



# ZOHO PEOPLE

# EXTENDED PROFILE



## OVERVIEW

Zoho People is an HRMS solution sold by enterprise software provider Zoho through a subscription license SaaS model. Zoho People includes many core HR functions including time and attendance management.

Zoho People can be customized in a number of areas including custom forms and fields that reflect your company's workflows and processes. Custom modules can also be created and assigned to parent categories within the user-interface.

Self-Service access to Zoho People is available through mobile employee and manager access. This self-service portal allows employees to update their own personal information including change of address, marital status, dependents etc. Employees can also submit leave requests to managers through the self-service portal. Data access through self-service can be regulated on a role basis.

A free version of Zoho People is available, this includes support services and up to 10 users. Support for Zoho People is provided through email support as well as a dedicated support site and telephone.



## SOFTWARE SPECIFICATION

OVERVIEW	
PRODUCT NAME	Zoho People
SOFTWARE FEATURES	
ABSENCE MANAGEMENT	✓
BENEFITS ENROLLMENT	✗
COBRA	✓
COMPENSATION	✗
COMPLIANCE	✗
DISCIPLINARY ACTION	✗
EMPLOYEE SELF SERVICE	✓
FMLA	✗
HEALTH & SAFETY	✓
MANAGER SELF SERVICE	✓
ON & OFF BOARDING	✓
PAYROLL	✗
PERFORMANCE MANAGEMENT	✓

RECRUITMENT	✗
REVIEWS	✗
SOCIAL NETWORKING	✓
SUCCESSION MANAGEMENT	✗
TIME & ATTENDANCE	✓
TRAINING & SKILLS	✗
VACATION & SICK LEAVE	✓
WORKFLOW	✗
WORKFORCE ANALYTICS	✓
TRAVEL & EXPENSES	✗
<b>ORGANIZATION SIZE</b>	
ENTERPRISE (1000+ EMPLOYEES)	✓
MEDIUM (251-1000 EMPLOYEES)	✓
SMALL (1-250 EMPLOYEES)	✓
<b>PLATFORM</b>	
CLOUD	✓
INSTALLED	✗
<b>PRODUCT INFO</b>	
MODULAR	✓
MULTI LANGUAGE	✓

MULTI CURRENCY



CUSTOMIZABLE



FURTHER INFORMATION



## SOFTWARE SCREENSHOTS

The screenshot displays the Zoho People software interface. On the left is a dark sidebar with navigation options: Self-service, Leave Tracker, Time Tracker, Attendance, File Cabinet, Organization, Training, Travel, Compensation, Performance, Grievance, Admin, Talent acquisition, Analytics, Approvals, and Checklist. The main content area is divided into several sections:

- Employee Profile:** Features a photo of Charles Stones, CEO of Operations. A status bar shows "Status" with a "Check-out" button. Location is "California" and time zone is "IST (GMT+05:...)".
- Department Members:** A section showing 13 members with circular profile icons.
- Announcements:** A section with icons for calendar, people, star, and link.
- Profile Tab:** A detailed view of employee information:

Employee Id	AV111
Email ID	ashwin@zpdemo.in
Work Location	California
Extension	4039
Mobile	9551378109

A "more..." link is visible below this information.
- Skill Set:** A section with a "+" icon and progress bars for various skills:
  - C++: 100% (green)
  - Conversion Ratio: 100% (green)
  - Communication: 100% (green)
  - MySQL: 100% (green)
  - sales: 100% (green)
  - tat: 100% (green)
  - Web: 75% (blue)
  - Java: 50% (blue)
  - Sales performance: 25% (yellow)
  - revenue: 25% (yellow)
  - UI: 10% (red)
- Direct reports:** A section with a "+" icon and a list of three direct reports:
  - Zach Britton, Technical Consultant
  - Kevin Gause, Finance Consultant
  - Junica Lake, HR

At the top right, there are options for "Upgrade", a "+" icon, a notification bell, a settings gear, and a user profile picture. At the bottom left, there are system icons and the text "Here is your Smart Chat (Ctrl + Space)". At the bottom right, there is a "Feedback" button.

Organization Summary

51 Total Employees

3 Employee Profiles

Quick Actions: Add Employee, Configure Approval

Enterprise Edition  
Next Due Date on 04-19-2016

New Joiner Report

Attrition Report

Help Links: Online Help Manual, Join Webinars, What's New, Video Tour, Mobile apps, Request a demo, Contact support

Total Users: #

Basic Information	Date of Joining	Role(s)	Work Location	Status
Pete Sisko, AV002 pete@epdemo.in	05-04-2016	Team member	India	Active
Patrick Williams, AV047 patrickwilliams@epdemo.in	03-10-2011	Team member	India	Active
Nick Johnson, AV046 nickjohnson@epdemo.in	03-10-2011	Manager	India	Active
Fernando Rojas, AV046 fernandorogas@epdemo.in	03-10-2011	Team member	India	Active
Mary Jade, AV044 maryjade@epdemo.in	03-10-2011	Manager	California	Active
Nancy Wilson, AV043 nancywilson@epdemo.in	03-10-2011	Team member	California	Active
Michele Brown, AV042 michaebrown@epdemo.in	01-31-2012	Team member	California	Active
Jack Dawson, AV041 jackdawson@epdemo.in	01-31-2012	Team member	California	Active
Steve Perry, AV040 steveperry@epdemo.in	01-31-2012	Team member	California	Active
Katie Fox, AV039 katiefox@epdemo.in	01-31-2012	Team member	California	Active
Emma Weil, AV038 emmaweil@epdemo.in	01-31-2012	Team member	California	Active

Forms and Titles

Tab Name	All Tabs	Forms count #
Jobs		Time Tracker
Employee		Organization
Department		Organization
Designation		Organization
Exit Details		Organization
Exit Forms		Organization
Company Policy		Organization
Salary Certificate		Organization
New Joiner		Organization
Exit Forms		Organization
India		Organization
New Form		Organization
Salary		Organization
Travel		Organization
CTU Report data		Organization
Personal Developments plan		Organization
Company Documents		Organization
Salary Info		Organization
Exit details		Organization

Employee Form Configuration

Basic Info: EmployeeID, First Name, Last Name, Email ID, Photo, VISA, Functional manager, User tenurty in this office, Emergency contact, Orgdown, Diet Preference, Initial, Bars Passbook, Emp experience get years, Text, Nick Name, Gender

Form Properties: Form Name, Employee, Label Name, P. Employee, Description, Displays the employee information

Form Layout: Single page Layout, Multi page Layout

Auto-numbering: Enable Auto-number