



Only on
HUAWEI CLOUD

OneOfficeERP

HR Management Module



OneOffice

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Mission - A simple, complete & secure platform to empower productive teams

Introduction

- OneOfficeERP → all modules needed by modern organizations
- Latest technology → speed & performance
- This document relates to HR module only

Talent Acquisition



John Doe • Open

Create



Save

Assigned To



Attachments

Attach File



Reviews



Shared With



Tags

Add a tag ...

0 · 0

FOLLOW

You edited this

You created this

Connections

Interview Summary

Details

Applicant Name *

John Doe

Job Opening

developer

Email Address *

john.doe@email.com

Designation

Software Developer

Phone Number

+188375783949

Status *

Open

Country

Source and Rating

Source

Employee Referral

Applicant Rating



Employees



Employee Images

Image View



+ Add Employee

Filter By

Assigned To

Created By

[Edit Filters](#)

Tags

[Show Tags](#)

Save Filter

Filter Name

ID

Full Name

Department

1 filter



Last Updated On



Luc
Active



Max
Active



Lyn
Active

Training



Employee Training

Filter

Last Updated On

Select Kanban

Kanban View



+ Add Training Event

Scheduled



+ Add Training Event

Soft Skills



Onboarding



Completed



+ Add Training Event

Interviews



Workshop



Cancelled



+ Add Training Event

Employee Retreat



+ Add Column

Employee Performance



Search or type a command (Ctrl + G)



Help ▾



Leaderboard



User



Customer



Item



Supplier



Sales Partner



Sales Person

All Time



Points



Search



Rank	Name	Points
1	Saf	15
2	Dex	5
3	Lia	0

Expenses



Unpaid Expense Claim

Create Card

Set Chart



Employee

	Employee	Employee Na...	Expense Claim	Sanctioned A...	Paid Amount	Outstanding Amou...
1	HR-EMP-00001	Luc	HR-EXP-2023-...	1,000.00	0.00	1,000.00
2	HR-EMP-00002	Max	HR-EXP-2023-...	200.00	0.00	200.00

For comparison, use >5, <10 or =324. For ranges, use 5:10 (for values between 5 & 10).

Execution Time: 0.003127 sec

Automated Attendance



Monthly Attendance Sheet

Create Card

Set Chart

Add Chart to Dashboard



Mar

2023

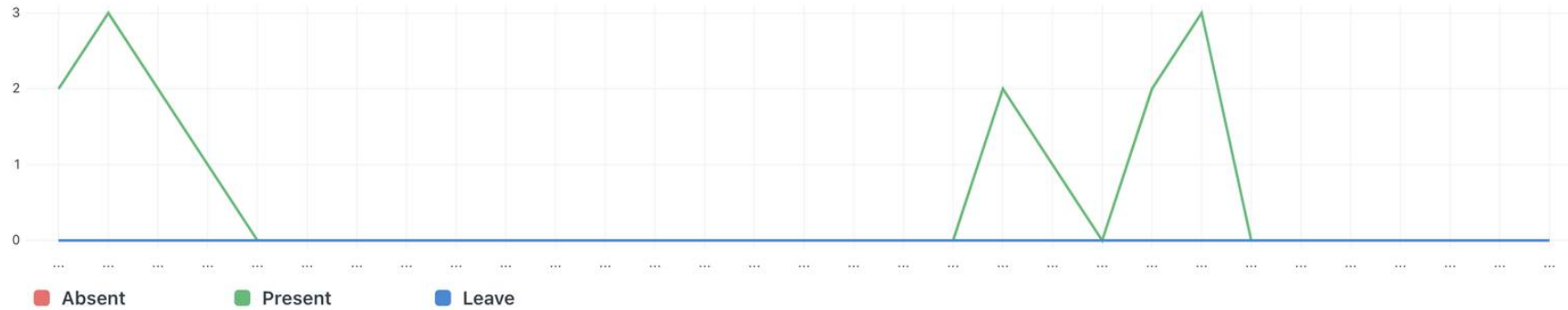
Employee

Spindl

Group By

Summarized View

Present - P Absent - A Half Day - HD Work From Home - WFH On Leave - L Holiday - H Weekly Off - WO



	Employee	Employee Na...	Shift	1 Wed	2 Thu	3 Fri	4 Sat	5 Sun	6 Mon	7 Tue	8 Wed	9 Thu	10 Fri	11 Sat	12 S...	13 ...
1	HR-EMP-00001	Luc			P											
2	HR-EMP-00002	Max		P	P	P	P									
3	HR-EMP-00003	Lyn		P	P	P										

Leaves



Leave Application Calendar

Filter



Last Updated On

Calendar View



+ Add Leave Application

Calendar

Select Calendar

Filter By

Assigned To

Created By

Edit Filters

Tags

Show Tags

Save Filter

Filter Name

< > Today

March 2023

Month

SUN	MON	TUE	WED	THU	FRI	SAT
26 Holiday: Sunday 12a - 2a	27	28	1	2	3	4 Holiday: Saturday 12a - 2a
5 Holiday: Sunday 12a - 2a	6 Luc (Leave Without Pay)	7	8 Max (Leave Without Pay)	9	10	11 Holiday: Saturday 12a - 2a
12 Holiday: Sunday 12a - 2a	13	14	15	16	17	18 Holiday: Saturday 12a - 2a
19 Holiday: Sunday 12a - 2a	20	21	22	23	24	25 Holiday: Saturday 12a - 2a

Payroll

> Payroll > Income Tax Slab > Income Tax Regime 2021

Q Search or type a command (Ctrl + G)



Help



Income Tax Regime 2021 Submitted

< > Print ... Cancel

Assigned To



Attachments

Attach File +

Reviews



Shared With



Tags

Add a tag ...

0 · 0

FOLLOW

You edited this just now

Effective from *

01-04-2021

Currency *

Company

Test Company

Standard Tax Exemption Amount

50,000.00

Allow Tax Exemption

If enabled, Tax Exemption Declaration will be considered for income tax calculation.

Disabled

Taxable Salary Slabs

Taxable Salary Slabs

No.	From Amount	To Amount	Percent Deduction	Condition	
1	2,50,001.00	5,00,000.00	5%	annual_taxable_earning > 500000	Edit
2	5,00,001.00	10,00,000.00	20%		Edit

Flexible Payroll Structures

> Payroll > Salary Structure > Albert Einstein

Q Search or type a command (Ctrl + G)



Help ▾

A

Albert Einstein • Submitted

Preview Salary Slip

Assign Salary Structure

Assign to Employees



Cancel

Salary breakup based on Earning and Deduction.

Earnings

No.	Component	Abbr	Amount	Statistic...	Formula	
1	Basic	B_1	0.00	<input type="checkbox"/>	Base * 0.4	Edit
2	House Rent Allowance	HRA	0.00	<input type="checkbox"/>	B * 0.3	Edit
3	Dearness Allowance	DA	0.00	<input type="checkbox"/>	B * 0.2	Edit

Add Row

Deductions

No.	Component	Abbr	Amount	Statistic...	Formula	
1	Professional Tax	PT	0.00	<input type="checkbox"/>	B * 0.1	Edit
2	Maharashtra Labour Welfare Fund	MLWF	12.00	<input type="checkbox"/>		Edit

Add Row

Simple Payroll Entries



HR-PRUN-2023-00001 • Draft

Get Employees



Assigned To



Attachments

Attach File



Reviews



Shared With



Tags

Add a tag ...

0 · 0

FOLLOW

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Submit this document to confirm

Overview

Employees

Accounting & Payment

Connections

Posting Date *

24-03-2023

Currency *

Payroll Frequency *

Monthly

Payroll Payable Account *

Payroll Payable - SPINDL

Company *

Spindl

Status

Draft

Start Date *

01-03-2023

Salary Slip Based on Timesheet

Deduct Tax For Unclaimed Employee Benefits

End Date *

31-03-2023

Deduct Tax For Unsubmitted Tax Exemption Proof

Timesheets & Projects

spindl > Projects > Timesheet

Search or type a command (Ctrl + G)



Help



Timesheet Calendar

Filter



Last Updated On

Calendar View



+ Add Timesheet

Calendar

Select Calendar

Filter By

Assigned To

Created By

Edit Filters

Tags

Show Tags

Save Filter

Filter Name

< March 2023 >

Today

Month

Week

Day

SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	1 TS-2023-00001 (1.0 12:07p - 1:07p)	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
				TS-2023-00006 (5.0 4:52p - 9:52p)		

... and a lot more

- Customizable payslips
- Full hiring cycle from job posting, interviews to offer acceptance
- Automated onboarding based on role
- Learning management system
- Time tracker
- Customized workflows
- Easy no-code customizations
- Staffing plans
- KPIs per role



Having the right tool for
the job is half the battle

Thank you.

Please feel free to contact us
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