KENJO

Employee Handbook

Your first steps with Kenjo

kenjo.io

Welcome email from Kenjo

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Hi Ted,

Welcome to Kenjo! In order to activate your user account, we need to validate your email address. Please verify your email address by clicking on this button:

VERIFY EMAIL ADDRESS

P.S. Remember you can always reach out for our help on the in-app chat. Alternatively, feel free to write to support@kenjo.io
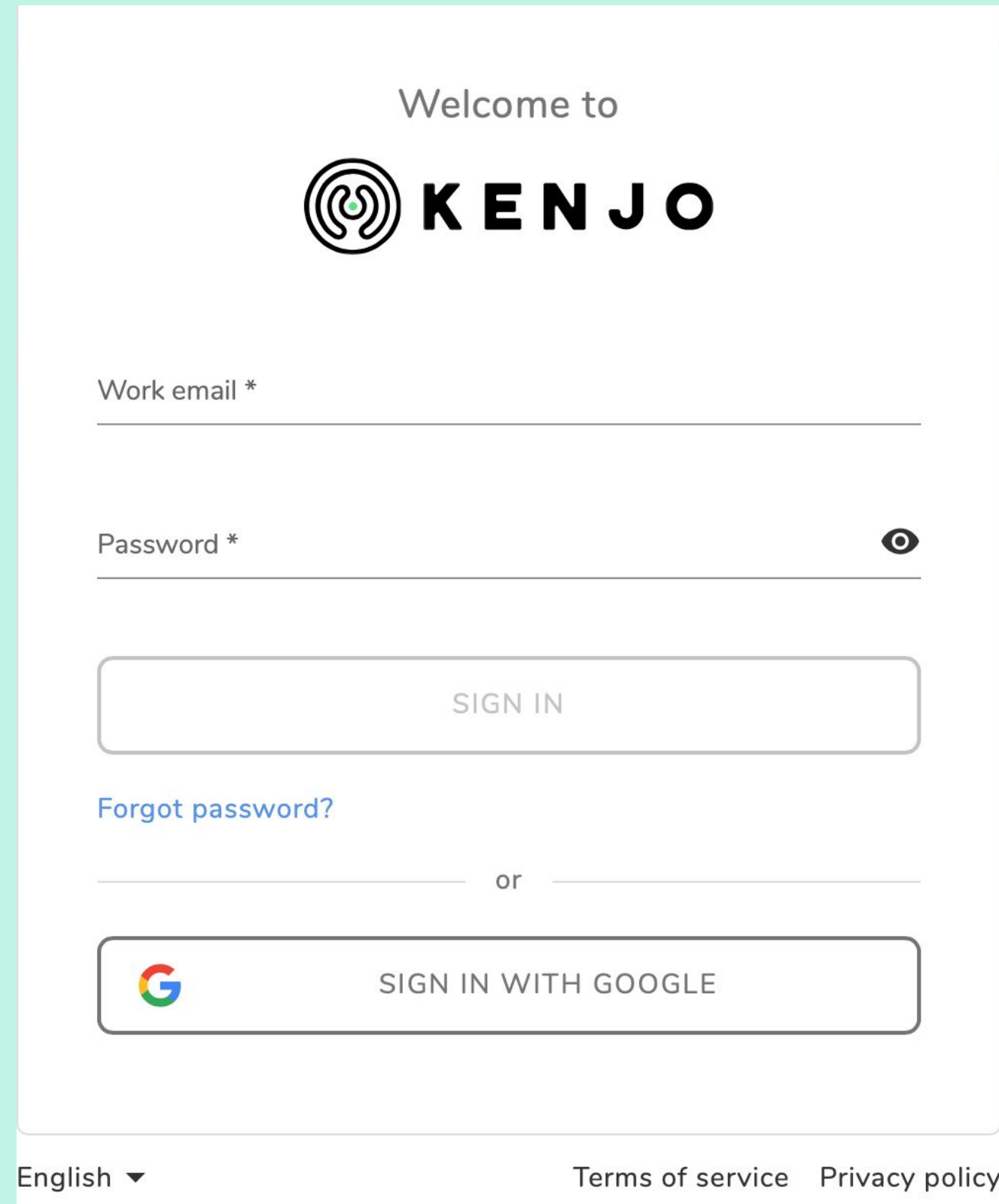
Regards,

Kenjo Team.

Click on **Verify email address** button and follow the activation flow. To set your password be aware that it must be at least 8 characters long, including at least one number and an UPPERCASE letter.

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Login at Kenjo

Open in a browser the link https://app.kenjo.io/signin. Insert your work email and the password you created when you activated your Kenjo account. If you have not received it yet please get in touch with someone from the HR department in your company.
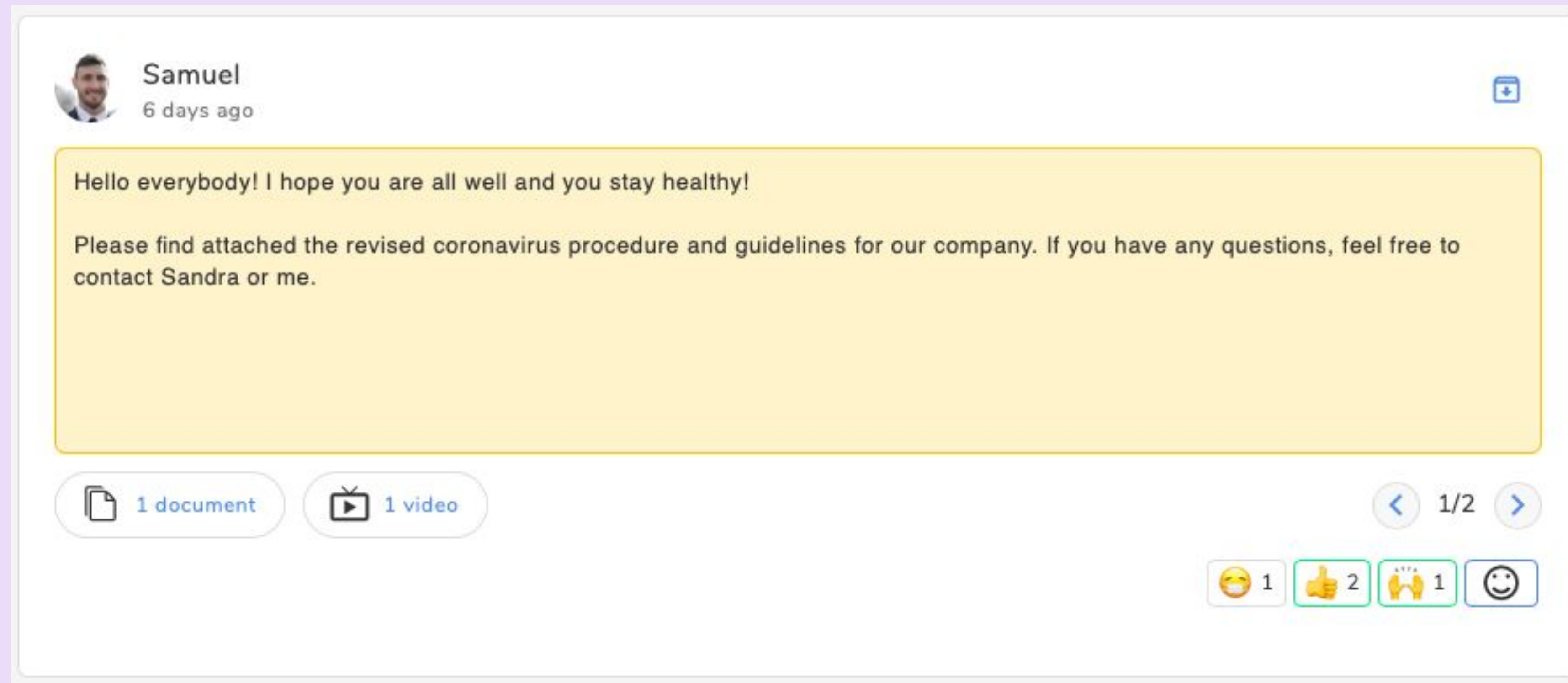
Your Home screen

Manage your Home widgets

Now you are in the Home section of your Kenjo account. You can set the view as you like by clicking on the **Manage your widgets** button. By clicking on your **Profile picture** on the left corner or the **arrow button** on the right corner, you can take further actions.

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Your News feed

In the Home section of your Kenjo account, you can access the **News feed**. Here you can see the announcements made by the HR Department or the Management. You can react to the announcements using the **emojis** at the right bottom corner.

Your Public profile

This card is **Public** for all employees. Using the shortcuts you can access your personal **Time off** and **Documents**.

Add and update your data

Simply click in the field, add information and it is saved **automatically**.
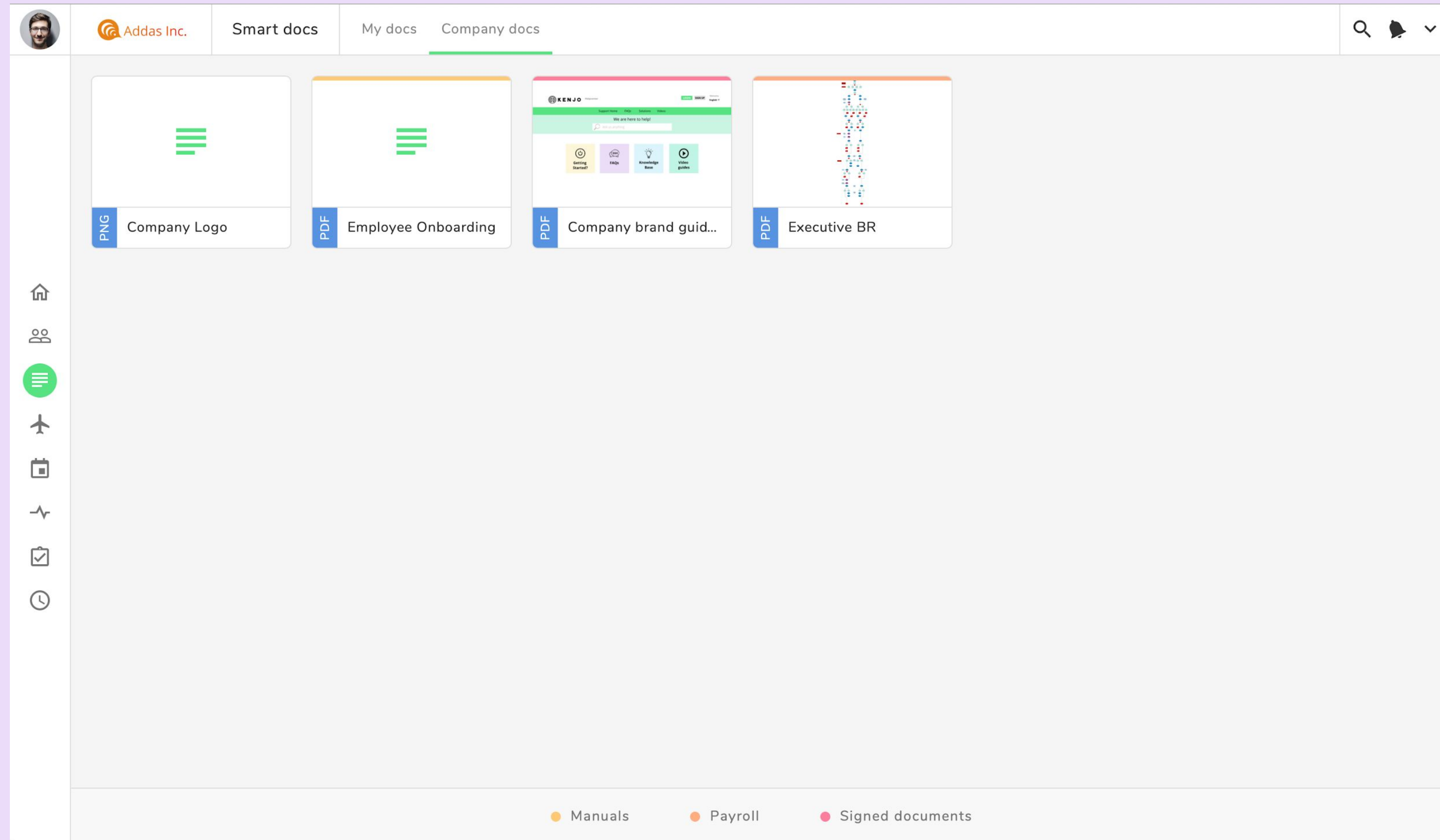
Upload and view your documents
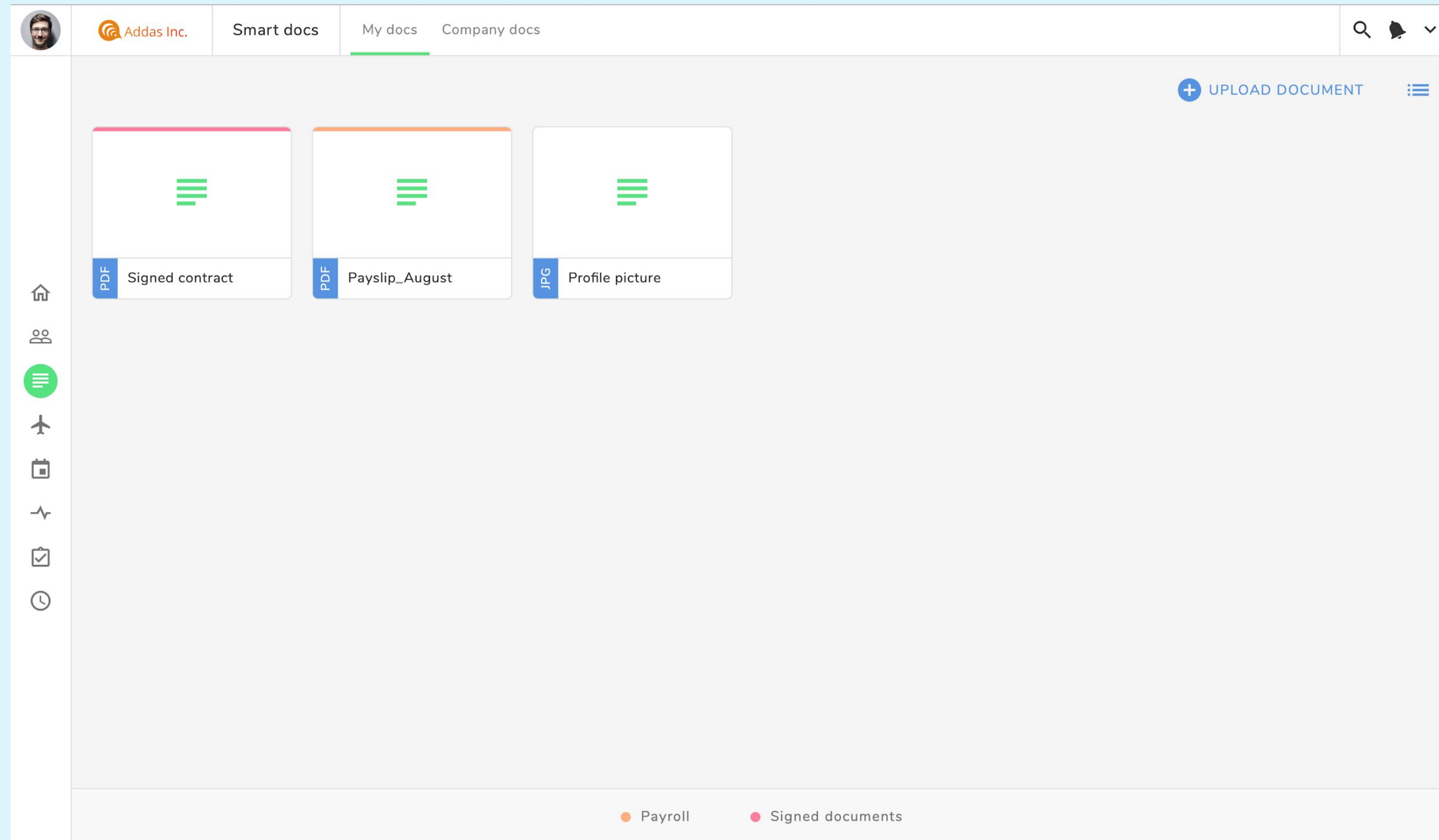
Go to **Smart docs** to see your personal documents. You can upload more files using the **[+]** button.

View Company documents

Go to **Smart docs** > **Company docs** and check the files of your company.

Manage your Time off´s

To get to the **Time off** section, go to **Time off > Personal**. Here you get an overview of your available time off types, your own time off history and also which colleagues are absent today and in the upcoming days. You can **Request** or **Submit** a Time off based on the type of time off.

Upload medical certificate if needed

If you have reported sick for many days, you can upload a medical certificate using the **Add attachment** option.

Calendar
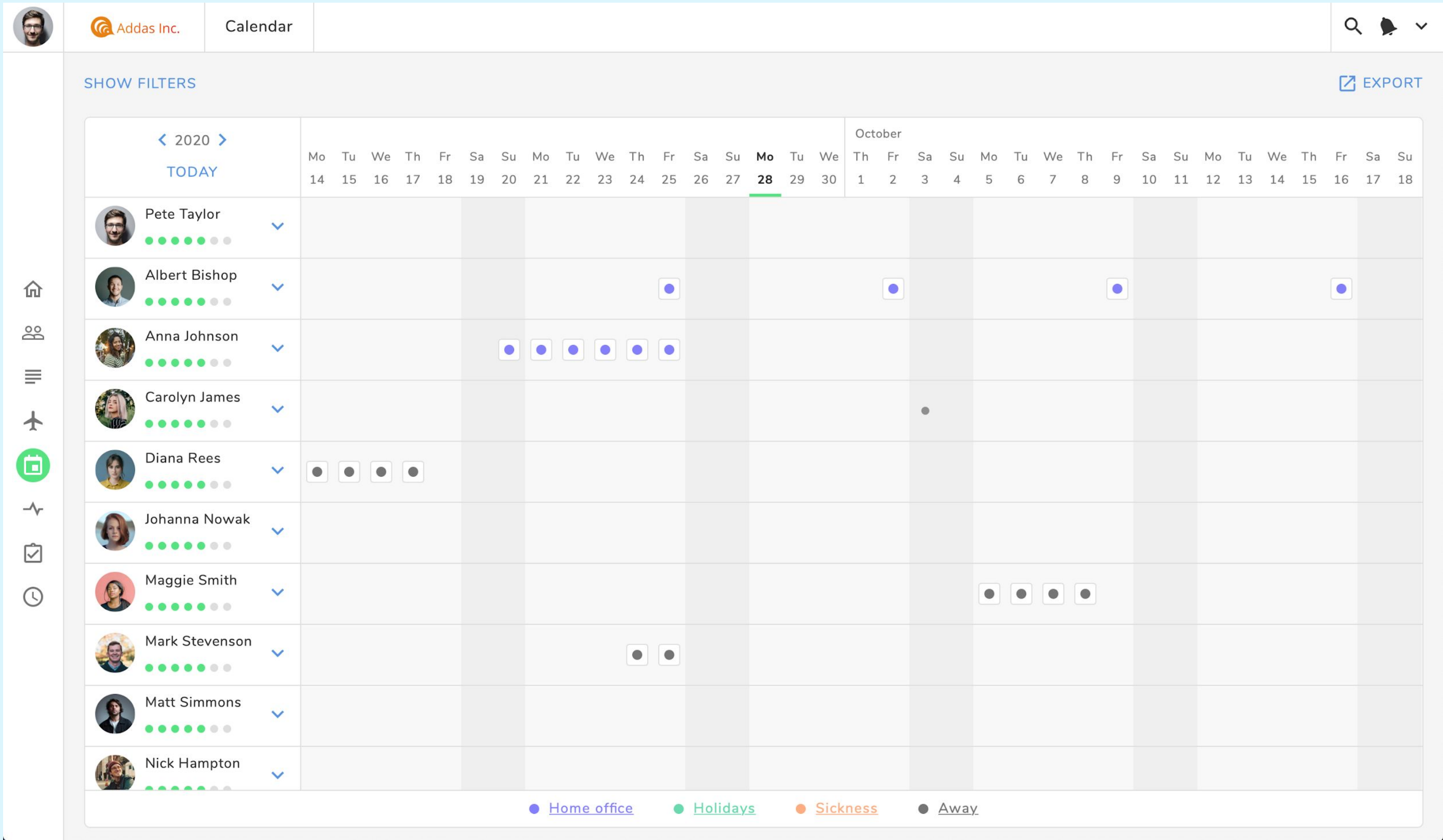
In the **Calendar** section you have an overview of the whole company absences. By clicking on **Export** you can copy the calendar URL and add it to your personal calendar. For more information, visit our **Help Center.**

Manage your tasks
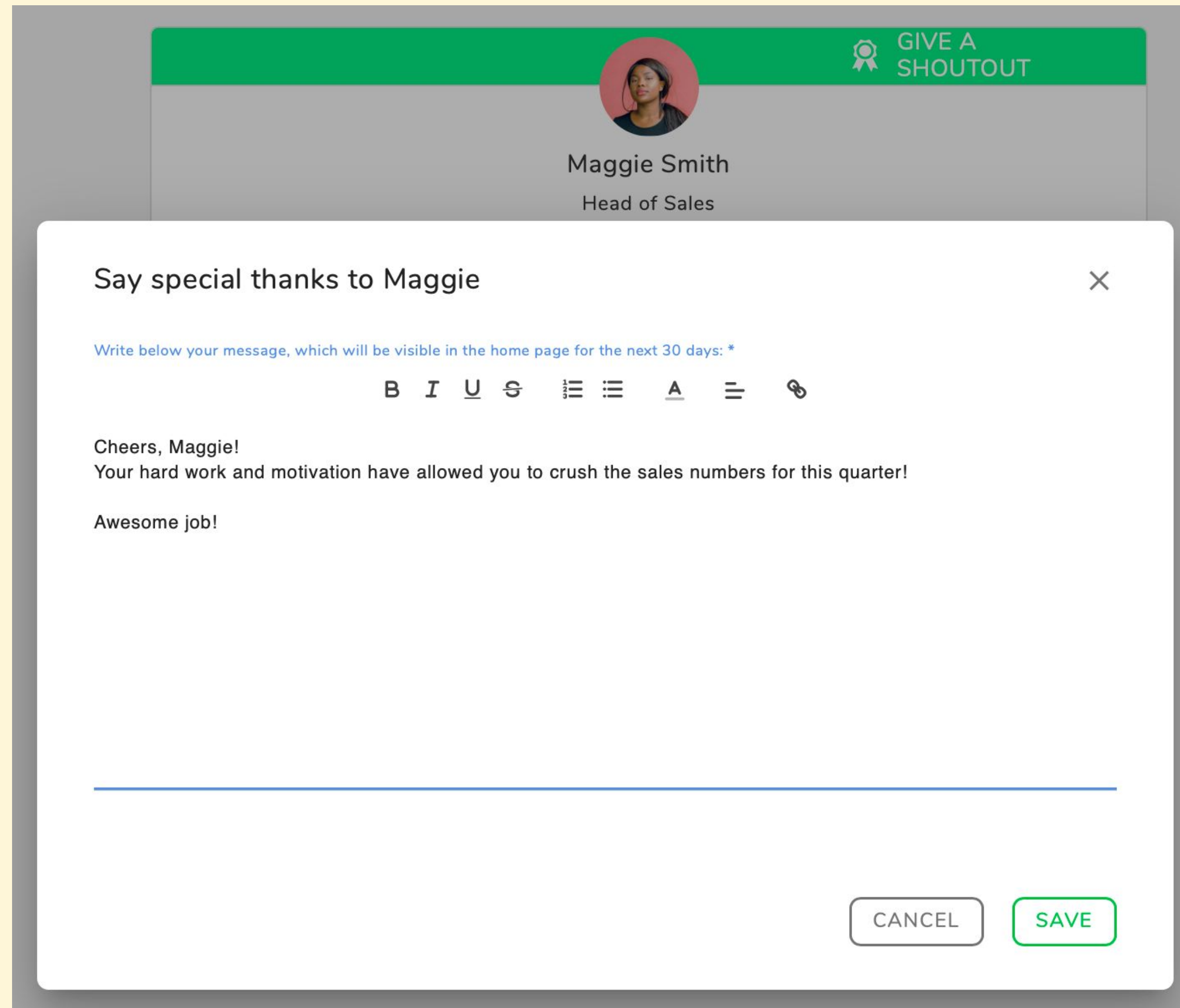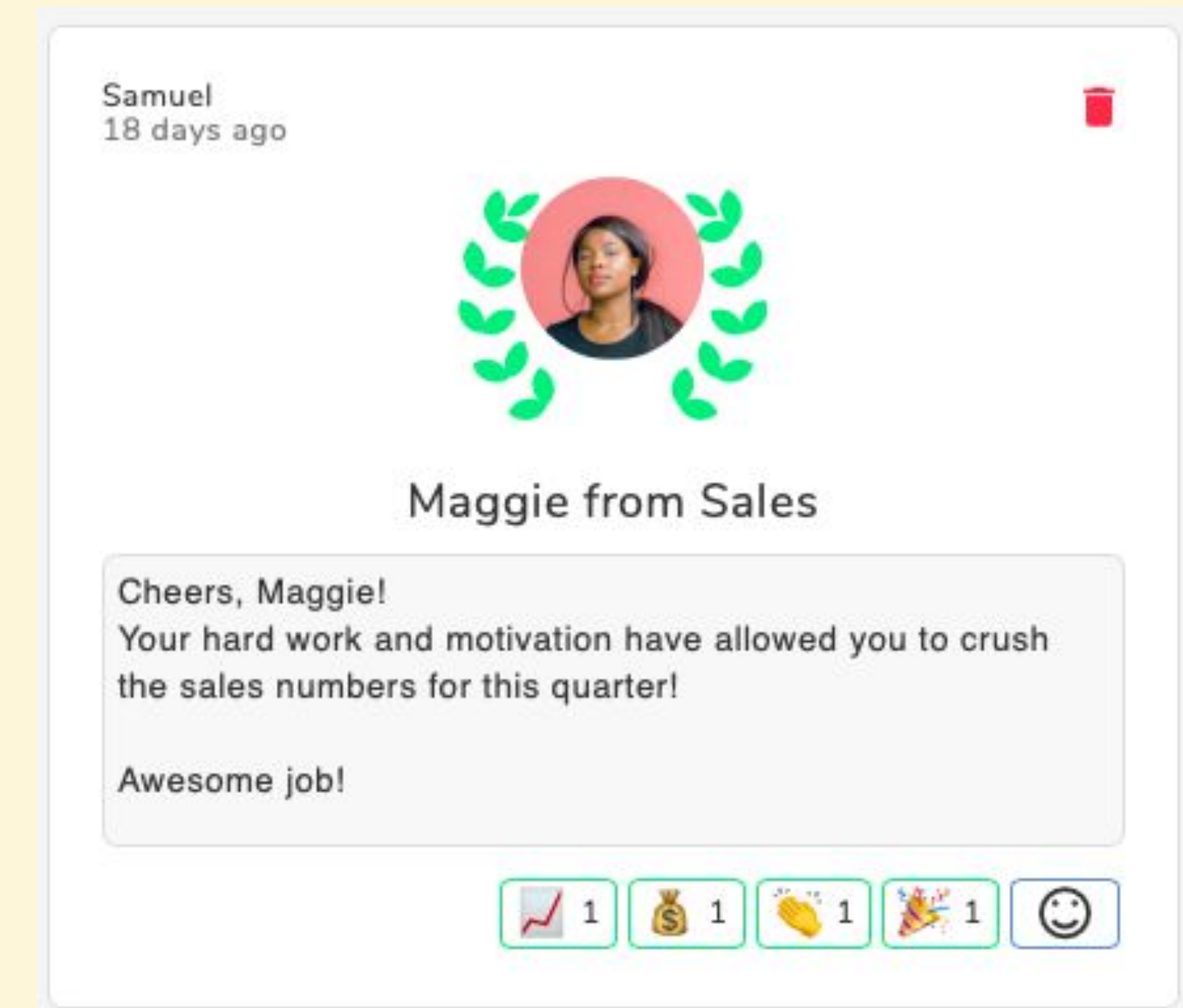

Go to **My to dos** and check your pending tasks. When you complete them, check the corresponding **tick mark**.

Give a Shout-out

Use **Shout-out** on Kenjo to appreciate or thank your colleagues. On every employee's public profile, you will see the **Give a shoutout** button to write a message. The message will be visible on the Home page for 30 days.

Attendance - Dashboard

To access attendance, click on your profile picture on top left corner. In the top menu bar, click on the **Attendance** tab. On the dashboard, you can see the **Expected** hours of work for that month, taking into account your working schedule, bank holidays and any other time off. You can see the hours worked under **Tracked** and overtime hours under **Overtime balance**.

Attendance - log your hours

On the day of your work, enter the **Start** and **End** time of your shift. If you took a break, log the duration of the break. Don't forget to click the **Save** button on the right side. You can log as many shifts as necessary (morning/afternoon). The overall hours worked on that day will be appear on the right side.

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Attendance - log your hours

On your Home screen, click on the **Check in** button under My attendance widget to start the shift. Once the shift is over, click the **Check out** button to end the shift. You can also record multiple shifts and breaks through this widget.

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Kenjo mobile app
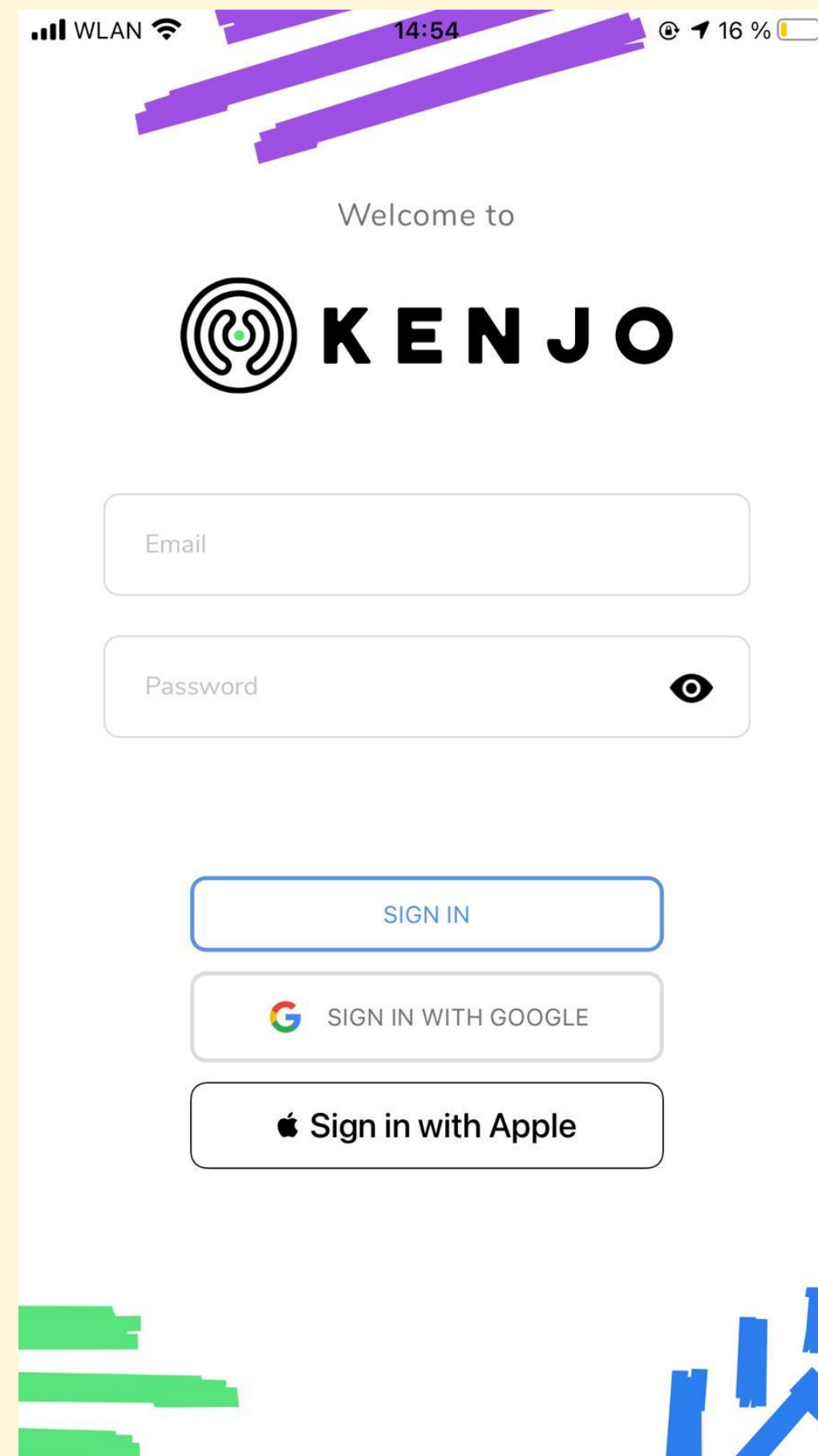
You can also download our mobile app on your phone! Just go to your **iOS store** or **Google Play Store**, sign in with your credentials and you are set to go! To learn more about how to use the app, visit our **Helpcenter article here.**

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If you need more help visit our [Help Center](#)
or send us an email to support@kenjo.io