



Home Tab for Employees

What is the Home tab in Zoho People?

The Home tab is the landing page for Zoho People. The first tab that is presented is the Overview page with a quick shortcut to Check-in, see hours clocked, your reporting manager, department members, and more. The main attraction is the Activities List, which presents you with all the important data and actions for the present day.

The screenshot shows the Zoho People Home tab interface with several callout boxes highlighting key features:

- Navigate to Team and Organization Tabs:** Points to the 'Team' and 'Organization' tabs in the top navigation bar.
- Notifications and Search:** Points to the search and notification icons in the top right corner.
- Access Other Services:** Points to the 'Activities' menu in the top navigation bar.
- View and Edit Profile:** Points to the 'View Profile' and 'Personal Preferences' options in the user profile dropdown.
- Raise a query:** Points to the 'Raise a query' button in the top right corner.
- Check-in:** Points to the 'Check-in' button on the user's profile card.
- Adjust Personal Preferences:** Points to the 'Personal Preferences' option in the user profile dropdown.
- Profile, Reporting Manager, Department Members Info:** Points to the 'Department Members' list on the left side of the dashboard.
- Daily Updates:** Points to the 'Daily Updates' section at the bottom of the dashboard.
- Navigate to Services, Reports:** Points to the 'Reports' icon in the left sidebar.

What can you do from the Home tab in Zoho People?

Overview tab

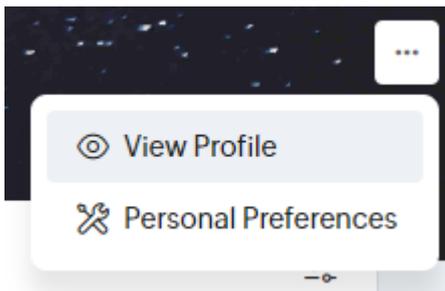
Here is what you can do in **Home > My Space** tab, which is the default tab:

- Check in for the day and see how many hours you have clocked in. (Based on your organization's preferences)
- Activities:
See your work schedule, receive reminders, participate in surveys, view course updates, work anniversary updates, see upcoming holidays, mark absent days as leave, HR process updates, and more.
- **Feeds** tab lets you follow up on the latest announcements and updates. Yes, you can post an announcement too!
- View or edit your profile information (**Ellipses icon** > **View Profile**).
- See your reporting manager and department members information.
- See many informative widgets (**Home** > **My Space** > **Dashboard**).
- Adjust your personal settings (**Ellipses icon** > [Personal settings](#)).
- Check your available **Leave** (time-off) and **Attendance** history.
- Access Payroll (Zoho Payroll users)

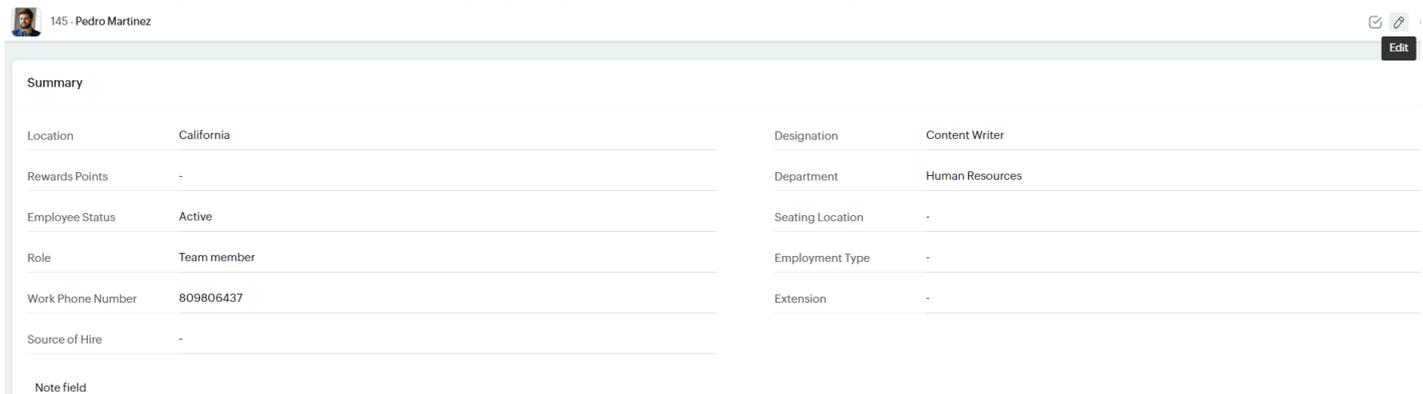
View and update your profile

To view and update your profile from the **Home** > **My Space** page:

1. Click on the three dots (ellipses icon) on the top-right corner and select **View Profile**.



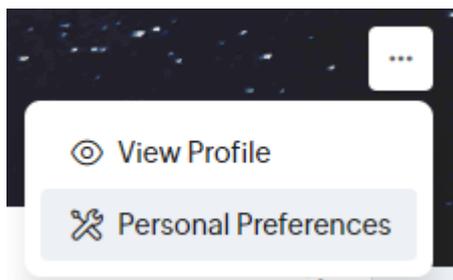
2. Once inside, you can view your employee profile. To make changes, click on the **Edit** icon.



Adjust personal preferences

Personal Settings lets you customize the profile picture, cover image, and locale settings such as the language, time zone, and country. You can also choose to share or hide certain personal information on the dashboard with others in your organization. You can enable or disable feeds-related notifications from here and finally set up delegations.

1. From the **Home** > **My Space** tab, click on the three dots (ellipses icon) on the top-right corner and select **Personal Preferences**.



2. Make the necessary changes based on your preferences

The screenshot displays a user profile for Pedro Martinez, a Content Writer. The profile header includes a profile picture and a background image of Earth from space. Below the header, the 'General' settings tab is active. The 'Change Cover Image' section shows a row of ten cover image thumbnails, with the first one selected. The 'Locale settings' section contains three dropdown menus: 'Language' set to 'English', 'Country' set to 'Canada', and 'Time Zone' set to 'China Standard Time'. The 'Permissions' section has four toggle switches, all of which are currently turned off. The 'Feeds Notification' section has three toggle switches, all of which are currently turned on.

General

Change Cover Image

Locale settings

Language: English
Country: Canada
Time Zone: China Standard Time

Permissions

Define if you would like to share or hide certain personal information in the dashboard with others in your organization

- Hide my birthday
- Hide my wedding anniversary
- Hide my work anniversary
- Hide mobile number

Feeds Notification

- Notify when someone mentions me in a post/comment
- Notify when someone posts a message to the department
- Notify when someone posts a message to the group

Search for and contact a colleague

Use the search bar visible on top to quickly search for any employee, view related information, and see options to contact them.

The screenshot displays the Zoho People interface for an employee profile. At the top right, there is a 'Search' button. Below it, a search bar contains the name 'randall'. The profile card for 'HR204 - Randall Gladstone' is shown, including his photo, name, department (Information Technology), and employee ID (1242). A 'Remote In' status indicator is visible. The profile details section includes contact information (phone: 1242, mobile: +91 74568932, location: Mumbai, time zone: IST), reporting manager (Christine Spalding), and a 'View Profile' button. A 'Chat / Call / Video Call Options' overlay is present on the right side of the profile. Three callout boxes with arrows point to specific elements: 'See Status' points to the 'Remote In' status, 'Contact Information' points to the phone number, and 'View Full Profile' points to the 'View Profile' button.

Apply leave for days marked absent

This card will appear in your **Home > My Space > Activities** list, reminding you to apply leave for days marked absent.

Simply hover your pointer over these days to view an option to **Apply Leave**

The screenshot shows a notification card with a globe icon and the title 'Apply leave for the days on which attendance is marked as absent.' Below the title, there are five buttons, each representing a date and the number of days absent: '13 Sep, Friday 1 day', '09 Sep, Monday 1 day', '05 Sep, Thursday 1 day', '27 Aug, Tuesday 1 day', and '26 Aug, Monday 1 day'.

Calendar tab

Access the calendar tab from **Home > My Space > Calendar** to view information on absences, holidays, and attendance hours.

Dec 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 Present 12:30 Hrs	2 Present 04:00 Hrs
3	4 Present 12:30 Hrs	5 Present 12:30 Hrs	6 Present 12:30 Hrs	7 Present 12:30 Hrs	8 Present 12:30 Hrs	9 Present 04:00 Hrs
10 Present 20:19 Hrs	11 Present 12:30 Hrs	12 Present 12:30 Hrs	13 Present 12:30 Hrs	14 Present 12:30 Hrs	15 Present 12:30 Hrs	16 Present 04:00 Hrs
17	18 Present 12:30 Hrs	19 Present 12:30 Hrs	20 Present 12:30 Hrs	21 Present 12:30 Hrs	22 Present 12:30 Hrs	23 Present 04:00 Hrs
24	25 Christmas(Holiday)	26 Boxing Day (Holi...) Present 12:30 Hrs	27 Vacation Leave Present 12:30 Hrs	28 Vacation Leave	29 Vacation Leave	30 Present 04:00 Hrs

Dashboard tab

View insightful widgets from **Home > My Space > Dashboard** tab, These widgets can be rearranged and disabled if required ( icon).

Overview **Dashboard** Calendar

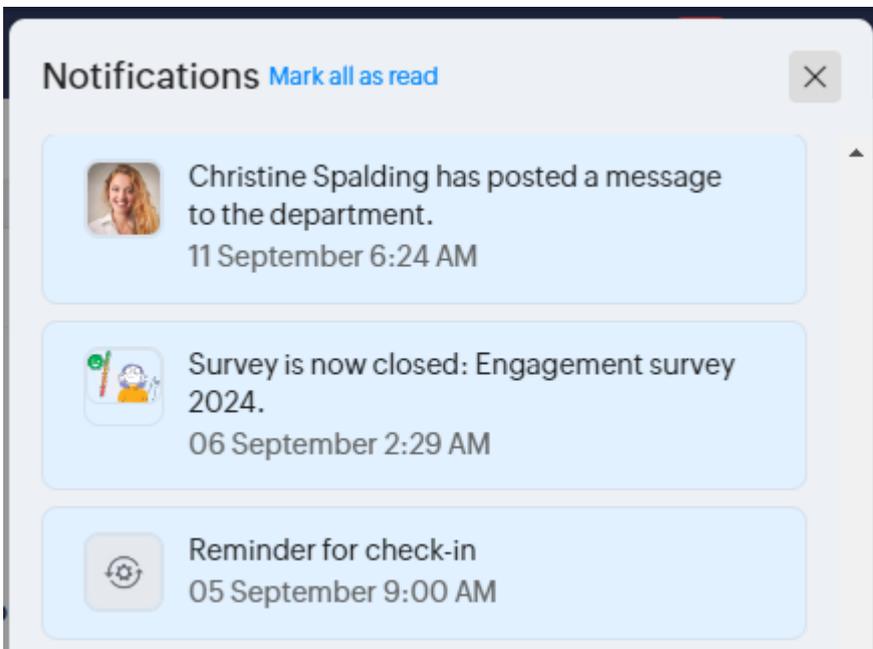
The screenshot shows the Zoho Dashboard interface. At the top, there are navigation tabs for Overview, Dashboard, and Calendar. The main area is divided into several widgets:

- On Leave Today:** Shows annual leave for ZY134 - Rebecca.
- My Files:** Displays organization files such as Company Handbook, Social Media Policy- APAC, Social Media Policy, and Zylker Announcement.pdf.
- Favorites:** Lists favorite contacts like ZY194 - Anitha, 144 - Silver, ZY134 - Rebecca, 1237 - Mary, and ZY157 - Albert.
- Announcements:** Shows recent announcements like 'General physician and Cardiologist @Zylker' and 'Update on WFH policy'.
- New Hires:** Displays new hires, including ID Z1013 - A...
- My Goals:** A section for tracking personal or professional goals.
- Quick Links:** A section for accessing frequently used links.

 On the right side, a 'Customize widgets' panel is open, showing a list of all widgets with toggle switches to enable or disable them. The 'On Leave Today' widget is currently disabled.

View notifications

Click on the bell icon () on the top to view your notifications.



Raising a query

Ask a question



Use the () icon on the top-right corner to quickly raise a query (case). On clicking here, you will be moved to the Cases service, where you can choose a category to open a query, follow up on your cases, view the FAQ and more.

