



# Employee Handbook

Your first steps with Kenjo

[kenjo.io](https://kenjo.io)



# Welcome email from Kenjo



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](mailto:support@kenjo.io)

Regards,

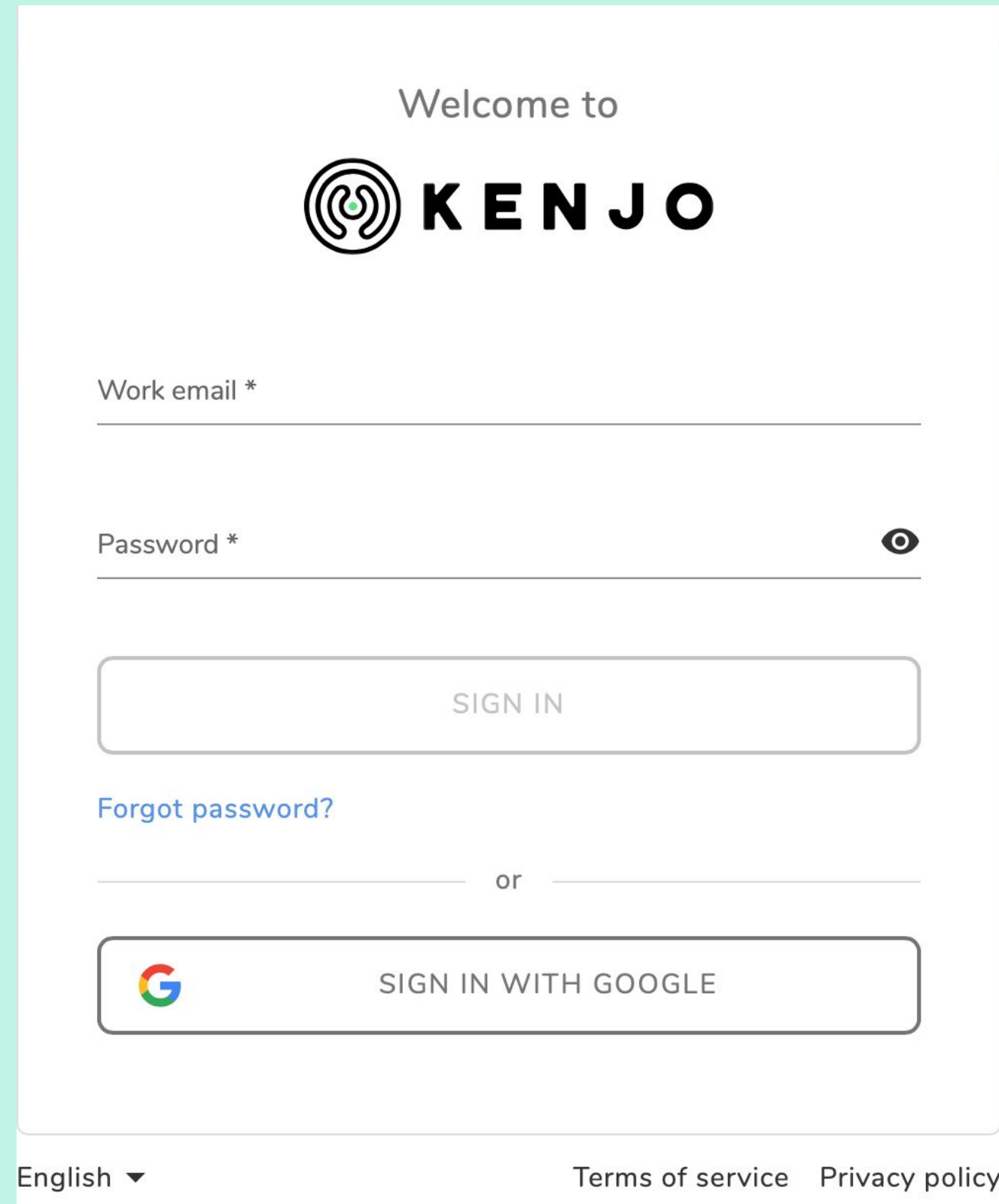
Kenjo Team.

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.




# Login at Kenjo

Welcome to

 **KENJO**

Work email \*


Password \*



SIGN IN

[Forgot password?](#)

or

 SIGN IN WITH GOOGLE

English ▼    [Terms of service](#)    [Privacy policy](#)

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.

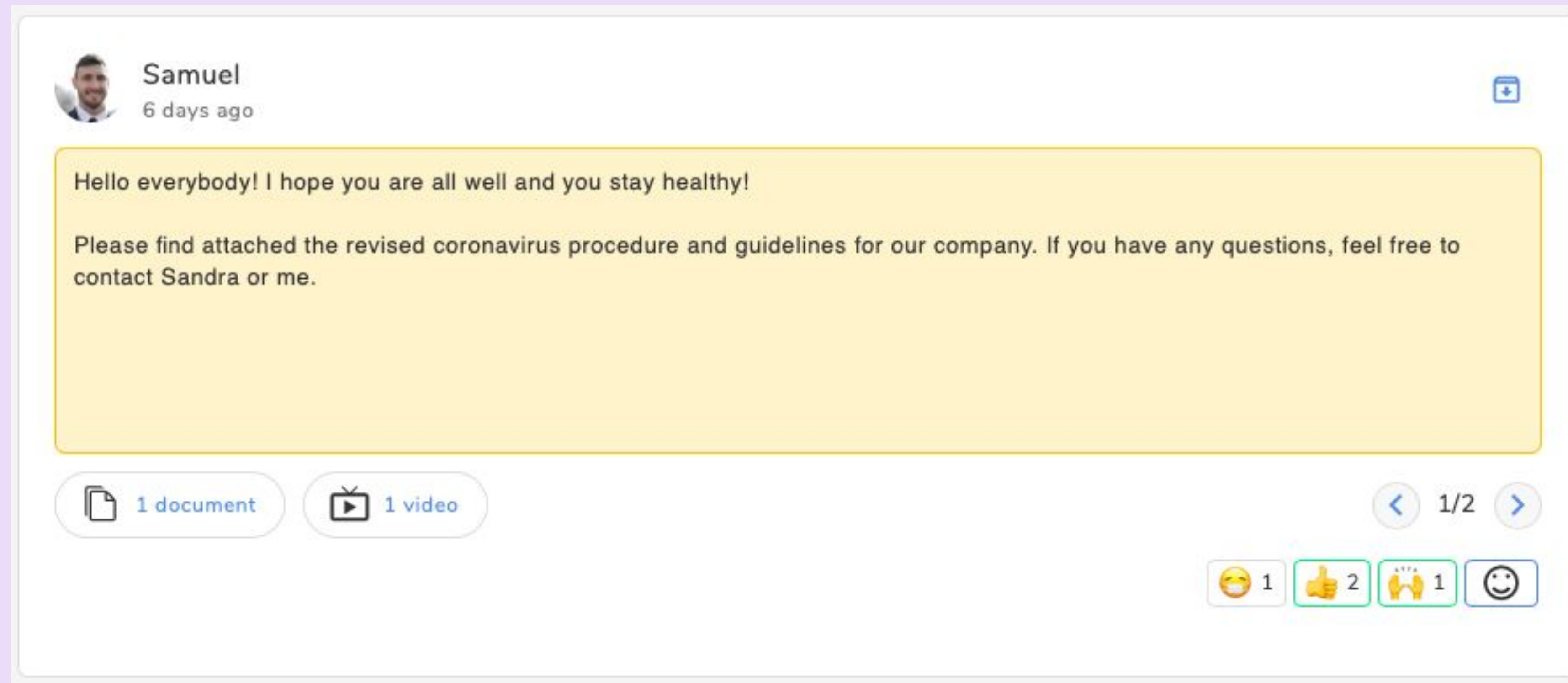


# Your Home screen

The screenshot displays the Kenjo Home interface. At the top, a navigation bar includes a profile picture, the 'Addas Inc.' logo, and tabs for 'Home', 'Overview', 'Goals', and 'Meetings'. The 'Home' tab is active. On the right side of the navigation bar, there are icons for search, notifications, and a dropdown arrow. Below the navigation bar, a blue arrow points to a grid icon labeled 'Manage your Home widgets'. The main content area is divided into several sections: a large card for 'Maggie from Sales' with a message and a '1 document' button; a 'CORONAVIRUS GUIDELINES' card with a message and a '1 document' button; a 'Work anniversaries' section showing 'Paul Wells' with an anniversary on 20 October (13 years); an 'Upcoming birthdays' section showing 'Carolyn James' with a birthday on 30 October; and a 'My team' section with 'No data yet'.

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.

# 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

The screenshot displays the 'Public profile' page for an employee named Pete Taylor at Addas Inc. The interface includes a top navigation bar with the company logo, the word 'Employee', and tabs for 'Public profile', 'Personal', 'Compensation', and 'Payroll'. A search bar and notification bell are on the right. A left sidebar contains icons for home, profile, menu, travel, calendar, activity, tasks, and clock. The main content area features a large profile card for Pete Taylor, Head of Tech, with a green header bar. The card includes a profile picture, name, title, and two circular icons (a menu icon and a travel icon). Below this, contact and social information is organized into three columns: birthdate (15 February), email (pete.taylor@ad...), and LinkedIn; work phone, office, and Skype; and work mobile, department, and Slack. To the right of the main card is a sidebar with a smaller profile picture and name, followed by links for 'MY PROFILE', 'HELP CENTER', and 'SIGN OUT'. At the bottom of this sidebar, it states 'Powered by KENJO' with links to the 'Privacy statement' and 'impressum'.

Employee

Public profile Personal Compensation Payroll

Pete Taylor

Head of Tech

15 February

pete.taylor@ad...

LinkedIn

Work phone

Office

Skype

Work mobile

Department

Slack

MY PROFILE

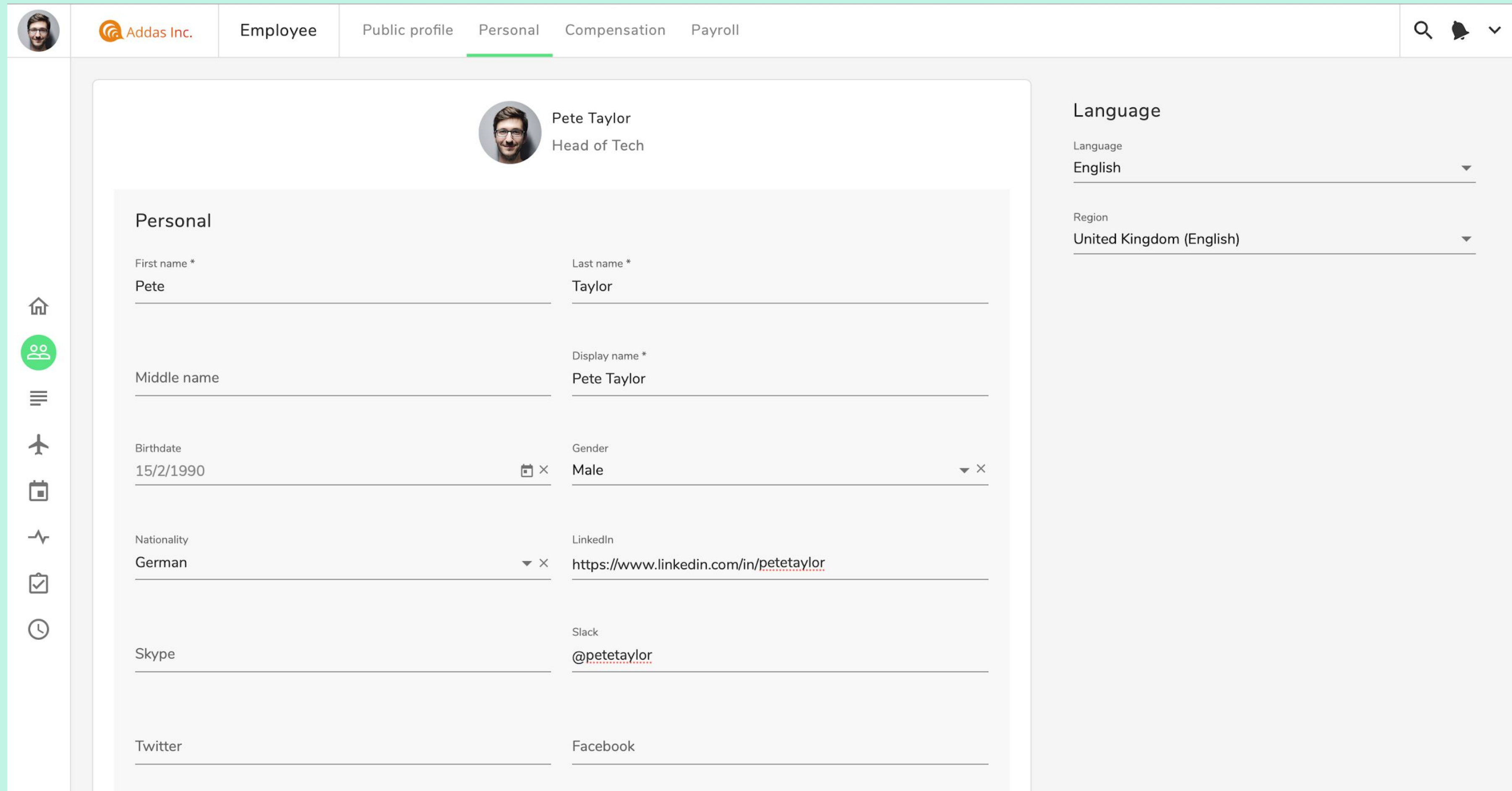
HELP CENTER

SIGN OUT

Powered by **KENJO**  
Privacy statement and impressum

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

# Add and update your data



The screenshot shows the 'Addas Inc.' employee profile page for Pete Taylor, Head of Tech. The 'Personal' tab is selected, displaying a form with the following fields:

| Personal     |   |
|--------------|---|
| First name * | Last name *   |
| Pete         | Taylor  |
| Middle name  | Display name *  |
|              | Pete Taylor   |
| Birthdate    | Gender  |
| 15/2/1990    | Male  |
| Nationality  | LinkedIn  |
| German       | <a href="https://www.linkedin.com/in/petetaylor">https://www.linkedin.com/in/petetaylor</a> |
| Skype        | Slack   |
|              | @petetaylor   |
| Twitter      | Facebook  |
|              |   |

On the right side of the form, there are two dropdown menus:

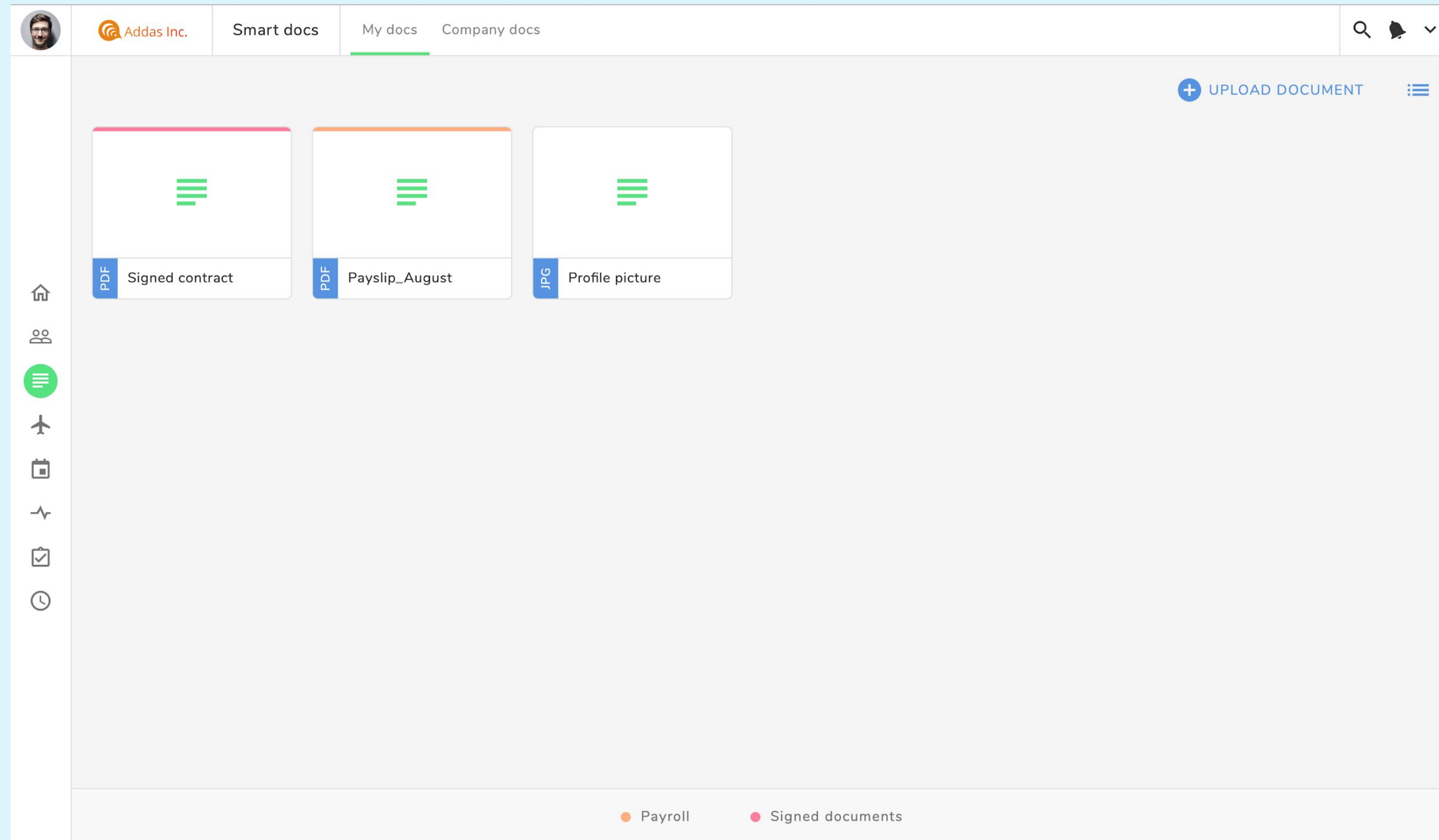
- Language: English
- Region: United Kingdom (English)

The left sidebar contains navigation icons for Home, Profile, Menu, Travel, Calendar, Activity, Checklist, and Clock.

Simply click in the field, add information and it is saved **automatically**.



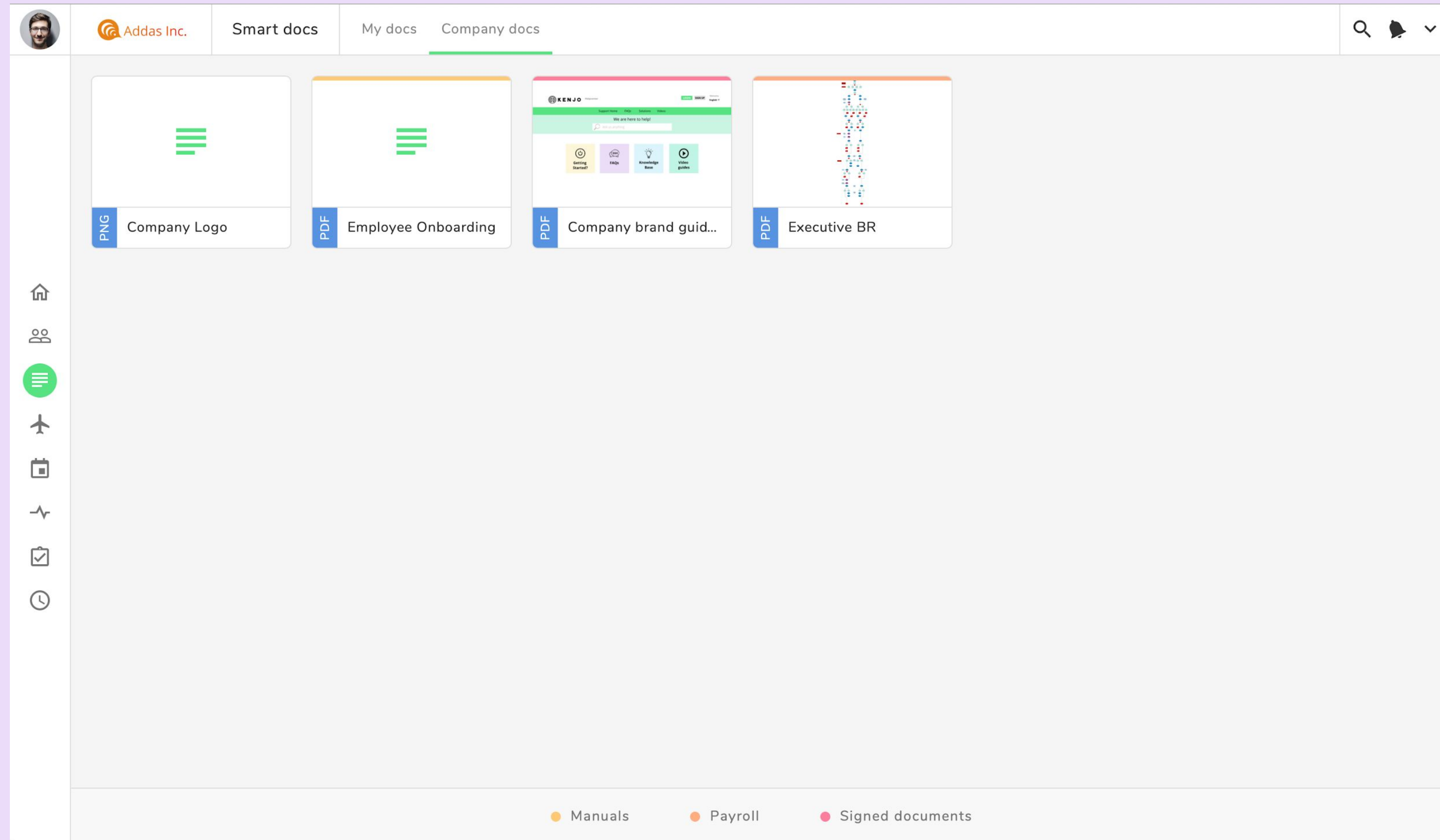
# Upload and view your documents



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

Addas Inc.

Time off

Personal

Requests

HOLIDAYS

AVAILABLE DAYS

This year: 5      Carry over: 0

TAKEN

This year: 3

PLANNED

This year: 10

REQUEST

HOME OFFICE

AVAILABLE DAYS

Unlimited

TAKEN

This year: 47

PLANNED

This year: 0

REQUEST

SICKNESS

AVAILABLE DAYS

Unlimited

TAKEN

This year: 2

PLANNED

This year: 0

SUBMIT

Who's away

TODAY

TOMORROW

THURSDAY, 1 OCTOBER 2020

Paul Wells

From: 24 September 2020

To: 1 October 2020

Time off history

Time off type

Show policy updates

| PERIOD                  | TYPE        | STATUS    |  |
|-------------------------|-------------|-----------|--|
| 01/12/2020 - 14/12/2020 | Holidays    | SUBMITTED |  |
| 18/09/2020 - 19/09/2020 | Home office | DECLINED  |  |
| 15/09/2020 - 17/09/2020 | Holidays    | ACCEPTED  |  |
| 09/09/2020 - 10/09/2020 | Sickness    | SUBMITTED |  |
| 01/09/2020 - 03/09/2020 | Home office | ACCEPTED  |  |
| 01/07/2020 - 31/08/2020 | Home office | SUBMITTED |  |

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

Addas Inc.

Time off

Personal

Requests

HOLIDAYS

AVAILABLE DAYS ?  
This year: 5      Carry over: 0  
  
TAKEN  
This year: 3  
  
PLANNED  
This year: 10  
  
REQUEST

HOME OFFICE

AVAILABLE DAYS  
Unlimited  
  
TAKEN  
This year: 47  
  
PLANNED  
This year: 0  
  
REQUEST

SICKNESS

AVAILABLE DAYS  
Unlimited  
  
TAKEN  
This year: 2  
  
PLANNED  
This year: 0  
  
SUBMIT

Who's away

TODAY  
  
TOMORROW  
  
THURSDAY, 1 OCTOBER 2020  
  
Paul Wells  
From: 24 September 2020  
To: 1 October 2020

Time off history

Time off type ▾

Show policy updates

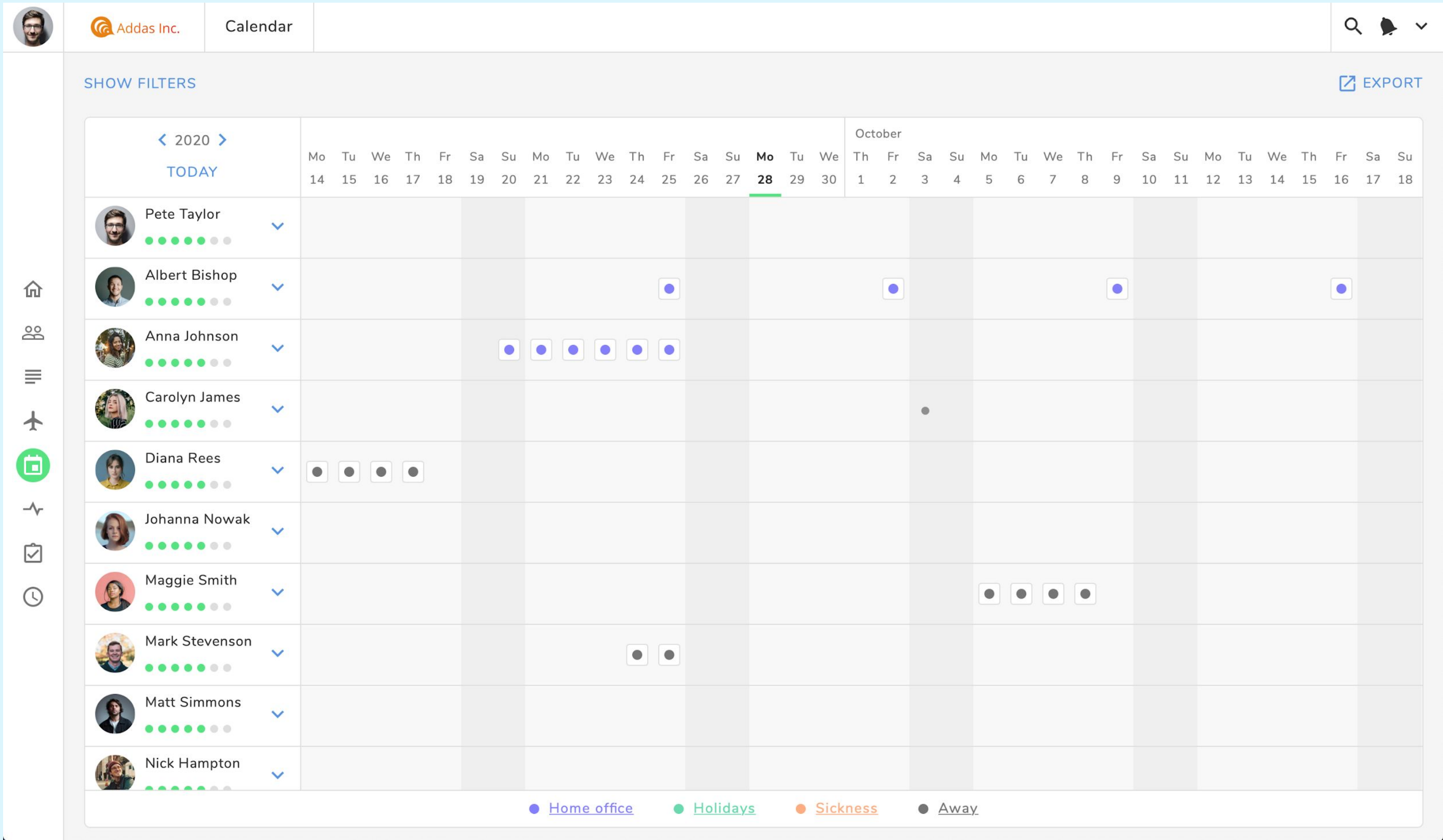
| PERIOD                    | TYPE        | STATUS    |
|---------------------------|-------------|-----------|
| ▼ 01/12/2020 - 14/12/2020 | Holidays    | SUBMITTED |
| ▼ 18/09/2020 - 19/09/2020 | Home office | DECLINED  |
| ▼ 15/09/2020 - 17/09/2020 | Holidays    | ACCEPTED  |
| ▲ 09/09/2020 - 10/09/2020 | Sickness    | SUBMITTED |

+ ADD ATTACHMENT

Pete Taylor submitted time off. (2 days) Yesterday  
Unwell

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

Addas Inc.

To dos

My to dos

Due

All

Status

Open

Group by

- No grouping -

List the key attributes that will make someone a top-performer in the role at your company

Friday

Asignee: Albert Bishop

Workflow: Employee update

Employee: Pete Taylor

Systematize interview feedback

06/10/2020

Asignee: Anna Johnson

Workflow: Employee update

Employee: Pete Taylor

Fix the Sales Campaigns security bug

Tomorrow

Asignee: Sandra Brown

Workflow: Employee update

Employee: Pete Taylor

Review the internal pull request process

26/09/2020

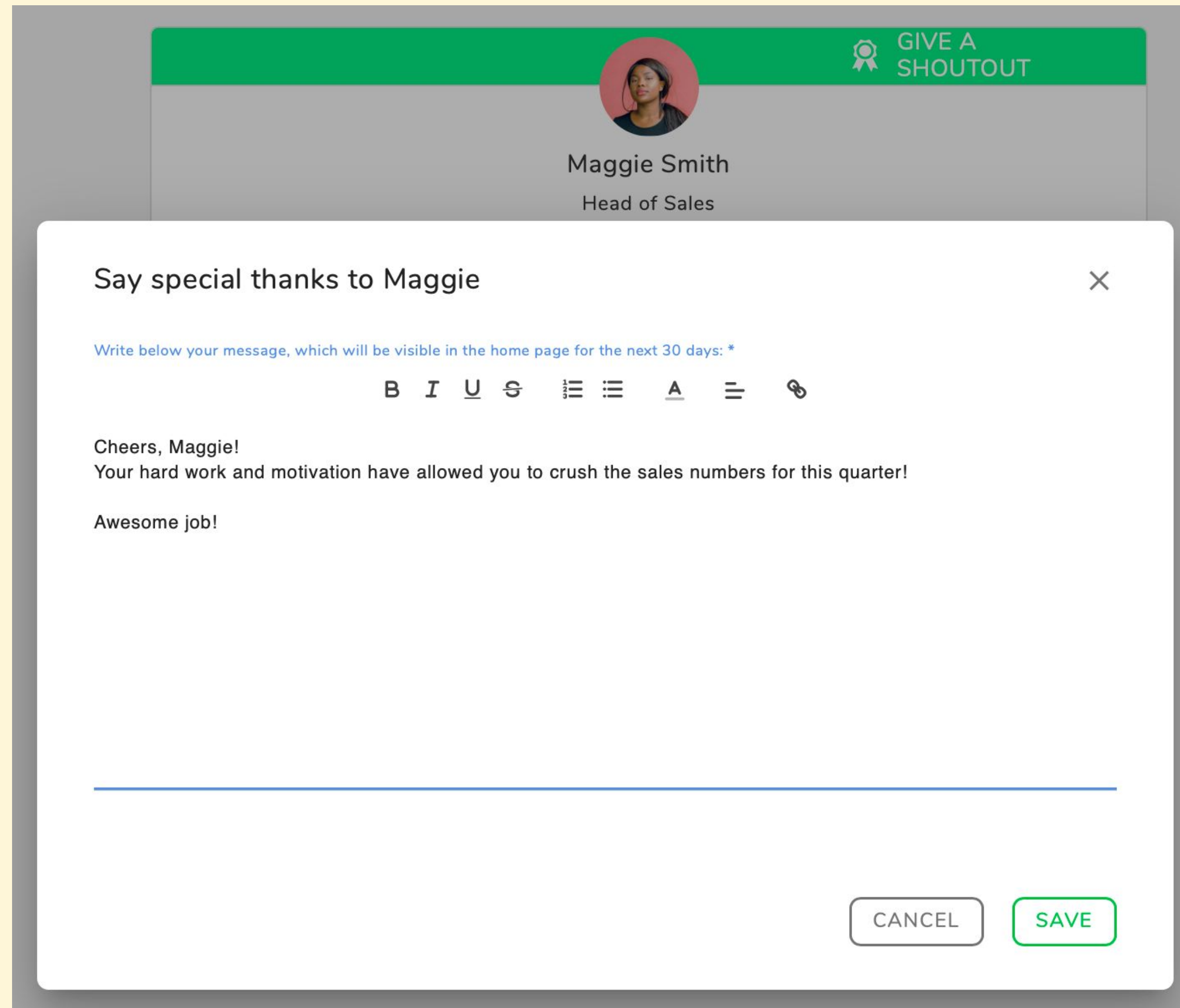
Asignee: Pete Taylor

Workflow: Employee update

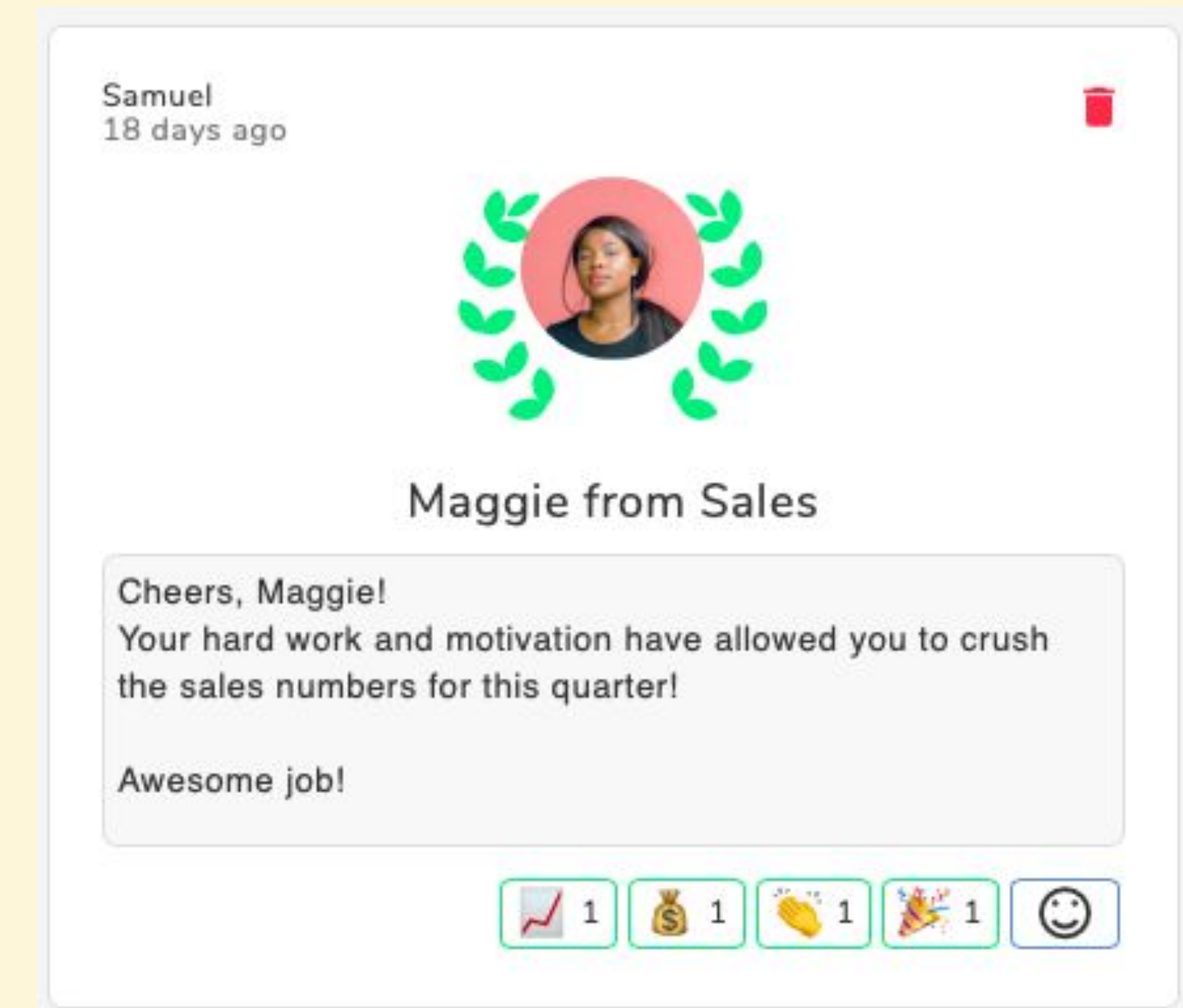
Employee: Pete Taylor

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

# Give a Shout-out



The screenshot shows a user profile for Maggie Smith, Head of Sales. A green banner at the top of the profile says "GIVE A SHOUTOUT" with a ribbon icon. Below the banner is a modal window titled "Say special thanks to Maggie". The modal contains a text area with a rich text editor toolbar (bold, italic, underline, link, list, link, text color, background color, unlink). The text entered is "Cheers, Maggie! Your hard work and motivation have allowed you to crush the sales numbers for this quarter! Awesome job!". At the bottom of the modal are "CANCEL" and "SAVE" buttons.



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

The screenshot shows the 'Attendance' tab selected in the top navigation bar. The dashboard displays the following information:


- Employee:** Martin Shells, Head of tech
- Month:** April 2021
- Hours summary:**
  - Tracked so far: 20h 30min
  - Expected (01/04 - 27/04): 136h 0min
  - Expected this month: 160h 0min
- Overtime:**
  - Starting balance: +173h 0min
  - Earned this month: -115h 30min
  - Current balance: +64h 30min
- Attendance Log:**

| Date | Day      | Expected         | Start | End   | Break | Comment | Location |
|------|----------|------------------|-------|-------|-------|---------|----------|
| 22   | Thursday | Expected 8h 0min | 09:00 | 18:00 | 01:00 |         | 8h 0min  |
| 23   | Friday   | Expected 8h 0min | 09:00 | 14:00 | 00:30 |         | 4h 30min |
| 24   | Saturday | Expected 0h 0min |       |       |       |         | 0h 0min  |

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



Addas Inc.


Employee

Public profilePersonalAttendanceCompensationPayrollPerformance



MONTHLY

DATE RANGE




Martin Shells  
Head of tech


< April 2021 >

ACTIONS


Hours summary



Tracked so far  
37h 30min



Expected (01/04 - 27/04)  
136h 0min



Expected this month  
160h 0min

Overtime

Starting balance

+173h 0min

Earned this month

-107h 30min

Current balance

+72h 30min

DETAILS

25

Expected 0h 0min

Start

→

End

Break

Comment

0h 0min

26

Monday  
Expected 8h 0min

Start  
09:00

→

End  
18:00

Break  
01:00

Comment

8h 0min

27

Tuesday  
Expected 8h 0min

+

09:00 ×

→

18:00 ×

Break  
01:--

Comment

SAVE

9h 0min

28

Wednesday  
Expected 8h 0min

Start

→

End

Break

Comment

0h 0min

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.



# Attendance – log your hours

My attendance

SEE ALL

OFF WORK

● 09:22

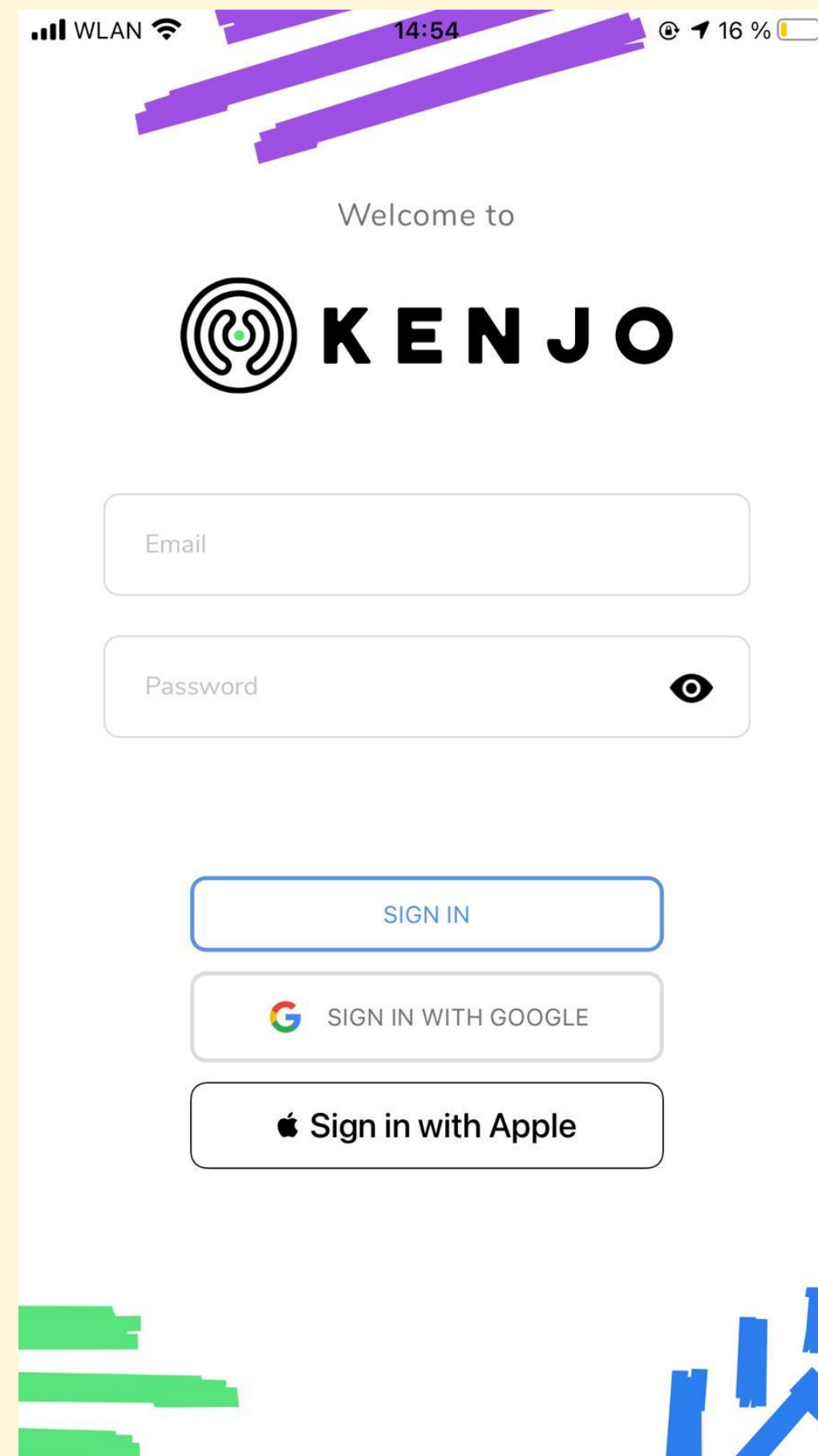
Click on the button below to start the count of your shift

CHECK IN

● IN --:-- ● OUT --:-- ☕ BREAK --:--

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.

# 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](#).



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