Add employees with ease

However big your workforce is, you can effortlessly add employees in bulk to the people management software.

😵 Zylher					Search Employee		0	Subscri	ption Admin Pa	nel 🕀	2-4
Services	Setup	Tota	al Users:					Add	Import 🗸 🖸	Sync	7
ය Home	General Organization			Emma Cartner, 4585 emma.cartner@zylker.com		01-Jun-2017	Team member	California	Active	8	8
۸	Users		2	Tai Chang, 4584 chang.tai@zylker.com		04-Jun-2018	Team member	California	Active	2	8
elf-service	Employee profiles		-	Quinn Rivers, 4583		01-Oct-2015	Team member	California	Active		-
rganization	Departments		e ,	quinn.rivers@zylker.com		01 001 2015	reammender	Cullornia	, lette	8	ଷ
@	Designations Locations			Abigail Anderson, 4580 abigail.anderson@zylker.com	n	01-Apr-2015	Team member	California	Active	ጸ	8
Inboarding	Groups Delegation		-	Raghav Rao, 4579 raghav.rao@zylker.com		03-Oct-2017	Team member	California	Active	2	8
Leave	User Access Control		0	Atsuko Atsuko, 4578 atsukomayeda@zylker.com		01-Jun-2018	Team member	San Jose	Active	8	8
ttendance	Customization Automation			Amelia Burrows, 4577 amelia.burrows@zylker.com	15	01-Feb-2018	Team member	California	Active	8	ଷ
() Timesheet	Integrations			Lewis Gardner, 4576 lewis.gardner@zylker.com		04-Oct-2017	Team member	San Jose	Active	R	ଞ
erformance	Data Administration		(Mustafa Ozan, 4575 mustafa.ozan@zvlker.com		08-Nov-2017	Team member	California	Active	R	ଞ
••• More				Jacob Walsh, 4574 jacob.walsh@zylker.com		07-Jul-2015	Team member	California	Active	2	8
				Martha Hills, 4573 martha.hills@zylker.com			Team member	California	Active	A	8
ැටී Settings				Chloe M, 4572 chloe.m@zylker.com			Team member	California	Active	8	8

Multiple locations, single database

Sometimes, globalization means you end up with different records in different countries, or even on different continents. Now you can consolidate all records and information in a central place. The result? Quick HR processing and information at your fingertips.

HORIZON

Human Resources Management

	23	INDIA	5	UNITED STATES	4	UNITED STATES	4
eattle		Sydney		Cape town	***	Beijing	
NITED STATES	25	AUSTRALIA	3	SOUTH AFRICA	1	CHINA	2
okyo		Wellington		Chennai	•••	Shanghai	
PAN	10	NEW ZEALAND	8	INDIA	50	CHINA	2
ondon		Amsterdam		Kolkata			
IGLAND	6	NETHERLAND	3	INDIA	20		

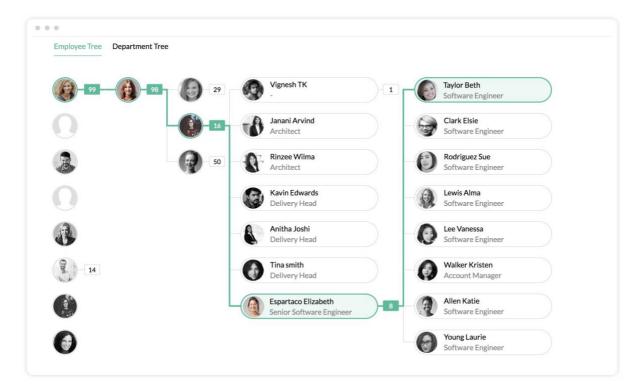
Departments and Designations

Departments and designations classify your workforce into small groups, delegating work and approvals effectively. Identify competencies and goals for each and every designation and team.

anage all the department de	tails and the d	epartment hierarchy in your organiz	ation.		+ A	dd Department 🧃 📰 🗉	
Administration admin@zylker.com Christine Spalding	6	Business Agility Anitha Joshi	0	Commerce commerce@zylker.com Tina smith	2	Corporate Finance finance@zylker.com Tara Miller	1
Creative Design Gertrude Williams		Customer Service customer@zylker.com Walker Kristen	8	Customer Support support@zylker.com Garcia Vicki		Desktop central dc-team@zphone.zylker.com	0
Digital Experience de@zylker.com Edison Buster	1	Finance finance@zphone.zylker.com	0	HR hr@zphone.zylker.com Christine Spalding	6	Human Resources hr@zylker.com Christine Spalding	8
Inventory inventory@zylker.com Allen Katie	7	IT it@zylker.com Abigail Anderson	6	Licenses Clifford Harold		Marketing	9
Mobile Kavin Edwards		Operations	25	Payroll payroll@zylker.com Janani Arvind		Product Management	

Know your organization tree

A clear-cut illustration of the reporting structure and overall hierarchy of your organization guides employees to contact the right person. An org tree enables planning, and makes measuring workload a breeze.



Automatic sync

Enables the seamless sync of data both within and between multiple integrated systems. All changes are automatically captured, eliminating manual entries.

Increase your impact with strategic employee onboarding

Onboard candidates and employees more strategically with o People.management software Set up a portal for new hires, trigger HR onboarding workflows, generate reports, and customize flows to your needs.

Pre-onboard with our new hire portal

Give new employees more responsibility by inviting or adding them to a new hire portal via their personal email addresses. Get them started with paperwork like company policies, tax forms, and more before they even step in the office.



📀 Zylk	her						Ω
	e you to fill in your professional sonal information here.	Candidate Details					
nu pera	sonal mornation nere.	Candidate ID :	CND18		First name :	Princy	
2	Profile	Email ID :	princy.belinda96@gmail.com		Last name :	Belinda	
	Forms	Mobile :	9600107227		Official Email :	princy.belinda@zylker.com	
	Documents and policies	Photo :		0			
	You're all set		user_0013_Layer 7.jpg				
		Address Details					
		Street Address :	Goulburn Street		State/Province :	New South Wales	
		City:	Sydney		ZIP/PIN Code :	2024	
		Location :	AUSTRALIA 🗸				
		Professional Deta	ils				
		Experience :	2		Current Salary :	20000 AUD	

Induct your employees with ease

Helps you effortlessly get new employees up to speed. Describe objectives, cover procedures, introduce the team, and more the moment your candidate is converted to an employee.

• • • 2yll	et.			9
	e aboard! We wish you a 'ul journey in our organization. Welcome aboard	19 ° 7		
0-0-0	Vercome about of Profile and other forms Documents and policies Objectives You're all set	Keb Lisa has posted a message. Today 4:44 AM Hi @Eva Mendes, welcome to Zylker.	•i	YOUR HR CONTACT Keb Lisa HR Manager - Recruitment 7392 (
		Thank you. I'm excited to work with you!		

Draft workflows and customize processes

Use workflows to create and assign checklists so you don't leave out tasks like generating official email addresses, assigning seating locations, distributing employee equipment, and more. Personalize the process to fit your organizational needs.

••• OZylke	v		Search Employee	0	Subscription (+)	¢ A
Services	Candidate Device registration form	< Employee onboarding ~	Applicable for :All			
G Home	Reports	Welcome aboard	Home page video URL:			
ے Self-service	Employees Candidates	Profile and other forms	Video link			
Organization	Settings Employee onboarding	Documents and policies	Welcome aboard Page descr	iption:		
© Onboarding	Candidate onboarding General Settings	Objectives	Welcome aboard! We wish you	a successful journey in our organ	nization.	
Eeave		Company information				
Attendance		Checklist	Welcome feed:			
) Timesheet			Available Merge Fields System Fields V	Select Field FEED USER MENTION V	Field Value \${FEED USER MENTION}	Insert
Performance			B <i>I</i> <u>⊔</u> de F· 12· ■	/ ≡- ≔ ∞ Ø 99	A_ <u>A</u> ≡	
••• More			Hi team let's welcome \$(FEE	D USER MENTION} to our tea	m.	
			Update Reset			Click to preview

Get updates on task completion

Use filters to look into a new hire's files and track each step's completion status, as well as to see if they've rejected or accepted an offer.

HORIZO

🗞 Zylke	n		Search Employee	Q	Subscription 🕂 🖓 🗘
Services	Candidate	1 Onboarded	6 Onboarding in progress		Y
යි Home	Device registration form Reports	Employee Name	Date of Joining	Role	Onboarding Status
<u>م</u> elf-service	Employees Candidates	Kate Middleton		Team member	3/4Completed
8	Settings	Kara Steeves		Team member	2/3Completed
rganization	Employee onboarding Candidate onboarding	Lily Lowe		Team member	0/4Completed
nboarding	General Settings	👰 Elena Brown		Team member	1/4Completed
Leave		Jack Oliver		Team member	1/4Completed
Attendance		(A) Hanna Montae		Team member	1/4Completed
C Timesheet		•			_
₽ erformance					
•••• More					
more					
ŵ					

Time off management

Why cloud-based time off management?

If you're managing employee time off with spreadsheets or time cards, manually calculating days of leave, reduced pay pool, and payable days can be a chaos. You may spend hours solving miscalculations or errors. That's where a cloud-based leave solution comes to the rescue. You'll get built-in, automated features such as:

- Leave policy compliance
- Instant access to employee leave history
- Mobile leave applications and approvals
- Multi-location time off and holiday management

Every organization has specific requirements when it comes to leave, depending on company culture, experience, legal guidelines, and more. With our People management software, calculating leave entitlements, PTO, rollovers, and accrual is a whole lot easier.

😵 Zyll	ker		Search Employe	e			0				Subscription	\oplus	¢ 4 🖗
	Views	Edit Leave Type											×
		Entitlement	Applicable		Re	estriction	ns						
		Effective After	6 Month(s)	~	from	Date of .	Joining	,					
		Accrual	Monthly ~	on	1st	~	No. of Days	1					
		Reset	Yearly ~	on	Last Day	~	Dec	~					
			Carry Forward	0.5	Percentag	ge ∨	Max Limit		Expires in	06	Month(s) v		
			Encashment	0	Percentag	ge ∨	Max Limit						
		Prorate Accrual		Start	of Policy		✓ Advanced						
		More Options +											
		Opening Balance		6									
							+ Add new policy						
		Submit Cancel											

Manage holidays

Even though you may operate globally, organizing time off and holidays shouldn't be a hassle. With our people management software, holidays for multiple locations from a centralized application.

📀 Zyll	ker		Search Employee	0		Subscription	d 🖓 🖓
		Holidays	Add Holidays				×
		Name	* Name	New Year's Day			
			* Date	01-Jan-2020	Restricted		
				Wed 01-Jan-2020	Full Day 🗸 🗸		
			Applicable For	×Locations Bruges × Seattle × Tokyo × Busan California × Mumbai × New York ×	Clear X San Jose X	13	
			Description				
			No of day(s) before which the reminder should be sent	1 ~			
				Notify Applicable Employees			
				Note : Shift based Holidays will override	the location based Holida		
O Settings			Submit Cancel	roce, and ascentionary win over the	and rocker based Holida	1 4	

Simplify absence management

Employees can see how much leave they've taken, how much remains, and apply for time off from the web or their mobile devices. Know who is in and out of the office, and schedule meetings easily. Take advantage of automated workflows, and send email alerts for actions like approvals.

ylker.		Search Employee		0	Subsc	rription 🕀 🔁 🖓 (
Views List View	ZY198 Christine S	palding 🗸	01-Jan-2019 -	31-Dec-2019 >		Apply Leave
v _{me} Calendar View Leave Applications	Casual Leave Type	Compensatory off	On Duty	Sick-Leave	Vacation Leave	Work from Home
^{rvice} Compensatory Off Holidays	<u></u>	6	8		Ŕ	[⁰
Reports	Available : 6	Available :5	Available : 30	Available :26	Available :7	Available :0
rding ve	Taken : 6	Taken :0	Taken :15	Taken :4	Taken : 8	Taken : 4
) ance	Leave Applications					
	Date	Leave Type	Count	Reason		Approval Status
neet Isovi	Thu 12-Dec-2019	Casual Leave Type	1 Day(s)			Pending
5 	Fri 01-Nov-2019 To Tue 05-Nov-2019	Sick-Leave	3 Day(s)			Approved
185	Thu 24-Oct-2019	Casual Leave Type	1 Day(s)			Pending

Track leave trends

People Management Software provides detailed reports on things like employee availability, payroll, and lost pay days. Access reports for employee leave records as well as daily and overall employee availability, so you can schedule accordingly.

Manage timesheets the easy way—online!

Automatically record your employees' daily, weekly, or monthly time logs online. Send timesheets for approval, generate invoices, and bill clients on time. Validate all work hours, and make sure nothing goes overlooked.

Why manage timesheets online?

Handling multiple clients, projects, deadlines, resources, and billing statements are overwhelming. Managing them on spreadsheets or complex data systems can make it even more complicated. Online employee timesheet management can simplify your time tracking process, eliminate errors, and save time and resources. With an online time tracking solution, time cards become a thing of the past.

HORIZA

Understand your projects

Break down your hours by clients, projects, and jobs. See which of your projects are performing well and which could use more time or assistance.

Manage your team better

Plan your projects, assign tasks to employees, and increase productivity.

Error-free payments

Automated billing and invoicing is simple and error-free.

Accurately log time and attendance

People's time tracker allows your employees to log daily, weekly, or monthly work hours. Maintaining timesheets is easier thanks to the link between the time tracker and attendance modules. The scheduler module reminds employees to send in their time logs and documents them automatically at set intervals.

📀 Zyl	ker		Search Employee		0			Subscrip	tion 🕀 😰	4
Services	Time Logs List View Calendar View	ZY198 Christine Spalding			9 - 04-Nov-21				.ogTime ➤	
Self-service	Timesheets Projects/Jobs		ellCare EUS Im 🗸	Data Gathering 🗸 🗸	What are you		Billable	~	<u>(</u> 00:00:0	5
Organization	Job Schedule	Oct 30, 2019 Data Gathering + WellCare EU	JS Implementation		Billable	07:00	0			
Onboarding	Reports Settings	Review and Iterations * WellC Oct 31,2019	are EUS Implementatio	n	Billable	02:00	0			
		Create Pitch Deck + DreamWe	orks Pitch		Billable	10:00	0			
Attendance										
Timesheet										
 More										
() Settings										
-=							Total 17:00 Hrs	Submitted 17:00 Hrs	Not Submitted 00:00 Hrs	

Schedule jobs and track progress

Schedule multiple jobs for a single day or the entire week. You can also repeat postings at regular intervals for recurring positions. Detailed reports provide a clear picture of scheduled hours, logged hours, and any deviations between the two.



HORIZON

⊘ Zyll	her		Search Employee		0			Subscription (+)	0.4
Services	Time Logs	Job Schedule	< 1	0-Dec-2019 - 1	6-Dec-2019 >	Day	Week Clone	Published	V
ିଲ Home	List View Calendar View	Employee	Tue 10	Wed 11	Thu 12	Fri 13	sat 14	^{Sun} 15	Mon 16
A If-service	Timesheets Projects/Jobs	ZY198 Christine Spaldi	Add Schedule			×	Weekend	Weekend	
ganization	Job Schedule	00:00	Client Name	John Mike	×				
8		ZY194 Anitha Joshi	Project Name	Zylker Travel	×		Weekend	Weekend	
iboarding	Reports Settings	-	Job Name	Travel Propos	al 🗸		Weekend	Weekend	
Leave		ZY181 Rodriguez Sue	Date	13-Dec-2019					
tendance		ZY134 Rebecca Biaggic © 00:00	Time Description	2:10 PM	- 3:10 PM O		Weekend	Weekend	
nesheet G		ZY107 Rahul J © 00:00	Repeat	Even 1 Da	y(s) until 13-Dec-2019	Edit	Weekend	Weekend	
		Jeenie Smith Jeenie Sm	Repeat	Publish	Save Draft Can		Weekend	Weekend	
()) ttings		144 Silver Goodman					Weekend	Weekend	
=		00:00							

Approve timesheets and process payroll

Create an approval process so project managers can easily and quickly sign off on employee hours and overtime. Schedule employee timesheets for approval automatically, and facilitate smooth payroll processing and timely paychecks.

👌 Zyll	her			Search Employee		0	Su	bscription 🕀 😰 🖧
		Timesheet For Rufus William						
		Timeshee	t Name : T	imesheet for approval (01-Nov	-2019 - 01-Dec-201	Submitted Time Log(s) Billable	Non-billable	Total
			Date: 01	-Nov-2019 - 01-Dec-2019		08:00 Hrs Time Log to be approved	00:00 Hrs	08:00 Hrs
				Timesheet for approval (01-Nov-2019 - 01-Dec- 2019), Timesheet generated by Schedule		Billable 08:00 Hrs	Non-billable 00:00 Hrs	Total 08:00 Hrs
		Atta	chment : -					
		Date	Job Name	Work Item	Billable Status	Hour(s)		-0
		01-Nov- 2019	Channels • 2	Zoho Cliq Status visibility	Billable	08:00 Hrs		-•
					Total Billable Hours	08:00 Hrs 🗙 40 0	JSD (Rate Per Hour)	
					Total Amount	32.00 USD		
								Approve Reject All Close

Customize and automate your HR tasks

From automating your daily HR processes like mail alerts, tasks, approvals and schedulers, to building just about any function your organization likes to have, workflows let you to be more productiv.

• • •							
WORKFLOWS () (+)	Add Workflow						
Appraisal Started	Field Name	Date of joining (Employee)					
Notification of evaluation and submissi	Date of execution	On 🗸					
WorkFlow - Add Employee	Time of execution	09:00 AM 🗸					
Notification for Visa Expiry date	Execution occurrence	One Time 🗸					
Onboarding	Criteria						
Welcome Employee	Date of joining (Employe is today's date 🗸						
Laptop request	+ Add new						
Onboarding	Action						
Tasks triggered for resignation	Select one or more processes to b	be automatically triggered when a certain action is performed.					
Terminated Employee	Mail Alerts	+ 6					
Task list for deceased employees	Employee Welcome Letter						
Notify goal completion	Checklists	+ 🐻					
Notify goal submission	Onboarding Tasks						
Job Created	Field Updates	(+) (6)					
Job details Modified	Save Cancel						

Alert at all hours

Design your own email templates and make sure the message gets across. You can customize the sender, recipient, and text for your email alerts and be confident that they'll be noticed.

• • •						
MAIL ALERTS () (+)	Edit Mail Alert					
Appraisal started template	Reply To	System options Person performing this action ×	Add			
Notify to evaluate and submit the self a						
On submission of self appraisal form	Subject	Welcome to \${Department} family!				
Reminder mail to submit the self apprai	Message	Create new template O Che	oose from existing templa	te		
Employee Welcome Letter		Welcome new Employee	~			
Send Probation Letter	Available Merge Fields	Select Field	Field Value			
Pls renew your Visa	Department (Departm 🗸	Department Name v \${Department.Depa		Insert		
Pls renew your Visa	B I <u>U</u> ‰ F· 12 - ■	▲ = · : · · · · · · · · · · · · · · · · ·	Ag (A=			
Send Welcome letter	Hello \${FirstName}!					
Confirmation Letter	We're happy to have you onb	oard. Wishing you all success and l	hope you enjoy working	in Zylker!		
Farewell email	Best Wishes, \${Department.Department}					
Notify goal submission						
Completion of goal submission				B		
Job Created	Attachment			<u>u</u> ⊛		
Job Modified	Save Cancel					

Set the scheduler and it does the rest

Use schedulers to send periodic emails and reports. People software lets you create report, emails, and custom schedulers so that you can be sure you've sent the right info to the right people, right on time.

Custom scheduler	Report scheduler	Mail scheduler				
REPORT SCHEDULER	(•) (+)	Report scheduler				
		Scheduler name	Weekly Time Lo	og Report		
		Start date and time	01-Jun-2018	ເອັ	12:00 AM	
		Frequency	Once	~		
		Time zone	(GMT-06:00) C	(GMT-06:00) Central Standard Time (America/ 🗸		
		Mapping				
		Reports mapping			3	
		Message		All Reports	Search	
		From	c spalding@m	Attendance	Weekly TimeLog Rep	
		From	c.spalding@zy	Employee	Monthly TimeLog Re	
		From To 👻	User List			
				Employee Time Logs	Monthly TimeLog Re Projects Report Jobs Report Weekly Payroll Report	
			User List	Employee Time Logs Timetracker	Monthly TimeLog Re Projects Report Jobs Report	

Instant field updates

If you're having a newemployee join, another promoted and another retiring, you need to have lots of data fields updated to reflect the changes. Mark fields in a workflow and People software automatically triggers the updates.

Setup	Mail Alerts Checklists & Tasks	Field Updates Webhooks Cu	stom Functions E-Signature Documents	;	
General	FIELD UPDATE () (+)	Edit Field Update			
Organization	Field Update	Form Name	Employee		
User Access Control	To update employee status	Field Update Name	New Joinee status update		
	Offer letter acceptance	Description	Once employee joins the organizatio	n	
Workflows	To upload Employment Proof Letter				
Actions Approvals	New Joinee status update	Edit Field The field gets updated with the	new values when the corresponding rule is	s triggered in the related for	n.
Scheduler	Employee status update	Field to be updated		= Active	Select Field
Blueprint	Update date of exit in employee form			Active	
Integrations	Reason for Leave Retirement			Termin Decea	
Data Administration Developer Space	Leaving Reason Retirement Hire Pay			Resign	
	Change Employee Status Change status to In progress				
	Team change field update				
	Employee not confirmed				
	Change to confirmed				
	Change to confirmed	Save Cancel			

Go mobile

Mark attendance, request and approve leave, access work files, and do so much more on the go. Our HR solution helps you carry out your daily tasks on the move so nothing holds you back.

