TESSERACT ERP · USER MANUAL

HR: employees, leave and attendance

Keep your team's records in one place, handle leave requests with approvals, and mark daily attendance.

Before you start

1. Open **HR** → **HR settings**.
2. Choose your weekend days, add departments and designations, and review the leave types (for example Annual, Sick, Casual) and how many days each gives per year.
3. Add public holidays for the year.

Employees

1. Open **HR** → **Employees** and click **New employee**.
2. Enter the name, contact details, department, designation, manager and joining date.
3. Personal and bank details are only visible to people with HR permissions.
4. Link the employee to their sign-in account so they can request leave and see their payslips.

Leave

For employees: open **My leave**, see your balances, and click **Request leave**. Choose the type and the dates (a half day is possible for single days).

For managers and HR: requests waiting for you appear in **HR** → **Leave**. Approve or reject them; the employee is notified either way. Managers decide for their own team; HR can decide for everyone.

Balances update automatically, and weekends and holidays are not counted.

Attendance

1. Open **HR** → **Attendance** and pick the date.
2. Mark each employee present, late, half day or absent, with optional check-in and check-out times.

3. The month summary shows days present, late and absent per person. Payroll uses it to pro-rate salaries.

Tips

- Set each employee's manager so leave requests reach the right person.
- Export the employee list or attendance to Excel for audits.