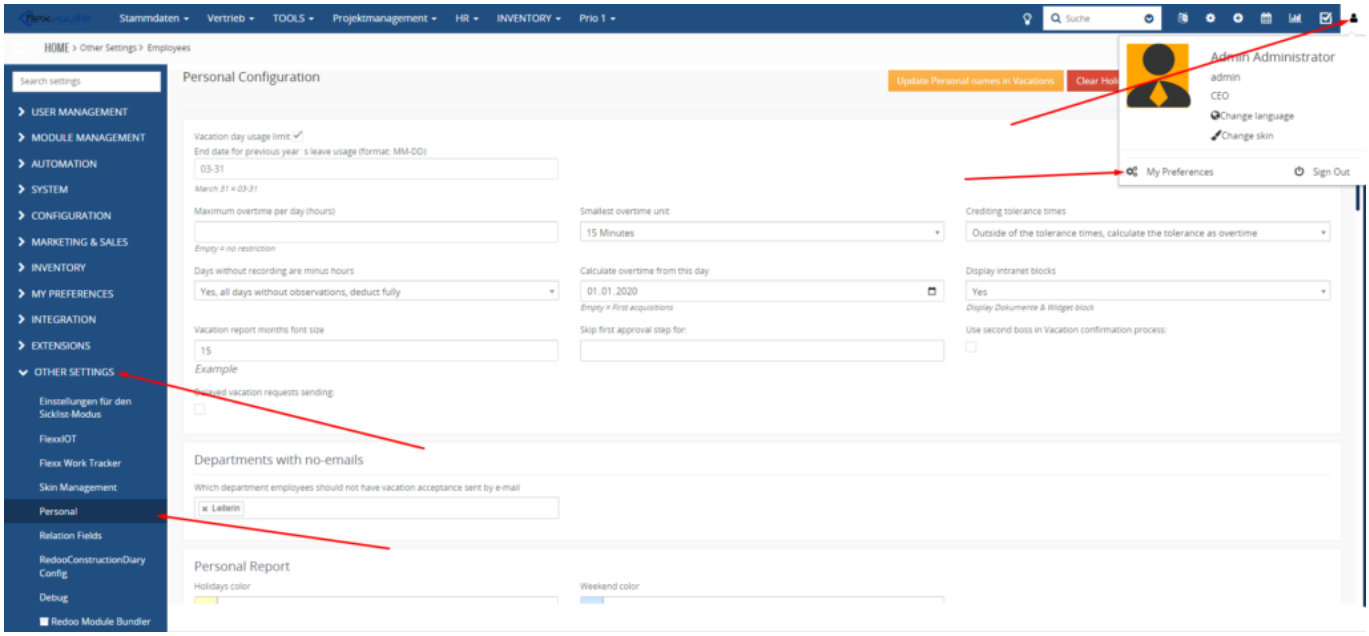


HR-Software ENG

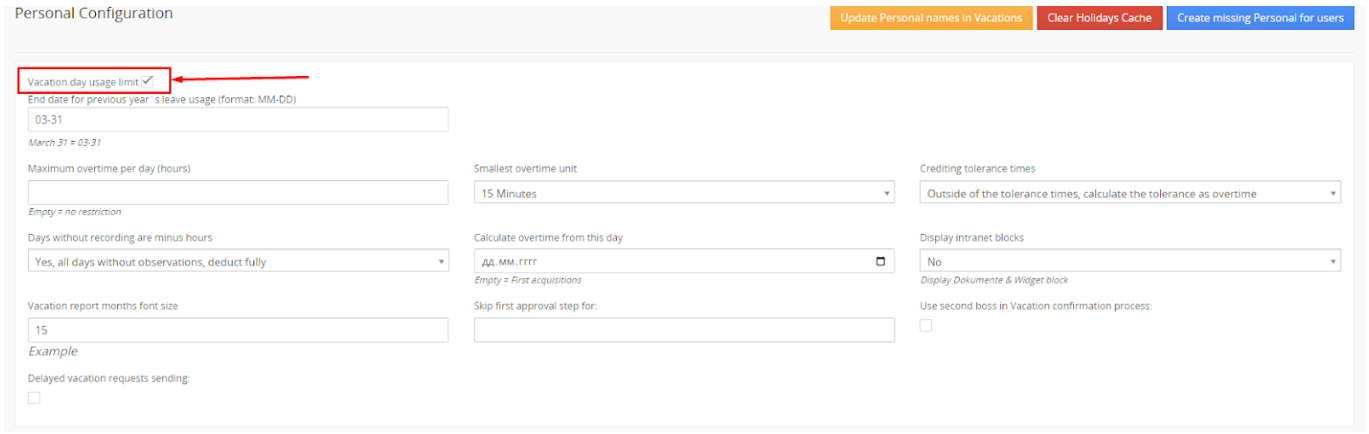
Configuration

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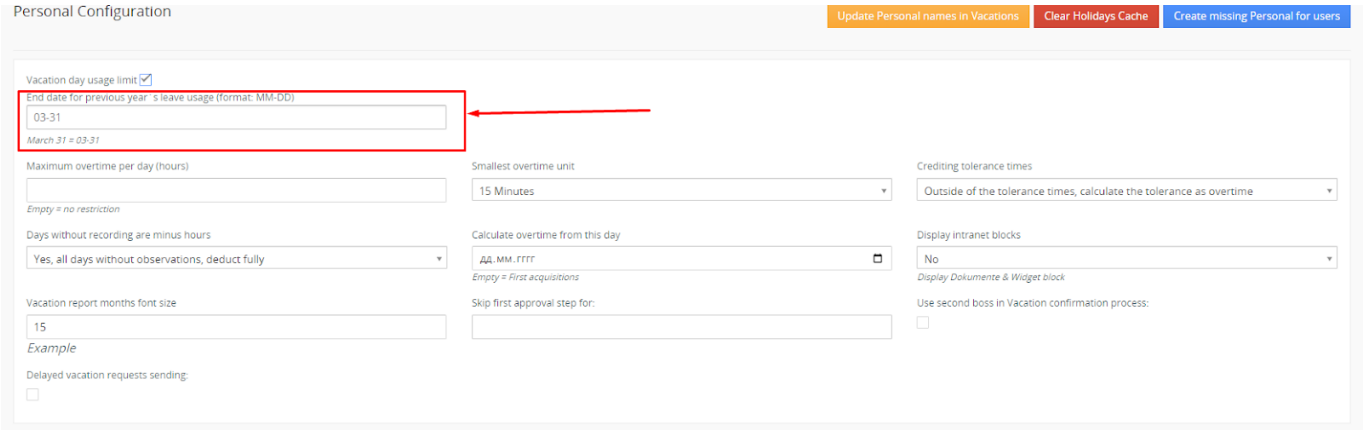
On the Personal Configuration page, you can make settings for the personnel-related modules.

Below is a description of the fields and settings on this page.

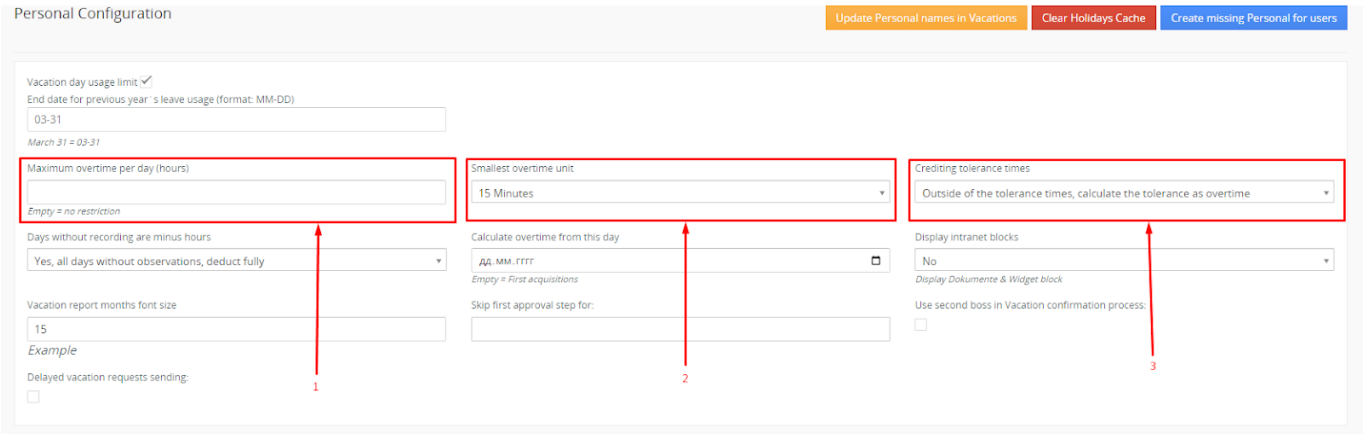


This field indicates whether there is a limit on the use of vacation leave for previous years.

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This field defines the day of the year when unused vacation leave ceases to be valid.



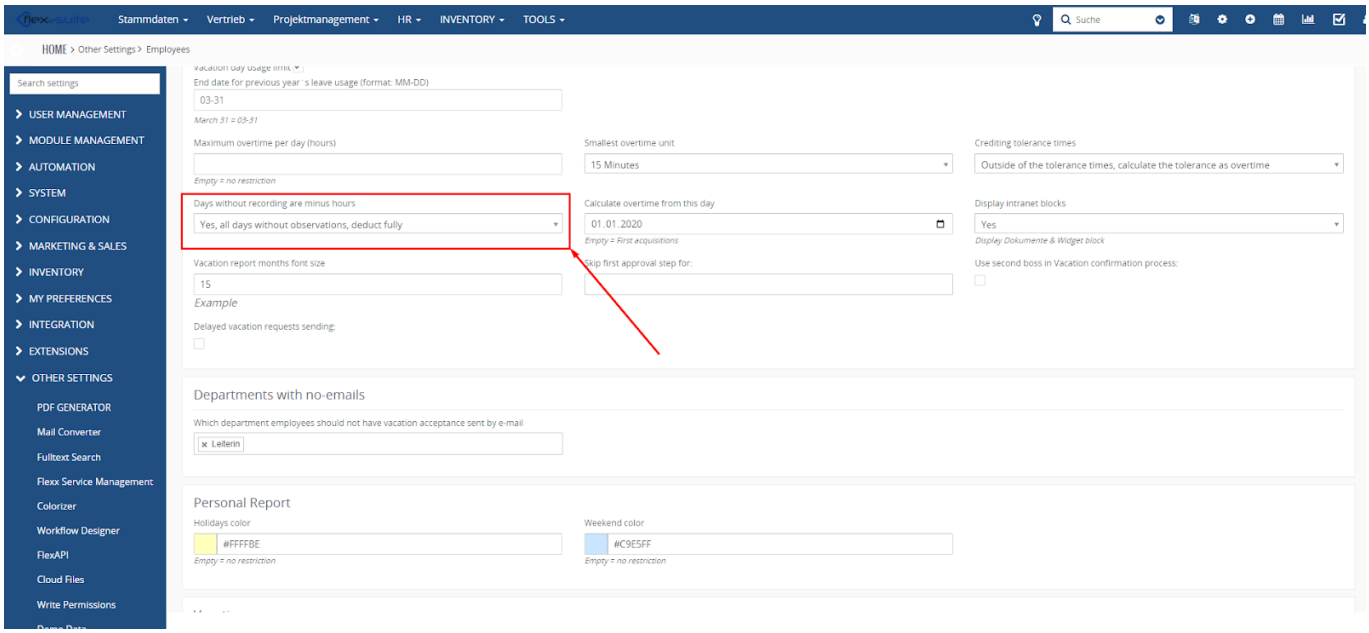
This group of fields is used to set up overtime hours for employees.

1 – Maximum duration of an overtime day

2 – Minimum number of overtime hours

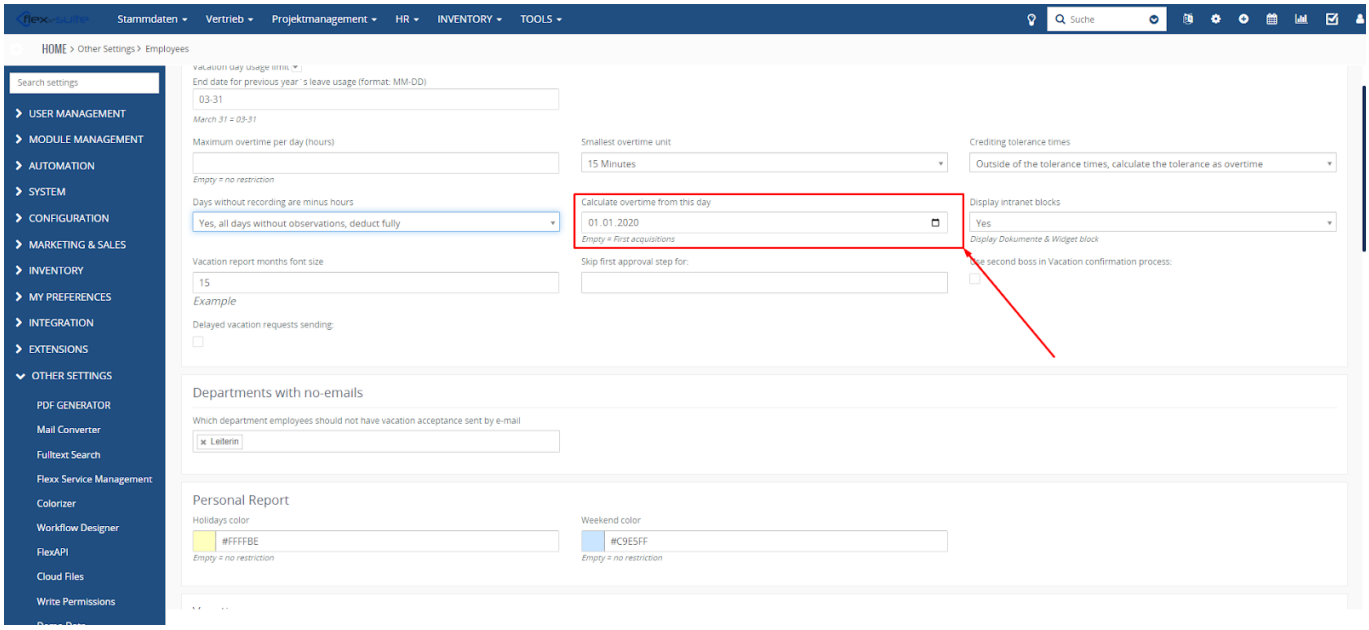
3 – You need this field only if the company has a clearly defined work schedule. Whether to ignore overtime outside of tolerance as overtime. For example, working hours start at 10:00. The employee came to work at 9:00. Then, if “Outside of the tolerance times, calculate the tolerance as overtime” is selected in this field, the time remaining before the start of the working day will be considered as overtime. If “Outside the tolerance times, ignore the tolerance time” is selected, it will not.

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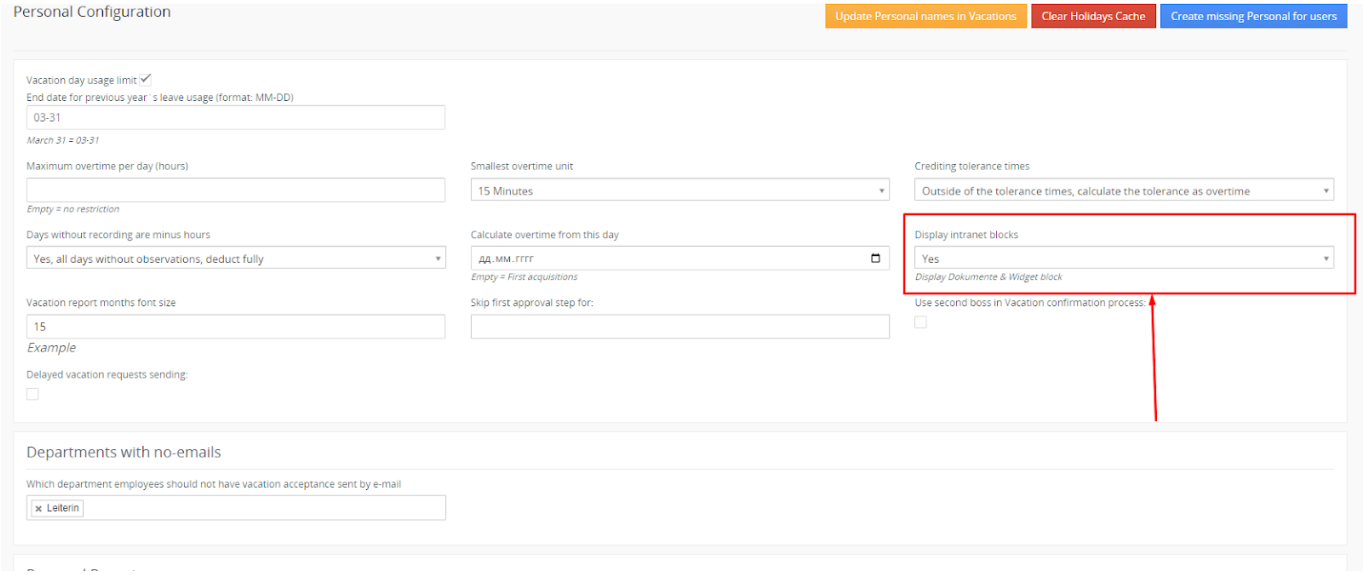
In this field, select whether unworked days will be deducted from the total working time.

For example, a week has 40 working hours and a working day has 8 hours. If you select “Yes, all days without observations, deduct completely” and the employee has missed 2 days, the missed days will be deducted from the total working time. As a result, 24 hours of worked time will be displayed. If you selected “No, ignore days without capture”, the missed days will not be deducted from the total number of hours worked

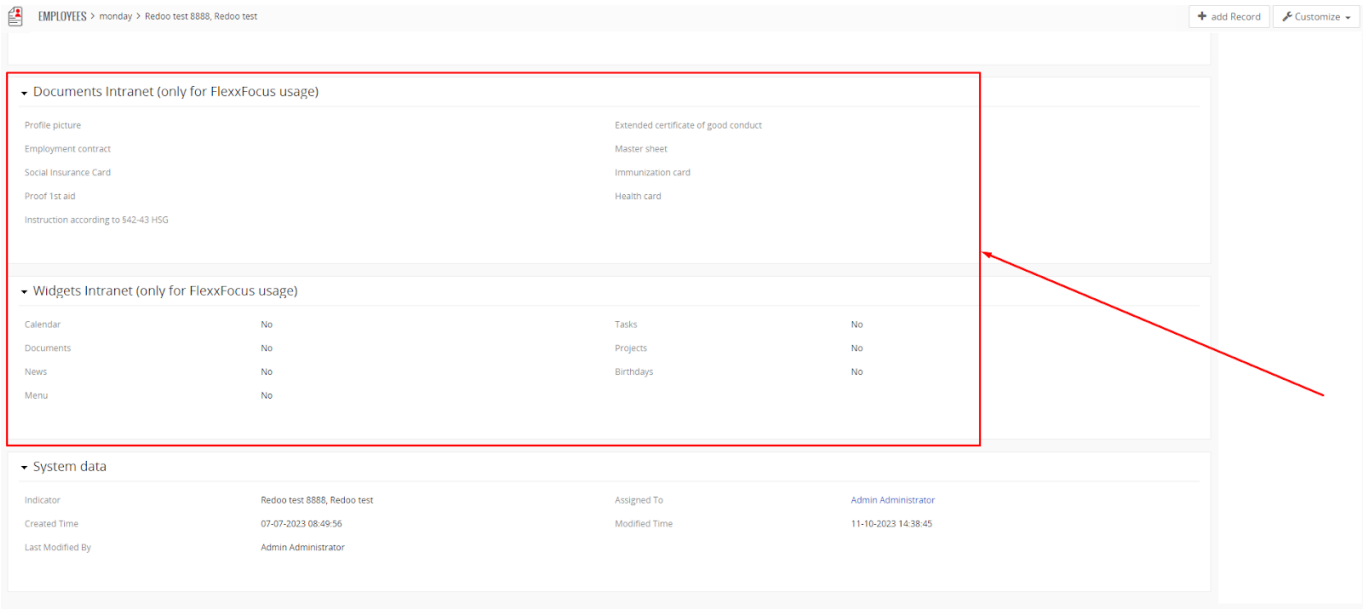


The date from which all events (overtime, pauses, etc.) begins to be taken into account

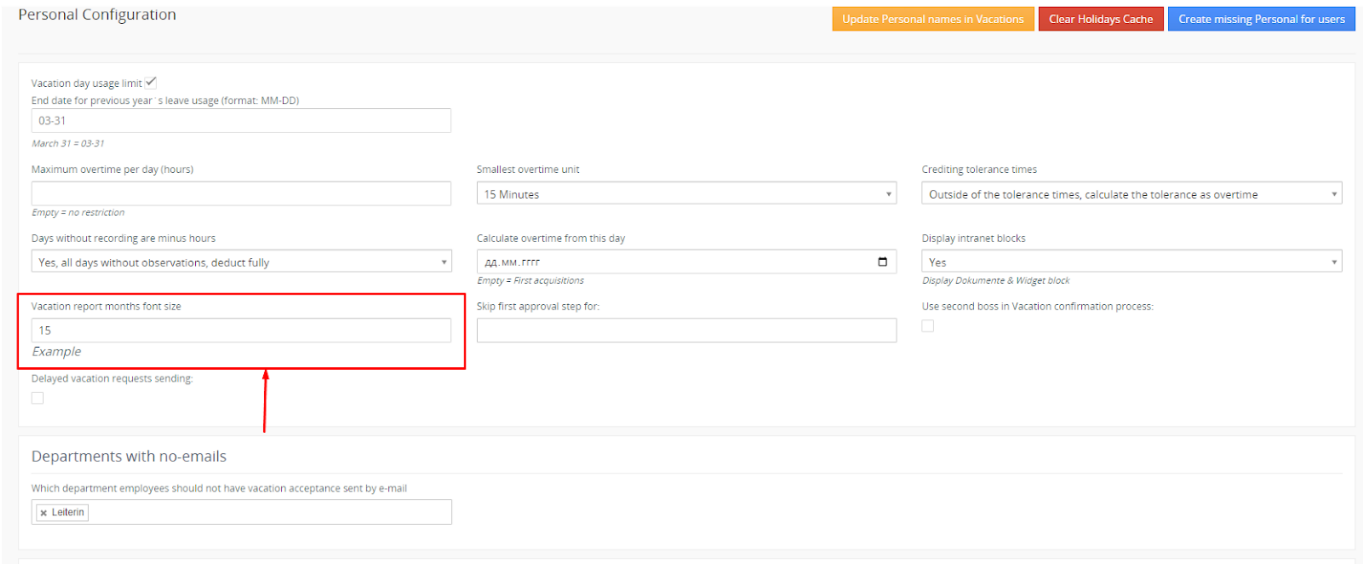
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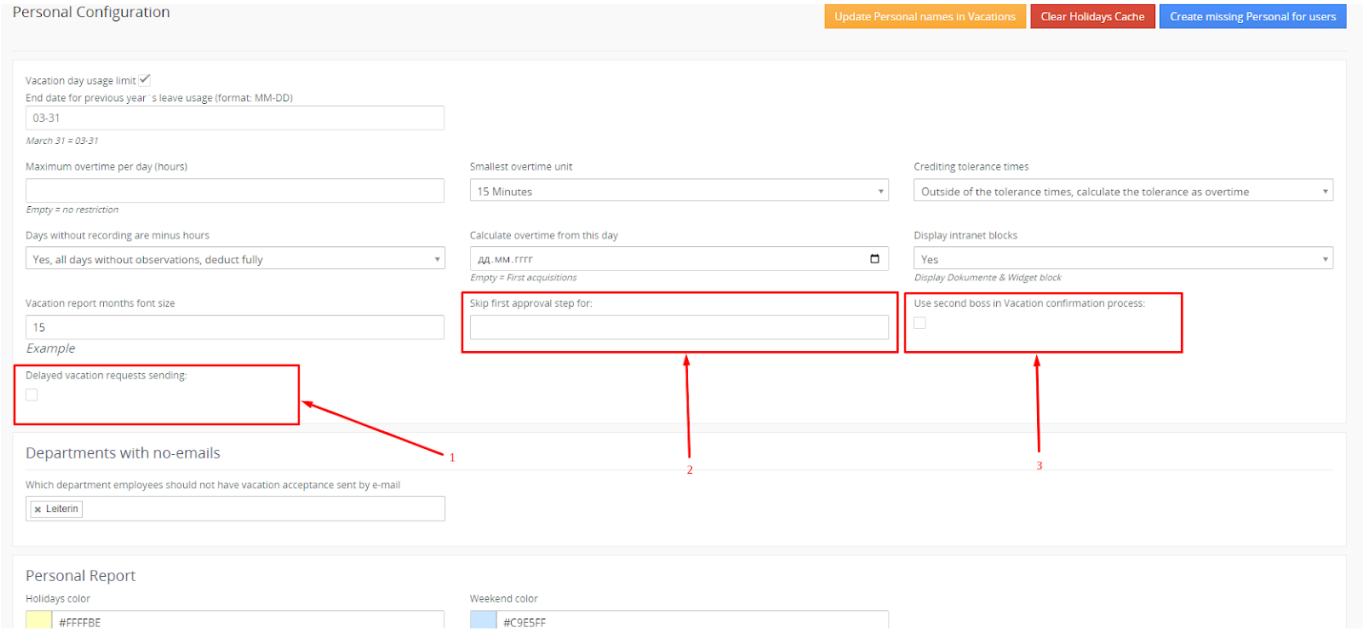
In this field you can enable or disable the display of blocks in the personnel module. These blocks are only needed if your CRM system will be used together with Flexx Focus. Flex Focus is a platform for data management of employees, children, and inventory



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In this field select the font size that will be displayed in personal reports



This block is used to set up vacations for workers of the company:

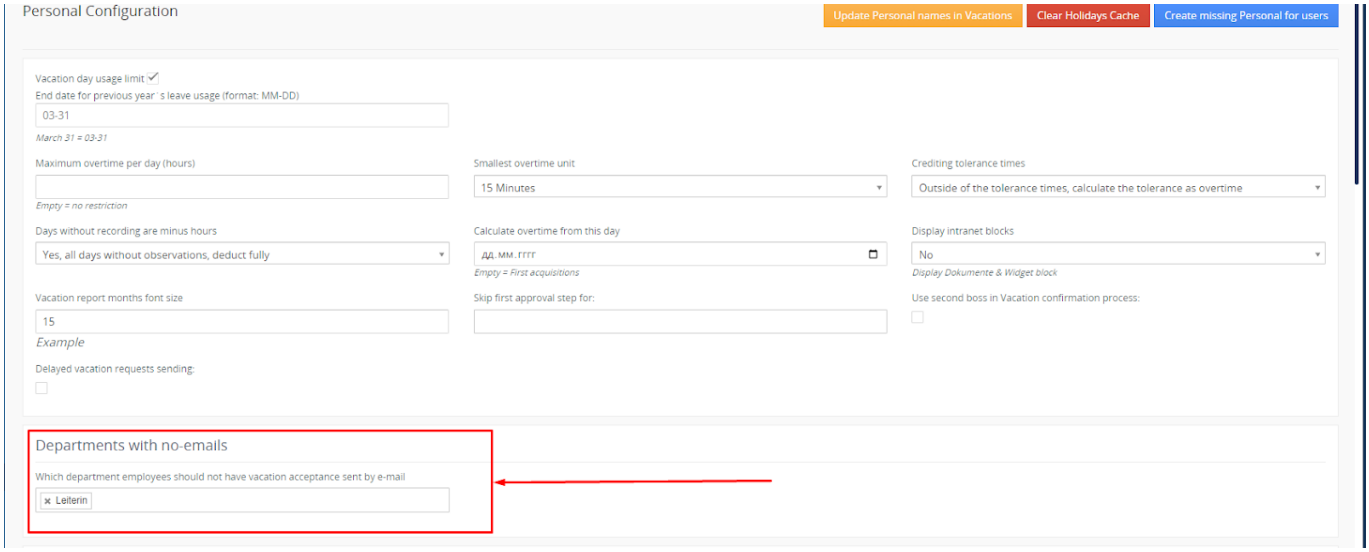
1- Vacation request emails are not sent immediately after saving the record, but are recorded in a ‘queue’ and sent at 5 minute intervals to guarantee a good performance of the system.

2 – Possibility to skip the first step of vacation approval for the users selected in this field

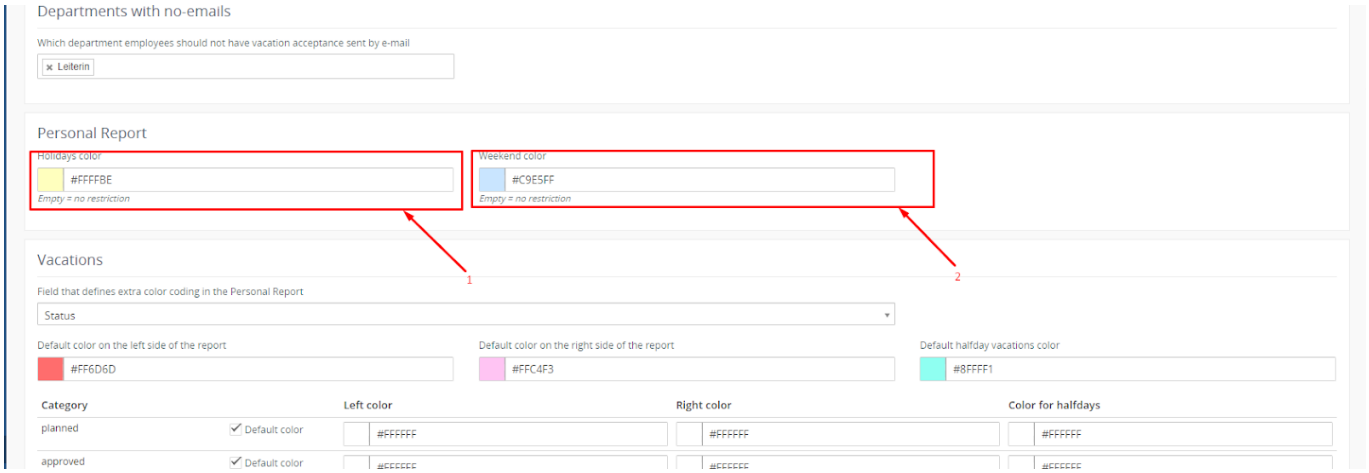
3 – Should the second boss approve vacations. If the check box is not checked, boss 1 and super boss

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will participate in the vacation confirmation process. If the check box is checked, boss 1, boss 2 will participate in the vacation confirmation process, although the super boss will have the possibility to be a part of the decision chain by any option selected.



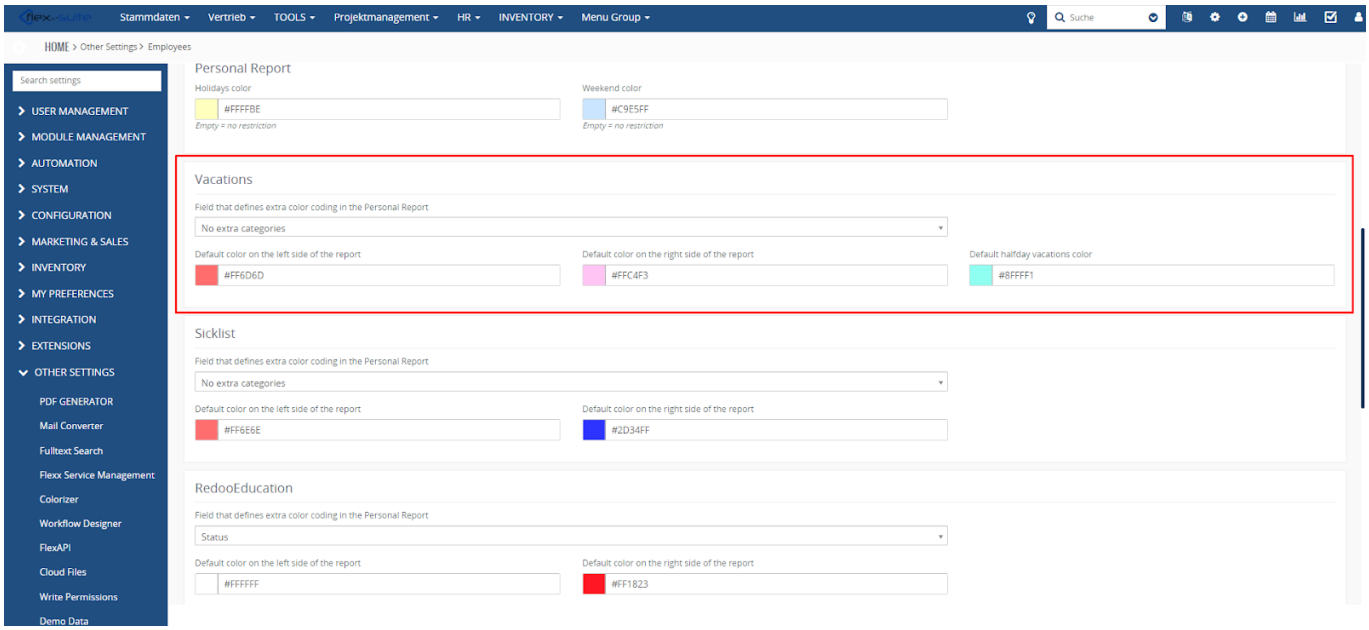
This block indicates the employees of the department who do not need to send vacation notifications by e-mail. And instead of the employees of this department, the first boss will receive the message.



In this block, you can configure the colors of holidays and weekends for reports

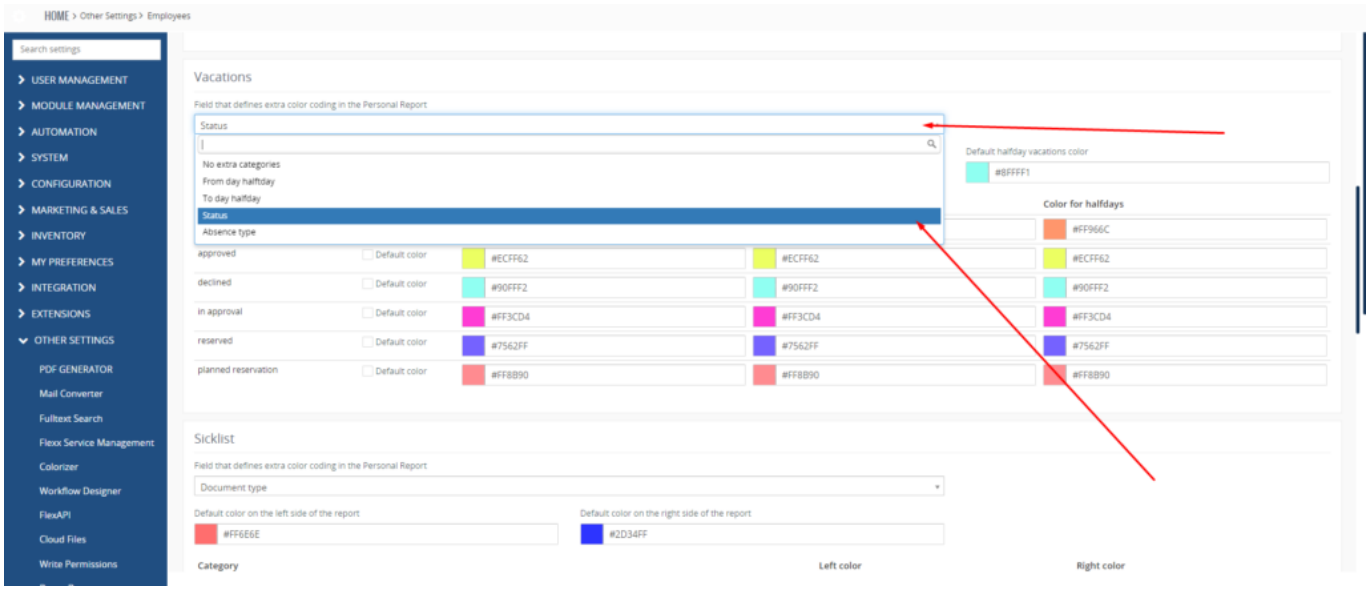
Vacations

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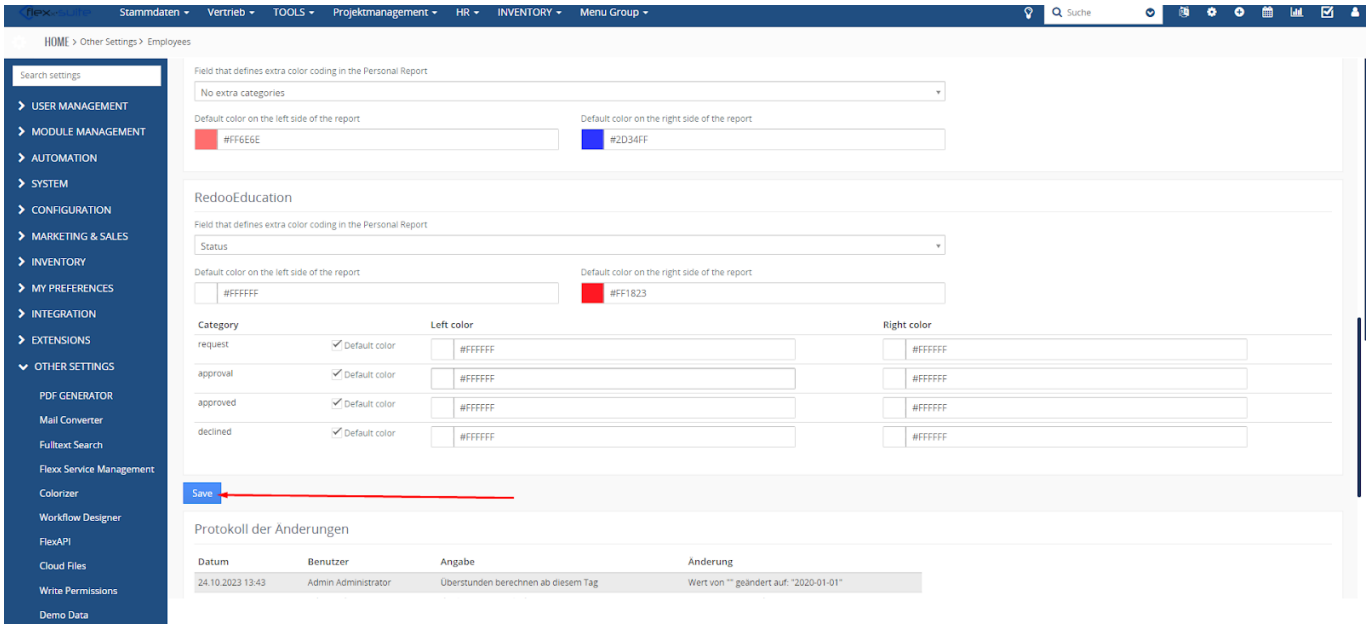


This block is used to customize the colors in the vacation report

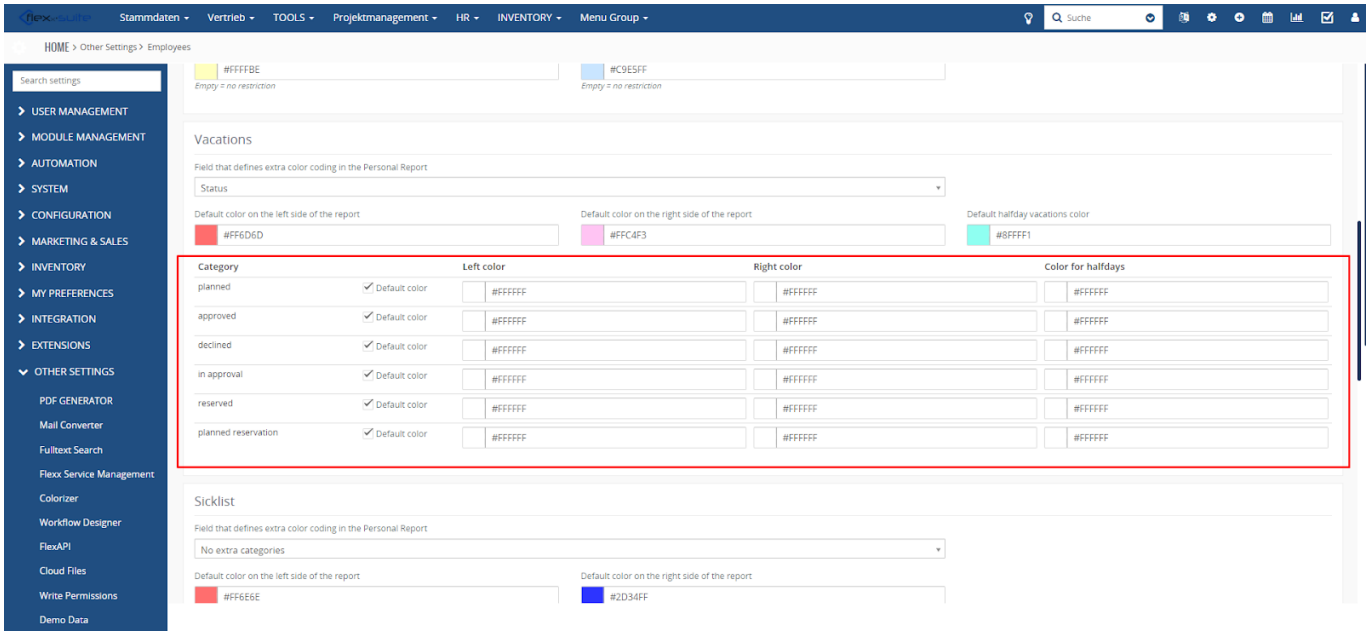
For example, let’s change the color of the “status” field. To do this, in the “Field that defines extra color coding in the Personal Report” field, select the “status” field and click the “Save” button



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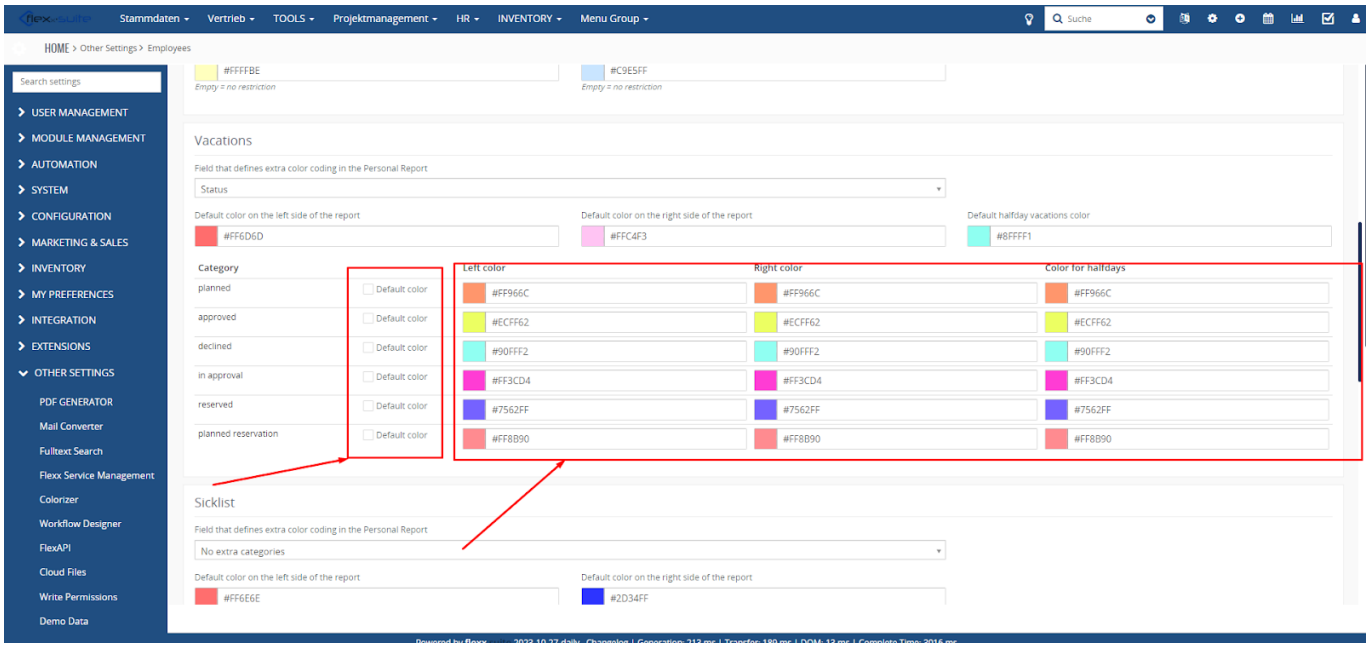


After clicking the “Save” button, the values of the status field will appear, and you can change the color.

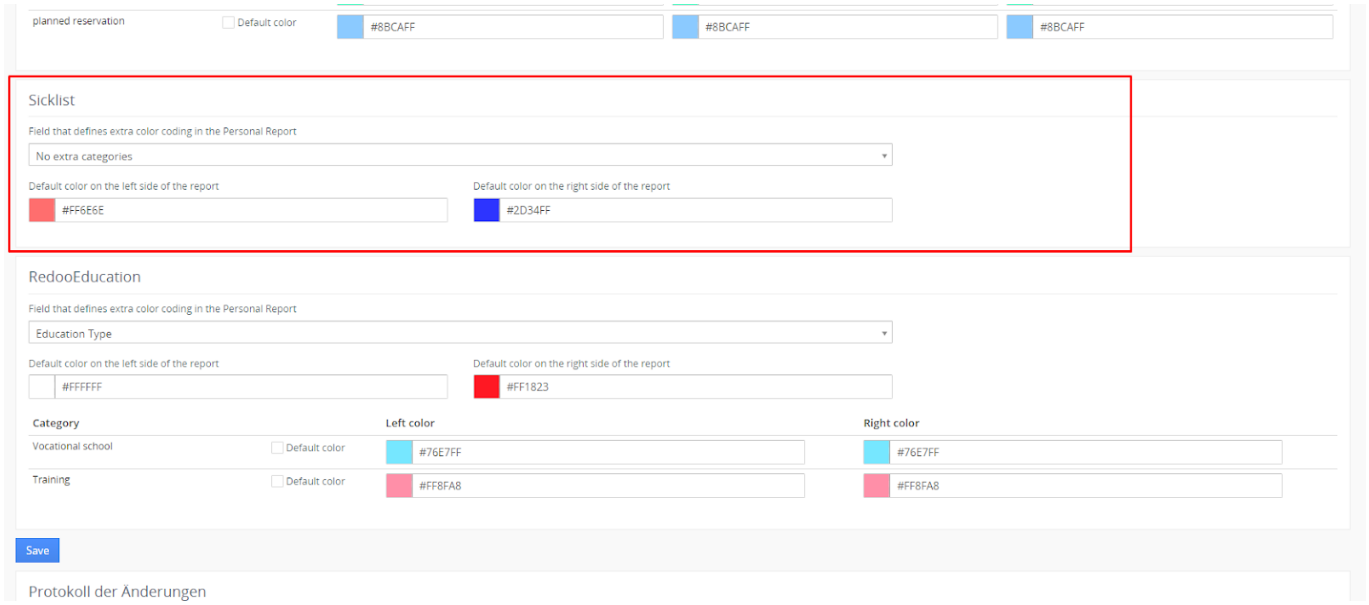


To change the default colors, select the checkbox in the “Default color” field and choose the color you want

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Sicklist

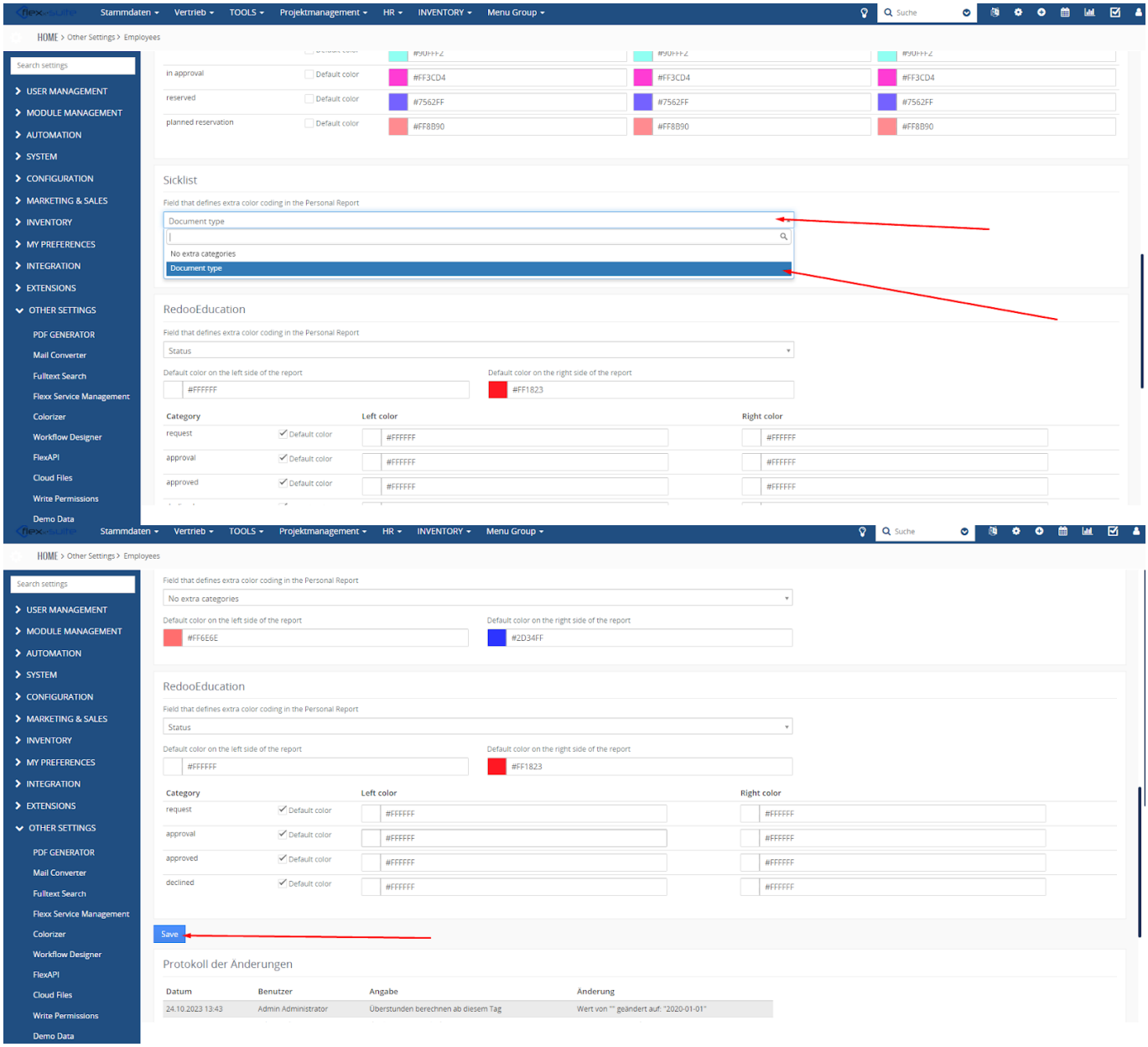


This block is used to customize the colors in the sick leave report

For example, let's change the color of the "Document type" field.

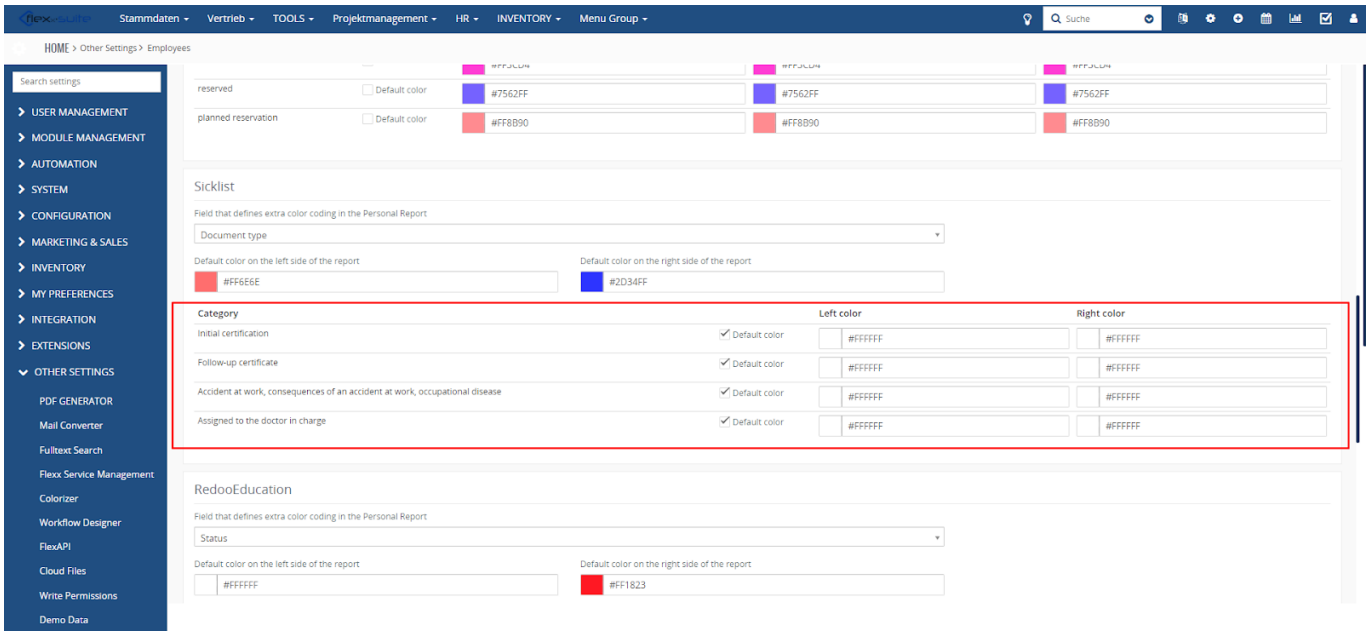
To do this, in the "Field that defines extra color coding in the Personal Report" field, select the "Document type" field and click the "Save" button.

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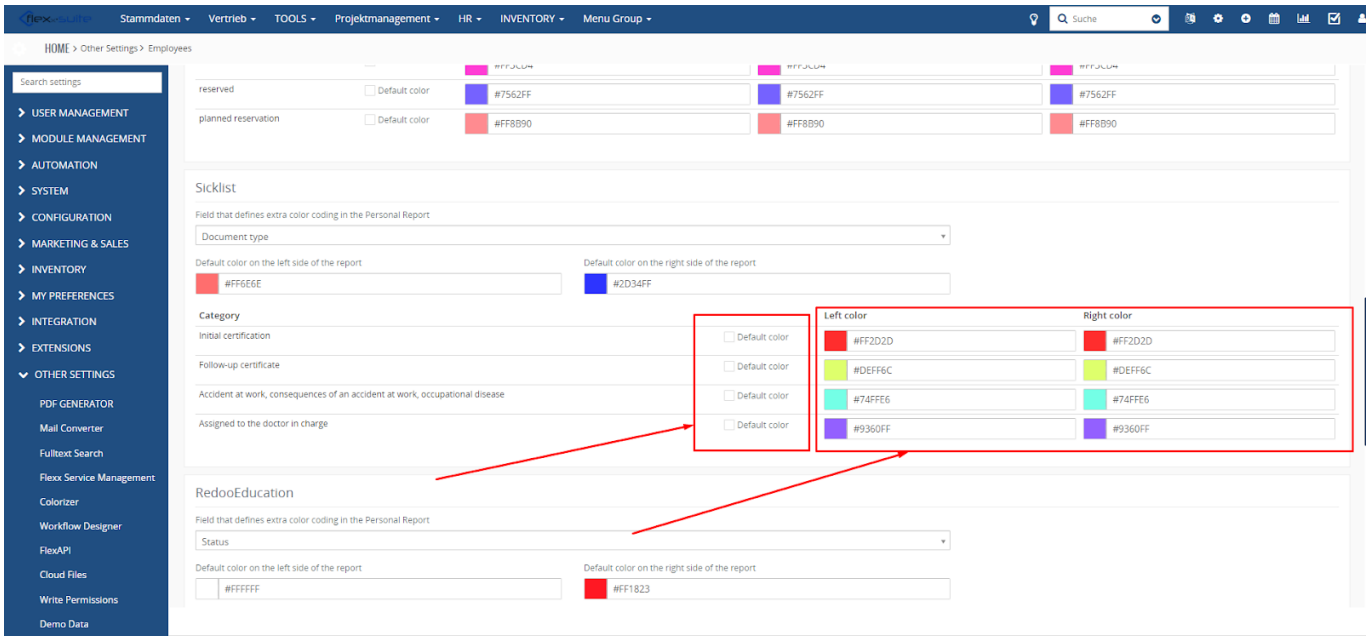


After clicking the “Save” button, the values of the “Document type” field will appear, and you can change the color.

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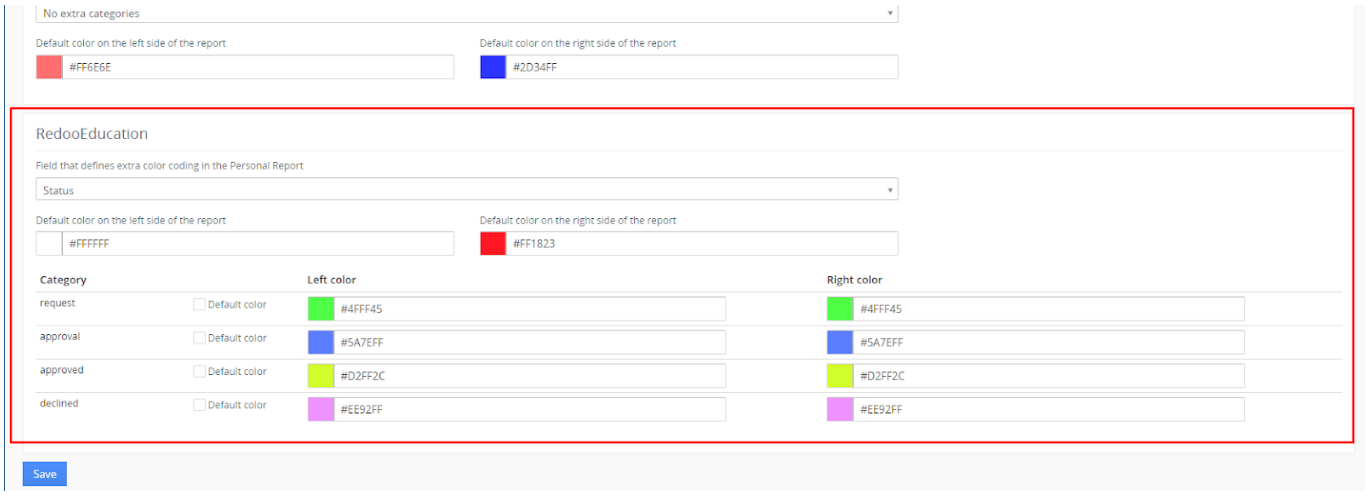


To change the default colors, select the checkbox in the “Default color” field and choose the color you want



Redoo Education

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This block is used to customize the colors in the RedooEducation module records. Redoo Education module stores information about vacations, sick leave, and additional training courses for employees

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