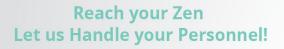




New Features List



Your Flexible, Simple and Scalable Human Resources Management System (HRMS)



www.zenhr.com



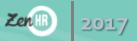


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ZenHR New Features and Updates List

Events & Announcements Setup

Manage and access all your events and announcements through your HR dashboard, it setup pages removed from the **Settings List** to be added to your calendar and announcements elements.

ZenHR

2017

zen -r	HR Dashboard								
Home	Home								
ی Employees	_					All Eve	ents (Add Event	Announcements G Add Announcement
Leaves & Vacations	Sunday June 11	June 2 Sun	017 Mon	Tue	Wed	Thu	today Fri	< > Sat	
						1	2	3	No Announcements
Financials		4	5	6 13	7 14	8 15	9 16	10 17	Who is Off 0
Approvals		18	19	20	21	22	23	24	No one is absent this period!
Documents		25	26 3	27	28	29 6	30		
Reports									Documents Center
<u>م</u>									Show 10 v entries Search:
Boarding									Document Name
									Company Handbook Other Edit Show



Currency Setup

Now you will be able to select your branch default currency to use it in your financial transactions and salaries calculations as shown in the below figure:

Settings List \rightarrow Branch Setup

Settings List	Working Days*	30 *
Company Settings	Working Hours*	- Hours 8 +
Branch Setup	Cut-off Date*	0
Users Setup	Weekend	Friday × Saturday ×
Organizational Structure		
Positions	Tax Number	
Termination Setup		
Boarding Templates	Social Security Number	
Leaves & Vacations	Time Zone*	(GMT+02:00) Amman
Approvals		
Holidays	Rounding Precision*	3
Insurance		
Financial Setup	Employee ID Auto Increment	
Banks Setup	Currency*	Jordanian Dinar - JOD - 1,2
Assets		
	🗑 Delete	Add Bank Account Update Branch

And you can manage the exchange rate as shown below:

Settings List \rightarrow Financial Setup \rightarrow Exchange Rate

zen +R	HR Dashboard					¢			
Home	Settings List	Add Eucless as Dees							
R	Company Settings	Add Exchange Rate							
Employees	Branch Setup	From*		nited States Dollar - USD - \$					-
27	Users Setup								
Leaves & Vacations	Organizational Structure	To*	, Jo	rdanian Dinar - JOD - 1.2					-
<i>—</i>	Positions								
Financials	Termination Setup	Rate*	• -	70.4				96	+
	Boarding Templates	Effective Date*							
Approvals	Leaves & Vacations	Effective Date*	2	2017-06-14					
	Approvals						Create Exchange	rate	
Documents	Holidays								
	Insurance								
Reports	Financial Setup								
	Taxes								
<u>j</u>	Social Security								
Boarding	Financial Transaction Types								
	Exchange Rates								



Also, you will be able now to select the currency per employee and that will affect his salary calculation based on the exchange rate in the setups.

Home					Update Salary Package	
<u>میں</u> Employees	Basic Salary*	- 1200.000	+	Basic Salary Currency*	United States Dollar - USD - \$	
×X	Tax Number			ن		
Leaves & Vacations	Social Security Salary*	- 🖾 1200.000	+	Ss Salary Currency*	Jordanian Dinar - JOD - ب	
Financials	Social Security Number					
Approvals	SS Effective Start Date	2017-06-01	15			
Documents	SS Effective End Date		15			
Reports	Family Exemption					
	Personal Exemption	\checkmark				
िर्मे Boarding	Taxable					
	Resident					_



Users setup

Г

Create and edit users, grant permissions based on the selected roles and link it to your employees as shown below:

Settings List → Users Setup

Settings List	Users List		+ Add		
Company Settings			Show active users only YES		
Branch Setup	Show to antrios		Coards		
Users Setup	Show 10 V entries Search:				
Organizational Structure	Email Ji Employee Name 1	Role	Status		
Positions	yousef@zenhr.com	Super Admin	Active		
Termination Setup Boarding Templates	Showing 1 to 1 of 1 Results		Previous 1 Next		
Leaves & Vacations					

After clicking the add button, you will be able to choose if you need to add new user, or to give permission to one of your employees to do HR work.

Settings List	New User				
Company Settings					
Branch Setup	Action	Add New User			~
Users Setup	Email*	Email			
Organizational Structure					
Positions	Password	Password			
Termination Setup					Remove
Boarding Templates	Role*	Please Select	Branch*	Please Select	-
Leaves & Vacations		Please Select		Please select	
Approvals	Anti-re				
Holidays	Active				
Insurance					Add Role Submit

Users and employees will be able to access their accounts using their emails and passwords, also you should select the role to show or hide financial data, such as salaries and employees financial records, and to select what branch that the user can access.

You can add more than one role for the same user on different branches, and to deactivate the user; uncheck the option **Active**.



Social Security & Tax localized Report

Use the official Tax and Social Security forms from ZenHR right after calculating your salaries.

Social Security Reports		
Monthly Subscriptions	Social Security Termination	
Tax_Reports		
AR/3 Form	AR/2 Form	Certified Salaries

Profile Summary in Employees Dashboard

Personal Dashboard			
Home Home			
	Hiring Date	2012-01-10	
	Direct Manager	Mohd Ashraf	
	Leaves & Vacations	Current Balance	Total Balance
Hasan Rashid HR Manager	Sick Day off	14.0	14.0
View Full Profile	Annual Vacation	8.918	20.482