



**HR Starter**

**Professional Plan**

**Enterprise Plan**

# How to configure Sesame HR?

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File for the administrator

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# Hello!

Welcome to Sesame, the software that **simplifies HR management**.

In this file, we will explain how to configure our software in your company. We will take you step by step, so don't worry. We are here to help you with whatever you need!

## ■ Important information

Sesame is made up of several functionalities that you can install step by step according to your company's needs. Each of the tools described in this document must be installed. How can you do that? It's really easy! Just follow **this path**:

Find the "**Applications**" icon at the bottom left of your screen. Search for the feature you want and click "**Install**". After a few seconds, you will find it in the menu on the left.

**Remember** to follow this step every time you decide to install one of Sesame's tools or functionalities.

# 1. Company configuration

The configuration section is the backbone of Sesame. Here you can set up everything related to **schedules, holidays, absences, automations...**

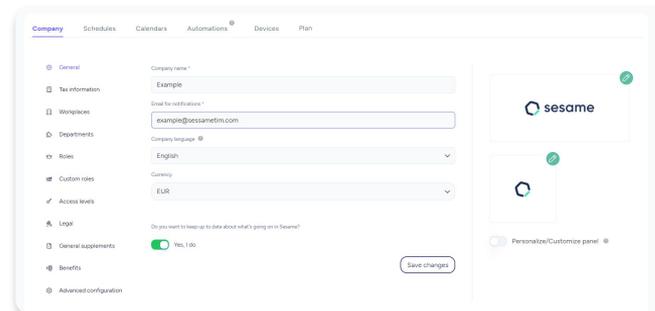
In addition, here you can manage general configuration aspects such as **departments, roles** or **workplaces**.

[Click here](#) for complete information on **Company Configuration**.

# 2. Employee management

Want to keep track of each of your employees? In the **"Employees"** section, you'll find a list of all your employees and all the information you need to manage them.

[Click here](#) for complete information on **'Employee management'**.



# 3. Schedule configuration

In Sesame, you'll be able to set up your employees' schedules in no time at all. Managing schedules, breaks and shifts has never been easier. Plan well when bringing new people into your organization and focus your efforts on getting the most out of them.

[Click here](#) for complete information on 'Schedule configuration'.

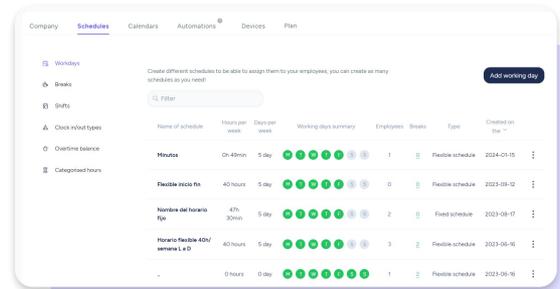
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# 4. Shifts and work plans configuration

Use the shifts and work schedules functionality to manage your employees' work time. Customize shifts, add restrictions, and create patterns to make the most of your employees' time.

[Click here](#) for complete information on 'Shifts and work plans configuration'.

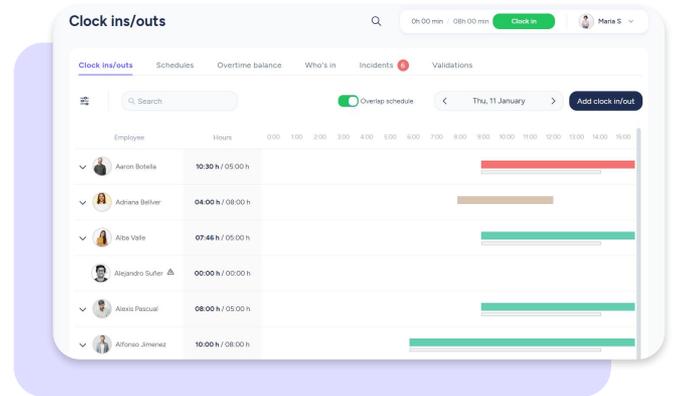
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## 5. Clock ins/outs

Monitor your team's working time using Sesame. Your employees will be able to track their working time easily and everything will be recorded for you to see at a glance. Manage clock in/out requests from your team and validate, edit or delete clock in/out after incidents occur.

[Click here](#) for complete information on 'Clock ins/outs'.



## 6. Calendar configuration

Sesame allows you to configure your company's work calendar and efficiently manage your employees' holidays and absence requests.

[Click here](#) for complete information on 'Calendar configuration'.

# 7. Automations

Automations are designed to **simplify** and **streamline** both employee and administrator management. They can be set for all employees or by department. If necessary, you can edit notifications and automations that are customized by employee.

[Click here](#) for complete information on 'Automations'.

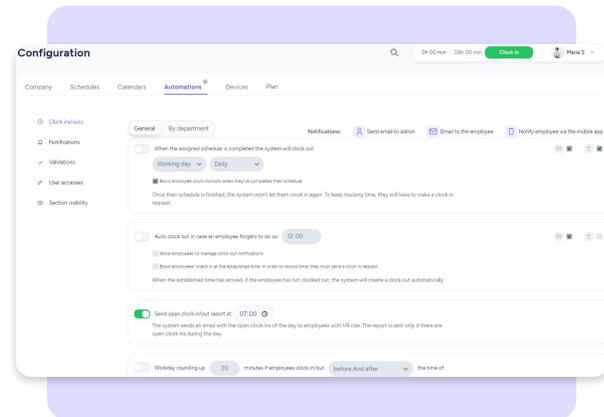
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# 8. Device configuration

Sesame is a multi-device software that allows employees to clock in and out from a variety of devices. As an administrator, you can choose which devices employees can use to clock in and out.

[Click here](#) for complete information on 'Device configuration'.

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## 9. Tasks and projects

With Sesame, you can always know which tasks your employees are working on, the profitability of your business activities and even the productivity of your team.

[Click here](#) for complete information on 'Tasks and projects'.



## 10. Reports

In Sesame, we store everything securely in the cloud, but we understand that you may want to download detailed reports for printing, saving, sharing, etc.

[Click here](#) for complete information on 'Reports'.



### Tasks

Optimise task tracking. Measure the cost and profitability of each project and keep track of your productivity.

Uninstall

# 11. Document management

Employees' documents are a really valuable asset to your company. That is why their proper organization is essential.

[Click here](#) for complete information on 'Document management'.

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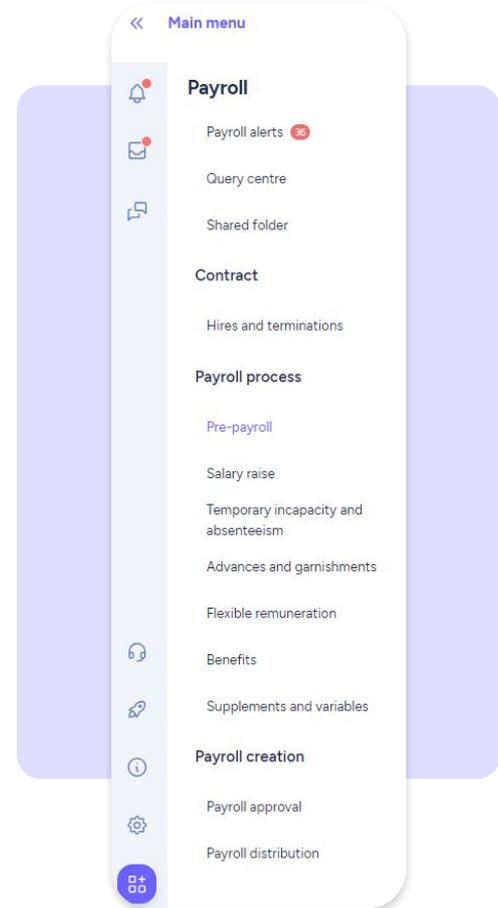
# 12. Payroll

The Payroll section will be very useful for you to review your employees' contracts in detail and gather all the necessary information to prepare your employees' payroll.

[Click here](#) for complete information on 'Payroll'.

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# 13. Evaluations

Evaluations are questionnaires that you can send to your employees **individually** or **collectively** for them to answer in a certain period of time.

[Click here](#) for complete information on 'Evaluations'.

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# 14. People Analytics

People Analytics **helps you broaden your vision** about your company's HR and offers you a wide variety of options that may positively impact your **employees' wellbeing**. Accede a un centenar de **gráficos visuales** con **información valiosa**. Access

[Click here](#) for complete information on 'People Analytics'.

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# 15. Internal communication

Keep an open communication with your team by sending announcements and articles for their day-to-day in your company.

[Click here](#) for complete information on 'Internal communication'.

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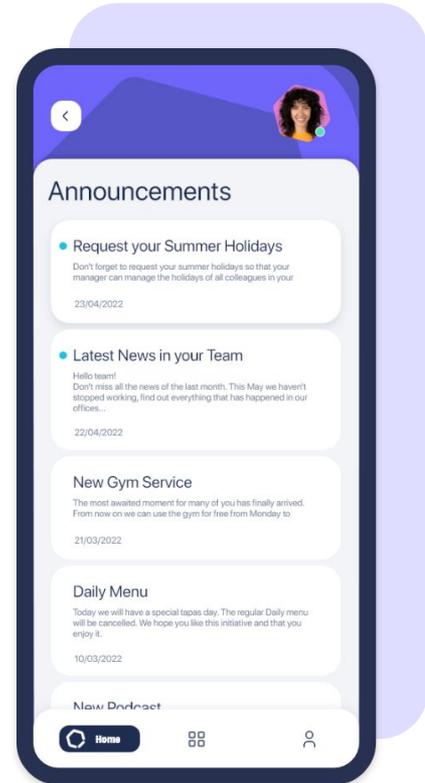
# 16. Workspace booking

Is it usually difficult to find a free meeting room in your company? With the tool for **Workspace booking** you will be able to improve your calendar's organization and planning.

[Click here](#) for complete information on 'Workspace booking'.

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# 17. Recruitment

Choose the best profiles to fill your company's vacancies. Manage your own employment portal and find the right candidates.

[Click here](#) for complete information on 'Recruitment'.

**HR Starter** | Up to 5 vacancies

**Professional Plan** | Up to 25 vacancies

**Enterprise Plan** | Unlimited vacancies

# 18. Onboarding

Supporting your new employees in their first days is very important. That is why the Onboarding tool will be really useful to monitor your new employees.

[Click here](#) for complete information on 'Onboarding'.

**Plan Professional**

**Plan Enterprise**

Product Manager | Valencia | Full time | 20 Oct, 2021 | 37 candidates (3 new today)

New Candidates	Suitable for interview	Interview done	Employee selected	Candidate rejected
20 New	10 Accepted	5 Interview	2 Selected	30 Rejected

# 19. Organizational chart

The Organizational Chart makes it easy to understand how your company is structured. Your company's hierarchy will be displayed in a single view.

[Click here](#) for complete information on 'Organizational chart'.

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# 20. Whistleblowing channel

Sesame HR allows **reports to be made anonymously** and provides the option of **attaching documents**.

[Click here](#) for complete information on 'Whistleblowing channel'.

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The screenshot shows a web form titled "Fill out the form" with a "Get your ID" button in the top right. The form is divided into sections: "General" with a "Complaint type" dropdown (selected as "Select an option") and a "Whistleblower" dropdown (selected as "Anonymous"); "Information" with a "Description" text area; and "Documents" with an "Attach documents" button. A privacy notice is visible at the bottom, stating that data is processed in accordance with Article 6.1(c) and (e) of the GDPR. At the bottom of the form, there are "Go back" and "Create" buttons.

# 21. Integrations

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## 21.1. API

Accessing the Sesame API is very easy, in a few simple steps you will be able to synchronize data with your favorite tools:

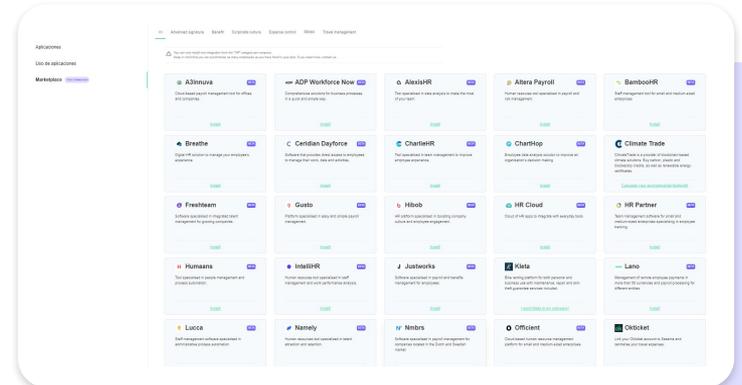
Go to [Configuration >> Plan >> Add to plan](#). We will contact you right away to begin the process.

## 21.2. Marketplace

To access the Marketplace and discover all the tools available, just click on [Applications >> Marketplace](#).

You will find all the integrations sorted by category.

Interested in a tool? Click **Install** and follow the steps to complete its installation.



# 22. Training

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Keep track of training courses, cost and duration. You can also filter by the employees who take them and view the status of course completion in real time.

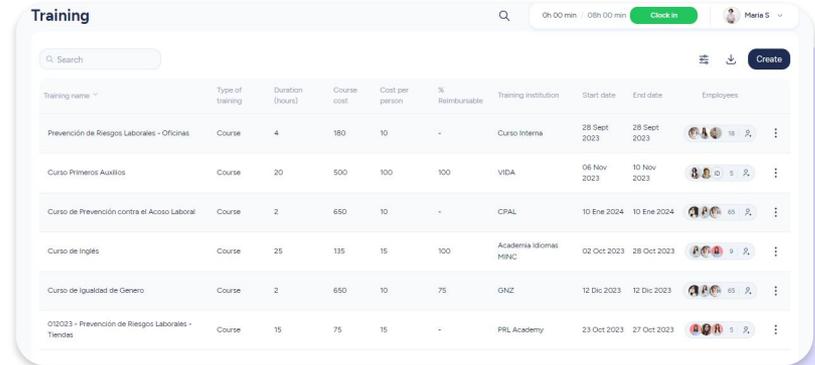
[Click here](#) for complete information on 'Training'.

# 23. Objectives

Using this tool you can set objectives for your employees and align your entire company.

Set key results and assign them to your employees. You will be able to monitor and validate them once they have been achieved.

[Click here](#) for complete information on 'Objectives'.



The screenshot displays a 'Training' management interface. At the top, there is a search bar and a status bar showing '0h 00 min', '00h 00 min', a 'Clock in' button, and a user profile for 'Maria S'. Below the search bar is a table with the following columns: Training name, Type of training, Duration (hours), Course cost, Cost per person, % Reimbursable, Training institution, Start date, End date, and Employees. The table contains five rows of training data:

Training name	Type of training	Duration (hours)	Course cost	Cost per person	% Reimbursable	Training institution	Start date	End date	Employees
Prevención de Riesgos Laborales - Oficinas	Course	4	180	10	-	Curso Interna	28 Sept 2023	28 Sept 2023	18
Curso Primeros Auxilios	Course	20	500	100	100	VIDA	06 Nov 2023	10 Nov 2023	5
Curso de Prevención contra el Acoso Laboral	Course	2	650	10	-	CPAL	10 Ene 2024	10 Ene 2024	65
Curso de Inglés	Course	25	135	15	100	Academia Idiomas HINC	02 Oct 2023	28 Oct 2023	9
Curso de Igualdad de Género	Course	2	650	10	75	GNZ	12 Dic 2023	12 Dic 2023	65
0102023 - Prevención de Riesgos Laborales - Tendos	Course	15	75	15	-	PRLAcademy	23 Oct 2023	27 Oct 2023	5

# 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!

Email us, we will reply as soon as possible: [soporte@sesametime.com](mailto:soporte@sesametime.com)