

Setup

HR departments can make company-specific adjustments to the software or changes to the default presets delivered with the software.

To configure the settings, click on the **Setup** tile.



Setup

Adjustments can be made for the following sections:

- Documents and contracts
 - Documents
 - Contracts
- Setup of working time models
- Setup of surcharge models/accounts
- Setup of special working hours
- Setup of absences
- Setup of automatic leave approval/rejection
- Setup of company specific holidays
- Setup of annual closure
- Company setup
 - Inheriting employee rights in a hierarchical structure
 - Hiding the working time account for employees
 - Locking working time account queries in the chatbot
 - Updating terminal static data automatically
 - Working days per week
 - Default value of a project day
 - Basic leave days overbookable
 - Days before submitting a health insurance certificate
 - Leave
 - Sickness
 - Statutory minimum number of leave days depending on number of working days/weeks
 - Absence calculation
 - No calculation of surcharge times
- Chatbot Builder
 - Subscribing to the Chatbot Builder
 - Accessing the Chatbot Builder
 - Customising Chatbot Answers
 - Deleting Customised Chatbot Answers
 - Creating New Questions-Answer Pairs