



New Features List

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Let us Handle your Personnel!**

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



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Table of Contents

ZenHR New Features and Updates List	3
Events & Announcements Setup	3
Currency Setup.....	4
Users setup.....	6
Social Security & Tax localized Report.....	7
Profile Summary in Employees Dashboard	7

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.

The screenshot displays the ZenHR HR Dashboard interface. The top navigation bar includes 'HR Dashboard', a notification bell, a settings gear, 'Boundlessdrop', and 'HR User'. The left sidebar contains navigation icons for Home, Employees, Leaves & Vacations, Financials, Approvals, Documents, Reports, and Boarding.

The main content area is titled 'Home' and features a calendar for June 2017. The calendar shows the following dates:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

Below the calendar, there are three main sections:

- Announcements:** Shows 'No Announcements' with an 'Add Announcement' button.
- Who is Off:** Shows '0' with the message 'No one is absent this period!'.
- Documents Center:** Shows 'Add Document' button, a search bar, and a table of documents.

Document Name	Document Type	Edit	
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 → Branch Setup

Settings List

Company Settings

Branch Setup

Users Setup

Organizational Structure

Positions

Termination Setup

Boarding Templates

Leaves & Vacations

Approvals

Holidays

Insurance

Financial Setup

Banks Setup

Assets

Working Days* 30

Working Hours* - Hours 8

Cut-off Date*

Weekend Friday Saturday

Tax Number

Social Security Number

Time Zone* (GMT+02:00) Amman

Rounding Precision* 3

Employee ID Auto Increment

Currency* Jordanian Dinar - JOD - ل.د.

Delete

Add Bank Account Update Branch

And you can manage the exchange rate as shown below:

Settings List → Financial Setup → Exchange Rate

HR Dashboard

Settings List

Company Settings

Branch Setup

Users Setup

Organizational Structure

Positions

Termination Setup

Boarding Templates

Leaves & Vacations

Approvals

Holidays

Insurance

Financial Setup

Taxes

Social Security

Financial Transaction Types

Exchange Rates

Add Exchange Rate

From* United States Dollar - USD - \$

To* Jordanian Dinar - JOD - ل.د.

Rate* - 70.4 %

Effective Date* 2017-06-14

Create Exchange rate

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.

Update Salary Package

Basic Salary*	1200.000	Basic Salary Currency*	United States Dollar - USD - \$
Tax Number			
Social Security Salary*	1200.000	Ss Salary Currency*	Jordanian Dinar - JOD - ل.د.
Social Security Number			
SS Effective Start Date	2017-06-01		
SS Effective End Date			
Family Exemption	<input type="checkbox"/>		
Personal Exemption	<input checked="" type="checkbox"/>		
Taxable	<input checked="" type="checkbox"/>		
Resident	<input checked="" type="checkbox"/>		

Users setup

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

Settings List → Users Setup

The screenshot shows the 'Users List' interface. On the left, the 'Settings List' sidebar has 'Users Setup' selected, indicated by a green arrow. The main area displays a table with the following data:

Email	Employee Name	Role	Branches	Status	Responsible for Approvals
yousef@zenhr.com		Super Admin		Active	

Below the table, it says 'Showing 1 to 1 of 1 Results'. There are 'Previous', '1', and 'Next' navigation buttons. At the top right, there is a '+ Add' button and a 'Show active users only' toggle set to 'YES'. A search bar is also present.

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.

The screenshot shows the 'New User' form. The left sidebar has 'Users Setup' selected. The form contains the following fields:

- Action: Add New User (dropdown)
- Email*: Email (text input)
- Password: Password (text input)
- Role*: Please Select (dropdown)
- Branch*: Please Select (dropdown)
- Active:

At the bottom right, there are 'Add Role' and 'Submit' buttons. A 'Remove' link is also visible near the Branch field.

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



Hasan Rashid

HR Manager

[View Full Profile](#)

Hiring Date 2012-01-10

Direct Manager Mohd Ashraf

Leaves & Vacations	Current Balance	Total Balance
Sick Day off	14.0	14.0
Annual Vacation	8.918	20.482