



Zoho People 5.0 Employee Handbook

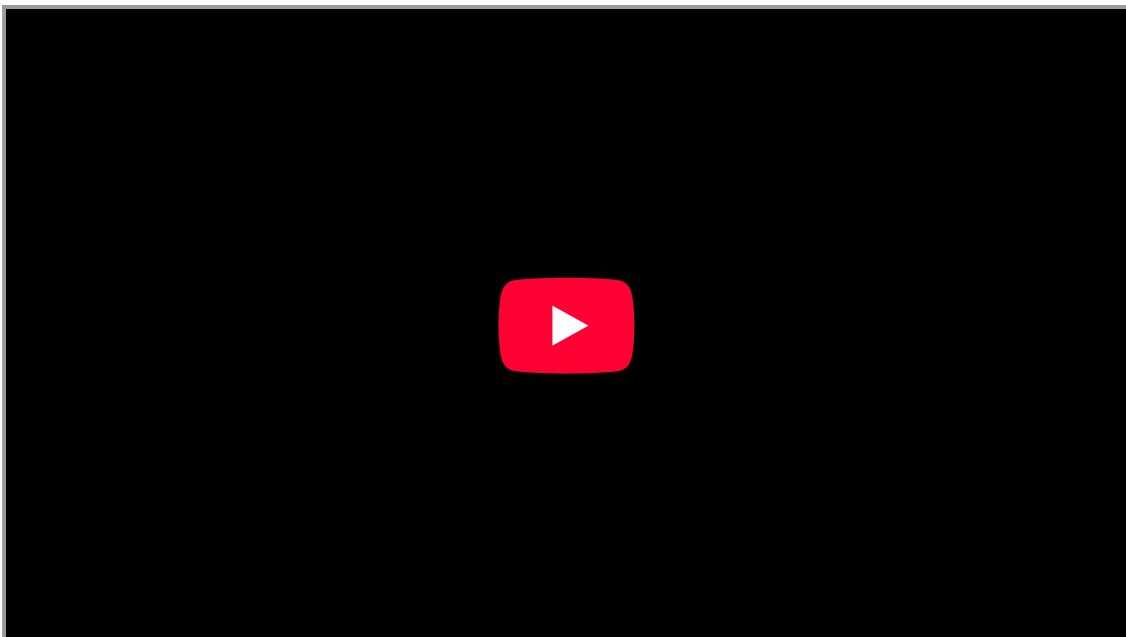
What is Zoho People 5.0?

[Zoho People](#) is a cloud-based HR software that focuses on an enhanced workplace experience for HR, managers, and all employees. Zoho People aims to help automate and simplify all employee HR process requirements.

What is the Employee Handbook?

The Employee Handbook guides employees on using Zoho People to access the various HR services and functions easily. Zoho People empowers employees to handle many HR tasks independently, reducing the need for constant follow-ups with HR. From applying for leave, marking attendance, and submitting timesheets to viewing announcements and tracking job hours, employees can handle daily activities effortlessly. It also promotes seamless communication and team collaboration. With the [Zoho People mobile app](#), employees can access Zoho People services directly from their smartphones for added convenience.

❗ This guide is intended for general non-administrator users of Zoho People (default "Team Member" role) in Zoho People.



Zoho People Employee UI Preview

① Just getting started.

We recommend starting with the [Home Page](#) link below

Quick Navigation

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- [Correct your attendance records \(regularization\)](#)
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 - [Adding jobs to log time](#)
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 - [View and add projects](#)
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 - [Access performance related features and data](#)
 - [View your KRA](#)
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 - [View performance reports](#)
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