**KEN HR Site Map**

* **Administrator App Bar Menu Items**

Productivity:

* Air Passage
  + Request Ticket
  + My Ticket History
  + Configuration
* Digital ID Card
  + I-Card Template
  + Configuration
  + External Employees
  + Access Provision
  + I-Card
  + Print I-Card
* ELC Dashboard
  + Confirmation
  + E-Separation
  + ELC
* Extra Time Request
  + Search Inquiry
  + Configuration
* Face Attendance
  + Face Registration
  + Face Attendance Report
  + Configuration
* My Compensation
  + VPF Contribution
  + Mid Payout Payslip
  + Bonus Payslip
  + Loan Statement
  + PF Statement
  + AL Statement
  + CTC Breakup
  + Tax Computation
  + Payslips
* OASys (Masters, Attendance, Leave)
* OASys Admin (Push To Payroll - Action(s) Dashboard)
* Payroll
* Payslip Generation
  + Payslip Generation Inquiry
  + Bulk Payslips
  + Processed Saved Payslip
* Employee Separation
  + Employee Basic Details
  + Transaction Details
  + Attendance View up to 6 months
  + Leave Details
  + Workflow Process for E-Separation Application
* Shift Roster
* Time Office
  + Employee Data
  + Configuration
* Time Card
  + Employee Attendance Details
* Transfer Transaction
  + ELC History
  + List of Transactions
* Travel Request
  + Create Travel Request
  + My Travel History
  + Bulk Travel Data Mapping
  + Parallel Approver Mapping
  + Travel Configuration

Talent Management:

* PMS
* Survey
  + Active Surveys
  + Completed Surveys
  + Create Survey
  + My Surveys
* Rewards
  + Rewards and Recognitions
  + Leader Board
  + Live Feed
  + Profile
  + Configuration
  + Jury Panel
  + HR

Talent Acquisition

* Recruitment

Engagement

* Document Section
* Employee Master
* Geo Config Setup
* Integrations
* Manager Change
* Proxy Mappin
* System Monitor
* User’s Status
* Login

Others:

* Payslip Statement
* Global Bulk Payslip
* PowerBi Analytics
* Time & Attendance Dashboard
* Upload/Download Documents
* Reports

Setup Circle:

* Organization
* Portal Setup
* Employee Database
* Compensation & Benefits
* Time & Attendance
* Travel & Expense
* Payroll & Compliance
* Performance Management
* Employee Creation
* Employee Lifecycle
* Theme Setup

Toolbar Icon Links:

* Request Corner
  + Manager Initiation
  + Self Invoke

**KEN HR System Modules**

***Time & Attendance:***

* **Employee Self Service -** used to view the employee’s swipe history, absences history, leave history, attendance history, leave balances, DIL entitlements, shift pattern, and dependents information
  + Apply Regularization
  + Dashboard Pending Request – Regularization Approval
  + Apply Extra Time
  + Apply Work from Home
  + Team View
* **Shift Roster** – used to manage shift pattern & shift timing template, assign shift pattern to employees and contractors, and view shift projection for specific period based on employee or department.
* **Face Attendance** – use to register and configure employees to the face reader device and to view swipe raw data
  + Face Registration
  + Face Attendance Report
  + Configuration
* **Extra Time (Overtime) Request** – use to apply overtime request, view pending approvals, and configure OT constraints
  + Extra Time Request
  + Configuration
* **Time Office –** use to configure constraints, system flags, and business rules for processing the employee attendance
  + Employee Data
  + Configuration
* **Time Card** – use to view the employee attendance report by period
* **Digital ID** – use to configure ID card template for employees, contractors, guests, etc. as well as set the access provisions to the reader devices
  + I-card Template tab
  + Configuration tab
  + External Employees tab
  + Access Provisions tab
  + I-card tab
  + Print I-Card tab
* **Timesheet Calendar** – use to manage public holidays and Ramadan period
* **Manual Attendance** – this form will be used by HR to manually enter the attendance timing for employees who are not configured to punch in and out via the web application. This applies to employees who are required to swipe to the reader devices but forgot to bring their ID card.
* **Punch In/Out** – used by employees who are configured to punch the attendance timing through the web application or via mobile apps
* **Reason of Absences** - This form is used to specify the Absence Reason Code for an employee who goes on training, business trip, unpaid sick leave and other reasons. The Timesheet process will not mark an employee as absent when an entry is found here.
* **Timesheet Correction** – used by HR personnel to perform manual attendance correction that include removing absences and no-pay-hours, as well as adding OT and allowances to specific period

***Leave Management:***

* Leave Request
* Leave Approval
* Leave Balance Management
* Leave Cancellation
* Leave Planner

***Core HR:***

* Employee Master
* Cost Center Master
* Announcements
* Survey
  + Dashboard
  + My Surveys
  + Survey Configurations
  + Create Survey
  + Drafted Surveys
  + All Active Surveys
* Rewards
  + Rewards and Recognitions
  + Leader Board
  + Live Feed
  + Profile
  + Configuration
  + Jury Panel
  + HR
* Social Feed

***Employee Life Cycle:***

* Manager Change
  + One-to-one
  + Manager Mapping Config
* My Profile
* Personal Action Form
* Employee Performance Appraisal

***Learning Management***

* Training Registration - used to manage training providers, training courses, and to register employees for training
* Training Attendance – used to view the training records of employees

***Recruitment***

* Employee On-boarding
* Employee Separation
* Probationary Assessment
* Employee Contract Renewal

***Travel & Expense***

* Air Passage
  + Request Ticket
  + My Ticket History
  + Configuration

***Payroll***

* Payroll processing
* Payslip Statement
* Global Bulk Payslip
* Payroll Configuration
* Timesheet Upload

***Setup***

* Organization
* Portal Setup
* Employee Database
* Compensation & Benefits
* Time & Attendance
* Travel & Expense
* Payroll & Compliance
* Performance Management
* Employee Creation
* Employee Lifecycle
* Theme Setup