USER GUIDE

Employee Guide

Everything you can do for yourself in HR4ON: attendance, leave, pay, documents, growth and help, on your laptop or your phone.

WHO IT'S FOR

Every employee, including new joiners and interns

COVERS

Signing in, Home, the phone app, attendance, leave, timesheets, pay and tax, benefits, expenses, documents, profile, growth, recognition, help and leaving

HR4ON · People First. Payroll Always. · ARTRA Technologies · 2 November 2026

About this guide

HR4ON is where you look after your own working life: you clock in, apply for leave, log your time, see your payslips, claim expenses, keep your details up to date and ask HR for help. This guide walks you through each of those jobs, one screen at a time.

Each chapter covers one area of your work. Inside a chapter, every numbered section is one task: what it is for, what you see on the screen, the steps to follow and the rules worth knowing. Screenshots show the exact buttons, outlined in red.

Most screens work the same way on a phone. Where people usually use a phone (clocking in, applying for leave, checking a payslip, claiming an expense) you will also see the phone version.

If you manage people, read the **Manager Guide** as well. It covers approvals and your team; this guide covers your own self-service.

What you can do in HR4ON

- Clock in and out, work remotely, and fix a missed punch
- See your shifts and holidays, and apply for or cancel leave
- Log your weekly timesheet
- Open payslips, see your salary, declare tax savings and upload proofs
- Enrol in benefits, claim expenses, request travel and apply for loans
- Keep your profile, family and bank details current
- Read and acknowledge policies and letters
- Follow your goals, reviews and learning; apply for internal jobs and refer friends
- Give kudos, raise HR requests, manage security and privacy, and resign if you decide to move on

Before you start

- Open HR4ON in a web browser on your laptop, or on your phone. On a phone you can add it to your home screen and use it like an app.
- Sign in with your **username or work email** and your password. Use **Accept an invitation** the first time, or **Can't sign in?** if you are locked out.
- What you see depends on your role. If a menu or button in this guide is missing for you, ask your HR administrator.

A red outline in a screenshot shows where to click or look.

Button Words shown like this are labels you will see on screen.

The screenshots use the HR4ON demonstration company, so the names, numbers and dates are examples. The main example employee is Priya Sharma, a senior engineer. A few screens use Ananya Das and Karthik Subramanian, who joined recently.

Contents

1 Getting started

1.1 Sign in 1.2 Accept an invitation (first sign-in) 1.3 If you can't sign in 1.4 Your Home page
1.5 Find your way around 1.6 Start a new request 1.7 Search for any page 1.8 Notifications 1.9 Your account menu

2 HR4ON on your phone

2.1 Home on your phone 2.2 The bottom bar 2.3 The More menu 2.4 Add HR4ON to your home screen
2.5 My Workspace on your phone

3 My requests

3.1 Track all your requests

4 Attendance

4.1 Clock in and clock out 4.2 Work remotely and share your location 4.3 Your attendance calendar
4.4 Fix a missed punch (request a correction) 4.5 Corrections, remote punches and overtime

5 Shifts and holidays

5.1 Your shifts (Agenda) 5.2 Holidays and optional holidays 5.3 Shift swaps and availability

6 Leave

6.1 Your leave balances 6.2 How a balance is worked out 6.3 Apply for leave 6.4 Apply for a half day
6.5 Track your leave request 6.6 Withdraw or cancel leave 6.7 Comp-off and encashment

7 Timesheets

7.1 Your weekly timesheet 7.2 Log your time 7.3 Submit your timesheet

8 Pay, salary and tax

8.1 Your payslips 8.2 Read a payslip 8.3 Your salary 8.4 Your payments 8.5 Declare your tax savings
8.6 Upload proofs 8.7 See how your tax is worked out

9 Benefits, expenses and loans

9.1 Your benefits 9.2 Enrol in a benefit plan 9.3 Benefit claims 9.4 Your expenses 9.5 Claim an expense
9.6 Follow a claim 9.7 Request travel and an advance 9.8 Your loans 9.9 Apply for a loan or salary advance

10 Documents, profile and assets

10.1 Policies to acknowledge 10.2 Read and acknowledge a policy 10.3 Letters and your files
10.4 Documents & Pay (everything in one place) 10.5 Your profile 10.6 Update your personal details
10.7 Family, nominees, emergency contacts and bank 10.8 Your job history 10.9 Your assets 10.10 Your privacy

11 Your first days (new joiners)

11.1 Your first week on Home 11.2 Your onboarding checklist

12 Performance, learning and careers

12.1 My performance 12.2 Your goals 12.3 Check-ins 12.4 Your self review 12.5 My learning
12.6 Internal opportunities 12.7 Jobs and referrals 12.8 Give interview feedback

13 Recognition, news and surveys

13.1 Your feed 13.2 Read and acknowledge an announcement 13.3 Give kudos 13.4 The recognition wall 13.5 Answer a survey

14 Help and HR requests

14.1 Help 14.2 Your HR requests 14.3 Raise an HR request 14.4 Follow up on a request 14.5 Notification and display preferences

15 Security, delegations and leaving

15.1 Your sign-in security 15.2 Change your password 15.3 Delegate approvals while you are away 15.4 Resign 15.5 Follow your exit

01 Getting started

Sign in, find your way around and learn the parts of HR4ON you will use every day: Home, search and notifications.

1.1 Sign in

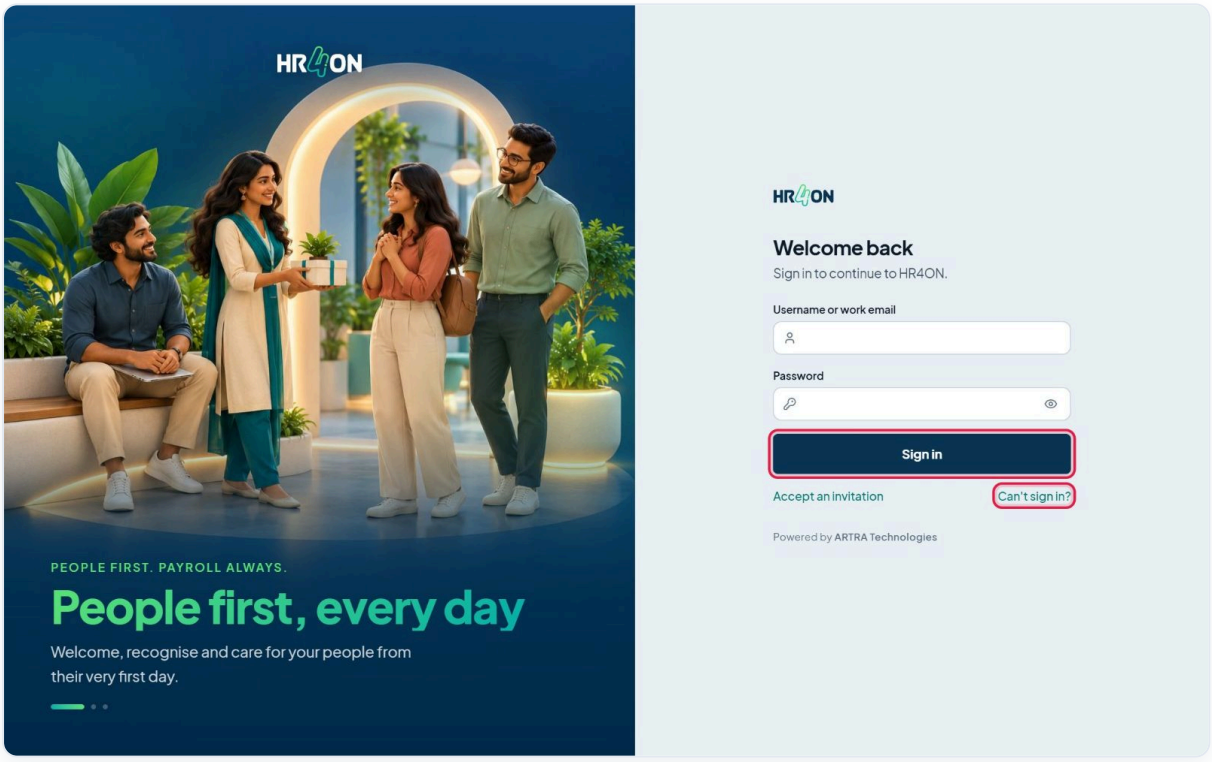
HR4ON opens on the sign-in page. You sign in with the username or work email your HR team gave you.

HOW TO DO IT

1. Open HR4ON in your browser (your HR team sends you the address).
2. Type your **username or work email** in **Username or work email**.
3. Type your password. Select the eye icon (**Show password**) if you want to check what you typed.
4. Select **Sign in**. HR4ON opens your Home page.

GOOD TO KNOW

- After several wrong passwords your account is locked for a while. Use **Can't sign in?** instead of guessing.
- Your session ends after a period of inactivity. Sign in again when asked; nothing you saved is lost.



1.2 Accept an invitation (first sign-in)

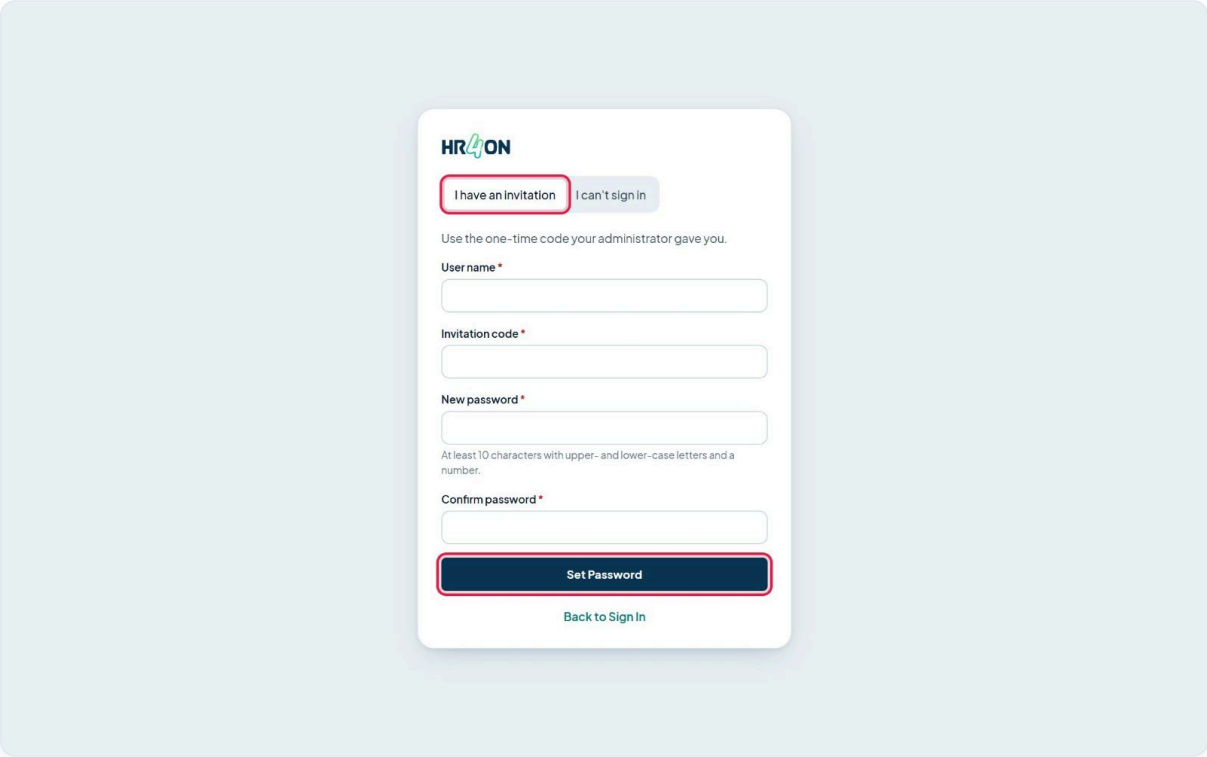
The first time you use HR4ON, your administrator gives you a one-time invitation code. You use it to choose your own password.

HOW TO DO IT

1. On the sign-in page select **Accept an invitation**.
2. Make sure **I have an invitation** is selected at the top.
3. Type your **User name** and the **Invitation code** you were given.
4. Choose a **New password** and type it again in **Confirm password**.
5. Select **Set Password**, then go **Back to Sign In** and sign in with your new password.

GOOD TO KNOW

- Passwords need at least 10 characters with upper-case and lower-case letters and a number.
- Invitation codes work once and expire. If yours has expired, ask HR for a new one.



1.3 If you can't sign in

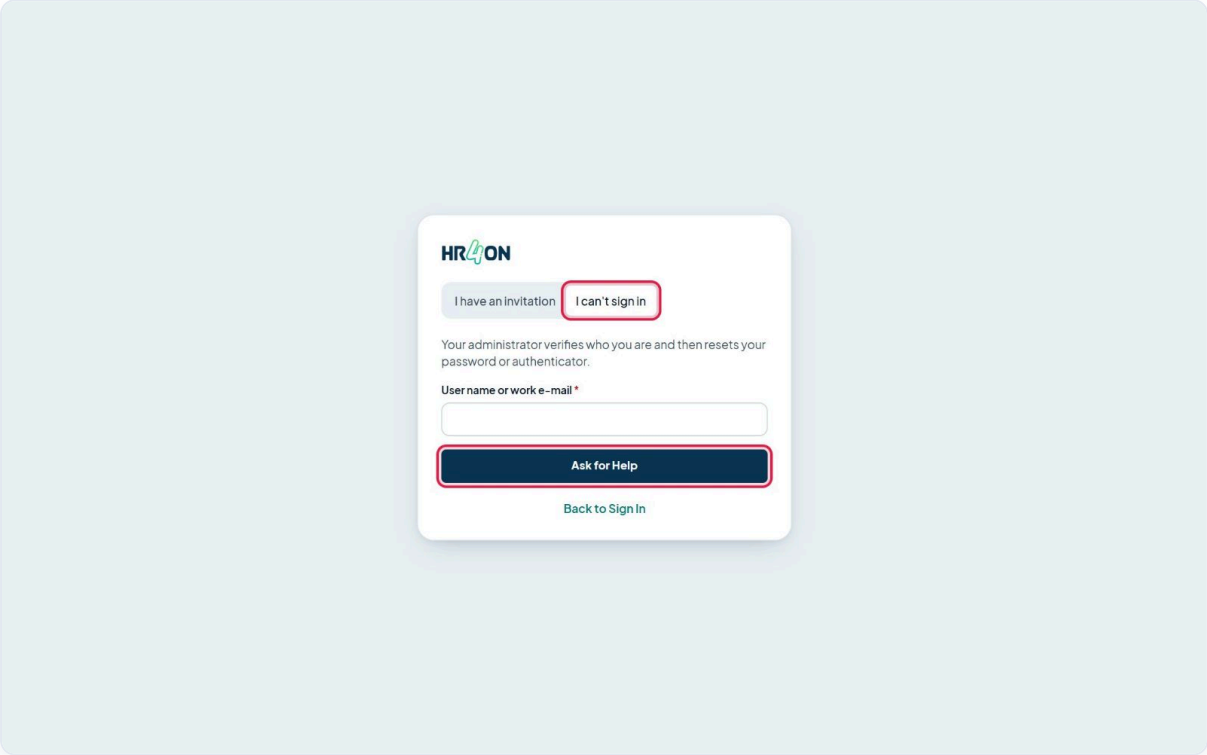
Forgot your password, or lost the phone with your authenticator app? Ask for help from the sign-in page.

HOW TO DO IT

1. On the sign-in page select **Can't sign in?**.
2. Type your **User name or work e-mail**.
3. Select **Ask for Help**.
4. Your administrator checks who you are and then resets your password or authenticator. You get a new invitation code to set a new password.

TIP

- Use the tab **I have an invitation** on the same page once you have the new code.



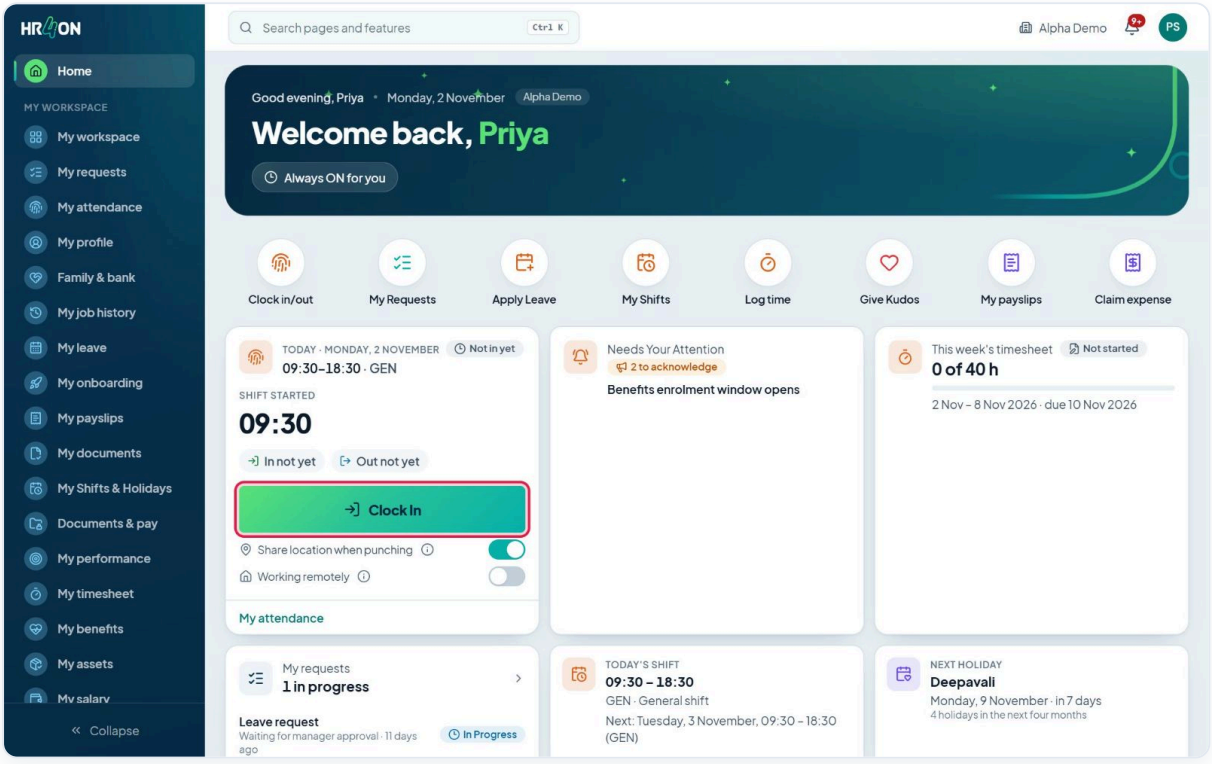
1.4 Your Home page

Home is your starting point. It shows today's attendance, what needs your attention and shortcuts to the things you do most.

WHAT YOU SEE

- **Quick actions** at the top: `Clock in/out`, `My Requests`, `Apply Leave`, `My Shifts`, `Log time`, `Give Kudos`, `My payslips` and `Claim expense`.
- **Today** card: your shift, whether you are in yet, and the `Clock In` button.
- **Needs Your Attention**: announcements to acknowledge.
- Cards for this week's timesheet, today's shift, the next holiday, your leave balance, learning that is due, benefits enrolment, documents to acknowledge, interviews, HR requests, profile completeness, your latest payslip, salary, loans, expenses, payments, tax, internal jobs and recognition.
- Select any card to open the full page behind it.

> **TIP**
> - Amounts are hidden behind dots for privacy. Select `Show amounts` when nobody is looking over your shoulder.



1.5 Find your way around

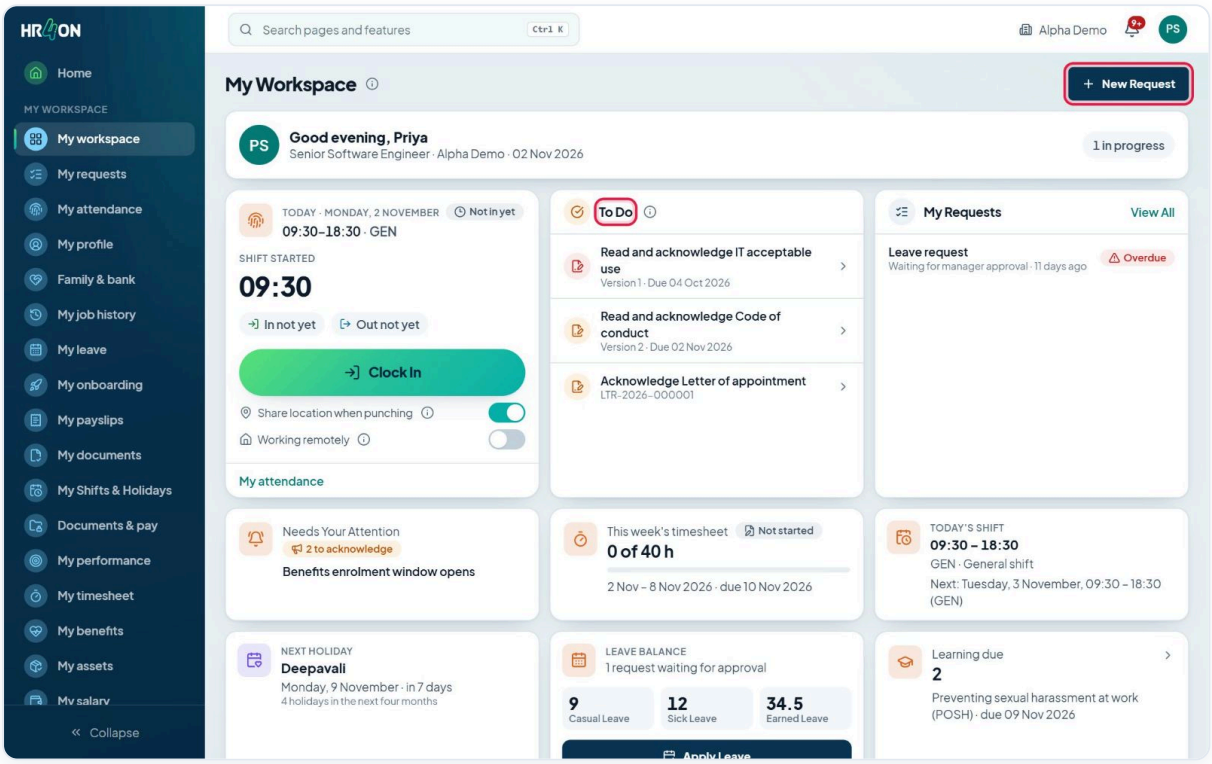
The menu on the left lists everything you can open. Your own pages are under **My workspace**.

WHAT YOU SEE

- **Home**: your Home page, and **Approvals** if you approve requests for others.
- **My workspace**: your attendance, leave, payslips, documents, profile and every other self-service page.
- Select the arrow at the bottom of the menu to collapse it to icons and make more room.
- The **My Workspace** page shows your to-do list, your recent requests and a tile for every self-service page.

HOW TO DO IT

1. Select **My Workspace** in the menu.
2. Look at **To Do** for things waiting for you, such as policies to acknowledge.
3. Scroll down for a tile per area; select a tile to open it.

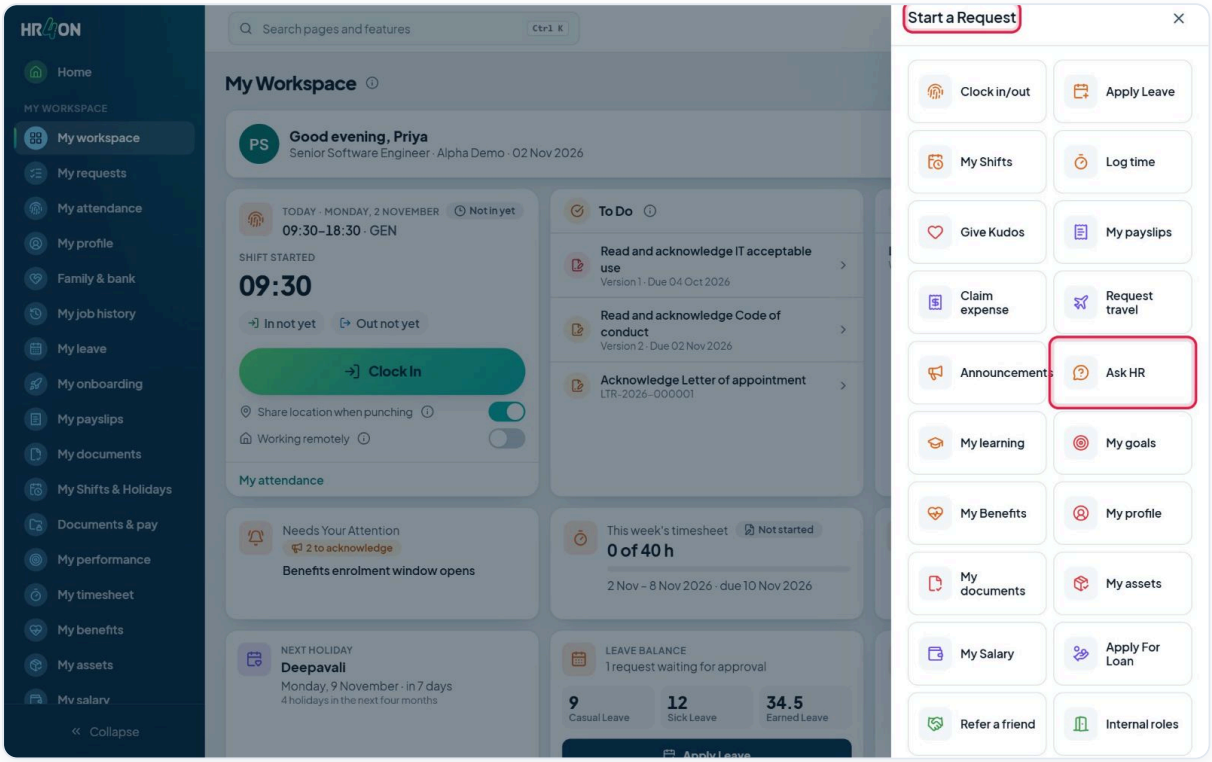


1.6 Start a new request

Not sure where to go to ask for something? **New Request** lists every request you can start, in one place.

HOW TO DO IT

1. Open **My Workspace**.
2. Select **New Request**. The **Start a Request** panel opens.
3. Choose what you want to do, for example **Apply Leave**, **Claim expense**, **Request travel**, **Ask HR**, **Apply For Loan** or **Refer a friend**. HR4ON opens the right form.



1.7 Search for any page

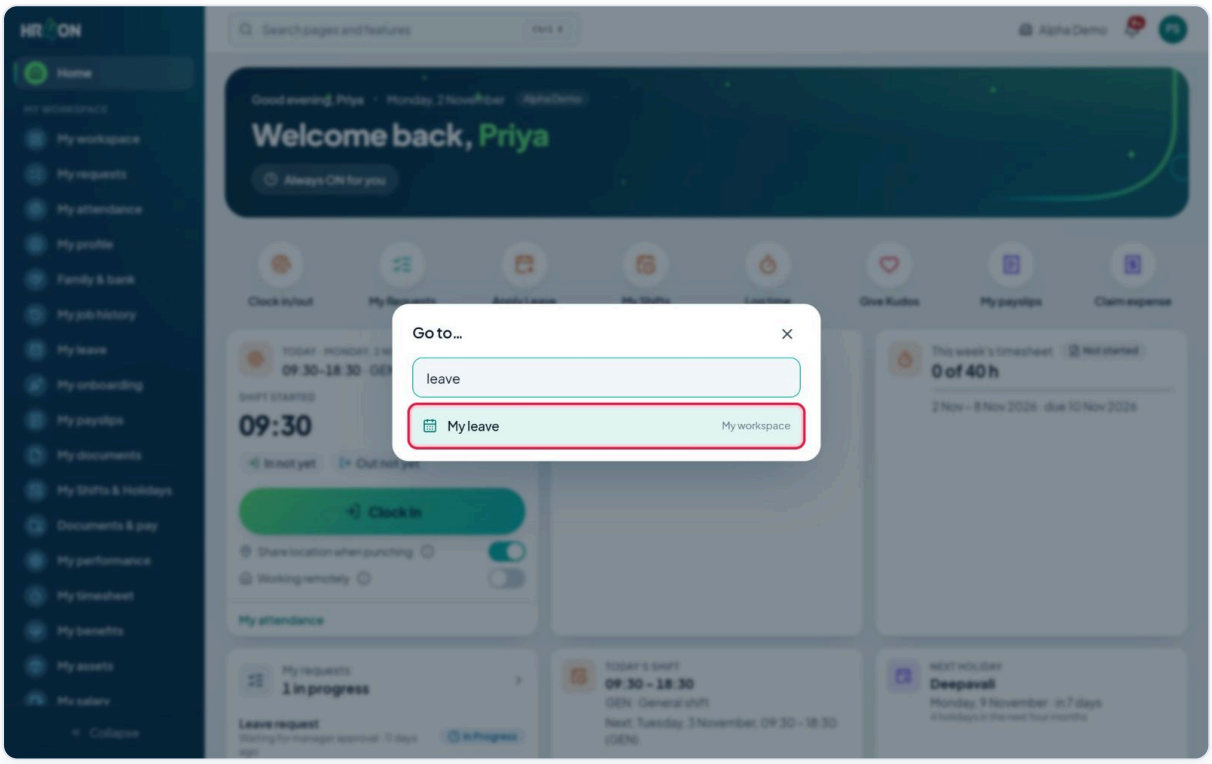
Search jumps straight to any page or feature you have access to.

HOW TO DO IT

1. Select **Search pages and features** at the top of the screen, or press **Ctrl K** (Cmd K on a Mac).
2. Type a word such as *leave*, *payslip* or *tax*.
3. Use the arrow keys or the mouse to pick a result and press **Enter**.

TIP

- On a phone, select the magnifying glass at the top right.



1.8 Notifications

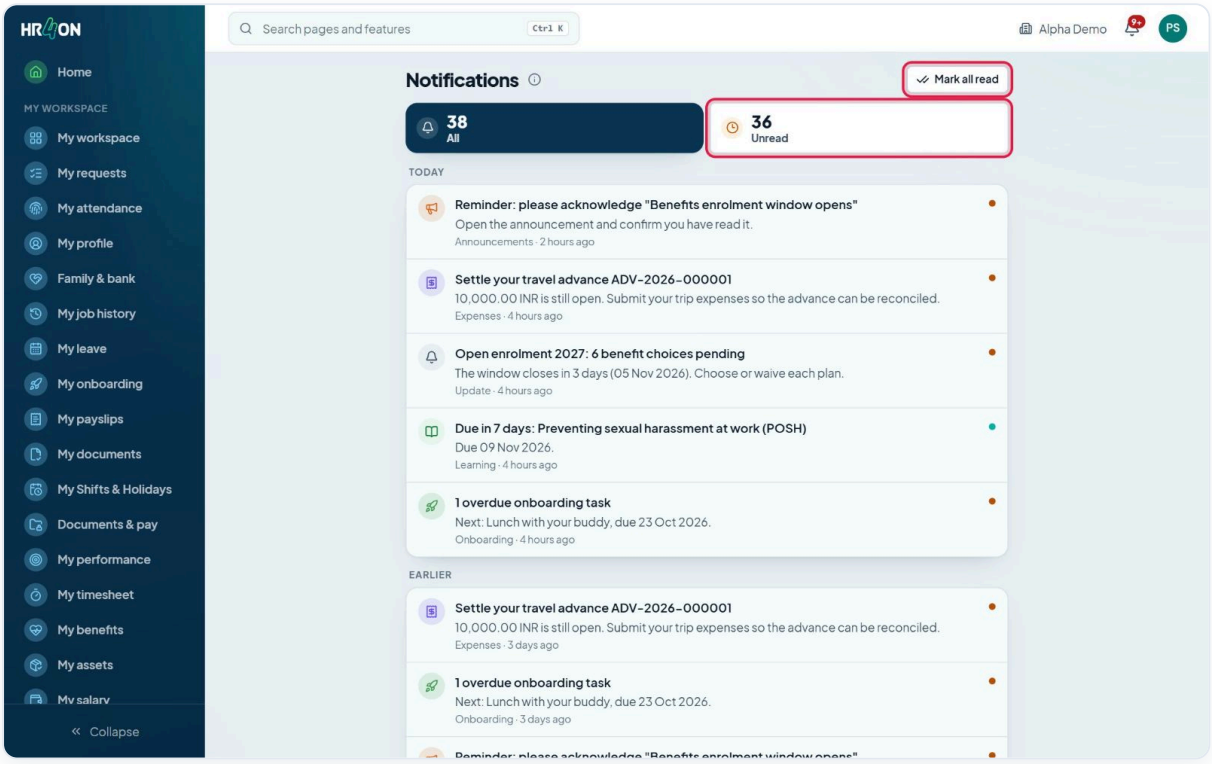
HR4ON tells you when something needs you: a request decided, a policy to acknowledge, a timesheet due or a course to finish.

WHAT YOU SEE

- The bell at the top shows how many notifications you have not read.
- Select the bell for the latest ones; select **See all** for the full list.
- On the full page, **All** and **Unread** filter the list. Select a notification to open the page it is about.
- **Mark all read** clears the counter.

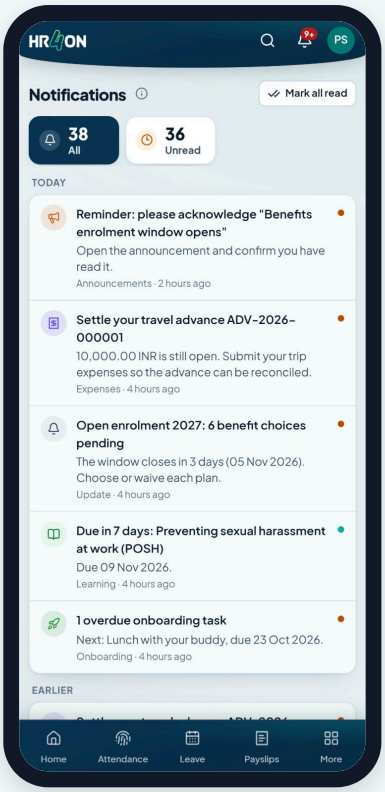
GOOD TO KNOW

- Approvals and updates on your own requests always arrive in HR4ON. You choose e-mail and push messages in **Help & preferences** (chapter 14).



ON YOUR PHONE

On a phone, the bell opens this page directly. Tap a notification to go to the request or document it is about.

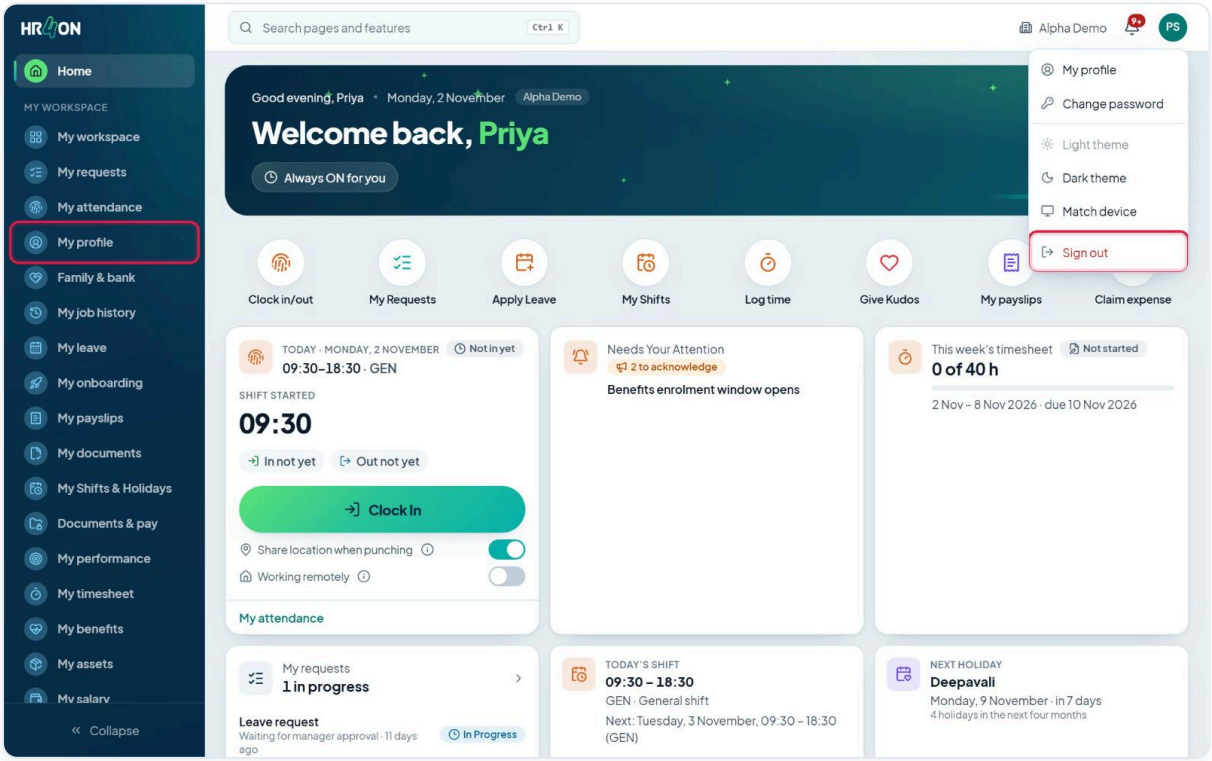


1.9 Your account menu

Your initials at the top right open the account menu.

WHAT YOU SEE

- **My profile** opens your profile.
- **Change password** lets you choose a new password.
- **Light theme**, **Dark theme** and **Match device** change how HR4ON looks.
- **Sign out** ends your session. Always sign out on a shared computer.

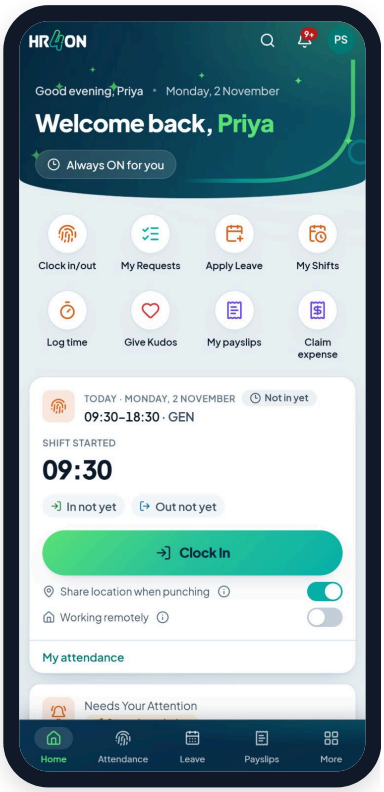


02 HR4ON on your phone

HR4ON is built for phones first. You can use it in your phone's browser or add it to your home screen so it opens like an app.

2.1 Home on your phone

On a phone, Home shows the same cards in one column, with the clock-in card near the top so you can punch in with one tap.

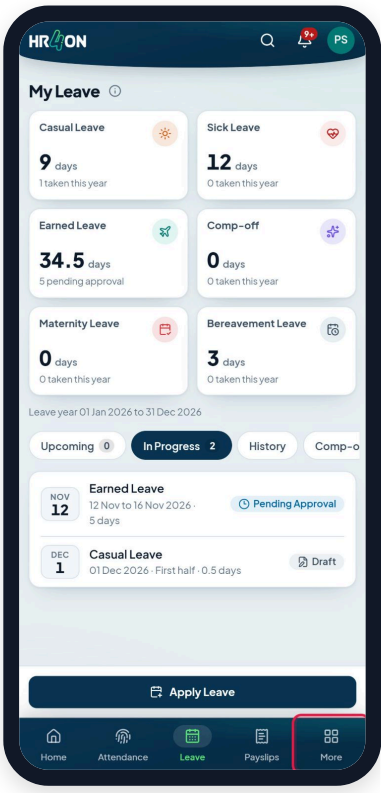


WHAT YOU SEE

- The top bar has the HR4ON logo (back to Home), search, the notifications bell and your account menu.
- Scroll down for your leave balance, timesheet, payslip and other cards.

2.2 The bottom bar

The bar at the bottom of the screen holds the pages you use most, so they are always one tap away.

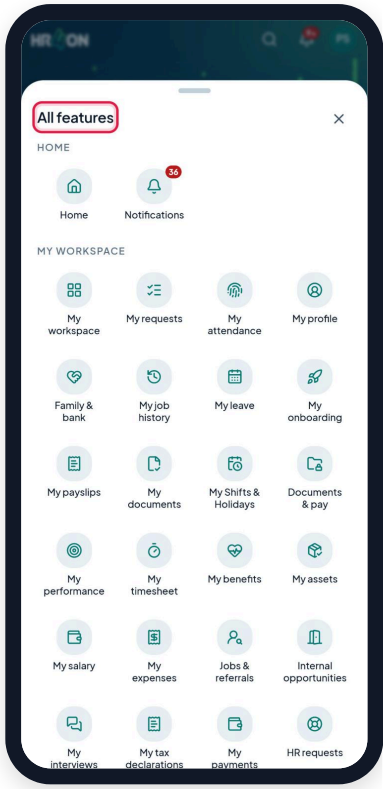


WHAT YOU SEE

- **Home**, **Attendance**, **Leave** and **Payslips** are always one tap away. A red number shows items waiting for you.
- **More** opens every other feature.
- The button for the page you are on is highlighted in green.

2.3 The More menu

More opens a grid of every feature you can use, grouped the same way as the desktop menu.

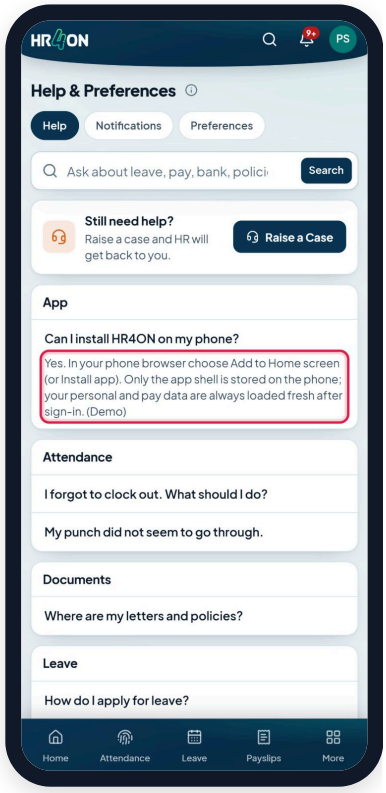


HOW TO DO IT

1. Tap **More** in the bottom bar.
2. Scroll to the group you want, such as **My workspace**.
3. Tap a tile to open it. The sheet closes by itself.

2.4 Add HR4ON to your home screen

Adding HR4ON to your home screen gives you an icon that opens HR4ON full screen, like an app. Nothing to download from an app store.



HOW TO DO IT

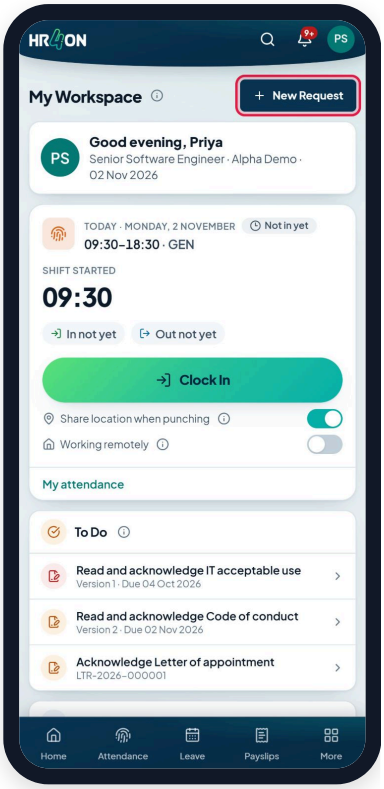
1. **iPhone (Safari):** open HR4ON, tap the Share button, then **Add to Home Screen** and **Add**.
2. **Android (Chrome):** open HR4ON, tap the ⋮ menu, then **Install app** or **Add to Home screen**.
3. If your browser supports it, **Help & preferences** › **Preferences** › **Account & App** also shows an **Install App** button.
4. Open HR4ON from the new icon and sign in.

GOOD TO KNOW

- The installed app keeps only its screens on the phone. Your personal and pay data always load fresh after you sign in.
- Notifications on a locked phone hide private details such as pay and tax if your company or your preferences say so.

2.5 My Workspace on your phone

My Workspace on a phone puts your to-do list first, then a tile for each self-service page.



03 My requests

Every leave application, attendance correction, claim and change you send goes through an approval. **My Requests** shows them all in one list, so you always know where each one is.

3.1 Track all your requests

Use My Requests to see what you have sent, who it is waiting for and what was decided.

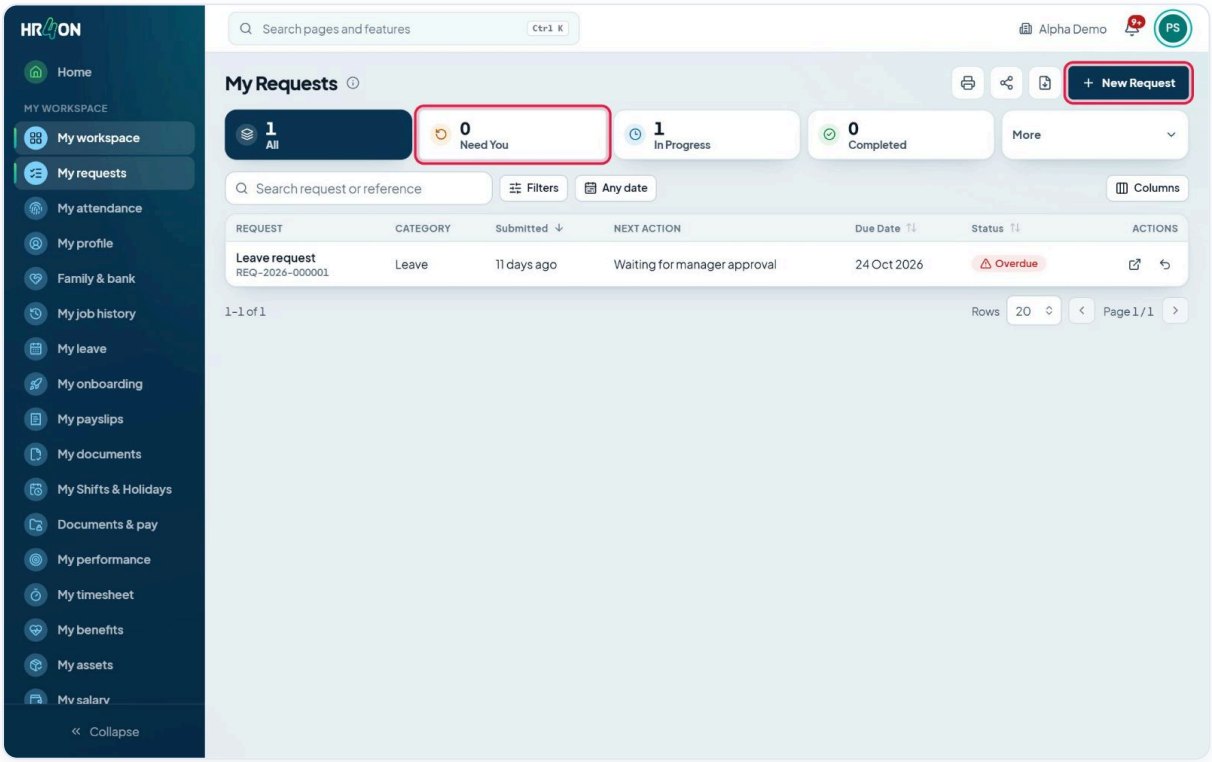
WHAT YOU SEE

- **All**: everything you have sent.
- **Need You**: requests sent back to you for a change. Open them, correct and resubmit.
- **In Progress**: waiting for an approver.
- **Completed**: approved or rejected. **More** › **Closed** shows withdrawn or cancelled ones.
- **Filters** and **Any date** narrow the list; **Columns** chooses what the table shows.
- **Print**, **Share PDF** and **Download PDF** give you a copy of the list.

HOW TO DO IT

1. Select **My Requests** in the quick actions on Home, or in the menu.
2. Select a status at the top to filter.
3. Select a request to open it and see each approval step.

> **TIP**
> - Each module also keeps its own list, for example **My leave** › **In Progress** for leave.



04 Attendance

Record when you start and finish work, work remotely when allowed, and fix your record if you forgot to punch. Your attendance feeds your pay, so keep it accurate.

4.1 Clock in and clock out

Clock in when you start work and clock out when you finish. You can do it from Home or from My Attendance.

WHAT YOU SEE

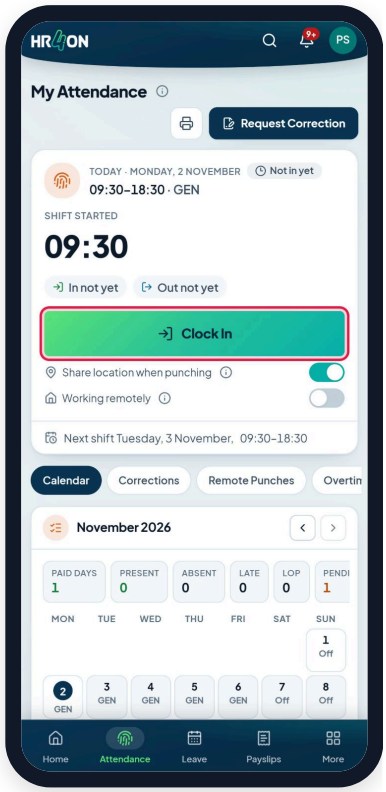
- The card shows today's date, your shift (for example **09:30–18:30 · GEN**) and whether you are in yet.
- **In** and **Out** show your punch times once you have punched.
- **SHIFT STARTED** tells you that your shift has begun and you have not clocked in.

HOW TO DO IT

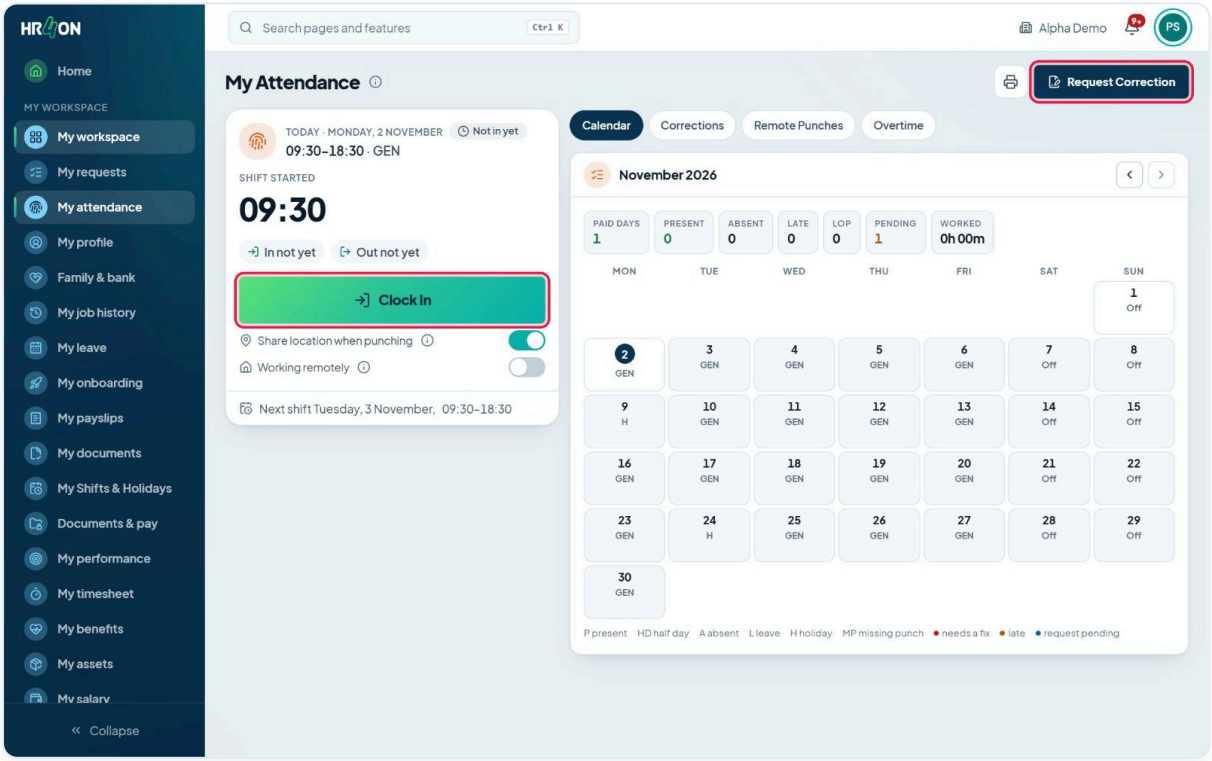
1. Open Home (or **My Attendance**).
2. Select **Clock In**. The card shows the time you clocked in.
3. At the end of the day select **Clock Out**.

GOOD TO KNOW

- Clock in and out from the place you actually work. If your company records location, HR4ON asks your browser for it when you punch.
- If you forget to punch, request a correction (see below). Missing punches can reduce your paid days.



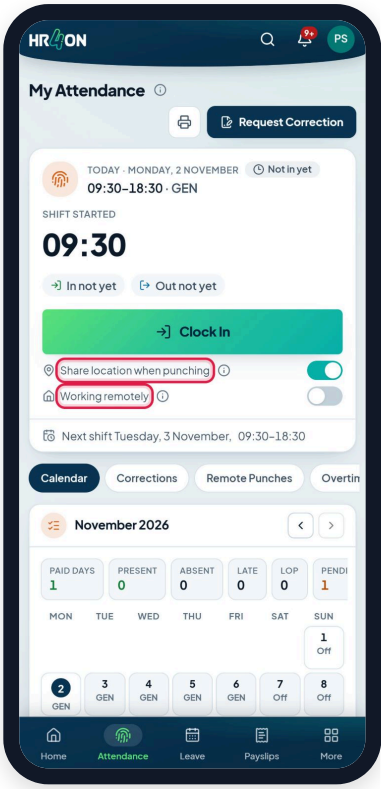
Most people clock in from their phone.



My Attendance on a laptop: the clock card on the left, your calendar on the right.

4.2 Work remotely and share your location

Two switches under the clock button control how your punch is recorded.



WHAT YOU SEE

- **Share location when punching**: sends your location with the punch. Select **About location** to see why your company asks for it.
- **Working remotely**: marks the punch as a remote punch, for example when you work from home. Select **About remote punches** for your company's rule.
- Remote and outside-office punches may be reviewed by your manager. You can follow them on the **Remote Punches** tab.

HOW TO DO IT

1. Before selecting **Clock In**, switch on **Working remotely** if you are not at the office.
2. Leave **Share location when punching** on if your company asks for it.
3. Select **Clock In**.

> **GOOD TO KNOW**
> - A remote punch that your manager rejects is treated like a missing punch. Request a correction if that happens.

4.3 Your attendance calendar

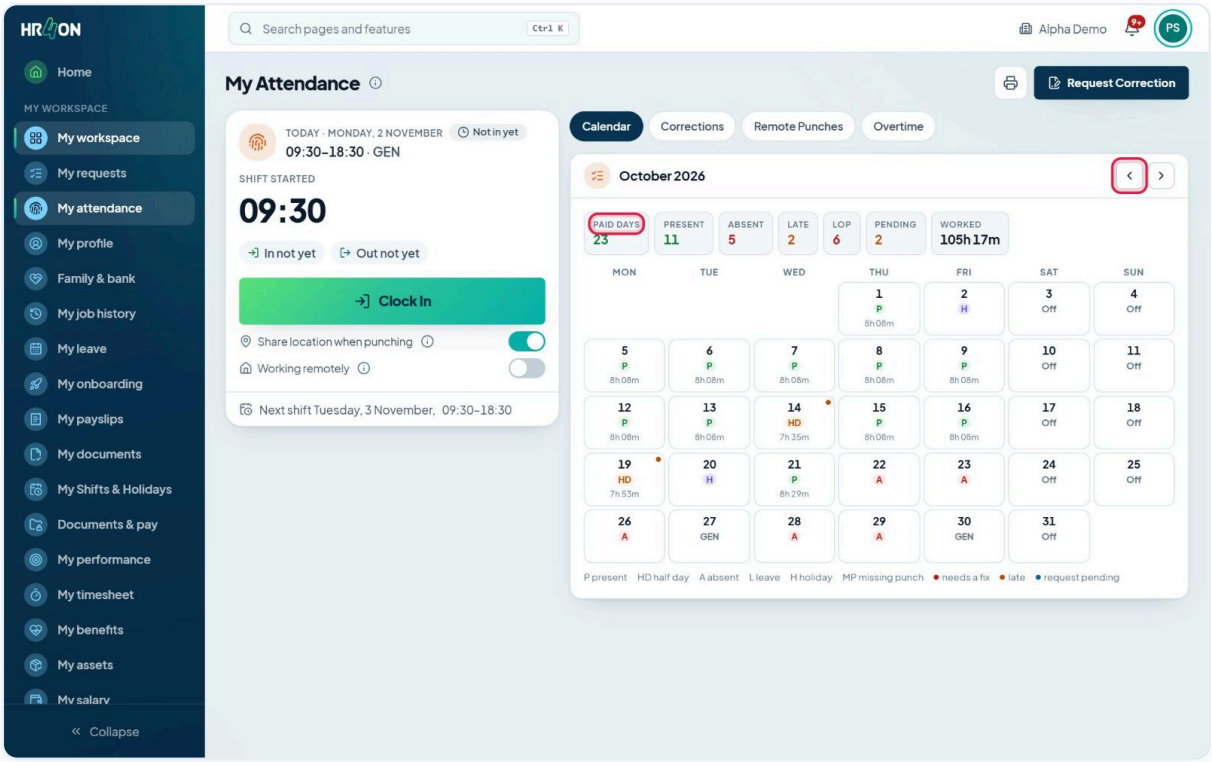
The **Calendar** tab shows each day of the month with your shift and what happened that day.

WHAT YOU SEE

- Totals at the top: **PAID DAYS**, **PRESENT**, **ABSENT**, **LATE**, **LOP** (loss of pay), **PENDING** and hours **WORKED**.
- Each day shows a code: **P** present, **HD** half day, **A** absent, **L** leave, **H** holiday, **MP** missing punch, or the shift code (for example **GEN**) for days still to come.
- A coloured mark means the day **needs a fix**, was **late**, or has a **request pending**.
- Use the arrows next to the month to move to earlier months.

HOW TO DO IT

1. Open **My Attendance** from the menu.
2. Select the previous-month arrow to look back.
3. Select a day to see its punches and any exception.



4.4 Fix a missed punch (request a correction)

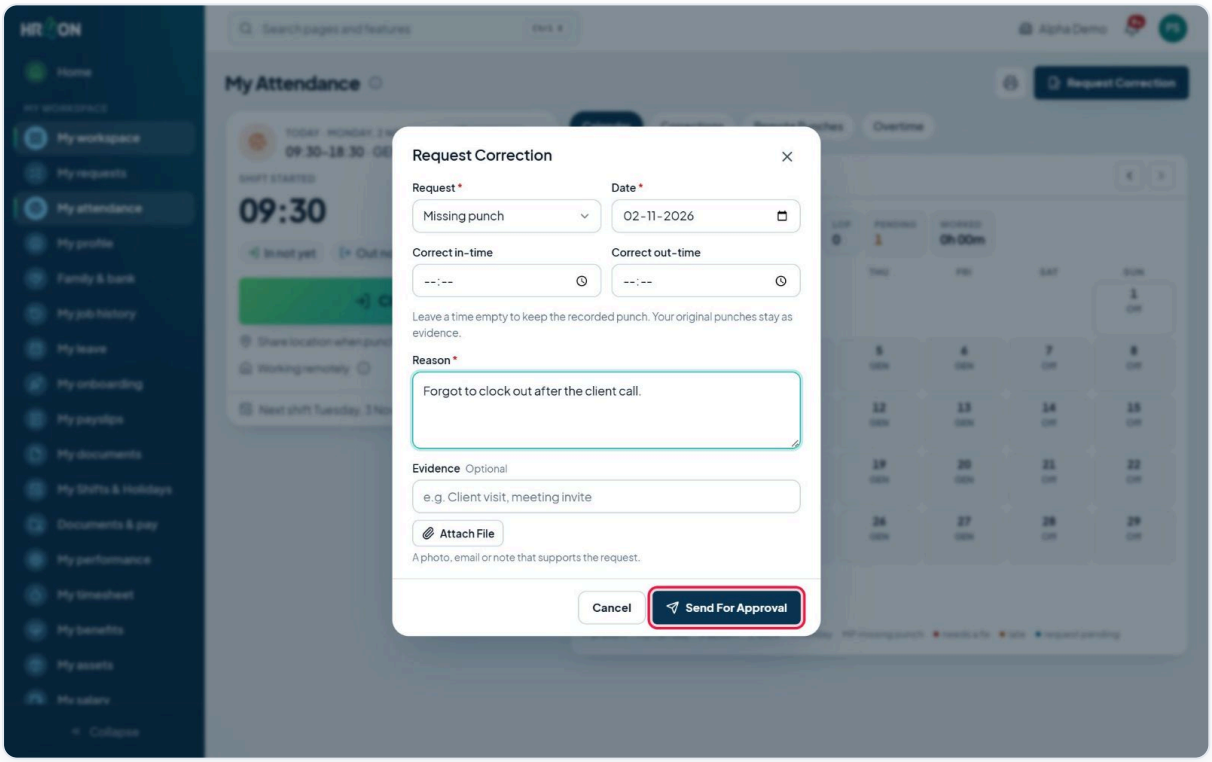
If you forgot to clock in or out, or a punch is wrong, ask for a correction. Your manager approves it and your record is updated.

HOW TO DO IT

1. Open **My Attendance** and select **Request Correction**.
2. Choose the kind of correction in **Request**, for example a missing punch.
3. Pick the **Date**.
4. Type the **Correct in-time** and **Correct out-time**. Leave a time empty to keep the punch that was recorded.
5. For a night shift that ends the next morning, tick **Out-time is on the next day (overnight shift)**.
6. Explain what happened in **Reason**. Add a photo, e-mail or note under **Evidence** with **Attach File** if you have one.
7. Select **Send For Approval**.

GOOD TO KNOW

- You can only correct past days, not future ones.
- Your original punches stay on record as evidence; the correction is added on top.
- Your manager is notified. Follow the request on the **Corrections** tab or in **My Requests**.



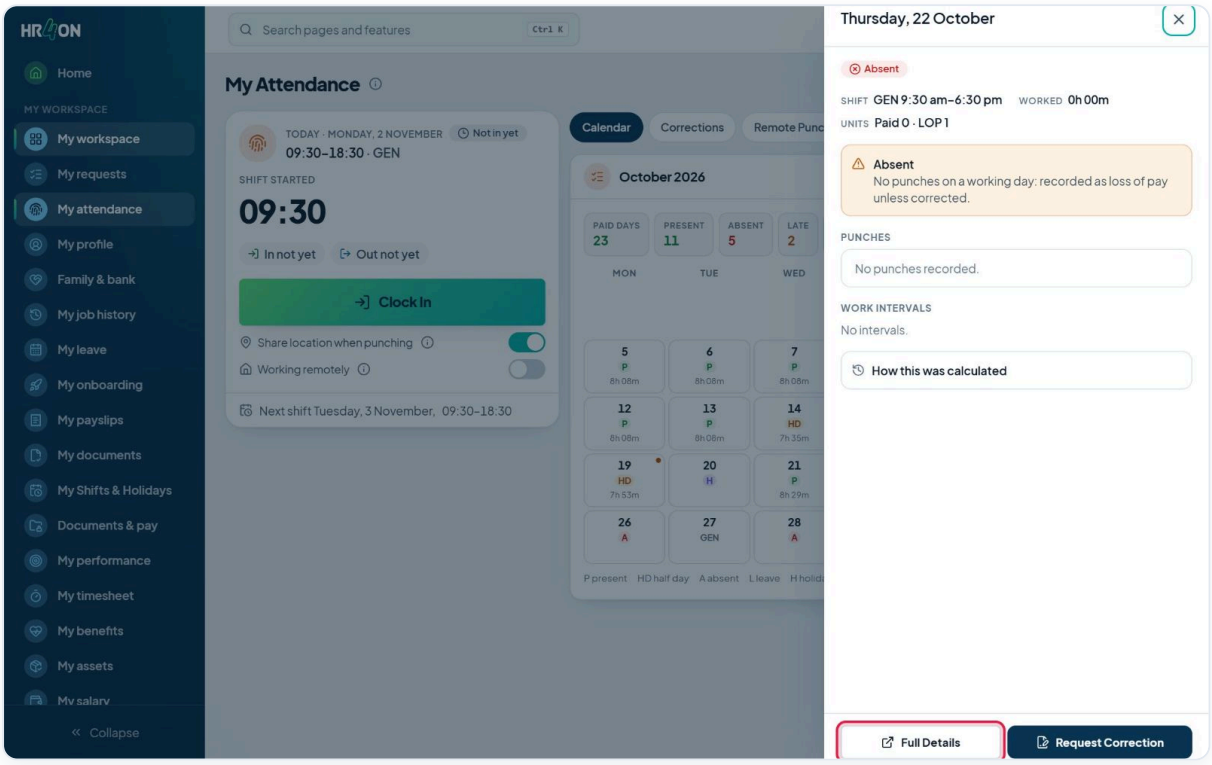
4.5 Corrections, remote punches and overtime

The other tabs on My Attendance keep your attendance requests together.

WHAT YOU SEE

- **Corrections**: every correction you asked for and its status.
- **Remote Punches**: punches made while working remotely or away from the office, and whether they were accepted.
- **Overtime**: extra time worked beyond your shift. Where your company allows it, request overtime from here with **Request Overtime**; you give the **Minutes to request** and a **Reason**.

> **TIP**
> - You can also open a day in the calendar and request the correction from there; the date is filled in for you.



Selecting a day opens its details: status, shift, punches, work intervals, **How this was calculated**, **Full Details** and **Request Correction**.

05 Shifts and holidays

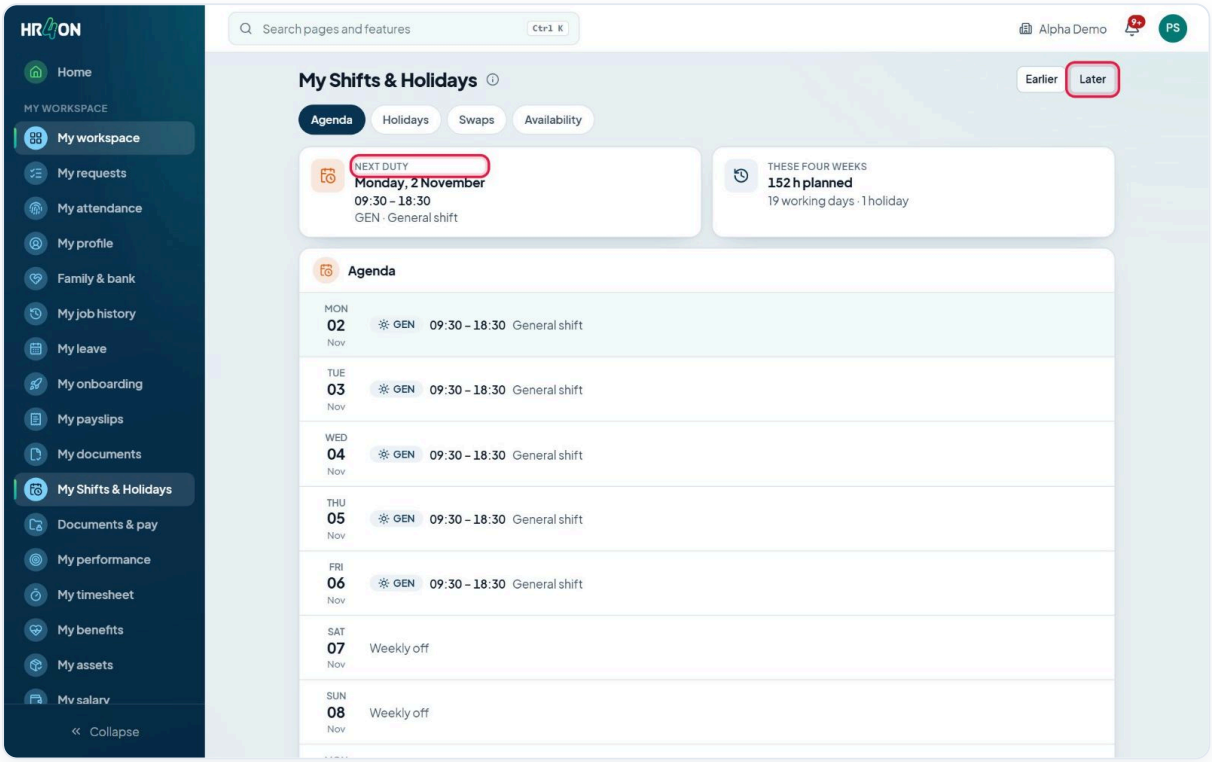
See when you are expected to work, which days are holidays, and choose optional holidays.

5.1 Your shifts (Agenda)

My Shifts & Holidays lists your shifts for the next four weeks.

WHAT YOU SEE

- **NEXT DUTY**: your next shift and its times.
- **THESE FOUR WEEKS**: hours planned, working days and holidays.
- Each row is a day: the shift code and times, **Weekly off**, or the holiday name.
- **Earlier** and **Later** move four weeks at a time.



5.2 Holidays and optional holidays

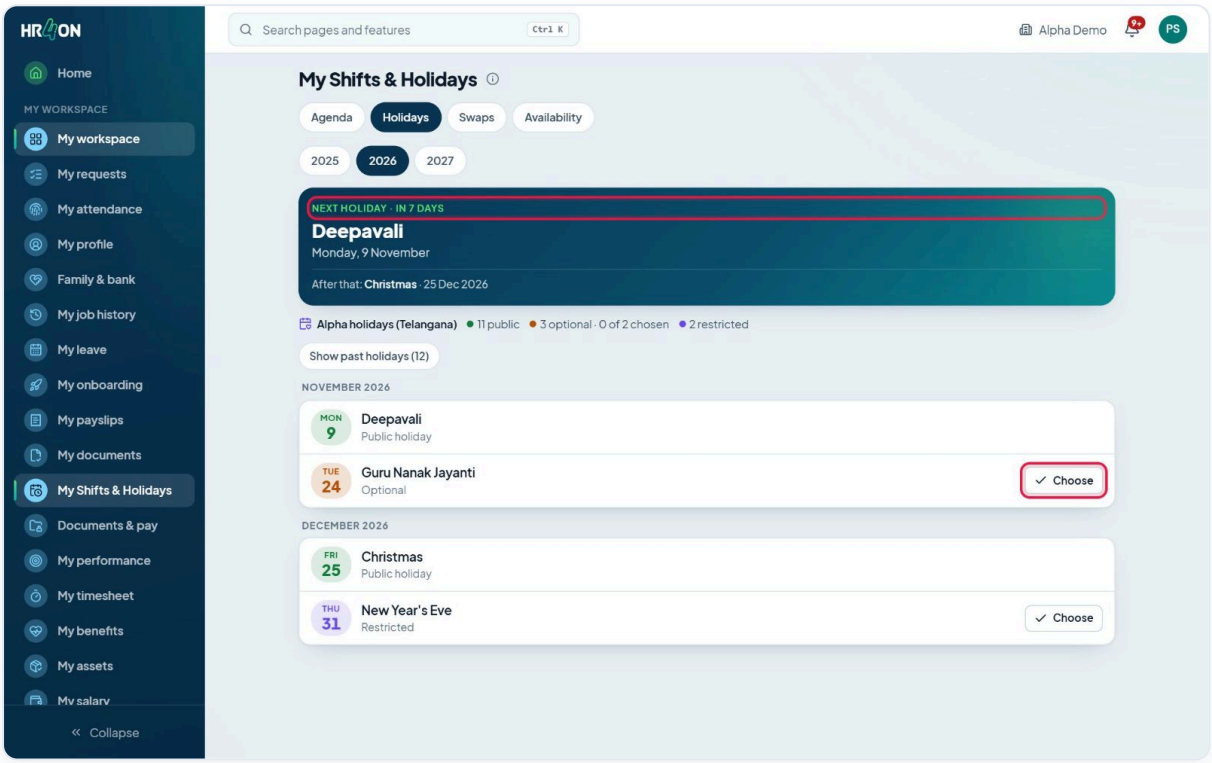
The **Holidays** tab shows your company's holiday calendar for your location.

WHAT YOU SEE

- **Public holiday**: everyone is off.
- **Optional**: you may pick a limited number (for example *0 of 2 chosen*). Select **Choose** to take one.
- **Restricted**: available only under your company's rules.
- Switch years with the **2025**, **2026** and **2027** tabs; **Show past holidays** shows the ones already gone.

HOW TO DO IT

1. Open **My Shifts & Holidays** and select **Holidays**.
2. Find the optional holiday you want.
3. Select **Choose** next to it.

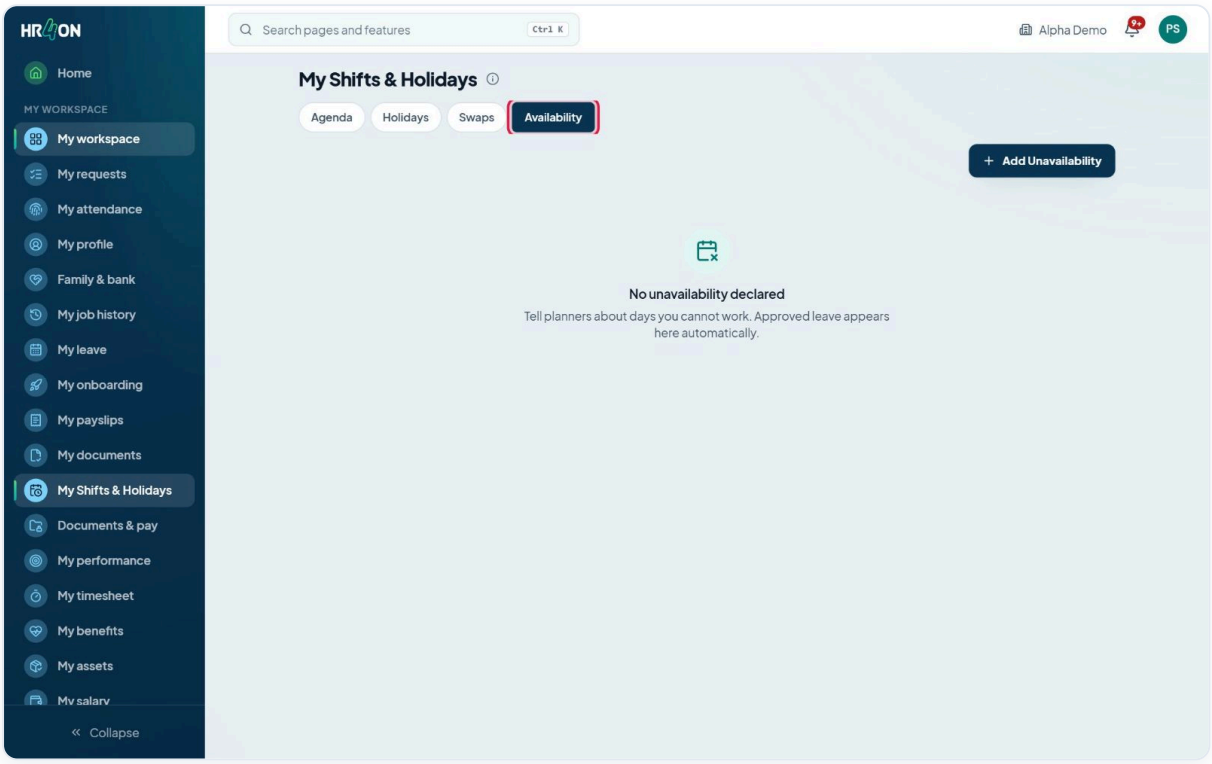


5.3 Shift swaps and availability

If you work on a roster, you can ask to swap a shift with a colleague and tell your planner when you can and cannot work.

WHAT YOU SEE

- To ask for a swap, select the swap icon next to a future shift in **Agenda** and choose the colleague. They accept, then your planner approves.
- **Swaps**: your open swap requests and requests from colleagues.
- **Availability**: the days and times you prefer, or cannot, work. Rosters are planned around it.



06 Leave

Check your balances, apply for leave (full or half days), follow your request and cancel it if your plans change.

6.1 Your leave balances

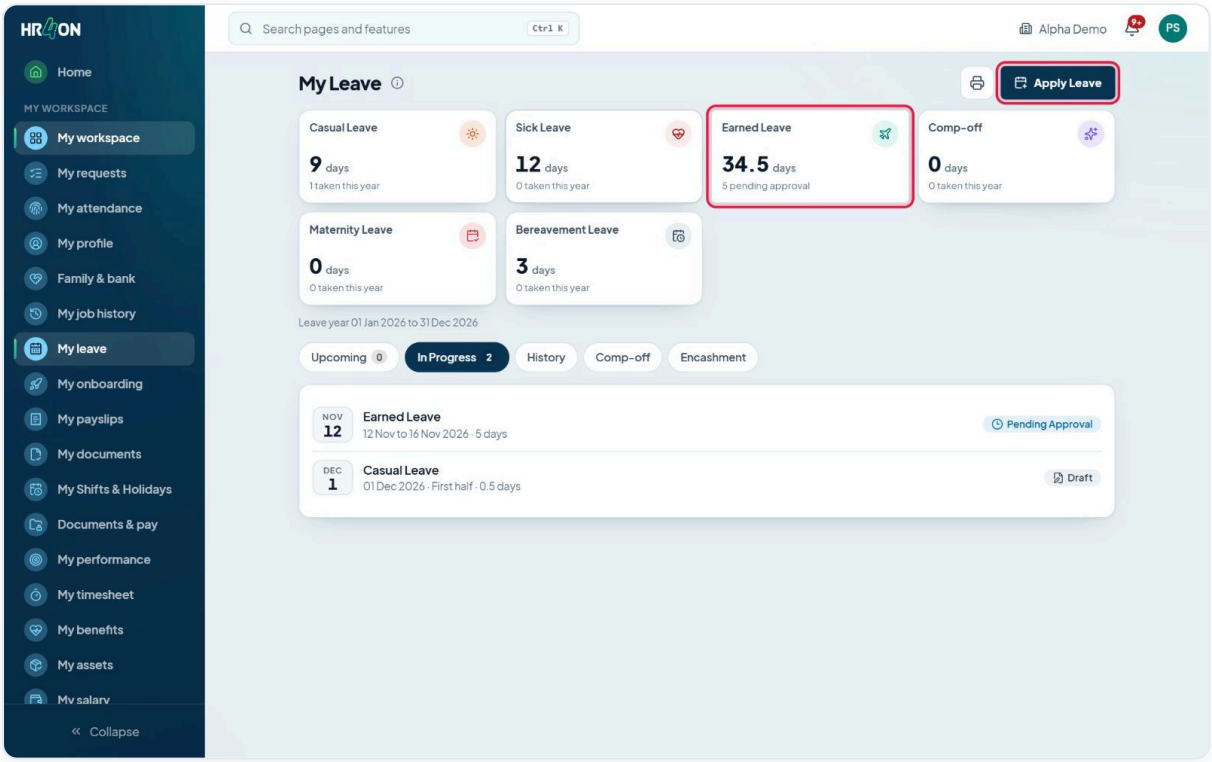
My Leave shows a card for each leave type with the days you have left.

WHAT YOU SEE

- Each card shows the days available and what you have taken or have **pending approval** this year.
- The leave year is shown under the cards (for example *01 Jan 2026 to 31 Dec 2026*).
- Tabs below: **Upcoming** (approved leave still to come), **In Progress** (waiting for approval or saved as a draft), **History**, **Comp-off** and **Encashment**.

HOW TO DO IT

1. Select **My leave** in the menu, or the leave card on Home.
2. Select a balance card to see how it was worked out.

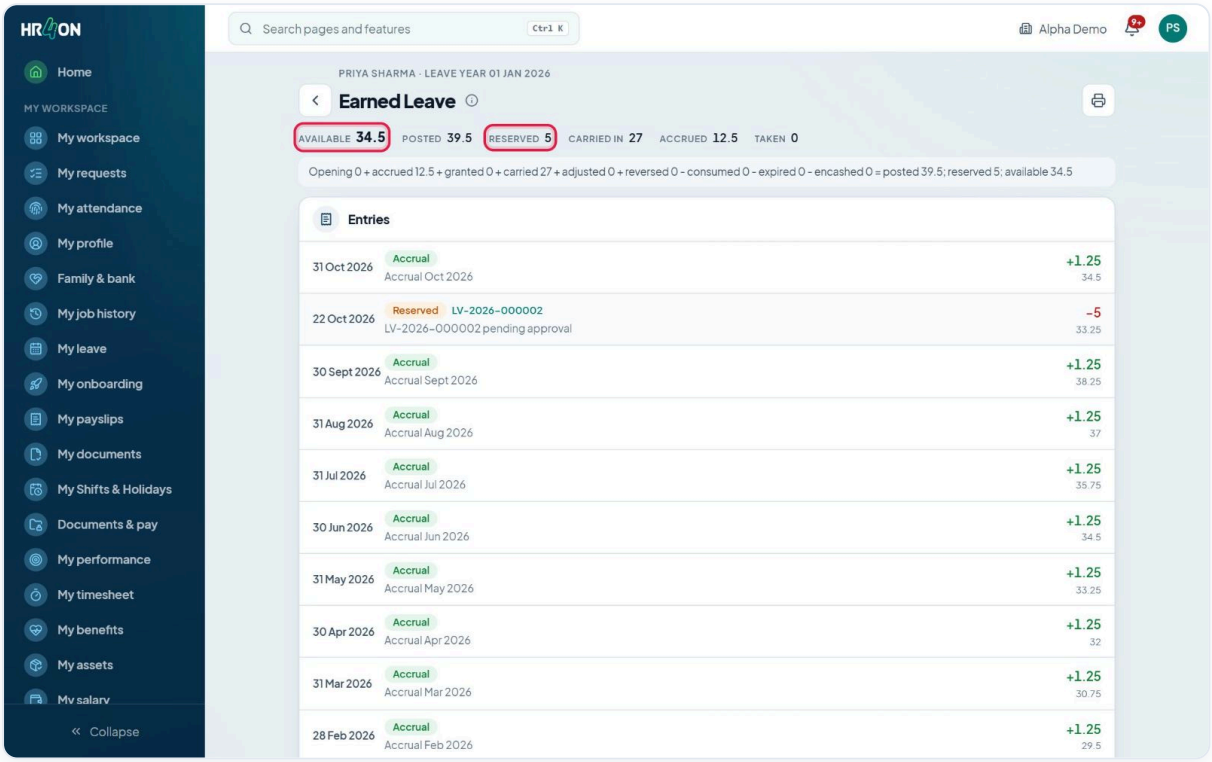


6.2 How a balance is worked out

Select a balance card to open its ledger: every day credited or used, with the running balance.

WHAT YOU SEE

- **AVAILABLE**: what you can apply for now.
- **POSTED**: everything credited less everything used. **RESERVED**: days held by requests waiting for approval.
- **CARRIED IN**, **ACCRUED** and **TAKEN**: carried from last year, earned this year and used.
- Each entry shows the date, type (for example **Accrual** or **Reserved**), the request it belongs to and the balance after it.



6.3 Apply for leave

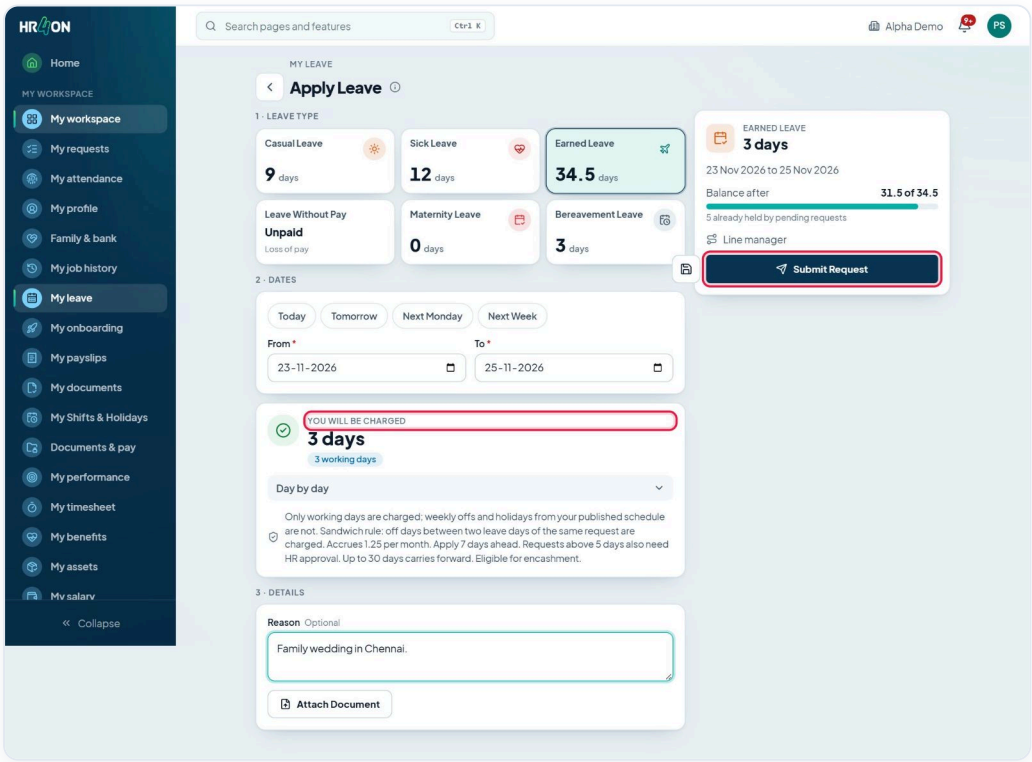
Apply in three steps: choose the leave type, pick the dates, add details. HR4ON shows how many days will be charged before you send.

HOW TO DO IT

1. Select **Apply Leave** on Home or on My Leave.
2. **1 · Leave type**: select the card for the leave you want. Each card shows your balance.
3. **2 · Dates**: select a shortcut (**Today**, **Tomorrow**, **Next Monday**, **Next Week**) or pick the **From** and **To** dates.
4. Check the summary: **You will be charged** shows the days (holidays and weekly offs that are not charged are listed), **Day by day** opens each date, and the side panel shows **Balance after** and who approves (for example *Line manager*).
5. If something is wrong, a red box explains why the request **cannot be submitted yet**, for example dates that overlap another request.
6. **3 · Details**: add a **Reason** (your approver sees it) and select **Attach Document** if you have a medical certificate or other proof.
7. Select **Submit Request**. To finish later, select **Save as draft**.

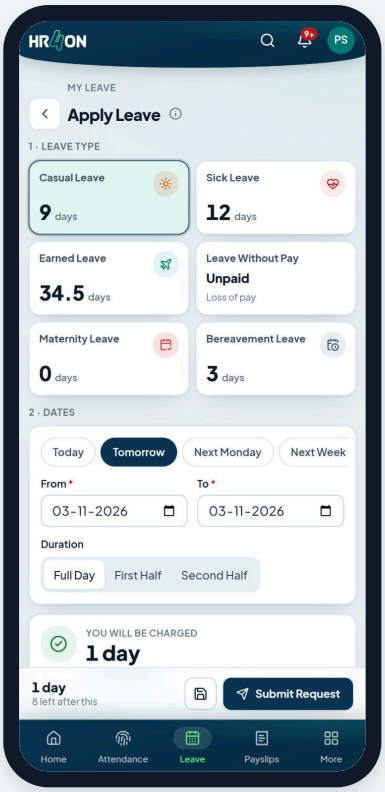
GOOD TO KNOW

- Weekends or holidays between two leave days may be charged too (the *sandwich rule*). The summary shows each day so there are no surprises.
- Some leave types need a document, for example sick leave over a number of days. The button then reads **Attach Required Document**.
- If you do not have enough balance, HR4ON offers to use **Leave Without Pay** instead. Unpaid leave reduces your salary.



ON YOUR PHONE

On a phone the three steps run down the page and the charge preview appears under the dates. **Submit Request** sits at the bottom.



6.4 Apply for a half day

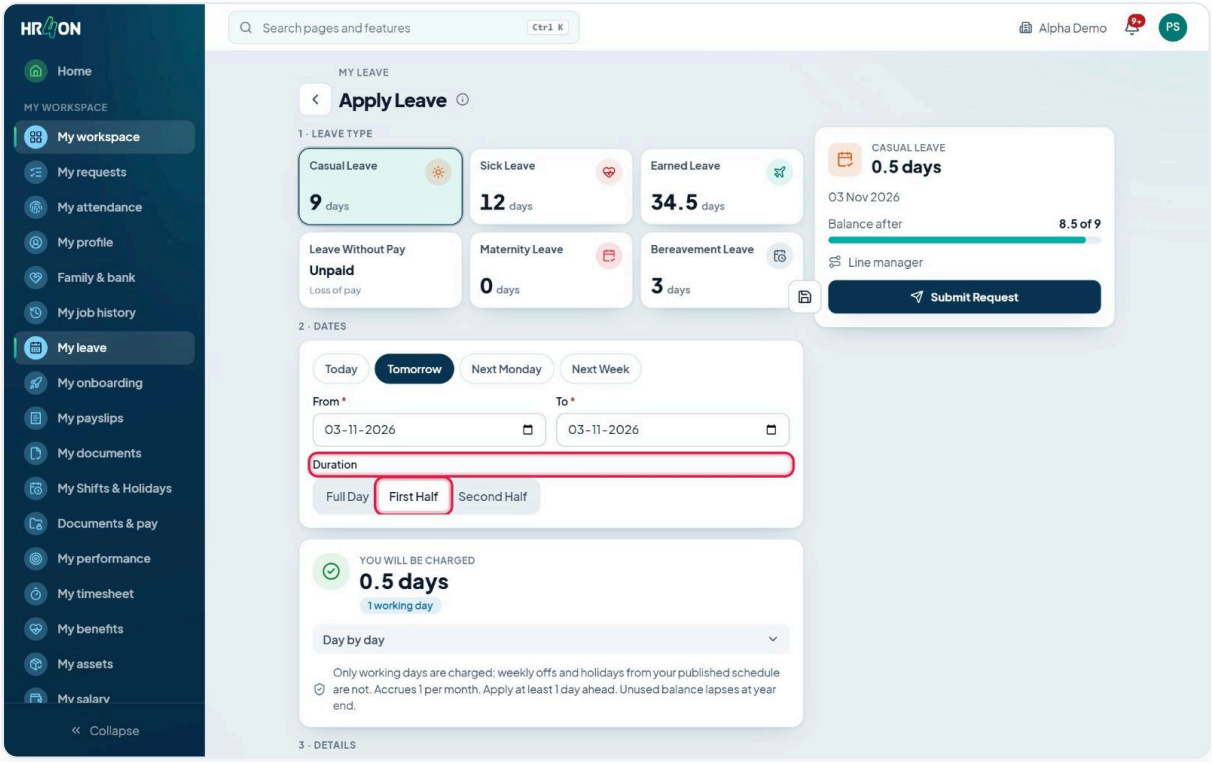
For leave types that allow it, you can take half a day.

HOW TO DO IT

1. Choose the leave type and a single date.
2. Under **Duration** select **First Half** or **Second Half** instead of **Full Day**.
3. For a longer period, choose **From 2nd Half** for the first day or **Until 1st Half** for the last day.
4. Check that the summary shows **0.5 days** for that day, then select **Submit Request**.

TIP

- Some leave types are counted in hours. They show an **Hours** option where you type the number of hours.

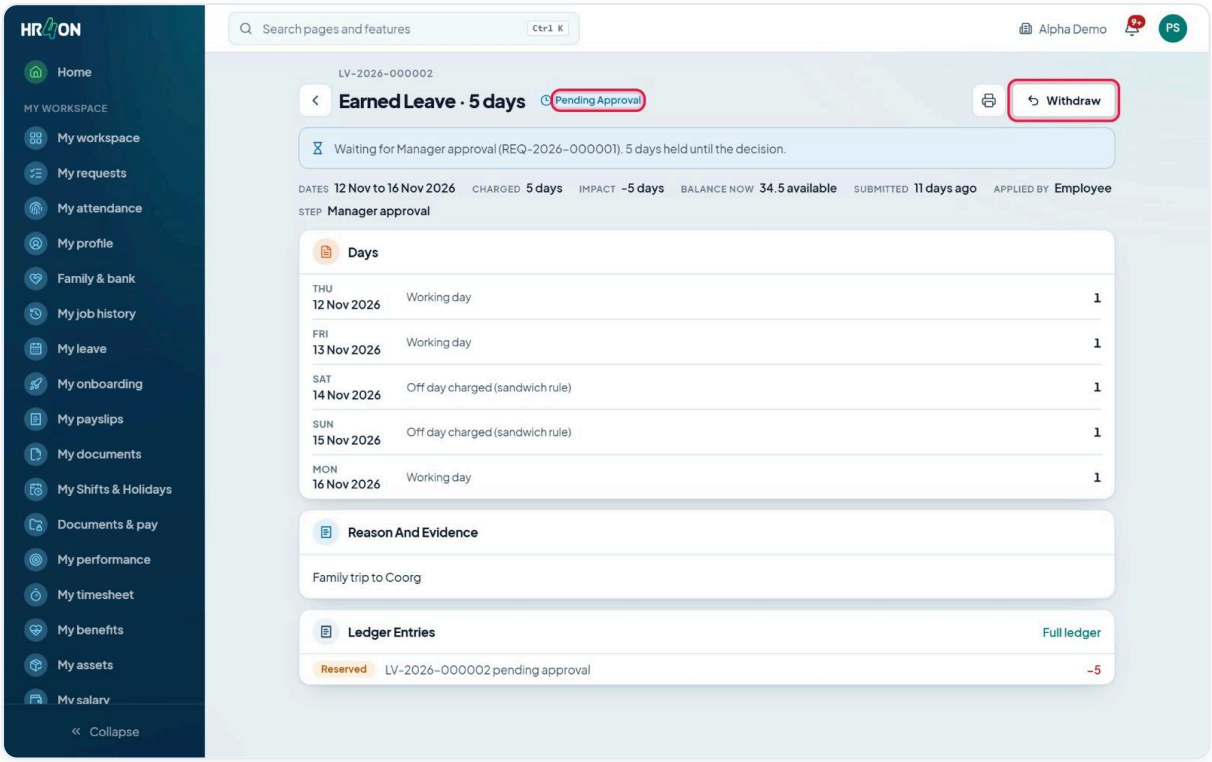


6.5 Track your leave request

Open any request from **In Progress**, **Upcoming** or **History** to see exactly where it is.

WHAT YOU SEE

- The status at the top: **Draft**, **Pending Approval**, **Approved**, **Rejected**, **Withdrawn** or **Cancelled**.
- The line under it tells you who it is waiting for and that the days are *held until the decision*.
- **DATES**, **CHARGED**, **IMPACT** and **BALANCE NOW** summarise the effect on your balance.
- **Days** lists each day and how it was charged. **Reason And Evidence** shows what you sent; **Ledger Entries** shows the balance movements.



6.6 Withdraw or cancel leave

If your plans change, take the request back. The days return to your balance.

HOW TO DO IT

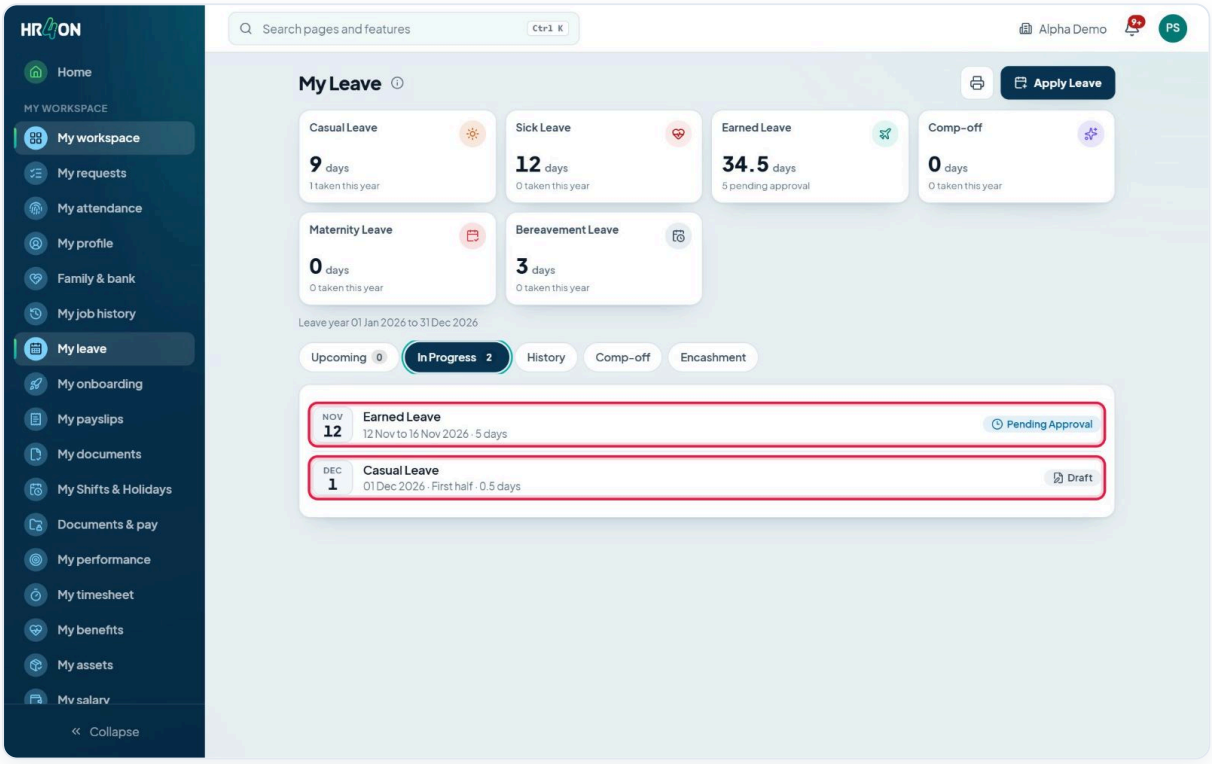
1. Open the request from **My Leave** (**In Progress** or **Upcoming**).
2. Select **Withdraw** for a request still waiting for approval. For leave that is already approved, select **Cancel** and give a reason.
3. Confirm in the dialog.

TIP

- A request in **Draft** has not been sent yet. Open it to finish and submit it, or delete it.

GOOD TO KNOW

- Cancelling approved leave may need your manager's approval, and leave already taken can only be cancelled within your company's rules.
- You and your manager are notified when the leave is withdrawn or cancelled.

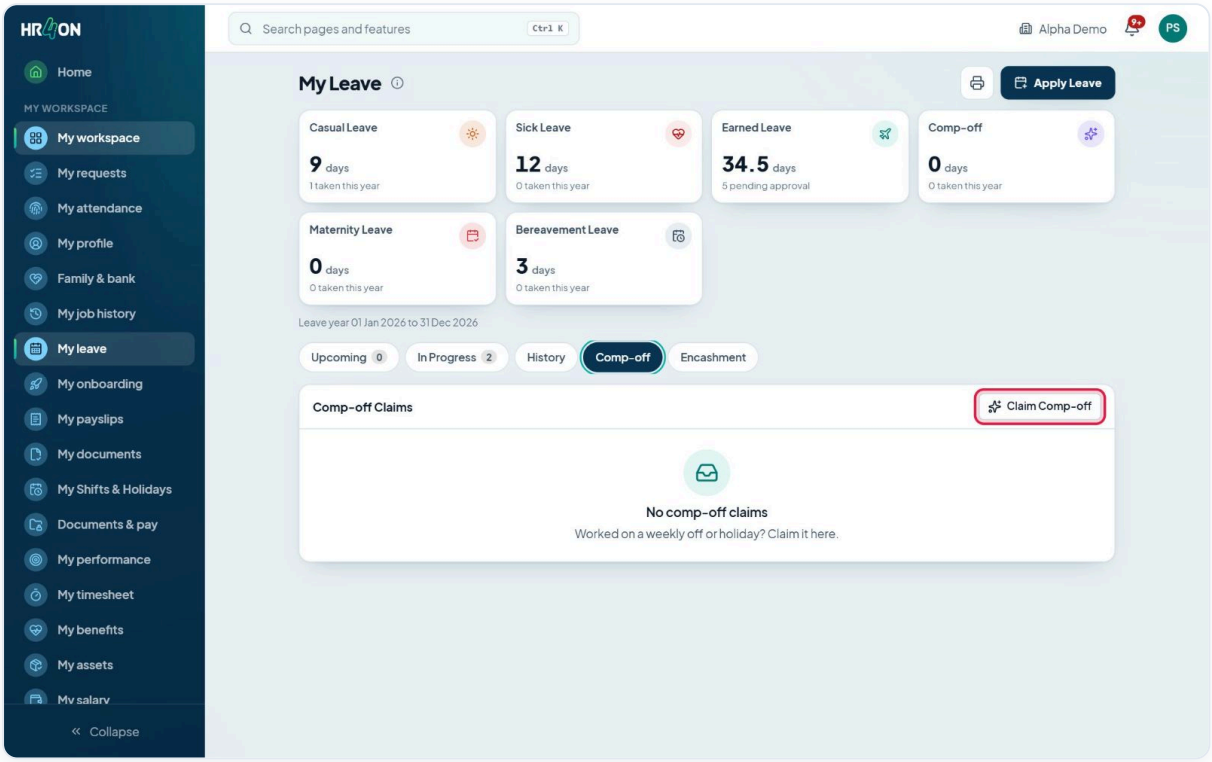


6.7 Comp-off and encashment

Two more tabs on My Leave cover special cases.

WHAT YOU SEE

- **Comp-off**: time off you earned for working on a weekly off or holiday. Select **Claim Comp-off** to request the credit; once approved it shows on the Comp-off card and you use it like any other leave.
- **Encashment**: where your company allows it, turn unused leave into pay. The request goes for approval and is paid through payroll.



07 Timesheets

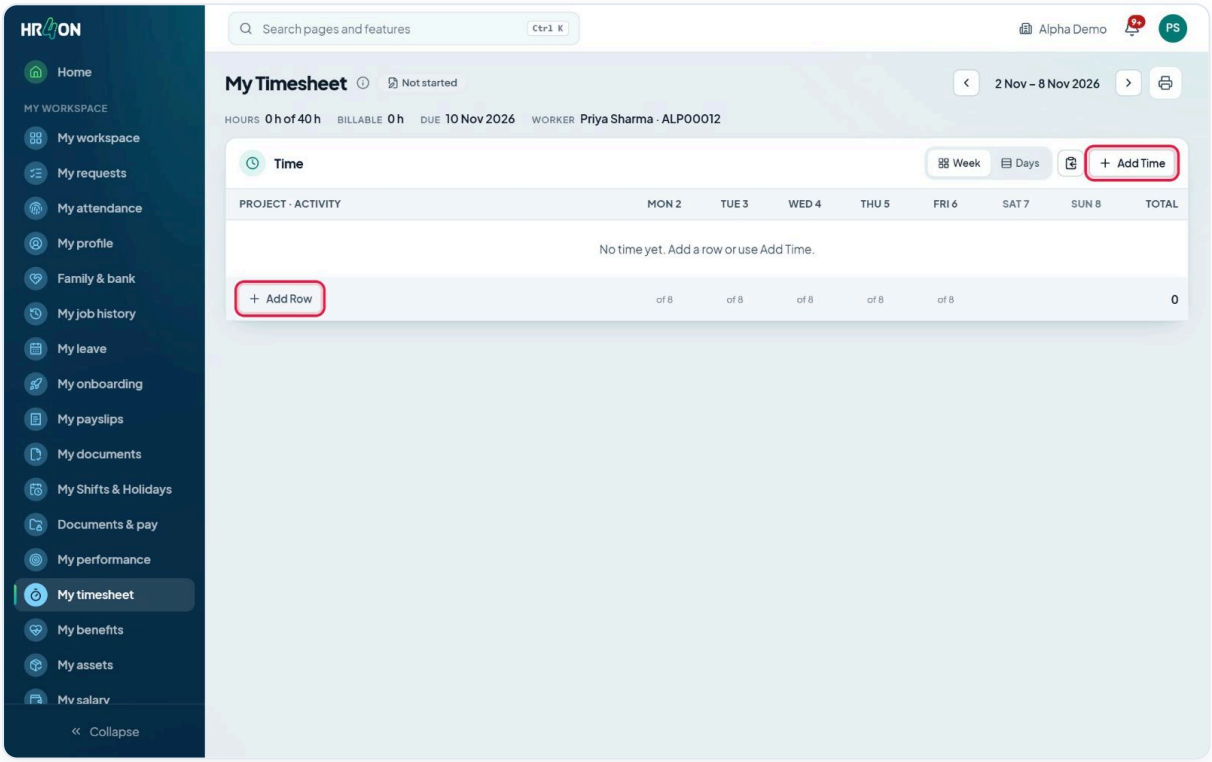
If you work on projects, log your hours each week and submit the timesheet for approval.

7.1 Your weekly timesheet

My timesheet shows one week. Each row is a project and activity; each column is a day.

WHAT YOU SEE

- The status at the top, for example **Not started**, **Draft**, **Submitted**, **Approved** or **Returned**.
- **HOURS** (hours logged of hours expected), **BILLABLE**, **DUE** (the date it must be submitted) and **WORKER**.
- **Week** shows the grid; **Days** shows one day at a time, which is easier on a phone.
- The arrows next to the dates move to the previous or next week.

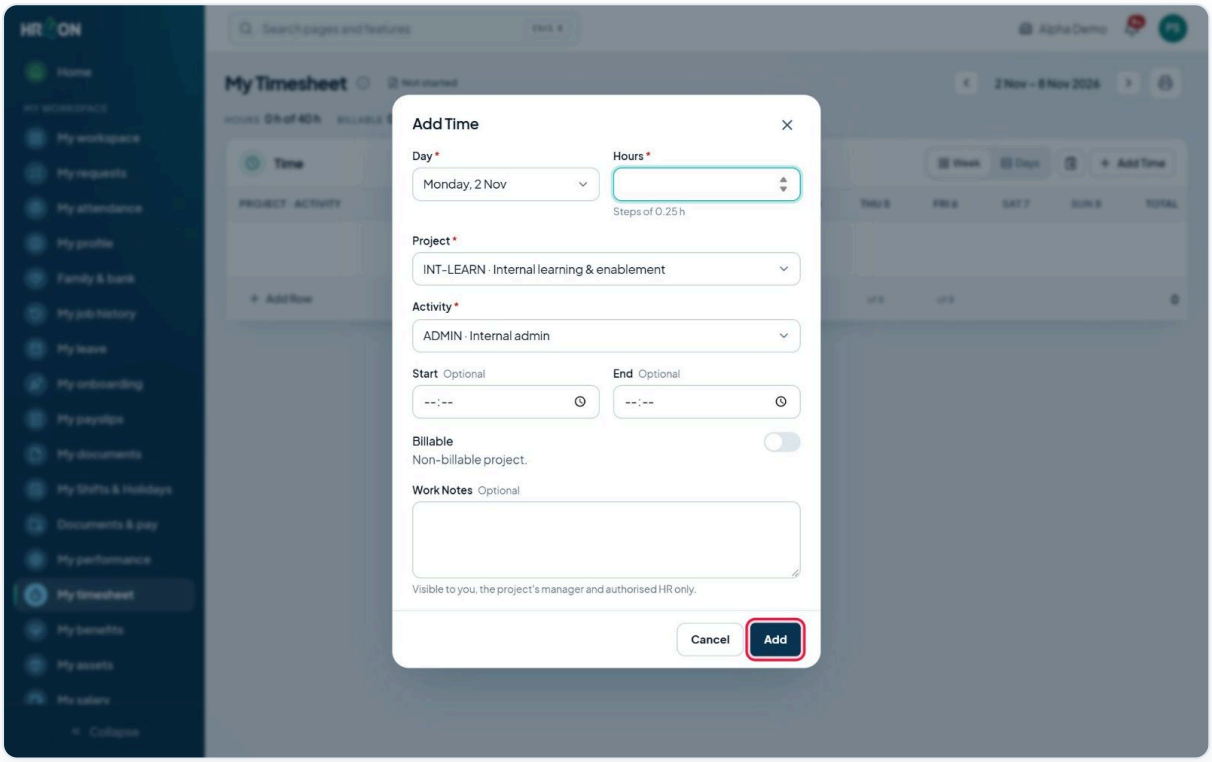


7.2 Log your time

Add hours against a project and activity.

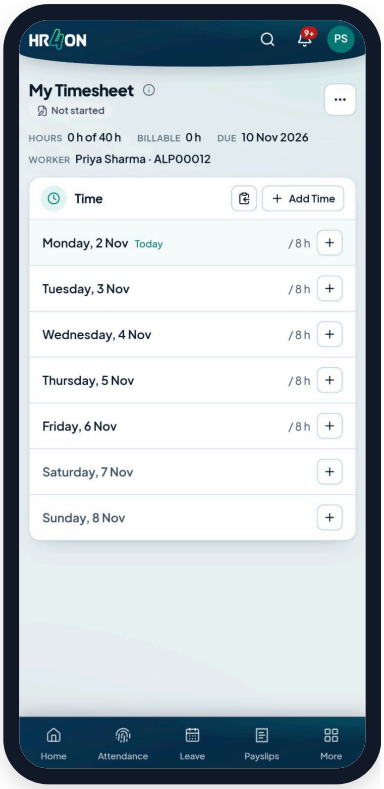
HOW TO DO IT

1. Select **Add Time** (or the plus in a day cell of the grid).
2. Choose the **Day** and enter the **Hours** (in steps of 0.25 h). You can also give a **Start** and **End** time.
3. Choose the **Project** and **Activity**. Switch on **Billable** if the client pays for this time.
4. Add **Work Notes** if useful (only you, the project manager and HR can see them), then select **Add**.
5. Repeat for each piece of work. Use **Add Row** to add another project line.
6. To start from last week's lines, open **More actions** and select **Copy last week**.



7.3 Submit your timesheet

When the week is complete, submit it. Each project's manager approves their part.



HOW TO DO IT

1. Check the total against your expected hours.
2. Select **Submit**.
3. If a manager returns it, the status changes to **Returned**: fix the lines and submit again.

GOOD TO KNOW

- Submit by the **DUE** date. You get a reminder if a week is late.
- Approved hours may be billed to clients, so describe your work clearly.

08 Pay, salary and tax

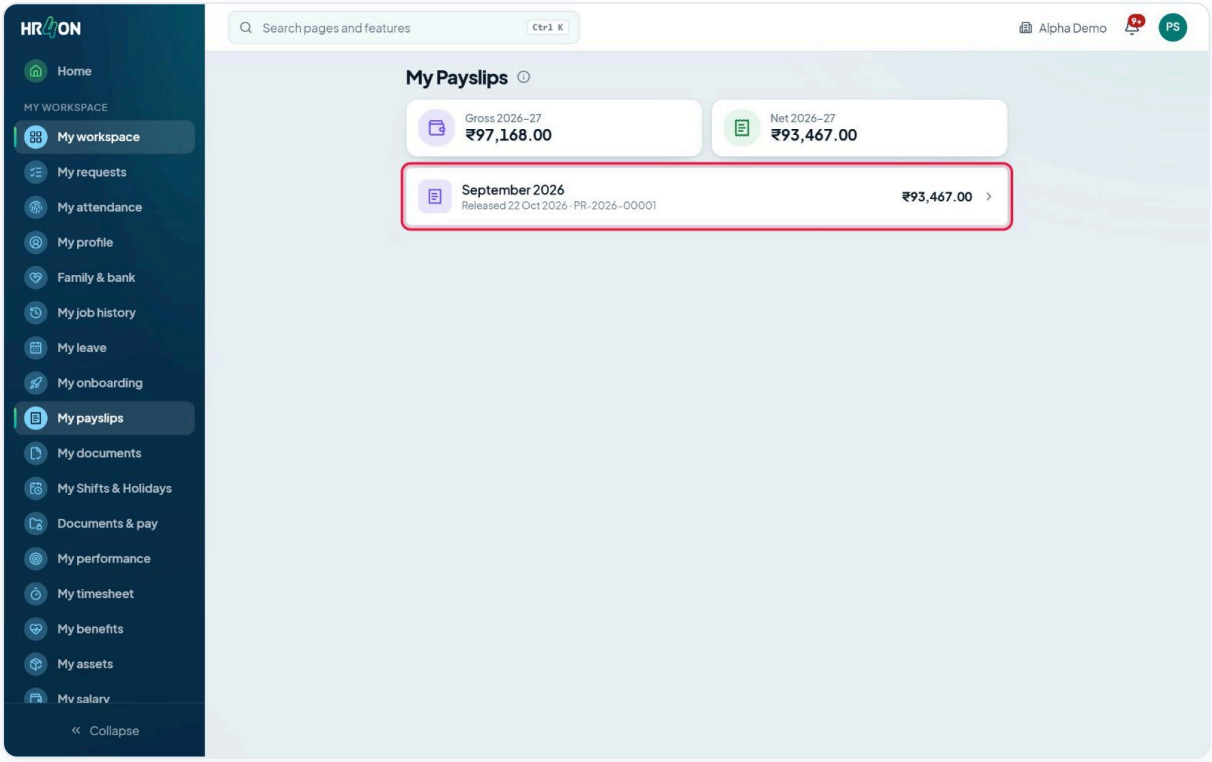
See your payslips, your salary package and your payments, and make your tax declarations so the right amount of tax is withheld.

8.1 Your payslips

My payslips lists every released payslip, newest first, with your gross and net pay for the year.

HOW TO DO IT

1. Select **My payslips** on Home or in the menu.
2. Select a month to open the payslip.



8.2 Read a payslip

A payslip shows what you earned, what was deducted and what was paid into your bank.

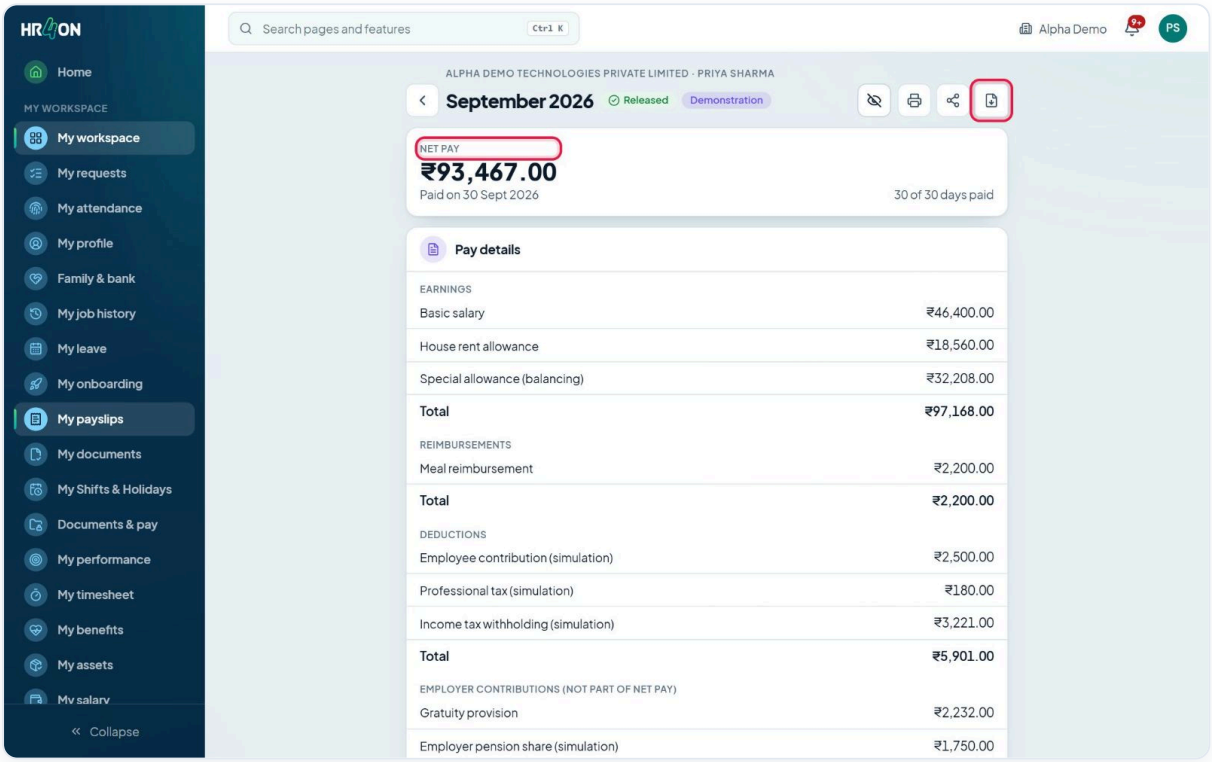
WHAT YOU SEE

- **NET PAY**: what reached your bank, with the payment date and the days paid.
- **EARNINGS**: basic salary, allowances and other pay.
- **REIMBURSEMENTS**: money paid back to you, such as meal allowance.
- **DEDUCTIONS**: your contributions, professional tax and income tax withheld.
- **EMPLOYER CONTRIBUTIONS**: what your company pays on top. It is not part of your net pay.
- **Year to date**: totals for the tax year so far.

HOW TO DO IT

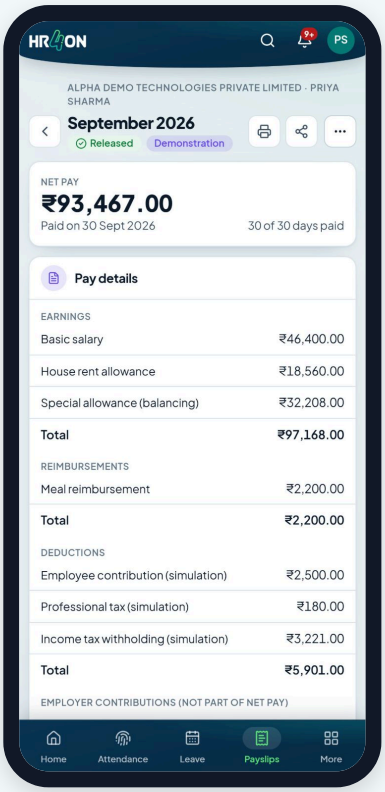
1. Select **Download PDF** to keep a copy, or **Share PDF** to send it.
2. Select **Hide amounts** before showing the screen to anyone.

> **TIP**
> - Questions about a payslip? Raise an HR request with the **Payroll query** type (chapter 14).



ON YOUR PHONE

Payslips are easy to read on a phone. Scroll for each section.



8.3 Your salary

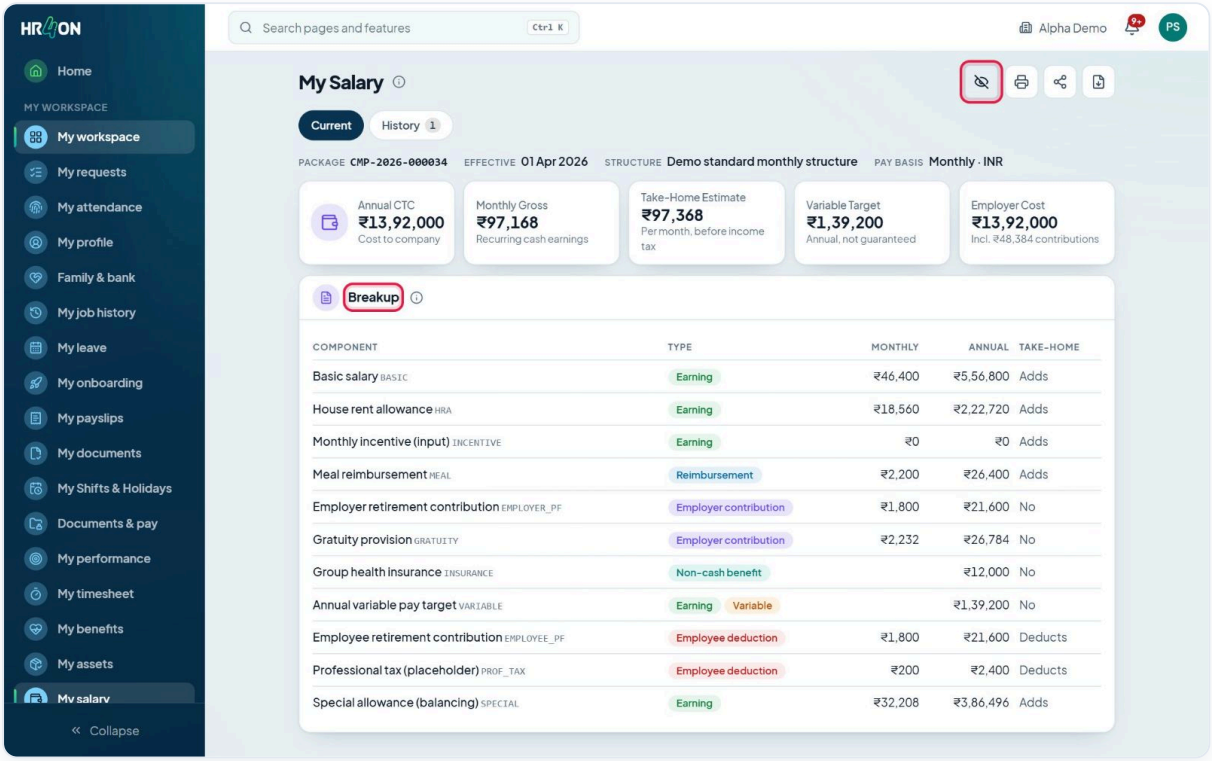
My salary shows your current salary package and how it breaks down.

WHAT YOU SEE

- **Annual CTC** (cost to company), **Monthly Gross**, **Take-Home Estimate**, **Variable Target** and **Employer Cost**.
- **Breakup** lists each part of your pay, its type, monthly and annual amount and whether it adds to your take-home.
- **History** lists earlier packages, for example before your last raise.

HOW TO DO IT

1. Open **My salary**.
2. Select the eye icon at the top (**Show amounts**) to reveal the figures; select it again to hide them.
3. Select a component to see what it is. Print, share or download a copy with the buttons next to the eye.

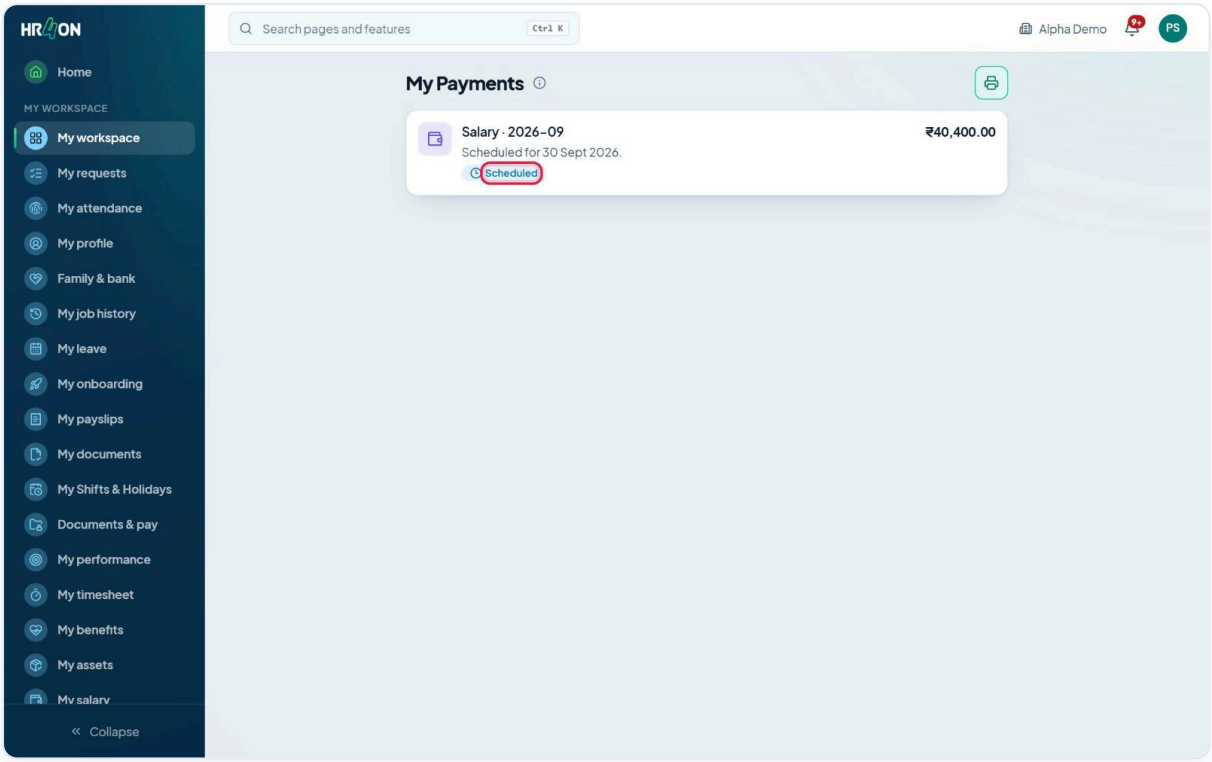


8.4 Your payments

My payments lists the money HR4ON has scheduled or paid to you: salary, expense reimbursements and settlements.

WHAT YOU SEE

- Each line shows what the payment is for, the amount, and its status: **Scheduled**, **Paid** or **Failed**.
- If a payment fails, HR contacts you to check your bank details.



8.5 Declare your tax savings

My tax declarations is where you choose your tax regime and declare investments and expenses that reduce your tax. Payroll uses it to work out how much tax to withhold each month.

WHAT YOU SEE

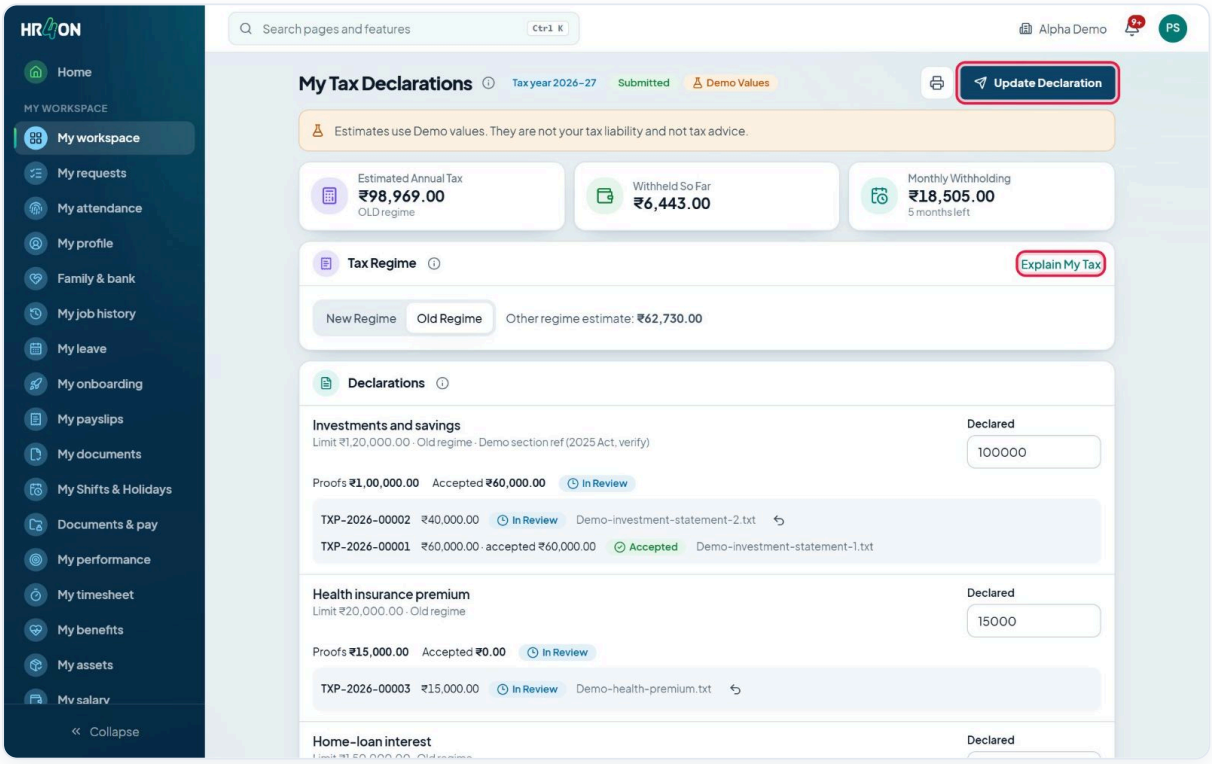
- **Estimated Annual Tax**, **Withheld So Far** and **Monthly Withholding** for the rest of the year.
- **Tax Regime**: choose **New Regime** or **Old Regime**. The other regime's estimate is shown so you can compare.
- **Declarations**: one line per type of saving, with its limit, the amount **Declared**, the proofs sent and what was accepted.
- **Previous Employer This Year**: income and tax from an earlier job this year.

HOW TO DO IT

1. Open **My tax declarations** and select **Update Declaration**.
2. Choose your regime.
3. Enter the amount you plan to invest or spend on each line.
4. Select **Save Draft** to keep working, or **Submit** when you are done.

GOOD TO KNOW

- Estimates use your company's settings and are not tax advice.
- Your company sets a window for declarations and a later one for proofs. After the window closes, changes go through HR.



8.6 Upload proofs

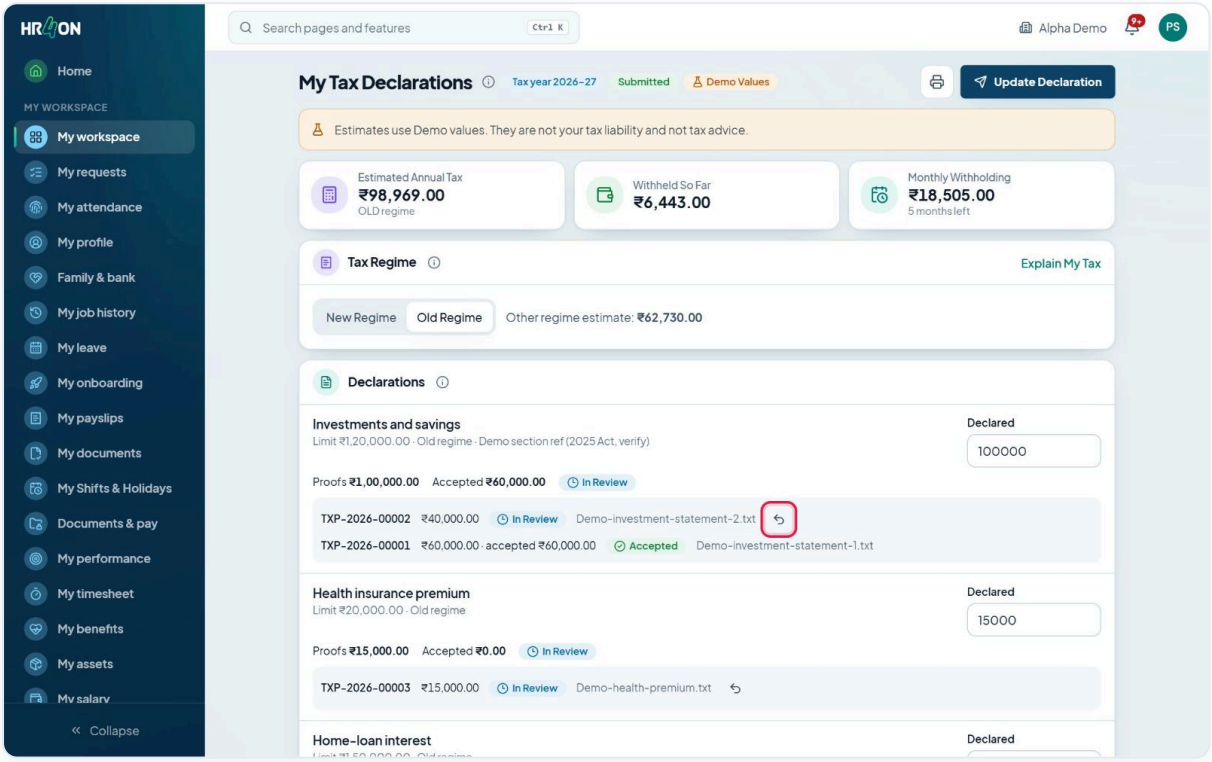
Later in the year, payroll asks for proof of what you declared, such as receipts or statements.

WHAT YOU SEE

- Under each declaration line you see each proof with its reference (for example **TXP-2026-00002**), the amount and its status: **In Review**, **Accepted** or **Rejected**.
- The arrow next to a proof (**Withdraw proof**) takes back a proof that has not been reviewed yet, for example if you uploaded the wrong file.
- Only the accepted amount reduces your tax.

HOW TO DO IT

1. Open **My tax declarations**.
2. Find the declaration line and add a proof with the amount and the file.
3. Follow the status until it shows **Accepted**.

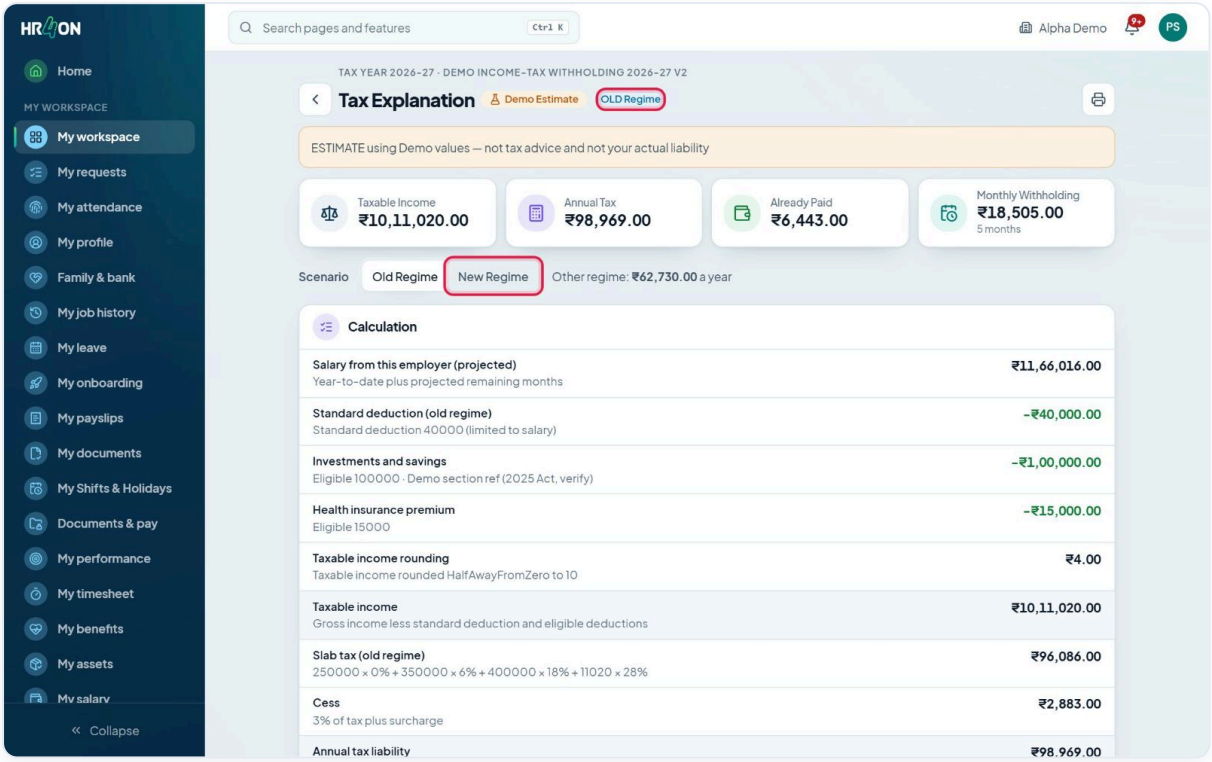


8.7 See how your tax is worked out

Explain My Tax shows the full calculation, step by step.

WHAT YOU SEE

- Your taxable income, annual tax, tax already paid and the monthly withholding.
- **Scenario**: switch between **Old Regime** and **New Regime** to compare.
- **Calculation**: each step from salary to tax. **Month By Month**: what was and will be withheld.



09 Benefits, expenses and loans

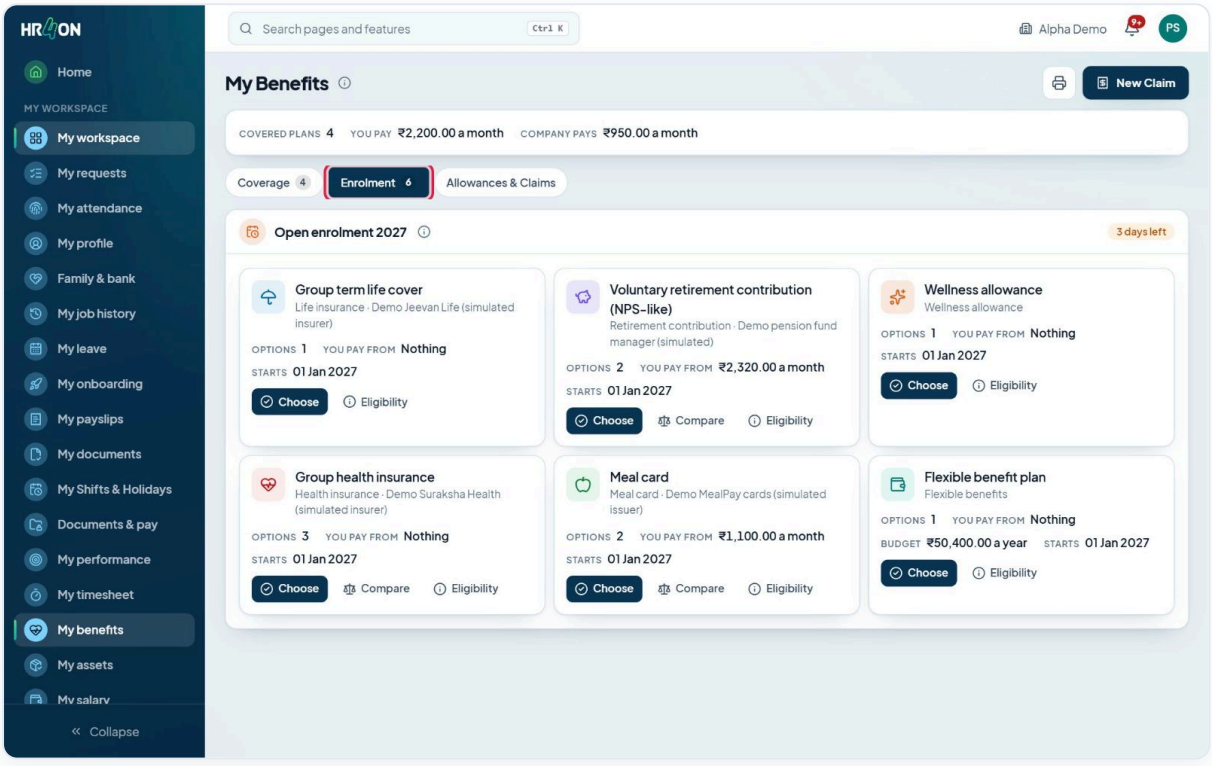
Choose your benefits, claim money you spent for work, request travel and apply for loans or salary advances.

9.1 Your benefits

My benefits shows the plans you are covered by and lets you enrol during the enrolment window.

WHAT YOU SEE

- **COVERED PLANS**, **YOU PAY** and **COMPANY PAYS** per month.
- **Coverage**: the plans you have now and who they cover.
- **Enrolment**: plans you can choose in an open enrolment window, with the days left. During the window a banner shows how many plans still need your choice; select **Review** (or **Choose Benefits**) to go through them.
- **Allowances & Claims**: allowances such as wellness or flexible benefits, and the claims you made against them.



9.2 Enrol in a benefit plan

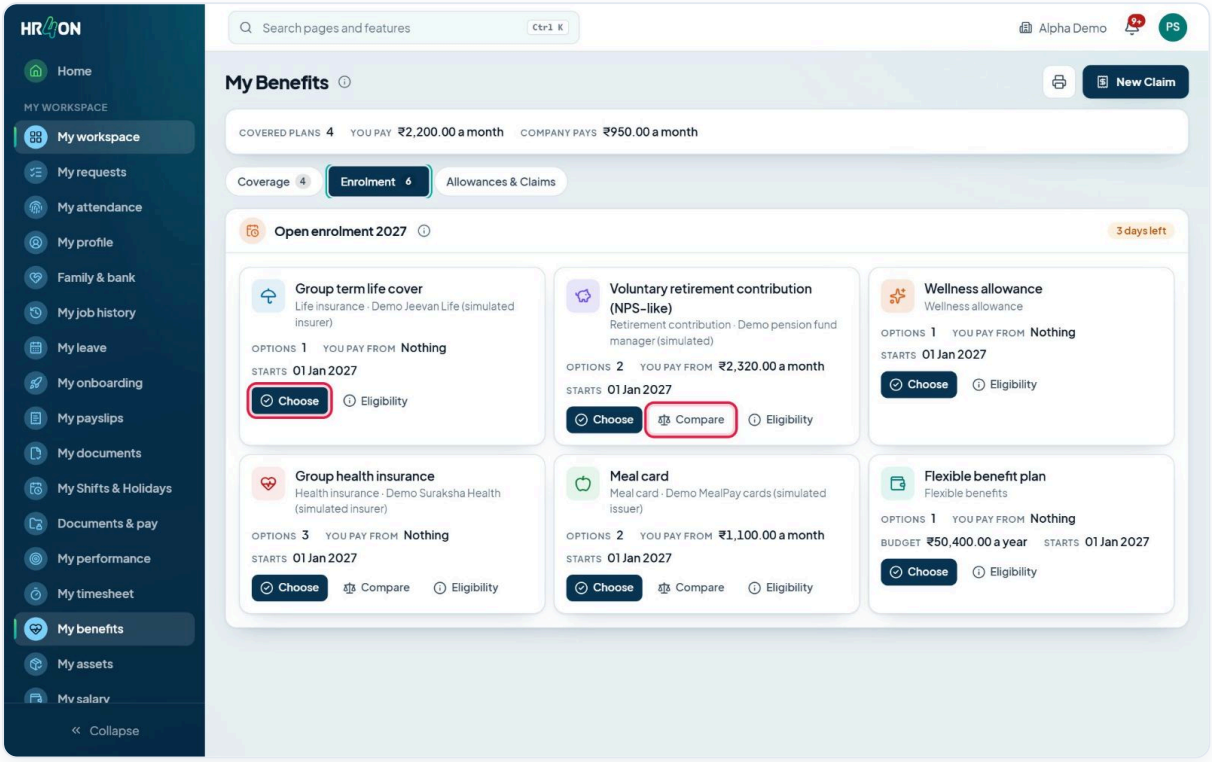
During open enrolment you choose an option for each plan, or waive it.

HOW TO DO IT

1. Open **My benefits** › **Enrolment**.
2. For each plan, select **Eligibility** to check who can join, and **Compare** to see the options side by side.
3. Select **Choose**, pick an option and add dependants if the plan covers family.
4. Do this for each plan before the window closes.

GOOD TO KNOW

- After the window closes you can change only after a life event, such as marriage or a birth.
- What you pay is deducted from your salary.



9.3 Benefit claims

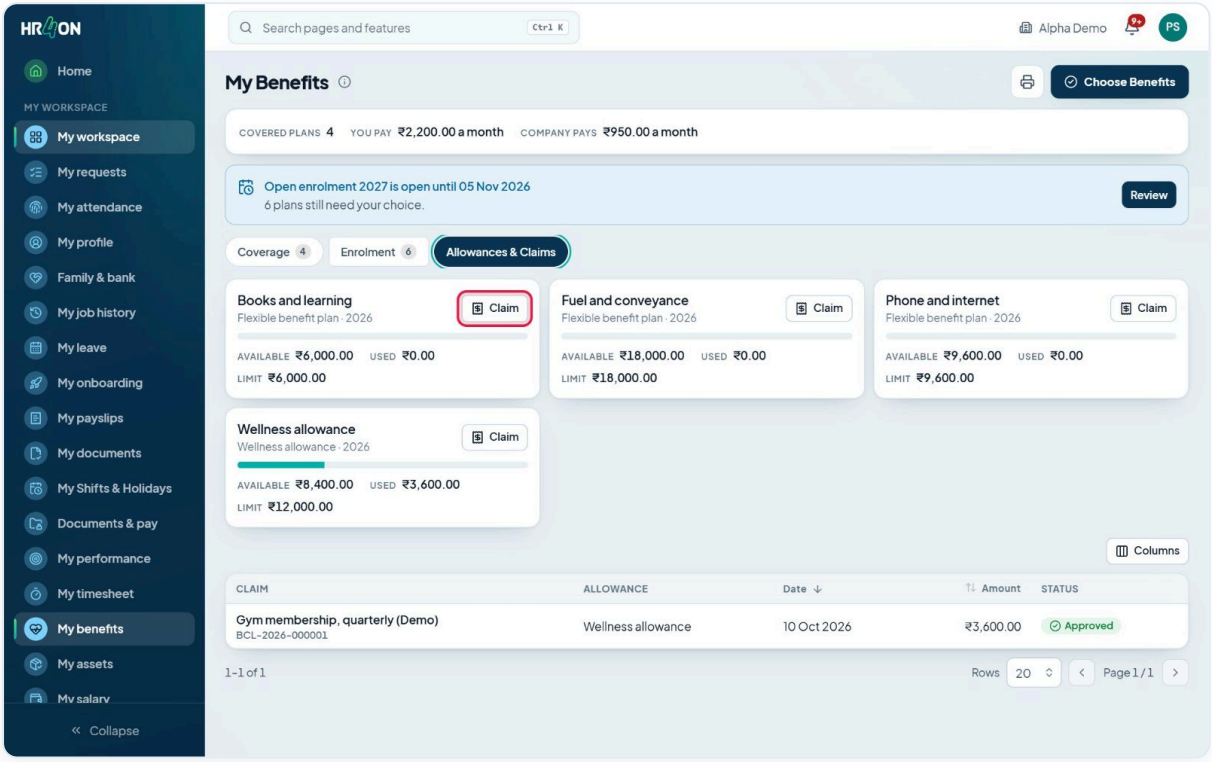
Claim against an allowance, such as wellness or medical reimbursement.

WHAT YOU SEE

- Each allowance shows what is **AVAILABLE**, **USED** and the yearly **LIMIT**.
- Your claims are listed below with their status, for example **Approved**.

HOW TO DO IT

1. Open **My benefits** › **Allowances & Claims**.
2. Select **Claim** on the allowance.
3. Enter the amount and attach the receipt, then submit. The claim is reviewed and paid with your salary.

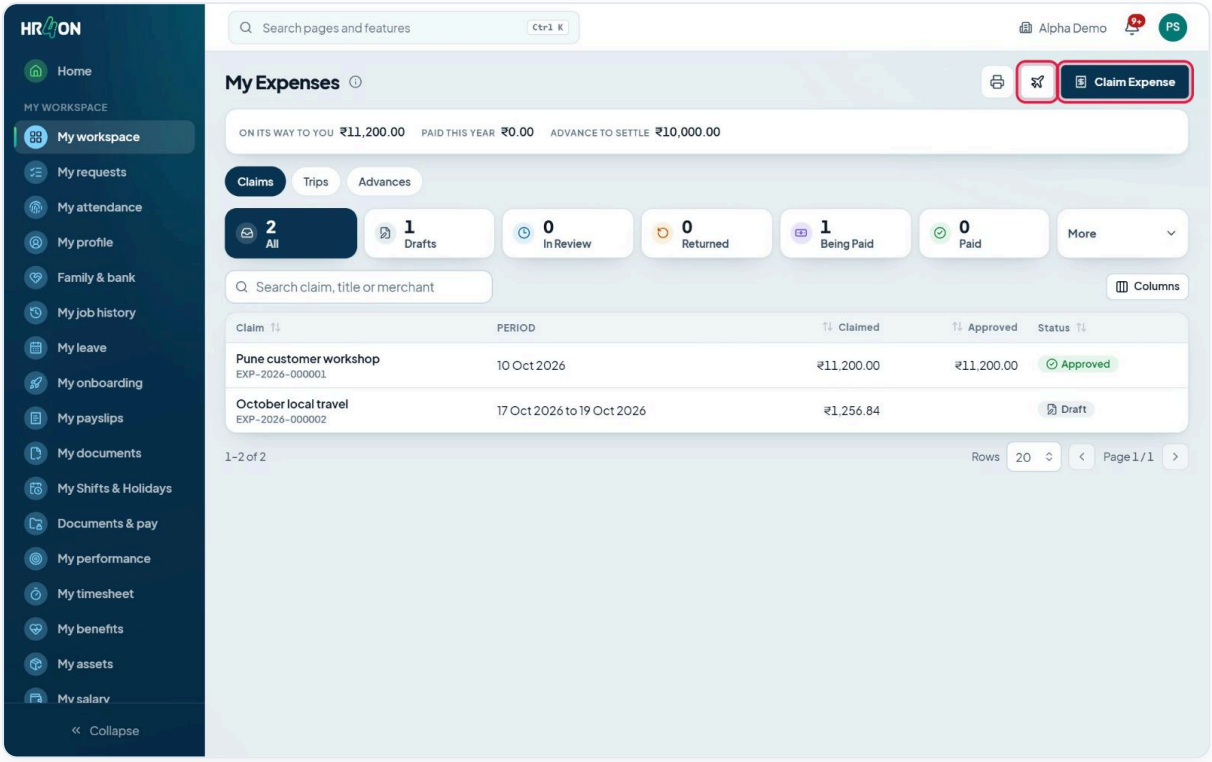


9.4 Your expenses

My expenses lists your claims, trips and advances.

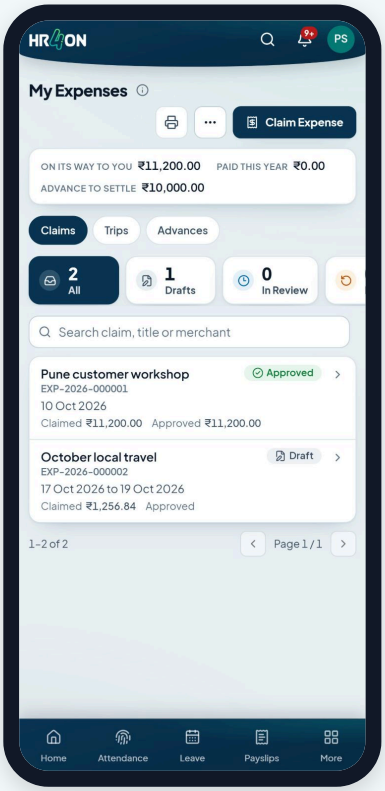
WHAT YOU SEE

- **ON ITS WAY TO YOU**: approved money not yet paid. **PAID THIS YEAR**. **ADVANCE TO SETTLE**: travel advances you still need to account for.
- **Claims**, **Trips** and **Advances** tabs.
- Claim statuses: **Drafts**, **In Review**, **Returned** (fix and resubmit), **Being Paid** and **Paid**.



ON YOUR PHONE

The same screen on a phone. Menus collapse into the bottom bar and the ··· button.



9.5 Claim an expense

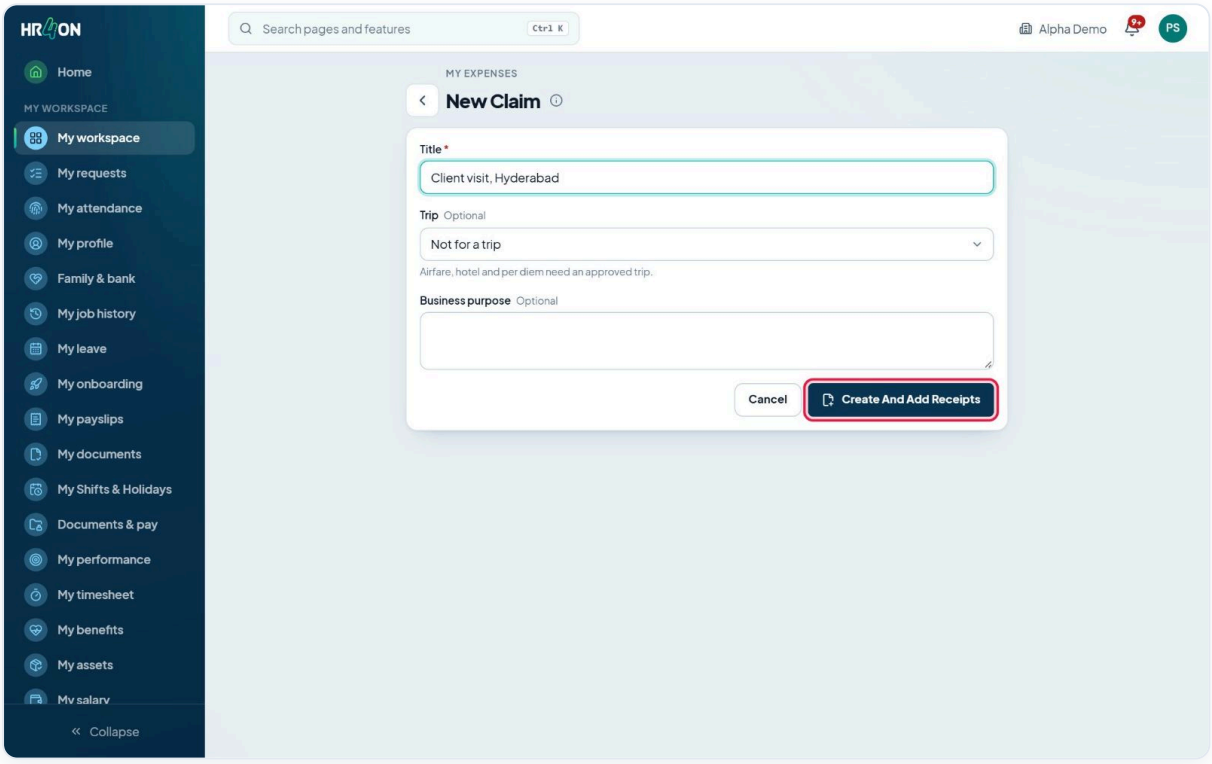
Create a claim, then add a line with a receipt for each thing you paid for.

HOW TO DO IT

1. Select **Claim Expense** (or **Claim expense** on Home).
2. Give the claim a **Title**, for example *Pune customer workshop*.
3. If the costs belong to an approved trip, pick it under **Trip**. Airfare, hotel and daily allowance need an approved trip.
4. Add the **Business purpose** and select **Create And Add Receipts**.
5. Add each expense: the category, date, amount and a photo of the receipt.
6. Submit the claim when all lines are in.

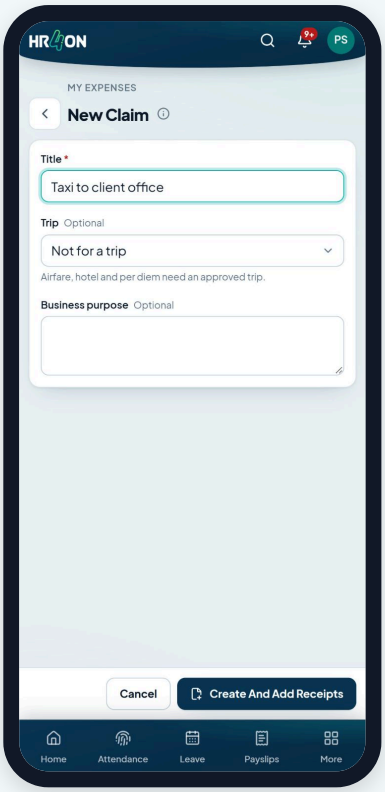
GOOD TO KNOW

- Your company's policy sets limits and when a receipt is needed. HR4ON warns you before you submit.
- Your manager approves the claim, finance checks it, then it is paid to your bank.



ON YOUR PHONE

On a phone you can photograph the receipt straight from the claim.

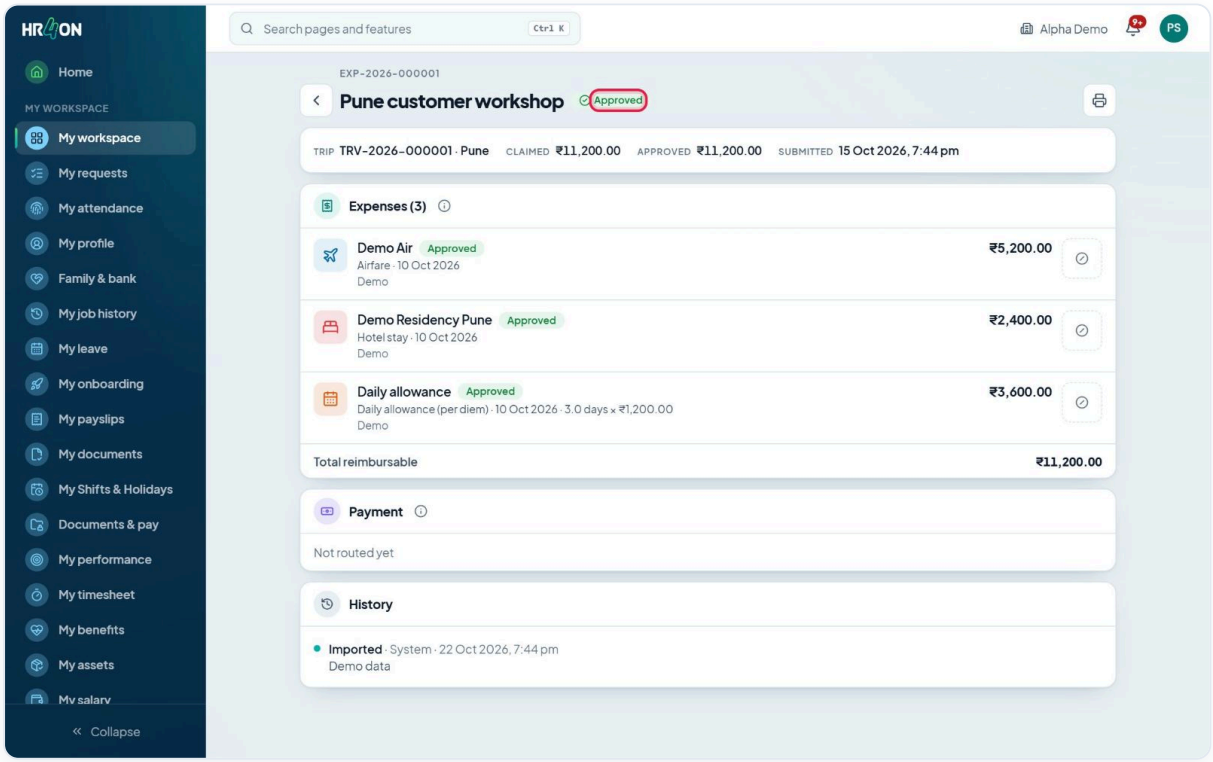


9.6 Follow a claim

Open a claim to see each line, what was approved and where the payment is.

WHAT YOU SEE

- **CLAIMED** and **APPROVED** amounts; each expense line with its own status.
- **Payment**: whether it has been sent for payment.
- **History**: every step and who took it.



9.7 Request travel and an advance

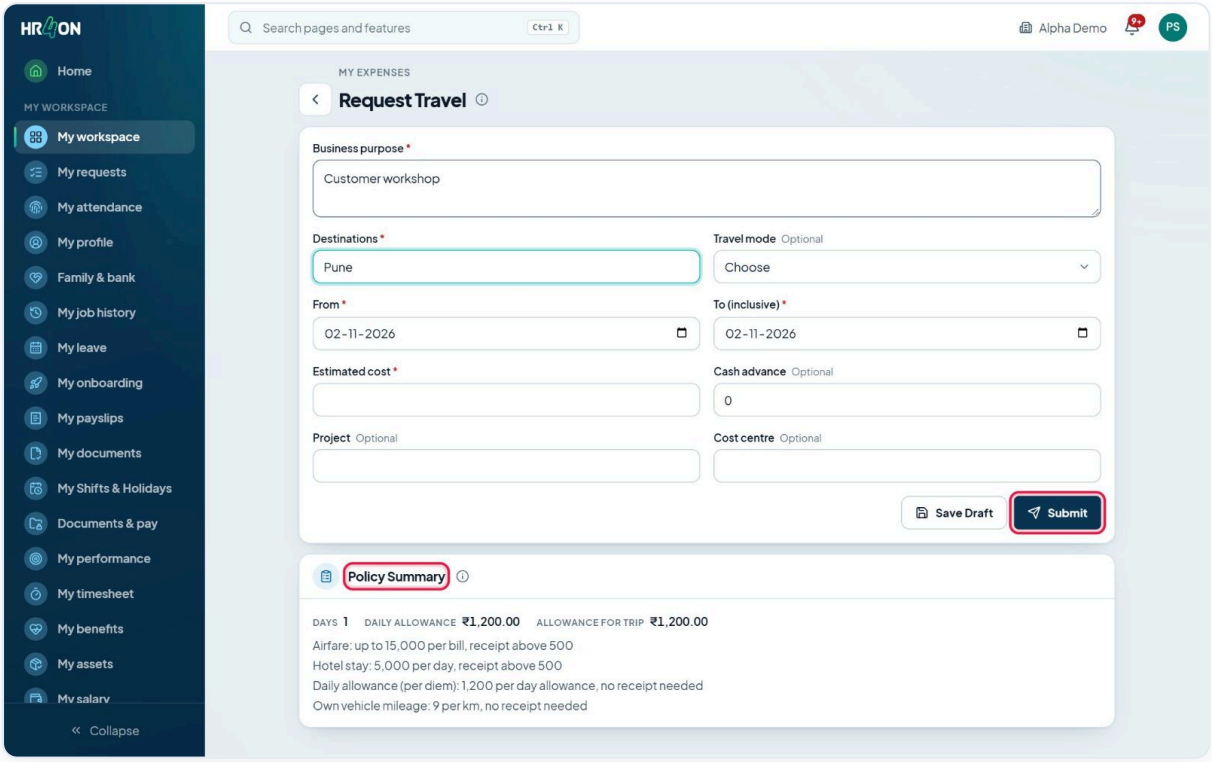
For business trips, request approval first. You can ask for a cash advance at the same time.

HOW TO DO IT

1. Open **My expenses** and select **Request Travel**.
2. Fill in the **Business purpose**, **Destinations**, **Travel mode**, the **From** and **To (inclusive)** dates and the **Estimated cost**.
3. If you need money before you go, enter a **Cash advance**.
4. Add the **Project** or **Cost centre** if your work is charged to one.
5. Check the **Policy Summary** under the form (days, daily allowance and the limits for airfare, hotel and mileage), then select **Submit**, or **Save Draft** to finish later.

GOOD TO KNOW

- After the trip, claim your expenses against it. Any advance is settled against the claim; settle advances promptly or they may be recovered from salary.

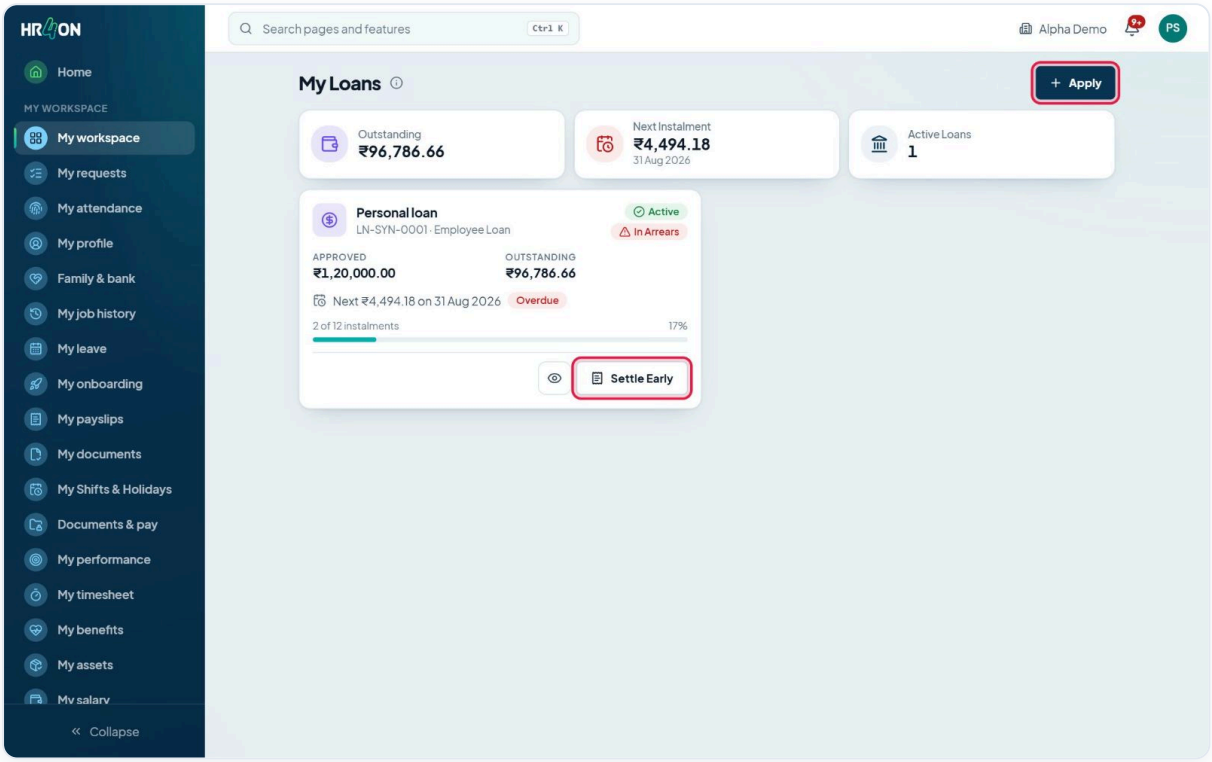


9.8 Your loans

My loans shows any loan or salary advance you have, what is still owed and the next instalment.

WHAT YOU SEE

- **Outstanding** and **Next Instalment** at the top.
- Each loan shows the amount approved, the amount outstanding, how many instalments are paid and a progress bar.
- A badge such as **In Arrears** or **Overdue** means an instalment was missed.
- **View schedule** opens every instalment. **Settle Early** asks to repay the rest at once.



9.9 Apply for a loan or salary advance

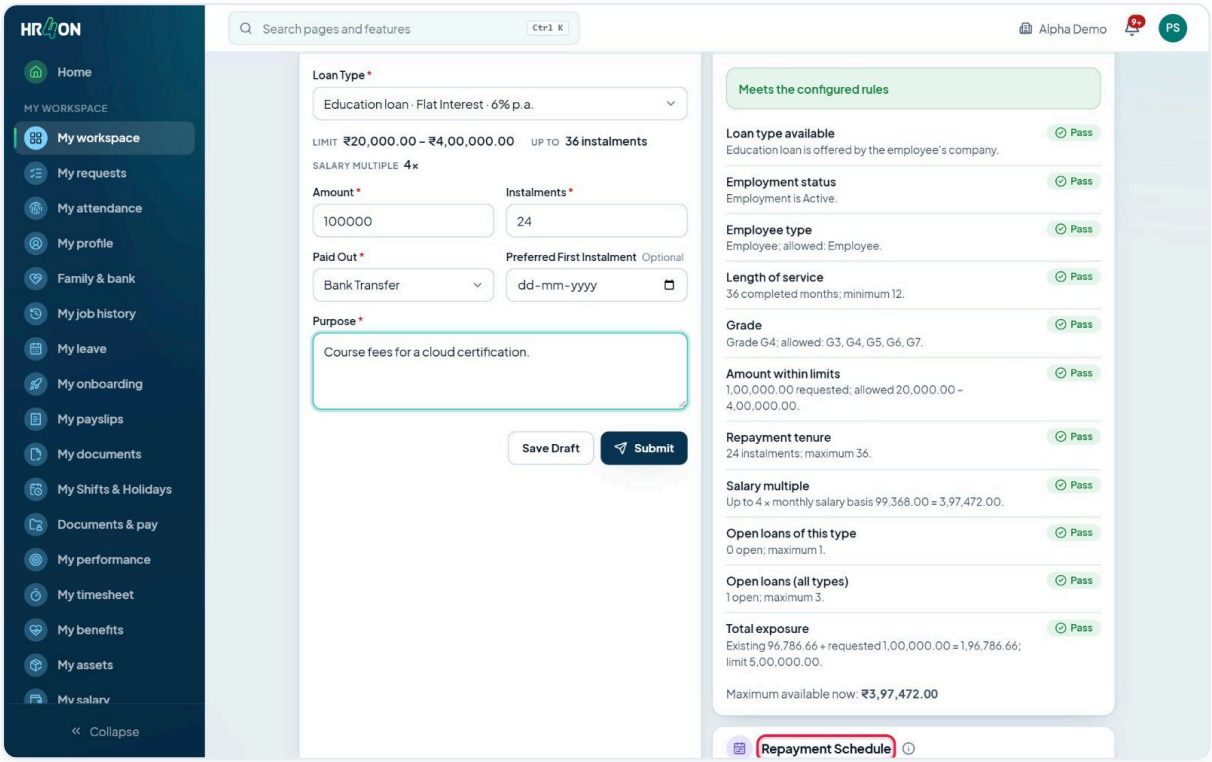
Apply online; HR4ON checks your eligibility and shows the repayment schedule before you submit.

HOW TO DO IT

1. Open **My loans** and select **Apply**.
2. Choose the **Loan Type**. Each type shows its limit, the maximum number of instalments and the interest.
3. Enter the **Amount** and number of **Instalments**. **Eligibility** and **Repayment Schedule** update on the right.
4. Choose how it is **Paid Out**, an optional **Preferred First Instalment** and the **Purpose**.
5. Select **Submit**, or **Save Draft** to finish later.

GOOD TO KNOW

- Instalments are deducted from your salary.
- Loans need approval; you are notified of the decision.



10 Documents, profile and assets

Read and acknowledge policies, download your letters, keep your personal, family and bank details up to date, and look after the equipment you were given.

10.1 Policies to acknowledge

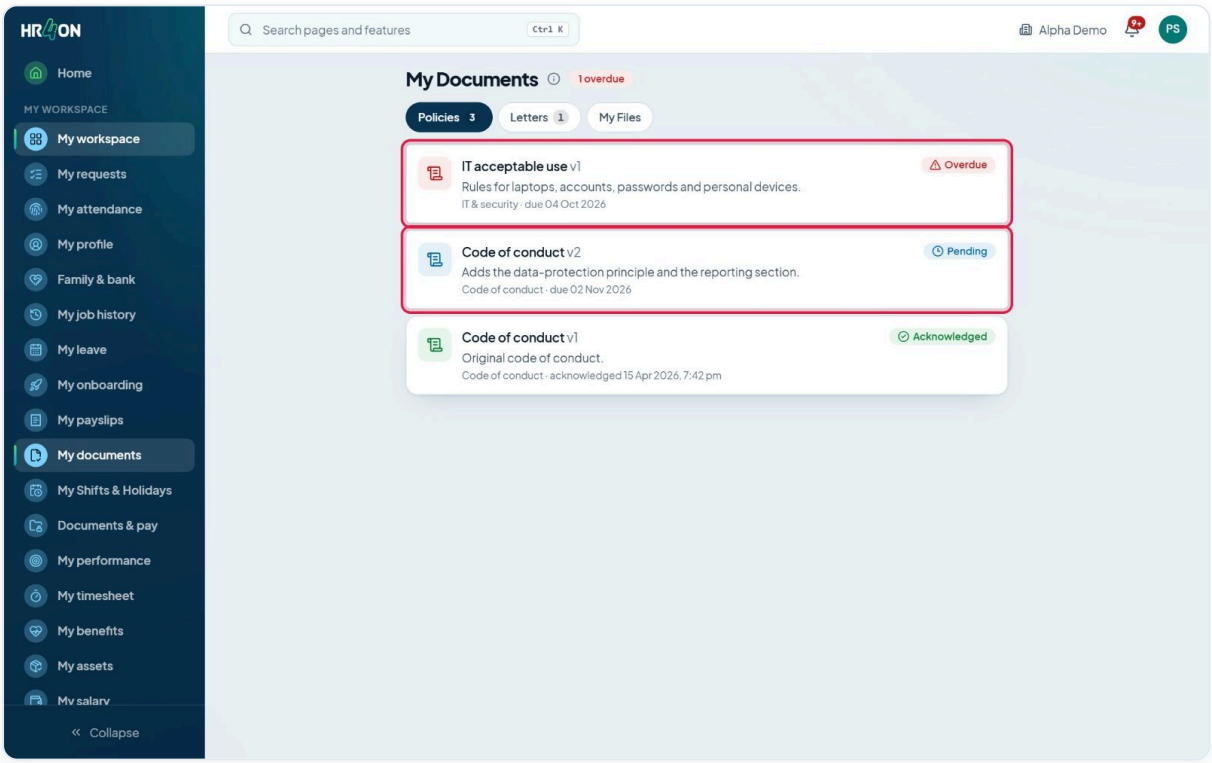
My documents › **Policies** lists the company policies you need to read and confirm.

WHAT YOU SEE

- **Pending**: read and acknowledge it by the due date.
- **Overdue**: the due date has passed. Acknowledge it as soon as you can.
- **Acknowledged**: done, with the date and time.

HOW TO DO IT

1. Open **My documents**.
2. Select a policy to read it.
3. Confirm that you have read it. HR4ON records the date and time.



10.2 Read and acknowledge a policy

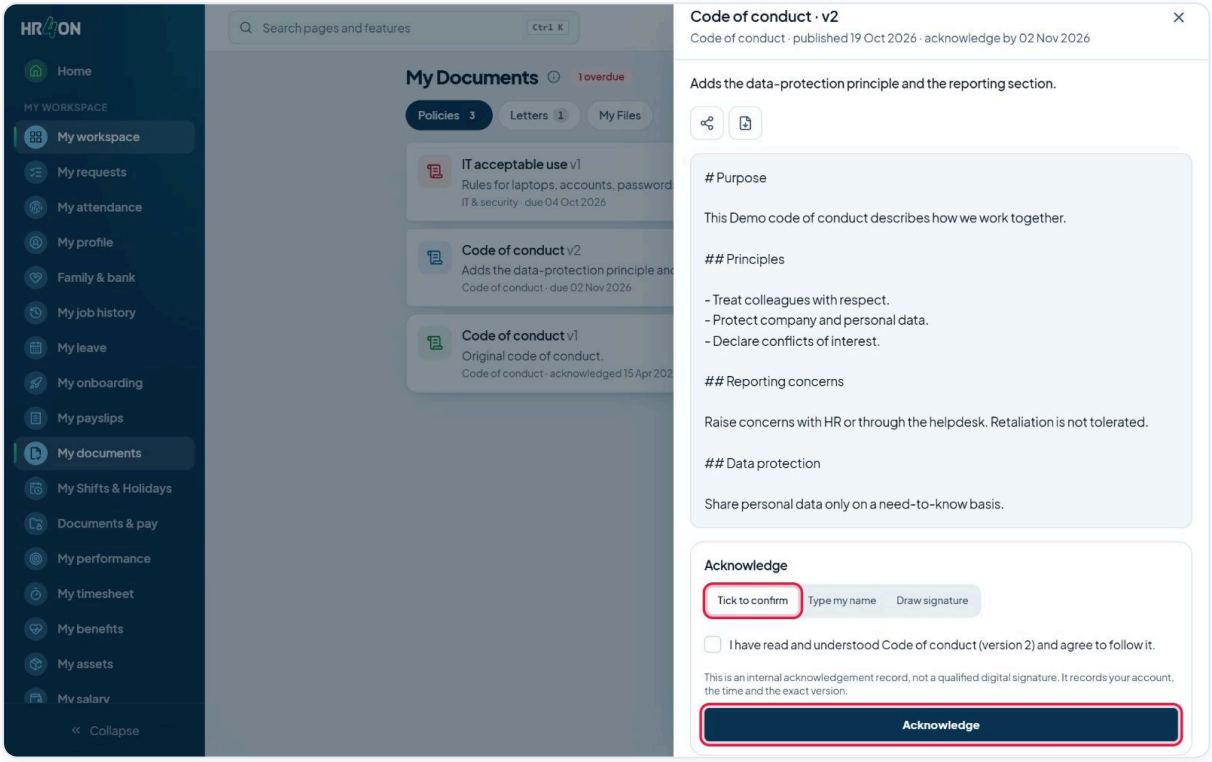
Opening a policy shows the full text, with buttons to share or download it, and the **Acknowledge** panel at the bottom.

HOW TO DO IT

1. Select the policy in **My documents** › **Policies**.
2. Read the text in the side panel.
3. Choose how to confirm: **Tick to confirm**, **Type my name** or **Draw signature**.
4. Tick *I have read and understood…* (or type your name, or sign) and select **Acknowledge**.

GOOD TO KNOW

- This is an internal acknowledgement record, not a qualified digital signature. It records your account, the time and the exact version you read.

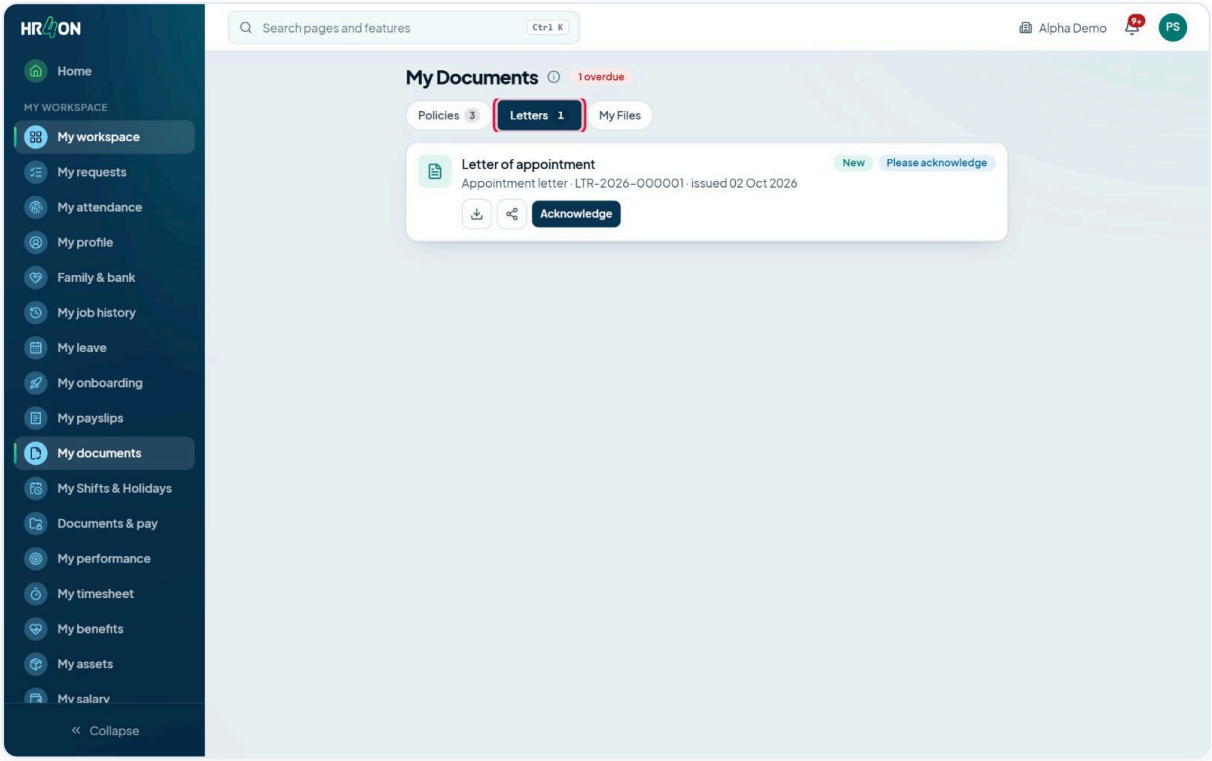


10.3 Letters and your files

Letters holds letters HR has issued to you, such as your appointment letter. **My Files** holds documents on your record, such as your signed contract.

HOW TO DO IT

1. Open **My documents** › **Letters**.
2. Select a letter to read or download it. Some letters ask you to acknowledge them.

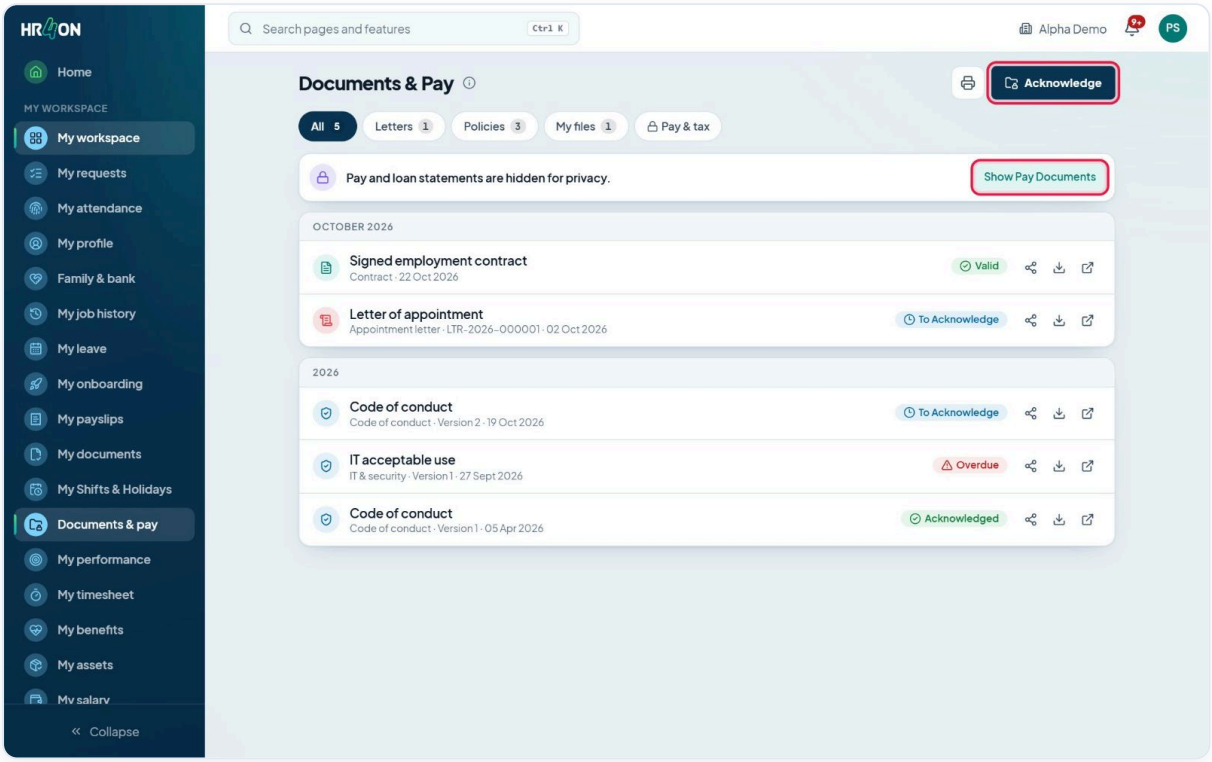


10.4 Documents & Pay (everything in one place)

Documents & pay gathers your letters, policies, files and pay documents in one list, newest first.

WHAT YOU SEE

- Tabs: **All**, **Letters**, **Policies**, **My files** and **Pay & tax**.
- Pay and loan statements are hidden until you select **Show Pay Documents**.
- Each item has **Share**, **Download** and a link to open it in its own page.
- **Acknowledge** at the top takes you to the documents still waiting for you.



10.5 Your profile

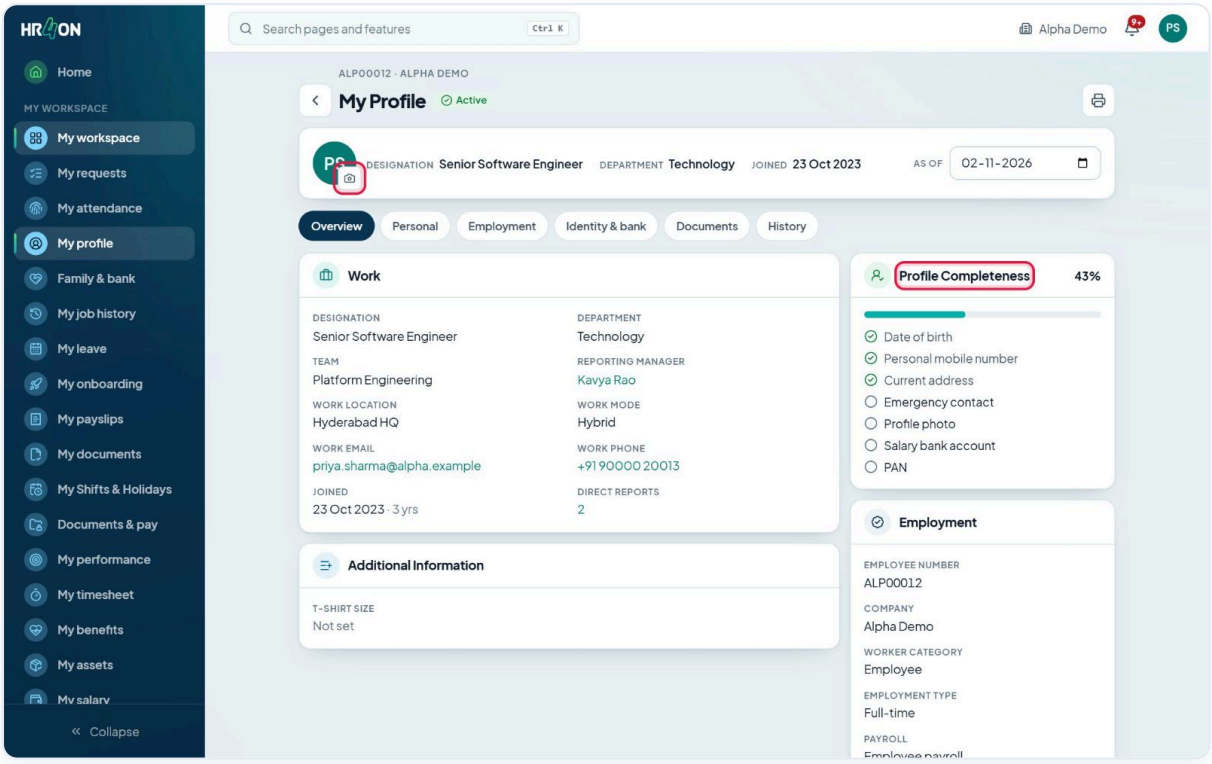
My profile shows your work, personal and employment details, split into tabs.

WHAT YOU SEE

- **Overview**: your role, team, manager, location, work contact details and **Profile Completeness**.
- **Personal**, **Employment**, **Identity & bank**, **Documents** and **History** tabs.
- Select the camera on your photo (**Change profile photo**) to add or replace it.
- **Celebrations**: hide your birthday and work anniversary from colleagues if you prefer.

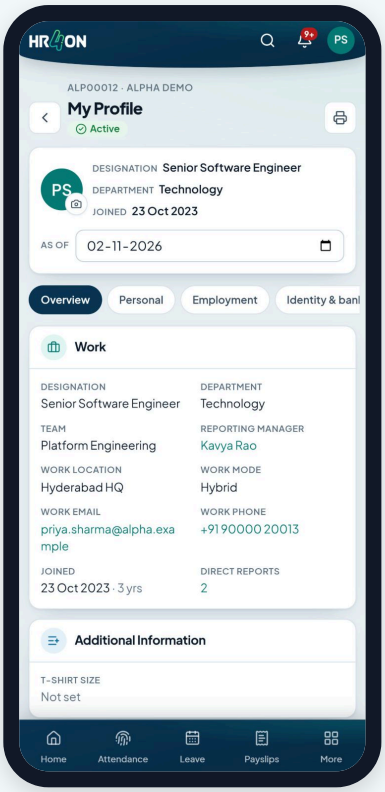
TIP

- Profile Completeness lists what is missing, such as an emergency contact. Filling these in helps HR reach you and pay you correctly.



ON YOUR PHONE

The same screen on a phone. Menus collapse into the bottom bar and the ··· button.

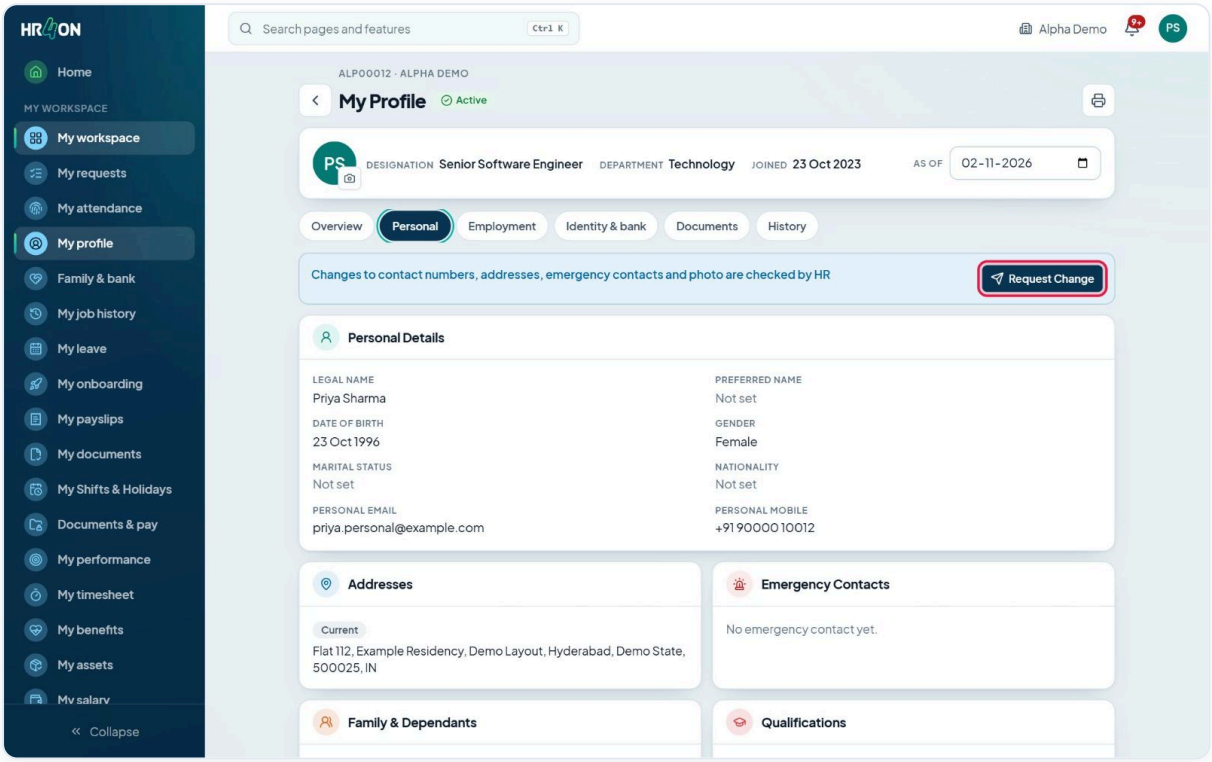


10.6 Update your personal details

The **Personal** tab shows your personal details, addresses, emergency contacts, family and qualifications. Changes to contact numbers, addresses, emergency contacts and your photo are checked by HR.

HOW TO DO IT

1. Open **My profile** › **Personal**.
2. Select **Request Change**.
3. Update the details and send. You can follow the request in **My Requests**; the profile updates once HR approves.



10.7 Family, nominees, emergency contacts and bank

Family & bank holds the people HR should know about and the account your salary is paid into.

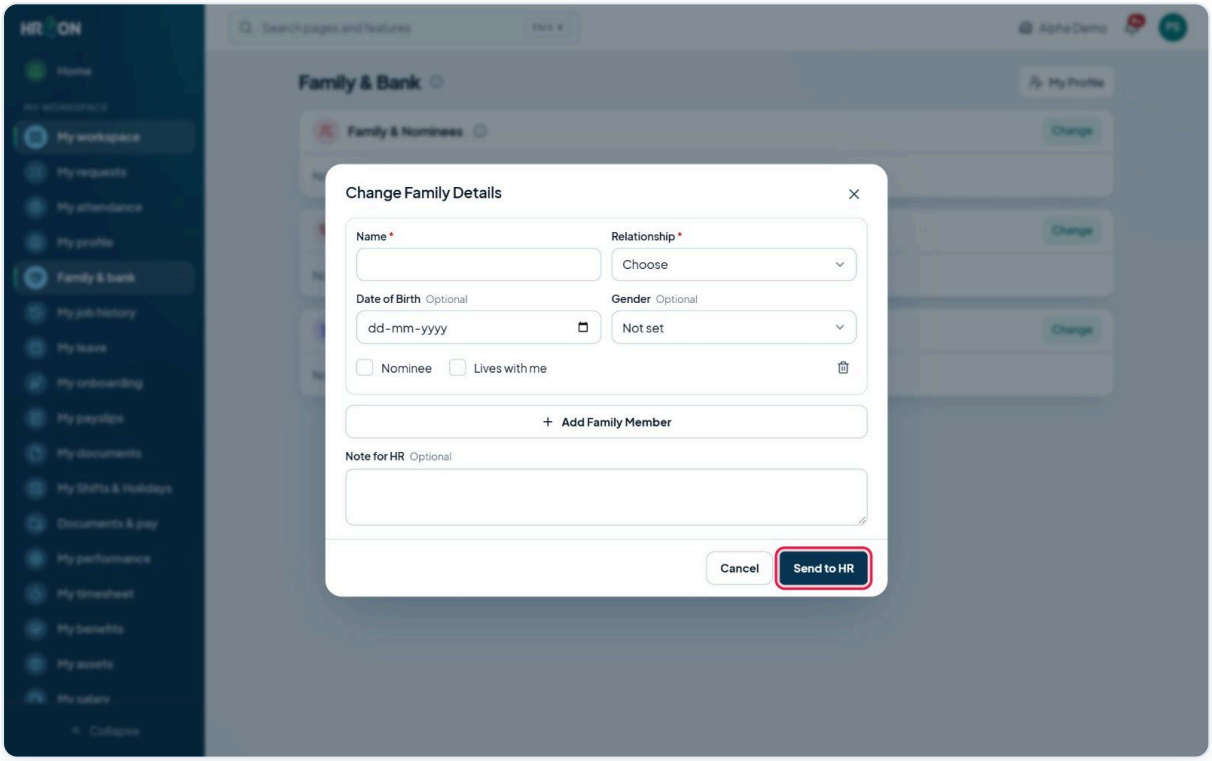
WHAT YOU SEE

- **Family & Nominees**: your family members and who is a nominee for benefits and insurance.
- **Emergency Contacts**: who HR contacts if something happens to you at work.
- **Salary Bank Account**: where your salary is paid.

HOW TO DO IT

1. Open **Family & bank** and select **Change** on the section.
2. In **Change Family Details**, select **Add Family Member** and fill in the **Name**, relationship and optional **Date of Birth**. Tick **Nominee** or **Lives with me** where it applies.
3. Add a **Note for HR** if useful and select **Send to HR**.

> **GOOD TO KNOW**
> - Bank changes are checked by HR before the next payroll, so make them early in the month.

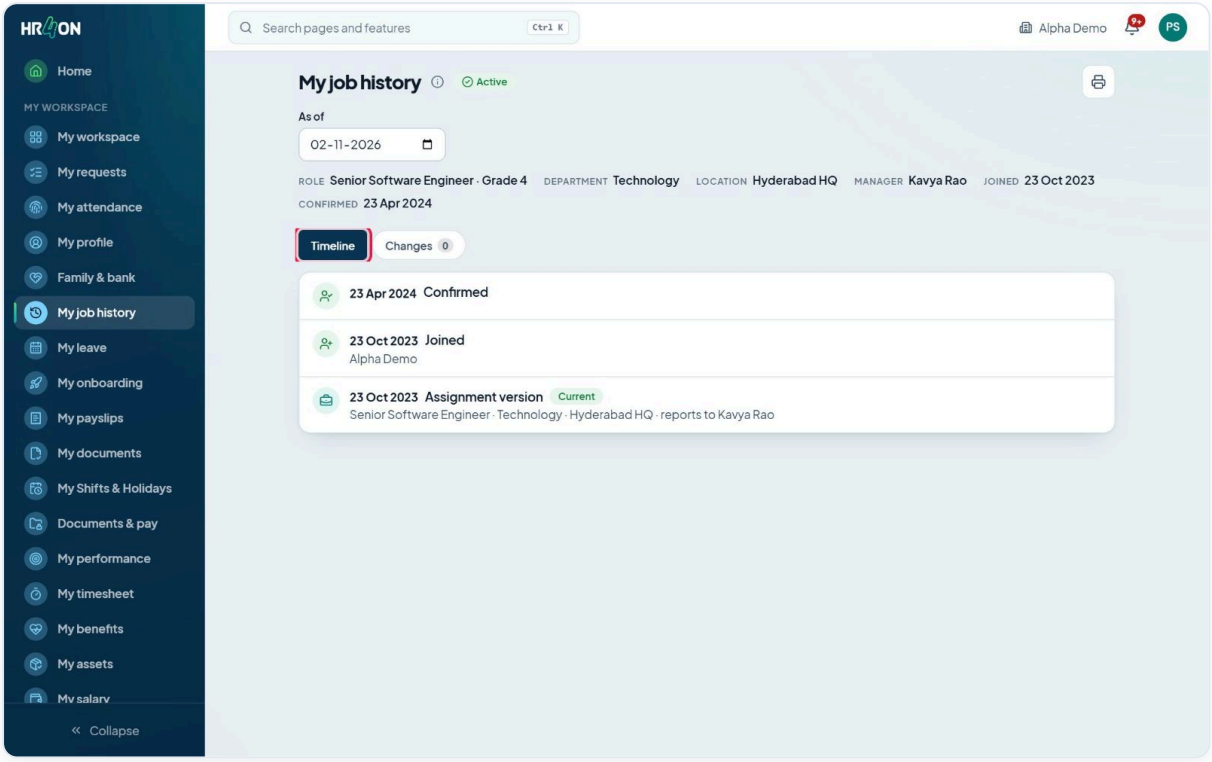


10.8 Your job history

My job history shows how your job has changed since you joined.

WHAT YOU SEE

- The current role, department, location, manager, joining and confirmation dates at the top.
- **Timeline**: each event, such as joining, confirmation, promotion or transfer.
- **Changes**: approved changes, including ones scheduled for the future.



10.9 Your assets

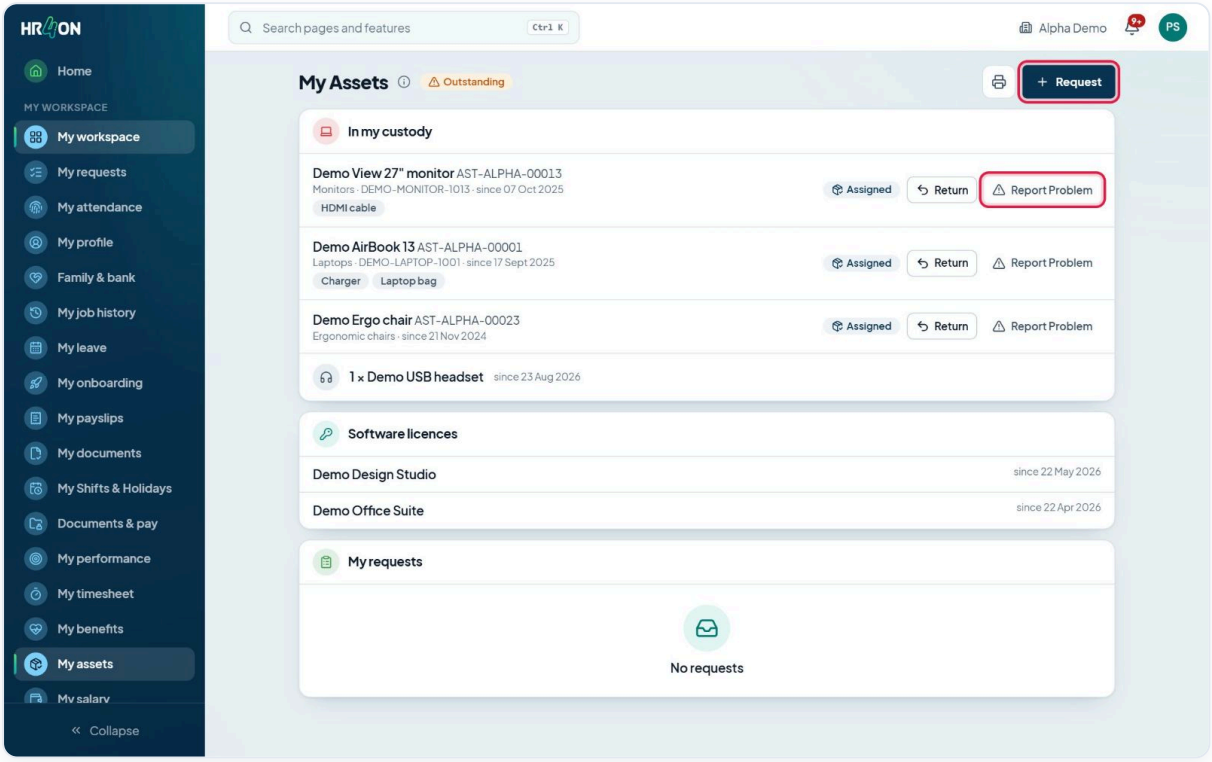
My assets lists the equipment and software licences in your care.

WHAT YOU SEE

- **In my custody**: each asset with its tag, category, accessories and the date you received it.
- **Return**: start handing an asset back. **Report Problem**: tell the asset team about a fault, loss or damage.
- **Software licences** and **My requests**.

HOW TO DO IT

1. To ask for equipment, select **Request** and describe what you need.
2. To report a fault, select **Report Problem** on the asset.

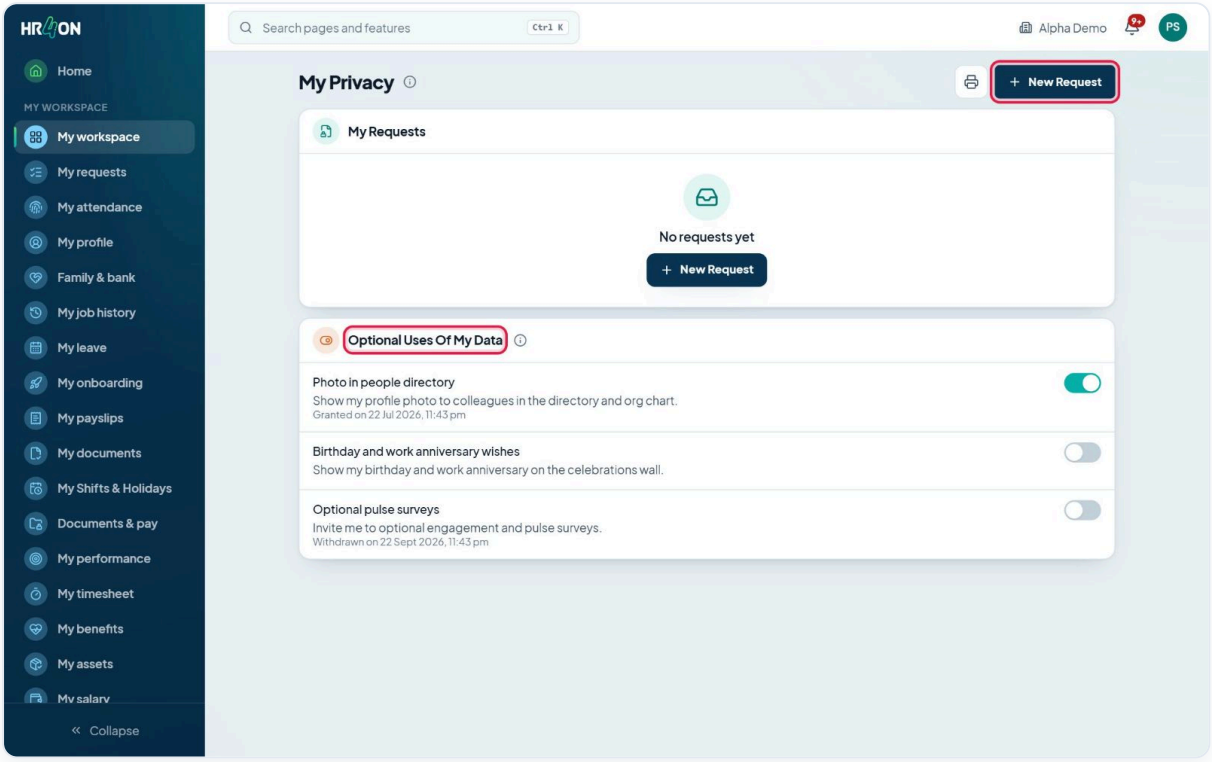


10.10 Your privacy

My privacy lets you control optional uses of your data and ask for a copy or correction of what HR4ON holds about you.

WHAT YOU SEE

- **Optional Uses Of My Data**: grant or withdraw, for example, your photo in the directory, birthday wishes and optional surveys.
- **New Request**: ask for a copy of your data, a correction or other privacy requests. Follow them under **My Requests** on this page.

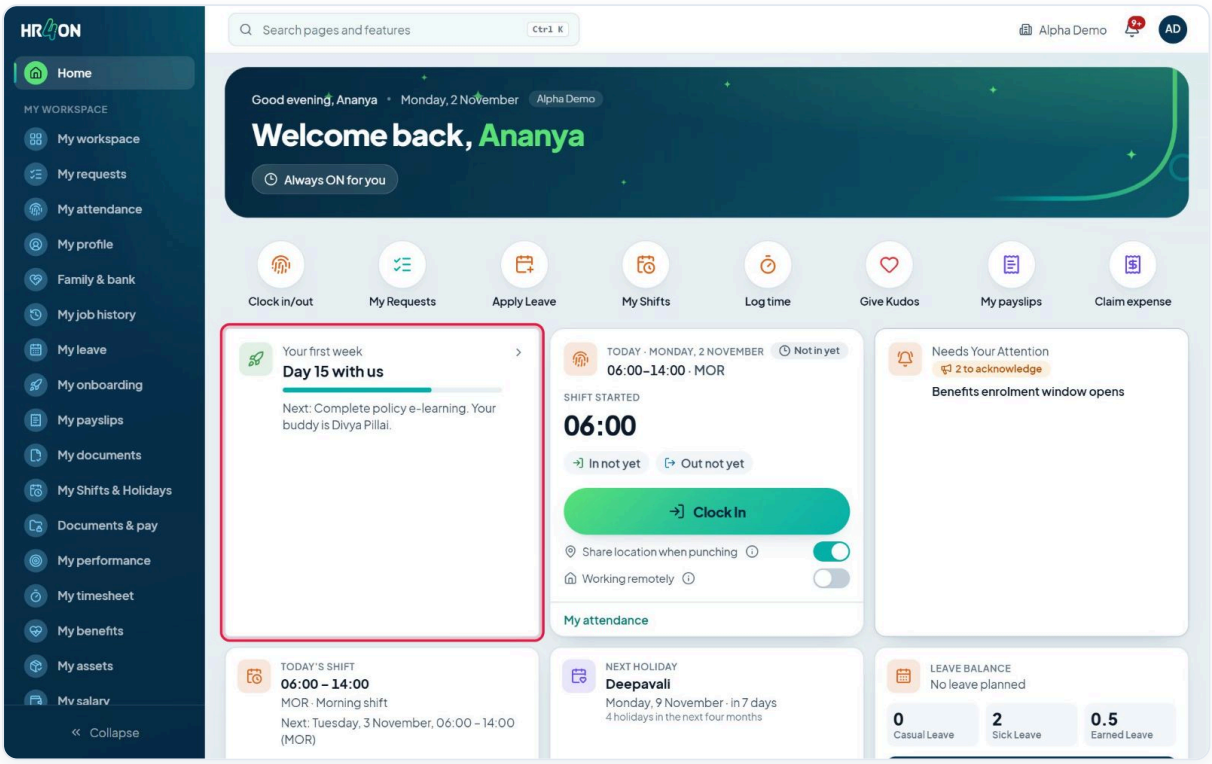


11 Your first days (new joiners)

When you join, HR4ON gives you a checklist that takes you from before your first day to the end of your first month.

11.1 Your first week on Home

For new joiners, Home shows a **Your first week** card: how many days you have been with the company, your next task and your buddy.



11.2 Your onboarding checklist

My onboarding lists every task, grouped by when it is due: **Before joining**, **Day 1**, **First week** and **First month**.

WHAT YOU SEE

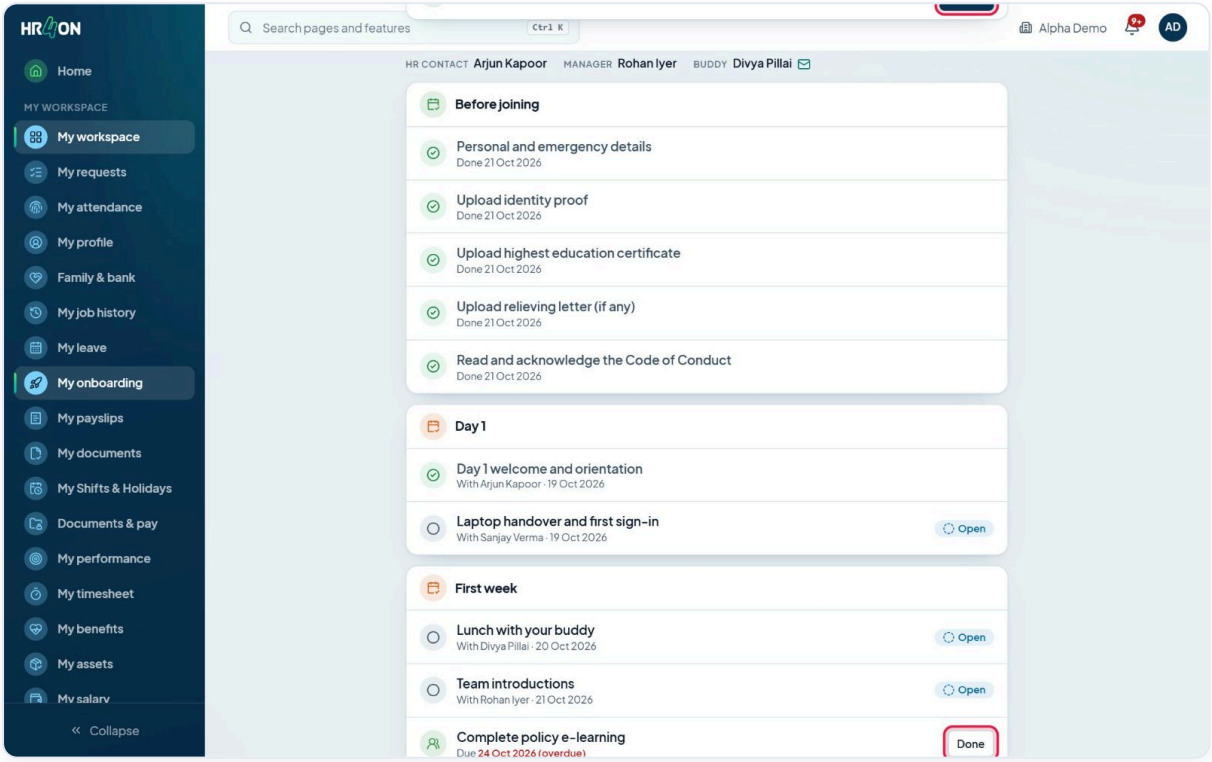
- Your role, joining date, how much is **DONE**, your **HR CONTACT**, **MANAGER** and **BUDDY**.
- Tasks you do yourself (forms, document uploads, policies, e-learning) have a button such as **Start** or **Done**.
- Tasks with someone else (for example *Team introductions with Rohan Iyer*) show who and when.
- Overdue tasks are marked so you can catch up.

HOW TO DO IT

1. Open **My onboarding** (or the first-week card on Home).
2. Select **Start** on the next task and complete it.
3. Mark simple tasks as **Done** when you have finished them.

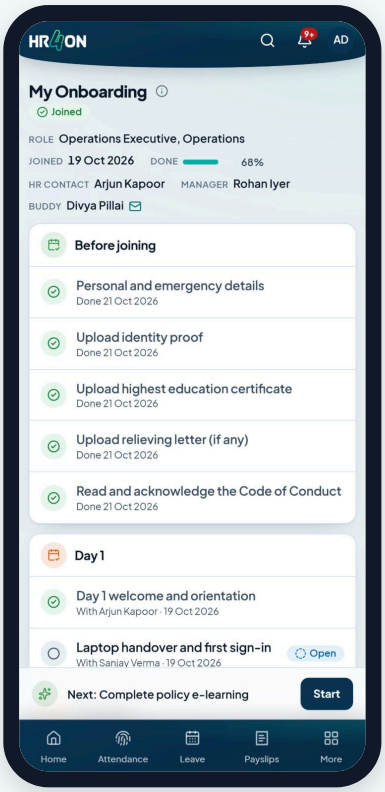
TIP

- Your buddy is there to help with everyday questions. Select the e-mail link next to their name to contact them.



ON YOUR PHONE

The same screen on a phone. Menus collapse into the bottom bar and the ··· button.



12 Performance, learning and careers

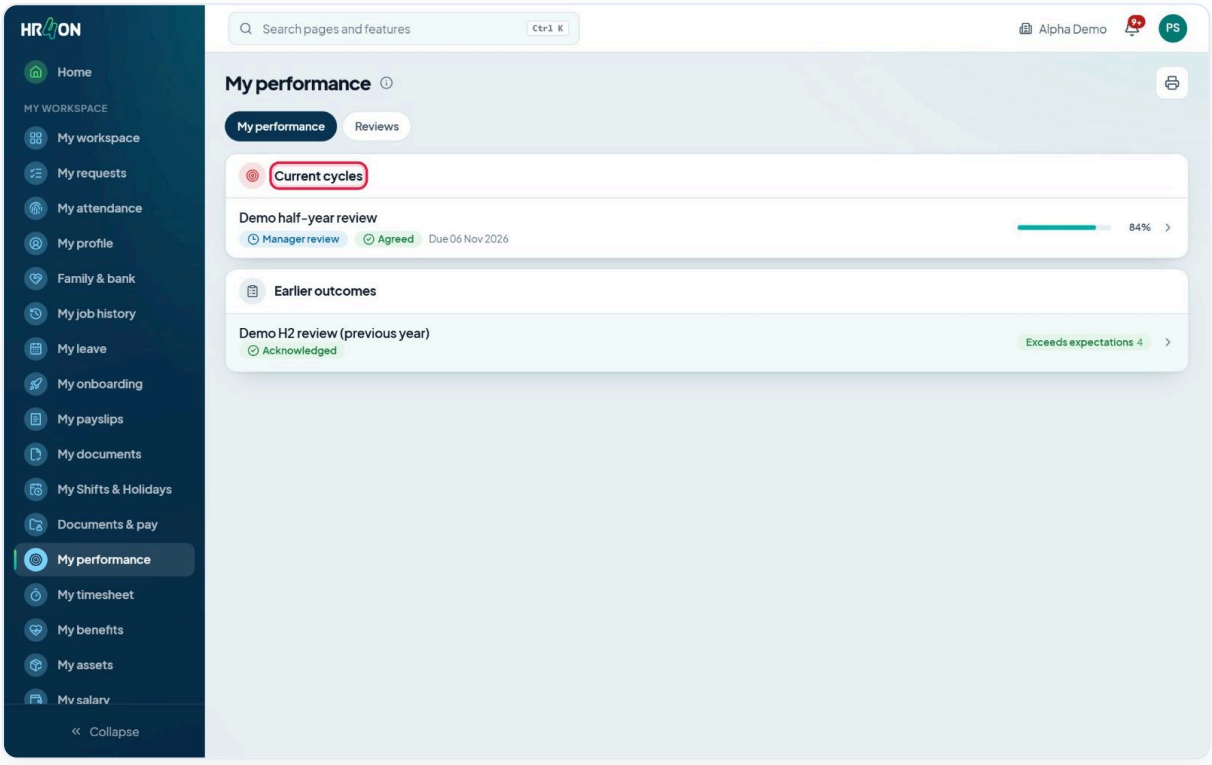
Follow your goals and reviews, complete your learning, and look for your next role inside the company.

12.1 My performance

My performance lists your current review cycles and your earlier results.

WHAT YOU SEE

- **Current cycles**: each review with its stage (for example **Goal setting**, **Self review**, **Manager review**), its due date and your goal progress.
- **Earlier outcomes**: past reviews with the final rating.



12.2 Your goals

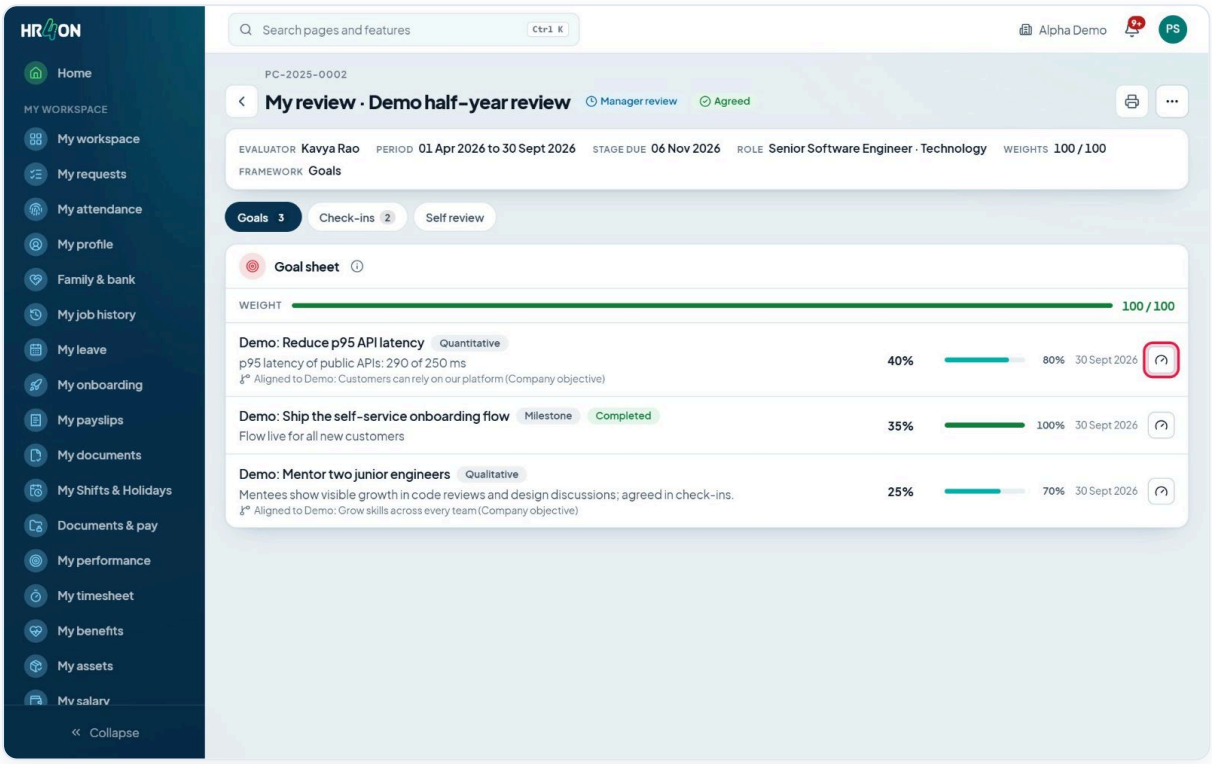
Open a review to see your goal sheet: each goal with its weight, target, progress and due date.

WHAT YOU SEE

- **Quantitative** goals have a number to reach; **Milestone** goals are done or not done; **Qualitative** goals are judged on evidence.
- **Aligned to** shows the company or manager goal yours supports.
- **WEIGHTS** must add up to 100.

HOW TO DO IT

1. Open the review from **My performance**.
2. Select **Update progress** to record where you are on a goal.

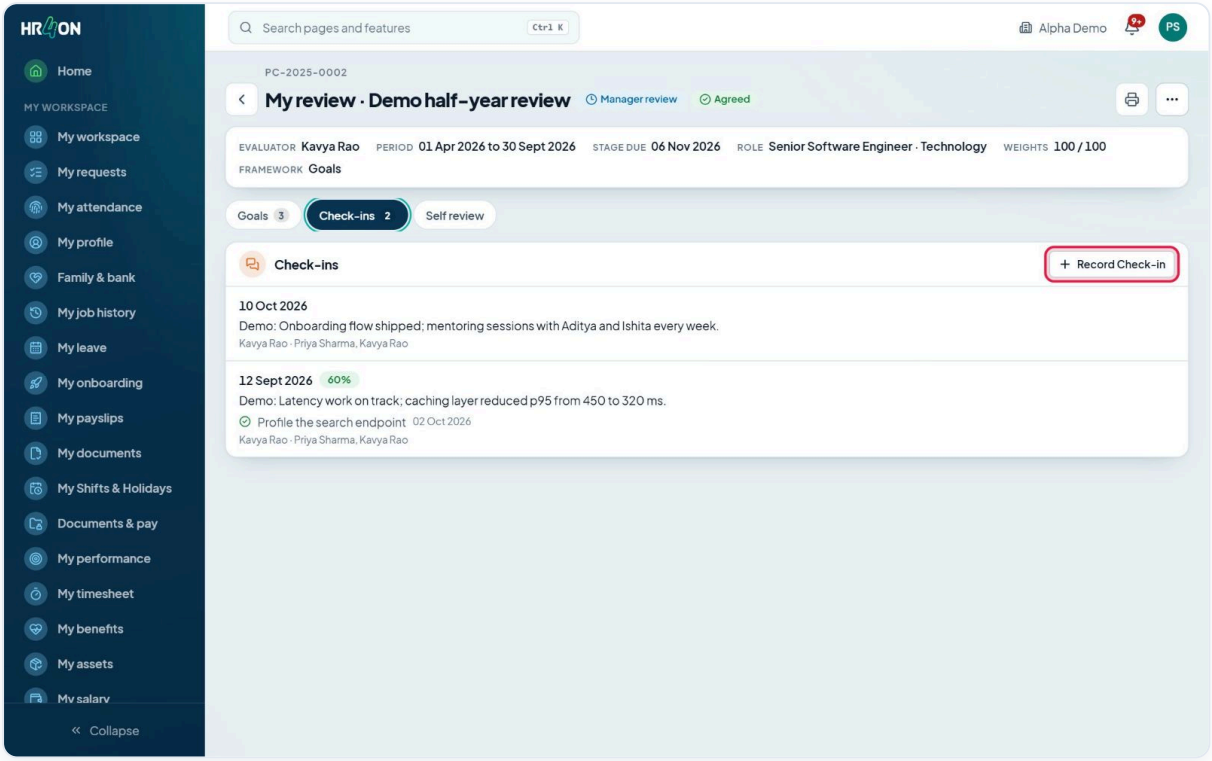


12.3 Check-ins

Check-ins are short conversations with your manager during the year. Each one records the date, notes, progress and agreed actions, so nothing is forgotten at review time.

HOW TO DO IT

1. Open the review and select **Check-ins**.
2. Select **Record Check-in** after a conversation and note what you discussed and any actions.



12.4 Your self review

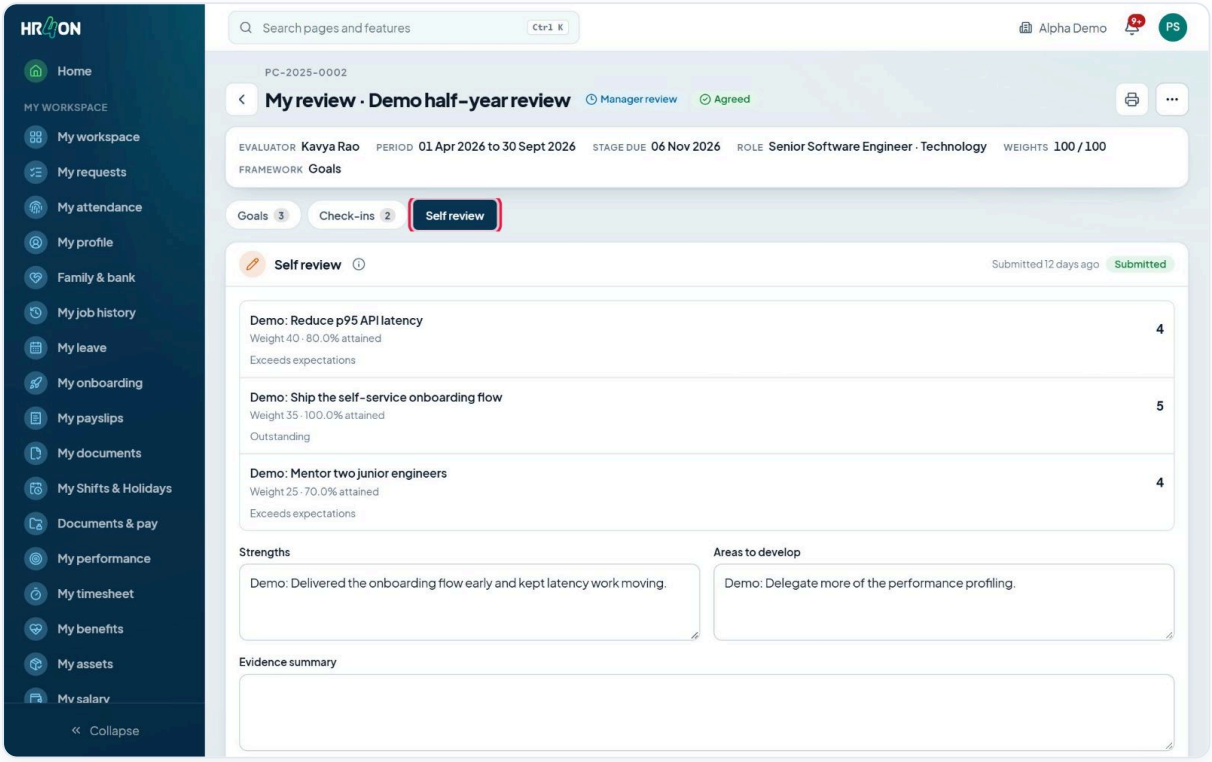
At the self-review stage, rate yourself against each goal and describe what you achieved. Your manager sees it before writing their assessment.

HOW TO DO IT

1. Open the review and select **Self review**.
2. Rate each goal from 1 to 5.
3. Fill in **Strengths**, **Areas to develop** and the **Evidence summary**.
4. Save as you go and submit before the due date. The panel then shows **Submitted** and when.

GOOD TO KNOW

- After you submit, your manager completes their assessment. When the review is final you see the outcome and can acknowledge it.



12.5 My learning

My learning lists the courses and certifications assigned to you or that you signed up for.

WHAT YOU SEE

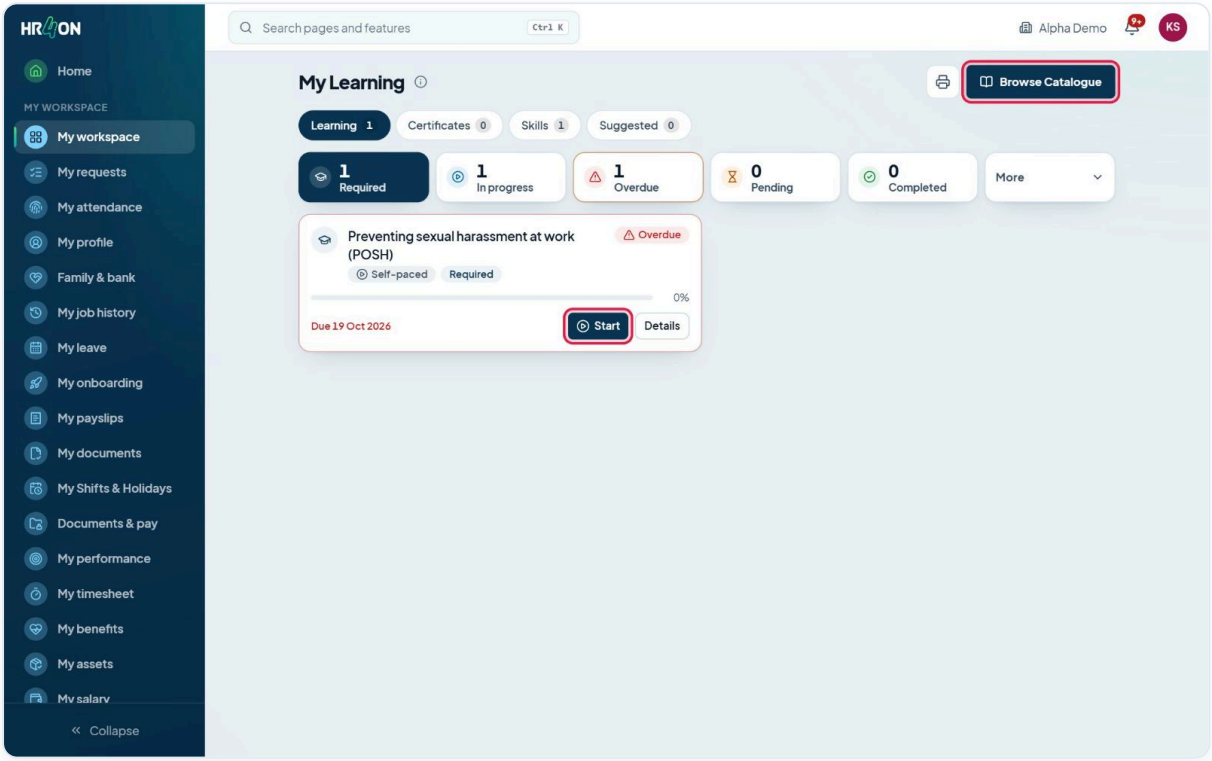
- Filters: **Required**, **In progress**, **Overdue**, **Pending** and **Completed**.
- Each course shows how it is delivered (for example **Self-paced**), whether it is **Required**, your progress and the due date.
- Tabs: **Learning**, **Certificates**, **Skills** and **Suggested**.

HOW TO DO IT

1. Open **My learning**.
2. Select **Start** to begin a course, or **Details** to read about it.
3. To find more courses select **Browse Catalogue**.

GOOD TO KNOW

- Required courses, such as workplace-conduct training, must be completed by the due date. Your manager is told about overdue ones.



12.6 Internal opportunities

Internal opportunities shows open roles inside the company that you are eligible for.

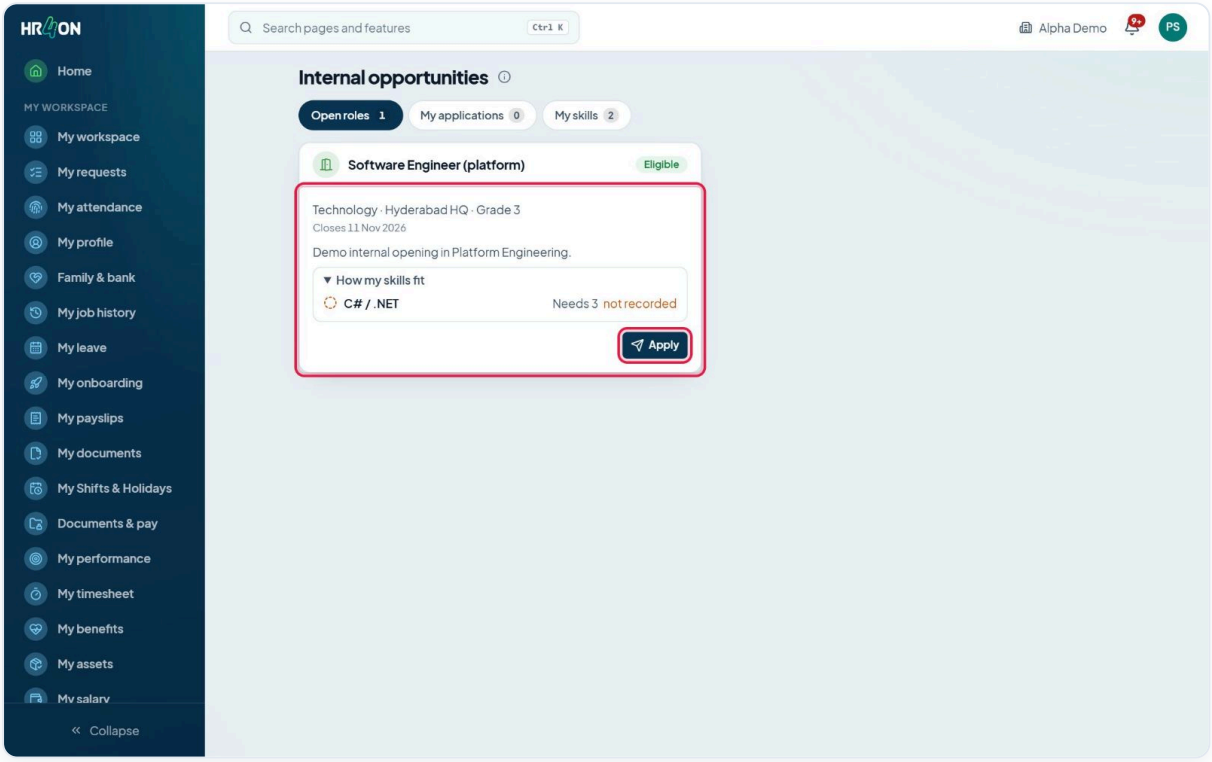
WHAT YOU SEE

- Each role shows the department, location, grade, closing date and whether you are **Eligible**.
- **How my skills fit** compares the role with your skills.
- **My applications** and **My skills** tabs.

HOW TO DO IT

1. Open **Internal opportunities**.
2. Read the role and select **Apply**.

> **GOOD TO KNOW**
> - Your manager is usually informed when you apply for an internal role.

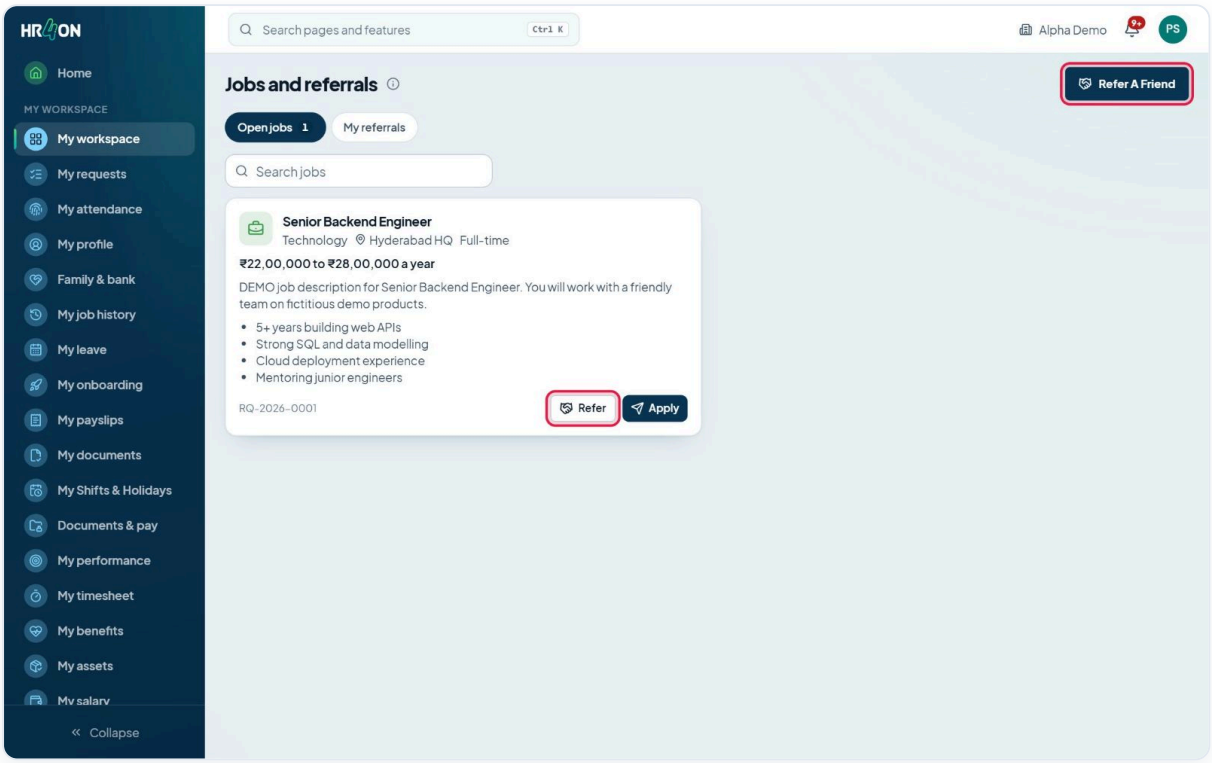


12.7 Jobs and referrals

Jobs & referrals lists open jobs so you can refer a friend or apply yourself.

HOW TO DO IT

1. Open **Jobs & referrals**.
2. Select **Refer** on a job (or **Refer A Friend** at the top) and enter your friend's details and CV.
3. Follow your referrals on the **My referrals** tab.



12.8 Give interview feedback

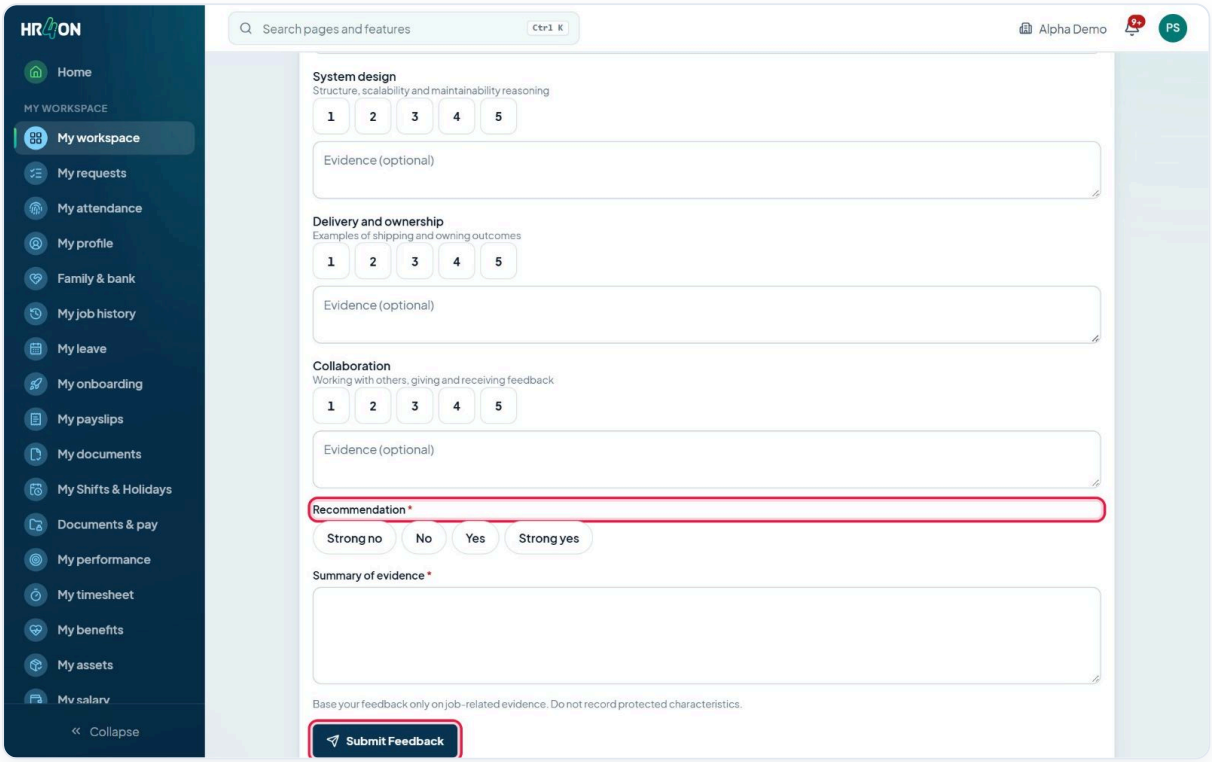
If you are on an interview panel, **My interviews** lists your interviews and the feedback you owe.

HOW TO DO IT

1. Open **My interviews** and select **Feedback due**.
2. Open the interview. Read the job requirements and the candidate's details.
3. Rate each scorecard area from 1 to 5.
4. Choose a **Recommendation** (**Strong no** to **Strong yes**) and write the **Summary of evidence**.
5. Select **Submit Feedback**.

GOOD TO KNOW

- Base your feedback only on job-related evidence. Do not record protected characteristics such as age, religion or family plans.

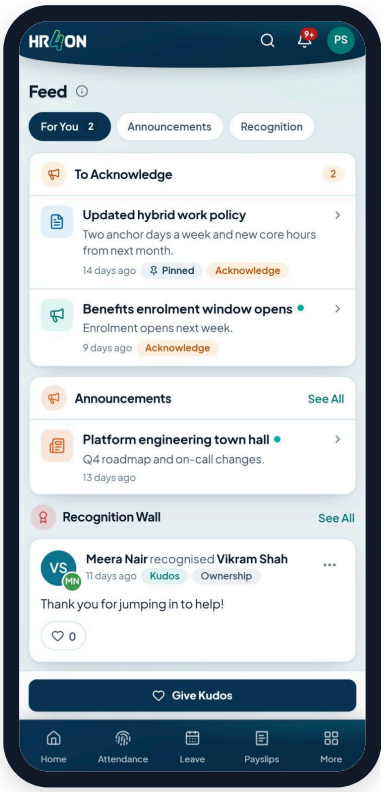


13 Recognition, news and surveys

The Feed brings together company announcements, surveys and the recognition wall. Give kudos to say thank you to a colleague.

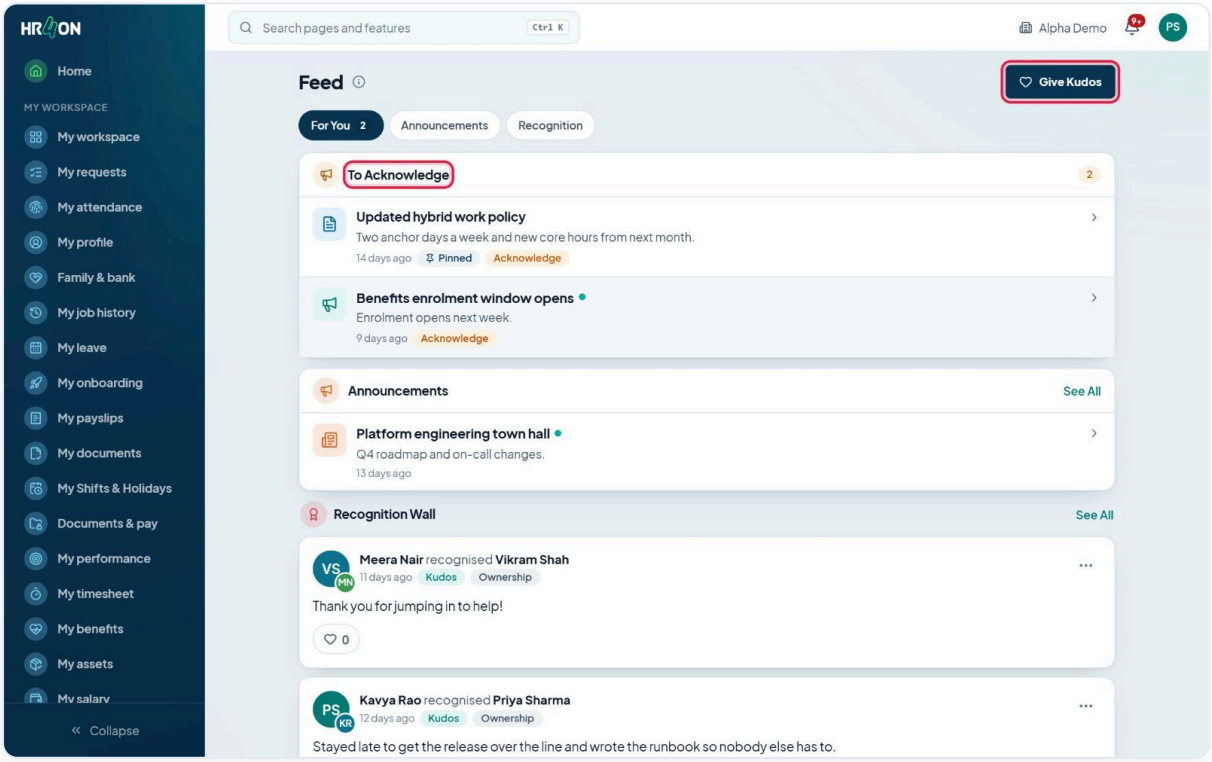
13.1 Your feed

Feed shows what is happening in the company and what needs you.



WHAT YOU SEE

- **For You**: announcements you must acknowledge and surveys waiting for your answer.
- **Announcements**: company and team news. **Pinned** ones stay at the top.
- **Recognition**: the recognition wall, plus the kudos you received and gave and how many you have left this month.



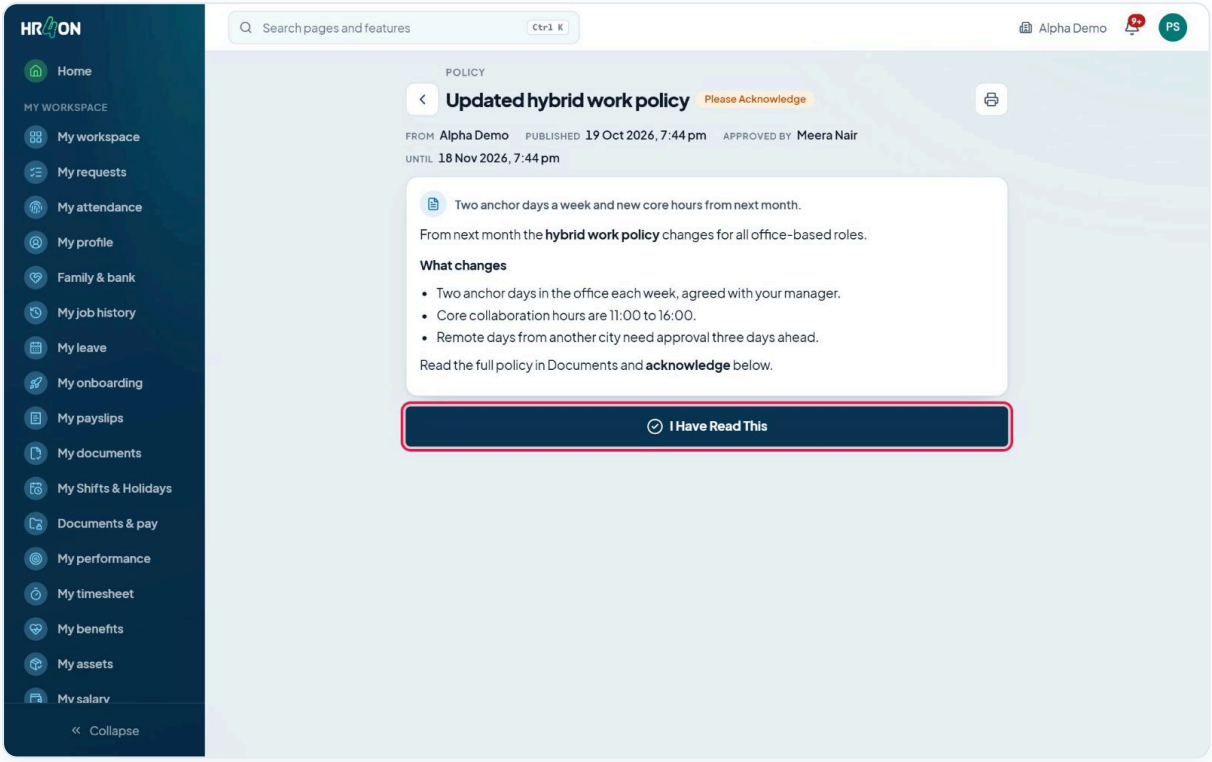
The Feed on a laptop.

13.2 Read and acknowledge an announcement

Opening an announcement marks it as viewed. Only acknowledging it confirms you have read it, so do that when asked.

HOW TO DO IT

1. Open the announcement from **For You** or Home. Announcements you must confirm show **Please Acknowledge**.
2. Read it, then select **I Have Read This**. (On the Feed you can also select **Acknowledge** next to it.)



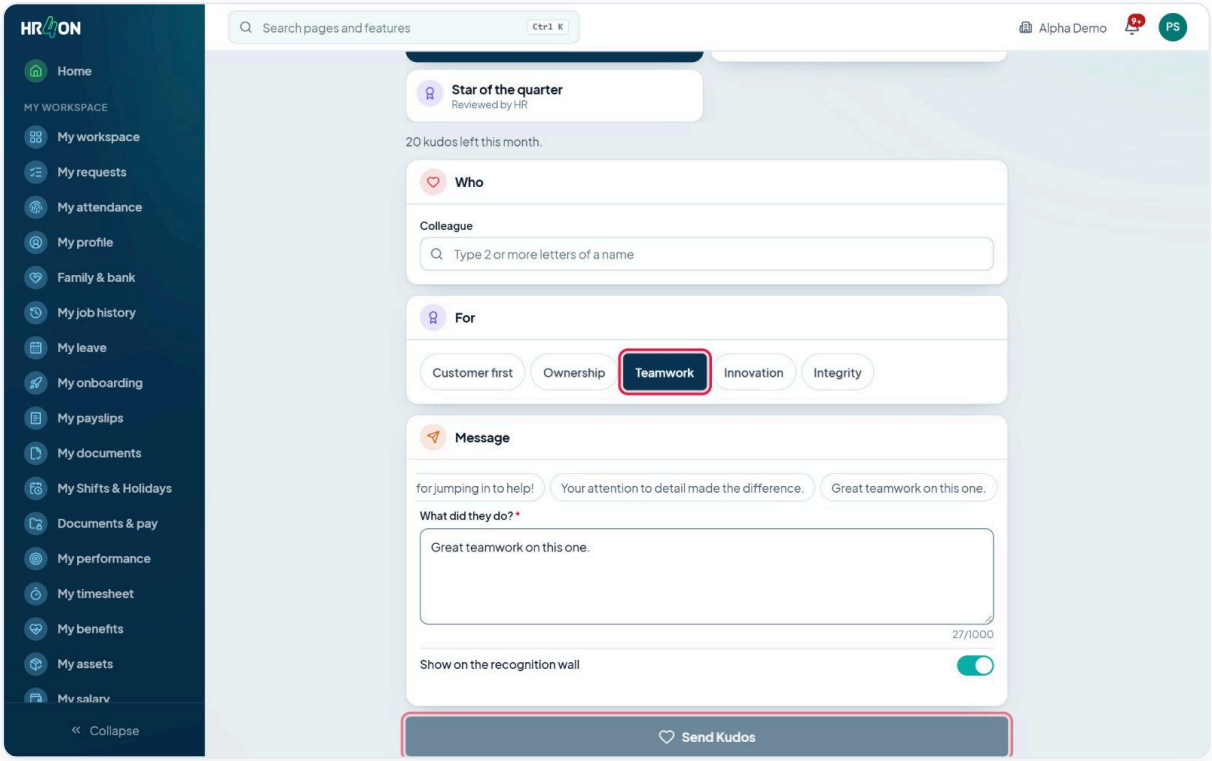
13.3 Give kudos

Kudos is a quick, public thank-you that appears on the recognition wall. Some companies also offer awards with a reward.

HOW TO DO IT

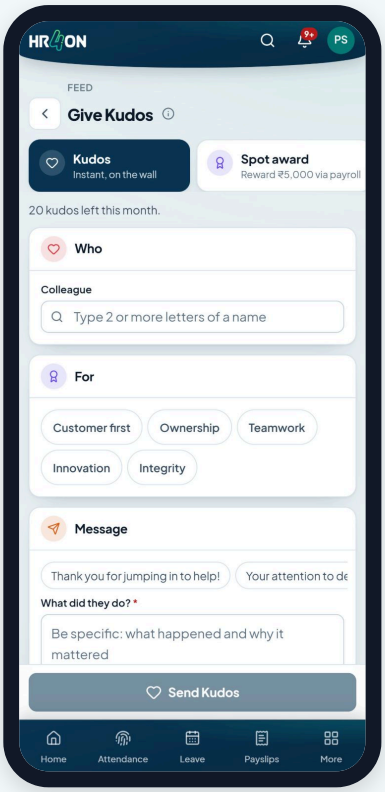
1. Select **Give Kudos** on Home or on the Feed.
2. Choose the type: **Kudos** (instant, on the wall), **Spot award** or **Star of the quarter** (reviewed before they are awarded).
3. Under **Who**, pick the colleague.
4. Under **For**, choose the value they showed, such as **Teamwork** or **Customer first**.
5. Pick a starter message or write your own in **What did they do?**.
6. Leave **Show on the recognition wall** on to share it, then select **Send Kudos**.

> **TIP**
> - You have a monthly kudos allowance; the page shows how many are left.



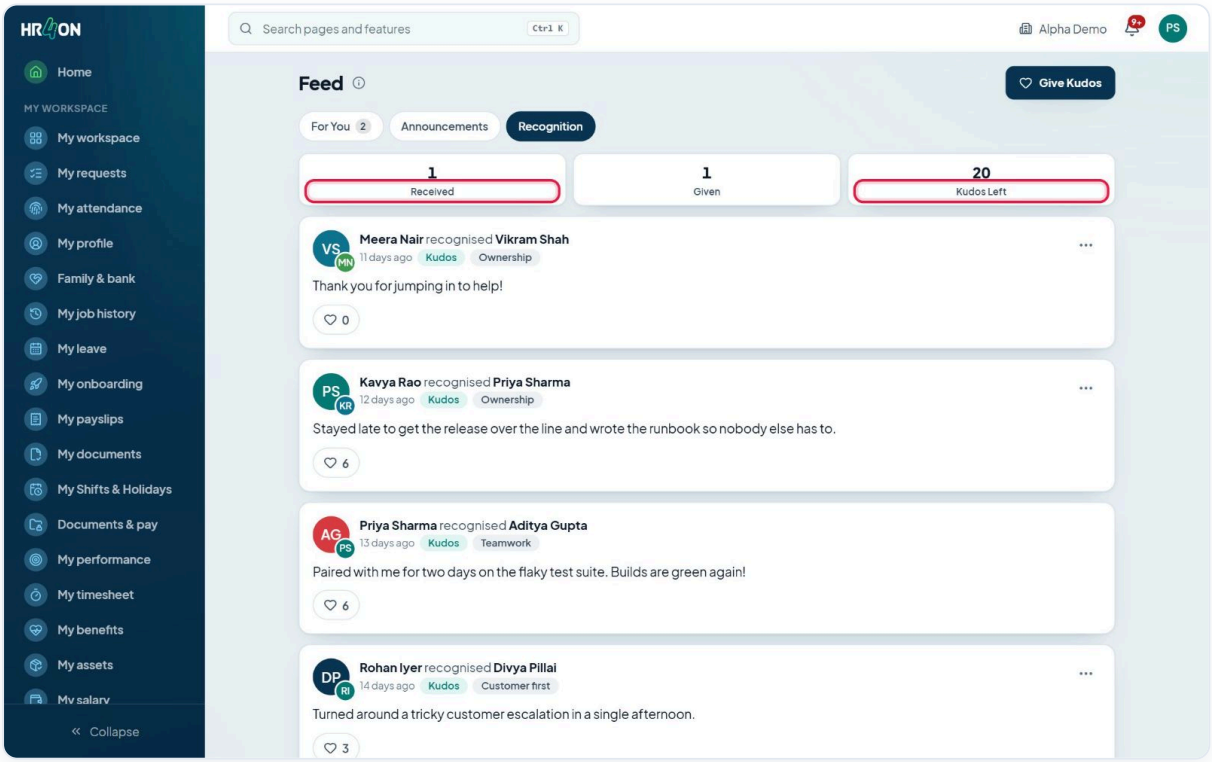
ON YOUR PHONE

The same screen on a phone. Menus collapse into the bottom bar and the ··· button.



13.4 The recognition wall

See who has been recognised and react to their posts. Your own counts show at the top.



13.5 Answer a survey

When HR runs a survey, it appears in **Feed** › **For You** and in your notifications.

HOW TO DO IT

1. Open the survey from **For You** or the notification.
2. Answer each question. Anonymous surveys say so at the top, and your name is not shown to anyone with your answers.
3. Submit before the closing date. Some surveys let you change your answers until they close.

> **TIP**
> - If you do not want optional pulse surveys, switch them off in **My privacy**.

14 Help and HR requests

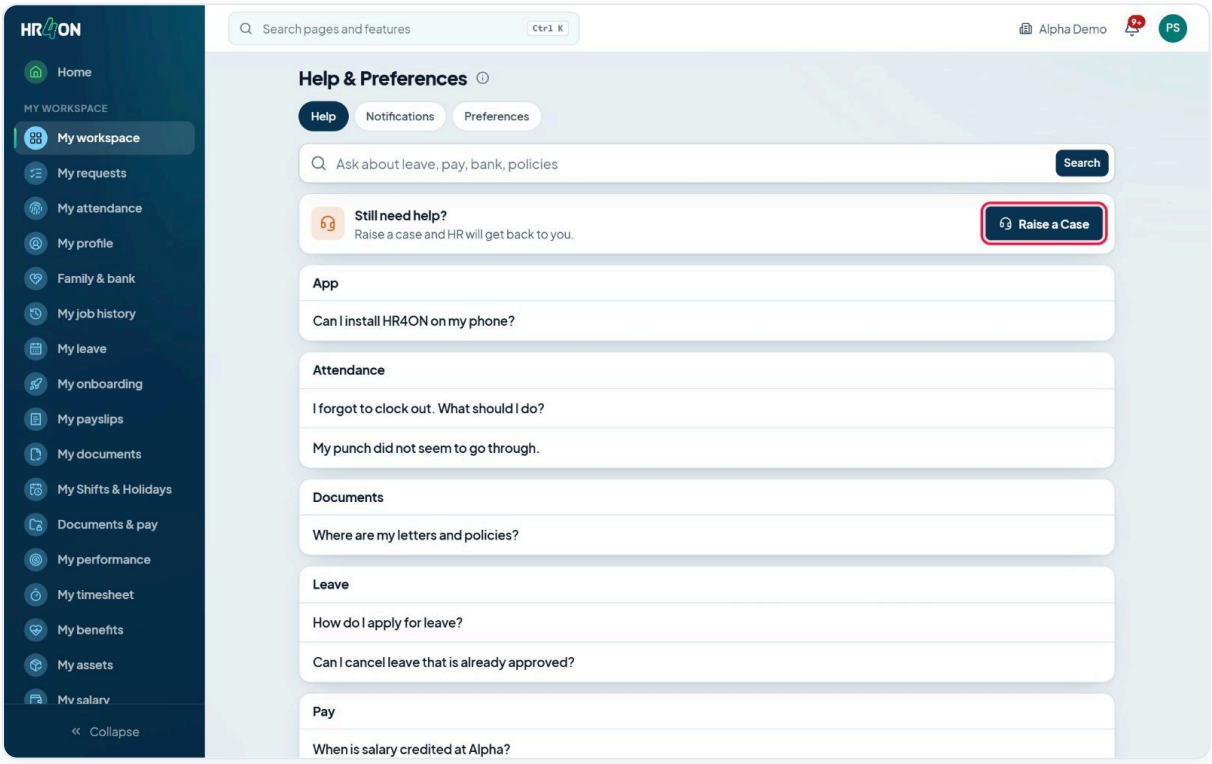
Find answers in Help, raise a request with HR when you need a person, and set your preferences.

14.1 Help

Help & preferences › **Help** answers common questions, grouped by topic: app, attendance, documents, leave, pay, profile and requests.

HOW TO DO IT

1. Open **Help & preferences**.
2. Type in **Search** or browse a topic.
3. Select a question to read the answer. Most answers link straight to the right page.
4. Still stuck? Select **Raise a Case**.

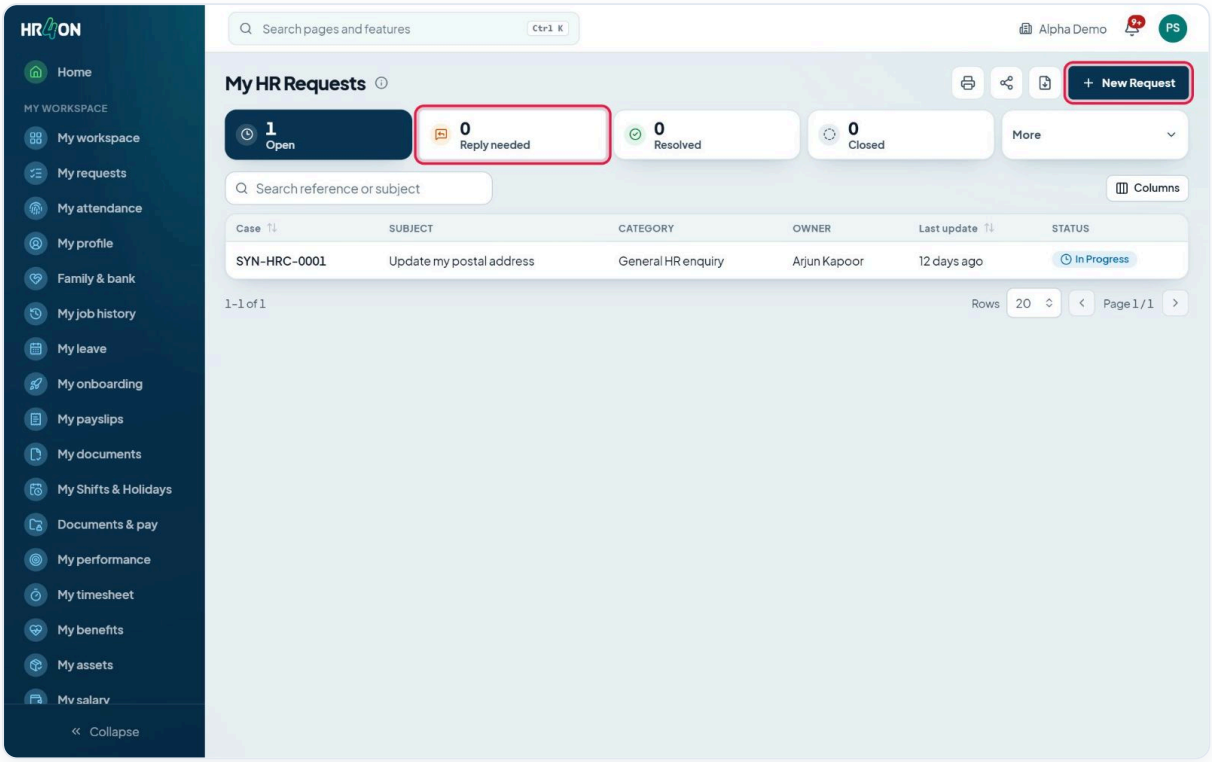


14.2 Your HR requests

HR requests lists every case you raised with HR, and its status.

WHAT YOU SEE

- **Open**, **Reply needed** (HR is waiting for you), **Resolved** and **Closed**.
- Each case shows its reference, subject, category, the HR owner and the last update.



14.3 Raise an HR request

Pick the type of request so it reaches the right team.

WHAT YOU SEE

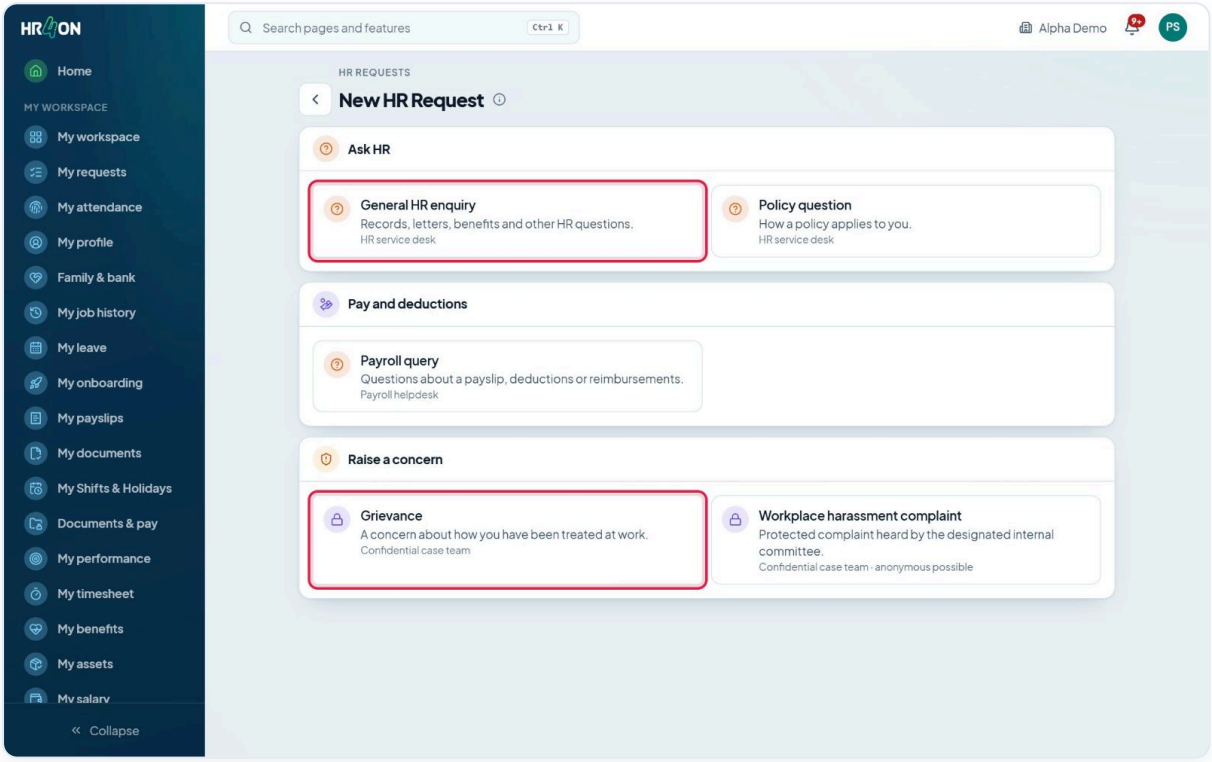
- **Ask HR**: **General HR enquiry**, **Policy question** and **Payroll query** go to the HR service desk or payroll.
- **Raise a concern**: **Grievance** and **Workplace harassment complaint** go to a confidential case team. Harassment complaints are heard by the designated internal committee and can be anonymous.

HOW TO DO IT

1. Open **HR requests** and select **New Request**.
2. Choose the type.
3. Describe your question or concern and attach anything useful.
4. Submit. You get a reference number and updates by notification.

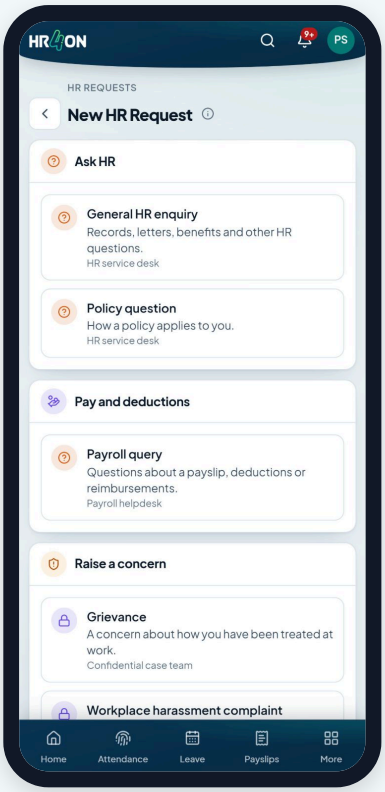
GOOD TO KNOW

- Concerns and complaints are visible only to the confidential case team, not to your manager.



ON YOUR PHONE

The same screen on a phone. Menus collapse into the bottom bar and the ··· button.



14.4 Follow up on a request

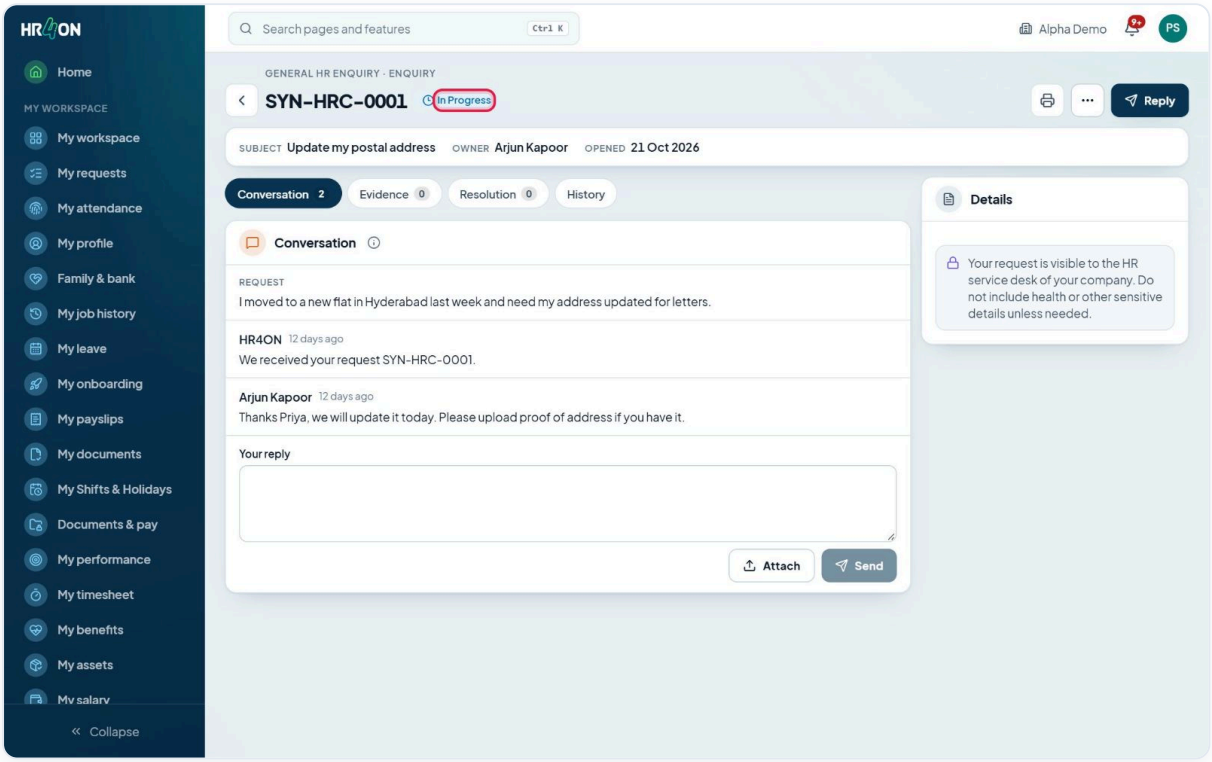
Open a case to read HR's replies, answer their questions and add files.

WHAT YOU SEE

- **SUBJECT**, **OWNER** (the HR person handling it) and **OPENED** date at the top.
- **Conversation**: your request and every reply. **Evidence**: files on the case. **Resolution**: how HR resolved it. **History**: every step.

HOW TO DO IT

1. Open the case from **HR requests**.
2. Read the conversation, type in **Your reply** and select **Send**. Use **Attach** to add a file, for example proof of address.
3. When HR resolves it, check the **Resolution** tab. If the problem is not solved, reply and the case is reopened.



14.5 Notification and display preferences

Preferences lets you choose how HR4ON looks and how it contacts you.

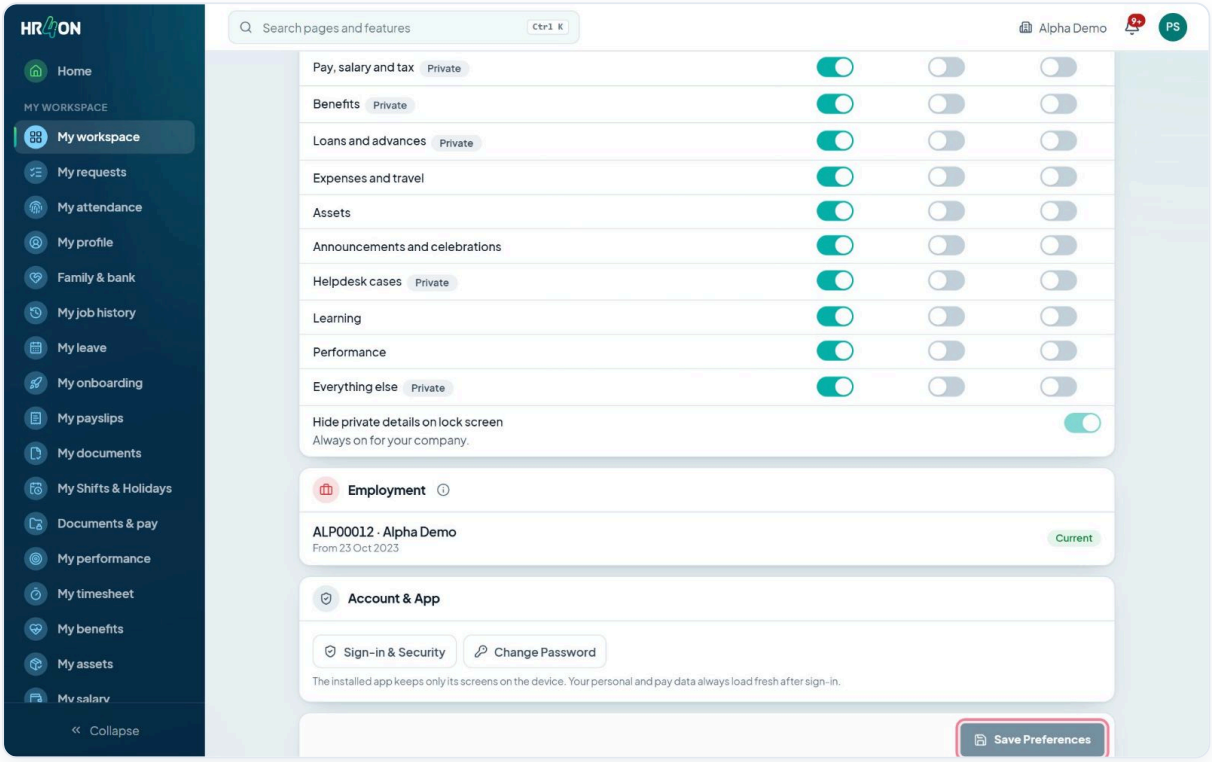
WHAT YOU SEE

- **Display**: **Language**, **Date Format**, **Number Format** and **Density**.
- **My Workspace**: which sections show on My Workspace, and in what order.
- **Notifications**: for each category, choose in-app, e-mail and push. Approvals and updates on your own requests are always on in-app.
- **Hide private details on lock screen**: pay, tax and case notifications show a generic title.
- **Account & App**: links to security and password, and **Install App** where your browser supports it.

HOW TO DO IT

1. Open **Help & preferences** › **Preferences**.
2. Change what you need.
3. Select **Save Preferences**.

> **TIP**
> - The **Notifications** tab on the same page lists your notifications, like the bell.



15 Security, delegations and leaving

Keep your account safe, hand over approvals when you are away, and resign through HR4ON if you decide to move on.

15.1 Your sign-in security

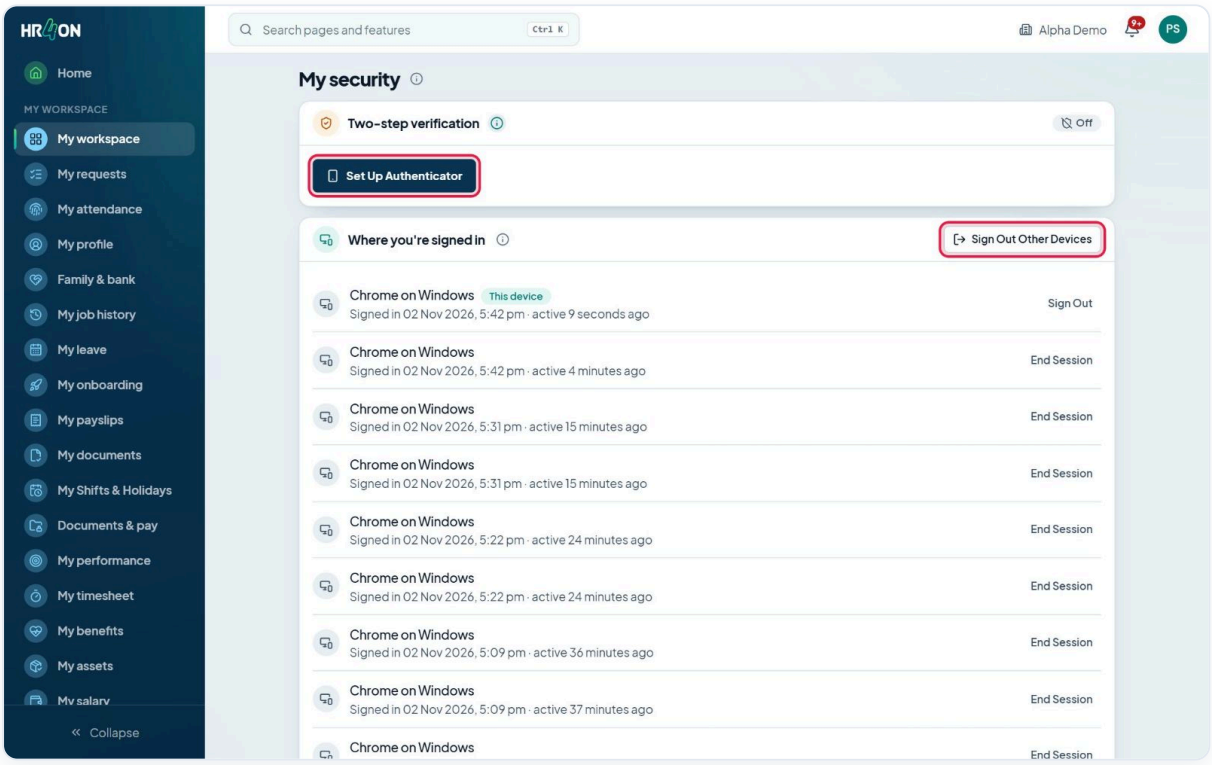
Security shows how your account is protected and where you are signed in.

WHAT YOU SEE

- **Two-step verification**: **On** or **Off**. Select **Set Up Authenticator** to add an authenticator app on your phone; after that you type a code from the app when you sign in.
- **Where you're signed in**: each browser or device with the time it signed in and was last active. **This device** is the one you are using.
- **End Session** signs out one device. **Sign Out Other Devices** signs out everywhere except here.
- **Change Password** opens the password page.

GOOD TO KNOW

- If you see a device you do not recognise, select **Sign Out Other Devices** and change your password straight away.



15.2 Change your password

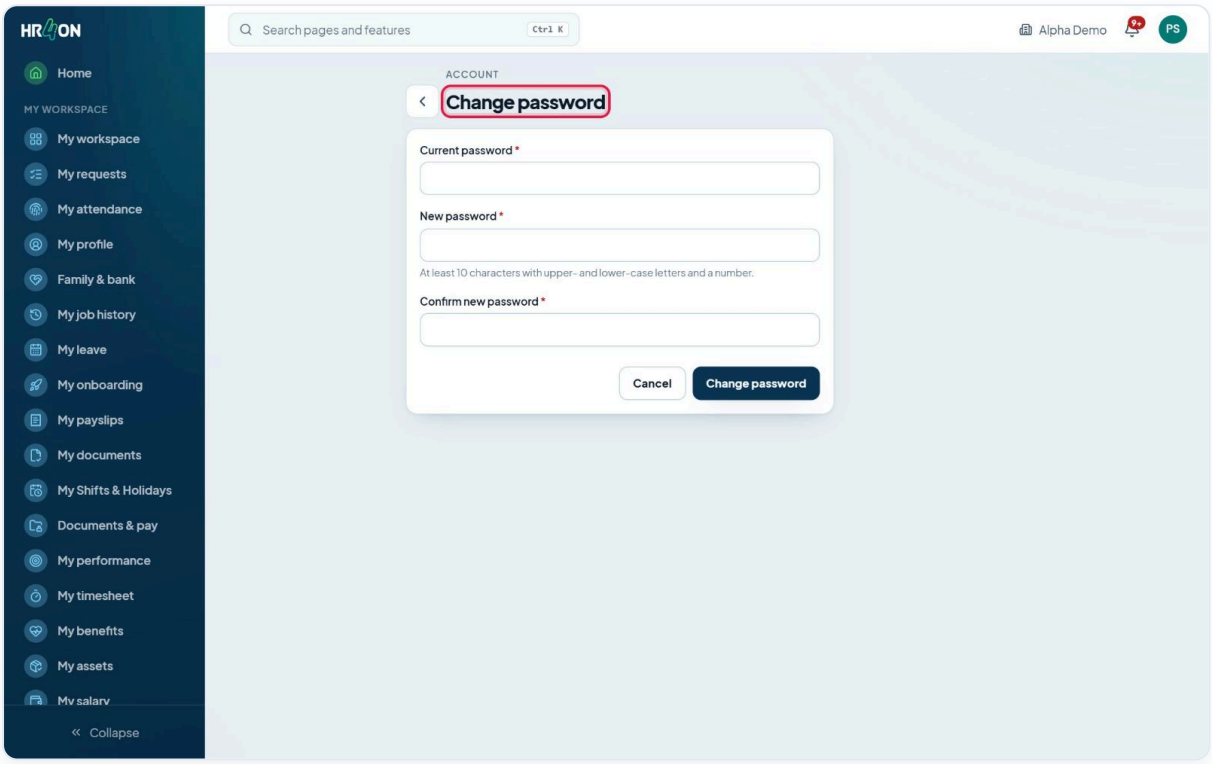
Change your password regularly, and at once if you think someone else knows it.

HOW TO DO IT

1. Open your account menu and select **Change password** (or **Change Password** on the Security page).
2. Type your **Current password**, then the **New password** and **Confirm new password**.
3. Select **Change password**. Use the new password next time you sign in.

GOOD TO KNOW

- At least 10 characters with upper-case and lower-case letters and a number. Do not reuse a password from another site.



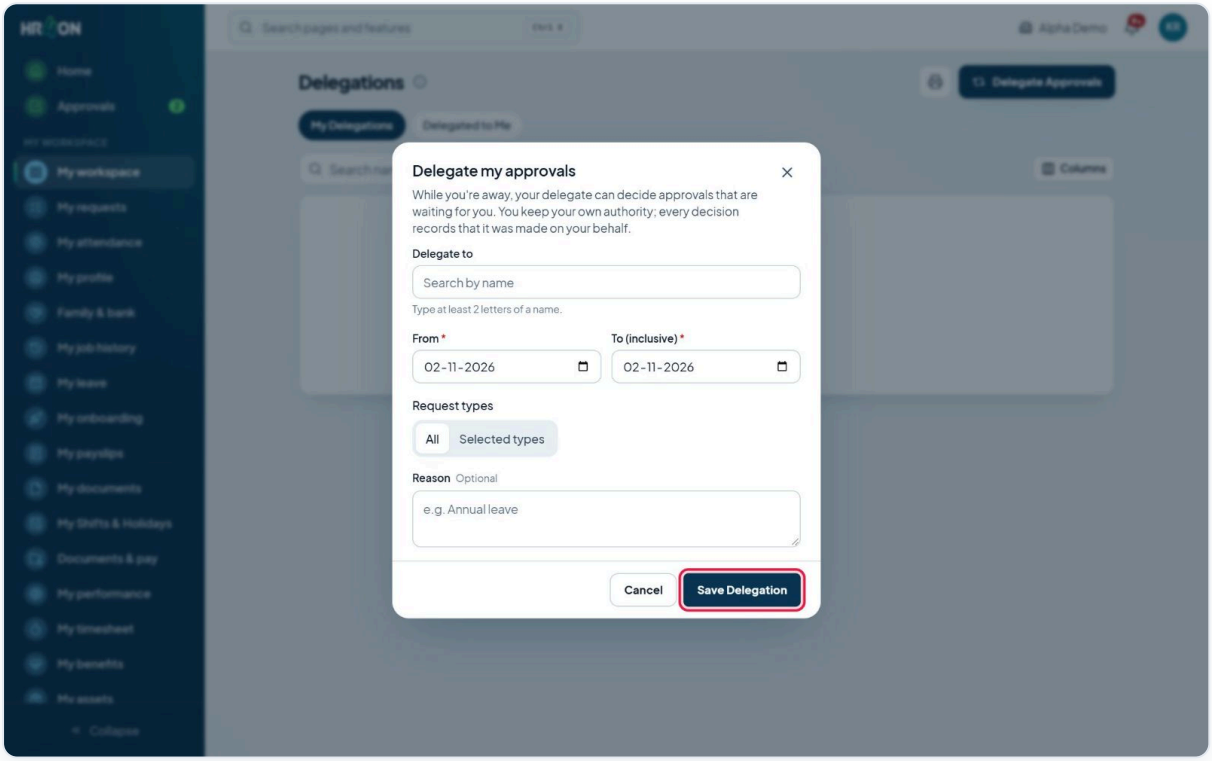
15.3 Delegate approvals while you are away

If you approve requests for others, hand them to a colleague while you are on leave. You will only see this page if you approve requests.

HOW TO DO IT

1. Open **Delegations** and select **Delegate Approvals**.
2. Choose the colleague in **Delegate to**, the **From** and **To (inclusive)** dates and the **Request types** to delegate.
3. Add a **Reason** and select **Save Delegation**. Your delegate sees your approvals under **Delegated to Me** for those dates.

> **TIP**
> - The **Manager Guide** covers delegation in detail.



15.4 Resign

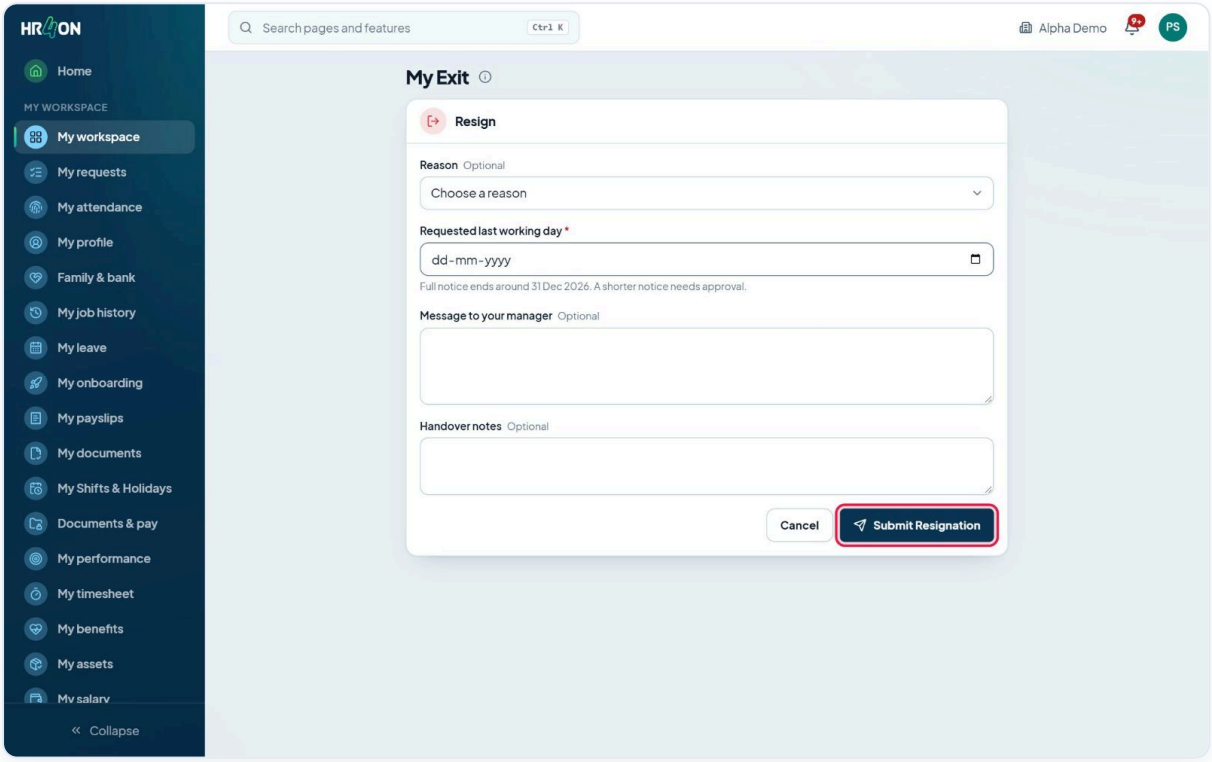
If you decide to leave, submit your resignation in **My exit**. Your manager and HR are notified and agree your last working day with you.

HOW TO DO IT

1. Open **My exit** and select **Resign**.
2. Choose a **Reason** if you wish to share one.
3. Pick your **Requested last working day**. HR4ON tells you when your full notice would end; a shorter notice needs approval.
4. Add a **Message to your manager** and **Handover notes** if useful.
5. Select **Submit Resignation**.

GOOD TO KNOW

- Your notice period is set by your contract. HR confirms the final last working day.
- You can withdraw a resignation while it is still under review.

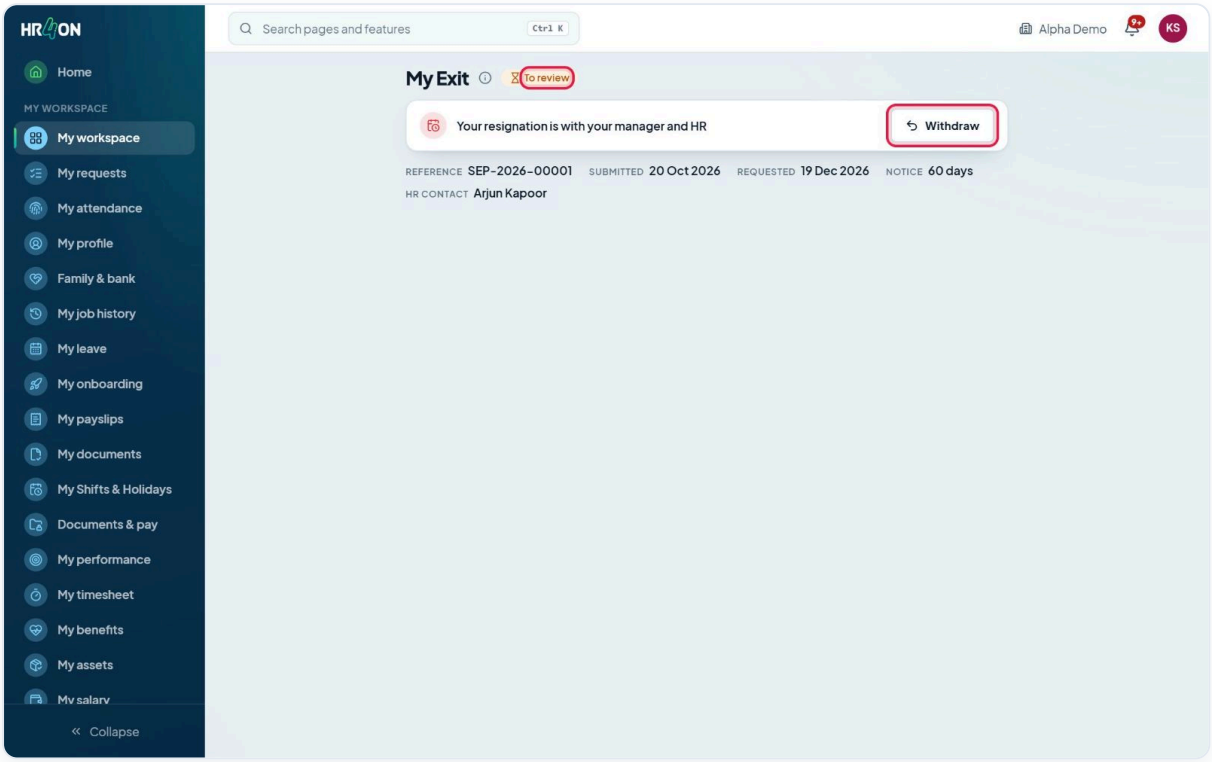


15.5 Follow your exit

After you resign, **My exit** (and a card on Home) shows where things stand.

WHAT YOU SEE

- The status, for example **To review**, **On notice** or **Exited**.
- **REFERENCE**, **SUBMITTED**, **REQUESTED** last working day, **NOTICE** period and your **HR CONTACT**.
- **Withdraw** takes the resignation back while it is under review.
- Later you see your clearance tasks (returning assets, handover) and your final settlement.



A Words used in this guide

Acknowledge
Confirm that you have read a policy, letter or announcement. HR4ON records the date and time.

Accrual
Leave days credited to you over time, for example 1.25 days each month.

Advance
Money paid to you before a business trip. You settle it by claiming your trip expenses.

Comp-off
Time off earned for working on a weekly off or a holiday.

CTC
Cost to company: your total yearly package, including what your employer pays on top of your gross pay.

Draft
Something saved but not yet sent for approval.

Encashment
Being paid for unused leave instead of taking it.

Gross pay
Your earnings before deductions.

LOP
Loss of pay: days not paid, for example unpaid leave or unexplained absence.

Missing punch (MP)
A day where a clock-in or clock-out is missing. Fix it with a correction request.

Net pay
What reaches your bank after deductions.

Nominee
The family member who receives benefits or insurance payments if something happens to you.

Open enrolment
The window when you can choose or change your benefit plans.

Optional holiday
A holiday you may choose to take, up to your company's limit.

Proof
A receipt or statement that supports a tax declaration.

Regime
The set of income-tax rules (old or new) used to work out your tax.

Regularisation
Another word for an attendance correction.

Remote punch
A clock-in or clock-out made while working away from the office.

Sandwich rule
Weekly offs or holidays between two leave days are charged as leave too, where your company's policy says so.

Timesheet
Your weekly record of hours spent on each project and activity.

Withdraw
Take back a request before it is decided.