

The Zoho People Standard Project for up to 10 Users

One of our experienced HR Systems Consultants will get your Zoho People, Sign & Cliq applications up and running over a five day period. This covers the system set up and configuration as well as hands-on training & practice.

Agenda - Days One to Five

- Detailed workshop of your People requirements – driven by a pre-project questionnaire
- Software Security Set Up
 - People, Sign & Cliq
 - Security - user set up and administration
 - ▶ Roles & Profiles
 - ▶ Administrator, Director, Manager, Supervisor and User
- The Home Screen – 13 customisable notification dashboards
- Self Service – Set up what the employee can access (create, read, update, delete)
- Announcements – company and team message board
- Organisation – Organisation structure, employee details, department names, job titles, contract details, probation, next of kin & dependents, exit details, work experience, education details
- Importing employee information using the import wizards
- Time & Attendance – time on, time off, standard work schedule
- Leave Tracker – up to 10 leave types, entitlements, restrictions
- HR Processes / Forms – disciplinary, grievance
- Folders – Company & staff folders
- Compensation – salary, assets, benefits
- Travel request & expense submission forms (in line with Revenue Commissioners guidelines)
- Templates
 - 3 HR letters – proof of address, employee reference, confirmation of employment (landlord, financial)
 - 4 custom email templates of your choice
 - 2 mail merge Employment Contract templates – Permanent & Part Time
- Onboarding – creation of 1 employee onboarding workflow
- Sign* – Set up of 1 user for legally certifiable online signing with mail merge documents, forms etc.
- Cliq* – Set up collaborative working, check in/out, instant messaging, screen sharing etc. for all users
- Overview of Reports and Dashboards
- System Administration & End User Training
- Application Review and Go-live plus a final question & answer session

* Zoho Sign & Zoho Cliq are separate products and must be licensed for use with People.

Further information

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