KENJO

Admin Handbook

kenjo.io

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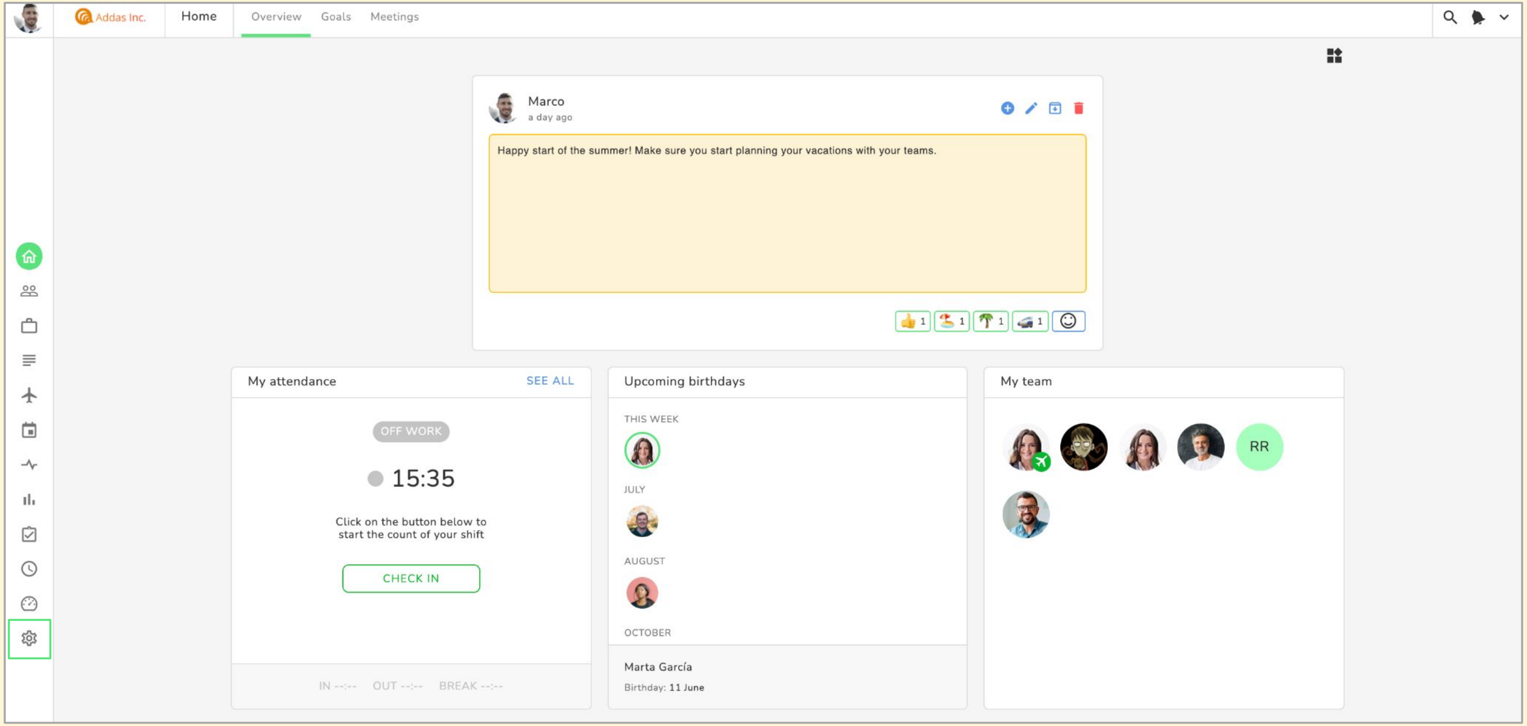
Introduction

As an HR Manager, it is important to understand all the things you can configure with the Settings on Kenjo. With this Handbook, we will walk you through all the tabs where you can set up to customize different functionalities of the software. Then, you will learn how to integrate these functionalities when creating an employee. Consider this as introductory information of our Settings.

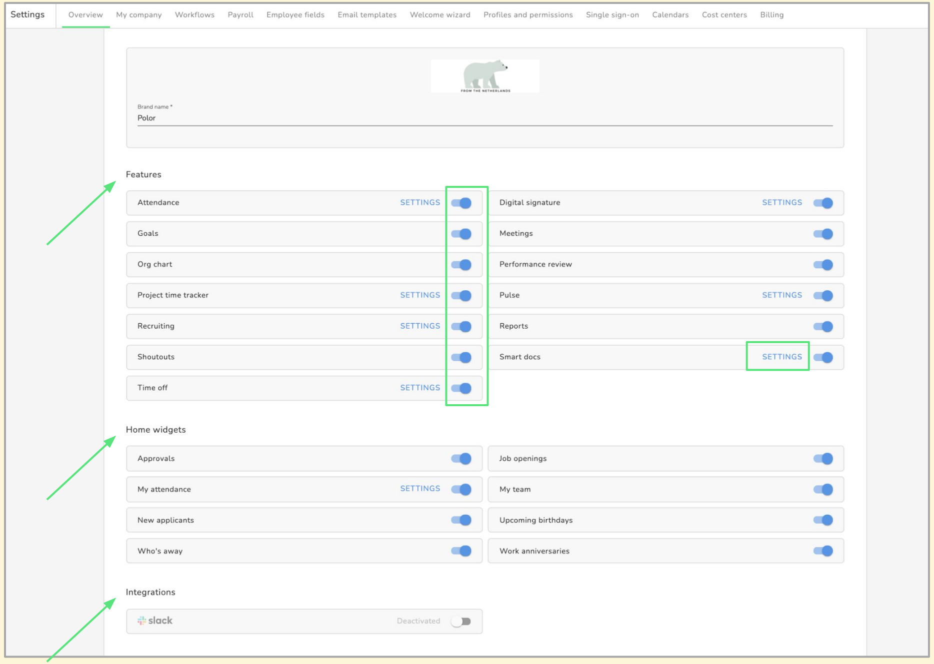
Bear in mind that this Handbook is only meant for Admins. Therefore, to really get the most value from it, you need to have the permissions to configure and customize all the features Kenjo offers.

To learn more about each feature, visit our **Helpcenter**.

Kenjo Settings



First, login into Kenjo with your credentials and go to **Settings** on the lower left side of the screen.

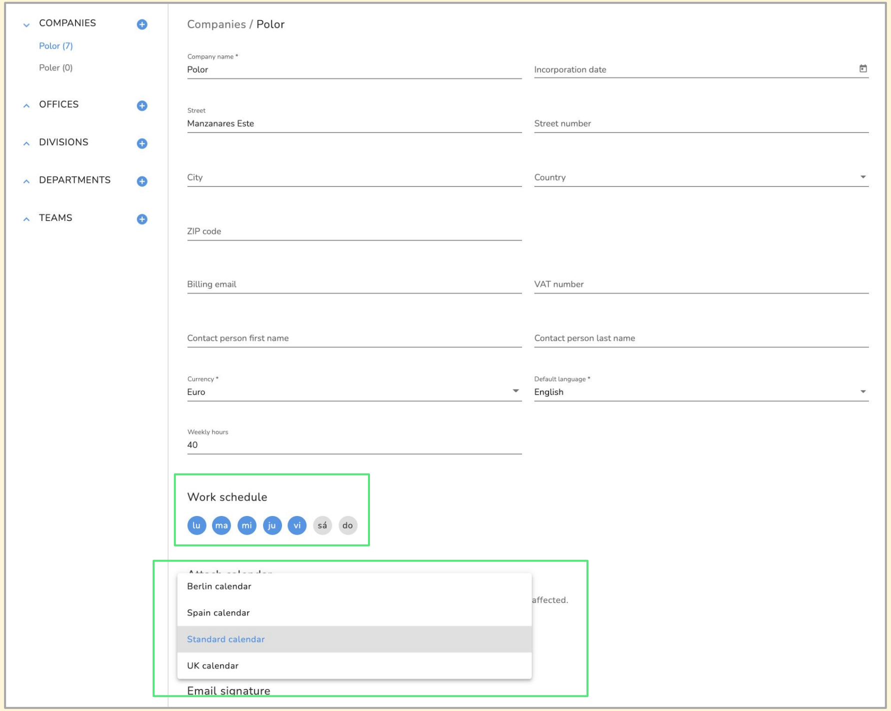


Overview

Under **Settings > Overview**, you will find three dashboards: **Features**, **Home Widgets**, and **Integrations**. This is the main place where you add your logo and company name. Here, you can also **enable or disable all things** Kenjo has to offer (depending on your plan), by turning the toggle on or off. Think about this section as the canvas where you paint how your employees will be able to interact with Kenjo.

If you disable a feature, employees will not be able to see it or use it, but the information will be kept. On the other hand, when you enable a feature, you will sometimes see a second option to further customize its settings.

01

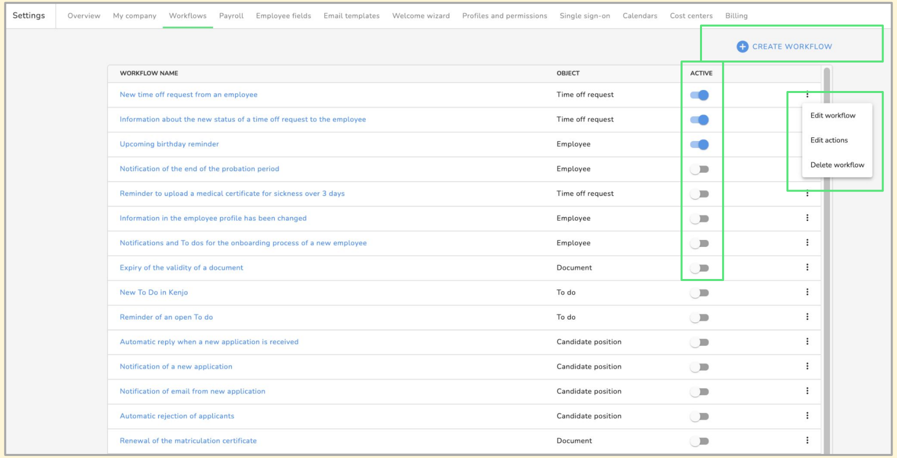


My company

Go to **Settings > My company** to build the structure of your company in Kenjo. You can add or edit the basic information related to your company, offices, divisions, departments, and teams. Add a **Work schedule** for each company. Take into account that this work schedule is the frame for the full-time equivalent (FTE) of each company. You can also add a **Calendar** and **Email signature**.

When you have multiple companies/offices, you can assign a related calendar to each of them. For example, you can assign the Berlin calendar to your Company/Office located in Berlin (see page 10 to learn how to create calendars).

02

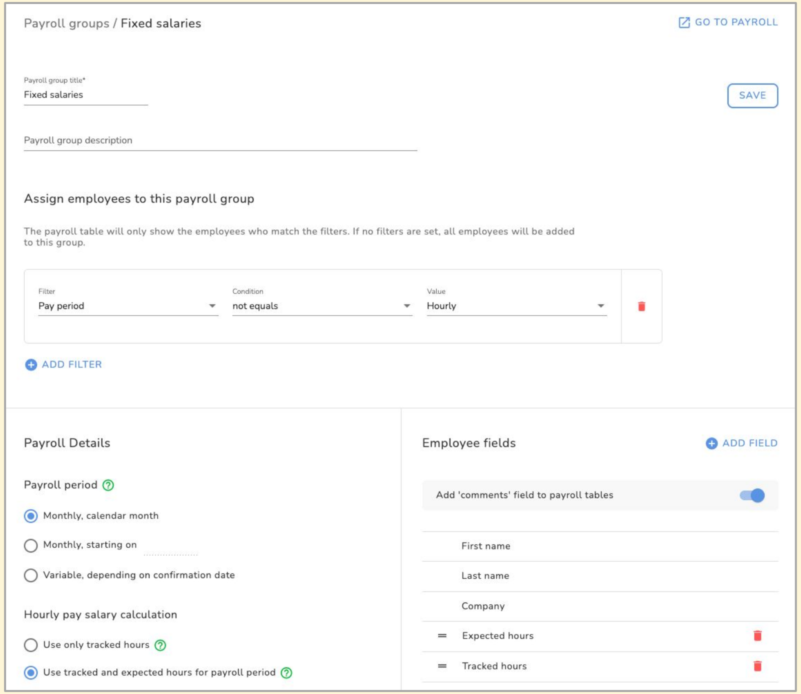


Workflows

Under **Settings > Workflows**, you are able to automate standard processes in your company, such as sending email notifications and assigning tasks. For example, you can create a workflow to send email notifications for birthdays.

In this dashboard, you can **create**, **edit** or **delete** current workflows. You can also **activate** or **deactivate** them by turning the toggle on or off. If the workflow is not active, then no action will trigger any reaction in the system. Therefore, only activate your workflows when you are sure everything is correctly configured, especially your email templates (see page 5).

When you create a new employee, you can trigger a workflow manually by going to **People > Employee profile > Personal** and clicking on **TRIGGER WORKFLOW** (see page 14). This is also a useful trick to test a workflow with your own profile before activating it to the rest of the company.

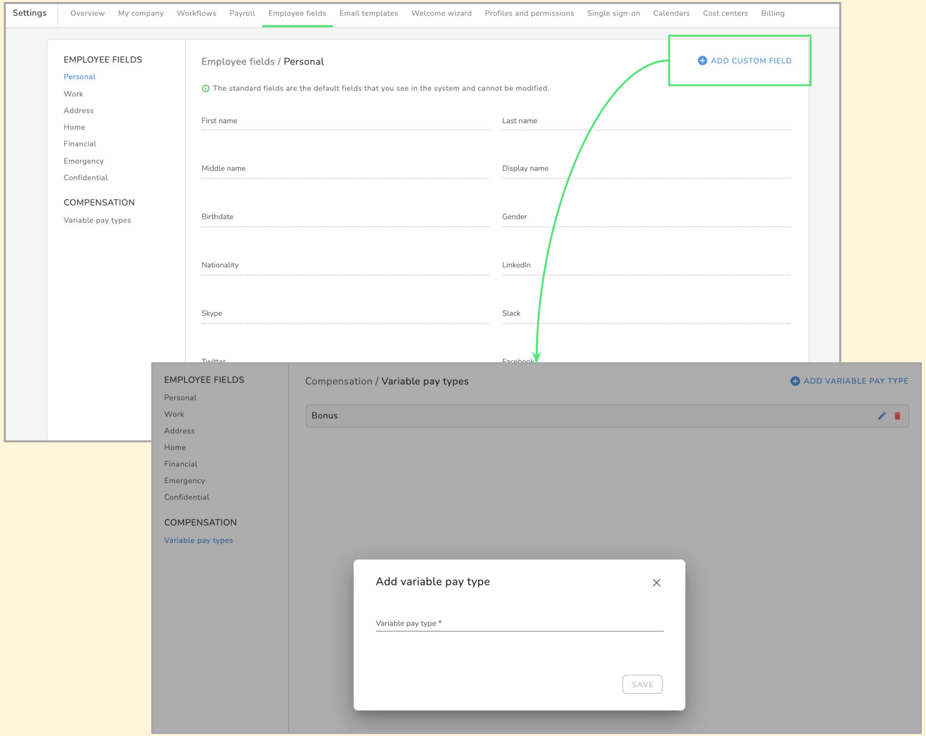


Payroll

Under **Settings > Payroll**, you can add different payroll groups and set up the configurations for each of them. The payroll groups are useful to separate between different types of employment (e.g. those with fixed salaries, variable salaries, etc.). For each group, assign a filter and then select what you want your exported file to look like.

Important: If you make any changes, always click **SAVE**.

You can export this file later under **People > Payroll** (see page 17).



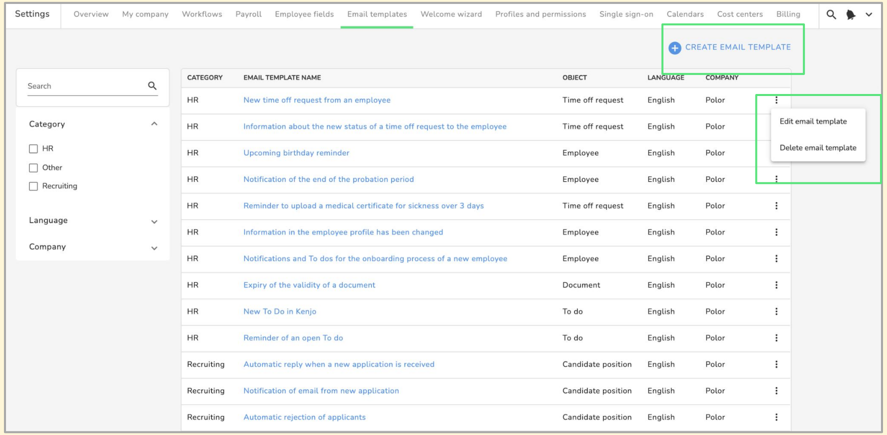
Employee fields

Under **Settings > Employee fields**, you have access to the fields you and/or your employees will fill out with their information for their Personal profile (see page 13). Kenjo offers standard fields that cannot be modified, but you can always create custom fields to meet your company's needs.

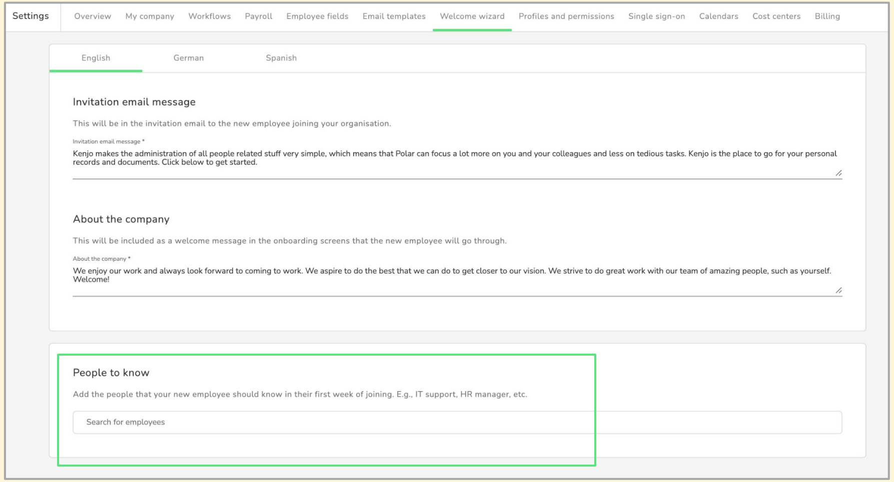
Take into consideration that you can personalize the visibility of Employee fields to certain profiles on Kenjo (such as the Variable pay types or Confidential fields). Always check these permissions under **Settings > Profile and permissions** (see page 8).

Email templates

Under **Settings > Email templates**, you can create new and edit existing Email templates. These constitute the automatic notifications that will be sent to your employees' email addresses when an action triggers a workflow. Therefore, this section is highly connected to the **Workflows** feature (see page 3).



If you want to notify an employee about something, always create an Email template for this notification. It's necessary that the Email templates are created **before** the Workflow, as you first define what you want to notify (email) and then under which conditions (workflow).

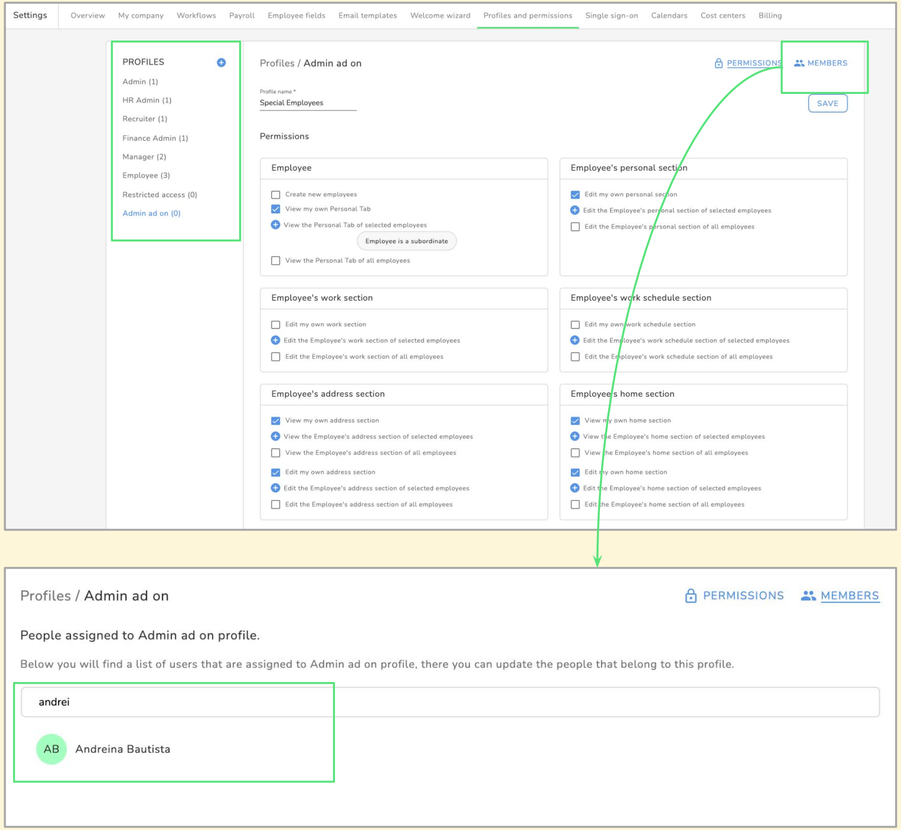


Welcome wizard

On **Settings > Welcome Wizard**, you can set up what your employees will see when they incorporate to Kenjo. It's possible to leave the default message or create your own. For example, you can include instructions to new joiners on what they need to do when they start using Kenjo. The user will get the message on the language you have selected for his or her profile (see page 13). Unfortunately, you cannot add attachments to your welcome wizard.

You can add yourself under **"People to know"** as you are the first point of contact for the user of the platform.

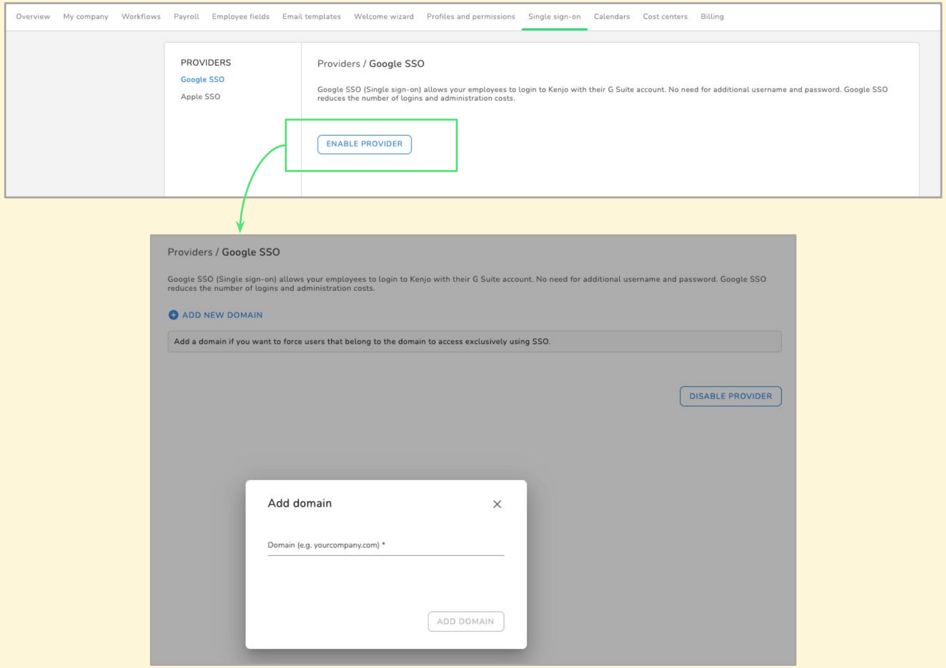
07



Profiles and permissions

Under **Settings > Profiles and Permissions**, you can check who is permitted to do or see what in the platform. Kenjo offers different default **Profiles** with assigned **Permissions,** that cannot be changed. For example, as the Admin, you have all the permissions assigned. Define which employees belong to these Profiles in the section **Members**. Use the Search bar to write their names. These employees will have the permissions that were defined for the profile.

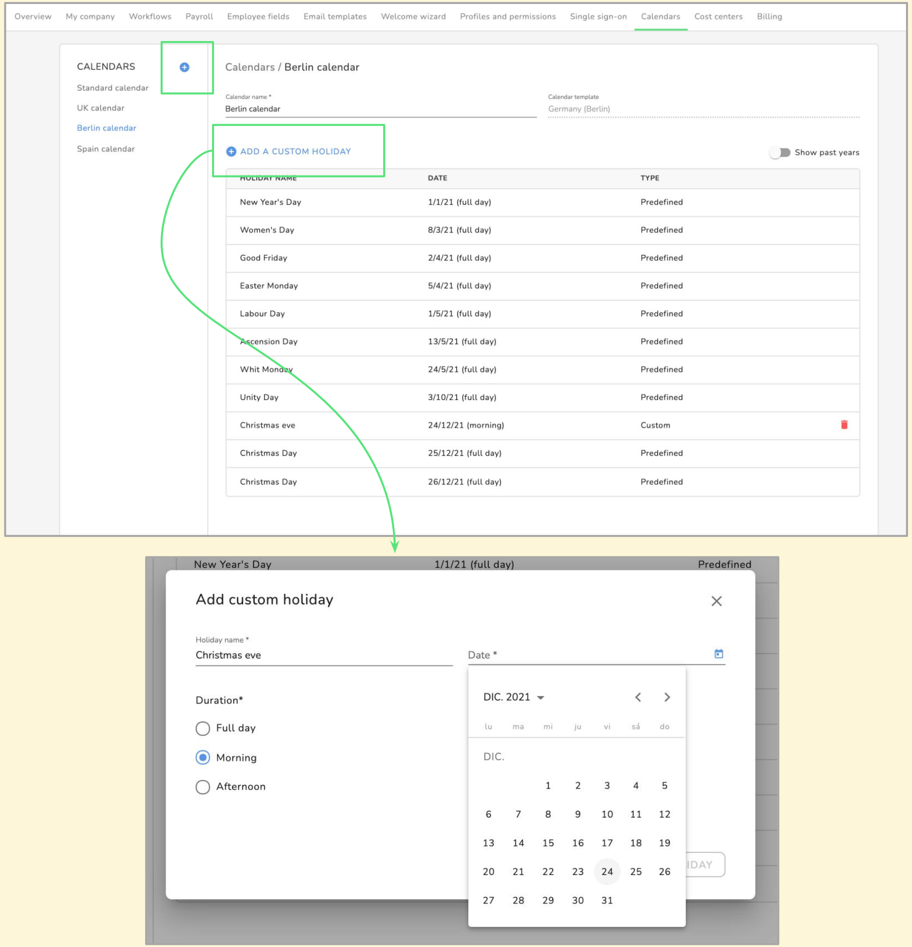
Under **Settings > Employee fields,** we talked about **Confidential fields** (see page 5). Note that, for example, the Profile "Employee" does not have the permission to see this information. However, you can always create another custom **Profile** and assign different permissions than those set up as default.



Single sign-on

Single sign-on allows you to add your company's domain for Google SSO, Apple SSO, and Microsoft SSO, so your employees can sign up with just one click. Click on **ENABLE PROVIDER**, followed by **(+) ADD NEW DOMAIN** to set this up.

Have in mind that the way users log in for the first time will stay for all the consecutive times. For example, if users choose to log in with Google SSO, then every time they open Kenjo, they will have to log in with these same credentials.

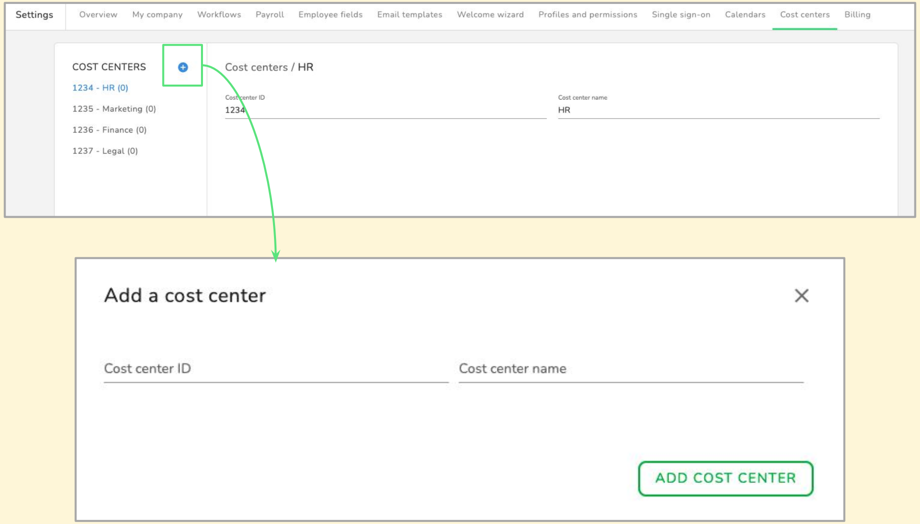


Calendars

Under **Settings > Calendars**, you can keep our standard calendar or add your local calendar by clicking on the **(+)** button next to **CALENDARS**. Add the name and choose the country. If you would like to create personalized holidays for each calendar, click on **(+) ADD A CUSTOM HOLIDAY.**

After creating your new calendars, you will be able to link them to your Company and/or Office by going to **Settings > My company** (see page 2).

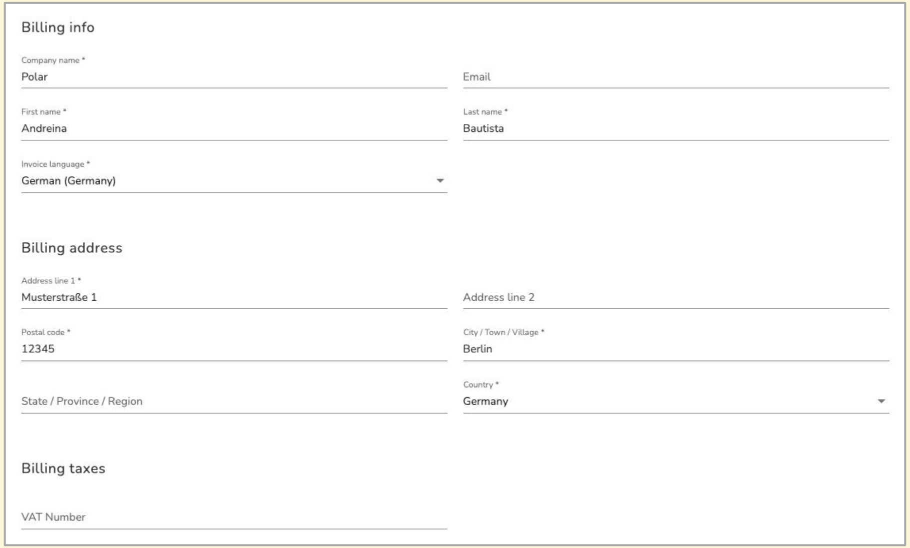
You can create customized vacation days for the different calendars that you have (and according to your Offices). For example, you can add **24/12 half day** for your calendar in Berlin and **24/12 full day** for your calendar in Spain. This will affect the time off and attendance (expected hours) from employees for both offices.



Cost centers

Define the different Cost centers of your company by going to **Settings › Cost centers**. Later, when you create an employee profile, you will be able to assign them a Cost center.

When you do the export of the payroll, the name of the cost center will be included (see page 4).

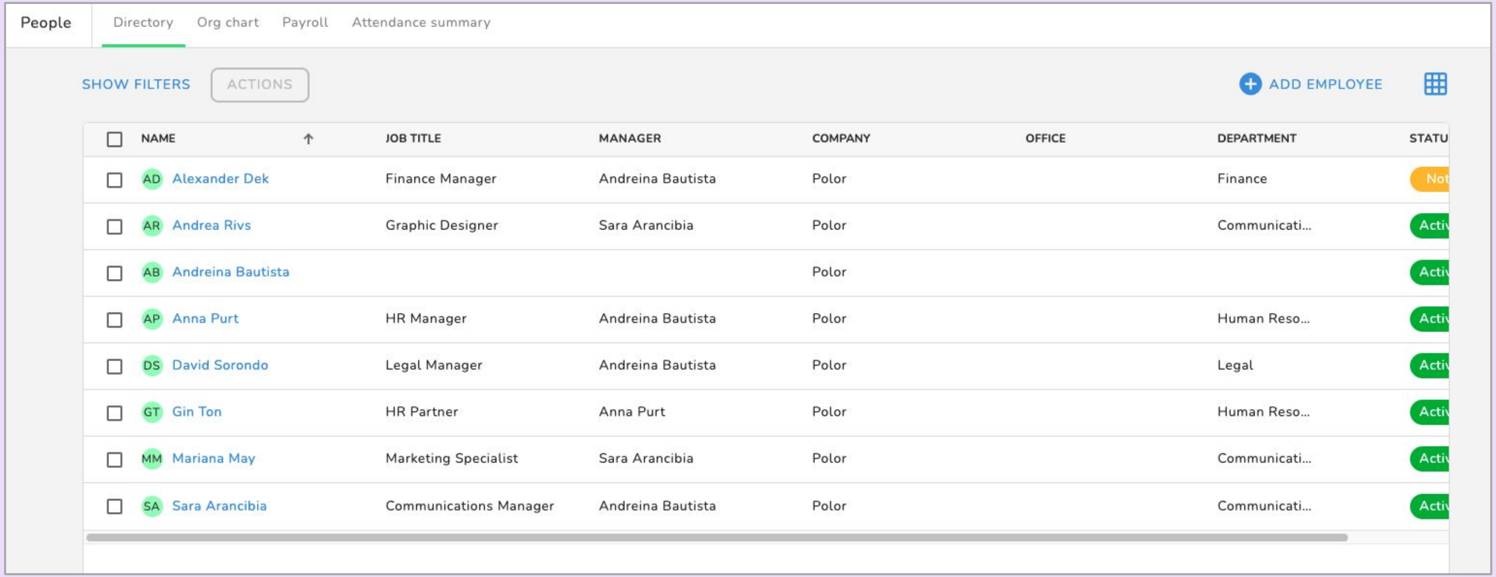


Billing

Finally, you can check the information corresponding to your billing by going to **Settings > Billing**. You can see an overview of your Current plans, as well as the Billing info, address, and payment method. Your invoices will also be added to this section every year or month.

The email address displayed here is the one to which invoices will be sent. Consider using a generic email address like invoices@company_name.com instead of a personal one.

Create an employee



Having defined all the settings, you can now learn how to create employees on Kenjo.

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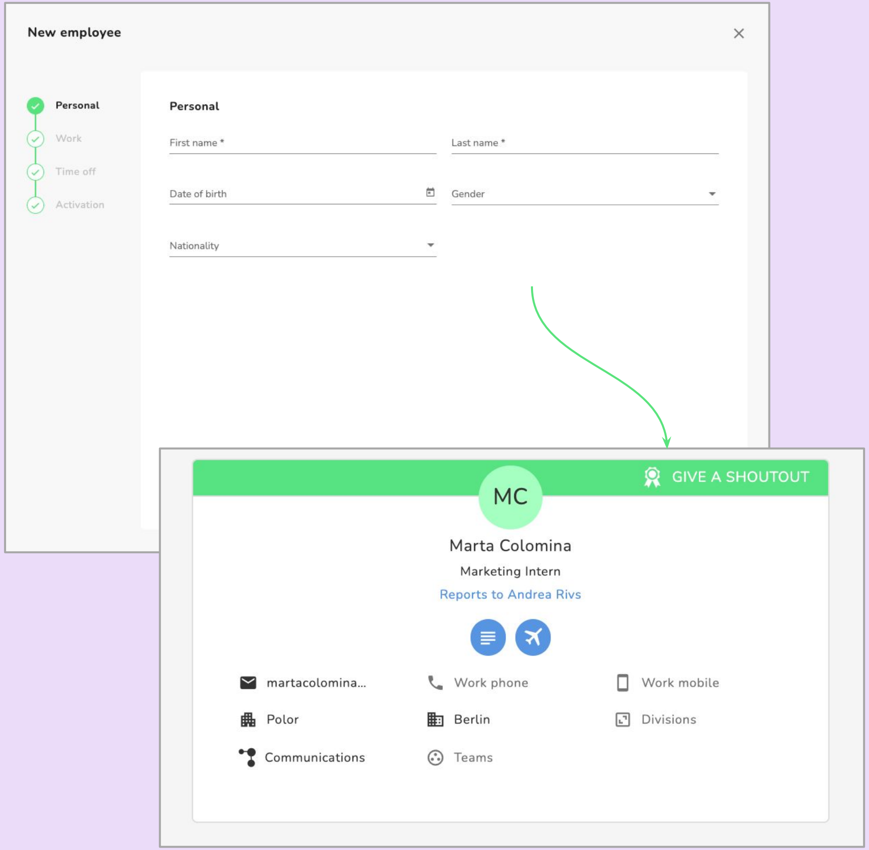
Public profile

1. Go to **People** › [Directory]() › **(+) ADD EMPLOYEE.**

2. Insert in the fields all the information related to this employee. You have four sections (Personal, Work, Time off and Activation). Fill in at least the required information. Click **CREATE EMPLOYEE**.

   Important: you can create employees and activate them immediately after, or wait until you have set up all their information. When you activate them, they will receive the welcome wizard (see page 7).

3. Once the employee has been created, you will be able to see the main information under the tab **Public Profile.**

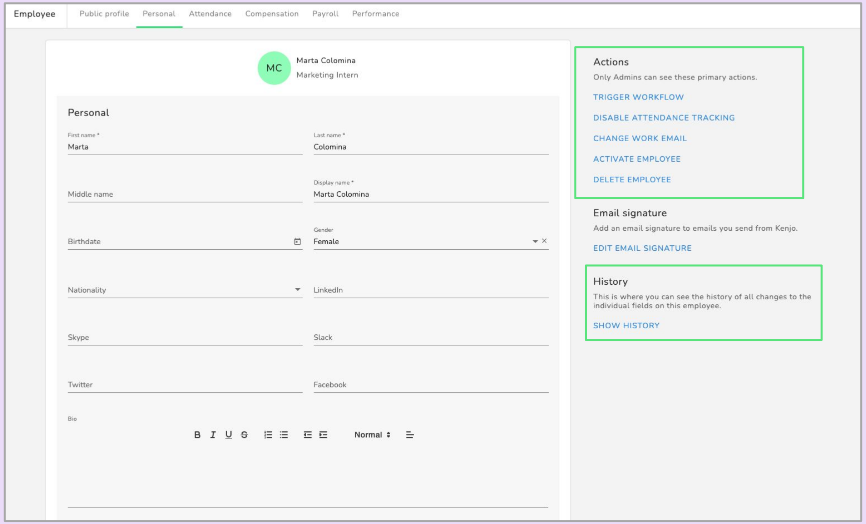


Personal

1. Go to **Employee › Employee Profile › Personal.**

2. Let your employee complete all the information corresponding to the sections Personal, Address, Home, Financial, and Emergency. You could create a workflow with a task for this that will be triggered on his or her start date (see page 3).

3. On the right side of the screen, you take several actions related to this employee. These actions are only visible for Admins and they are the following:
   - Trigger workflow
   - Disable attendance tracking
   - Change work email
   - Activate employee
   - Delete employee



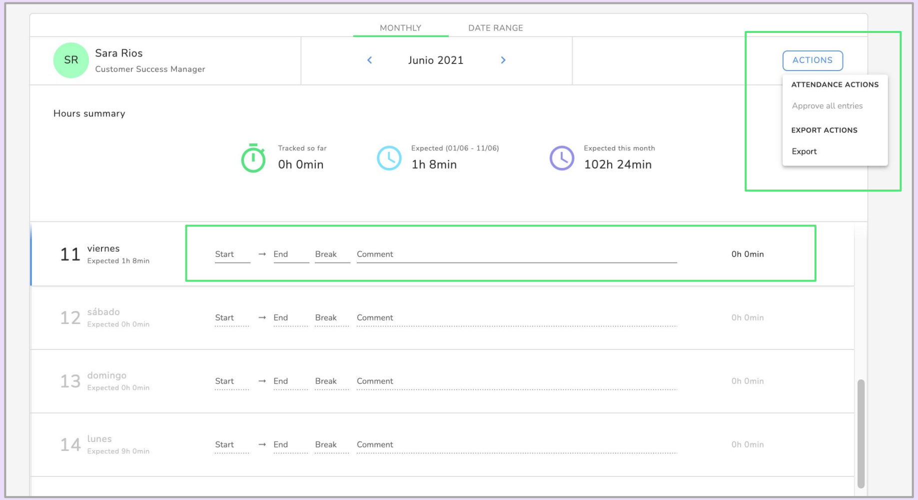
By clicking on **SHOW HISTORY**, you can see the history of all changes to the individual fields on this employee, including the person who changed the information and in which date. This is very helpful to spot some malfunctions.

Attendance

1. Go to **Employee > Employee profile > Attendance.**

2. This is where the attendance will be reflected once the employee starts working in the company. As an Admin, this is the place where you will be able to modify the attendance manually in case of a mistake.

3. Click on **ACTIONS** if you want to approve all entries or export the attendance.



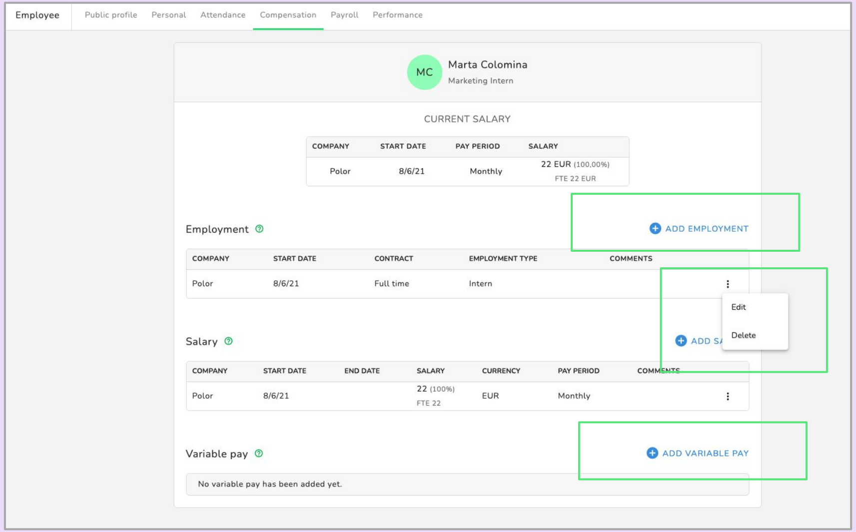
Compensation

1. Go to **Employee > Employee Profile > Compensation.**

2. Click on **(+) ADD EMPLOYMENT** to add the employment type, the contract, the start date.

3. Click on **(+) ADD SALARY** to add the start date and pay period. This section contains a history of fixed salaries or hourly wages.

4. If the employee has variable payment, click on **(+) ADD VARIABLE PAY**. To select the payment frequency choose between the options **ONCE** or **RECURRENT**. You can edit or delete all this information when needed.



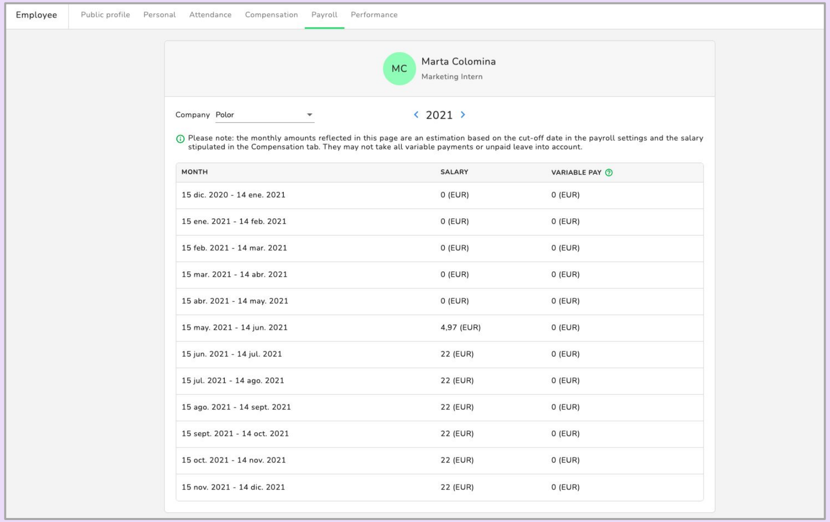
This information will be reflected at the end of the payroll cycle under **Employee > Payroll** (see page 17).

Payroll

1. Go to **Employee > Payroll.**

2. Under **Employee > Payroll** you can check the monthly amounts for the payroll of an employee.

3. Take into consideration that payroll is based on the cut-off date defined in **Settings > Payroll** (see page 4) and the salary stipulated in the **Compensation tab** (see page 16).



MONTH	SALARY	VARIABLE PAY
15 dic. 2020 - 14 ene. 2021	0 (EUR)	0 (EUR)
15 ene. 2021 - 14 feb. 2021	0 (EUR)	0 (EUR)
15 feb. 2021 - 14 mar. 2021	0 (EUR)	0 (EUR)
15 mar. 2021 - 14 abr. 2021	0 (EUR)	0 (EUR)
15 abr. 2021 - 14 may. 2021	0 (EUR)	0 (EUR)
15 may. 2021 - 14 jun. 2021	4,97 (EUR)	0 (EUR)
15 jun. 2021 - 14 jul. 2021	22 (EUR)	0 (EUR)
15 jul. 2021 - 14 ago. 2021	22 (EUR)	0 (EUR)
15 ago. 2021 - 14 sept. 2021	22 (EUR)	0 (EUR)
15 sept. 2021 - 14 oct. 2021	22 (EUR)	0 (EUR)
15 oct. 2021 - 14 nov. 2021	22 (EUR)	0 (EUR)
15 nov. 2021 - 14 dic. 2021	22 (EUR)	0 (EUR)

This information may not take all variable payments or unpaid leave into account.

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If you need more help, visit our Help Center
or send us an email at support@kenjo.io