

Zoho People One-on-One Training Course - Intermediate

OEM: Zoho Corporation

COURSE DESCRIPTION

Designing a simplified and automated human resources management system (HRMS) structures your organization's people operations. The intermediate training will give you deeper insights on Zoho People's features so you can manage your employees' onboarding, leaves, and attendance efficiently.

AUDIENCE PROFILE

- This course is developed for the HR team of your organization to gather extensive insights about the features of Zoho People. Along with managing your company's employee database, leaves and attendance, you can structure a seamless onboarding process for your employees, track time logs, build your exit policies, and automate the system completely.

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: Day One: 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

Module 2: Day Two: 4 hrs (including break)

Candidate onboarding

- This topic covers setting up the onboarding flow for the new hires joining your organization.
 - Candidate form customization
 - Candidate onboarding flow
 - E-sign for documents

Employee onboarding

- This topic covers setting up the onboarding flow for newly converted employees.
 - Employee onboarding flow

Time tracker

- This module helps you design an efficient time management system that allows employees to record and track the time spent on various projects/jobs.
 - Scheduler
 - Billing and payroll settings
 - Timesheet approvals

Automation

- This topic helps you automate notifications, tasks, reminders, and updates to ensure your data is always timely and complete.

- Workflows
- Actions