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.

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