

Zoho People One-on-One Training Course - Beginner

OEM: Zoho Corporation

COURSE DESCRIPTION

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.

AUDIENCE PROFILE

- 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.

PREREQUISITES

- This section doesn't contain any content.

COURSE OBJECTIVES

By the end of this course, participants will be able to:

- This section doesn't contain any content.

COURSE OUTLINE

Module 1: 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.
 - User addition
 - Employee details import
 - Employee profiles import
 - Employee form customisation

Leave management

- This topic covers the configurations for incorporating your organization's leave policies.
 - Leave type configuration
 - Balance customization
 - Holidays
 - Leave approvals
 - Compensatory requests

Attendance

- This module helps you build an attendance management system that tracks your employees' time and attendance in an efficient way.
 - Shift management
 - Biometric integration
 - Attendance approvals
 - IP and geographic restrictions

Documents management

- This module will help you create a centralized repository for storing and accessing files.
 - Organization files
 - Employee files
 - General settings