



Deliver the best employee experience by training in Zoho People

(Beginner)



About

Designing a simplified and automated human resources management system (HRMS) structures your organization's people operations. This training will get you started with everything a beginner needs to know about how to set up your organization's process flow in Zoho People.

Who's it for?

This training is designed for HR administrators to kickstart their journey with the basics of Zoho People. You will learn to manage your company's employee database, track leaves, regulate attendance and maintain a repository for your organization's files.



BEGINNER

One Day : 4 hrs (including break)

Employee database

This module shows how to set up your employee details in Zoho People so you can give them access to the system.

Users addition	Create the employee IDs to access Zoho People.
Employee details import	Add the personal details of each employee.
Employee profiles import	Add the employee details who don't have access to Zoho People.
Employee form customization	Customize fields to add relevant employee details.



Leave management

This topic covers the configurations for incorporating your organization's leave policies.

Leave type configuration	Add the leave types and set the applicability.
Balance customization	Importing the leave balance for all employees.
Holidays	Set up the holiday calendar for different shifts and locations.
Leave approvals	Streamline the approval flow for leaves.
Compensatory requests	Create the compensatory time-off policies.



Attendance

This module helps you build an accurate and user-friendly attendance management system that tracks your employees' time and attendance in an efficient way.

Shift management	Create shifts for mapping employees' attendance
Biometric integration	Integrate attendance devices to sync your organization's entries.
Attendance approvals	Configure approval flows for attendance.
IP and geographic restrictions	Set up IP and location-based restrictions for attendance.



Documents management

This module will help you create a centralized repository for storing and accessing files.

Organization files	Add generic organizational files for employees to access.
Employee files	Store and share employee-specific files.
General settings	Configure permissions based on roles.

