



Double-click to open
the sub-sections

Change the Yellow text

Read some tips

Drag any section and move it to different place

Activate or deactivate
any section

Edit Text (if you like)

The screenshot displays the 'Personnel' page in the HRMS system. The page features a list of personnel categories, each with an expand/collapse icon (a square with a cross), an edit icon (a pencil), a delete icon (a trash can), and a toggle switch. The categories listed are:

- Welcome Note
- Introduction
- The Employment
- Nature of Employment
- Employee Relations
- Equal Employment Opportunity
- Diversity and Inclusion
- Employment
- Probation
- Access to Personnel Files
- Personnel Data

A yellow arrow points to the 'The Employment' category, and another yellow arrow points to the 'Employment' toggle switch.
















Title Explain








Welcome Note





















Show In New Page☐





















Details

Source














Styles

Format

Font

Size



Welcome to **YOUR COMPANY NAME!**

On behalf of your colleagues, we welcome you and wish you every success here.

We believe that each employee contributes directly to the growth and success of the company, take pride in being a member of our team.

This handbook was developed to describe some of the expectations of our employees and to

Performance Evaluation

Employment Termination

Performance Management

Work Conditions and Hours

Grievances

Employee Benefits

Leaves Policy

Employee Conduct & Disciplinary Action

Acknowledgement of Receipt

New Section

Build Your Document

Back

Add new or sub section

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