



Presentation Overview

- An Introduction to Zoho
- Zoho People - An overview
- Getting Started
- Features at a glance
- Mobile HRMS
- Integrations
- Customers
- Resources





ZOHO PEOPLE - An Introduction

Zoho People is a cloud-based HR management system that streamlines and automates your HR operations while also enabling a great digital employee experience.

- Renders employees easy access to HR services, both from web and mobile
- Sets you free from routine HR tasks by automating processes
- Let's you track and analyze employee performance
- Gives you insight on your workforce and helps in better planning
- Zoho People will be your highly secure and scalable HRMS that grows with your business.



Getting Started

[Company details](#) Organization structure Legal entities Business units Divisions



Add your organization's details, define Super Administrator, personalise using your company logo and create other company related settings.

Super Administrator

Email ID c.spalding@zylker.com

Email settings

Default from address c.spalding@zylker.com

Locale Settings

Country/Region India
Time Zone India Standard Time (Asia/Calcutta)

Display Settings

Name to be displayed First name Last name
Date Format dd-MMM-yyyy
Time Format 12 - Hour(s)

Profile Photo Settings

Zylker

www.zylker.com

Housing & Real Estate

C.Spalding

19943867724

charless@zylker.com

Address Details

43455. Charles Street. Mumbai. India.

Modify Settings

Zylker

Zylker Technologies

Cloud services

Email & Collaboration

Finance

Telecommunication

Zylker Chemicals

Speciality Chemicals

Adhesives

Quality Assurance

Marketing

Human Resources

- Personalize the system with your company details
- Rebrand using your domain
- Add your legal entities, different business units and divisions to create your organization structure.

Centralized Dashboard - An overview of your organization



Add Employee



Configure Approval



Enterprise Edition

Next Due Date on 18-Jan-2019



124

Total Employees - 2018
2017 - 111



7.21%

Effective Growth Rate
2017 - 44.16%



16 | 14.41%

Hirings
2017 - 34 | 44.16%



3 | 2.56%

Month Hirings
Jul 2018 - 2 | 1.83%



9 | 8.11%

Attrition
2017 - 0 | 0%

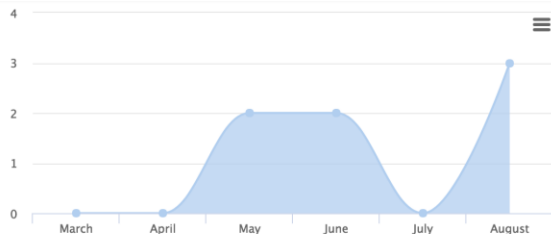


1 | 0.85%

Month Attrition
Jul 2018 - 0 | 0%

New Joinee Report

Last 6 months

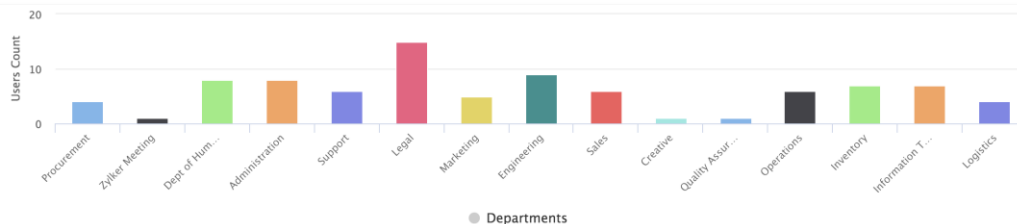


Attrition Report

March

User Diversity

Department



Employee Diversity Report

Total Employees 163

Age



15-21 Year(s)	1
22-28 Year(s)	28
29-35 Year(s)	53
36-42 Year(s)	12
43-49 Year(s)	1

29%
47
Male

29%
47
Female

0%
0
Others

Experience



0-2 Year(s)	61
3-5 Year(s)	74
6-8 Year(s)	18
9-11 Year(s)	8
12-14 Year(s)	2



Features at a glance

Onboard and Manage

- Candidate and Employee Onboarding
- Employee Database
- Time and Attendance Tracking
- Case Management
- Exit Management

Performance and Learning

- Performance Management
- Learning Management System

Streamline HR

- HR Workflows
- Custom Apps

Insights

- People Analytics

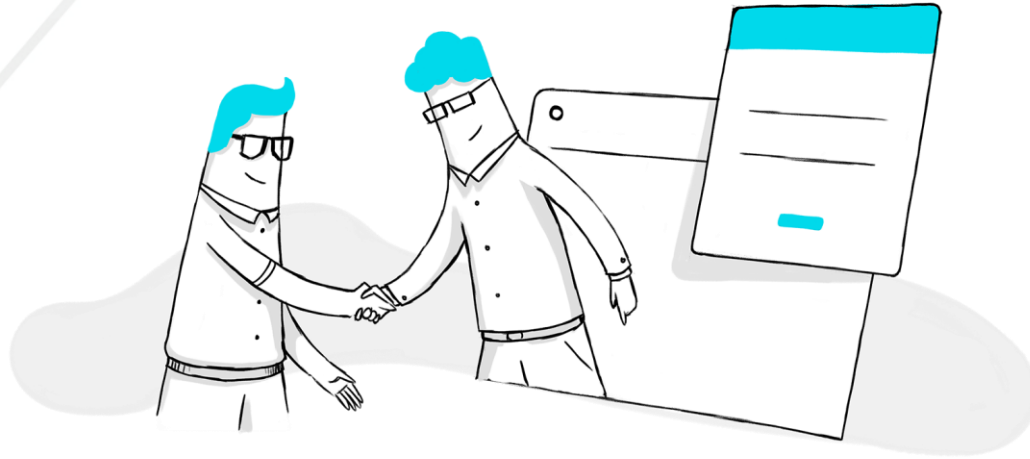
Connect

- HR Files
- Communication and collaboration



Onboard and Manage

Employee Onboarding



Candidate Portal



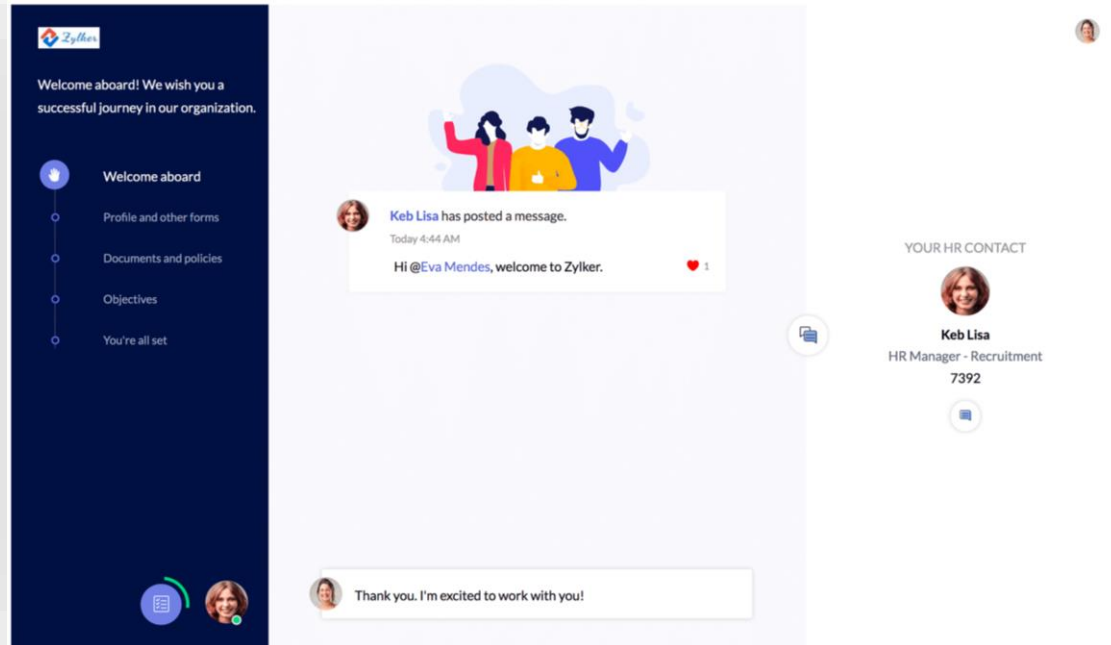
- Send **offer letters** and get them e-signed.
- Create **checklists** for new-hires to submit documents like work experience and qualification certificates.

The screenshot displays the Zylker Candidate Portal interface. On the left is a dark blue sidebar with the Zylker logo at the top. Below the logo, a message reads: "We'd like you to fill in your professional and personal information here." The sidebar contains a vertical menu with four items: "Profile" (highlighted with a person icon), "Forms", "Documents and policies", and "You're all set" (with a checkmark icon). A circular button with a document icon is at the bottom of the sidebar. The main content area on the right is white and titled "Candidate Details". It contains several input fields for personal information: Candidate ID (CND18), First name (Princy), Email ID (princy.belinda96@gmail.com), Last name (Belinda), Mobile (9600107227), and Official Email (princy.belinda@zylker.com). There is a "Photo:" label followed by a placeholder image labeled "user_0013_Layer 7.jpg" and a small circular icon with the number 1. Below this is the "Address Details" section with fields for Street Address (Goulburn Street), State/Province (New South Wales), City (Sydney), ZIP/PIN Code (2024), and Location (AUSTRALIA with a dropdown arrow). The "Professional Details" section at the bottom has fields for Experience (2) and Current Salary (20000 AUD).



Employee Onboarding

- **Create different onboarding flows** to match the experience and designation of new-hires.
- **Define objectives and goals** to improve clarity and get employees up to speed in no time.
- Familiarize your new hires with **company policies**
- **Introduce your team** and give a warm welcome to your new employees!



Employee Dashboard & Self-Service



- The **custom created employee dashboard** gives a gist of all the major activities of employees like the leave report, announcements, timesheet approvals etc. Simple actions can be performed in a giffy!
- The **employee self-service portal** allows employees to view and manage their personal information and perform quick actions. Whether it's logging time, updating goals or delegating work to others, employees can do it from within their portal.



Employee Dashboard

Check-out 00:03:29 Hrs

Apply Leave Log Time

Favorites 15

ZY157 - Albert Audrey

8816686678 7116

ZY156 - Addison Bernice

74960501782 7122

ZY148 - Aaron Welsley

848531666698 7170

Jeenie Smith - Jeenie Smith

98458125674

ZY168 - Rahul Shetty

9836875643 7050

Upcoming Holidays

May Day

1 - May Friday

Early May bank holiday

8 - May Friday

Spring bank holiday

25 - May Monday

Leave Report

0 Absent

0 Annual leave Available 0 Day(s)

1 Bereavement leave Available 4 Day(s)

1 Casual Leave Available 11 Day(s)

0 Compensatory off Available 0 Day(s)

1 On Duty Available 11 Day(s)

Announcements +

Routine Equipment Check

07 November 2018, 4:55 PM

Appraisals for Teaching Staff

07 November 2018, 1:08 PM

Children's Day!

07 November 2018, 1:03 PM

Wellness Program

08 August 2018, 5:37 PM

Self-Service Portal

ZY198 - Christine Spalding

HR Head

Dept of Human Resources

c.spalding@zyler.com

Access my payroll

Profile

Team

Calendar

Leave

Timesheet

Attendance

Files

Delegation

About Me

Dept of Human Resources

6870

CA - 504

(GMT+05:30)

Dynamic Person

HR Head

9546782345

UAE

Reporting To

Jennifer Paul

Procurement Executive

View in Organization Hierarchy

Direct reports 11

Rufus William

Director

Sandra Marks

Regional Support Manager

John Broadnax

Sales Executive



Centralized Employee Database



Secure & Centralized Employee Database



Collect and manage info

- Securely collect and manage your employee information, personal records and government records.
- Classify your workforce into departments, designations, and locations.

User access

- Set custom user roles like admin, team member etc and give appropriate permissions for different data types within Zoho People.
- Restrict user access according to geolocation and/or IP addresses.

Total Users: 163

Add ▾

Import ▾

Sync



<input type="checkbox"/>		micheller micheller, HRM1 micheller@zylker.com	07-Oct-2016	Team member		Active		
<input type="checkbox"/>		Emma Cartner, 4585 emma.cartner@zylker.com	01-Jun-2017	Team member	California	Active		
<input type="checkbox"/>		Tai Chang, 4584 chang.tai@zylker.com	04-Jun-2018	Team member	California	Active		
<input type="checkbox"/>		Quinn Rivers, 4583 quinn.rivers@zylker.com	01-Oct-2015	Team member	California	Active		
<input type="checkbox"/>		Abigail Anderson, 4580 abigail.anderson@zylker.com	01-Apr-2015	Team member	California	Active		
<input type="checkbox"/>		Raghav Rao, 4579 raghav.rao@zylker.com	03-Oct-					
<input type="checkbox"/>		Atsuko Atsuko, 4578 atsukomayeda@zylker.com	01-Jun-					
<input type="checkbox"/>		Amelia Burrows, 4577 amelia.burrows@zylker.com	01-Feb-					
<input type="checkbox"/>		Lewis Gardner, 4576 lewis.gardner@zylker.com	04-Oct-					
<input type="checkbox"/>		Mustafa Ozan, 4575 mustafa.ozan@zylker.com	08-Nov-					

Form Permissions

Global Permissions

Admin Operations

Form

Employee

No data

Roles

Record Permissions

View

Edit

Add

Director

Form Permissions

Global Permissions

Admin Operations

Form

Employee ▾



No data



My Data



Subordinates' Data



Subordinates+My Data



All Data

Roles

Record Permissions

Field Permissions

Action Permission

View

Edit

Add

Delete

Import

Export

Director



Manager



Team Incharge



Team Lead



Team member

[+ Set permissions for other role](#)



Time & Attendance

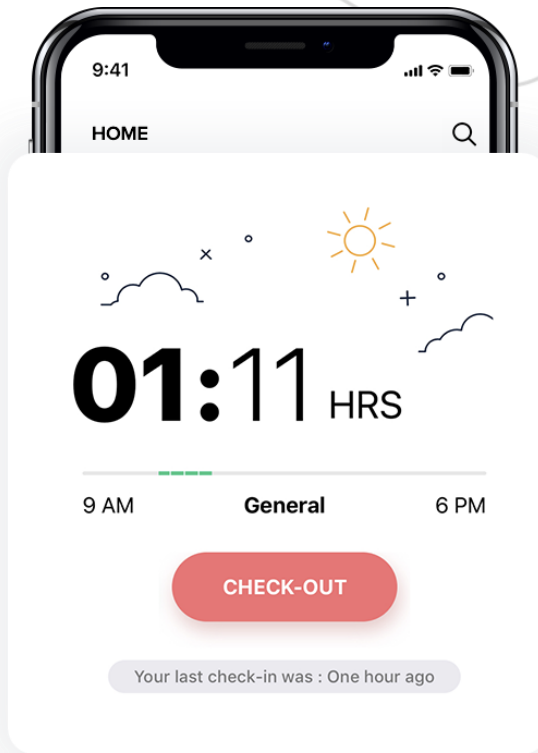
- Attendance Management
- Shift Scheduling
- Time Off Tracking
- Timesheets





Attendance Management

- **Enable real-time attendance** marking from the web, mobile and through biometric integrations.
- **Customize attendance policies** with working hours, pay day calculations and specific permissions.
- **Regularize attendance** if employees forget to mark their presence or give a **grace time** to ensure flexibility.
- **Enable geo and IP tracking** to ensure accurate attendance of your mobile and remote workforce.





Shift Scheduling

Create dynamic schedules and rotations

- Create schedules and set policies for each based on your requirements.
- Configure shift allowances and automatic rotations.

Edit Shift

Shift NameUK shift

From11:00 AM

to5:00 PM

Shift Margin☐ Enable ☒ Disable

Weekend☐ Location Based ☒ Shift Based

Weekend definition

Days	Weeks					
	All	1st	2nd	3rd	4th	5th
Sunday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Tuesday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Wednesday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Thursday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Friday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Note: If you edit, the older days weekends also will be changed. Please create a new shift to keep the details of previous days weekends.

SubmitCancel

Shift Rotation

Scheduler Details

Schedule NameUS Shift

Schedule FrequencyMonthly30 of every month

Time of Schedule9:00 AM

Shift Rotation details

Shift SpanFrom 1 to Last Day of the month

Applicable For

Departments

undefined

Clear

Shift Rotation

US Shift - General

General - US Shift



- Use the shift calendar to assign and manage shifts.
- Calculate accurate working hours along with breaks taken and overtime.

[illegible]





Instant notifications

- Whether it's a last minute change, or shift rotations, keep your employees in the know through instant notifications.
- Also, send reminders to employees to check in/out, and a notification to managers incase of absence.



Your Shift has been Changed by Christine Spalding.

Today, 5:58 PM

Existing Shift	Changed Shift
 UAE (09 : 00 AM - 06 : 00 PM) 20-Apr-2020 - 30-Apr-2020	 UK shift (11 : 00 AM - 05 : 00 PM) 24-Apr-2020 - 24-Apr-2020



Comment



Reminder for check-in

Today, 9:00 AM

Your shift begins at 09 : 00 AM. Please ensure that your attendance is marked.



Comment



Time Off Tracking



Create dynamic leave policies

- Create time off policies based on locations and work experience, complying to regional laws.
- Mark holidays based on different regions.
- Enable employees to apply for time off from the web and mobile.

Compensatory off & LOP

- Enable compensatory off for employees working on weekends and holidays.
- You can export the details of reduced paypool to your payroll software in a click.

Approvals

Managers can approve/ reject time off in just a single click and employees will be instantly notified.



ZY198 Christine Spalding ▾

< 01-Jan-2019 - 31-Dec-2019 >

Apply Leave

...



Bereavement leave



Available : 5

Taken : 0

Casual Leave



Available : 0

Taken : 0

Compensatory off



Available : 0

Taken : 0

On Duty



Available : -3

Taken : 15

PTO



Available : 12.1

Taken : 0

Sick Leave



Available : 12

Taken : 0

Work from Home



Available : 0

Taken : 4

Leave Applications

01 Sep, Sun

to

12 Sep, Thu

On Duty

9 Day(s)

03 Jun, Mon

to

06 Jun, Thu

Work from Home

4 Day(s)

Entitlement

Applicable

Restrictions

Effective After

0

Year(s) ▾

from

Date of Joining ▾

☒ Accrual

Yearly ▾

on

1st ▾

Jan ▾

No. of Days

0

in

Current accrual ▾

☒ Reset

Yearly ▾

on

Last Day ▾

Dec ▾

Carry Forward ▾

0

Percentage ▾

Max Limit

Encashment

0

Percentage ▾

Max Limit

☐ Prorate Accrual

Start of Policy ▾

Advanced

More Options +

+ Add new policy



Timesheets



Classify and schedule projects, clients, & jobs

- Create and map projects with the respective clients and work items.
- Schedule work items across the calendar so that everyone in the team is productive and your project is completed on time.

Track and manage

- Log time spent on specific projects or jobs, on a daily, monthly or weekly basis.
- Set estimated hours and the cost for every project and job.
- Automatically curate the time logs into timesheets and get it sent regularly for approvals.

Bill and Invoice

- Generate timely and accurate invoices and bill your clients or pay your employees on time.
- Zoho People integrates with Zoho Books, Zoho Invoice and Quickbooks for invoicing.



Construction



Structural Analysis



What are you working on?

Billable



00:00:20

☐ Mar 17, 2020

14:30

☐ Dreamworks model submission • Prototype submission

Billable

08:00

☐ Travel Proposal • Zylker Travels

Billable

01:30

☐ Debugging • Attendance Module

Bleh

Billable

05:00



Approved

[View](#)

Timesheet Name Timesheet (26-Mar-2019 - 01-Apr-2019)

Description

Project Name WP Wellcare

Submitted Time Logs

Approved Time Logs

☐ Billable

02:00

02:00

Job Name

From - To Time

Hour(s)

Apr 1
Mon

Design Analysis

Billable

04:23 PM - 06:23 PM

02:00



Total Billable Hours 02:00

Rate Per Hour 90 USD

Total Amount 180.00 USD

Employee Case Management



Case management in 4 steps

Case management in Zoho People categorizes and organizes employee questions to increase rapid response and eliminate frustration.

Sort

Define [categories](#) and add FAQs to help employees raise queries and requests easier and to the right person.

Manage

Assign [agents](#) to each category and set [SLAs](#), to ensure questions are addressed and resolved on time.

Track & Resolve

Employees can communicate with agents through [comments](#). Agents can also assign tasks and update the progress.

Feedback & Insights

Enable employees to [rate their experience](#) and get an overview of the number of open, closed and in progress tickets.



Question on 'Travel'

Requestor



ZY198 Christine Spalding



Subcategory

International travel



Subject

Description

B I U T 12 A [Formatting icons]

Text area for description

Text area for description

Submit

Cancel



Travel



Queries related to travel

Description

All queries related to domestic and international official travel can be raised here.

Agent Details



144 Silver Goodman

Subcategory

International travel

References

[International travel policy](#)

[Reimbursement policy](#)

[Travel Policy.pdf](#)

Cases Feedback



Tell us about your experience.

Poor

Bad

Neutral

Good

Excellent

Write your feedback here

Text area for feedback

Cancel

Submit



Agent

Compensation & Benefits

Post your queries on compensation and benefits



Loans

Query on loans



Travel

Queries related to travel



Agent

Leave

Queries on Leave related issues



Agent

Training

Manage your training module by adding all forms related to Training



Group Mediclaim

Employees can enrol for mediclaim



Transport

For staff



Exit management

Queries on exit management



Reimbursements

Queries on all types of reimbursements

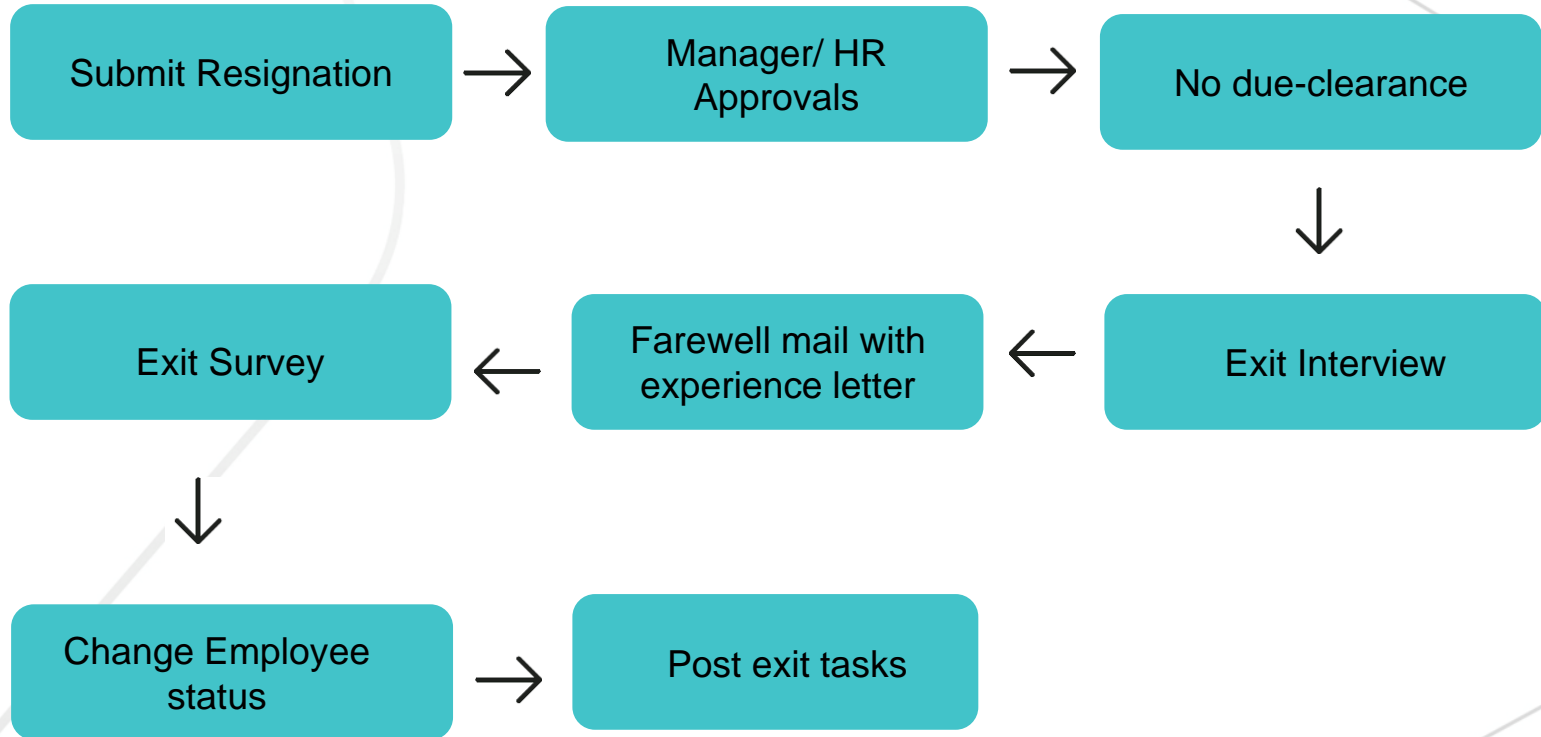
Exit Management



Exit management in Zoho People is a custom solution where you can set an exit experience with all the steps and processes your organization likes to have.



Craft your exit experience





Personal Details

Select your primary reason...

Please indicate your level...

Please provide us your co...

Hi Team Member,

While we are sorry to see you go, we would love to hear from you on your time with us. Would you please share with us your experiences and feedback from your time with our organization?

This feedback is kept confidential and helps us keep the warehouse group as a great place to work.

This feedback session usually takes 5 - 10 minutes to complete.

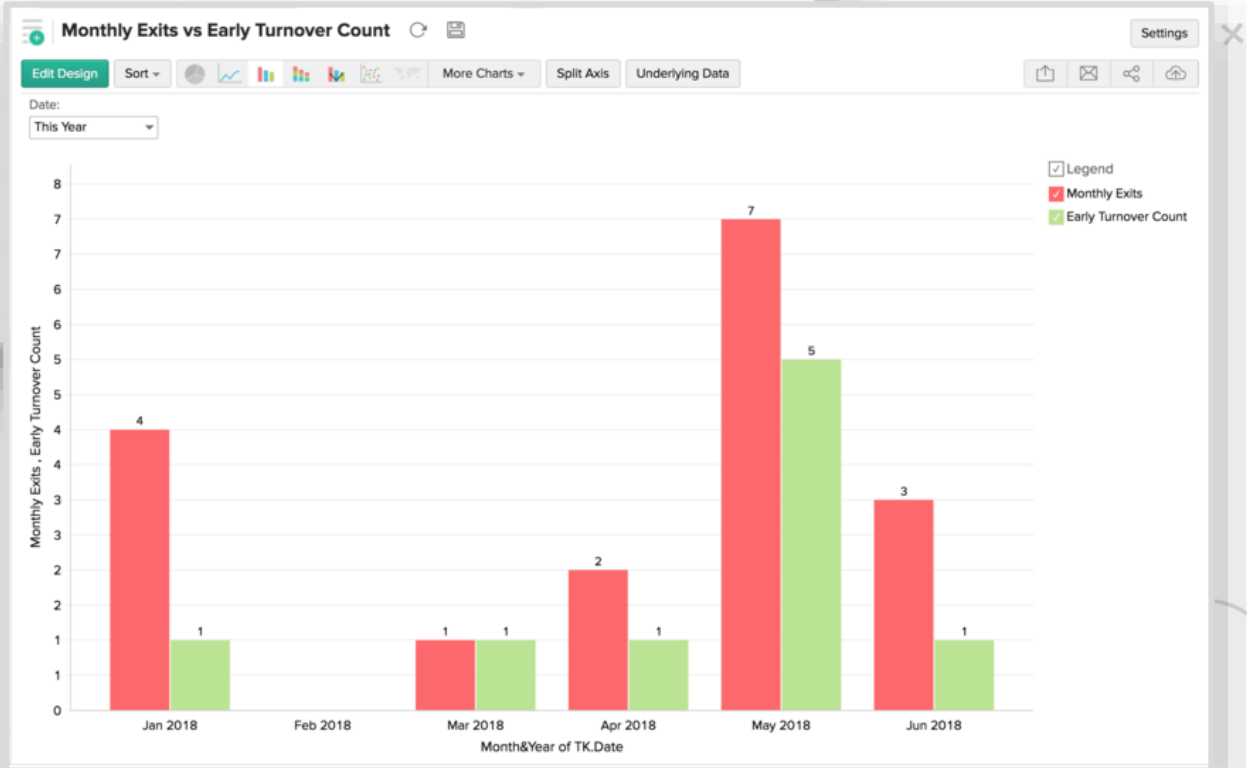
Thanks

Employee ID

Employee Name

Age

Gender





Performance and Learning

Performance Management

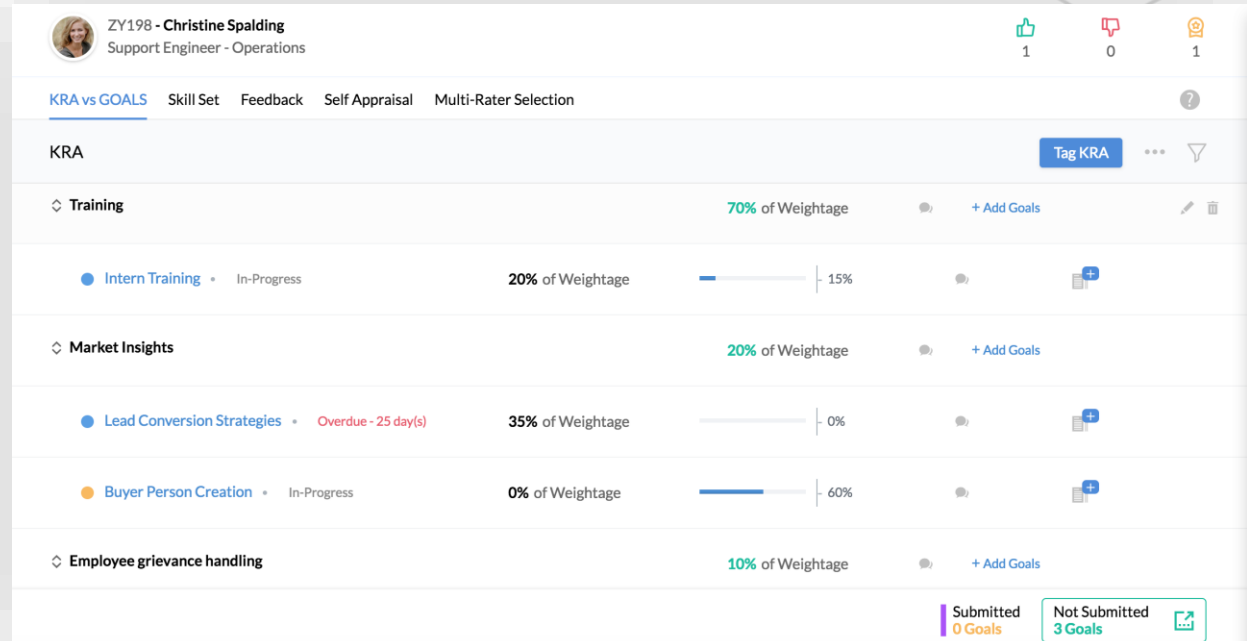
- Accurate Evaluation metrics
- Feedback
- Continuous assessment
- Performance appraisals
- Insightful analytics



Evaluation Metrics - KRA and Goals



KRA and goals allows you to set achievable targets and reach the desired end result with precision. It enables managers to track employee performance, efficiently.



[illegible]



Feedback

Zoho People enables a host of ways for employees to receive layered feedback. You can choose to have [peer-to-peer feedback](#), [manager to reportee](#) or [360-degree feedback](#). Apart from feedback, managers can have a summary of employee performance and behavior.

The screenshot displays the Zoho People feedback interface. At the top, there is a navigation bar with icons for thumbs up, thumbs down, star, eye, medal, and chat. Below this, a feedback submission form is visible. The form contains a text input field with the placeholder text "Excellent performance in Q1. Keep up the good work!". Below the text field, there is a dropdown menu labeled "Select" and a checkbox labeled "Anonymous" which is checked. To the right of the checkbox are two buttons: "Submit" and "Cancel".

On the right side of the interface, there is a summary box showing the number of feedbacks received: 3 thumbs up, 0 thumbs down, and 1 medal.

Below the form, there is a notification section. It shows a notification from a colleague stating "A colleague has given a Feedback to [Abigail Anderson](#)." with a timestamp of "09 April 3:42 PM". Below the notification, there is a thumbs up icon and the text "Good job!". At the bottom of the notification section, there is a "Comment" button.



The screenshot displays the Zylker HR dashboard for employee Ann Parks (HR2121) covering the period from April 2019 to March 2020. The interface includes a sidebar navigation menu with options like Services, Home, Self-service, Organization, Leave, Attendance, Timesheet, Performance, and Settings. The main content area shows an overall score of 4.5 and a monthly breakdown of scores ranging from 3.9 to 4.6. A detailed view for the month of March highlights three goals: WF analysis (score 4, Low status), Social Media Promotion Program (score 4.5, Medium status), and Office Anniversary Program (score 2.1). Each goal entry includes a progress bar and a weightage of 25%. The total average score for the month is 2.1.

Month	Score
Mar	4.0
Feb	4.5
Jan	3.9
Dec	4.2
Nov	4.3
Oct	3.8
Sep	4.6
Aug	4.0
Jul	4.1

Goal	Status	Score	Weightage	Progress
WF analysis	Low	4	25%	50%
Social Media Promotion Program	Medium	4.5	25%	0%
Office Anniversary Program		2.1		



Performance Appraisals

Zoho People provides a highly customizable performance appraisal system. You can choose to run appraisals at your preferred time and for different job roles. You can include goals, KRAs, skillset and competencies to be reviewed during the appraisal cycle.

- Customizable appraisal cycles
- Self-appraisals
- Multi-rater reviews
- Salary hike and budgeting

My Review

Team mates

Peers View

Appraisee View

Goalsheet Approval

Multi-Rater Approvals

Multi-Rater Feedback

Multi-Rater Selection

Extend Review

Skill Set Matrix

Multi-rater Review

Goals

Employee Salary

Reports

Settings

< Multi-Rater Feedback

Multi-rater Details

Employee

Rebecca Biaggio ZY134

Rater

Christine Spalding ZY198

Type

Senior

Comments

Recruitment KRA and Goals

KRA vs GOALS	Progress	Weightage	Christine Spalding
Campus Recruitment		20%	
<div><div><div></div></div><div>Conduct five campus recruitments in Q3</div><div>In-Progress</div></div>	<div><div></div><div>20%</div></div>	50%	<div><div><div></div><div></div><div></div><div></div><div></div></div><div><input type="checkbox"/> N/A</div></div>
<div><div><div></div></div><div>Increase campus recruitment drives by 10% in Q1 of 2019.</div><div>Overdue - 94 day(s)</div></div>	<div><div></div><div>50%</div></div>	20%	<div><div><div></div><div></div><div></div><div></div><div></div></div><div><input type="checkbox"/> N/A</div></div>
		Average	<div><div></div><div>3.7</div></div>

Submit

Save Draft

Cancel

2019 - Q4 Appraisal

01-Jul-2019 to 30-Sep-2019

Total Employees

6

Total Salary

146200

Allocated Hike Percentage

10.00%

Allocated Hike Amount

146200

Estimated salary after hike

1608200

Submit

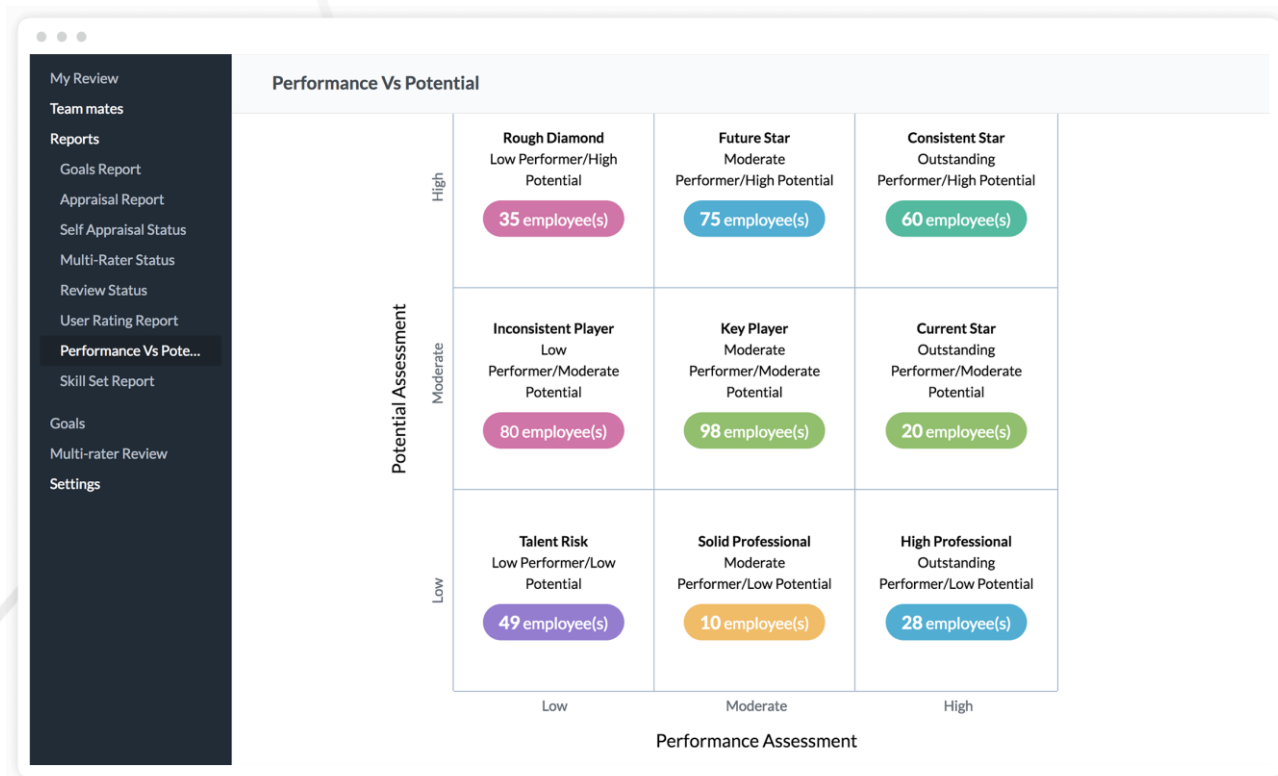
Cancel





Insightful Analytics

Get insightful performance analytics from detailed reports like skillset matrix, appraisal reports and 9-box matrix.





Corporate Learning Management System





A comprehensive learning experience

Create purpose-driven courses

Create, categorize and publish courses as per your needs through dual learning modes: Self-paced and Blended Learning.

Our LMS seamlessly integrates with Performance management, enabling you to create courses with pre-requisite skills and level of upgrade on completion of a course.

The screenshot displays a course page for '#Mktg - Strategic Content Marketing'. At the top, there is a green header with a circular icon on the left and a 'Batch-I' label. Below the header, a navigation bar includes tabs for OVERVIEW, MODULE, SESSIONS, FILES, MEMBERS, NOTES, DISCUSSION, and FEEDBACK. The main content area lists modules with expandable arrows, titles, and durations. The first module is 'Getting Started' (35 Mins), and the second is 'Content Marketing-The Strategic Context' (200 Mins). Under the second module, there are two sub-items: 'Agile Content Marketing' (60 Mins) and 'Content Marketing Strategy' (20 Mins). Each item is preceded by a document icon.

Module	Duration
Getting Started	35 Mins
Content Marketing-The Strategic Context	200 Mins
Agile Content Marketing	60 Mins
Content Marketing Strategy	20 Mins



A comprehensive learning experience

Deliver seamless learning

- Conduct selective training by creating relevant courses for each department, designation, location or skill set.
- Engage every learner with rich media content like videos, presentations, PDFs, online sessions etc.

The screenshot displays a learning management system interface. At the top, there are tabs for 'MODULE' and 'NOTES'. Below these, a course titled 'The Journey' is visible. A video player overlay is shown, featuring the title 'THE ZOHO CORP. STORY' and a play button. The video player is set against a background image of a modern building. Below the video player, there is a section titled 'Applicable to' which includes two filters: 'Departments' and 'Designations'. The 'Departments' filter shows 'Marketing' selected, and the 'Designations' filter shows 'Product Marketer', 'Content Marketer', and 'Content Writer' selected. The interface is clean and modern, with a light blue and white color scheme.

MODULE NOTES

The Journey

THE ZOHO CORP. STORY

Applicable to

Departments

This course is for users of the selected departments

Marketing x

Designations

This course is for users of the selected designations

Product Marketer x

Content Marketer x

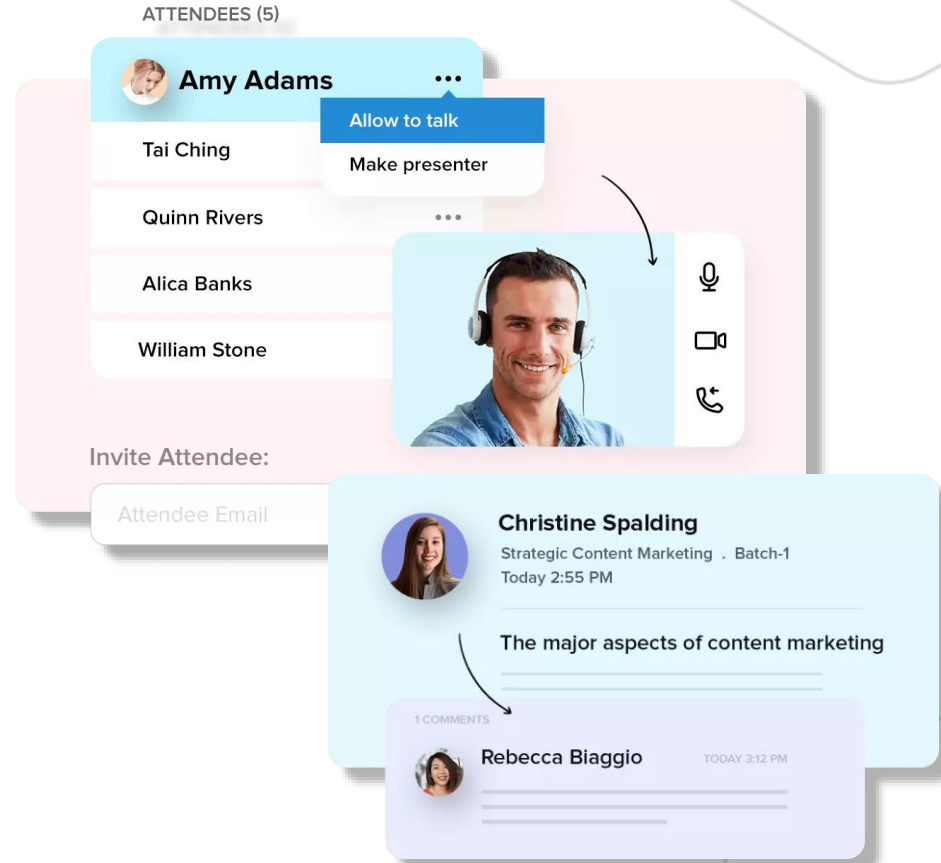
Content Writer x



A comprehensive learning experience

Engaging learning experience

- Connect your trainers and learners through virtual sessions so that you don't miss the classroom effect.
- Encourage learners to participate in discussions and learn from multiple perspectives.





A comprehensive learning experience

Manage

- Manage batches and encourage learners to provide feedback about courses and trainers.
- Managers can also suggest courses based on their skills and track employees' progress.

The screenshot displays a user profile for 'ZY130- Benito Melissa' with a 70% progress indicator and a 'SUGGEST' button. Below the profile, there are tabs for 'COURSES' and 'COMPETENCY'. The 'COURSES' tab is active, showing 'Strategic Content Marketing' with '0/1 Sessions'. To the right, a 'SKILL SET' section shows progress for 'COMMUNICATION' (75%), 'MARKET RESEARCH' (75%), 'DIGITAL MARKETING' (75%), and 'CONTENT MARKETING' (50%). Below this, a course card for 'Strategic Content Marketing' by 'Christine Spalding' is shown, featuring an 'Average rating' of 4.5 stars from 2 users. A feedback section at the bottom shows a review from 'Rebecca Biaggio' with a 5-star rating and the text 'An amazing course to learn about the A to Z of content marketing!' dated '10 Minutes ago'.

SKILL SET

Skill Set	Progress
COMMUNICATION	75%
MARKET RESEARCH	75%
DIGITAL MARKETING	75%
CONTENT MARKETING	50%

COURSES | **COMPETENCY**

Strategic Content Marketing
0/1 Sessions

Strategic Content Marketing
Christine Spalding

Average rating
4.5 ★
2 Users

Rating	Count
5 Star	1
4 Star	1
3 Star	0
2 Star	0
1 Star	0

Rebecca Biaggio
★★★★★
10 Minutes ago
An amazing course to learn about the A to Z of content marketing!



Insights

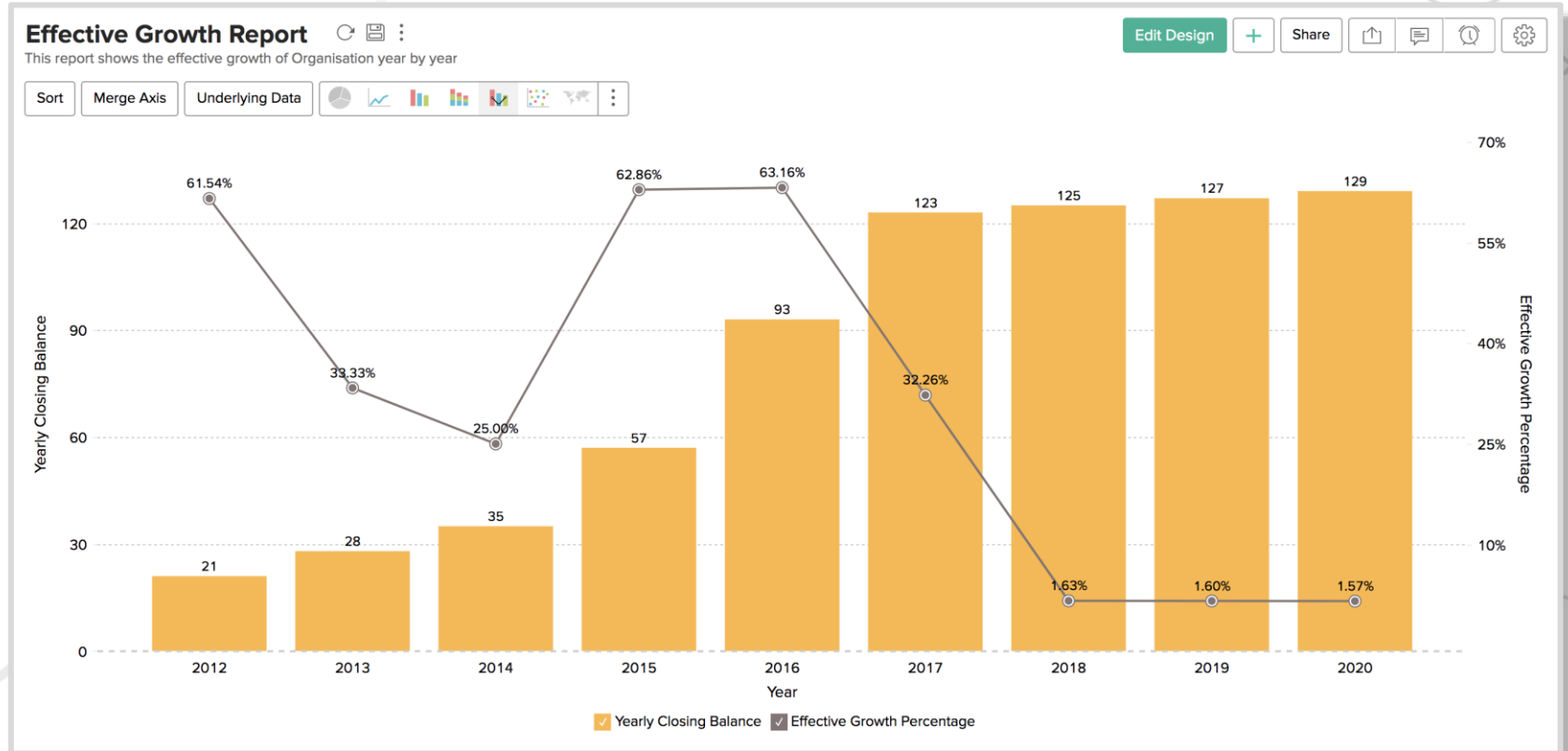
Advanced People Analytics



Make informed decisions



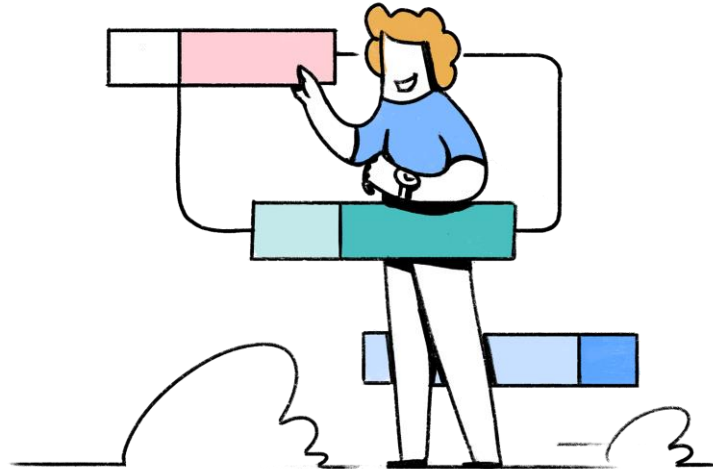
Apart from module based system reports, Zoho People allows you to create custom reports and dashboards about your attrition and retention trends, employee performance, effective growth, tasks and much more.





Streamline HR

Automation & HR Workflows





Automate workflows to streamline your process

Zoho People empowers you to create and customize your HR workflows with automatic mail alerts, field updates and more based on time and action.

Whether it's the tasks included while adding a new employee, approvals, tasks related to probation and exit, you can customize the system and set a unified process.

Action
Select one or more processes to be automatically triggered

Mail Alerts

+

Checklists

+

Validate Exit Process

Field Updates

+

Reason for Leave Retirement

Change Employee Status

Update date of exit in employee form

Webhooks

+

Custom Functions

+

+ Add time based action

Basic Information

Form Name

Workflow Name

Status

Description

Exit Details

Exit Checklist

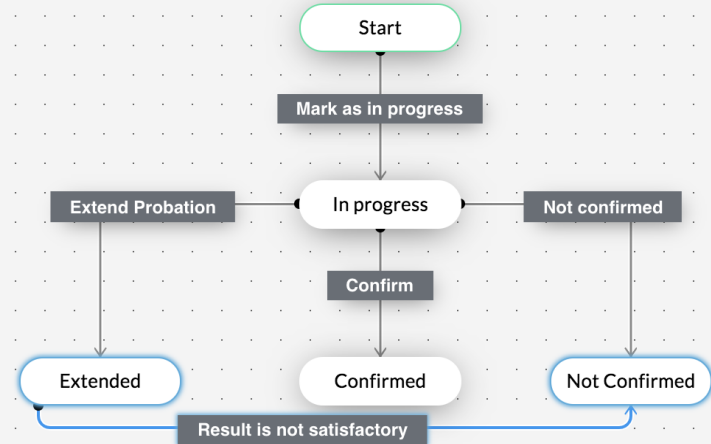
☐ Active

Tasks to be done when exit request is approved.



HR blueprint

Zoho People's blueprint enables you to create fool-proof processes that guides your HR staff through every stage so that there are no glitches and the process stays uniform throughout your organization.

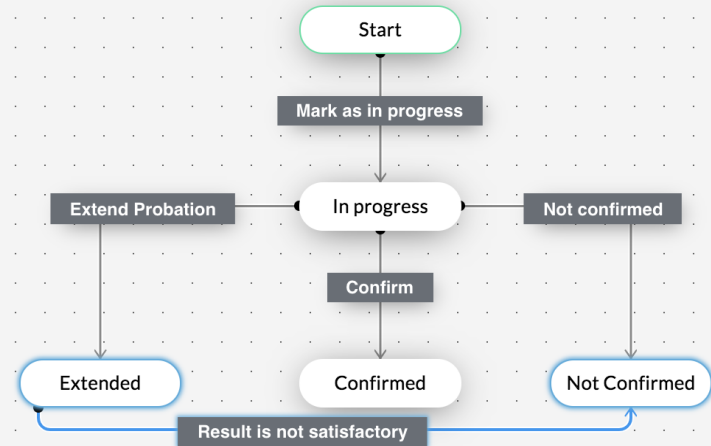




HR blueprint

Zoho People's blueprint enables you to create a fool-proof process with exactly the steps you want to have.

Blueprint guides your HR staff through every stage in a process so that there are no glitches and the process stays uniform throughout your organization.

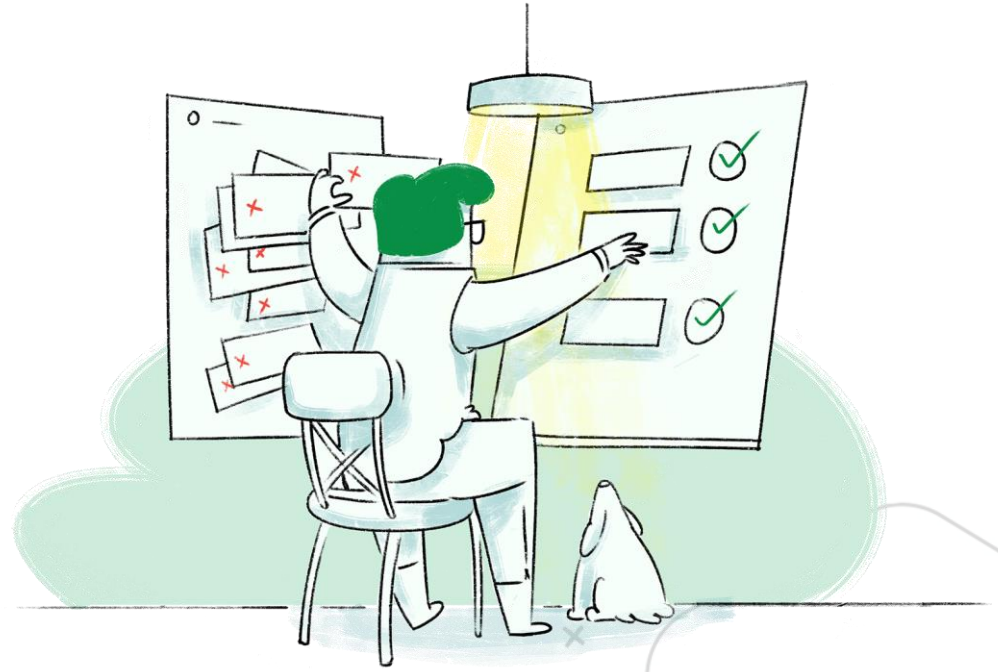




Streamline HR

Custom HR Apps

Go beyond the services we offer and create your own custom applications like team change management, visitor management, asset management and much more with all the processes and steps you'd like to have.



Add Field

☐ Single Line☐ Multi Line☐ Email ID☐ Number☐ Currency☐ Add Notes☐ Dropdown☐ Blood Group☐ Image☐ Phone☐ Date☐ f_x Formula☐ Date - Time☐ Url☐ File upload☐ Gender☐ Decimal☐ Lookup☐ Radio☐ Country☐ Decision box☐ Multi-select

Manage Sections ▾

...

Team Change Details

Employee Name

New Team

Email ID

New Designation

Current Team

CurrentDesignation



Q Search



Training



Performance



Files



Benefits

Exit
Management

①



Team Change

Description

Employees can request for team change.

Service Owner



Christine Spalding

[Go to Team Change](#)

Team Change Request

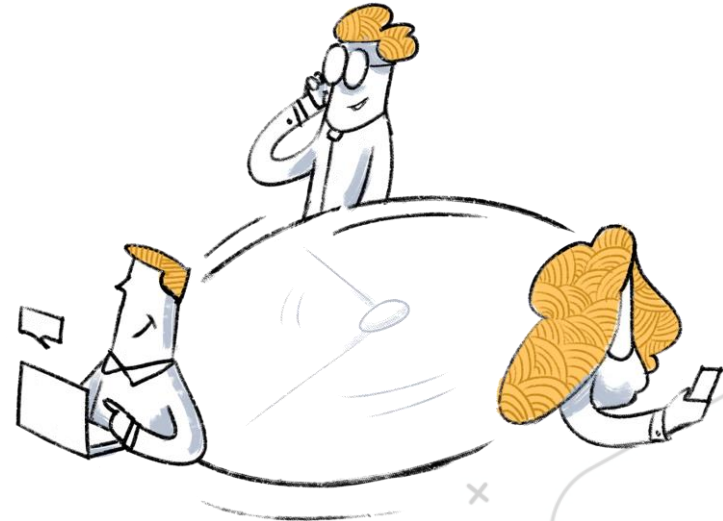
[Related Documents](#)[Create Case](#)[FAQ](#)



Connect

Communication and collaboration

- HR Files
- Collaboration
- Built-in chat



HR Files



Company Policies

Create company policies and handbooks based on locations, business units or departments and have them easily available to employees.

Secure sharing

Whether it's conduct reports, contracts or appraisal docs, securely share crucial docs with the right person and get them e-signed too.

<input type="checkbox"/> File Name	Shared To	Folder	Modified on
<input type="checkbox"/> Travel Policy.pdf	All	Policies	18-Jan-2019
<input type="checkbox"/> Terms & Conditions of employment.docx	All	Contracts	16-Jul-2019
<input type="checkbox"/> Social Media Policy	All	Policies	07-Jan-2020
<input type="checkbox"/> Salary hike process - FINA			

Document Details

Send Reminder

×

Anti-Sexual Harassment Policy
05-Mar-2020

ZY198 Christine Spalding

Status

Sent

Attachments

Anti-Sexual Harassment Policy
05-Mar-2020 16:52

Recipients

j.ortega@zphone.zylker.com

Status

UNOPENED

Activity

Company policy - RequestExpired

Document has been expired System Generated

21-Mar-2020 00:30

Real-time collaboration



Announcements

Make company-wide announcements and keep your employees posted on important information.

Built-in chat

Employees can communicate across the organization and also participate in audio and video calls for better communication.

A screenshot of a Google Workspace interface. The main window shows an announcement post by a woman, titled "Update on Work From Home Policy". The text of the announcement reads: "Hi everyone, We've made some major updates to our work from home policy here. Please read it thoroughly and it's mandatory to comply to the See more...". Below the text, it says "Expiry: Nil" and "Location: All". At the bottom of the announcement are "Like" and "Comment" buttons. Overlaid on the bottom right is a chat window with "Scott Fisher". The chat history shows a message from "You" saying "Hey" and a response from Scott Fisher asking "Can we have a meeting regarding our next event?". The chat interface includes a date separator for "28 Jun 2018", a time stamp of "02:51 PM", and a follow-up message from "You" asking "Can we meet at 3pm?". The chat window also has a "Add to your contacts" button and a "Actions" dropdown menu.

Real-time collaboration



Team and groups

Zoho People provides a collaboration space where the team or groups can get together, share ideas and resolve issues.

Feeds

Feeds helps you and employees to track notifications, request statuses and HR tasks.

The screenshot displays the Zoho People interface with two overlapping panels. The background panel shows a case created by Rebecca Biaggio on 30 July 2019, 12:20 PM, under the category 'Travel'. The case details are as follows:

Field	Value
Subject	What is my per diem eligibility?
Agent	Christine Spalding
Status	Closed
Category	Travel

Below the case details is a comment from Christine Spalding dated 30 July 2019, 2:44 PM, stating: "Your per diem eligibility is of two types international travel it is 200 USD." Another comment from Christine Spalding dated 30 July 2019, 2:56 PM states: "The case has been picked by @Christine".

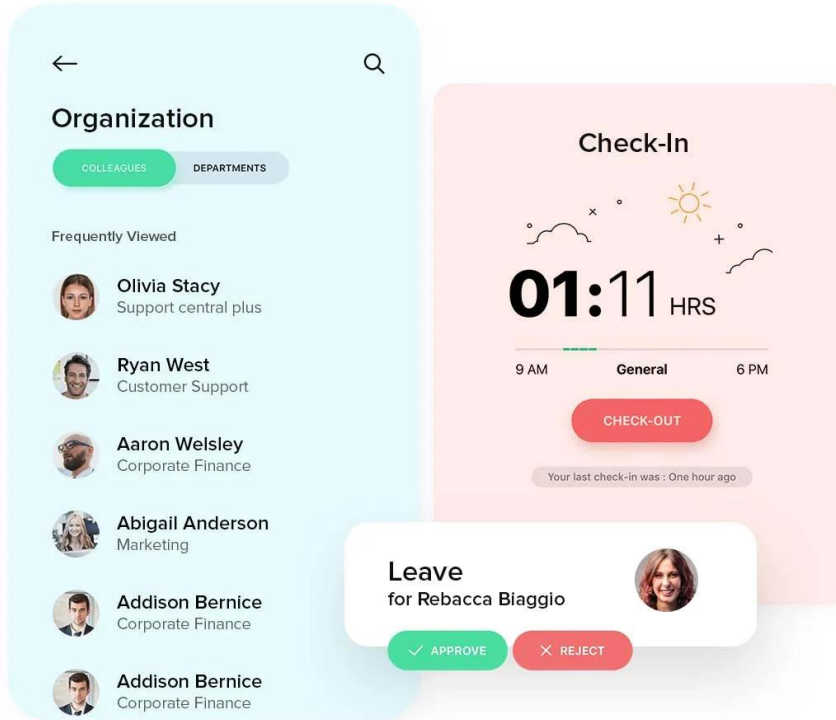
The foreground panel shows a notification titled "Your Shift has been Changed by Christine Spalding." dated Yesterday 5:58 PM. It displays a comparison of shifts:

Existing Shift	Changed Shift
UAE (09 : 00 AM-06 : 00 PM) 20-Apr-2020 - 24-Apr-2020	UK shift (11 : 00 AM-05 : 00 PM) 24-Apr-2020 - 24-Apr-2020

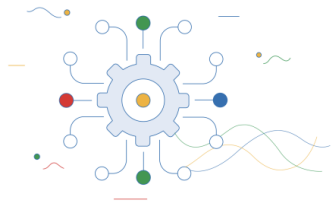
Below the shift change notification is another case created by Silver Goodman on 01 August 2018, 3:41 PM, under the category 'Travel - International travel'. The case details are as follows:

Field	Value
Subject	What is the per diem rate for the USA?
Agent	Silver Goodman
Description	I am traveling to the United States next month and I'd like to know how much per diem I would get.
Status	In Progress
Category	Travel - International travel

Mobile HRMS



- Easy mobile check in/out
- Log time for projects
- Request for time off
- Contact colleagues in a click
- Enable managers to do approvals on the go
- Access organization and employee files
- Track goals and KRA
- Track case requests and resolve questions
- Assign tasks and track progress
- Mobile LMS: Access courses, attend sessions and much more.



Zoho Apps INTEGRATIONS



Hiring: Zoho Recruit

Clients, projects and invoicing

- Zoho CRM
- Zoho Books
- Zoho Invoice
- Zoho Projects

Expense Management

Zoho Expense

Communication: Zoho Cliq

Advanced Analytics: Zoho Analytics

Payroll

Zoho Payroll

Password Management

Zoho Vault

Other: Zoho Writer

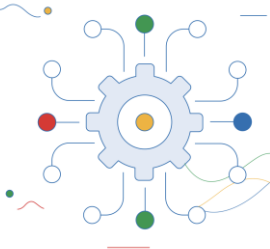


Other App

INTEGRATIONS: E-signature

Easily share and get offer letters, contracts and other documents esigned with Zoho Sign, Adobe Sign or DocuSign. Send out documents in bulk and get the process done in just a few clicks.





Other Apps INTEGRATIONS

G Suite

- Google Calendar
- Google Docs
- Add users from GApps



Integrate Zoho People with over 750+ applications

Sync users from  Office 365



Quickbooks

Generate invoices or pay your employees on time.



Reward and motivate your high-performing employees.



The Zoho People Family

4000+ businesses worldwide trust Zoho People with their HR operations.



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