

The background of the slide is a photograph of an office environment. In the foreground, a woman with curly hair is sitting at a desk, working on a laptop. To her right, a man in a white shirt is also working on a laptop. In the background, another woman is visible, also working. The office has white desks, black chairs, and various office supplies like pens, paper, and a water bottle. The overall atmosphere is professional and busy.

HR Module



Employees



Payroll



Attendances



Time Off



Expenses

Employees Module



Employees

Employees

Departments

Reporting

Configuration

5 10

My Company (San Francisco)

New Employees

1-21 / 21 < >

COMPANY

All

My Company (San Francisco) 21

DEPARTMENT

All

Management 20

Abigail Peterson
Consultant
✉ abigail.peterson39@example.c...
☎ (555)-233-3393

Anita Oliver
Experienced Developer
✉ anita.oliver32@example.com
☎ (555)-497-4804
Employee

Audrey Peterson
Consultant
✉ audrey.peterson25@example.c...
☎ (555)-276-7903
Employee Consultant

Beth Evans
Experienced Developer
✉ beth.evans77@example.com
☎ (555)-532-3841

Doris Cole
Consultant
✉ doris.cole31@example.com
☎ (555)-331-5378

Eli Lambert
Marketing and Community Manager
✉ eli.lambert22@example.com
☎ (555)-169-1352

Ernest Reed
Consultant
✉ ernest.reed47@example.com
☎ (555)-518-8232

Jeffrey Kelly
Marketing and Community Manager
✉ jeffrey.kelly72@example.com
☎ (555)-264-7362
Sales Employee

Jennie Fletcher
Experienced Developer
✉ jennie.fletcher76@example.com
☎ (555)-363-8229
Employee

Keith Byrd
Experienced Developer
✉ keith.byrd52@example.com

Marc Demo
Experienced Developer
✉ gilles@pdoco.com

Mitchell Admin
Chief Executive Officer
✉ admin@yourcompany.example

Employee : Resume (detail of exp and skill/cert)

Resume	Work Information	Private Information	HR Settings
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RESUME

Experience

10/23/2017 - 06/23/2019

Robinson, Crawford and Norman

Psychiatric nurse

06/25/2014 - 04/25/2016

Parker, Roberson and Acosta

Science writer

05/28/2012 - 04/25/2014

Hill Group

Glass blower/designer

04/24/2012 - 05/26/2012

Burns, Lester and Cuevas

ADD

SKILLS

TIMELINE

Marketing

Public Speaking

L3

75 %

Email Marketing

L2

50 %

CMS

L1

25 %

Communication

L1

25 %

Programming Languages

Javascript

Elementary

25 %

ADD

Employee : Work Information

Resume

Work Information

Private Information

HR Settings

LOCATION

Work Address

My Company (San Francisco)
250 Executive Park Blvd, Suite 3400
San Francisco CA 94134
United States


APPROVERS

Time Off ?

Timesheet ?

Attendance ?


ORGANIZATION CHART



Mitchell Admin

Chief Executive Officer


8



Tina Williamson

Human Resources Manager

6



Doris Cole

Consultant

REMOTE WORK

Specify your default work location for each day of the week. This schedule will repeat itself each week.

Monday Unspecified

Tuesday Unspecified

Wednesday Unspecified

Thursday Unspecified

Friday Unspecified

Saturday Unspecified

Sunday Unspecified

SCHEDULE

Working Hours Standard 40 hours/week

Timezone ? Europe/Brussels

Employee : Private Information

PRIVATE CONTACT		FAMILY STATUS		WORK PERMIT	
Private Address	Street...		Marital Status	Single	
	Street 2...		Number of Dependent Children	0	
	City	State		ZIP	
	United States				
	Email	Doris.cole.LoveSong@example.com			
Phone					
Bank Account Number ?					
Language					
Home-Work Distance	0	Km			
Private Car Plate ?					
EMERGENCY		EDUCATION		CITIZENSHIP	
Contact Name	Certificate Level		Other		
Contact Phone	Field of Study				
	School				
		Nationality (Country)		Malaysia	
		Identification No		900723-14-2345	
		SSN No ?			
		Passport No			
		Gender		Female	
		Date of Birth		07/23/1990	
		Place of Birth		Hospital Sungai Besar	
		Country of Birth		Malaysia	

Upload your file

Employee : HR Setting(HR able to do setting for this employee)

Resume	Work Information	Private Information	HR Settings
--------	------------------	---------------------	-------------

STATUS

Employee Type ? Employee

Related User ?

ATTENDANCE/POINT OF SALE

INSZ or BIS number

PIN Code ?

Badge ID ?

Generate

APPLICATION SETTINGS

Billing Time Target 00:00

Hourly Cost \$25.00

Employee : Export the data

Employees

Employees

Departments

Reporting

Configuration

21 selected

Launch Plan

Print

Actions

Export

Archive

Unarchive

Duplicate

Send HR Documents Access Link

Delete

1-21 / 21

	Employee Na...	Work Phone	Work Email	Activiti...	Next Activity Deadli...		Job Position	Manager	
COMPANY									
All									
My Company (San Fra...	21								
DEPARTMENT									
All									
Management	20								
	<input checked="" type="checkbox"/>	Abigail Peterson	(555)-233-33...	abigail.peterson39@e...			Management / Profess...	Consultant	Tina Williams...
	<input checked="" type="checkbox"/>	Anita Oliver	(555)-497-48...	anita.oliver32@examp...			Management / Resear...	Experienced Developer	Ronnie Hart
	<input checked="" type="checkbox"/>	Audrey Peterson	(555)-276-79...	audrey.peterson25@e...			Management / Profess...	Consultant	Tina Williams...
	<input checked="" type="checkbox"/>	Beth Evans	(555)-532-38...	beth.evans77@examl...		My Company (San Fra...	Management / Resear...	Experienced Developer	Marc Demo
	<input checked="" type="checkbox"/>	Doris Cole	(555)-331-53...	doris.cole31@example...		My Company (San Fra...	Management / Profess...	Consultant	Tina Williams...
	<input checked="" type="checkbox"/>	Eli Lambert	(555)-169-13...	eli.lambert22@examl...		My Company (San Fra...	Management / Sales	Marketing and Comm...	Jeffrey Kelly
	<input checked="" type="checkbox"/>	Ernest Reed	(555)-518-82...	ernest.reed47@examp...		My Company (San Fra...	Management / Profess...	Consultant	Tina Williams...
	<input checked="" type="checkbox"/>	Jeffrey Kelly	(555)-264-73...	jeffrey.kelly72@examp...		My Company (San Fra...	Management / Sales	Marketing and Comm...	Jeffrey Kelly
	<input checked="" type="checkbox"/>	Jennie Fletcher	(555)-363-82...	jennie.fletcher76@exa...		My Company (San Fra...	Management / Resear...	Experienced Developer	Marc Demo
	<input checked="" type="checkbox"/>	Keith Byrd	(555)-505-51...	keith.byrd52@examl...		My Company (San Fra...	Management / Resear...	Experienced Developer	Marc Demo
	<input checked="" type="checkbox"/>	Marc Demo	+3281813700	gilles@odoo.com		My Company (San Fra...	Management / Resear...	Experienced Developer	Marc Demo
	<input checked="" type="checkbox"/>	Mitchell Admin	(555)-125-23...	admin@yourcompany....		My Company (San Fra...	Management	Chief Executive Officer	
	<input checked="" type="checkbox"/>	Paul Williams	(555)-262-16...	paul.williams59@exam...		My Company (San Fra...	Management / Resear...	Experienced Developer	Paul Williams
	<input checked="" type="checkbox"/>	Rachel Perry	(555)-267-37...	jod@odoo.com		My Company (San Fra...	Management / Sales	Marketing and Comm...	Jeffrey Kelly

Employee : Export the data

The screenshot shows the 'Export Data' dialog box in the Odoo application. The dialog is titled 'Export Data' and has a close button (X) in the top right corner. It contains the following elements:

- ☐ I want to update data (import-compatible export)
- Available fields**: A search bar and a list of fields with expand/collapse icons (+/-). The fields include: Able to see Remaining Time Off, Absent Today, Action Needed, Active, >Activities, Activity Exception Decoration, Activity State, Activity Type Icon, Additional Information, Additional Note, Allocation Display, and Allocation Remaining Display.
- Export Format**: Two radio buttons, 'XLSX' (selected) and 'CSV'.
- Fields to export**: A dropdown menu showing 'Details' and a trash icon. The list of fields includes: Badge ID, Employee Name, Identification No, Date of Birth, Gender, Company, Work Location, Department, Manager, Employee Type, Job Position, and Job Title.
- Buttons**: 'Export' and 'Close' buttons at the bottom left.

The background shows the Odoo interface with the 'Employees' menu item selected. The left sidebar has 'COMPANY' and 'DEPARTMENT' sections. The right sidebar shows a list of employees, including Tina Willia..., Ronnie Hart, and Marc Demo.

Maybe able to check the excel (sample) that I attach in the email
Filename: Employee (hr.employee)

U7													
	A	B	C	D	E	F	G	H	I	J	K	L	
1	Badge ID	Employee Name	Identification No	Date of Birth	Gender	Company	Work Location	Department	Manager	Employee Type	Job Position	Job Title	Field of Stu
2	3578	Abigail Peterson			Female	My Company (San Francisco)	Building 1, Second Floor	Management / Professional Services	Tina Williamson	Employee	Consultant	Consultant	
3	8511	Anita Oliver			Female	My Company (San Francisco)	Building 1, Second Floor	Management / Research & Development / R&D USA	Ronnie Hart	Employee	Experienced Developer	Experienced Developer	Cybersecur
4	5699	Audrey Peterson			Male	My Company (San Francisco)	Building 1, Second Floor	Management / Professional Services	Tina Williamson	Employee	Consultant	Consultant	
5	8756	Beth Evans			Female	My Company (San Francisco)	Building 1, Second Floor	Management / Research & Development	Marc Demo	Employee	Experienced Developer	Experienced Developer	Networking
6	7587	Doris Cole	900723-14-2345	1990-07-23	Female	My Company (San Francisco)	Building 1, Second Floor	Management / Professional Services	Tina Williamson	Employee	Consultant	Consultant	Graphic De
7	8542	Eli Lambert			Male	My Company (San Francisco)	Building 1, Second Floor	Management / Sales	Jeffrey Kelly	Employee	Marketing and Community Manager	Marketing and Community Manager	
8	6347	Ernest Reed			Male	My Company (San Francisco)	Building 1, Second Floor	Management / Professional Services	Tina Williamson	Employee	Consultant	Consultant	Advanced T
9	9452	Jeffrey Kelly			Female	My Company (San Francisco)	Building 1, Second Floor	Management / Sales	Jeffrey Kelly	Employee	Marketing and Community Manager	Marketing and Community Manager	
10	8574	Jennie Fletcher			Female	My Company (San Francisco)	Building 1, Second Floor	Management / Research & Development	Marc Demo	Employee	Experienced Developer	Experienced Developer	Computer S
11	7741	Keith Byrd			Male	My Company (San Francisco)	Building 1, Second Floor	Management / Research & Development	Marc Demo	Employee	Experienced Developer	Experienced Developer	Computer S
12	1457	Marc Demo			Male	My Company (San Francisco)	Building 1, Second Floor	Management / Research & Development	Marc Demo	Employee	Experienced Developer	Experienced Developer	Computer S
13	4569	Mitchell Admin			Male	My Company (San Francisco)	Building 1, Second Floor	Management		Employee	Chief Executive Officer	Chief Executive Officer	Civil Engine
14	8764	Paul Williams			Male	My Company (San Francisco)	Building 1, Second Floor	Management / Research & Development / R&D USA / Long Term Projects	Paul Williams	Employee	Experienced Developer	Experienced Developer	Mathemati
15	7452	Rachel Perry			Female	My Company (San Francisco)	Building 1, Second Floor	Management / Sales	Jeffrey Kelly	Employee	Marketing and Community Manager	Marketing and Community Manager	Artificial In
16	2547	Randall Lewis			Male	My Company (San Francisco)	Building 1, Second Floor	Management / Research & Development	Marc Demo	Employee	Experienced Developer	Experienced Developer	Marketing ,
17	6321	Roger Scott			Male	My Company (San Francisco)	Building 1, Second Floor		Tina Williamson	Employee			
18	1243	Ronnie Hart			Male	My Company (San Francisco)	Building 1, Second Floor	Management / Research & Development	Marc Demo	Employee	Chief Technical Officer	Team Leader	

Save Discard Settings

Search...

- General Settings
- Events
- CRM
- Sales
- Rental
- Calendar
- Social Media
- Referrals
- Website
- Purchase
- Inventory
- Manufacturing
- Maintenance
- Accounting
- Project
- Timesheets

Employees

Presence Control

- ☒ Based on attendances
- ☒ Based on user status in system

☐ Advanced Presence Control

Presence reporting screen, email and IP address control.

☒ Skills Management

Enrich employee profiles with skills and resumes

☒ Remote Work

Display remote work settings for each employee and dedicated reports. Presence icons will be updated with remote work location.

Work Organization

Company Working Hours

Set default company schedule to manage your employees working time

Standard 40 hours/week ▾ →


Employee Update Rights

☐ Employee Editing

Allow employees to update their own data

Employees Setting
feature

 My Company (San Francisco)

🔍  Employee ✕ Search...

December 2024

01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----

 Eli Lambert

10h / 176h



Attendances

Overview

Kiosk Mode

Reporting

Configuration



My Company (San Francisco)



New

Worked Hours



Check In: Day > Employee X Search...



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Employee



Check In

Check Out

Work Hours

Over Time



▼ 01 Nov 2024 (3)

14:30

00:00

▼ Abigail Peterson (2)

07:00

00:00



Abigail Peterson

11/01/2024 21:00:00

11/02/2024 01:00:00

04:00

00:00



Abigail Peterson

11/01/2024 16:00:00

11/01/2024 20:00:00

03:00

00:00

▼ Marc Demo (1)

07:30

00:00



Marc Demo

11/01/2024 16:21:00

11/01/2024 23:51:00

07:30

00:00

▼ 02 Nov 2024 (1)

07:06

07:06

▼ Marc Demo (1)

07:06

07:06



Marc Demo

11/02/2024 16:47:00

11/02/2024 23:53:00

07:06

07:06

▼ 03 Nov 2024 (1)

06:50

06:50

▼ Marc Demo (1)

06:50

06:50



Marc Demo

11/03/2024 16:32:00

11/03/2024 23:22:00

06:50

06:50

▼ 04 Nov 2024 (3)

15:20

00:20

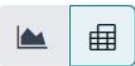
Attendance: Reporting (Pivot view)

Attendances Overview Kiosk Mode Reporting Configuration

My Company (San Francisco)

Attendances

Last 3 Months Check In: Week > Employee Search...



Measures Insert in Spreadsheet

Download xlsx

Total

Download xlsx

November 2024

+ 01 Nov 2024		+ 02 Nov 2024		+ 03 Nov 2024		+ 04 Nov 2024		+ 05 Nov 2024		+ 06 Nov 2024		+ 07 Nov 2024
Worked Hours	Over Time	Worked Hours	Over Time	Worked Hours	Over Time	Worked Hours	Over Time	Worked Hours	Over Time	Worked Hours	Over Time	Worked Hours
14:30	00:00	07:06	07:06	06:50	06:50	15:20	00:20	08:32	00:00	15:24	00:00	
07:00	00:00					07:00	00:00	04:00	00:00	08:00	00:00	
07:30	00:00	07:06	07:06	06:50	06:50	08:20	00:20	04:32	00:00	07:24	00:00	

Filename: Attendance (hr.attendance)

Employee Time Sheet						
	A	B	C	D	E	F
1	Employee	Check In	Check Out	Worked Hours	Over Time	
2	01 Nov 2024 (3)			14.50	0.00	
3	Abigail Peterson (2)			7.00	0.00	
4	Abigail Peterson	2024-11-01 18:30:00	2024-11-01 22:30:00	4.00	0.00	
5	Abigail Peterson	2024-11-01 13:30:00	2024-11-01 17:30:00	3.00	0.00	
6	Marc Demo (1)			7.50	0.00	
7	Marc Demo	2024-11-01 13:51:00	2024-11-01 21:21:00	7.50	0.00	
8	02 Nov 2024 (1)			7.10	7.10	
9	Marc Demo (1)			7.10	7.10	
10	Marc Demo	2024-11-02 14:17:00	2024-11-02 21:23:00	7.10	7.10	
11	03 Nov 2024 (1)			6.83	6.83	
12	Marc Demo (1)			6.83	6.83	
13	Marc Demo	2024-11-03 14:02:00	2024-11-03 20:52:00	6.83	6.83	
14	04 Nov 2024 (3)			15.33	0.33	
15	Abigail Peterson (2)			7.00	0.00	
16	Abigail Peterson	2024-11-04 18:30:00	2024-11-04 22:30:00	4.00	0.00	
17	Abigail Peterson	2024-11-04 13:30:00	2024-11-04 17:30:00	3.00	0.00	
18	Marc Demo (1)			8.33	0.33	
19	Marc Demo	2024-11-04 13:31:00	2024-11-04 21:51:00	8.33	0.33	
20	05 Nov 2024 (2)			8.53	0.00	
21	Abigail Peterson (1)			4.00	0.00	
22	Abigail Peterson	2024-11-05 18:30:00	2024-11-05 22:30:00	4.00	0.00	
23	Marc Demo (1)			4.53	0.00	
24	Marc Demo	2024-11-05 15:40:00	2024-11-05 20:12:00	4.53	0.00	
25	06 Nov 2024 (3)			15.40	0.00	
26	Abigail Peterson (2)			8.00	0.00	
27	Abigail Peterson	2024-11-06 15:30:00	2024-11-06 22:30:00	6.00	0.00	
28	Abigail Peterson	2024-11-06 13:30:00	2024-11-06 15:30:00	2.00	0.00	
29	Marc Demo (1)			7.40	0.00	
30	Marc Demo	2024-11-06 15:40:00	2024-11-06 23:04:00	7.40	0.00	

Save Discard Settings

Search...

General Settings

Events

CRM

Sales

Rental

Calendar

Social Media

Referrals

Website

Purchase

Inventory

Manufacturing

Maintenance

Accounting

Project

Timesheets

Modes

Kiosk Mode

Define the way the user will be identified by the application.

Barcode / RFID and Manual Selection



Attendances from Backend

Allow Users to Check in/out from Odoo.

Kiosk Settings

Barcode Source

Define the camera used for the barcode scan.

Front Camera



Employee PIN Identification

Use PIN codes (defined on the Employee's profile) to check-in.

Display Time

Choose how long the greeting message will be displayed.

10 seconds

Attendance Kiosk Url

Use this url to access your kiosk mode from any device. Warning, anybody with the link can access your kiosk.

https://72162256-17-0-all.runbot136.odoo.com/hr_atte...

Copy

If your address is compromised, you can refresh it to generate a new one.

[Generate a new Kiosk Mode URL](#)

Extra Hours

Attendance Setting
feature

Time Off Module



New Dashboard

Active Search...



Year Today 2024

Paid Time Off

12
DAYS AVAILABLE
(VALID UNTIL 12/31/2024)

Compensatory Days

129.2
HOURS AVAILABLE
(VALID UNTIL 12/31/2024)

New Allocation Request

January 2024

	S	M	T	W	T	F	S
1		1	2	3	4	5	6
2	7	8	9	10	11	12	13
3	14	15	16	17	18	19	20
4	21	22	23	24	25	26	27
5	28	29	30	31			

February 2024

	S	M	T	W	T	F	S
5					1	2	3
6	4	5	6	7	8	9	10
7	11	12	13	14	15	16	17
8	18	19	20	21	22	23	24
9	25	26	27	28	29		

March 2024

	S	M	T	W	T	F	S
--	---	---	---	---	---	---	---

April 2024

	S	M	T	W	T	F	S
--	---	---	---	---	---	---	---

- ☒ Time Off Type
- ☒ Compensatory Days
- ☒ Paid Time Off
- ☒ Sick Time Off

Legend

- ☒ Validated
- ☒ To Approve
- ☒ Refused

Mandatory Days

December 26, 2024 :
Company Celebration

Public Holidays

New Time Off Types

Search...

1-7 / 7

<input type="checkbox"/>	Display Name	Approval	Work Entry Type	
<input type="checkbox"/>	Paid Time Off	Approved by Time Off Officer	Paid Time Off	
<input type="checkbox"/>	Sick Time Off	No validation needed	Sick Time Off	
<input type="checkbox"/>	Unpaid	Approved by Time Off Officer	Unpaid	
<input type="checkbox"/>	Compensatory Days	Approved by Time Off Officer	Compensatory Time Off	
<input type="checkbox"/>	Extra Hours	No validation needed		
<input type="checkbox"/>	Parental Leaves	Approved by Time Off Officer		
<input type="checkbox"/>	Training Time Off	Approved by Time Off Officer		

Configure the type of time off

New Time Off Types
Paid Time Off

Allocations 7 Time Off 5.00

1 / 7 < >

Paid Time Off

EN

TIME OFF REQUESTS

- Approval ☐ No Validation
☐ By Time Off Officer
☐ By Employee's Approver
☒ By Employee's Approver and Time Off Officer

CONFIGURATION

Notified Time Off Officer Mitchell Admin

Take Time Off in Day

Deduct Extra Hours ☐

ALLOCATION REQUESTS

- Requires allocation ☒ Yes ☐ No Limit
Employee Requests ☒ Extra Days Requests Allowed
☐ Not Allowed
Approval ☒ Approved by Time Off Officer
☐ No validation needed

NEGATIVE CAP

Allow Negative Cap ☐

Configure the type of time off

Name

Annual Plan

Accrued Gain Time

At the start of the accrual period

At the end of the accrual period

Carry-Over Time

At the start of the year

At the allocation date

Other

Based on worked time

Company

Rules

after 1 Days

1.00000

Monthly on the 1 day of the month

Days,

Cap: 100.00 Days




Carry over: all


Configure the accrual plans



New

Mandatory Days



  Period: 2024  Search...



<input type="checkbox"/>	Name	Company	Start Date	End Date	Color 
<input type="checkbox"/>	Company Celebration	My Company (San Francisco)	12/26/2024	12/26/2024	

Configure the mandatory day that
employee need to be present/not
allow holidays

New Activity Types

Search...

1-12 / 12

< >

<input type="checkbox"/>	Name	Default Summary	Planned in	Type	Model	Icon	
<input type="checkbox"/>	Email		0 days	after previous activity deadline		fa-envelope	
<input type="checkbox"/>	Call		2 days	after previous activity deadline		fa-phone	
<input type="checkbox"/>	Meeting		0 days	after previous activity deadline		fa-users	
<input type="checkbox"/>	Time Off Approval		15 days	after previous activity deadline	Time Off	fa-sun-o	
<input type="checkbox"/>	Time Off Second Approve		0 days	after previous activity deadline	Time Off	fa-sun-o	
<input type="checkbox"/>	Allocation Approval		0 days	after previous activity deadline	Time Off Allocation	fa-sun-o	
<input type="checkbox"/>	To-Do		5 days	after previous activity deadline		fa-tasks	
<input type="checkbox"/>	Reminder		0 days	after previous activity deadline		fa-tasks	
<input type="checkbox"/>	Upload Document		5 days	after previous activity deadline		fa-upload	
<input type="checkbox"/>	Request Signature		2 days	after previous activity deadline			
<input type="checkbox"/>	Grant Approval		0 days	after previous activity deadline			
<input type="checkbox"/>	Leave to Refer		0 days	after previous activity deadline			

Configure the activity type to communicate with other employee

New **Allocations**
Allocation of Annual Leave: 0.00 days to ...

Validate Refuse To Approve Approved

Annual Leave

Time Off Type Annual Leave

Allocation Type ☐ Regular Allocation ☒ Accrual Allocation

Accrual Plan Annual Plan

Start Date 12/19/2024 **Run until** No Limit

Allocation 0.00 Days

Add a reason...

Mode By Employee

Employees

Mitchell Admin	Abigail Peterson	Anita Oliver
Audrey Peterson	Beth Evans	Doris Cole
Ernest Reed	Jeffrey Kelly	Jennie Fletcher
Marc Demo	Paul Williams	Rachel Perry
Randall Lewis	Roger Scott	Ronnie Hart
Sharlene Rhodes	Tina Williamson	Toni Jimenez
Walter Horton		

Configure the allocation leave either fix or accrual amount for employee