

Weaf HR

Human Resource & Payroll Management System

System Documentation

A complete guide to the platform, from the public website to payroll

Document	Weaf HR System Documentation
Covers	100 screens across 16 modules
Application	Weaf HR (Weaf Payroll System)
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These three lists are Word fields. If they look out of date, select all (Ctrl+A) and press F9, then choose "Update entire table".

Part I — Introduction

1. About This Document

1.1 Who this is for

This manual assumes no prior knowledge of Weaf HR. It starts at the public website, walks through creating a company and signing in, and then covers every page of the application in the order someone setting the system up would meet them. A reader who follows it from the beginning will be able to run the system; a reader who already knows it can use the contents pages to jump to one screen.

1.2 How this document was produced

Every screenshot was captured from the running system at <https://weafpayroll.weafcompany.com>, and the details quoted in the text — page titles, table columns, button labels and form fields — were read from those same pages rather than from the source code. Where a page is configurable and an administrator has changed it, the live page is treated as correct.

The screens shown belong to a demonstration company, so the names, salaries and other details in them are fictitious. The structure around that data is real.

1.3 How to read the figures

Screenshots are marked up. A crimson outline identifies the element being discussed and a numbered crimson badge sits on its corner; the numbered list under the figure explains the marked elements in the same order. Crimson appears nowhere in the product's own palette, so an annotation can never be mistaken for part of the interface.

Captures were taken on a desktop screen. The system is responsive: on a narrow screen the sidebar collapses behind a menu button and multi-column layouts stack. The content is the same; only its arrangement changes.

Note: Instructions in this manual never include a final confirmation of anything destructive. Where a screen can delete or approve, the manual says so but stops short of walking you through it.

2. What Weaf HR Is

Weaf HR is a human resource and payroll platform for a company and its staff. It holds the record of who works for you, what they are paid, when they are at work, when they are on leave, how they are performing, and everything that happens between joining and leaving.

It is multi-company by design: each company's data is separate, and a company signs up for its own account rather than being created by an administrator. The public website in chapter 3 is the front door to that sign-up.

2.1 The modules

The sidebar groups the system into modules. This manual devotes a chapter to each, in the order they are usually set up:

Table 1: The modules of Weaf HR and where each is documented

Module	What it covers	Chapter
Staff	Logins and permissions	7
HR Management	Branches, departments, designations, employees	8, 9
Leave Management	Leave types, policies, applications, balances	10
Attendance / Time Tracking	Shifts, records, corrections, project hours	11
Payroll Management	Components, salaries, runs, payslips, advances	12
Recruitment	Postings, candidates, interviews, offers, onboarding	13
Performance	Indicators, goals, review cycles, reviews	14
Training	Programmes, sessions, employee assignments	15
Asset Management	Asset register, assignment, depreciation	16
Contract Management	Contract types, templates, agreements	17
Document Management	Documents, templates, acknowledgements	18
Meetings and Calendar	Meetings, minutes, action items	19
Employee lifecycle	Awards, promotions, transfers, discipline, exits	20
Administration	Settings, plans, referrals, the public site	21
Developer	API tokens, webhooks, the API reference	22

2.2 Users, employees, and the difference

One distinction causes more confusion than any other, so it is worth settling before anything else.

- **A user** — is a login: an email address, a password and a role that says what they may do.
- **An employee** — is an HR record: a person the company employs, with a department, a salary and a leave balance.

They are related but not the same. A worker who never touches a computer is an employee with no user. An external accountant may be a user who is not an employee. Creating one does not create the other, and chapter 7 covers users while chapter 9 covers employees.

Part II — Getting Started

3. The Public Website

The welcome page is served at the root of the application and is the only screen a visitor sees before deciding whether to register. It has three jobs, in order: explain what the product does, give enough evidence to believe it, and route the visitor onward — into registration, into an existing account, or into a conversation.

3.1 The page at a glance

The page is built from thirteen stacked sections and runs to roughly 11,354 pixels at desktop width. The figure below shows the whole page reduced to fit, with each section numbered down the left margin.

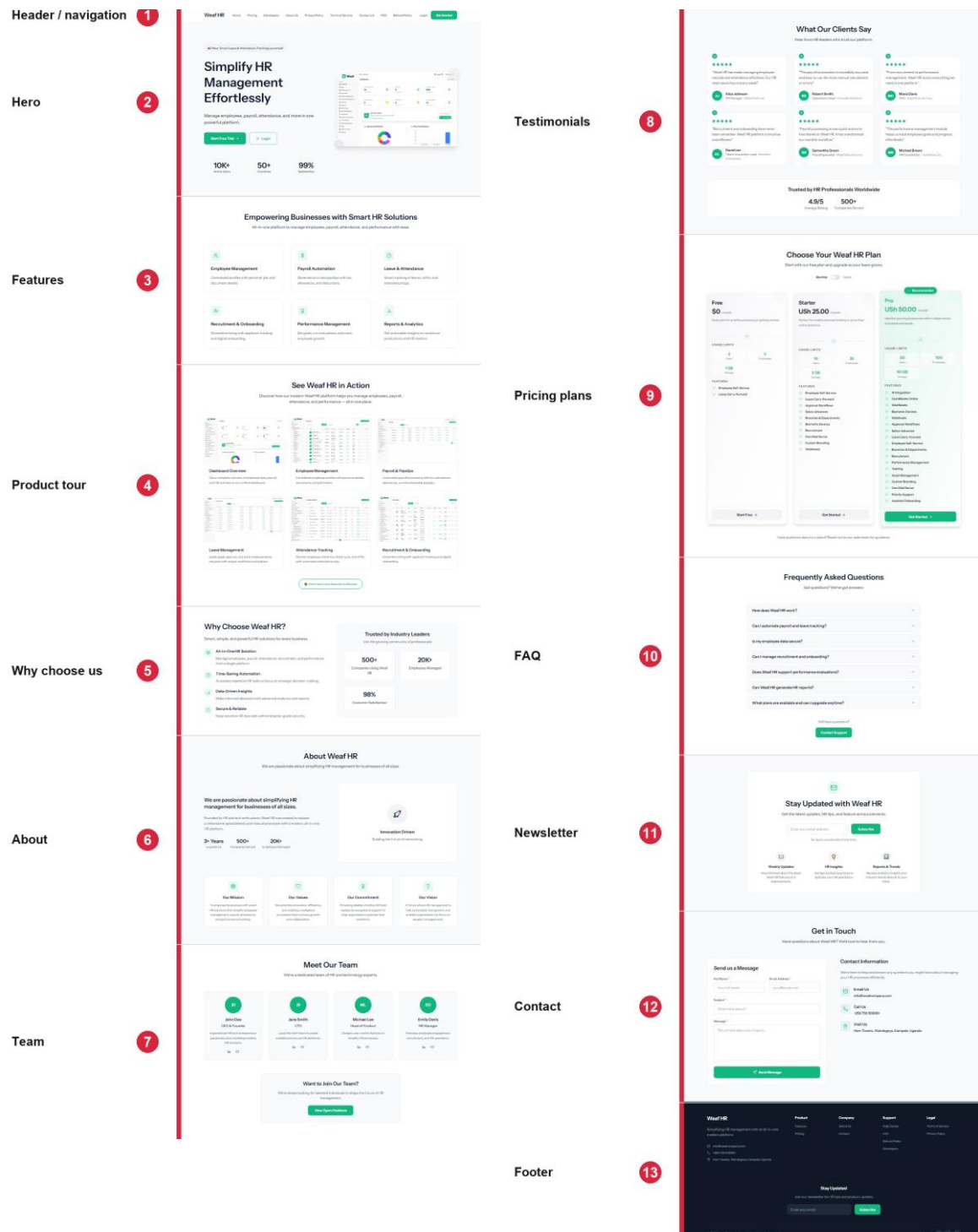


Figure 1: The complete welcome page in two columns, reading left to right, with its thirteen sections numbered

Table 2: The thirteen sections of the welcome page, in order

#	Section	What it does
1	Header / navigation	Fixed bar with the brand, navigation and account actions.
2	Hero	Headline, calls to action and a product preview.
3	Features	Six cards naming the main capabilities.
4	Product tour	Captioned screenshots of the application.
5	Why choose us	Four differentiators and a trust panel.
6	About	Company background, mission, values and vision.
7	Team	The people behind the product.
8	Testimonials	Customer quotes and an aggregate rating.
9	Pricing plans	Subscription tiers with a billing toggle.
10	FAQ	Seven expandable questions.
11	Newsletter	Email capture for announcements.
12	Contact	Enquiry form and contact details.
13	Footer	Grouped links, social links and copyright.

3.2 Header and navigation

The header is fixed to the top of the window and stays visible as the visitor scrolls, so the two account actions are always one click away. It carries the brand on the left, the navigation in the centre and the account actions on the right.

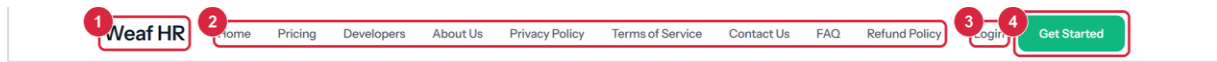


Figure 2: The header and navigation section

- 1 **Brand wordmark** — the company name or logo, linking back to the top. Set from the landing page settings.
- 2 **Primary navigation** — in-page anchors and standalone pages. The anchors scroll; the rest navigate.
- 3 **Login** — sends an existing user to the sign-in screen.
- 4 **Get Started** — the registration route, shown only when the platform runs in multi-company mode.

3.3 Hero

The hero fills the first screen: a headline stating the proposition, a supporting line naming the areas covered, two actions — register or sign in — three statistics used as proof, and a screenshot of the real dashboard.

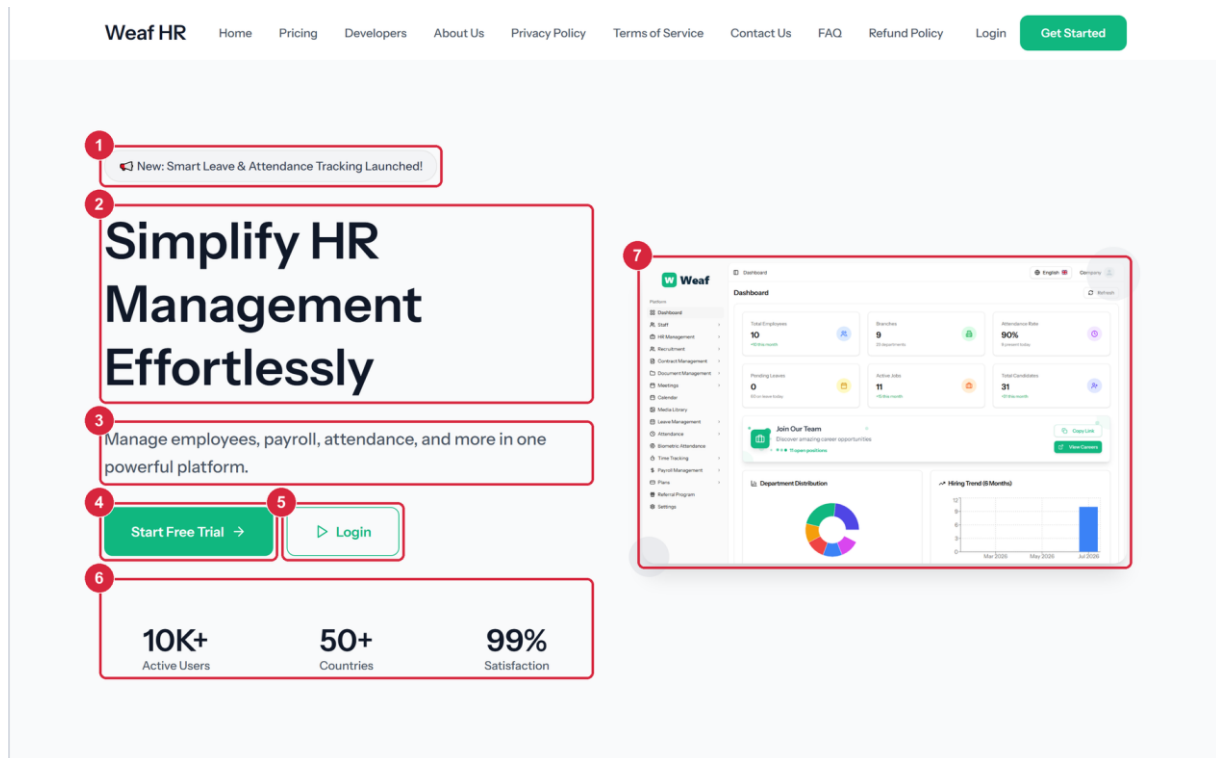


Figure 3: The hero section

- 1 Announcement pill** — an optional one-line notice for the most recent release. Left empty, it disappears.
- 2 Headline** — the main proposition, and the page's only level-one heading.
- 3 Supporting line** — one sentence naming the areas the platform covers.
- 4 Primary action** — the conversion route into registration.
- 5 Secondary action** — the route for people who already have an account.
- 6 Proof statistics** — three configurable figures used as social proof.
- 7 Product preview** — a screenshot of the real dashboard, so the first impression is the product rather than an illustration.

3.4 Features

Six cards summarising what the platform does, each with an icon, a name and a single sentence. The intent is scannability; the detail belongs to the tour that follows.

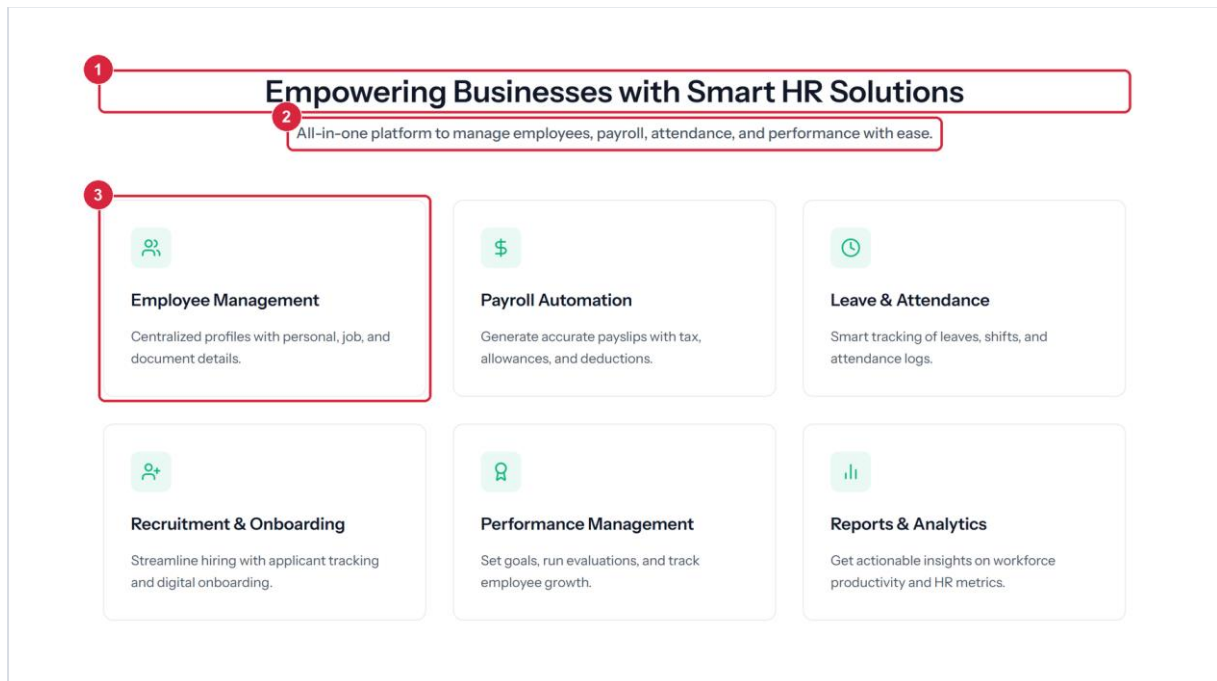


Figure 4: The features section

1 section heading · 2 section subtitle · 3 feature card

3.5 Product tour

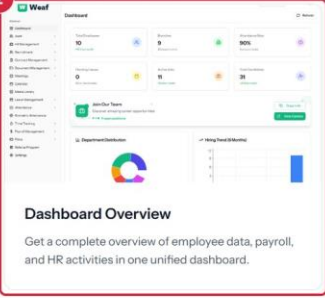
Where the features section asserts, this one shows: six captioned screenshots of the working application, each labelled with the module it comes from.

1

See Weaf HR in Action

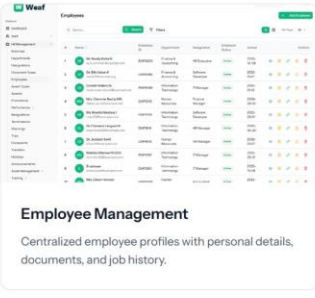
Discover how our modern Weaf HR platform helps you manage employees, payroll, attendance, and performance — all in one place.

2



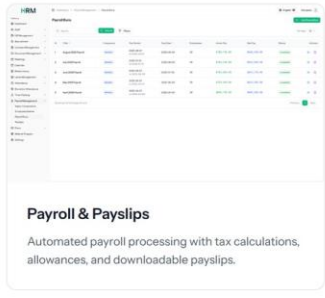
Dashboard Overview

Get a complete overview of employee data, payroll, and HR activities in one unified dashboard.



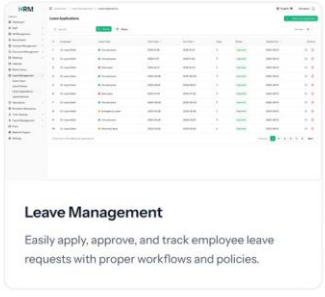
Employee Management

Centralized employee profiles with personal details, documents, and job history.



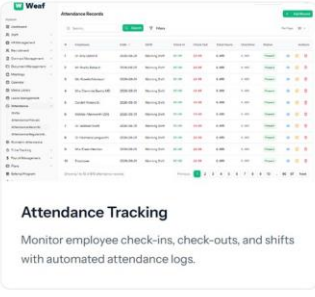
Payroll & Payslips

Automated payroll processing with tax calculations, allowances, and downloadable payslips.



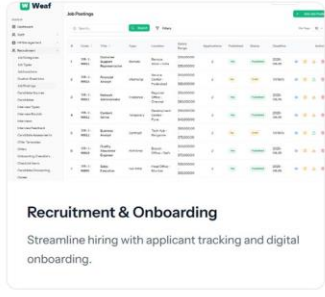
Leave Management

Easily apply, approve, and track employee leave requests with proper workflows and policies.



Attendance Tracking

Monitor employee check-ins, check-outs, and shifts with automated attendance logs.



Recruitment & Onboarding

Streamline hiring with applicant tracking and digital onboarding.



Figure 5: The product tour section

1 section heading · 2 one captioned screen

3.6 Why choose us

Four differentiators beside a panel of adoption and satisfaction figures. This answers the comparison question rather than the capability question.

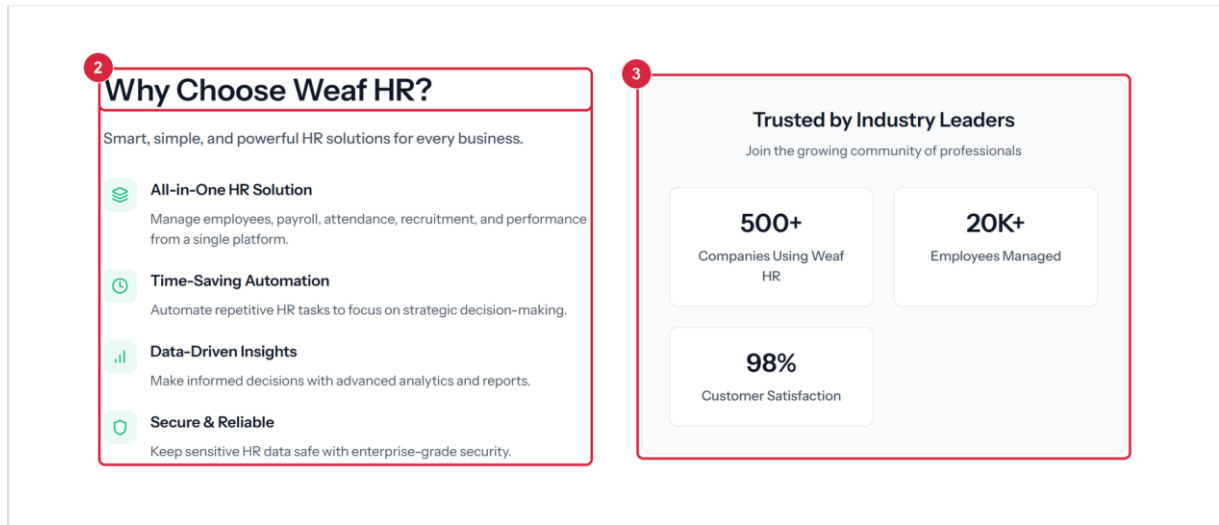


Figure 6: The why choose us section

1 section heading · 2 one differentiator · 3 adoption and satisfaction panel

3.7 About

The company rather than the software: how long it has operated, who it serves, and four statements covering mission, values, commitment and vision.

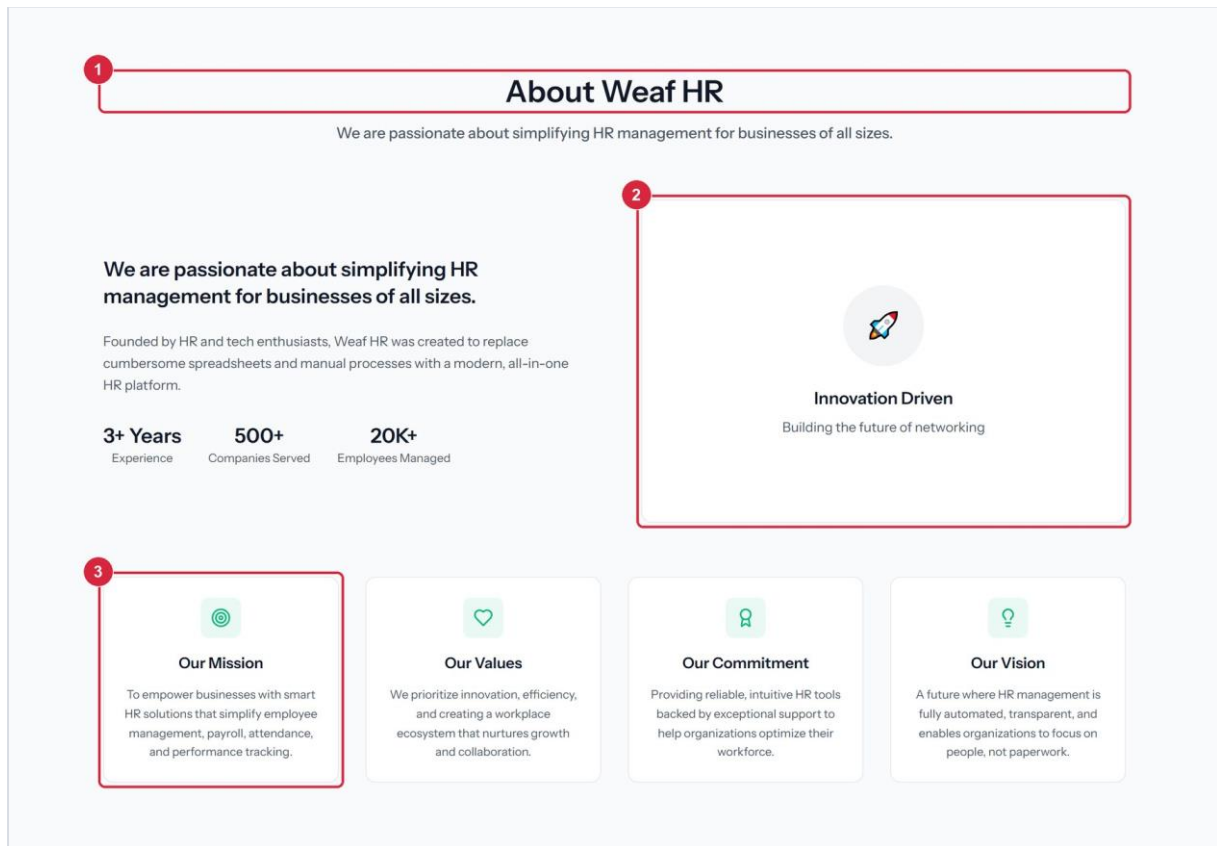


Figure 7: The about section

1 section heading · 2 highlight panel · 3 one of four value cards

3.8 Team

Named people with roles and photographs, followed by a recruitment prompt linking to open positions.

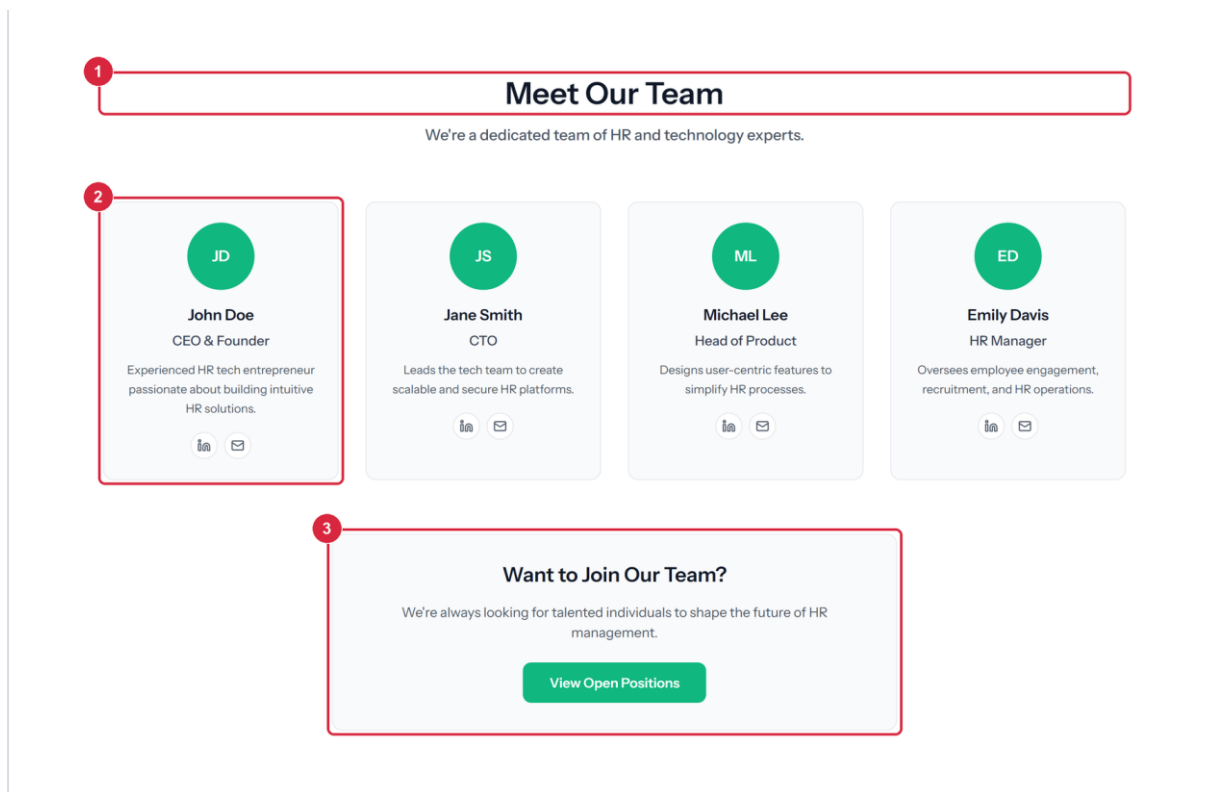


Figure 8: The team section

1 section heading · 2 a team member · 3 recruitment prompt

3.9 Testimonials

Customer quotes with star ratings and attributed authors, closing with an aggregate rating panel. These are records in the system, so they can be added or withdrawn without a release.

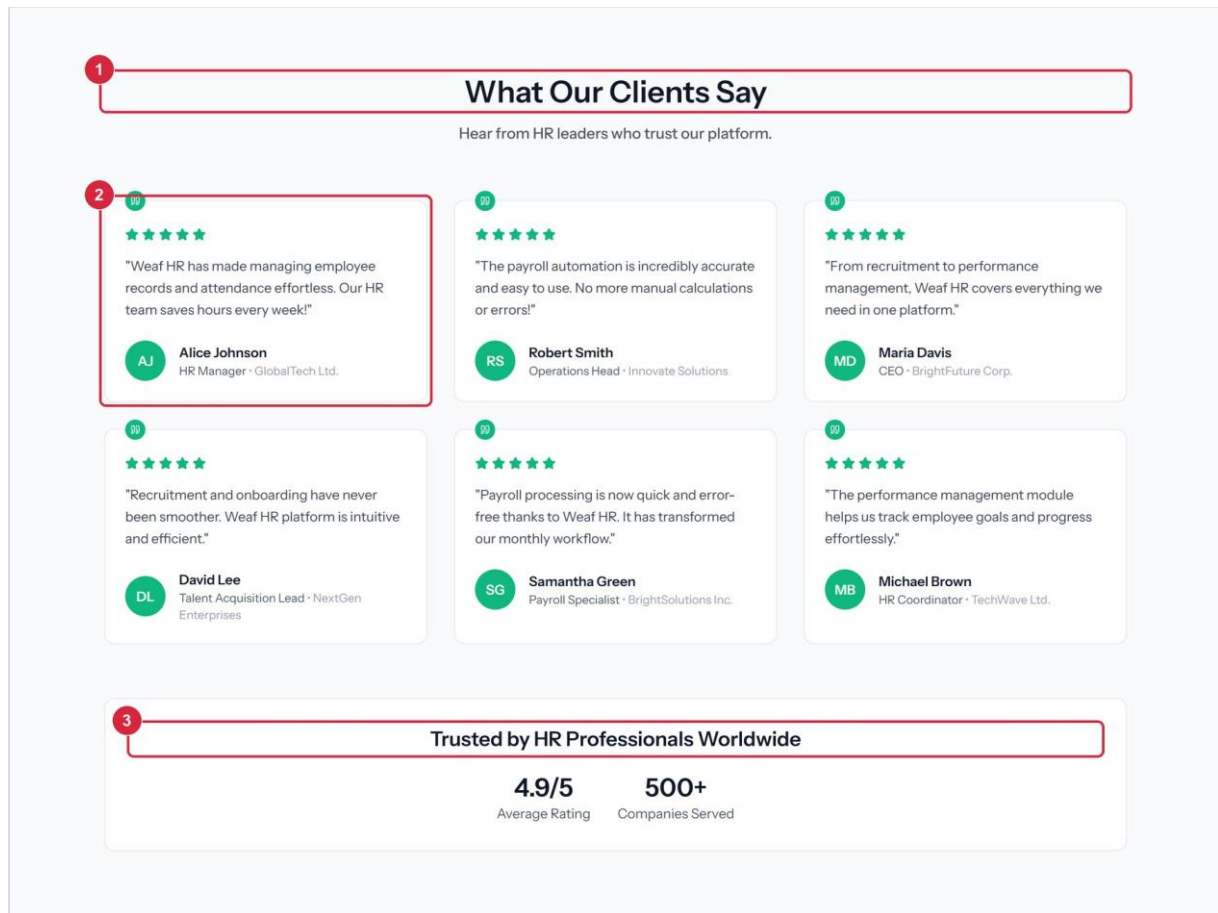


Figure 9: The testimonials section

1 section heading · **2** one testimonial · **3** aggregate rating

3.10 Pricing plans

Three plans side by side, with the recommended plan raised and badged. Each card states its price, the usage limits that define the tier, the features it unlocks and its own call to action. A toggle switches every price between monthly and yearly.

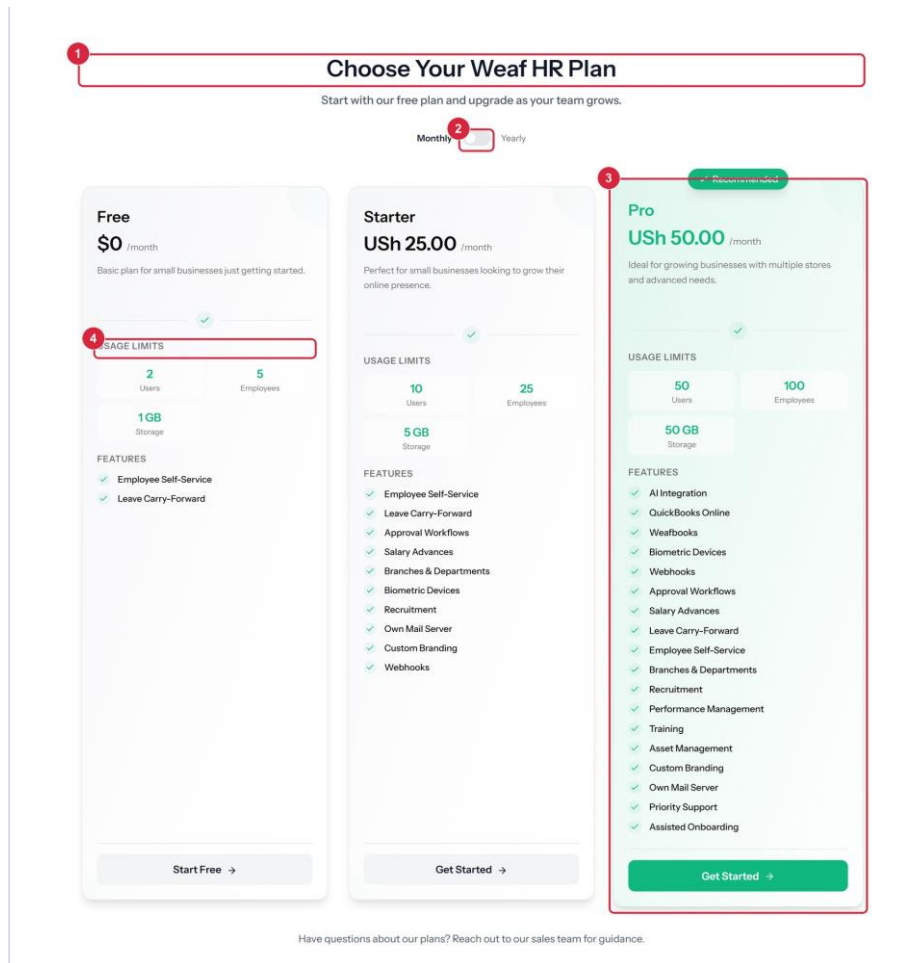


Figure 10: The pricing plans section

1 section heading · 2 billing period toggle · 3 the recommended plan · 4 usage limits

3.11 Frequently asked questions

Seven questions in an expandable list, collapsed by default, covering how the platform works, payroll and leave automation, data security, recruitment, appraisals, reporting and plan changes.

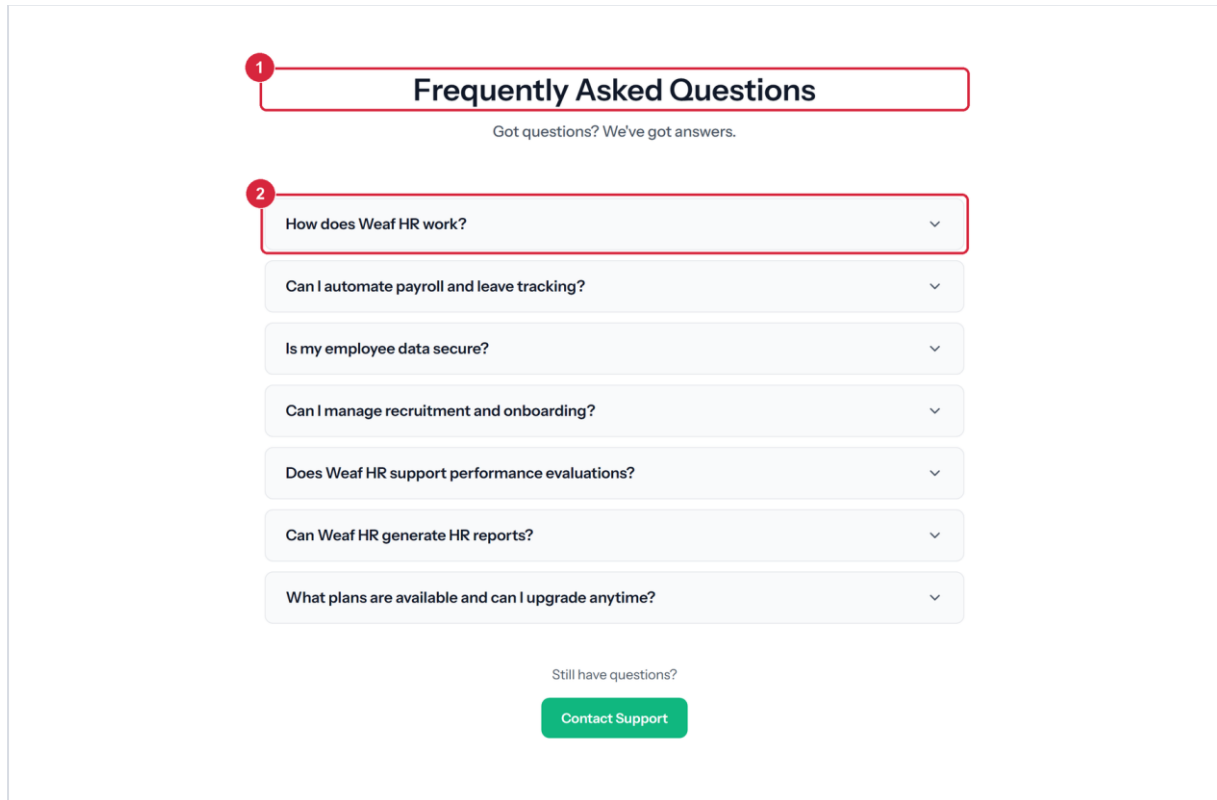
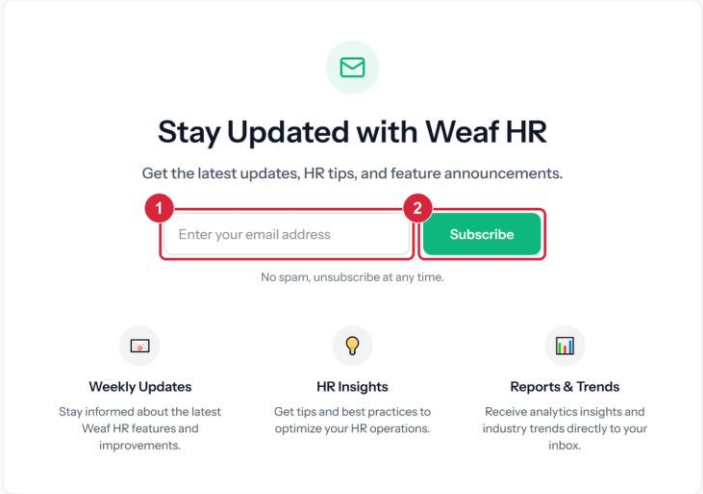


Figure 11: The frequently asked questions section

1 section heading · 2 one collapsed question

3.12 Newsletter

An email field and a subscribe button, with three lines describing what a subscriber receives. Submission is handled without leaving the page.



The newsletter section features a central white card on a light gray background. At the top of the card is a green envelope icon. Below it, the heading "Stay Updated with Weaf HR" is displayed in bold. Underneath the heading is the text "Get the latest updates, HR tips, and feature announcements." A red line with circular markers "1" and "2" highlights the input field and the "Subscribe" button, respectively. The input field contains the placeholder text "Enter your email address". Below the input field is the text "No spam, unsubscribe at any time." At the bottom of the card, there are three columns of content, each with an icon, a title, and a description:

- Weekly Updates** (Icon: Document with checkmark): Stay informed about the latest Weaf HR features and improvements.
- HR Insights** (Icon: Lightbulb): Get tips and best practices to optimize your HR operations.
- Reports & Trends** (Icon: Bar chart): Receive analytics insights and industry trends directly to your inbox.

Figure 12: The newsletter section

1 email field · 2 subscribe

3.13 Contact

An enquiry form beside the company's published contact details, so a visitor can choose between writing on the page and using their own email or telephone.

The contact section is titled "Get in Touch" (1). Below the title is a sub-heading: "Have questions about Weaf HR? We'd love to hear from you." The section is divided into two main columns. The left column, labeled "Send us a Message" (2), contains an enquiry form with fields for "Full Name" (placeholder: "Your full name"), "Email Address" (placeholder: "your@email.com"), "Subject" (placeholder: "What's this about?"), and "Message" (placeholder: "Tell us more about your inquiry..."). A green "Send Message" button is at the bottom. The right column, labeled "Contact Information" (3), contains a sub-heading "Contact Information" and a paragraph: "We're here to help and answer any questions you might have about managing your HR processes efficiently." Below this are three contact options: "Email Us" (info@weafcompany.com), "Call Us" (+256 756 508361), and "Visit Us" (Ham Towers, Wandegeya, Kampala, Uganda).

1 **Get in Touch**

Have questions about Weaf HR? We'd love to hear from you.

2 **Send us a Message**

Full Name * Email Address *

Your full name your@email.com

Subject *

What's this about?

Message *

Tell us more about your inquiry...

3 **Contact Information**

We're here to help and answer any questions you might have about managing your HR processes efficiently.

Email Us
info@weafcompany.com

Call Us
+256 756 508361

Visit Us
Ham Towers, Wandegeya, Kampala, Uganda

Figure 13: The contact section

1 section heading · 2 enquiry form · 3 published contact details

3.14 Footer

Five columns of links, a second subscribe box for visitors who reached the bottom without acting, social links and the copyright line. The Developers entry leads to the public API documentation.

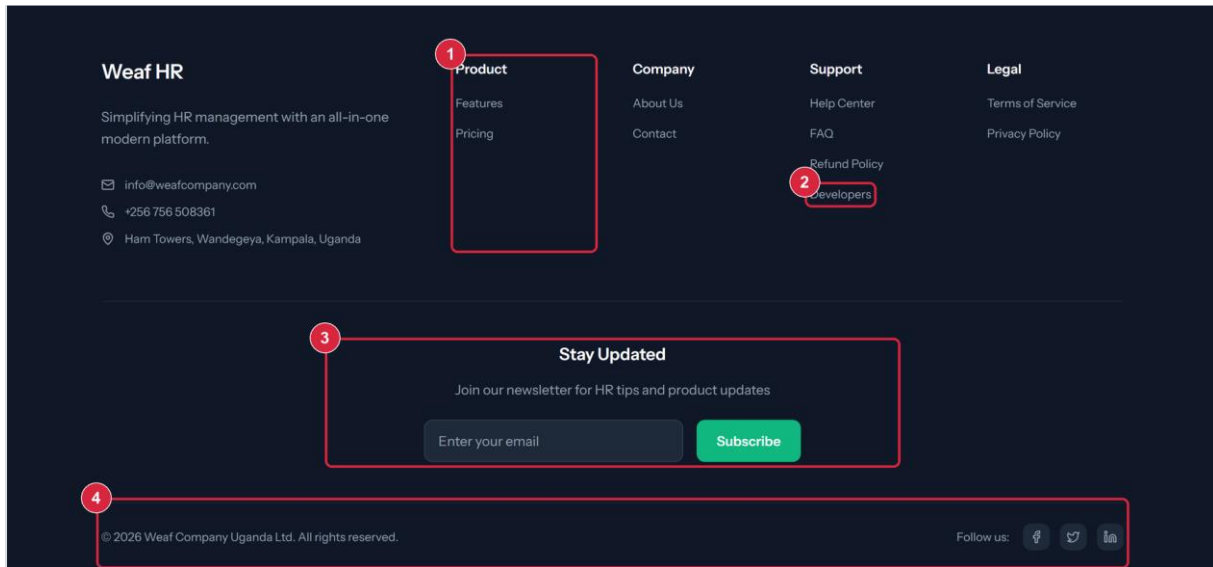


Figure 14: The footer section

1 one of five link columns · 2 developers (api docs) · 3 second subscribe box · 4 copyright and social links

3.15 Where the navigation leads

Table 3: Navigation destinations in the header, as published

Label	Destination	Type
Home	/	Page
Pricing	/pricing	Page
Developers	/api/docs	Public API documentation
About Us	/page/about-us	Content page
Privacy Policy	/page/privacy-policy	Content page
Terms of Service	/page/terms-of-service	Content page
Contact Us	/page/contact-us	Content page
FAQ	/page/faq	Content page
Refund Policy	/page/refund-policy	Content page
Login	/login	Authentication
Get Started	/register	Authentication

The six content pages are not fixed in code. They are custom pages created in the administration area, and each appears in this menu automatically once published — see chapter 21.

3.16 The pricing page

The same plans as the welcome page, on a page of their own so the comparison can be linked to directly.

Weaf HR Home Pricing Developers About Us Privacy Policy Terms of Service Contact Us FAQ Refund Policy Login [Get Started](#)

Simple, transparent pricing

Pick the plan that fits your team today. Move up or down at any time — nothing is locked in.

[Monthly](#) [Yearly](#) [Save up to 17%](#)

Free

Basic plan for small businesses just getting started.

Free

[Get started free](#)

2 Users, 5 Staff, 1GB Storage

- ✓ Leave Carry-Forward
- ✓ Employee Self-Service

Starter

Perfect for small businesses looking to grow their online presence.

\$25.00 /month

7-day free trial

[Choose Starter](#)

10 Users, 25 Staff, 5GB Storage

- ✓ Biometric Devices
- ✓ Webhooks
- ✓ Approval Workflows
- ✓ Salary Advances
- ✓ Leave Carry-Forward
- ✓ Employee Self-Service
- ✓ Branches & Departments
- ✚3 more

Pro

Ideal for growing businesses with multiple stores and advanced needs.

\$50.00 /month

14-day free trial

[Choose Pro](#)

50 Users, 100 Staff, 50GB Storage

- ★ AI Assistant
- ✓ QuickBooks Online Coming soon
- ✓ Weafbooks Coming soon
- ✓ Biometric Devices
- ✓ Webhooks
- ✓ Approval Workflows
- ✓ Salary Advances
- ✓ Leave Carry-Forward
- ✚10 more

[Compare all features](#)

Everything each plan includes, side by side.

Feature	Free Free	Starter \$25.00/mo	Pro \$50.00/mo
LIMITS			
Users	2	10	50
Employees	5	25	100
Storage	1GB	5GB	50GB
Free trial	—	7 days	14 days
INTEGRATIONS			
QuickBooks Online Coming soon Post payroll journals straight into QuickBooks Online.	—	—	✓
Weafbooks Coming soon	—	—	✓

Figure 15: The pricing page

3.17 The developer documentation

Public API documentation with every endpoint listed and a console for trying them. It requires no account, so a developer can evaluate the platform before anyone signs up.

1
Weaf Payroll System — API v1
OpenAPI spec (JSON)
API tokens
Pricing
Back to site

Ready to try — no sign-up needed

This page is already signed in with a **read-only token for the demo company**, and every request below is pre-filled with real ids from that company. Open any endpoint, press **Try it out**, then **Execute**.

DEMO TOKEN (READ-ONLY)
wp_demo_fb07ae51829e1ec7ff55ecafcc4a38d72f219d2
Copy

DEMO LOGIN
company@example.com
password

Want a token of your own from the command line? Post those credentials — or your own — to `POST /auth/login` below. Tokens issued for the demo company are read-only and expire after a day.

Swagger
https://weafpayroll.weafcompany.com/api/v1/openapi.json
Explore

2

Weaf Payroll API

1.0.0 OAS 3.0

https://weafpayroll.weafcompany.com/api/v1/openapi.json

A read-mostly REST API over your company's HR and payroll data.

Response format

Every response has the same shape, whether it succeeded or not:

```
{
  "status": {
    "returnCode": "00",
    "returnMessage": "SUCCESS"
  },
  "data": { }
}
```

`status.returnMessage` always holds the exact message, so you can show it to a user or write it to a log without knowing which kind of failure you are holding. List endpoints add a `meta` object beside `data` for pagination.

returnCode	Meaning	HTTP
00	Success	200 / 201
01	Validation failed — <code>data.errors</code> is keyed by field	422
02	Missing, invalid or expired token	401
03	The token is not allowed to do this	403
04	No such record in this company	404
05	Rate limited	429
06	Something went wrong on our side	5xx
07	Malformed request	400

Authentication

Every request carries a bearer token. There are two ways to get one:

Over the API — post your credentials to `/auth/login`, and read the token out of the response. This is what an unattended integration should do; no browser is involved.

```
curl -X POST https://weafpayroll.weafcompany.com/api/v1/auth/login \
-H "Content-type: application/json" \
-d '{"email": "you@example.com", "password": "secret", "device_name": "Accounting sync"}'
```

In the app — Settings → API Tokens, where you can also see and revoke every token the account has issued.

Either way, send it on each request:

```
curl -H "Authorization: Bearer wp_XXXXXX..." \
-H "Accept: application/json" \
https://weafpayroll.weafcompany.com/api/v1/me
```

Tokens are read-only unless you ask for `write`. Post `{ "abilities": ["read", "write"] }` to `/auth/login` for a token that can submit leave.

Keeping a token alive

Figure 16: The developer documentation

3.18 How the public site is maintained

None of the welcome page is fixed in code. Its text, images, ordering and visibility are stored as settings and applied when the page renders, so the marketing site can change without a deployment. It is administered at `/landing-page/settings`, which is restricted to super administrators.

- **Content** — text, images, statistics, team members and headings.
- **Order** — the sequence of the thirteen sections.
- **Visibility** — whether a section appears at all; a hidden section is not rendered rather than merely concealed.

Plans, testimonials, FAQ entries and custom pages are records rather than settings, maintained in their own parts of the application. The welcome page renders whatever is currently published, which is why the figures in this chapter are true as at the date on the title page.

4. Creating Your Company Account

Weaf HR is multi-company. You do not ask an administrator for an account; you create one, and it becomes your company's own workspace with its own data, staff and subscription.

4.1 Signing up

Registration is reached from Get Started in the header of the welcome page, or directly at /register.

Figure 17: The registration page

1. Open the welcome page and choose Get Started.
2. Complete the form: Full name, Email address, Password, Confirm password, I agree to the Terms and Conditions.
3. Submit the form. The company workspace is created and you are signed in as its first user.

Table 4: Fields on the registration form

Field	Type	Required
Full name	text	Yes
Email address	email	Yes
Password	password	Yes
Confirm password	password	Yes
I agree to the Terms and Conditions	checkbox	No

Note: The first user created this way owns the company account. Give other people their own logins rather than sharing this one — chapter 7 explains how, and why shared logins make every later record ambiguous.

5. Signing In

Sign-in is reached from Login in the header, or directly at /login.

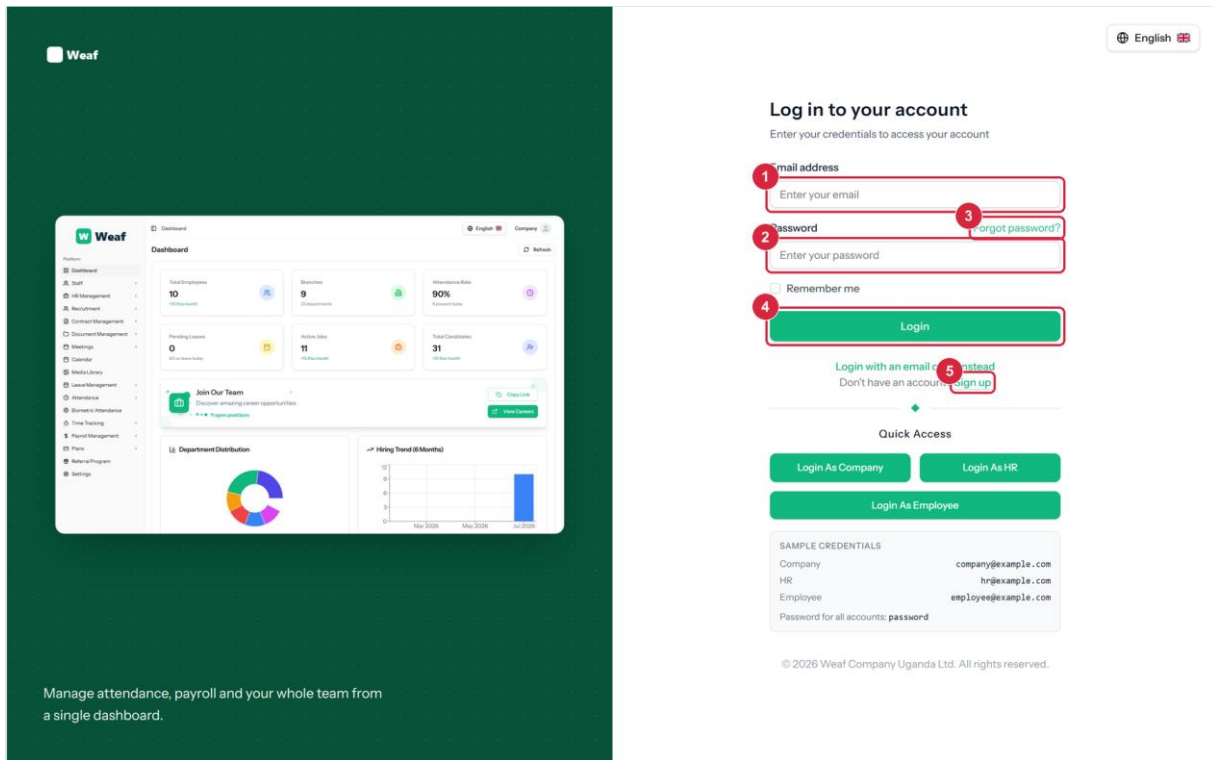


Figure 18: The sign-in page

- 1 Email
- 2 Password
- 3 Forgotten password
- 4 Sign in
- 5 Create an account

1. Enter the email address the account was created with.
2. Enter the password.
3. Choose Login. You arrive at the dashboard.

If the password has been forgotten, the Forgot password link sends a reset message to the registered address; no one else can reset it for you.

6. Finding Your Way Around

Every screen in the application is built from the same frame, and almost every screen inside that frame is the same kind of list. Learning both once makes the remaining ninety pages familiar on first sight, which is why this chapter comes before any of them.

6.1 The workspace

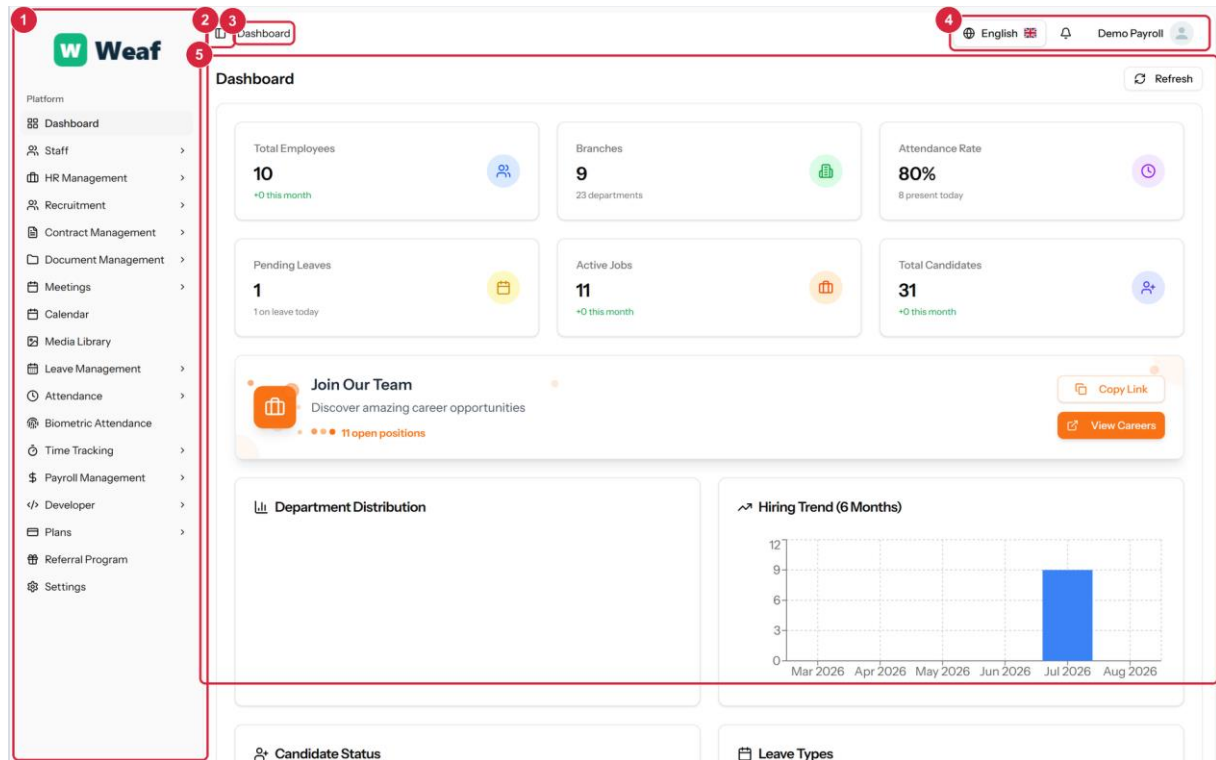


Figure 19: The workspace, common to every page

- 1 Module sidebar** — every module in the system. Groups expand to reveal their pages, and the current page is highlighted.
- 2 Collapse the sidebar** — narrows the sidebar to icons when you want more room.
- 3 Breadcrumb trail** — where you are, and a way back up.
- 4 Language, alerts and account** — the interface language, notifications, and the menu holding your profile and sign-out.
- 5 Working area** — the page itself. Everything else stays put as you move between pages.

6.2 The dashboard

The landing screen after signing in. It answers “what needs my attention today?” with counts across the whole system — headcount, branches, attendance, outstanding leave, open jobs and candidates — and charts showing how the workforce is distributed and how hiring has moved over six months.

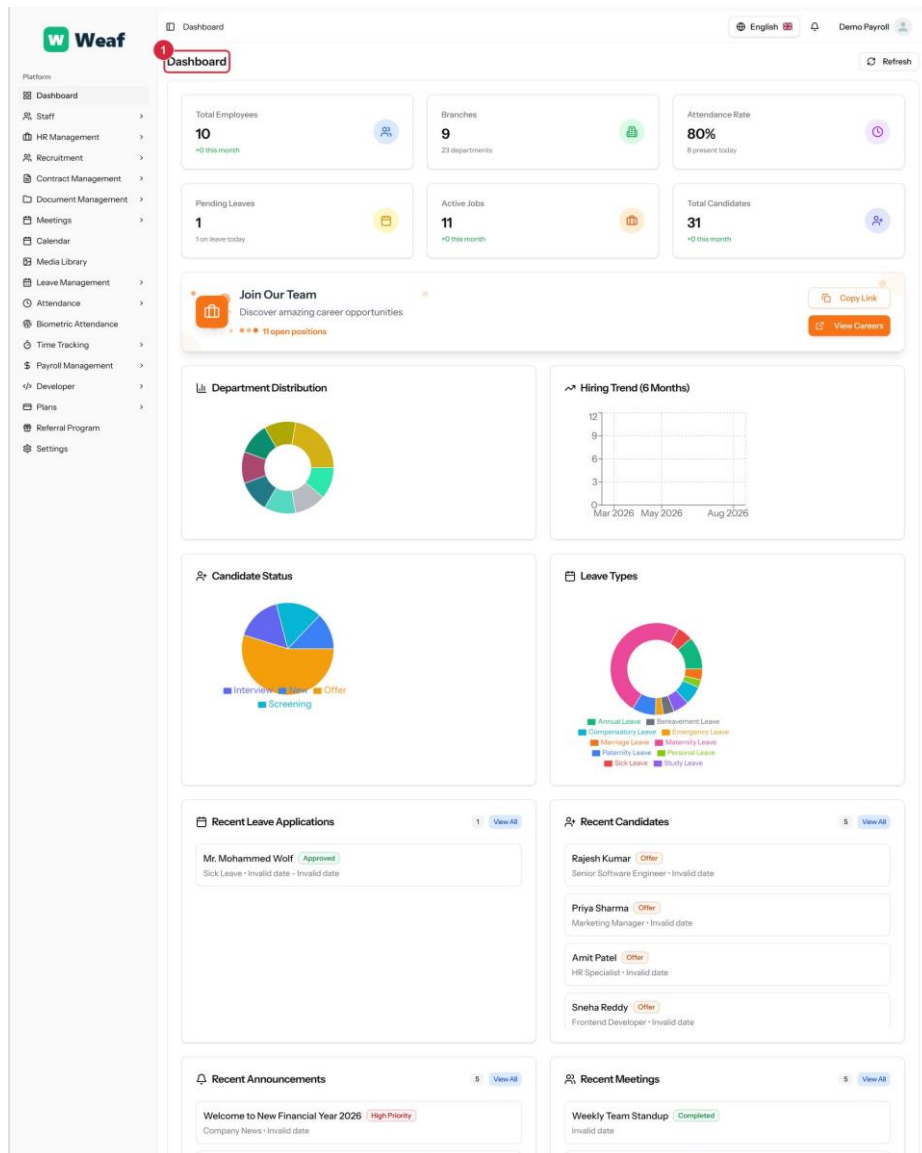


Figure 20: The dashboard

The counts are live. A figure that looks wrong here is usually a sign that records elsewhere are incomplete rather than that the dashboard is mistaken — an attendance rate below expectation, for instance, generally means attendance has not been recorded rather than that nobody came to work.

6.3 How every list page works

Most pages in Weaf HR list records of one kind and let you add, search, filter and edit them. They all share the same layout, shown below on the employee list.

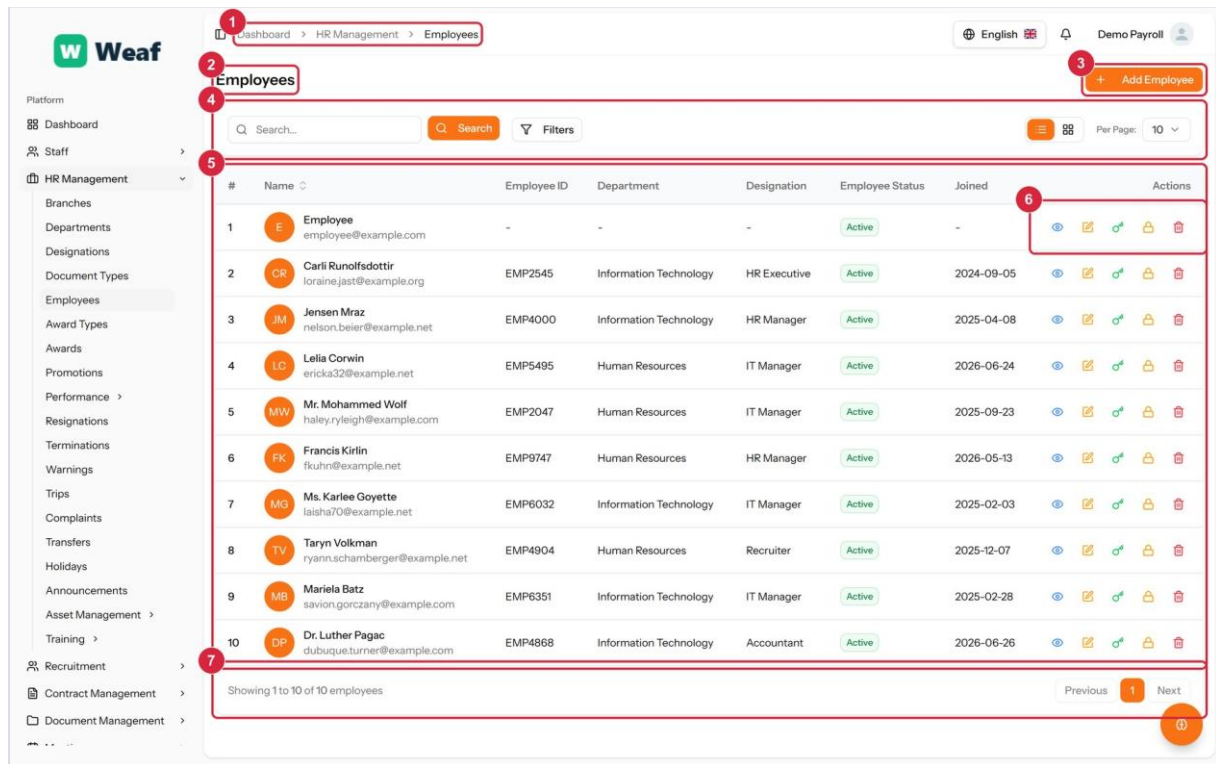


Figure 21: The anatomy of a list page, shown on Employees

- 1 Breadcrumb trail** — which module and page you are in.
- 2 Page title** — what this list holds.
- 3 Primary action** — adds a new record. Always at the top right, always named after the record.
- 4 Rows per page** — how many records to show at once.
- 5 Records table** — the records themselves, one per row.
- 6 Row actions** — what you can do to a single record — typically view, edit, and delete.
- 7 Paging** — how many records there are, and the way to the rest.

From here on, this manual does not repeat these controls. Each page is shown with its title, its primary action and its table marked, and the text covers what is particular to that page.

Note: Row actions include deletion on most pages. Deleting a record that other records point at — a department with employees in it, for example — is refused or leaves those records incomplete. Prefer marking something inactive to deleting it.

Part III — Setting Up Your Organisation

7. Users, Roles and Access

Before anyone can use the system, they need a way in and a set of permissions. That is what this chapter covers.

Two ideas are easy to confuse and worth separating now. A user is a login — an email address and a password. An employee is an HR record — a person the company employs, with a salary, a department and a leave balance. Creating a user does not create an employee, and creating an employee does not automatically give that person a way to sign in.

Pages in this chapter: Users, Roles

7.1 Users

The people who can sign in. A user is a login; an employee is an HR record. They are related but separate — a cleaner with no computer access is an employee without a user, and an external auditor might be a user without being an employee.

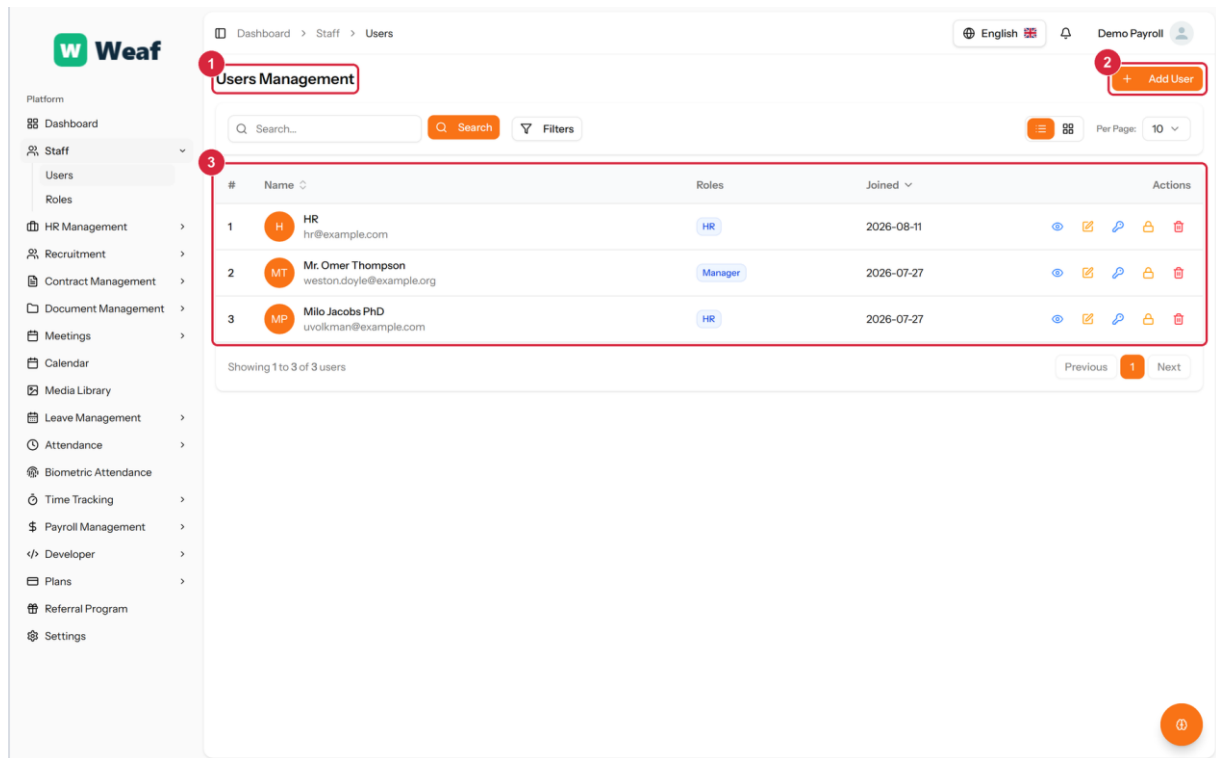


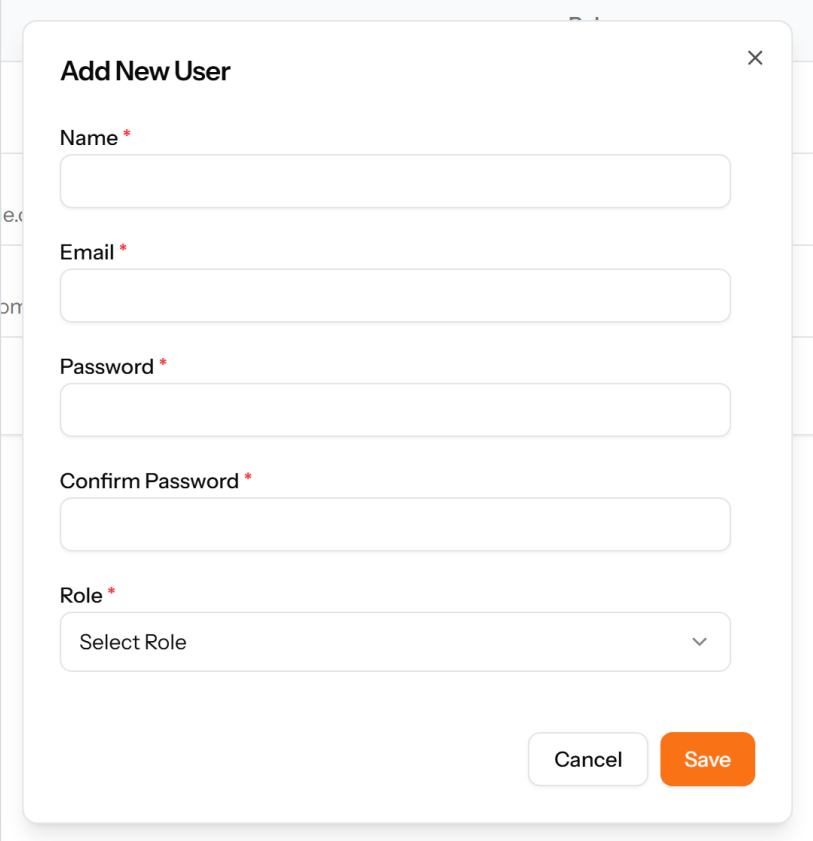
Figure 22: The Users page

1 page title · 2 primary action · 3 records table

Columns: #, Name, Roles, Joined, Actions

Actions on this page: Add User

1. Choose Add User at the top right. The form opens in a panel.
2. Complete the required fields: Name, Email, Password, Confirm Password.
3. Make the selections the form asks for: Role.
4. Choose Save. The new record appears in the list.



The image shows a modal window titled "Add New User" with a close button (X) in the top right corner. The form contains five input fields, each with a red asterisk indicating it is required: "Name", "Email", "Password", "Confirm Password", and "Role". The "Role" field is a dropdown menu with the text "Select Role" and a downward arrow. At the bottom right of the form are two buttons: "Cancel" and "Save".

Figure 23: The Add User form

Note: Give each person their own login. Shared logins make every record that follows ambiguous — you can no longer tell who approved a leave request or changed a salary.

7.2 Roles

What a user is allowed to do. Permissions are attached to roles, not to people, so granting access means giving someone a role rather than ticking boxes for each individual.

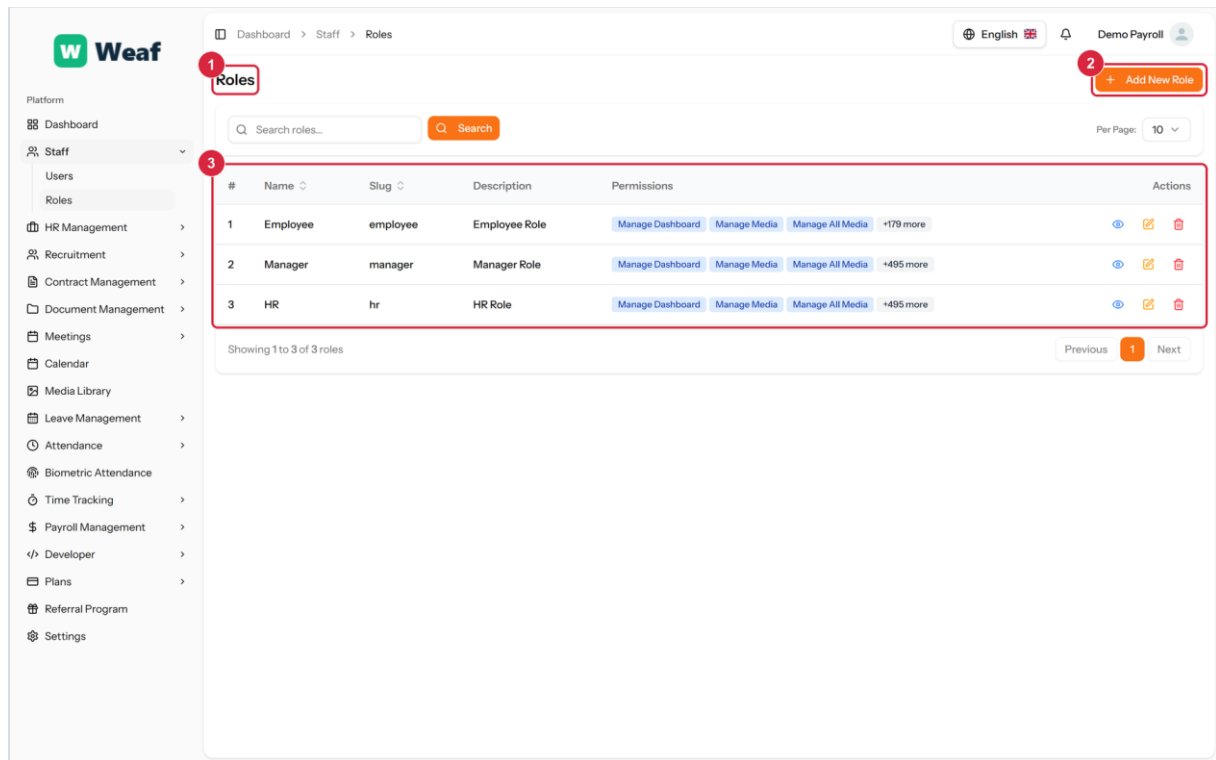


Figure 24: The Roles page

1 page title · 2 primary action · 3 records table

Columns: #, Name, Slug, Description, Permissions, Actions

Actions on this page: Add New Role

1. Choose Add New Role. The form opens in a panel.
2. Name the role after the job it describes — HR Officer, Payroll Clerk — rather than after the person who will hold it.
3. Work down the permission list and tick what the role may do. Permissions are grouped by module, and there is one for each action the system can perform.
4. Choose Save. The role can now be given to any number of users.

Role Name *

Enter role name

Description

Role Permissions

Manage Permissions

Select permissions for this role. You can select all permissions at once or manage them by module.
Note: Only permissions for modules available to your role are shown.

Select All Permissions

0 of 584 selected

dashboard

0 of 1 selected

Manage Dashboard

users

0 of 9 selected

Manage Users

Create Users

Change Status Users

Manage All Users

Edit Users

Manage Own Users

Delete Users

Manage Users

Reset Password Users

Cancel

Save

Figure 25: The Add New Role form

Page 34

8. Company Structure

Everything else in the system hangs off the structure set up here, so it is worth getting right before employees are added.

The order matters. A department belongs to a branch, and a designation belongs to a department, so they are created in that order: branches, then departments, then designations. An employee record then places a person into all three at once.

Pages in this chapter: Branches, Departments, Designations, Document Types

8.1 Branches

The physical or legal locations your company operates from. Branches come first because departments, employees, holidays and attendance rules all hang off them.

The screenshot displays the 'Branches' page in the Weaf HR system. The page layout includes a sidebar on the left with navigation options like Dashboard, Staff, HR Management, Recruitment, Contract Management, and Document Management. The main content area features a search bar and a table of branches. A red box labeled '1' highlights the 'Branches' title in the sidebar. Another red box labeled '2' highlights the '+ Add Branch' button in the top right. A third red box labeled '3' highlights the table containing the list of branches.

#	Name	Address	Contact	Status	Created At	Actions
1	City Center	564 Camille Gardens Suite 409, Port Shaynetown, Maine, Comoros, 32842-1671	+1 (747) 819-4052 citycenter@company.com	Active	2026-07-27	View, Edit, Delete
2	Business Park	5273 Sandy Mission Apt. 077, Treutelbury, Idaho, Dominican Republic, 32602	+1-417-610-5868 businesspark@company.com	Active	2026-07-27	View, Edit, Delete
3	Corporate Center	7780 Lynch Street Suite 983, Graysonmouth, Maine, Bhutan, 88402-1584	820-320-2106 corporatecenter@company.com	Active	2026-07-27	View, Edit, Delete
4	West Branch	269 Darion Place Apt. 043, Port Terrence, Iowa, United Kingdom, 12795	+1 (856) 439-0021 westbranch@company.com	Active	2026-07-27	View, Edit, Delete
5	East Branch	476 Fritz Greens Apt. 934, South Noreview, Alabama, Northern Mariana Islands, 49381-6062	+1-361-764-2697 eastbranch@company.com	Active	2026-07-27	View, Edit, Delete
6	South Branch	8580 Lind Forks Suite 925, Katlynnbury, Arkansas, Trinidad and Tobago, 67903	313-744-2453 southbranch@company.com	Active	2026-07-27	View, Edit, Delete
7	North Branch	7526 Kling Stravenue, Mantefurt, Indiana, Guam, 20079-2809	680.593.2312 northbranch@company.com	Active	2026-07-27	View, Edit, Delete
8	Downtown Branch	6409 Collier Lake Suite 043, Emardshire, Mississippi, Yemen, 30167	928.231.8424 downtownbranch@company.com	Active	2026-07-27	View, Edit, Delete
9	Main Office	9626 Erdman Cove, O'Harashire, Nebraska, Comoros, 32026-8477	+1-850-266-0023 mainoffice@company.com	Active	2026-07-27	View, Edit, Delete

Showing 1 to 9 of 9 branches

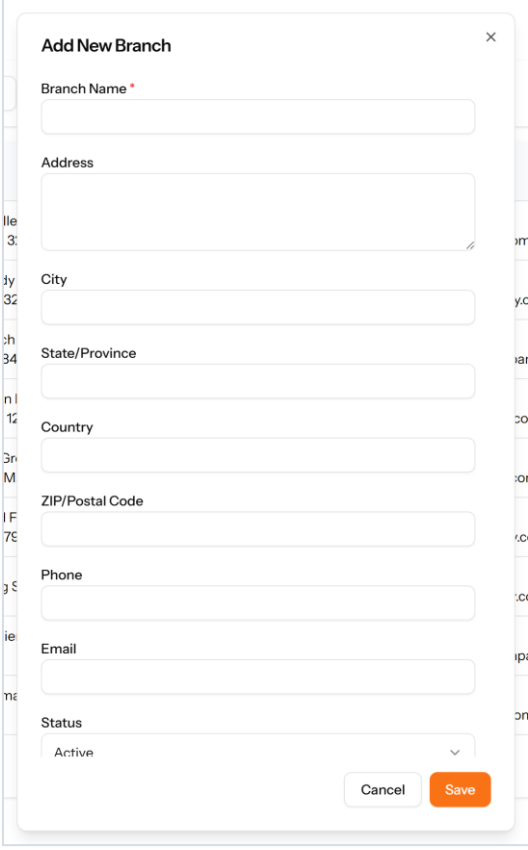
Figure 26: The Branches page

1 page title · 2 primary action · 3 records table

Columns: #, Name, Address, Contact, Status, Created At, Actions

Actions on this page: Add Branch

1. Choose Add Branch at the top right. The form opens in a panel.
2. Complete the required fields: Branch Name.
3. Fill in anything else that applies: Address, City, State/Province, Country, ZIP/Postal Code, Phone, Email.
4. Choose Save. The new record appears in the list.



The image shows a modal window titled "Add New Branch" with a close button (X) in the top right corner. The form contains the following fields: "Branch Name" (required, indicated by a red asterisk), "Address", "City", "State/Province", "Country", "ZIP/Postal Code", "Phone", "Email", and "Status". The "Status" field is a dropdown menu currently set to "Active". At the bottom right of the form are two buttons: "Cancel" and "Save".

Figure 27: The Add Branch form

Note: Create branches before departments, and departments before designations. Each depends on the one before it.

8.2 Departments

Divisions within a branch — Finance, Human Resources, Information Technology. Each department belongs to a branch, which is why branches are set up first.

The screenshot displays the 'Departments' page in the Weaf HR system. The page title is 'Departments' (callout 1). At the top right, there is a '+ Add Department' button (callout 2). The main content area features a table with 10 rows of department data (callout 3). The table columns are: #, Name, Branch, Description, Status, Created At, and Actions. The data is as follows:

#	Name	Branch	Description	Status	Created At	Actions
1	Human Resources	Main Office	Manages employee relations, recruitment, training, benefits administration, and organizational development	Active	2026-07-27	[Icons]
2	Information Technology	Main Office	Responsible for managing IT infrastructure, software development, system maintenance, and technical support	Active	2026-07-27	[Icons]
3	Human Resources	Downtown Branch	Manages employee relations, recruitment, training, benefits administration, and organizational development	Active	2026-07-27	[Icons]
4	Information Technology	Downtown Branch	Responsible for managing IT infrastructure, software development, system maintenance, and technical support	Active	2026-07-27	[Icons]
5	Human Resources	North Branch	Manages employee relations, recruitment, training, benefits administration, and organizational development	Active	2026-07-27	[Icons]
6	Information Technology	North Branch	Responsible for managing IT infrastructure, software development, system maintenance, and technical support	Active	2026-07-27	[Icons]
7	Finance & Accounting	North Branch	Handles financial planning, budgeting, accounting, financial reporting, and compliance with financial regulations	Active	2026-07-27	[Icons]
8	Human Resources	South Branch	Manages employee relations, recruitment, training, benefits administration, and organizational development	Active	2026-07-27	[Icons]
9	Information Technology	South Branch	Responsible for managing IT infrastructure, software development, system maintenance, and technical support	Active	2026-07-27	[Icons]
10	Finance & Accounting	South Branch	Handles financial planning, budgeting, accounting, financial reporting, and compliance with financial regulations	Active	2026-07-27	[Icons]

At the bottom of the table, it says 'Showing 1 to 10 of 23 departments'. Navigation buttons 'Previous', '1', '2', '3', and 'Next' are visible.

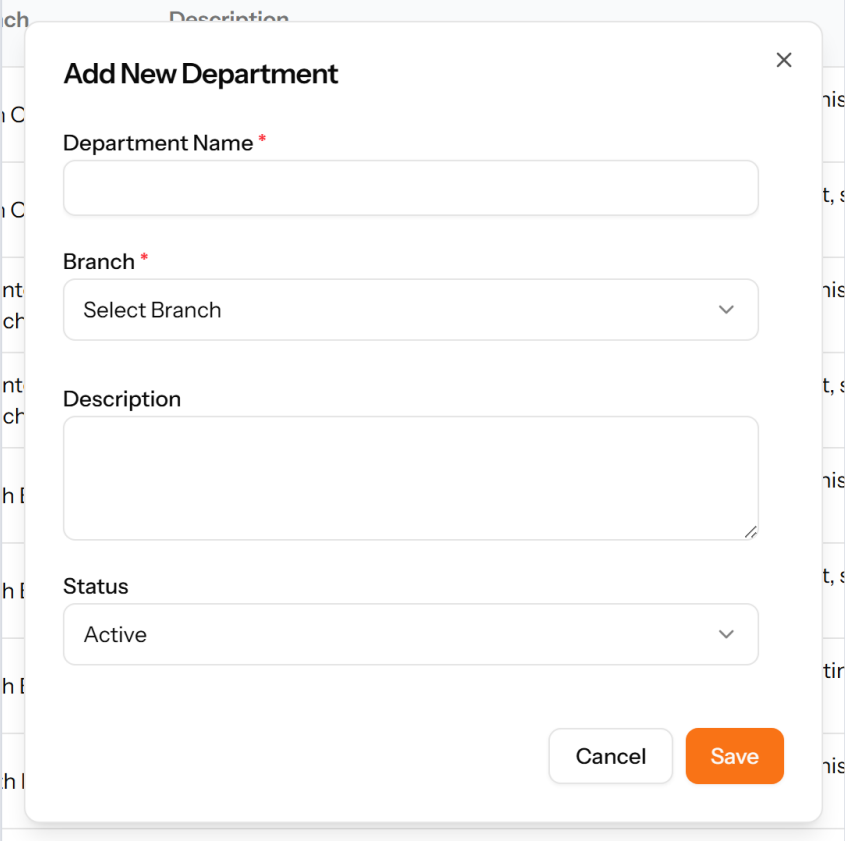
Figure 28: The Departments page

1 page title · 2 primary action · 3 records table

Columns: #, Name, Branch, Description, Status, Created At, Actions

Actions on this page: Add Department

1. Choose Add Department at the top right. The form opens in a panel.
2. Complete the required fields: Department Name.
3. Fill in anything else that applies: Description.
4. Make the selections the form asks for: Branch.
5. Choose Save. The new record appears in the list.



The image shows a modal window titled "Add New Department" with a close button (X) in the top right corner. The form contains four fields: "Department Name *" (a text input), "Branch *" (a dropdown menu with "Select Branch" as the placeholder), "Description" (a larger text area), and "Status" (a dropdown menu with "Active" as the selected option). At the bottom right of the modal are two buttons: "Cancel" and "Save".

Add New Department

Department Name *

Branch *

Select Branch

Description

Status

Active

Cancel Save

Figure 29: The Add Department form

8.3 Designations

Job titles within a department: HR Manager, IT Manager, Recruiter. A designation is the title an employee holds, distinct from the department they sit in.

The screenshot displays the 'Designations' page in the Weaf HR system. The page title is 'Designations' (1). The primary action button, 'Add Designation', is located at the top right (2). The main content is a table of 10 designations (3), which is highlighted with a red box. The table has the following columns: #, Name, Description, Department, Status, Created At, and Actions. The data is as follows:

#	Name	Description	Department	Status	Created At	Actions
1	HR Manager	Oversees all HR functions including recruitment, employee relations, and policy implementation	Human Resources Branch: Main Office	Active	2026-07-27	View, Edit, Delete
2	HR Executive	Handles day-to-day HR operations, employee onboarding, and maintains employee records	Human Resources Branch: Main Office	Active	2026-07-27	View, Edit, Delete
3	IT Manager	Manages IT infrastructure, oversees technical team, and ensures system security and performance	Information Technology Branch: Main Office	Active	2026-07-27	View, Edit, Delete
4	HR Manager	Oversees all HR functions including recruitment, employee relations, and policy implementation	Human Resources Branch: Downtown Branch	Active	2026-07-27	View, Edit, Delete
5	HR Executive	Handles day-to-day HR operations, employee onboarding, and maintains employee records	Human Resources Branch: Downtown Branch	Active	2026-07-27	View, Edit, Delete
6	IT Manager	Manages IT infrastructure, oversees technical team, and ensures system security and performance	Information Technology Branch: Downtown Branch	Active	2026-07-27	View, Edit, Delete
7	Software Developer	Designs, develops, and maintains software applications and systems	Information Technology Branch: Downtown Branch	Active	2026-07-27	View, Edit, Delete
8	HR Manager	Oversees all HR functions including recruitment, employee relations, and policy implementation	Human Resources Branch: North Branch	Active	2026-07-27	View, Edit, Delete
9	HR Executive	Handles day-to-day HR operations, employee onboarding, and maintains employee records	Human Resources Branch: North Branch	Active	2026-07-27	View, Edit, Delete
10	Recruiter	Responsible for talent acquisition, conducting interviews, and managing recruitment processes	Human Resources Branch: North Branch	Active	2026-07-27	View, Edit, Delete

The table shows 10 designations, with the first 10 displayed. The page indicates 'Showing 1 to 10 of 44 designations'. The pagination controls show 'Previous', '1', '2', '3', '4', '5', and 'Next'.

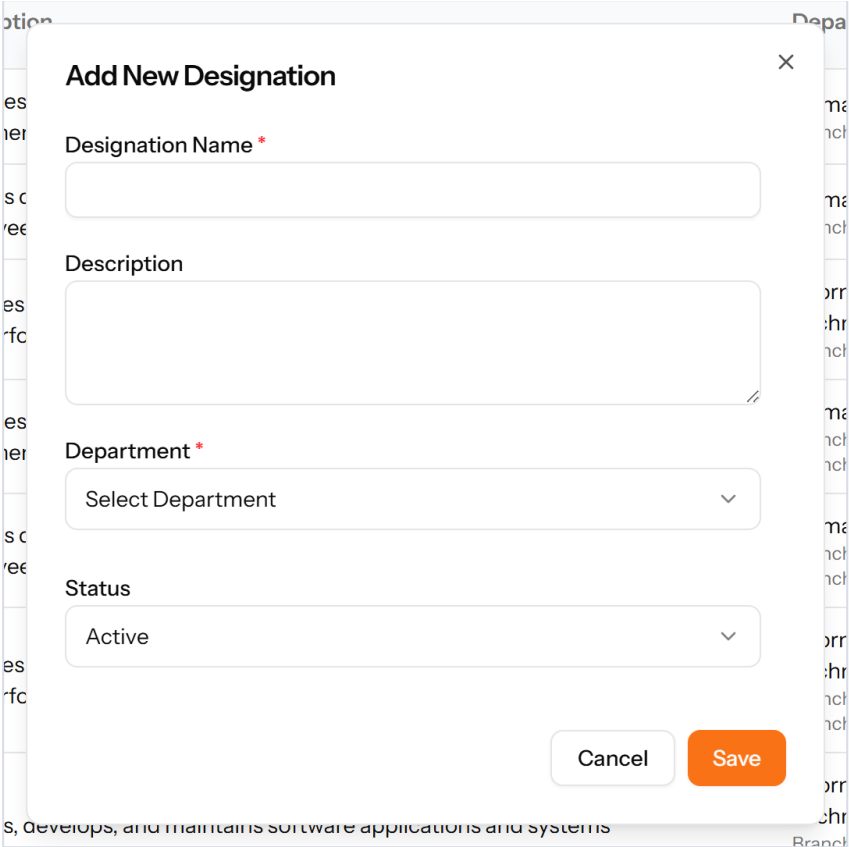
Figure 30: The Designations page

1 page title · 2 primary action · 3 records table

Columns: #, Name, Description, Department, Status, Created At, Actions

Actions on this page: Add Designation

1. Choose Add Designation at the top right. The form opens in a panel.
2. Complete the required fields: Designation Name.
3. Fill in anything else that applies: Description.
4. Make the selections the form asks for: Department.
5. Choose Save. The new record appears in the list.



The image shows a modal window titled "Add New Designation" with a close button (X) in the top right corner. The form contains the following fields:

- Designation Name ***: A text input field.
- Description**: A larger text area for a detailed description.
- Department ***: A dropdown menu currently showing "Select Department".
- Status**: A dropdown menu currently showing "Active".

At the bottom right of the form are two buttons: "Cancel" and "Save".

Figure 31: The Add Designation form

8.4 Document Types

The kinds of document an employee is expected to provide — contract, national ID, qualification. Marking a type as required makes its absence visible on the employee record.

Dashboard > HR Management > Document Types

English Demo Payroll

Document Types

Q Search... Search Filters Per Page: 10

#	Name	Description	Required	Created At	Actions
1	Identity Proof	Government issued identity document such as passport, driver license, or national ID	✓ Required	2026-07-27	ⓘ ⚙️ 🗑️
2	Address Proof	Document verifying current residential address like utility bill or bank statement	✓ Required	2026-07-27	ⓘ ⚙️ 🗑️
3	Educational Certificates	Academic certificates, degrees, diplomas, and transcripts	✓ Required	2026-07-27	ⓘ ⚙️ 🗑️
4	Experience Letters	Previous employment experience and recommendation letters from former employers	✗ Optional	2026-07-27	ⓘ ⚙️ 🗑️

Showing 1 to 4 of 4 document types Previous 1 Next

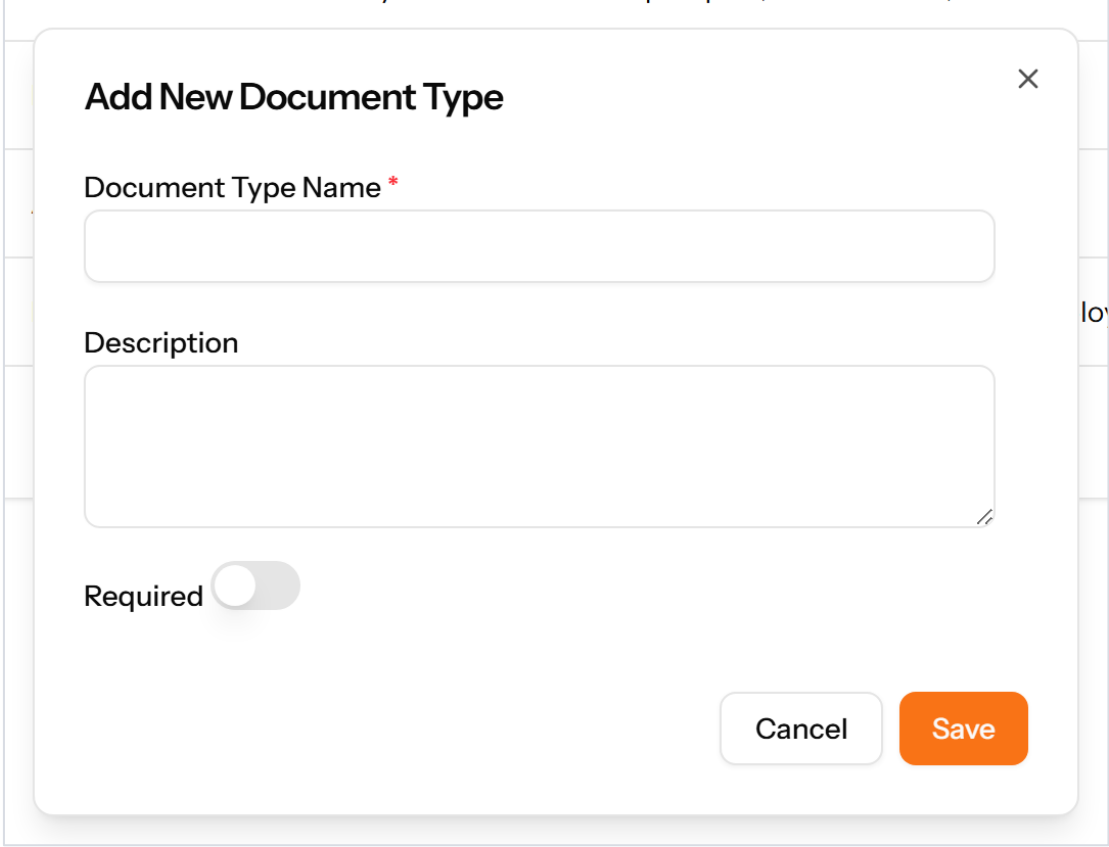
Figure 32: The Document Types page

1 page title · 2 primary action · 3 records table

Columns: #, Name, Description, Required, Created At, Actions

Actions on this page: Add Document Type

1. Choose Add Document Type at the top right. The form opens in a panel.
2. Complete the required fields: Document Type Name.
3. Fill in anything else that applies: Description, Required.
4. Choose Save. The new record appears in the list.



The image shows a modal form titled "Add New Document Type" with a close button (X) in the top right corner. The form contains three main sections: a text input field for "Document Type Name" with a red asterisk indicating it is required, a larger text area for "Description", and a "Required" toggle switch which is currently turned off. At the bottom right, there are two buttons: "Cancel" and "Save". The "Save" button is orange, while the "Cancel" button is white with a grey border. The form is set against a light grey background with a subtle shadow.

Add New Document Type ×

Document Type Name *

Description

Required ☐

Cancel Save

Figure 33: The Add Document Type form

9. Employees

The employee record is the centre of the system. Leave, attendance, payroll, appraisals, contracts and assets all point back to it, which is why this chapter sits before all of them.

9.1 Employees

The heart of the system: one record per person employed, holding their personal details, job placement, documents and salary. Almost every other module refers back to an employee record, so this is usually where a new implementation spends most of its setup time.

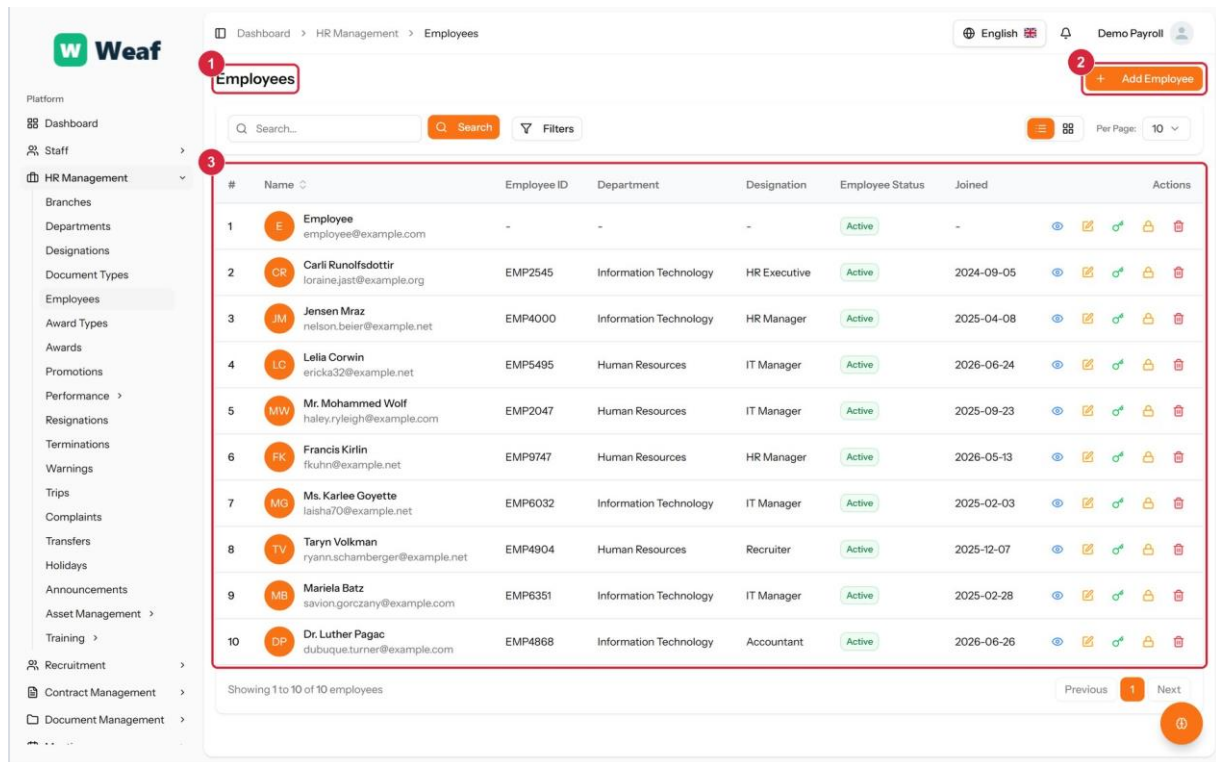


Figure 34: The Employees page

1 page title · 2 primary action · 3 records table

Columns: #, Name, Employee ID, Department, Designation, Employee Status, Joined, Actions

Actions on this page: Add Employee

1. Make sure the branch, department and designation this person will belong to already exist. The form offers them as choices; it does not create them.
2. Choose Add Employee. The form opens on its own page.
3. Complete the identity section: full name, employee code, email, password, phone, date of birth and date of joining.
4. Complete the address and emergency contact sections.
5. Complete the bank section — bank name, account holder, account number, BIC/SWIFT and branch — which payroll needs before this person can be paid.
6. Enter the base salary, then select the branch, department, designation and, if you use them, the shift and attendance policy.
7. Save. The employee appears in the list and can now be referenced everywhere else in the system.

Basic Information

Full Name *

Employee ID

EMP000001

Employee ID will be auto-generated

Employee Code *

Email *

This ID will be used to map employee with biometric device.

Password *

Phone Number *

Date of Birth *

mm/dd/yyyy

Gender *

☐ Male
☐ Female
☐ Other

Profile Image *

Image

No image selected

Select profile image...

Browse

Employment Details

Branch *

Select Branch

Department *

Select Branch First

Designation *

Select Department First

Date of Joining *

mm/dd/yyyy

Employment Type *

Full-time

Employee Status *

Active

Shift

Select Shift (Optional)

Attendance Policy

Select Attendance Policy (Optional)

Contact Information

Address Line 1 *

Address Line 2 *

City *

State/Province *

Country *

Postal/Zip Code *

Emergency Contact

Figure 35: The Add Employee form

Part IV — Running HR Day to Day

10. Leave Management

Leave is set up in three layers and then used in one. You define the kinds of leave, attach a policy to each that says how it behaves, and from then on staff apply and the balances follow.

The layer most often missed is the policy. A leave type with no active policy cannot be applied for, which is the usual explanation when a leave type does not appear in the application form.

Pages in this chapter: Leave Types, Leave Policies, Leave Applications, Leave Balances

10.1 Leave Types

The kinds of leave your company grants — annual, sick, maternity — and the maximum days a year each allows.

The screenshot shows the 'Leave Types' page in the Weaf HR system. The page title is 'Leave Types' (callout 1). At the top right, there is a button to 'Add Leave Type' (callout 2). The main content is a table with 10 rows of leave types (callout 3). The table columns are: #, Name, Description, Max Days/Year, Type, Status, Created At, and Actions. The table lists various leave types such as Annual Leave, Sick Leave, Maternity Leave, Paternity Leave, Emergency Leave, Bereavement Leave, Study Leave, Compensatory Leave, Personal Leave, and Marriage Leave.

#	Name	Description	Max Days/Year	Type	Status	Created At	Actions
1	Annual Leave	Yearly vacation leave for rest and recreation	21	Paid	Active	2026-07-27	View, Edit, Delete
2	Sick Leave	Medical leave for illness or health-related issues	10	Paid	Active	2026-07-27	View, Edit, Delete
3	Maternity Leave	Leave for new mothers during childbirth and recovery period	90	Paid	Active	2026-07-27	View, Edit, Delete
4	Paternity Leave	Leave for new fathers to support family during childbirth	15	Paid	Active	2026-07-27	View, Edit, Delete
5	Emergency Leave	Urgent leave for unexpected personal or family emergencies	5	Paid	Active	2026-07-27	View, Edit, Delete
6	Bereavement Leave	Compassionate leave for death of family members or close relatives	7	Paid	Active	2026-07-27	View, Edit, Delete
7	Study Leave	Educational leave for professional development and training	10	Unpaid	Active	2026-07-27	View, Edit, Delete
8	Compensatory Leave	Time off in lieu of overtime work or weekend duties	12	Paid	Active	2026-07-27	View, Edit, Delete
9	Personal Leave	Personal time off for individual matters and commitments	5	Unpaid	Active	2026-07-27	View, Edit, Delete
10	Marriage Leave	Special leave for wedding ceremonies and related celebrations	7	Paid	Active	2026-07-27	View, Edit, Delete

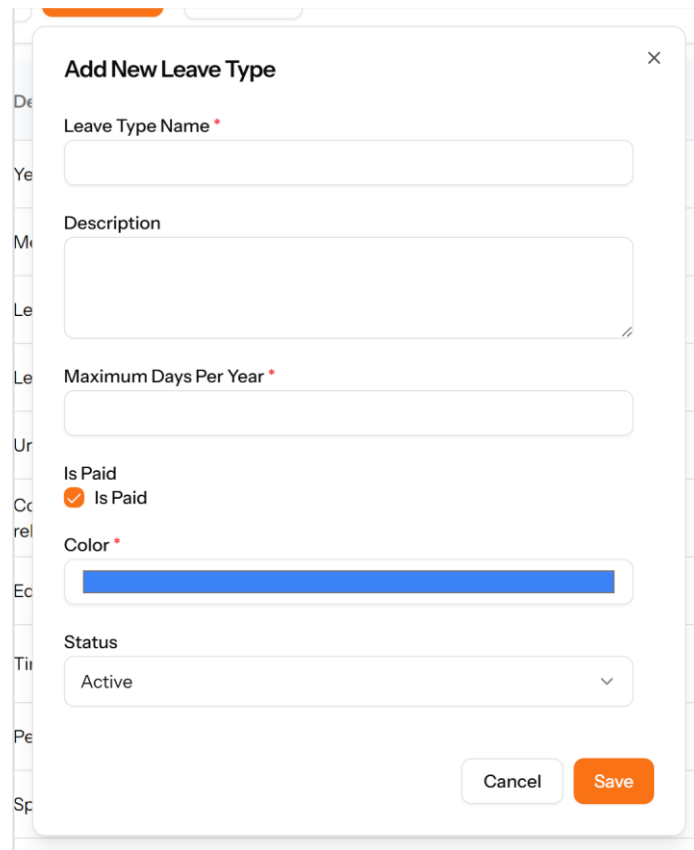
Figure 36: The Leave Types page

1 page title · 2 primary action · 3 records table

Columns: #, Name, Description, Max Days/Year, Type, Status, Created At, Actions

Actions on this page: Add Leave Type

1. Choose Add Leave Type at the top right. The form opens in a panel.
2. Complete the required fields: Leave Type Name, Maximum Days Per Year, Color.
3. Fill in anything else that applies: Description, Is Paid.
4. Choose Save. The new record appears in the list.



The image shows a modal window titled "Add New Leave Type" with a close button (X) in the top right corner. The form contains the following fields and controls:

- Leave Type Name ***: A text input field.
- Description**: A text area.
- Maximum Days Per Year ***: A text input field.
- Is Paid**: A radio button group with the "Is Paid" option selected.
- Color ***: A color picker showing a blue selection.
- Status**: A dropdown menu currently set to "Active".
- Buttons**: "Cancel" and "Save" buttons at the bottom right.

Figure 37: The Add Leave Type form

10.2 Leave Policies

The rules applied to a leave type: how entitlement accrues, whether unused days carry forward, and whether applications need approval. A leave type without an active policy cannot be applied for.

The screenshot displays the 'Leave Policies' page in the Weaf HR system. The page title is 'Leave Policies' (callout 1). At the top right, there is a button to 'Add Leave Policy' (callout 2). The main content is a table of 10 leave policies (callout 3). The table columns are: #, Policy Name, Leave Type, Accrual, Carry Forward, Approval, Status, Created At, and Actions. The table lists various leave types such as Annual Leave, Sick Leave, Maternity Leave, Paternity Leave, Emergency Leave, Bereavement Leave, Study Leave, Compensatory Leave, Personal Leave, and Marriage Leave. Each row includes details on accrual rates, carry-forward limits, approval requirements, and the current status (Active or Inactive).

#	Policy Name	Leave Type	Accrual	Carry Forward	Approval	Status	Created At	Actions
1	Annual Leave Policy	Annual Leave	21.00 days/yearly	5 days	Required	Active	2026-07-27	[Icons]
2	Sick Leave Policy	Sick Leave	10.00 days/yearly	2 days	Not Required	Active	2026-07-27	[Icons]
3	Maternity Leave Policy	Maternity Leave	90.00 days/yearly	0 days	Required	Active	2026-07-27	[Icons]
4	Paternity Leave Policy	Paternity Leave	15.00 days/yearly	0 days	Required	Active	2026-07-27	[Icons]
5	Emergency Leave Policy	Emergency Leave	5.00 days/yearly	0 days	Not Required	Active	2026-07-27	[Icons]
6	Bereavement Leave Policy	Bereavement Leave	7.00 days/yearly	0 days	Not Required	Active	2026-07-27	[Icons]
7	Study Leave Policy	Study Leave	10.00 days/yearly	5 days	Required	Active	2026-07-27	[Icons]
8	Compensatory Leave Policy	Compensatory Leave	1.00 days/monthly	3 days	Required	Active	2026-07-27	[Icons]
9	Personal Leave Policy	Personal Leave	5.00 days/yearly	0 days	Required	Active	2026-07-27	[Icons]
10	Marriage Leave Policy	Marriage Leave	7.00 days/yearly	0 days	Required	Active	2026-07-27	[Icons]

Figure 38: The Leave Policies page

1 page title · 2 primary action · 3 records table

Columns: #, Policy Name, Leave Type, Accrual, Carry Forward, Approval, Status, Created At, Actions

Actions on this page: Add Leave Policy

1. Choose Add Leave Policy at the top right. The form opens in a panel.
2. Complete the required fields: Policy Name, Accrual Rate (Days), Carry Forward Limit (Days), Min Days Per Application, Max Days Per Application.
3. Fill in anything else that applies: Description, Carried Days Expire, Expire After (Months Into New Year), Requires Approval.
4. Make the selections the form asks for: Leave Type, Accrual Type.
5. Choose Save. The new record appears in the list.

Add New Leave Policy ✕

Policy Name *

Description

Leave Type *

Select Leave Type ▾

Accrual Type *

Select Accrual Type ▾

Accrual Rate (Days) *

Carry Forward Limit (Days) *

Carried Days Expire

☒ Carried Days Expire

Expire After (Months Into New Year)

3

Min Days Per Application *

Cancel Save

Figure 39: The Add Leave Policy form

Note: A leave type with no active policy cannot be applied for. If a type is missing from the leave application form, this is almost always why.

10.3 Leave Applications

Requests to take leave, with their dates, the number of days and their approval status. This is the page most staff interact with.

The screenshot displays the 'Leave Applications' page in the Weaf HR system. The page title is 'Leave Applications' (callout 1). A primary action button 'Add Leave Application' is located at the top right (callout 2). The main content area contains a table of leave applications (callout 3).

#	Employee	Leave Type	Start Date	End Date	Days	Status	Applied On	Actions
1	Francis Kirlin	Annual Leave	2026-08-18	2026-08-18	1	Pending	2026-08-11	[Icons]
2	Mr. Mohammed Wolf	Sick Leave	2026-08-11	2026-08-14	4	Approved	2026-08-11	[Icons]
3	Dr. Luther Pagac	Annual Leave	2026-12-28	2026-12-31	4	Approved	2026-07-27	[Icons]
4	Dr. Luther Pagac	Annual Leave	2026-11-30	2026-12-01	2	Approved	2026-07-27	[Icons]
5	Dr. Luther Pagac	Sick Leave	2026-10-28	2026-10-28	1	Approved	2026-07-27	[Icons]
6	Dr. Luther Pagac	Annual Leave	2026-09-28	2026-09-30	3	Approved	2026-07-27	[Icons]
7	Dr. Luther Pagac	Annual Leave	2026-08-28	2026-08-28	1	Approved	2026-07-27	[Icons]
8	Dr. Luther Pagac	Sick Leave	2026-07-28	2026-07-29	2	Approved	2026-07-27	[Icons]
9	Dr. Luther Pagac	Annual Leave	2026-06-29	2026-06-30	2	Approved	2026-07-27	[Icons]
10	Dr. Luther Pagac	Emergency Leave	2026-05-27	2026-05-27	1	Approved	2026-07-27	[Icons]

Showing 1 to 10 of 62 leave applications

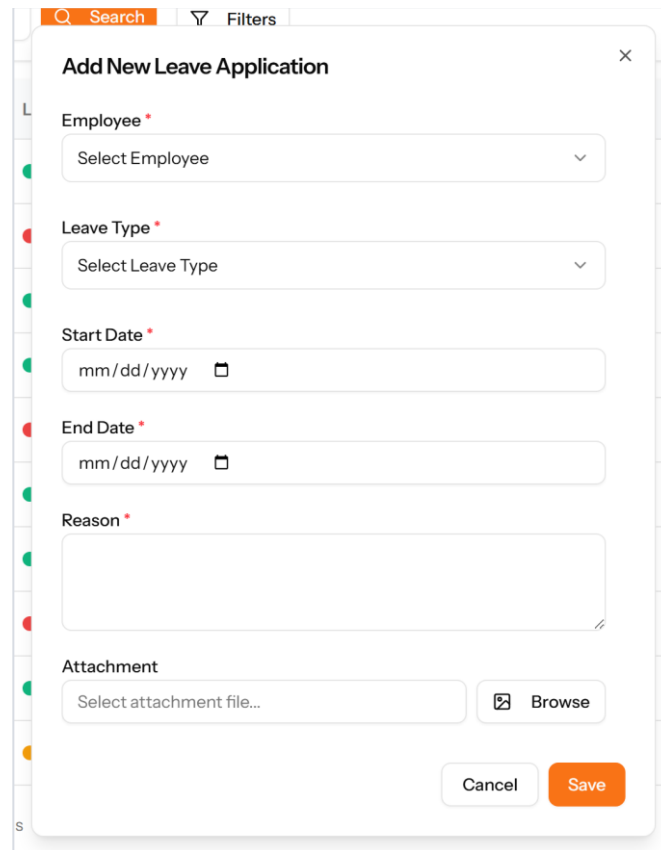
Figure 40: The Leave Applications page

1 page title · 2 primary action · 3 records table

Columns: #, Employee, Leave Type, Start Date, End Date, Days, Status, Applied On, Actions

Actions on this page: Add Leave Application

1. Choose Add Leave Application at the top right. The form opens in a panel.
2. Complete the required fields: Start Date, End Date, Reason.
3. Fill in anything else that applies: Select attachment file....
4. Make the selections the form asks for: Employee, Leave Type.
5. Choose Save. The new record appears in the list.



The image shows a web application form titled "Add New Leave Application". At the top, there are tabs for "Search" and "Filters". The form contains several fields: "Employee" (a dropdown menu with "Select Employee" as the placeholder), "Leave Type" (a dropdown menu with "Select Leave Type" as the placeholder), "Start Date" (a date input field with a calendar icon), "End Date" (a date input field with a calendar icon), "Reason" (a large text area), and "Attachment" (a file input field with a "Browse" button). At the bottom right, there are "Cancel" and "Save" buttons. The form is overlaid on a background that appears to be a calendar or a list of dates.

Add New Leave Application

Employee *
Select Employee

Leave Type *
Select Leave Type

Start Date *
mm/dd/yyyy

End Date *
mm/dd/yyyy

Reason *

Attachment
Select attachment file...  Browse

Cancel Save

Figure 41: The Add Leave Application form

10.4 Leave Balances

What each employee has been allocated, used and has left, by leave type and year.

The screenshot displays the 'Leave Balances' page in the Weaf HR system. The page title is 'Leave Balances' (1). A primary action button 'Add Leave Balance' (2) is located at the top right. The main content is a table (3) with the following data:

#	Employee	Leave Type	Year	Allocated	Used	Remaining	Carried Forward	Adjustment	Actions
1	Francis Kirilin	Annual Leave	2026	23.00	19.00	4.00	2.00	0.00	[Icons]
2	Francis Kirilin	Sick Leave	2026	10.00	4.00	6.00	0.00	0.00	[Icons]
3	Francis Kirilin	Maternity Leave	2026	90.00	0.00	90.00	0.00	0.00	[Icons]
4	Francis Kirilin	Paternity Leave	2026	15.00	0.00	15.00	0.00	0.00	[Icons]
5	Francis Kirilin	Emergency Leave	2026	5.00	1.00	4.00	0.00	0.00	[Icons]
6	Francis Kirilin	Bereavement Leave	2026	7.00	0.00	7.00	0.00	0.00	[Icons]
7	Francis Kirilin	Study Leave	2026	10.00	0.00	10.00	0.00	0.00	[Icons]
8	Francis Kirilin	Compensatory Leave	2026	1.00	0.00	1.00	0.00	0.00	[Icons]
9	Francis Kirilin	Personal Leave	2026	5.00	1.00	4.00	0.00	0.00	[Icons]
10	Francis Kirilin	Marriage Leave	2026	7.00	0.00	7.00	0.00	0.00	[Icons]

The table shows 10 records. The page footer indicates 'Showing 1 to 10 of 90 leave balances' and includes pagination controls (Previous, 1, 2, 3, 4, 5, 6, 7, 8, 9, Next).

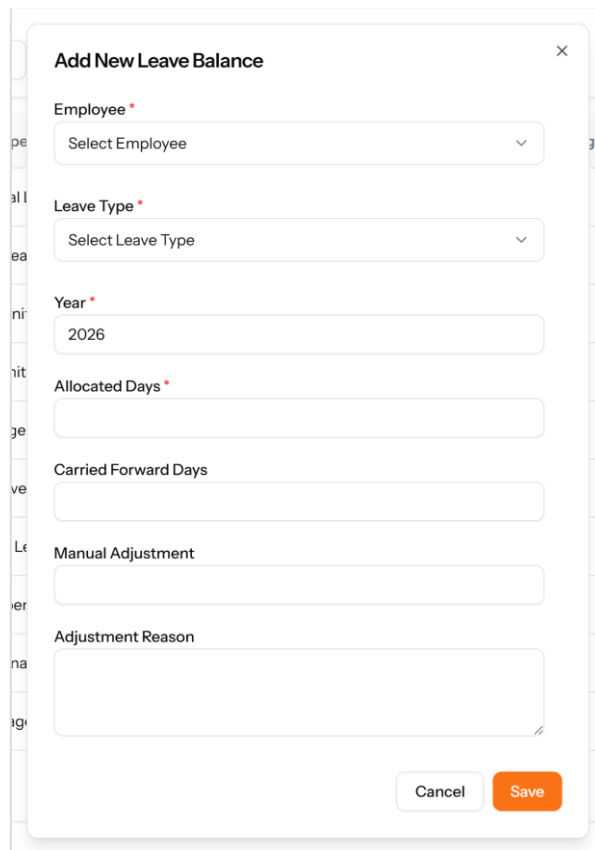
Figure 42: The Leave Balances page

1 page title · 2 primary action · 3 records table

Columns: #, Employee, Leave Type, Year, Allocated, Used, Remaining, Carried Forward, Adjustment, Actions

Actions on this page: Add Leave Balance

1. Choose Add Leave Balance at the top right. The form opens in a panel.
2. Complete the required fields: Year, Allocated Days.
3. Fill in anything else that applies: Carried Forward Days, Manual Adjustment, Adjustment Reason.
4. Make the selections the form asks for: Employee, Leave Type.
5. Choose Save. The new record appears in the list.



The image shows a modal form titled "Add New Leave Balance" with a close button (X) in the top right corner. The form contains several input fields: "Employee *" with a dropdown menu showing "Select Employee"; "Leave Type *" with a dropdown menu showing "Select Leave Type"; "Year *" with a text input containing "2026"; "Allocated Days *" with a text input; "Carried Forward Days" with a text input; "Manual Adjustment" with a text input; and "Adjustment Reason" with a larger text area. At the bottom right, there are two buttons: "Cancel" and "Save".

Figure 43: The Add Leave Balance form

Note: Balances follow from the policy and from approved applications. They are not edited directly, which is what keeps them reconcilable.

11. Attendance and Time

Attendance answers whether someone was at work. Shifts say what their day should look like, policies say how lateness and overtime are treated, records hold what actually happened, and regularisations are how a wrong record gets corrected.

Time tracking is a separate question — not whether someone was present, but what they spent the day on.

Pages in this chapter: Shifts, Attendance Policies, Attendance Records, Attendance Regularizations, Biometric Attendance, Time Entries

11.1 Shifts

Working patterns: start and end times, break length, the resulting working hours, and the grace period before a late arrival counts as late.

The screenshot displays the 'Shifts' management interface. The sidebar on the left contains various HR management tools. The main area features a search bar and a table of existing shifts. The table has columns for shift details and actions. A red box highlights the 'Add Shift' button in the top right corner.

#	Shift Name	Start Time	End Time	Break (mins)	Working Hours	Grace (mins)	Type	Status	Actions
1	Morning Shift	09:00	18:00	60	8.0h	15	Day	Active	[Icons]
2	Evening Shift	14:00	23:00	60	8.0h	15	Day	Active	[Icons]
3	Night Shift	22:00	07:00	60	8.0h	15	Night	Active	[Icons]

Figure 44: The Shifts page

1 page title · 2 primary action · 3 records table

Columns: #, Shift Name, Start Time, End Time, Break (mins), Working Hours, Grace (mins), Type, Status, Actions

Actions on this page: Add Shift

1. Choose Add Shift at the top right. The form opens in a panel.
2. Complete the required fields: Shift Name, Start Time, End Time, Break Duration (minutes), Grace Period (minutes).
3. Fill in anything else that applies: Description, Break Start Time, Break End Time, Night Shift.
4. Choose Save. The new record appears in the list.

Add New Shift

×

Shift Name *

Description

Start Time *

--:-- -- ⌚

End Time *

--:-- -- ⌚

Break Duration (minutes) *

60

Break Start Time

--:-- -- ⌚

Break End Time

--:-- -- ⌚

Grace Period (minutes) *

15

Night Shift

☐ Night Shift

Cancel

Save

Figure 45: The Add Shift form

11.2 Attendance Policies

How lateness, early departure and overtime are treated. Set once, applied to everyone the policy covers.

The screenshot displays the 'Attendance Policies' page in the Weaf HR system. The page title is 'Attendance Policies' (callout 1). At the top right, there is a button to 'Add Attendance Policy' (callout 2). The main content area features a table with three rows of attendance policies (callout 3).

#	Policy Name	Late Grace (mins)	Early Grace (mins)	Overtime Rate	Status	Actions
1	Standard Attendance Policy	15	15	US\$ 150.00/hr	Active	[Eye] [Edit] [Lock] [Delete]
2	Flexible Attendance Policy	30	30	US\$ 175.00/hr	Active	[Eye] [Edit] [Lock] [Delete]
3	Strict Attendance Policy	5	5	US\$ 200.00/hr	Active	[Eye] [Edit] [Lock] [Delete]

Showing 1 to 3 of 3 attendance policies

Navigation: Previous 1 Next

Figure 46: The Attendance Policies page

1 page title · 2 primary action · 3 records table

Columns: #, Policy Name, Late Grace (mins), Early Grace (mins), Overtime Rate, Status, Actions

Actions on this page: Add Attendance Policy

1. Choose Add Attendance Policy at the top right. The form opens in a panel.
2. Complete the required fields: Policy Name, Late Arrival Grace (minutes), Early Departure Grace (minutes), Overtime Rate Per Hour.
3. Fill in anything else that applies: Description.
4. Choose Save. The new record appears in the list.

Add New Attendance Policy ✕

Policy Name *

Description

Late Arrival Grace (minutes) *

15

Early Departure Grace (minutes) *

15

Overtime Rate Per Hour *

150

Status

Active

Cancel Save

Figure 47: The Add Attendance Policy form

11.3 Attendance Records

Daily attendance per employee: the shift they were on, when they clocked in and out and the hours that produced.

The screenshot displays the 'Attendance Records' page in the Weaf HR system. The page title is 'Attendance Records' (1). A primary action button 'Add Record' (2) is located in the top right corner. The main content is a table (3) with the following columns: #, Employee, Date, Shift, Clock In, Clock Out, Total Hours, Overtime, Status, and Actions. The table lists 10 records for the date 2026-08-31, all with a status of 'Present'. The last record for 2026-08-28 shows a status of 'Present' and 'Late'. The table includes pagination controls at the bottom, showing 'Showing 1 to 10 of 783 attendance records' and a 'Previous' button.

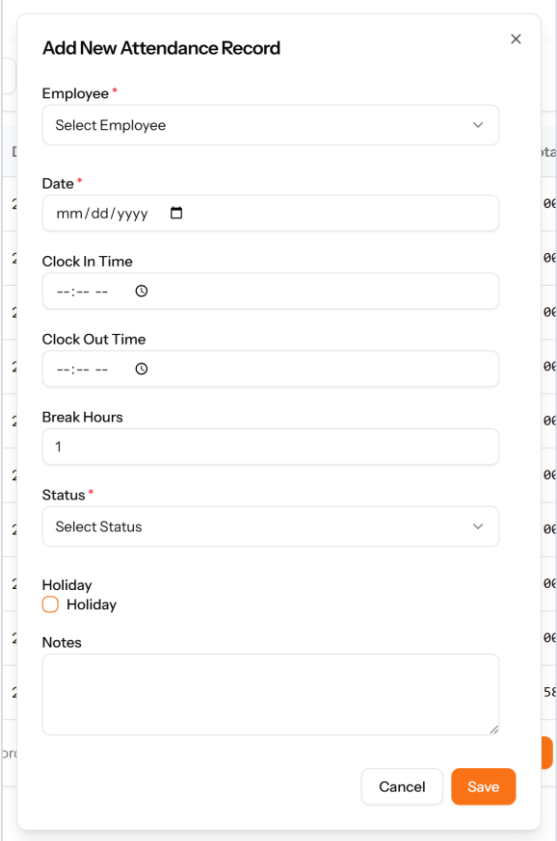
Figure 48: The Attendance Records page

1 page title · 2 primary action · 3 records table

Columns: #, Employee, Date, Shift, Clock In, Clock Out, Total Hours, Overtime, Status, Actions

Actions on this page: Add Record, ...

1. Choose Add Record at the top right. The form opens in a panel.
2. Complete the required fields: Date.
3. Fill in anything else that applies: Clock In Time, Clock Out Time, Break Hours, Holiday, Notes.
4. Make the selections the form asks for: Employee, Status.
5. Choose Save. The new record appears in the list.



The form is titled "Add New Attendance Record" and includes a close button (X) in the top right corner. It contains the following fields and controls:

- Employee ***: A dropdown menu with the placeholder text "Select Employee".
- Date ***: A text input field with the placeholder "mm/dd/yyyy" and a calendar icon.
- Clock In Time**: A time selection field with a placeholder "--:-- --" and a clock icon.
- Clock Out Time**: A time selection field with a placeholder "--:-- --" and a clock icon.
- Break Hours**: A text input field with the value "1".
- Status ***: A dropdown menu with the placeholder text "Select Status".
- Holiday**: A radio button labeled "Holiday".
- Notes**: A large text area for additional information.
- Buttons**: "Cancel" and "Save" buttons at the bottom right.

Figure 49: The Add Record form

11.4 Attendance Regularizations

Corrections to attendance. When a clock-in is missing or wrong, the employee requests a change, the original and requested times are shown side by side, and a manager decides — so records are corrected with an audit trail rather than quietly edited.

The screenshot shows the 'Attendance Regularizations' page in the Weaf HR system. The page title is 'Attendance Regularizations' (callout 1). At the top right, there is an 'Add Request' button (callout 2). The main content is a table of regularization requests (callout 3). The table has columns for #, Employee, Date, Original Times, Requested Times, Reason, Status, Requested On, and Actions. The table contains 10 rows of data, each representing a regularization request for a specific employee on a specific date.

#	Employee	Date	Original Times	Requested Times	Reason	Status	Requested On	Actions
1	Taryn Volkman	2026-07-02	In: 09:00 Out: 20:00	In: 09:00 Out: 20:45	Had to leave early for medical appointment, wor...	Pending	2026-07-27	View, Edit, Approve, Reject, Delete
2	Taryn Volkman	2026-07-03	In: 09:00 Out: 18:00	In: 09:00 Out: 18:00	Forgot to punch in/out, was present full day	Pending	2026-07-27	View, Edit, Approve, Reject, Delete
3	Mariela Batz	2026-07-01	In: 09:00 Out: 17:20	In: 08:30 Out: 17:20	Traffic jam caused delay, requesting time correct...	Pending	2026-07-27	View, Edit, Approve, Reject, Delete
4	Mariela Batz	2026-07-02	In: 09:00 Out: 20:00	In: 09:00 Out: 20:45	Had to leave early for medical appointment, wor...	Pending	2026-07-27	View, Edit, Approve, Reject, Delete
5	Mariela Batz	2026-07-03	In: 09:00 Out: 18:00	In: 09:00 Out: 18:00	Forgot to punch in/out, was present full day	Pending	2026-07-27	View, Edit, Approve, Reject, Delete
6	Francis Kirlin	2026-08-03	In: 09:00 Out: 18:00	In: 08:30 Out: 18:00	Traffic jam caused delay, requesting time correct...	Pending	2026-07-27	View, Edit, Approve, Reject, Delete
7	Francis Kirlin	2026-08-04	In: 09:25 Out: 18:45	In: 09:25 Out: 18:45	Had to leave early for medical appointment, wor...	Pending	2026-07-27	View, Edit, Approve, Reject, Delete
8	Francis Kirlin	2026-08-05	In: 09:00 Out: 17:20	In: 09:00 Out: 18:00	Forgot to punch in/out, was present full day	Pending	2026-07-27	View, Edit, Approve, Reject, Delete
9	Ms. Karlee Goyette	2026-08-03	In: 09:00 Out: 18:00	In: 08:30 Out: 18:00	Traffic jam caused delay, requesting time correct...	Pending	2026-07-27	View, Edit, Approve, Reject, Delete
10	Ms. Karlee Goyette	2026-08-04	In: 09:25 Out: 18:00	In: 09:25 Out: 18:45	Had to leave early for medical appointment, wor...	Pending	2026-07-27	View, Edit, Approve, Reject, Delete

Showing 1 to 10 of 48 regularization requests

Previous 1 2 3 4 5 Next

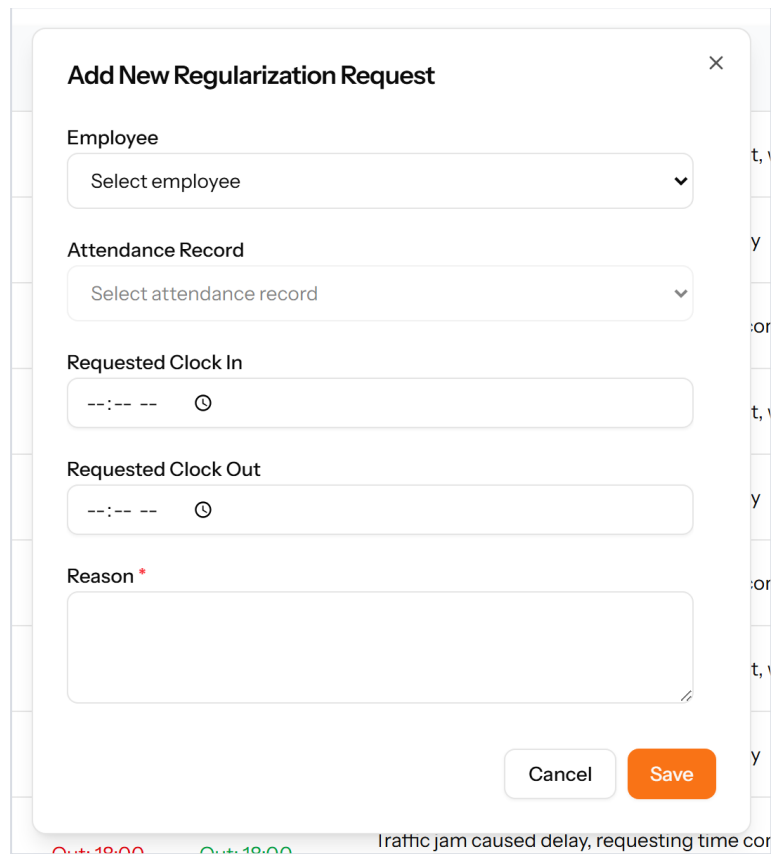
Figure 50: The Attendance Regularizations page

1 page title · 2 primary action · 3 records table

Columns: #, Employee, Date, Original Times, Requested Times, Reason, Status, Requested On, Actions

Actions on this page: Add Request

1. Choose Add Request at the top right. The form opens in a panel.
2. Complete the required fields: Reason.
3. Fill in anything else that applies: Employee, Attendance Record, Requested Clock In, Requested Clock Out.
4. Choose Save. The new record appears in the list.



The image shows a modal window titled "Add New Regularization Request" with a close button (X) in the top right corner. The form contains the following fields:

- Employee:** A dropdown menu with the placeholder text "Select employee".
- Attendance Record:** A dropdown menu with the placeholder text "Select attendance record".
- Requested Clock In:** A time selection field showing "--:-- --" with a clock icon.
- Requested Clock Out:** A time selection field showing "--:-- --" with a clock icon.
- Reason *:** A text area for providing the reason for the request.

At the bottom right of the form are two buttons: "Cancel" and "Save". Below the modal, a snippet of a table is visible, showing columns for "Out: 18:00" and "Out: 18:00", and a row of text: "Traffic jam caused delay, requesting time cor".

Figure 51: The Add Request form

Note: Correcting attendance through a regularisation keeps the original reading alongside the correction. Editing the record directly would lose that.

11.5 Biometric Attendance

Attendance collected from fingerprint or face devices, and the configuration that connects those devices to the system.

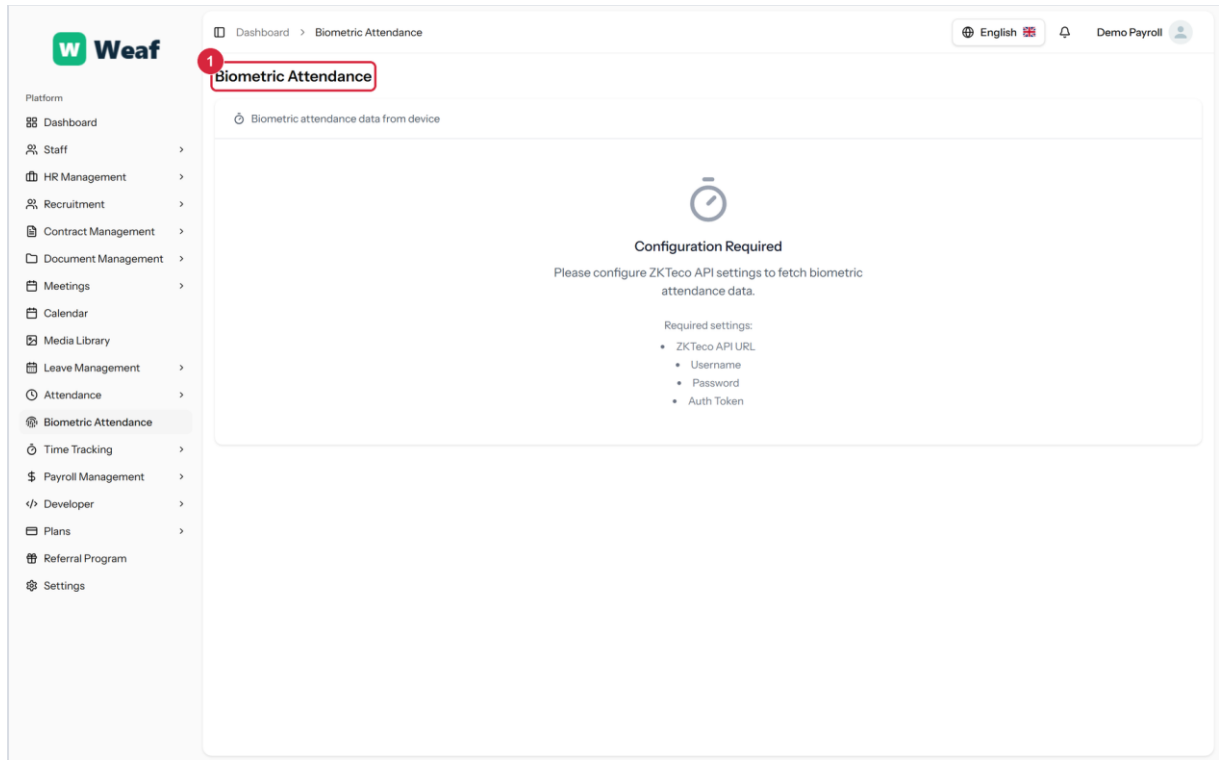


Figure 52: The Biometric Attendance page

1 page title

11.6 Time Entries

Hours booked against projects, as distinct from attendance. Attendance answers “were they at work?”; time entries answer “what were they working on?”

The screenshot displays the 'Time Entry Management' interface. It features a sidebar with various HR management tools, a top navigation bar with a search and filters section, and a main table listing time entries. The table columns include ID, Employee, Date, Hours, Project, Description, Status, Submitted On, and Actions. The first six entries are for 'Website Development' with a status of 'Pending'. The next three are for 'Testing', and the last one is for 'Documentation'. A red box highlights the table, and another red box highlights the 'Add Time Entry' button in the top right corner.

#	Employee	Date	Hours	Project	Description	Status	Submitted On	Actions
1	Francis Kirilin	2026-08-27	8.00h	Website Development	Worked on frontend components and user interf...	Pending	2026-07-27	ⓘ ⚙️ ✓ ✖ 🗑
2	Mariela Batz	2026-08-27	8.00h	Website Development	Worked on frontend components and user interf...	Pending	2026-07-27	ⓘ ⚙️ ✓ ✖ 🗑
3	Jensen Mraz	2026-08-27	8.00h	Website Development	Worked on frontend components and user interf...	Pending	2026-07-27	ⓘ ⚙️ ✓ ✖ 🗑
4	Taryn Volkman	2026-08-26	8.00h	Website Development	Worked on frontend components and user interf...	Pending	2026-07-27	ⓘ ⚙️ ✓ ✖ 🗑
5	Carli Runolfsdottir	2026-08-26	8.00h	Website Development	Worked on frontend components and user interf...	Pending	2026-07-27	ⓘ ⚙️ ✓ ✖ 🗑
6	Mr. Mohammed Wolf	2026-08-26	8.00h	Website Development	Worked on frontend components and user interf...	Pending	2026-07-27	ⓘ ⚙️ ✓ ✖ 🗑
7	Francis Kirilin	2026-08-24	7.50h	Testing	Researched new technologies and best practices	Pending	2026-07-27	ⓘ ⚙️ ✓ ✖ 🗑
8	Mariela Batz	2026-08-24	7.50h	Testing	Researched new technologies and best practices	Pending	2026-07-27	ⓘ ⚙️ ✓ ✖ 🗑
9	Jensen Mraz	2026-08-24	7.50h	Testing	Researched new technologies and best practices	Pending	2026-07-27	ⓘ ⚙️ ✓ ✖ 🗑
10	Francis Kirilin	2026-08-21	7.00h	Documentation	Attended team meetings and project planning s...	Pending	2026-07-27	ⓘ ⚙️ ✓ ✖ 🗑

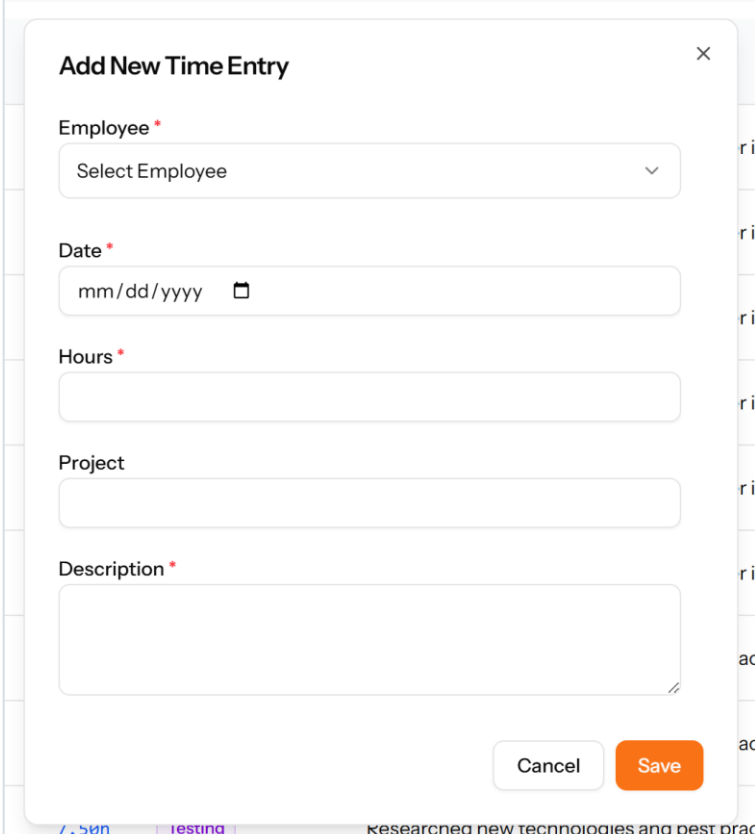
Figure 53: The Time Entries page

1 page title · 2 primary action · 3 records table

Columns: #, Employee, Date, Hours, Project, Description, Status, Submitted On, Actions

Actions on this page: Add Time Entry, ...

1. Choose Add Time Entry at the top right. The form opens in a panel.
2. Complete the required fields: Date, Hours, Description.
3. Fill in anything else that applies: Project.
4. Make the selections the form asks for: Employee.
5. Choose Save. The new record appears in the list.



The image shows a modal window titled "Add New Time Entry" with a close button (X) in the top right corner. The form contains the following fields:

- Employee ***: A dropdown menu with the text "Select Employee" and a downward arrow.
- Date ***: A text input field with the placeholder "mm/dd/yyyy" and a calendar icon.
- Hours ***: A text input field.
- Project**: A text input field.
- Description ***: A larger text input field.

At the bottom right of the form are two buttons: "Cancel" and "Save". The "Save" button is orange, while the "Cancel" button is white with a grey border. The modal is overlaid on a background that shows a table with columns like "7. Sen", "Testing", and "Researched new technologies and best prac".

Figure 54: The Add Time Entry form

12. Payroll

Payroll is built from the bottom up: components describe the parts of a pay packet, each employee is given a salary structure made of those components, and a payroll run applies the whole thing to a period and produces payslips.

An employee with no salary structure is skipped by a payroll run. If someone is missing from a run, that is the first thing to check.

Pages in this chapter: Salary Components, Employee Salaries, Payroll Runs, Payslips, Salary Advances

12.1 Salary Components

The building blocks of pay: basic pay, allowances, deductions and contributions. Each is either an earning or a deduction and is calculated as a fixed amount or a percentage.

The screenshot displays the 'Salary Components' page in the Weaf HR system. The page title is 'Salary Components' (callout 1). In the top right corner, there is a '+ Add Component' button (callout 2). The main content is a table with 10 rows of salary components (callout 3). The table columns are: #, Component Name, Type, Calculation, Amount/Percentage, Status, and Actions. The components listed are: 1. Salary Advance (Deduction, Fixed, USh 100,000.00), 2. Loan Deduction (Deduction, Fixed, USh 1,000.00), 3. Income Tax (TDS) (Deduction, Percentage, 10.00%), 4. Professional Tax (Deduction, Fixed, USh 200.00), 5. Employee State Insurance (ESI) (Deduction, Percentage, 0.75%), 6. Provident Fund (PF) (Deduction, Percentage, 12.00%), 7. Special Allowance (Earning, Fixed, USh 3,000.00), 8. Dearness Allowance (DA) (Earning, Percentage, 15.00%), 9. Medical Allowance (Earning, Fixed, USh 1,500.00), and 10. Transport Allowance (Earning, Fixed, USh 2,000.00). All components are currently 'Active'. The table is paginated, showing 1 to 10 of 11 components.

#	Component Name	Type	Calculation	Amount/Percentage	Status	Actions
1	Salary Advance	Deduction	Fixed	USh 100,000.00	Active	Edit Add Delete
2	Loan Deduction	Deduction	Fixed	USh 1,000.00	Active	Edit Add Delete
3	Income Tax (TDS)	Deduction	Percentage	10.00%	Active	Edit Add Delete
4	Professional Tax	Deduction	Fixed	USh 200.00	Active	Edit Add Delete
5	Employee State Insurance (ESI)	Deduction	Percentage	0.75%	Active	Edit Add Delete
6	Provident Fund (PF)	Deduction	Percentage	12.00%	Active	Edit Add Delete
7	Special Allowance	Earning	Fixed	USh 3,000.00	Active	Edit Add Delete
8	Dearness Allowance (DA)	Earning	Percentage	15.00%	Active	Edit Add Delete
9	Medical Allowance	Earning	Fixed	USh 1,500.00	Active	Edit Add Delete
10	Transport Allowance	Earning	Fixed	USh 2,000.00	Active	Edit Add Delete

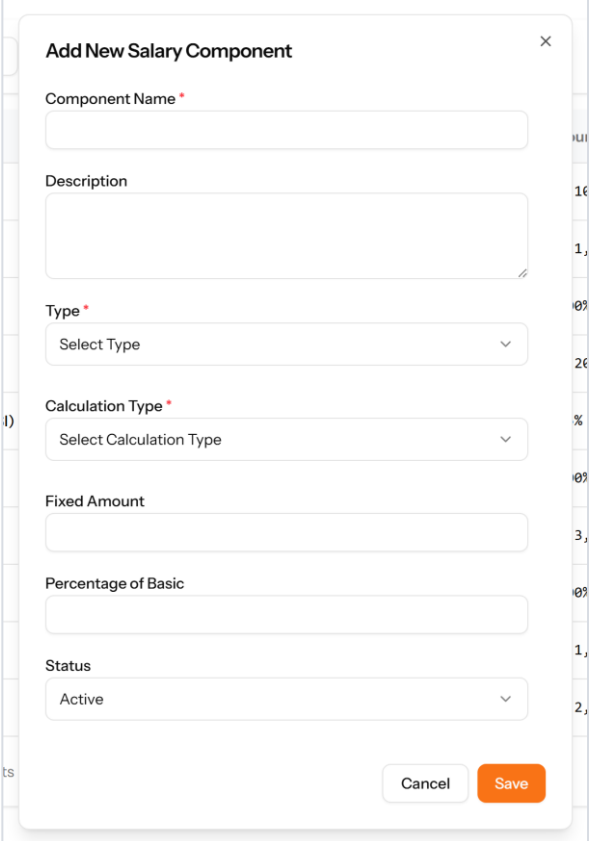
Figure 55: The Salary Components page

1 page title · 2 primary action · 3 records table

Columns: #, Component Name, Type, Calculation, Amount/Percentage, Status, Actions

Actions on this page: Add Component

1. Choose Add Component at the top right. The form opens in a panel.
2. Complete the required fields: Component Name.
3. Fill in anything else that applies: Description, Fixed Amount, Percentage of Basic.
4. Make the selections the form asks for: Type, Calculation Type.
5. Choose Save. The new record appears in the list.



The image shows a modal form titled "Add New Salary Component" with a close button (X) in the top right corner. The form contains the following fields and controls:

- Component Name ***: A text input field.
- Description**: A larger text input field.
- Type ***: A dropdown menu with the placeholder text "Select Type".
- Calculation Type ***: A dropdown menu with the placeholder text "Select Calculation Type".
- Fixed Amount**: A text input field.
- Percentage of Basic**: A text input field.
- Status**: A dropdown menu with "Active" selected.
- Buttons**: "Cancel" and "Save" buttons at the bottom right.

Figure 56: The Add Component form

12.2 Employee Salaries

What each employee is actually paid — their basic salary and the components attached to it. Payroll cannot be run for an employee with no salary structure.

Dashboard > Payroll Management > Employee Salaries

English Demo Payroll

Platform

- Dashboard
- Staff
- HR Management
- Recruitment
- Contract Management
- Document Management
- Meetings
- Calendar
- Media Library
- Leave Management
- Attendance
- Biometric Attendance
- Time Tracking
- Payroll Management
 - Salary Components
 - Employee Salaries
 - Payroll Runs
 - Payslips
 - Salary Advances
- Developer
- Plans
- Referral Program
- Settings

Q Search... Search Filters Per Page: 10

#	Employee	Basic Salary	Components	Status	Created At	Actions
1	Mr. Mohammed Wolf	US\$ 70,000.00	House Rent Allowance (HRA) Transport Allowance Medical Allowance Dearness Allowance (DA) Special Allowance Provident Fund (PF) Professional Tax	Active	2026-07-27	View Edit Delete
2	Lelia Corvin	US\$ 20,000.00	House Rent Allowance (HRA) Transport Allowance Medical Allowance Provident Fund (PF) Employee State Insurance (ESI) Professional Tax Income Tax (TDS)	Active	2026-07-27	View Edit Delete
3	Jensen Mraz	US\$ 60,000.00	House Rent Allowance (HRA) Transport Allowance Provident Fund (PF) Professional Tax	Active	2026-07-27	View Edit Delete
4	Carli Runolfsdottir	US\$ 55,000.00	House Rent Allowance (HRA) Transport Allowance Medical Allowance Dearness Allowance (DA) Special Allowance Provident Fund (PF) Employee State Insurance (ESI) Professional Tax Income Tax (TDS)	Active	2026-07-27	View Edit Delete
5	Dr. Luther Pagac	US\$ 15,000.00	House Rent Allowance (HRA) Transport Allowance Medical Allowance Provident Fund (PF) Professional Tax	Active	2026-07-27	View Edit Delete
6	Mariela Batz	US\$ 45,000.00	House Rent Allowance (HRA) Transport Allowance Provident Fund (PF) Employee State Insurance (ESI) Professional Tax Income Tax (TDS)	Active	2026-07-27	View Edit Delete
7	Taryn Volkman	US\$ 40,000.00	House Rent Allowance (HRA) Transport Allowance Medical Allowance Dearness Allowance (DA) Special Allowance Provident Fund (PF) Professional Tax	Active	2026-07-27	View Edit Delete
8	Ms. Karlee Goyette	US\$ 35,000.00	House Rent Allowance (HRA) Transport Allowance Medical Allowance Provident Fund (PF) Employee State Insurance (ESI) Professional Tax Income Tax (TDS)	Active	2026-07-27	View Edit Delete
9	Francis Kirlin	US\$ 30,000.00	House Rent Allowance (HRA) Transport Allowance Provident Fund (PF) Professional Tax	Active	2026-07-27	View Edit Delete

Showing 1 to 9 of 9 employee salaries

Previous 1 Next

Figure 57: The Employee Salaries page

1 page title · 2 records table

Columns: #, Employee, Basic Salary, Components, Status, Created At, Actions

Note: A salary structure is attached from the employee's own record rather than created on this page. This page is where you check who has one.

12.3 Payroll Runs

A payroll for a period. The run gathers the employees to be paid, calculates gross and net pay from their salary structures, and produces the payslips.

The screenshot displays the 'Payroll Runs' page in the Weaf HR system. The page title is 'Payroll Runs' (1). A primary action button 'Add Payroll Run' (2) is located in the top right. The main content is a table (3) with the following data:

#	Title	Frequency	Pay Period	Pay Date	Employees	Gross Pay	Net Pay	Status	Actions
1	August 2026 Payroll	Monthly	2026-08-01 to 2026-08-31	2026-09-05	0	US\$ 0.00	US\$ 0.00	draft	[Icons]
2	July 2026 Payroll	Monthly	2026-07-01 to 2026-07-31	2026-08-05	0	US\$ 0.00	US\$ 0.00	draft	[Icons]
3	June 2026 Payroll	Monthly	2026-06-01 to 2026-06-30	2026-07-05	0	US\$ 0.00	US\$ 0.00	draft	[Icons]
4	May 2026 Payroll	Monthly	2026-05-01 to 2026-05-31	2026-06-05	0	US\$ 0.00	US\$ 0.00	draft	[Icons]
5	April 2026 Payroll	Monthly	2026-04-01 to 2026-04-30	2026-05-05	0	US\$ 0.00	US\$ 0.00	draft	[Icons]

The table shows 5 payroll runs, all with a status of 'draft'. The page includes a search bar, filters, and pagination controls (Previous, 1, Next).

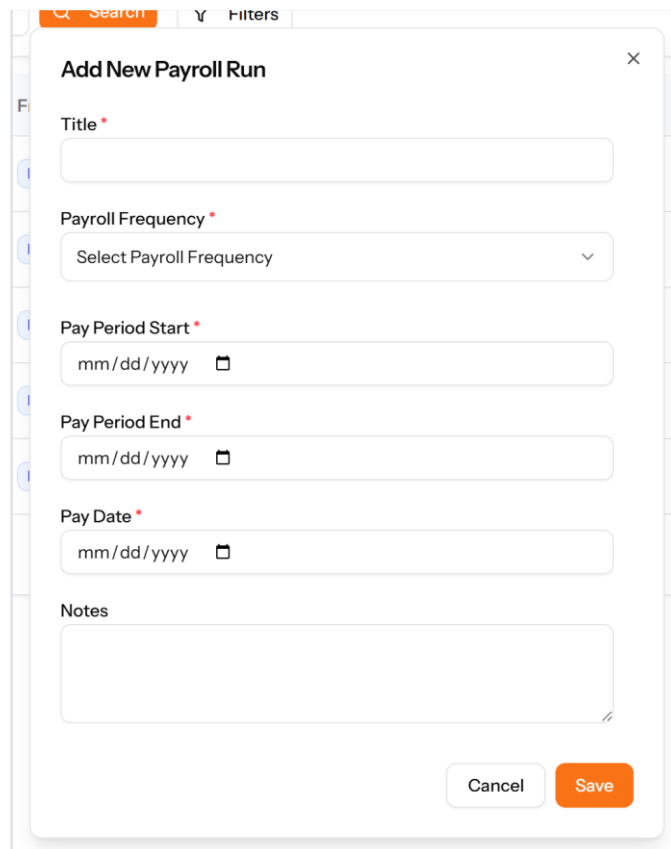
Figure 58: The Payroll Runs page

1 page title · 2 primary action · 3 records table

Columns: #, Title, Frequency, Pay Period, Pay Date, Employees, Gross Pay, Net Pay, Status, Actions

Actions on this page: Add Payroll Run

1. Confirm that every employee to be paid has a salary structure on Employee Salaries. An employee without one is skipped.
2. Choose Add Payroll Run.
3. Give the run a title, set the frequency, and set the pay period and pay date.
4. Save. The run is created and gathers the employees it covers.
5. Review the gross and net totals shown on the list before doing anything further with the run.



The screenshot shows a web application interface with a top navigation bar containing a search icon and the word "Search", and a "Filters" button. Below this, a modal window titled "Add New Payroll Run" is open. The modal has a close button (X) in the top right corner. It contains several form fields: "Title" (a text input), "Payroll Frequency" (a dropdown menu with "Select Payroll Frequency" as the selected option), "Pay Period Start" (a date input with a calendar icon), "Pay Period End" (a date input with a calendar icon), and "Pay Date" (a date input with a calendar icon). All these fields are marked with a red asterisk, indicating they are required. Below the date fields is a "Notes" section with a large text area. At the bottom right of the modal are two buttons: "Cancel" and "Save".

Add New Payroll Run

Title *

Payroll Frequency *

Pay Period Start *

Pay Period End *

Pay Date *

Notes

Cancel Save

Figure 59: The Add Payroll Run form

12.4 Payslips

The individual statements produced by a payroll run, each with its number, period, pay date and net pay.

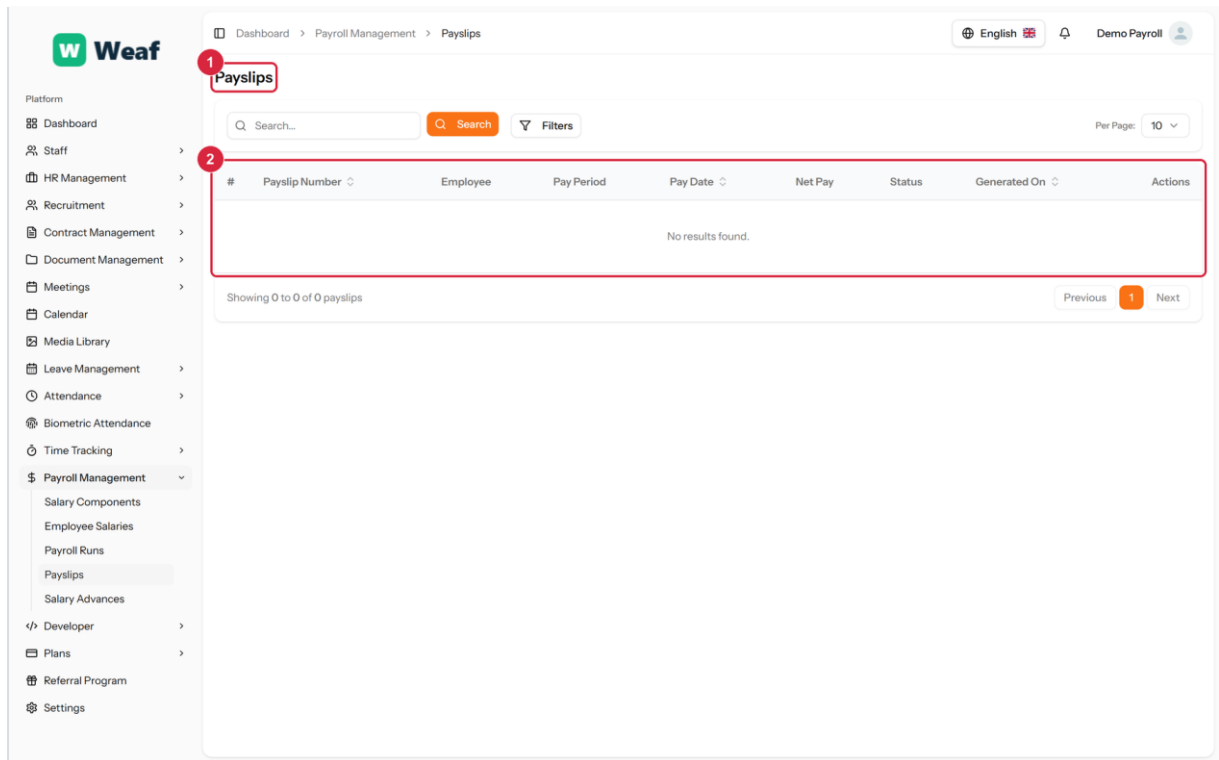


Figure 60: The Payslips page

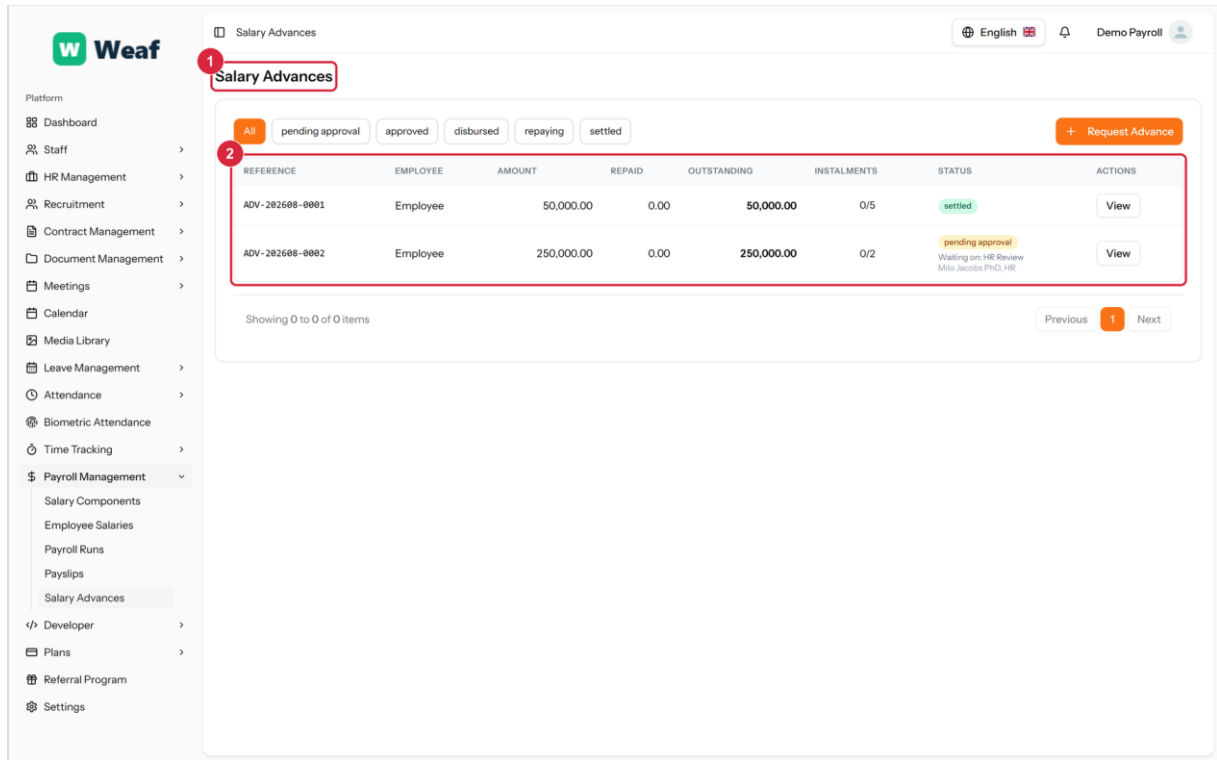
1 page title · 2 records table

Columns: #, Payslip Number, Employee, Pay Period, Pay Date, Net Pay, Status, Generated On, Actions

Note: Payslips are produced by a payroll run; there is no way to add one here. If a payslip is missing, look at the run that should have produced it, and at whether that employee has a salary structure.

12.5 Salary Advances

Money advanced against future pay, tracked through repayment: the amount, what has been repaid, what is outstanding and over how many instalments.



The screenshot displays the 'Salary Advances' page in the Weaf HR system. The page title is 'Salary Advances' (indicated by a red circle 1). The table (indicated by a red circle 2) contains the following data:

REFERENCE	EMPLOYEE	AMOUNT	REPAID	OUTSTANDING	INSTALMENTS	STATUS	ACTIONS
ADV-202608-0001	Employee	50,000.00	0.00	50,000.00	0/5	settled	View
ADV-202608-0002	Employee	250,000.00	0.00	250,000.00	0/2	pending approval Waiting on: HR Review Milo Jacobs PhD, HR	View

The page also includes a sidebar with navigation options, a top bar with language and user settings, and a bottom bar with pagination controls (Previous, 1, Next).

Figure 61: The Salary Advances page

1 page title · 2 records table

Columns: REFERENCE, EMPLOYEE, AMOUNT, REPAID, OUTSTANDING, INSTALMENTS, STATUS, ACTIONS

Actions on this page: All, pending approval, approved, disbursed, repaying, settled, Request Advance, View

13. Recruitment and Onboarding

Recruitment runs end to end here: you describe the job, publish it, collect candidates, interview them, record what the interviewers thought, make an offer, and onboard whoever accepts.

The first four pages in this chapter are reference lists. They feel like a detour, but they are what lets a posting be created in a minute rather than retyped each time.

Pages in this chapter: Job Categories, Job Types, Job Locations, Custom Questions, Job Postings, careers, Candidate Sources, Candidates, Interview Types, Interview Rounds, Interviews, Interview Feedback, Candidate Assessments, Offer Templates, Offers, Onboarding Checklists, Checklist Items, Candidate Onboarding

13.1 Job Categories

A reference list. Entries created here become the options offered when you create a job posting. Setting these up once, before the records that use them, saves correcting the same choice repeatedly later.

The screenshot displays the 'Job Categories' page in the Weaf HR system. The page layout includes a sidebar on the left with navigation links, a top navigation bar with a search bar and a 'Filters' button, and a main content area. The main content area features a table of job categories. A red box labeled '1' highlights the 'Job Categories' link in the sidebar. A red box labeled '2' highlights the 'Add Job Category' button in the top right corner. A red box labeled '3' highlights the table of job categories.

#	Name	Description	Status	Created At	Actions
1	Administrative and Support	Administrative assistants, office managers, data entry clerks, receptionists, and general support staff	Active	2026-07-27	View Edit Delete
2	Research and Development	Research scientists, product developers, innovation specialists, and research and development engineers	Active	2026-07-27	View Edit Delete
3	Legal and Compliance	Legal counsel, compliance officers, paralegals, contract specialists, and regulatory affairs professionals	Active	2026-07-27	View Edit Delete
4	Education and Training	Teachers, trainers, instructional designers, curriculum developers, and educational administrators	Active	2026-07-27	View Edit Delete
5	Healthcare	Medical professionals, nurses, healthcare administrators, medical technicians, and healthcare support staff	Active	2026-07-27	View Edit Delete
6	Engineering	Mechanical engineers, electrical engineers, civil engineers, quality assurance, and technical engineering roles	Active	2026-07-27	View Edit Delete
7	Customer Service	Customer support representatives, call center agents, client relations, and customer success managers	Active	2026-07-27	View Edit Delete
8	Operations and Management	Operations managers, project managers, team leads, supervisors, and executive management positions	Active	2026-07-27	View Edit Delete
9	Finance and Accounting	Financial analysts, accountants, auditors, tax specialists, and financial planning and analysis roles	Active	2026-07-27	View Edit Delete
10	Human Resources	HR generalists, talent acquisition, employee relations, compensation and benefits, and organizational development roles	Active	2026-07-27	View Edit Delete

Showing 1 to 10 of 12 job categories

Previous 1 2 Next

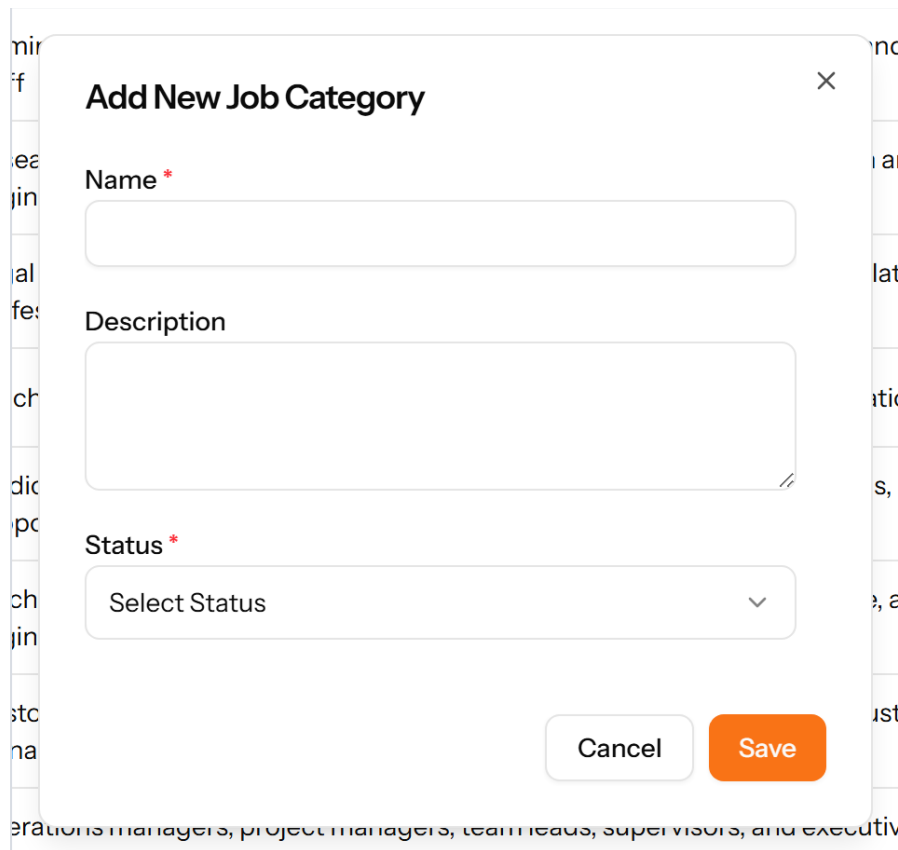
Figure 62: The Job Categories page

1 page title · 2 primary action · 3 records table

Columns: #, Name, Description, Status, Created At, Actions

Actions on this page: Add Job Category

1. Choose Add Job Category at the top right. The form opens in a panel.
2. Complete the required fields: Name.
3. Fill in anything else that applies: Description.
4. Make the selections the form asks for: Status.
5. Choose Save. The new record appears in the list.



The image shows a modal form titled "Add New Job Category" with a close button (X) in the top right corner. The form contains three main sections: "Name *" with a text input field, "Description" with a larger text area, and "Status *" with a dropdown menu currently showing "Select Status". At the bottom right of the form are two buttons: "Cancel" and "Save".

Add New Job Category ×

Name *

Description

Status *

Select Status ▼

Cancel Save

Figure 63: The Add Job Category form

13.2 Job Types

A reference list. Entries created here become the options offered when you create a job posting. Setting these up once, before the records that use them, saves correcting the same choice repeatedly later.

The screenshot shows the 'Job Types' page in the Weaf HR system. The page layout includes a sidebar on the left with navigation links, a top header with the Weaf logo and user information, and a main content area. The main content area features a table of job types with columns for #, Name, Description, Status, Created At, and Actions. A red box highlights the table, and a red circle highlights the 'Add Job Type' button. Red callouts 1, 2, and 3 point to the 'Job Types' title, the 'Add Job Type' button, and the table respectively.

#	Name	Description	Status	Created At	Actions
1	Hybrid	Combination of office and remote work, typically requiring presence in office for certain days	Active	2026-07-27	View Edit Delete
2	Remote	Work-from-home or remote work arrangement allowing employees to work from any location	Active	2026-07-27	View Edit Delete
3	Internship	Educational work experience program for students or recent graduates to gain practical skills	Active	2026-07-27	View Edit Delete
4	Freelance	Independent contractor arrangement for specific tasks or projects with flexible working arrangements	Active	2026-07-27	View Edit Delete
5	Temporary	Short-term temporary employment to cover immediate staffing needs or seasonal work requirements	Active	2026-07-27	View Edit Delete
6	Contract	Fixed-term contract employment for specific projects or duration with defined start and end dates	Active	2026-07-27	View Edit Delete
7	Part-time	Part-time employment with reduced working hours, typically less than 30 hours per week with limited benefits	Active	2026-07-27	View Edit Delete
8	Full-time	Regular full-time employment with standard working hours, typically 40 hours per week with full benefits	Active	2026-07-27	View Edit Delete

Figure 64: The Job Types page

1 page title · 2 primary action · 3 records table

Columns: #, Name, Description, Status, Created At, Actions

Actions on this page: Add Job Type

1. Choose Add Job Type at the top right. The form opens in a panel.
2. Complete the required fields: Name.
3. Fill in anything else that applies: Description.
4. Make the selections the form asks for: Status.
5. Choose Save. The new record appears in the list.

ice and remote work, typically requiring presence in office for certain days

or

xp

ac

rar

st

ne

mp

Add New Job Type ×

Name *

Description

Status *

Select Status ▼

Cancel Save

Figure 65: The Add Job Type form

13.3 Job Locations

Where a job is based. Locations are reusable across postings and carry an address and a type, such as on-site or remote.

The screenshot shows the 'Job Locations' page in the Weaf HR system. The page title is 'Job Locations' (callout 1). In the top right corner, there is a button to 'Add Job Location' (callout 2). The main content is a table with 8 records (callout 3). The table has columns for #, Name, Address, Type, Status, Created At, and Actions. The records are as follows:

#	Name	Address	Type	Status	Created At	Actions
1	Remote Work - Global	Remote Work	Remote	Active	2026-07-27	[Icons]
2	Remote Work - India	Remote Work	Remote	Active	2026-07-27	[Icons]
3	Service Center - Hyderabad	HITEC City, Madhapur, Hyderabad, Telangana, India	On-site	Active	2026-07-27	[Icons]
4	Regional Office - Chennai	OMR IT Corridor, Thoraipakkam, Chennai, Tamil Nadu, India	On-site	Active	2026-07-27	[Icons]
5	Development Center - Pune	Hinjewadi IT Park Phase 2, Pune, Maharashtra, India	On-site	Active	2026-07-27	[Icons]
6	Tech Hub - Bangalore	Electronic City Phase 1, Bangalore, Karnataka, India	On-site	Active	2026-07-27	[Icons]
7	Branch Office - Delhi	Connaught Place, Central Delhi, New Delhi, Delhi, India	On-site	Active	2026-07-27	[Icons]
8	Head Office - Mumbai	Bandra Kurla Complex, Bandra East, Mumbai, Maharashtra, India	On-site	Active	2026-07-27	[Icons]

At the bottom of the table, it says 'Showing 1 to 8 of 8 job locations'. There are 'Previous' and 'Next' buttons for pagination.

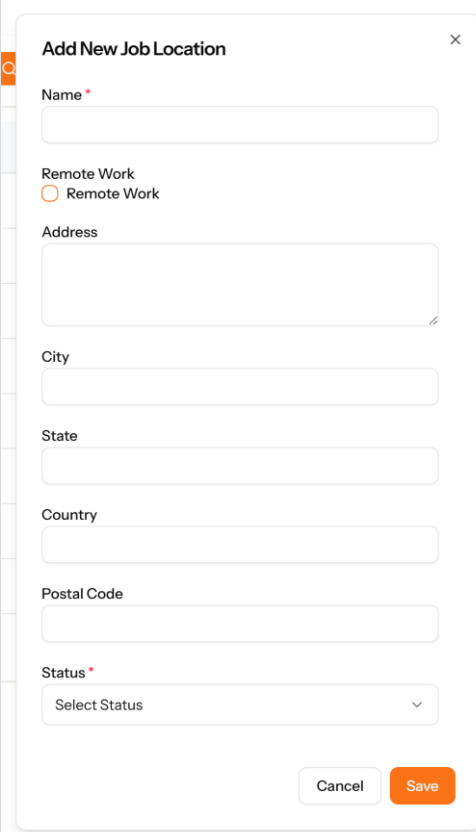
Figure 66: The Job Locations page

1 page title · 2 primary action · 3 records table

Columns: #, Name, Address, Type, Status, Created At, Actions

Actions on this page: Add Job Location

1. Choose Add Job Location at the top right. The form opens in a panel.
2. Complete the required fields: Name.
3. Fill in anything else that applies: Remote Work, Address, City, State, Country, Postal Code.
4. Make the selections the form asks for: Status.
5. Choose Save. The new record appears in the list.



The image shows a modal form titled "Add New Job Location" with a close button (X) in the top right corner. The form contains several input fields and a radio button. The fields are: "Name" (required, marked with a red asterisk), "Address", "City", "State", "Country", "Postal Code", and "Status" (required, marked with a red asterisk). The "Status" field is a dropdown menu with "Select Status" as the placeholder text. There is a "Remote Work" radio button option. At the bottom right of the form are "Cancel" and "Save" buttons. The "Save" button is orange, while the "Cancel" button is white with a grey border.

Add New Job Location ×

Name *

Remote Work
☐ Remote Work

Address

City

State

Country

Postal Code

Status *

Select Status ▼

Cancel Save

Figure 67: The Add Job Location form

13.4 Custom Questions

Extra questions added to the application form, for information a CV does not reliably provide.

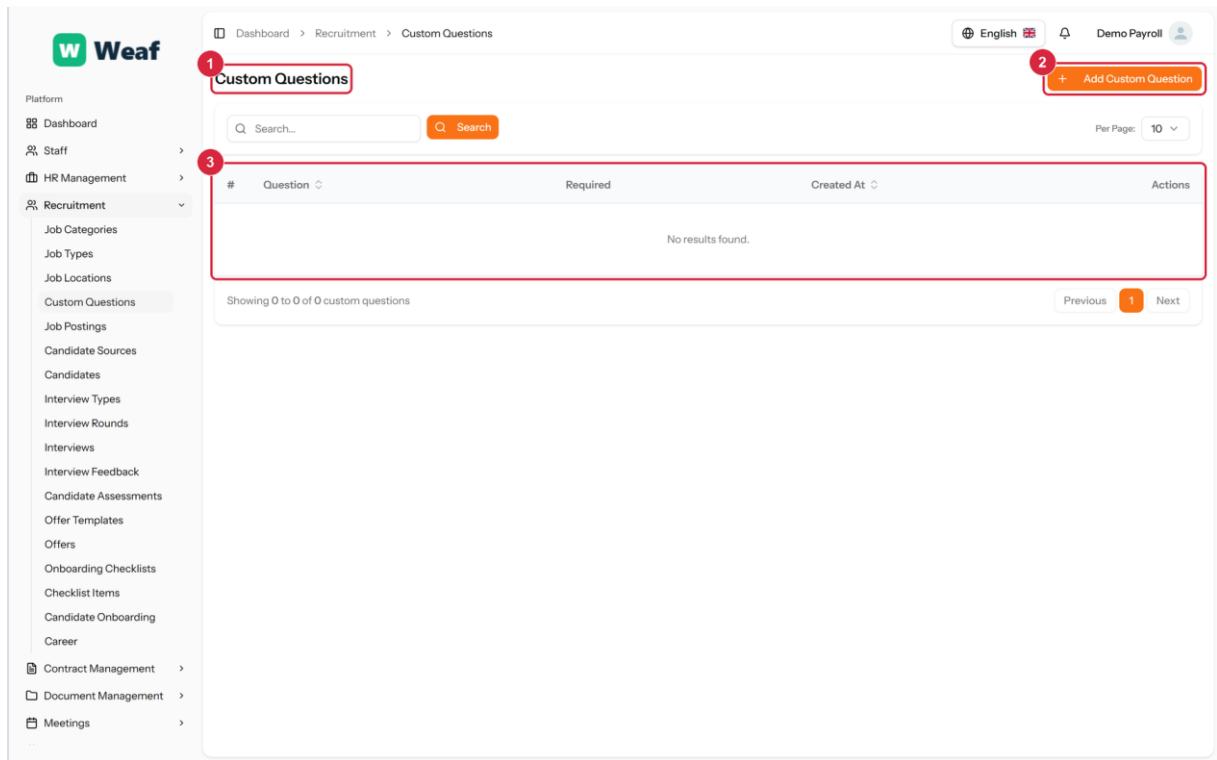


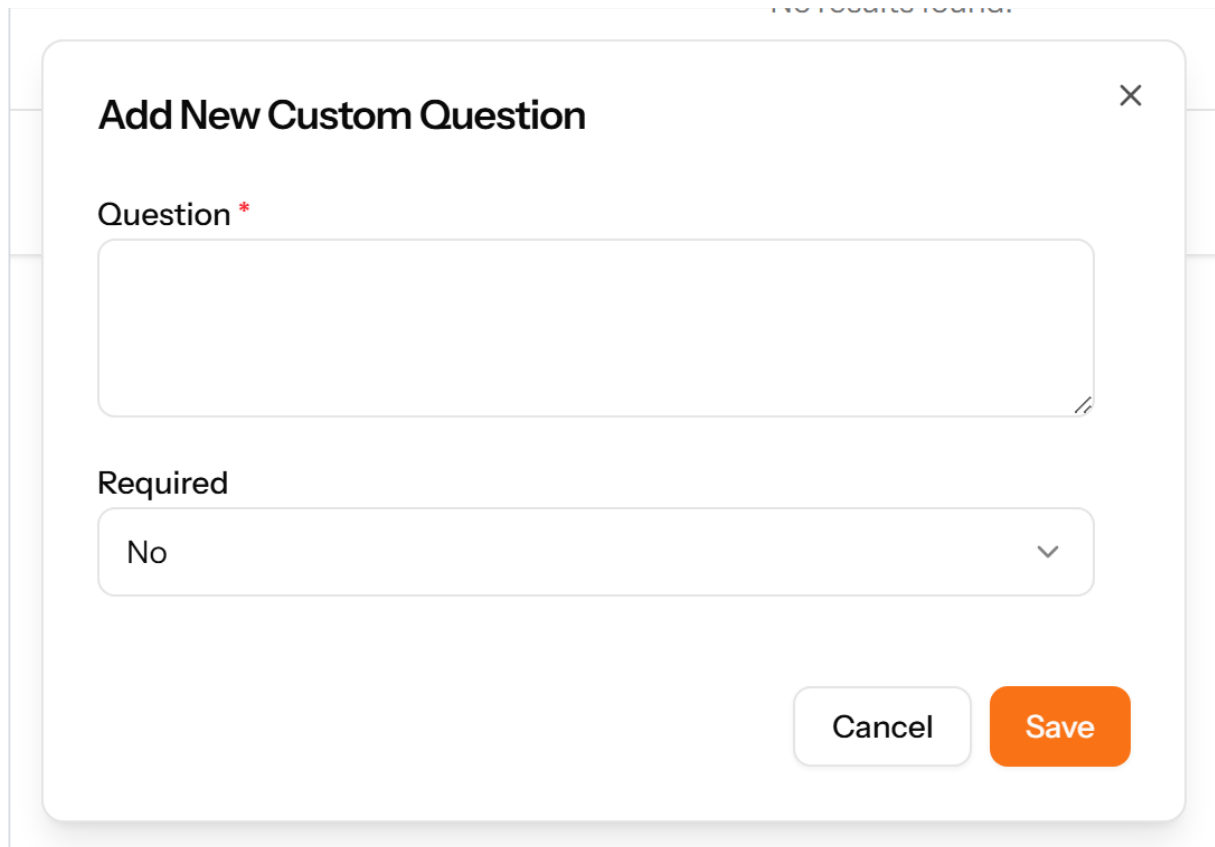
Figure 68: The Custom Questions page

1 page title · 2 primary action · 3 records table

Columns: #, Question, Required, Created At, Actions

Actions on this page: Add Custom Question

1. Choose Add Custom Question at the top right. The form opens in a panel.
2. Complete the required fields: Question.
3. Choose Save. The new record appears in the list.



The image shows a modal window titled "Add New Custom Question" with a close button (X) in the top right corner. Inside the modal, there is a label "Question *" followed by a large text input field. Below this is a label "Required" followed by a dropdown menu currently showing "No" with a downward arrow. At the bottom right of the modal are two buttons: "Cancel" and "Save". The "Save" button is orange, while the "Cancel" button is white with a grey border.

Add New Custom Question ✕

Question *

Required

No ▼

Cancel Save

Figure 69: The Add Custom Question form

13.5 Job Postings

The vacancies themselves. A posting carries a code, a title, a type, a location and a salary range, and collects the applications made against it. Published postings appear on the public careers page.

The screenshot shows the 'Job Postings' page in the Weaf HR system. The page has a sidebar with navigation links and a main content area. The main content area includes a search bar, a table of job postings, and a pagination control. A red box highlights the table area, and a red circle highlights the 'Add Job Posting' button in the top right corner.

#	Code	Title	Type	Location	Salary Range	Applications	Published	Status	Deadline	Actions
1	J08-12-00015	Customer Support Representative	Remote	Remote Work - India	US\$ 25,000.00 - US\$ 35,000.00	2	Yes	Published	2026-08-26	[Icons]
2	J08-12-00014	Financial Analyst	Internship	Service Center - Hyderabad	US\$ 45,000.00 - US\$ 65,000.00	2	No	Draft	1/1/1970	[Icons]
3	J08-12-00013	Network Administrator	Freelance	Regional Office - Chennai	US\$ 55,000.00 - US\$ 80,000.00	2	Yes	Published	2026-08-26	[Icons]
4	J08-12-00012	Content Writer	Temporary	Development Center - Pune	US\$ 30,000.00 - US\$ 45,000.00	2	Yes	Published	2026-08-26	[Icons]
5	J08-12-00011	Business Analyst	Contract	Tech Hub - Bangalore	US\$ 50,000.00 - US\$ 75,000.00	2	No	Draft	1/1/1970	[Icons]
6	J08-12-00010	Quality Assurance Engineer	Part-time	Branch Office - Delhi	US\$ 45,000.00 - US\$ 70,000.00	2	Yes	Published	2026-08-26	[Icons]
7	J08-12-00009	Sales Executive	Full-time	Head Office - Mumbai	US\$ 35,000.00 - US\$ 55,000.00	2	Yes	Published	2026-08-26	[Icons]
8	J08-12-00008	DevOps Engineer	Hybrid	Remote Work - Global	US\$ 65,000.00 - US\$ 95,000.00	2	Yes	Published	2026-08-26	[Icons]
9	J08-12-00007	UX Designer	Remote	Remote Work - India	US\$ 55,000.00 - US\$ 80,000.00	2	No	Draft	1/1/1970	[Icons]
10	J08-12-00006	Project Manager	Internship	Service Center - Hyderabad	US\$ 70,000.00 - US\$ 100,000.00	2	Yes	Published	2026-08-26	[Icons]

Figure 70: The Job Postings page

1 page title · 2 primary action · 3 records table

Columns: #, Code, Title, Type, Location, Salary Range, Applications, Published, Status, Deadline, Actions

Actions on this page: Add Job Posting

1. Choose Add Job Posting at the top right. The form opens on its own page.
2. Complete the required fields: Job Title, Start Date, Application Deadline, Application URL, Number of Positions, Min Experience (Years), Max Experience (Years), Min Salary, Max Salary.
3. Fill in anything else that applies: Type Required Skills and press Enter, Featured Job, Gender, Date Of Birth, Cover Letter, Terms And Conditions.
4. Make the selections the form asks for: Job Type, Location, Branch, Department.
5. Choose Save. The new record appears in the list.

Basic Information

Job Title *

Enter job title

Location *

Select Location

Department

Select Department

Required Skills *

Type Required Skills and press Enter

Application Deadline *

mm/dd/yyyy

Application URL *

https://weafpayroll.weafcompany.com/company/career

Featured Job

Job Type *

Select Job Type

Branch *

Select Branch

Priority *

Low

Start Date *

mm/dd/yyyy

Job Application *

Existing Link

Number of Positions *

1

Experience & Salary

Min Experience (Years) *

0

Max Experience (Years) *

Min Salary *

Max Salary *

Job Details

Job Description *

B I S E T L E O P U F C D

Requirements *

B I S E T L E O P U F C D

Figure 71: The Add Job Posting form

13.6 careers

The public careers page. This is what a job seeker sees; it needs no sign-in and lists every published posting. Its address carries your company slug, so each company has its own board.

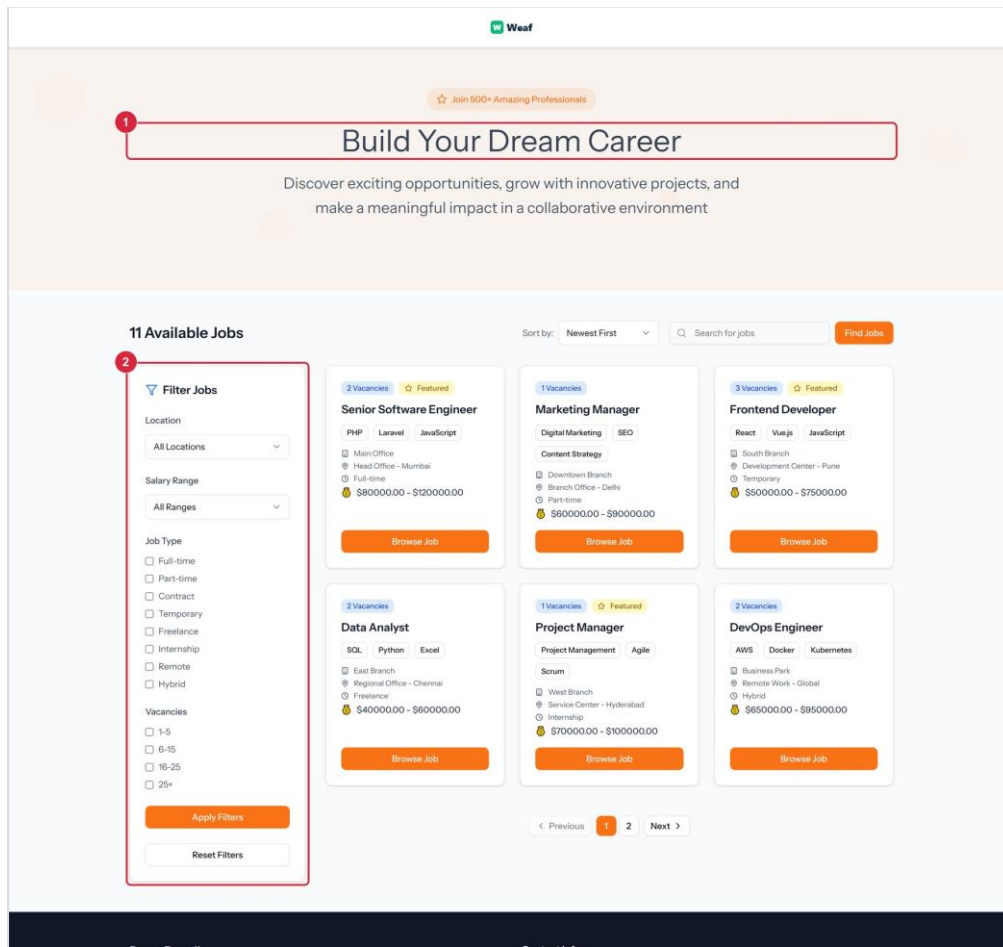


Figure 72: The careers page

Note: This page is public. Anything published to a job posting is visible to anyone with the link, so check a posting before publishing it.

13.7 Candidate Sources

A reference list. Entries created here become the options offered when you create a candidate, to record where they came from. Setting these up once, before the records that use them, saves correcting the same choice repeatedly later.

The screenshot displays the 'Candidate Sources' page in the Weaf HR system. The page header includes the Weaf logo, a breadcrumb trail (Dashboard > Recruitment > Candidate Sources), and user controls (English, Demo Payroll). A sidebar on the left lists navigation options under 'Platform', 'Recruitment', and 'Career'. The main content area features a search bar, a 'Filters' button, and a table of candidate sources. The table has columns for '#', 'Name', 'Description', 'Status', 'Created At', and 'Actions'. It lists 10 sources, all with an 'Active' status and a creation date of '2026-07-27'. A red box highlights the table, and a red circle highlights the 'Add Candidate Source' button in the top right corner.

#	Name	Description	Status	Created At	Actions
1	Company Website	Candidates who applied directly through the company career page and job portal	Active	2026-07-27	View Edit Delete
2	LinkedIn	Professional networking platform for recruiting and sourcing qualified candidates	Active	2026-07-27	View Edit Delete
3	Naukri.com	Leading job portal in India for posting jobs and finding qualified candidates	Active	2026-07-27	View Edit Delete
4	Indeed	Global job search engine and recruitment platform for candidate sourcing	Active	2026-07-27	View Edit Delete
5	Employee Referral	Candidates referred by existing employees through internal referral program	Active	2026-07-27	View Edit Delete
6	Recruitment Agency	External recruitment agencies and headhunters providing candidate sourcing services	Active	2026-07-27	View Edit Delete
7	Campus Recruitment	Fresh graduates recruited directly from colleges and universities through campus drives	Active	2026-07-27	View Edit Delete
8	Walk-in Interview	Candidates who attended walk-in interviews and recruitment events organized by company	Active	2026-07-27	View Edit Delete
9	Social Media	Candidates sourced through social media platforms like Facebook, Twitter, and Instagram	Active	2026-07-27	View Edit Delete
10	Job Fair	Candidates met and recruited through job fairs and career expo events	Active	2026-07-27	View Edit Delete

Showing 1 to 10 of 12 candidate sources

Previous 1 2 Next

Figure 73: The Candidate Sources page

1 page title · 2 primary action · 3 records table

Columns: #, Name, Description, Status, Created At, Actions

Actions on this page: Add Candidate Source

1. Choose Add Candidate Source at the top right. The form opens in a panel.
2. Complete the required fields: Name.
3. Fill in anything else that applies: Description.
4. Make the selections the form asks for: Status.
5. Choose Save. The new record appears in the list.

dates who applied directly through the company career page and job portal

×

Add New Candidate Source

Name *

Description

Status *

Select Status

▼

Cancel

Save

dates sourced through social media platforms like Facebook, Twitter, and In

Figure 74: The Add Candidate Source form

13.8 Candidates

Everyone who has applied, with the job applied for, where they came from, their experience, their salary expectation and where they have reached in the process.

The screenshot displays the 'Candidates' page in the Weaf HR system. The left sidebar contains a navigation menu with 'Candidates' highlighted. The main content area shows a table of 10 candidates. The table has the following columns: #, Name, Job, Source, Experience, Expected Salary, Status, Employee Converted, Applied, and Actions. The data is as follows:

#	Name	Job	Source	Experience	Expected Salary	Status	Employee Converted	Applied	Actions
1	Rajesh Kumar rajesh.kumar@email.com	Senior Software Engineer JOB-12-00001	LinkedIn	6 years	US\$ 120,000.00	Offer	No	2026-07-26	[Icons]
2	Priya Sharma priya.sharma@email.com	Marketing Manager JOB-12-00002	Naukri.com	4 years	US\$ 85,000.00	Offer	No	2026-07-25	[Icons]
3	Amit Patel amit.patel@email.com	HR Specialist JOB-12-00003	Employee Referral	3 years	US\$ 75,000.00	Offer	No	2026-07-24	[Icons]
4	Sneha Reddy sneha.reddy@email.com	Frontend Developer JOB-12-00004	Company Website	2 years	US\$ 70,000.00	Offer	No	2026-07-23	[Icons]
5	Vikram Singh vikram.singh@email.com	Data Analyst JOB-12-00005	Indeed	5 years	US\$ 100,000.00	Offer	No	2026-07-22	[Icons]
6	Kavya Nair kavya.nair@email.com	Project Manager JOB-12-00006	Recruitment Agency	3 years	US\$ 65,000.00	Offer	No	2026-07-21	[Icons]
7	Arjun Gupta arjun.gupta@email.com	UX Designer JOB-12-00007	Campus Recruitment	0 years	US\$ 35,000.00	Offer	No	2026-07-20	[Icons]
8	Meera Joshi meera.joshi@email.com	DevOps Engineer JOB-12-00008	Walk-in Interview	2 years	US\$ 60,000.00	Offer	No	2026-07-19	[Icons]
9	Rohit Agarwal rohit.agarwal@email.com	Sales Executive JOB-12-00009	LinkedIn	4 years	US\$ 105,000.00	Offer	No	2026-07-18	[Icons]
10	Anita Desai anita.desai@email.com	Quality Assurance Engineer JOB-12-00010	Naukri.com	3 years	US\$ 80,000.00	Offer	No	2026-07-17	[Icons]

At the bottom of the table, it says 'Showing 1 to 10 of 31 candidates'. There are pagination controls: Previous, 1 (selected), 2, 3, 4, Next.

Figure 75: The Candidates page

1 page title · 2 records table

Columns: #, Name, Job, Source, Experience, Expected Salary, Status, Employee Converted, Applied, Actions

Note: Candidates arrive by applying to a posting, so there is no Add action here.

13.9 Interview Types

A reference list. Entries created here become the options offered when you create an interview. Setting these up once, before the records that use them, saves correcting the same choice repeatedly later.

The screenshot displays the 'Interview Types' page in the Weaf HR system. The page features a sidebar with navigation links, a top navigation bar with a search bar and a 'Filters' button, and a main content area with a table of interview types. A red box highlights the 'Interview Types' title and the table. A red circle with the number 1 points to the title, a red circle with the number 2 points to the 'Add Interview Type' button, and a red circle with the number 3 points to the table.

#	Name	Description	Status	Created At	Actions
1	Phone Screening	Initial phone interview to assess basic qualifications, communication skills, and interest level	Active	2026-07-27	View Edit Delete
2	Video Interview	Remote video interview conducted via video conferencing platforms to evaluate candidate fit	Active	2026-07-27	View Edit Delete
3	Technical Interview	In-depth technical assessment focusing on job-specific skills, problem-solving, and technical knowledge	Active	2026-07-27	View Edit Delete
4	Behavioral Interview	Interview focusing on past behavior, situational responses, and cultural fit assessment	Active	2026-07-27	View Edit Delete
5	Panel Interview	Interview conducted by multiple interviewers simultaneously to get diverse perspectives	Active	2026-07-27	View Edit Delete
6	HR Interview	Human resources interview covering company policies, benefits, salary negotiation, and final assessment	Active	2026-07-27	View Edit Delete
7	Case Study Interview	Problem-solving interview where candidates analyze and present solutions to business scenarios	Active	2026-07-27	View Edit Delete
8	Group Interview	Interview format where multiple candidates are assessed together through group activities and discussions	Active	2026-07-27	View Edit Delete
9	Final Interview	Final round interview typically conducted by senior management or hiring manager for final decision	Active	2026-07-27	View Edit Delete
10	Practical Assessment	Hands-on evaluation where candidates demonstrate skills through practical tasks and assignments	Active	2026-07-27	View Edit Delete

Showing 1 to 10 of 10 interview types

Previous **1** Next

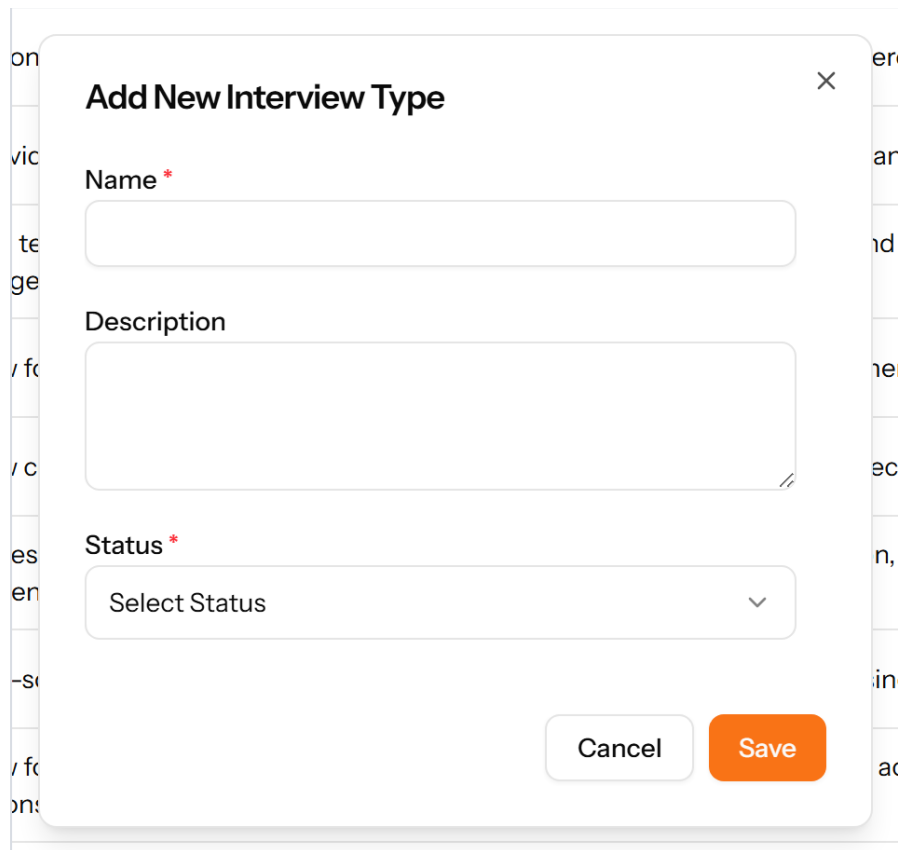
Figure 76: The Interview Types page

1 page title · 2 primary action · 3 records table

Columns: #, Name, Description, Status, Created At, Actions

Actions on this page: Add Interview Type

1. Choose Add Interview Type at the top right. The form opens in a panel.
2. Complete the required fields: Name.
3. Fill in anything else that applies: Description.
4. Make the selections the form asks for: Status.
5. Choose Save. The new record appears in the list.



The image shows a modal form titled "Add New Interview Type" with a close button (X) in the top right corner. The form contains three main sections: "Name" with a text input field and a red asterisk indicating it is required; "Description" with a larger text area and a red asterisk; and "Status" with a dropdown menu showing "Select Status" and a red asterisk. At the bottom right, there are two buttons: "Cancel" and "Save". The "Save" button is orange, while the "Cancel" button is white with a grey border.

Add New Interview Type ×

Name *

Description *

Status *

Select Status ▼

Cancel Save

Figure 77: The Add Interview Type form

13.10 Interview Rounds

The stages a candidate passes through for a given job, in sequence — screening, technical, final. Defined per job so different roles can be hired differently.

The screenshot shows the 'Interview Rounds' page in the Weaf HR system. The page title is 'Interview Rounds' (callout 1). At the top right, there is a button to 'Add Interview Round' (callout 2). The main content is a table of interview rounds (callout 3).

#	Job	Sequence	Name	Description	Status	Created At	Actions
1	Senior Software Engineer JOB-12-00001	1	Technical Assessment	Technical skills evaluation and coding assessment	Active	2026-07-27	View Edit Delete
2	Senior Software Engineer JOB-12-00001	2	Technical Interview	In-depth technical discussion with senior developers	Active	2026-07-27	View Edit Delete
3	Marketing Manager JOB-12-00002	1	Behavioral Interview	Assessment of leadership skills and behavioral competencies	Active	2026-07-27	View Edit Delete
4	Marketing Manager JOB-12-00002	2	Panel Interview	Final panel interview with senior management team	Active	2026-07-27	View Edit Delete
5	HR Specialist JOB-12-00003	1	Initial Screening	Basic qualification and interest assessment	Active	2026-07-27	View Edit Delete
6	HR Specialist JOB-12-00003	2	Final Interview	Final interview with hiring manager	Active	2026-07-27	View Edit Delete
7	Frontend Developer JOB-12-00004	1	Technical Assessment	Technical skills evaluation and coding assessment	Active	2026-07-27	View Edit Delete
8	Frontend Developer JOB-12-00004	2	Technical Interview	In-depth technical discussion with senior developers	Active	2026-07-27	View Edit Delete
9	Data Analyst JOB-12-00005	1	Initial Screening	Basic qualification and interest assessment	Active	2026-07-27	View Edit Delete
10	Data Analyst JOB-12-00005	2	Final Interview	Final interview with hiring manager	Active	2026-07-27	View Edit Delete

Showing 1 to 10 of 30 interview rounds

Previous 1 2 3 Next

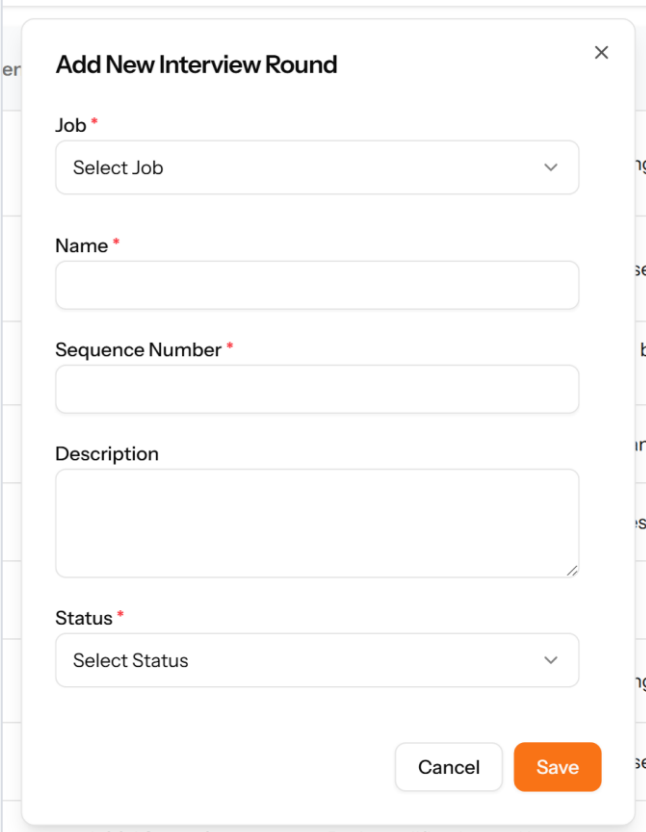
Figure 78: The Interview Rounds page

1 page title · 2 primary action · 3 records table

Columns: #, Job, Sequence, Name, Description, Status, Created At, Actions

Actions on this page: Add Interview Round

1. Choose Add Interview Round at the top right. The form opens in a panel.
2. Complete the required fields: Name, Sequence Number.
3. Fill in anything else that applies: Description.
4. Make the selections the form asks for: Job, Status.
5. Choose Save. The new record appears in the list.



The image shows a modal form titled "Add New Interview Round" with a close button (X) in the top right corner. The form contains five fields: "Job" (a dropdown menu with "Select Job" and a downward arrow), "Name" (a text input field), "Sequence Number" (a text input field), "Description" (a larger text area with a double-slash icon at the bottom right), and "Status" (a dropdown menu with "Select Status" and a downward arrow). At the bottom right of the form are two buttons: "Cancel" and "Save". Below the form, there is a horizontal line with two labels: "Initial Screening" and "Basic qualification and interest assess".

Add New Interview Round ✕

Job *

Select Job ▼

Name *

Sequence Number *

Description

Status *

Select Status ▼

Cancel Save

Initial Screening Basic qualification and interest assess

Figure 79: The Add Interview Round form

13.11 Interviews

Scheduled interviews: which candidate, which round, what type, when and where.

The screenshot shows the 'Interviews' page in the Weaf HR system. The left sidebar contains a navigation menu with 'Interviews' highlighted. The main content area displays a table of 10 interviews. The table has columns for #, Candidate, Round, Type, Date & Time, Location, Status, Feedback, and Actions. The data is as follows:

#	Candidate	Round	Type	Date & Time	Location	Status	Feedback	Actions
1	Nisha Agarwal Content Writer	Final Interview	Video Interview	2026-07-25 14:00 (45 min)	Online	Completed	Submitted	[Icons]
2	Nisha Agarwal Content Writer	Initial Screening	Technical Interview	2026-07-26 10:00 (60 min)	Conference Room A	Completed	Submitted	[Icons]
3	Harish Kumar Business Analyst	Final Interview	Case Study Interview	2026-07-29 12:00 (120 min)	Boardroom	Scheduled	Pending	[Icons]
4	Harish Kumar Business Analyst	Initial Screening	Phone Screening	2026-07-28 13:00 (30 min)	Online	Scheduled	Pending	[Icons]
5	Anjali Saxena Quality Assurance Engineer	Technical Interview	Practical Assessment	2026-07-21 16:00 (45 min)	Training Room	Completed	Submitted	[Icons]
6	Anjali Saxena Quality Assurance Engineer	Technical Assessment	Behavioral Interview	2026-07-22 09:30 (60 min)	Online	Completed	Submitted	[Icons]
7	Manish Gupta Frontend Developer	Technical Interview	Panel Interview	2026-07-23 15:30 (90 min)	Meeting Room B	Completed	Submitted	[Icons]
8	Manish Gupta Frontend Developer	Technical Assessment	HR Interview	2026-07-24 11:00 (30 min)	HR Office	Completed	Submitted	[Icons]
9	Pooja Iyer Financial Analyst	Final Interview	Video Interview	2026-07-25 14:00 (45 min)	Online	Completed	Submitted	[Icons]
10	Pooja Iyer Financial Analyst	Initial Screening	Technical Interview	2026-07-26 10:00 (60 min)	Conference Room A	Completed	Submitted	[Icons]

At the bottom of the table, it says 'Showing 1 to 10 of 10 interviews'. There are 'Previous', '1', and 'Next' buttons for pagination.

Figure 80: The Interviews page

1 page title · 2 records table

Columns: #, Candidate, Round, Type, Date & Time, Location, Status, Feedback, Actions

Actions on this page: Schedule Interview

13.12 Interview Feedback

What each interviewer thought, with an overall rating and a recommendation. Separating feedback from the interview itself allows several interviewers to report on the same conversation.

The screenshot displays the 'Interview Feedback' page in the Weaf HR system. The page title is 'Interview Feedback' (callout 1). At the top right, there is an 'Add Feedback' button (callout 2). The main content area features a table with 10 rows of feedback records (callout 3). The table columns are: #, Candidate, Round, Interviewer, Overall Rating, Recommendation, Submitted, and Actions. The records show feedback from various interviewers for different candidates across different rounds.

#	Candidate	Round	Interviewer	Overall Rating	Recommendation	Submitted	Actions
1	Nisha Agarwal Content Writer	Final Interview	Milo Jacobs PhD	3/5 ★★★★★	Maybe	2026-07-27	👁️ 📄 🗑️
2	Nisha Agarwal Content Writer	Final Interview	Mr. Omer Thompson	3/5 ★★★★★	Maybe	2026-07-27	👁️ 📄 🗑️
3	Nisha Agarwal Content Writer	Initial Screening	Milo Jacobs PhD	5/5 ★★★★★	Strong Hire	2026-07-27	👁️ 📄 🗑️
4	Nisha Agarwal Content Writer	Initial Screening	Mr. Omer Thompson	5/5 ★★★★★	Strong Hire	2026-07-27	👁️ 📄 🗑️
5	Anjali Saxena Quality Assurance Engineer	Technical Interview	Milo Jacobs PhD	1/5 ★★★★★	Strong Reject	2026-07-27	👁️ 📄 🗑️
6	Anjali Saxena Quality Assurance Engineer	Technical Interview	Mr. Omer Thompson	1/5 ★★★★★	Strong Reject	2026-07-27	👁️ 📄 🗑️
7	Anjali Saxena Quality Assurance Engineer	Technical Assessment	Milo Jacobs PhD	4/5 ★★★★★	Hire	2026-07-27	👁️ 📄 🗑️
8	Anjali Saxena Quality Assurance Engineer	Technical Assessment	Mr. Omer Thompson	4/5 ★★★★★	Hire	2026-07-27	👁️ 📄 🗑️
9	Manish Gupta Frontend Developer	Technical Interview	Milo Jacobs PhD	2/5 ★★★★★	Reject	2026-07-27	👁️ 📄 🗑️
10	Manish Gupta Frontend Developer	Technical Interview	Mr. Omer Thompson	2/5 ★★★★★	Reject	2026-07-27	👁️ 📄 🗑️

Showing 1 to 10 of 16 interview feedback

Previous 1 2 Next

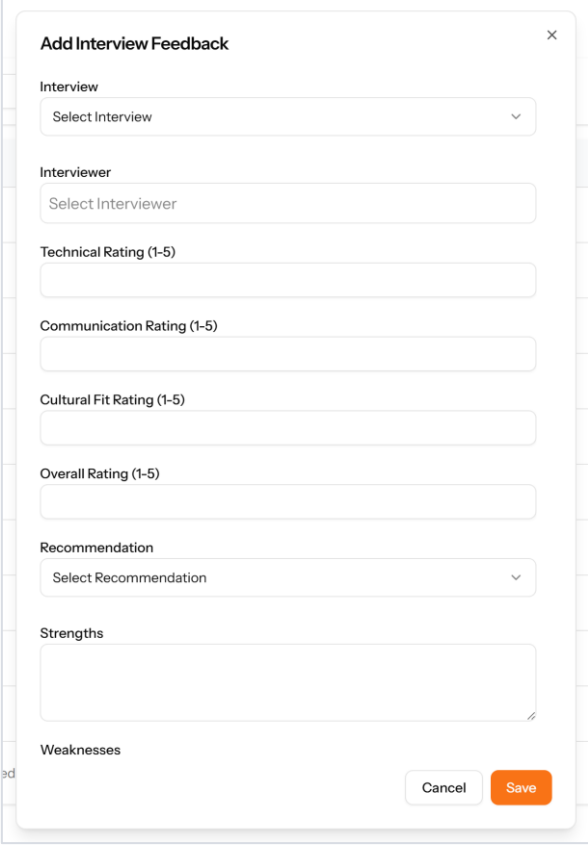
Figure 81: The Interview Feedback page

1 page title · 2 primary action · 3 records table

Columns: #, Candidate, Round, Interviewer, Overall Rating, Recommendation, Submitted, Actions

Actions on this page: Add Feedback

1. Choose Add Feedback at the top right. The form opens in a panel.
2. Fill in anything else that applies: Select Interviewer, Technical Rating (1-5), Communication Rating (1-5), Cultural Fit Rating (1-5), Overall Rating (1-5), Strengths, Weaknesses, Comments.
3. Make the selections the form asks for: Interview, Recommendation.
4. Choose Save. The new record appears in the list.



The form is titled "Add Interview Feedback" and includes a close button (X) in the top right corner. It contains the following fields:

- Interview:** A dropdown menu with the placeholder text "Select Interview".
- Interviewer:** A text input field with the placeholder text "Select Interviewer".
- Technical Rating (1-5):** A text input field.
- Communication Rating (1-5):** A text input field.
- Cultural Fit Rating (1-5):** A text input field.
- Overall Rating (1-5):** A text input field.
- Recommendation:** A dropdown menu with the placeholder text "Select Recommendation".
- Strengths:** A large text area for notes.
- Weaknesses:** A label for the bottom section of the form.

At the bottom right, there are two buttons: "Cancel" and "Save".

Figure 82: The Add Feedback form

13.13 Candidate Assessments

Tests or exercises set for a candidate, with the score achieved and who conducted it.

The screenshot displays the 'Candidate Assessments' page in the Weaf HR system. The page title is 'Candidate Assessments' (callout 1). At the top right, there is a '+ Add Assessment' button (callout 2). The main content is a table (callout 3) with the following data:

#	Candidate	Assessment	Score	Status	Conducted By	Date	Actions
1	Arjun Gupta	Personality Assessment	88/100 88%	Pass	Francis Kirlin	2026-07-23	View, Edit, Delete
2	Arjun Gupta	Communication Skills Test	92/100 92%	Pass	Milo Jacobs PhD	2026-07-25	View, Edit, Delete
3	Kavya Nair	Aptitude Test	78/100 78%	Pass	Taryn Volkman	2026-07-22	View, Edit, Delete
4	Kavya Nair	Technical Skills Assessment	85/100 85%	Pass	Mr. Omer Thompson	2026-07-24	View, Edit, Delete
5	Vikram Singh	Logical Reasoning Test	-	Pending	Mr. Omer Thompson	2026-07-27	View, Edit, Delete
6	Vikram Singh	Presentation Skills	45/100 45%	Fail	Francis Kirlin	2026-07-18	View, Edit, Delete
7	Sneha Reddy	Group Discussion	80/100 80%	Pass	Milo Jacobs PhD	2026-07-19	View, Edit, Delete
8	Sneha Reddy	Case Study Analysis	72/100 72%	Pass	Francis Kirlin	2026-07-20	View, Edit, Delete
9	Amit Patel	Coding Challenge	95/100 95%	Pass	Ms. Karlee Goyette	2026-07-26	View, Edit, Delete
10	Amit Patel	Domain Knowledge Test	65/100 65%	Fail	Taryn Volkman	2026-07-21	View, Edit, Delete

At the bottom of the table, it says 'Showing 1 to 10 of 14 assessments'. There are 'Previous', '1', '2', and 'Next' navigation buttons.

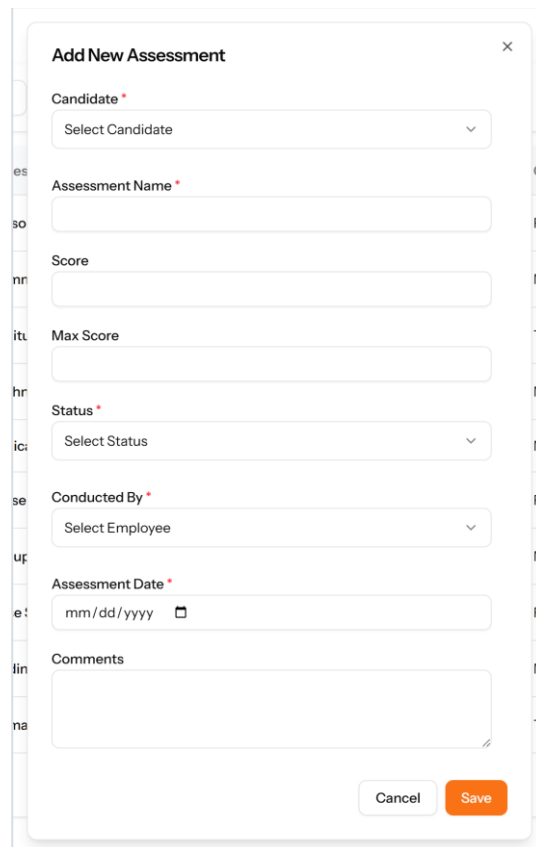
Figure 83: The Candidate Assessments page

1 page title · 2 primary action · 3 records table

Columns: #, Candidate, Assessment, Score, Status, Conducted By, Date, Actions

Actions on this page: Add Assessment

1. Choose Add Assessment at the top right. The form opens in a panel.
2. Complete the required fields: Assessment Name, Assessment Date.
3. Fill in anything else that applies: Score, Max Score, Comments.
4. Make the selections the form asks for: Candidate, Status, Employee.
5. Choose Save. The new record appears in the list.



The image shows a modal window titled "Add New Assessment" with a close button (X) in the top right corner. The form contains the following fields:

- Candidate ***: A dropdown menu with the placeholder text "Select Candidate".
- Assessment Name ***: A text input field.
- Score**: A text input field.
- Max Score**: A text input field.
- Status ***: A dropdown menu with the placeholder text "Select Status".
- Conducted By ***: A dropdown menu with the placeholder text "Select Employee".
- Assessment Date ***: A date input field with the placeholder text "mm/dd/yyyy" and a calendar icon.
- Comments**: A large text area for additional notes.

At the bottom right of the form are two buttons: "Cancel" and "Save".

Figure 84: The Add Assessment form

13.14 Offer Templates

Reusable offer letter wording with placeholders that are filled in for each candidate, so every offer is consistent.

The screenshot shows the 'Offer Templates' page in the Weaf HR system. The page has a sidebar with navigation options like Dashboard, Staff, HR Management, and Recruitment. The main content area displays a table of offer templates. A red box highlights the table, and a red circle highlights the 'Add Template' button in the top right corner.

#	Name	Content Preview	Variables	Status	Created At	Actions
1	Standard Full-Time Offer	Dear {{candidate_name}}, We are pleased to ext...	candidate_name, job_title, company_name +11 more	Active	2026-07-27	[Icons for edit, delete, etc.]
2	Contract Position Offer	Dear {{candidate_name}}, We are pleased to offe...	candidate_name, job_title, company_name +12 more	Active	2026-07-27	[Icons for edit, delete, etc.]
3	Senior Management Offer	Dear {{candidate_name}}, On behalf of {{compan...	candidate_name, job_title, company_name +14 more	Active	2026-07-27	[Icons for edit, delete, etc.]
4	Internship Offer	Dear {{candidate_name}}, Congratulations! We a...	candidate_name, company_name, internship_title +14 more	Active	2026-07-27	[Icons for edit, delete, etc.]
5	Remote Work Offer	Dear {{candidate_name}}, We are excited to offe...	candidate_name, job_title, company_name +18 more	Active	2026-07-27	[Icons for edit, delete, etc.]
6	Part-Time Position Offer	Dear {{candidate_name}}, We are pleased to offe...	candidate_name, job_title, company_name +15 more	Active	2026-07-27	[Icons for edit, delete, etc.]

Showing 1 to 6 of 6 offer templates

Figure 85: The Offer Templates page

1 page title · 2 primary action · 3 records table

Columns: #, Name, Content Preview, Variables, Status, Created At, Actions

Actions on this page: Add Template

1. Choose Add Template at the top right. The form opens in a panel.
2. Complete the required fields: Template Name, Template Content.
3. Fill in anything else that applies: Variables.
4. Make the selections the form asks for: Status.
5. Choose Save. The new record appears in the list.

Add New Offer Template X

Template Name *

Template Content *

Variables

Status *

Select Status

Cancel Save

Figure 86: The Add Template form

13.15 Offers

Offers made: the salary, the proposed start date, when the offer expires and whether it has been accepted.

The screenshot displays the 'Offers' page in the Weaf HR system. The page layout includes a sidebar on the left with navigation options like Dashboard, Staff, HR Management, and Recruitment. The main content area features a table of offers. A top navigation bar contains a search bar, filters, and a 'Create Offer' button. Red callout boxes highlight the 'Offers' title, the 'Create Offer' button, and the table.

#	Candidate	Salary	Start Date	Expires	Status	Offer Date	Actions
1	Geeta Devi Senior Software Engineer	USh 45,000.00	2026-08-17	2026-08-06 Expired	Draft	2026-07-27	View Edit Delete
2	Tarun Malhotra Customer Support Representative	USh 105,000.00	2026-08-15	2026-08-04 Expired	Sent	2026-07-25	View Edit Delete
3	Vishal Yadav Sales Executive	USh 85,000.00	2026-08-17	2026-08-06 Expired	Draft	2026-07-27	View Edit Delete
4	Lakshmi Pillai DevOps Engineer	USh 80,000.00	2026-08-09	2026-08-02 Expired	Sent	2026-07-26	View Edit Delete
5	Suresh Nair UX Designer	USh 100,000.00	2026-08-10	2026-08-03 Expired	Draft	2026-07-27	View Edit Delete
6	Swati Bansal HR Specialist	USh 135,000.00	2026-08-21	2026-08-07 Expired	Sent	2026-07-24	View Edit Delete
7	Karan Mehta Business Analyst	USh 110,000.00	2026-08-24	2026-08-10 Expired	Draft	2026-07-27	View Edit Delete
8	Anita Desai Quality Assurance Engineer	USh 80,000.00	2026-08-15	2026-08-04 Expired	Sent	2026-07-25	View Edit Delete
9	Rohit Agarwal Sales Executive	USh 105,000.00	2026-08-17	2026-08-06 Expired	Draft	2026-07-27	View Edit Delete
10	Meera Joshi DevOps Engineer	USh 60,000.00	2026-08-15	2026-08-04 Expired	Sent	2026-07-25	View Edit Delete

Showing 1 to 10 of 17 offers

Previous 1 2 Next

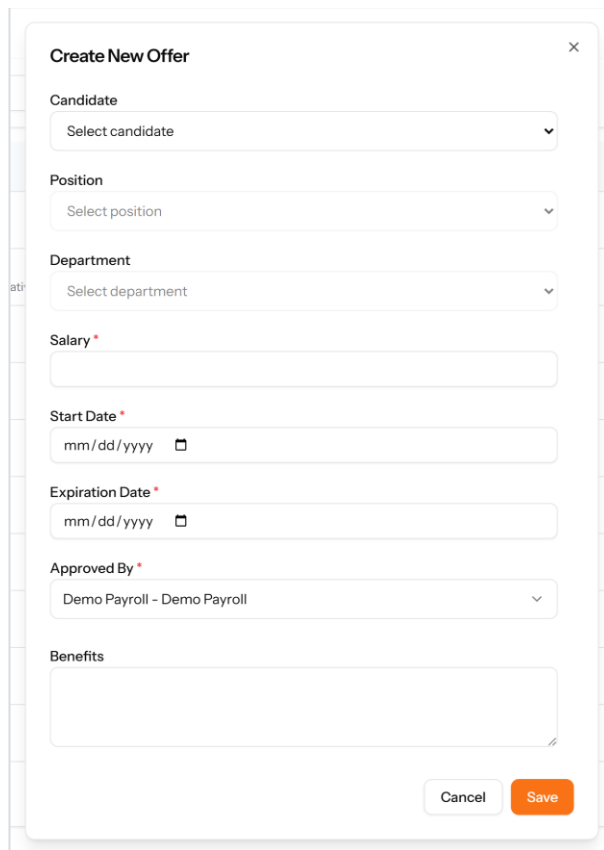
Figure 87: The Offers page

1 page title · 2 primary action · 3 records table

Columns: #, Candidate, Salary, Start Date, Expires, Status, Offer Date, Actions

Actions on this page: Create Offer

1. Choose Create Offer at the top right. The form opens in a panel.
2. Complete the required fields: Salary, Start Date, Expiration Date.
3. Fill in anything else that applies: Candidate, Position, Department, Benefits.
4. Choose Save. The new record appears in the list.



The image shows a 'Create New Offer' form within a modal window. The form contains several fields: 'Candidate' (dropdown), 'Position' (dropdown), 'Department' (dropdown), 'Salary' (text input), 'Start Date' (date picker), 'Expiration Date' (date picker), 'Approved By' (dropdown), and 'Benefits' (text area). At the bottom right are 'Cancel' and 'Save' buttons.

Create New Offer ×

Candidate

Position

Department

Salary *

Start Date *
 

Expiration Date *
 

Approved By *

Benefits

Cancel Save

Figure 88: The Create Offer form

13.16 Onboarding Checklists

A named list of everything a new joiner must complete. Built once, then applied to each new starter.

The screenshot shows the 'Onboarding Checklists' page in the Weaf HR system. The page title is 'Onboarding Checklists' (callout 1). At the top right, there is a '+ Add Checklist' button (callout 2). Below the header, there is a search bar and a filters button. The main content is a table with 8 records (callout 3). The table columns are: #, Name, Items, Status, Created At, and Actions. The records are as follows:

#	Name	Items	Status	Created At	Actions
1	Standard Employee Onboarding Default	8 items	Active	2026-07-27	View, Edit, Lock, Delete
2	Finance Department Onboarding	4 items	Active	2026-07-27	View, Edit, Lock, Delete
3	Customer Service Onboarding	4 items	Active	2026-07-27	View, Edit, Lock, Delete
4	Intern Onboarding Program	4 items	Active	2026-07-27	View, Edit, Lock, Delete
5	Remote Employee Onboarding	5 items	Active	2026-07-27	View, Edit, Lock, Delete
6	Sales Team Onboarding	5 items	Active	2026-07-27	View, Edit, Lock, Delete
7	Management Level Onboarding	5 items	Active	2026-07-27	View, Edit, Lock, Delete
8	Technical Team Onboarding	6 items	Active	2026-07-27	View, Edit, Lock, Delete

At the bottom of the table, it says 'Showing 1 to 8 of 8 onboarding checklists'. There are 'Previous', '1', and 'Next' buttons for pagination.

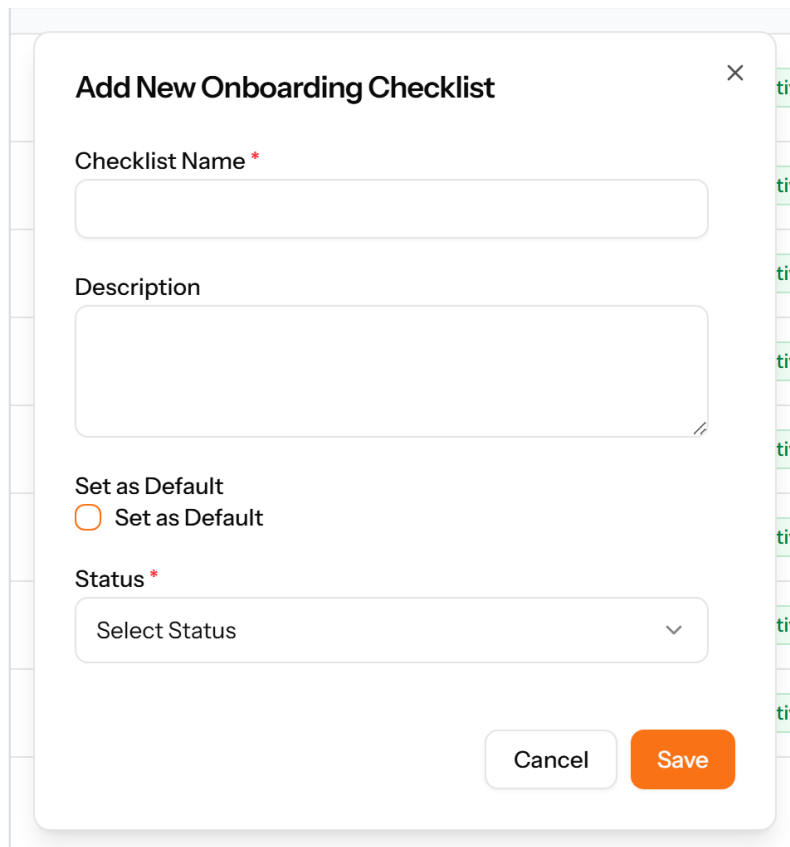
Figure 89: The Onboarding Checklists page

1 page title · 2 primary action · 3 records table

Columns: #, Name, Items, Status, Created At, Actions

Actions on this page: Add Checklist

1. Choose Add Checklist at the top right. The form opens in a panel.
2. Complete the required fields: Checklist Name.
3. Fill in anything else that applies: Description, Set as Default.
4. Make the selections the form asks for: Status.
5. Choose Save. The new record appears in the list.



The image shows a modal window titled "Add New Onboarding Checklist" with a close button (X) in the top right corner. The form contains the following fields and controls:

- Checklist Name ***: A text input field.
- Description**: A larger text area for description.
- Set as Default**: A radio button followed by the text "Set as Default".
- Status ***: A dropdown menu with the placeholder text "Select Status" and a downward arrow.
- Buttons**: "Cancel" and "Save" buttons at the bottom right.

On the right side of the modal, there is a vertical list of items, each labeled "tiv".

Figure 90: The Add Checklist form

13.17 Checklist Items

The individual tasks that make up the checklists, each belonging to a checklist and a category.

The screenshot shows the 'Checklist Items' page in the Weaf HR system. The page has a sidebar with navigation links and a main content area. The main content area includes a search bar, a filter button, and a table of checklist items. The table has columns for #, Checklist, Task, Category, Status, and Actions. The table contains 10 rows of data. The page title is 'Checklist Items'. There is an 'Add Item' button at the top right. The table shows 10 items, with the first 10 items displayed.

#	Checklist	Task	Category	Status	Actions
1	Finance Department Onboarding	Financial Reporting Training <i>Required</i>	Training	Active	ⓘ ⚙️ ⚠️ 🗑️
2	Finance Department Onboarding	Accounting Procedures Training <i>Required</i>	Training	Active	ⓘ ⚙️ ⚠️ 🗑️
3	Finance Department Onboarding	Compliance Training <i>Required</i>	Training	Active	ⓘ ⚙️ ⚠️ 🗑️
4	Finance Department Onboarding	Financial Systems Access <i>Required</i>	IT Setup	Active	ⓘ ⚙️ ⚠️ 🗑️
5	Customer Service Onboarding	Quality Assurance Training <i>Required</i>	Training	Active	ⓘ ⚙️ ⚠️ 🗑️
6	Customer Service Onboarding	Customer Interaction Protocols <i>Required</i>	Training	Active	ⓘ ⚙️ ⚠️ 🗑️
7	Customer Service Onboarding	Product Knowledge Training <i>Required</i>	Training	Active	ⓘ ⚙️ ⚠️ 🗑️
8	Customer Service Onboarding	Customer Service System Training <i>Required</i>	Training	Active	ⓘ ⚙️ ⚠️ 🗑️
9	Intern Onboarding Program	Basic System Access <i>Required</i>	IT Setup	Active	ⓘ ⚙️ ⚠️ 🗑️
10	Intern Onboarding Program	Project Overview <i>Required</i>	Training	Active	ⓘ ⚙️ ⚠️ 🗑️

Showing 1 to 10 of 41 checklist items

Previous 1 2 3 4 5 Next

Figure 91: The Checklist Items page

1 page title · 2 primary action · 3 records table

Columns: #, Checklist, Task, Category, Status, Actions

Actions on this page: Add Item

1. Choose Add Item at the top right. The form opens in a panel.
2. Complete the required fields: Task Name.
3. Fill in anything else that applies: Description, Required Task.
4. Make the selections the form asks for: Checklist, Category, Status.
5. Choose Save. The new record appears in the list.

The screenshot shows a modal window titled "Add New Checklist Item" with a close button (X) in the top right corner. The form contains the following fields and controls:

- Checklist ***: A dropdown menu with the placeholder text "Select Checklist".
- Task Name ***: A text input field.
- Description**: A larger text input field.
- Category ***: A dropdown menu with the placeholder text "Select Category".
- Required Task**: A section with a radio button icon and the text "Required Task".
- Status ***: A dropdown menu with the placeholder text "Select Status".

At the bottom right of the modal are two buttons: "Cancel" and "Save". The "Save" button is orange, while "Cancel" is white with a grey border. Below the modal, the text "Project Overview" is visible, indicating the modal is overlaid on this page.

Figure 92: The Add Item form

13.18 Candidate Onboarding

Progress through onboarding for a specific new joiner, including the buddy assigned to them.

The screenshot shows the Weaf HR system interface. The left sidebar contains a navigation menu with options like Dashboard, Staff, HR Management, Recruitment, Job Categories, Job Types, Job Locations, Custom Questions, Job Postings, Candidate Sources, Candidates, Interview Types, Interview Rounds, Interviews, Interview Feedback, Candidate Assessments, Offer Templates, Offers, Onboarding Checklists, Checklist Items, Candidate Onboarding, Career, Contract Management, Document Management, and Meetings. The main content area is titled 'Candidate Onboarding' and features a search bar, a 'Start Onboarding' button, and a table of onboarding records. The table has columns for #, Employee, Checklist, Start Date, Buddy, Status, Created, and Actions. The records are numbered 1 through 9, showing various employees and their onboarding progress. A red box highlights the table, and a red circle highlights the 'Candidate Onboarding' header. A red circle also highlights the 'Start Onboarding' button.

#	Employee	Checklist	Start Date	Buddy	Status	Created	Actions
1	Mr. Mohammed Wolf haley.ryleigh@example.com	Management Level Onboarding	2026-07-18	Jensen Mraz	Completed	2026-07-27	👁️ 🗑️ 🔄
2	Lelia Corwin ericka32@example.net	Management Level Onboarding	2026-07-19	Ms. Karlee Goyette	Pending	2026-07-27	👁️ 🗑️ 🔄
3	Jensen Mraz nelson.beer@example.net	Management Level Onboarding	2026-07-20	Mariela Batz	Completed	2026-07-27	👁️ 🗑️ 🔄
4	Carli Runolfsdottir loraine.jest@example.org	Standard Employee Onboarding	2026-07-21	Dr. Luther Pagac	In Progress	2026-07-27	👁️ 🗑️ 🔄
5	Dr. Luther Pagac dubuque.turner@example.com	Standard Employee Onboarding	2026-07-22	Francis Kirlin	Completed	2026-07-27	👁️ 🗑️ 🔄
6	Mariela Batz savior.gorczyk@example.com	Management Level Onboarding	2026-07-23	Lelia Corwin	Pending	2026-07-27	👁️ 🗑️ 🔄
7	Taryn Volkman ryan.schamberger@example.net	Standard Employee Onboarding	2026-07-24	Dr. Luther Pagac	Completed	2026-07-27	👁️ 🗑️ 🔄
8	Ms. Karlee Goyette laisha70@example.net	Management Level Onboarding	2026-07-25	Carli Runolfsdottir	In Progress	2026-07-27	👁️ 🗑️ 🔄
9	Francis Kirlin fkuhn@example.net	Management Level Onboarding	2026-07-26	Lelia Corwin	Completed	2026-07-27	👁️ 🗑️ 🔄

Showing 1 to 9 of 9 onboarding records

Previous 1 Next

Figure 93: The Candidate Onboarding page

1 page title · 2 records table

Columns: #, Employee, Checklist, Start Date, Buddy, Status, Created, Actions

Actions on this page: Start Onboarding

14. Performance

Appraisal is made repeatable by defining what you measure before you measure it: categories group the indicators, indicators carry units and targets, and cycles set the rhythm. Goals and reviews are then recorded against individual employees.

Pages in this chapter: Indicator Categories, Indicators, Goal Types, Employee Goals, Review Cycles, Employee Reviews

14.1 Indicator Categories

A reference list. Entries created here become the options offered when you create a performance indicator. Setting these up once, before the records that use them, saves correcting the same choice repeatedly later.

The screenshot shows the 'Indicator Categories' page in the Weaf HR system. The page title is 'Indicator Categories' (callout 1). At the top right, there is a '+ Add Category' button (callout 2). The main content is a table of 10 performance indicator categories (callout 3).

#	Name	Description	Status	Created At	Actions
1	Job Performance	Measures employee effectiveness in completing assigned tasks, meeting deadlines, and achieving job-specific objectives	Active	2026-07-27	View Edit Delete
2	Quality of Work	Evaluates accuracy, attention to detail, and overall quality standards in work output and deliverables	Active	2026-07-27	View Edit Delete
3	Communication Skills	Assesses verbal and written communication abilities, listening skills, and effectiveness in conveying information	Active	2026-07-27	View Edit Delete
4	Teamwork and Collaboration	Measures ability to work effectively with colleagues, contribute to team goals, and maintain positive working relationships	Active	2026-07-27	View Edit Delete
5	Leadership and Initiative	Evaluates leadership qualities, proactive approach, decision-making skills, and ability to guide and motivate others	Active	2026-07-27	View Edit Delete
6	Problem Solving	Assesses analytical thinking, creativity in finding solutions, and ability to resolve challenges effectively	Active	2026-07-27	View Edit Delete
7	Adaptability and Flexibility	Measures ability to adapt to changes, learn new skills, and handle varying work demands and environments	Active	2026-07-27	View Edit Delete
8	Time Management	Evaluates efficiency in managing time, prioritizing tasks, and meeting deadlines consistently	Active	2026-07-27	View Edit Delete
9	Customer Service	Measures effectiveness in serving customers, handling inquiries, and maintaining positive customer relationships	Active	2026-07-27	View Edit Delete
10	Technical Competency	Assesses proficiency in job-related technical skills, software applications, and industry-specific knowledge	Active	2026-07-27	View Edit Delete

Showing 1 to 10 of 12 performance indicator categories

Previous 1 2 Next

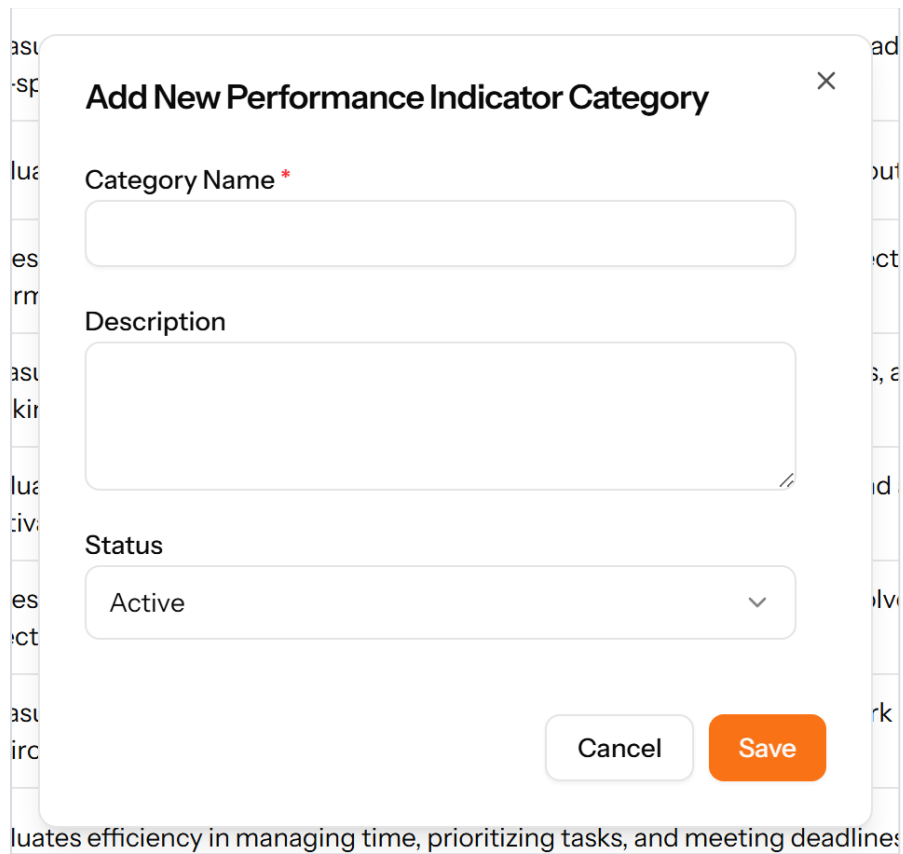
Figure 94: The Indicator Categories page

1 page title · 2 primary action · 3 records table

Columns: #, Name, Description, Status, Created At, Actions

Actions on this page: Add Category

1. Choose Add Category at the top right. The form opens in a panel.
2. Complete the required fields: Category Name.
3. Fill in anything else that applies: Description.
4. Choose Save. The new record appears in the list.



The image shows a modal form titled "Add New Performance Indicator Category" with a close button (X) in the top right corner. The form contains three fields: "Category Name" with a red asterisk indicating it is required, "Description", and "Status" which is a dropdown menu currently set to "Active". At the bottom right of the form are two buttons: "Cancel" and "Save". The form is overlaid on a background that shows parts of a table with various performance indicators.

Add New Performance Indicator Category X

Category Name *

Description

Status

Active

Cancel Save

luates efficiency in managing time, prioritizing tasks, and meeting deadlines

Figure 95: The Add Category form

14.2 Indicators

The things you measure. Each indicator belongs to a category and carries a measurement unit and a target value, which is what makes a review scoreable rather than a matter of opinion.

The screenshot shows the 'Indicators' page in the Weaf HR system. The page title is 'Indicators' (callout 1). At the top right, there is a '+ Add Indicator' button (callout 2). The main content is a table of 10 performance indicators (callout 3).

#	Name	Category	Measurement Unit	Target Value	Status	Created At	Actions
1	Task Completion Rate	Job Performance	Percentage	95%	Active	2026-07-27	View Edit Delete
2	Goal Achievement	Job Performance	Percentage	90%	Active	2026-07-27	View Edit Delete
3	Productivity Level	Job Performance	Rating	4/5	Active	2026-07-27	View Edit Delete
4	Error Rate	Quality of Work	Percentage	<5%	Active	2026-07-27	View Edit Delete
5	Accuracy Level	Quality of Work	Percentage	98%	Active	2026-07-27	View Edit Delete
6	Attention to Detail	Quality of Work	Rating	4/5	Active	2026-07-27	View Edit Delete
7	Verbal Communication	Communication Skills	Rating	4/5	Active	2026-07-27	View Edit Delete
8	Written Communication	Communication Skills	Rating	4/5	Active	2026-07-27	View Edit Delete
9	Active Listening	Communication Skills	Rating	4/5	Active	2026-07-27	View Edit Delete
10	Team Contribution	Teamwork and Collaboration	Rating	4/5	Active	2026-07-27	View Edit Delete

Showing 1 to 10 of 36 performance indicators

Previous 1 2 3 4 Next

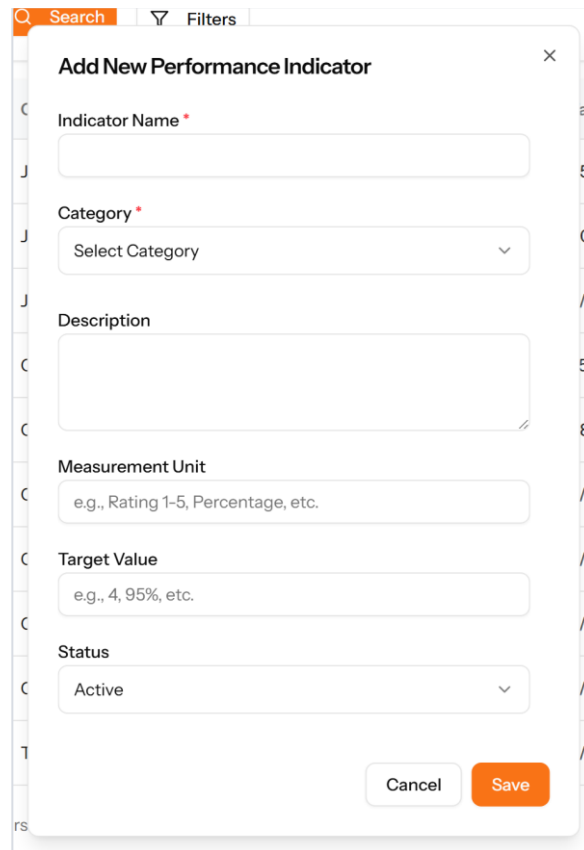
Figure 96: The Indicators page

1 page title · 2 primary action · 3 records table

Columns: #, Name, Category, Measurement Unit, Target Value, Status, Created At, Actions

Actions on this page: Add Indicator

1. Choose Add Indicator at the top right. The form opens in a panel.
2. Complete the required fields: Indicator Name.
3. Fill in anything else that applies: Description, Measurement Unit, Target Value.
4. Make the selections the form asks for: Category.
5. Choose Save. The new record appears in the list.



The image shows a modal window titled "Add New Performance Indicator" with a close button (X) in the top right corner. The modal is overlaid on a background that appears to be a table with columns for "Search" and "Filters". The form inside the modal contains the following fields:

- Indicator Name ***: A text input field.
- Category ***: A dropdown menu with the placeholder text "Select Category".
- Description**: A larger text input field.
- Measurement Unit**: A text input field with placeholder text "e.g., Rating 1-5, Percentage, etc."
- Target Value**: A text input field with placeholder text "e.g., 4, 95%, etc."
- Status**: A dropdown menu with the selected option "Active".

At the bottom right of the modal, there are two buttons: "Cancel" and "Save".

Figure 97: The Add Indicator form

14.3 Goal Types

A reference list. Entries created here become the options offered when you create an employee goal. Setting these up once, before the records that use them, saves correcting the same choice repeatedly later.

Dashboard > HR Management > Performance > Goal Types

English Demo Payroll

Goal Types

Search Search Filters

Per Page: 10

#	Name	Status	Created At	Actions
1	Compliance and Safety Goals	Active	2026-07-27	View Edit Delete
2	Operational Excellence Goals	Active	2026-07-27	View Edit Delete
3	Leadership Goals	Active	2026-07-27	View Edit Delete
4	Team Collaboration Goals	Active	2026-07-27	View Edit Delete
5	Innovation Goals	Active	2026-07-27	View Edit Delete
6	Customer Service Goals	Active	2026-07-27	View Edit Delete
7	Quality Improvement Goals	Active	2026-07-27	View Edit Delete
8	Sales and Revenue Goals	Active	2026-07-27	View Edit Delete
9	Project Goals	Active	2026-07-27	View Edit Delete
10	Learning and Training Goals	Active	2026-07-27	View Edit Delete

Showing 1 to 10 of 12 goal types

Previous 1 2 Next

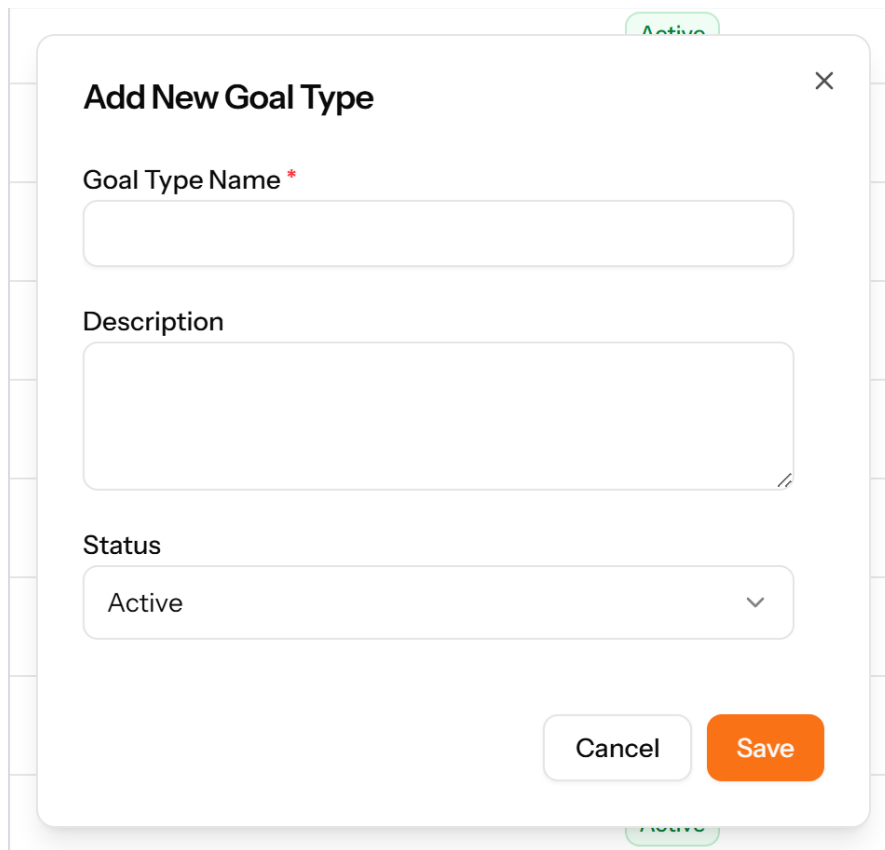
Figure 98: The Goal Types page

1 page title · 2 primary action · 3 records table

Columns: #, Name, Status, Created At, Actions

Actions on this page: Add Goal Type

1. Choose Add Goal Type at the top right. The form opens in a panel.
2. Complete the required fields: Goal Type Name.
3. Fill in anything else that applies: Description.
4. Choose Save. The new record appears in the list.



The image shows a modal form titled "Add New Goal Type" with a close button (X) in the top right corner. The form contains three input fields: "Goal Type Name" (required, indicated by a red asterisk), "Description", and "Status". The "Status" field is a dropdown menu currently showing "Active". At the bottom right of the form are two buttons: "Cancel" and "Save". The form is overlaid on a background that shows a table with a green "Active" status cell.

Add New Goal Type ✕

Goal Type Name *

Description

Status

Active

Cancel Save

Figure 99: The Add Goal Type form

14.4 Employee Goals

Goals set for a named employee, each with a type, a period and a progress figure that is updated as the goal advances.

1 Employee Goals

2 + Add Goal

3

#	Title	Employee	Goal Type	Start Date	End Date	Progress	Status	Actions
1	Increase Task Completion Rate	Francis Kirlin	Performance Goals	2026-01-01	2026-12-31	75%	In Progress	View Edit Delete
2	Obtain Professional Certification	Francis Kirlin	Career Development Goals	2026-01-01	2026-12-31	40%	In Progress	View Edit Delete
3	Complete Mandatory Training	Francis Kirlin	Learning and Training Goals	2026-01-01	2026-12-31	100%	Completed	View Edit Delete
4	Complete Project Alpha	Francis Kirlin	Project Goals	2026-01-01	2026-12-31	80%	In Progress	View Edit Delete
5	Achieve Sales Quota	Francis Kirlin	Sales and Revenue Goals	2026-01-01	2026-12-31	85%	In Progress	View Edit Delete
6	Reduce Error Rate	Francis Kirlin	Quality Improvement Goals	2026-01-01	2026-12-31	65%	In Progress	View Edit Delete
7	Enhance Productivity Metrics	Ms. Karlee Goyette	Performance Goals	2026-01-01	2026-12-31	60%	In Progress	View Edit Delete
8	Develop Leadership Skills	Ms. Karlee Goyette	Career Development Goals	2026-01-01	2026-12-31	30%	In Progress	View Edit Delete
9	Attend Professional Workshops	Ms. Karlee Goyette	Learning and Training Goals	2026-01-01	2026-12-31	67%	In Progress	View Edit Delete
10	Implement Process Improvement	Ms. Karlee Goyette	Project Goals	2026-01-01	2026-12-31	55%	In Progress	View Edit Delete

Showing 1 to 10 of 18 employee goals

Previous 1 2 Next

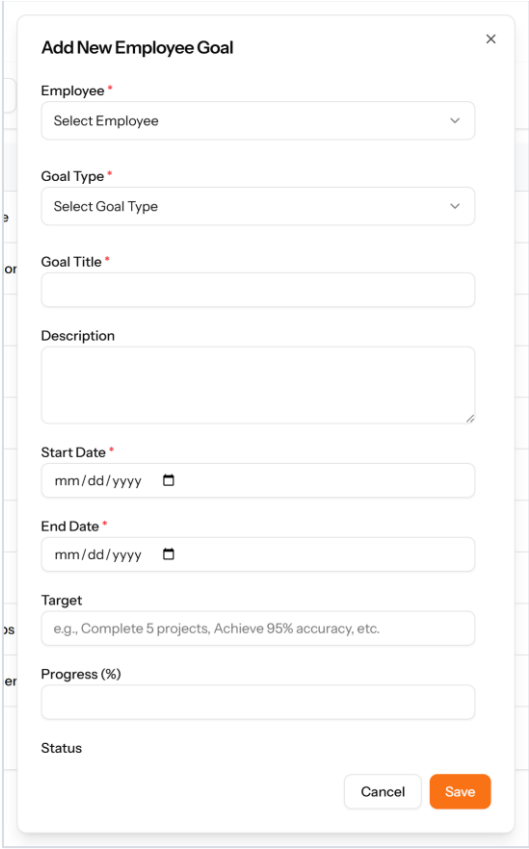
Figure 100: The Employee Goals page

1 page title · 2 primary action · 3 records table

Columns: #, Title, Employee, Goal Type, Start Date, End Date, Progress, Status, Actions

Actions on this page: Add Goal

1. Choose Add Goal at the top right. The form opens in a panel.
2. Complete the required fields: Goal Title, Start Date, End Date.
3. Fill in anything else that applies: Description, Target, Progress (%).
4. Make the selections the form asks for: Employee, Goal Type.
5. Choose Save. The new record appears in the list.



The image shows a modal window titled "Add New Employee Goal" with a close button (X) in the top right corner. The form contains several fields: "Employee" (a dropdown menu with "Select Employee" and a downward arrow), "Goal Type" (a dropdown menu with "Select Goal Type" and a downward arrow), "Goal Title" (a text input field), "Description" (a larger text area with a small edit icon at the bottom right), "Start Date" (a date input field with a calendar icon), "End Date" (a date input field with a calendar icon), "Target" (a text input field with the example text "e.g., Complete 5 projects, Achieve 95% accuracy, etc."), "Progress (%)" (a text input field), and "Status" (a text input field). At the bottom right of the form are two buttons: "Cancel" and "Save".

Add New Employee Goal X

Employee *
Select Employee ▼

Goal Type *
Select Goal Type ▼

Goal Title *
[Text Input]

Description
[Text Area]

Start Date *
mm/dd/yyyy [Calendar Icon]

End Date *
mm/dd/yyyy [Calendar Icon]

Target
e.g., Complete 5 projects, Achieve 95% accuracy, etc.

Progress (%)
[Text Input]

Status
[Text Input]

Cancel Save

Figure 101: The Add Goal form

14.5 Review Cycles

The rhythm of appraisal — quarterly, half-yearly, annual. A cycle is created once and reused for every review that belongs to it.

The screenshot displays the 'Review Cycles' page in the Weaf HR system. The page title 'Review Cycles' is highlighted with a red circle and the number 1. The 'Add Review Cycle' button is highlighted with a red circle and the number 2. The table of review cycles is highlighted with a red circle and the number 3.

#	Name	Frequency	Description	Status	Created At	Actions
1	Monthly Performance Review	Monthly	Monthly performance evaluation to track progress, provide feedback, and address immediate performance concerns	Active	2026-07-27	View Edit Delete
2	Quarterly Business Review	Quarterly	Comprehensive quarterly assessment of employee performance, goal achievement, and development planning	Active	2026-07-27	View Edit Delete
3	Mid-Year Performance Review	Semi-Annual	Semi-annual performance evaluation focusing on goal progress, skill development, and career planning	Active	2026-07-27	View Edit Delete
4	Annual Performance Appraisal	Annual	Comprehensive annual performance review including goal assessment, competency evaluation, and career development planning	Active	2026-07-27	View Edit Delete
5	Probationary Review	Quarterly	Performance evaluation for employees during probationary period to assess job fit and performance standards	Active	2026-07-27	View Edit Delete
6	Project Completion Review	Monthly	Performance assessment conducted upon completion of major projects to evaluate contribution and outcomes	Active	2026-07-27	View Edit Delete
7	Leadership Assessment Cycle	Semi-Annual	Specialized review cycle for leadership positions focusing on management effectiveness and strategic contribution	Active	2026-07-27	View Edit Delete
8	Sales Performance Review	Quarterly	Performance evaluation specifically designed for sales team members focusing on targets and customer relationships	Active	2026-07-27	View Edit Delete

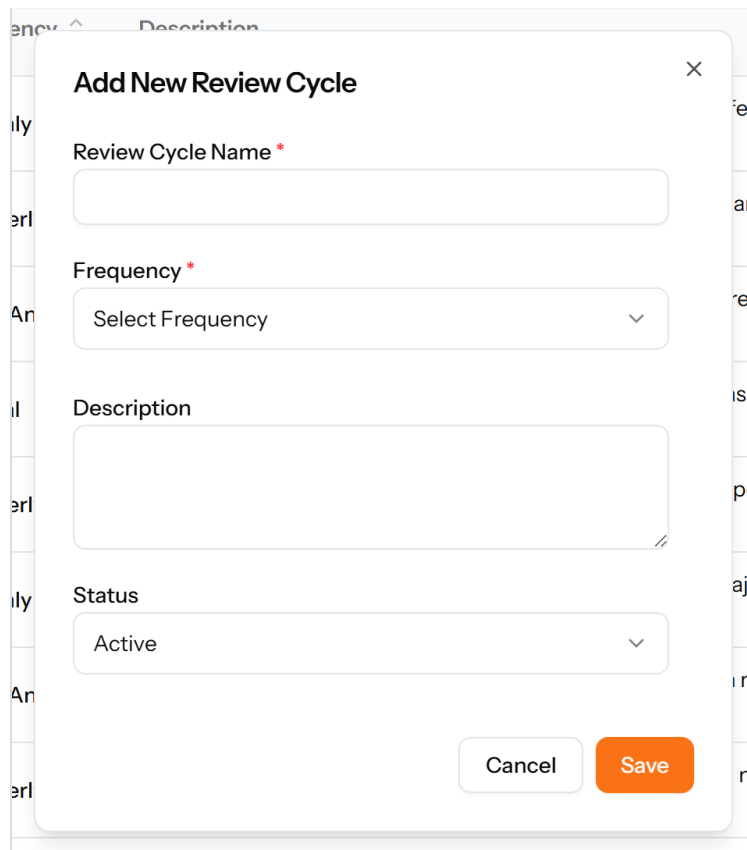
Figure 102: The Review Cycles page

1 page title · 2 primary action · 3 records table

Columns: #, Name, Frequency, Description, Status, Created At, Actions

Actions on this page: Add Review Cycle

1. Choose Add Review Cycle at the top right. The form opens in a panel.
2. Complete the required fields: Review Cycle Name.
3. Fill in anything else that applies: Description.
4. Make the selections the form asks for: Frequency.
5. Choose Save. The new record appears in the list.



The image shows a modal window titled "Add New Review Cycle" with a close button (X) in the top right corner. The form contains four fields: "Review Cycle Name" with a red asterisk, "Frequency" with a red asterisk and a dropdown menu showing "Select Frequency", "Description" with a text area, and "Status" with a dropdown menu showing "Active". At the bottom right are "Cancel" and "Save" buttons.

Add New Review Cycle

Review Cycle Name *

Frequency *

Select Frequency

Description

Status

Active

Cancel Save

Figure 103: The Add Review Cycle form

14.6 Employee Reviews

An individual appraisal: who was reviewed, by whom, in which cycle, and the rating that resulted.

The screenshot shows the 'Employee Reviews' page in the Weaf HR system. The page title is 'Employee Reviews' (labeled 1). Below the title is a search bar and a 'Filters' button. The main content is a table of employee reviews (labeled 2). The table has 8 rows and 8 columns: #, Employee, Reviewer, Review Cycle, Review Date, Rating, Status, and Actions. The status column shows 'Completed', 'In Progress', and 'Scheduled'.

#	Employee	Reviewer	Review Cycle	Review Date	Rating	Status	Actions
1	Francis Kirilin	Mr. Omer Thompson	Monthly Performance Review	2026-03-01	3.5	Completed	View Edit
2	Francis Kirilin	Mr. Omer Thompson	Quarterly Business Review	2026-03-01	4.0	Completed	View Edit
3	Ms. Karlee Goyette	Mr. Omer Thompson	Monthly Performance Review	2026-03-01	4.2	Completed	View Edit
4	Ms. Karlee Goyette	Mr. Omer Thompson	Quarterly Business Review	2026-03-01	3.8	Completed	View Edit
5	Taryn Volkman	Mr. Omer Thompson	Monthly Performance Review	2026-03-01	-	In Progress	View Edit Cancel
6	Taryn Volkman	Mr. Omer Thompson	Quarterly Business Review	2026-03-01	-	In Progress	View Edit Cancel
7	Mariela Batz	Mr. Omer Thompson	Monthly Performance Review	2026-03-01	-	Scheduled	View Edit Cancel
8	Mariela Batz	Mr. Omer Thompson	Quarterly Business Review	2026-03-01	-	Scheduled	View Edit Cancel

Showing 1 to 8 of 8 employee reviews

Previous 1 Next

Figure 104: The Employee Reviews page

1 page title · 2 records table

Columns: #, Employee, Reviewer, Review Cycle, Review Date, Rating, Status, Actions

Actions on this page: Schedule Review

15. Training

A programme is a course; a session is one delivery of it; an employee training is one person's place on it. Separating the three means a course is described once however often it runs.

Pages in this chapter: Training Types, Training Programs, Training Sessions, Employee Trainings

15.1 Training Types

A reference list. Entries created here become the options offered when you create a training programme. Setting these up once, before the records that use them, saves correcting the same choice repeatedly later.

The screenshot displays the 'Training Types' page in the Weaf HR system. The page layout includes a sidebar on the left with navigation options like 'Dashboard', 'Staff', 'HR Management', and 'Training'. The main content area features a breadcrumb trail: 'Dashboard > HR Management > Training Management > Training Types'. Below the breadcrumb is a search bar and a 'Filters' button. A table lists 10 training types, each with a unique ID, name, description, associated departments, and the number of programs. The table is titled 'Training Types' and has a red box around it. A red circle highlights the 'Add Training Type' button in the top right corner. The table data is as follows:

#	Name	Description	Departments	Programs	Actions
1	Professional Certification	Training programs designed to prepare employees for industry-recognized professional certifications and credentials	Human Resources North Branch	0	[Icons]
2	Soft Skills Development	Training covering teamwork, problem-solving, time management, adaptability, and other essential workplace soft skills	Human Resources Downtown Branch	0	[Icons]
3	Digital Literacy	Training to enhance digital skills, software applications, online tools, and technology adoption in the workplace	Human Resources Main Office	0	[Icons]
4	Quality Management	Training focused on quality standards, process improvement, quality control measures, and continuous improvement methodologies	Human Resources City Center	0	[Icons]
5	Project Management	Training on project planning, execution, monitoring, and delivery methodologies including agile and traditional approaches	Human Resources Business Park	0	[Icons]
6	Sales and Marketing	Training program covering sales techniques, marketing strategies, customer relationship management, and revenue generation	Human Resources Corporate Center	0	[Icons]
7	Customer Service Excellence	Training focused on improving customer interaction skills, service quality, and customer satisfaction techniques	Human Resources West Branch	2	[Icons]
8	Safety and Compliance	Mandatory training covering workplace safety protocols, regulatory compliance, and risk management procedures	Human Resources East Branch	2	[Icons]
9	Communication Skills	Training to enhance verbal, written, and interpersonal communication skills for effective workplace interaction	Human Resources South Branch Finance & Accounting South Branch	2	[Icons]
10	Leadership Development	Training program designed to develop leadership capabilities, management skills, and strategic thinking abilities	Human Resources North Branch Finance & Accounting North Branch	2	[Icons]

At the bottom of the table, it says 'Showing 1 to 10 of 12 training types'. There are 'Previous', '1', '2', and 'Next' buttons for pagination.

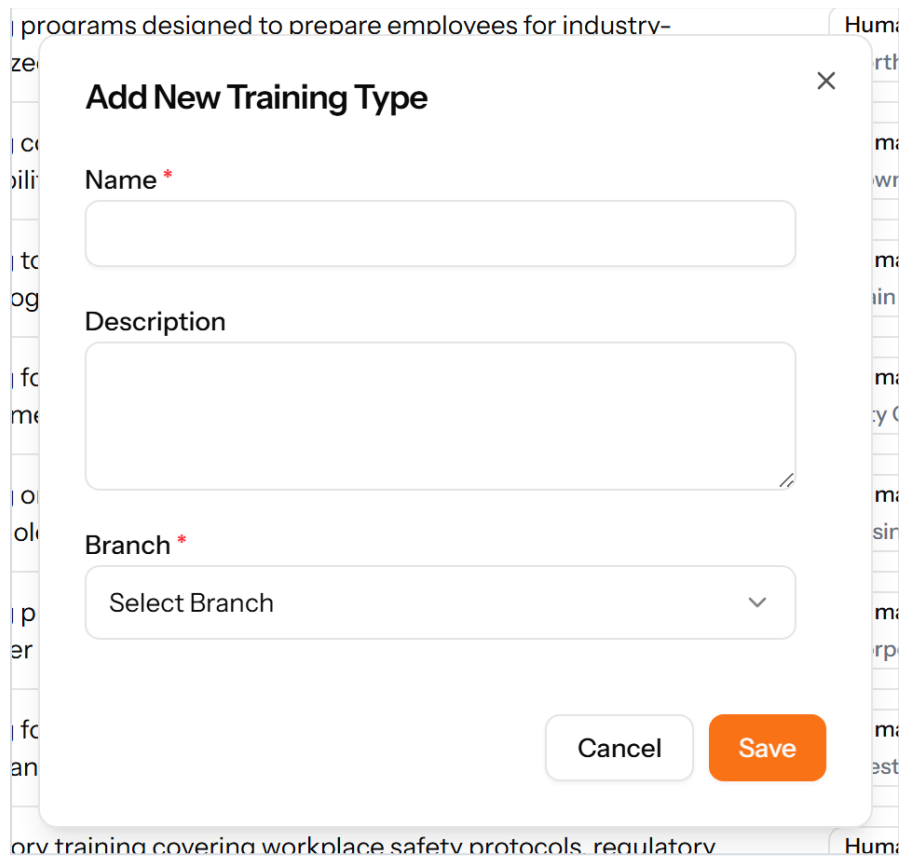
Figure 105: The Training Types page

1 page title · 2 primary action · 3 records table

Columns: #, Name, Description, Departments, Programs, Actions

Actions on this page: Add Training Type

1. Choose Add Training Type at the top right. The form opens in a panel.
2. Complete the required fields: Name.
3. Fill in anything else that applies: Description.
4. Make the selections the form asks for: Branch.
5. Choose Save. The new record appears in the list.



The image shows a modal form titled "Add New Training Type" with a close button (X) in the top right corner. The form contains three fields: "Name *" (a text input), "Description" (a larger text area), and "Branch *" (a dropdown menu with "Select Branch" as the placeholder and a downward arrow). At the bottom right of the form are two buttons: "Cancel" and "Save". The "Save" button is orange, while the "Cancel" button is white with a grey border. The form is overlaid on a background that shows parts of other text elements, such as "programs designed to prepare employees for industry-", "Human", "rth", "ma", "wr", "ma", "in", "ma", "y C", "ma", "sin", "ma", "rp", "ma", "est", "ory training covering workplace safety protocols, regulatory", and "Hum".

programs designed to prepare employees for industry-

Human

rth

ma

wr

ma

in

ma

y C

ma

sin

ma

rp

ma

est

ory training covering workplace safety protocols, regulatory

Hum

Add New Training Type

Name *

Description

Branch *

Select Branch

Cancel Save

Figure 106: The Add Training Type form

15.2 Training Programs

A course that can be delivered more than once, with its duration, cost and capacity.

The screenshot displays the 'Training Programs' page in the Weaf HR system. The page features a sidebar with navigation options like 'Platform', 'Staff', and 'HR Management'. The main content area shows a table of training programs. The table has columns for program number, name, status, duration, cost, capacity, flags, sessions, employees, and actions. A red box highlights the table area, and a red circle highlights the 'Add Training Program' button in the top right corner.

#	Name	Status	Duration	Cost	Capacity	Flags	Sessions	Employees	Actions
1	Digital Customer Support Customer Service Excellence	Draft	12 hours	US\$ 4,500.00	15	Self-Enrollment	0	0	View, Edit, Delete
2	Customer Experience Mastery Customer Service Excellence	Active	16 hours	US\$ 6,000.00	20	Self-Enrollment	0	0	View, Edit, Delete
3	Data Privacy and Security Training Safety and Compliance	Active	4 hours	US\$ 1,000.00	100	Mandatory	0	0	View, Edit, Delete
4	Workplace Safety Certification Safety and Compliance	Active	6 hours	US\$ 1,500.00	50	Mandatory	0	0	View, Edit, Delete
5	Cross-Cultural Communication Communication Skills	Active	8 hours	US\$ 3,000.00	20	Self-Enrollment	0	0	View, Edit, Delete
6	Effective Business Communication Communication Skills	Active	12 hours	US\$ 4,000.00	25	Self-Enrollment	0	0	View, Edit, Delete
7	Team Leadership Fundamentals Leadership Development	Completed	16 hours	US\$ 8,000.00	15	Mandatory	0	0	View, Edit, Delete
8	Executive Leadership Program Leadership Development	Active	48 hours	US\$ 25,000.00	8		2	5	View, Edit, Delete
9	Database Management Certification Technical Skills Training	Draft	32 hours	US\$ 12,000.00	10	Self-Enrollment	2	5	View, Edit, Delete
10	Advanced Software Development Technical Skills Training	Active	40 hours	US\$ 15,000.00	12	Self-Enrollment	2	5	View, Edit, Delete

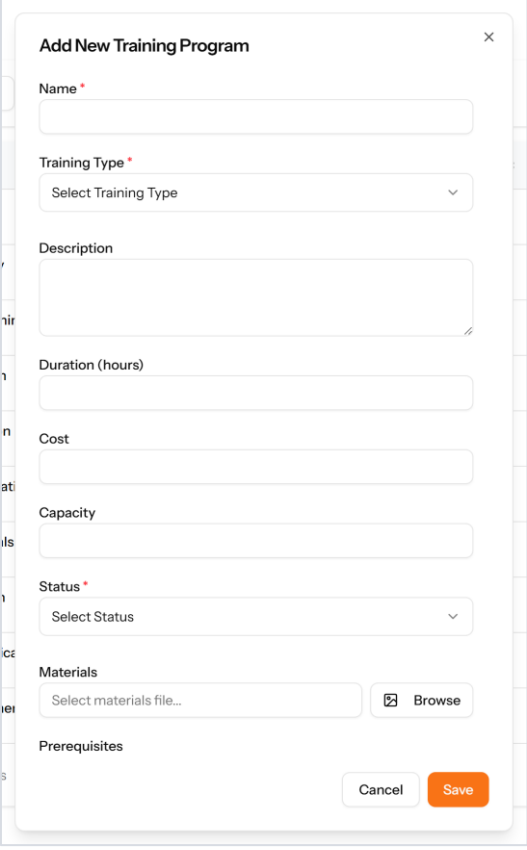
Figure 107: The Training Programs page

1 page title · 2 primary action · 3 records table

Columns: #, Name, Status, Duration, Cost, Capacity, Flags, Sessions, Employees, Actions

Actions on this page: Add Training Program

1. Choose Add Training Program at the top right. The form opens in a panel.
2. Complete the required fields: Name.
3. Fill in anything else that applies: Description, Duration (hours), Cost, Capacity, Select materials file..., Prerequisites, Mandatory Training, Allow Self-Enrollment.
4. Make the selections the form asks for: Training Type, Status.
5. Choose Save. The new record appears in the list.



The image shows a modal form titled "Add New Training Program" with a close button (X) in the top right corner. The form contains several input fields and dropdown menus. The fields are: "Name" (required, indicated by a red asterisk), "Training Type" (required, indicated by a red asterisk, with a dropdown menu showing "Select Training Type"), "Description" (a large text area), "Duration (hours)", "Cost", "Capacity", "Status" (required, indicated by a red asterisk, with a dropdown menu showing "Select Status"), "Materials" (a text field with "Select materials file..." and a "Browse" button with a folder icon), and "Prerequisites". At the bottom right of the form are "Cancel" and "Save" buttons.

Add New Training Program X

Name *

Training Type *

Select Training Type

Description

Duration (hours)

Cost

Capacity

Status *

Select Status

Materials

Select materials file... Browse

Prerequisites

Cancel Save

Figure 108: The Add Training Program form

15.3 Training Sessions

A specific delivery of a programme: when, where, by whom, and who attended.

The screenshot displays the 'Training Sessions' page in the Weaf HR system. The page title is 'Training Sessions' (callout 1). At the top right, there is a 'Calendar View' button and an 'Add Session' button (callout 2). The main content is a table (callout 3) with the following columns: #, Program, Date & Time, Location, Status, Trainers, Attendance, and Actions. The table lists 10 sessions, including 'Evening Online Session', 'Weekend Intensive Session', 'Virtual Workshop Session', 'Afternoon Session - Batch B', 'Morning Session - Batch A', and 'Evening Online Session'. Each session entry includes details like the date, time, location, status (Completed, Scheduled, In progress), trainers, and attendance count. The 'Actions' column contains icons for viewing details, editing, and deleting.

#	Program	Date & Time	Location	Status	Trainers	Attendance	Actions
1	Evening Online Session Executive Leadership Program	2026-07-20 2026-07-20 18:00 - 2026-07-20 20:00	Zoom Meeting Virtual	Completed	Mariela Batz Jensen Miraz +1 more	5	View Edit Delete
2	Weekend Intensive Session Executive Leadership Program	2026-07-10 2026-07-10 09:00 - 2026-07-10 15:00	Conference Hall Physical	Scheduled	Francis Kirlin Carli Runolfssdottir +1 more	0	View Edit Delete
3	Virtual Workshop Session Database Management Certification	2026-06-20 2026-06-20 10:00 - 2026-06-20 13:00	Online Platform Virtual	In progress	Mariela Batz Carli Runolfssdottir +1 more	5	View Edit Delete
4	Afternoon Session - Batch B Database Management Certification	2026-06-10 2026-06-10 14:00 - 2026-06-10 18:00	Training Room 2 Physical	Completed	Mariela Batz Jensen Miraz +1 more	5	View Edit Delete
5	Morning Session - Batch A Advanced Software Development	2026-05-20 2026-05-20 09:00 - 2026-05-20 13:00	Training Room 1 Physical	Completed	Ms. Karlee Goyette Taryn Volkman +1 more	5	View Edit Delete
6	Evening Online Session Advanced Software Development	2026-05-10 2026-05-10 18:00 - 2026-05-10 20:00	Zoom Meeting Virtual	Completed	Ms. Karlee Goyette Dr. Luther Pagac +1 more	5	View Edit Delete
7	Weekend Intensive Session Department Integration Workshop	2026-04-20 2026-04-20 09:00 - 2026-04-20 15:00	Conference Hall Physical	Scheduled	Ms. Karlee Goyette Dr. Luther Pagac +1 more	0	View Edit Delete
8	Virtual Workshop Session Department Integration Workshop	2026-04-10 2026-04-10 10:00 - 2026-04-10 13:00	Online Platform Virtual	In progress	Francis Kirlin Mariela Batz +1 more	5	View Edit Delete
9	Afternoon Session - Batch B New Employee Orientation Program	2026-03-20 2026-03-20 14:00 - 2026-03-20 18:00	Training Room 2 Physical	Completed	Mariela Batz Dr. Luther Pagac +1 more	5	View Edit Delete
10	Morning Session - Batch A New Employee Orientation Program	2026-03-10 2026-03-10 09:00 - 2026-03-10 13:00	Training Room 1 Physical	Completed	Taryn Volkman Dr. Luther Pagac +1 more	5	View Edit Delete

Showing 1 to 10 of 10 training sessions

Previous 1 Next

Figure 109: The Training Sessions page

1 page title · 2 primary action · 3 records table

Columns: #, Program, Date & Time, Location, Status, Trainers, Attendance, Actions

Actions on this page: Calendar View, Add Session

1. Choose Add Session at the top right. The form opens in a panel.
2. Complete the required fields: Start Date, End Date.
3. Fill in anything else that applies: Session Name, Location, Meeting Link, Notes, Select Trainers, Recurring Session, Number of Occurrences.
4. Make the selections the form asks for: Training Program, Location Type, Status, Recurrence Pattern.
5. Choose Save. The new record appears in the list.

Training Program *

Select Training Program

Session Name

Start Date *

mm/dd/yyyy

End Date *

mm/dd/yyyy

Location Type *

Select Location Type

Location

Meeting Link

Status *

Select Status

Notes

Cancel

Save

2026-03-20

2026-03-20 14:00 - 2026-03-20 18:00

Training Room 2

Physical

2026-03-10

2026-03-10 09:00 - 2026-03-10 13:00

Training Room 1

Physical

Figure 110: The Add Session form

15.4 Employee Trainings

Which employee is assigned to which programme, and how far they have got with it.

Employee Trainings

Search: Search Filters

Per Page: 10

#	Employee	Training Program	Status	Assigned Date	Completion Date	Score	Result	Assessments	Certificate	Actions
1	Dr. Luther Pagac EMP4868	Executive Leadership Program Leadership Development	In Progress	2026-06-01	-	-	-	0	Download	View Edit Delete
2	Dr. Luther Pagac EMP4868	Database Management Certification Technical Skills Training	Assigned	2026-05-01	-	-	-	0	Download	View Edit Delete
3	Dr. Luther Pagac EMP4868	Advanced Software Development Technical Skills Training	Completed	2026-04-01	2026-05-01	95.50%	Passed	2	Download	View Edit Delete
4	Dr. Luther Pagac EMP4868	Department Integration Workshop Orientation and Onboarding	Completed	2026-03-01	2026-03-31	88.00%	Passed	0	Download	View Edit Delete
5	Dr. Luther Pagac EMP4868	New Employee Orientation Program Orientation and Onboarding	Completed	2026-02-01	2026-03-03	78.50%	Passed	2	Download	View Edit Delete
6	Mariela Batz EMP6351	Executive Leadership Program Leadership Development	Completed	2026-06-01	2026-07-01	88.00%	Passed	2	Download	View Edit Delete
7	Mariela Batz EMP6351	Database Management Certification Technical Skills Training	Completed	2026-05-01	2026-05-31	78.50%	Passed	0	Download	View Edit Delete
8	Mariela Batz EMP6351	Advanced Software Development Technical Skills Training	In Progress	2026-04-01	-	-	-	0	Download	View Edit Delete
9	Mariela Batz EMP6351	Department Integration Workshop Orientation and Onboarding	Assigned	2026-03-01	-	-	-	0	Download	View Edit Delete
10	Mariela Batz EMP6351	New Employee Orientation Program Orientation and Onboarding	Completed	2026-02-01	2026-03-03	95.50%	Passed	2	Download	View Edit Delete

Showing 1 to 10 of 25 employee trainings

Previous 1 2 3 Next

Figure 111: The Employee Trainings page

1 page title · 2 records table

Columns: #, Employee, Training Program, Status, Assigned Date, Completion Date, Score, Result, Assessments, Certificate, Actions

Actions on this page: Dashboard, Bulk Assign, Assign Training, Download

16. Asset Management

Company property is tracked here, together with who holds it and what it is now worth.

Pages in this chapter: Asset Types, Assets, Dashboard, Depreciation

16.1 Asset Types

A reference list. Entries created here become the options offered when you create an asset. Setting these up once, before the records that use them, saves correcting the same choice repeatedly later.

The screenshot shows the 'Asset Types' page in the Weaf HR system. The page has a sidebar with navigation options like Dashboard, Staff, HR Management, and Asset Management. The main content area displays a table of asset types. A red box highlights the table content, and a red circle highlights the 'Add Asset Type' button. The page title 'Asset Types' is also highlighted.

#	Name	Description	Assets	Actions
1	Audio Visual Equipment	Projectors, monitors, speakers, cameras, and presentation equipment	0	View Add Delete
2	Communication Equipment	Telephone systems, headsets, video conferencing equipment, and communication devices	0	View Add Delete
3	Computer Hardware	Desktop computers, laptops, servers, and other computing equipment used for business operations	4	View Add Delete
4	Furniture	Office desks, chairs, cabinets, conference tables, and other workplace furniture	3	View Add Delete
5	Mobile Devices	Smartphones, tablets, and other portable electronic devices assigned to employees	3	View Add Delete
6	Network Equipment	Routers, switches, modems, access points, and other networking hardware	2	View Add Delete
7	Office Equipment	Printers, scanners, photocopiers, fax machines, and other office machinery	3	View Add Delete
8	Security Equipment	CCTV cameras, access control systems, alarms, and security devices	0	View Add Delete
9	Software Licenses	Software applications, operating systems, and digital licenses for business use	0	View Add Delete
10	Storage Equipment	Filing cabinets, safes, storage units, and data storage devices	0	View Add Delete

Showing 1 to 10 of 12 asset types

Previous 1 2 Next

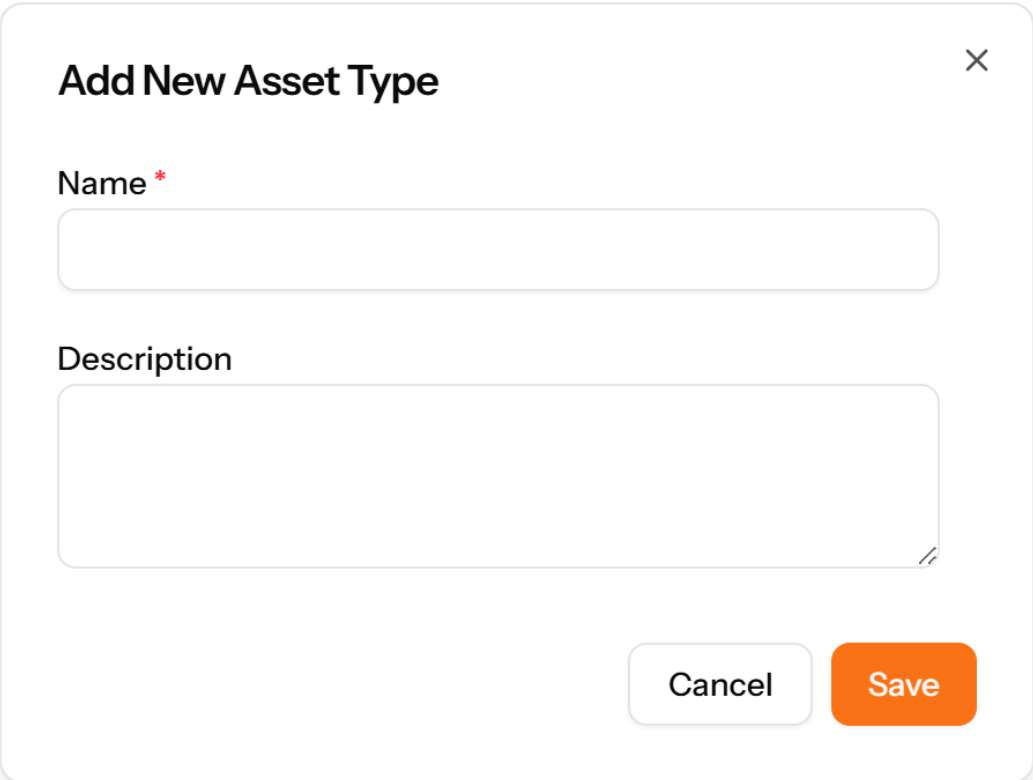
Figure 112: The Asset Types page

1 page title · 2 primary action · 3 records table

Columns: #, Name, Description, Assets, Actions

Actions on this page: Add Asset Type

1. Choose Add Asset Type at the top right. The form opens in a panel.
2. Complete the required fields: Name.
3. Fill in anything else that applies: Description.
4. Choose Save. The new record appears in the list.



The image shows a modal form titled "Add New Asset Type" with a close button (X) in the top right corner. The form contains two input fields: "Name" with a red asterisk indicating it is required, and "Description". At the bottom right, there are two buttons: "Cancel" and "Save". The "Save" button is orange, while the "Cancel" button is white with a grey border. The form is set against a light grey background with a subtle grid pattern.

Add New Asset Type ×

Name *

Description

Cancel Save

Figure 113: The Add Asset Type form

16.2 Assets

Company property and who currently holds it. Each asset has a code, a status, a purchase date and cost, and may be assigned to an employee.

The screenshot displays the 'Assets' page in the Weaf HR system. The page layout includes a sidebar with navigation options like Dashboard, Staff, HR Management, and Asset Management. The main content area shows a table of assets with the following columns: #, Name, Asset Code, Status, Assigned To, Purchase Date, Purchase Cost, Location, and Actions. The table contains 10 records of various equipment. Red callouts are used to highlight key elements: 1 points to the 'Assets' title, 2 points to the 'Add Asset' button, and 3 points to the table.

#	Name	Asset Code	Status	Assigned To	Purchase Date	Purchase Cost	Location	Actions
1	TP-Link Wireless Router Network Equipment	NET002 TP001	Available	-	2026-01-15	USh 8,000.00	Main Office	[Icons]
2	Cisco Catalyst Switch Network Equipment	NET001 CS001	Assigned	Francis Kirlin	2026-01-15	USh 75,000.00	Main Office	[Icons]
3	Honda City 2022 Vehicles	VEH002 HC001	Available	-	2026-01-15	USh 1,800,000.00	Main Office	[Icons]
4	Toyota Camry 2023 Vehicles	VEH001 TC001	Assigned	Francis Kirlin	2026-01-15	USh 3,500,000.00	Main Office	[Icons]
5	Conference Table 12-Seater Furniture	FUR003 FU003	Available	-	2026-01-15	USh 35,000.00	Main Office	[Icons]
6	Ergonomic Office Chair Furniture	FUR002 FU002	Available	-	2026-01-15	USh 12,000.00	Main Office	[Icons]
7	Executive Office Desk Furniture	FUR001 FU001	Assigned	Francis Kirlin	2026-01-15	USh 15,000.00	Main Office	[Icons]
8	Brother MFC Scanner Office Equipment	OFF003 BR001	Available	-	2026-01-15	USh 35,000.00	Main Office	[Icons]
9	Epson EcoTank Printer Office Equipment	OFF002 EP001	Available	-	2026-01-15	USh 25,000.00	Main Office	[Icons]
10	Canon ImageRunner Printer Office Equipment	OFF001 CN001	Assigned	Francis Kirlin	2026-01-15	USh 45,000.00	Main Office	[Icons]

Figure 114: The Assets page

1 page title · 2 primary action · 3 records table

Columns: #, Name, Asset Code, Status, Assigned To, Purchase Date, Purchase Cost, Location, Actions

Actions on this page: Dashboard, Depreciation Report, Add Asset

1. Choose Add Asset at the top right. The form opens in a panel.
2. Complete the required fields: Name.
3. Fill in anything else that applies: Serial Number, Asset Code, Purchase Date, Purchase Cost, Description, Location, Supplier, Warranty Information.
4. Make the selections the form asks for: Asset Type, Status, Condition, Depreciation Method.
5. Choose Save. The new record appears in the list.

The screenshot shows a mobile application interface for adding a new asset. The form is contained within a white box with a thin grey border. It features the following fields from top to bottom: a text input for 'Name' with a red asterisk; a dropdown menu for 'Asset Type' with a red asterisk and the placeholder text 'Select Asset Type'; a text input for 'Serial Number'; a text input for 'Asset Code'; a date picker for 'Purchase Date' with the placeholder 'mm/dd/yyyy' and a calendar icon; a text input for 'Purchase Cost'; a dropdown menu for 'Status' with a red asterisk and the placeholder 'Select Status'; a dropdown menu for 'Condition' with the placeholder 'Select Condition'; and a text input for 'Description'. At the bottom right of the form, there are two buttons: a grey 'Cancel' button and an orange 'Save' button. Below the form box, there is a large, empty white rectangular area.

Figure 115: The Add Asset form

16.3 Dashboard

A summary of the asset register: what is held, what is assigned and what it is worth.

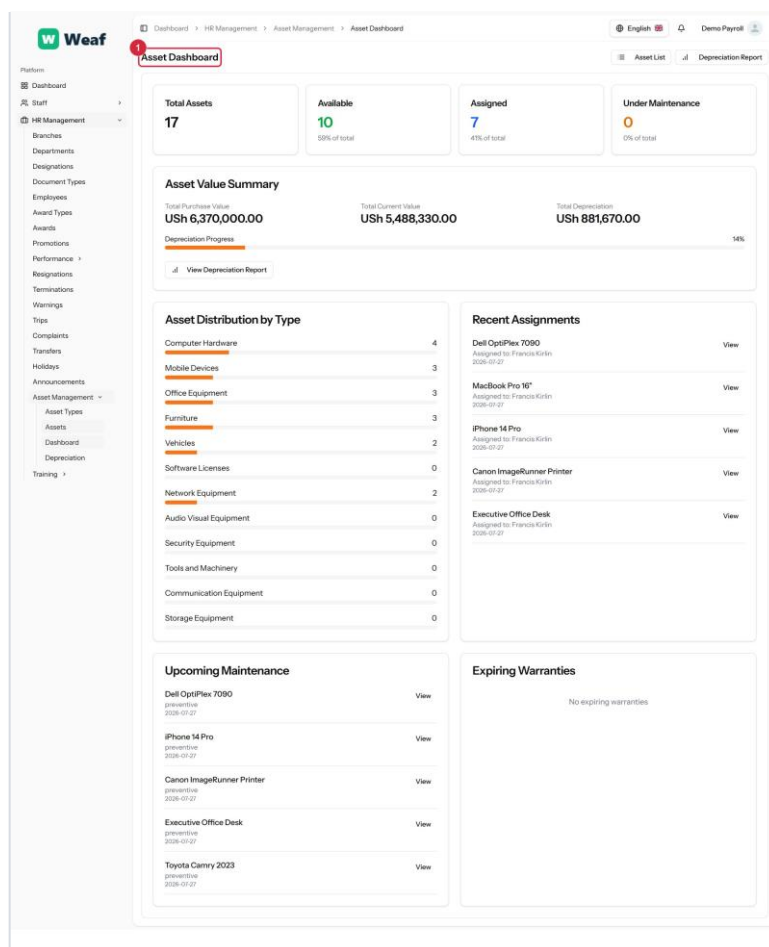


Figure 116: The Dashboard page

1 page title

Actions on this page: Asset List, Depreciation Report, View Depreciation Report, View

16.4 Depreciation

What the asset register is worth now rather than when it was bought, using each asset's depreciation method to give a current value.

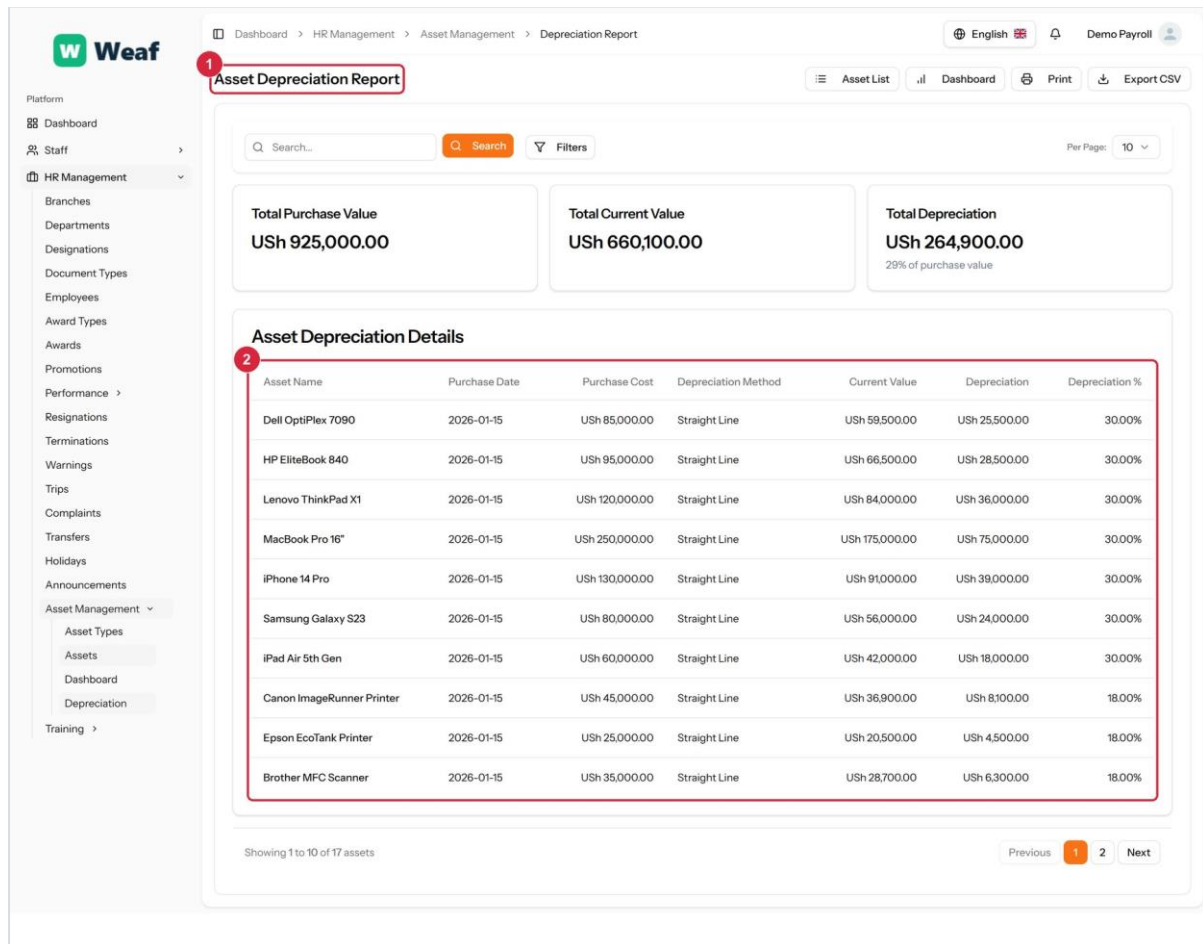


Figure 117: The Depreciation page

1 page title · 2 records table

Columns: Asset Name, Purchase Date, Purchase Cost, Depreciation Method, Current Value, Depreciation, Depreciation %

Actions on this page: Asset List, Dashboard, Print, Export CSV

17. Contracts

Contract types describe the kinds of agreement you offer, templates hold the wording, and employee contracts are the agreements actually in force.

Pages in this chapter: Contract Types, Employee Contracts, Contract Templates

17.1 Contract Types

The shapes of employment you offer — permanent, fixed term, probationary — each with its duration, probation, notice period and whether it can be renewed.

1 Contract Types

2 Add Contract Type

3

#	Contract Type	Duration	Probation	Notice Period	Renewable	Contracts	Status	Created At	Actions
1	Permanent Full-time Permanent employment contract with full-time working hours and comprehensive benefits package	Permanent	6 months	60 days	No	5 contracts	Active	2026-07-27	
2	Fixed-term Contract Fixed-term employment contract for specific duration with defined start and end dates	12 months	3 months	30 days	Yes	2 contracts	Active	2026-07-27	
3	Part-time Contract Part-time employment contract with reduced working hours and pro-rated benefits	Permanent	3 months	30 days	No	1 contracts	Active	2026-07-27	
4	Temporary Contract Short-term temporary contract for immediate staffing needs or project-based work	6 months	1 months	15 days	Yes	0 contracts	Active	2026-07-27	
5	Consultant Agreement Independent contractor agreement for specialized consulting services and expertise	6 months	0 months	30 days	Yes	0 contracts	Active	2026-07-27	
6	Internship Contract Educational internship contract for students and recent graduates with learning objectives	3 months	0 months	7 days	Yes	1 contracts	Active	2026-07-27	
7	Probationary Contract Initial probationary employment contract with extended evaluation period	6 months	6 months	15 days	Yes	0 contracts	Active	2026-07-27	
8	Seasonal Contract Seasonal employment contract for specific periods or seasonal business requirements	4 months	1 months	15 days	Yes	0 contracts	Active	2026-07-27	

Showing 1 to 8 of 8 contract types

Previous 1 Next

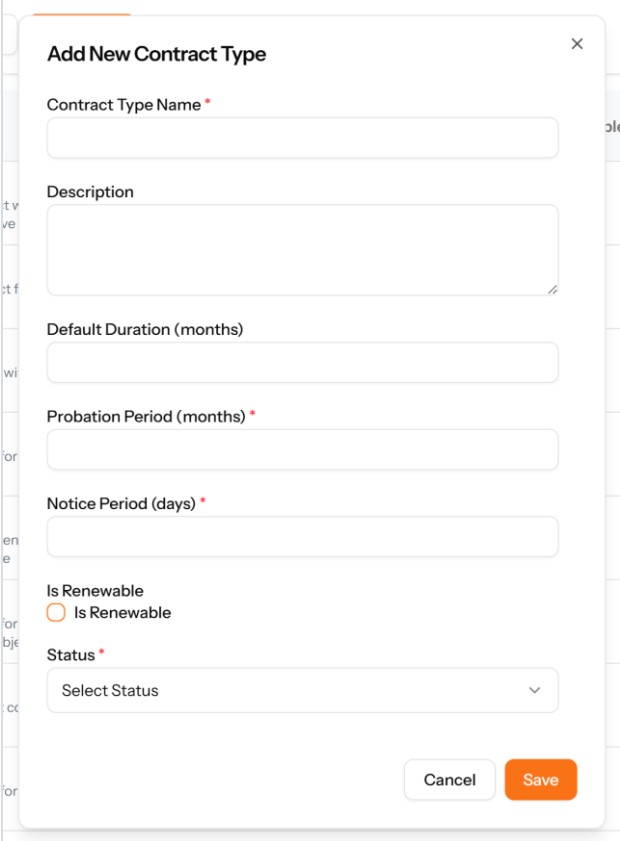
Figure 118: The Contract Types page

1 page title · 2 primary action · 3 records table

Columns: #, Contract Type, Duration, Probation, Notice Period, Renewable, Contracts, Status, Created At, Actions

Actions on this page: Add Contract Type

1. Choose Add Contract Type at the top right. The form opens in a panel.
2. Complete the required fields: Contract Type Name, Probation Period (months), Notice Period (days).
3. Fill in anything else that applies: Description, Default Duration (months), Is Renewable.
4. Make the selections the form asks for: Status.
5. Choose Save. The new record appears in the list.



The image shows a modal form titled "Add New Contract Type" with a close button (X) in the top right corner. The form contains several input fields and a dropdown menu, all with red asterisks indicating they are required. The fields are: "Contract Type Name", "Description" (a larger text area), "Default Duration (months)", "Probation Period (months)", and "Notice Period (days)". Below these is a section for "Is Renewable" with a radio button and the text "Is Renewable". The final field is a dropdown menu labeled "Status" with the placeholder text "Select Status". At the bottom right of the form are two buttons: "Cancel" and "Save".

Add New Contract Type ×

Contract Type Name *

Description

Default Duration (months)

Probation Period (months) *

Notice Period (days) *

Is Renewable
☐ Is Renewable

Status *
Select Status ▼

Cancel Save

Figure 119: The Add Contract Type form

17.2 Employee Contracts

The actual agreements: which employee, for what period, on what compensation, and whether it has been approved.

The screenshot displays the 'Employee Contracts' page in the Weaf HR system. The page features a sidebar on the left with navigation links, a top navigation bar with a search bar and a 'Filters' button, and a main content area. The main content area includes a title 'Employee Contracts' (labeled 1), a search bar, and a table of employee contracts (labeled 3). A red box highlights the title and the table. A red circle with the number 2 points to the 'Add Contract' button in the top right corner. The table contains 9 records, each with columns for Contract #, Employee, Contract Period, Compensation, Status, Approved, and Actions.

#	Contract #	Employee	Contract Period	Compensation	Status	Approved	Actions
1	EMP-2026-1109 Permanent Full-time	Mr. Mohammed Wolf	2026-06-19	USh 135,000.00 Base: USh 135,000.00	Active	2026-07-27 Mr. Omer Thompson	
2	EMP-2026-1108 Part-time Contract	Lelia Corwin	2026-06-20	USh 55,000.00 Base: USh 55,000.00	Active	2026-07-27 Mr. Omer Thompson	
3	EMP-2026-1107 Internship Contract	Jensen Miraz	2026-06-21 to 2026-09-21	USh 35,000.00 Base: USh 35,000.00	Active	2026-07-27 Mr. Omer Thompson	
4	EMP-2026-1106 Permanent Full-time	Carli Runolfssdottir	2026-06-22	USh 110,000.00 Base: USh 110,000.00	Active	2026-07-27 Mr. Omer Thompson	
5	EMP-2026-1105 Fixed-term Contract	Dr. Luther Pagac	2026-06-23 to 2027-06-23	USh 65,000.00 Base: USh 65,000.00	Active	2026-07-27 Mr. Omer Thompson	
6	EMP-2026-1104 Permanent Full-time	Mariela Batz	2026-06-24	USh 95,000.00 Base: USh 95,000.00	Active	2026-07-27 Mr. Omer Thompson	
7	EMP-2026-1103 Fixed-term Contract	Taryn Volkman	2026-06-25 to 2027-06-25	USh 75,000.00 Base: USh 75,000.00	Active	2026-07-27 Mr. Omer Thompson	
8	EMP-2026-1102 Permanent Full-time	Ms. Karlee Goyette	2026-06-26	USh 85,000.00 Base: USh 85,000.00	Active	2026-07-27 Mr. Omer Thompson	
9	EMP-2026-1101 Permanent Full-time	Francis Kirlin	2026-06-27	USh 120,000.00 Base: USh 120,000.00	Active	2026-07-27 Mr. Omer Thompson	

Showing 1 to 9 of 9 employee contracts

Previous 1 Next

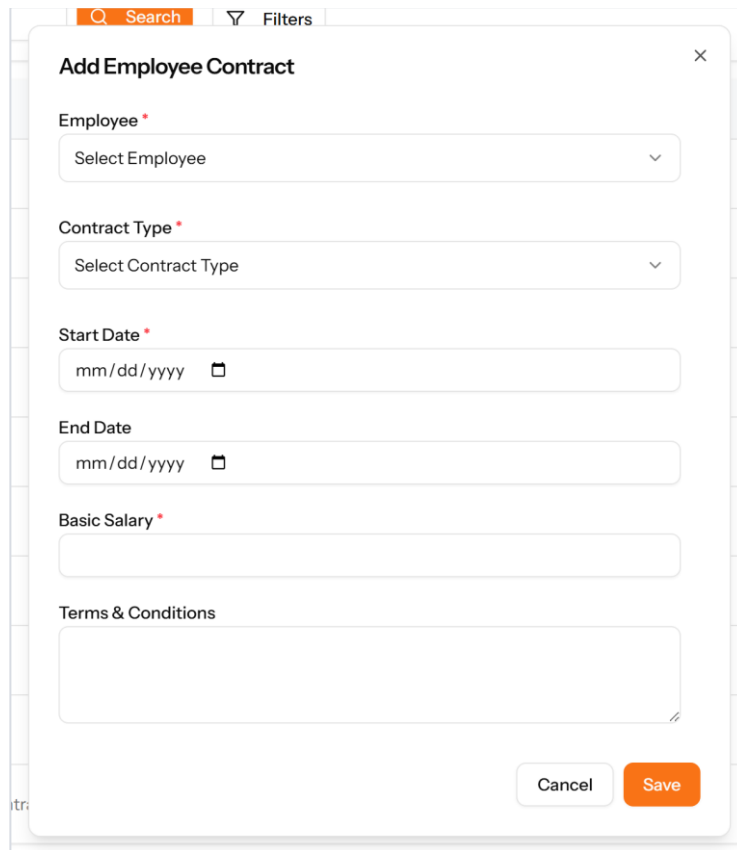
Figure 120: The Employee Contracts page

1 page title · 2 primary action · 3 records table

Columns: #, Contract #, Employee, Contract Period, Compensation, Status, Approved, Actions

Actions on this page: Add Contract

1. Choose Add Contract at the top right. The form opens in a panel.
2. Complete the required fields: Start Date, Basic Salary.
3. Fill in anything else that applies: End Date, Terms & Conditions.
4. Make the selections the form asks for: Employee, Contract Type.
5. Choose Save. The new record appears in the list.



The image shows a web application interface with a top navigation bar containing a 'Search' button and a 'Filters' dropdown. Below this is a modal window titled 'Add Employee Contract' with a close button (X) in the top right corner. The form inside the modal contains the following fields: 'Employee' (a dropdown menu with 'Select Employee' and a downward arrow), 'Contract Type' (a dropdown menu with 'Select Contract Type' and a downward arrow), 'Start Date' (a text input with a date format 'mm/dd/yyyy' and a calendar icon), 'End Date' (a text input with a date format 'mm/dd/yyyy' and a calendar icon), 'Basic Salary' (a text input), and 'Terms & Conditions' (a large text area). At the bottom right of the modal are two buttons: 'Cancel' and 'Save'.

Search Filters

Add Employee Contract

Employee *

Select Employee

Contract Type *

Select Contract Type

Start Date *

mm/dd/yyyy

End Date

mm/dd/yyyy

Basic Salary *

Terms & Conditions

Cancel Save

Figure 121: The Add Contract form

17.3 Contract Templates

Standard contract wording with variables and clauses, so issuing a contract does not mean drafting one.

The screenshot displays the 'Contract Templates' page in the Weaf HR system. The page title is 'Contract Templates' (callout 1). At the top right, there is an 'Add Template' button (callout 2). The main content area features a table with 5 contract templates (callout 3). The table columns are: #, Template Name, Contract Type, Variables, Clauses, Content Length, Status, Created, and Actions. The templates listed are: Standard Permanent Employment Contract, Internship Agreement Template, Consultant Agreement Template, Part-Time Employment Contract, and Fixed-Term Contract Template. The table shows 1 to 5 of 5 contract templates.

#	Template Name	Contract Type	Variables	Clauses	Content Length	Status	Created	Actions
1	Standard Permanent Employment Contract Standard template for permanent full-time employees with comprehensive terms and conditions	Permanent Full-time	15 variables	5 clauses	871 characters	Active	2026-07-27	[Icons]
2	Internship Agreement Template Agreement template for internship programs and student placements	Internship Contract	16 variables	5 clauses	839 characters	Active	2026-07-27	[Icons]
3	Consultant Agreement Template Independent contractor agreement for consulting services	Consultant Agreement	15 variables	5 clauses	855 characters	Active	2026-07-27	[Icons]
4	Part-Time Employment Contract Contract template for part-time employees with flexible working arrangements	Part-time Contract	16 variables	4 clauses	819 characters	Active	2026-07-27	[Icons]
5	Fixed-Term Contract Template Template for fixed-term contracts with specific start and end dates	Fixed-term Contract	13 variables	4 clauses	758 characters	Active	2026-07-27	[Icons]

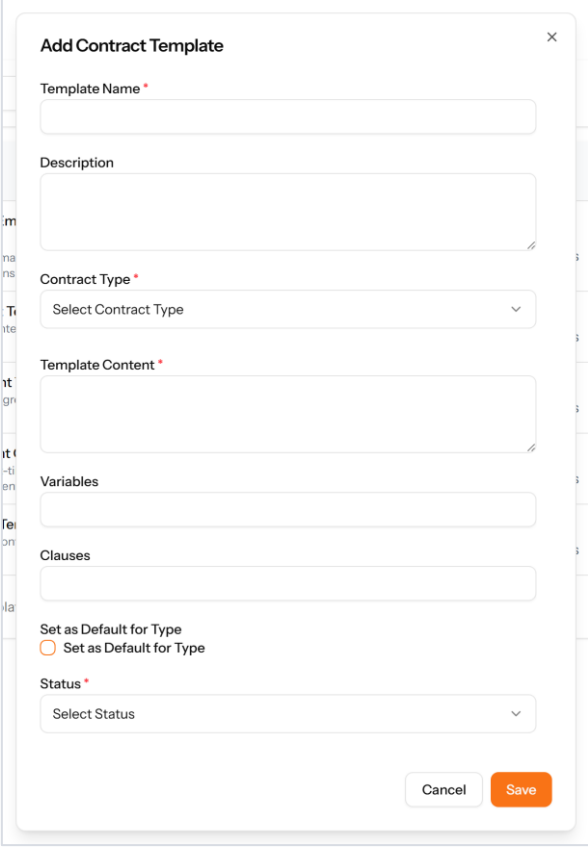
Figure 122: The Contract Templates page

1 page title · 2 primary action · 3 records table

Columns: #, Template Name, Contract Type, Variables, Clauses, Content Length, Status, Created, Actions

Actions on this page: Add Template

1. Choose Add Template at the top right. The form opens in a panel.
2. Complete the required fields: Template Name, Template Content.
3. Fill in anything else that applies: Description, Variables, Clauses, Set as Default for Type.
4. Make the selections the form asks for: Contract Type, Status.
5. Choose Save. The new record appears in the list.



The image shows a modal window titled "Add Contract Template" with a close button (X) in the top right corner. The form contains several fields: "Template Name" (required, indicated by a red asterisk), "Description", "Contract Type" (a dropdown menu with "Select Contract Type" and a downward arrow), "Template Content" (required, indicated by a red asterisk), "Variables", "Clauses", "Set as Default for Type" (a radio button), "Status" (required, indicated by a red asterisk, with a dropdown menu showing "Select Status"), and "Cancel" and "Save" buttons at the bottom right.

Add Contract Template ✕

Template Name *

Description

Contract Type *

Select Contract Type ▼

Template Content *

Variables

Clauses

Set as Default for Type
☐ Set as Default for Type

Status *

Select Status ▼

Cancel Save

Figure 123: The Add Template form

18. Documents

This module holds company documents and, importantly, proof that people have read them.

Pages in this chapter: Document Categories, HR Documents, Acknowledgments, Document Templates

18.1 Document Categories

A reference list. Entries created here become the options offered when you create an HR document. Setting these up once, before the records that use them, saves correcting the same choice repeatedly later.

The screenshot displays the 'Document Categories' page in the Weaf HR system. The page title is 'Document Categories' (callout 1). At the top right, there is a '+ Add Category' button (callout 2). The main content is a table of document categories (callout 3).

#	Category	Documents	Type	Status	Created At	Actions
1	Identity Documents Personal identification documents including passport, national ID, driving license	0 documents	Mandatory	Active	2026-07-27	[Eye] [Check] [Trash]
2	Educational Certificates Academic qualifications, degrees, diplomas, and professional certifications	0 documents	Mandatory	Active	2026-07-27	[Eye] [Check] [Trash]
3	Employment Documents Employment contracts, offer letters, job descriptions, and work agreements	2 documents	Mandatory	Active	2026-07-27	[Eye] [Check] [Trash]
4	Financial Documents Bank statements, salary slips, tax documents, and financial records	1 documents	Optional	Active	2026-07-27	[Eye] [Check] [Trash]
5	Medical Records Health certificates, medical reports, fitness certificates, and insurance documents	1 documents	Optional	Active	2026-07-27	[Eye] [Check] [Trash]
6	Legal Documents Legal agreements, compliance certificates, background verification reports	1 documents	Optional	Active	2026-07-27	[Eye] [Check] [Trash]
7	Training Certificates Professional training certificates, skill development programs, workshop completions	1 documents	Optional	Active	2026-07-27	[Eye] [Check] [Trash]
8	Performance Records Performance appraisals, feedback reports, achievement certificates, and reviews	1 documents	Optional	Active	2026-07-27	[Eye] [Check] [Trash]
9	Personal Documents Personal information, emergency contacts, family details, and personal references	1 documents	Mandatory	Active	2026-07-27	[Eye] [Check] [Trash]
10	Compliance Documents Regulatory compliance documents, policy acknowledgments, and statutory requirements	2 documents	Mandatory	Active	2026-07-27	[Eye] [Check] [Trash]

Showing 1 to 10 of 10 document categories

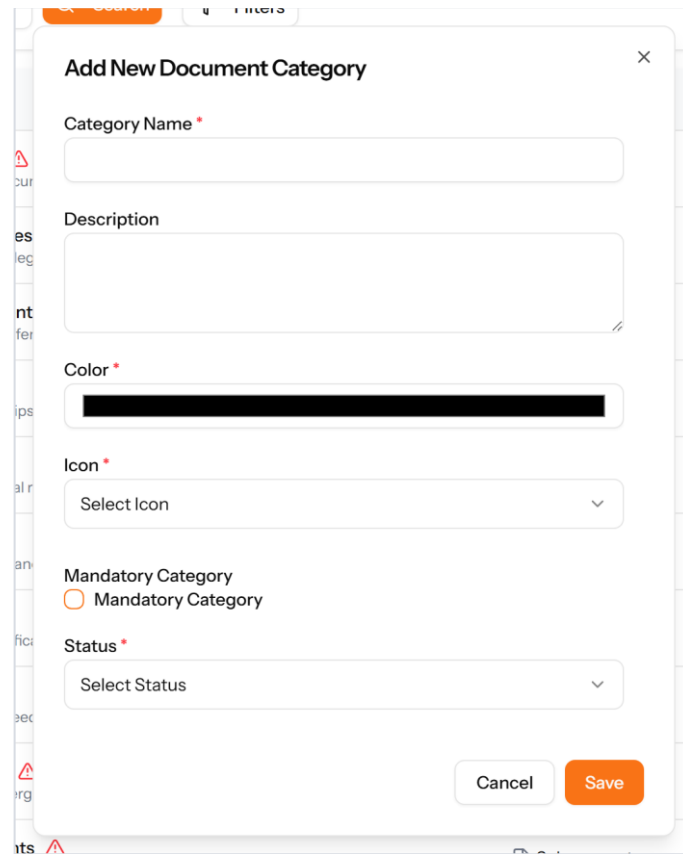
Figure 124: The Document Categories page

1 page title · 2 primary action · 3 records table

Columns: #, Category, Documents, Type, Status, Created At, Actions

Actions on this page: Add Category

1. Choose Add Category at the top right. The form opens in a panel.
2. Complete the required fields: Category Name, Color.
3. Fill in anything else that applies: Description, Mandatory Category.
4. Make the selections the form asks for: Icon, Status.
5. Choose Save. The new record appears in the list.



The image shows a modal form titled "Add New Document Category" with a close button (X) in the top right corner. The form contains the following fields and options:

- Category Name ***: A text input field.
- Description**: A text area.
- Color ***: A color picker showing black.
- Icon ***: A dropdown menu with "Select Icon" and a downward arrow.
- Mandatory Category**: A radio button followed by the text "Mandatory Category".
- Status ***: A dropdown menu with "Select Status" and a downward arrow.

At the bottom right of the form are two buttons: "Cancel" and "Save".

Figure 125: The Add Category form

18.2 HR Documents

The company's own documents — policies, handbooks, forms — with their size, status, download count and expiry.

The screenshot displays the 'HR Documents' page in the Weaf HR system. The page title is 'HR Documents' (labeled 1). Below the title is a search bar and a 'Filters' button. The main content is a table of documents (labeled 2) with the following columns: #, Document, Category, Size, Status, Downloads, Expires, Uploaded By, and Actions. The table lists 10 documents, including 'Emergency Contact Form', 'Data Privacy and Security Policy', 'Expense Reimbursement Policy', 'Remote Work Policy', 'Training and Development Policy', 'Performance Evaluation Form', 'Health and Safety Guidelines', 'Leave Policy Document', 'Code of Conduct Policy', and 'Employee Handbook 2024'. The 'Status' column indicates whether a document is 'Published' or 'Expired'. The 'Expires' column shows the expiration date for expired documents. The 'Uploaded By' column lists 'Demo Payroll' for all documents. The 'Actions' column provides icons for viewing, downloading, and deleting documents. The page footer shows 'Showing 1 to 10 of 10 documents' and navigation buttons for 'Previous', '1', and 'Next'.

#	Document	Category	Size	Status	Downloads	Expires	Uploaded By	Actions
1	Emergency Contact Form emergency_contact_form.png - v1.1	Personal Documents	183.26 KB	Published	89	-	Demo Payroll	View Download Delete
2	Data Privacy and Security Policy data_privacy_security_policy.png - v2.3	Legal Documents	1.18 MB	Published	56	-	Demo Payroll	View Download Delete
3	Expense Reimbursement Policy expense_reimbursement_policy.png - v1.6	Financial Documents	422.07 KB	Published	41	-	Demo Payroll	View Download Delete
4	Remote Work Policy remote_work_policy.png - v1.4	Employment Documents	638.99 KB	Published	78	-	Demo Payroll	View Download Delete
5	Training and Development Policy training_development_policy.png - v1.2	Training Certificates	871.43 KB	Expired	34	2025-02-14 Expired	Demo Payroll	View Download Delete
6	Performance Evaluation Form performance_evaluation_form.docx - v2.0	Performance Records	240.00 KB	Published	67	-	Demo Payroll	View Download Delete
7	Health and Safety Guidelines health_safety_guidelines.png - v1.8	Medical Records	1.47 MB	Published	29	-	Demo Payroll	View Download Delete
8	Leave Policy Document leave_policy_2024.png - v1.3	Employment Documents	750.42 KB	Expired	52	2024-12-31 Expired	Demo Payroll	View Download Delete
9	Code of Conduct Policy code_of_conduct_policy.png - v1.5	Compliance Documents	1000.75 KB	Published	38	-	Demo Payroll	View Download Delete
10	Employee Handbook 2024 employee_handbook_2024.png - v2.1	Compliance Documents	1.95 MB	Expired	45	2024-12-31 Expired	Demo Payroll	View Download Delete

Figure 126: The HR Documents page

1 page title · 2 records table

Columns: #, Document, Category, Size, Status, Downloads, Expires, Uploaded By, Actions

Actions on this page: Upload Document

18.3 Acknowledgments

Who has confirmed they have read which document, and by when they were required to. This is the page that turns a published policy into evidence that it was received.

The screenshot displays the 'Acknowledgments' page in the Weaf HR system. The page title is 'Acknowledgments' (callout 1). Below the title is a search bar and a 'Filters' button. The main content is a table of acknowledgments (callout 2) with the following columns: #, Document, Employee, Status, Due Date, Acknowledged, Assigned By, Assigned, and Actions. The table contains 10 rows of data. The first row shows a document 'Data Privacy and Security Policy' assigned to 'Lelia Corwin' with a status of 'Acknowledged'. The second row shows the same document assigned to 'Jensen Mraz' with a status of 'Overdue'. The third row shows the same document assigned to 'Carli Runolfsson' with a status of 'Acknowledged'. The fourth row shows the same document assigned to 'Dr. Luther Pagac' with a status of 'Overdue'. The fifth row shows the same document assigned to 'Mariela Batz' with a status of 'Acknowledged'. The sixth row shows the same document assigned to 'Taryn Volkman' with a status of 'Overdue'. The seventh row shows the same document assigned to 'Ms. Karlee Goyette' with a status of 'Acknowledged'. The eighth row shows the same document assigned to 'Francis Kirilin' with a status of 'Acknowledged'. The ninth row shows a document 'Remote Work Policy' assigned to 'Lelia Corwin' with a status of 'Acknowledged'. The tenth row shows the same document assigned to 'Jensen Mraz' with a status of 'Overdue'. The table also includes a 'Showing 1 to 10 of 48 acknowledgments' footer and a pagination bar with 'Previous', '1', '2', '3', '4', '5', and 'Next' buttons.

#	Document	Employee	Status	Due Date	Acknowledged	Assigned By	Assigned	Actions
1	Data Privacy and Security Policy	Lelia Corwin	Acknowledged	2026-07-21	2026-07-22	Mr. Omer Thompson	2026-07-14	View, Edit, Delete
2	Data Privacy and Security Policy	Jensen Mraz	Overdue	2026-07-22	-	Mr. Omer Thompson	2026-07-15	View, Edit, Delete
3	Data Privacy and Security Policy	Carli Runolfsson	Acknowledged	2026-07-23	2026-07-22	Mr. Omer Thompson	2026-07-16	View, Edit, Delete
4	Data Privacy and Security Policy	Dr. Luther Pagac	Overdue	2026-07-25	-	Mr. Omer Thompson	2026-07-17	View, Edit, Delete
5	Data Privacy and Security Policy	Mariela Batz	Acknowledged	2026-07-25	2026-07-22	Mr. Omer Thompson	2026-07-18	View, Edit, Delete
6	Data Privacy and Security Policy	Taryn Volkman	Overdue	2026-07-26	-	Mr. Omer Thompson	2026-07-19	View, Edit, Delete
7	Data Privacy and Security Policy	Ms. Karlee Goyette	Acknowledged	2026-07-27	2026-07-22	Mr. Omer Thompson	2026-07-20	View, Edit, Delete
8	Data Privacy and Security Policy	Francis Kirilin	Acknowledged	2026-07-28	2026-07-22	Mr. Omer Thompson	2026-07-21	View, Edit, Delete
9	Remote Work Policy	Lelia Corwin	Acknowledged	2026-07-22	2026-07-23	Mr. Omer Thompson	2026-07-15	View, Edit, Delete
10	Remote Work Policy	Jensen Mraz	Overdue	2026-07-23	-	Mr. Omer Thompson	2026-07-16	View, Edit, Delete

Figure 127: The Acknowledgments page

1 page title · 2 records table

Columns: #, Document, Employee, Status, Due Date, Acknowledged, Assigned By, Assigned, Actions

Actions on this page: Assign Document

18.4 Document Templates

Reusable document wording with placeholders, used to generate letters and forms.

The screenshot displays the 'Document Templates' page in the Weaf HR system. The page title is 'Document Templates' (callout 1). A primary action button '+ Add Template' is located at the top right (callout 2). The main content area features a table of document templates (callout 3) with the following data:

#	Template Name	Category	Placeholders	Format	Content Length	Status	Created	Actions
1	Employment Offer Letter Standard template for employment offer letters with position details and compensation	Employment Documents	13 placeholders	PDF	737 characters	Active	2026-07-27	[Icons for view, edit, delete, etc.]
2	Experience Certificate Template for employee experience certificates upon resignation or completion of service	Employment Documents	16 placeholders	PDF	749 characters	Active	2026-07-27	[Icons for view, edit, delete, etc.]
3	Salary Certificate Template for salary certificates required for loan applications and official purposes	Financial Documents	15 placeholders	PDF	655 characters	Active	2026-07-27	[Icons for view, edit, delete, etc.]
4	Training Certificate Template for training completion certificates and skill development programs	Training Certificates	17 placeholders	PDF	754 characters	Active	2026-07-27	[Icons for view, edit, delete, etc.]
5	Performance Appraisal Form Standard template for employee performance evaluation and appraisal documentation	Performance Records	22 placeholders	PDF	920 characters	Active	2026-07-27	[Icons for view, edit, delete, etc.]
6	Medical Fitness Certificate Template for medical fitness certificates required for employment and health records	Medical Records	20 placeholders	PDF	878 characters	Active	2026-07-27	[Icons for view, edit, delete, etc.]

At the bottom of the table, it says 'Showing 1 to 6 of 6 document templates'. Navigation buttons 'Previous', '1', and 'Next' are also present.

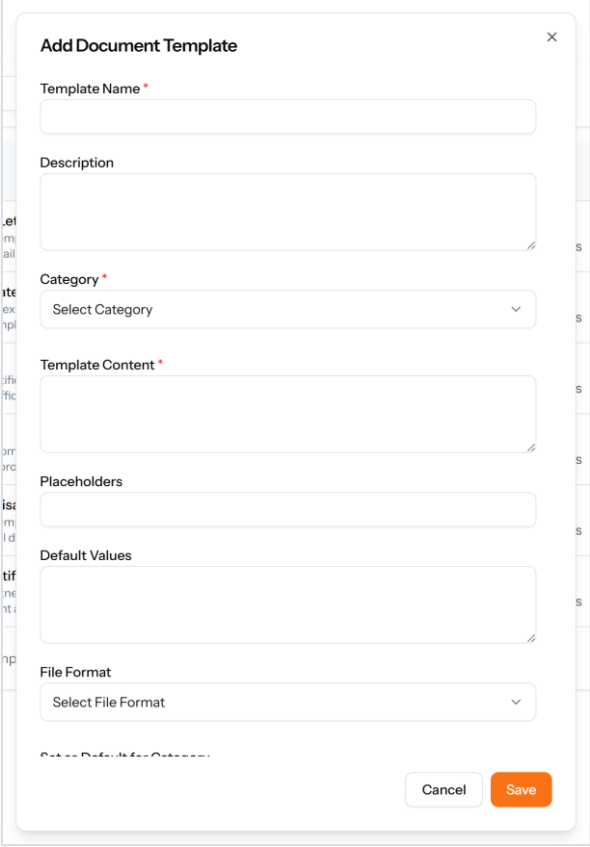
Figure 128: The Document Templates page

1 page title · 2 primary action · 3 records table

Columns: #, Template Name, Category, Placeholders, Format, Content Length, Status, Created, Actions

Actions on this page: Add Template

1. Choose Add Template at the top right. The form opens in a panel.
2. Complete the required fields: Template Name, Template Content.
3. Fill in anything else that applies: Description, Placeholders, Default Values, Set as Default for Category.
4. Make the selections the form asks for: Category, File Format, Status.
5. Choose Save. The new record appears in the list.



The image shows a modal window titled "Add Document Template" with a close button (X) in the top right corner. The form contains several fields: "Template Name" (required, indicated by a red asterisk), "Description", "Category" (required, with a dropdown menu showing "Select Category"), "Template Content" (required), "Placeholders", "Default Values", and "File Format" (dropdown menu showing "Select File Format"). At the bottom right, there are "Cancel" and "Save" buttons. The form is overlaid on a background that shows a list of document templates with columns for name, description, category, and file format.

Add Document Template X

Template Name *

Description

Category *

Select Category

Template Content *

Placeholders

Default Values

File Format

Select File Format

Cancel Save

Figure 129: The Add Template form

19. Meetings and Calendar

Meetings are scheduled, attended, minuted and — the part that matters afterwards — turned into action items with owners and due dates.

Pages in this chapter: Meeting Types, Meeting Rooms, Meetings, Meeting Attendees, Meeting Minutes, Action Items, Calendar, Media Library

19.1 Meeting Types

A reference list. Entries created here become the options offered when you create a meeting. Setting these up once, before the records that use them, saves correcting the same choice repeatedly later.

The screenshot displays the 'Meeting Types' page in the Weaf HR system. The page features a sidebar with navigation links, a top navigation bar with a search bar and a filter button, and a main content area with a table of meeting types. A red box highlights the 'Meeting Types' title and the 'Add Meeting Type' button. A red circle highlights the 'Add Meeting Type' button. A red circle highlights the 'Meeting Types' title.

#	Name	Default Duration	Meetings	Status	Created At	Actions
1	Brainstorming	90 minutes	0 meetings	Active	2026-07-27	[Eye] [Edit] [Lock] [Delete]
2	Performance Review	60 minutes	6 meetings	Active	2026-07-27	[Eye] [Edit] [Lock] [Delete]
3	All Hands	60 minutes	1 meetings	Active	2026-07-27	[Eye] [Edit] [Lock] [Delete]
4	Project Review	90 minutes	6 meetings	Active	2026-07-27	[Eye] [Edit] [Lock] [Delete]
5	Interview	45 minutes	0 meetings	Active	2026-07-27	[Eye] [Edit] [Lock] [Delete]
6	Training Session	120 minutes	0 meetings	Active	2026-07-27	[Eye] [Edit] [Lock] [Delete]
7	Board Meeting	120 minutes	0 meetings	Active	2026-07-27	[Eye] [Edit] [Lock] [Delete]
8	Client Meeting	90 minutes	1 meetings	Active	2026-07-27	[Eye] [Edit] [Lock] [Delete]
9	One-on-One	30 minutes	0 meetings	Active	2026-07-27	[Eye] [Edit] [Lock] [Delete]
10	Team Meeting	60 minutes	44 meetings	Active	2026-07-27	[Eye] [Edit] [Lock] [Delete]

Showing 1 to 10 of 10 meeting types

Previous 1 Next

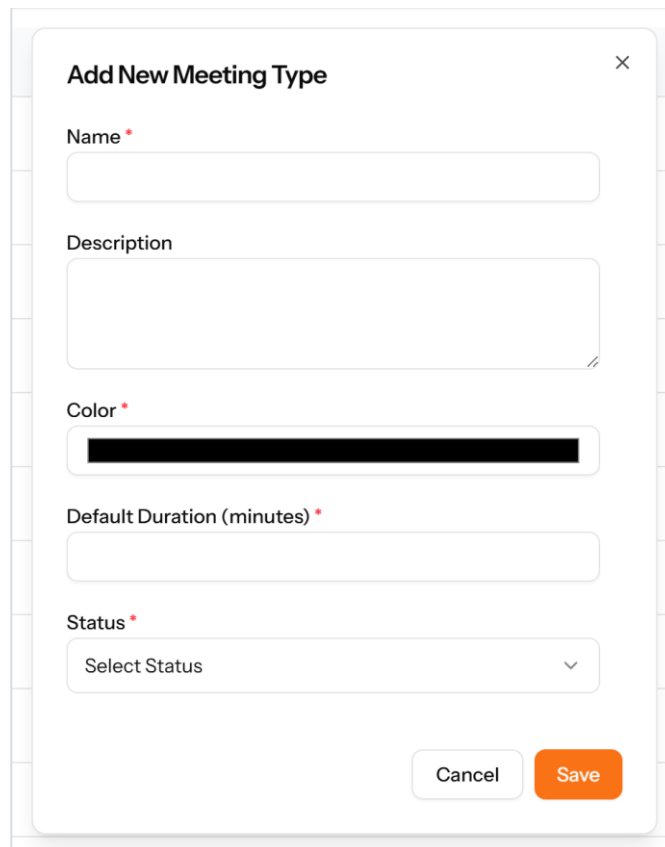
Figure 130: The Meeting Types page

1 page title · 2 primary action · 3 records table

Columns: #, Name, Default Duration, Meetings, Status, Created At, Actions

Actions on this page: Add Meeting Type

1. Choose Add Meeting Type at the top right. The form opens in a panel.
2. Complete the required fields: Name, Color, Default Duration (minutes).
3. Fill in anything else that applies: Description.
4. Make the selections the form asks for: Status.
5. Choose Save. The new record appears in the list.



The image shows a modal form titled "Add New Meeting Type" with a close button (X) in the top right corner. The form contains five input fields: "Name" (required), "Description", "Color" (required, currently showing a black color bar), "Default Duration (minutes)" (required), and "Status" (required, a dropdown menu currently showing "Select Status"). At the bottom right of the form are two buttons: "Cancel" and "Save".

Add New Meeting Type ×

Name *

Description

Color *

Default Duration (minutes) *

Status *

Select Status

Cancel Save

Figure 131: The Add Meeting Type form

19.2 Meeting Rooms

Bookable spaces, with their location, capacity and equipment.

The screenshot displays the 'Meeting Rooms' page in the Weaf HR system. The page layout includes a sidebar on the left with navigation options like Dashboard, Staff, HR Management, Recruitment, Contract Management, Document Management, Meetings, Calendar, Media Library, Leave Management, Attendance, Biometric Attendance, Time Tracking, Payroll Management, Developer, Plans, Referral Program, and Settings. The main content area features a breadcrumb trail (Dashboard > Meetings > Meeting Rooms), a search bar, a filter icon, and a 'Per Page: 10' dropdown. A table lists 10 meeting rooms, each with a unique ID, name, location, capacity, equipment list, number of meetings, status, and a set of action icons. A red box highlights the table, and a red circle highlights the 'Add Meeting Room' button in the top right corner.

#	Name	Location	Capacity	Equipment	Meetings	Status	Actions
1	Webinar Room Virtual	Join Link	500	HD Video Professional Audio +3 more	1 meetings	Active	[Eye] [Check] [Lock] [Trash]
2	Huddle Space 1 Physical	First Floor, Open Area	6	Comfortable Seating Whiteboard +1 more	31 meetings	Active	[Eye] [Check] [Lock] [Trash]
3	Teams Room 1 Virtual	Join Link	250	Screen Sharing Recording +2 more	0 meetings	Active	[Eye] [Check] [Lock] [Trash]
4	Zoom Room 1 Virtual	Join Link	100	Screen Sharing Recording +2 more	0 meetings	Active	[Eye] [Check] [Lock] [Trash]
5	Interview Room 2 Physical	First Floor, HR Department	6	Video Recording Audio System +2 more	0 meetings	Active	[Eye] [Check] [Lock] [Trash]
6	Interview Room 1 Physical	First Floor, HR Department	4	Table Chairs +1 more	0 meetings	Active	[Eye] [Check] [Lock] [Trash]
7	Training Room Physical	Ground Floor, West Wing	30	Projector Sound System +3 more	0 meetings	Active	[Eye] [Check] [Lock] [Trash]
8	Boardroom Physical	Second Floor, Executive Suite	16	Smart Board Video Conferencing +3 more	1 meetings	Active	[Eye] [Check] [Lock] [Trash]
9	Meeting Room B Physical	First Floor, North Wing	12	TV Display Whiteboard +2 more	6 meetings	Active	[Eye] [Check] [Lock] [Trash]
10	Conference Room A Physical	Ground Floor, East Wing	20	Projector Whiteboard +3 more	19 meetings	Active	[Eye] [Check] [Lock] [Trash]

Showing 1 to 10 of 10 meeting rooms

Previous 1 Next

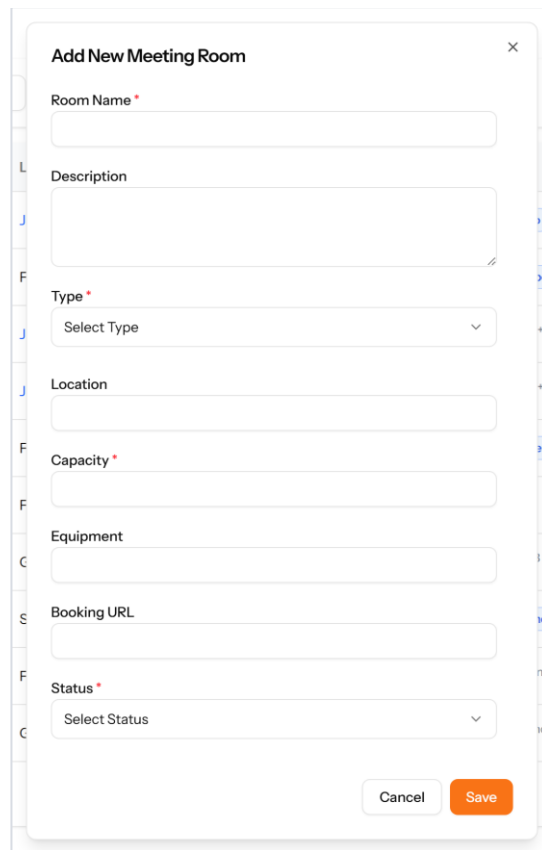
Figure 132: The Meeting Rooms page

1 page title · 2 primary action · 3 records table

Columns: #, Name, Location, Capacity, Equipment, Meetings, Status, Actions

Actions on this page: Add Meeting Room

1. Choose Add Meeting Room at the top right. The form opens in a panel.
2. Complete the required fields: Room Name, Capacity.
3. Fill in anything else that applies: Description, Location, Equipment, Booking URL.
4. Make the selections the form asks for: Type, Status.
5. Choose Save. The new record appears in the list.



The image shows a modal form titled "Add New Meeting Room" with a close button (X) in the top right corner. The form contains several input fields and dropdown menus, each with a red asterisk indicating a required field. The fields are: "Room Name" (text input), "Description" (text area), "Type" (dropdown menu with "Select Type" as the placeholder), "Location" (text input), "Capacity" (text input), "Equipment" (text input), "Booking URL" (text input), and "Status" (dropdown menu with "Select Status" as the placeholder). At the bottom right of the form are two buttons: "Cancel" and "Save".

Add New Meeting Room ×

Room Name *

Description

Type *

Select Type

Location

Capacity *

Equipment

Booking URL

Status *

Select Status

Cancel Save

Figure 133: The Add Meeting Room form

19.3 Meetings

The meetings themselves: when, who organised them, which room, and whether they repeat.

The screenshot displays the 'Meetings' page in the Weaf HR system. The sidebar on the left contains various navigation options under the 'Platform' section, including Dashboard, Staff, HR Management, Recruitment, Contract Management, Document Management, Meetings (highlighted), Meeting Types, Meeting Rooms, Meeting Attendees, Meeting Minutes, Action Items, Calendar, Media Library, Leave Management, Attendance, Biometric Attendance, Time Tracking, Payroll Management, Developer, Plans, Referral Program, and Settings. The top header shows the 'Meetings' breadcrumb, language settings (English), and a user profile for 'Demo Payroll'. A red callout '1' points to the 'Meetings' header in the sidebar. A red callout '2' points to the table of meetings. The table has columns for #, Meeting, Date & Time, Organizer, Room, Recurrence, Status, and Actions. It lists 10 meetings, including 'All Hands Company Meeting', 'Project Alpha Review', and 'Daily Scrum Meeting'. A 'Schedule Meeting' button is located in the top right corner. The bottom of the table shows pagination: 'Showing 1 to 10 of 58 meetings' and a page navigation bar with 'Previous', '1', '2', '3', '4', '5', '6', and 'Next'.

#	Meeting	Date & Time	Organizer	Room	Recurrence	Status	Actions
1	All Hands Company Meeting All Hands	2026-08-06 16:00 - 17:30	Mr. Omer Thompson	Webinar Room	None	Scheduled	[Eye] [Check] [Refresh] [Trash]
2	Project Alpha Review Project Review	2027-01-03 15:30 - 17:00	Taryn Volkman	Conference Room A	Monthly	Scheduled	[Eye] [Check] [Refresh] [Trash]
3	Project Alpha Review Project Review	2026-12-03 15:30 - 17:00	Taryn Volkman	Conference Room A	Monthly	Scheduled	[Eye] [Check] [Refresh] [Trash]
4	Project Alpha Review Project Review	2026-11-03 15:30 - 17:00	Taryn Volkman	Conference Room A	Monthly	Scheduled	[Eye] [Check] [Refresh] [Trash]
5	Project Alpha Review Project Review	2026-10-03 15:30 - 17:00	Taryn Volkman	Conference Room A	Monthly	Scheduled	[Eye] [Check] [Refresh] [Trash]
6	Project Alpha Review Project Review	2026-09-03 15:30 - 17:00	Taryn Volkman	Conference Room A	Monthly	Scheduled	[Eye] [Check] [Refresh] [Trash]
7	Project Alpha Review Project Review	2026-08-03 15:30 - 17:00	Taryn Volkman	Conference Room A	Monthly	Scheduled	[Eye] [Check] [Refresh] [Trash]
8	Daily Scrum Meeting Team Meeting	2026-08-26 10:00 - 10:30	Ms. Karlee Goyette	Huddle Space 1	Daily	Scheduled	[Eye] [Check] [Refresh] [Trash]
9	Daily Scrum Meeting Team Meeting	2026-08-25 10:00 - 10:30	Ms. Karlee Goyette	Huddle Space 1	Daily	Scheduled	[Eye] [Check] [Refresh] [Trash]
10	Daily Scrum Meeting Team Meeting	2026-08-24 10:00 - 10:30	Ms. Karlee Goyette	Huddle Space 1	Daily	Scheduled	[Eye] [Check] [Refresh] [Trash]

Figure 134: The Meetings page

1 page title · 2 records table

Columns: #, Meeting, Date & Time, Organizer, Room, Recurrence, Status, Actions

Actions on this page: Schedule Meeting

19.4 Meeting Attendees

Who was invited to each meeting, what they replied and whether they actually attended.

The screenshot displays the 'Meeting Attendees' page in the Weaf HR system. The page title is 'Meeting Attendees' (1). A primary action button '+ Add Attendee' (2) is located at the top right. The main content is a table (3) with the following columns: #, Attendee, Meeting, RSVP, Attendance, RSVP Date, Decline Reason, and Actions. The table lists 10 attendees, including Mariela Batz, Taryn Volkman, Ms. Karlee Goyette, Francis Kirlin, Milo Jacobs PhD, and Mr. Omer Thompson. The page also includes a sidebar with navigation options like Dashboard, Staff, HR Management, Recruitment, Contract Management, Document Management, Meetings, Calendar, Media Library, Leave Management, Attendance, Biometric Attendance, Time Tracking, Payroll Management, Developer, Plans, Referral Program, and Settings. A search bar and filters are at the top, and a pagination bar at the bottom shows 'Showing 1 to 10 of 265 meeting attendees'.

#	Attendee	Meeting	RSVP	Attendance	RSVP Date	Decline Reason	Actions
1	Mariela Batz Required	All Hands Company Meeting 2026-08-06	Accepted	Not Attended	2026-08-05	-	
2	Taryn Volkman Optional	All Hands Company Meeting 2026-08-06	Tentative	Not Attended	2026-08-05	-	
3	Ms. Karlee Goyette Required	All Hands Company Meeting 2026-08-06	Declined	Not Attended	2026-08-05	Conflicting meeting schedule	
4	Francis Kirlin Optional	All Hands Company Meeting 2026-08-06	Accepted	Not Attended	2026-08-05	-	
5	Milo Jacobs PhD Required	All Hands Company Meeting 2026-08-06	Accepted	Not Attended	2026-08-05	-	
6	Mariela Batz Required	Project Alpha Review 2027-01-03	Accepted	Not Attended	2027-01-02	-	
7	Ms. Karlee Goyette Required	Project Alpha Review 2027-01-03	Declined	Not Attended	2027-01-02	Conflicting meeting schedule	
8	Francis Kirlin Optional	Project Alpha Review 2027-01-03	Accepted	Not Attended	2027-01-02	-	
9	Milo Jacobs PhD Required	Project Alpha Review 2027-01-03	Accepted	Not Attended	2027-01-02	-	
10	Mr. Omer Thompson Required	Project Alpha Review 2027-01-03	Accepted	Not Attended	2027-01-02	-	

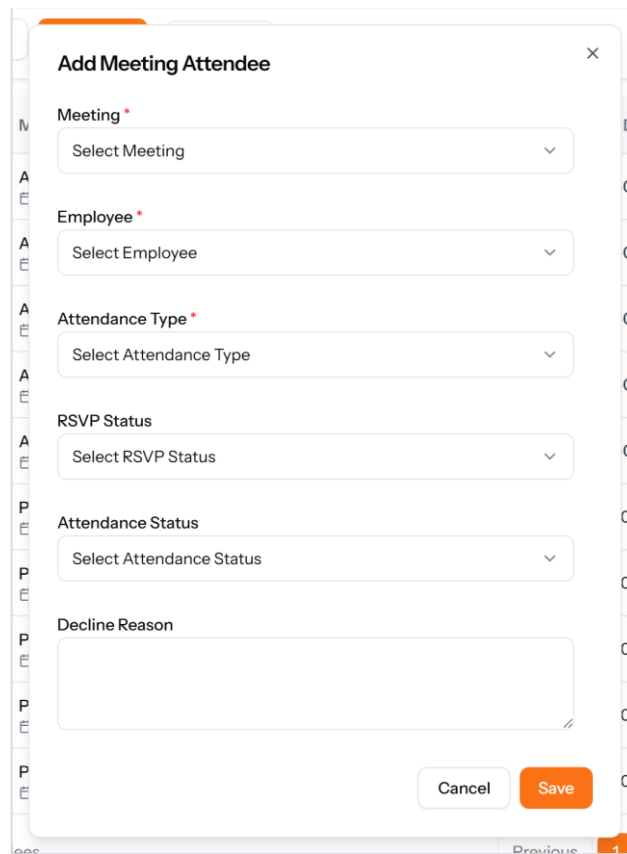
Figure 135: The Meeting Attendees page

1 page title · 2 primary action · 3 records table

Columns: #, Attendee, Meeting, RSVP, Attendance, RSVP Date, Decline Reason, Actions

Actions on this page: Add Attendee, ...

1. Choose Add Attendee at the top right. The form opens in a panel.
2. Fill in anything else that applies: Decline Reason.
3. Make the selections the form asks for: Meeting, Employee, Attendance Type, RSVP Status, Attendance Status.
4. Choose Save. The new record appears in the list.



The image shows a modal window titled "Add Meeting Attendee" with a close button (X) in the top right corner. The form contains several fields, each with a red asterisk indicating it is required:

- Meeting ***: A dropdown menu with the placeholder text "Select Meeting".
- Employee ***: A dropdown menu with the placeholder text "Select Employee".
- Attendance Type ***: A dropdown menu with the placeholder text "Select Attendance Type".
- RSVP Status**: A dropdown menu with the placeholder text "Select RSVP Status".
- Attendance Status**: A dropdown menu with the placeholder text "Select Attendance Status".
- Decline Reason**: A text input field.

At the bottom right of the form are two buttons: "Cancel" and "Save". The "Save" button is orange, while the "Cancel" button is white with a grey border. The modal is overlaid on a background that appears to be a calendar or a list of items, with some text visible on the left and right edges.

Figure 136: The Add Attendee form

19.5 Meeting Minutes

What was recorded against a meeting, by whom and when.

The screenshot displays the 'Meeting Minutes' page in the Weaf HR system. The page layout includes a sidebar with navigation options, a top navigation bar with a search bar and filters, and a main content area with a table of meeting minutes. Red callouts 1, 2, and 3 highlight the 'Meeting Minutes' header, the 'Add Minute' button, and the table of meeting minutes respectively.

#	Meeting	Topic	Type	Content	Recorded By	Recorded At	Actions
1	Daily Scrum Meeting 2026-07-27	Team Building Event	Note	Note: Team building event scheduled for next m...	Ms. Karlee Goyette	2026-07-26	View Edit Delete
2	Daily Scrum Meeting 2026-07-27	Code Review Process	Action Item	Action item: Implement automated code review ...	Ms. Karlee Goyette	2026-07-26	View Edit Delete
3	Daily Scrum Meeting 2026-07-27	Resource Allocation Decision	Decision	Decided to allocate additional developer resourc...	Ms. Karlee Goyette	2026-07-26	View Edit Delete
4	Daily Scrum Meeting 2026-07-27	Sprint Progress Review	Discussion	Team reviewed current sprint progress. 80% of p...	Ms. Karlee Goyette	2026-07-26	View Edit Delete
5	Client Presentation - Q4 Results 2026-07-30	Next Meeting Schedule	Note	Note: Next client meeting scheduled for two wee...	Milo Jacobs PhD	2026-07-26	View Edit Delete
6	Client Presentation - Q4 Results 2026-07-30	Weekly Status Reports	Action Item	Action item: Provide weekly status reports every ...	Milo Jacobs PhD	2026-07-26	View Edit Delete
7	Client Presentation - Q4 Results 2026-07-30	Delivery Timeline Approval	Decision	Client approved the revised delivery timeline. Ne...	Milo Jacobs PhD	2026-07-26	View Edit Delete
8	Client Presentation - Q4 Results 2026-07-30	Project Scope Discussion	Discussion	Client requested additional features for the mobi...	Milo Jacobs PhD	2026-07-26	View Edit Delete
9	Weekly Team Standup 2026-10-20	Team Building Event	Note	Note: Team building event scheduled for next m...	Mr. Omer Thompson	2026-07-26	View Edit Delete
10	Weekly Team Standup 2026-10-20	Code Review Process	Action Item	Action item: Implement automated code review ...	Mr. Omer Thompson	2026-07-26	View Edit Delete

Showing 1 to 10 of 60 meeting minutes

Previous 1 2 3 4 5 6 Next

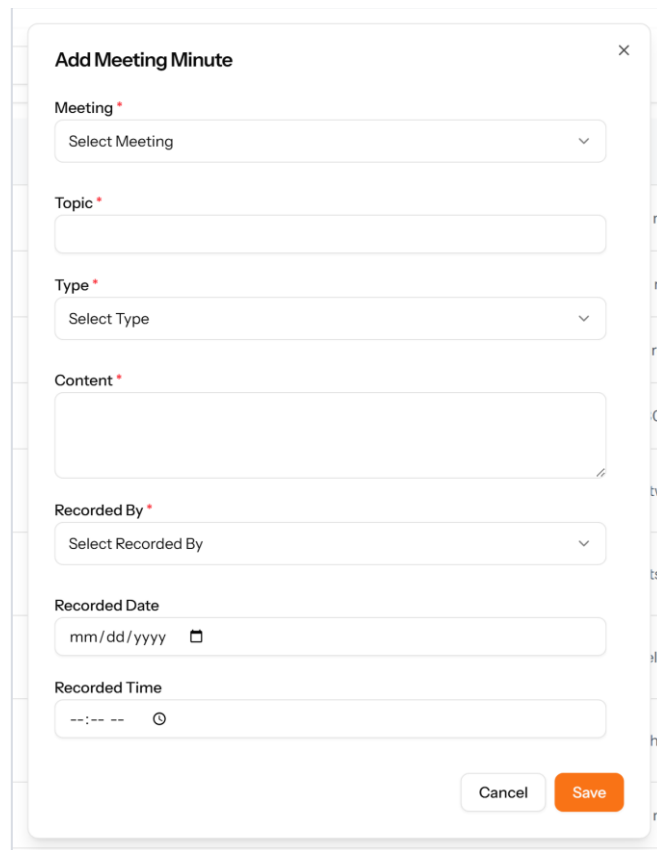
Figure 137: The Meeting Minutes page

1 page title · 2 primary action · 3 records table

Columns: #, Meeting, Topic, Type, Content, Recorded By, Recorded At, Actions

Actions on this page: Add Minute

1. Choose Add Minute at the top right. The form opens in a panel.
2. Complete the required fields: Topic, Content.
3. Fill in anything else that applies: Recorded Date, Recorded Time.
4. Make the selections the form asks for: Meeting, Type, Recorded By.
5. Choose Save. The new record appears in the list.



The image shows a modal form titled "Add Meeting Minute" with a close button (X) in the top right corner. The form contains several fields, each with a red asterisk indicating it is required:

- Meeting ***: A dropdown menu with the placeholder text "Select Meeting".
- Topic ***: A text input field.
- Type ***: A dropdown menu with the placeholder text "Select Type".
- Content ***: A large text area for entering the meeting content.
- Recorded By ***: A dropdown menu with the placeholder text "Select Recorded By".
- Recorded Date**: A date input field with the placeholder "mm/dd/yyyy" and a calendar icon.
- Recorded Time**: A time input field with the placeholder "--:-- --" and a clock icon.

At the bottom right of the form are two buttons: "Cancel" and "Save".

Figure 138: The Add Minute form

19.6 Action Items

Tasks arising from meetings, each with an owner, a due date, a priority and a progress figure — the part of a meeting that outlives it.

The screenshot displays the 'Action Items' page in the Weaf HR system. The page title 'Action Items' is highlighted with a red circle and the number 1. The 'Add Action Item' button is highlighted with a red circle and the number 2. The table of action items is highlighted with a red circle and the number 3.

#	Action Item	Assigned To	Due Date	Priority	Progress	Actions
1	Customer Feedback Analysis Weekly Team Standup	Milo Jacobs PhD	2026-08-20 43 days remaining	Medium	100% Completed	🔍 📄 🔄 🗑️
2	Security Audit Implementation Weekly Team Standup	Mr. Omer Thompson	2026-09-24 43 days remaining	Critical	0% Not Started	🔍 📄 🔄 🗑️
3	Budget Review and Planning Weekly Team Standup	Carl Runolfsson	2026-09-02 21 days remaining	High	45% In Progress	🔍 📄 🔄 🗑️
4	Team Performance Evaluation Weekly Team Standup	Dr. Luther Pagac	2026-09-08 27 days remaining	Medium	0% Not Started	🔍 📄 🔄 🗑️
5	Client Presentation Preparation Weekly Team Standup	Mariela Batz	2026-08-09 3 days overdue	Critical	80% Overdue	🔍 📄 🔄 🗑️
6	Conduct Risk Assessment Weekly Team Standup	Taryn Volkman	2026-08-21 9 days remaining	High	0% Not Started	🔍 📄 🔄 🗑️
7	Update Project Documentation Weekly Team Standup	Ms. Karlee Goyette	2026-08-09 3 days overdue	Low	30% Overdue	🔍 📄 🔄 🗑️
8	Schedule Follow-up Training Weekly Team Standup	Francis Kirlin	2026-08-18 6 days remaining	Medium	0% Not Started	🔍 📄 🔄 🗑️
9	Prepare Weekly Status Report Weekly Team Standup	Milo Jacobs PhD	2026-07-31	Medium	100% Completed	🔍 📄 🔄 🗑️
10	Implement Code Review Process Weekly Team Standup	Mr. Omer Thompson	2026-08-04 8 days overdue	High	60% Overdue	🔍 📄 🔄 🗑️

Showing 1 to 10 of 10 action items

Previous 1 Next

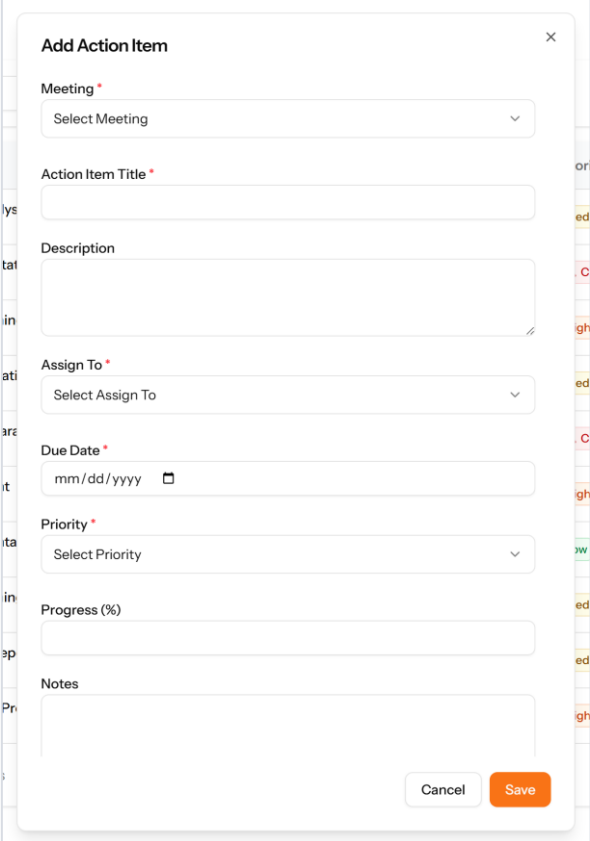
Figure 139: The Action Items page

1 page title · 2 primary action · 3 records table

Columns: #, Action Item, Assigned To, Due Date, Priority, Progress, Actions

Actions on this page: Add Action Item

1. Choose Add Action Item at the top right. The form opens in a panel.
2. Complete the required fields: Action Item Title, Due Date.
3. Fill in anything else that applies: Description, Progress (%), Notes.
4. Make the selections the form asks for: Meeting, Assign To, Priority.
5. Choose Save. The new record appears in the list.



The image shows a modal window titled "Add Action Item" with a close button (X) in the top right corner. The form contains several fields: "Meeting" (a dropdown menu with "Select Meeting" and a downward arrow), "Action Item Title" (a text input field), "Description" (a larger text input field), "Assign To" (a dropdown menu with "Select Assign To" and a downward arrow), "Due Date" (a date input field with a calendar icon and placeholder "mm/dd/yyyy"), "Priority" (a dropdown menu with "Select Priority" and a downward arrow), "Progress (%)" (a text input field), and "Notes" (a larger text input field). At the bottom right of the form are two buttons: "Cancel" and "Save".

Add Action Item X

Meeting *
Select Meeting

Action Item Title *

Description

Assign To *
Select Assign To

Due Date *
mm/dd/yyyy

Priority *
Select Priority

Progress (%)

Notes

Cancel Save

Figure 140: The Add Action Item form

19.7 Calendar

One month view of everything dated in the system: holidays, leave, meetings, interviews and training sessions. Use it to see what is happening before scheduling anything new.

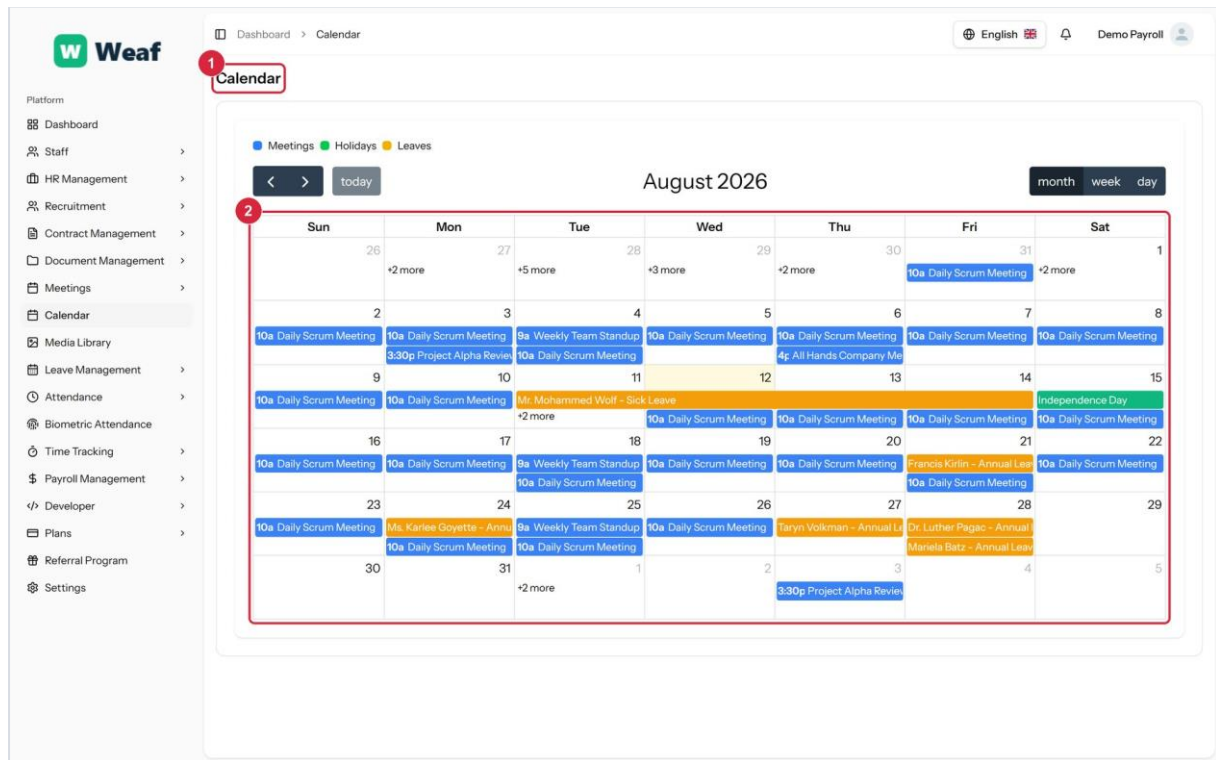


Figure 141: The Calendar page

1 page title · 2 records table

Columns: Sun Mon Tue Wed Thu Fri Sat, Sun, Mon, Tue, Wed, Thu, Fri, Sat

Actions on this page: today, month, week, day

19.8 Media Library

Every file uploaded anywhere in the system, in one place. Useful for finding a document when you remember the file but not the record it was attached to.

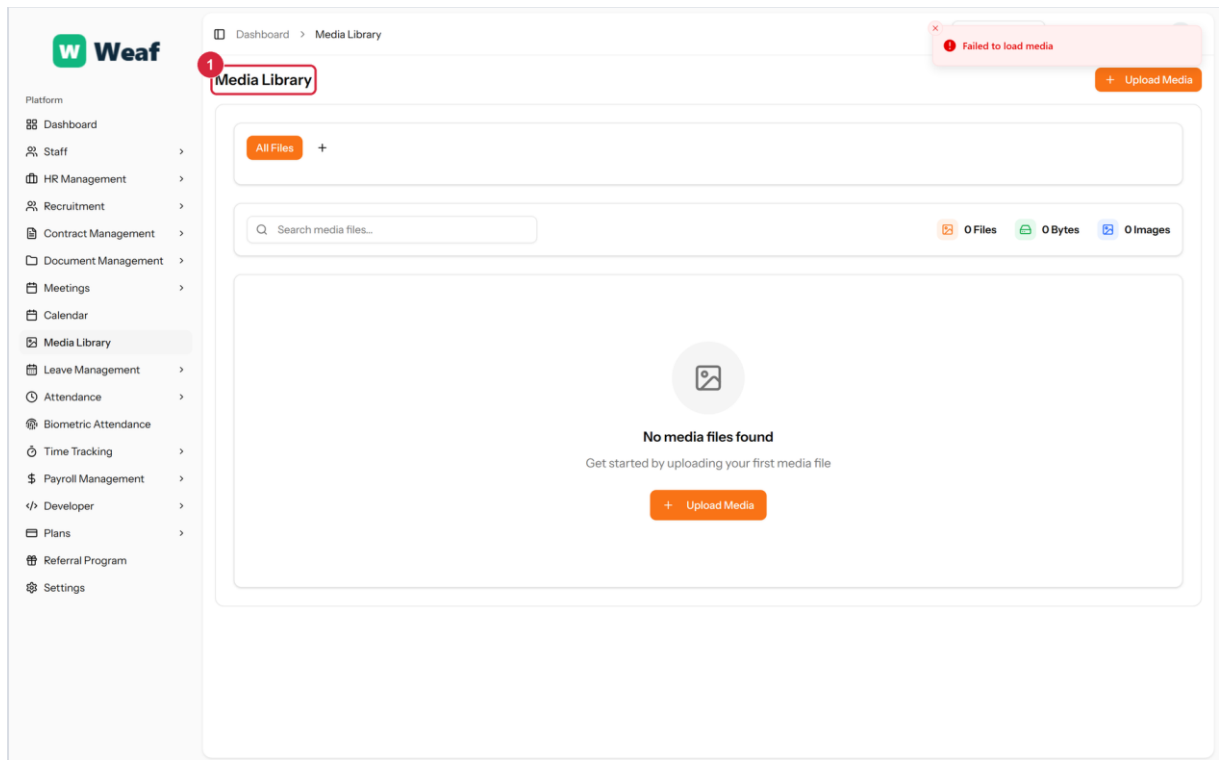


Figure 142: The Media Library page

1 page title

Actions on this page: Upload Media, All Files

20. The Employee Record Over Time

An employment is not static. This chapter covers everything that happens to a record between joining and leaving: recognition, advancement, movement, discipline and departure.

Each of these is a dated record rather than an edit to the employee, so the history survives. That is what makes it possible to answer, a year later, why someone's designation changed.

Pages in this chapter: Award Types, Awards, Promotions, Transfers, Trips, Warnings, Complaints, Resignations, Terminations, Holidays, Announcements

20.1 Award Types

A reference list. Entries created here become the options offered when you create an award. Setting these up once, before the records that use them, saves correcting the same choice repeatedly later.

The screenshot displays the 'Award Types' page in the Weaf HR system. The page features a sidebar with navigation links, a top navigation bar with a search bar and a 'Filters' button, and a main content area. The main content area includes a table of award types and a 'Add Award Type' button. The table has columns for #, Name, Description, Status, Created At, and Actions. The 'Add Award Type' button is located at the top right of the table. The table contains 7 rows of award types, each with a unique name and description. The 'Status' column for all entries is 'Active'. The 'Created At' column shows the date '2026-07-27' for all entries. The 'Actions' column contains icons for edit, delete, and other actions. A red box highlights the 'Award Types' title and the 'Add Award Type' button. A red box also highlights the table of award types. A red box highlights the 'Add Award Type' button.

#	Name	Description	Status	Created At	Actions
1	Employee of the Month	Recognition for outstanding performance and dedication during a specific month	Active	2026-07-27	[Icons]
2	Employee of the Year	Annual recognition for exceptional contribution and consistent excellence throughout the year	Active	2026-07-27	[Icons]
3	Excellence Award	Recognition for achieving excellence in work quality, innovation, and professional standards	Active	2026-07-27	[Icons]
4	Innovation Award	Recognition for creative thinking, innovative solutions, and process improvements	Active	2026-07-27	[Icons]
5	Leadership Award	Recognition for exceptional leadership qualities, team management, and mentoring abilities	Active	2026-07-27	[Icons]
6	Customer Service Award	Recognition for outstanding customer service, client satisfaction, and relationship management	Active	2026-07-27	[Icons]
7	Team Player Award	Recognition for collaboration, teamwork, and positive contribution to team dynamics	Active	2026-07-27	[Icons]

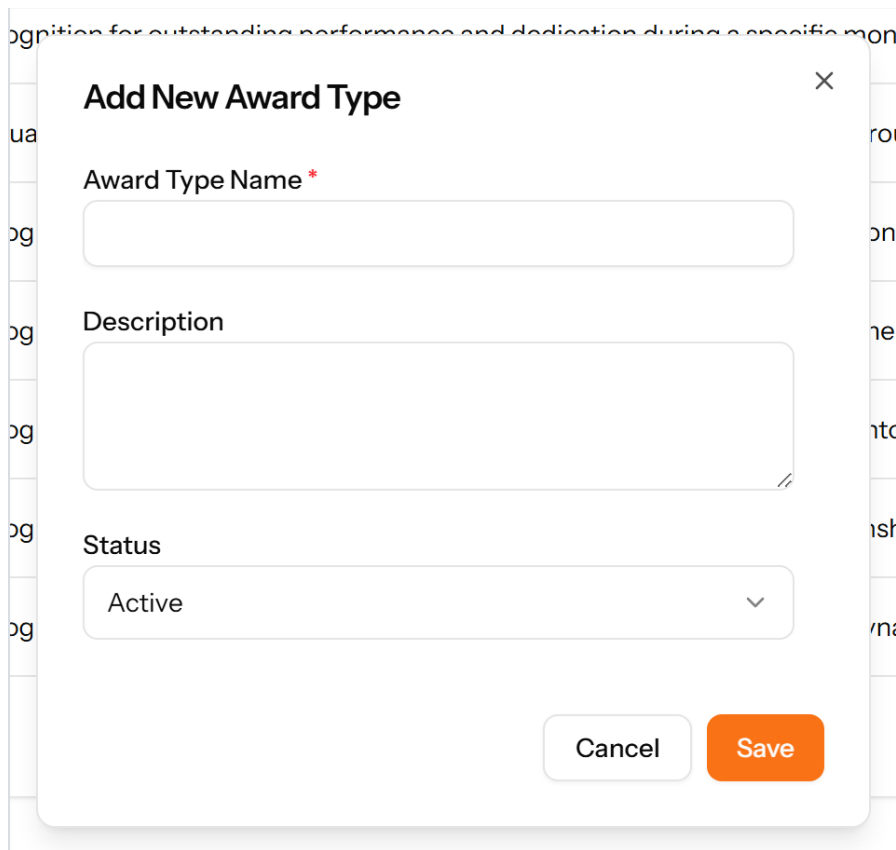
Figure 143: The Award Types page

1 page title · 2 primary action · 3 records table

Columns: #, Name, Description, Status, Created At, Actions

Actions on this page: Add Award Type

1. Choose Add Award Type at the top right. The form opens in a panel.
2. Complete the required fields: Award Type Name.
3. Fill in anything else that applies: Description.
4. Choose Save. The new record appears in the list.



The image shows a modal form titled "Add New Award Type" with a close button (X) in the top right corner. The form contains three fields: "Award Type Name" with a red asterisk indicating it is required, "Description", and "Status". The "Status" field is a dropdown menu currently showing "Active". At the bottom right of the form are two buttons: "Cancel" and "Save".

Add New Award Type X

Award Type Name *

Description

Status

Active

Cancel Save

Figure 144: The Add Award Type form

20.2 Awards

Recognition given to an employee — the award, the date, any gift and its value. Supporting files can be attached.

The screenshot displays the 'Awards' page in the Weaf HR system. The page title 'Awards' is highlighted with a red circle and the number 1. The 'Add Award' button is highlighted with a red circle and the number 2. The table of awards is highlighted with a red circle and the number 3.

#	Employee	Award Type	Award Date	Gift	Value	Files	Actions
1	Jensen Mraz EMP4000	Leadership Award	2024-08-01	Dinner Voucher	-	Certificate Photo	View Edit Delete
2	Carli Runolfsson EMP2545	Leadership Award	2026-04-22	Certificate of Excellence	US\$ 4,322.50	Certificate Photo	View Edit Delete
3	Carli Runolfsson EMP2545	Excellence Award	2024-10-24	Medal	US\$ 8,107.52	Certificate Photo	View Edit Delete
4	Mariela Batz EMP6331	Customer Service Award	2025-06-14	Laptop Bag	-	Certificate Photo	View Edit Delete
5	Jensen Mraz EMP4000	Excellence Award	2024-10-26	Extra Leave Days	-	Certificate Photo	View Edit Delete

Showing 1 to 5 of 5 awards

Previous 1 Next

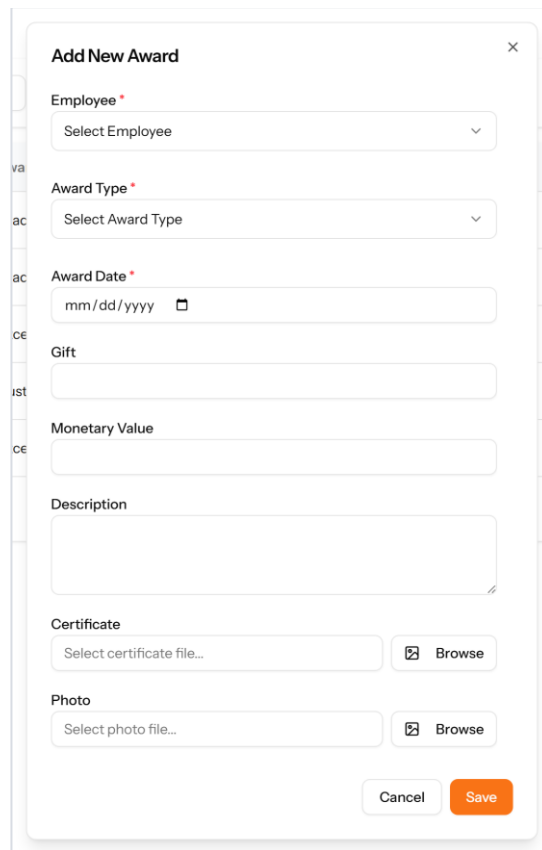
Figure 145: The Awards page

1 page title · 2 primary action · 3 records table

Columns: #, Employee, Award Type, Award Date, Gift, Value, Files, Actions

Actions on this page: Add Award

1. Choose Add Award at the top right. The form opens in a panel.
2. Complete the required fields: Award Date.
3. Fill in anything else that applies: Gift, Monetary Value, Description, Select certificate file..., Select photo file....
4. Make the selections the form asks for: Employee, Award Type.
5. Choose Save. The new record appears in the list.



The image shows a modal window titled "Add New Award" with a close button (X) in the top right corner. The form contains several fields: "Employee" (a dropdown menu with "Select Employee" and a downward arrow), "Award Type" (a dropdown menu with "Select Award Type" and a downward arrow), "Award Date" (a text input with a date icon and placeholder "mm/dd/yyyy"), "Gift" (a text input), "Monetary Value" (a text input), and "Description" (a larger text input area). Below these are two sections for file uploads: "Certificate" and "Photo". Each section has a text input with a file icon and the text "Select certificate file..." or "Select photo file...", followed by a "Browse" button with a file icon. At the bottom right of the modal are "Cancel" and "Save" buttons.

Add New Award ✕

Employee *
Select Employee ▾

Award Type *
Select Award Type ▾

Award Date *
mm/dd/yyyy 📅

Gift
📄

Monetary Value
📄

Description
📄

Certificate
Select certificate file... 📄 **Browse**

Photo
Select photo file... 📄 **Browse**

Cancel **Save**

Figure 146: The Add Award form

20.3 Promotions

A record of an employee moving from one designation to another, with the date it was decided and the date it takes effect.

The screenshot displays the 'Promotions' page in the Weaf HR system. The page layout includes a sidebar on the left with navigation options like Dashboard, Staff, HR Management, and various HR processes. The main content area features a table of promotion records. A red box highlights the 'Promotions' title (1), the 'Add Promotion' button (2), and the table of records (3). The table has columns for #, Employee, Previous Designation, New Designation, Promotion Date, Effective Date, Salary Adjustment, Status, Document, and Actions. The records show various employees and their promotion details, including dates and salary adjustments.

#	Employee	Previous Designation	New Designation	Promotion Date	Effective Date	Salary Adjustment	Status	Document	Actions
1	Jensen Mraz	HR Manager	IT Manager	2026-07-04	2026-08-24	US\$ 20,912.13	Approved	Document	[Icons]
2	Mariela Batz	IT Manager	IT Manager	2026-05-18	2026-07-29	US\$ 23,196.40	Rejected	Document	[Icons]
3	Ms. Karlee Goyette	IT Manager	System Administrator	2026-02-05	2026-07-12	US\$ 41,419.26	Rejected	Document	[Icons]
4	Carli Runofsdottir	HR Executive	Financial Analyst	2025-09-07	2026-06-04	US\$ 12,211.44	Rejected	Document	[Icons]
5	Carli Runofsdottir	HR Executive	HR Executive	2025-08-24	2025-11-07	US\$ 42,869.35	Rejected	Document	[Icons]
6	Taryn Volkman	Recruiter	IT Manager	2025-08-18	2025-11-05	US\$ 40,966.48	Approved	Document	[Icons]

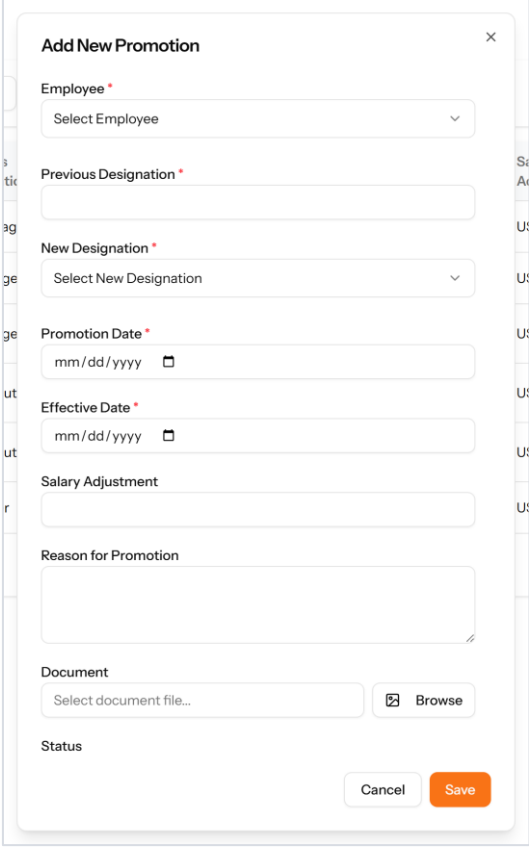
Figure 147: The Promotions page

1 page title · 2 primary action · 3 records table

Columns: #, Employee, Previous Designation, New Designation, Promotion Date, Effective Date, Salary Adjustment, Status, Document, Actions

Actions on this page: Add Promotion

1. Choose Add Promotion at the top right. The form opens in a panel.
2. Complete the required fields: Previous Designation, Promotion Date, Effective Date.
3. Fill in anything else that applies: Salary Adjustment, Reason for Promotion, Select document file....
4. Make the selections the form asks for: Employee, New Designation.
5. Choose Save. The new record appears in the list.



The image shows a web-based form titled "Add New Promotion" with a close button (X) in the top right corner. The form contains several input fields and buttons:

- Employee ***: A dropdown menu with the placeholder text "Select Employee" and a downward arrow.
- Previous Designation ***: A text input field.
- New Designation ***: A dropdown menu with the placeholder text "Select New Designation" and a downward arrow.
- Promotion Date ***: A date input field with the placeholder "mm/dd/yyyy" and a calendar icon.
- Effective Date ***: A date input field with the placeholder "mm/dd/yyyy" and a calendar icon.
- Salary Adjustment**: A text input field.
- Reason for Promotion**: A large text area for a detailed description.
- Document**: A text input field with the placeholder "Select document file..." and a "Browse" button with a folder icon.
- Status**: A label positioned above the "Cancel" and "Save" buttons.
- Buttons**: "Cancel" and "Save" buttons at the bottom right of the form.

Figure 148: The Add Promotion form

20.4 Transfers

Movements between branches or departments, showing where the employee came from, where they went, and when it takes effect.

The screenshot displays the 'Employee Transfers' page in the Weaf HR system. The page title is 'Employee Transfers' (annotated with 1). At the top right, there is a '+ Add Transfer' button (annotated with 2). The main content is a table of transfers (annotated with 3).

#	Employee	Transfer Type	From -> To	Transfer Date	Effective Date	Status	Documents	Actions
1	Taryn Volkman	Branch, Department, Designation	West Branch -> Main Office Human Resources -> Finance & Accounting Recruiter -> HR Executive	2026-06-05	2026-07-27	Approved	View Document	🔍
2	Taryn Volkman	Branch, Department, Designation	West Branch -> Business Park Human Resources -> Information Technology Recruiter -> HR Executive	2026-06-12	2026-07-14	Pending	View Document	🔍 📄 📅 📌 🗑️
3	Mariela Batz	Branch, Department, Designation	West Branch -> Main Office Information Technology -> Finance & Accounting IT Manager -> HR Manager	2026-07-08	2026-08-22	Rejected	View Document	🔍
4	Ms. Karlee Goyette	Branch, Department, Designation	Main Office -> Corporate Center Information Technology -> Finance & Accounting IT Manager -> System Administrator	2026-06-05	2026-06-12	Rejected	View Document	🔍
5	Taryn Volkman	Branch, Department, Designation	West Branch -> Corporate Center Human Resources -> Finance & Accounting Recruiter -> Financial Analyst	2026-07-23	2026-08-10	Approved	View Document	🔍

Showing 1 to 5 of 5 transfers

Previous 1 Next

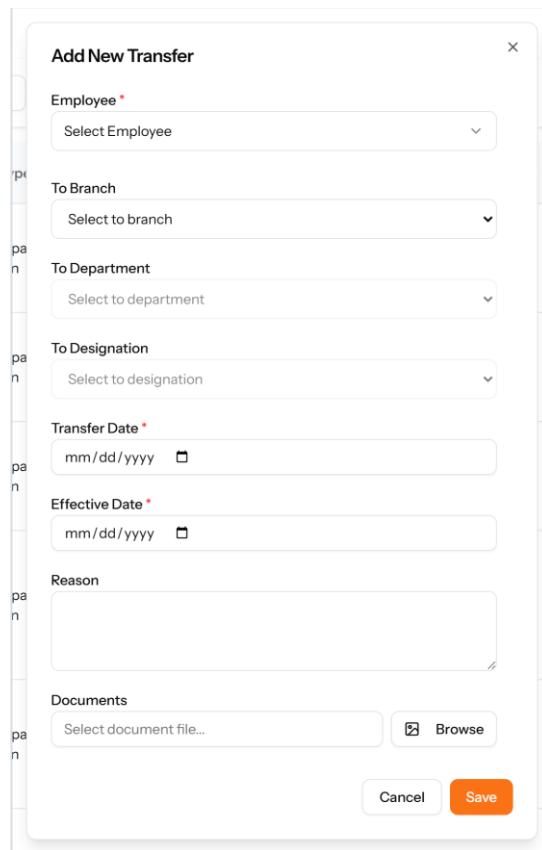
Figure 149: The Transfers page

1 page title · 2 primary action · 3 records table

Columns: #, Employee, Transfer Type, From -> To, Transfer Date, Effective Date, Status, Documents, Actions

Actions on this page: Add Transfer, View Document

1. Choose Add Transfer at the top right. The form opens in a panel.
2. Complete the required fields: Transfer Date, Effective Date.
3. Fill in anything else that applies: To Branch, To Department, To Designation, Reason, Select document file....
4. Make the selections the form asks for: Employee.
5. Choose Save. The new record appears in the list.



The image shows a web-based form titled "Add New Transfer" with a close button (X) in the top right corner. The form contains several input fields and sections:

- Employee ***: A dropdown menu with the placeholder text "Select Employee".
- To Branch**: A dropdown menu with the placeholder text "Select to branch".
- To Department**: A dropdown menu with the placeholder text "Select to department".
- To Designation**: A dropdown menu with the placeholder text "Select to designation".
- Transfer Date ***: A date input field with the placeholder text "mm/dd/yyyy" and a calendar icon.
- Effective Date ***: A date input field with the placeholder text "mm/dd/yyyy" and a calendar icon.
- Reason**: A large text area for entering the reason for the transfer.
- Documents**: A section with a text input field labeled "Select document file..." and a "Browse" button with a folder icon.

At the bottom right of the form are two buttons: "Cancel" and "Save".

Figure 150: The Add Transfer form

20.5 Trips

Business travel: who travelled, why, where, and between which dates.

Dashboard > HR Management > Trips

English Demo Payroll

1 Trips

2 + Add Trip

3

#	Employee	Purpose	Destination	Start Date	End Date	Status	Advance	Expenses	Actions
1	Ms. Karlee Goyette	Project Implementation	Pune, India	2026-03-05	2026-03-10	Planned	-	-	Expenses Documents
2	Ms. Karlee Goyette	Team Building	New York, USA	2026-07-22	2026-07-29	Completed	-	US\$ 42,171.87 Paid	Expenses Documents
3	Dr. Luther Pagac	Project Implementation	Chennai, India	2026-02-21	2026-02-23	Completed	US\$ 18,781.82 Approved	US\$ 16,631.87 Pending	Expenses Documents
4	Mariela Batz	Training Program	New York, USA	2026-01-30	2026-02-03	Completed	-	US\$ 14,076.94 Paid	Expenses Documents
5	Ms. Karlee Goyette	Vendor Meeting	Sydney, Australia	2026-08-11	2026-08-18	Planned	US\$ 36,867.40 Requested	-	Expenses Documents
6	Francis Kirlin	Conference Attendance	Pune, India	2026-04-09	2026-04-13	Planned	US\$ 36,244.40 Reconciled	-	Expenses Documents
7	Taryn Volkman	Product Launch	Mumbai, India	2026-06-26	2026-06-27	Completed	US\$ 24,252.83 Paid	US\$ 13,907.64 Pending	Expenses Documents
8	Mariela Batz	Business Development	Dubai, UAE	2026-06-27	2026-06-30	Ongoing	US\$ 40,868.78 Approved	-	Expenses Documents

Showing 1 to 8 of 8 trips

Previous 1

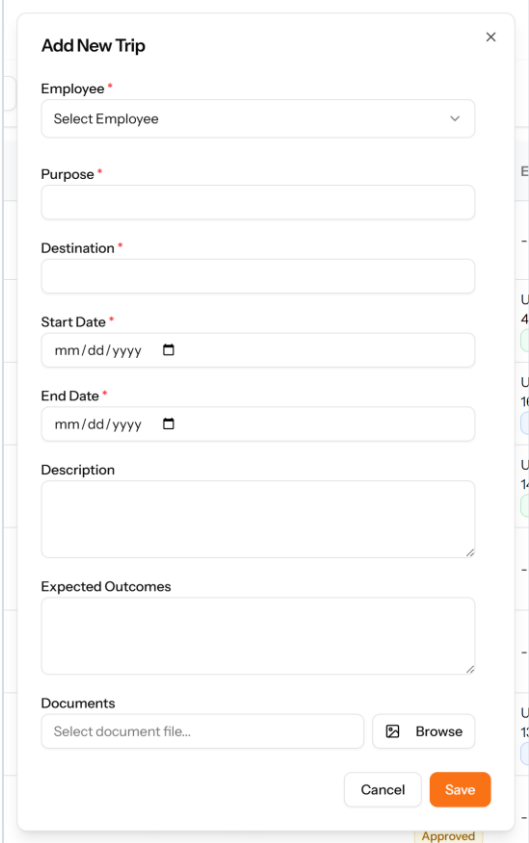
Figure 151: The Trips page

1 page title · 2 primary action · 3 records table

Columns: #, Employee, Purpose, Destination, Start Date, End Date, Status, Advance, Expenses, Actions

Actions on this page: Add Trip, Expenses, Documents

1. Choose Add Trip at the top right. The form opens in a panel.
2. Complete the required fields: Purpose, Destination, Start Date, End Date.
3. Fill in anything else that applies: Description, Expected Outcomes, Select document file..., Advance Amount.
4. Make the selections the form asks for: Employee.
5. Choose Save. The new record appears in the list.



The image shows a web-based form titled "Add New Trip" with a close button (X) in the top right corner. The form contains several input fields: a dropdown menu for "Employee" with the placeholder text "Select Employee"; text input fields for "Purpose", "Destination", "Start Date", and "End Date", each with a red asterisk indicating it is required. The date fields include a date picker icon and the placeholder "mm/dd/yyyy". There are also text input fields for "Description" and "Expected Outcomes". At the bottom, there is a "Documents" section with a file selection input and a "Browse" button. The form is overlaid on a background that shows a partial view of a table with columns and rows.

Add New Trip X

Employee *
Select Employee

Purpose *

Destination *

Start Date *
mm/dd/yyyy

End Date *
mm/dd/yyyy

Description

Expected Outcomes

Documents
Select document file... Browse

Cancel Save

Approved

Figure 152: The Add Trip form

20.6 Warnings

Formal disciplinary warnings, with a type, a severity and a status, so a documented history exists before any termination decision.

The screenshot displays the 'Warnings' page in the Weaf HR system. The page layout includes a sidebar with navigation options like Dashboard, Staff, HR Management, and various HR functions. The main content area shows a table of warnings. Red callouts are used to highlight key elements: 1 points to the 'Warnings' header, 2 points to the '+ Add Warning' button, and 3 points to the table of warnings.

#	Employee	Subject	Type	Severity	Date	Status	Improvement Plan	Documents	Actions
1	Taryn Volkman	Missed Deadlines	performance	Final	2026-01-16	Issued	No	View Document	View Edit Delete
2	Ms. Karlee Goyette	Excessive Absenteeism	attendance	Written	2026-05-31	Draft	No	View Document	View Edit Delete
3	Francis Kirlin	Equipment Misuse	safety	Final	2025-11-12	Acknowledged	No	View Document	View Edit Delete
4	Taryn Volkman	Inappropriate Behavior	conduct	Verbal	2026-03-14	Expired	Yes	View Document	View Edit Delete
5	Ms. Karlee Goyette	Failure to Use PPE	safety	Final	2026-03-01	Expired	No	View Document	View Edit Delete
6	Dr. Luther Pagac	Productivity Concerns	performance	Verbal	2026-07-08	Issued	Yes	View Document	View Edit Delete
7	Mariela Batz	Productivity Concerns	performance	Verbal	2026-02-28	Acknowledged	Yes	View Document	View Edit Delete
8	Francis Kirlin	Unauthorized Leave	attendance	Final	2026-01-04	Issued	No	View Document	View Edit Delete
9	Mariela Batz	Excessive Absenteeism	attendance	Written	2026-07-02	Acknowledged	No	View Document	View Edit Delete
10	Taryn Volkman	Equipment Misuse	safety	Verbal	2026-02-28	Expired	No	View Document	View Edit Delete

Showing 1 to 10 of 10 warnings

Figure 153: The Warnings page

1 page title · 2 primary action · 3 records table

Columns: #, Employee, Subject, Type, Severity, Date, Status, Improvement Plan, Documents, Actions

Actions on this page: Add Warning

1. Choose Add Warning at the top right. The form opens in a panel.
2. Complete the required fields: Subject, Warning Date.
3. Fill in anything else that applies: Description, Select document file..., Expiry Date, Has Improvement Plan, Improvement Plan Goals, Improvement Plan Start Date, Improvement Plan End Date.
4. Make the selections the form asks for: Employee, Warning By, Warning Type, Severity.
5. Choose Save. The new record appears in the list.

The screenshot shows a web form titled "Add Warning". The form is contained within a light gray border. It has the following fields and controls:

- Employee ***: A dropdown menu with the placeholder text "Select Employee".
- Warning By ***: A dropdown menu with the placeholder text "Select Warning By".
- Warning Type ***: A dropdown menu with the placeholder text "Select Warning Type".
- Subject ***: A text input field.
- Severity ***: A dropdown menu with the placeholder text "Select Severity".
- Warning Date ***: A date input field with the placeholder text "mm/dd/yyyy" and a calendar icon.
- Description**: A large text area for entering details.
- Documents**: A section with a text input field labeled "Select document file..." and a "Browse" button with a folder icon.
- Buttons**: "Cancel" and "Save" buttons located at the bottom right of the form.

Below the form, there is a large empty rectangular area, likely a placeholder for a list or additional information.

Figure 154: The Add Warning form

20.7 Complaints

Grievances raised by one person about another, with the type, subject and current status. The complainant and the person complained about are both recorded.

The screenshot displays the 'Complaints' page in the Weaf HR system. The page layout includes a sidebar on the left with navigation links, a top header with language and user information, and a main content area. The main content area features a 'Complaints' title (callout 1), a search bar, and a table of complaint records (callout 3). A red callout 2 points to the 'Add Complaint' button in the top right corner.

#	Complainant	Against	Type	Subject	Date	Status	Assigned To	Documents	Actions
1	Taryn Volkman	-	Management Issues	Lack of Support	2026-01-25	Under investigation	Milo Jacobs PhD	View Document	View Edit Delete Share Print
2	Taryn Volkman	Ms. Karlee Goyette	Policy Violation	Attendance Policy Violation	2026-03-08	Dismissed	Milo Jacobs PhD	View Document	View Edit Delete Share Print
3	Mr. Mohammed Wolf	Carli Runofsdottir	Workplace Conditions	Poor Hygiene Standards	2026-05-20	Dismissed	Milo Jacobs PhD	View Document	View Edit Delete Share Print
4	Dr. Luther Pagac	Mr. Mohammed Wolf	Policy Violation	Misuse of Resources	2025-09-09	Under investigation	Milo Jacobs PhD	View Document	View Edit Delete Share Print
5	Carli Runofsdottir	Jensen Mraz	Harassment	Sexual Harassment	2025-12-04	Resolved	Milo Jacobs PhD	View Document	View Edit Delete Share Print
6	Anonymous	-	Harassment	Bullying Behavior	2025-11-04	Submitted	Milo Jacobs PhD	View Document	View Edit Delete Share Print

Showing 1 to 6 of 6 complaints

Previous 1 Next

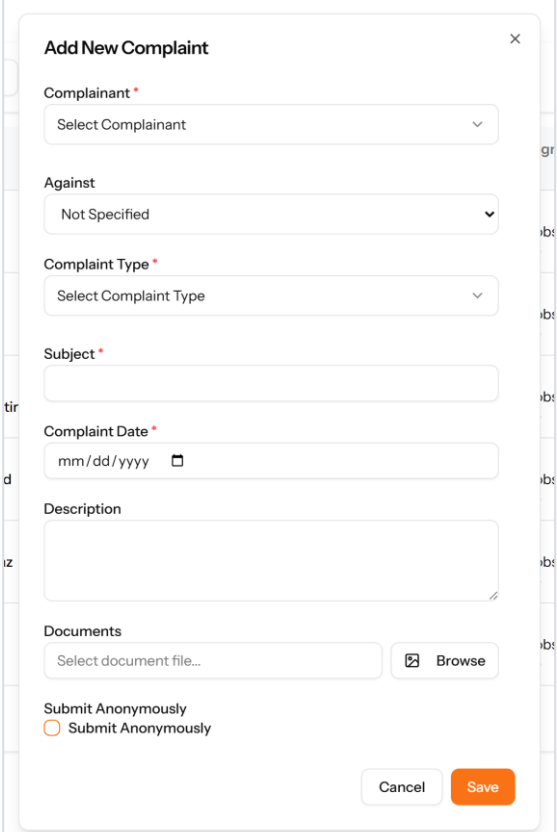
Figure 155: The Complaints page

1 page title · 2 primary action · 3 records table

Columns: #, Complainant, Against, Type, Subject, Date, Status, Assigned To, Documents, Actions

Actions on this page: Add Complaint, View Document

1. Choose Add Complaint at the top right. The form opens in a panel.
2. Complete the required fields: Subject, Complaint Date.
3. Fill in anything else that applies: Against, Description, Select document file..., Submit Anonymously.
4. Make the selections the form asks for: Complainant, Complaint Type.
5. Choose Save. The new record appears in the list.



The image shows a modal window titled "Add New Complaint" with a close button (X) in the top right corner. The form contains several fields: "Complainant" (a dropdown menu with "Select Complainant" and a downward arrow), "Against" (a dropdown menu with "Not Specified" and a downward arrow), "Complaint Type" (a dropdown menu with "Select Complaint Type" and a downward arrow), "Subject" (a text input field), "Complaint Date" (a date input field with a calendar icon and the placeholder "mm/dd/yyyy"), and "Description" (a large text area). Below these fields is a "Documents" section with a text input field labeled "Select document file..." and a "Browse" button with a folder icon. At the bottom, there is a "Submit Anonymously" section with a radio button and the text "Submit Anonymously". Finally, there are "Cancel" and "Save" buttons at the bottom right of the modal.

Add New Complaint ×

Complainant *
Select Complainant ▼

Against
Not Specified ▼

Complaint Type *
Select Complaint Type ▼

Subject *

Complaint Date *
mm/dd/yyyy 

Description

Documents
Select document file...  Browse

Submit Anonymously
☐ Submit Anonymously

Cancel Save

Figure 156: The Add Complaint form

20.8 Resignations

Employee-initiated departures: when notice was given, the last working day, the notice period served and the stated reason.

The screenshot displays the 'Resignations' page in the Weaf HR system. The page layout includes a sidebar on the left with navigation links, a top header with language and user settings, and a main content area. The main content area features a search bar, a 'Filters' button, and a table of resignation records. Red callouts 1, 2, and 3 highlight the 'Resignations' title, the 'Add Resignation' button, and the records table respectively.

#	Employee	Resignation Date	Last Working Day	Notice Period	Reason	Status	Documents	Actions
1	Mariela Batz	2026-04-30	2026-05-30	30 days	Family Relocation	Completed	View Document	View Edit Delete
2	Carli Runolfsson	2026-04-13	2026-06-12	60 days	Health Issues	Approved	View Document	View Edit Delete
3	Taryn Volkman	2026-03-19	2026-04-02	2 weeks	Work-Life Balance	Pending	View Document	View Edit Delete
4	Carli Runolfsson	2026-02-17	2026-03-19	1 month	Personal Reasons	Pending	View Document	View Edit Delete

Showing 1 to 4 of 4 resignations

Previous 1 Next

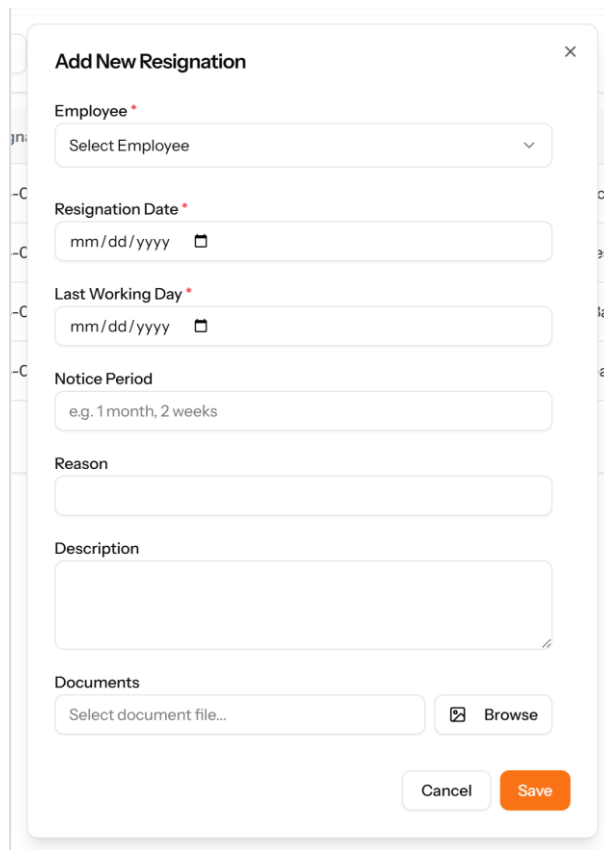
Figure 157: The Resignations page

1 page title · 2 primary action · 3 records table

Columns: #, Employee, Resignation Date, Last Working Day, Notice Period, Reason, Status, Documents, Actions

Actions on this page: Add Resignation

1. Choose Add Resignation at the top right. The form opens in a panel.
2. Complete the required fields: Resignation Date, Last Working Day.
3. Fill in anything else that applies: Notice Period, Reason, Description, Select document file....
4. Make the selections the form asks for: Employee.
5. Choose Save. The new record appears in the list.



The image shows a modal window titled "Add New Resignation" with a close button (X) in the top right corner. The form contains the following fields and controls:

- Employee ***: A dropdown menu with the placeholder text "Select Employee" and a downward arrow.
- Resignation Date ***: A date input field with the placeholder "mm/dd/yyyy" and a calendar icon.
- Last Working Day ***: A date input field with the placeholder "mm/dd/yyyy" and a calendar icon.
- Notice Period**: A text input field with the placeholder "e.g. 1 month, 2 weeks".
- Reason**: A text input field.
- Description**: A larger text input field.
- Documents**: A section containing a text input field with the placeholder "Select document file..." and a "Browse" button with a file icon.
- Buttons**: "Cancel" and "Save" buttons at the bottom right.

Figure 158: The Add Resignation form

20.9 Terminations

Company-initiated departures, recorded with their type, dates and reason. Kept separate from resignations because the two need different handling and reporting.

The screenshot displays the 'Terminations' page in the Weaf HR system. The page title 'Terminations' is highlighted with a red circle and the number 1. The 'Add Termination' button is highlighted with a red circle and the number 2. The table of terminations is highlighted with a red circle and the number 3. The table contains two records: Taryn Volkman (voluntary) and Ms. Karlee Goyette (involuntary). The table has columns for #, Employee, Type, Termination Date, Notice Date, Reason, Status, Documents, and Actions. The page also includes a search bar, filters, and pagination controls.

#	Employee	Type	Termination Date	Notice Date	Reason	Status	Documents	Actions
1	Taryn Volkman	voluntary	2026-07-08	2026-05-09	Job Abandonment	Completed	View Document	View Edit Delete
2	Ms. Karlee Goyette	involuntary	2026-06-14	2026-05-31	Performance Issues	Planned	View Document	View Edit Delete

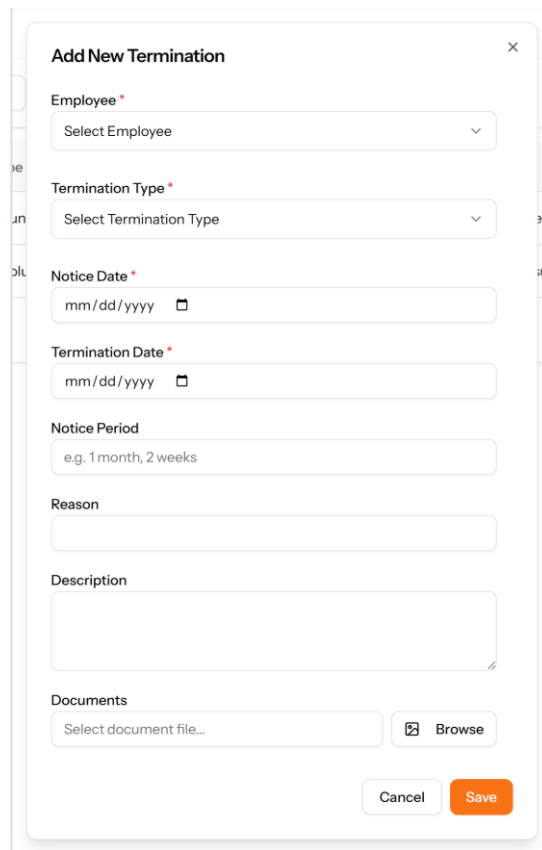
Figure 159: The Terminations page

1 page title · 2 primary action · 3 records table

Columns: #, Employee, Type, Termination Date, Notice Date, Reason, Status, Documents, Actions

Actions on this page: Add Termination

1. Choose Add Termination at the top right. The form opens in a panel.
2. Complete the required fields: Notice Date, Termination Date.
3. Fill in anything else that applies: Notice Period, Reason, Description, Select document file....
4. Make the selections the form asks for: Employee, Termination Type.
5. Choose Save. The new record appears in the list.



The image shows a modal window titled "Add New Termination" with a close button (X) in the top right corner. The form contains several fields: "Employee *" with a dropdown menu showing "Select Employee"; "Termination Type *" with a dropdown menu showing "Select Termination Type"; "Notice Date *" with a text input showing "mm/dd/yyyy" and a calendar icon; "Termination Date *" with a text input showing "mm/dd/yyyy" and a calendar icon; "Notice Period" with a text input showing "e.g. 1 month, 2 weeks"; "Reason" with a text input; "Description" with a larger text input; and "Documents" with a text input showing "Select document file..." and a "Browse" button with a folder icon. At the bottom right are "Cancel" and "Save" buttons.

Add New Termination ×

Employee *
Select Employee ▾

Termination Type *
Select Termination Type ▾

Notice Date *
mm/dd/yyyy 📅

Termination Date *
mm/dd/yyyy 📅

Notice Period
e.g. 1 month, 2 weeks

Reason

Description

Documents
Select document file...  **Browse**

Cancel **Save**

Figure 160: The Add Termination form

20.10 Holidays

Company holidays. Because a holiday can be declared for particular branches, the same calendar serves a company operating in more than one place.

The screenshot displays the 'Holidays' page in the Weaf HR system. The page title 'Holidays' is highlighted with a red circle and the number 1. The 'Add Holiday' button is highlighted with a red circle and the number 2. The table of holidays is highlighted with a red circle and the number 3.

#	Holiday Name	Date	Category	Branches	Type	Actions
1	Employee Appreciation Day	2026-05-10	Company Specific	Main Office +8 more	Recurring Half Day Paid	ⓘ ⚙️ 🗑️
2	Annual Team Outing	2026-09-20 to 2026-09-21 (2 days)	Company Specific	Main Office +8 more	Recurring Paid	ⓘ ⚙️ 🗑️
3	Company Foundation Day	2026-06-15	Company Specific	Main Office +8 more	Recurring Paid	ⓘ ⚙️ 🗑️
4	Good Friday	2026-03-29	Religious	Main Office +8 more	Recurring Paid	ⓘ ⚙️ 🗑️
5	Christmas Day	2026-12-25	Religious	Main Office +8 more	Recurring Paid	ⓘ ⚙️ 🗑️
6	Eid al-Fitr	2026-04-10	Religious	Main Office +8 more	Recurring Paid	ⓘ ⚙️ 🗑️
7	Holi	2026-03-25	Religious	Main Office +8 more	Recurring Paid	ⓘ ⚙️ 🗑️
8	Diwali	2026-11-01	Religious	Main Office +8 more	Recurring Paid	ⓘ ⚙️ 🗑️
9	Gandhi Jayanti	2026-10-02	National	Main Office +8 more	Recurring Paid	ⓘ ⚙️ 🗑️
10	Independence Day	2026-08-15	National	Main Office +8 more	Recurring Paid	ⓘ ⚙️ 🗑️

Showing 1 to 10 of 12 holidays

Previous 1 2 Next

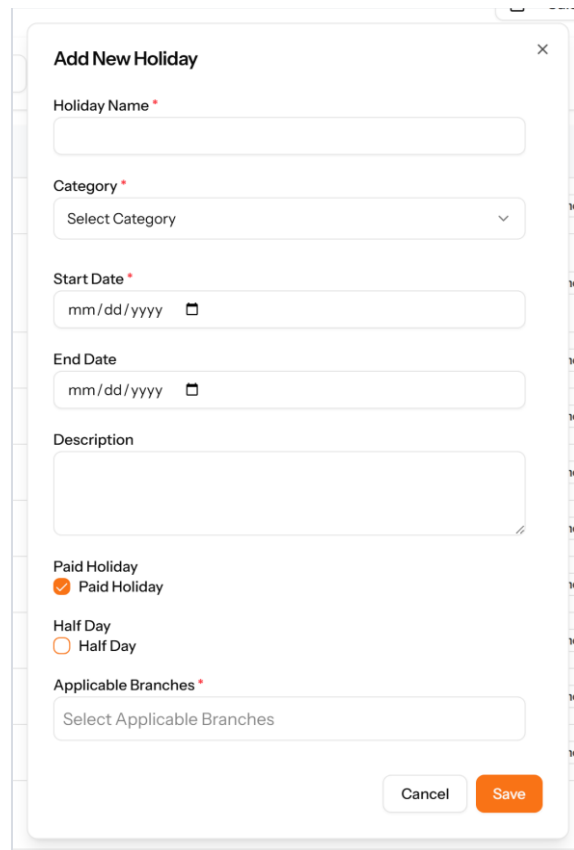
Figure 161: The Holidays page

1 page title · 2 primary action · 3 records table

Columns: #, Holiday Name, Date, Category, Branches, Type, Actions

Actions on this page: Calendar View, Export PDF, Export iCal, Add Holiday

1. Choose Add Holiday at the top right. The form opens in a panel.
2. Complete the required fields: Holiday Name, Start Date.
3. Fill in anything else that applies: End Date, Description, Paid Holiday, Half Day, Select Applicable Branches.
4. Make the selections the form asks for: Category.
5. Choose Save. The new record appears in the list.



The image shows a modal window titled "Add New Holiday" with a close button (X) in the top right corner. The form contains the following fields and options:

- Holiday Name ***: A text input field.
- Category ***: A dropdown menu with the placeholder text "Select Category".
- Start Date ***: A date input field with the placeholder "mm/dd/yyyy" and a calendar icon.
- End Date**: A date input field with the placeholder "mm/dd/yyyy" and a calendar icon.
- Description**: A text area for additional details.
- Paid Holiday**: A radio button that is currently selected, labeled "Paid Holiday".
- Half Day**: A radio button labeled "Half Day".
- Applicable Branches ***: A dropdown menu with the placeholder text "Select Applicable Branches".

At the bottom right of the form are two buttons: "Cancel" and "Save".

Figure 162: The Add Holiday form

20.11 Announcements

Notices published to a chosen audience for a date range, with optional attachments.

The screenshot displays the 'Announcements' page in the Weaf HR system. The page layout includes a sidebar with navigation options like Dashboard, Staff, HR Management, and Recruitment. The main content area features a search bar, filters, and a table of announcements. Red callouts are used to identify key elements: 1 points to the 'Announcements' header, 2 points to the 'Add Announcement' button, and 3 points to the table of announcements.

#	Title	Category	Date Range	Audience	Attachments	Actions
1	Welcome to New Financial Year 2026 <i>High Priority</i>	Company News	2026-01-01 - 2026-01-31 <i>Expired</i>	Company-wide	-	
2	Updated Employee Handbook and Policies <i>High Priority</i>	Policy Updates	2026-02-01 - 2026-02-28 <i>Expired</i>	Company-wide	-	
3	Annual Performance Review Process <i>High Priority</i>	HR Updates	2026-03-01 - 2026-04-30 <i>Expired</i>	Company-wide	-	
4	New Employee Benefits Program Launch <i>Featured</i>	Benefits	2026-04-01 - 2026-05-31 <i>Expired</i>	Company-wide	-	
5	IT Department System Maintenance	IT Updates	2026-05-15 - 2026-05-16 <i>Expired</i>	1Departments 1Branches	-	
6	Sales Team Quarterly Meeting <i>High Priority</i>	Events	2026-06-01 - 2026-06-15 <i>Expired</i>	1Departments 1Branches	-	
7	HR Department Policy Training <i>Featured</i>	Training	2026-07-01 - 2026-12-31 <i>Active</i>	1Departments 1Branches	-	
8	Finance Department Audit Preparation <i>High Priority</i>	Finance	2026-08-01 - 2026-08-31 <i>Active</i>	1Departments 1Branches	-	

Showing 1 to 8 of 8 announcements

Previous 1 Next

Figure 163: The Announcements page

1 page title · 2 primary action · 3 records table

Columns: #, Title, Category, Date Range, Audience, Attachments, Actions

Actions on this page: Dashboard View, Add Announcement

1. Choose Add Announcement at the top right. The form opens in a panel.
2. Complete the required fields: Title, Start Date.
3. Fill in anything else that applies: Short Description, End Date, Select attachment file..., Featured Announcement, High Priority, Company-wide Announcement, Target Branches, Target Departments.
4. Make the selections the form asks for: Category.
5. Choose Save. The new record appears in the list.

Title *

Category *

Select Category

Short Description

Content *

B I S E H L M U P Link Undo

Start Date *

mm/dd/yyyy 📅

End Date

Cancel Save

reparation High Priority Finance 31 Active

Figure 164: The Add Announcement form

Part V — Administration

21. Administration

The remaining pages configure the system itself rather than the people in it.

A few administrative screens — currencies, and the custom pages behind the public site — are reserved for the platform's super administrator and are not reachable from a company account. They are named here for completeness but are not documented, because a company administrator will never see them.

Pages in this chapter: Settings, Plans, Plan Requests, Plan Orders, Referral Program, Landing Page

21.1 Settings

Company-wide configuration: company details, branding, localisation, email, and the security options that apply to everyone who signs in.

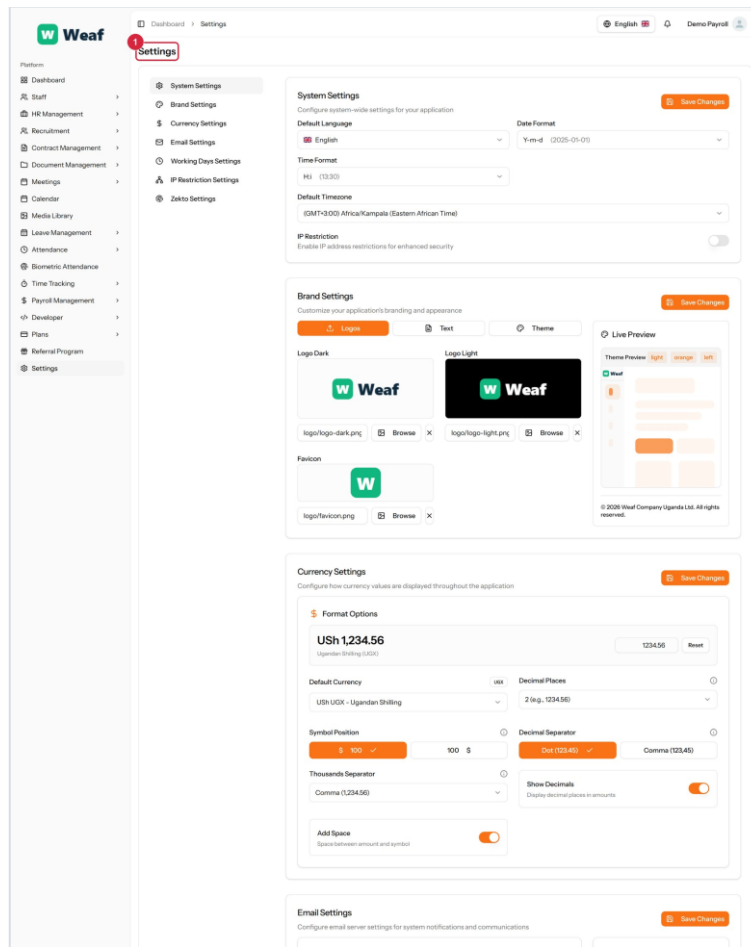


Figure 165: The Settings page

1 page title

Columns: #, IP Address, Actions

Actions on this page: System Settings, Brand Settings, Currency Settings, Email Settings, Working Days Settings, IP Restriction Settings, Zekto Settings, Save Changes, Y-m-d (2025-01-01), H:i (13:30), Logos, Text, Theme, Browse, Reset, USh UGX - Ugandan Shilling, 2 (e.g., 1234.56), \$ 100, 100 \$, Dot (123.45), Comma (123,45), Comma (1,234.56), SMTP, TLS, Send Test Email, Add IP Address, Generate Token

1. Choose Add IP Address at the top right. The form opens in a panel.
2. Complete the required fields: IP Address.
3. Choose Save. The new record appears in the list.

\$

Format Options

USh 1,234.56

Ugandan Shilling (UGX)

1234.56

Reset

Default Currency

UGX

Decimal Places

UGX

UGX - Ugandan Shilling

2 (e.g., 1234.56)

Symbol Position

Decimal Separator

\$ 100 ✓

100 \$

Dot (123.45) ✓

Comma (123,45)

Thousands Separator

Show Decimals

Comma (1,234.56)

Display decimal places in amounts

Add Space

Space between amount and symbol

Figure 166: The Add IP Address form

Page 191

21.2 Plans

The subscription tiers available to your company, and which one you are on.

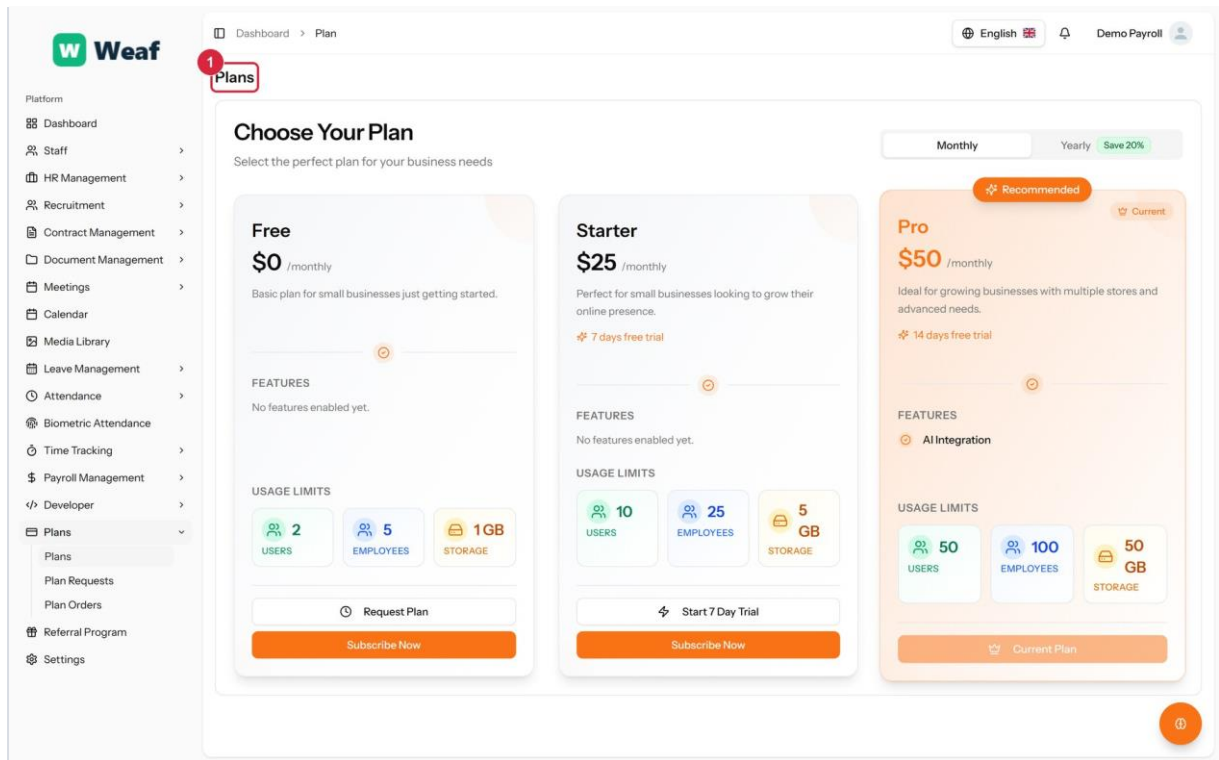


Figure 167: The Plans page

1 page title

Actions on this page: Monthly, Yearly Save 20%, Request Plan, Subscribe Now, Start 7 Day Trial, Current Plan

21.3 Plan Requests

Requests to change plan, and where each has got to.

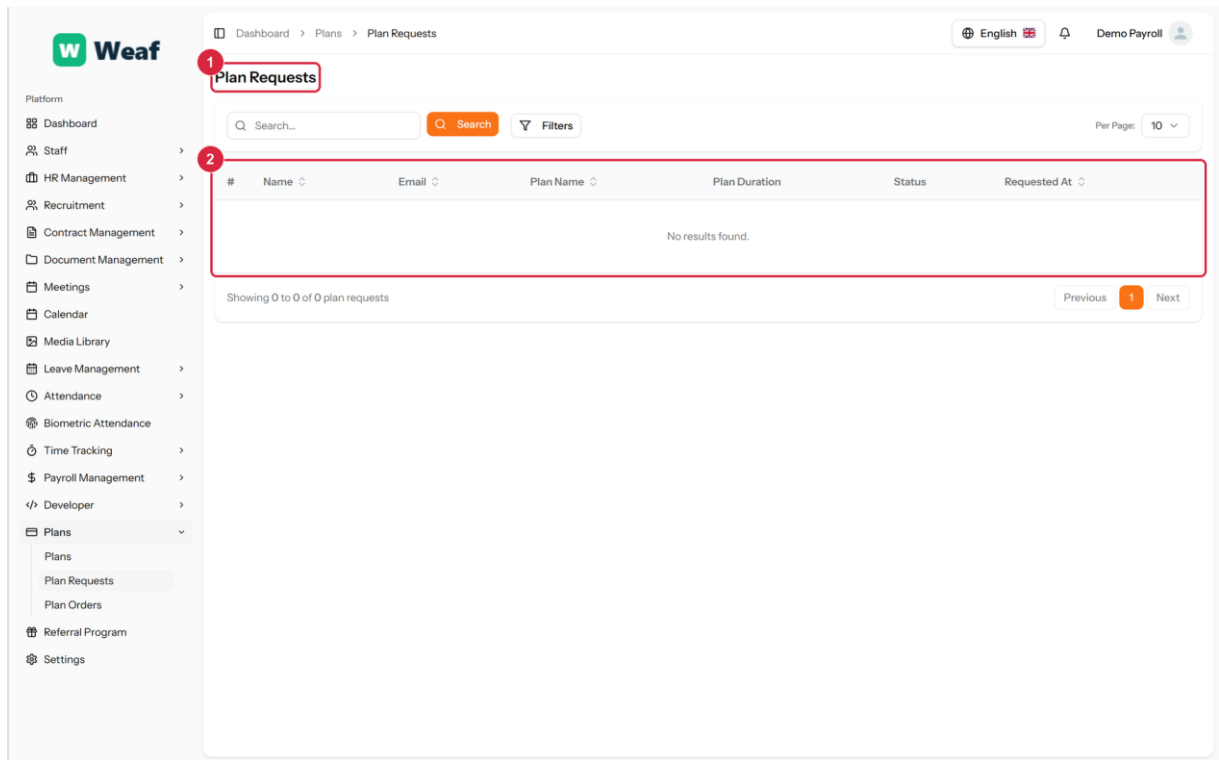


Figure 168: The Plan Requests page

1 page title · 2 records table

Columns: #, Name, Email, Plan Name, Plan Duration, Status, Requested At

21.4 Plan Orders

Completed plan purchases, with the order number, the price, any coupon and the date.

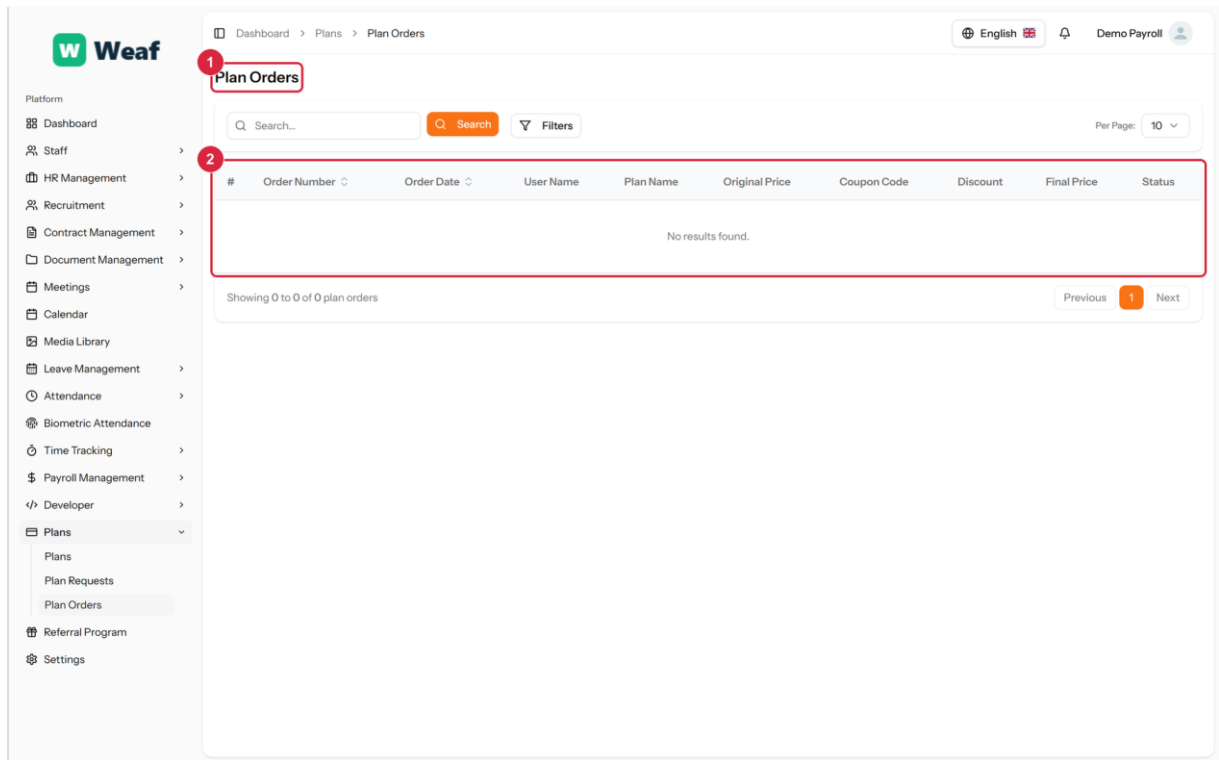


Figure 169: The Plan Orders page

1 page title · 2 records table

Columns: #, Order Number, Order Date, User Name, Plan Name, Original Price, Coupon Code, Discount, Final Price, Status

21.5 Referral Program

Your referral link and what it has earned, with each referral's amount, status and date.

The screenshot displays the 'Referral Program' page in the Weaf HR system. The left sidebar contains a navigation menu with items like Dashboard, Staff, HR Management, Recruitment, Contract Management, Document Management, Meetings, Calendar, Media Library, Leave Management, Attendance, Biometric Attendance, Time Tracking, Payroll Management, Developer, Plans, Referral Program, and Settings. The main content area is titled 'Referral Program' and includes a sub-menu with 'Dashboard', 'Referred Users', and 'Payout Requests'. The 'Dashboard' section shows four key metrics: Total Referrals (0), Referred Users (0), Total Earned (\$0), and Available Balance (\$0.00). Below this, there is a 'Your Referral Link' section with a link to register and a 'Recent Referred Users' section showing no users yet. The 'Payout Requests' section includes a 'Create Payout Request' button and a 'Your Payout Requests' table. The table has columns for Amount, Status, and Date. Red callouts 1 and 2 point to the 'Referral Program' menu item and the table header respectively.

Figure 170: The Referral Program page

1 page title · 2 records table

Columns: Amount, Status, Date

Actions on this page: Dashboard, Payout Requests, Request Payout

21.6 Landing Page

Where the public website is edited: the text, images, ordering and visibility of every section covered in chapter 3.

The screenshot displays the 'Landing Page Settings' page in the Weaf HR system. The interface is divided into a left sidebar with a navigation menu and a main content area. The sidebar includes links to various HR functions such as Dashboard, Staff, HR Management, Recruitment, Contract Management, Document Management, Meetings, Calendar, Media Library, Leave Management, Attendance, Biometric Attendance, Time Tracking, Payroll Management, Developer, Plans, Referral Program, and Settings. The main content area is titled 'Landing Page Settings' and features a breadcrumb trail 'Dashboard > Landing Page Settings'. A red circle with the number '1' highlights the 'Landing Page Settings' title. The settings are organized into tabs: Setup, Layout, Content, Social, and Engagement. The 'Setup' tab is selected, showing fields for 'Company Information' (Company Name, Contact Email, Contact Phone, Contact Address) and 'Theme Colors' (Primary, Secondary, Accent). A 'Setup Progress' section on the right indicates 100% completion for Company Name, Hero Title, and Contact Email. Below this is a 'Live Preview' section with a 'Section Preview' button. At the bottom right, there is a 'Color Scheme' section with color swatches for Primary, Secondary, and Accent, and a 'Contact Info' section displaying the company's contact details.

Figure 171: The Landing Page page

1 page title

Actions on this page: Save Changes, Setup, Layout, Content, Social, Engagement, General, Order, Advanced

22. Developer Tools

Weaf HR can be driven by other software. A token authenticates the other system, webhooks let it hear about changes as they happen, and the reference documents every endpoint.

One rule governs all of it: a token can only ever see what the person who created it can see. Access is not widened by automating it.

Pages in this chapter: API Tokens, Webhooks, API Reference

22.1 API Tokens

Tokens that let other software sign in as your company without a password. A token can only ever see what the person who created it can see, and the token itself is shown once, at creation.

1 API Tokens

2 Your tokens

NAME	TOKEN	ACCESS	LAST USED	EXPIRES
API docs	wp_andge...	Read only	—	8/13/2026, 2:13:16 AM
Public API documentation (demo account)	wp_demo...	Read & write	8/12/2026, 2:29:25 AM	Never

Figure 172: The API Tokens page

1 page title · **2** records table

Columns: NAME, TOKEN, ACCESS, LAST USED, EXPIRES

Actions on this page: Open API reference, OpenAPI spec (JSON), Generate token

Note: The token is shown once, when it is created. If it is lost it cannot be recovered — issue a new one and delete the old.

22.2 Webhooks

Addresses the system calls when something happens, so another system can react without polling for changes.

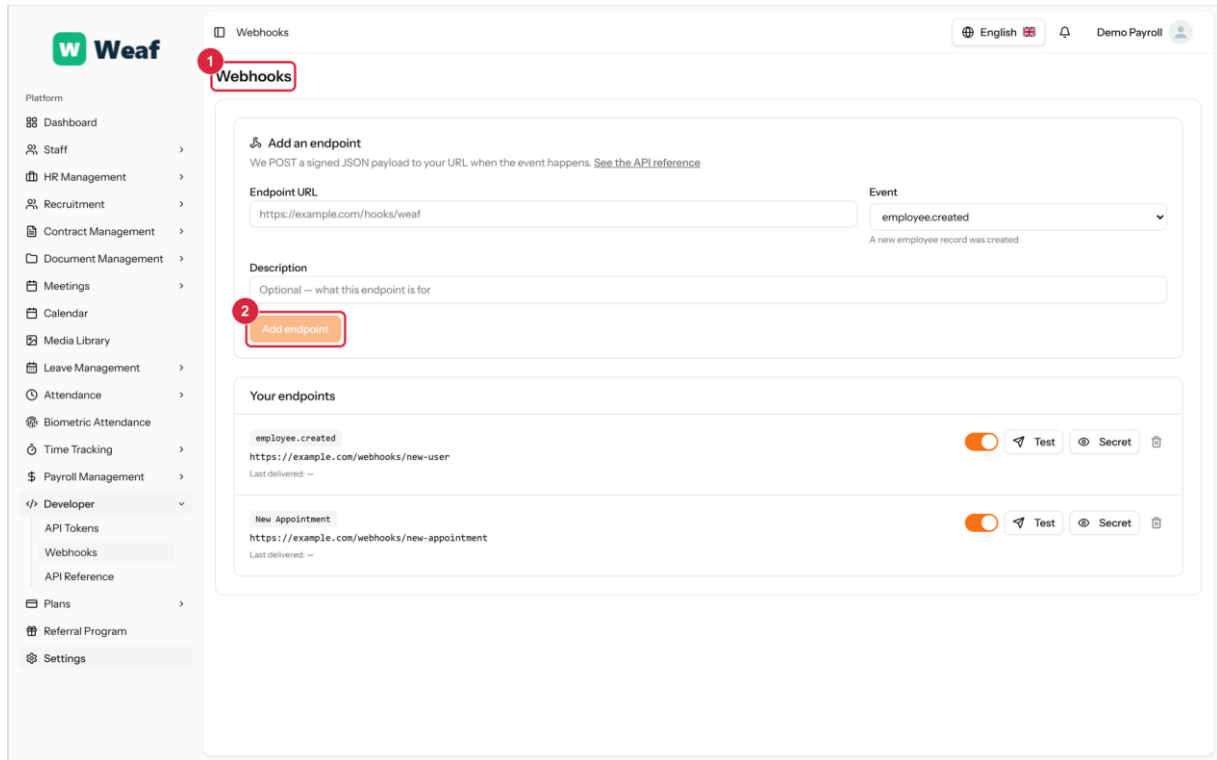


Figure 173: The Webhooks page

1 page title · 2 primary action

Actions on this page: Add endpoint, Test, Secret

22.3 API Reference

The API documentation, with every endpoint listed and a console for trying them. It is public — a developer evaluating the platform can read it without an account.

Weaf Payroll System — API v1 OpenAPI spec (JSON) API tokens Pricing Back to site

Ready to try — no sign-up needed
This page is already signed in with a **read-only token** for the demo company, and every request below is pre-filled with real ids from that company. Open any endpoint, press **Try it out**, then **Execute**.

DEMO TOKEN (read-only) **DEMO LOGIN**
 id: demo, first: demo, last: demo, email: demo@demo.com, password: demo@demo.com
 Copy

Want a token of your own from the command line? Just these credentials — or your own — to **POST /auth/login**. Below, tokens issued for the demo company are read-only and expire after a day.

Weaf Payroll API OpenAPI 3.0
<https://weafpayroll.weafcompany.com/api/v1/openapi.json> **Explore**

A read-only **REST** API over your company's HR and payroll data.

Response format
Every response has the same shape, whether it succeeded or not:

```
{
  "status": {
    "returnCode": "00",
    "returnMessage": "SUCCESS"
  },
  "data": {}
}
```

status.returnMessage always holds the exact message, so you can show it to a user or write it to a log without knowing which kind of failure you are holding. List endpoints add a **meta** object beside **data** for pagination.

returnCode	Meaning	HTTP
00	Success	200 / 201
01	Validation failed — data.errors is keyed by field	422
02	Missing, invalid or expired token	401
03	The token is not allowed to do this	403
04	No such record in this company	404
05	Rule limited	429
06	Something went wrong on our side	5xx
07	Malformed request	400

Authentication
Every request carries a bearer token. There are two ways to get one:
Over the API — post your credentials to **/auth/login**, and read the token out of the response. This is what an unattended integration should do; no browser is involved.

```
curl -X POST https://weafpayroll.weafcompany.com/api/v1/auth/login \
  -H "Content-Type: application/json" \
  -d '{"email":"demo@demo.com","password":"secret","device_name":"Accounting type"}'
```

In the app — Settings → API Tokens, where you can also see and revoke every token the account has issued.

Either way, send it on each request:

```
curl -H "Authorization: Bearer sg_XXXXX..." \
  -H "Accept: application/json" \
  https://weafpayroll.weafcompany.com/api/v1/me
```

Tokens are read-only unless you ask for **write**. Post **["abilities":["read","write"]]** to **/auth/login** for a token that can submit leave.

Keeping a token alive
GET /auth/token reports how long the current one has left. **POST /auth/refresh** trades it for a fresh one with the same name and abilities and renews the old one. Rotate before expiry — an expired token cannot authenticate the request that would replace it. **POST /auth/logout** renews without replacing.

Try it without signing up
This page is already authorised with a **read-only token** for the demo company, and every example below is filled in with ids from that company's real data. Open any endpoint, press **Try it out**, then **Execute**.
To call it from your own terminal, exchange the demo credentials for a token:

```
curl -X POST https://weafpayroll.weafcompany.com/api/v1/auth/login \
  -H "Content-Type: application/json" \
  -d '{"email":"demo@demo.com","password":"password","device_name":"My laptop"}'
```

Tokens issued for the demo company are read-only by default and expire after a day. Use your own account for anything real.

Scope
A token can only ever see the company it belongs to. There is no way to reach another company's data with it, regardless of the ids you pass.

A note on employee ids
GET /employees/{id} takes an employee record id. The **employee_id** field on leave applications, payrolls and salary advances is a user id — the **reporting_manager_id** style id. They are different numbers for the same person; the examples below use the correct one for each endpoint.

Pagination

Figure 174: The API Reference page

Actions on this page: GET **/auth/token** Check the current token, GET **/employees** List employees, GET **/employees/{id}** Fetch one employee, GET **/departments** List departments, GET **/designations** List designations, GET **/branches** List branches, GET **/leave-types** List leave types, GET **/payroll-runs** List payroll runs, GET **/payslips** List payslips, Schemas

Appendix

A. Complete Page Index

Every page reached from the sidebar, with the module it belongs to and the number of records present on the demonstration company at the time of capture. A count of zero means the page was empty, not that it does not work.

Table 5: Complete index of application pages

Module	Page	Records	Columns
Attendance	Attendance Policies	3	7
Attendance	Attendance Records	10	10
Attendance	Attendance Regularizations	10	9
Attendance	Shifts	3	10
Contract Management	Contract Templates	5	9
Contract Management	Contract Types	8	10
Contract Management	Employee Contracts	9	8
Developer	API Reference	0	0
Developer	API Tokens	2	5
Developer	Webhooks	0	0
Document Management	Acknowledgments	10	9
Document Management	Document Categories	10	7
Document Management	Document Templates	6	9
Document Management	HR Documents	10	9
HR Management	Announcements	8	7
HR Management	Award Types	7	6
HR Management	Awards	5	8
HR Management	Branches	9	7
HR Management	Complaints	6	10
HR Management	Departments	10	7
HR Management	Designations	10	7
HR Management	Document Types	4	6
HR Management	Employees	10	8
HR Management	Holidays	10	7
HR Management	Promotions	6	10
HR Management	Resignations	4	9
HR Management	Terminations	2	9
HR Management	Transfers	5	9
HR Management	Trips	8	10
HR Management	Warnings	10	10
HR Management > Asset Management	Asset Types	10	5
HR Management > Asset Management	Assets	10	9

Module	Page	Records	Columns
HR Management > Asset Management	Dashboard	0	0
HR Management > Asset Management	Depreciation	10	7
HR Management > Performance	Employee Goals	10	9
HR Management > Performance	Employee Reviews	8	8
HR Management > Performance	Goal Types	10	5
HR Management > Performance	Indicator Categories	10	6
HR Management > Performance	Indicators	10	8
HR Management > Performance	Review Cycles	8	7
HR Management > Training	Employee Trainings	10	11
HR Management > Training	Training Programs	10	10
HR Management > Training	Training Sessions	10	8
HR Management > Training	Training Types	10	6
Landing Page	Landing Page	0	0
Leave Management	Leave Applications	10	9
Leave Management	Leave Balances	10	10
Leave Management	Leave Policies	10	9
Leave Management	Leave Types	10	8
Meetings	Action Items	10	7
Meetings	Meeting Attendees	10	8
Meetings	Meeting Minutes	10	8
Meetings	Meeting Rooms	10	8
Meetings	Meeting Types	10	7
Meetings	Meetings	10	8
Payroll Management	Employee Salaries	9	7
Payroll Management	Payroll Runs	5	10
Payroll Management	Payslips	1	9
Payroll Management	Salary Advances	2	8
Payroll Management	Salary Components	10	7
Plans	Plan Orders	1	10
Plans	Plan Requests	1	7
Plans	Plans	0	0
Recruitment	Candidate Assessments	10	8
Recruitment	Candidate Onboarding	9	8
Recruitment	Candidate Sources	10	6
Recruitment	Candidates	10	10
Recruitment	Checklist Items	10	6
Recruitment	Custom Questions	1	5

Module	Page	Records	Columns
Recruitment	Interview Feedback	10	8
Recruitment	Interview Rounds	10	8
Recruitment	Interview Types	10	6
Recruitment	Interviews	10	9
Recruitment	Job Categories	10	6
Recruitment	Job Locations	8	7
Recruitment	Job Postings	10	11
Recruitment	Job Types	8	6
Recruitment	Offer Templates	6	7
Recruitment	Offers	10	8
Recruitment	Onboarding Checklists	8	6
Staff	Roles	3	6
Staff	Users	3	5
Time Tracking	Time Entries	10	9
—	Biometric Attendance	0	0
—	Calendar	7	8
—	Dashboard	0	0
—	Media Library	0	0
—	Referral Program	0	3
—	Settings	1	3