



# Employee management

Configure and check the most valuable data about your staff

Sesame Time

Sesame Advanced

HR Starter

Professional Plan

Enterprise Plan

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File for the administrator

# Hello!

Welcome to Sesame, the software that simplifies HR management.

In this file, we will explain what “**Employee management**” is and how you can configure it in your dashboard.

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

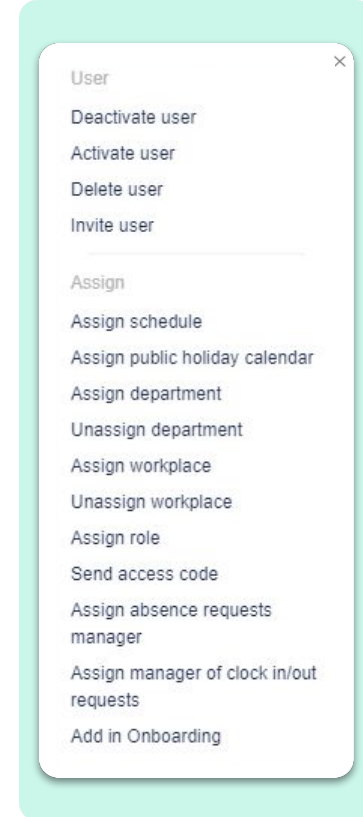
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# 1. Employee management

Would you like to have an overview of each of your employees? From the “**Employees**” section you can configure and check all the information you need.

In addition, from this section you can also manage other actions such as activating or deactivating employees, configuring their schedules, departments or workplaces...and so on. How? Select the employee individually, click on “**Batch actions**” and choose the configuration you need.



## 2. People database: filter your employee database

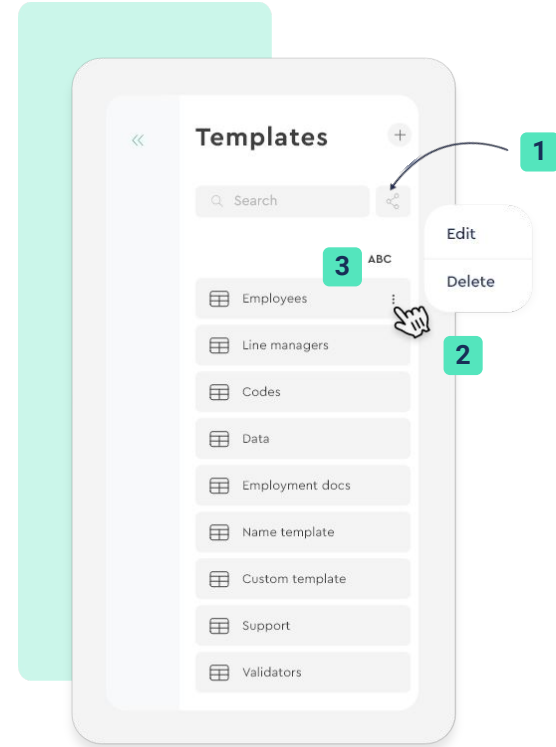
If you hover over “**Employees**”, located on the menu on the left, you will see a magnifying glass and a folder. The first one will help you conduct searches and quickly find your employees. While the second one will let you create databases with the employee information you select. When you click on the folder, you will find the template section.

### How can you create these templates?

Click on “+” and choose the data you want to include in this template. For example: phone number, annual salary and work schedule for today, then click on **save**. When you select this template, Sesame will have this information selected for you. This way you will be able to streamline the search for your employees’ important data and share it (1) if necessary.

On the other hand, by hovering your mouse over the template in question, you can click on the three dots icon to edit or delete the template (2).

You can also sort them in alphabetical order (3) and download them  as an Excel sheet.



# 3. Add employees

Now it's time to complete one of the most important steps in Sesame: invite your employees to be part of your new human resources software. Once you are done, you may fill out their employee files and set up their activity.

## “Employees” >> “Add”

Adding new employees to Sesame is really easy! You need to click on “Add”. You can add them one by one, import an excel sheet or send a link with an invitation.

## Individual employee creation

Complete **4 steps** to add an employee’s personal and employment data, their role and all templates corresponding to this employee. In order to send employees an invitation, click on “Send Sesame invite” and lastly click on “Create employee”.

## Employee import

Click on “Employee import”, download the necessary template, fill it in and upload it again. This is ideal for big companies!

### Employee creation →

Add new employees and access their profiles directly to complete their data.

### Employee import →

Bulk import your employees' custom fields from a single file to create multiple employees at once.

### Custom field update →

Bulk import your employees' custom fields from a single file.

### Invitation link →

If you prefer, you can also share this invitation link so that your employees can activate their account, log in and complete their profile.

## Custom field update

From a single file, update all employee custom fields.

## Employee creation through a link

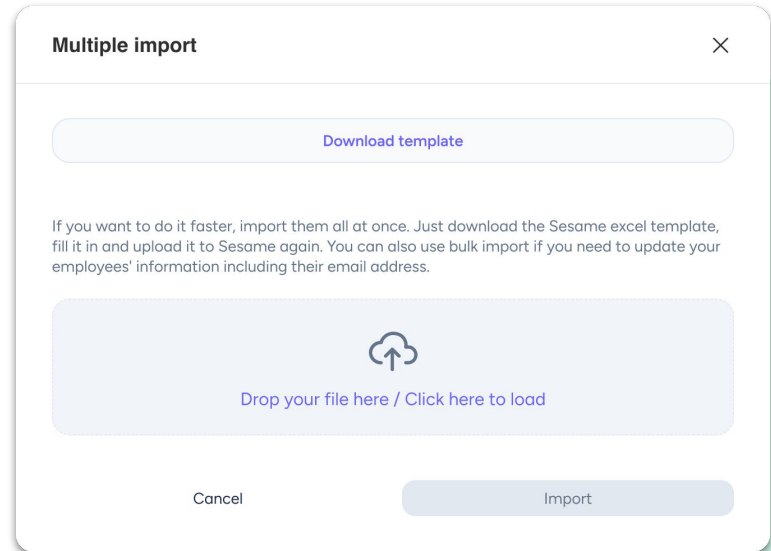
Click on “Invitation link”. Copy the generated link and share it with your team. Once they fill out the form, go to “Requests” and accept the received invitations.

## 3.1 Employee bulk import

Sesame allows you to upload all your employees' data into the system to create their profiles in a short time and with little effort. You can upload up to 200 employees in one go - quick and easy!

**Employees >> Add >> Employee import >> Download template**

By following this path, you'll be able to download an Excel template to fill in with your employees' details.





## Other template data:

### • Información general

- Birthday
- Gender
- Nationality
- Marital status
- Number of children
- % of disability

### • Contact

- Address
- Town
- Region
- ZIP Code
- Country
- Company email
- Personal email
- Phone
- Company phone

### • Bank details

- IBAN
- BIC

### • Emergency

- Phone

### • Employment data

- Position in the company
- Contribution group
- Professional category
- Social Security number
- Level of education
- Salary range
- Contract code
- Contract type
- Schedule
- Job position
- Labour agreement
- Trial period
- Amount of trial period
- Contract start date
- Contract end date
- Current contract
- Vacation days
- Line manager

### • Tablet information

- First absence validator
- Second absence validator
- Third absence validator
- First clock in/out validator
- Second clock in/out validator
- Third clock in/out validator
- Workplace
- Department
- Language
- Code
- PIN

**You can upload the completed template to the same place you downloaded it from once you have completed it.**



# 4. Employee profile

Your employees are your company's most valuable asset. Here you can check their personal data and configure their activity in Sesame. Click on the name of the employee you want to check. You will find all this information, and you can of course fill it out:

## • Personal data

Basic employee information. However, you may create custom fields in this section. By clicking on "Create custom field" you can add your desired field and locate it in your employee's profile.

## • Employment data

Here you can enter additional and useful information about employees, such as their bank account or affiliation number, whether they have children and how many, or their degree of disability. In this section, you will also find information about employees' managers, their workplace or the department they work in.

## • Custom fields

If you wish to have additional information, you can add as many custom fields as you need.

## • Accesses

Here you may find the emails with which employees access, as well as the codes for accessing with the tablet.

## • Automations

Set up which notifications and automations will be applied to each employee.

## • Configuration

- **Deactivate user:** it will not take up space from your licenses, but you will be able to check its information.
- **Delete user:** if you are going to use this option, verify that you have downloaded all its information.

## • Training and skills

In this section employees will be able to complete and share their “Training and skills” with the rest of your company. As well as their education, complementary trainings, languages and skills. There is also an option for adding the period in which they obtained this training and the level of it.

The screenshot shows the 'Personal information' configuration page for an employee named Ana Williams. The page is divided into several sections:

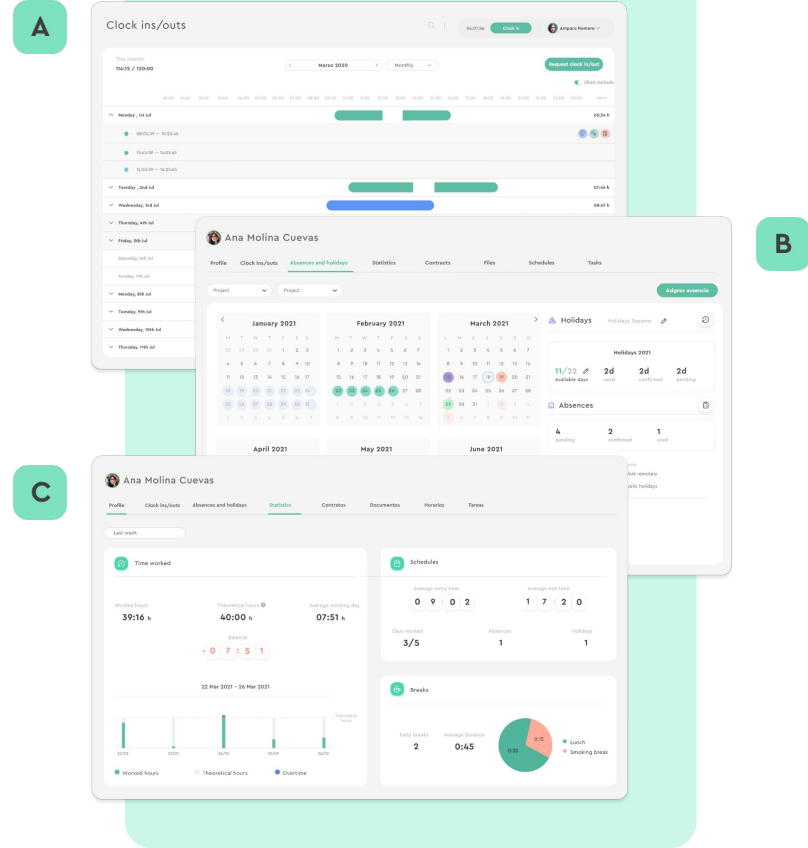
- Personal information:** Includes fields for Name (Ana), Surname (Williams), Nationality (Ireland), Date of birth (09/05/1993), and Gender (Male).
- Address:** Includes fields for Home address (Orwell Rd), Town (Dublin), ZIP Code (500451), and Country (Ireland).
- Contact:** Includes fields for Company email (ana@sesamehr.com), Personal email (ana@xxxx.com), Business phone (555954578), and Phone number (6915489).

On the left side, there is a navigation menu with options: Personal data, Employment data, Roles, Custom fields, Accesses, Automations, Configuration, and Training and skills. A 'Create custom field' button is also visible. A 'Save changes' button is located at the bottom right of the form.

# 4. Employee data

You can also check individual information about your staff in the “**Employees**” tool in the **top menu**.

- A Clock ins/outs:** you will see all your employees’ clock ins/outs. You may add clock ins/outs for them in case they forgot to add them.
- B Absences and holidays:** annual calendar with a summary of holidays, absences, requests and comments. You can assign absences and download this summary in PDF format.
- C Statistics:** about their working hours, schedules and clock ins/outs during the time period you choose.



## D Contracts:

**Contracts:** in this section, you can add new contracts and access contract history.

**Salary:** here you can add the salary amount, number of payments and pay frequency.

**Salary supplements:** you can create salary supplements and indicate their amount and frequency in case employees have them. For instance: bonuses, targets, seniority bonuses and so on.

**Labour agreements:** in this section, you can view information regarding the collective labour agreement.

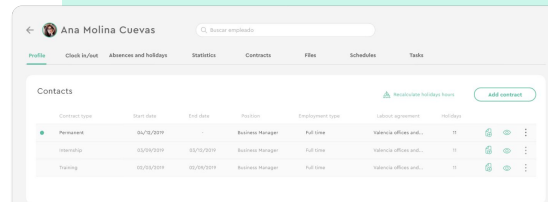
## E Files:

- **Personal folders:** you can assign one to each employee to upload their receipts, tickets and payslips individually. To ensure security, a subfolder will be created per employee.
- **Shared folders:** for creating as many folders as you want to and dividing your team into groups. This way it will be much easier to share documents and that everyone has access to them.

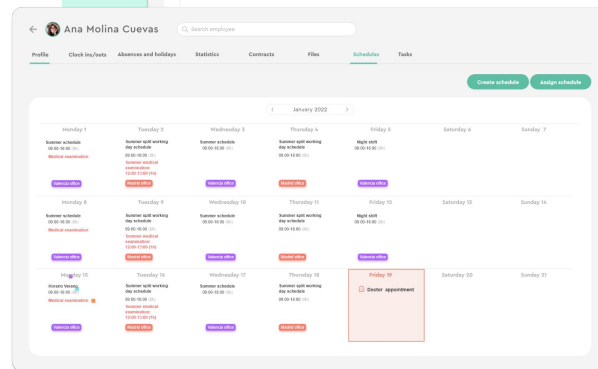
But we have even more to show you! Click on the three dots (⋮) that you will find next to **“Files”**:

**Schedules:** you can view the monthly calendar, and create and assign schedules.

D



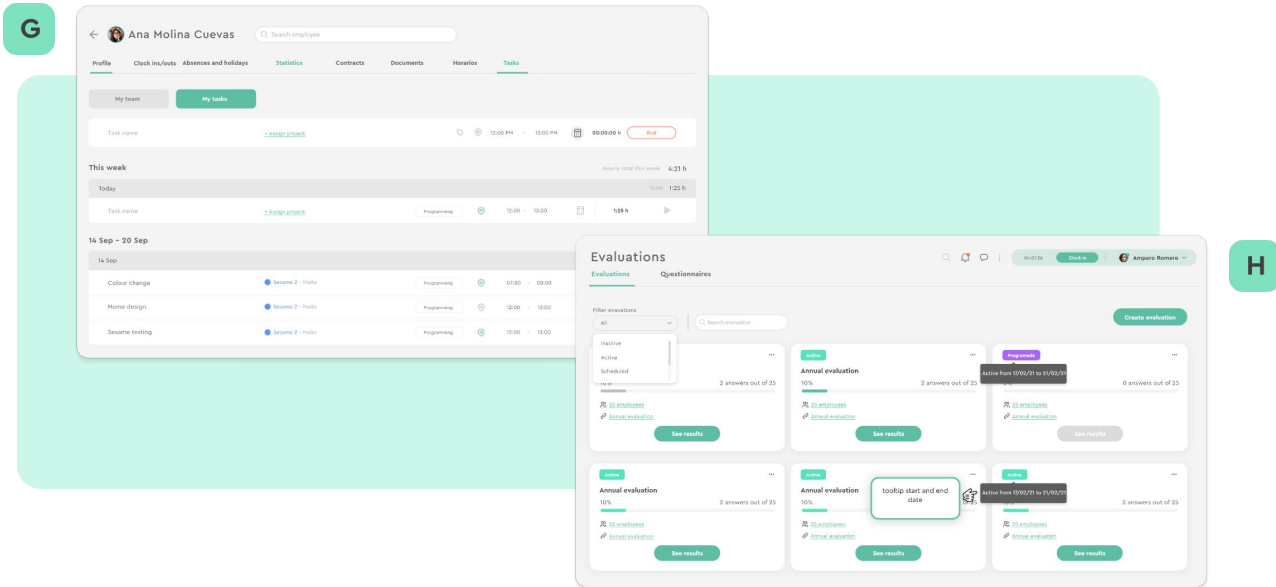
F



E

**G Tasks:** you can view what your team is working on in real time.

**H Evaluations:** you can see all your employees' evaluations.



# 6. Request management

In this section, you can manage your employees' **Clock in/out**, **Absence** and **Invitation** requests.

Click on the “**Requests**” icon  located on the sidebar on the left of your panel.

## Requests >> Clock ins/outs

In this section, you will receive all the **clock in/out modification** requests generated by your employees. This way you can view them and approve or reject them. Besides, you can check the managed request history.

## Requests >> Absences

In this section, you will receive all the **absence requests** generated by your employees. This way you can view them and approve or reject them. Besides, you can check the managed request history.

## Requests >> Invitations

Send the **invitation code** generated by Sesame to your employees. They will fill out their data and once they are done you will receive their completed requests. In this section, you can view them and accept or reject them.

# 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](mailto:soporte@sesametime.com)