User Query	**Bot Response**
Question	Answer
How do I add an employee?	To add an employee, you can go to the Staff module and click on "Add Employees" on the top right. Enter the employee's information and hit "Save Employees".
how can I set my availability?	To set your availability, you can mark yourself as unavailable for specific time slots in the Humanity scheduling software. This will indicate that you are not available to work during those times. If you want to show your exact availability, you can mark yourself as unavailable for the opposite time slots. For example, if you are available from 9 am to 5 pm, you can mark yourself as unavailable from 5 pm to 9 am.
How can I request leave?	To request leave, please go to the Leave tab > Request Leave > select leave type > select start and end date of the leave > Submit Request.
How do I delete availability?	To delete your availability, go to the availability module and click on it. Then, select the option to delete your availability.
How do I add a new position in Humanity?	To add a new position in Humanity, go to the staff module and select "Locations and Positions." Find the desired location and click on "Add new position" under that location. This will allow you to create a new position within the chosen location.

We want to add additional leave. Eg: Business leave, how can we do it?	To add additional leave types, you can go to the Settings tab in Humanity. From there, select the Leave & Availability section and create a new leave type for "Business leave." Once the leave type is created, you can enable it for your staff members by going to their profiles and enabling the new leave type in the Leave section.
How do I assign tasks to shifts in New ShiftPlanning?	Currently, the task assignment feature is only available on the Shift planning legacy. You can use the legacy version to assign tasks to shifts. However, a feature request has been submitted to make this functionality available on the new shift planning as well. You can vote for this feature on the Humanity community website to increase its chances of being implemented in future releases.
My management is yet to send me an activation email. How do I access my account?	If you haven't received the activation email from your management, please check your email inbox, including the spam or junk folder. If you still haven't received it, I recommend reaching out to your management and requesting them to resend the activation email. They should be able to assist you in accessing your account.
How can I pull time sheet report?	To pull a time sheet report, you can go to the Reports module and select the Time Sheets Summary report. From there, you can specify the date range and any other filters you want to apply. Once you have set the parameters, click on the generate or run report button to pull the time sheet report.
I'm a new employee. How do I create a profile?	To create a profile as a new employee, you will need to reach out to your supervisor or manager and ask them to create a profile for you. They will provide you with the necessary information and activation link to set up your profile.
How do I send a message to my employees using Humanity?	To send a message to your employees using Humanity, you can follow these steps:1. Log in to your Humanity account. 2. Go to the Messages module. 3. Click on the "Send New Message" option. 4. Choose the desired group or position to whom you want to send the message. 5. Compose your message in the text box.

	6. Click on the "Send" button to send the message to your employees. Please note that the exact steps may vary depending on the specific version and settings of the Humanity platform you are using. It is recommended to refer to the platform's documentation or contact the support team for further assistance if needed.
The main admin has left the company. How do I make myself the main admin of the account?	To make yourself the main admin of the account, you will need to follow a certain protocol. This includes providing a letter stating that the former admin has left the company and specifying that you will be the new admin. The letter should be signed and stamped by your organization on official letterhead. Once you have the letter, send it as a non-editable file from your associated email address to support@humanity.com. They will assist you in updating the permissions and making you the main admin of your Humanity account.
One of our managers has left the company. How do I delete or disable his profile?	To delete or disable the profile of a manager who has left the company, you can follow these steps:1. Go to the Staff module in your account. 2. Search for the manager's profile. 3. Click on their name to access their profile. 4. In the Permissions section, change their Account Type from "Manager" to "Employee". 5. Save the changes. 6. From the Profile Overview page, click on the option to disable the profile. By changing their permission level to an employee and disabling their profile, you effectively remove their access and disable their profile in the system.
One of my users requires access to specific schedules only and does not need access to other parts of Humanity. Which permissions should I assign to him?	To provide the user with access to specific schedules only and restrict access to other parts of Humanity, you should assign them the "Schedule Viewer" permission. This permission allows the user to view schedules but does not grant them access to other modules or features in Humanity.

How can I modify only one shift within a recurring series?	To modify only one shift within a recurring series, you can follow these steps:1. Go to the ShiftPlanning tab and select the date range that includes the recurring series. 2. Find the specific shift within the series that you want to modify. 3. Click on the shift to open the shift details. 4. Make the necessary changes to the shift, such as the date, time, or duration. 5. Save the changes. By modifying the shift within the recurring series, only that specific shift will be updated, and the rest of the series will remain unchanged.
How do I unpublish the schedule I just published?	To unpublish the schedule you just published, you can go to the ShiftPlanning tab and select the week from the calendar. Then, go to "Tools" and select "Copy and Paste." Copy the same schedule to the same week, and the copied schedule will not be published. Next, select "Published shifts" from the shift type in the left column, go to "Tools," and select "delete schedule." The shifts that are published will be deleted, and the unpublished shifts will remain.
I want my employees to take their photo while clocking in. How do I enable that?	To enable the requirement for employees to take their photo while clocking in, you can go to the settings section of your account. Look for the Time clock settings or Advanced settings. From there, you can check the option "Employees must use webcam when they clock in & out" to enable the photo requirement.
I have disable the location based break rules. What will happen to the location based breaks which I had created for the shifts?	If you have disabled the location based break rules, the location based breaks that you had created for the shifts will no longer be applied. The breaks will not be automatically assigned based on the location and you will need to manually assign breaks to the shifts.
None of the employees are able to view the schedules our manager created. Can you help?	Can you confirm if the employees are assigned to the same positions as the schedules they are trying to view? This could be the reason why they are unable to see the schedules. Can you confirm if the schedules are published and visible to all employees? This could be a

	reason why they are unable to view the schedules.
Is there a way to schedule one person from one child account into a position in a different child account?	No, you cannot schedule one person from one child account into a position in a different child account. Users can only be scheduled within the same child account they are assigned to.
Where is your API documentation located at?	The API documentation can be found here: https://www.humanity.com/api. If you have any API related questions, you can ask our developers directly at this link: https://platform.humanity.com/discuss-new.
From where can I log in?	You can log in to your Humanity account by visiting this link: https://www.humanity.com/app/
How can I do the time punching?	To do time punching, you can use the time clock feature on your Humanity account. Simply log in to your account and locate the time clock option to punch in or out for your shifts. If you encounter any difficulties, please reach out to your manager for assistance.
How do I remove my profile picture?	To remove your profile picture, you can go to your profile settings and look for the option to delete or remove your current profile picture. If you are unable to find this option, please contact your management or support team for further assistance.
How do I remove my profile picture?	To remove your profile picture in Humanity as an employee or manager, follow these steps: - Click on the "Profile" tab in the main dashboard - Click on "Edit Profile" - Click on the profile picture and select the option to remove or replace it with a new picture.

How do I add a new location?	To add a new location, go to the "Staff" module and click on "Locations & Positions". Then, click on the "New Location" button in the upper-right corner to create a new location.
How do I change my permission from Scheduler to Manager?	To change your permission from Scheduler to Manager, you will need to contact your manager and request the change. The manager will go to Staff tab > select your profile > Permissions > Manager > Save.
I am sick. How do I request leave and delete my shift?	1. Open the app and go to the Leave module. 2. Click on the "Request Leave" button. 3. Choose the "Leave Type". 4. Select the dates for your sick leave. 5. Submit the leave request. Once your request is approved by management, you will be removed from the shift.
We would like for the custom url to be cau.humanity.com if that is a possible option instead of my first and last name.	To request a custom URL for your account, I recommend reaching out to the support team. They will be able to assist you with any URL customization options that may be available.
From where can I approve the shifts?	To approve shifts, please go to the Dashboard tab > Check Shift Approvals > from there, you can view the shifts that require approval and approve them accordingly.
How do I prevent buddy clock in and out?	To prevent buddy clock in and out, you can follow these steps:1. Go to your account settings. 2. Click on Timeclock >> advanced settings. 3. Enable "Employees must use webcam when they clock in & out" 4. Click on Save settings. This will require employees to capture their photo during clock in and clock out, helping to prevent buddy clock in and out situations.

Good morning. We have a temporary employee who has now become a permanent employee and has lost access to Humanity. The employees name is Bridget Orozco. The program has her email as... bridget-orozco+65dc1fbfeb6ea@idexx.com. Her real email was deactivated. Can you please deactivate the one I just listed and reactivate the following... bridget-orozco@idexx.com	To deactivate the temporary email associated with Bridget Orozco, go to Staff > Disabled > Bridget Orozco's Profile > release this email. To reactivate her with the correct email, go to Staff > Disabled > Bridget Orozco's Profile > Enable this employee.
I have two mobile phones. Where do I enter my second number in my profile?	You can only add one mobile number to your profile. To include a secondary mobile number, navigate to your profile > Edit Details > enter your secondary mobile number in the "Home Phone" field > then click "Save Employee".
I have two mobile phones. Where do I enter my second number in my profile?	You can only add one mobile number to your profile. To include a secondary mobile number, navigate to your profile > Edit Details > enter your secondary mobile number in the "Home Phone" field > then click "Save Employee".
How do I show public holidays on ShiftPlanning?	Currently, the feature to show public holidays on ShiftPlanning is not available in the new version. However, you can check the ShiftPlanning legacy version to view the public holidays. To show public holidays in ShiftPlanning Legacy, you may go to the Settings tab > Leave and Availability > hit arrow icon next to "Save Settings" at the top right and click "Import Calendar" > enter calendar name and URL or upload file and hit "Submit".
How do I confirm my email?	To confirm your email, go to the Dashboard tab and click "Confirm Your Email". Once done, log out of your Humanity account and click on the confirmation link in the email that was sent to you. This will verify your email address and confirm it in Humanity.
Hi! I am wondering how to cancel a shift as I have the flu.	As per the account settings configured by your management, you do not have authorization to drop or release shifts. Kindly reach out to your management for assistance in this matter.

How do I contact Humanity support through SMS?	Humanity does not currently offer SMS support. For assistance, please reach out to us via email, chat, or phone.
I don't want my coworkers to see my email and phone number.	To hide your email and phone number from being visible to your coworkers on the Humanity platform, you can adjust your privacy settings in your account. To do so, please hit the arrow icon next to your image at the top right > Profile > Edit Details > uncheck the following options: 1"Allow fellow Employees to see my email " 2: "Allow fellow Employees to see my Phone Number" > hit "Save Employee".
How do I contact Humanity support through SMS?	Humanity does not currently offer SMS support. For assistance, please reach out to us via email, chat, or phone.
how do I reset my password?	If you're unable to sign in to your account, you can request a password reset. Simply hit "Forgot Passowrd", enter your email address, and it will send you a password reset link. Follow the instructions in the email to set up a new password.
I was wondering if it's possible to switch some staff members to a weekly rate for payroll instead of an hourly rate.	To handle salaried employees, you may create a position named Salary > assign to the salaried employees > set per hour wages same as their weekly salary > manually add an hour's time sheet at the end of each week.
I work for two employers and both use Humanity. How can I use same email for both profiles?	Employees can utilize Humanity for multiple employers by registering with different email addresses. Alternatively, they can employ an alias by appending "+1" before the "@" symbol in their email address. For instance, kyle+1@gmail.com will forward all emails to kyle@gmail.com. While Gmail automatically supports this alias feature, other email providers may have distinct procedures.

We do not want the weekends to count when requesting leave for certain employees.	Weekends cannot be excluded for certain employees. The settings are universal and apply to all employees.
I want some of my employee permission users to be able to edit their own profile. How do I go about achieving that?	To enable employees to edit their own profiles, navigate to the Settings tab and select "Employees can edit their profile." Remember that these settings apply universally, meaning that enabling this option will allow all employees to edit their profiles. Don't forget to save your settings.
How do I enable Skill feature?	You may enable Skill feature by going to the Settings tab > ShiftPlanning > Advanced Settings > Required skill on shift (Save & Refresh for change to take effect) *Advanced > Save Settings.
How do I change my profile picture?	To change your profile picture, login from a computer and click on your profile picture in the upper right corner. Then, click on "Profile" and select "Edit Details" > Upload Picture and click "Save Employee". If you are using the mobile app, click on three lines at the bottom right > tap on your profile picture > tap pencil icon at the top right > tab on your profile picture again to uupload or take photo and hit "Save".
My management sent me an action email a couple of days ago and it is not working. Please help.	The activation email expires after 24 hours. You can request your management to send you a new activation email, or alternatively, you can authorize me to send you the activation email directly.
I've recently moved to Australia. I've a new number and want to confirm it to receive SMS. How do I go about doing that?	SMS service is only available in the USA.

How can I assign positions to an employee I added?	To assign positions to an employee, please go to the Staff tab > select the employee you want to assign positions to > scroll down and select the positions you intend to assign.
I was assigning positions to a newly added employee. I ended up assigning an incorrect position. How do I unassign it?	To unassign a position from an employee, please go to the Staff tab > select the employee in question > scroll down and unassign the position.
Can you please advise whether there is a way to bulk update email addresses on the staff list?	Bulk edit feature does not allow users to update employee emails in bulk.
I approved an employee's leave request and then disabled the corresponding leave type in their profile. How can I still view the remaining leave balance for that specific leave type?	Humanity does not show the disabled leave type's balance. To view the remaining leaves, the leave type needs to be enabled.
How to unapprove leave in Humanity.com?	To unapprove leave, go to the ShiftPlanning tab > click on leave and click "Remove".
Some of my employees are getting daily as well as weekly overtime. How do I change it so they only get daily over time.	To change the overtime policy so that your employees only receive daily overtime and not weekly overtime, you can follow these steps:1. Go to Payroll > Payroll Settings. 2. Under the Payroll Settings section, locate the option for "Maximum Weekly Hours (Overtime)" and set it to "Unlimited". 3. Save the settings. By setting the maximum weekly overtime hours to "unlimited", the system will no longer calculate or apply weekly overtime for your employees. They will only receive overtime for specific days and hours based on the daily overtime policy.

One of my employees is eligible for daily overtime after working 8 hours. How can I configure the system to ensure that only he receives overtime pay after reaching the 8-hour threshold?	To configure the system to ensure that only the specific employee receives overtime pay after reaching the 8-hour threshold, you can follow these steps:1. Go to the employee's profile. 2. Click "Edit Details" and look for the following option: "Maximum Daily Working Hours". 3. Set the overtime threshold for this employee to 8 hours. 4. Save the settings. By setting the overtime threshold to 8 hours specifically for this employee, the system will calculate and apply overtime pay only for this employee when they work more than 8 hours in a day. Other employees will not receive overtime pay unless they also meet the threshold defined for them.
Some of my employees have confirmed their emails but they don't receive email notifications. How can they check their notification settings?	To check their notification settings, the employees can follow these steps:1. Log in to their Humanity account. 2. Click on the arrow icon next to their profile picture at the top right and click "Profile". 3. Click "Notifications". 4. In the notification settings, they can review and customize their email notification preferences. 5. Make sure the option to receive email notifications is enabled and that the desired events are selected. 6. Save the settings if any changes are made. By checking and adjusting their notification settings, the employees should be able to ensure that they receive email notifications for the desired events.
How do I enable location based break rules?	To enable location based break rules, go to the Settings tab > Account > Advanced Settings > Enable location-based break rules to automatically create paid and unpaid breaks (Save & Refresh for change to take effect) *New *Advanced > Save Settings.

I don't want my employees to be able to view others' schedule.	To prevent employees from viewing others' schedules, you can follow these steps: 1. Go to the Settings tab and select ShiftPlanning. 2. Uncheck the following options: "Employees can view all schedules" and "Employees can see shifts assigned to staff of the same position". 3. Save the settings. By restricting access to other employees' schedules, your employees will only be able to view their own schedules and will not have access to view schedules of other employees.
My employees log in through API. How do I track what time they logged in?	Logins thorugh API cannot be tracked in Humanity.
How do I manually add time sheets for my employees?	To manually add time sheets for your employees, you can follow these steps: 1. Go to the Time Clock section. 2. Click on Add Clock Time. 3. Fill in the necessary details for the time sheet, such as the employee's name, date and time. 4. Add Clock Time. This will manually add the time sheet for the employee.
While exporting reports, is there a way to add the email field in one of the columns?	You can generate a custom report and include the email as one of the columns. However, please note that you'll need to manually add the emails after downloading the report.
I want to edit the shifts for the whole week.	A follow-up question should inquire about the specific change that needs to be made. It's essential to clarify the requirements thoroughly before proposing a solution.

I want to release shift but it doesn't show any coworker available.	If you are unable to find any available coworkers to release your shift to, it could be because they are already scheduled to work, unavailable during the shift time, or accepting the shift in question may result in them exceeding their allotted hours and entering overtime.
My employee took break using the break button but it does not deduct the break when I pull report.	The break time taken using the break button may not be deducted in the report because one of the managers may have disabled the break button from the settings.
One of my coworkers with employee permission is able to delete shifts for a certain position. How do I change it so he is not able to make any changes to the schedule?	The employee in question must be assigned permission to manage the position in question. To change permission, go to the Staff tab > select the employee in question > Permissions > make sure all the positions are unchecked > Save Settings.
How do I disable SSO login?	To disable SSO login, please go to the Settings tab > Single Sign On > uncheck "SAML Enabled" > Save Settings.
How do I enable tips feature?	To enable Tips feature, please go to the Settings tab > Time Clock > Enable Timeclock Tips *New > Save Settings.
How do I delete one of the time clock locations?	To delete one of the time clock locations, please go to the Time Clock tab > Time Clock Locations > click "Delete" to delete the location that isn't needed.
We utilize location-based break rules. As a manager, how can I receive notifications about an employee's upcoming break?	It only notifies the scheduled employees about their scheduled breaks.

I want to release my shift. How do I do that?	To release shift, go to the ShiftPlanning tab > My Schedule > click on the shift that you want to release > Can't work > Release Shift > enter reason and hit "Continue" > select potential cover(s) > Sent Request.
I want to use the shift adjust feature and modify the shifts for one position only.	Using the Shift Adjust feature to adjust shifts for individual employees isn't possible. This feature allows managers to modify shifts either for all locations or for a single location.
I'm an employee and want to delete my Humanity profile. How do I go about doing that?	To delete your Humanity profile, you will need to reach out to your management for further assistance. They will be able to help you delete your profile.
Does Humanity app support SSO login?	Yes, to log in to the Humanity app on your phone, you can select the 'Log in using Humanity domain' option and enter the domain name for your organization.
How do I configure SSO in Humanity?	To configure SSO (Single Sign-On) in Humanity, you will need to follow these steps: 1. Log in to your Humanity account as an administrator. 2. Go to the "Settings" tab. 3. Select "Single Sign On" from the left pannel. 4. Under the "Single Sign-On (SSO)" section, click on the "SAML Enabled" button. 5. Enter the required SSO settings, such as the X.509 Certificate etc. 6. Save the settings and test the SSO configuration to ensure it is working correctly.
I want to add shift tags to my scribe account. How do I do that?	If you want to add the generic Shift tags, you can add them from Staff >Shift Tags > Create Shift Tag. If you have the Workday integration with humanity.com, you need to contact our support team so that we can look into your use case and have you assisted accordingly.

I don't see "Edit Details" in my profile. How do I change my profile picture?

If you don't see "Edit Details" in your profile, that means you're not authorized to change your profile picture. Please reach out to your management to seek assistance.

My Humanity activation link is not clickable.

The activation links expire after 24 hours. If the link is not clickable, it could be due to the link being sent more than 24 hours ago.

I want only the schedulers to receive the leaves notifications, what do I do?

Please go to the Settings tab > Leave and Availability > Advanced Settings > Only schedulers should receive leave request notifications *New *Advanced > Save Settings.

One of my colleagues forgot to clock in for one of his shifts. How do I manually add time sheet for the coworker? I have employee permission.

As an employee, you do not have the authority to add time sheets for other coworkers. Please contact your management and request that the time sheet be added manually.

My coworker and I have employee permissions, but he is able to create shifts. How do I adjust my permissions to match his?

Employees don't have the permission to change their own permission. Please reach out to your management and have your permission changed.

I've forgotton my username and password and I don't have access to the email associated with my profile. Can you reset my password and share the same here?

Passwords cannot be shared via live chat for security reasons. They are only sent to the email associated with your profile. Please contact your management to request a password reset or email change.

I'm a new employee and I see that our passwords expire every three months. I don't want my password to expire. How do I change that?

As an employee, you don't have the permission to change the account settings. Please reach out to your management to get the settings changed.

We do not receive email notifications for one position. Can you help?	The notification for the specific position were turned off. To turn them on, please go to the Staff tab > Locations and Potions > click "Notification on" against the position in question.
My leaves are yet not appearing in ShiftPlanning.	Please check "Show Leave" and see if that helps. If it still does not show, that means that your leave isn't approved and the management has chosen not to show the pending leave under ShiftPlanning.
When I go to request leave, the leave type reads "No leave types". Please help.	You're not assigned any leaves. Please reach out to your management and get the leaves assigned.
Where do I find the link to login through SSO?	To get the login, the users with manager permission may go to the Settings tab > Single Sign On > The SAML Login URL.
Hi, how do you delete unpublished shitfs, leaving the published ones?	Please go to the ShiftPlanning tab > click "shift types" > select "Needing to be published" > click "Tools" and hit "Delete Schedule."
How many leaves am I entitled to?	To check your leave entitlement, you may go to the Leave tab > scroll down to the bottom to view the entitled leave days.
How many leaves are entitled to me?	To check your leave entitlement, you may go to the Leave tab > scroll down to the bottom to view the entitled leave days.

I work for Scribe America and I want to request time off on April 10 and 11.	Scribe America doesn't use leave tab. Please reach out to your management to seek assistance.
I don't want my coworkers to see my email and phone number.	To hide your email and phone number from being visible to your coworkers on the Humanity platform, you can adjust your privacy settings in your account. To do so, please hit the arrow icon next to your image at the top right > Profile > Edit Details > uncheck the following options: 1"Allow fellow Employees to see my email " 2: "Allow fellow Employees to see my Phone Number" > hit "Save Employee".
I have two mobile phones. I want Humanity to send SMS notifications to both mobiles.	It sends SMS notifications to only one mobile number, which also needs to be confirmed.
What mobile number does Humanity use to send SMS notifications?	Humanity sends out SMS notifications through a web-to-SMS service, and the specific number may vary.
How do I reply to the SMS notification I receive from Humanity?	Humanity sends out SMS notifications through a web-to-SMS service, and responses to these messages are not supported.
I work for Scribe America and I want to request time off on April 10 and 11.	Scribe America doesn't use leave tab. Please reach out to your management to seek assistance.

I have two mobile phones. I want Humanity to send SMS notifications to both mobiles.	It sends SMS notifications to only one mobile number, which also needs to be confirmed.
What mobile number does Humanity use to send SMS notifications?	Humanity sends out SMS notifications through a web-to-SMS service, and the specific number may vary.
How do I reply to the SMS notification I receive from Humanity?	Humanity sends out SMS notifications through a web-to-SMS service, and responses to these messages are not supported.
How do I edit my profile?	You can only edit your profile if your management gives you the permission to do so.To edit your profile, please click on the arrow icon right next to your profile picture at the top right > select the "Edit Profile" option. From there, you can make changes to your personal information, such as your name, contact details, and profile picture. Remember to save your changes after making any edits.
How do I sync Google calendar with Humanity?	To sync Google Calendar with Humanity, you can follow these steps: 1. In the Humanity app, go to the Shift Planning module. 2. Click on "Tools" in the top right corner. 3. Select "Schedule Sync" from the dropdown menu. 4. Copy the generated link or iCal sync URL. 5. Open your Google Calendar. 6. Click on the "+" button next to "Other Calendar" on the left-hand side. 7. Select "From URL" from the dropdown menu. 8. Paste the link or iCal sync URL from Humanity into the URL field. 9. Click on "Add calendar" to sync your Humanity schedule with Google Calendar.

	Please note that the specific steps may vary depending on the version of Google Calendar you are using.
I've resigned from my current job and am going to join another. My other employer also uses Humanity. How do I go about using the same email in my new profile?	If you want to use the same email address for your new profile on Humanity, you will need to contact the Humanity support team at support@humanity.com. They can assist you in releasing the email address from your previous profile and adding it to your new profile, allowing you to use the same email for new employer.
How do I edit leave type name?	To edit leave type name, go to the Settings tab > Leave and Availability > click on the leave type name to rename it. Once done, hit OK.
How do I add a note while requesting a leave?	To add a note while requesting a leave, you can follow these steps:1. On the desktop, click on "Leave" from the top panel. 2. Then, click on "Request leave" on the top right corner of the page. 3. Add the details of the date range. 4. Add the note in the comment section. 5. Finally, submit your leave request.
How do I disable email notifications for everyone?	To disable email notifications for everyone, you can go to the Settings tab > Notifications > turn off "Via e-mail" and save the settings. This will ensure that all employees no longer receive email notifications.
How do I add employees in bulk?	To add employees in bulk, you can use the import feature in the Staff module. This feature allows you to upload a CSV file containing the employee information. The CSV file should include columns for the employee's name, email, position, and any other relevant details. Once you have prepared the CSV file, go to the Staff module and click on "Import CSV or XLS file". Follow the prompts to select the CSV file and import the employees into the system.

How do I view payroll report of a disabled employee?	We need to check whether the customer is interested in scheduled hours report or worked hours report.