##### Script of HR

**Step1:**  Welcome to our presentation on panapnaTech Business Software's HR module.

**Step2:**  To explore the HR Dashboard, navigate to the HR option in the navbar, and click on the dashboard selection in the dropdown, locate HR Dashboard and Features.

**Step3**: Navigate to the HR option in the navbar, click on staff selection in the dropdown, choose the add new option, fill in all the details, specify the permissions, and finally, click on the save button.

**Step4:** Click on the "HR" option in the navbar, then choose "Insurance" from the dropdown. Afterward, click on "Add, Edit, Modify Insurance," enter general information in the form, and finally, click on the save button.

**Step5:** Click on "Contracts" in the dropdown under the HR option on the navbar, proceed to "New Contracts," and then fill out the information forms for wages, allowances, and signed details. Finally, click the save button.

**Step6:**  Click on the HR option in the navbar, then select Shifts from the dropdown menu. Next, click on Manage Day Off, and complete the new day off form with your general information. For allocating a new shift, select Allocate Shift Work and fill out the form with your general details. Admins or managers can use this feature to establish various shifts or time slots for employees, such as morning, afternoon, or evening shifts, based on the organization's requirements. To view the current shift tables, click on that option. Utilize Perfex CRM's contacts or staff module to list all employees scheduled for the current shift, displaying their names, roles, and contact information. Ensure clarity on duty times by using custom fields or calendar integration within Perfex CRM to indicate the start and end times of the current shift.

**Step7:** Click on the navbar's HR option, navigate to the Salary section in the dropdown, then click on Add Payslip for payslip options. Fill out the payslip form, and for the payroll template, click on Add Payroll Template. Complete the payroll form and click the save button.

**Step8:** Navigate to the HR option in the navbar, access the Settings section in the dropdown, and input detailed information about each job position, which includes the job title, department or team, reporting structure, and a description of the roles and responsibilities associated with the position. This feature enables administrators to define various types of employment contracts or agreements offered by the organization, such as full-time, part-time, temporary, freelance, or contract-based employment. Additionally, administrators can utilize the workplace feature to define and manage different work locations or branches within the organization, whether they are physical office locations, departments, or remote work setups.