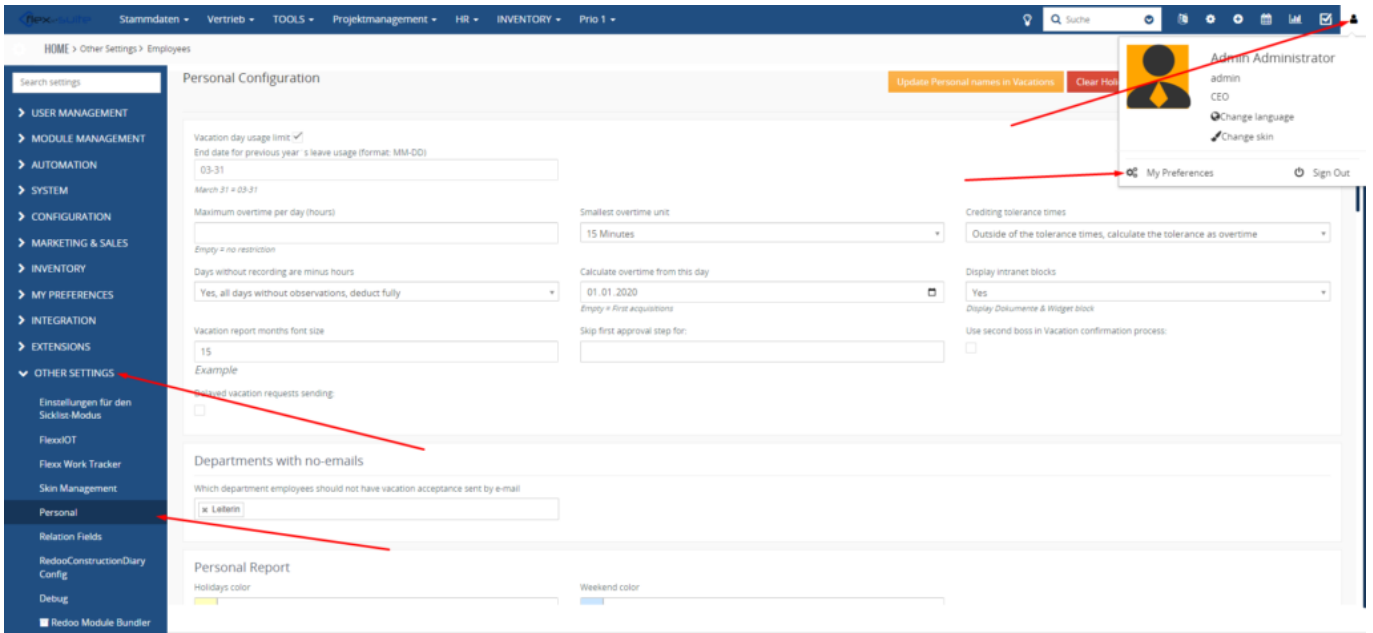




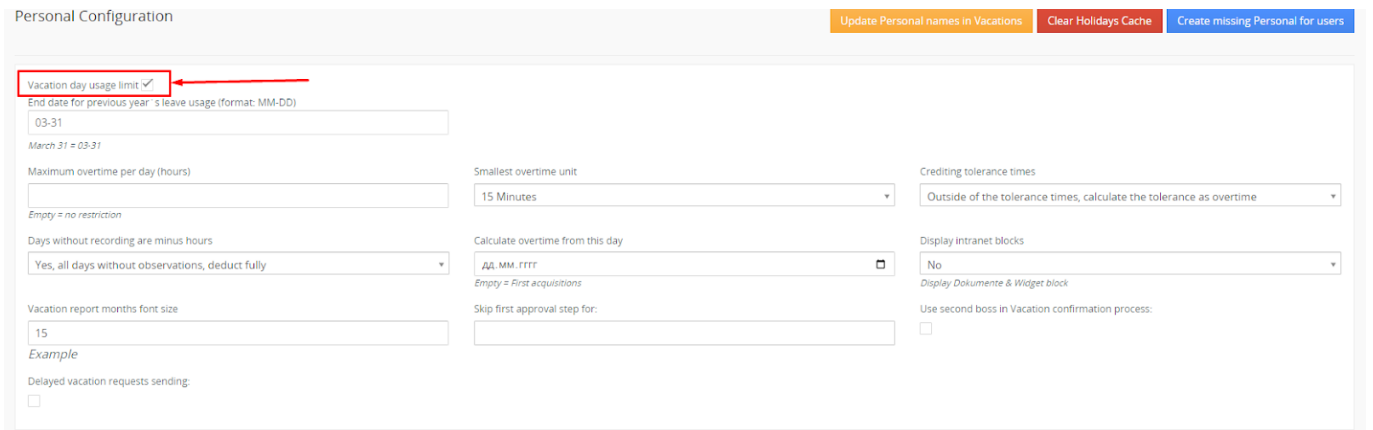
HR-Software ENG

Configuration



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.

The screenshot shows the 'Personal Configuration' interface. At the top right, there are three buttons: 'Update Personal names in Vacations' (orange), 'Clear Holidays Cache' (red), and 'Create missing Personal for users' (blue). The main configuration area is titled 'Personal Configuration' and contains several fields. The field 'End date for previous year's leave usage (format: MM-DD)' is highlighted with a red box, and a red arrow points to it from the right. Below this field, it shows '03-31' and 'March 31 = 03-31'. Other fields include 'Maximum overtime per day (hours)', 'Smallest overtime unit' (set to '15 Minutes'), 'Crediting tolerance times' (set to 'Outside of the tolerance times, calculate the tolerance as overtime'), 'Days without recording are minus hours' (set to 'Yes, all days without observations, deduct fully'), 'Calculate overtime from this day' (set to 'AA.MM.FFFF'), 'Display intranet blocks' (set to 'No'), 'Vacation report months font size' (set to '15'), and 'Skip first approval step for:'.

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

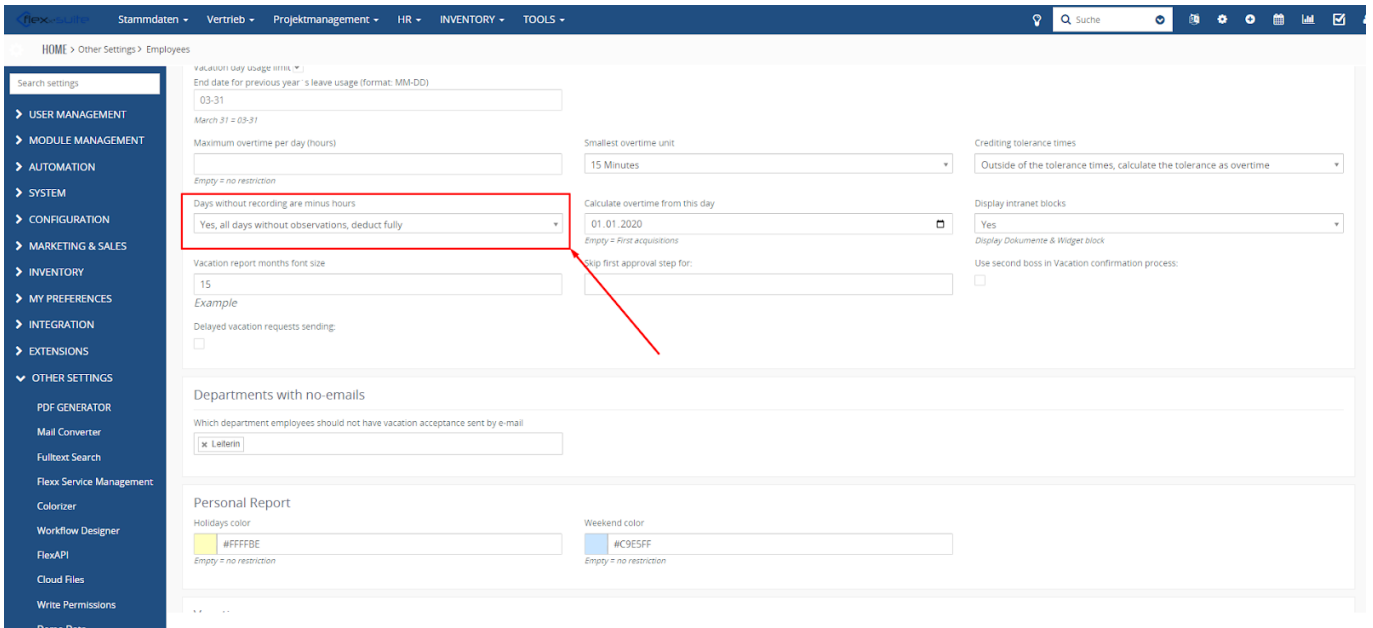
This screenshot is similar to the previous one but highlights three different fields with red boxes and arrows. Field 1 is 'Maximum overtime per day (hours)', field 2 is 'Smallest overtime unit' (set to '15 Minutes'), and field 3 is 'Crediting tolerance times' (set to 'Outside of the tolerance times, calculate the tolerance as overtime'). The arrows point from the numbers 1, 2, and 3 below the fields to their respective boxes.

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

1 - Maximum duration of an overtime day

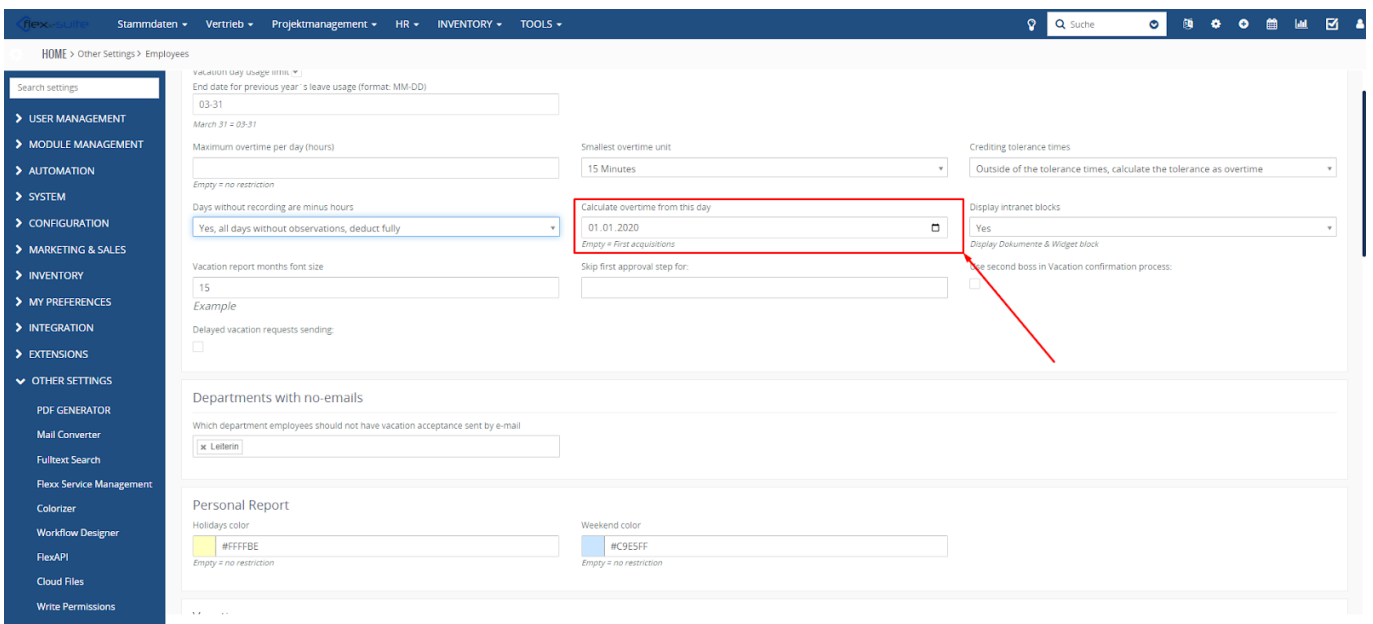
2 - Minimum number of overtime hours

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.



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

Personal Configuration
[Update Personal names in Vacations](#)
[Clear Holidays Cache](#)
[Create missing Personal for users](#)

Vacation day usage limit

End date for previous year's leave usage (format: MM-DD)

March 31 = 03-31

Maximum overtime per day (hours)

Empty = no restriction

Days without recording are minus hours

Vacation report months font size

Example

Delayed vacation requests sending:

Smallest overtime unit

Calculate overtime from this day

Empty = First acquisitions

Skip first approval step for:

Crediting tolerance times

Display intranet blocks

Display Dokumente & Widget block

Use second boss in Vacation confirmation process:

Departments with no-emails

Which department employees should not have vacation acceptance sent by e-mail

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

EMPLOYEES > monday > Redoo test 8888, Redoo test
[+ add Record](#)
[Customize](#)

Documents Intranet (only for FlexxFocus usage)			
Profile picture		Extended certificate of good conduct	
Employment contract		Master sheet	
Social Insurance Card		Immunization card	
Proof 1st aid		Health card	
Instruction according to 542-43 HSG			

Widgets Intranet (only for FlexxFocus usage)			
Calendar	No	Tasks	No
Documents	No	Projects	No
News	No	Birthdays	No
Menu	No		

System data			
Indicator	Redoo test 8888, Redoo test	Assigned To	Admin Administrator
Created Time	07-07-2023 08:49:56	Modified Time	11-10-2023 14:38:45
Last Modified By	Admin Administrator		

Personal Configuration

Update Personal names in Vacations | Clear Holidays Cache | Create missing Personal for users

Vacation day usage limit

End date for previous year's leave usage (format: MM-DD)
03-31
March 31 = 03-31

Maximum overtime per day (hours)
Empty = no restriction

Smallest overtime unit
15 Minutes

Crediting tolerance times
Outside of the tolerance times, calculate the tolerance as overtime

Days without recording are minus hours
Yes, all days without observations, deduct fully

Calculate overtime from this day
DD.MM.YYYY
Empty = First acquisitions

Display intranet blocks
Yes
Display Dokumente & Widget block

Vacation report months font size
15
Example

Skip first approval step for:
[Empty field]

Use second boss in Vacation confirmation process:

Delayed vacation requests sending:

Departments with no-emails

Which department employees should not have vacation acceptance sent by e-mail
x Letterin

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

Personal Configuration

Update Personal names in Vacations | Clear Holidays Cache | Create missing Personal for users

Vacation day usage limit

End date for previous year's leave usage (format: MM-DD)
03-31
March 31 = 03-31

Maximum overtime per day (hours)
Empty = no restriction

Smallest overtime unit
15 Minutes

Crediting tolerance times
Outside of the tolerance times, calculate the tolerance as overtime

Days without recording are minus hours
Yes, all days without observations, deduct fully

Calculate overtime from this day
DD.MM.YYYY
Empty = First acquisitions

Display intranet blocks
Yes
Display Dokumente & Widget block

Vacation report months font size
15
Example

Skip first approval step for:
[Empty field]

Use second boss in Vacation confirmation process:

Delayed vacation requests sending:

Departments with no-emails

Which department employees should not have vacation acceptance sent by e-mail
x Letterin

Personal Report

Holidays color
#FFFFBE

Weekend color
#C9E5FF

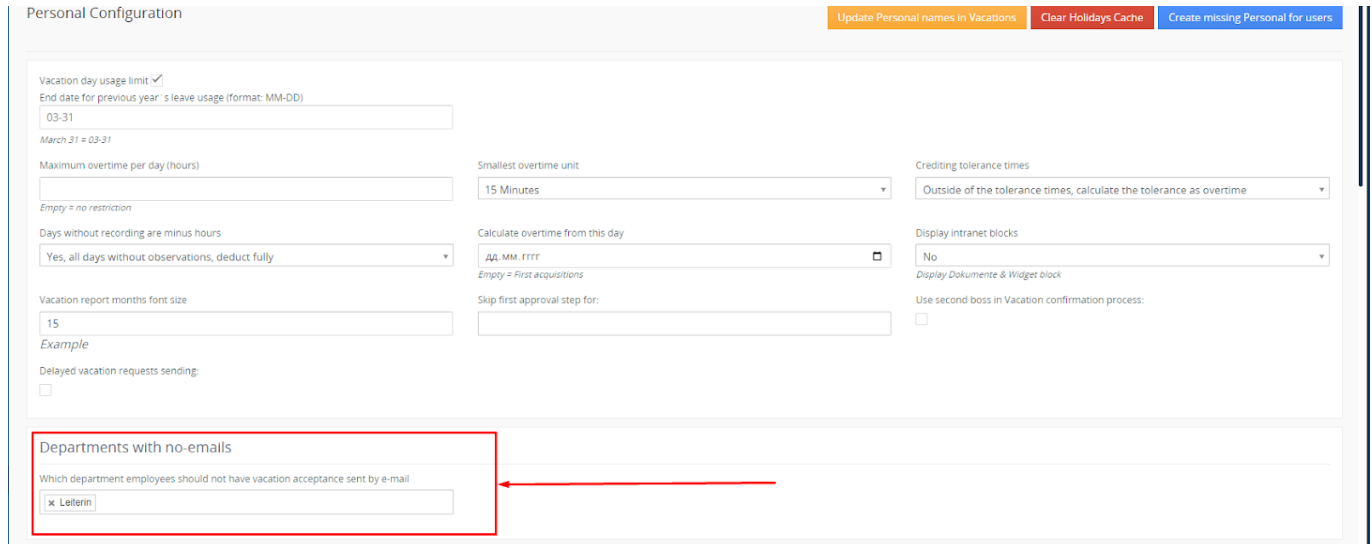
This block is used to set up vacations for workers of the company:

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.

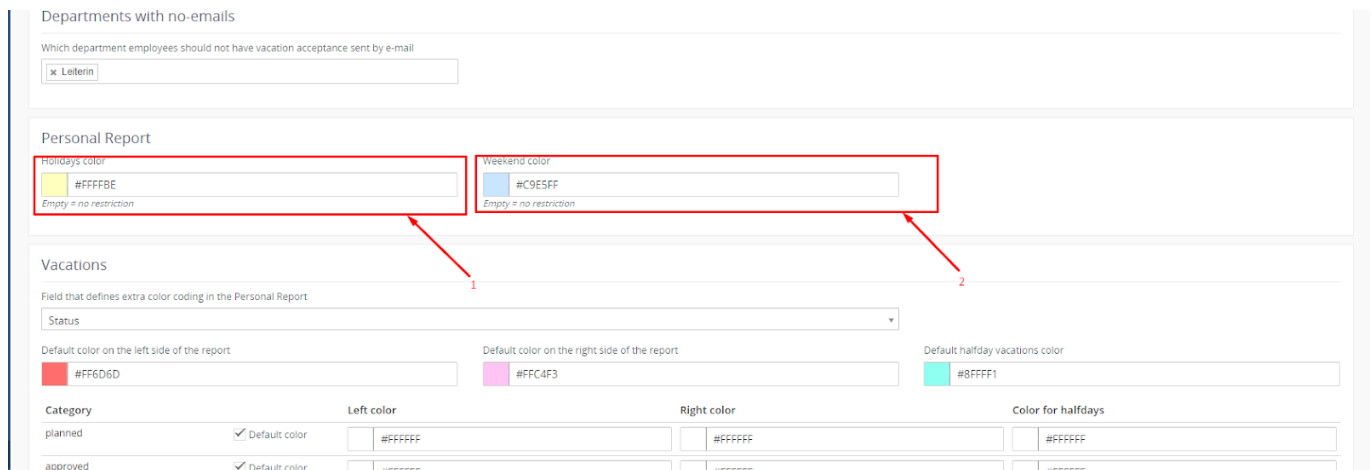
2 - Possibility to skip the first step of vacation approval for the users selected in this field

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

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.

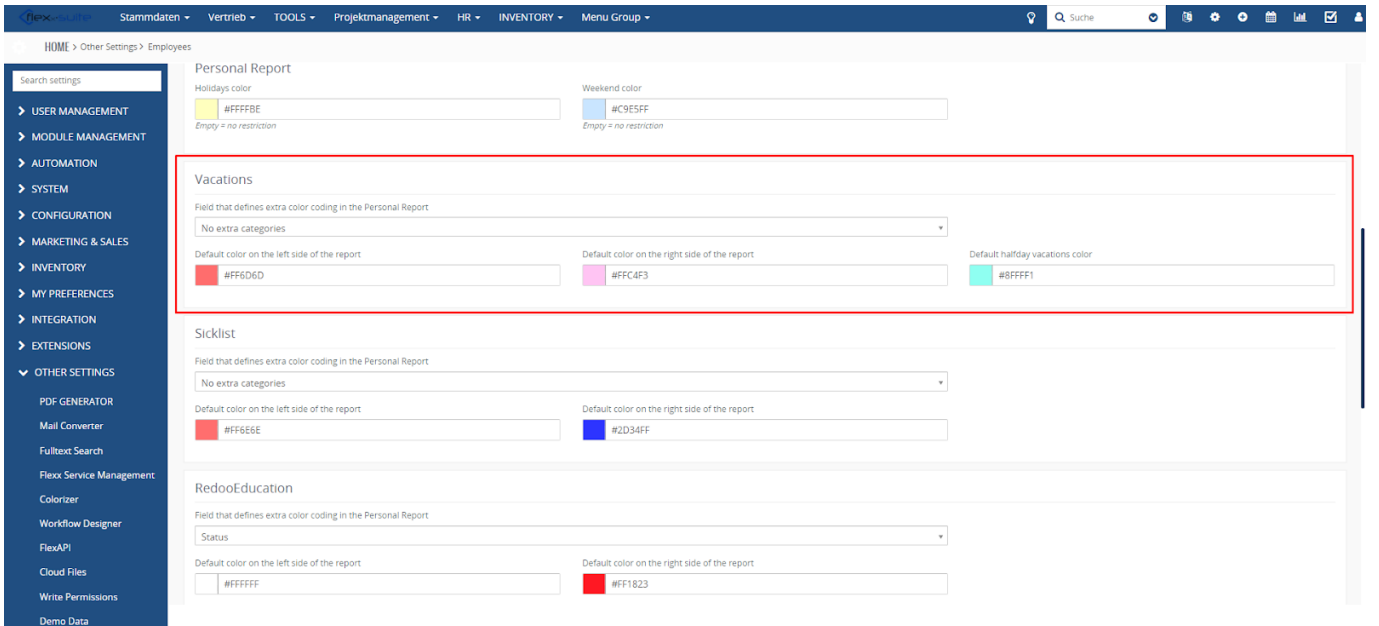


This block indicates the employees of the department who do not need to send vacation notifications by e-mail. And instead of the employees of this department, the first boss will receive the message.



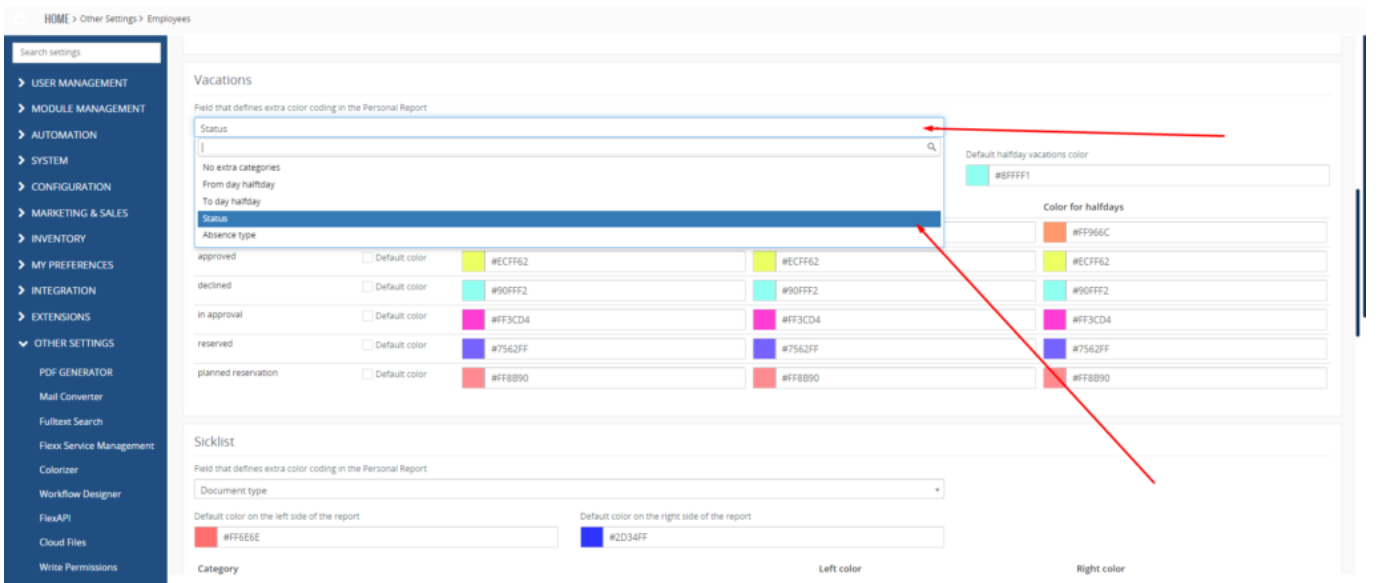
In this block, you can configure the colors of holidays and weekends for reports

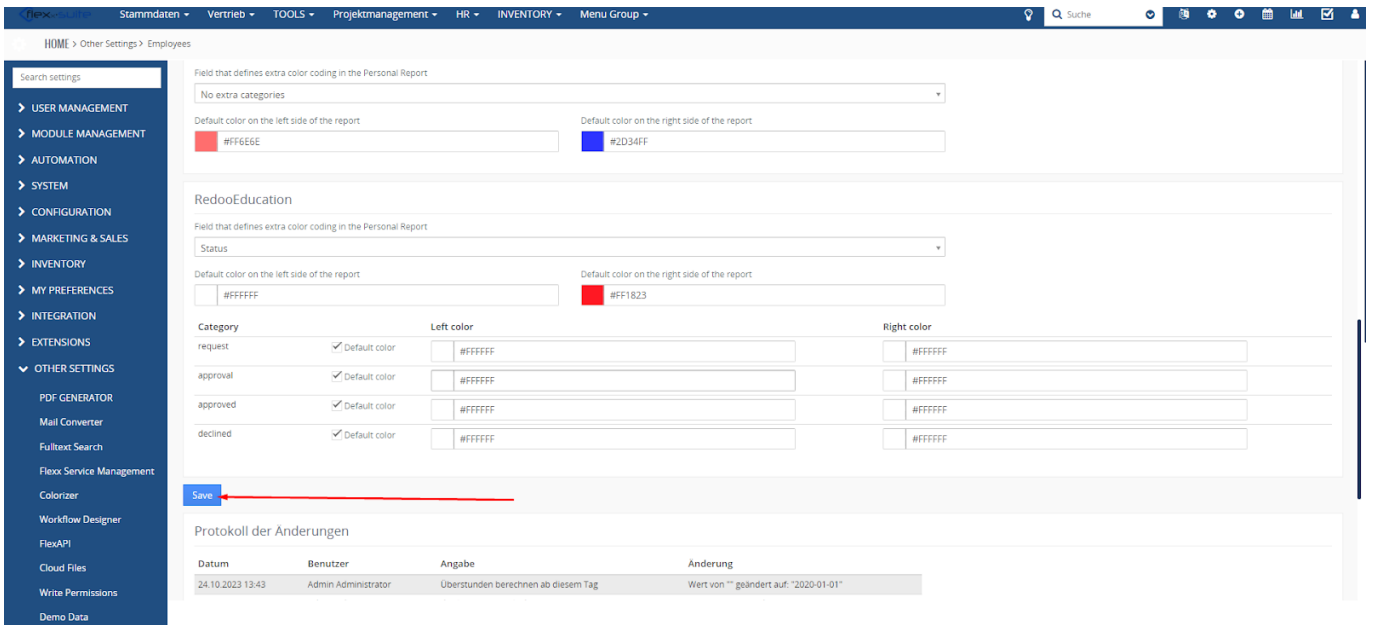
Vacations



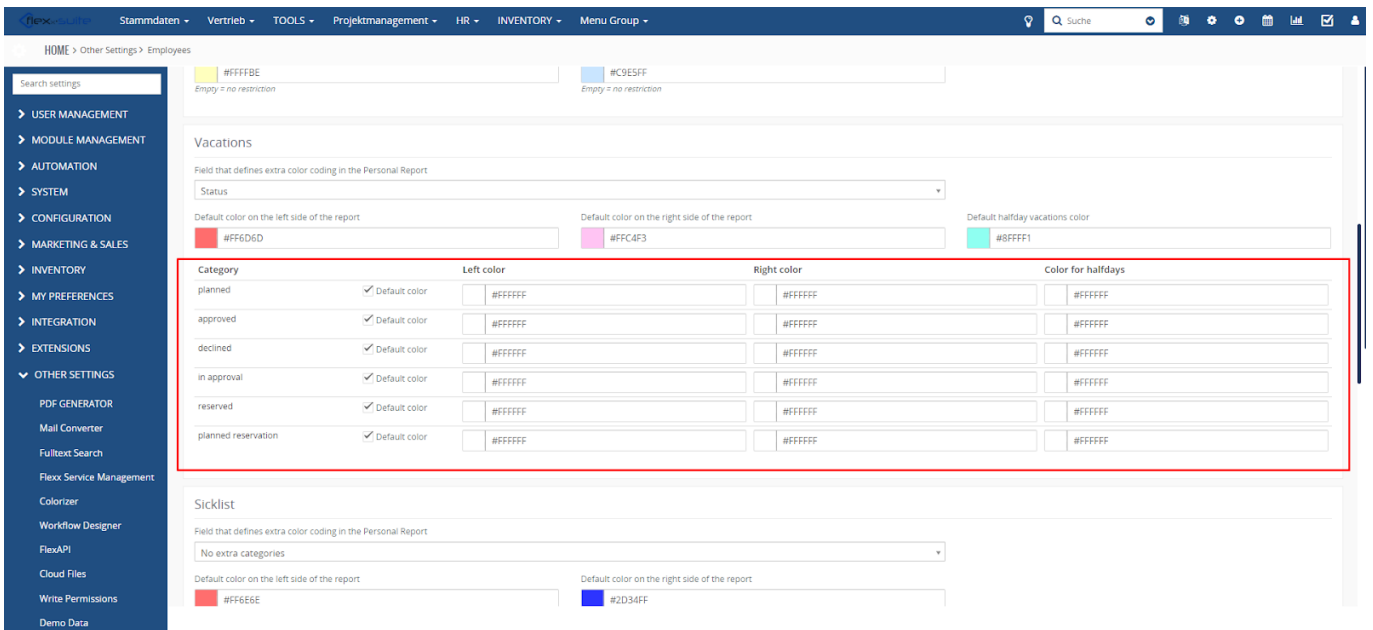
This block is used to customize the colors in the vacation report

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

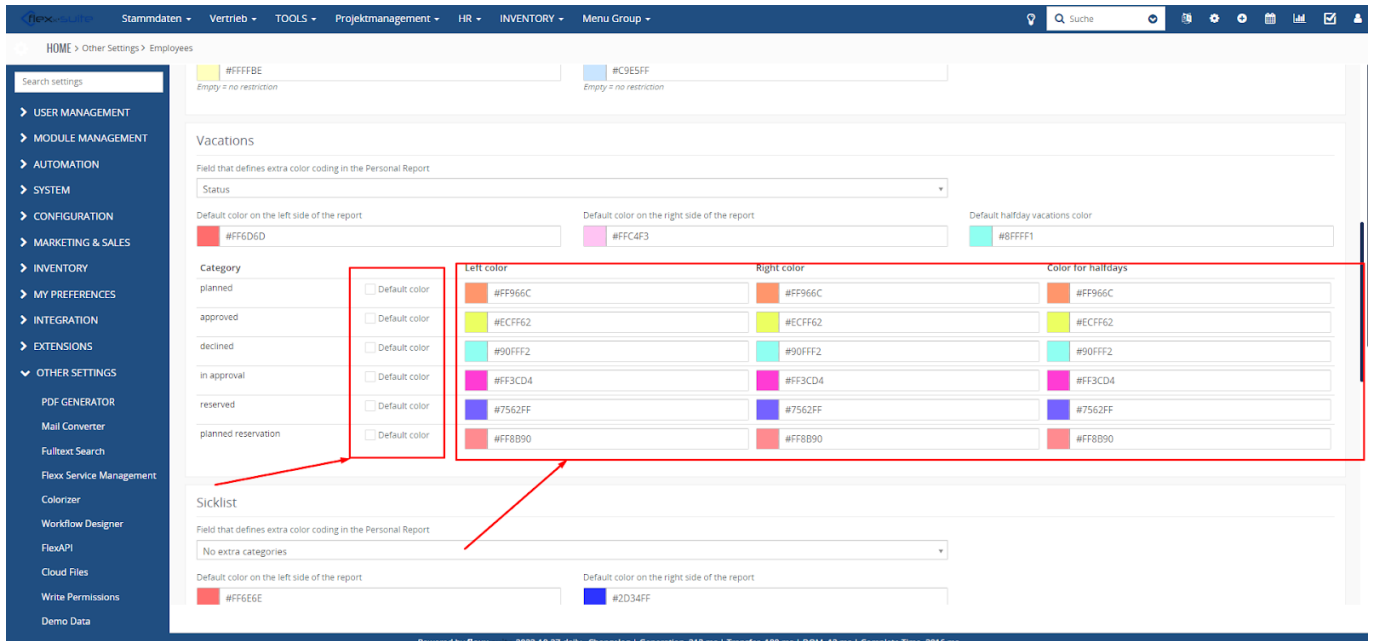




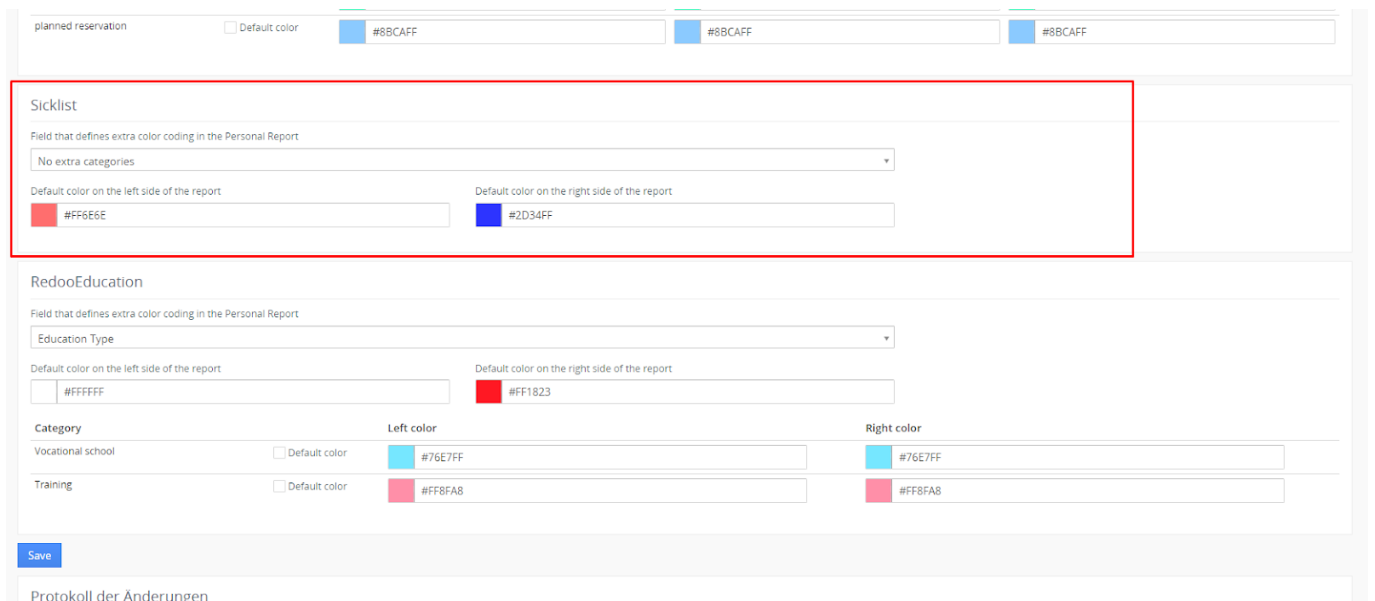
After clicking the “Save” button, the values of the status field will appear, and you can change the color.



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



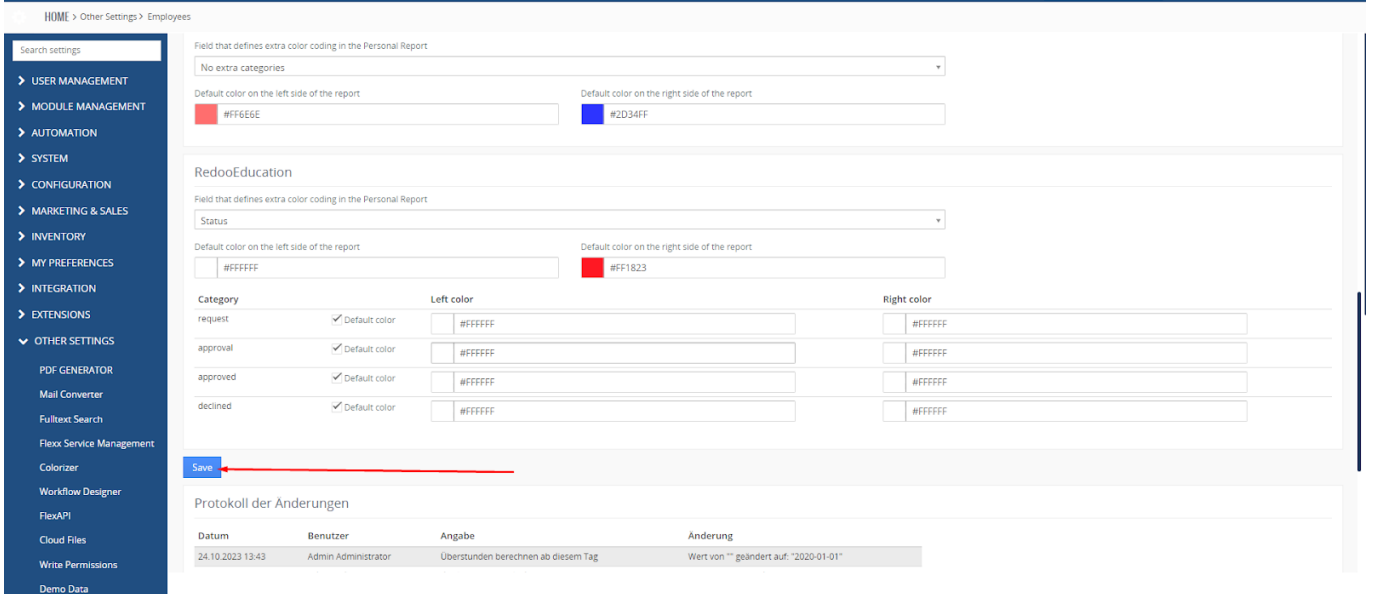
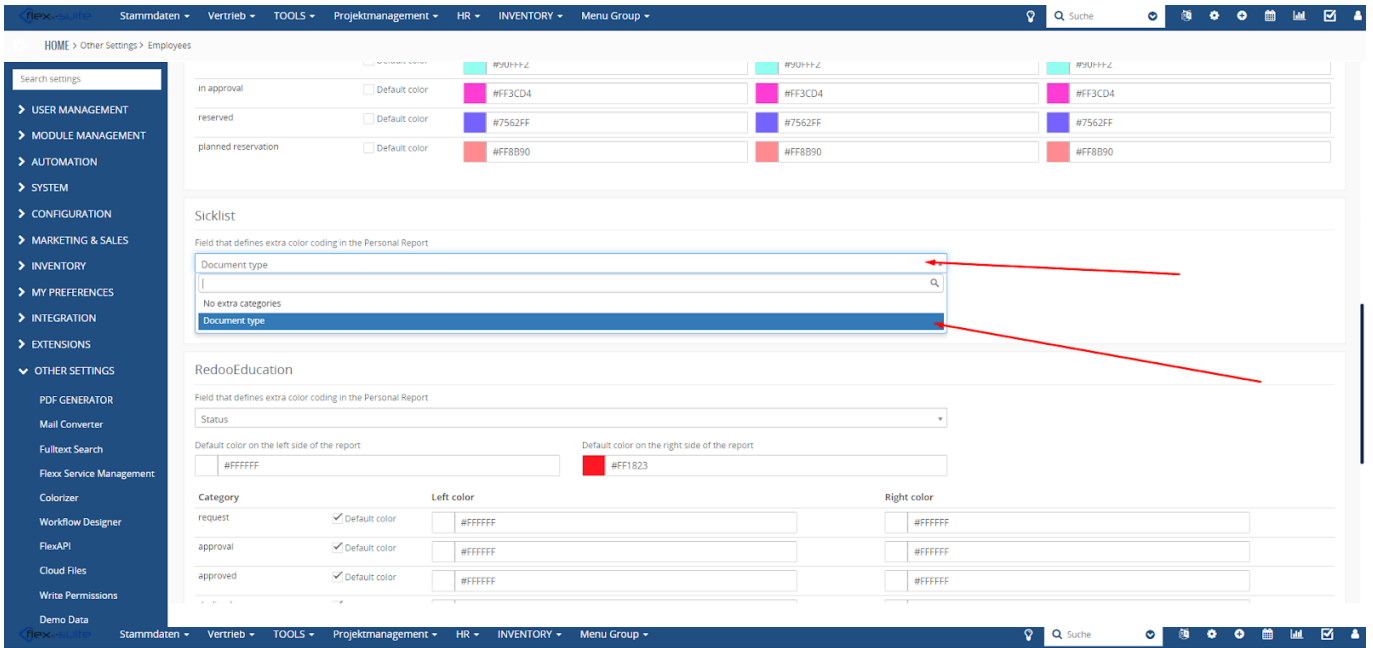
Sicklist



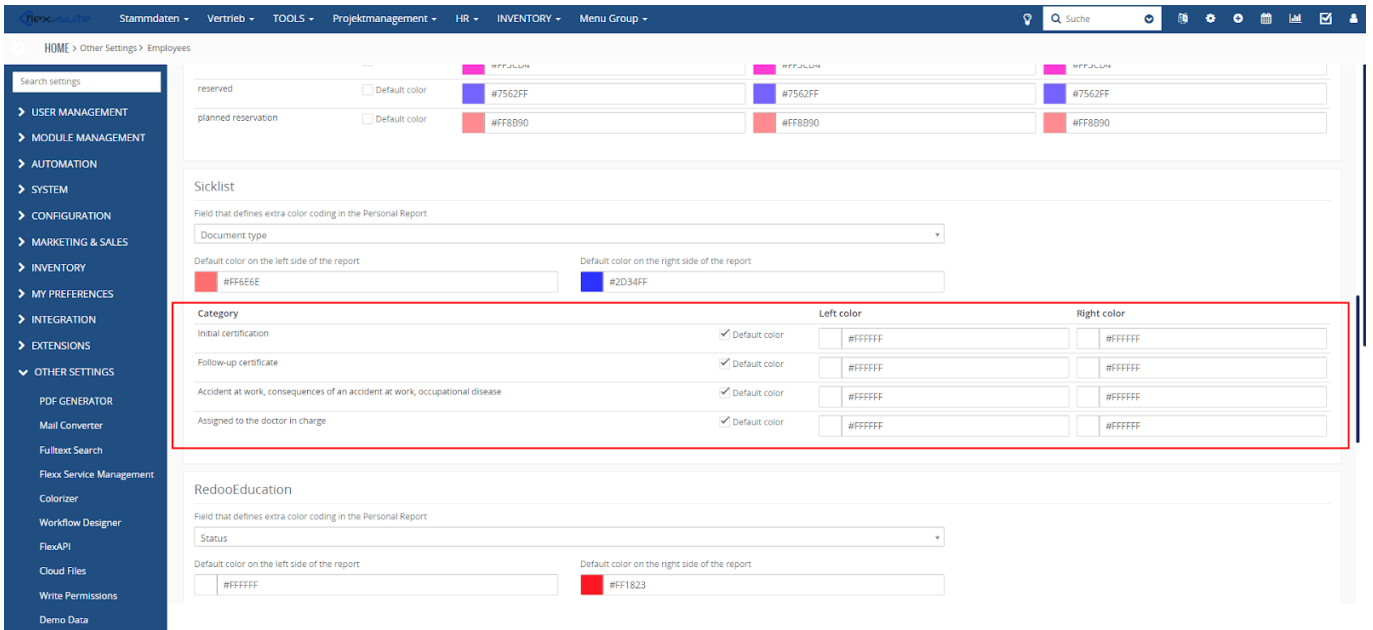
This block is used to customize the colors in the sick leave report

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

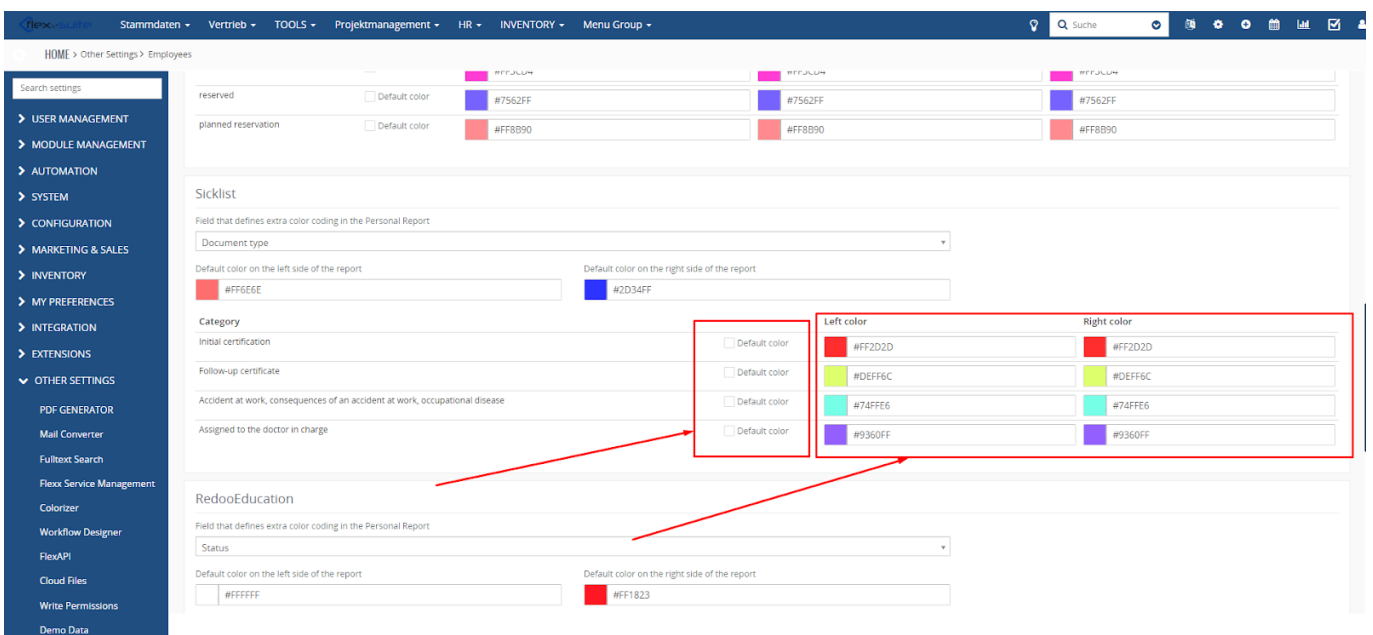
To do this, in the "Field that defines extra color coding in the Personal Report" field, select the "Document type" field and click the "Save" button.



After clicking the “Save” button, the values of the “Document type” 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



Redoo Education

No extra categories ▼

Default color on the left side of the report Default color on the right side of the report

■ #FF6666

■ #2D34FF

RedooEducation

Field that defines extra color coding in the Personal Report

Status ▼

Default color on the left side of the report Default color on the right side of the report

■ #FFFFFF

■ #FF1823

Category		Left color	Right color
request	<input type="checkbox"/> Default color	■ #4FFF45	■ #4FFF45
approval	<input type="checkbox"/> Default color	■ #5A7EFF	■ #5A7EFF
approved	<input type="checkbox"/> Default color	■ #D2FF2C	■ #D2FF2C
declined	<input type="checkbox"/> Default color	■ #EE92FF	■ #EE92FF

[Save](#)

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

