Allow Employees To Request Permissions" feature cater to?	It enables employees to request short periods of time off during the workday for personal or non-emergency reasons.
What is the purpose of setting a "Minimum Permission Duration"?	It ensures that permission requests meet a minimum duration requirement, preventing frequent interruptions to workflow for minor requests.

How does the "Maximum No. Of Permissions Per Month" restriction benefit workflow management?	It helps control the frequency of permission requests, ensuring that employees balance their work commitments effectively.
What is the rationale behind setting limits for the number of break sessions per day?	It ensures that breaks are taken in moderation, minimizing disruptions to workflow while supporting employee well-being.
How does the "Maximum Break Duration Per Day" setting contribute to productivity?	It prevents excessive breaks that may disrupt workflow, ensuring that employees maintain focus and productivity throughout the day.
What role does "Apply Office Holidays" play in leave management?	It automates the application of office-specific holidays to employee leave entitlements, ensuring consistency and compliance with company policies.
Why might an organization choose to manually select holidays instead of applying them automatically?	It allows for customization of holidays based on specific business needs or cultural considerations that may vary across different offices or regions.
What does the "Sign In Configuration" entail?	Sign In Configuration includes settings related to employees' work timings, such as start and end times, break schedules, and shift patterns.
How does the "Allow Employees To Take Half Day" setting accommodate flexible work arrangements?	It provides employees with the option to work half of a regular workday, offering flexibility to balance personal and professional commitments.
What is the purpose of the "Employees Need To Sign In At The Start Of Each Work Day" field?	It indicates that employees must sign in at the beginning of each workday.
What does the "Work Time Type" field determine?	It determines whether work timing should be applied on Normal or Half-day basis.
What is the "Sign In" field in the context of the provided information?	It refers to guidelines regarding employee attendance at the workplace.
What does the "Minimum Sign In Time" field signify?	It represents the earliest time employees can sign in at.
What happens if an employee signs in after the "Maximum Sign In Time"?	Tardiness penalties are applied.
What does the "Number Of Working Hours" field indicate?	It specifies the required number of hours from each employee for this profile.

What is the purpose of the "Tardiness Policy" field?	It sets guidelines for handling employee lateness and its consequences.
When does a minor penalty apply according to the "Tardiness Policy"?	When employees sign in after the maximum sign-in time but within an allowed time range.
What determines whether penalties are applied for tardiness?	The "Apply Penalty If Employee Is Late" field.
How are tardiness penalties deducted according to the "Tardiness Policy"?	They're deducted based on the number of violations made.
What is the consequence of repeated tardiness violations?	Penalties are deducted from the employee's balance, depending on the number of violations.
What determines whether a major penalty is applied for tardiness?	The "Apply Major Penalty" field in the Tardiness Policy.
How is a major penalty different from a minor penalty?	A major penalty is the maximum deduction for attending after the allowed sign-in time and after the minor penalty range.
What does the "Deduct From" field in the Tardiness Policy determine?	It specifies whether penalties are deducted from annual leave balance or salary.
How often are penalties reset according to the "Restart Calculating Penalties From The First Violation Every" field?	It determines whether penalties reset every Month or Year.
What triggers a "No Show Deduction"?	When employees do not attend without submitting a Leave Request.
What does the "Consider Absent If Employee Works Less Than" field determine?	It sets the minimum number of hours employees need to work to not be considered absent.
What happens if an employee forgets to sign out?	They will be automatically signed out with no penalties applied if configured accordingly.
What determines whether a penalty is applied if an employee misses sign ing out?	The "Apply Penalty If Employee Misses Sign ing Out" field.

How often are penalties reset for missing sign out?	t depends on the configuration of the "Restart Calculating Penalties From The First Violation Every" field.
What is overtime in the context of the provided fields?	Overtime refers to additional time worked after the normal working hours.
What does the "Allow Overtime" field determine?	It decides whether overtime is applicable to employees belonging to this profile.
When does the system start calculating overtime hours according to the "Calculate Overtime After Calculated Sign Out Time By" field?	It determines when to start calculating overtime hours after the calculated sign-out time.
What is the purpose of the "Apply Overtime Limits" field?	It sets the maximum additional hours allowed for overtime.
How are overtime hours limited according to the provided fields?	By specifying maximum overtime hours per day and per month.
What is the purpose of the "Apply Sign In With Facial Recognition" field?	It determines whether employee attendance is recorded using facial recognition technology.
Can facial recognition be applied to employees working remotely?	It depends on the configuration of the "Apply Facial Recognition On Employees Working Remotely" field.
Are employees allowed to sign in from any location?	It depends on the configuration of the "Allow Employee To Sign In From Any Location" field.
What determines whether employees are allowed to sign in from the office IP address?	The setting of the "Allow Sign In From Office IP Address" field.
Can employees sign in from custom locations?	It depends on the configuration of the "Allow Custom Locations In Employee Profile"
What does the "Allow Sign Out Same As Sign In" field determine?	It decides whether sign-in settings should be applied to sign-out as well.
Can employees sign out from any location?	It depends on the setting of the "Allow Employee To Sign Out From Any Location" field.
What determines whether employees can sign out from the office IP address?	The configuration of the "Allow Sign out From Office IP Address" field.

Are employees allowed to sign out from custom locations?	It depends on the setting of the "Allow Sign Out Custom Locations In Employee Profile" field.
What does the "Send A Sign Out Reminder" field determine?	It decides whether a sign-out reminder is sent to employees.
How are penalties deducted for missing sign-out?	It depends on the setting of the "Deduct From" field in the relevant section.
What is the purpose of the "Automatically Sign Employees Out At" field?	It automatically signs out employees who forget to sign out by a specified time.
How are penalties calculated for missing sign-out?	It depends on the setting of the "Apply Penalty If Employee Misses Sign ing Out" field.
How often are penalties reset for missing sign-out?	It depends on the setting of the "Restart Calculating Penalties From The First Violation Every" field.
What determines whether overtime is applicable to employees?	The configuration of the "Allow Overtime" field.
What does the "Sign In" field encompass?	It consists of guidelines regarding employee attendance at the workplace.
How is the "Minimum Sign In Time" determined?	It represents the earliest time employees can sign in.
What happens if an employee exceeds the "Maximum Sign In Time"?	Tardiness penalties are typically applied.
How are tardiness penalties calculated?	They are deducted based on the number of tardiness violations made by the employee.
What is the significance of the "Apply Major Penalty" field?	It determines whether a major penalty is applied for tardiness violations.
What is the consequence of repeated tardiness violations?	The penalties deducted from the employee's balance increase accordingly.
What triggers a "No Show Deduction"?	It occurs when employees fail to attend work without submitting a leave request.
What does the "Consider Absent If Employee Works Less Than" field determine?	It sets the threshold for the minimum number of hours an employee must work to avoid being considered absent.
What happens if an employee forgets to sign out?	Depending on the configuration, they may be automatically signed out or incur penalties if applicable.

How are penalties calculated for missing sign-out?	It depends on the settings configured, such as whether penalties are applied and how they are deducted.
What does the "Allow Overtime" field determine?	It decides whether employees belonging to this profile are eligible for overtime.
How is overtime calculated according to the provided fields?	Overtime is calculated based on the hours worked beyond normal working hours.
What is the purpose of the "Apply Overtime Limits" field?	It sets the maximum allowable additional hours for overtime work.
How are overtime hours limited per day and per month?	By specifying maximum overtime hours per day and per month in the relevant fields.
What is the significance of the "Apply Sign In With Facial Recognition" field?	It determines whether employee attendance is recorded using facial recognition technology.
Can employees sign in using facial recognition if they work remotely?	It depends on the configuration of the "Apply Facial Recognition On Employees Working Remotely" field.
Are employees allowed to sign in from any location?	It depends on the setting of the "Allow Employee To Sign In From Any Location" field.
What determines whether employees can sign in from the office IP address?	The configuration of the "Allow Sign In From Office IP Address" field.
Can employees sign in from custom locations?	It depends on the setting of the "Allow Custom Locations In Employee Profile" field.
What is the purpose of the "Allow Sign Out Same As Sign In" field?	It determines whether the sign-in settings should also be applied to sign-out procedures.
What does the "Allow Employee To Sign out From Any Location" field determine?	It specifies whether employees are permitted to sign out from any location.
What determines whether employees can sign out from the office IP address?	The configuration of the "Allow Sign out From Office IP Address" field.
Are employees allowed to sign out from custom locations?	t depends on the setting of the "Allow Sign Out Custom Locations In Employee Profile" field.
What is the purpose of the "Send A Sign Out Reminder" field?	It determines whether a reminder is sent to employees to sign out.

How are penalties deducted for missing sign-out?	It depends on the configuration set in the "Deduct From" field.
What is the significance of the "Automatically Sign Employees Out At" field?	It automatically signs out employees who forget to sign out by a specified time.
How are penalties calculated for missing sign-out?	It depends on the setting of the "Apply Penalty If Employee Misses Sign ing Out" field.
How often are penalties reset for missing sign-out?	It depends on the configuration of the "Restart Calculating Penalties From The First Violation Every" field.
What determines whether overtime is applicable to employees?	The configuration of the "Allow Overtime" field.
How are overtime hours calculated?	Overtime hours are calculated based on the hours worked beyond the normal working hours.
What does the "Sign In" field represent in the context of the provided information?	It outlines the guidelines and procedures for employee attendance at the workplace.
How is the "Minimum Sign In Time" determined?	It specifies the earliest allowable time for employees to sign in at the start of their workday.
What happens if an employee exceeds the "Maximum Sign In Time"?	Tardiness penalties may be applied if an employee signs in after the designated maximum time.
How are tardiness penalties enforced according to the provided fields?	Penalties are typically deducted from an employee's balance for each violation of the sign-in rules.
What is the purpose of the "Apply Major Penalty" field?	It determines whether a more severe penalty is applied for tardiness violations beyond a certain threshold.
How are penalties adjusted for repeated tardiness violations?	The penalties may increase with each subsequent violation, depending on the configured rules.
What triggers a "No Show Deduction"?	A "No Show Deduction" occurs when an employee fails to attend work without submitting an approved leave request.
What does the "Consider Absent If Employee Works Less Than" field indicate?	It sets the minimum threshold of hours an employee must work to avoid being considered absent for the day.
How is the issue of forgetting to sign out addressed?	Employees may be automatically signed out or penalized if they fail to sign out by a specified time, depending on system settings.

How are penalties calculated for missing sign-out?	Penalties for missing sign-out may vary depending on the configured rules, such as whether penalties are applied and how they are deducted.
What is the significance of the "Allow Overtime" field?	It determines whether employees under this profile are eligible for overtime work.
How are overtime hours calculated?	Overtime hours are typically calculated based on the hours worked beyond the regular working hours.
What is the purpose of the "Apply Overtime Limits" field?	It sets the maximum allowable additional hours for overtime work.
How are overtime hours limited per day and per month?	By specifying the maximum allowable overtime hours per day and per month in the relevant fields.
What does the "Apply Sign In With Facial Recognition" field determine?	It specifies whether employee attendance is recorded using facial recognition technology.
Can employees sign in using facial recognition if they work remotely?	It depends on the configuration of the "Apply Facial Recognition On Employees Working Remotely" field.
Are employees allowed to sign in from any location?	It depends on the setting of the "Allow Employee To Sign In From Any Location" field.
What determines whether employees can sign in from the office IP address?	The configuration of the "Allow Sign In From Office IP Address" field.
Can employees sign in from custom locations?	It depends on the setting of the "Allow Custom Locations In Employee Profile" field.
What is the purpose of the "Allow Sign Out Same As Sign In" field?	It determines whether the sign-in settings should also be applied to sign-out procedures.
What does the "Allow Employee To Sign out From Any Location" field indicate?	It specifies whether employees are permitted to sign out from any location.
What determines whether employees can sign out from the office IP address?	The configuration of the "Allow Sign out From Office IP Address" field.
Are employees allowed to sign out from custom locations?	It depends on the setting of the "Allow Sign Out Custom Locations In Employee Profile" field.
What is the purpose of the "Send A Sign Out Reminder" field?	It determines whether a reminder is sent to employees to sign out.

How are penalties deducted for missing sign-out?	It depends on the configuration set in the "Deduct From" field.
What is the significance of the "Automatically Sign Employees Out At" field?	It automatically signs out employees who forget to sign out by a specified time.
How are penalties calculated for missing sign-out?	It depends on the setting of the "Apply Penalty If Employee Misses Sign ing Out" field.
How often are penalties reset for missing sign-out?	It depends on the configuration of the "Restart Calculating Penalties From The First Violation Every" field.
What determines whether overtime is applicable to employees?	The configuration of the "Allow Overtime" field.
How are overtime hours calculated?	Overtime hours are calculated based on the hours worked beyond the normal working hours.
What is Manage Employee Payroll Externally?	It determines whether the salary is managed through the payroll system or not.
What does the Choose Month field determine?	It determines from which month this salary configuration is applicable.
What is Salary Preset?	Salary Preset is a previously saved salary configuration that can be used as a template for filling out the current salary configuration.
What does Base Salary refer to?	Base Salary is the fixed monthly rate earned before allowances, bonuses, and deductibles.
Define Gross Salary.	Gross Salary is the total of allowances and base salary.
What is Net Salary?	Net Salary is the gross salary after subtracting salary deductibles.
What does the Currency field determine?	It determines the currency in which the employee will be paid.
What are Allowances?	Allowances are the additional benefits provided to employees over the base salary.
How is the Payment factor related to Allowances?	The Payment factor determines whether allowances are a fixed amount added to base salary or a percent of base salary.
What are Deductibles?	Deductibles are a fixed amount deducted from the gross salary.
How is the Payment factor related to Deductibles?	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.
What does the Day Of Penalty field determine?	It determines how much one day of penalty is worth when deducting penalties from an employee's salary.
What is the Calculating method used for?	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.

How does the Select Days field influence salary calculation?	It determines the number of days with which the salary will be divided to determine how much one day is worth.
What does the Day Of Bonus field specify?	It determines how much one day of bonus is worth when adding a bonus as a number of days.
When is the Hour Overtime field applicable?	It is only available when overtime is allowed and determines how much one hour of overtime is worth when compensating employees for overtime hours.
What is the Overtime Payment Factor?	Overtime Payment Factor is how many hours the employee deserves with each overtime hour worked.
What does the Save As New Salary Preset option allow?	It allows this salary configuration to be saved as a template and reused for another employee.
How does the Update Salary Preset option function?	It allows the saved salary configuration to be updated with new changes.
What are the options for managing employee payroll externally?	The options are either to manage it through the payroll system or not.
Can you explain the concept of a Salary Preset?	A Salary Preset is a pre-defined salary configuration that can be saved and used as a template for setting up other salary configurations.
How is the Gross Salary calculated?	Gross Salary is calculated by adding allowances to the base salary.
What does the Payment factor determine for both Allowances and Deductibles?	The Payment factor determines whether they are added or deducted as a fixed amount or as a percentage of the base salary.
What factors influence the calculation of penalties deducted from an employee's salary?	The Day Of Penalty and Calculating method determine the value of one day of penalty and the basis for its calculation, respectively.
How is the value of one day of bonus determined?	The Day Of Bonus field specifies the value of one day of bonus, often in terms of additional days added to the salary.
When is the Hour Overtime field applicable, and what does it determine?	It's applicable when overtime is allowed and determines the worth of one hour of overtime for compensating employees.
How does the Overtime Payment Factor affect overtime compensation?	It determines the ratio of additional hours the employee deserves for each overtime hour worked.
What is the purpose of the Save As New Salary Preset option?	It allows the current salary configuration to be saved as a template for future use with other employees.
How does the Update Salary Preset option facilitate management?	It allows modifications to be made to a saved salary configuration, ensuring it reflects the latest changes accurately.

Can you explain the significance of the Choose Month field in salary configuration?	The Choose Month field determines the starting month for which the salary configuration will be applicable, ensuring clarity and accuracy in salary management.
What is the significance of Base Salary in the context of employee compensation?	Base Salary represents the fundamental fixed amount an employee earns before any additional benefits, bonuses, or deductions are applied.
How does the currency selection impact employee salary payments?	Currency selection determines the currency in which employees will receive their salaries, ensuring compliance with local regulations and facilitating financial transactions.
What is the rationale behind dividing the salary by a certain number of days in the Select Days field?	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.
How does the Day Of Penalty influence the calculation of penalties deducted from an employee's salary?	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.
What factors influence the calculation method for one day of penalty in the Calculating method field?	he 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.
How does the Hour Overtime field contribute to fair compensation practices?	The Hour Overtime field specifies the value of one hour of overtime, ensuring that employees are appropriately compensated for additional work beyond regular hours.
What is the significance of the Save As New Salary Preset feature in salary management?	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.
How does the Update Salary Preset functionality enhance administrative efficiency?	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.
How does the concept of Payment factor apply to both Allowances and Deductibles?	The Payment factor determines whether allowances are added or deductibles are subtracted as either a fixed amount or a percentage of the base salary.
What role does the Day Of Bonus field play in employee compensation?	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.

When is the Hour Overtime field utilized, and what does it signify?	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.
How does the Overtime Payment Factor impact overtime compensation calculations?	The Overtime Payment Factor determines the ratio of additional compensation employees receive for each hour of overtime worked, ensuring fair and consistent payment practices.
What distinguishes the Save As New Salary Preset option from the Update Salary Preset functionality?	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.
How does the Day Of Penalty field influence payroll processing?	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.
Can you explain the purpose of the Calculating method field in salary configuration?	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.
What does the Select Days field signify in salary management?	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.
How does the Update Salary Preset feature contribute to HR efficiency?	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.
How does managing employee payroll externally affect organizational processes?	Managing employee payroll externally can streamline administrative tasks and ensure compliance with relevant regulations and tax laws.
What considerations should be made when selecting the currency for employee salary payments?	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.
How does the Payment factor impact the accuracy of salary calculations?	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.
What role does the Day Of Bonus field play in incentivizing employee performance?	The Day Of Bonus field assigns a value to each day of bonus, motivating employees by offering additional compensation for exceptional performance or achievements.

When is the Hour Overtime field utilized, and why is it important?	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.
How does the Overtime Payment Factor contribute to fair overtime compensation practices?	The Overtime Payment Factor determines the ratio of additional compensation employees receive for each hour of overtime worked, ensuring equitable compensation for extra work.
What distinguishes the Save As New Salary Preset option from the Update Salary Preset functionality?	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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How does the Update Salary Preset feature contribute to HR efficiency?	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.
What are the benefits of using Salary Presets in salary management?	Salary Presets offer a standardized approach to salary configuration, saving time and effort by allowing the reuse of predefined settings for multiple employees.
How does the Base Salary field impact overall employee compensation?	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.
What factors should be considered when setting the Payment factor for allowances and deductibles?	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.
How does the Choose Month field contribute to effective salary management?	The Choose Month field ensures that salary configurations are applied accurately and timely by specifying the starting month for which the configuration is applicable.

What are the implications of the Currency field on international payroll processing?	The Currency field ensures that employees are paid in their preferred currency, simplifying international payroll processing and reducing currency exchange costs and complexities.
How does the Payment factor impact the accuracy of salary calculations?	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.
What role does the Day Of Bonus field play in incentivizing employee performance?	The Day Of Bonus field assigns a value to each day of bonus, motivating employees by offering additional compensation for exceptional performance or achievements.
What factors should be considered when determining the Day Of Penalty for salary deductions?	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.
How does the Calculating method field affect the calculation of penalties and bonuses?	The Calculating method field determines the basis for calculating penalties and bonuses, providing flexibility in how these adjustments are applied to employee salaries.
What does the Select Days field represent in salary management?	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.
How does the Update Salary Preset feature contribute to HR efficiency?	The Update Salary Preset feature allows for quick and easy adjustments to existing salary configurations, saving time and reducing administrative burden for HR personnel.
What benefits does using Salary Presets offer in salary management?	Salary Presets provide a standardized approach to configuring employee salaries, ensuring consistency and accuracy across the organization while saving time in the setup process.
How does the Base Salary field impact overall employee compensation?	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.
What considerations should be made when setting the Payment factor for allowances and deductibles?	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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When is the Hour Overtime field utilized, and why is it important?	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.
How does the Overtime Payment Factor contribute to fair overtime compensation practices?	The Overtime Payment Factor determines the ratio of additional compensation employees receive for each hour of overtime worked, ensuring equitable compensation for extra work.
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What does the Select Days field signify in salary management?	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.
How does the Update Salary Preset feature contribute to HR efficiency?	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.
What are the benefits of using Salary Presets in salary management?	Salary Presets offer a standardized approach to salary configuration, saving time and effort by allowing the reuse of predefined settings for multiple employees.

How does the Base Salary field impact overall employee compensation?	The Base Salary serves as the foundation of an employee's compensation package, providing a fixed amount before any additional benefits, allowances, or deductions are applied.
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How does the Overtime Payment Factor contribute to fair overtime compensation practices?	The Overtime Payment Factor determines the ratio of additional compensation employees receive for each hour of overtime worked, ensuring equitable compensation for extra work.
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How does the Base Salary field impact overall employee compensation?	he Base Salary serves as the foundation of an employee's compensation package, providing a fixed amount before any additional benefits, allowances, or deductions are applied.
What factors should be considered when setting the Payment factor for allowances and deductibles?	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.
How does the Choose Month field contribute to effective salary management?	The Choose Month field ensures that salary configurations are applied accurately and timely by specifying the starting month for which the configuration is applicable.
What are the implications of the Currency field on international payroll processing?	The Currency field ensures that employees are paid in their preferred currency, simplifying international payroll processing and reducing currency exchange costs and complexities.
What is the purpose of the "Facial Recognition Image" field?	The "Facial Recognition Image" field is used for facial recognition purposes, typically for employee attendance monitoring or access control.
When does the "Start Date" field indicate?	The "Start Date" field indicates the actual date when the system begins monitoring employee attendance and starts calculating their salary.
What does the "Joining Date" field represent?	The "Joining Date" field indicates the actual date when an employee officially joined the company.
What does the field "Employee Can Login To Their Account" determine?	The "Employee Can Login To Their Account" field determines whether an employee requires credentials to log in to the system.
What does the "Probation Period" field determine?	The "Probation Period" field determines whether an employee will be put on probation, and if so, the duration of their probation period.
Who is considered the "Direct Manager" in the context of employee management?	The "Direct Manager" is the manager directly in charge of overseeing a specific employee.
What does the "Copied Manager" field signify?	The "Copied Manager" field includes other managers associated with an employee, such as HR personnel or HR managers.
What does the "Annual Leaves" field denote?	The "Annual Leaves" field indicates the employee's annual leave balance at the beginning of their employment.
How is the "Sick Leaves" field utilized?	The "Sick Leaves" field determines the employee's sick leave balance at the start of their employment.
What does the "Emergency Credit" field specify?	The "Emergency Credit" field determines the number of days that can be requested as emergency leave at the start of employment.

How does the "Allow Employee To Work Remotely" field function?	The "Allow Employee To Work Remotely" field indicates whether an employee is permitted to work remotely.
What does "Max. Days Per Week" signify in the context of remote work?	"Max. Days Per Week" indicates the maximum number of days per week an employee is allowed to work remotely.
What is the purpose of the "Allow Flexible Work Remotely Days" field?	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.
How is the "Facial Recognition Image" used in the context of employee attendance monitoring?	The "Facial Recognition Image" is utilized to identify and verify employees' identities during attendance tracking through facial recognition technology.
What significance does the "Start Date" field hold for payroll management?	The "Start Date" field marks the commencement date for monitoring employee attendance and initiating salary calculations within the system.
How is the "Joining Date" field relevant to HR processes?	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.
What criteria determine whether an employee needs credentials to log in to their account?	The "Employee Can Login To Their Account" field determines whether an employee requires login credentials to access the system.
How does the "Probation Period" field affect employee status?	The "Probation Period" field determines whether an employee undergoes a probationary period upon joining the company and specifies its duration.
Who is typically designated as the "Direct Manager" in organizational hierarchy?	The "Direct Manager" is the individual directly responsible for supervising and managing a specific employee within the organization.
What role do individuals listed under "Copied Manager" play in employee management?	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.
How does the "Annual Leaves" field impact employee time off?	The "Annual Leaves" field indicates the balance of annual leave entitlements that an employee possesses at the beginning of their employment.
In what circumstances is the "Sick Leaves" field utilized?	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.
What does the "Emergency Credit" field determine?	The "Emergency Credit" field specifies the number of days an employee can request as emergency leave at the start of their employment.

How does the "Allow Employee To Work Remotely" field impact work arrangements?	The "Allow Employee To Work Remotely" field dictates whether an employee is permitted to perform their duties remotely.
What does the "Max. Days Per Week" field regulate in terms of remote work?	The "Max. Days Per Week" field sets the maximum number of days per week an employee can work remotely.
How does the "Allow Flexible Work Remotely Days" field affect remote work scheduling?	The "Allow Flexible Work Remotely Days" field determines whether an employee can work remotely on any day, contingent upon prior approval.
How does the "Facial Recognition Image" contribute to security measures in employee attendance tracking?	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.
What significance does the "Start Date" hold in terms of payroll administration?	The "Start Date" is crucial for accurate payroll processing as it marks the initiation of monitoring employee attendance and salary calculation within the system.
How is the "Joining Date" field utilized in HR management?	The "Joining Date" serves as a key reference point in HR processes, indicating when an employee officially becomes part of the company.
What criteria determine whether an employee needs login credentials to access their account?	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.
How does the "Probation Period" field impact employee onboarding?	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.
Who typically occupies the role of "Direct Manager" within organizational structure?	The "Direct Manager" is the individual directly responsible for overseeing and managing the day-to-day activities of a specific employee within the organization.
What role do individuals listed under "Copied Manager" play in employee management processes?	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.
How does the "Annual Leaves" field impact employee time-off management?	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.

In what context is the "Sick Leaves" field utilized?	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.
What does the "Emergency Credit" field determine for employees?	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.
How does the "Allow Employee To Work Remotely" field impact workplace flexibility?	he "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.
What aspect of remote work does the "Max. Days Per Week" field regulate?	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.
How does the "Allow Flexible Work Remotely Days" field accommodate remote work arrangements?	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.
How does the "Facial Recognition Image" enhance security measures in employee attendance tracking systems?	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.
What role does the "Start Date" field play in payroll processing?	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.
How is the "Joining Date" field used in HR management practices?	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.
What criteria determine whether an employee requires login credentials to access their account?	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.
How does the "Probation Period" field impact employee onboarding processes?	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.

Who typically holds the position of "Direct Manager" within organizational hierarchies?	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.
What role do individuals listed under "Copied Manager" play in employee management procedures?	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.
How does the "Annual Leaves" field impact employee time-off management?	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.
In what context is the "Sick Leaves" field utilized?	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.
What does the "Emergency Credit" field determine for employees?	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.
How does the "Allow Employee To Work Remotely" field contribute to workplace flexibility?	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.
How does the "Max. Days Per Week" field influence remote work policies?	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.
What impact does the "Allow Flexible Work Remotely Days" field have on remote work scheduling?	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.
How does the "Facial Recognition Image" field contribute to employee attendance tracking efficiency?	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.
What significance does the "Start Date" field hold for payroll accuracy?	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.

How is the "Joining Date" field utilized in employee orientation programs?	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.
What considerations determine whether an employee needs login credentials for system access?	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.
How does the "Probation Period" field impact employee performance evaluations?	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.
Who typically oversees the "Direct Manager" in organizational structures?	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.
What role do individuals listed under "Copied Manager" play in employee support functions?	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.
How does the "Annual Leaves" field impact workforce planning and scheduling?	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.
How does the "Sick Leaves" field contribute to employee well-being and productivity?	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 refers and productive.
What role does the "Emergency Credit" field play in employee support systems?	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.
How does the "Allow Employee To Work Remotely" field impact employee satisfaction and retention?	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.
What considerations determine the value set in the "Max. Days Per Week" field for remote work?	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.

How does the "Allow Flexible Work Remotely Days" field foster a culture of trust and autonomy?	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.
What security measures are typically implemented with the "Facial Recognition Image" field?	Security measures implemented with the "Facial Recognition Image" field may include encryption protocols, access controls, and regular system audits to safeguard sensitive biometric data.
How does the "Start Date" field ensure compliance with labor regulations?	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.
How is the "Joining Date" field utilized in workforce planning and resource allocation?	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.
What role do login credentials play in maintaining data integrity and confidentiality?	Login credentials help maintain data integrity and confidentiality by ensuring that only authorized individuals have access to sensitive information stored within the system.
How does the "Probation Period" field support employee development and performance improvement?	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.
How does the "Facial Recognition Image" field ensure accurate employee identification in attendance tracking systems?	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.
What role does the "Start Date" field play in streamlining payroll processes?	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.
How is the "Joining Date" field utilized in workforce management?	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.

What considerations determine whether an employee requires login credentials for system access?	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.
How does the "Probation Period" field impact employee integration and performance evaluation?	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.
Who typically oversees the "Direct Manager" in organizational structures?	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.
What role do individuals listed under "Copied Manager" play in employee management?	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.
How does the "Annual Leaves" field influence workforce scheduling and resource allocation?	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.
In what context is the "Sick Leaves" field utilized in HR management?	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.
What role does the "Emergency Credit" field play in employee support systems?	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.
What does the "Language" field determine in the system?	The "Language" field determines the default language for the system when logging in with an employee belonging to this office.
What is the significance of the "Allow Sign In Using Office Account" setting?	he "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 sign ing in.
How does the "Time Zone" field impact the system?	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.
What does selecting "Set Headquarter Office" do for an office?	Selecting "Set Headquarter Office" designates this office as the default office within the system.
What purpose does the "Office Currencies" field serve?	The "Office Currencies" field determines the currencies used in any financial transactions within the office.

What is the role of "IP Addresses" in the system?	IP Addresses" are identifying numbers associated with specific computer networks to ensure that employees sign in from the office network.
How does the "Locations" field function?	The "Locations" field determines the office locations from which employees can sign in, with the option to add multiple locations.
What does the "Regulation" field define?	The "Regulation" field determines the basis for calculating salaries according to government regulations or customized rules within the system.
What does the "Email Notifications" field control?	The "Email Notifications" field controls the sending of email notifications for various system events.
What is the purpose of the "Access Levels" field?	The "Access Levels" field specifies the levels of access rights granted to users within the system.
What does the "Data Retention Policy" establish?	The "Data Retention Policy" establishes rules for the retention and deletion of data within the system.
How does "Two-Factor Authentication" enhance security?	"Two-Factor Authentication" enhances security by requiring users to verify their identity using two different authentication methods.
What functionality do "Reporting Tools" provide?	"Reporting Tools" provide tools for generating and analyzing reports based on system data.
What is the purpose of "Document Versioning"?	"Document Versioning" manages the version history of documents, allowing users to track changes and revert to previous versions if needed.
What information do "User Activity Logs" record?	"User Activity Logs" record and track the actions performed by users within the system for auditing and troubleshooting purposes.
How do "Integration APIs" benefit the system?	"Integration APIs" offer APIs for integrating the system with external applications and services.
What can users do with "Customizable Templates"?	Users can customize templates for documents, emails, or other system-generated content using the "Customizable Templates" feature.
What processes are managed by "Backup and Recovery"?	"Backup and Recovery" implements processes for backing up system data and recovering it in case of data loss or system failure.
What does the "Office" field determine in the expense record?	The "Office" field specifies which office incurred the expense.
How would you define the "Category" field in the expense record?	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.
Can you explain the purpose of the "Sub-Categories" field in the expense record?	he "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.

What does the "Incurred At" field indicate in the expense record?	The "Incurred At" field records the date and time when the expense was paid.
What does the "Add Expense On behalf Of" field determine?	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.
How does the "Select Employee" field function in the expense record?	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.
What types of files can be attached in the "Attachments" field of the expense record?	The "Attachments" field accepts any supporting files for the expense, such as bills or receipts.
How can the "Category" field be customized?	The "Category" field can be customized from company settings, allowing the addition of new expense categories and sub-categories as needed.
What is the significance of the "Sub-Categories" field for expenses?	The "Sub-Categories" field provides a more granular classification within a main category, allowing for detailed expense tracking and analysis.
How does the "Add Expense On behalf Of" field impact expense management?	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.
Can you explain the importance of the "Select Employee" field in expense recording?	The "Select Employee" field ensures that expenses are attributed to the correct individual within the organization, facilitating accurate tracking of expenditures and accountability.
In what scenarios would attaching files in the "Attachments" field be necessary?	Attaching files such as bills or receipts in the "Attachments" field provides supporting documentation for the expense, aiding in verification, reimbursement, and auditing processes.
How does the "Incurred At" field contribute to expense management?	The "Incurred At" field timestamps when the expense was paid, enabling timely tracking of expenditures and financial reporting.
What role does the "Office" field play in expense tracking?	The "Office" field helps segment expenses by location, allowing organizations to monitor spending across different offices or branches effectively.
What implications does customizing expense categories have on financial reporting?	Customizing expense categories allows for tailored financial reporting, enabling organizations to analyze spending patterns, identify cost-saving opportunities, and make informed budgeting decisions.

How does the "Sub-Categories" field enhance expense classification?	The "Sub-Categories" field adds granularity to expense classification, offering a more detailed breakdown of expenditures within broader categories for precise financial analysis.
What is the benefit of recording the date and time of expense payment in the "Incurred At" field?	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.
How does the "Add Expense On behalf Of" field streamline expense management processes?	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.
Can you elaborate on the role of the "Select Employee" field in expense attribution?	The "Select Employee" field attributes expenses to specific employees, facilitating accountability and helping organizations track individual spending habits for budget optimization and compliance purposes.
What safeguards does the "Attachments" field provide for expense verification?	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.
How does the "Office" field support decentralized expense management?	The "Office" field facilitates decentralized expense management by categorizing expenses based on the originating office, enabling regional or departmental cost tracking and accountability.
What considerations should be made when adding new expense categories from company settings?	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.
How can sub-categories in the "Sub-Categories" field be adjusted to accommodate evolving expense needs?	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.
What impact does the "Incurred At" field have on expense reconciliation processes?	The "Incurred At" field provides essential timestamp information for expense reconciliation processes, ensuring accurate matching of expenditures with corresponding financial records and supporting documentation.
How does the "Add Expense On behalf Of" field aid in expense tracking for reimbursement purposes?	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.

What role does the "Select Employee" field play in expense approval workflows?	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.
How do attachments in the "Attachments" field contribute to audit readiness?	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.
How does the "Office" field support cost allocation strategies?	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.
Can you discuss the role of expense categories in benchmarking and financial benchmarking?	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.
How do sub-categories in the "Sub-Categories" field aid in variance analysis?	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.
What is the significance of regularly updating the "Category" field?	Regularly updating the "Category" field ensures that expense classifications remain relevant and accurate, reflecting changes in spending patterns, organizational structure, and financial reporting requirements.
How can the "Sub-Categories" field be used to improve expense forecasting?	he "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.
What best practices should be followed when entering data into the "Incurred At" field?	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.
How does the "Add Expense On behalf Of" field assist in managing petty cash expenses?	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.
How can the "Select Employee" field enhance transparency in expense management?	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.

Why is it important to attach supporting documents in the "Attachments" field?	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.
How does the "Office" field support centralized financial oversight?	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.
What factors should be considered when adding new sub-categories from company settings?	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.
How can the "Incurred At" field data be used for trend analysis?	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.
How does the "Add Expense On behalf Of" field aid in the segregation of duties?	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.
What is the impact of accurate data entry in the "Select Employee" field on expense reporting?	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.
How do attachments in the "Attachments" field support internal audits?	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.
what are work groups ?	its a group of employees that share the same managers and can be working on the same project
how to create a new work group ?	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.
how to edit a work group?	under the employees section , navigate to the work groups tab and find the desired work group then press the edit button .
how to delete a work group ?	under the employees section , navigate to the work groups tab and find the desired work group then press the delete button .
what are work teams ?	its a group of employees within a work group who share the same work timing ans usually work on the same task.
how to create a new work team ?	under the employee section , navigate to the work team tab and press "Add new " button and fill in the required details.

how to edit a work team ?	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 .
how to add employee in work team ?	when creating an attendance type configuration for an employee , choose shifts and the provide the work group and work team.
what are employee action ?	its a feature that allows managers to apply certain actions across multiple employees , departments or positions.
how to assign access levels in bulk ?	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.
how to change day off settings in bulk ?	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 .
how to change Holiday settings in bulk ?	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 .
how to change check in settings in bulk ?	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 .
how to change departments in bulk ?	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 he desired details.
how to change positions in bulk ?	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.
how to change change the work remotely settings in bulk ?	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 .
what are Employee documents ?	its a feature that allows manager to track employees documents and know which is missing and which is expired ,
what is the requests section ?	its the section where managers can view requests , loan requests , claims , requests rules and approval rules.
how can i accept employees requests ?	under the requests section , under the requests section , navigate and find the request to be accepted and press accept .
how can i reject employee requests ?	under the requests section , under the requests section , navigate and find the request to be rejected and press reject .

how can i accept multiple employee requests ?	under the requests section , under the requests section , navigate and select the requests to be accepted and press accept .
how can i reject multiple employee requests ?	under the requests section , under the requests section , navigate and select the requests to be rejected and press reject.
how can i filter out requests by request type ?	under the requests section , under the request tab , use the"Type" field to select the desired leave type to filter.
how can i filter out requests by Employees ?	under the requests section , under the request tab , use the"Employees" field to select the desired employee to find.
how can i filter out requests by offices ?	under the requests section , under the request tab , use the"offices" field to select the desired office to find.
how can i filter out requests by date range ?	under the requests section , under the request tab , use the"from and to " field to select the desired date range to find.
how can i view pending requests ?	under the requests section , under the requests tab , the requests being displayed are the pending requests by default.
how can i view approved requests ?	under the requests section , under the requests tab , navigate and press the filter button , then choose Approved from the filters.
how can i view rejected requests ?	under the requests section , under the requests tab , navigate and press the filter button , then choose rejected from the filters.
how can i view request's comments ?	under the requests section , under the requests tab , navigate and press the comments button to view the comments on a certain request .
how can i make a comment on a certain request ?	under the requests section , under the requests tab , navigate and press the comments button to view and add comments on a certain request .
what are loan requests ?	its a feature that allows employees to easily request loans and allows managers to accept or reject just as easily .
where can find employee's loan requests ?	under the requests section , under the loan requests tab , you can view all pending , approved or rejected loan requests.
What are expense claims ?	its a feature that allows employees to request previously paid amount of money on behalf of the company.
how can i view expense claims ?	under the requests section , under the claims tab , you can view all pending , approved or rejected loan requests.
how can i accepts expense claims ?	under the requests section , under the claims tab , navigate and select the claims you want to accept and press accept.
how can i reject expense claims ?	under the requests section , under the claims tab , navigate and select the claims you want to reject and press reject.
what are request rules ?	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.

how can i create a new request rule ?	under the requests section , under the requests rules tab , navigate and press the "new rule " to add new rules.
how can i enable / disable certain request rules ?	under the requests section , under the requests rules , navigate and toggle the status of the desired request rule .
how to edit a request rule ?	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 .
how to delete a request rule?	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 .
what are approval rules ?	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.\nTogether, they ensure proper oversight and control over HR-related decisions.
how to create a new approval rule ?	navigate to requests section and select the approval rules tab , then navigate and select new rule button and fill the required fields.
how to edit an approval rule ?	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
how to delete an approval layer ?	under the requests section , under the approval rules section , navigate and find the approval rule then press the delete button
what is the attendance section ?	its the section that includes the employees work calendar , attendance history , penalties , assignments , monthly report , facial recognition and leave adjustments .
what is work calendar ?	its a feature that allows managers to view , create , edit and delete work schedules for employees
how to create new schedule ?	under the attendance section , under the calendar tab , navigate and find the plan new schedule button
how to create new assignment ?	under the attendance section , under the work calendar tab , navigate and find the create assignment button then press it .
how to view employees work schedule?	under the attendance section , under the work calendar tab , navigate and press the draw calendar button .
how to view schedules based on work places ?	under the attendance section , under the work calendar tab , from the work places dropdown menu select the desired work place .
how to view schedules based on work groups ?	under the attendance section , under the work calendar tab , from the work groups dropdown menu select the desired work group .

how to view schedules based on work teams ?	under the attendance section , under the work calendar tab , from the work teams dropdown menu select the desired work team.
how to view schedules based on Employees ?	under the attendance section , under the work calendar tab , from the employees dropdown menu select the desired employee.
what is attendance history ?	its a features that allows managers to view the attendance history of employees and edit the status of their attendance records .
how to view employees attendance history sorted by their offices ?	under the attendance section , under the attendance history tab , navigate and select an office from the offices dropdown menu then press apply button
how to view employees attendance history sorted by their Positions ?	under the attendance section , under the attendance history tab , navigate and select a position from the Positions dropdown menu then press apply button
how to view employees attendance history sorted by their Departments ?	under the attendance section , under the attendance history tab , navigate and select a department from the departments dropdown menu then press apply button
how to view employees attendance history sorted by their work timings ?	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
how to view employees attendance history sorted by their statuses ?	under the attendance section , under the attendance history tab , navigate and select a status from the statuses dropdown menu then press apply button
how to view certain employees attendance history records?	under the attendance section , under the attendance history tab , navigate and select an employee from the Employees dropdown menu then press apply button
how to view employees attendance history records between a date range ?	under the attendance section , under the attendance history tab , navigate and select a date from and to then press apply button
how to edit attendance for an employee ?	under the attendance section , under the attendance history tab , navigate and find the record to be edited then press the edi button
what are the statuses of a working employee?	Employees can be On-time , Late , Absent , DayOff , Holiday , Half-day or On Leave
how to change the work timing for an employee on a certain day ?	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 .
what is the penalties tab ?	its a tab that contains all the penalties applied and not applied along with their information
how to view an employee penalty ?	under the attendance section , under the penalties tab , navigate and select and employee from the employees dropdown menu .

how to view a penalty cause ?	under the attendance section , under the penalties tab , navigate and select a cause from the causes dropdown menu .
how to activate a penalty ?	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 .
how to deactivate a penalty ?	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 .
how to export penalties?	under attendance section , under the penalties tab , navigate and choose the date range using the from and to fields then press the export button.
how to filter penalties by what do they deduct from ?	under attendance section , under the penalties tab , navigate and choose the deducted from button (All , salary , annual leaves)
what is the assignments tab ?	its a features that allows managers to view , edit , delete and create new assignments and change shifts
how to view employees assignments in the assignment tab ?	under the attendance section , under the assignments tab , you can view all assignments in the span of a week .
how to edit an employee assignments ?	under the attendance section , under the assignments tab , navigate and the press edit on the assignments you wish to edit .
how to create a new assignment for an employee ?	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 .
how to create a new assignment for an office ?	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 .
how to create a new assignment for a department ?	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 .
how to change shift for an employee ?	under the attendance section , under the assignments tab , navigate and press the change shift button then choose the desired details and press save .
how to view assignments for a certain employee ?	under the attendance section , under the assignments tab , navigate and select an employee from the employees dropdown menu .
how view assignments related to a certain work timing ?	under the attendance section , under the assignments tab , navigate and select a work timing from the work timing dropdown menu .
how to view assignments filtered by location ?	under the attendance section , under the assignments tab , navigate and select a location from te locations dropdown menu .

what is monthly report ?	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
how to view the monthly report of a certain office ?	under the attendance section , under the monthly report tab , navigate and select an office from the office dropdown menu .
how to view the monthly report of a certain department ?	under the attendance section , under the monthly report tab , navigate and select a department from the departments dropdown menu
how to view the monthly report for a certain position ?	under the attendance section , under the monthly report tab , navigate and select a position from the positions dropdown menu
how to view the monthly report of a certain employee ?	under the attendance section , under the monthly report tab , navigate and select an employee from the employee dropdown menu
how to export a monthly report ?	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
how to export certain columns in the monthly report ?	under the attendance section , under the monthly report tab , navigate and select the desired columns to be exported from the toggle columns button .
whats the yearly report ?	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
how to view the yearly report of a certain office ?	under the attendance section , under the monthly report tab , navigate and select an office from the office dropdown menu .
how to view the yearly report of a certain department ?	under the attendance section , under the monthly report tab , navigate and select a department from the departments dropdown menu
how to view the Yearly report for a certain position ?	under the attendance section , under the monthly report tab , navigate and select a position from the positions dropdown menu
how to view the Yearly report of a certain employee ?	under the attendance section , under the monthly report tab , navigate and select an employee from the employee dropdown menu
how to export a Yearly report ?	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
how to export certain columns in the Yearly report ?	under the attendance section , under the monthly report tab , navigate and select the desired columns to be exported from the toggle columns button .
whats the facial recognition report ?	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 .

how to view certain employee facial recognition report ?	under the attendance section , under the facial recognition report , navigate and select an employee from the employees dropdown menu
how to view certain department facial recognition report ?	under the attendance section , under the facial recognition report , navigate and select a department from the departments dropdown menu
how to view certain position facial recognition report ?	under the attendance section , under the facial recognition report , navigate and select a position from the positions dropdown menu
how to view certain office facial recognition report ?	under the attendance section , under the facial recognition report , navigate and select an office from the offices dropdown menu
how to view certain facial recognition report images within a date range ?	under the attendance section , under the facial recognition report , navigate and select a date from the from and to date fields
how to view only spoofed images in the facial recognition report ?	under the attendance section , under the facial recognition report tab , navigate and select show only spoofed images checkbox .
how to view only mocked locations from the facial recognition report ?	under the attendance section , under the facial recognition report tab , navigate and select show only spoofed locations checkbox .
how to export facial recognition report ?	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
what is leave adjustments ?	its a features that allows managers to add and deduct leave and permission balance from employees and keep records of the change history
how to add annual leave balance for an employee ?	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 .
how to deduct annual leave balance from an employee ?	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 .
how to add permissions balance for an employee ?	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 .

how to deduct permissions balance for an employee ?	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 .
how to view balance additions records or logs ?	under the attendance section , under the leave adjustments tab , navigate and select additions radio button .
how to view balance deductions records or logs ?	under the attendance section , under the leave adjustment tab , navigate and select deductions radio button .
how to view leave adjustments record for an employee ?	under the attendance section , under the leave adjustments tab , navigate and find the search bar the type the employee name to be searched .
how to view leave adjustments records by type ?	under the attendance section , under the leave adjustments records tab , navigate and select the type you want from the type dropdown menu.
how to view leave adjustments records by month ?	under the attendance section , under the leave adjustments records tab , navigate and select the month you want from the month dropdown menu.
how to view leave adjustments records by year ?	under the attendance section , under the leave adjustments records tab , navigate and select the year you want from the year dropdown menu.
what is financials section ?	its a features that contains employees payrolls , bonus records , deduction records . deduction policies , Loans and company expenses.
what is payroll ?	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.
what is monthly and weekly payroll ?	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
explain the payroll page	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 .
how to submit a payroll record payment ?	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.

how to export payroll records ?	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 .
how can i view externally managed employees ?	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 .
how to Un-pay/rollback a payment record ?	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 .
how to export payslips ?	under the financials section , under the payroll tab , navigate and find the paid payroll records then select them and press export payslip .
what is bonus tab ?	its a features that allows managers to view , edit , create and delete employees bonuses
how to create a new bonus for an employee ?	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 .
how to create a bonus for multiple employees ?	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.
how to create a bonus for a department ?	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 .
how to create a bonus for an office ?	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 .
how to edit a bonus ?	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 .
how to delete a bonus ?	under the financials section , under th bonus tab, navigate and find the bonus to be deleted and then press the delete button .
how to view bonuses in a certain date range ?	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 .
what is deductions tab ?	its a features that allows managers to view , edit , create and delete employees deductions .
how to create a deduction for an employee?	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.

how to create multiple deductions for multiple employees ?	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 .
how to create a deduction for a department ?	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 .
how to create a deduction for an office ?	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 .
how to view an employee bonus record ?	under the financials section , under the bonus tab , navigate and select an employee from the employee dropdown menu
how to view an employee deduction record ?	under the financials section , under the deductions tab , navigate and select an employee from the employee dropdown menu
how to edit a deduction ?	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 .
how to delete a deduction ?	under the financials section , under the deductions tab , navigate and find the deduction record to be deleted , then press he delete button.
what is loans ?	its a feature that allows manages to view , edit , create and delete loans taken by employees and their installments dates .
how to create a loan ?	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 .
how to pay a loan ?	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 .
how to edit a loan ?	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 .
how to delete a loan ?	under the financials section , under the loans tab , navigate and find select the loan to be deleted and then press the delete button.
how to view a specific employee loans ?	under the financials section , under the loans tab , navigate and select an employee from the employee dropdown menu
how to view settled loans ?	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.
what are company expenses tab ?	its a feature that allows managers to view , edit , create and delete company expenses and petty cash

how to add a company expense ?	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
how to edit a company expense ?	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.
how to delete a company expense ?	under the financials section , under the expenses tab , navigate and find the expense to be deleted , then press the delete button
how to export company expenses ?	under the financials section , under the expenses tab , navigate and press the export button to export company expenses .
how to view certain offices expenses ?	under the financials section , under the expenses tab , navigate and select an office from the office drop down menu
how to view a certain category in the company expenses ?	under the financials section , under the expenses ta , navigate and select a category from the category dropdown menu
how to view certain employees expenses ?	under the financials section , under the expenses tab , navigate and select an employee from the employee dropdown menu .
how to view company expenses in a certain date range ?	under the financials section , under the expenses tab ,navigate and a date from the date fields to view company expenses during it
how to add new petty cash for employees ?	under the financials section , under the expenses tab , navigate and press modify balance button and fill the required details .
how to edit petty cash records for employees?	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.
how to delete employee petty cash record ?	under the financials section , under the expenses tab , navigate and find the record to be deleted ,then press the delete button .
what is ATS section ?	its a features that allows managers to track applying applicants and contains (recruitment process , intake forms , job posts and applicants)
what is recruitment processes ?	its a features that allows managers to create , edit , view , copy and delete recruitment processes for new applicants to use
how to create a new recruitment process ?	under ATS section , under recruitment processes tab , navigate and press the add new button and fill the required information then press save
how to activate a recruitment process ?	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
how to edit recruitment processes ?	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

how to copy recruitment processes ?	under the ats section , under the recruitment processes , navigate and find the processes to copy , then press the copy button .
how delete recruitment processes ?	under the ats section , under the recruitment processes tab , navigate and find the process to be deleted then press the delete button
how to search for a certain recruitment process ?	under the ats , under the recruitment processes tab , navigate and type the name of process in the search field
how to filter recruitment processes by activity ?	under the ats section , under the recruitment processes tab , navigate and select the activity toggle from the toggle radio buttons
what are intake forms ?	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.
how to create a new intake form ?	under ats section , under intake forms tab , navigate and press add new button and fill the required fields
how to edit intake form ?	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 .
how to copy intake form ?	under ats section , under intake forms tab , navigate and find the intake form to be copied then press the copy button
how to delete intake forms ?	under the ats section , under the intake forms tab , navigate and find the intake form to be deleted then press the delete button
how to search for a certain intake form ?	under the ats section , under the intake forms tab , navigate and type the name of the intake form in the search bar field
how to activate / deactivate intake forms ?	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
how to filter intake forms by activity ?	under the ats section , under the intake forms ab , navigate and select the desired filter from the activity radio buttons
what are job posts ?	its a feature that allows managers to view , edit ,create ,share and delete job postings
how to create a job post?	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
how to edit job post ?	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

how to share a job post ?	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
how to delete job post ?	under the ats section , under the job posts tab , navigate and find the job post to be deleted and press the delete button
ho to activate a job post ?	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
how to search for an intake form by name ?	under the ats section , under the job posts tab , navigate and type the name of the job post in the search field bar
how to filter job posts by activity ?	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
how to add new applicants in a job post ?	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 .
how to change status of applicants inside job posts ?	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
whats the applicants tab ?	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
how to delete an applicant ?	under the ats section , under the applicants tab , navigate and find the applicant you wnt to delete and press the delete button
how to edit applicant details ?	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.
how to change an applicant status ?	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.
how to sort applicants by job post ?	under ats section , under applicants tab , navigate and select a job post from the job post dropdown menu
how search for applicants by name ?	under the ats section , under the applicants tab , navigate and type the applicants name in the search filed bar

whats the settings tab ?	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)
whats the offices and work spaces tab ?	its a features that allows managers to view , edit , create and delete offices and work spaces
how to create a new office ?	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
how to create a new work space ?	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
how to edit an office ?	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
how to delete an office ?	under the settings section , under the offices and work spaces , navigate and find the office to be deleted then press the delete button
how to edit a work space ?	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
how to delete a work space ?	under the settings section , under the offices and work spaces , navigate and find the work space to be deleted then press the delete button
how to filter offices and work spaces ?	under the settings section , under the offices and work spaces tab , navigate and select offices or work spaces from the filter radio buttons
how to search for an office or work space by name?	under the settings section , under the offices and work spaces , navigate and type the office / work space name in the search field bar
whats the departments tab ?	its a feature that allows managers to view , edit , create and delete a new department
how to create a new department ?	under the settings section , under the departments tab , navigate and press the add new button and fill the required details
how to edit a department ?	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
how to delete a department ?	under the settings section , under the departments tab , navigate and find the department to be deleted , then press the delete button
how to search for a department by name ?	under the settings section , under the departments tab , navigate and type the name of the department i the search field bar

whats the positions tab ?	its a feature that allows managers to view , edit , create and delete positions
how to create a new position ?	under the settings section , under the positions tab , navigate and press the add new button and fill hte required information
how to edit a position ?	under the settings section , under the positions tab , navigate and find the position to edited then press the edit button and change the desired information then press save
how to delete a position ?	under the settings section , under the positions tab , navigate and find the position to be deleted then press the delete button
how to search for a position ?	under the settings section , under the positions tab , navigate and type the positions name in the search field bar
whats the work timings tab ?	its a feature that allows managers to view , edit , create and delete work timings for employees as well as archive work timings
how to create a new work timing ?	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
how to copy a work timing ?	under the settings sections , under the work timing tab , navigate and find the work timing to be copied and press the copy button
how to edit a work timing ?	under the settings section , under the work timing tab , navigate and find the work timing to be edited then press the edit button
how to delete a work timing ?	under the settings section , under the work timing tab , navigate and find the work timing to be deleted , then press the delete button
how to archive a work timing ?	under the settings section , under the work timing tab , navigate and find the work timing to be archived then press the archive button
how to view a work timings versions ?	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
how to search for a work timing by name ?	under the settings section , under the work timings tab , navigate and type the work timings name in the search field bar
how to view half day work timing ?	under the settings section , under the work timings tab , navigate and press the half day button to view half day work timings
how to view archived work timings ?	under the settings section , under the work timings tab , navigate and press the archived radio button to filter archived work timings
whats the leave and break profiles tab ?	its a feature that allows managers to view , edit , delete and create profiles for annual leaves balance , permissions , sick leaves and unpaid leaves
how to create a new leave and break profile ?	under the settings section , under the leave and break profiles tab , navigate and press the add new button then fill the desired details

how to edit a leave and break profile ?	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
how to copy a leave and break profile ?	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
how to delete a leave and break profile ?	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
how to search for a leave and break profile by name ?	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
how to create a new attendance profile ?	under the settings section , under the attendance profiles tab , navigate and press the add new button then fill the required details
how to copy an attendance profile ?	under the settings section , under the attendance profiles tab , navigate and find the attendance profile to be copied then press the copy button
how to edit an attendance profile ?	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 ten press save
how to archive an attendance profile ?	under the settings section , under the attendance profiles tab , navigate and find the desired attendance profile to be archived then press the archive button .
how to delete an attendance profile ?	under the settings section , under the attendance profiles tab , navigate and find the attendance profile to be deleted then press the delete button
how to search for an attendance profile by name ?	under the settings section , under the attendance profiles tab , navigate and type the name of the attendance profile in the search field bar
how to view archived attendance profiles ?	under the settings section , under the attendance profiles tab , navigate and press the archived radio button to filter the archived attendance profiles
how to create a new holiday ?	under the settings section , under the holidays tab , navigate and press the add new button and fill the required details .
how to edit a holiday ?	under the settings section , under the holidays tab , navigate and find holiday to be edited then press the edit button an change the desired details then press save
how to delete a holiday ?	under the settings section , under the holidays tab , navigate and find the holiday to be deleted then press the delete button
how to auto suggest holidays according to office countries ?	under the settings section , under the holidays tab , navigate and press the auto suggest toggle switch

how to search for holiday by name ?	under the settings section , under the holidays tab , navigate and type the name of the holiday in the search field bar
how to sort holidays by year ?	under the settings section , under the holidays tab , navigate and find the date field and type the year you want to sort by
how to edit required documents ?	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
how to edit optional documents ?	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
how to add office level documents ?	under the settings section , under the documents tab , navigate and press the add new button then fill the required details
how to add department level documents ?	under the settings section , under the documents tab , navigate and press the add new button then fill the required details
how to add positions level documents ?	under the settings section , under the documents tab , navigate and press the add new button then fill the required details
how to add employee level documents ?	under the settings section , under the documents tab , navigate and press the add new button then fill the required details
how to create a new expense categories ?	under the settings section , under the expense categories tab , navigate and press the add new button then fill the required details
how to edit an expense category ?	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
how to delete an expense category ?	under the settings section , under the expense categories tab , navigate and find the category to be deleted then press the delete button
how to create a new access level ?	under the settings section , under the access levels , navigate and press the add new button then fill the required details and press save
how to edit an access level ?	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
how to delete an access level ?	under the settings section , under the access levels , navigate and find the access level to be deleted then press the delete button
how to create a new announcement ?	under the settings section , under the announcements tab , navigate and press the add new button then fill the required details
how to search for an announcements by name ?	under the settings section , under the announcements tab , navigate and type the name pof the announcements in the search field bar

how to filter published and drafted announcements ?	under the settings section , under the announcements tab , navigate and press the drafted / published radio buttons to filter announcements
how to view my notification history ?	while being anywhere in the system , navigate and press the show notifications button next to the profile picture
how to configure my notifications settings ?	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
how to change language ?	while being anywhere in the system , navigate and press the change language button next to the profile picture and choose the desired language
how to view all of my employees in the dashboard ?	under the dashboard section , navigate and press the show all button in the blue employees box
how to view On-Time employees in the dashboard ?	under the dashboard section , navigate and press the show all button in the Green employees box
how to view late employees in the dashboard ?	under the dashboard section , navigate and press the show all button in the Red employees box
how to view absent employees in the dashboard ?	under the dashboard section , navigate and press the show all button in the black employees box with absent text
how to view not signed in employees in the dashboard ?	under the dashboard section , navigate and press the show all button in the black employees box with not signed in text
how to view on leave employees in the dashboard ?	under the dashboard section , navigate and press the show all button in the yellow employees box
how to view day off employees in the dashboard ?	under the dashboard section , navigate and press the show all button in the orange employees box
how to view holiday employees in the dashboard ?	under the dashboard section , navigate and press the show all button in the orange employees box
how to change the employee page view ?	under the employees section , under the employees tab , navigate and press the show list view button
how to provide a user with a temporary password ?	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
how to view suspended employees ?	under the employees section , under the employees tab , navigate and press the filter button and select suspended employees
how to activate a suspended employee ?	under the employees section , under te employees tab , navigate and find the suspended employee then navigate and press the activate button and fill in the required details

how to view my employees attendance ?	using the attendance history feature thats located in the attendance section , under the attendance history tab
how to view my employees requests ?	by using the requests feature located in the requests section ,under the requests tab , you can view all pending requests
how to accept all requests ?	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
how to reject all requests ?	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
what kind of plans do you have ?	to know what plans mawared hr provides please contact us at \n https://mawaredhr.com/ for more information
how to sign up?	please contact us at https://mawaredhr.com \nfor more information on how to sign up \n
where are you located ?	we have multiple offices located at \n1-Dubai Office: Mawared, Al Kunoz Business Center Building C, 3rd floor\r\nDeira.P.O Box 390667, Dubai, UAE.\n2-Cairo Office: Mawared 22 Goal Gamal St. Off Gamaet El\r\nDewal El Arabeya St., Mohandeseen, Giza, Egypt.\n3-Alexandria Office: Mawared 24 Aziz Koheil st from Abdel Hamid Al\r\nDeeb St., Tharwat,Alexandria, 21599,Egypt.
i want to sign up	please contact us at https://mawaredhr.com \nfor more information on how to sign up \n
i want to cancel	we are very sorry to hear that , please contact us at https://mawaredhr.com/#contact_us to proceed with your cancellation
i have complaint	we are very sorry to hear that , please contact us at https://mawaredhr.com/#contact_us to submit a complaint
i forgot my password	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
how to reset my password ?	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

you are not helpful at all, how do I speak with somebody?	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
can I contact someone?	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
want assistance speaking with a person	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
i do not know how to speak with an assistant	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
What are your customer service hours?	Our customer service team is available 24/7 to assist you. Please feel free to reach out with any questions or concerns.
what are the leaves types ?	annual leave , unpaid leaves , custom leaves , sick leaves
what are custom leaves types ?	bereavement leaves , military leaves , hajj leaves , marriage leaves , on lieu of work day leaves ,

what kinds of penalties are there ?	late sign in, early sign out , missing sign out , absent , absent no show
what do penalties deduct against ?	annual leaves and salary
how to request an expense claim ?	from the employee page , navigate and press new request button and choose the date and request type then fill in the required information
how to request annual leaves ?	from the employee page , navigate and press new request button and choose the date and request type then fill in the required information
how to request sick leaves ?	from the employee page , navigate and press new request button and choose the date and request type then fill in the required information
how to request unpaid leaves ?	from the employee page , navigate and press new request button and choose the date and request type then fill in the required information
how to request permissions ?	from the employee page , navigate and press new request button and choose the date and request type then fill in the required information
how to request loans ?	from the employee page , navigate and press new request button and choose the date and request type then fill in the required information
how to requests hajj leaves ?	from the employee page , navigate and press new request button and choose the date and request type then fill in the required information
how to request marriage leaves ?	from the employee page , navigate and press new request button and choose the date and request type then fill in the required information
how to request study leaves ?	from the employee page , navigate and press new request button and choose the date and request type then fill in the required information
how to view my schedule ?	in the employee profile, navigate and select work calendar tab
how to view my attendance history ?	in the employee profile , navigate and select the history tab
how to view my payroll records ?	in the employee profile , navigate and select the payroll tab
how to view my loans and loans requests ?	in the employee profile , navigate and select the loans tab
how to get a general view of my account ?	in the employee profile, navigate and select the general tab
how to get quick information about an employee ?	navigate and find the employee you wish to view quick information about , then hover over the exclamation mark under the employee profile picture
how to view an employee phone number ?	navigate and find the employee you wish to view phone number , then hover over the phone icon under the employee profile picture
how to view an employee email ?	navigate and find the employee you wish to view email , then hover over the mail icon under the employee profile picture
how to sign in multiple accounts ?	navigate and press your profile picture then select add another account then sign in the other account
how to log out ?	navigate and press your profile picture then press the log out button

how to edit my dashboard columns ?	in the dashboard section , navigate and select the toggle columns and choose the desired columns
how to create a new shift ?	under the attendance section , under the assignments tab , navigate and press the change shift button then fill the desired and required fields
what are quick actions ?	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
how to use quick actions ?	anywhere in the system , navigate and hover over the plus icon and choose the desired quick action button to start the chosen feature
I want to create a new shift based employee	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
I want to create a new salary configuration for an employee	navigate to the desired employee and press the salary configuration tab and press add new then fill in the required details
I want to edit an employee salary configuration	navigate to employee's page then press the salary configuration tab and press the edit button and change the desired details then press save.
I want to create a new work group	Navigate to the employees section and press the work group tab then press the add new button and fill in the required details
I want to create a new work team	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
I want to view my employees	Navigate and press the Employees Button
I want to view my employees attendance history	Navigate and select the attendances action then choose the attendance history tab
i want to view my employees payroll	Navigate and select the financials section then Press the payroll tab
I want to submit payment for and employee	Navigate to the financials section and select payroll tab then select the employee and press the submit payment button
I want to edit an employee attendance	Navigate to the attendance section and find the employee to be edited and then press edit and select the desired status
what are the available attendance statuses ?	Absent , On-time , Day off , Holiday And Late
I want to add a new announcement	Navigate to the settings section then press the announcements tab then press add new and fill in the required details
I want to create a new Holiday	Navigate and select the settings section then select the holidays tab and press add new then fill the required details
i want to edit a holiday	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

i want to submit payment for multiple employees	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
I want to edit an employee information	Navigate and select the desired employee from the employees section then press the edit button and change the desired information and then press save
i want ti change access levels for an employee	Navigate to the employees section and select the Employee actions tab then select the desired employees and press the Bulk actions button
i want to add new employee documents	Navigate and select the Employees section then select the Employee documents tab and add the desired documents for desired employees
I want to change day off settings for an employee	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
i want to change holiday settings for an employee	Navigate and select the employees section , then press te bulk actions tab then select the desired employees and press change holiday settings
i want to change check in settings for an employee	Navigate to the employees section , then press te bulk actions tab then select the desired employees and press change check in settings button
I want to change department for and employee	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
i want to change employee's position	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
i want to change work remotely settings for an employee	navigate and select the employees section then press the employee actions tab then select the desired employee and press change work remotely settings button
i want to change direct manager for an employee	navigate and select the employees section then press the employee actions tab then choose the desired employee and press change direct manager button
i want to change copied managers for an employee	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
i want to add annual leave balance for an employee	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
i want to add annual leaves balance for multiple employees	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

i want to deduct annual leaves from an employee	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
i want to deduct annual leaves from multiple employees	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
i want add permissions balance to an employee	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
i want to add permissions balance for multiple employees	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
i want to reset balance for multiple employees	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
i want to verify/Activate an employee	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
i want to view my employees requests	Navigate and select the requests section then select the requests tab
i want to reject multiple employees requests	Navigate and select the requests section and press the request tab and select the desired requests and then press reject button
i want to accept multiple employee requests	Navigate and select the requests section then the requests tab and choose the desired requests and press accept
i want to view all loan requests	Navigate and select the requests section then the loan requests tab
i want to accept a loan request from an employee	Navigate and select the requests section and press the loan request tab then choose the desired loan request to accept
i want to view my employees claims	navigate and select the requests section and choose the claims tab
i want to accept an employee claim request	navigate to requests section then press the claims tab and choose the claim request to accept
what are the available requests in mawared hr system ?	Annual leaves , sick leaves , unpaid leaves and custom leaves
what are the types of custom leaves in mawared hr system	bereavement leaves , military leaves , hajj leaves , marriage leaves , on lieu of work day leaves ,study leaves and sabbatical leaves.
what is request cut off time ?	its the amount of time before the start of the work day that the employee can request leave before

i want to create a new attendance profile	navigate and select the settings section and press the attendance profile tab then press add new button
i want to edit an attendance profile	navigate and select the settings section and press the attendance profile tab then press the edit button for the desired attendance profile
i want to request a new annual leave request	from the employee profile , navigate and press the new request button and select the date and leave type then press save
i want to switch an external employee to a internal employee	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
i want to view an employee calendar	navigate and select an employee then press the work calendar tab in the employee profile
i want to request an annual leave request	from the employee profile , select the new request button and choose the leave type and date then press save
i want to create a new bonus for an employee	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.
i want to create a new bonus for multiple employees	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.
i want to create a new bonus for a department .	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.
i want to create a new bonus for an office	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.
i want to create a new deduction for an employee	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.
i want to create a new deduction for employees	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.
i want to create a new bonus for multiple employees	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.
i want to create a new deduction for multiple employees	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.
i want to create a new deduction policy	navigate to the financials section and choose the deductions policy tab then press add new button and fill in the desired details.
i want to add a deduction violation for an employee	navigate to the financials section then choose the deduction tab then press add new and choose deduction violation and add in the required details.

i want to submit a payment for an employee	navigate to the financials section and choose the payroll tab , then select the desired employee and press submit payment button
i want to export month payroll	navigate to the financials section and choose the payroll tab , select the desired month and press export payroll button
i want to export monthly payslips	navigate to the financials section and choose the payroll tab then select the desired month then press export payslips button
i want to create a new loan for an employee	navigate to the financials section and select the loans tab and press add new loan button and fill in the required details
i want to edit a bonus	navigate to the financials section and select the bonus tab and press the edit button for the desired bonus
i want to delete a bonus	navigate to the financials section and choose the bonus tab and then press the delete button for the desired bonus
i want to edit a deduction	navigate to the financials section and choose the deduction tab and then press the edit button for the desired deduction
i want to delete a deduction	navigate to the financials section and select the deduction tab and press the delete button for the desired deduction
i want to edit a loan for an employee	navigate to the financials section and choose the loans tab and then press the edit button for the loan
i want to delete a loan	navigate to the financials section and select the loans tab and then press the delete button for the loan.
i want to request a permission	navigate to the employee profile and press the new request button then choose the date and permissions from the leave type
i want to delete leave request	navigate to employee profile and under the general area , press the cancel button for the request
i want to reject a leave request	navigate to the requests section and select the requests tab and navigate and find the employee request to reject
i want to accept an employee leave request	navigate to requests section and select the requests tab then press the accept button for the desired request
i want to edit attendance for an employee.	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 .
i want to request a half day request	navigate to the employee profile and press new request button then select date and request type and fill in the details then press save .
i want to request change shift request	navigate to the employee profile and select the new request button then choose the date and request type and fill in the required details.
i want to sign in on behalf of employee	navigate to the employee section and find the desired employee then press the sign in button and fill in the required details.
i want to sign out o behalf of employee	navigate and select the employees section and find the employee to sign out on behalf and press the sign out button

i want to suspend an employee	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
i want to activate an employee	navigate to the employees section and find the employee to be activated then press the activate button and choose the activation date and balance.
i want to add balance for an employee	navigate to the employee profile and select the add balance button and choose the type and year then press save
i want to deduct balance from an employee	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.
i want to create a new salary configuration for an employee	navigate to the employee profile and select salary configuration tab and press add new button and fill in the required details and press save
i want to create a new attendance type configuration for employee	navigate to the employee profile and select the attendance type tab and press add new button and fill in the required details.
i want to create a new attendance profile	navigate to the settings section and select attendance profile section and press add new button then fill in the required details
i want to enable an employee to work remotely	navigate to employee profile and select the attendance type tab and press edit , navigate an find work remotely checkbox and enable it then choose the number of days
i want to create a new work timing	navigate to the settings section and choose the work timings tab then press the add new button and fill in the required details
i want to create a leave and break profile	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
i want to log in multiple accounts	navigate and select your profile picture and then press sign in into multiple accounts button and enter your credentials.
i want to talk to a human	i am very sorry to hear that , you can get more support at our website https://mawaredhr.com/#contact_us
i want to sign up in mawared hr system	feel free to contact an account manager to learn more about our plans at https://mawaredhr.com/#contact_us
i want view all of my employees	navigate to the employees section to view all employees
i want to view my employees penalties	navigate to the attendance section and select the penalties tab to view all employees penalties
i want to edit a penalty	navigate to the attendance section and choose the penalties tab then find and press the edit button for the desired penalty.
i want to view employee deductions	navigate to financials section and select the deductions tab
i want to view my employees bonuses	navigate to the financials section and select the bonus tab

i want to give an employee an allowance	while creating a new salary configuration for the employee , choose to manage employee internally and add allowances using the add allowances button
i want to add deductibles to an employee	while creating a new salary configuration , choose to manage the employee internally and choose the add deductibles button
i want to allow annual leaves for my employees	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
i want to allow sick leaves for my employees	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
i want to allow my employees to request unpaid leaves	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
i want to create a new assignments for an employee	navigate to the attendance section and select assignments tab then press the add new button then fill in the required details
i want to change shifts for an employee	navigate to attendance section and select the assignments tab and press the change shifts button then fill in the required details
i want to create a new schedule	navigate and select attendance section and select the work calendar tab , then press plan new schedule button and fill in the required details.
i want to give an employee a temporary password	navigate to the employees section and find the desired employee and press the set temporary password button
i want to export employee list	navigate to the employees section and find the export employees button then select the columns to export
i want to export monthly report	navigate to the attendance section and select the monthly report tab and then press the export button
i want to export yearly report	navigate to the attendance section and select the yearly report tab and press the export button to export the yearly report
i want to export custom report	navigate to the attendance section and select the custom report tab and press export button to export custom report
how to change monthly report columns	navigate to the attendance section and select the monthly report tab then navigate and select the edit columns button
how to change custom report columns	navigate to the attendance section and select the custom report tab and press the edit columns button and choose the desired columns
i want to change yearly report columns	navigate to the attendance section and select yearly report tab and press the edit columns button
i want to create a request rule to auto accept employees requests	navigate to the requests section and select the request rules tab then press add new button and add required details and choose request type
i want to create a new approval layer	navigate to the requests section an choose approval layers tab then press add new and add in the required details

i want to reject employee claim request	navigate to the requests section and choose the claims tab and find the claim request to reject and then press the reject button
i want to create a new department	navigate to settings section and choose departments tab and press add new button then fill the required details
i want to create a new position	navigate to the settings section and choose the positions tab then press add new button and fill the required details
i want to create a new work timing	navigate to the settings section and choose the work timings tab then press add new button and fill in the required details
i want to archive a work timing	navigate to the settings section then choose work timings tab then navigate and press the archive button for the desired work timing
i want to copy a work timing	navigate to the settings section and choose the work timings tab and navigate and press the copy button for he desired work timing to be copied
i want to delete a work timing	navigate and select the settings section and choose the work timings tab and navigate and press the delete button for the desired work timing
i want to edit a work timing	navigate to the settings section and choose the work timings tab then navigate and press the edit button for the desired work timing
i want to remove facial recognition settings from work timing	while editing a work timing , in the sign out tab turn off facial recognition settings and press save
i want to create a new leave and break profile	navigate to the settings section and choose the leave and break profiles tab then press the add new button
i want to edit a leave and break profile	navigate to the settings section and choose leave and break profiles tab then press the edit button for the desired leave and break profile
i want to copy a leave and break profile	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
i want to delete a leave and break profile	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
i want to allow emergency leaves for an employee	while editing a leave and break profile , check allow emergency leaves box then press save
i want to request custom leaves request	employees cant request custom leaves and must have managers request them on their behalf
i want to request custom leave on behalf	while in the employee profile , press the new request button and choose the date and leave type then press save
i want to log out	navigate and press your profile picture then press the log out button

i want to create a new break settings	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 .
i want change the leave basis of the leave an break profile from monthly to annually	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
i want to change the leave basis of the leave and break profile from annually to monthly	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
i want to change the settle at the end of the year settings	while editing a leave and break profile under the settle end of year annual leaves balance part , choose your desired option
i want to change the permissions settings	while editing a leave and break profile , navigate to the second page and under the permissions part , change your desired settings
i want to change who can request custom leaves	while editing a leave and break profile , navigate to the second page and under the custom leaves part , change your desired settings
i want to change work week days	while editing an attendance profile , under the work week part , change your desired settings
i want to change the days off for employees	while editing an attendance profile , under the work week settings , change the days off to your preference
i want to change a work timing for an attendance profile	while editing an attendance profile , under the work week part , navigate and choose your desired work timing for the attendance profile
i want to compensate employees for extra time worked	while editing an attendance profile , under the work on days off part , under the compensation part check the compensate employees checkbox
i want to allow employees to request overtime and permissions on their days off	while editing an attendance profile , under the work on days off part , under the requests part , enable permissions and overtime
i want to export attendance history for an employee	navigate to the desired employee profile then press the history tab , choose the desired date range and then press export
i want to add a break record for an employee	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
i want to change check in settings for a specific employee	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

i want to change work remotely settings for a specific employee	navigate to the desired employee and press the attendance type tab then press edit , under the work remotely settings change your desired settings
i want to allow an employee to work on days off	while editing an attendance type for employee , under the work on days off part allow employee to work on days off
i want to allow an employee to work on holidays	while editing an attendance type for employee , under the work on holidays part , allow employee to work on holidays
i want to change the first day of the week for a shift based employee	while editing an attendance type for an employee , under the first day of the week , choose your desired option
i want to change work group for shift based employee	while creating an attendance type for an employee , choose the desired work group
i want to change work team for shift based employee	while creating a new attendance type for an employee , under th e work team part , choose the desired option
i want to change leave and break profile for a shift based employee	while creating a new attendance type for an employee , under the leave and break profile part choose the desired option
i want to give an employee an additional shift	while in the employee profile , select the work calendar tab and press on the additional shifts button
i want to change shifts for an employee	while in the employee profile , press the work calendar tab and then choose the change shift button and fill in the required details
i want to change employee from external to internal payroll	while in the employee profile , press the salary configuration tab and press the add nwe button then choose to manage employee internally and fill in the required details
i want my employee to get paid in weekly intervals	while creating a salary configuration for an employee , choose the payment interval to be weekly
i want to change currency for employee payment	while creating a new salary configuration , choose the desired currency
i want to change how an employee salary is calculated	while creating a new salary configuration under their calculate salary by choose the desired option
i want to add an allowance for an employee	while creating a new salary configuration , choose to add an allowance and fill in the desired name and amount
i want to add deductibles to an employee	while creating a new salary configuration , choose to add a deductible and fill in the name and amount
i want change the taxes for an employee	while creating a new salary configuration , choose the desired taxes options and values
i want to edit overtime settings for an employee	while creating a new salary configuration , under the overtime hour settings , fill in desired details

i want to add a comment on an employee request	navigate to the requests section and select the requests tab then press comment button for the desired request and add the desired comment
i want to disable a request rule	navigate to the requests section and choose the requests rules tab then navigate to the rule to be disabled and toggle the activity toggle
i want to create a salary configuration for an employee	Navigate to the desired employee and press on the salary configuration tab then press add new button and fill in the required details
what are the leaves can an employee request ?	Annual leaves , unpaid leaves , sick leaves and custom leaves
i want to make a claim	navigate to the employee profile and press the new request button and choose the claim request from the type and choose date and value
i want to submit a payment for an employee	navigate to the financials section and choose the payroll tab then select the desired employee and press submit payment
i want to view my dashboard	navigate and select the dashboard section from the sidebar
i want to create a new shift based employee	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
i want to create an office based employee	while creating a new employee , choose office based attendance type
i want to give a break to an employee	navigate to the attendance section and choose attendance history tab then press the view break button and add breaks
i want to add a break to an employee	navigate to the attendance section and choose the attendance history tab then press the edit attendance button then add breaks for said employee
i want to add a new bonus to an employee	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
i want to create a new bonus for multiple employees	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
i want to create a new bonus for a department	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
i want to create a bonus for an office	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
i want to create a deduction for an employee	navigate to the financials section and choose the deductions tab then press the add new button and fill in the required details
i want to create a deduction for multiple employees	navigate to the financials section and choose the deductions tab then press import deductions button , after filling the form , upload it and press save

i want to create a new deduction for employees	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
i want to create a bonus for employees	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
i want to create a new deduction policy	navigate to the financials section and choose the deductions tab then press add new deduction policy button and fill the required details
i want to submit payment for an employee	navigate to the financials section and choose the payroll tab then choose the desired employee and press submit payment button
i want to view my employees payroll records	navigate to the financials section and choose te payroll tab to view employees payroll records
i want to view an employee payroll record	navigate to the financials section and choose the payroll tab to the employee payroll record
i want to view my company expenses	navigate to the financials section and choose the expenses tab to view company expenses
i want to log in	using the mobile application , navigate to the schedule tab and press the sign in button then verify using your face id
i want to view my unpaid payroll record	navigate to the financials section and choose the payroll tab then choose the unpaid button
i want to view paid employee payroll records	navigate to the financials section and choose the payroll tab then press the paid button to view the paid payroll records
how to sign out?	using te mobile application , navigate to the schedule area and press the sign out button then verify using your face id
i want to view externally managed employees	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
i want to roll back a payment	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
i want to view my On-Time employees in the dashboard	navigate to the dashboard section and press on the On-Time button to view the On-Time employees
i want to create a new break policy for an employee	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
i want to create a replacement assignments for an employee	navigate to the attendance section and choose the assignments tab then press add new and choose replace button then fill in the required details
i want to create an details assignment for an employee	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
i want to create an exceptional assignment for an employee	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

i want to create a day off assignments for an employee	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
i want to create a details assignment for a department	navigate to the attendance section and choose the assignments tab then press add new button then choose the department then fill the required details
i want to view my details report	navigate to the attendance section and choose the custom report tab to view your custom report
i want to view my yearly report	navigate to the attendance section and choose the yearly report tab to view your yearly report
i want to view my employees facial recognition report	navigate to the attendance section and choose the facial recognition report tab to view your facial recognition report
i want to view my employees spoofed images	while in the facial recognition report tab choose the show spoofed imaged button to view employees with spoofed images
i want to view employees with mocked locations	while viewing the facial recognition report tab choose the show mocked location button to view employees with mocked locations
i want to export my facial recognition report	while viewing the facial recognition report tab choose the export report button
i want to create a new recruitment process	navigate to the ATS section and select the recruitment process tab then press new
i want to edit a recruitment process	navigate to the ATS section then choose the recruitment process and press the edit button for the desired recruitment process
i want to copy recruitment process	navigate to the ATS section and choose the recruitment process tab then press the copy button for the desired recruitment process
i want to delete a recruitment process	navigate to the ATS section and choose the recruitment process tab and press the delete button for the desired recruitment process
i want to create a new intake form	navigate to the ATS section and choose the intake form tab and press the add new button
i want to edit an intake form	navigate to the ATS section and choose te intake form tab then press the edit button for the desired intake form
i want to copy an intake form	navigate to the ATS section and press the intake forms tab then press the copy button for the desired intake form
i want to delete an intake form	navigate to the ATS section and choose the intake form tab then press the delete button for the desired intake form
i want to activate an intake from	navigate to the ATS section and choose the intake forms tab then toggle the activity toggle for the desired intake form
i want to deactivate an intake form	navigate to the ATS section and choose intake forms tab then use the toggle activity toggle for the desired intake form
i want to create a new job post	navigate ot the ATS section and select job posts tba then press add new button and fill in the required details

i want to edit a job post	navigate to the TS section and choose the job post tab then press the edit button for the desired job post
i want to share a job post	navigate to the ATS section and press the job posts tab then press share link button to copy the link to clip board
i want to delete a job post	Navigate to the ATS section and press the jobs posts tab then press the delete button for the desired job post
i want to add new applicants for a specific job post	while in the job posts tab , navigate and press the desired job post then press add new button and fill the applicants data
i want to change an applicants status from inside the job post	while in the job post tab navigate and press the desired job post then choose the desired status for the desired applicant
where is the job posts tab ?	its located in the ATS section
where is the recruitment process tab ?	its located under the ATS section
where is the intake forms tab ?	its located under the ATS section
where is the employee tab ?	its located under the employees section
where is the work groups tab ?	its located under the employees section
where is the work teams tab ?	its located under the employees section
where is the employee actions tab	its located under the employees section
where is the employee documents ?	its located under the employees section
where is the requests tab ?	its located under the requests section
where is the loan requests tab ?	its located under the requests section
where is the claims tab ?	its located under the claims section
where is the requests approval rules tab?	its located under the requests section
where is the approval rules tab?	its located under the requests section
where is the work calendar tab?	its located under the attendance section
where is the attendance history tab ?	its located under the attendance section
where is te penalties tab ?	its located under the attendance section
where is the assignments tab ?	its located under the attendance section
where is the monthly report tab ?	its located under the attendance section
where is the custom report tab ?	its located under the attendance section

where is the yearly report tab ?	its located under the attendance section
where is the facial recognition tab ?	its located under the attendance section
where is the leave adjustments tab ?	its located under the attendance section
where is the payroll tab ?	its located under the financials section
where is the bonus tab ?	its located under the financials section
where is the deductions section?	its located under the financials section
where is the deductions policy tab ?	its located under the financials section
where is the loans tab ?	its located under the financials section
where is the expenses tab ?	its located under the financials section
where is the recruitment process tab ?	its located under the ATS section
what is the ATS ?	it refers to Applicants Tracking System
where is the intake forms tab ?	its located under the ats section
where is the job posts tab ?	its located under the ats section
where is the applicants tab ?	its located under the ats section
where is the offices and workplaces tab ?	its located under the settings section
where is the departments tab ?	its located under the settings section
where is the positions tab ?	its located under the settings section
where is the work timings tab ?	its located under the settings section
where is the leave and breaks profiles tab ?	its located under the settings section
where is the attendance profiles tab ?	its located under the settings section
where is the holidays tab?	its located under the settings section
where is the documents tab ?	its located under the settings section
where is the expense categories tab ?	its located under the settings section
where is the access levels tab ?	its located under the settings section
where is the announcements tab?	its located under the settings section
i want to create a new announcement	navigate to the settings sections and choose the announcements tab then press add new button and fill in the required details

i want to create a new documents	navigate to the settings section and choose the documents tab then choose the desired documents and follow on screen prompts
i want to create an access level	navigate to the settings section and choose the access levels tab then press add new and fill in the required details
i want to edit documents	navigate and select the settings sections then choose and edit the desired document
i want to delete a document	navigate and select the settings section and choose the documents tab then press the delete button for the desired documents
i want to edit an access level	navigate to the settings section and choose the access levels tab then press the edit button for the desired access level
i want to delete an access level	navigate to the settings section and choose the access levels tab then press the delete button for the desired access level
i want to view my notifications	on your main screen navigate and press the show notifications button
i want to change my account settings	navigate and press the settings button then change the desired settings
i want to change the taxes for an employee	navigate and select the financials section and choose the payroll tab then press the edit button for the taxes for the desired employee
i want to view my monthly paid employees	while viewing the payroll tab choose the monthly sub-tab
i want to view my weekly paid employees	while viewing the payroll tab navigate and press the weekly sub-tab
i want to create a pre-paid leave and break profile	while creating a leave and break profile , choose the prepaid option and fill in hte required details
i want to create an accrual leave and break profile	while creating a leave and break profile choose the accrual leave option and fill in the required details
i want to switch leave and break profile from prepaid to accrual	while editing a leave and break profile choose accrual radio button then press save
i want to switch my prepaid leave and break profile from monthly to annually	while editing the leave and break profile choose the desired add leave balance
i want to allow weekly payments for my office	while editing your office choose the applicable payments intervals then press save
i want to create a new bonus for multiple employees at the same time	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
i want to enable weekly payments for an office	while editing an office , navigate and check the weekly payment checkbox
i want to change my roaster password	while editing an office navigate and press the reset password button to reset your office password

i want to add locations in my office	while editing an office navigate and select the add location button
I want to change office country	while editing an office , navigate and change the country in country dropdown menu
i want to change start of the year for an office	while editing an office , navigate and press the edit button for first month of the year field
i want to change the start of month for an office	while editing an office navigate and press the edit button for the month start day field
i want to prorate the my office leaves	while editing an office navigate and choose the leaves proration option
i want to prorate my office permissions	while editing an office navigate and choose the permissions option
i want to prorate my office salary	while editing an office , navigate and choose the salary proration option
i want to change my office address	while editing an office , navigate and choose the address field and change the address to the desired address
i want to change my office timezone	while editing an office navigate and change the timezone from the timezone dropdown menu
i want to delete an office	navigate to the settings section and choose the office and workplaces tab then press the delete button for the desired office
i want to create a workplace	navigate to the settings section and choose the offices and workplaces then choose workplaces option and press the add new button
i want to change my office language	while editing an office , navigate and choose a language from the language dropdown menu
i want to create a bonus for multiple employees at the same time	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
i want to create a new break policy for employees	while editing a work timing , navigate and choose break options from the breaks tab then choose the desired settings
i want to create a new break setting for employees	while editing leave and break profile , navigate and choose the break settings tab and change the desired settings
i want to submit payment for an employee	navigate to the financials section and choose the payroll tab then select the employee and press submit payment button
i want to submit payment for multiple employees at the same time	navigate to the financials section and choose the payroll tab then choose the desired employees and press the submit payment button
i want to roll back payment for an employee	navigate to the financials section and choose payroll tab then select the paid tab and choose the desired employee then press the rollback button
i want to delete a department	navigate to the settings section and choose the departments tab then navigate to the desired department and press the delete button

i want to delete a position	navigate to the settings section and choose the positions tab then navigate to the desired position to be deleted and press the delete button
i want to accept employees requests in bulk	navigate to the requests section and choose the requests tab hen choose the desired requests and press accept button
i want to reject employee requests in bulk	navigate to the requests section and choose the requests tab then select the desired requests and press the reject button
i want to view my company taxes	navigate to the settings section and choose the taxes tab to view the desired taxes
i want to create a new taxes regulation	navigate to the settings section and choose the taxes tab then press the add new button and fill in the required details
i want to edit a taxes regulation	navigate to the settings section and choose the taxes tab then press the edit button for the desired taxes regulation
i want to export my penalties	navigate to the attendance section and choose the penalties tab then press the export button
i want to delete an attendance profile	navigate to the settings section and choose the attendance profile tab then press the delete button for the desired attendance profile
i want to archive an attendance profile	navigate to the settings section then choose the attendance profile tab and navigate to the desired attendance profile then press the archive button