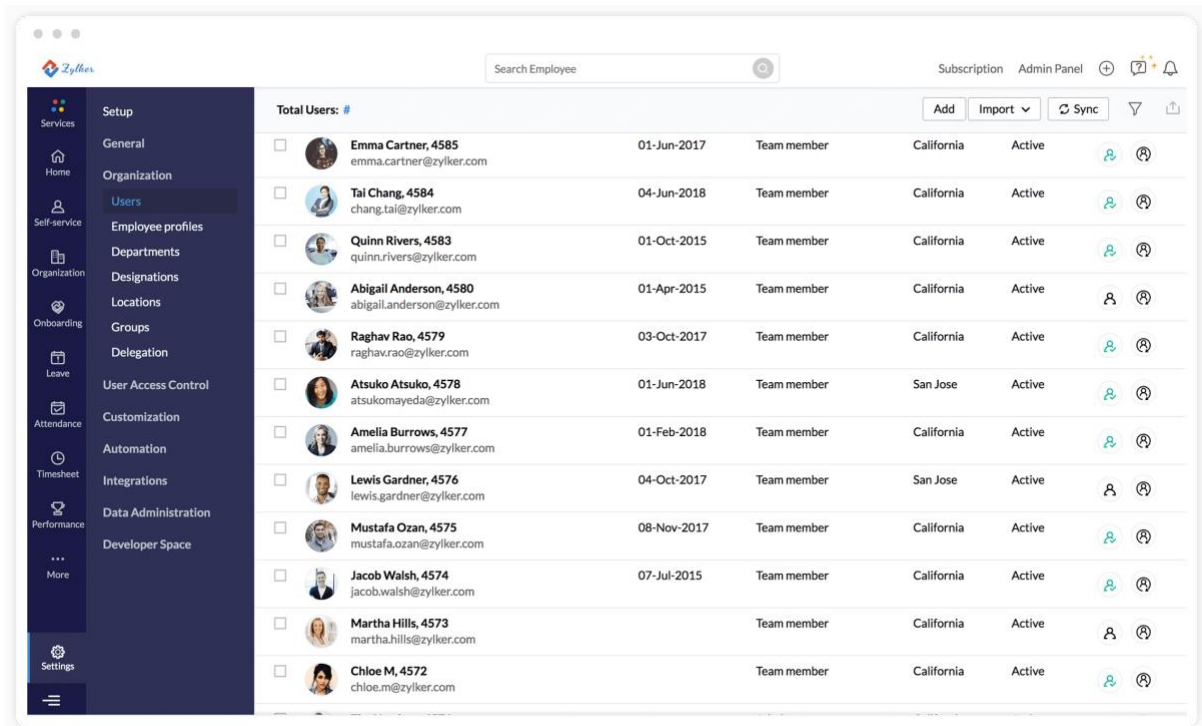




# Human Resources Management

## Add employees with ease

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



## 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.



Create multiple locations for your organization and manage location details

+ Add Location Import [Grid Icon] [List Icon] [Help Icon]

<b>California</b> AMERICAN SAMOA 23	<b>Mumbai</b> INDIA 5	<b>New York</b> UNITED STATES 4	<b>San Jose</b> UNITED STATES 4
<b>Seattle</b> UNITED STATES 25	<b>Sydney</b> AUSTRALIA 3	<b>Cape town</b> SOUTH AFRICA 1	<b>Beijing</b> CHINA 2
<b>Tokyo</b> JAPAN 10	<b>Wellington</b> NEW ZEALAND 8	<b>Chennai</b> INDIA 50	<b>Shanghai</b> CHINA 2
<b>London</b> ENGLAND 6	<b>Amsterdam</b> NETHERLAND 3	<b>Kolkata</b> 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.

Manage all the department details and the department hierarchy in your organization.

+ Add Department [Grid Icon] [List Icon] [Help Icon]

<b>Administration</b> admin@zylker.com Christine Spalding 6	<b>Business Agility</b> Anitha Joshi 0	<b>Commerce</b> commerce@zylker.com Tina smith 2	<b>Corporate Finance</b> finance@zylker.com Tara Miller 11
<b>Creative Design</b> Gertrude Williams 1	<b>Customer Service</b> customer@zylker.com Walker Kristen 8	<b>Customer Support</b> support@zylker.com Garcia Vicki 1	<b>Desktop central</b> dc-team@zphone.zylker.com 0
<b>Digital Experience</b> de@zylker.com Edison Buster 1	<b>Finance</b> finance@zphone.zylker.com 0	<b>HR</b> hr@zphone.zylker.com Christine Spalding 6	<b>Human Resources</b> hr@zylker.com Christine Spalding 8
<b>Inventory</b> inventory@zylker.com Allen Katie 7	<b>IT</b> it@zylker.com Abigail Anderson 6	<b>Licenses</b> Clifford Harold 1	<b>Marketing</b> 9
<b>Mobile</b> Kavin Edwards 1	<b>Operations</b> 25	<b>Payroll</b> payroll@zylker.com Janani Arvind 0	<b>Product Management</b> 2





**Zylker**

We'd like you to fill in your professional and personal information here.

- Profile
- Forms
- Documents and policies
- You're all set

**Candidate Details**

Candidate ID:	CND18	First name:	Princy
Email ID:	princy.belinda96@gmail.com	Last name:	Belinda
Mobile:	9600107227	Official Email:	princy.belinda@zylker.com
Photo:	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 Details**

Experience:	2	Current Salary:	20000 AUD
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## 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.

**Zylker**

Welcome aboard! We wish you a successful journey in our organization.

- Welcome aboard
- Profile and other forms
- Documents and policies
- Objectives
- You're all set

**Message:**

**Keb Lisa** has posted a message.  
Today 4:44 AM  
Hi @Eva Mendes, welcome to Zylker. ❤️ 1

**YOUR HR CONTACT**

**Keb Lisa**  
HR Manager - Recruitment  
7392

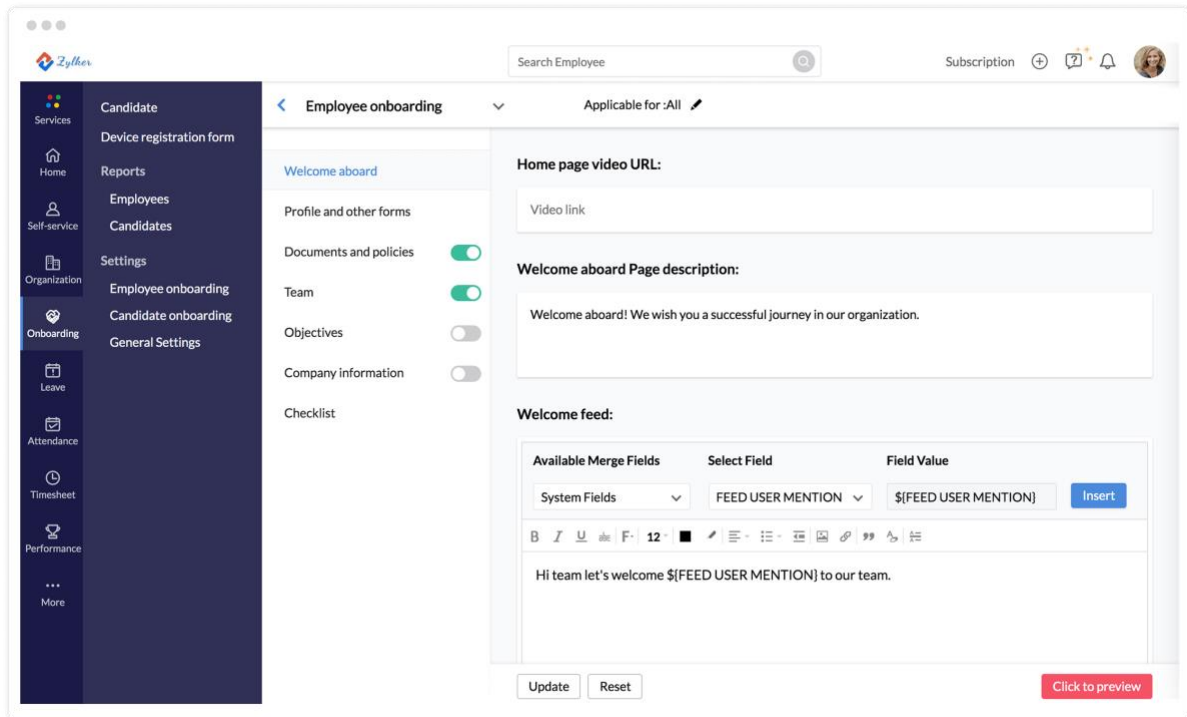
**Message:**

Thank you. I'm excited to work with you!



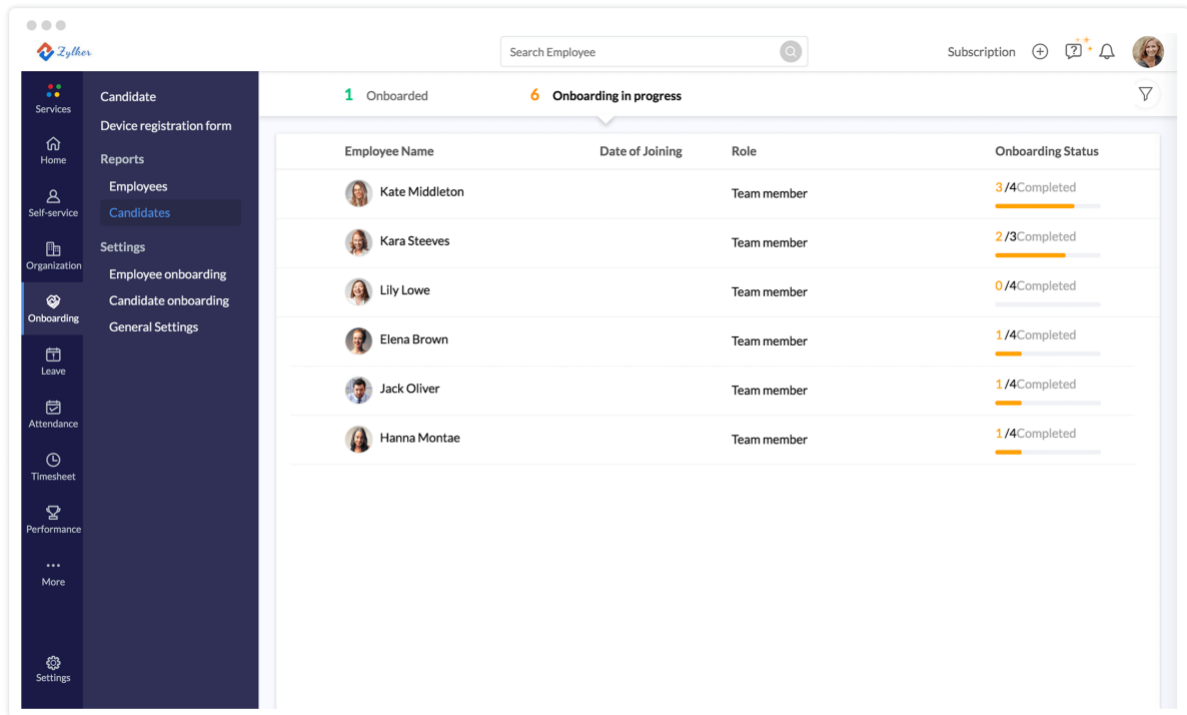
## Draft workflows and customize processes

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.



## 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.



## 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.



**Edit Leave Type**

**Entitlement**    Applicable    Restrictions

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 Percentage Max Limit Expires in: 06 Month(s)

Encashment: 0 Percentage Max Limit

Prorate Accrual: Start of Policy [Advanced](#)

[More Options +](#)

Opening Balance: 6

[+ Add new policy](#)

## 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.

**Add Holidays**

Name: New Year's Day

Date: 01-Jan-2020  Restricted

Wed 01-Jan-2020 Full Day

Applicable For: Locations (Clear)

Bruges x Seattle x Tokyo x Busan x San Jose x  
California x Mumbai x New York x

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 Holidays.



## 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.

The screenshot displays the Zylther HR management interface for employee ZY198 Christine Spalding. The interface includes a search bar, a subscription status, and a navigation menu on the left. The main content area shows a summary of leave types and a table of leave applications.

Leave Type	Available	Taken
Casual Leave Type	6	6
Compensatory off	5	0
On Duty	30	15
Sick-Leave	26	4
Vacation Leave	7	8
Work from Home	0	4

Date	Leave Type	Count	Reason	Approval Status
Thu 12-Dec-2019	Casual Leave Type	1 Day(s)		Pending
Fri 01-Nov-2019 To Tue 05-Nov-2019	Sick-Leave	3 Day(s)		Approved
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.





## Human Resources Management

### *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.

The screenshot displays the Zylker HR management interface. On the left is a dark blue sidebar with navigation options: Services, Home, Self-service, Organization, Onboarding, Attendance, Timesheet, LMS, and Settings. The main content area shows a search bar for 'ZY198 Christine Spalding' and a date range of '29-Oct-2019 - 04-Nov-2019'. Below this is a form to log time, with fields for 'Emma', 'WellCare EUS Im...', 'Data Gathering', 'What are you working on?', and 'Billable', along with a timer showing '00:00:05'. A table below lists time logs for 'Oct 30, 2019' and 'Oct 31, 2019'. At the bottom right, a summary bar shows 'Total 17:00 Hrs', 'Submitted 17:00 Hrs', and 'Not Submitted 00:00 Hrs'.

Date	Project/Task	Billable	Hours	Action
Oct 30, 2019			07:00	
	Data Gathering - WellCare EUS Implementation	Billable	05:00	
	Review and Iterations - WellCare EUS Implementation	Billable	02:00	
Oct 31, 2019			10:00	
	Create Pitch Deck - DreamWorks Pitch	Billable	10:00	

### **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.



# Human Resources Management

**Add Schedule**

Client Name: John Mike

Project Name: Zyker Travels

Job Name: Travel Proposal

Date: 13-Dec-2019

Time: 2:10 PM - 3:10 PM

Description:

Repeat:  Every 1 Day(s) until 13-Dec-2019 Edit

Buttons: Publish, Save Draft, Cancel

## 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.

**Timesheet For Rufus William**

Timesheet Name: Timesheet for approval (01-Nov-2019 - 01-Dec-2019)

Date: 01-Nov-2019 - 01-Dec-2019

Description: Timesheet for approval (01-Nov-2019 - 01-Dec-2019), Timesheet generated by Schedule

Attachment: -

Submitted Time Log(s)	
Billable	08:00 Hrs
Non-billable	00:00 Hrs
<b>Total</b>	<b>08:00 Hrs</b>

Time Log to be approved	
Billable	08:00 Hrs
Non-billable	00:00 Hrs
<b>Total</b>	<b>08:00 Hrs</b>

Date	Job Name	Work Item	Billable Status	Hour(s)
01-Nov-2019	Channels + Zoho Cliq	Status visibility	Billable	08:00 Hrs
<b>Total Billable Hours</b>				<b>08:00 Hrs</b> × <b>40 USD (Rate Per Hour)</b>
<b>Total Amount</b>				<b>32.00 USD</b>

Buttons: 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.

The screenshot shows a 'WORKFLOWS' sidebar on the left with a list of workflow types: Appraisal Started, Notification of evaluation and submissi..., WorkFlow - Add Employee, Notification for Visa Expiry date, Onboarding, Welcome Employee, Laptop request, Onboarding, Tasks triggered for resignation, Terminated Employee, Task list for deceased employees, Notify goal completion, Notify goal submission, Job Created, and Job details Modified. The main panel is titled 'Add Workflow' and contains the following configuration options:

- Field Name:** Date of joining ( Employee )
- Date of execution:** On
- Time of execution:** 09:00 AM
- Execution occurrence:** One Time
- Criteria:** Date of joining ( Employee ) is today's date
- Action:** Select one or more processes to be automatically triggered when a certain action is performed. The available actions are: Mail Alerts (Employee Welcome Letter), Checklists (Onboarding Tasks), and Field Updates.

At the bottom of the configuration panel are 'Save' and 'Cancel' buttons.

### Alert at all hours

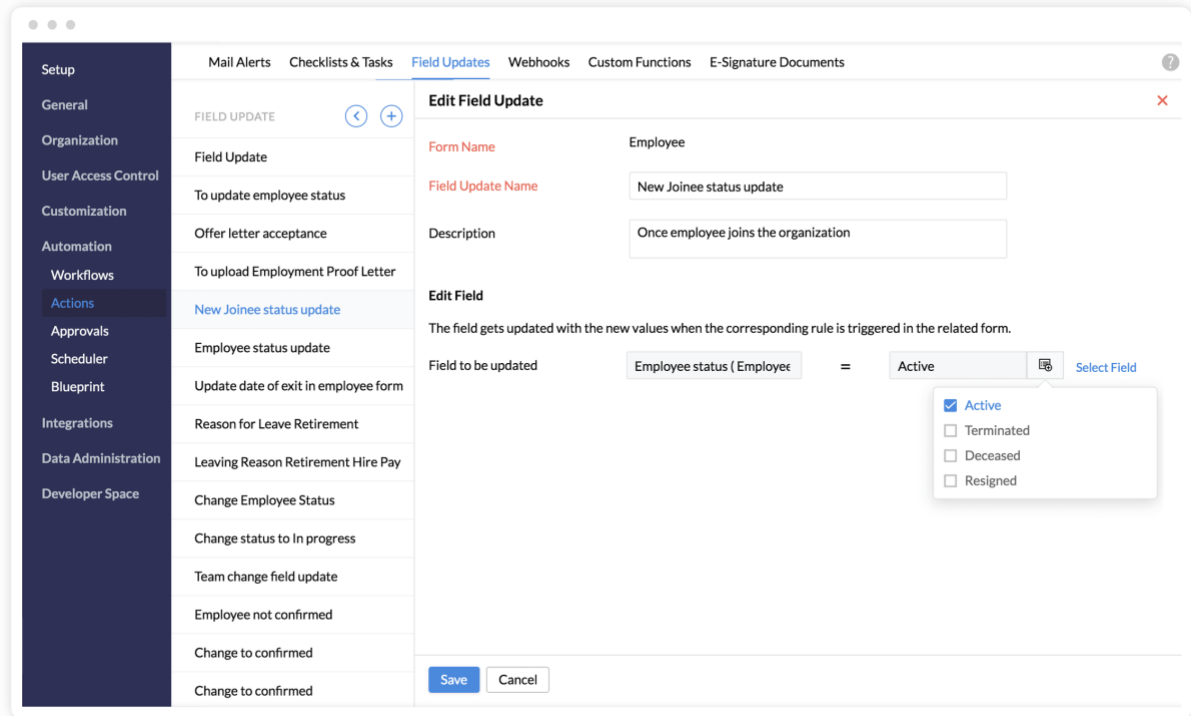
Design your own email templates and make sure the message gets across. You can customize the sender, recipient, and text for your email alerts and be confident that they'll be noticed.





## 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.



## 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.









← Q


## Organization

COLLEAGUES DEPARTMENTS

Frequently Viewed

-  **Olivia Stacy**  
Support central plus
-  **Ryan West**  
Customer Support
-  **Aaron Welsley**  
Corporate Finance
-  **Abigail Anderson**  
Marketing
-  **Addison Bernice**  
Corporate Finance
-  **Addison Bernice**  
Corporate Finance

## Check-In




# 01:11 HRS

9 AM **General** 6 PM

CHECK-OUT

Your last check-in was : One hour ago

## Leave

for **Rebacca Biaggio** 

✓ APPROVE ✗ REJECT