



General configuration and workplaces

Your company's most valuable information in one tool.

Sesame Time

Sesame Advanced

HR Starter

Professional Plan

Enterprise Plan

File for the administrator

Hello!

Welcome to Sesame, the software that simplifies HR management.

In this file, we will explain what the functionality “**General Configuration and Workplaces**” is and how you can set it up in your dashboard.

We will take you step by step, so don't worry. We are here to help you with whatever you need!

Content

1. Configuration	3
1.1. General configuration.....	4
2. Tax information	5
3. Workplaces	6
4. Departments	7
5. Roles	8
6. Access levels	9
7. Legal	13
8. General supplements	14
9. Advanced configuration	15

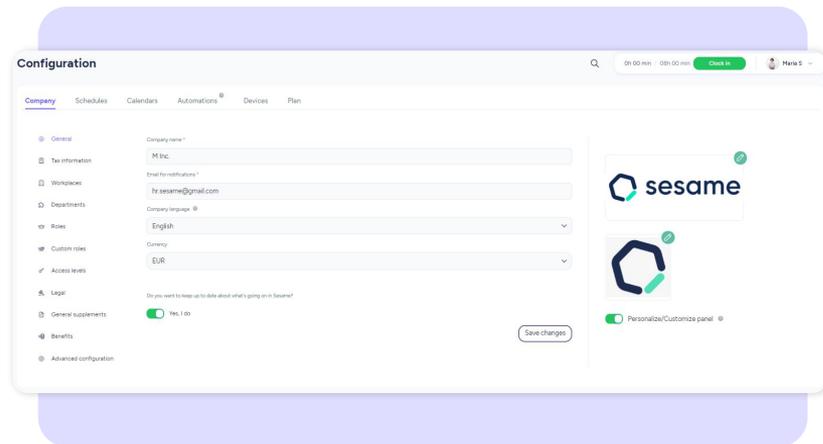
1. Configuration

The configuration section is the backbone of Sesame. Here you can set up everything related to **schedules, holidays, absences, automations**... In addition, here you can manage general configuration aspects such as **departments, roles** or **workplaces**. Shall we start?

1.1. General configuration

Go to the left bottom and click on **“Configuration”**, you will be able to:

- Edit general company information and tax information.
- Limit some features.
- Create and assign departments.
- Assign roles and access levels to employees.
- Create general supplements.
- Upload legal documents
- Create benefits and make advanced configuration settings

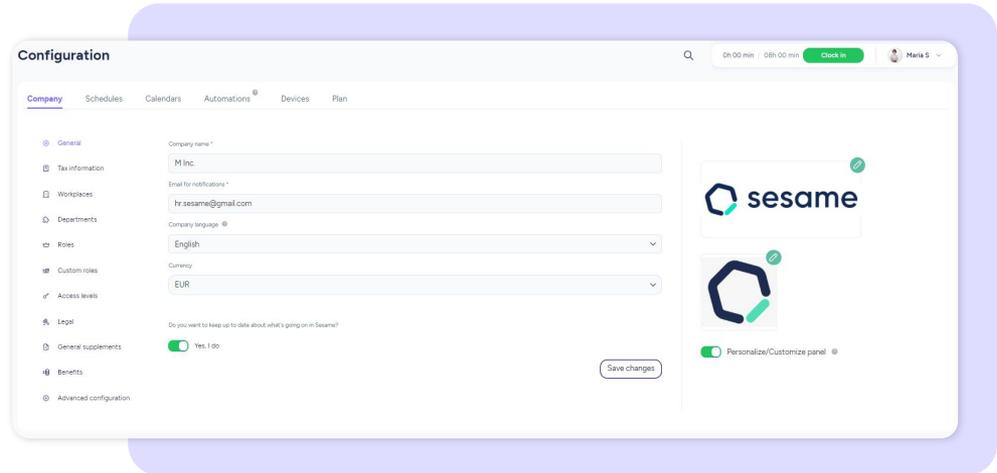


General Company Configuration

Company configuration >> Company >> General

In this section you can upload your company's logo and **customise** some features. Additionally, you can enter your desired email for account-related notifications and choose the default language.

Is your staff from multiple countries? Don't worry! Even if you set a default language for the account, employees will be able to change the language of their profile later on.



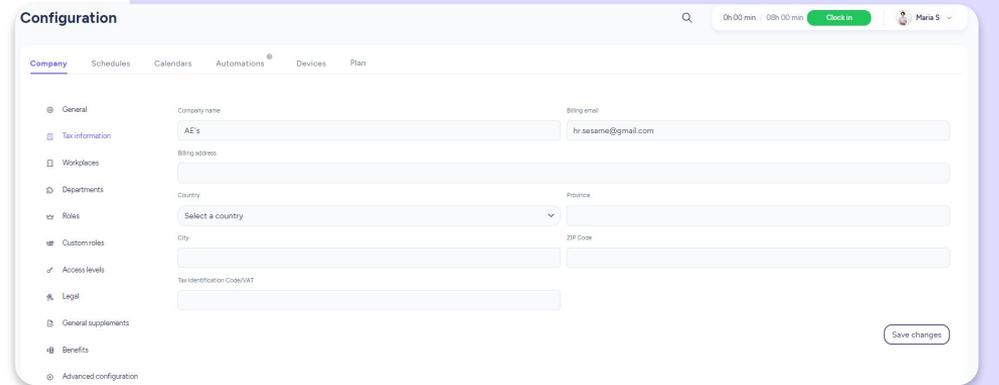
2. Tax information

[Company configuration](#) >> [Company](#) >> [Tax information](#)

In this section, you can enter complete and accurate details of your company's essential tax information.

Make sure you have the most up-to-date and accurate information about your company's tax:

- **Company name**
- **Billing email**
- **Billing address**
- **Country**
- **Province**
- **City**
- **ZIP Code**
- **Tax identification code/VAT**



The screenshot shows the 'Configuration' page in a web application. The page has a top navigation bar with a search icon, a timer showing '0h:00 min | 00h:00 min', a 'Clock in' button, and a user profile for 'Maria S'. Below the navigation bar, there are tabs for 'Company', 'Schedules', 'Calendars', 'Automations', 'Devices', and 'Plan'. The 'Company' tab is active, and the 'Tax information' section is expanded in the left sidebar. The main content area contains the following fields:

- Company name:** A text input field containing 'AE's'.
- Billing email:** A text input field containing 'hr.sesame@gmail.com'.
- Billing address:** A text input field.
- Country:** A dropdown menu with the text 'Select a country'.
- Province:** A text input field.
- City:** A text input field.
- ZIP Code:** A text input field.
- Tax identification Code/VAT:** A text input field.

A 'Save changes' button is located at the bottom right of the form.

2. Workplaces

Configuration >> Workplaces >> Add workplace

Does your company have multiple offices or sites located around the world? In Sesame you can enter all workplaces and add their location and timezone. Once added, they will appear on the map and you will see each workplace's information.

Configuration >> Company >> Workplaces >> Click on "Employees"

Do you need to add staff members to an office? To add employees to a workplace, just go to the employee column and click on the number you see. Select the employees you want to assign from the drop-down menu and click on "Assign employees"

The screenshot displays the 'Workplaces' configuration page in the Sesame HR system. The interface includes a sidebar with navigation options like 'General', 'Tax information', 'Workplaces', 'Departments', 'Roles', 'Custom roles', 'Access levels', 'Legal', 'General supplements', 'Benefits', and 'Advanced configuration'. The main area shows a map of Europe with several blue location pins. Below the map is a table listing existing workplaces:

Workplaces	Address or coordinates
Deposito SUR (CECOI)	Dos Hermanas, Sevilla, España
Encargado Mecánicos	Carer del Comte de Salavertina, 33, 46004 Valencia, Valencia, España
Centro Valencia	Centro de la Travesía, 46024 Valencia, España

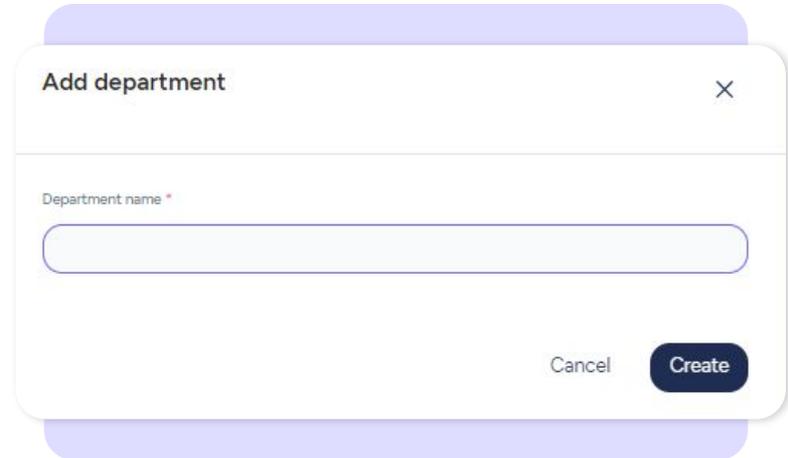
A 'Create workplace' modal is open, showing a form to add a new workplace. The form includes a 'Workplace name' field, a 'Search by' section with radio buttons for 'Address' (selected) and 'Coordinates', a 'Workplace address' field with a search bar, a map of Valencia, an 'Office radius (in metres)' slider, a 'Time zone' dropdown menu, and 'Cancel' and 'Create' buttons.

4. Departments

[Configuration](#) >> [Company](#) >> [Departments](#) >> [Create department](#)

In this section, you can create the departments that your company has. Once you set them up, you will see a list with the department names. If you click on “Employees”, you can add the users that belong to this department.

Are there employees that perform multiple tasks in different areas? Don't worry! Each employee can belong to as many departments as you need. Practical, right?



The image shows a modal dialog box titled "Add department". It features a close button (X) in the top right corner. Below the title bar is a text input field with the label "Department name *". At the bottom right of the dialog, there are two buttons: "Cancel" and "Create".

4. Roles

4.1. Higher roles

Owner

This role will be assigned by default to the account creator. This person may access all functionalities and has complete permissions, full visibility and editing power over all employees in the account. It is the only role than can manage company groups. Therefore, it is the only one that will be able to assign business roles and generate new companies.

Administrator

It will have the same visualizing and editing power over employees as the owner but not be able to manage company groups. This is the main difference with the owner. By default it will have the "Payroll" section locked until permission to access it is granted.

HR

This role is intended for request validation, both for holidays and time off and clock ins/outs. It is responsible for the management of all these requests unless there is a person in charge assigned to do it.

In terms of accessibility, it has the same accessibility as the administrator.

The HR chat is also their responsibility. This chat, once installed, can only be viewed by this role. Users with the HR role are responsible for handling conversations with employees who use the chat.

4.2. Lower roles

Manager

This role has the same rights as the administrator. The only difference is that managers will be able to manage employees that are not assigned to any department or workplace.

Workplace manager

A workplace manager can create new users, set up their employee profiles, holidays, schedules, workdays etc. They will also manage their team's issues and requests from the employees in the workplaces they administrate.

Department manager

A department manager can create new users, set up their employee profiles, holidays, schedules and workdays. They will also manage their team's time off, holidays and clocks ins/outs from employees in the workplaces they administrate.

Employee

All employees except for the first owner will be created with this role by default, although later they can be assigned any other type of role. Employees will only be able to clock in/out, request holidays and time off, track time for tasks and projects, respond to evaluations or check their individual information.

4.3. Lower roles

Custom roles are roles that are directly given to an employee to carry out a very specific function.

Communicator

This role can send announcements to all staff members through Announcement section.

System manager

The system manager is responsible for the whistleblowing channel and for managing all irregularities reported through the channel.

Project Administrator

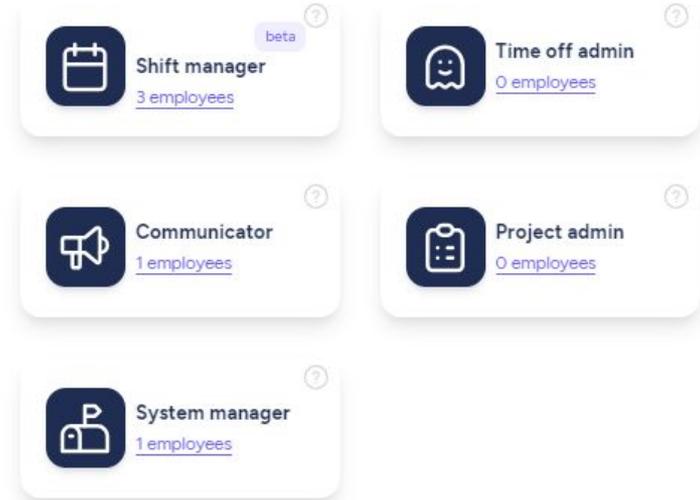
The employee assigned this role will be enabled to use the Tasks functionality and will be able to view all the projects under his administration.

Time off Administrator

This role is responsible for managing time off that has been previously configured as specific time off.

Shift manager

Any employee can be assigned this role, regardless of having other roles assigned to them or not. The administrator will configure which employees can manage the schedules and then choose which users they will manage the schedules for.



5.1. How to assign roles in a team step by step?

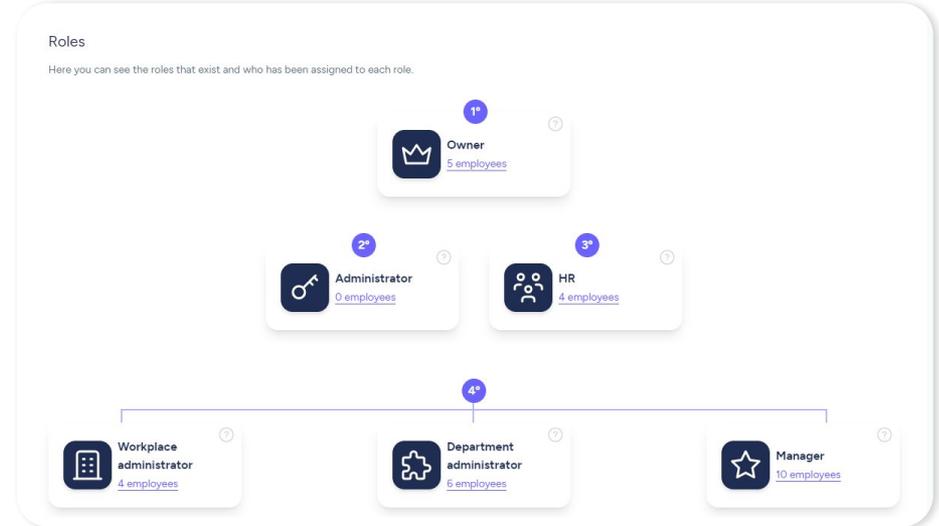
[Configuration >> Company >> Roles >> Click on X employees >> Assign](#)

Next to each role, there is a "+" symbol. You have to select the employees to whom you are going to assign this role from the list and in which departments.

If you want a role to be assigned to all departments, just click on "**All departments**" and then on "**Apply role**". It is that easy and simple to create roles associated with different areas and departments.

[Configuration >> Company >> Advanced configuration >> Labour agreements >> Add labour agreement](#)

Here you may simply add the labour agreements that exist in your company and apply them to employees. Create as many as you need to! **Add a labour agreement** by entering its name, code and total annual hours. Once created you can assign it to the corresponding employees.



Company group

In case you have a company group you can create it following these steps: activate "company group", add its name and click on "Update". From then on, the "**Companies**" section will appear on the left bar. In this section you can create as many companies as you need and assign roles to employees of each of them.

6. Access levels

Create different access levels and decide which of your employees' **personal information** will be available to the **lower roles**.

Go to [Settings >> Company >> Access Levels](#).

Enter the name and description and choose the information that the roles can access.

This is the data you can choose what kind of access they have:

- ID
- Gender
- Date of birth
- Phone
- Notification email
- Nationality
- Marital status
- Address
- City
- Province
- ZIP code
- Country
- Business Phone
- Emergency contact
- Personal email
- Employee origin
- External employee ID

For each of these you can choose one of three options: **blocked** (padlock), **with access to see** (eye) and **with edition permits** (pencil).

The screenshot shows a 'Create access level' dialog box. At the top, there's a progress indicator with two steps: '1 General' and '2 Personal data'. The 'Personal data' step is currently selected. Below the progress bar, there are three icons: a padlock, an eye, and a pencil, representing different access levels. The 'Personal data' section lists various fields with corresponding access level icons: ID, Gender, Date of birth, Phone, Notification e-mail, Nationality, Marital status, Address, and City. At the bottom, there are 'Back' and 'Create' buttons.



Select "**Create**" to finalise the creation of this new access level. Once the configuration has been created, the new access level will appear alongside the other access levels already created.

Select the one you are interested in and assign it to the employees through the "**Add employee**" icon.

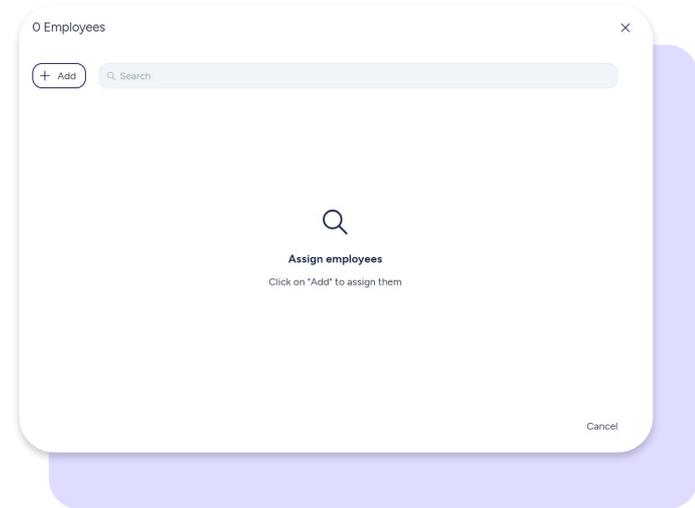
You can always **delete** the configuration you created.

How will data be displayed to lower roles depending on the type of configuration?

- **Blocked data:** lower roles will see asterisks.
- **With access to see:** they will see data in a faint colour.
- **With edition permits:** they will see data and will be able to edit it.

7. Legal

In this section you can view all legal documents related to your Sesame subscription.



8. General supplements

Configuration >> General supplements

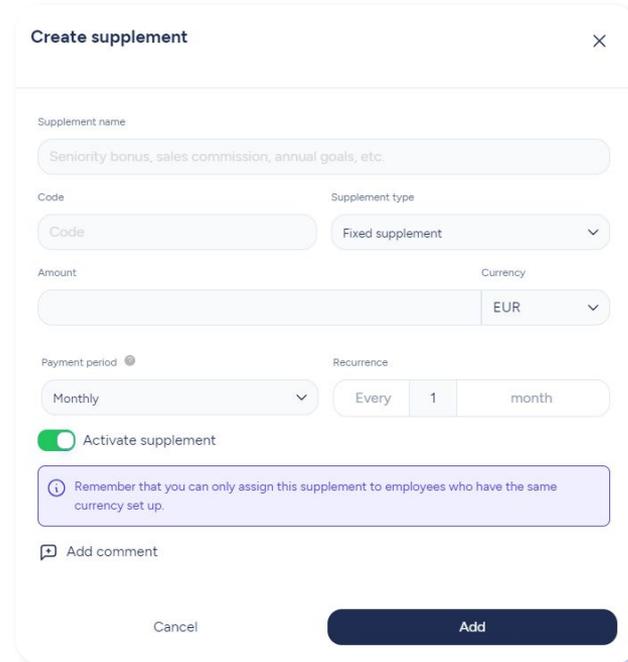
Create general supplements and assign them to your employees when necessary.

Create a general supplement by accessing **Configuration > General supplement > Create supplement > Fill out the fields > Add**.

The supplement will appear in the list along with the other general supplements.

You can then assign a general supplement to an employee from Contracts in their employee profile.

Keep in mind that you can only assign a supplement if it's set up with the same currency and payment period as the employee's payment conditions.



The screenshot shows a 'Create supplement' dialog box with the following fields and options:

- Supplement name:** A text input field containing the placeholder text 'Seniority bonus, sales commission, annual goals, etc.'
- Code:** A text input field containing the placeholder text 'Code'.
- Supplement type:** A dropdown menu with 'Fixed supplement' selected.
- Amount:** A text input field.
- Currency:** A dropdown menu with 'EUR' selected.
- Payment period:** A dropdown menu with 'Monthly' selected.
- Recurrence:** A dropdown menu with 'Every' selected, followed by a text input field containing '1' and another dropdown menu with 'month' selected.
- Activate supplement:** A toggle switch that is currently turned on (green).
- Warning message:** A purple box with a warning icon and the text: 'Remember that you can only assign this supplement to employees who have the same currency set up.'
- Add comment:** A text input field with a speech bubble icon.
- Buttons:** 'Cancel' and 'Add' buttons at the bottom.

9. Advanced configuration

[Configuration](#) >> [Advanced configuration](#)

Labour law

Sesame adapts to your country's legislation with custom tools. You can also manually activate or deactivate each functionality regardless of your country.

Labour agreements

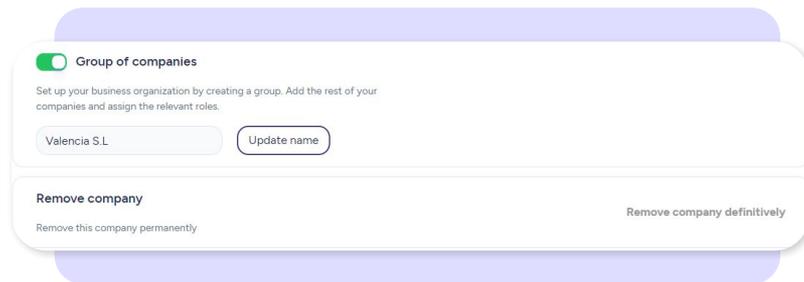
From the agreements section you can configure all labour agreements in your company and apply them to your team. Click on **"Add"** and start configuring your agreements. You can then assign them to your team from the **"Employees"** column.

Group of companies

Do you have multiple companies? In this section you may create your own group of companies. Add the group's name and click on "Update name".

Remove company

Here you can permanently delete your company from Sesame. To avoid errors, the system will ask you for a second confirmation before deleting your company.



The screenshot shows a configuration panel for 'Group of companies'. At the top, there is a green toggle switch labeled 'Group of companies'. Below it, a text instruction reads: 'Set up your business organization by creating a group. Add the rest of your companies and assign the relevant roles.' Underneath this instruction, there is a text input field containing 'Valencia S.L.' and a button labeled 'Update name'. The bottom section of the panel is titled 'Remove company' and contains the text 'Remove this company permanently' on the left and a link 'Remove company definitively' on the right.

Grow your company. Empower your team!

Do you still have questions? In our [help center](#) you can find many resolved queries. If that's not enough, we'd love to hear from you!

Contact us, we are just one phone call away: [+34 96 062 73 51](tel:+34960627351).

Email us, we will reply as soon as possible: soporte@sesametime.com