input output 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, What is the late and absent and other useful dashboard? insights about the company. navigate to the Employee section and press the "add new" button then fill the form with the required how to create a information such as name, position new employee? and national number, etc navigate to the employee section and press the "export employee" button then select the desired columns you want in the exported how to export file such as department, leaves employee list? and other insights. navigate to the employees section how to filter and find the "Filter" button then select the desired filtering options certain employees? from the preview. you can use the global search bar located at the top of the screen, where you can enter employee how to search name, email, phone number or for an employee? employee id number. navigate to the employees section and navigate to the filtering search how to search bars where you can search / filter for an employeeemployees based on their office, in the employeedepartment, position, manager section? and work timing. its a feature that allows managers what is sign in to clock in for employees within on behalf? their work timings intervals. 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 how do i sign in timing in case the employee has on behalf? multiple shifts. 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 how do i employee profile, then choose the suspend an date and the deserved annual 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 how do i delete inside then follow the onscreen an employee? flow. navigate to the employees section how do i add or and press "Manage privilege " remove button and add or remove the employee desired privileges then press privilege? "Save". navigate to the employees section and find the desired employee then press "Sign out " button and provide the required information How do i sign out on behalf? such as sign out time and location. its a feature that allows managers what is sign out to clock out for employees within on behalf? their work timings intervals.

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

employee details?

how do i view

how do i view history?

navigate to the chosen employee the employee's and then press the history tab within the employee profile

navigate to the desired employee how do i edit and select the history tab then find employee the desired sign in record to be attendance edited, then press the "edit" button

from employee and make the desired

page.

profile? 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. in the attendance type section in

how do i edit the employee profile, navigate to attendance typethe edit button next to the desired profile from the configuration to edited, then employee change the desired information and

profile? press save.

how do i add

new attendance in the employee profile, under the attendance type section, press the type configuration "add new configuration" button and for an employeefill in the required information then press save.

how do i delete an attendance

type

configuration in the employee profile, under the attendance type section, press from an employee "delete" button next to the profile? attendance type configuration.

how do i view employee shifts from the

in the employee profile, navigate employee profile? and find the work calendar section. how do i in the employee profile, navigate change and find the work calendar section, employee shifts then press change shift button and from employee modify the desired information then

profile? press save.

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

annual leave? save.

how do i request a new emergency annual leave?

request a new

work remotely

request?

how do i

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

in the employee profile, press "new

how do i and "permission " from request type request a new permission? field then press save. how do i

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

in the employee profile, press "new request" button then choose date how do i request a new and "unpaid leaves " from request

unpaid leaves ?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 Employee cant request

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

its a feature that allows managers

what is request to submit requests for their

on behalf? employees

Employee cant request hajj leaves

how do i as it a custom leave and must have request hajj a manager request if for them on

leaves? behalf.

how do i Employee cant request study leaves as it a custom leave and request study must have a manager request if for

leaves? them on behalf.

how do i Employee cant request maternity request leaves as it a custom leave and maternity must have a manager request if for

leaves? them on behalf.

how do i Employee cant request sabbatical request leaves as it a custom leave and sabbatical must have a manager request if for

leaves? them on behalf.

how do i Employee cant request marriage request leaves as it a custom leave and marriage leavesmust have a manager request if for

? them on behalf.

Employee cant request in lieu of

how do i work leaves as it a custom leave request in lieu and must have a manager request

of work leaves ?if for them on behalf.

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

how do i exceptional assignment and then request ignore choose ignore exception from the

exception? leaves type section.

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

what is annual corresponding leave and break

leave balance ? profile .

Easy and Reliable tool to manage

you diverse work force\nusing location tracking, customizable employee profiles,\ntracking of

What is employee profiles,\ntracking of employees' attendance, breaks,

System? penalties And\nleaves.

time and attendance tracking, payroll management, employee self

what kind of - service, performance

features does management, talent management, mawared compliance and reporting and

support? many more.

what is your support and answer users purpose? questions as best as i can.

What is time a feature that uses real time and attendance tracking of employee attendance to

tracking? ensure best quality

how can i track

employee using time and attendance tracking

attendance? feature

a feature that automates complex payroll calculations, integrating penalties, bonuses, overtime

what is payroll requests, and deductions to ensure

management? accurate salary payments

you can view base salary ,

what are payrollallowances , bonuses , overtime , management loans, penalties , insurances and

features? deductions.

Employee self-service is a feature that allows employees to manage their own personal information.

What is view payroll details, request leaves, employee selfand access other HR-related service in services without needing to go Mawared? through HR personnel.

> 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.

How do I reset my password on Mawared?

a feature that allows employee to

submit expense claims for sums of

what are claims money they have previously spent

for the company's sake Mawared's performance

> management feature includes tools for setting performance goals,

conducting performance reviews. How does Mawared and tracking progress. Managers handle can provide feedback and performance employees can view their management? performance metrics.

Mawared offers compliance and reporting features that help ensure What kind of vour organization adheres to labor compliance and laws and regulations. It includes

reporting automated reports, audit trails, and alerts for compliance-related features does

Mawared offer? issues.

Talent management in Mawared involves features that support recruitment, onboarding, training,

What is talent and development of employees. It management in helps in identifying and nurturing Mawared? the skills and talents of employees.

Managers can track employee performance using the performance management tools within Mawared,

How can managers track which include performance reviews, goal tracking, and feedback

employee performance? mechanisms.

Yes, Mawared is accessible from

Can I access mobile devices. You can download Mawared from the Mawared app from the App Store or Google Play, or use the my mobile device? mobile-optimized website.

Notifications in Mawared alert you

What is the to important events such as leave purpose of the approvals, payroll updates,

notifications in upcoming deadlines, and company

Mawared? announcements.

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

system? directly.

> Yes, you can customize the dashboard to display the

Can I customizeinformation most relevant to you by the dashboard adding, removing, or rearranging

in Mawared? widgets as needed.

What

languages does

the Mawared he Mawared HR System supports HR System multiple languages including

support? English, Arabic

> To view your remaining leave balance, log into your profile, navigate to the 'Leave' section, and

How can I view you will see a summary of your my remaining accrued leave, used leave, and

leave balance? remaining leave balance.

The recruitment module in What is the Mawared assists with managing recruitment the entire hiring process, from job module in posting to candidate selection, Mawared? interviewing, and onboarding. o set up notifications, navigate to How do I set up the 'Settings' section, go to notifications for 'Notifications', and customize your important preferences to receive alerts for updates in important updates, requests, and Mawared? deadlines. Mawared ensures data security by using encryption, access controls, How does regular security audits, and Mawared compliance with international data ensure data protection standards. security? Attendance Profile is the What is an configuration of the employee leave Attendance policy and everything related to Profile? attendance calculation. What are Annual Leaves are paid days off Annual work that the employee must Leaves? request in advance. accrued leaves are earned leaves during the year divided by 12 months and then added to the employee leave balance. Annual What are the Based Leaves are leave balance two types of per year added at the beginning of each year. leave basis? Unpaid Leaves are days off work without pay in which employees What are retain their jobs. Each day taken as Unpaid unpaid will be deducted from the Leaves? salary. Sick Leaves are paid days off work that the employee can request in case of sickness. When requesting this leave, the employee must What are Sick submit a document to support their Leaves? claim. What is the Sign-in configurations are work timings that are applicable starting Sign In Configuration? from a specific date. Easy and Reliable tool to manage you diverse work force\nusing location tracking, customizable What is employee profiles,\ntracking of Mawared Hr employees' attendance, breaks, System? penalties And\nleaves. time and attendance tracking, payroll management, employee self what kind of - service, performance features does management, talent management, mawared compliance and reporting and support? many more. what are you? mawared Al assistant answer and support customer what is your purpose? questions as best as i can. What is time a feature that uses real time and attendance tracking of employee attendance to tracking? ensure best quality how can i track employee using time and attendance tracking attendance? feature a feature that automates complex

payroll calculations, integrating penalties, bonuses, overtime

what is payroll requests, and deductions to ensure

management? accurate salary payments

what kind of penalties does

the payroll offer late sign in , missing sign out , absent and late sign-in absent

you can view base salary what are payrollallowances, bonuses, overtime, management loans, penalties, insurances and features? deductions. what kind of insurances? social and medical by clicking the financials tab then navigating to bonus tab and press how can i add new or you can follow the link create new https://app.mawaredbonuses? hr.com/financials?tab=bonus what kind of bonuses is days and fixed amounts that are there? calculated from salary configuration a salary configuration is what holds the employee financial details from base salary, allowances, deductions, overtime and days of what is a salary bonus and penalties configuration? navigate to employees tab and navigate to the desired employee how can i then navigate to the salary create new configuration tab in the middle of salary the employee screen the press add configuration? new configuration. what kind of payment there are monthly and weekly and both support fulltime, daily and intervals are there? hourly intervals. a tab that provides employee what is history and attendance along with attendance their sign in time and sign out time history? and can filter employees what is a feature that allows managers to employee submit actions concerning actions? employees in bulk a feature that holds and shows th what is documents concerning employees employee such as birth certificates, documents? insurances and national IDs dashboard is the main page when you login in, it contain information about your company such as number of employees and their what is statuses, attendance history graphs dashboard? and many more requests are a feature where an employee can request leave or have a manager request on their what are behalf depending on the type of requests? leave. a type of requests that the employee can either request or what are loan have requested on behalf requests? concerning a loan of money by pressing the new request button in your profile and then selecting how to create a loan requests from the dropdown loan request? menu a feature that allows employee to submit expense claims for sums of what are claims money they have previously spent ? for the company's sake Navigate to the login page and click on 'Forgot Password'. Enter your How do I reset registered email address and follow my password the instructions sent to your email on Mawared? to reset your password.

Yes, managers can approve leave requests through Mawared. They
Can managers 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 To update your personal update my information, log into your account, personal navigate to the 'Profile' section, and information in edit the desired fields. Save your Mawared? changes once you are done. Employee self-service is a feature that allows employees to manage

What is view payroll details, request leaves, and access other HR-related employee selfservice in services without needing to go

Mawared? through HR personnel. Mawared's performance

> management feature includes tools for setting performance goals,

their own personal information,

How does conducting performance reviews, Mawared and tracking progress. Managers handle can provide feedback and performance employees can view their management? performance metrics.

Mawared offers compliance and reporting features that help ensure What kind of your organization adheres to labor compliance and laws and regulations. It includes automated reports, audit trails, and

features does alerts for compliance-related

Mawared offer? issues.

reporting

Talent management in Mawared involves features that support recruitment, onboarding, training,

and development of employees. It What is talent management in helps in identifying and nurturing Mawared?

the skills and talents of employees. Managers can track employee

performance using the performance management tools within Mawared,

How can managers track which include performance reviews,

employee goal tracking, and feedback

performance? mechanisms.

Can I access

Mawared from

How do I view

What is the

submit

my mobile device?

The employee directory is a feature that provides a comprehensive list

of all employees within the What is the employee organization. It includes contact directory in information, job titles, and Mawared? department affiliations.

> 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. 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

my attendance times along with any attendancerecords? related notes.

Notifications in Mawared alert you to important events such as leave

purpose of the approvals, payroll updates, notifications in upcoming deadlines, and company

Mawared? announcements.

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

the Mawared system? directly.

he document management feature

What is the allows you to store, organize, and document access important employee management documents such as contracts,

feature? certificates, and IDs. To view your payroll summary, log into your profile, navigate to the 'Payroll' section, and you will find a

How do I view detailed breakdown of your salary, my payroll including deductions, bonuses, and

summary? net pay.

What is the The announcements section is purpose of the used to communicate important announcements company news, policy changes, section in and other critical updates to all

Mawared? employees.

Yes, you can customize the dashboard to display the

Can I customizeinformation most relevant to you by the dashboard adding, removing, or rearranging

in Mawared? widgets as needed.

To check the status of your leave request, log into your profile,

How do I check navigate to the 'Requests' section, the status of my and you will see the status of all leave request? your submitted requests.

What

languages does

the Mawared HR System support?

he Mawared HR System supports multiple languages including

English, Arabic

to submit a complaint or issue report, navigate to the 'Support'

How do I submitsection, click on 'Submit a a complaint or Complaint', fill in the necessary issue report in details, and submit the form. Your Mawared? complaint will be reviewed by HR.

To view your remaining leave balance, log into your profile, navigate to the 'Leave' section, and

How can I view you will see a summary of your my remaining accrued leave, used leave, and leave balance? remaining leave balance.

Company policies can be accessed by navigating to the 'Documents' section where you will find a

access section where you will find a company policies in policies available for download or

Mawared? viewing.

How do I

The recruitment module in

What is the Mawared assists with managing recruitment the entire hiring process, from job posting to candidate selection, module in Mawared? interviewing, and onboarding. To view the company holiday How do I view the company calendar, navigate to the 'Calendar' section where you will find a holiday calendar in detailed list of company holidays Mawared? and other important dates.

o set up notifications, navigate to

How do I set up the 'Settings' section, go to notifications for 'Notifications', and customize your important preferences to receive alerts for updates in important updates, requests, and

Mawared? deadlines.

Employees can request various What types of leave including vacation

leave can leave, sick leave, employees maternity/paternity

employees maternity/paternity leave, and request through unpaid leave, depending on the Mawared? company's policies.

Yes, you can submit expense

Can I submit reports by navigating to the expense 'Expenses' section, entering the reports through details of your expenses, and Mawared? submitting them for approval.

Mawared ensures data security by

How does using encryption, access controls, mawared ensure data compliance with international data

security? protection standards.

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 leave accrual accrued leave balance in the

policy in Mawared? 'Leave' section.

> To set up your work schedule, navigate to the 'Schedule' section, select 'My Schedule', enter your

How can I set up my work schedule in Mawared?

What is the

preferred working hours and days, and submit for approval by your manager.

The process for terminating an employee involves navigating to the 'Employee Management' section, selecting the employee's profile,

clicking on 'Terminate

What is the Employment', and following the process for prompts to complete the terminating an termination process, including finalizing payroll and returning employee in Mawared? company assets.

> Yes, you can view company announcements by navigating to the 'Announcements' section on your dashboard. This section

Can I view displays all recent and past company announcements announcements made by the

team's

organization. in Mawared?

> Managers can manage their team's attendance by navigating to the

How do I 'Attendance Management' section, manage my where they can view attendance records, approve or decline leave requests, and address any

attendance in Mawared? attendance-related issues. Managers can manage their team's

attendance by navigating to the How do I 'Attendance Management' section, where they can view attendance manage my team's records, approve or decline leave

attendance in requests, and address any Mawared? attendance-related issues. To configure notifications for

specific events, navigate to the 'Settings' section, select

'Notifications', and customize your How do I preferences by selecting the events configure you want to be notified about, such

notifications for as leave approvals, task specific events assignments, and upcoming in Mawared? deadlines.

into your profile, navigate to the How can I view 'Payroll' section, select 'Payslips', and you will find a record of all your

To view your historical payslips, log

my historical payslips in past payslips available for Mawared? download or printing. Attendance Profile is the

What is an configuration of the employee leave policy and everything related to Attendance Profile? attendance calculation.

Are employees

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

What are Annual Leaves are paid days off Annual work that the employee must Leaves? request in advance.

What is the maximum number of leaves an

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

year? How many hours before the start of the workday must

an employee request?

Number of hours before which an submit a leave employee can request an annual leave.

Are holidays

calculating normal leave durations?

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

> accrued leaves are earned leaves during the year divided by 12 months and then added to the employee leave balance. Annual

What are the two types of leave basis? How is the

Based Leaves are leave balance per year added at the beginning of each year.

remaining annual leave balance

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

What does "Rollover Remaining

Balance To Transfers the remaining leave Next Year" balance to be added to the next mean? year's leave balance.

What happens

if the remaining Deducts the remaining leave leave balance balances so it becomes 0 at the is set to zero? end of the year.

Determines whether the number of What does leave days are divided by the total "Annual Leaves days of a year or the total number Are Deserved of workdays, holidays, and paid

Against" mean? leave. Is the rollover

balance Determines whether the remaining automatic or leaves are rolled over automatically or manually. manual?

Is there a maximum number of leaves that can

be rolled over Maximum number of leave days to the next that can be transferred to the next

year? year's leave balance.

What happens to the remaining

leave balance if All remaining leaves will be it is converted converted to bonus days and the to bonus days? employee leave balance will be 0.

When is the bonus for

converted leave Determines the month at which the balances paid? bonus is paid.

> Sick Leaves are paid days off work that the employee can request in case of sickness. When requesting this leave, the employee must

What are Sick submit a document to support their Leaves? claim.

Can employees This determines if the Sick Leave Policy is applicable to employees request sick leaves? that belong to this profile.

Are holidays

and weekends Determines whether holidays and included when weekends are counted when calculating sick calculating the leave duration if the leave days include a weekend or a leave

durations? holiday.

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

Unpaid Leaves? salary.

Can employees This determines if the Unpaid request unpaid Leaves are allowed to employees

that belong to this profile. leaves?

Are holidays

What are

and weekends Determines whether holidays and included when weekends are counted when calculating calculating the leave duration if the unpaid leave leave days include a weekend or a

durations? holiday.

Can employees

request

permissions for a small portion

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

What is the minimum permission duration that

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

This number indicates how many How many multiples of the minimum number permission requests can beof permission durations can be

made per day? requested per day.

How many

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

Are employees

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

How many break sessions

are allowed per Maximum number of breaks that day? can be requested per day.

What is the maximum

duration for an Maximum break duration that can individual break be requested per one session per session? day.

What is the maximum break

duration

Are office

Maximum break duration that can allowed per

day? be requested per day.

Apply holidays automatically according to the office of each holidays appliedemployee that belongs to this

automatically? attendance profile.

If "Apply Office Holidays" is unchecked, then new holidays should be added or an existing holiday should be selected

What if "Apply manually and these holidays will be Office Holidays" applied to employees that belong to is unchecked? this attendance profile only. What is the Sign-in configurations are work Sign In timings that are applicable starting

Configuration? from a specific date.

Determines whether employees are Can employees allowed to attend a small portion of

take a half day the day or not based on the

off? provided fields.

What determines if employees can

request leaves The policy setting "Leaves During during their probation Period: Employee Can't Request Leaves During Their period? Probation Period" determines this.

How are

accrued leaves Accrued leaves are earned during added to the the year, divided by 12 months, and employee leave then added to the employee leave

balance? balance.

How are annual based leaves

added to the Annual based leaves are added to employee leave the leave balance at the beginning

balance? of each year.

What does

"Settle End Of It defines how the remaining annual Year Annual leave balance is managed at the Leave Balance" end of the year, such as rolling over define? the balance or resetting it to zero.

What happens to remaining leave days if "Rollover

Balance The remaining leave days are Automatically" automatically transferred to the is enabled? next year's leave balance.

How does the

"Set A Maximum Number Of Leaves To Be

Rolled Over To It limits the number of leave days
Next Year" that can be transferred to the next

function? year's leave balance.

When converting remaining leave balance to bonus days,

what happens The leave balance is set to zero, and the remaining leave days are

balance? converted to bonus days.

Is the month of bonus payment configurable when converting

leave balances Yes, the month at which the bonus

to bonus days? is paid is configurable.

What document is required

when Employees must submit a requesting sick document to support their claim leaves? when requesting sick leave.

How are holidays and weekends treated when

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

What is the impact of taking unpaid leaves on an

employee's Each day taken as unpaid leave will salary? Each day taken as unpaid leave will be deducted from the salary.

Can employees request unpaid

leaves This is determined by whether the according to policy allows employees to request

this profile? unpaid leaves.

What is the significance of including holidays and weekends when

calculating It affects the total leave duration by leave either including or excluding durations? holidays and weekends.

What defines the minimum permission duration that can be

requested by The field "Minimum Permission

employees? Duration" defines this.

How is the maximum

number of lt is calculated based on the permission multiples of the minimum requests per permission duration that can be

day calculated? requested per day.

What limits the maximum number of

permission The policy setting for "Maximum requests per No. Of Permissions Per Month"

month? limits this.

What

determines the The number of allowed break allowed break sessions per day is determined by the field "Number Of Allowed Break

day? Sessions/Day."

How is the maximum individual break

session It is set by the policy for "Maximum duration set? Individual Break Session Duration."

What defines the maximum

break duration The policy setting for "Maximum allowed per Break Duration Per Day" defines

day? this.

Office holidays are applied automatically according to the

How are office office of each employee that holidays applied belongs to the attendance profile if to employees the "Apply Office Holidays" option

automatically? is checked.

New holidays should be added or

What should be an existing holiday should be done if "Apply selected manually for employees Office Holidays" that belong to the attendance is not enabled? profile.

What is

included in SignSign-in configurations include work In timings that are applicable starting

Configuration? 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 It specifies the month at which the leave balances bonus for converted leave balances

to bonus days? is paid.

What does "Allow **Employees To** Request

It allows employees to request a Permissions" entail? small portion of the workday off.

Why is the "Minimum

Permission It sets the smallest amount of time Duration" an employee can request off in a important? single permission request.

How does "Maximum No. Of Permission

Requests Per It limits the number of times an Day" affect employee can request permission

employees? off in a single day.

What does "Maximum No.

Of Permissions It regulates the total number of Per Month" permissions an employee can

regulate? request in a month.

What is the purpose of

allowing It allows employees to take short employees to periods off during working hours for take breaks? rest or personal needs.

How does "Number Of Allowed Break Sessions/Day"

impact an It determines how many breaks an employee's employee can take in a single

workday? workday.

What does the "Maximum Individual Break

Session It defines the longest duration for a Duration" single break session that an employee can take.

define? Why is the

"Maximum It sets the total maximum time that Break Duration can be taken as breaks in a single Per Day" day, ensuring breaks do not exceed

important? this limit.

What happens if the "Apply

Office Holidays "Office holidays will automatically option is apply to employees based on their

checked? office location.

How are holidays

managed if Holidays need to be manually "Apply Office added or selected, and they will Holidays" is apply only to employees that unchecked? belong to this attendance profile.

They are settings related to the specific work timings that are

What are Sign applicable starting from a particular

Configurations? date.

What does

"Allow It determines whether employees Employees To are allowed to work only part of the Take Half Day" day, usually half, based on specific determine? conditions.

What impact does including holidays and

weekends in It can extend the total duration of leave the leave if holidays and weekends calculations are counted as part of the leave

have? period. What is the difference gradually throughout the year and between added monthly, whereas Annual Accrued LeavesBased Leaves are granted as a full and Annual balance at the beginning of the

Based Leaves? year.

How does the "Settle End Of

Year Annual It determines whether unused Leave Balance" leaves are rolled over to the next option affect year, converted to bonus days, or

unused leaves? reset to zero.

What is the role of the "Zero

Balance" option It ensures that any unused leave in leave balance is deducted to zero at the

management? end of the year.

What does "Rollover

Balance It means the remaining leave
Automatically" balance will be automatically
imply for leave carried over to the next year's
balance without manual

management? intervention.

Why might an organization set

a maximum To manage and limit the carryover number of leaves, ensuring employees use their leave entitlement within the

rolled over? year.

How does the

"Zero Remaining

Balance And It converts all remaining leave days at the end of the year into bonus days, and the leave balance is

policy work? reset to zero.

What

documentation

is typically required for certificate or other relevant requesting sick documentation to validate their sick leaves?

What does the field "Include

Holidays And Weekends When

Calculating Sick

Leave It determines if sick leave duration Durations" calculations should include holidays

specify? and weekends.

What happens

to ar

employee's pay The pay is deducted based on the when they take number of unpaid leave days

unpaid leave? taken. Why might an

organization
allow To provide rest periods, improve
employees to
take breaks? What does the
"Attendance To provide rest periods, improve
productivity, and support employee
well-being during working hours.
he Attendance Profile comprises
the configuration of the employee

Profile" leave policy and all aspects related

encompass? to attendance calculation.

Why might an organization disallow leave

requests during It ensures that new employees an employee's focus on adapting to their roles and

probation responsibilities without

period? interruptions.

How does the "Number Of

Leaves Per It determines the maximum number Year" affect of leave days an employee can

employees? request within a year.

What does the "Include Holidays And Weekends When

Calculating It determines whether holidays and Normal Leave weekends are counted towards the total duration of leave days if they fall within the requested leave

consider? period.

What is the significance of

the "Leave It determines how leave
Basis" setting inentitlements are calculated and
leave added to an employee's leave

management? balance.

How does the "Rollover Remaining

Balance To It allows employees to carry
Next Year" forward their unused leave days to
option benefit the next year, providing flexibility in

employees? utilizing accrued leave.

What does "Annual Leaves

Are Deserved It defines the basis for calculating Against" specifythe number of leave days, whether in leave against total calendar days or allocation? workdays excluding holidays.

What are the advantages of

setting a It helps prevent excessive accumulation of leave balances, encourages employees to take time 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

It allows organizations to
incentivize employees to utilize
their leave entitlements by
converting unused leave into bonus

management? days.

What are the consequences of allowing employees to request sick

leaves without It may lead to misuse of sick leave proper privileges and affect productivity documentation? and trust within the organization.

How does the "Unpaid Leaves" policy

affect an It results in deductions from an employee's employee's salary for the duration salary?

What does the

"Allow

Employees To

Request It enables employees to request Permissions" short periods of time off during the feature cater workday for personal or non-

to? emergency reasons.

What is the

purpose of It ensures that permission requests setting a meet a minimum duration

"Minimum requirement, preventing frequent interruptions to workflow for minor

Duration"? requests.

How does the "Maximum No. Of Permissions

Per Month" It helps control the frequency of restriction permission requests, ensuring that benefit workflowemployees balance their work management? commitments effectively.

What is the rationale behind

setting limits for It ensures that breaks are taken in the number of moderation, minimizing disruptions break sessions to workflow while supporting

per day? employee well-being.

How does the "Maximum

Break Duration It prevents excessive breaks that
Per Day" settingmay disrupt workflow, ensuring that
contribute to employees maintain focus and
productivity? productivity throughout the day.
What role does It automates the application of
"Apply Office office-specific holidays to employee leave entitlements, ensuring in leave consistency and compliance with

management? company policies.

Why might an organization choose to

manually select It allows for customization of holidays insteadholidays based on specific of applying business needs or cultural them considerations that may vary

them considerations that may vary automatically? across different offices or regions. Sign In Configuration includes

What does the "Sign In timings, such as start and end toonfiguration" times, break schedules, and shift

entail? patterns.

How does the

"Allow

Employees To

Take Half Day" It provides employees with the setting option to work half of a regular accommodate workday, offering flexibility to balance personal and professional

arrangements? commitments.

What is the purpose of the "Employees Need To Sign

In At The Start It indicates that employees must Of Each Work sign in at the beginning of each

Day" field? workday.

What does the

"Work Time It determines whether work timing Type" field should be applied on Normal or

determine? Half-day basis.

What is the "Sign In" field in

the context of the provided employee attendance at the

information? workplace.

What does the "Minimum Sign

In Time" field It represents the earliest time signify? 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 It specifies the required number of Working Hours" hours from each employee for this field indicate? profile.

What is the purpose of the lt sets guidelines for handling

"Tardiness employee lateness and its

Policy" field? consequences.

When does a minor penalty apply according

to the When employees sign in after the maximum sign-in time but within an

Policy"? allowed time range.

What determines whether penalties are

applied for The "Apply Penalty If Employee Is

tardiness? Late" field.

How are tardiness penalties deducted according to the

"Tardiness They're deducted based on the number of violations made.

What is the consequence of

repeated Penalties are deducted from the tardiness employee's balance, depending on

violations? the number of violations.

What determines whether a major penalty is

applied for The "Apply Major Penalty" field in

tardiness? the Tardiness Policy.

How is a major A major penalty is the maximum penalty differentdeduction for attending after the from a minor allowed sign-in time and after the

penalty? minor penalty range.

What does the "Deduct From" field in the

Tardiness It specifies whether penalties are Policy deducted from annual leave

determine? balance or salary.

How often are penalties reset according to the "Restart Calculating Penalties From The First

Violation Every" It determines whether penalties field? reset every Month or Year.
What triggers a When employees do not attend "No Show without submitting a Leave

Deduction"? 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 They will be automatically signed forgets to sign out with no penalties applied if configured accordingly.

What determines whether a penalty is applied if an employee

misses sign ing The "Apply Penalty If Employee out? Misses Sign ing Out" field.

How often are t depends on the configuration of penalties reset the "Restart Calculating Penalties for missing sign From The First Violation Every"

out? field.

What is

overtime in the Overtime refers to additional time context of the worked after the normal working provided fields? hours.

What does the

"Allow It decides whether overtime is Overtime" field applicable to employees belonging

determine? to this profile.

When does the system start calculating overtime hours according to the "Calculate Overtime After

Calculated Sign It determines when to start

Out Time By" calculating overtime hours after the

field? calculated sign-out time.

What is the purpose of the "Apply

Overtime It sets the maximum additional Limits" field? hours allowed for overtime.

How are overtime hours

limited

according to the By specifying maximum overtime provided fields? hours per day and per month.

What is the purpose of the "Apply Sign In

With Facial It determines whether employee Recognition" attendance is recorded using facial

field? recognition technology.

Can facial recognition be

applied to It depends on the configuration of employees the "Apply Facial Recognition On working Employees Working Remotely"

remotely? field.

Are employees

allowed to sign It depends on the configuration of in from any the "Allow Employee To Sign In location? From Any Location" field.

What determines whether employees are allowed to sign in from the

office IP The setting of the "Allow Sign In address? From Office IP Address" field.

Can employees

sign in from lt depends on the configuration of custom the "Allow Custom Locations In

locations? 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 It depends on the setting of the sign out from "Allow Employee To Sign Out From

any location? Any Location" field.

What determines whether employees can sign out from

the office IP The configuration of the "Allow Sign address? out From Office IP Address" field.

Are employees

allowed to sign It depends on the setting of the out from custom"Allow Sign Out Custom Locations

locations? In Employee Profile" field.

What does the "Send A Sign

Out Reminder" It decides whether a sign-out field determine?reminder is sent to employees.

How are penalties

deducted for It depends on the setting of the missing sign- "Deduct From" field in the relevant

out? section.

What is the purpose of the "Automatically

Sign It automatically signs out Employees Out employees who forget to sign out

At" field? by a specified time.

How are penalties

calculated for missing sign- It depends on the setting of the "Apply Penalty If Employee Misses

out? Sign ing Out" field.

How often are

penalties reset It depends on the setting of the for missing "Restart Calculating Penalties From sign-out? The First Violation Every" field.

What determines whether overtime is

applicable to The configuration of the "Allow

employees? Overtime" field.

What does the It consists of guidelines regarding "Sign In" field employee attendance at the

encompass? workplace.

How is the "Minimum Sign

In Time" It represents the earliest time determined? employees can sign in.

What happens if an employee exceeds the

"Maximum Sign Tardiness penalties are typically

In Time"? applied.

How are

tardiness They are deducted based on the penalties number of tardiness violations calculated? made by the employee.

What is the significance of

the "Apply It determines whether a major Major Penalty" penalty is applied for tardiness violations.

What is the

consequence of

repeated The penalties deducted from the tardiness employee's balance increase

violations? accordingly.

What triggers a It occurs when employees fail to "No Show attend work without submitting a

Deduction"? 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 Depending on the configuration, forgets to sign out? Depending on the configuration, they may be automatically signed out or incur penalties if applicable.

How are penalties It depends on the settings calculated for missing sign- penalties are applied and how they

out? are deducted.

What does the

"Allow It decides whether employees
Overtime" field belonging to this profile are eligible

determine? for overtime.

How is overtime

calculated Overtime is calculated based on according to thethe hours worked beyond normal provided fields? working hours.

What is the purpose of the "Apply

Overtime It sets the maximum allowable Limits" field? additional hours for overtime work.

How are

overtime hours By specifying maximum overtime limited per day hours per day and per month in the and per month? relevant fields.

What is the significance of the "Apply Sign

In With Facial It determines whether employee attendance is recorded using facial

field? recognition technology.

Can employees sign in using

facial It depends on the configuration of recognition if the "Apply Facial Recognition On Employees Working Remotely" field.

remotely? f Are employees

allowed to sign It depends on the setting of the in from any "Allow Employee To Sign In From

location? Any Location" field.

What determines whether employees can sign in from the

office IP The configuration of the "Allow Sign address? In From Office IP Address" field.

Can employees

sign in from custom It depends on the setting of the "Allow Custom Locations In Employee Profile" field.

What is the purpose of the

"Allow Sign Out It determines whether the sign-in Same As Sign settings should also be applied to

In" field? sign-out procedures.

What does the "Allow Employee To

Sign out From It specifies whether employees are Any Location" permitted to sign out from any

field determine?location.

What determines whether employees can sign out from

the office IP The configuration of the "Allow Sign address? out From Office IP Address" field.

Are employees

allowed to sign t depends on the setting of the out from custom"Allow Sign Out Custom Locations locations? In Employee Profile" field.

What is the purpose of the "Send A Sign

Out Reminder" It determines whether a reminder is field? sent to employees to sign out.

How are penalties deducted for

missing sign- It depends on the configuration set

out? in the "Deduct From" field.

What is the significance of

the

"Automatically

Sign It automatically signs out

Employees Out employees who forget to sign out

At" field? by a specified time.

How are penalties

calculated for It depends on the setting of the missing sign- "Apply Penalty If Employee Misses

out? Sign ing Out" field.

How often are It depends on the configuration of penalties reset the "Restart Calculating Penalties for missing From The First Violation Every"

sign-out? field.

What determines whether overtime is

applicable to The configuration of the "Allow

employees? Overtime" field.

How are Overtime hours are calculated overtime hours based on the hours worked beyond

calculated? the normal working hours.

What does the "Sign In" field represent in the

context of the provided procedures for employee attendance at the workplace.

How is the

"Minimum Sign It specifies the earliest allowable In Time" time for employees to sign in at the

determined? start of their workday.

What happens if an employee

exceeds the Tardiness penalties may be applied "Maximum Sign if an employee signs in after the In Time"? designated maximum time.

How are tardiness penalties

enforced Penalties are typically deducted according to the from an employee's balance for provided fields? each violation of the sign-in rules.

What is the purpose of the "Apply Major tardiness violations beyond a

Penalty" field? certain threshold.

How are penalties adjusted for

repeated The penalties may increase with each subsequent violation, violations? depending on the configured rules.

A "No Show Deduction" occurs

What triggers a when an employee fails to attend "No Show work without submitting an Deduction"? approved leave request.

What does the "Consider Absent If

Employee It sets the minimum threshold of Works Less hours an employee must work to avoid being considered absent for

indicate? the day.

How is the

issue of Employees may be automatically forgetting to sign out or penalized if they fail to sign out by a specified time, addressed? depending on system settings.

How are penalties for missing sign-out may vary depending on the configured rules, such as whether penalties are applied and how they are

out? deducted.

What is the

significance of lt determines whether employees the "Allow under this profile are eligible for

Overtime" field?overtime work.

Overtime hours are typically
How are calculated based on the hours
overtime hours worked beyond the regular working

calculated? hours.

What is the purpose of the "Apply

Overtime It sets the maximum allowable
Limits" field? additional hours for overtime work.
How are By specifying the maximum
overtime hours allowable overtime hours per day
limited per day and per month in the relevant

and per month? fields. What does the "Apply Sign In

With Facial It specifies whether employee Recognition" attendance is recorded using facial

field determine?recognition technology.

Can employees sign in using

facial It depends on the configuration of recognition if the "Apply Facial Recognition On Employees Working Remotely"

remotely?
Are employees

allowed to sign It depends on the setting of the in from any "Allow Employee To Sign In From

location? Any Location" field.

What determines whether employees can sign in from the

office IP The configuration of the "Allow Sign address? In From Office IP Address" field.

Can employees

sign in from custom It depends on the setting of the "Allow Custom Locations In Employee Profile" field.

What is the purpose of the

"Allow Sign Out It determines whether the sign-in Same As Sign settings should also be applied to

In" field? sign-out procedures.

What does the "Allow Employee To

Sign out From It specifies whether employees are Any Location" permitted to sign out from any

field indicate? location.

What determines whether employees can sign out from

the office IP The configuration of the "Allow Sign address? out From Office IP Address" field.

Are employees

allowed to sign. It depends on the setting of the out from custom"Allow Sign Out Custom Locations

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-It depends on the configuration set

out? in the "Deduct From" field.

What is the significance of

the

"Automatically

It automatically signs out Sign

Employees Out employees who forget to sign out

At" field? by a specified time.

How are penalties

It depends on the setting of the calculated for "Apply Penalty If Employee Misses missing sign-

Sign ing Out" field. out?

It depends on the configuration of How often are penalties reset the "Restart Calculating Penalties for missing From The First Violation Every"

sign-out? field.

What determines whether overtime is

applicable to The configuration of the "Allow

employees? Overtime" field.

How are Overtime hours are calculated overtime hours based on the hours worked beyond

the normal working hours. calculated?

What is Manage

Employee It determines whether the salary is Payroll managed through the payroll

Externally? system or not.

What does the

Choose Month It determines from which month this field determine?salary configuration is applicable.

> Salary Preset is a previously saved salary configuration that can be

What is Salary used as a template for filling out the Preset? current salary configuration. What does Base Salary is the fixed monthly Base Salary rate earned before allowances, refer to? bonuses, and deductibles. **Define Gross** Gross Salary is the total of allowances and base salary. Salary. What is Net Net Salary is the gross salary after subtracting salary deductibles.

What does the

Salary?

Currency field It determines the currency in which

determine? the employee will be paid.

Allowances are the additional

What are benefits provided to employees

Allowances? over the base salary.

The Payment factor determines How is the Payment factor whether allowances are a fixed related to amount added to base salary or a

Allowances? percent of base salary.

Deductibles are a fixed amount What are Deductibles? deducted from the gross salary.

The Payment factor determines

whether deductibles are a fixed How is the Payment factor amount, a percent of base salary. related to or a percent of gross salary Deductibles? deducted from the base salary.

It determines how much one day of What does the penalty is worth when deducting

Day Of Penalty penalties from an employee's

field determine?salary.

It determines the basis of What is the calculating one day of penalty, Calculating whether it is a fixed amount or a method used percent of base salary, gross for? salary, or net salary.

How does the Select Days It determines the number of days field influence with which the salary will be divided

salary to determine how much one day is

calculation? worth.

What does the It determines how much one day of Day Of Bonus bonus is worth when adding a field specify? bonus as a number of days.

It is only available when overtime is allowed and determines how much When is the one hour of overtime is worth when

Hour Overtime compensating employees for

field applicable?overtime hours.

Overtime Payment Factor is how What is the Overtime many hours the employee deserves with each overtime hour Payment

Factor? worked.

What does the

It allows this salary configuration to Save As New Salary Preset be saved as a template and reused option allow? for another employee.

How does the

It allows the saved salary Update Salary Preset option configuration to be updated with function? new changes.

What are the options for managing employee

payroll The options are either to manage it externally? through the payroll system or not.

A Salary Preset is a pre-defined salary configuration that can be

Can you explains aved and used as a template for

the concept of asetting up other salary

Salary Preset? configurations.

How is the Gross Salary is calculated by **Gross Salary** adding allowances to the base

calculated? salary.

What does the Payment factor

determine for The Payment factor determines whether they are added or hoth Allowances and deducted as a fixed amount or as a

Deductibles? percentage of the base salary.

What factors influence the

The Day Of Penalty and calculation of

penalties Calculating method determine the deducted from value of one day of penalty and the

an employee's basis for its calculation,

salary? respectively.

How is the The Day Of Bonus field specifies value of one the value of one day of bonus, day of bonus often in terms of additional days determined? added to the salary.

When is the

Hour Overtime It's applicable when overtime is field applicable, allowed and determines the worth and what does of one hour of overtime for it determine? compensating employees.

How does the Overtime

Payment Factor It determines the ratio of additional affect overtime hours the employee deserves for compensation? each overtime hour worked.

What is the

purpose of the It allows the current salary Save As New configuration to be saved as a Salary Preset template for future use with other option? employees.

How does the

Update Salary It allows modifications to be made to a saved salary configuration, Preset option ensuring it reflects the latest facilitate

management? changes accurately.

Can you explain the significance The Choose Month field of the Choose determines the starting month for Month field in which the salary configuration will salary be applicable, ensuring clarity and configuration? accuracy in salary management. What is the significance of Base Salary represents the Base Salary in fundamental fixed amount an the context of employee earns before any employee additional benefits, bonuses, or compensation? deductions are applied. How does the Currency selection determines the currency in which employees will currency selection impactreceive their salaries, ensuring employee compliance with local regulations and facilitating financial salary payments? transactions. What is the rationale behindDividing the salary by a specified dividing the number of days in the Select Days salary by a field helps determine the daily rate, certain number which can be useful for calculating of days in the various allowances, deductions, Select Days and bonuses based on daily field? performance. How does the Day Of Penalty influence the The Day Of Penalty determines the calculation of penalties value of one day's penalty, serving deducted from as a basis for calculating penalties an employee's deducted from an employee's salary? salary for infractions or absences. What factors influence the he Calculating method field allows calculation method for one customization of how one day of day of penalty penalty is calculated, whether as a fixed amount or as a percentage of in the Calculating the base salary, gross salary, or net method field? salary. How does the The Hour Overtime field specifies Hour Overtime the value of one hour of overtime, field contribute ensuring that employees are to fair appropriately compensated for compensation additional work beyond regular practices? hours. The Save As New Salary Preset What is the significance of feature allows organizations to the Save As create and store standardized New Salary salary configurations, streamlining the process of setting up salaries Preset feature for new employees or making in salary management? adjustments for existing ones. The Update Salary Preset How does the functionality enables administrators Update Salary to easily modify existing salary Preset configurations, ensuring that functionality employee compensation remains enhance accurate and up-to-date without the administrative need to recreate configurations efficiency? from scratch. How does the The Payment factor determines concept of Payment factor whether allowances are added or apply to both deductibles are subtracted as Allowances and either a fixed amount or a Deductibles? percentage of the base salary. What role does The Day Of Bonus field specifies the Day Of the value of one day of bonus, Bonus field playaiding in the calculation of additional compensation based on in employee compensation? performance or other criteria.

When is the
Hour Overtime field is used
when compensating employees for
working overtime hours, indicating
the value of one extra hour of work
it signify?
How does the
Overtime
Overtime
Payment Factor
determines the ratio of additional
Payment Factor compensation employees receive
impact overtimefor each hour of overtime worked,
compensation

What The Save As New Salary Preset option allows for the creation of a new salary configuration template based on the current settings, while

payment practices.

Preset option the Update Salary Preset

from the Updatefunctionality modifies an existing Salary Preset saved salary configuration with new

functionality? changes.

calculations?

The Day Of Penalty field

How does the Day Of Penalty penalty, which is utilized in field influence payroll employee's salary for disciplinary processing? establishes the value of one day's penalty, which is utilized in calculating deductions from an employee's salary for disciplinary actions or infractions.

The Calculating method field

Can you explaindetermines the methodology used the purpose of to calculate penalties, bonuses, or the Calculating other monetary adjustments, method field in offering flexibility in tailoring salary compensation structures to configuration? organizational needs.

What does 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

management? various compensation components.
The Update Salary Preset feature

streamlines the process of modifying existing salary configurations, reducing

How does the Update Salary administrative overhead and Preset feature contribute to updates to employee compensation

HR efficiency? structures.

How does managing

employee Managing employee payroll
payroll externally can streamline
externally affect administrative tasks and ensure
organizational compliance with relevant

regulations and tax laws.

processes? What

considerations

should be madeCurrency selection should consider when selecting factors such as the organization's the currency for location, international transactions, employee and currency exchange rates to salary ensure efficient and cost-effective

payments? salary payments.

How does the Payment factor determines the Payment factor method by which allowances are impact the added or deductibles are

added or deductibles are accuracy of salary added or deductibles are subtracted from the base salary, ensuring precise and consistent

calculations? salary calculations.

What role does The Day Of Bonus field assigns a the Day Of value to each day of bonus,
Bonus field play motivating employees by offering in incentivizing additional compensation for employee exceptional performance or

performance? achievements.

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

How does the

Overtime The Overtime Payment Factor
Payment Factor determines the ratio of additional
contribute to compensation employees receive
fair overtime for each hour of overtime worked,
compensation
practices? for extra work.

What The Save As New Salary Preset option allows for the creation of a new salary configuration template based on the current settings, while

Preset option the Update Salary Preset

from the Updatefunctionality modifies an existing Salary Preset saved salary configuration with new

functionality? changes.

The Day Of Penalty field

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The Calculating method field

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What does 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 management? various compensation components

various compensation components. The Update Salary Preset feature streamlines the process of modifying existing salary

How does the Update Salary administrative overhead and Preset feature contribute to HR efficiency?

What are the benefits of using Salary

Presets in salary

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

management? multiple employees.

How does the Base Salary serves as the foundation of an employee's compensation package, providing a fixed amount before additional benefits, allowances, or deductions

compensation? are applied.

What factors

should be considered policies, industry standards, and when setting employee preferences should be considered when determining whether allowances are added or allowances and deductibles are subtracted as fixed deductibles?

How does the Choose Month field ensures Choose Month field contribute to effective specifying the starting month for which the configuration is

management? applicable.

What are the implications of The Currency field ensures that the Currency employees are paid in their field on preferred currency, simplifying international international payroll processing and reducing currency exchange costs payroll and complexities. processing? How does the The Payment factor determines the Payment factor method by which allowances are impact the added or deductibles are accuracy of subtracted from the base salary, salary ensuring precise and consistent calculations? salary calculations. What role does The Day Of Bonus field assigns a value to each day of bonus, the Day Of Bonus field play motivating employees by offering in incentivizing additional compensation for employee exceptional performance or performance? achievements. What factors should be considered when Factors such as company policies, determining the industry standards, and legal Day Of Penalty regulations should be considered for salary when determining the value of one deductions? day's penalty for salary deductions. How does the Calculating method field The Calculating method field determines the basis for calculating affect the penalties and bonuses, providing calculation of penalties and bonuses? are applied to employee salaries. What does the Select Days for dividing the salary, which is field represent in salary and other compensation management? components. The Update Salary Preset feature How does the allows for quick and easy **Update Salary** adjustments to existing salary Preset feature configurations, saving time and contribute to HR efficiency? HR personnel.

flexibility in how these adjustments The Select Days field specifies the number of days used as the basis important for calculating daily rates

reducing administrative burden for

Salary Presets provide a What benefits standardized approach to configuring employee salaries. does using Salary Presets ensuring consistency and accuracy offer in salary across the organization while management? saving time in the setup process. The Base Salary serves as the How does the Base Salary foundation of an employee's compensation package, providing a field impact overall stable income before additional employee benefits, allowances, or deductions

compensation? are applied.

What

considerations Considerations include company should be madepolicies, industry standards, and employee preferences, which when setting the Payment influence whether allowances are factor for added or deductibles are allowances and subtracted as fixed amounts or percentages. deductibles? How does the The Choose Month field ensures

Choose Month that salary configurations are field contribute applied accurately and timely by to effective specifying the starting month for salary which the configuration is

management? applicable.

What are the implications of The Currency field ensures that the Currency employees are paid in their field on preferred currency, simplifying international international payroll processing and reducing currency exchange costs payroll and complexities. processing? How does the The Payment factor determines the Payment factor method by which allowances are impact the added or deductibles are accuracy of subtracted from the base salary, salary ensuring precise and consistent calculations? salary calculations. What role does The Day Of Bonus field assigns a value to each day of bonus, the Day Of Bonus field play motivating employees by offering in incentivizing additional compensation for employee exceptional performance or performance? achievements. The Hour Overtime field is utilized When is the when compensating employees for Hour Overtime working overtime hours, ensuring that they are fairly compensated for field utilized. and why is it their additional efforts beyond important? regular working hours. How does the The Overtime Payment Factor Overtime Payment Factordetermines the ratio of additional contribute to compensation employees receive fair overtime for each hour of overtime worked, compensation ensuring equitable compensation practices? for extra work. What The Save As New Salary Preset distinguishes option allows for the creation of a the Save As new salary configuration template **New Salary** based on the current settings, while Preset option the Update Salary Preset from the Updatefunctionality modifies an existing Salary Preset saved salary configuration with new functionality? changes. The Day Of Penalty field How does the establishes the value of one day's Day Of Penalty penalty, which is utilized in field influence calculating deductions from an employee's salary for disciplinary payroll processing? actions or infractions. The Calculating method field Can you explaindetermines the methodology used the purpose of to calculate penalties, bonuses, or the Calculating other monetary adjustments, method field in offering flexibility in tailoring compensation structures to salary configuration? organizational needs. What does the The Select Days field determines Select Days the number of days used as the basis for dividing the salary, aiding field signify in in the calculation of daily rates for salary management? various compensation components. The Update Salary Preset feature streamlines the process of modifying existing salary How does the configurations, reducing Update Salary administrative overhead and Preset feature ensuring accurate and timely contribute to updates to employee compensation HR efficiency? structures. What are the benefits of using Salary approach to salary configuration,

Salary Presets offer a standardized saving time and effort by allowing Presets in the reuse of predefined settings for management? multiple employees.

salary

How does the The Base Salary serves as the Base Salary foundation of an employee's field impact compensation package, providing a overall fixed amount before any additional employee benefits, allowances, or deductions compensation? are applied. How does the
The Choose Month field ensures Choose Month that salary configurations are field contribute applied accurately and timely by to effective specifying the starting month for which the configuration is salary management? applicable. What are the implications of The Currency field ensures that employees are paid in their the Currency field on preferred currency, simplifying international international payroll processing and payroll reducing currency exchange costs processing? and complexities. How does the The Payment factor determines the Payment factor method by which allowances are impact the added or deductibles are accuracy of subtracted from the base salary. salary ensuring precise and consistent calculations? salary calculations. What role does The Day Of Bonus field assigns a the Day Of value to each day of bonus, Bonus field playmotivating employees by offering in incentivizing additional compensation for exceptional performance or employee performance? achievements. The Hour Overtime field is utilized When is the when compensating employees for Hour Overtime working overtime hours, ensuring field utilized, that they are fairly compensated for and why is it their additional efforts beyond important? regular working hours. How does the Overtime The Overtime Payment Factor Payment Factordetermines the ratio of additional contribute to compensation employees receive fair overtime for each hour of overtime worked, compensation ensuring equitable compensation practices? for extra work. What The Save As New Salary Preset distinguishes option allows for the creation of a the Save As new salary configuration template **New Salary** based on the current settings, while Preset option the Update Salary Preset from the Updatefunctionality modifies an existing Salary Preset saved salary configuration with new functionality? changes. The Day Of Penalty field How does the establishes the value of one day's Day Of Penalty penalty, which is utilized in field influence calculating deductions from an payroll employee's salary for disciplinary processing? actions or infractions. What does the The Select Days field determines Select Days the number of days used as the field signify in salary in the calculation of daily rates for management?

basis for dividing the salary, aiding various compensation components.

The Update Salary Preset feature streamlines the process of modifying existing salary

How does the configurations, reducing Update Salary administrative overhead and Preset feature ensuring accurate and timely updates to employee compensation

HR efficiency? structures. What are the

contribute to

benefits of Salary Presets offer a standardized using Salary approach to salary configuration, Presets in saving time and effort by allowing the reuse of predefined settings for salary

management? multiple employees.

How does the he Base Salary serves as the Base Salary foundation of an employee's field impact compensation package, providing a overall fixed amount before any additional employee benefits, allowances, or deductions

compensation? are applied.

What factors

should be Factors such as organizational considered policies, industry standards, and employee preferences should be when setting the Payment considered when determining factor for whether allowances are added or allowances and deductibles are subtracted as fixed

amounts or percentages. deductibles? The Choose Month field ensures How does the Choose Month that salary configurations are field contribute applied accurately and timely by to effective specifying the starting month for which the configuration is salary

management? applicable.

What are the

implications of The Currency field ensures that employees are paid in their the Currency field on preferred currency, simplifying international international payroll processing and reducing currency exchange costs payroll processing? and complexities. What is the The "Facial Recognition Image"

purpose of the field is used for facial recognition purposes, typically for employee "Facial Recognition attendance monitoring or access Image" field?

control. The "Start Date" field indicates the

actual date when the system When does the begins monitoring employee "Start Date" attendance and starts calculating

field indicate? their salary.

What does the The "Joining Date" field indicates "Joining Date" the actual date when an employee field represent? officially joined the company.

What does the

field "Employee The "Employee Can Login To Their Account" field determines whether Can Login To an employee requires credentials Their Account"

determine? to log in to the system.

The "Probation Period" field What does the determines whether an employee "Probation will be put on probation, and if so, Period" field the duration of their probation

determine? period.

Who is considered the "Direct

Manager" in the

context of The "Direct Manager" is the manager directly in charge of emplovee management? overseeing a specific employee. What does the The "Copied Manager" field "Copied includes other managers Manager" field associated with an employee, such as HR personnel or HR managers. signify?

What does the The "Annual Leaves" field indicates "Annual the employee's annual leave Leaves" field balance at the beginning of their employment. denote?

How is the The "Sick Leaves" field determines "Sick Leaves" the employee's sick leave balance at the start of their employment. field utilized? What does the The "Emergency Credit" field "Emergency determines the number of days that Credit" field can be requested as emergency specify? leave at the start of employment.

How does the "Allow Employee To The "Allow Employee To Work Work Remotely" field indicates whether Remotely" field an employee is permitted to work function? remotely. What does "Max. Days Per "Max. Days Per Week" indicates

Week" signify in the maximum number of days per the context of week an employee is allowed to

remote work? work remotely.

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

How is the "Facial Recognition

Image" used in The "Facial Recognition Image" is the context of utilized to identify and verify employee employees' identities during attendance tracking through facial attendance

monitoring? recognition technology.

What

The "Start Date" field marks the significance does the "Start commencement date for monitoring Date" field hold employee attendance and initiating for payroll salary calculations within the

management? system.

The "Joining Date" field signifies How is the the date when an employee "Joining Date" officially becomes part of the field relevant to company, serving as a reference HR processes? point for various HR activities.

What criteria determine whether an employee

The "Employee Can Login To Their needs Account" field determines whether credentials to an employee requires login log in to their credentials to access the system. account? How does the The "Probation Period" field "Probation determines whether an employee Period" field undergoes a probationary period affect employeeupon joining the company and specifies its duration. status?

Who is typically

designated as The "Direct Manager" is the the "Direct individual directly responsible for Manager" in supervising and managing a organizational specific employee within the hierarchy? organization. What role do

Those listed under "Copied individuals listed under Manager" typically include other "Copied managers or HR personnel associated with the employee but Manager" play in employee not directly responsible for their management? day-to-day supervision. How does the

The "Annual Leaves" field indicates "Annual Leaves" field the balance of annual leave impact entitlements that an employee employee time possesses at the beginning of their

off? employment.

The "Sick Leaves" field denotes the In what circumstances amount of sick leave available to is the "Sick an employee at the start of their Leaves" field employment, affecting their ability utilized? to take sick days.

The "Emergency Credit" field What does the specifies the number of days an employee can request as emergency leave at the start of

determine? their employment.

"Emergency

Credit" field

How does the "Allow **Employee To** Work The "Allow Employee To Work Remotely" field Remotely" field dictates whether an impact work employee is permitted to perform arrangements? their duties remotely. What does the "Max. Days Per Week" field The "Max. Days Per Week" field regulate in sets the maximum number of days terms of remote per week an employee can work work? remotely. How does the "Allow Flexible Work Remotely The "Allow Flexible Work Remotely Days" field Days" field determines whether an affect remote employee can work remotely on work any day, contingent upon prior scheduling? approval. How does the "Facial Recognition Image' contribute to The "Facial Recognition Image" is utilized to verify the identity of security measures in employees, enhancing security by employee ensuring that only authorized attendance individuals can access the system for attendance tracking. tracking? What significance The "Start Date" is crucial for does the "Start accurate payroll processing as it Date" hold in marks the initiation of monitoring terms of payroll employee attendance and salary administration? calculation within the system. How is the The "Joining Date" serves as a key "Joining Date" reference point in HR processes, indicating when an employee field utilized in officially becomes part of the HR management? company. What criteria determine whether an The "Employee Can Login To Their employee Account" field determines whether needs login an employee requires credentials to authentication credentials, such as access their username and password, to log in account? to the system. How does the The "Probation Period" field "Probation determines whether an employee Period" field undergoes a probationary period impact upon joining the company and employee specifies its duration, influencing onboarding? their initial employment terms. Who typically occupies the The "Direct Manager" is the role of "Direct individual directly responsible for Manager" withinoverseeing and managing the dayorganizational to-day activities of a specific structure? employee within the organization. What role do Those listed under "Copied individuals listed under

Manager" often include additional "Copied managers or HR personnel who Manager" play may need access to the employee's in employee information for administrative management purposes but are not directly processes? responsible for their supervision. How does the

The "Annual Leaves" field indicates Leaves" field the balance of annual leave entitlements that an employee employee time- possesses at the beginning of their employment, influencing their ability

off management? to take time off.

"Annual

impact

"Sick Leaves" field denotes the amount of sick leave available to In what context an employee at the start of their

The "Emergency Credit" field

is the "Sick employment, affecting their ability Leaves" field to take sick days during the

probation period.

specifies the number of days an What does the employee can request as emergency leave at the start of "Emergency Credit" field their employment, providing a

determine for buffer for unforeseen employees? circumstances.

How does the

"Allow

utilized?

Employee To he "Allow Employee To Work Work Remotely" field dictates whether an Remotely" field employee has the option to perform

their job duties remotely, impact workplace contributing to flexibility in work

arrangements. flexibility?

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

regulate? schedules.

How does the The "Allow Flexible Work Remotely "Allow Flexible Days" field determines whether an Work Remotely employee can work remotely on Days" field any day, provided they request accommodate approval in advance, offering flexibility in remote work remote work

arrangements? scheduling.

How does the "Facial Recognition Image"

enhance

The "Facial Recognition Image" security provides an added layer of security measures in by ensuring that only authorized employee attendance individuals can access the system tracking for attendance tracking through systems?

facial verification.

The "Start Date" field initiates the What role does tracking of employee attendance the "Start Date" and salary calculation within the system, ensuring accurate payroll field play in payroll processing from the beginning of

processing? employment.

The "Joining Date" field marks the official start date of an employee's tenure with the company, serving "Joining Date" as a reference point for various HR field used in HRactivities such as benefits eligibility

performance evaluation timelines.

management and performance evaluation

timelines.

What criteria

determine

processes?

practices?

How is the

whether an The "Employee Can Login To Their employee Account" field specifies whether an employee needs authentication requires login credentials to credentials, such as username and access their password, to log in to the system and access their account. account? How does the The "Probation Period" field indicates whether an employee is "Probation Period" field subject to a probationary period impact upon joining the company and employee outlines the duration, affecting their onboarding initial employment terms and

Who typically holds the The "Direct Manager" is the individual directly responsible for position of "Direct overseeing and managing the day-Manager" withinto-day activities and performance of organizational a specific employee within the hierarchies? organization. What role do individuals Those listed under "Copied Manager" may include additional listed under "Copied managers or HR personnel who Manager" play require access to the employee's in employee information for administrative management purposes but are not directly procedures? responsible for their supervision. The "Annual Leaves" field specifies How does the the balance of annual leave "Annual Leaves" field entitlements an employee impact possesses at the beginning of their employee time- employment, influencing their ability to request time off for vacation or off personal reasons. management? The "Sick Leaves" field denotes the amount of sick leave available to an employee at the start of their In what context employment, affecting their ability is the "Sick to take sick days and providing a Leaves" field measure of support for healthutilized? related absences. The "Emergency Credit" field indicates the number of days an What does the employee can request as emergency leave at the beginning "Emergency Credit" field of their employment, offering determine for flexibility and support for employees? unforeseen circumstances. How does the The "Allow Employee To Work Remotely" field determines whether "Allow an employee has the option to Employee To perform their job duties remotely, Work Remotely" field allowing for flexibility in work contribute to arrangements and potentially workplace enhancing productivity and workflexibility? life balance. The "Max. Days Per Week" field How does the of days per week an employee is "Max. Days Per permitted to work remotely, Week" field

establishes the maximum number providing structure to remote work influence arrangements while balancing remote work organizational needs and employee policies? preferences. What impact The "Allow Flexible Work Remotely does the "Allow Days" field determines whether an Flexible Work employee can work remotely on Remotely Days"any day, subject to prior approval, offering flexibility in scheduling and field have on accommodating varying work-fromremote work scheduling? home needs. How does the

"Facial Recognition Image" field contribute to employee attendance tracking efficiency?

What

identification of employees during attendance tracking, streamlining the process and minimizing errors associated with manual entry or traditional methods of verification. The "Start Date" field serves as a critical reference point for initiating payroll calculations, ensuring that does the "Start employee attendance records are Date" field hold accurately captured from the

The "Facial Recognition Image"

enables swift and accurate

significance for payroll accuracy?

beginning of their employment period.

The "Joining Date" field marks the official start of an employee's

How is the "Joining Date" often used as a milestone for field utilized in employee onboarding sessions and introduction to company policies

programs? and culture.

What

considerations The "Employee Can Login To Their determine Account" field determines whether

whether an an employee requires employee authentication credentials to needs login access their account, based on credentials for factors such as security protocols system access? and system access permissions.

The "Probation Period" field

The "Direct Manager" is typically

How does the "Probation an employee's performance is closely monitored and evaluated, impact often influencing decisions regarding their continued

performance employment or advancement within

evaluations? the organization.

Who typically

oversees the "Direct management or department heads, Manager" in organizational structures?

structures? overseeing subordinate employees. What role do Those listed under "Copied individuals Manager" may include HR listed under personnel or department heads who provide additional support and "Copied Manager" play oversight for employee-related in employee matters, such as benefits support administration and performance

functions? management.

How does the "Annual Leaves" field provides insights into employees' available vacation time, facilitating workforce planning and scheduling to ensure

workforce adequate coverage while

planning and accommodating employees' time-

scheduling? off requests.

How does the "Sick Leaves" field indicates the amount of sick leave available to employee necessary time off to recover from well-being and illness and return to work refers

productivity? and productive.

What role does

the "Emergency The "Emergency Credit" field
Credit" field provides employees with a buffer of
play in days they can use for unforeseen
employee emergencies or urgent situations,
support ensuring they have support when
systems? facing unexpected challenges.

How does the

"Allow

Employee To The "Allow Employee To Work Work Remotely" field offers employees

Remotely" field flexibility in their work impact arrangements, potentially employee increasing job satisfaction and satisfaction and retention by accommodating their retention? preferences and needs.

retention? preferences and needs.
What The value set in the "Max. Days

considerations Per Week" field for remote work is

determine the determined based on

value set in the organizational policies, operational "Max. Days Per requirements, and considerations Week" field for for maintaining team cohesion and

remote work? communication.

How does the The "Allow Flexible Work Remotely "Allow Flexible Days" field empowers employees Work Remotely to manage their work schedules Days" field and environments, fostering a foster a culture culture of trust and autonomy that of trust and can lead to increased motivation autonomy? 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.

The "Start Date" field ensures compliance with labor regulations

How does the by accurately tracking when an "Start Date" employee's attendance and salary field ensure calculations begin, helping compliance withorganizations adhere to legal labor requirements regarding pay and

regulations? 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 in maintaining data integrity and

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

confidentiality? system.

How does the "Probation

Period" field support employee development and

performance

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

improvement? roles.

How does the "Facial

Recognition Image" field

ensure accurate employee attendance tracking systems?

How is the

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

> The "Start Date" field serves as a reference point for initiating payroll

What role does calculations, ensuring that the "Start Date" employee attendance data is field play in streamlining payroll processes? processing.

accurately recorded from the beginning of their employment period, thus streamlining payroll

The "Joining Date" field is used in workforce management to determine an employee's tenure with the company, facilitating "Joining Date" field utilized in various HR processes such as performance evaluations,

workforce promotions, and benefits eligibility. management?

What considerations The need for login credentials is determine determined by factors such as the whether an sensitivity of the information employee accessible through the system, requires login security protocols, and credentials for organizational policies regarding system access?access control. How does the The "Probation Period" field provides a period during which new "Probation Period" field employees can acclimate to their impact roles and the company culture employee while undergoing performance integration and evaluation, enabling informed performance decisions regarding their continued evaluation? employment. The "Direct Manager" is often Who typically overseen by higher-level oversees the management or department heads, "Direct who provide guidance, support, and strategic direction to ensure Manager" in organizational effective leadership and employee structures? development. What role do Individuals listed under "Copied individuals Manager" may include HR personnel or other managers who listed under "Copied have a secondary role in employee Manager" play management, such as handling in employee administrative tasks or providing management? support in specific areas. How does the "Annual The "Annual Leaves" field provides Leaves" field insights into employees' available influence vacation time, allowing workforce organizations to plan staffing levels scheduling and and allocate resources effectively resource to maintain productivity and meet allocation? operational demands. The "Sick Leaves" field is utilized to In what context track employees' entitlement to sick is the "Sick leave, ensuring compliance with Leaves" field labor regulations and providing support for employees' health and utilized in HR management? well-being. What role does The "Emergency Credit" field the "Emergencyallows employees to request Credit" field additional leave for emergency play in situations, providing a safety net for employee unexpected circumstances and support promoting employee well-being and systems? job satisfaction. What does the The "Language" field determines "Language" the default language for the system field determine when logging in with an employee in the system? belonging to this office. he "Allow Sign In Using Office What is the Account" setting determines significance of whether employees are permitted the "Allow Sign to sign in using the office account, In Using Office allowing the creation of an office Account" account accessible to all setting? employees for sign ing in. The "Time Zone" field determines the time zone used by the system and affects employee sign-in times How does the "Time Zone" to correlate with the standard time field impact the of the area where the office is system? located. What does selecting "Set Headquarter Selecting "Set Headquarter Office" Office" do for designates this office as the default office within the system. an office? What purpose The "Office Currencies" field does the "Officedetermines the currencies used in Currencies" any financial transactions within the field serve? office.

What is the role numbers associated with specific of "IP computer networks to ensure that Addresses" in the system? The "Locations" field employees can sign in, with the function? IP Addresses associated with specific computer networks to ensure that employees sign in from the office network. The "Locations" field determines the office locations from which untition?

The "Regulation" field determines the basis for calculating salaries

What does the according to government "Regulation" regulations or customized rules

field define? within the system.

What does the "Email Notifications" field controls the sending of email Notifications" notifications for various system

field control? events.

What is the

purpose of the The "Access Levels" field specifies "Access Levels" the levels of access rights granted field? to users within the system.

What does the "Data Retention Policy"

"Data Retention establishes rules for the retention Policy" and deletion of data within the

establish? system.

How does "Two-Factor Authentication"
"Two-Factor enhances security by requiring
Authentication" users to verify their identity using two different authentication

security? methods.

What

functionality do "Reporting Tools" provide tools for "Reporting generating and analyzing reports

Tools" provide? based on system data.

"Document Versioning" manages
What is the
purpose of
"Document
"Document Versioning" manages
the version history of documents,
allowing users to track changes
and revert to previous versions if

Versioning"? needed.

What "User Activity Logs" record and information do track the actions performed by users within the system for auditing Logs" record? and troubleshooting purposes.

How do

"Integration "Integration APIs" offer APIs for APIs" benefit integrating the system with external

the system? applications and services.

What can users Users can customize templates for do with documents, emails, or other

"Customizable system-generated content using the Templates"? "Customizable Templates" feature.

What processes "Backup and Recovery"

are managed implements processes for backing by "Backup and up system data and recovering it in Recovery"? 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.
The "Category" field classifies the

How would you expense into a general group define the based on the reason for incurring it. "Category" field It can include sub-categories and is in the expense customizable from company

record? settings.

he "Sub-Categories" field provides

Can you explainfurther divisions within a main the purpose of the "Sub- "Maintenance," sub-categories like Categories" "Electricity" and "Natural Gas" can be specified. Sub-categories are expense also customizable from company

record? settings.

What does the "Incurred At"

field indicate in The "Incurred At" field records the the expense date and time when the expense record?

was paid.

The "Add Expense On behalf Of" field indicates whether the expense

What does the was issued by an accountant or "Add Expense paid as a petty cash expense by a On behalf Of" specific employee from their petty

field determine?cash balance.

The "Select Employee" field allows How does the you to choose the employee who "Select incurred the expense, provided that

Employee" field this employee belongs to the function in the selected office and has a petty cash balance with the selected expense record? currency.

What types of files can be attached in the "Attachments'

field of the The "Attachments" field accepts expense any supporting files for the record? expense, such as bills or receipts.

The "Category" field can be customized from company settings,

How can the allowing the addition of new "Category" field expense categories and subbe customized? categories as needed.

What is the

significance of The "Sub-Categories" field the "Subprovides a more granular classification within a main Categories" field for category, allowing for detailed expenses? expense tracking and analysis.

The "Add Expense On behalf Of"

field helps differentiate between How does the "Add Expense expenses issued by an accountant

On behalf Of" and those paid directly by employees from petty cash field impact expense balances, aiding in financial

management? accountability.

Can you explainThe "Select Employee" field the importance ensures that expenses are of the "Select attributed to the correct individual Employee" field within the organization, facilitating in expense accurate tracking of expenditures

recordina? and accountability.

In what

scenarios wouldAttaching files such as bills or receipts in the "Attachments" field attaching files in the provides supporting documentation

"Attachments" for the expense, aiding in field be verification, reimbursement, and

necessary? auditing processes.

How does the The "Incurred At" field timestamps "Incurred At" when the expense was paid, field contribute enabling timely tracking of expenditures and financial to expense management? reporting.

The "Office" field helps segment What role does expenses by location, allowing the "Office" fieldorganizations to monitor spending play in expense across different offices or branches

tracking? effectively.

What

implications Customizing expense categories does allows for tailored financial

reporting, enabling organizations to customizina expense analyze spending patterns, identify categories have cost-saving opportunities, and make informed budgeting on financial

reporting? decisions. How does the The "Sub-Categories" field adds "Subgranularity to expense Categories" classification, offering a more field enhance detailed breakdown of expenditures expense within broader categories for classification? precise financial analysis. What is the benefit of Recording the date and time of recording the expense payment in the "Incurred date and time of At" field enables accurate expense chronological tracking of payment in the expenditures, facilitating auditing, "Incurred At" budget planning, and financial field? analysis. The "Add Expense On behalf Of" How does the

"Add Expense field streamlines expense management by distinguishing

On behalf Of" field streamline between expenses issued by expense accountants and those paid by employees, ensuring proper management processes? documentation and accountability. The "Select Employee" field

Can you attributes expenses to specific elaborate on employees, facilitating the role of the accountability and helping "Select organizations track individual Employee" field spending habits for budget in expense optimization and compliance

attribution? purposes.

The "Attachments" field allows for What the inclusion of supporting safeguards documents such as bills and does the receipts, providing evidence for

"Attachments" expense verification,

field provide for reimbursement, and compliance expense with internal controls and regulatory

verification? requirements.

The "Office" field facilitates

How does the decentralized expense "Office" field management by categorizing expenses based on the originating support office, enabling regional or decentralized departmental cost tracking and expense

management? accountability.

What When adding new expense considerations categories, considerations should

should be madeinclude alignment with

organizational spending patterns, when adding new expense clarity in classification, and categories from compatibility with reporting

company requirements for effective financial

settings? analysis.

How can subcategories in

the "Sub-Sub-categories in the "Sub-Categories" field can be adjusted to Categories" field be accommodate evolving expense adjusted to needs by periodically reviewing and accommodate updating them based on changing evolving spending patterns, operational expense requirements, and strategic

priorities. needs?

The "Incurred At" field provides What impact does the essential timestamp information for "Incurred At" expense reconciliation processes, ensuring accurate matching of field have on expenditures with corresponding expense reconciliation financial records and supporting

processes? documentation.

How does the "Add Expense

On behalf Of" The "Add Expense On behalf Of" field aid in field helps track expenses paid on expense behalf of employees, facilitating tracking for timely reimbursement processes reimbursement and ensuring accurate recording of reimbursable expenditures. purposes?

The "Select Employee" field What role does identifies the employee responsible the "Select for incurring the expense, Employee" field facilitating approval workflows by play in expense routing expense requests to the approval appropriate personnel for review workflows? and authorization. Attachments in the "Attachments" How do attachments in field serve as documentary the evidence for expense transactions. "Attachments" enhancing audit readiness by field contribute providing a clear audit trail and to audit supporting compliance with readiness? regulatory requirements. The "Office" field enables accurate cost allocation by categorizing How does the expenses based on the originating "Office" field office, facilitating the attribution of support cost costs to specific departments or allocation projects for budgeting and strategies? performance evaluation purposes. Can you Expense categories serve as discuss the role benchmarks for comparing of expense spending patterns against industry categories in standards or historical data, aiding in financial benchmarking efforts to benchmarking and financial identify areas of cost efficiency or benchmarking? areas for improvement. Sub-categories in the "Sub-How do sub-Categories" field provide additional categories in granularity for variance analysis, the "Suballowing organizations to identify Categories" deviations from budgeted expenses field aid in at a more detailed level and investigate underlying causes for variance analysis? variance. Regularly updating the "Category" What is the field ensures that expense significance of classifications remain relevant and regularly accurate, reflecting changes in updating the spending patterns, organizational "Category" structure, and financial reporting field? requirements. How can the "Subhe "Sub-Categories" field improves Categories" expense forecasting by providing field be used to detailed insights into specific areas of spending, enabling more precise improve expense predictions of future expenditures forecasting? and better budget planning. What best Best practices for entering data into the "Incurred At" field include practices should be ensuring accuracy of the date and time, aligning with the actual followed when entering data payment date, and maintaining into the consistency across all expense "Incurred At" records for reliable financial field? reporting. The "Add Expense On behalf Of" How does the field assists in managing petty cash "Add Expense expenses by clearly differentiating On behalf Of" between petty cash expenditures by employees and those processed field assist in managing petty through formal accounting channels, facilitating better petty cash expenses? cash control. The "Select Employee" field How can the

How can the "Select Employee" field
"Select enhances transparency by clearly
Employee" field identifying who incurred each
enhance expense, enabling better tracking,
transparency in accountability, and analysis of
expense individual spending patterns within
management?

Why is it Attaching supporting documents in important to attach the "Attachments" field is important supporting for verifying the legitimacy of documents in expenses, facilitating audits, the ensuring compliance with financial "Attachments" policies, and supporting reimbursement claims. field? The "Office" field supports How does the centralized financial oversight by "Office" field aggregating expenses by office, support allowing finance teams to monitor centralized and manage spending across financial different locations or departments oversight? from a central point. What factors Factors to consider include should be considered relevance to existing expense when adding categories, ease of use, clarity in classification, alignment with new subcategories from business operations, and company compatibility with financial reporting settings? needs. Data from the "Incurred At" field can be used for trend analysis by How can the tracking the timing of expenses "Incurred At" over periods, identifying seasonal field data be spending patterns, and forecasting used for trend future financial needs based on analysis? historical data. The "Add Expense On behalf Of" field aids in the segregation of How does the duties by clearly distinguishing "Add Expense between expenses handled by On behalf Of" accountants and those managed field aid in the by employees, reducing the risk of segregation of fraud and ensuring proper internal duties? controls. What is the Accurate data entry in the "Select impact of Employee" field ensures that accurate data entry in the expense reports correctly attribute "Select costs to the responsible individuals. Employee" field facilitating accurate financial on expense tracking, reporting, and reporting? accountability. Attachments in the "Attachments" How do field support internal audits by attachments in providing documentary evidence of expenses, allowing auditors to the "Attachments" verify transactions, assess field support compliance, and ensure the internal audits? integrity of financial records. its a group of employees that share what are work the same managers and can be groups? working on the same project navigate to the employees section and select work groups tab then how to create a navigate to the "Add new" button, new work groupadd the required information and ? then press save. under the employees section. navigate to the work groups tab how to edit a and find the desired work group work group? then press the edit button. under the employees section navigate to the work groups tab how to delete a and find the desired work group work group? then press the delete button. its a group of employees within a work group who share the same work timing ans usually work on the what are work same task. teams? under the employee section, how to create a navigate to the work team tab and new work team press "Add new " button and fill in

? the required details.

under the employee section, navigate to the work team tab and press the team you wish to edit, how to edit a then navigate and press the edit work team? button. when creating an attendance type how to add configuration for an employee, employee in choose shifts and the provide the work team? work group and work team. its a feature that allows managers what are to apply certain actions across employee multiple employees, departments action? or positions. under the employees section, under the employees actions, navigate and find the desired employee, select the employee/s how to assign then press 'bulk action "button then access levels in choose assign access level and bulk? pick the desired access level. under the employees section, under the employees actions, navigate and find the desired how to change employee, select the employee/s day off settings then press 'bulk action "button then in bulk? choose change day off settings. under the employees section, under the employees actions, navigate and find the desired how to change employee, select the employee/s Holiday settingsthen press 'bulk action "button then in bulk? choose change holiday settings. under the employees section, under the employees actions, how to change navigate and find the desired check in employee, select the employee/s settings in bulk then press 'bulk action "button then choose check in settings. under the employees section, under the employees actions, navigate and find the desired employee, select the employee/s how to change then press 'bulk action "button then departments in choose change department and fill bulk? in he desired details. under the employees section, under the employees actions, navigate and find the desired how to change employee, select the employee/s positions in bulkthen press 'bulk action "button then ? choose change positions. under the employees section, under the employees actions, how to change navigate and find the desired change the employee, select the employee/s work remotely then press 'bulk action "button then settings in bulk choose change the work remotely its a feature that allows manager to what are track employees documents and **Employee** know which is missing and which is documents? expired. its the section where managers can what is the view requests, loan requests, requests claims, requests rules and section? approval rules. how can i under the requests section, under accept employees requests? press accept.

accept the requests section, navigate and employees find the request to be accepted and press accept.
under the requests section, under how can i reject the requests section, navigate and employee find the request to be rejected and press reject.

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

to create a rule to auto accept or auto reject a certain type of leaves what are request rules? or certain list of employees.

under the requests section, under how can i the requests rules tab, navigate create a new and press the "new rule " to add request rule? new rules.

how can i under the requests section, under enable / disable the requests rules, navigate and certain request toggle the status of the desired rules? 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

how to edit a button and modify the with the request rule? desired details.

> under the requests section, under request rules tab, navigate and find the request rules you would like to delete then click on the

how to delete a delete button and modify the with

the desired details . request rule?

> 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 what are

approval rules ?over HR-related decisions.

navigate to requests section and

how to create a select the approval rules tab, then new approval navigate and select new rule button rule? and fill the required fields.

under the requests section, under

the approval rules section,

navigate and find the approval rule

then press the edit button and how to edit an approval rule? modify the desired details

under the requests section, under

how to delete the approval rules section, an approval navigate and find the approval rule

then press the delete button its the section that includes the employees work calendar, attendance history, penalties, assignments, monthly report,

what is the attendance facial recognition and leave section? adjustments.

layer?

its a feature that allows managers to view, create, edit and delete

what is work calendar? work schedules for employees under the attendance section.

under the calendar tab, navigate and find the plan new schedule

how to create new schedule? button

how to create

under the attendance section, under the work calendar tab,

new navigate and find the create assignment? assignment button then press it . under the attendance section.

how to view under the work calendar tab, employees navigate and press the draw work schedule? calendar button.

how to view under the attendance section. schedules under the work calendar tab, from based on work the work places dropdown menu places? select the desired work place. how to view under the attendance section, schedules under the work calendar tab, from based on work the work groups dropdown menu groups? select the desired work group.

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

under the attendance section under the penalties tab, navigate how to view a and select a cause from the causes penalty cause ? dropdown menu . under the attendance section, under the penalties tab, navigate and select not applied radio button then navigate and select the how to activate penalty to be activated then toggle the applied switch next to it . a penalty? under the attendance section, under the penalties tab, navigate and select applied radio button then how to navigate and select the penalty to deactivate a be deactivated then toggle the penalty? applied switch next to it . under attendance section, under the penalties tab, navigate and choose the date range using the how to export from and to fields then press the penalties? export button. how to filter under attendance section, under penalties by the penalties tab, navigate and what do they choose the deducted from button deduct from? (All, salary, annual leaves) its a features that allows managers what is the assignments to view, edit, delete and create new assignments and change shifts tab? how to view employees under the attendance section, assignments in under the assignments tab, you the assignment can view all assignments in the tab? span of a week. under the attendance section, how to edit an under the assignments tab, navigate and the press edit on the employee assignments? assignments you wish to edit . under the attendance section, under the assignments tab, how to create a navigate and press the add new button to create a new assignment assignment for , you can add multiple employees an employee? at a time then press save. under the attendance section, under the assignments tab, how to create a navigate and press the add new button to create a new assignment new assignment for , you can add multiple offices at a an office? time then press save. under the attendance section, under the assignments tab, how to create a navigate and press the add new button to create a new assignment new assignment for , you can add multiple departments a department? at a time then press save. under the attendance section, under the assignments tab, how to change navigate and press the change shift shift for an button then choose the desired employee? details and press save . under the attendance section, how to view under the assignments tab, assignments for navigate and select an employee a certain from the employees dropdown employee? menu. how view under the attendance section, assignments under the assignments tab, related to a navigate and select a work timing certain work from the work timing dropdown timing? menu. how to view under the attendance section, assignments under the assignments tab, filtered by navigate and select a location from

location?

te locations dropdown menu.

monthly report is a feature that allows managers to view and export details of employees what is monthly attendance across of a selected report? span of time in a month how to view the under the attendance section, monthly report under the monthly report tab, of a certain navigate and select an office from office? the office dropdown menu. under the attendance section, how to view the under the monthly report tab, monthly report navigate and select a department of a certain from the departments dropdown department? menu how to view the under the attendance section , monthly report under the monthly report tab, navigate and select a position from for a certain position? the positions dropdown menu how to view the under the attendance section. monthly report under the monthly report tab, of a certain navigate and select an employee from the employee dropdown menu employee? 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 how to export a report for employees in that date monthly report ?range under the attendance section, how to export under the monthly report tab, certain columns navigate and select the desired in the monthly columns to be exported from the report? toggle columns button. monthly report is a feature that allows managers to view and export details of employees whats the attendance across of a selected yearly report? span of time in a year how to view the under the attendance section, yearly report of under the monthly report tab, a certain office navigate and select an office from the office dropdown menu. under the attendance section. how to view the under the monthly report tab, yearly report of navigate and select a department a certain from the departments dropdown department? menu how to view the under the attendance section, Yearly report forunder the monthly report tab, a certain navigate and select a position from position? the positions dropdown menu how to view the under the attendance section. Yearly report of under the monthly report tab, navigate and select an employee a certain employee? from the employee dropdown menu 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

how to export a report for employees in that date Yearly report? range

under the attendance section, how to export under the monthly report tab. certain columns navigate and select the desired in the Yearly columns to be exported from the report?

toggle columns button.

its a features that allows managers

to view and validate facial

whats the facial recognition images and view recognition spoofed images and locations as report? well as export the report .

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

under the leave adjustments tab,

balance button then choose to add

and the amount and the employee.

balance and choose permissions

navigate and press the add

how to add

permissions

employee?

balance for an

under the attendance section under the leave adjustments tab, navigate and press the add

how to deduct balance button then choose to permissions deduct balance and choose balance for an permissions and the amount and employee? the employee.

how to view

balance under the attendance section, additions under the leave adjustments tab records or logs navigate and select additions radio button.

how to view

balance under the attendance section, deductions under the leave adjustment tab, records or logs navigate and select deductions

radio button.

how to view under the attendance section, leave under the leave adjustments tab, navigate and find the search bar adjustments record for an the type the employee name to be

employee? searched.

how to view under the attendance section. under the leave adjustments leave adjustments records tab, navigate and select records by type the type you want from the type

dropdown menu.

how to view under the attendance section, leave under the leave adjustments adjustments records tab, navigate and select records by the month you want from the month

month? dropdown menu.

how to view under the attendance section, under the leave adjustments leave records tab, navigate and select adjustments records by year the year you want from the year

dropdown menu.

its a features that contains

employees payrolls, bonus records

what is , deduction records . deduction financials policies, Loans and company section? expenses.

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

what is payroll ?taxes, taxes and other deductions.

it describes the payment interval that employees can be paid at,

what is monthly monthly for at the end of the month and weekly and weekly for at the end of each payroll?

week in the month

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

explain the payroll page

payment. under the financials section, under

the payroll tab, navigate and find the desired user and month, then select the user and press submit

how to submit a payment button, you can select payroll record multiple users to submit their

payment? payments.

under the financials section, under the payroll tab, navigate and press how to export the export payroll button then payroll records choose the desired columns to be exported then press save . under the financials section, under the payroll tab, navigate and toggle how can i view the show externally managed externally employees switch, then continue managed on to remove currencies from the employees? currency dropdown menu. under the financials section, under the payroll tab, navigate and select the paid radio button to view all how to Unpaid records, then select the pay/rollback a records to be unpaid, then press payment record the rollback button next to the employees name. under the financials section, under the payroll tab, navigate and find the paid payroll records then select how to export payslips? them and press export payslip. its a features that allows managers what is bonus to view, edit, create and delete tab? employees bonuses under the financials section, under the bonus tab, navigate and press Add new button then choose an how to create a employee or multiple then enter the new bonus for amount and pay date then press an employee? save. under the financials section, under the bonus tab, navigate and select how to create a import bonus button then download bonus for the bonus form and then reupload it multiple after you are done entering the employees? required data. under the financials sections, under the bonus tab, navigate and press the dd new button then select department or multiple departments how to create a from the dropdown menu and enter required information, then press bonus for a department? save. under the financials sections, under the bonus tab, navigate and press the dd new button then select how to create a office or multiple offices from the bonus for an dropdown menu and enter required office? information, then press save. under the financials section, under th bonus tab, navigate and find the bonus to be edited and then press how to edit a the edit button and change the bonus? desired information. under the financials section, under th bonus tab, navigate and find the how to delete a bonus to be deleted and then press bonus? the delete button . under the financials section, under how to view the bonus tab, navigate and find bonuses in a the date fields and enter the desired date to filter the bonus certain date range? records between . what is its a features that allows managers deductions tab to view, edit, create and delete employees deductions. under financials, under the deductions tab, navigate and press add new button and then choose how to create a singular or multiple employees and

deduction for

an employee? press save.

fill in the required information then

how to create under the financials section, under multiple the deductions tab, navigate and deductions for select the import deductions button multiple , then download and fill the form, employees? then upload the form again . under the financials section, under the deductions tab, navigate and select the add new button and how to create a select singular or multiple deduction for a departments and fill in the required department? details . under the financials section, under the deductions tab, navigate and how to create a select the add new button and select singular or multiple offices deduction for and fill in the required details . an office? under the financials section, under how to view an the bonus tab, navigate and select employee an employee from the employee bonus record? dropdown menu how to view an under the financials section, under employee the deductions tab, navigate and select an employee from the deduction record? employee dropdown menu under the financials section, under the deduction tab, navigate and find the deduction to be edited then press the edit button, change the how to edit a desired information and press save deduction? under the financials section, under the deductions tab, navigate and find the deduction record to be how to delete a deleted, then press he delete deduction? button. its a feature that allows manages to view, edit, create and delete loans taken by employees and their what is loans? installments dates. under the financials section, under the loans tab, navigate and select the new loan button, then enter the required information and choose how to create a the installments dates then press loan? save. under the financials section, under the loans tab, navigate and select the loan and then select the how to pay a installment you wish to pay and loan? press the pay button. under the financials section, under the loans tab, navigate and find the loan to be edited, then press the how to edit a edit button and change the desired loan? information. under the financials section, under the loans tab, navigate and find how to delete a select the loan to be deleted and loan? then press the delete button. how to view a under the financials section, under the loans tab, navigate and select specific employee loans an employee from the employee dropdown menu under the financials section, under the loans tab, by default the shown loans are the unpaid / unsettled loans, to view settled/paid loans, how to view navigate and select settled radio settled loans? button. what are its a feature that allows managers company to view, edit, create and delete

expenses tab? company expenses and petty cash

under the financials section, under the expenses tab, navigate and press the add expense button and how to add a fill the required information, you company can select if the expense is on expense? behalf an employee or not under the financials section, under the expenses tab, navigate and find the expense to be edited and how to edit a press the edit button and change the desired information then press company expense? save. under the financials section, under how to delete a the expenses tab, navigate and find the expense to be deleted, company expense? then press the delete button under the financials section, under how to export the expenses tab, navigate and company press the export button to export expenses? company expenses . under the financials section, under how to view the expenses tab, navigate and certain offices select an office from the office drop expenses? down menu how to view a under the financials section, under certain categorythe expenses ta, navigate and in the company select a category from the category expenses? dropdown menu how to view under the financials section, under certain the expenses tab, navigate and select an employee from the employees expenses? employee dropdown menu. how to view under the financials section, under company expenses in a the expenses tab ,navigate and a certain date date from the date fields to view range? company expenses during it under the financials section, under how to add new the expenses tab, navigate and petty cash for press modify balance button and fill employees? the required details. under the financials section, under the expenses tab, navigate and how to edit find the record to be edited then press the edit button and change petty cash records for the desired information then press employees? under the financials section, under how to delete the expenses tab, navigate and employee petty find the record to be deleted ,then cash record? press the delete button. its a features that allows managers to track applying applicants and contains (recruitment process, what is ATS intake forms, job posts and section? applicants) its a features that allows managers what is to create, edit, view, copy and recruitment delete recruitment processes for processes? new applicants to use under ATS section, under recruitment processes tab. how to create a navigate and press the add new new recruitmentbutton and fill the required process? information then press save under the ats section, under the recruitment processes, processes are active by default, if a process how to activate is deactivated, you can use the a recruitment Active toggle switch to activate process? processes under the ats section, under the recruitment processes, navigate and find the process to be edited how to edit then press the edit button, change recruitment the desired information then press

processes?

save

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

under the ats section, under the job posts tab, navigate and find the job posts to be shared then press how to share a the link button to copy the link to job post? clipboard and share it as a link under the ats section, under the job posts tab, navigate and find the how to delete job post to be deleted and press job post? the delete button 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 ho to activate a toggle the active switch to activate job post? under the ats section, under the how to search job posts tab, navigate and type for an intake the name of the job post in the form by name? search field bar under the ats section, under the job posts tab, navigate and filter how to filter job the job poss by selecting an activity posts by activity button filter to filter job posts by activity under the ats section, under the job posts tab, navigate and select how to add new the desired job post, then press the applicants in a add new button and fill the required job post? information. under the ats section, under the how to change job posts tab, navigate and select the desired job post then navigate status of applicants to the status dropdown menu and inside job posts choose the desired status of the applicant 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 whats the information and statuses applicants tab? under the ats section, under the applicants tab, navigate and find how to delete the applicant you wnt to delete and an applicant? press the delete button under the ats section, under the applicants tab, navigate and select the applicant you want and then how to edit press the edit buttons next to their applicant detailsdetails and change the desired information. under the ats section, under the applicants tab, navigate and select the use you want and then navigate how to change and find the status dropdown menu an applicant and choose the new status for the status? applicant. how to sort under ats section, under applicants applicants by tab, navigate and select a job post from the job post dropdown menu job post? under the ats section, under the

how search for

applicants by

name?

applicants tab, navigate and type

the applicants name in the search

filed bar

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 settings tab? whats the

offices and work spaces tab?

its a features that allows managers to view, edit, create and delete offices and work spaces

under the settings tab , under offices and work spaces , navigate and press the add new button and

how to create a fill the required details and choose

new office? office checkbox

under the settings tab, under offices and work spaces, navigate

how to create a and press the add new button and new work spacefill the required details and choose

? work space checkbox

under the settings section, under the offices and work spaces, navigate and find the company to edit and press the edit button and

how to edit an office ?

change the desired information

then press save

under the settings section, under the offices and work spaces, navigate and find the office to be

how to delete an office ?

deleted then press the delete

button

under the settings section, under the offices and work spaces, navigate and find the work space to edit and press the edit button and

how to edit a

change the desired information

work space? then press save

under the settings section, under the offices and work spaces, navigate and find the work space to

how to delete a be deleted then press the delete

work space? button

under the settings section, under the offices and work spaces tab, navigate and select offices or work work spaces? spaces from the filter radio buttons under the settings section, under 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

under the settings section, under

how to create a the departments tab, navigate and new departmentpress the add new button and fill

? the required details

under the settings section , under the departments tab , navigate and find the department to be edited then press the edit button and

how to edit a department?

change the desired information and

department? press save

under the settings section, under the departments tab, navigate and

how to delete a find the department to be deleted , department? then press the delete button

how to search for a under the settings section , under the departments tab , navigate and department by type the name of the department i

name? the search field bar

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

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

office countries press the auto suggest toggle ? switch

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

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

using the attendance history how to view my feature thats located in the employees attendance section, under the attendance? attendance history tab by using the requests feature how to view my located in the requests section ,under the requests tab, you can employees requests? view all pending 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 how to accept requests then press the accept all requests? button 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 how to reject all requests then press the reject requests? button to know what plans mawared hr what kind of provides please contact us at \n https://mawaredhr.com/ for more plans do you have? information please contact us at https://mawaredhr.com \nfor more how to sign up?information on how to sign up \n 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 where are you Al\r\nDeeb St., Tharwat, Alexandria, located? 21599, Egypt. please contact us at i want to sign https://mawaredhr.com \nfor more information on how to sign up \n up we are very sorry to hear that, please contact us at https://mawaredhr.com/#contact_us i want to cancel to proceed with your cancellation we are very sorry to hear that, please contact us at i have https://mawaredhr.com/#contact_us complaint to submit a complaint 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,

i forgot my then follow the steps sent to you to reset your account password 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,

how to reset mythen follow the steps sent to you to reset your account password password?

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 how do I speak your cooperation, and I appreciate your patience.

you are not helpful at all, with somebody?

https://mawaredhr.com/#contact_us

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,

can I contact someone?

and we're here to ensure that you receive the support you need. https://mawaredhr.com/#contact_us 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,

want assistanceand we're here to ensure that you speaking with a receive the support you need.

person

https://mawaredhr.com/#contact_us 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. i do not know Your satisfaction is our top priority, how to speak and we're here to ensure that you receive the support you need. https://mawaredhr.com/#contact_us

Our customer service team is

customer

with an

assistant

What are your available 24/7 to assist you. Please feel free to reach out with any service hours? questions or concerns. annual leave, unpaid leaves, leaves types? custom leaves, sick leaves bereavement leaves, military custom leaves leaves, hajj leaves, marriage leaves, on lieu of work day leaves,

what are the what are types?

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

how to edit my in the dashboard section, navigate and select the toggle columns and dashboard columns? choose the desired columns under the attendance section, under the assignments tab, navigate and press the change shift how to create a button then fill the desired and required fields new shift? its a feature that allows the user to use other features from anywhere in the system without having to what are quick navigate to the said features or actions? section anywhere in the system, navigate and hover over the plus icon and how to use choose the desired quick action quick actions? button to start the chosen feature I want to create navigate to the Employees Section a new shift then press the add new button then choose shift based instead of office based based and fill in the required details employee I want to create navigate to the desired employee a new salary and press the salary configuration configuration tab and press add new then fill in for an employeethe required details navigate to employee's page then I want to edit anpress the salary configuration tab and press the edit button and employee change the desired details then salary configuration press save. Navigate to the employees section I want to create and press the work group tab then press the add new button and fill in a new work the required details group navigate to the Employees Section I want to create then press the add new button then choose shift based instead of office a new work based and fill in the required details team Navigate and press the Employees I want to view my employees Button I want to view my employees Navigate and select the attendance attendances action then choose the history attendance history tab i want to view my employees Navigate and select the financials section then Press the payroll tab payroll Navigate to the financials section I want to submit and select payroll tab then select payment for the employee and press the submit and employee payment button Navigate to the attendance section I want to edit an and find the employee to be edited employee and then press edit and select the attendance desired status what are the available attendance Absent, On-time, Day off, statuses? Holiday And Late Navigate to the settings section I want to add a then press the announcements tab then press add new and fill in the new announcement required details Navigate and select the settings section then select the holidays tab I want to create and press add new then fill the a new Holiday required details Navigate and select the settings section then select the holidays tab and find the holiday to be edited then press the edit button and i want to edit a change the desired details then

press save button

holiday

Navigate to the financials section i want to submit then select the desired employees payment for by checking the checkboxes next to multiple their names and then press the employees submit payment button Navigate and select the desired employee from the employees I want to edit ansection then press the edit button employee and change the desired information information and then press save Navigate to the employees section and select the Employee actions i want ti change tab then select the desired employees and press the Bulk access levels for an employeeactions button Navigate and select the Employees i want to add section then select the Employee documents tab and add the desired new employee documents documents for desired employees Navigate and select the Employees I want to section then press the employee change day off actions tab and select the desired settings for an employees and press bulk actions employee then press change day off settings Navigate and select the employees i want to section, then press te bulk actions change holiday tab then select the desired settings for an employees and press change employee holiday settings Navigate to the employees section i want to , then press te bulk actions tab then change check select the desired employees and in settings for press change check in settings an employee button Navigate and select the Employees section then press he employee I want to actions tab then select the desired change employees and press bulk actions department for button then select change and employee department button navigate and select employees section then press the employee i want to action then choose the desired change employees and press bulk actions employee's button then choose change position position button i want to navigate and select the employees change work section then press the employee actions tab then select the desired remotely settings for an employee and press change work employee remotely settings button navigate and select the employees section then press the employee i want to change direct actions tab then choose the desired manager for an employee and press change direct employee manager button navigate and select employees section then select the employee i want to actions tab and select the desired change copied employees then press the bulk managers for actions button and press change an employee copied mangers button navigate and select the desired employee then press the add i want to add balance button and choose annual annual leave leave and the current year then balance for an enter the value and press save employee button navigate to the employees section then choose the employee actions and select the desired employees i want to add and press the bulk action button then choose add balance button annual leaves balance for and choose annual leaves from the multiple type and choose the current year employees then press save

navigate and select the desired employees then press the add balance button and choose the

i want to deduct deduct option and select annual annual leaves leaves from the type and enter the from an desired year and amount then

employee press save

i want add

employee

navigate and select the employees section then press employee actions and choose the desired employees and press the bulk actions button then select add

i want to deduct balance button and choose the annual leaves deduct option, then choose annual leaves and enter the year and value from multiple employees then press save

navigate and select the desired employee then press the add permissions button then choose permissions balance to an from the type and enter the value and date then press save

navigate to employees section then i want to add press the employee actions tab permissions then select the desired employees

balance for and press bulk actions button and choose permissions from type and multiple employees fill required details navigate to the employees section

then press the employee actions tab and choose the desired

i want to reset balance for employees and press the bulk multiple actions button then select reset employees balance button

> Navigate and select the Employees section then press employee actions tab then choose the desired employees and press the bulk

i want to verify/Activate actions button then choose verify / an employee activate button

i want to view

my employees Navigate and select the requests requests section then select the requests tab i want to reject Navigate and select the requests multiple section and press the request tab

employees and select the desired requests and requests then press reject button

i want to accept Navigate and select the requests multiple section then the requests tab and employee choose the desired requests and

requests press accept i want to view

Navigate and select the requests all loan requests section then the loan requests tab i want to accept Navigate and select the requests a loan request section and press the loan request from an tab then choose the desired loan

employee request to accept

i want to view

my employees navigate and select the requests claims section and choose the claims tab i want to accept navigate to requests section then an employee press the claims tab and choose

the claim request to accept

claim request what are the available requests in

mawared hr Annual leaves, sick leaves, unpaid leaves and custom leaves system? what are the bereavement leaves, military types of custom leaves, hajj leaves, marriage leaves in leaves , on lieu of work day leaves

,study leaves and sabbatical mawared hr leaves.

system

its the amount of time before the what is request start of the work day that the cut off time? employee can request leave before i want to create navigate and select the settings
a new section and press the attendance
attendance profile tab then press add new
button
navigate and select the settings
section and press the attendance

i want to edit an profile tab then press the edit attendance button for the desired attendance

profile profile

i want to from the employee profile , request a new annual leave request and leave type then press save navigate and select the desired

i want to switch employee and then press the salary an external configuration tab then press add

employee to a new or edit the current

internal configuration and uncheck the employee external employee checkbox i want to view an employee then press the work calendar tab in

calendar the employee profile

i want to from the employee profile, select request an annual leave the leave type and date then press request save

Navigate to the financials section and select the bonus tab and press

i want to create the add new button then select the a new bonus fordesired employee and fill in the

an employee required details.

Navigate and select the financials

i want to create section then press the bonus tab a new bonus forand select add new button and multiple select the desired employees and employees fill in the required details.

navigate to the financials section and select the bonus tab and press

i want to create add new button then select the a new bonus fordesired department and fill in the

a department . required details.

navigate to the financials section and select the bonus tab and press

i want to create the add new button then select the a new bonus fordesired office and fill in the required

an office details.

navigate to the financials section

i want to create and select the deductions tab and a new press add new button then choose deduction for the desired employee and fill in the an employee required details.

navigate to the financials section

i want to create and select the deduction tab and a new press the add new button then deduction for choose the desired employees and fill in the required details.

fill in the required details.

navigate to the financials section

i want to create and select the bonus tab and press

a new bonus forthe import bonus button to import multiple the bonus form, after filling the employees form, reupload it and save.

navigate to the financials section

i want to create and select the deductions tab and a new press the import deductions button deduction for to download the deduction form and multiple and fill it , then reupload it and

employees press save.

navigate to the financials section

i want to create and choose the deductions policy a new tab then press add new button and deduction policyfill in the desired details.

navigate to the financials section

i want to add a then choose the deduction tab then deduction press add new and choose violation for an deduction violation and add in the

employee required details.

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

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

and choose the penalties tab then

navigate to financials section and

select the deductions tab

i want to edit a find and press the edit button for the desired penalty.

my employees navigate to the financials section and select the bonus tab

penalty i want to view employee

deductions

bonuses

i want to view

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

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

i want to press the new request button and leave on behalf then press save

request custom choose the date and leave type

navigate and press your profile picture then press the log out

i want to log out button

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

a new break settings

i want to create editing a work timing add a breaks settings to override the leave and

break profile.

i want change break profile

while editing a leave and break the leave basis profile, under the annual leaves of the leave an part, change the add leave balance radio button, keep in mind

from monthly to that doing so will recalculate the annually employees annual leaves balance

i want to

change the while editing a leave and break profile under the annual leave part, leave basis of choose monthly under the add the leave and leave balance radio button, keep in break profile from annually tomind that doing so will recalculate annual leaves for the employees monthly

i want to

change the while editing a leave and break settle at the endprofile under the settle end of year

of the year settings i want to change the permissions settings

annual leaves balance part, choose your desired option 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 i want to

while editing a leave and break profile, navigate to the second page and under the custom leaves part, change your desired settings while editing an attendance profile. under the work week part, change your desired settings

change work week days i want to change the

while editing an attendance profile, under the work week settings, change the days off to your

days off for employees preference

i want to

timing for an attendance profile i want to compensate employees for extra time worked

change a work while editing an attendance profile. under the work week part, navigate and choose your desired work timing for the attendance profile 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 while editing an attendance profile, overtime and under the work on days off part, permissions on under the requests part, enable their days off permissions and overtime i want to export navigate to the desired employee profile then press the history tab, choose the desired date range and then press export

attendance history for an employee

navigate to the attendance section, under the attendance history tab,

i want to add a navigate to the desired employee break record for and press on the show breaks an employee button and add the desired breaks i want to navigate to the desired employee change check profile and select the attendance

in settings for a type tab then press the edit button, specific under the check in part, change

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

settings for an

employee

configuration, under the overtime hour settings, fill in desired details

navigate to the requests section i want to add a and select the requests tab then comment on an press comment button for the employee desired request and add the

request desired comment

navigate to the requests section and choose the requests rules tab then navigate to the rule to be

disable a disabled and toggle the activity request rule togale

Navigate to the desired employee

i want to create and press on the salary

a salary configuration tab then press add configuration new button and fill in the required

for an employeedetails

what are the leaves can an

i want to

employee Annual leaves, unpaid leaves, sick

request? leaves and custom leaves

> navigate to the employee profile and press the new request button

a claim

i want to make and choose the claim request from the type and choose date and value navigate to the financials section

i want to submit and choose the payroll tab then select the desired employee and a payment for

an employee press submit payment

i want to view navigate and select the dashboard

my dashboard section from the sidebar navigate and select the employees

section and choose employee tab i want to create then press add new button, while creating a new employee choose

a new shift based shift based attendance type then employee press save

i want to create while creating a new employee, an office based choose office based attendance

employee type

navigate to the attendance section i want to give a and choose attendance history tab break to an then press the view break button

employee and add breaks

navigate to the attendance section and choose the attendance history i want to add a tab then press the edit attendance

break to an employee

button then add breaks for said

emplovee

navigate and select the financials section then choose the bonus tab,

i want to add a then press the add new button and choose the desired employee and new bonus to

fill the required details an employee

navigate to the financials section i want to create and choose the bonus tab then

a new bonus forpress the import bonus button,

multiple after filling the bonus form ,upload it

employees and press save

navigate to the financials section and choose the bonus tab then

i want to create press the add new button then a new bonus forchoose the department to create a

a department bonus for

> navigate to the financials section and choose the bonus tab then

i want to create press the add new button then a bonus for an choose the office to create a bonus

office for

navigate to the financials section

i want to create and choose the deductions tab then a deduction for press the add new button and fill in

an employee the required details

navigate to the financials section i want to create and choose the deductions tab then a deduction for press import deductions button, multiple after filling the form, upload it and

employees press save

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

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

a new job post details

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

tab?

section

where is the its located under the attendance yearly report tab? section where is the facial recognition tab its located under the attendance section where is the leave adjustments tabits located under the attendance section where is the its located under the financials payroll tab? section its located under the financials where is the bonus tab? section where is the its located under the financials deductions section? section where is the its located under the financials deductions policy tab? section where is the its located under the financials loans tab? section where is the its located under the financials expenses tab? 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 its located under the settings tab? section where is the its located under the settings positions tab? section where is the its located under the settings work timings tab? section where is the leave and breaks profiles its located under the settings tab? section where is the attendance its located under the settings profiles tab? section where is the its located under the settings holidays tab? section where is the documents tab its located under the settings ? section where is the its located under the settings expense categories tab ?section where is the its located under the settings access levels tab? section where is the announcementsits located under the settings tab? section

navigate to the settings sections i want to create and choose the announcements tab then press add new button and a new announcement fill in the required details

navigate to the settings section and i want to create choose the documents tab then a new choose the desired documents and

documents follow on screen prompts

navigate to the settings section and choose the access levels tab then

i want to create press add new and fill in the

an access level required details

navigate and select the settings sections then choose and edit the

i want to edit sections then chood documents desired document

navigate and select the settings section and choose the documents

i want to delete tab then press the delete button for

a document the desired documents

navigate to the settings section and choose the access levels tab then

i want to edit an press the edit button for the desired

access level access level

navigate to the settings section and choose the access levels tab then

i want to delete press the delete button for the

an access level desired access level

i want to view on your main screen navigate and my notifications press the show notifications button

i want to

change my navigate and press the settings account button then change the desired

settings settings

i want to navigate and select the financials section and choose the payroll tab taxes for an employee naves for the desired employee

i want to view

my monthly while viewing the payroll tab paid employees choose the monthly sub-tab i want to view while viewing the payroll tab my weekly paid navigate and press the weekly sub-

employees tab i want to create

a pre-paid leavewhile creating a leave and break and break profile, choose the prepaid option profile and fill in hte required details

i want to create

an accrual while creating a leave and break leave and breakprofile choose the accrual leave profile option and fill in the required details

i want to switch leave and break

profile from while editing a leave and break prepaid to profile choose accrual radio button

accrual then press save

i want to switch my prepaid leave and break

profile from while editing the leave and break monthly to profile choose the desired add

annually leave balance

i want to allow

weekly while editing your office choose the payments for applicable payments intervals then

my office press save

i want to create Navigate to the financials section a new bonus forand choose the bonus tab then multiple press the import bonus form button employees at to download the form, after filling it

the same time , upload it and press save

i want to enable

weekly while editing an office , navigate payments for and check the weekly payment

an office checkbox

i want to

change my while editing an office navigate and roaster press the reset password button to reset your office password

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

navigate to the settings section and choose the departments tab then i want to delete navigate to the desired department a department and press the delete button

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

navigate to the settings section and choose the taxes tab then press the

i want to edit a edit button for the desired taxes

taxes regulation regulation

navigate to the attendance section i want to export and choose the penalties tab then

my penalties press the export button

navigate to the settings section and

i want to delete choose the attendance profile tab an attendance then press the delete button for the

profile desired attendance profile navigate to the settings section then choose the attendance profile i want to

archive an tab and navigate to the desired attendance attendance profile then press the

profile archive button