

Employee Management GUIDE

Adding employees in Synclo is flexible and structured. Organizations can onboard employees using Quick Add, Bulk Add, or a Detailed Employee Setup process. This document explains each method and indicates where screenshots should be placed for product documentation.

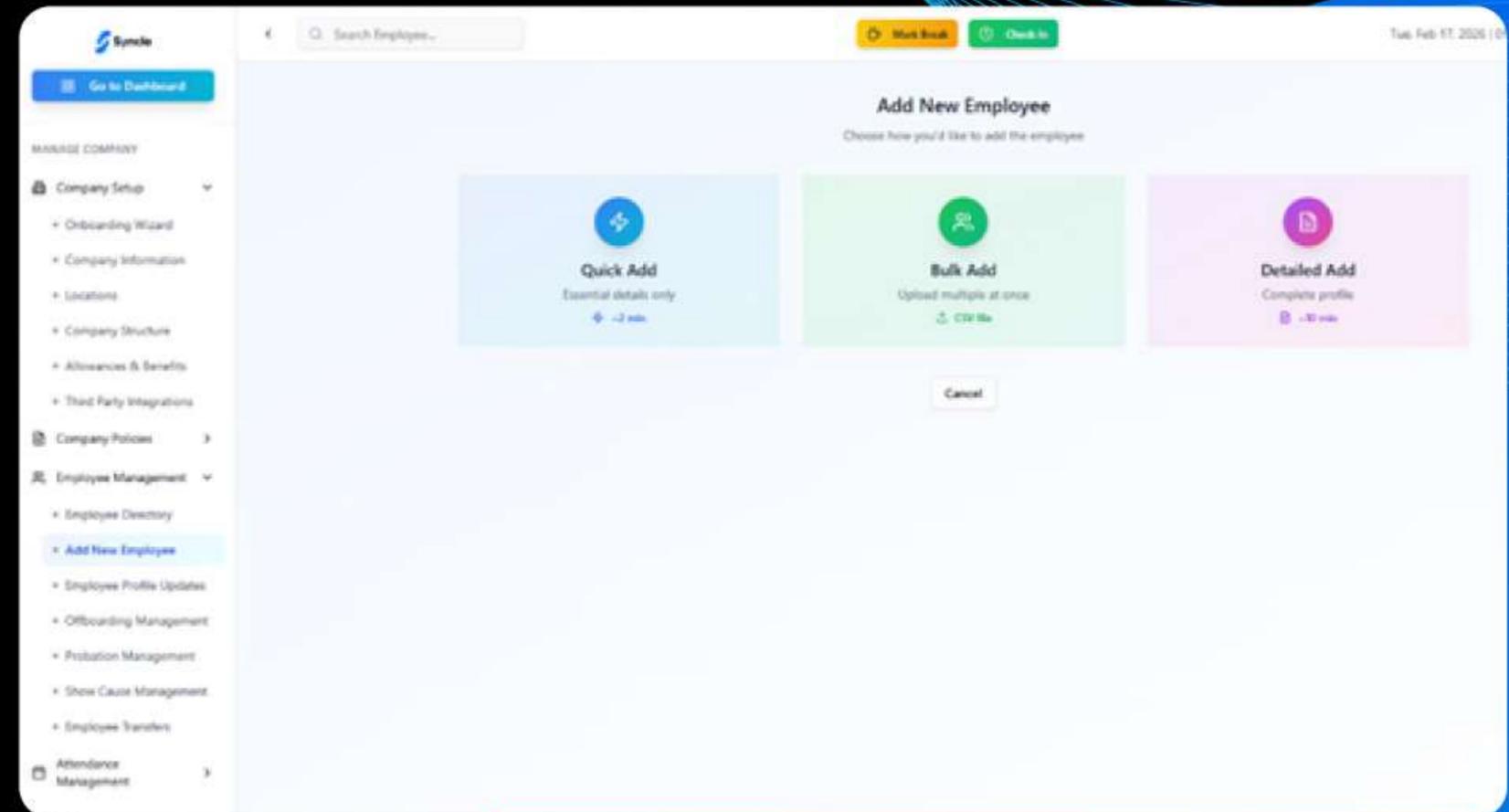
1.

Access the Add Employee Option

To begin adding employees, navigate to the Employee Management section within Synclo.

Steps:

- Open the Employee Management module
- Click "Add New Employee"
- Choose the method for adding employees



2.

Quick Add Employee

Quick Add allows administrators to add employees quickly using only essential information.

Typical fields:

- Employee Name
- Email Address
- Department
- Designation

This method is ideal when quickly onboarding employees while adding detailed information later.

The screenshot shows a web application interface for adding a new employee. The page title is "Quick Add Employee" with a subtitle "Add employee with essential details". A "Back" button is in the top right. A toggle switch for "With Grade Structure" is also present. The form is titled "Quick Add Form" and includes the following sections:

- Personal Information:**
 - Full Name: A text input field with a placeholder "Enter full name". Below it, a note states "Surname and work email will be auto-generated from the name".
 - Personal Email Address: A text input field with a placeholder "personal@email.com".
 - Phone: A field with a "Code" dropdown and a "Phone number" input.
 - Date of Birth: A date picker with a placeholder "yyyy/mm/dd".
 - Gender: A dropdown menu with a placeholder "Select gender".
- Employment Information:**
 - Department: A dropdown menu with a placeholder "Select department".
 - Grade: A dropdown menu with a placeholder "Select grade".
 - Designation: A dropdown menu with a placeholder "Select designation".
 - Reporting Authority: A search input field with a placeholder "Search reporting authority...".
 - Date of Joining: A date picker with a placeholder "yyyy/mm/dd".
 - Employment Type: A dropdown menu with a placeholder "Full Time".
 - Work Mode: A dropdown menu with a placeholder "Hybrid".
 - Duration of Probation Period: A dropdown menu with a placeholder "Select probation period".
 - Location: A dropdown menu with a placeholder "Select location".

2.1

Quick Add with Grading

If your organization uses employee grading structures, the Quick Add form will include a grade selection field.

Fields may include:

- Employee Name
- Designation
- Email Address
- Grade
- Department

2.2

Quick Add without Grading

If grading is not enabled, the Quick Add form will appear without grade options.

This version only includes essential employee details required to create the employee record.

The screenshot shows a web application interface for adding a new employee. The main heading is "Quick Add Employee" with a subtitle "Add employee with essential details". A "Back" button is in the top right. A toggle switch labeled "Without Grade Structure" is present. The form is titled "Quick Add Form" and includes the following sections:

- Personal Information:** Full Name (text input), Personal Email Address (text input), Phone (Code and Phone number dropdowns), Date of Birth (date picker), Gender (dropdown).
- Employment Information:** Department (dropdown), Designation (dropdown), Reporting Authority (text input with search), Date of Joining (date picker), Employment Type (dropdown), Work Mode (dropdown), Duration of Probation Period (dropdown), Location (dropdown).
- Salary, Allowances & Benefits:** Basic Salary (text input).

3.

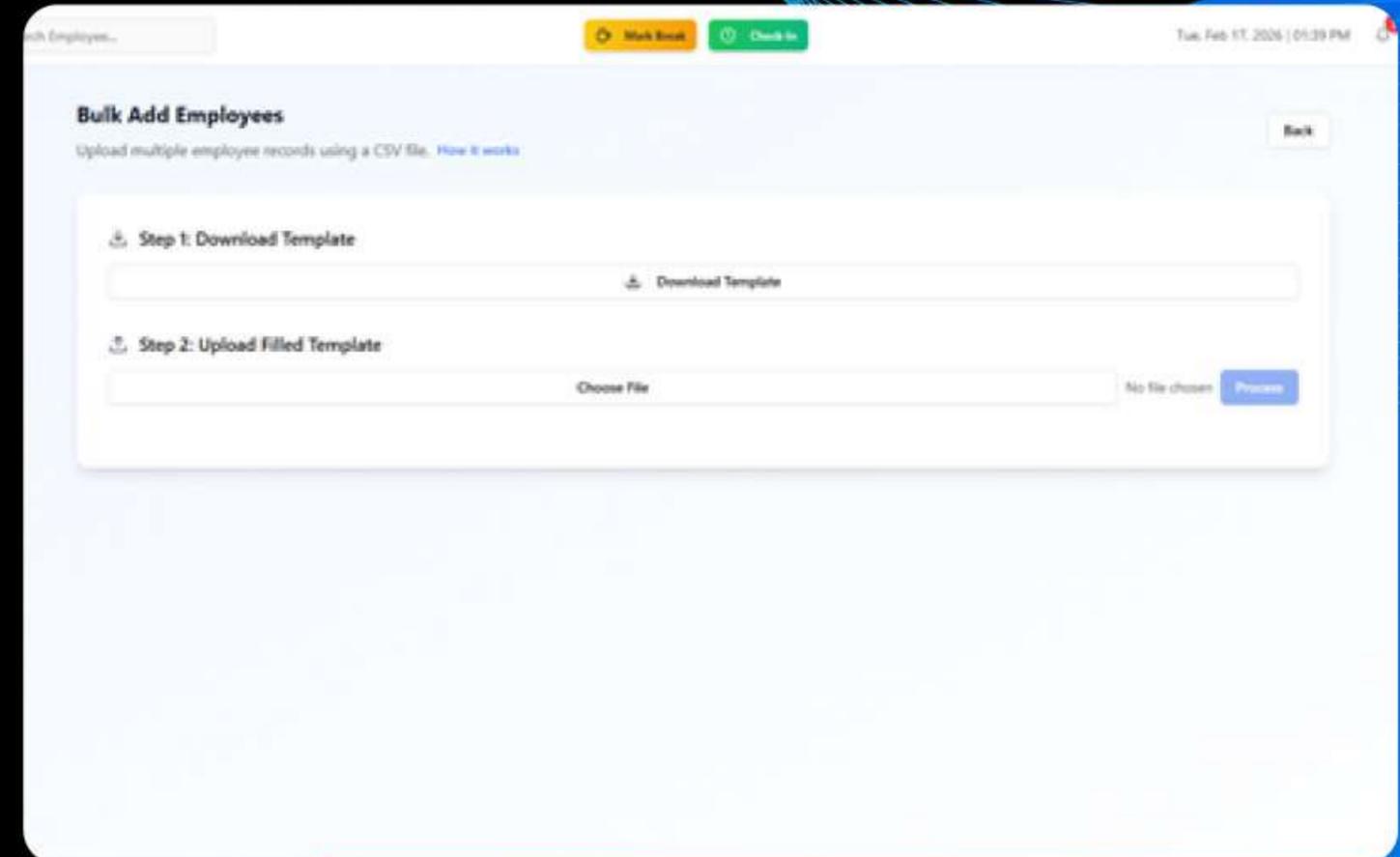
Bulk Add Employees

Bulk Add allows organizations to import multiple employees at once.

Typical process:

1. Download the employee import template
2. Fill in employee details in the template
3. Upload the completed file
4. Syncko automatically creates employee profiles

This method is recommended for onboarding large teams.



The screenshot shows a web browser window with the title "Bulk Add Employees". The page header includes a "Bulk Add" button, a "Check in" button, and the date "Tue, Feb 11, 2026 | 01:39 PM". The main content area is titled "Bulk Add Employees" and includes a "Back" button. Below the title, there is a sub-header "Upload multiple employee records using a CSV file. [How it works](#)". The interface is divided into two steps: "Step 1: Download Template" with a "Download Template" button, and "Step 2: Upload Filled Template" with a "Choose File" button, a "No file chosen" indicator, and a "Process" button.

4.

Detailed Employee Setup

Detailed Add allows administrators to create complete employee profiles with full information.

The detailed process includes multiple sections such as personal information, job details, salary configuration, academic history, work experience, documents, and access permissions.

4.1

Personal Information

This section captures basic employee identity details.

Information may include:

- Full Name
- Date of Birth
- Gender
- Contact Details
- Address

The screenshot displays the 'Detailed Employee Onboarding' interface. The main heading is 'Detailed Employee Onboarding' with a subtitle 'Complete employee profile with all information'. Below the heading is a navigation bar with icons for Personal Information, Job Details, Salary & Benefits, Academic Details, Work Experience, Documents, Access & Permissions, and Profile & Skills. The 'Personal Information' section is active, showing a 'Personal Details' form. The form includes fields for 'Full Name', 'Date of Birth', 'Phone Number', 'Personal Email Address', 'ONIC/Passport Number', and 'Nationality'. A 'Profile Picture' section is also visible, with a 'Choose File' button and a note 'Upload a profile picture (Max 10MB)'. The form is set to 'Without Grade Structure'.

Add Family Member

Family member information can be added when required for HR or benefits records.

Add Emergency Contact

Emergency contact details ensure the organization has a contact person available in emergency situations.

Information may include:

- Contact Name
- Relationship
- Phone Number

The image displays two overlapping screenshots of a web application interface. The top screenshot shows the 'Add Family Member' form, which includes fields for Name, Relation, CNIC, and Date of Birth. The bottom screenshot shows the 'Add Emergency Contact' form, which includes fields for Name, Primary Phone Number, Secondary Phone Number, and Relationship. Both forms are overlaid on a background of a user profile page with sections for Permanent Address, Current Address, State/Province, City, Street Address, and Family Information.

Add Family Member Form:

- Name *
- Relation *
- CNIC
- Date of Birth

Add Emergency Contact Form:

- Name *
- Primary Phone Number *
- Secondary Phone Number
- Relationship *

4.2

Job Details

The Job Details section defines the employee's role within the organization.

Typical fields include:

- Department
- Designation
- Reporting Manager
- Joining Date
- Employment Type

The screenshot shows a web interface for 'Detailed Employee Onboarding'. The main heading is 'Detailed Employee Onboarding' with a subtitle 'Complete employee profile with all information'. A navigation bar at the top includes icons for Personal Information, Job Details (active), Salary & Benefits, Academic Details, Work Experience, Documents, Terms & Conditions, and Profile & Tools. A 'Without Grade Structure' toggle is visible on the right. The 'Job Details' section is highlighted and contains the following fields:

- Department ***: Human Resources
- Designation ***: HR Manager
- Job Role**: Select job role (optional)
- Reporting Authority**: Search by name...
- Joining Date ***: yyyy/mm/dd
- Duration of Probation Period**: Select probation period
- Shift**: Select shift
- Location**: Select location
- Employment Type ***: Full Time
- Work Mode ***: Hybrid

At the bottom, there are 'Previous' and 'Draft' buttons, and a 'Save & Continue' button at the very bottom.

4.3

Salary and Benefits

This section defines the employee's salary structure and payroll configuration.

Information may include:

- Salary components
- Allowances
- Bonuses
- Payroll group assignment

The screenshot displays the 'Detailed Employee Onboarding' interface. The main heading is 'Detailed Employee Onboarding' with a subtitle 'Complete employee profile with all information'. A navigation bar at the top includes tabs for 'Personal Information', 'Add Details', 'Salary & Benefits' (which is active), 'Assessment Details', 'Work Experience', 'Documents', 'Access & Permissions', and 'Profile & Tools'. A 'Go to Dashboard' button is in the top left, and a 'Cancel' button is in the top right. A 'With Grade Structure' toggle is visible on the right. The main content area is titled 'Salary & Benefits' with the subtitle 'Configure compensation and benefits'. Under 'Basic Salary Information', there are fields for 'Basic Salary *' (set to 10000) and 'Salary Frequency *' (set to Monthly). Below these are 'Gross Salary' and 'Allowances' sections, both with informational messages and a 'Go to Grade Setup' button. The 'Benefits' section is also visible at the bottom.

4.4

Academic Details

Employee academic history can be recorded here.

Typical fields:

- Institution
- Degree
- Field of Study
- Graduation Year

The screenshot shows a web interface for 'Detailed Employee Onboarding'. At the top, there is a search bar and navigation buttons for 'Mark Break' and 'Check In'. The main heading is 'Detailed Employee Onboarding' with a sub-heading 'Complete employee profile with all information' and a 'Cancel' button. Below this is a horizontal menu with tabs: 'Personal Information', 'Job Details', 'Salary & Benefits', 'Academic Details' (highlighted in pink), 'Work Experience', 'Documents', 'Access & Permissions', and 'Profile & Tools'. A toggle switch for 'With Grade Structure' is on the right. The 'Academic Details' section is active, showing a dashed box with a graduation cap icon and the text 'No academic details added yet'. Below this is a blue button labeled '+ Add Academic Details'. At the bottom, there are 'Previous', 'Skip', and 'Draft' buttons, and a 'Save & Continue' button at the very bottom.

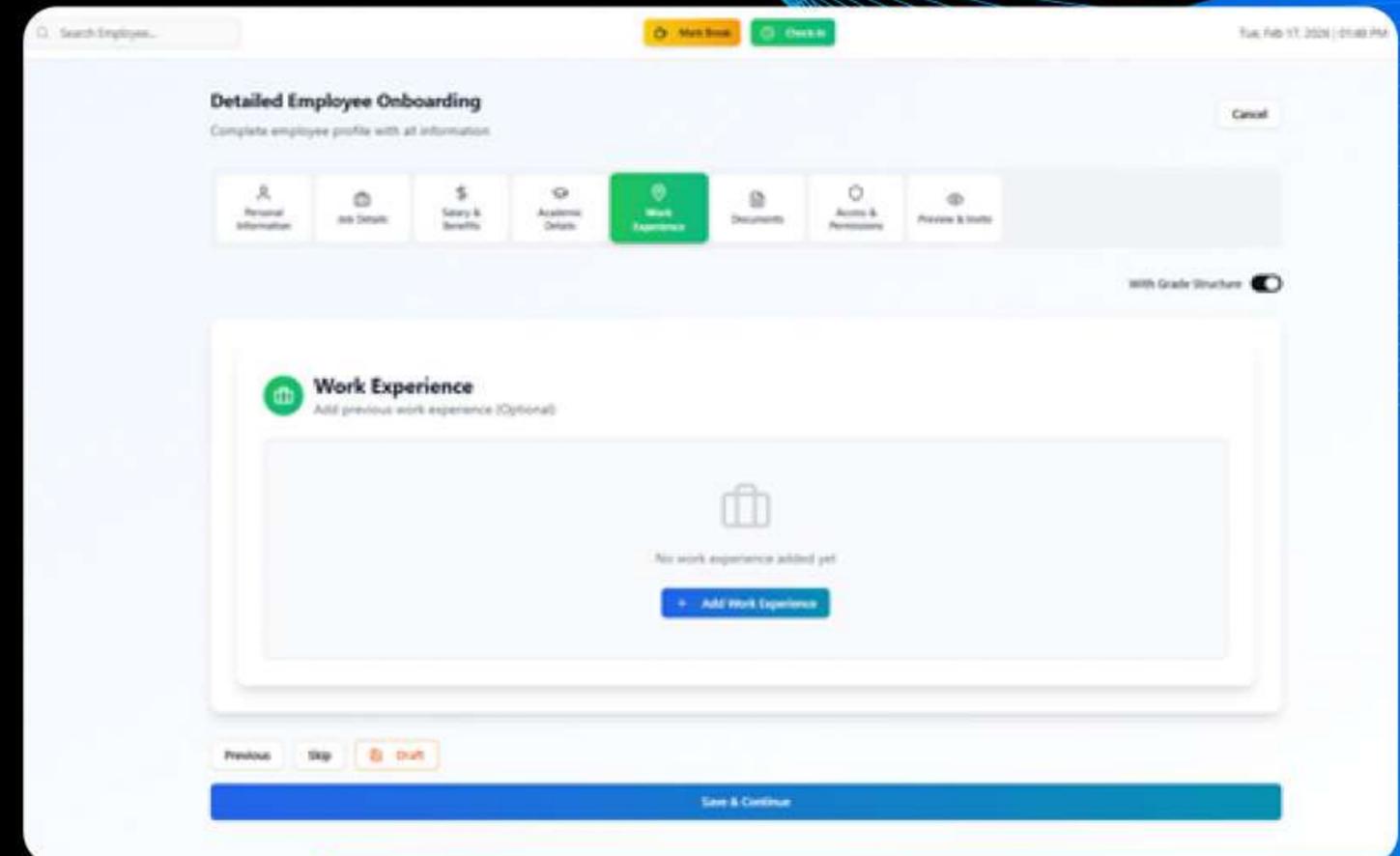
4.5

Work Experience

Previous work experience can also be recorded.

Typical information:

- Company Name
- Job Title
- Duration of Employment
- Responsibilities



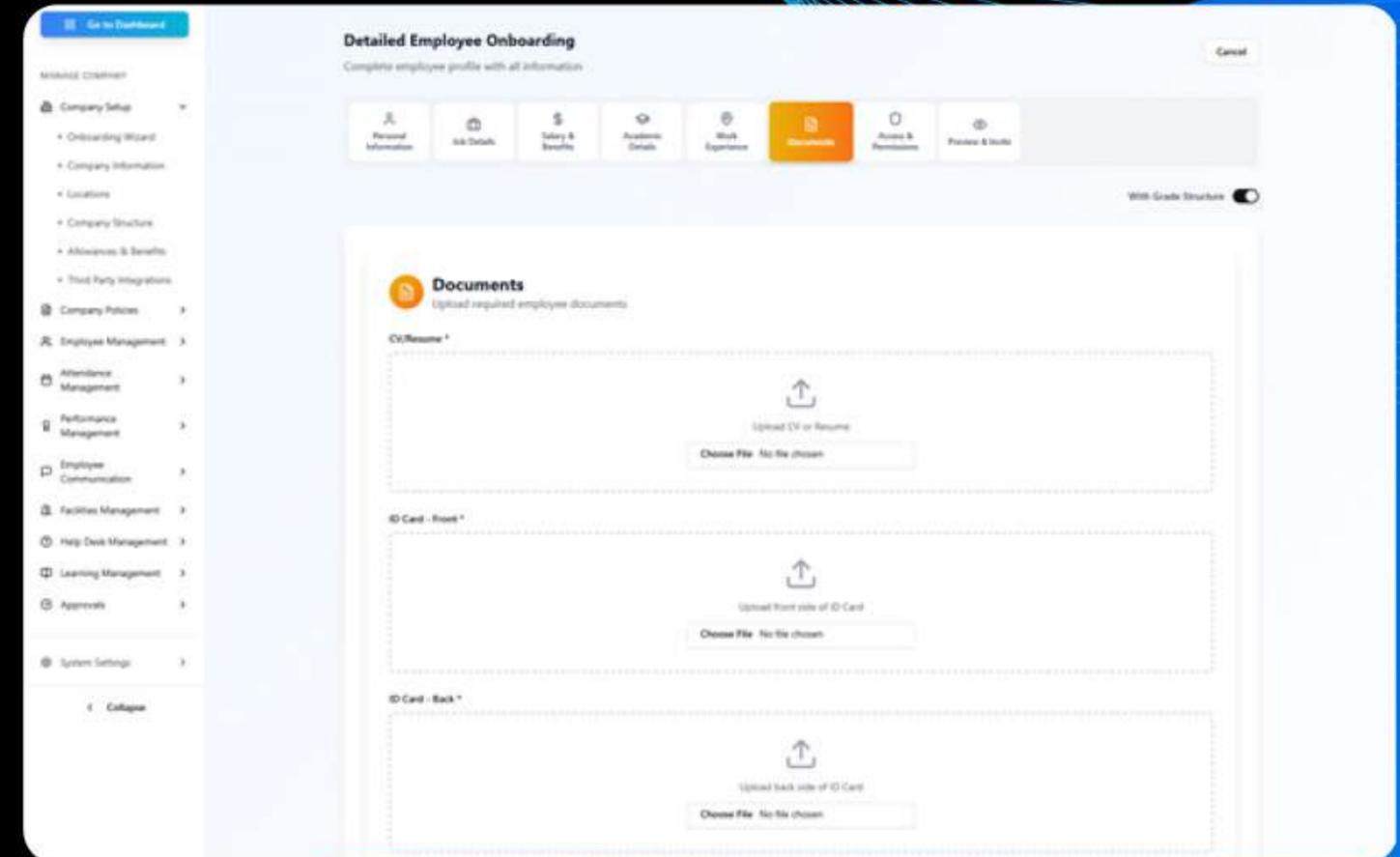
4.6

Documents

Administrators can upload important employee documents such as:

Typical information:

- Identification documents
- Contracts
- Certifications
- Legal paperwork



4.7

Access and Permissions

Access settings determine which parts of the system the employee can access.

Configurations may include:

- Role assignment
- Module permissions
- Login access

The screenshot shows a web application interface for 'Detailed Employee Onboarding'. The page title is 'Detailed Employee Onboarding' with a subtitle 'Complete employee profile with all information'. A navigation bar at the top includes 'Go to Dashboard', a search bar, and buttons for 'Work Email' and 'Check In'. A sidebar on the left lists various management categories like 'MANAGE COMPANY', 'Company Setup', 'Employee Management', and 'System Settings'. The main content area has a horizontal menu with tabs for 'Personal Information', 'Job Details', 'Salary & Benefits', 'Academics Details', 'Work Experience', 'Documents', 'Access & Permissions' (which is active), and 'Presence & Profile'. Below the tabs, there's a section for 'Access & Permissions' with the sub-header 'Configure system access and user role'. It includes a 'System Access' section with a note about automatic generation of Username and Work Email, and input fields for 'Username' and 'Work Email Address'. Below that is a 'User Role & Permissions' section with a 'User Role' dropdown menu. At the bottom, there are 'Previous' and 'Draft' buttons, and a 'Save & Continue' button at the very bottom.

4.8

Preview and Invite

Before finalizing the employee profile, administrators can review all entered information.

Once confirmed:

- Click “Invite Employee”
- The employee receives an invitation email to access the system

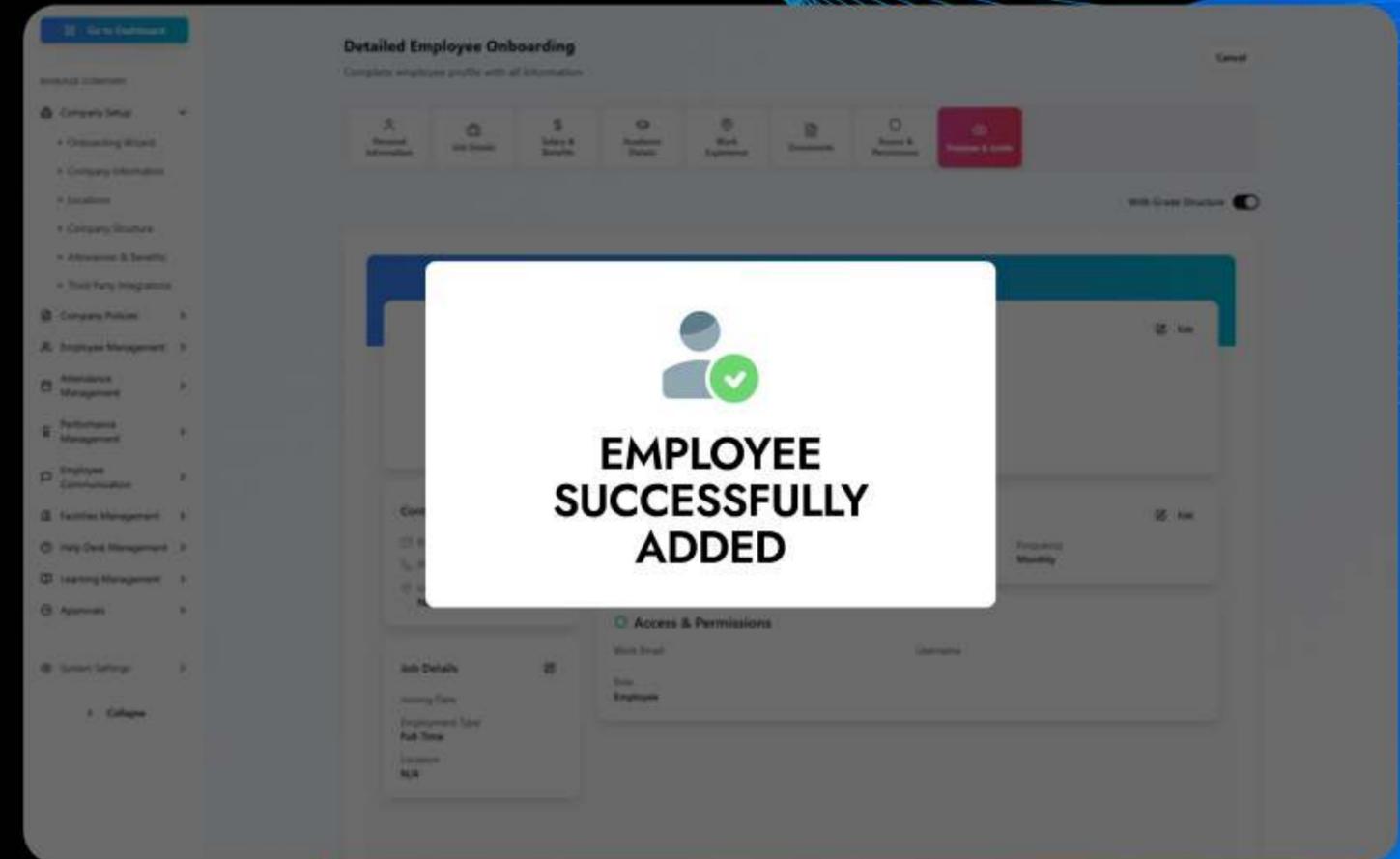
The screenshot displays the 'Detailed Employee Onboarding' interface. The main heading is 'Detailed Employee Onboarding' with a subtitle 'Complete employee profile with all information' and a 'Cancel' button. A navigation bar at the top includes icons for Personal Information, Job Details, Salary & Benefits, Academic Details, Work Experience, Documents, Access & Permissions, and a highlighted 'Preview & Invite' button. A 'With Grade Structure' toggle is visible on the right. The main content area is divided into several sections: a profile card for 'Product Manager' with a profile picture, 'Personal Information' (Date of Birth, Nationality, Marital Status, Gender, Religion), 'Contact' (Email, Phone, Location), 'Job Details' (Joining Date, Employment Type, Location), 'Salary & Compensation' (Basic Salary, Gross Salary, Frequency), and 'Access & Permissions' (Work Email, Role).

Employee Successfully Added

After sending the invitation, the employee profile becomes active within Synclo.

Administrators can now:

- Assign projects
- Track attendance
- Manage payroll
- Monitor employee performance



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