

# 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.

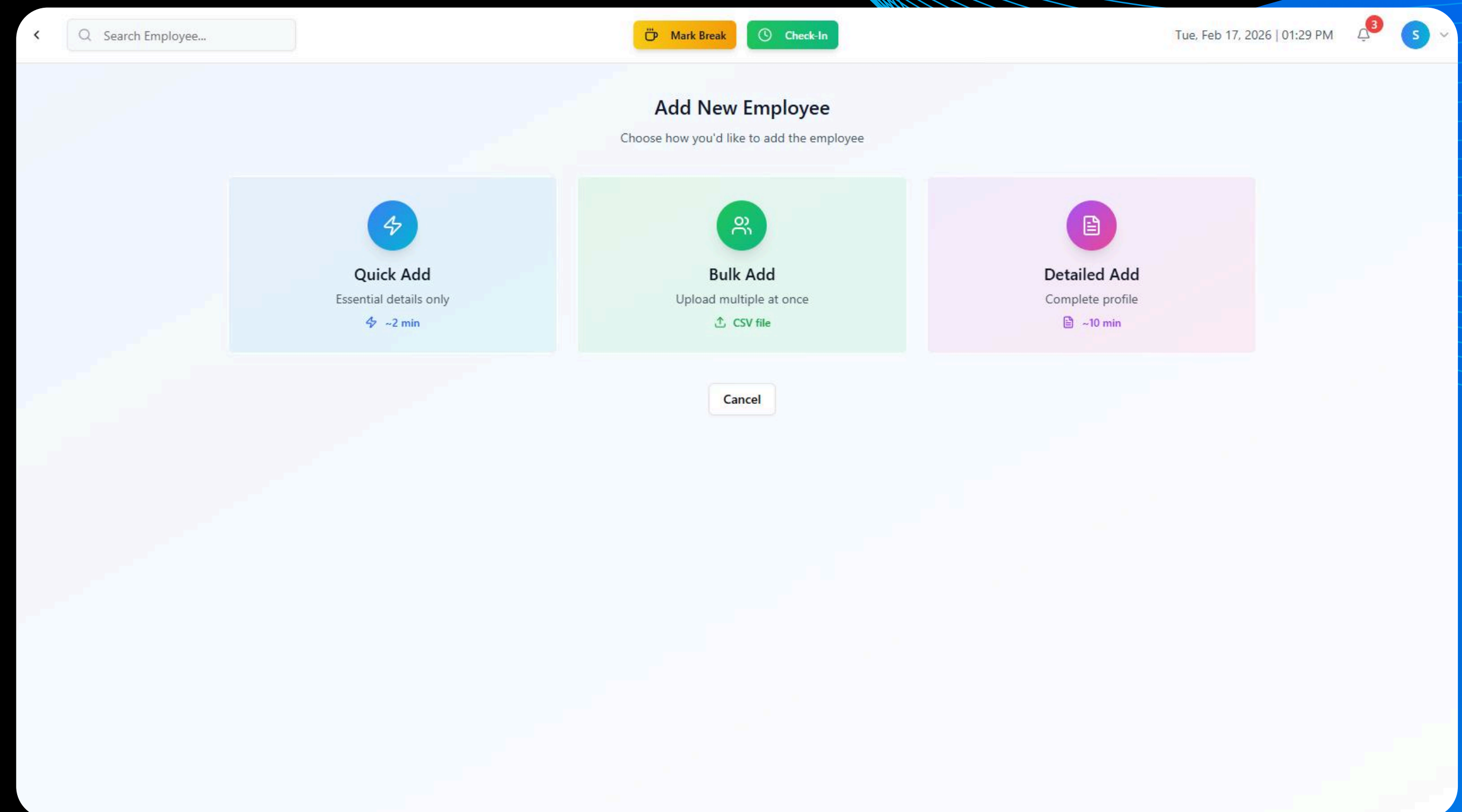
1.

# 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 displays the 'Quick Add Employee' interface within the Synclo HR system. The page title is 'Quick Add Employee' with a subtitle 'Add employee with essential details'. A 'Back' button is located in the top right corner. A toggle switch for 'With Grade Structure' is also present. The form is titled 'Quick Add Form' and includes the instruction 'Fill in the essential details'. The form is organized into several sections: 'Personal Information' with fields for 'Full Name' (with a note that username and email will be auto-generated), 'Personal Email Address', 'Phone' (with a dropdown for 'Code' and a field for 'Phone number'), 'Date of Birth' (with a calendar icon), and 'Gender' (with a dropdown). The 'Employment Information' section includes 'Department' and 'Grade (Select department first)' dropdowns, 'Designation (Select grade first)' dropdown, 'Reporting Authority' search field, 'Date of Joining' (with a calendar icon), 'Employment Type' dropdown (set to 'Full-Time'), 'Work Mode' dropdown (set to 'Hybrid'), and 'Duration of Probation Period' dropdown. A left sidebar contains a navigation menu with categories like 'MANAGE COMPANY', 'Employee Management', 'Attendance Management', 'Performance Management', 'Employee Communication', and 'Facilities Management'. The 'Add New Employee' option is highlighted. The top navigation bar includes a search bar, 'Mark Break', 'Check-In', and a user profile icon.

## 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 the 'Quick Add Employee' form in the Synclo system. The form is titled 'Quick Add Employee' and includes a 'Without Grade Structure' toggle. The form fields are organized into sections: Personal Information (Full Name, Personal Email Address, Phone, Date of Birth, Gender), Employment Information (Department, Designation, Reporting Authority, Date of Joining, Employment Type, Work Mode, Duration of Probation Period, Location). The 'Add New Employee' option is highlighted in the left sidebar.

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. Syncco automatically creates employee profiles

This method is recommended for onboarding large teams.

The screenshot shows a web application interface for "Bulk Add Employees". At the top, there is a search bar labeled "Search Employee...", a "Mark Break" button, a "Check-In" button, and a date/time indicator "Tue, Feb 17, 2026 | 01:39 PM". The main heading is "Bulk Add Employees" with a "Back" button. Below the heading, it says "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 and a "Process" button. The "No file chosen" text is visible next to the file selection 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 in the Synclo system. The page title is 'Detailed Employee Onboarding' with a subtitle 'Complete employee profile with all information'. A 'Cancel' button is located in the top right corner. The interface features a navigation menu on the left under 'MANAGE COMPANY' with options like 'Go to Dashboard', 'Company Setup', 'Company Policies', 'Employee Management', 'Attendance Management', 'Performance Management', 'Employee Communication', and 'Facilities Management'. The main content area shows a horizontal tabbed interface with tabs for 'Personal Information', 'Job Details', 'Salary & Benefits', 'Academic Details', 'Work Experience', 'Documents', 'Access & Permissions', and 'Preview & Invite'. The 'Personal Information' tab is active, showing a form with the following fields: 'Profile Picture' (with a 'Choose File' button and 'No file chosen' text), 'Full Name \*' (with a placeholder 'Enter full name' and a note 'Username and work email will be auto-generated from this name'), 'Date of Birth \*' (with a placeholder 'yyyy/mm/dd' and a calendar icon), 'Phone Number \*' (with a dropdown for country code '+1' and a text input '3012345678'), and 'Personal Email Address \*' (with a placeholder 'personal@email.com'). A toggle switch for 'Without Grade Structure' is visible on the right side of the form.

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 displays the 'Detailed Employee Onboarding' interface in the Synclo system. The page title is 'Detailed Employee Onboarding' with a subtitle 'Complete employee profile with all information'. A 'Cancel' button is located in the top right corner. The interface features a navigation menu on the left under 'MANAGE COMPANY' with categories like 'Company Setup', 'Company Policies', 'Employee Management', 'Attendance Management', 'Performance Management', 'Employee Communication', and 'Facilities Management'. The 'Add New Employee' option is highlighted. The main content area shows a horizontal tab bar with 'Job Details' selected. Below this, the 'Job Details' section is titled 'Define employment information' and contains several form fields: 'Department \*' (set to 'Human Resources'), 'Designation \*' (set to 'HR Manager'), 'Job Role' (a dropdown menu), 'Reporting Authority' (a search field), 'Joining Date \*' (a date picker), 'Duration of Probation Period' (a dropdown menu), 'Shift' (a dropdown menu), 'Location' (a dropdown menu), 'Employment Type \*' (set to 'Full-Time'), and 'Work Mode \*' (set to 'Hybrid'). A 'Without Grade Structure' toggle is visible on the right side of the form.

## 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 shows the 'Detailed Employee Onboarding' interface in the Synclo system. The page is titled 'Detailed Employee Onboarding' and includes a search bar for employees. The main content area is divided into several tabs: Personal Information, Job Details, Salary & Benefits (currently active), Academic Details, Work Experience, Documents, Access & Permissions, and Preview & Invite. The 'Salary & Benefits' section is titled 'Salary & Benefits' and includes a sub-section for 'Basic Salary Information'. In this section, the 'Basic Salary' is set to 95000 and the 'Salary Frequency' is set to 'Monthly'. Below this, the 'Gross Salary' is shown as 'Total package' and is auto-calculated from the grade. A yellow warning box at the bottom of the section states: 'No allowances mapped to this grade. To add allowances, first configure them in the Grade settings. Go to Grade Setup'. The left sidebar contains a 'MANAGE COMPANY' menu with various options like 'Company Setup', 'Employee Management', and 'System Settings'. The top right corner shows the date and time: 'Tue, Feb 17, 2026 | 01:44 PM'.

## 4.4

# Academic Details

Employee academic history can be recorded here.

## Typical fields:

- Institution
- Degree
- Field of Study
- Graduation Year

The screenshot shows the 'Detailed Employee Onboarding' interface in the Syncro HR system. The page is titled 'Detailed Employee Onboarding' and includes a search bar for employees. A navigation bar at the top contains 'Mark Break' and 'Check-In' buttons. The main content area is divided into several tabs: 'Personal Information', 'Job Details', 'Salary & Benefits', 'Academic Details' (which is currently selected), 'Work Experience', 'Documents', 'Access & Permissions', and 'Preview & Invite'. Below the tabs, there is a section for 'Academic Details' with the subtitle 'Add educational qualifications (Optional)'. This section contains a large dashed box indicating that no academic details have been added yet, with a central 'Add Academic Details' button. At the bottom of the page, there are navigation buttons for 'Previous', 'Skip', 'Draft', and a prominent 'Save & Continue' button. The left sidebar lists various HR management categories such as 'MANAGE COMPANY', 'Company Setup', 'Company Policies', 'Employee Management', 'Attendance Management', 'Performance Management', 'Employee Communication', 'Facilities Management', 'Help Desk Management', 'Learning Management', 'Approvals', and 'System Settings'.

4.5

# Work Experience

Previous work experience can also be recorded.

## Typical information:

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

The screenshot displays a web interface for 'Detailed Employee Onboarding'. At the top, there is a search bar, 'Mark Break' and 'Check In' buttons, and a date/time indicator. The main heading is 'Detailed Employee Onboarding' with a 'Cancel' button. Below this is a progress bar with tabs for 'Personal Information', 'Job Details', 'Salary & Benefits', 'Academic Details', 'Work Experience' (which is highlighted in green), 'Documents', 'Access & Permissions', and 'Preview & Invite'. A toggle for 'With Grade Structure' is visible. The 'Work Experience' section contains a sub-heading 'Work Experience' and the text 'Add previous work experience (Optional)'. Below this is a large empty box with a briefcase icon and the text 'No work experience added yet', accompanied by a '+ Add Work Experience' button. At the bottom of the form, there are 'Previous', 'Skip', and 'Draft' buttons, and a prominent blue 'Save & Continue' button.

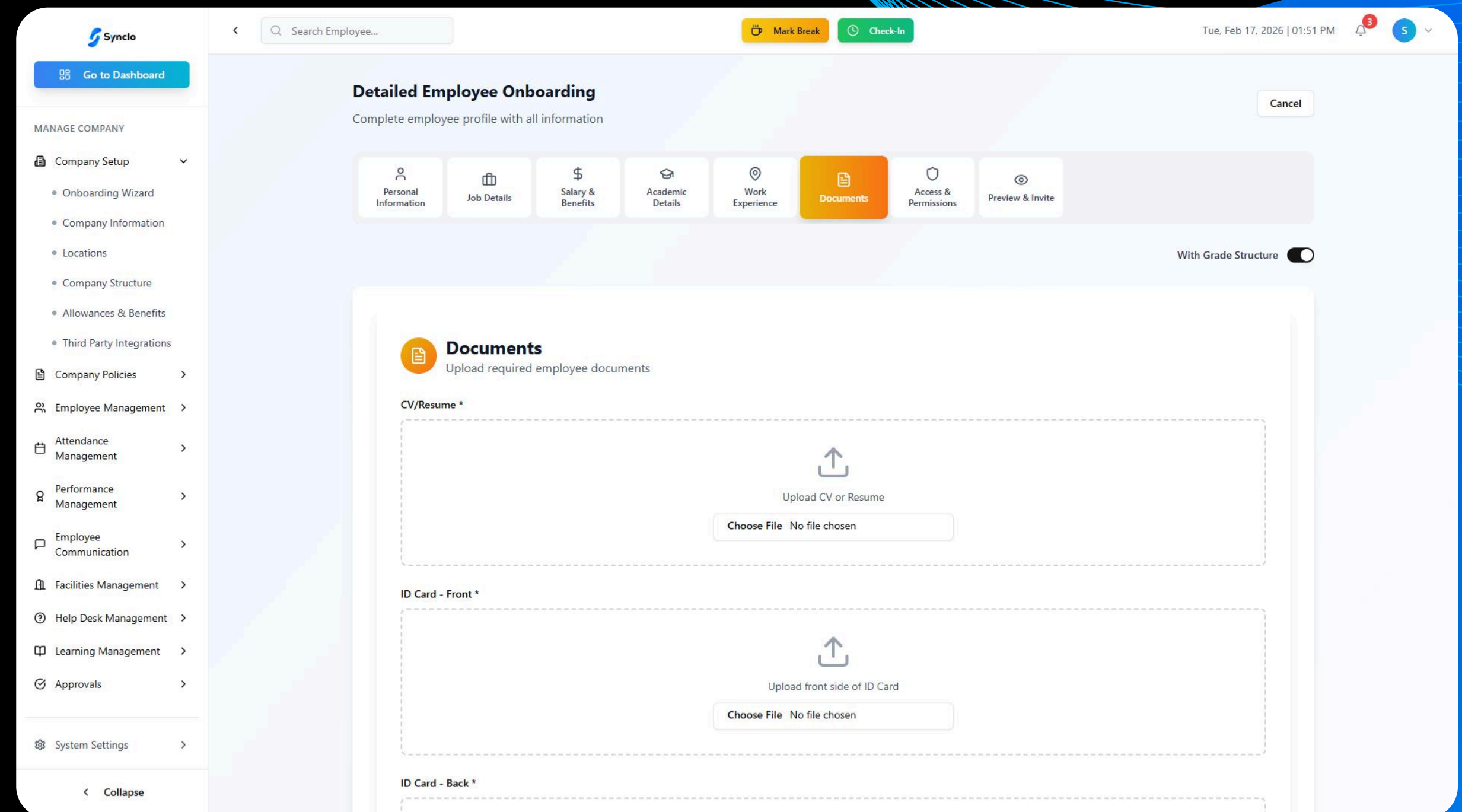
4.6

# 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 displays the 'Detailed Employee Onboarding' interface in the Synclo system. The page title is 'Detailed Employee Onboarding' with the subtitle 'Complete employee profile with all information'. A 'Cancel' button is located in the top right corner. The interface features a horizontal navigation bar with tabs for 'Personal Information', 'Job Details', 'Salary & Benefits', 'Academic Details', 'Work Experience', 'Documents', 'Access & Permissions' (which is currently active), and 'Preview & Invite'. Below the navigation bar, there is a toggle for 'With Grade Structure'. The main content area is titled 'Access & Permissions' with the subtitle 'Configure system access and user role'. A 'Regenerate' button is located in the top right of this section. Under 'System Access', there is a note: 'Note: Username and Work Email are automatically generated from the Full Name and kept in sync. Editing one will update the other. The work email domain is based on your company website.' Below the note are two input fields: 'Username' (containing 'username') and 'Work Email Address \*' (containing 'username@democompany.com'). Under 'User Role & Permissions', there is a 'User Role \*' dropdown menu with 'Select role' selected. At the bottom of the form, there are 'Previous' and 'Draft' buttons. The left sidebar contains a 'MANAGE COMPANY' menu with various options like 'Company Setup', 'Onboarding Wizard', 'Company Information', 'Locations', 'Company Structure', 'Allowances & Benefits', 'Third Party Integrations', 'Company Policies', 'Employee Management', 'Attendance Management', 'Performance Management', 'Employee Communication', 'Facilities Management', 'Help Desk Management', 'Learning Management', 'Approvals', and 'System Settings'. The top of the page includes a search bar, 'Mark Break' and 'Check-In' buttons, and the date 'Tue, Feb 17, 2026 | 01:52 PM'.

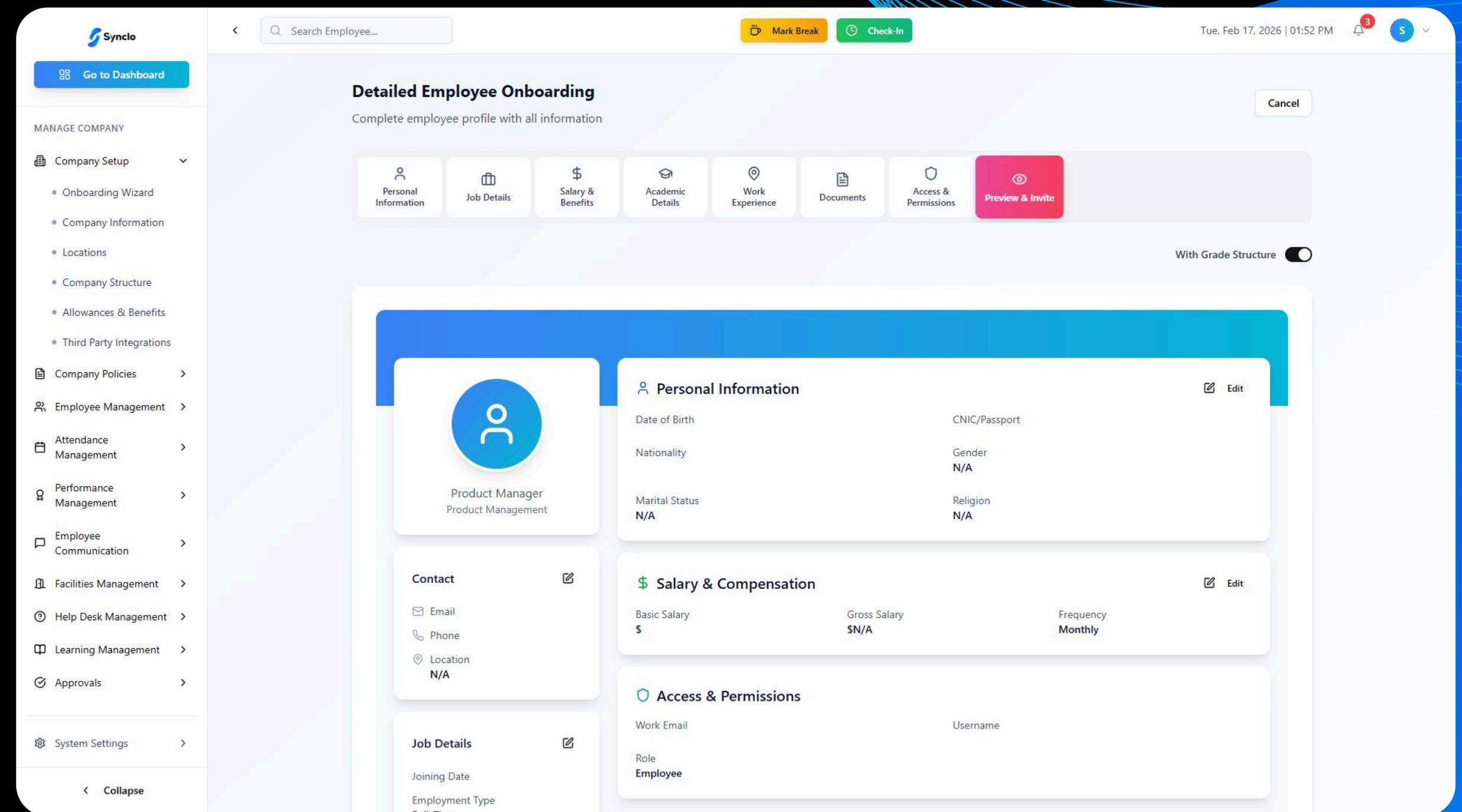
4.8

# 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

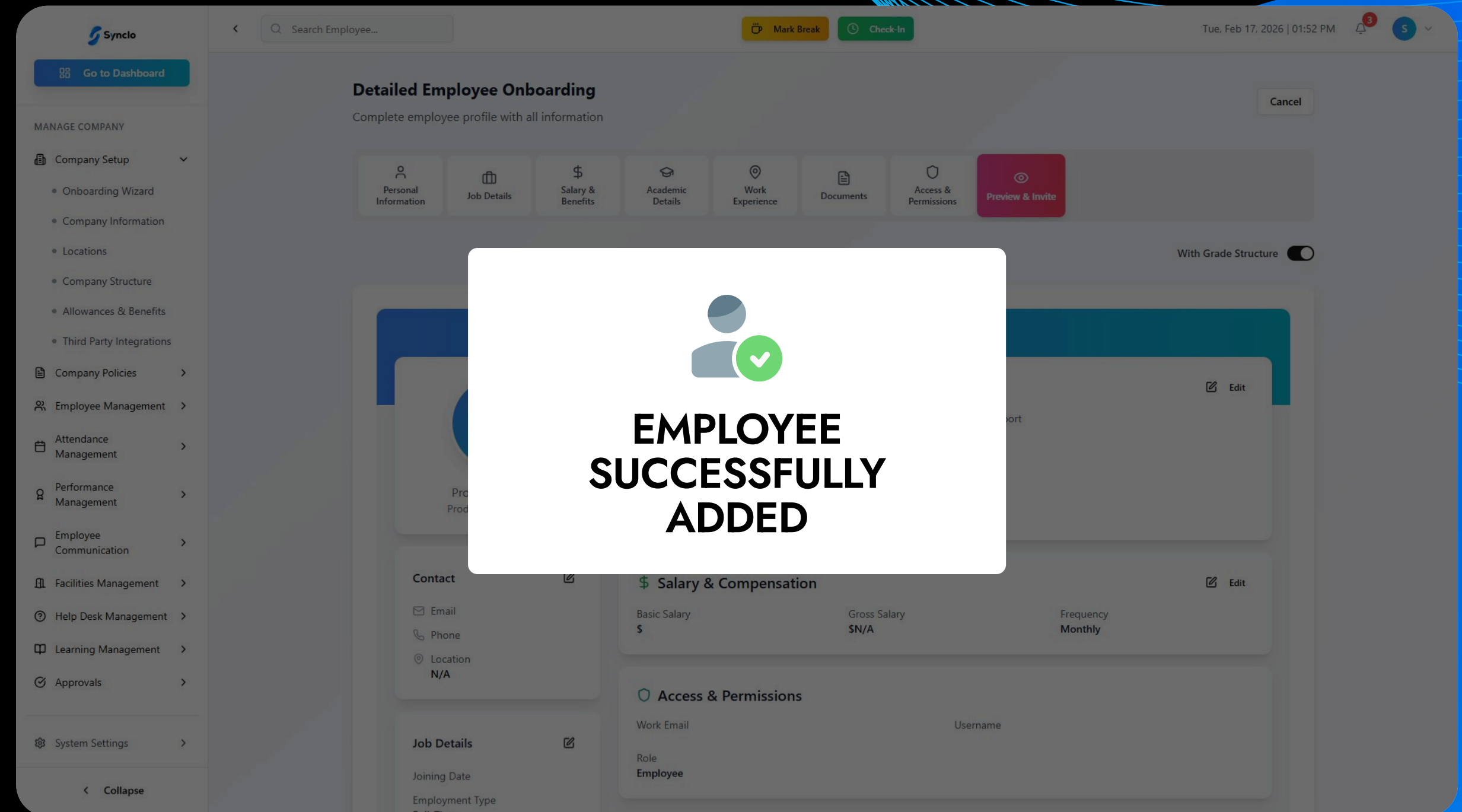


# Employee Successfully Added

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

## Administrators can now:

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



# 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 screenshots of a web-based HR system interface. The top screenshot shows the 'Add Family Member' modal form, which is overlaid on a background form containing sections for 'Permanent Address', 'State/Province', 'City', 'Street Address', 'Family Information', and 'Emergency Contacts'. The modal form includes fields for 'Name \*', 'Relation \*', 'CNIC', and 'Date of Birth', along with 'Cancel' and 'Add Family Member' buttons. The bottom screenshot shows the 'Add Emergency Contact' modal form, which is overlaid on the 'Emergency Contacts' section of the background form. This modal form includes fields for 'Secondary Phone Number' and 'Relationship \*', along with 'Cancel' and 'Add Emergency Contact' buttons. The background form also features a search bar at the top, navigation buttons like 'Mark Break' and 'Check In', and a 'Save & Continue' button at the bottom.

# Your team is set up.

Manage your team with confidence using Synclo.

