



Manager Walkthrough

Version 1.0

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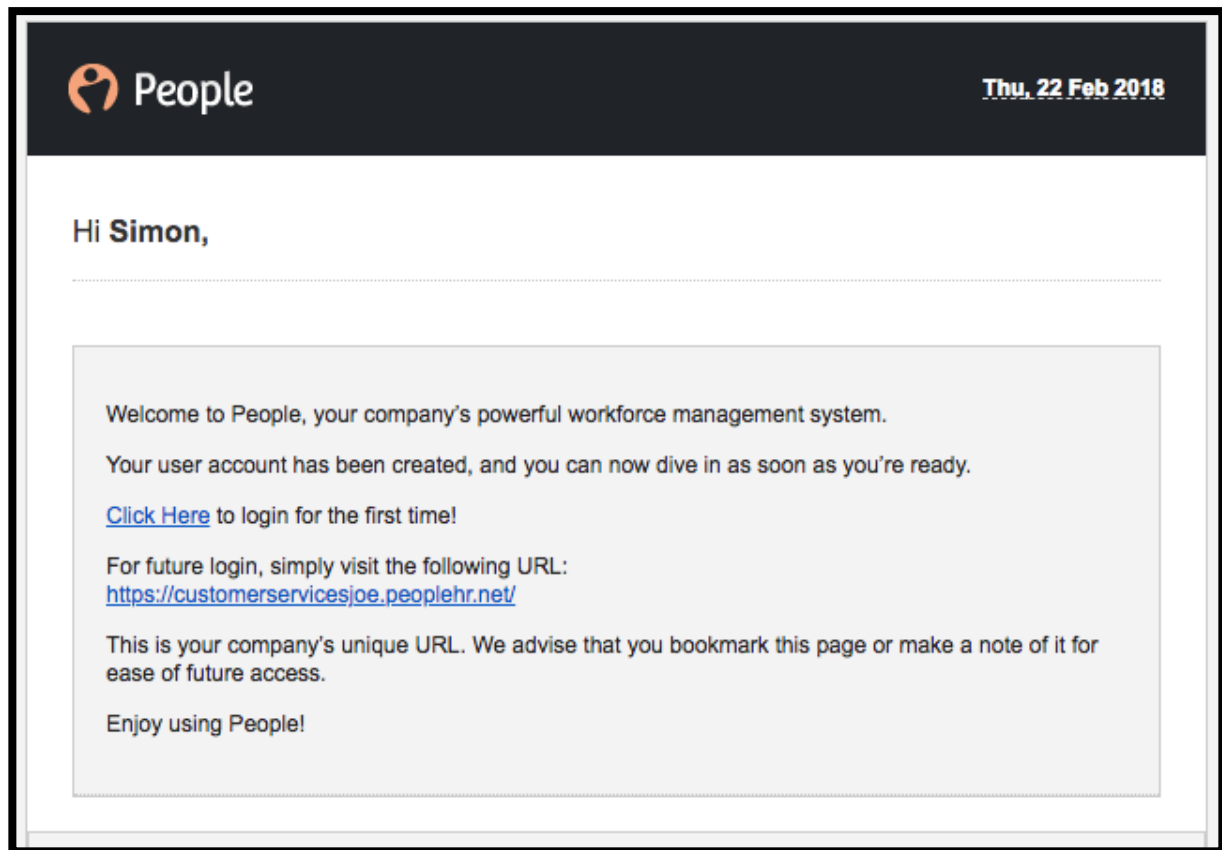
E: customerservices@peoplehr.com

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Welcome Email



When your company launch your new HR system, the first thing you will receive is a welcome email. From this you can click to log in for the first time and create a password.

It also contains your PeopleHR URL for future access

Creating a Password

People **First Time Login**

1 **Create Password** 2 **Postcode & Address** 3 **Ready to Go!**

Hi **Simon Grayson**, welcome to People! Your account has been created and you're almost ready to go. Just fill in the details below to complete your account registration.

Password

Confirm Password

Next

You will now need to create a password for your login credentials. The password will need to be at least 8 characters long and must contain at least one capital letter, one small letter, one symbol and one number.

Confirming your Details

After you create your password, you will be asked to confirm your personal details. From here you can amend these if necessary.

People **First Time Login**

1 Create Password 2 Postcode & Address 3 Ready to Go!

Postcode Find Address

Address line 1

Address line 2 Enter Address line 2.

Town/City

County/State

Country

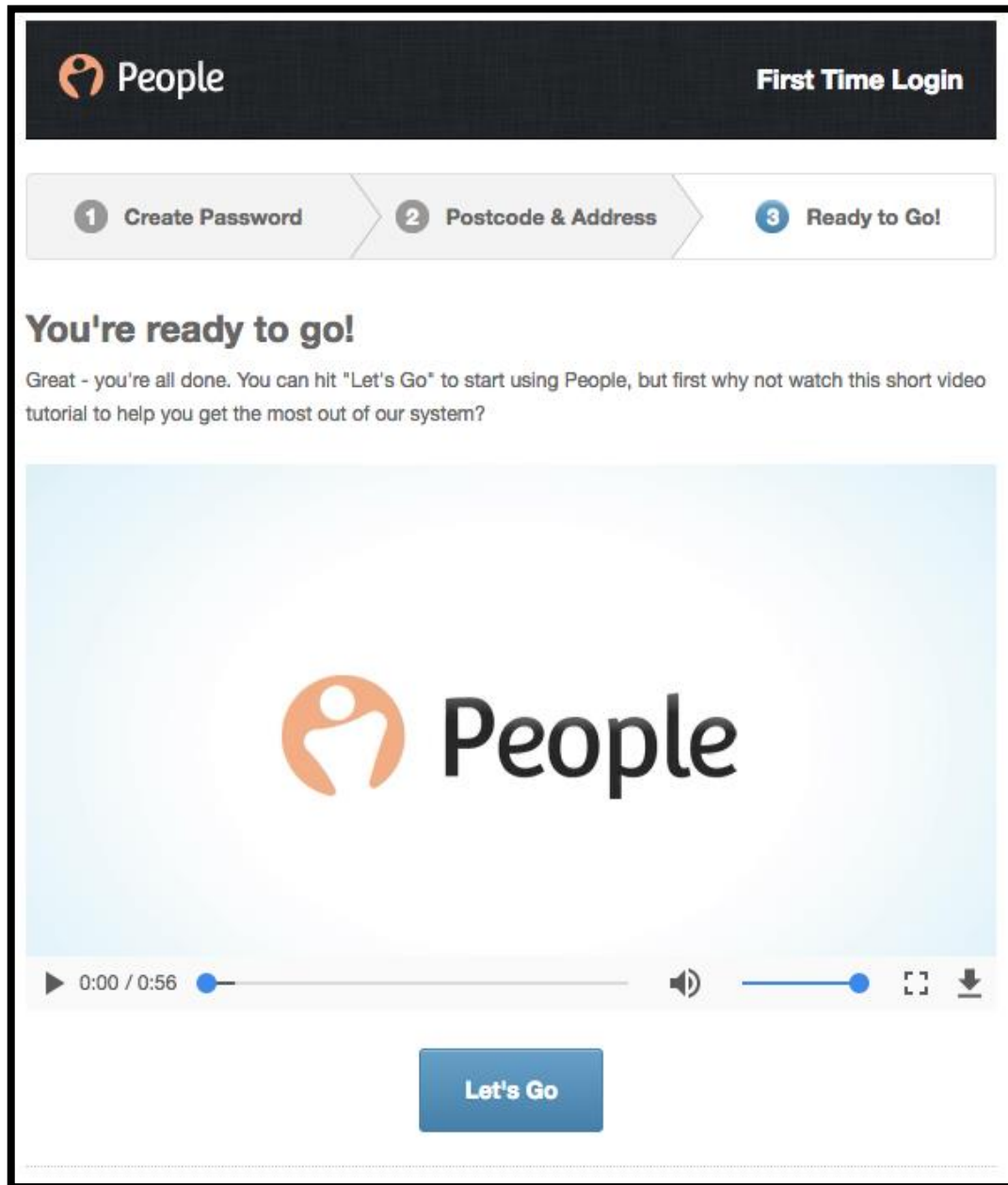
Post Code

Work Phone

Personal Phone

Back Next

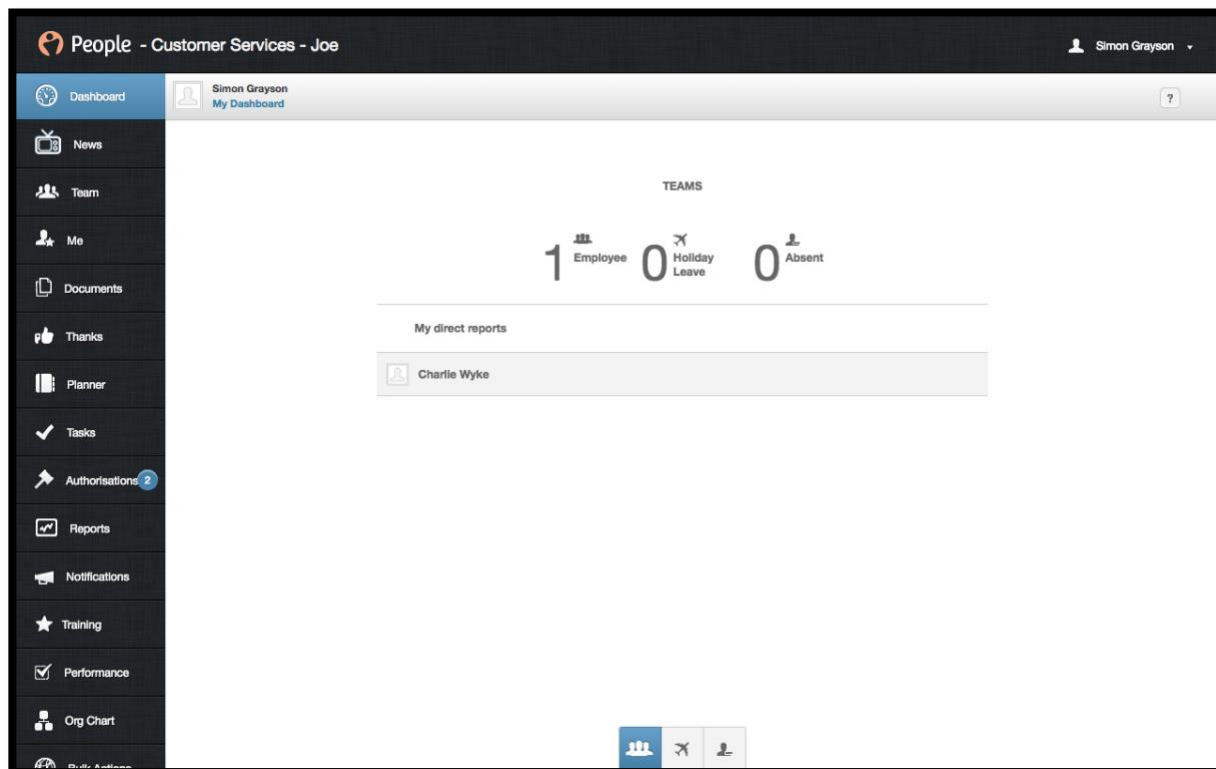
You're Ready to Go



You are now ready to go. There is a short tutorial video to give you some insight into the system, but once you are ready press Let's Go and you will now log into your People HR system.

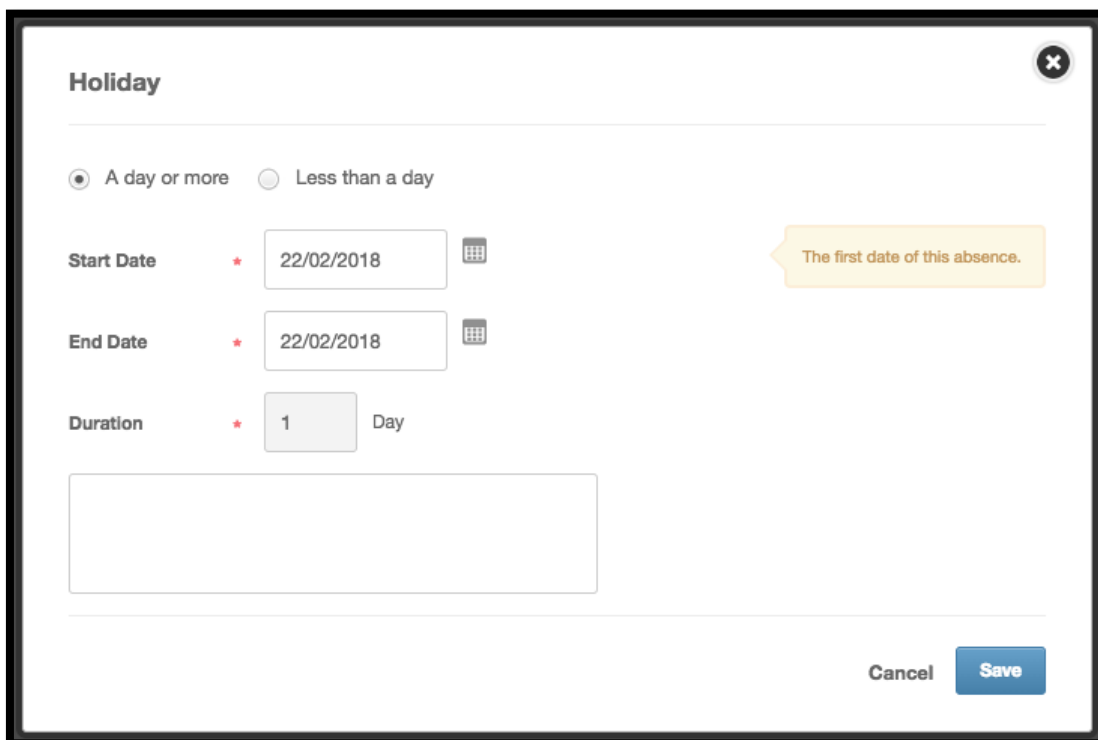
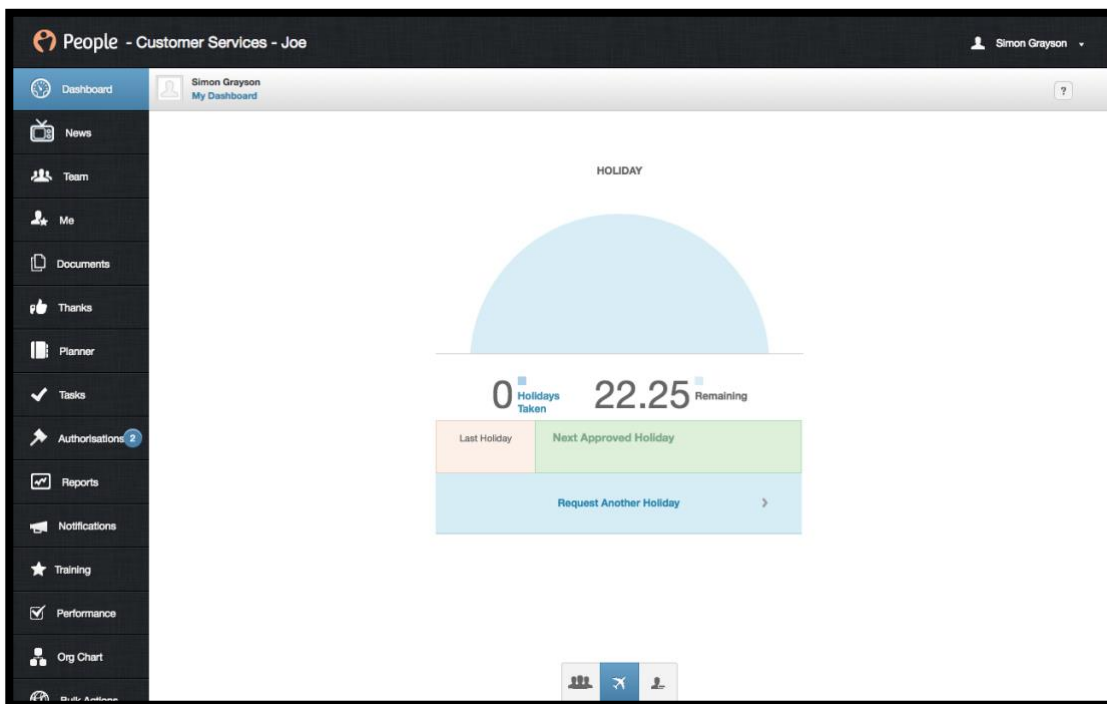
Dashboard

The first tab you will see on your is your Team tab. From your Team tab, you can see your reports and who is on holiday and/or off sick each day.

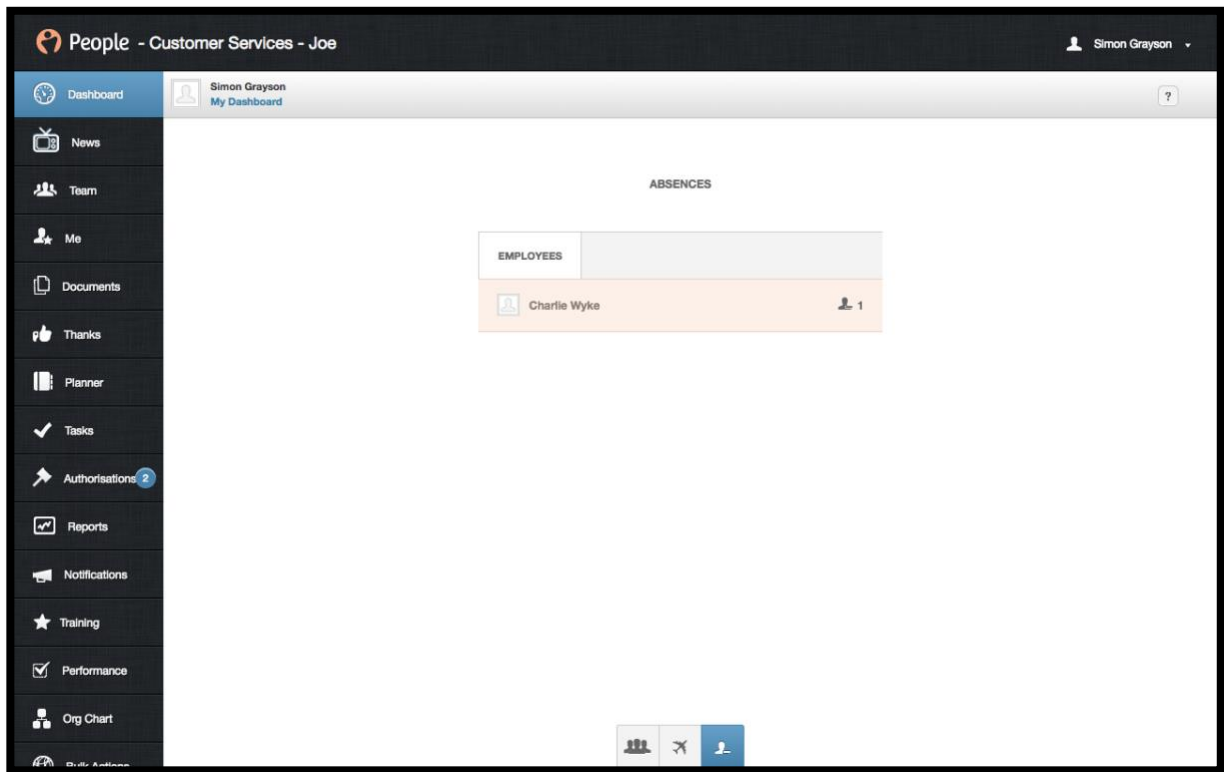


At the bottom of your dashboard, there are three buttons. Each one will open a different tab on your dashboard. From the second tab you are able to book annual leave. Click on the Request Another Holiday and it will allow you to book your requested days.

You can then select your required days, whether it's a day or more or less than a day and add any comments.



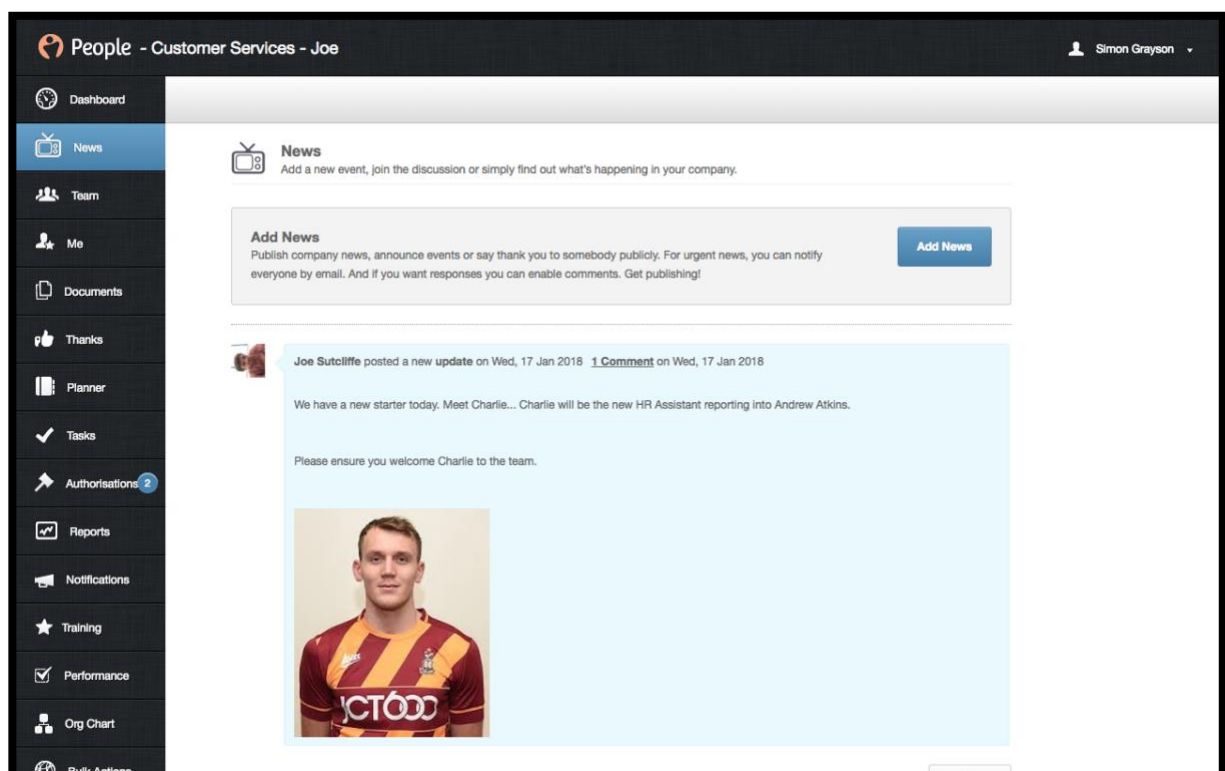
The final tab within your dashboard allows you to view the absences league table for your team. This will show the total number of days sickness for a rolling 12-month period for your employees.



News

Your system administrators may have enabled a news feed within the system. This will show any relevant news published to your department, location or company. You may receive an email when important news has been produced and you may be allowed to comment on the news.

You may have been granted an option to be able to add your own news to the system. From here, you can select the Add News button and submit your news.



Team

As a manager, you will have access to a team tab. By entering this tab, you can see all of your direct reports. If your direct reports also have employees reporting into them, you will have a quick filter in the top right-hand corner of your screen where you can include indirect reports.

People - Customer Services - Joe Simon Grayson

Team

Select an employee

Use the screen on the right to select the employee you want to work with. Alternatively, you can add a new employee, do a search or filter data. Use the screen on the right to select the employee you want to work with. You can shorten the list by applying a filter, or alternatively you can use the search function.

Employees

Below is a list of all accessible employees. You can rearrange the order of display by clicking on the column headers at the top.

Quick Filters - 1 Employee

- Direct Reports
- Include Indirect Reports

Name	Location	Department	Job Role	Length
C				
Charlie Wyke	Bradford	Stadium	Human Resources Assistant	1 Mo

<https://customerservicesjoe.peoplehr.net/Pages/LeftSegment/Employee.aspx#>

Team - Overview

If you click an employee, you can enter their record. From their record, you are able to view their own personal tabs. The first tab you can see is the Overview. This will show a few basic details of the employee.

The screenshot displays the 'People' application interface. The top navigation bar shows 'People - Customer Services - Joe' and the user 'Simon Grayson'. A left sidebar contains various navigation options: Dashboard, News, Team (selected), Me, Documents, Thanks, Planner, Tasks, Authorisations (2), Reports, Notifications, Training, Performance, and Org Chart. The main content area is titled 'Employees' and shows the profile for 'Charlie Wyke', a Human Resources Assistant. Key details include: Date Hired: Mon, 01 Jan 2018; Location: Bradford; Department: Stadium; Contracted Hours: 37.50 (FTE:1.00). Three summary cards are displayed: '1 Mo Length of Employment', '1 day Absences', and '2.75 days Holidays Remaining'. A bottom menu lists tabs: Overview (selected), Planner, Personal, Documents, Logbook, Skills, Thanks, and Performance.

Settings and TOIL

Underneath their data, you can also access the employee's individual holiday settings. Depending on your company rules, you may also need to add TOIL (Time Off in Lieu) within here.

Click the Add button next to their TOIL allowance and you can add the required Time Off in Lieu. You can also enter an expiry date and any comments.

The screenshot shows a form with the following fields and options:

- Annual Leave Allowance** / **Other Entitlements** (Tabs)
- Holiday Year**: March - February
- Measured In**: Days
- This Year**: 3.75
- Inc. Carried Over**: 0
- TOIL**: 0 (with an **Add** button)
- Next Year**: 25
- Entitlement Includes Public Holiday?**:
- Re-route authorisations to**: (Empty field)
- Auto approve holidays**:
- Exceed Allowance**:
- Use Virtual Clock**:
- Close** button at the bottom right.

Time Off In Lieu ✕

Balance

Add

Expiry Date

Comments
Supporting comments

Adding Annual and Other Leave

To book annual leave or other leave on behalf of the employee, click on the plus on the corresponding row and date. Annual leave can be booked for the employee as within your dashboard. To book other leave, you will need to select the relevant reason from the dropdown, enter the from and to dates and any comments. You can also add files into the second tab.

Other Event

Details Files (0)

Reason * The reason for this leave

Duration

From *

To * 21/02/2018

Total Duration 1 day

Comments

Cancel Save

Entering a Sickness

An employee is unable to enter/request their own sickness and lateness. Therefore, you may be required to input this on their behalf. To enter a sickness, enter the relevant row and date and click the plus. You will then enter the reason and the date of the sickness.

The screenshot shows a 'Sick Absence' form with a close button (X) in the top right corner. Below the title is a horizontal tab bar with five tabs: 'Details' (selected), 'Options', 'Return To Work', 'Comments', and 'Files (0)'. The 'Details' tab contains the following fields:

- Duration:** Three radio buttons: 'A Day or More' (selected), '1/2 Day', and '1/4 Day'.
- Reason:** A dropdown menu with 'Headache' selected. A yellow callout box points to the dropdown with the text 'The reason for this absence'.
- from:** A date input field with '20/02/2018' and a calendar icon.
- To:** A date input field with '20/02/2018' and a calendar icon.
- Total Duration:** A read-only field displaying '1 working day'.


At the bottom right of the form are two buttons: 'cancel' and 'Save'.

Upon the return of the employee, you may need to add information such as a Back to Work Interview or a Self-Certification (in the options). The employee may also need to fill in a return to work, in this case there is a section for yourself to fill out.

You can also add files in the final tab and you can also enter any information in the Comments tab. Please be aware that the employee can see these comments.

Late

You are also able to log lateness against the employee if required. By clicking on the plus in the relevant date, you can enter the lateness in hours and minutes and enter any comments.



The screenshot shows a modal window titled "Late" with a close button in the top right corner. The form contains the following fields:

- Date:** A date picker showing "19/02/2018".
- How Late:** A field with a red asterisk, split into two spinners. The first spinner shows "00" and the second shows "11".
- Comments:** A text area containing the text "Missed bus".

At the bottom right of the form, there are two buttons: "Cancel" and "Save".

Timesheets/Assignments

Finally, in their planner, you are able to record timesheets and/or assignments on their behalf. The timesheets option allows you to clock the employee in and out.

The screenshot shows a 'Timesheets' modal window. At the top, there are two tabs: 'Timesheet' (selected) and 'Assignment'. Below the tabs, the 'Date' is set to 'Sun, 18 Feb 2018'. There are two 'Time In' and 'Time Out' pairs. The first pair shows 'Time In' at 09:00 and 'Time Out' at 12:00. The second pair shows 'Time In' at 13:00 and 'Time Out' at 17:00. Below these is an 'Add More' button. At the bottom, there is a 'Total Time' section with three boxes: 'Today' (7 Hrs 0 Mins), 'This Week' (7 Hrs 0 Mins), and 'This Month' (7 Hrs 0 Mins). A 'Comments' text area is located below the total time. At the bottom right, there are 'Cancel' and 'Save' buttons.

Whereas with an assignment you can log times against particular projects, tasks and details.

Assignment ✕

Project	Task	Detail
Overtime	Additional Work	Normal

Start Date *	17/02/2018	End Date *	17/02/2018
--------------	------------	------------	------------

Start Time	09	00	End Time	12	00
------------	----	----	----------	----	----

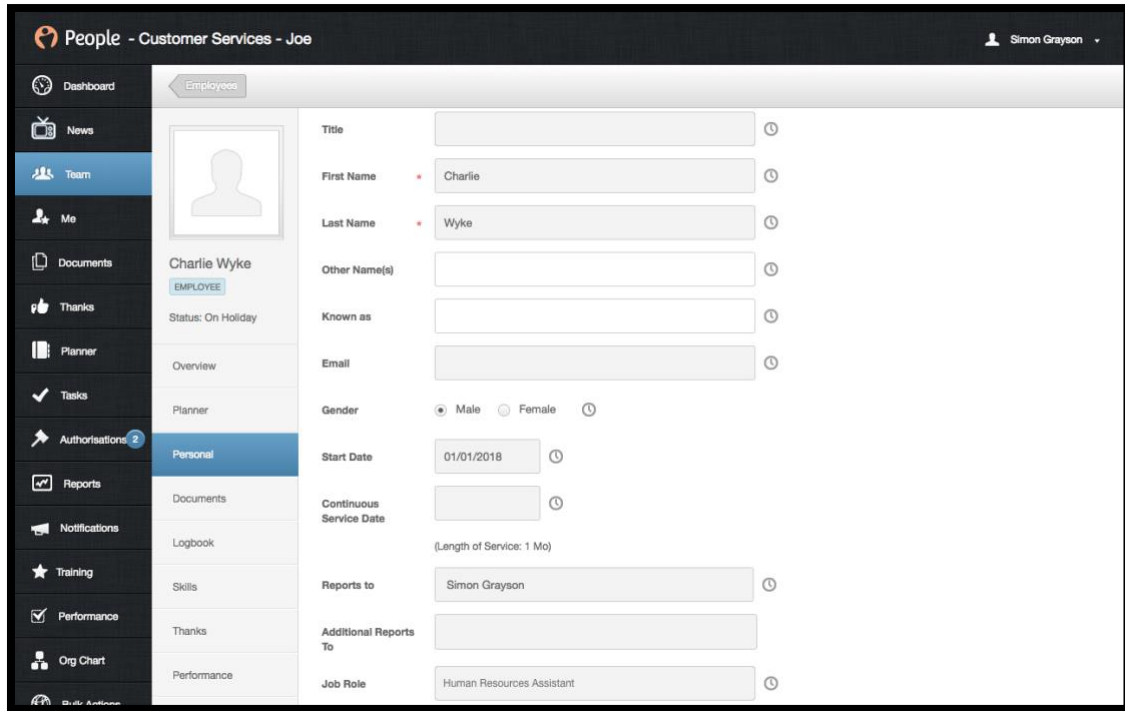
Total Hours	3:00	Quantity	0.00
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Notes

Cancel Save

Team – Personal

In the employee's personal tab, you can view their personal and job details. You are unable to amend this detail, you can view their information.



Team - Documents

Manager Walkthrough

Within their record, the employee will have a documents tab. You may be able to see certain documents from here if you have been granted access. You may also, in certain circumstances, be able to add documents in here.

The screenshot shows the 'People - Customer Services - Joe' interface. The left sidebar contains navigation options: Dashboard, News, Team, Me, Documents, Thanks, Planner, Tasks, Authorisations (2), Reports, Notifications, Training, Performance, and Org Chart. The main content area is titled 'Employees' and displays the profile for Charlie Wyke (EMPLOYEE). The profile includes a status of 'On Holiday' and a list of tabs: Overview, Planner, Personal (selected), Documents, Logbook, Skills, Thanks, and Performance. The 'Personal' tab shows the following details:

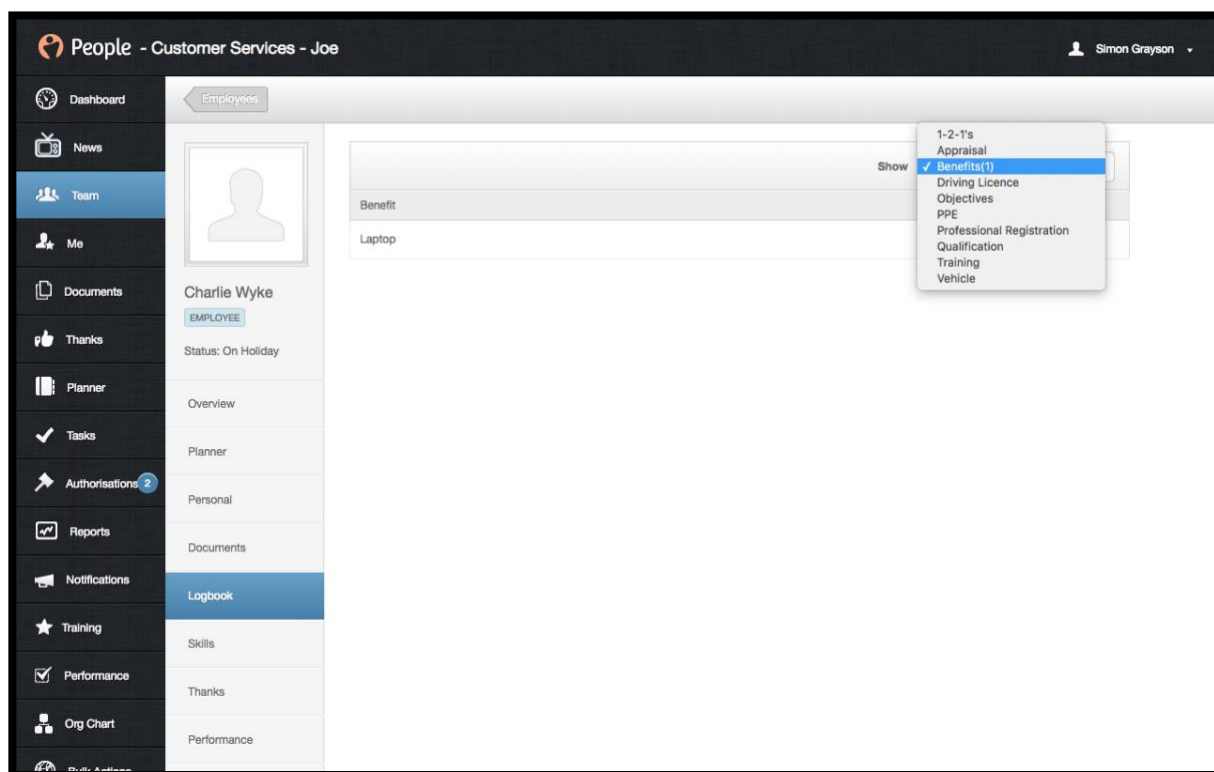
- Service User: (Length of Service: 1 Mo)
- Reports to: Simon Grayson
- Additional Reports To: (empty)
- Job Role: Human Resources Assistant
- Salary: £20,000, Effective from: Mon, 01 Jan 2018, Reason for Change: Starting Salary
- Daily Cost of Absence: 76.63
- Company: Customer Services Joe
- Location: Bradford
- Department: Stadium
- Employee ID: PW27
- Nationality: (empty)
- Employment Type: (empty)

The screenshot shows the 'People - Customer Services - Joe' interface. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Employees' and displays the profile for Charlie Wyke (EMPLOYEE). The profile includes a status of 'On Holiday' and a list of tabs: Overview, Planner, Personal, Documents (selected), Logbook, Skills, Thanks, and Performance. The 'Documents' tab shows a search bar and a table of documents:

Document Name	Category	Added On	Signature Required	Status
Salary Review Letter.pdf	Salary	Thu, 22 Feb 2018	No	

Team – Logbook

Under the Logbook tab, your HR team may wish to use this tab to store additional information against their record. Under the dropdown in the top right-hand corner, you may see several logbooks.



Some of these logbooks you may be able to fill out yourself, whereas others may only be available for your HR team to record the detail. Your employee also may be able to fill out some of their own logbooks.

If you see a Plus in the top left-hand corner of the logbook screens, you are able to add that type of logbook. You can then add the information required in the logbook and hit Save to record the data.


Driving Licence

Add or edit the details of this driving licence

Info Files (0)

Licence Number *

Licence Type

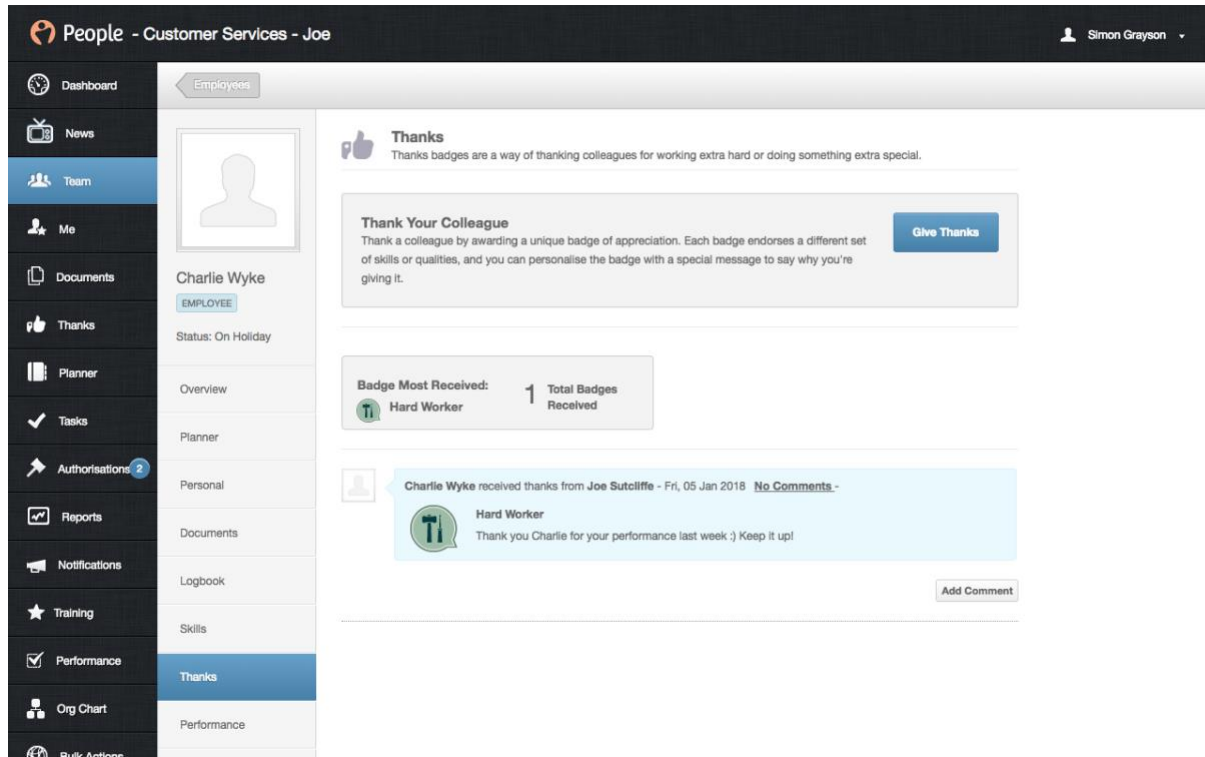
Expiry Date 

Comments

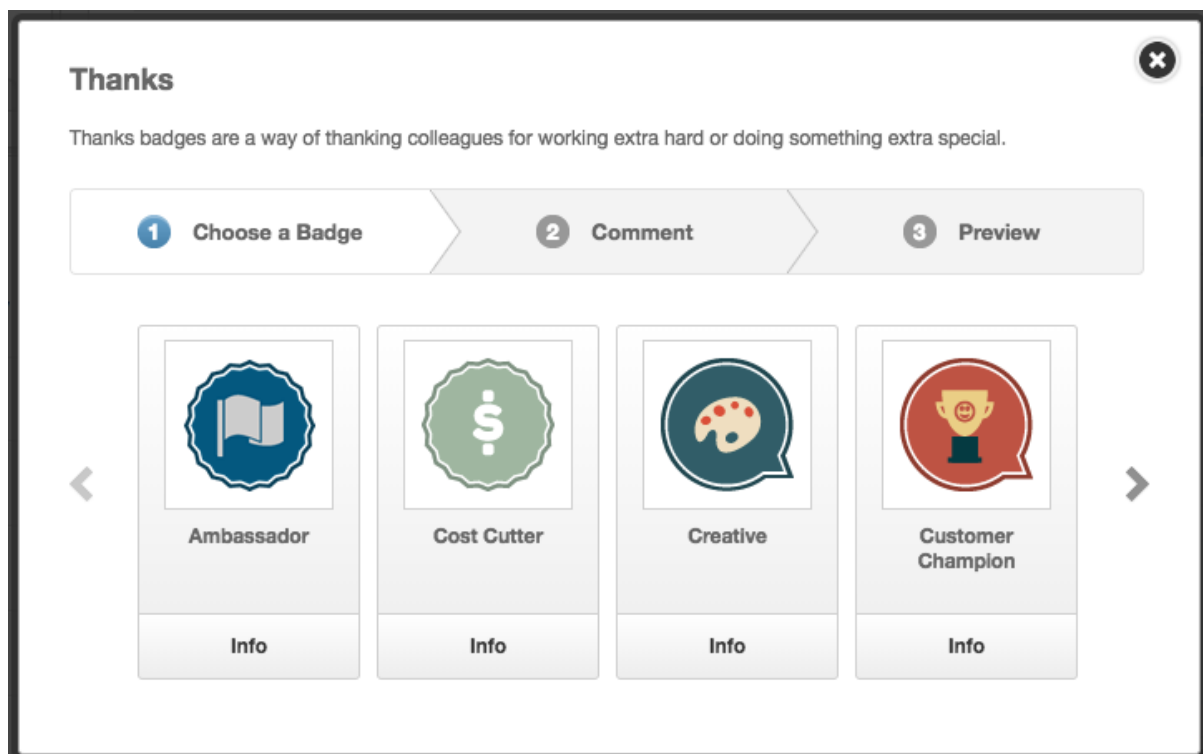
Cancel Save

Team – Skills and Thanks

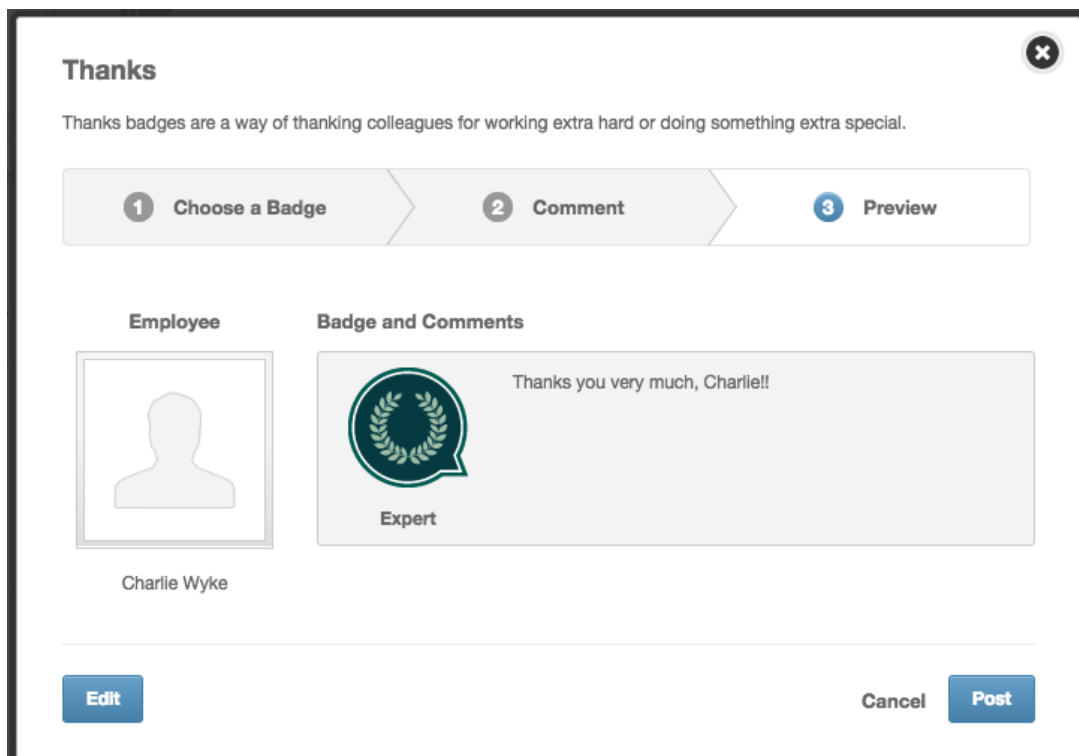
The Thanks tab can be used to show appreciation towards your employee in the form of a thanks badge.



By pressing the Give Thanks option, you are able to select the appropriate badge you wish to grant.



Once you select the badge, enter some comments and then you can preview it and post it to their wall.



Each thanks badge will link to a particular set of skills. From the Skills tab, you are able to view which Skill points you have received.

The screenshot displays the 'People' software interface. The top navigation bar shows 'People - Customer Services - Joe' and the user 'Simon Grayson'. The left sidebar contains various navigation options: Dashboard, News, Team, Me, Documents, Thanks, Planner, Tasks, Authorisations (2), Reports, Notifications, Training, Performance, Org Chart, and Bulk Actions. The main content area is titled 'Employees' and features a profile for 'Charlie Wyke' (EMPLOYEE) with a status of 'On Holiday'. A 'Skills Earned' section is highlighted, showing a table of skills earned by Charlie Wyke. The table has columns for 'Personal Skills', 'This Month', '6 Months', '12 Months', and 'All Time'. The skills listed are 'Adaptability', 'Determination', and 'Passion', each with a star icon and a count of '(1)' in the '6 Months' and 'All Time' columns.

Skills Earned

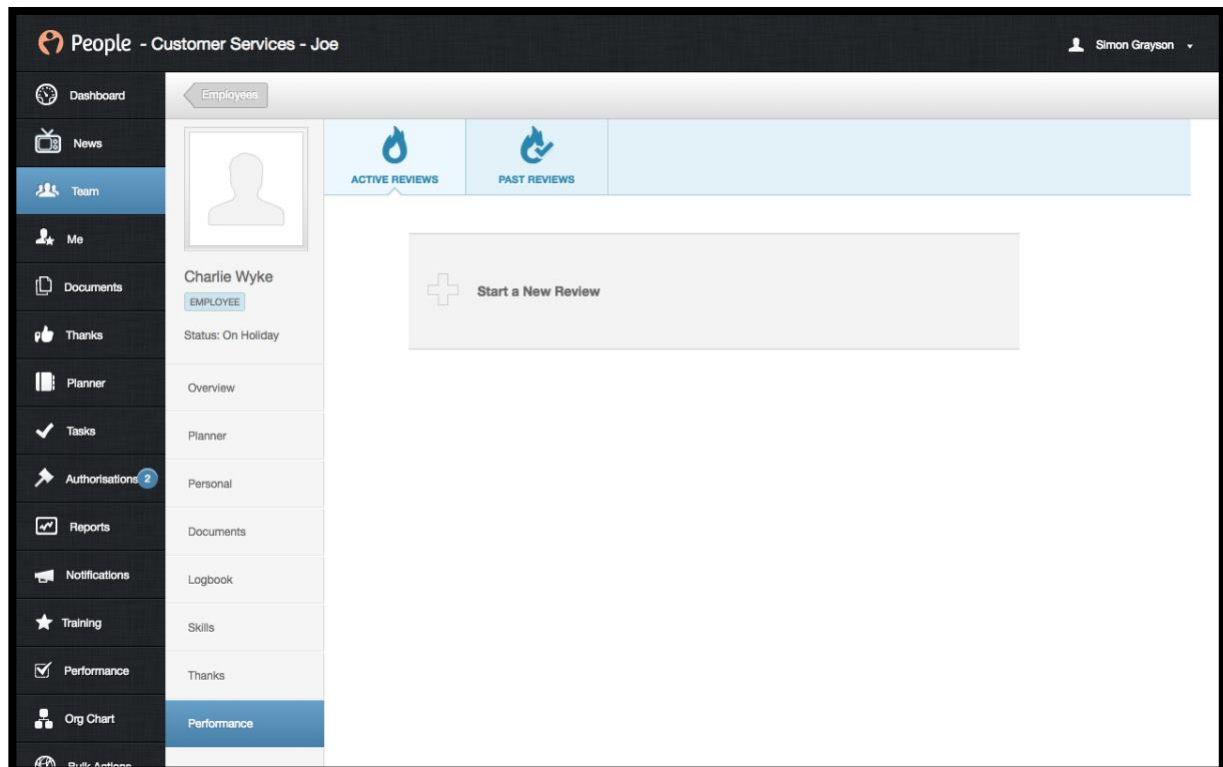
Each badge endorses the recipient with one or more skills. Here you can see useful statistics on the types of skills earned.

Personal Skills	This Month	6 Months	12 Months	All Time
Adaptability		★ (1)		★ (1)
Determination		★ (1)		★ (1)
Passion		★ (1)		★ (1)

Team – Performance

Your company may have a performance module. From here you can undertake performance reviews your employee.

Clicking to Start a new review will launch your company performance review on behalf of your employee. You are also able to view past performance reviews in this tab.



Me

From your Me tab you can access your own record. You can view your personal information, book holidays and amend your contact information.

Me – Planner

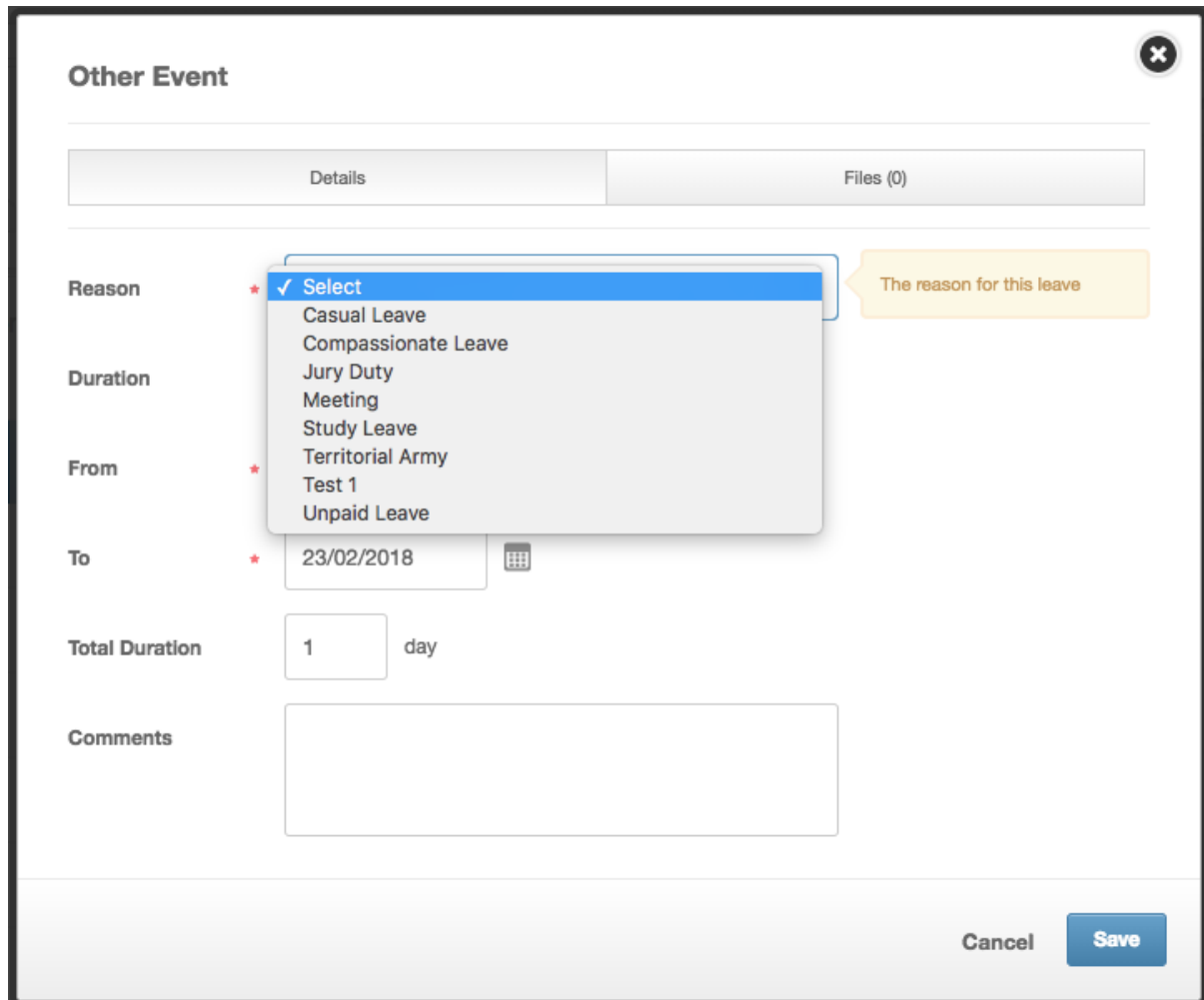
The screenshot shows the 'Me - Planner' interface. The top navigation bar includes 'People - Customer Services - Joe' and the user's name 'Simon Grayson'. The left sidebar contains navigation options: Dashboard, News, Team, Me (selected), Documents, Thanks, Planner, Tasks, Authorisations (2), Reports, Notifications, Training, Performance, and Org Chart. The main content area displays the user's profile 'Simon Grayson (MANAGER)' and the 'Planner' section. The Planner section includes a summary of Sickness (0% sick, 9 working days), Holidays (Days) (0 booked, 22.25 remaining), and Bradford Factor (0 Points). Below this is a Sick Days Heat Map for the month of January 2018, showing a grid of days with icons for various events like holidays and sickness.

Within your Planner, you can view your attendance information. You will be able to see your sickness percentage, annual leave entitlement, Bradford Factor score and Sick Days Heat Map.

You are also able to book holidays and other events and view sickness and lateness.

Booking Annual and Other Leave

To book annual leave or other leave, click on the plus on the corresponding row and date. Annual leave can be booked as within your dashboard. To book other leave, you will need to select the relevant reason from the dropdown, enter the from and to dates and any comments. You can also add files into the second tab.



The screenshot shows a web form titled "Other Event" with a close button in the top right corner. The form is divided into two tabs: "Details" (active) and "Files (0)". The form fields are as follows:

- Reason:** A dropdown menu is open, showing options: "Select" (highlighted), "Casual Leave", "Compassionate Leave", "Jury Duty", "Meeting", "Study Leave", "Territorial Army", "Test 1", and "Unpaid Leave". A yellow callout box points to this dropdown with the text "The reason for this leave".
- Duration:** A text input field.
- From:** A text input field with a red asterisk.
- To:** A text input field with a red asterisk, containing the date "23/02/2018" and a calendar icon.
- Total Duration:** A text input field containing "1" followed by the text "day".
- Comments:** A large text area.

At the bottom right of the form, there are two buttons: "Cancel" and "Save".

Filling a Return to Work

As part of your company's sickness policy, you may need to fill in return to work forms as part of your absence. If you click into the existing spell of sickness, within the Return to Work form you are able to answer the necessary questions as part of your return to work.

You are also able to view any other information, recorded by your manager or system administrator, from your absence entered into the other tabs.

The screenshot shows a web interface for a 'Sick Absence' form. At the top, there is a title 'Sick Absence' and a close button (X). Below the title is a horizontal navigation bar with five tabs: 'Details', 'Options', 'Return To Work', 'Comments', and 'Files (0)'. The 'Return To Work' tab is currently selected. Below the tabs, there is a section titled 'Doctor Consulted' with a checkbox that is currently unchecked. To the left of a large text input field, the text reads: 'If you did not visit a doctor please state why not'. Below the input field, there are three checkboxes with corresponding text: 1. 'Was your sickness caused by an accident at work or an industrial disease?' (unchecked). 2. 'In the event of vomiting/diarrhea please tick to confirm that you have been symptom free for a min of 48 hours.' (unchecked). 3. 'I declare that the information I have given on this form is true and I confirm I am now fit to resume work.' (checked). At the bottom, there is a 'Date' label followed by a text input field containing '05/01/2018' and a calendar icon.

Timesheets/Assignments

Within your planner you can also log timesheets and assignments. Depending what guidelines your HR team advise, these could be used to log your time in and out of work or any assignments you may have worked on.

The screenshot shows a web form titled "Timesheets" with a close button in the top right corner. The form has two tabs: "Timesheet" (selected) and "Assignment". Below the tabs, there is a "Date" field with the value "Sat, 06 Jan 2018". The "Time In" field is set to "09:00" and the "Time Out" field is set to "12:00". There is an "Add More" button below the time fields. The "Total Time" section shows three buttons: "Today" (3 Hrs 0 Mins), "This Week" (3 Hrs 0 Mins), and "This Month" (3 Hrs 0 Mins). The "Comments" field contains the text "Overtime". At the bottom right, there are "Cancel" and "Save" buttons.

Me - Personal

On your Personal tab you can view your job information, your salary and if your system administrators permit you, you can also upload your own photo.

People - Customer Services - Joe Simon Grayson

Simon Grayson
MANAGER

Personal

Documents 1

Logbook

Contacts

Skills

Thanks

Performance

Title

First Name Simon

Last Name Grayson

Other Name(s)

Known as

Email joesutcliffemanager@gmail.com

Gender Male Female

Date of Birth 16/12/1969 (Age: 48)

Start Date 11/02/2018

Continuous Service Date (Length of Service: < 1 Mo)

Reports to Andrew Atkins

People - Customer Services - Joe Simon Grayson

Simon Grayson
MANAGER

Personal

Documents 1

Logbook

Contacts

Skills

Thanks

Performance

Reports to Andrew Atkins

Additional Reports To

Job Role Human Resources Assistant

Salary	Effective from	Reason for Change
£25,000	Sun, 11 Feb 2018	Starting Salary

Daily Cost of Absence: 96.15

Company Customer Services Joe

Location Bradford

Department Stadium

Employee ID PW31

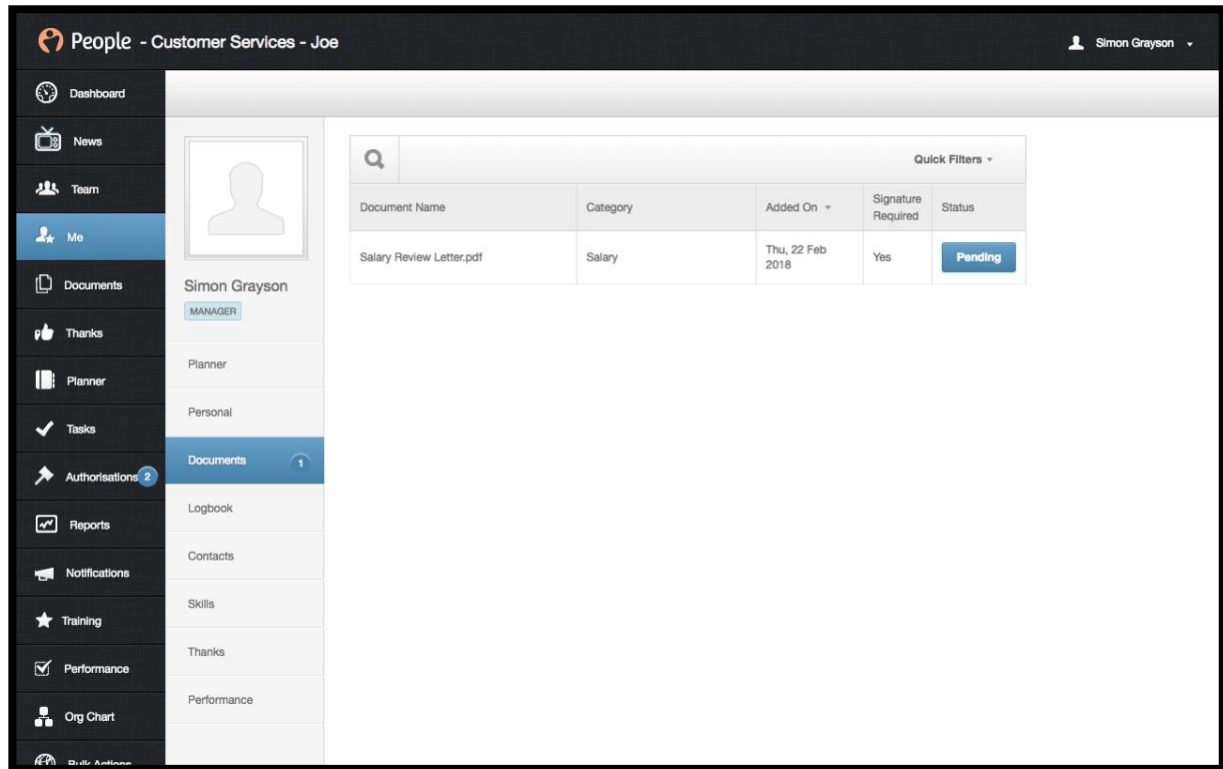
NI Number/SSN

Nationality

Employment Type

Me - Documents

The Documents tab in your record allows you to view your own personal documents.



You may also be asked to sign certain documents within your documents tab. If you see that a signature is required, you are able to click the pending and electronically sign documents.

Salary Review Letter.pdf IP 137.221.142.95
Thu, 22 Feb 2018 10:32 ✕

By signing this document you are declaring that you have read and understood the contents contained within.

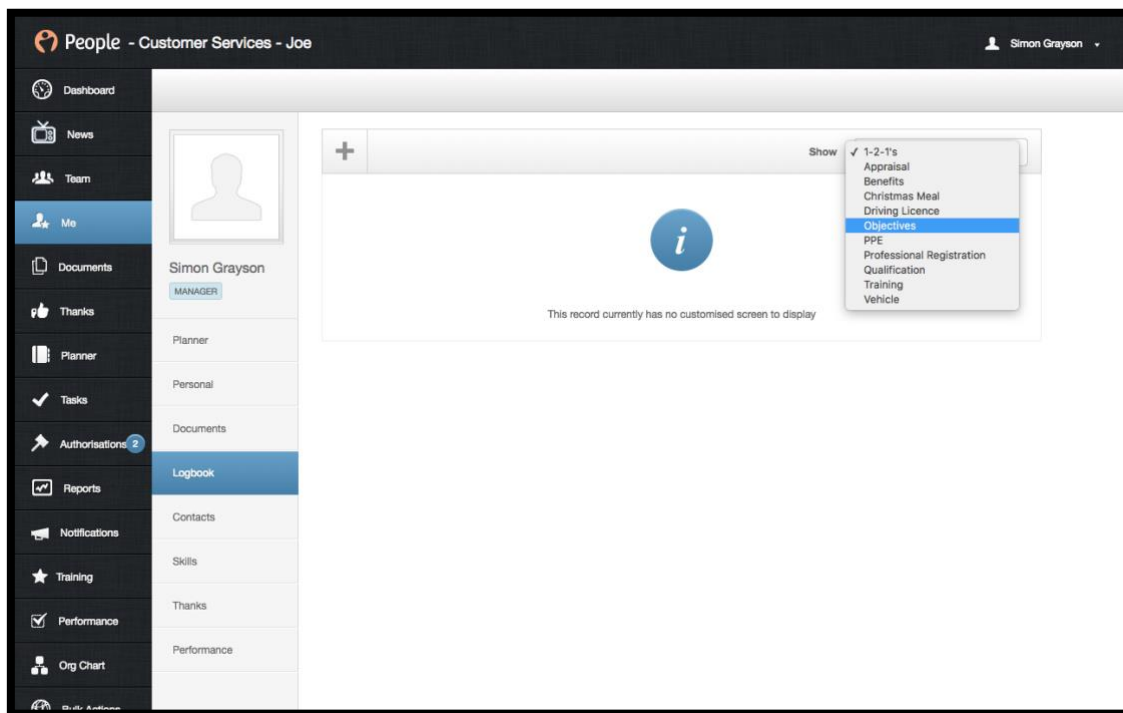
Simon Grayson

Simon Grayson

Cancel Sign

Me - Logbook

Under the Logbook tab, your HR team may wish to use this tab to store additional information against your record. Under the dropdown in the top right-hand corner, you may see several logbooks.



Some of these logbooks you may be able to fill out yourself, whereas others may only be available for your HR team to record the detail.

If you see a Plus in the top left-hand corner of the logbook screens, you are able to add that type of logbook. You can then add the information required in the logbook and hit Save to record the data.

A screenshot of the 'Qualification' logbook form. The form title is 'Qualification' with a sub-header 'Add or edit the details of this qualification'. The form is divided into two sections: 'Info' and 'Files (0)'. The 'Info' section contains the following fields: 'Qualification' (with a red asterisk and a yellow tooltip that says 'Enter the name of this qualification'), 'Subject', 'Date Passed' (with a calendar icon), 'Expiry Date' (with a calendar icon), and 'Comments' (a large text area). At the bottom right of the form are 'Cancel' and 'Save' buttons.

Me - Contacts

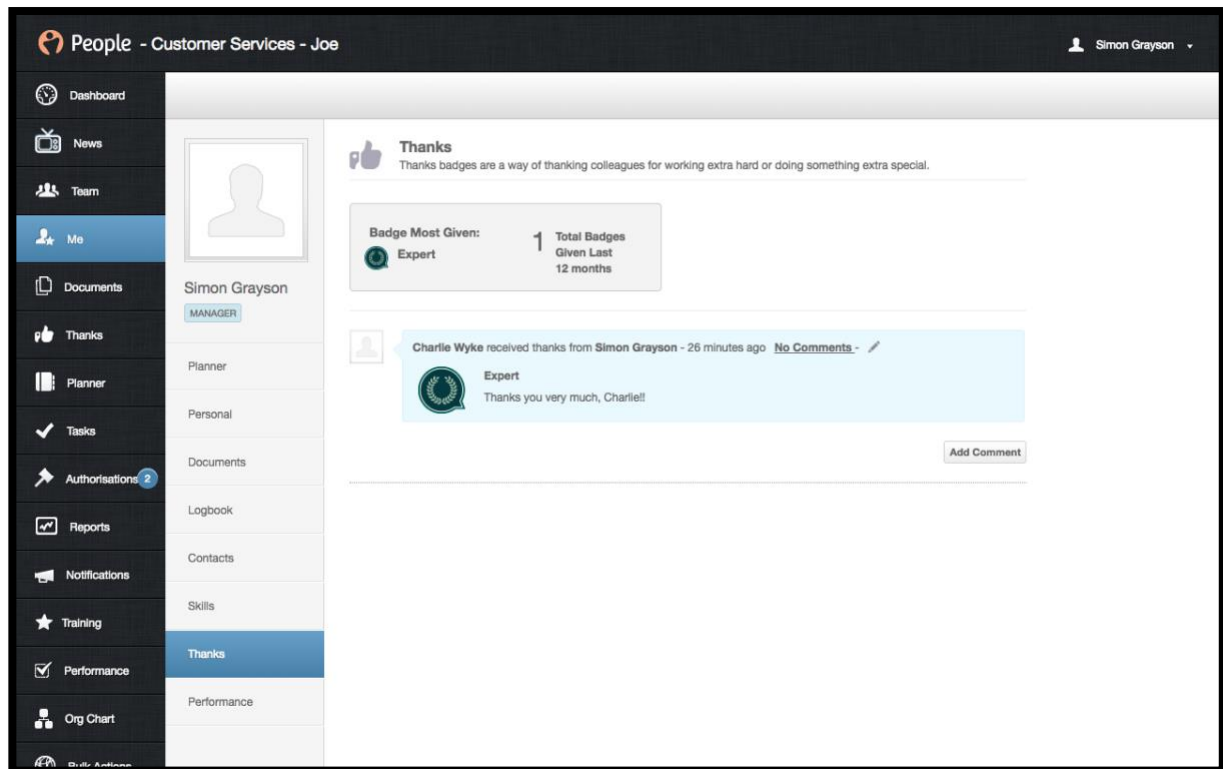
In your contacts tab, you are able to maintain and update your personal contact information and if required by your HR team your bank details too.

The screenshot shows the 'Me - Contacts' page in the People system. The left sidebar contains navigation options: Dashboard, News, Team, Me (selected), Documents, Thanks, Planner, Tasks, Authorisations (2), Reports, Notifications, Training, Performance, and Org Chart. The main content area displays the user's profile 'Simon Grayson' with a 'MANAGER' role. Below the profile is a list of tabs: Planner, Personal, Documents, Logbook, Contacts (selected), Skills, Thanks, and Performance. The 'Contacts' tab is active, showing a form with the following fields: Postcode (with a 'Find Address' button), Address (pre-filled with 'Valley Parade, Bradford, Yorkshire, BD8 7DZ'), Work Phone, Mobile, Personal Phone, Personal Email, Bank Details (with sub-fields for Bank Name, Bank Code, Account Number, and Other Account).

The screenshot shows the 'Me - Contacts' page in the People system, focusing on the bottom section of the form. The left sidebar and main content area are identical to the previous screenshot. The 'Contacts' tab is active, showing the following fields: Mobile, Personal Phone, Personal Email, Bank Details (with sub-fields for Bank Name, Bank Code, Account Number, Other Account Information, Account Name, and Address), and Emergency Contacts (with an 'Add New' button).

Me – Skills and Thanks

Your company may have enabled Thanks functionality within the system. This is a way of giving or receiving acknowledgment in the means of thanks badges. From your thanks tab, you may view what Thanks badges you have received or granted.



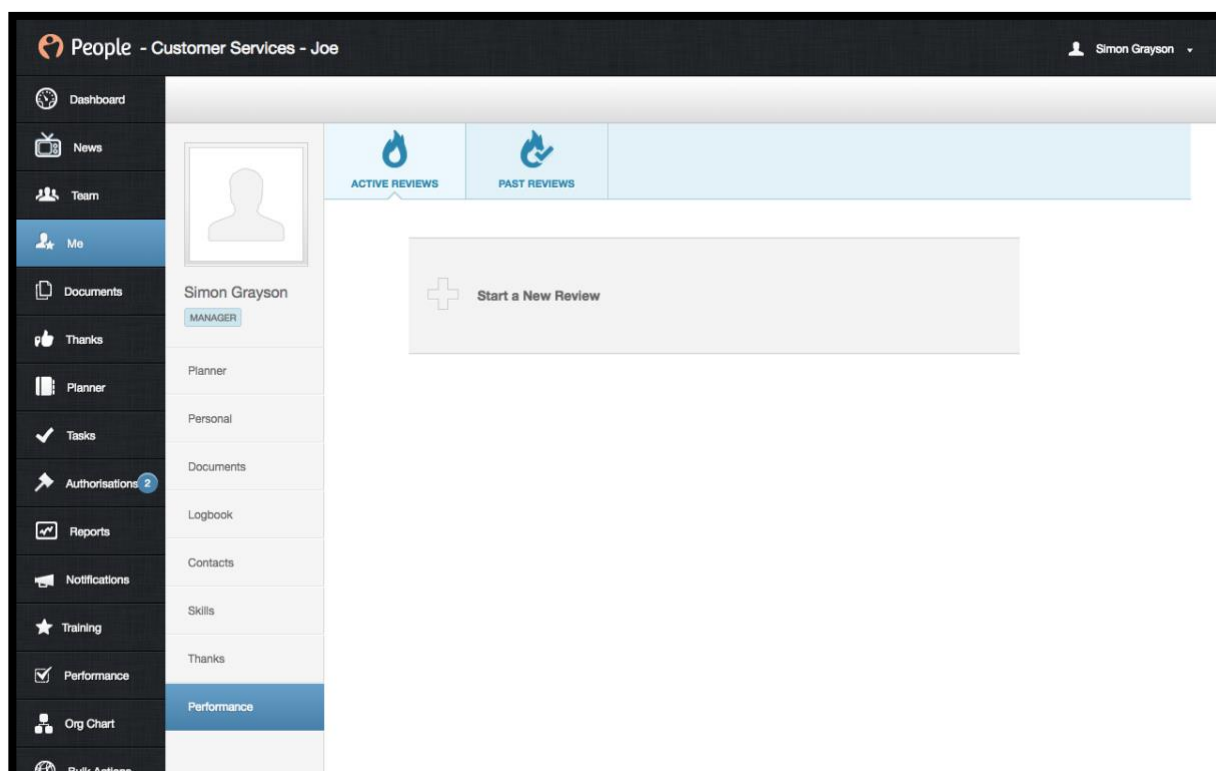
Any thanks badges you have received will link to a particular set of skills in the system. From the Skills tab, you are able to view which Skill points you have received.

The screenshot displays the 'People' application interface for a manager named Simon Grayson. The top navigation bar shows 'People - Customer Services - Joe' on the left and 'Simon Grayson' on the right. A dark sidebar on the left contains various navigation options: Dashboard, News, Team, Me (highlighted), Documents, Thanks, Planner, Tasks, Authorisations (with a '2' notification), Reports, Notifications, Training, Performance, and Org Chart. The main content area is titled 'Skills Earned' and includes a sub-header: 'Each badge endorses the recipient with one or more skills. Here you can see useful statistics on the types of skills earned.' Below this, there are two tabs: 'Personal Skills' and 'Team Skills'. The 'Personal Skills' tab is active, showing a large light blue box with a question mark icon and the text: 'Personal Skills' and 'Different badges endorse different skills. Personal skills will display here once a badge is awarded.' A vertical menu on the left side of the main content area lists: Simon Grayson (MANAGER), Planner, Personal, Documents, Logbook, Contacts, Skills (highlighted), Thanks, and Performance.

Performance

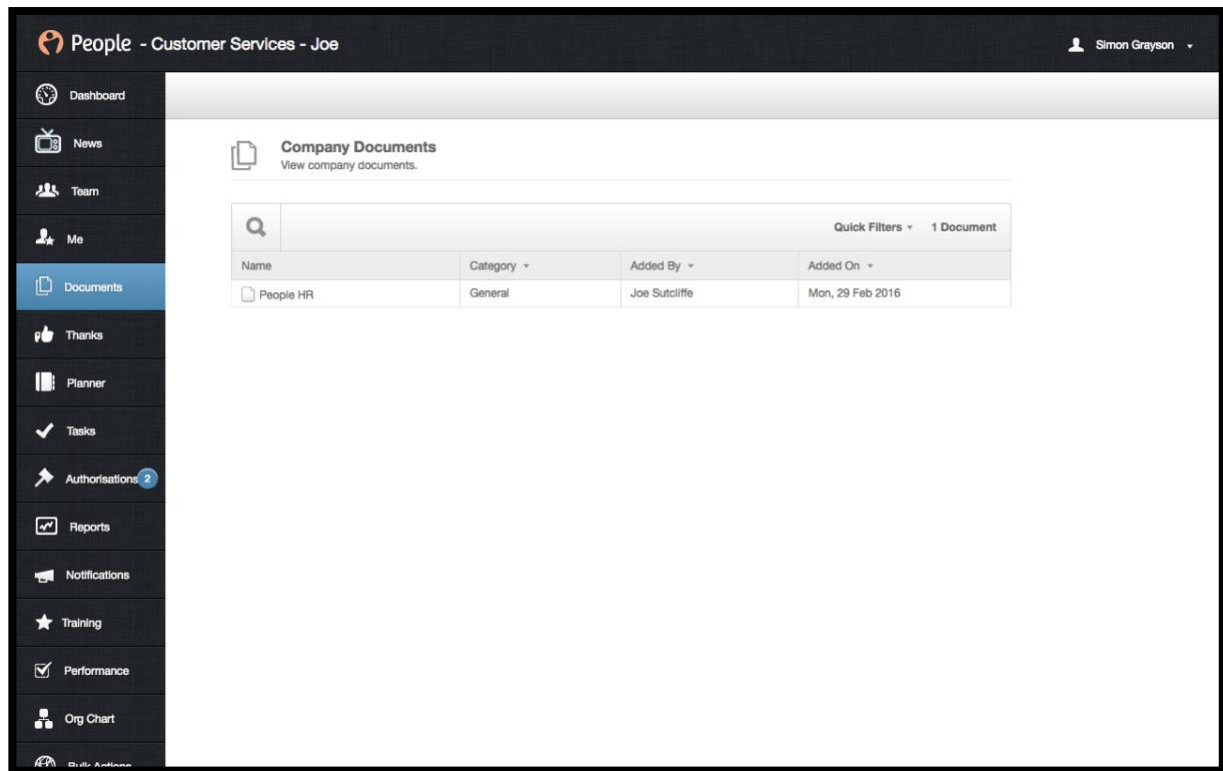
Your company may have a performance module. From here you can undertake performance reviews and submit feedback to your managers.

Clicking to Start a new review will launch your company performance review. You are also able to view past performance reviews in this tab.



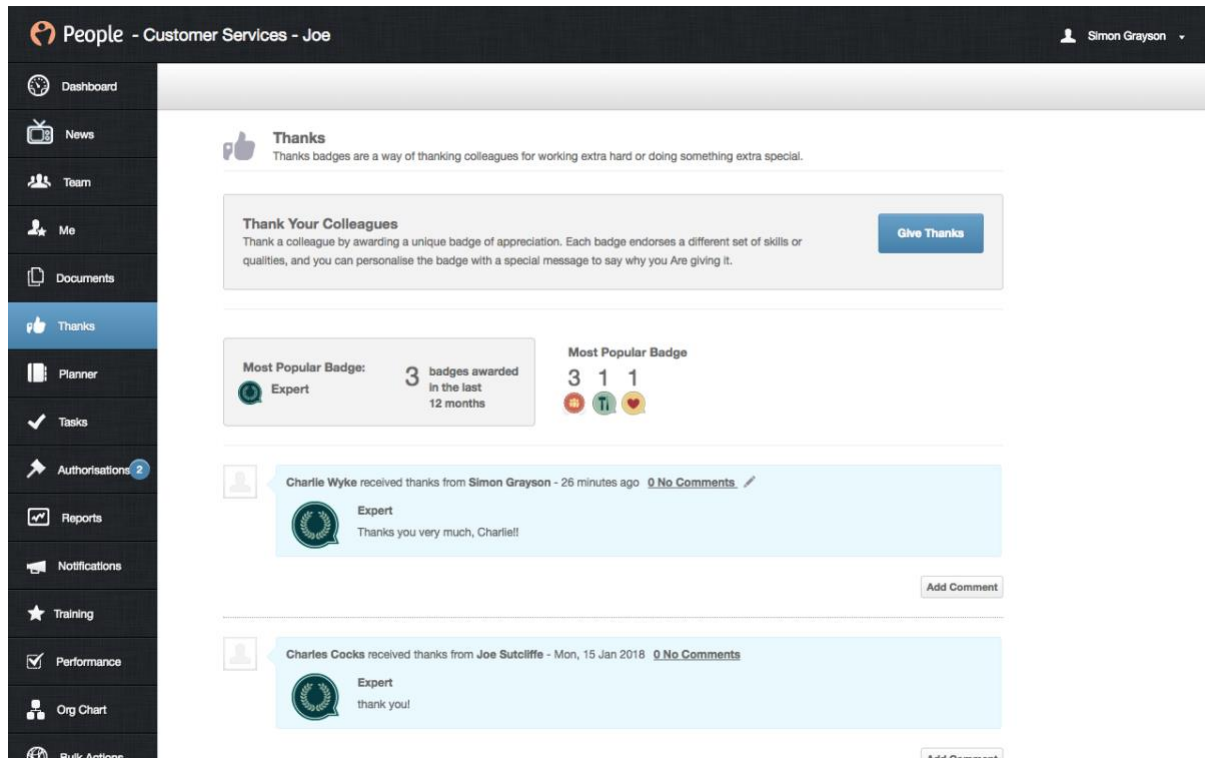
Company Documents

Coming out of your record, your HR may wish to store your company documents in the Documents tab. They may also add links into here you may need to access. You can download and view documents from your system or through the PeopleHR App.



Thanks

If your company opts to use the Thanks functionality, you are able to thank your colleagues outside of your team from the Thanks tab. You can also view all Thanks badges that have been across your system to your colleagues.



To Thank one of your colleagues, press the Give Thanks button. You can then select a badge, give comments and select which employee(s) deserve(s) this Thanks.

Planner

You will also be able to see a planner. This will show Holidays, Sickness and Other Leave within your team. You are able to select which employees you wish to view and you can also use this to book your own holidays around those dates.

The planner may work in the form of a heat map. This will explain why different days are showing in different colours. The key to which is explained here:

Red - Over 10%

Yellow - Over 5%

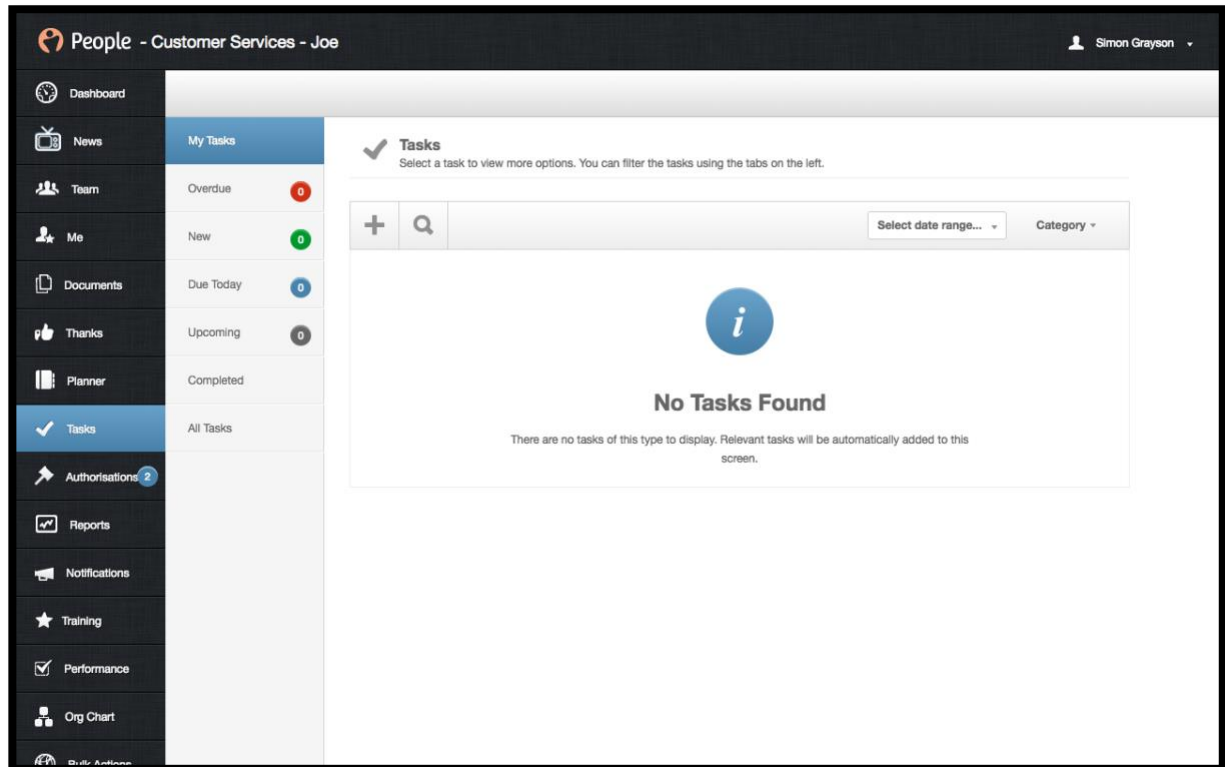
Green - Over 3%

Blue - Over 1%

White - no transactions

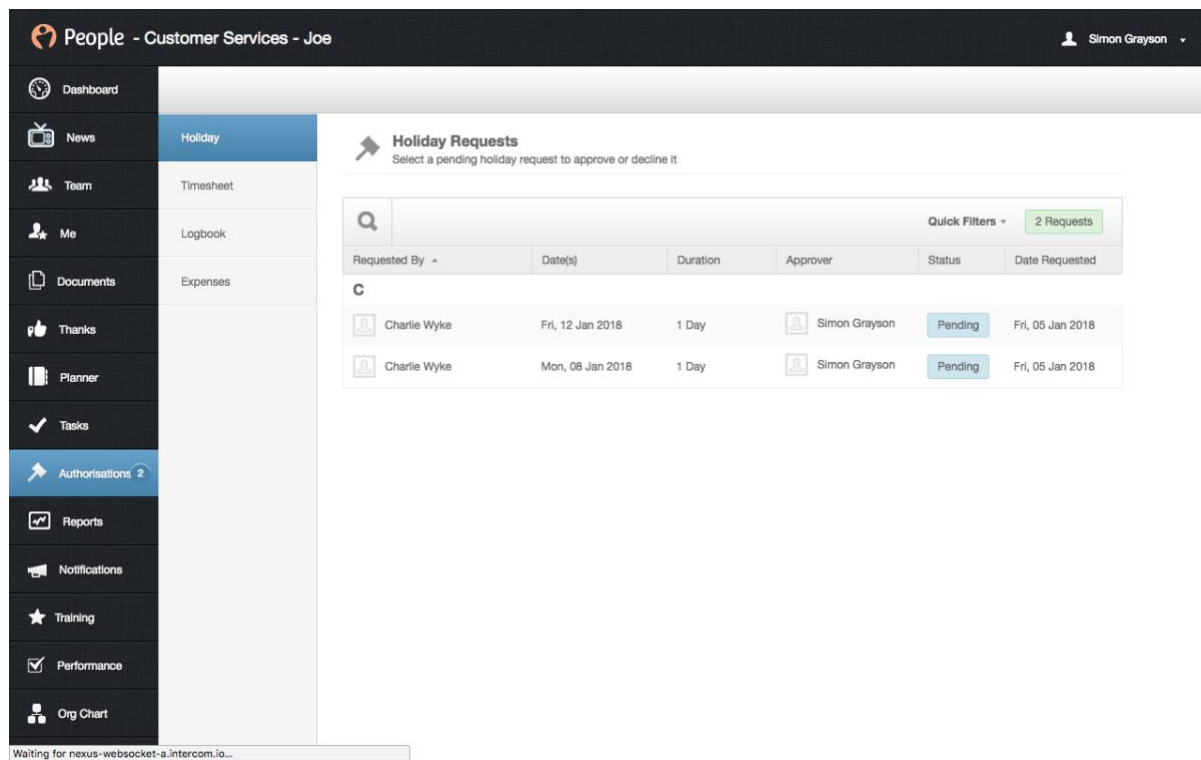
Tasks

Within People you have your own personal Tasks section where you can view and send tasks. You can assign new tasks to your colleagues by pressing the plus and click into any task to view them.



Authorisations

From the Authorisations tab, you are able to see any pending requests that you may need to decide upon. These could be in the form of holidays/other events, timesheets, logbooks and expenses. Using the Quick Filters option you can also view any decided requests and your own requests and whether they have been approved or declined or are still pending.

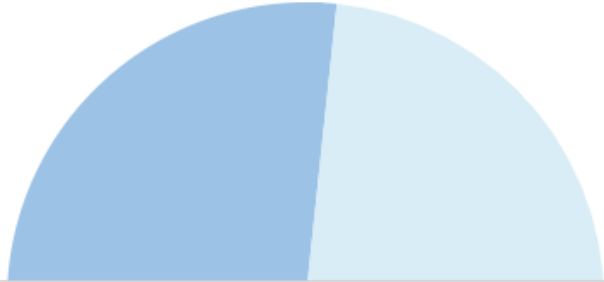


The screenshot shows the 'People - Customer Services - Joe' interface. The left sidebar contains navigation options: Dashboard, News, Team, Me, Documents, Thanks, Planner, Tasks, Authorisations (2), Reports, Notifications, Training, Performance, and Org Chart. The 'Authorisations' tab is selected, showing a sub-menu with 'Holiday', 'Timesheet', 'Logbook', and 'Expenses'. The main content area displays 'Holiday Requests' with a search bar and a 'Quick Filters' button showing '2 Requests'. Below this is a table of pending requests:

Requested By	Date(s)	Duration	Approver	Status	Date Requested
Charlie Wyke	Fri, 12 Jan 2018	1 Day	Simon Grayson	Pending	Fri, 05 Jan 2018
Charlie Wyke	Mon, 08 Jan 2018	1 Day	Simon Grayson	Pending	Fri, 05 Jan 2018

To approve a request in the system, select the Pending request and it will open a new window. You can view the information of the request and if it is a holiday or other leave request, you can view who else is on leave in your team around that time.

Holiday Request Insights Pending ✕



Requested by
Charlie Wyke
Family Wedding

2 Holidays Taken **1.5** Remaining

Last Holiday Fri, 12 Jan 2018	This Request Fri, 12 Jan 2018 (1 Day)
----------------------------------	---

Also on leave

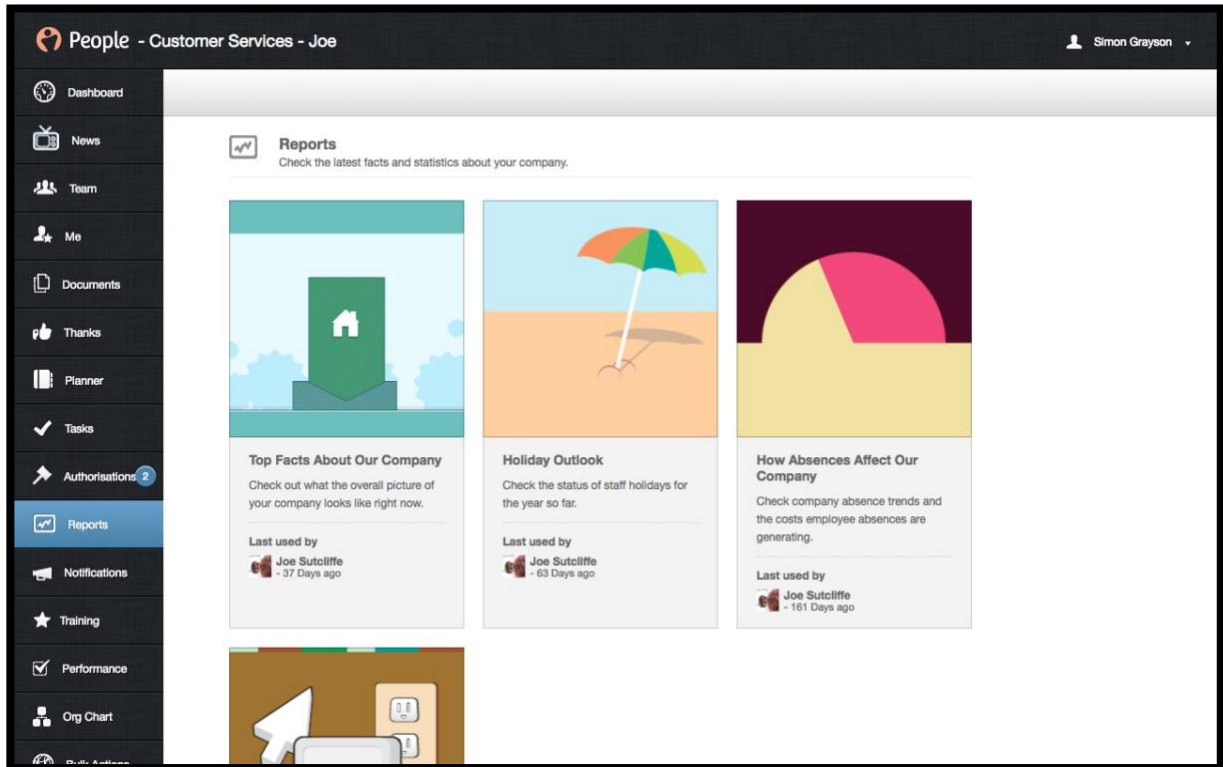
Charlie Wyke	Mon, 08 Jan 2018 (1 Day)
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Comments

Declined Approved

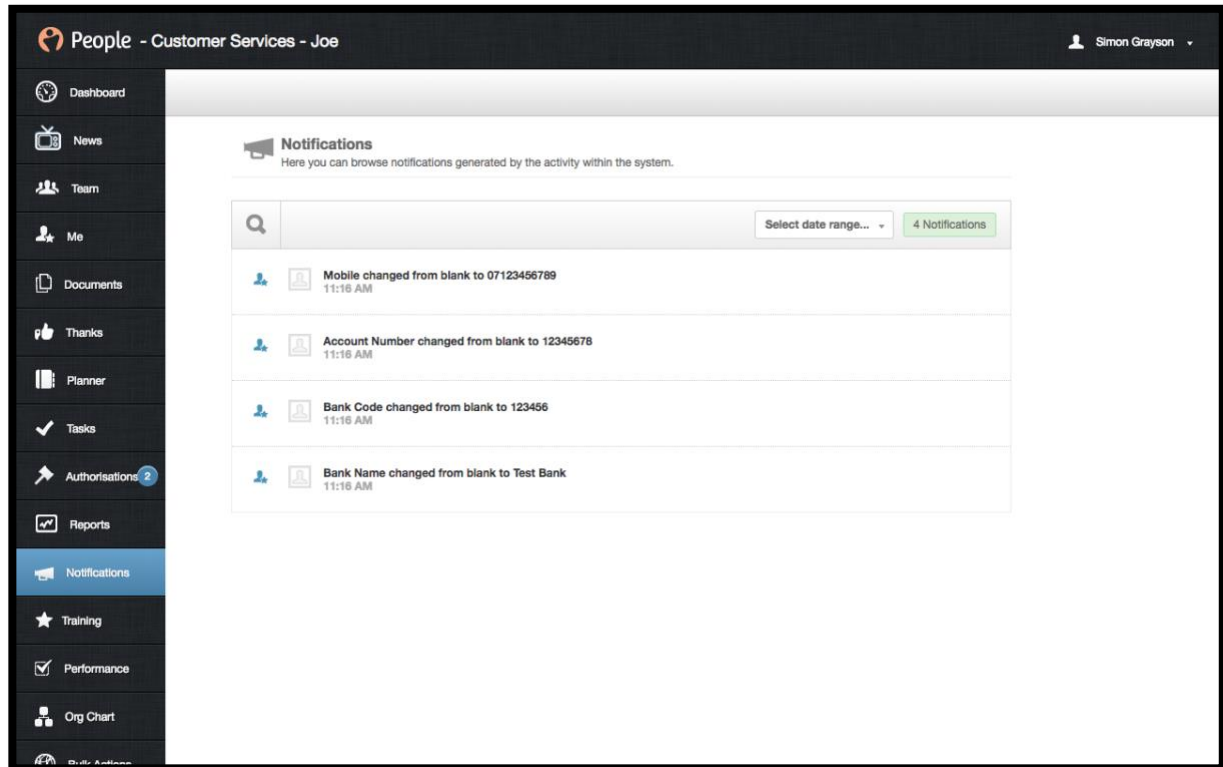
Reports

You will have access to some reports. You are able to run these reports to view some information for your team. Simply click the relevant report to run it.



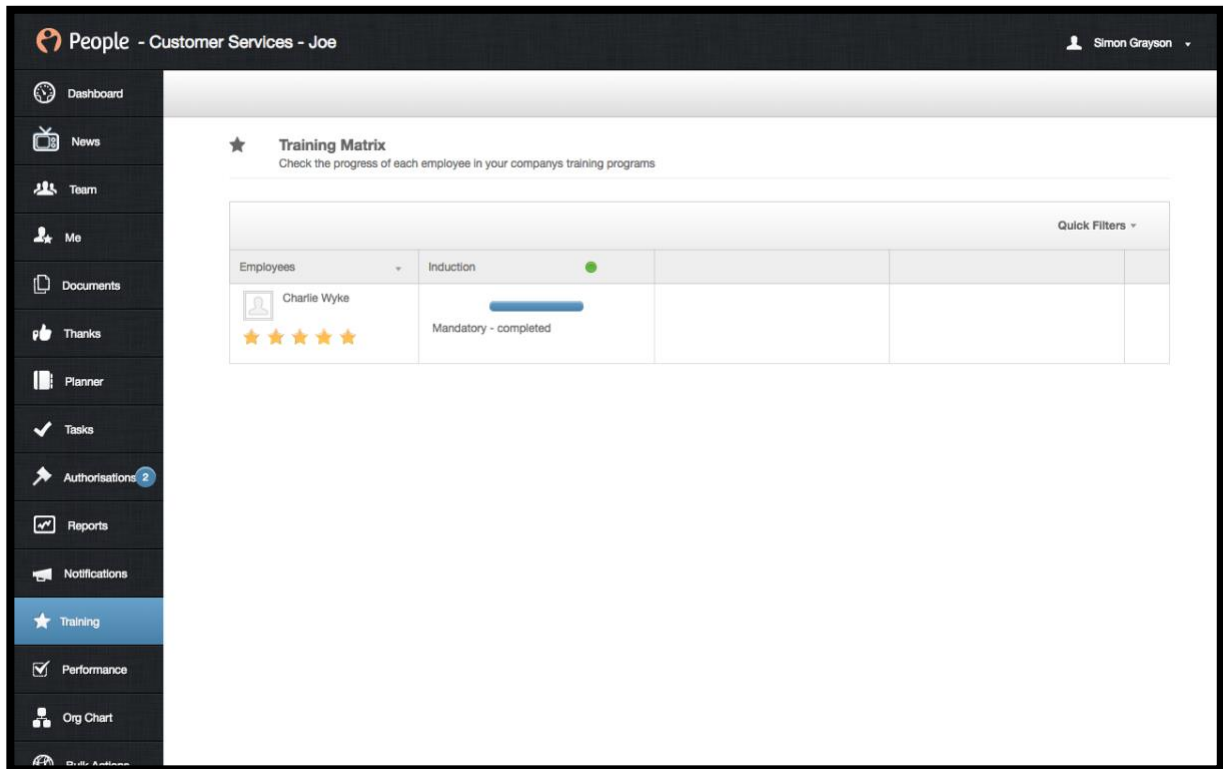
Notifications

Your notifications tab will alert you of any relevant activity in the system and to recap any amendments you have made to your record.



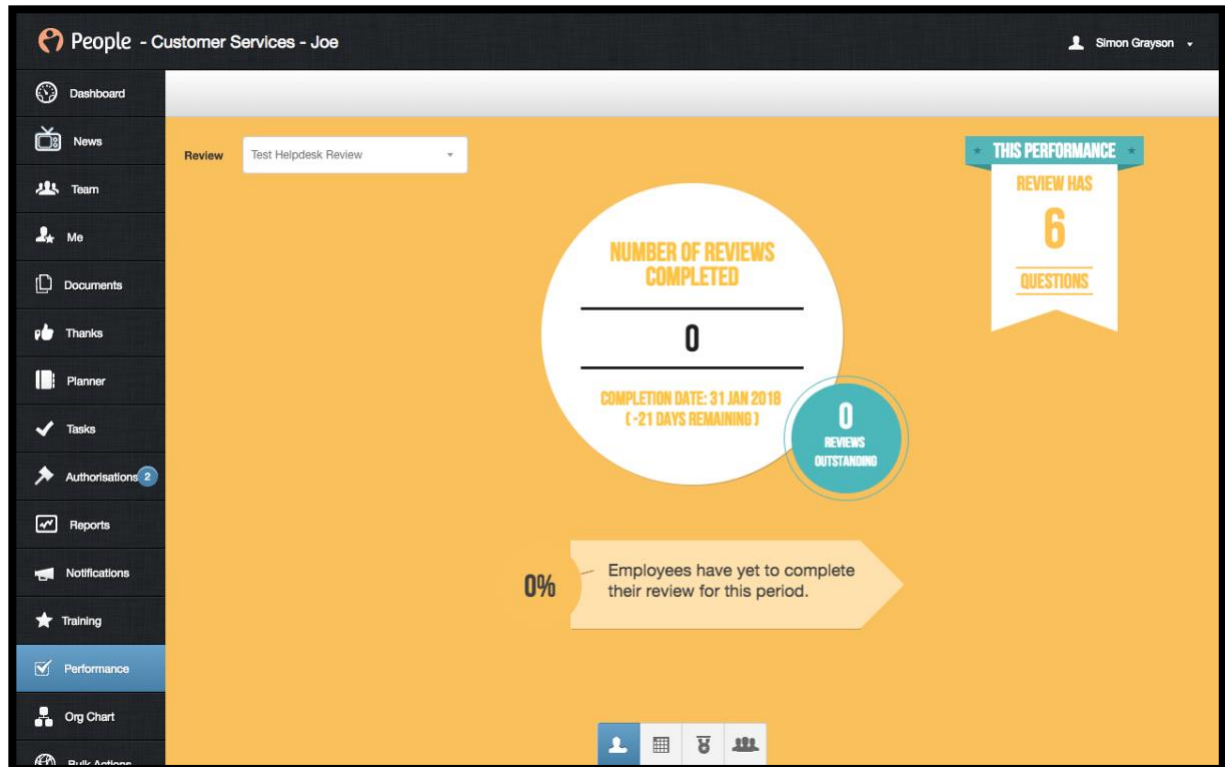
Training

You will have access a training matrix via the Training tab. This will show all training logged within the training logbook of all employees who report into you.



Performance

If your company has the performance module, you will have access to a performance tab. From here, you can see the progress of your team's performance reviews.



Org Chart

The organisation chart will show who reports to who in your company. You can use the zoom feature, filter by companies, locations and departments and are also able to export the org chart to a PDF.

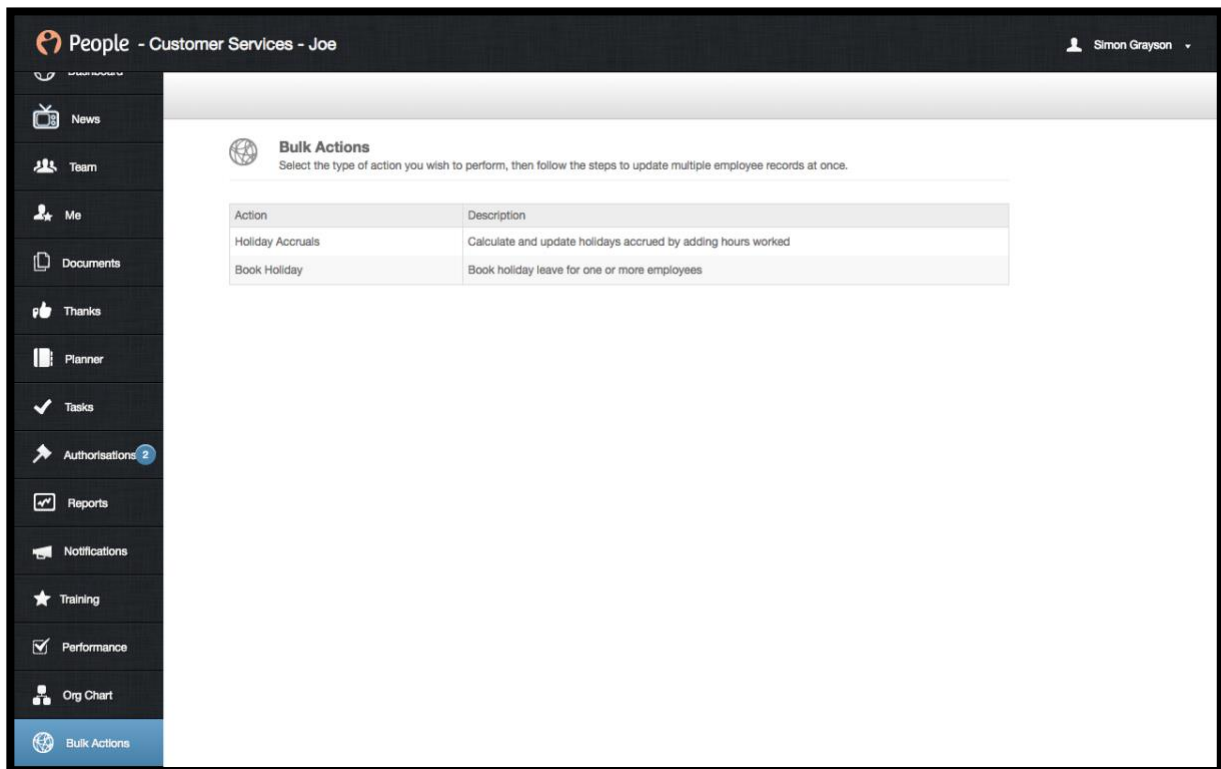
The screenshot displays the 'People - Customer Services - Joe' interface. The left sidebar contains navigation items: Dashboard, News, Team, Me, Documents, Thanks, Planner, Tasks, Authorisations (2), Reports, Notifications, Training, and Performance. The main content area shows an organizational chart with the following details:

- Zoom:** 4 Years 9 Months
- Internal Sales:** Employed For: 4 Years 3 Months, Head Office 123 Sales
- Internal Sales:** Employed For: 2 Years 6 Months, Head Office 123 Sales
- Internal Sales:** Employed For: < 1 Month, Head C Sales
- Human Resources Manager:** Employed For: < 1 Month, Customer Services Joe, Bradford Stadium
- Human Resources Assistant:** Employed For: < 1 Month, Customer Services Joe, Bradford Stadium
- Human Resources Assistant:** Employed For: 1 Month, Customer Services Joe, Bradford Stadium

Filtering options include: Location (All), Department (All), Show future starters (checkbox), and Orientation (Top, Left, Bottom, Right). Action buttons include Clear Filters, Download PDF, and Preview PDF.

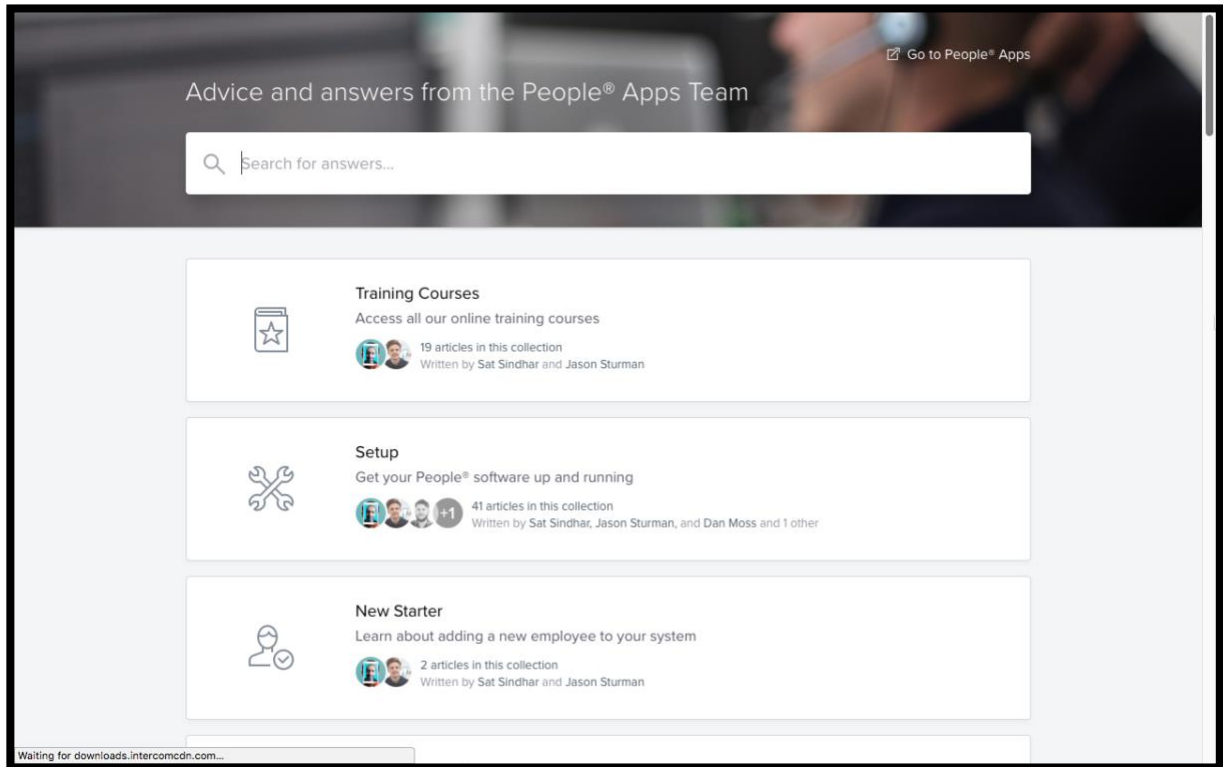
Bulk Actions

The last tab you will have access to in your system is the Bulk Actions tab. Using the bulk actions, you can book holiday for your team in bulk. You may have employees in your team that accrue their holidays from hours worked. If you do, you can select the relevant employees and enter the number of hours they've worked over the given period.



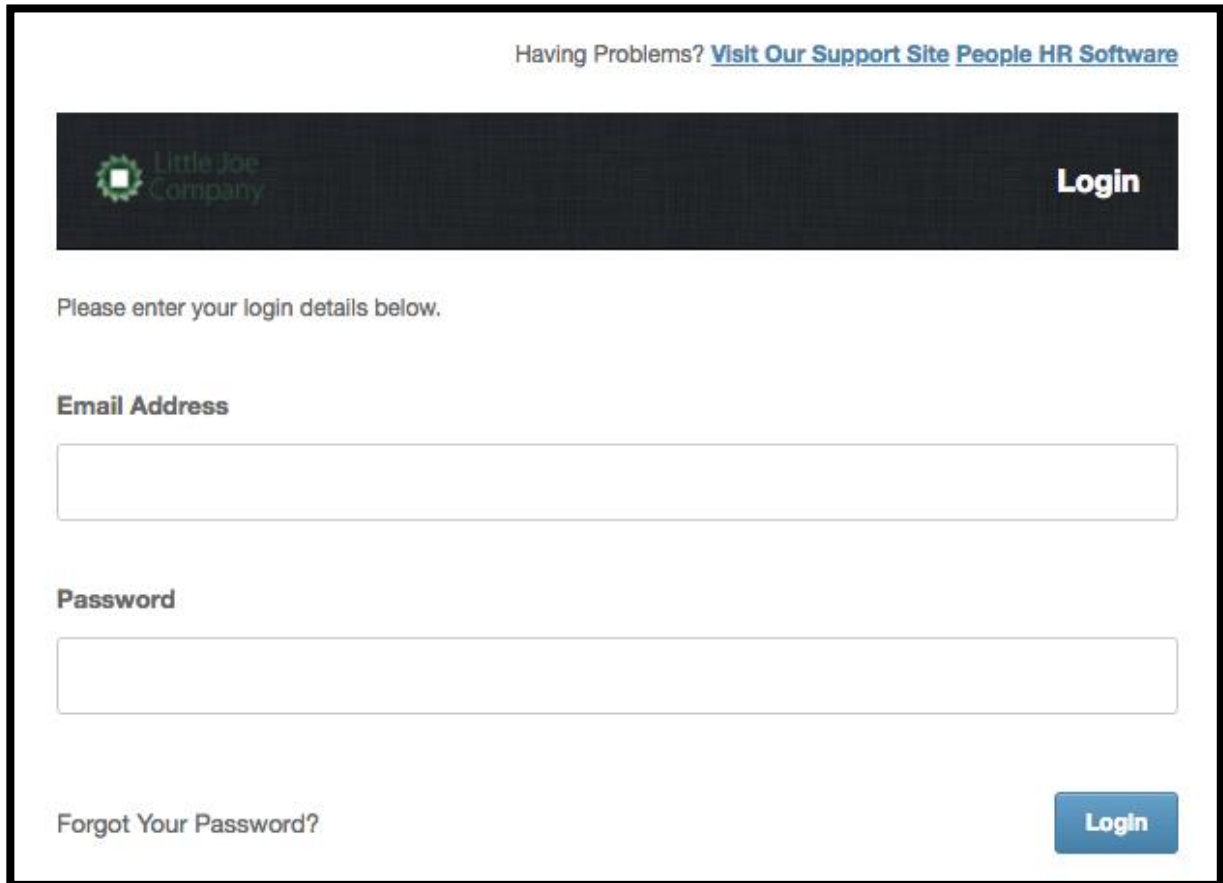
Help

If you hover over your name in the very top right-hand corner, you are also able to access the Help Centre. From here you can browse and search through articles, videos and our content.




Forgetting your Password

If you forget your password, then you are able to reset your own. From the login screen, under your detail there is a Forgot your Password option. If you click this, you can enter your email address and it will give you're the option to reset your password.



Having Problems? [Visit Our Support Site](#) [People HR Software](#)

 **Login**

Please enter your login details below.

Email Address

Password

[Forgot Your Password?](#) **Login**