



Admin guide

For the company owner (admin) and HR. Employees and team leaders have their own Employee guide.

Edition of 22 October 2026 · Help centre: hrbingo.com/help

HR Bingo is part of Huminivex · Powered by Huminivex · Created by Elinsys

Screens in this guide are from the sample company "Demo Industries (sample)". Names and figures are made up.

Contents

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Addresses, the four kinds of people, passwords

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The owner’s first day, setting up and running a company, how leave works

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Menus by role

Before you start

Where to sign in

Who	Address (beta)	Signs in with
Everyone in your company	<code>https://<company>.beta.hrbingo.com/app</code> for example <code>huminovex.beta.hrbingo.com/app</code>	The email their company admin gave them a login for

Each company has its own address (its *subdomain*) and its own separate database. A login for one company does not work in another. When HR Bingo goes live the addresses become `<company>.hrbingo.com/app`.

The four kinds of people

	What they do	Part
Company owner (admin)	The first login of a company, made when it is enrolled: usually the owner, or the person they choose. Everything in the company, including logins, roles, approval flows, billing and the time zone. In the app this role is called <i>Admin</i> ; a company can have more than one.	1
HR	Same screens as the admin except logins, the company settings page and Huminovex support. Runs attendance, leave, payroll, letters and exits.	1
Manager / team leader	Sees and approves for the people who report to them, plus their own <i>My space</i> .	Employee guide
Employee	Their own <i>My space</i> : clock in and out, leave, payslips, expenses, letters, resignation.	Employee guide

Passwords

- A new login is handed over in one of two ways: a **welcome email** with a link where the person chooses their own password (best), or a **one-time password** shown once on screen, passed on in person or by phone.
- Everyone changes their password from the round initials button at the top right › **Profile**.
- Nobody at Huminovex will ask for a password, OTP or login code by chat or email.

PART 1

Company owner (admin) and HR

For the company's owner (the admin), the HR team. Address:

`<company>.beta.hrbingo.com/app`. The menu on the left only shows the modules the company has.

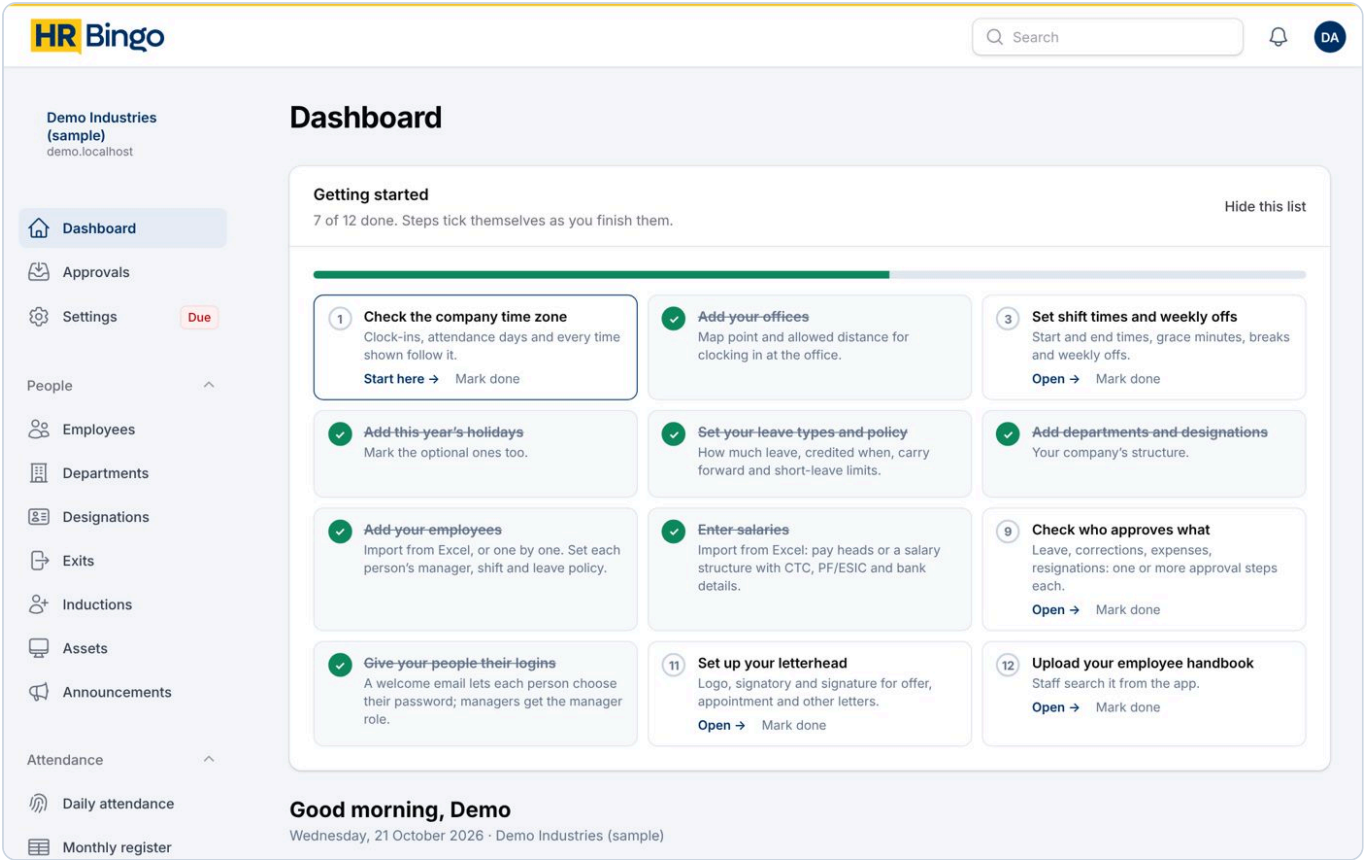
1.0 The owner's first day: setting up before adding staff

When a company is enrolled, its **owner** gets the first login (role *Admin*), for example the address and email Huminivex set up for you. Before inviting anyone, set the company up in this order. The **Getting started** list on your dashboard follows the same steps and ticks each one as you finish it.

- 1 **Sign in** at <company>.beta.hrbingo.com/app (or hrbingo.com/sign-in) with your email and the temporary password. Change it at once: initials button at the top right > **Profile** > **New password**.
- 2 **Settings** > **Company**: check the **time zone**; under **Email replies** give your HR email (replies from staff go there).
- 3 **Settings** > **Office locations** > **Add office location**: name, map point and how close staff must be to clock in.
- 4 **Time & leave** > **Shifts**: open the default shift and set start and end times, break, grace minutes and weekly offs (add more shifts if needed).
- 5 **Time & leave** > **Holidays** > **Add holiday**: this year's holidays; tick the optional ones.
- 6 **Settings** > **Leave types** and **Settings** > **Leave policies**: how much casual, sick and earned leave, credited when, carry forward, short-leave limits.
- 7 **People** > **Departments** and **People** > **Designations**: your structure.
- 8 **Add yourself as an employee** if you also clock in, take leave or get a payslip: **People** > **Employees** > **New employee** with *your own login email*, then : **More** > **Give login**. Your owner login is linked to that record and you get *My space* too.
- 9 **People** > **Employees** > **Import** (Excel) or **New employee** for everyone else: manager, shift and leave policy for each.
- 10 **Payroll** > **Salaries**: each salary, or **Import from Excel** (pay heads, or a salary structure with the CTC).
- 11 **Settings** > **Approval flows**: who approves leave, corrections, shift changes, expenses and resignations.
- 12 **Give logins**: **People** > **Employees** > : **More** > **Give login** > **Email a welcome link**. Each person chooses their own password from the email.
- 13 **Letters** > **Templates** > **Letterhead and signatory**, and **Settings** > **Employee handbook**.

Tip. Menus follow your package: a section you do not see (for example Payroll or Letters) is not in your plan. Settings > Billing shows your plan and invoices; Settings > Huminivex support lets Huminivex open your company for a set time if you want help.

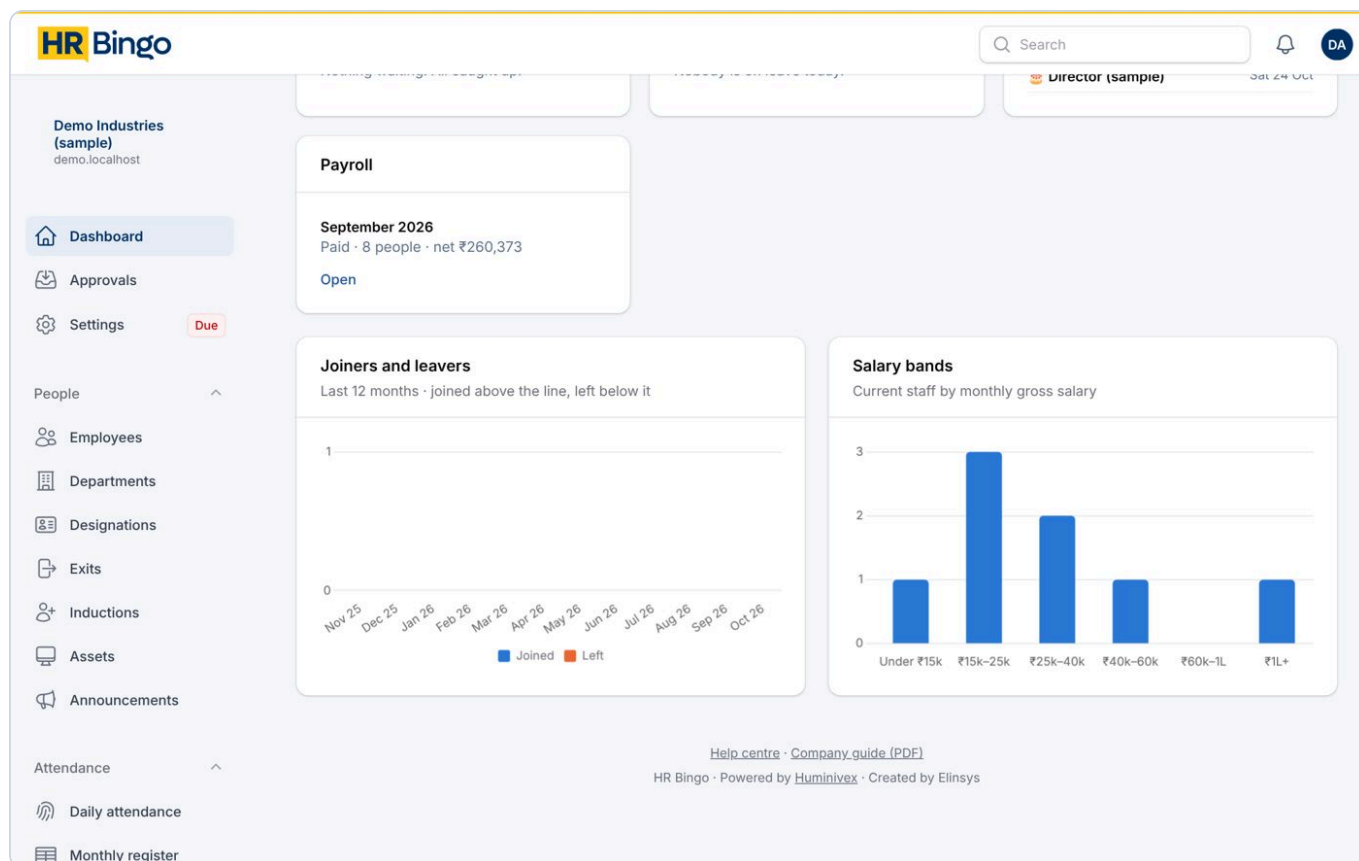
1.1 Dashboard



Company dashboard for the admin: the Getting started list on top, then today's attendance, requests waiting, who is on leave, celebrations and the latest payroll.

Getting started (admins only) lists the setup steps of 1.2. Each step ticks itself when the work is done (for example once an office is added), or tick it with **Mark done**; **Start here** marks the next one. **Hide this list** when you no longer need it.

The menu on the left starts with **Dashboard**, **Approvals** and **Settings**, then the sections of the modules your company has. The bell at the top right shows notifications (1.10).



Lower on the dashboard: people at a glance, payroll, joiners and leavers over 12 months (joined above the line, left below), and salary bands.

- **People at a glance:** staff now, joined and left this month, probation ending, on notice and joining soon.
- **Joiners and leavers:** the last 12 months on one chart. **Salary bands:** how many current staff earn in each band of monthly gross (payroll users only).
- **Celebrations:** birthdays and work anniversaries in the next 7 days. On the day, the person sees a greeting and colleagues can press **Wish**.
- Reminders, such as closing the leave year, stay at the top until done.

The numbers are live: **At work**, **Late**, **Not in yet**, **On leave**, **Absent** and **Off today** (weekly off or holiday). HR people who are also employees see their own *My day* clock-in card on top.

1.2 First-time setup, in this order

Do these once when a company starts. Each step uses what the previous one set up.

#	Where	What to do
1	Settings > Company	Check the time zone and the current time shown.
2	Settings > Office locations	Add each office with its map point and allowed distance. Office clock-ins further away are refused. Clock-in rules sets how many clock-ins a day are allowed.
3	Time & leave > Shifts	Shift times, break, grace minutes and weekly offs. Mark one shift as default.
4	Time & leave > Holidays	This year's holidays; mark optional ones.

#	Where	What to do
5	Settings > Leave types and Settings > Leave policies	Casual, sick, earned... how much is credited and when, carry forward, short-leave limits. Every switch is explained in 1.11.
6	People > Departments, People > Designations	The company's structure.
7	People > Employees > Import	Upload all staff from Excel, or add them one by one with New employee . Set each person's reporting manager, shift and leave policy.
8	Payroll > Salaries > Import from Excel	Monthly salary per pay head, PF/ESIC choice, tax regime and bank details. Download the Excel template first.
9	Settings > Approval flows	Who approves leave, short leave, corrections, shift changes, expenses and resignations.
10	People > Employees > More > Give login	One login per person. Managers automatically get the manager role.
11	Letters > Templates	Letterhead and signatory, then check each letter's wording.
12	Settings > Employee handbook	Upload the handbook (Word or PDF); staff can search it.

Automatic. Importing employees and salaries does not send joining or increment letters for old data; letters start only for changes made after the import.

1.3 People

HR Bingo

Search

Demo Industries (sample)
demo.localhost

Employees > List

Search

Dashboard

Approvals

Settings Due

People

Employees

Departments

Designations

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Announcements

Attendance

Daily attendance

Monthly register

Corrections

Shift roster

Code	Name	Department	Reports to	Joined	Status	
HMX-S01	Director (sample) Director	Management	—	01 Apr 2018	Active	Edit ⋮
HMX-S02	HR Manager (sample) HR Manager	HR & Payroll	Director (sample)	15 Jun 2020	Active	Edit ⋮
HMX-S03	Team Lead (sample) Recruiter	Recruitment	Director (sample)	11 Jan 2021	Active	Edit ⋮
HMX-S04	Recruiter A (sample) Recruiter	Recruitment	Team Lead (sample)	03 Jul 2023	Active	Edit ⋮
HMX-S05	Recruiter B (sample) Recruiter	Recruitment	Team Lead (sample)	19 Feb 2024	Active	Edit ⋮
HMX-S06	HR Executive (sample) HR Executive	HR & Payroll	HR Manager (sample)	05 Sep 2022	Active	Edit ⋮
HMX-S07	Accountant (sample) Accountant	Accounts	Director (sample)	22 Nov 2021	Active	Edit ⋮
HMX-S08	Operations (sample) Operations Executive	Operations	Director (sample)	18 Aug 2025	Active	Edit ⋮

Showing 1 to 8 of 8 results

Per page

10

People > Employees. Edit opens the full profile; ⋮ More holds Give login, Issue a letter and Delete.

HR Bingo

Search

DA

Demo Industries (sample)

demo.localhost

Employees > List

Employees

Import

New employee

Dashboard

Approvals

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Daily attendance

Monthly register

Corrections

Shift roster

Search

0

Code	Name	Department	Reports to	Joined	Status	
HMX-S01	Director (sample) Director	Management	—	01 Apr 2018	Active	<a>Edit <a>
HMX-S02	HR Manager (sample) HR Manager	HR & Payroll	Director (sample)	15 Jun 2020	Active	<a>Edit <a>
HMX-S03	Team Lead (sample) Recruiter	Recruitment	Director (sample)	11 Jan 2021	Active	<a>Edit <a>
HMX-S04	Recruiter A (sample) Recruiter	Recruitment	Team Lead (sample)	03 Jul 2023	Active	<a>Edit <a>
HMX-S05	Recruiter B (sample) Recruiter	Recruitment	Team Lead (sample)	19 Feb 2024	Active	<a>Edit <a>
HMX-S06	HR Executive (sample) HR Executive	HR & Payroll	HR Manager (sample)	05 Sep 2022	Active	<a>Edit <a>
HMX-S07	Accountant (sample) Accountant	Accounts	Director (sample)	22 Nov 2021	Active	<a>Edit <a>
HMX-S08	Operations (sample) Operations Executive	Operations	Director (sample)	18 Aug 2025	Active	<a>Edit <a>

Showing 1 to 8 of 8 results

Per page 10

Give login

Issue a letter

Delete

The [:](#) More menu on an employee: Give login (or Reset login), Issue a letter, Delete.

HR Bingo

Search

DA

Demo Industries (sample)

demo.localhost

Employees > List

Employee

Import

New employee

Dashboard

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Daily attendance

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Corrections

Short leave

Shift roster

Shift changes

Search

0

Code	Name	Department	Reports to	Joined	Status	
HMX-S01	Director (sample) Director	Management	—	01 Apr 2018	Active	<a>Edit <a>
HMX-S02	HR Manager (sample) HR Manager	HR & Payroll	Director (sample)	15 Jun 2020	Active	<a>Edit <a>
HMX-S03	Team Lead (sample) Recruiter	Recruitment	Director (sample)	11 Jan 2021	Active	<a>Edit <a>
HMX-S04	Recruiter A (sample) Recruiter	Recruitment	Team Lead (sample)	03 Jul 2023	Active	<a>Edit <a>
HMX-S05	Recruiter B (sample) Recruiter	Recruitment	Team Lead (sample)	19 Feb 2024	Active	<a>Edit <a>
HMX-S06	HR Executive (sample) HR Executive	HR & Payroll	HR Manager (sample)	05 Sep 2022	Active	<a>Edit <a>
HMX-S07	Accountant (sample) Accountant	Accounts	Director (sample)	22 Nov 2021	Active	<a>Edit <a>
HMX-S08	Operations (sample) Operations Executive	Operations	Director (sample)	18 Aug 2025	Active	<a>Edit <a>

Showing 1 to 8 of 8 results

Per page 10

Give login

Issue a letter

Delete

Give login

Creates a login for Recruiter B (sample) with their email (recruiter.b@demo.test).

How to hand it over

Email a welcome link: they choose their own password

Show a one-time password to hand over

Email is not set up yet (Super Admin > Billing and messages), so only a one-time password is possible.

Submit

Cancel

Give login: a welcome email or a one-time password. Email must be set up by Huminivex for the first choice.

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HR Bingo Search DA

Demo Industries (sample) demo.localhost

Employees > HR Manager (sample) > Edit

Edit HR Manager (sample) Delete

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Personal

Employee code* Gender

First name* Last name

Email Mobile

Date of birth Address

Job

Date of joining* Probation end date

Department Designation

Reporting manager Shift

Leave policy Employment type*

Status*

More about the person

Aadhaar is stored encrypted.

Statutory and bank

For payroll, PF/ESIC returns and the bank file.

An employee's profile: personal, job, statutory and bank details and documents.

- **New employee** or **Import** from Excel. Employee code, joining date and department are what most screens use.
- **Give login** creates a login: email a **welcome link** (they choose their own password; the link lasts 7 days and works once) or show a **one-time password** to hand over. **Reset login** does the same for someone who is locked out.
- **Joining checklist** at the top of each employee's page: reporting manager, shift, leave (policy and this year's credit), login, salary, bank and statutory details. Each line is ticked when done; fix the open ones before the person starts.
- **People > Exits**: resignations and exits (see 1.8).
- **People > Announcements**: messages to all staff, shown in the app and on everyone's phone.
- The list opens on **current staff**; the filters beside Search show people who have left, or everyone.

Changing many people at once

HR Bingo

Search

DA

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Demo Industries (sample)
demo.localhost

Employees > List

Employees

Import New employee

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Monthly register

Show

Department

Status

Employment type

Current staff

All

All

All

Deleted records

Without deleted record

Change for selected

Change shift

Change leave policy

Change reporting manager

Select all 8 Deselect all

Status

2 records selected

Code	Name	Department	Reports to			
☒	HMX-S01	Director (sample) Director	Management	—	01 Apr 2018	Active Edit
☒	HMX-S02	HR Manager (sample) HR Manager	HR & Payroll	Director (sample)	15 Jun 2020	Active Edit
☐	HMX-S03	Team Lead (sample) Recruiter	Recruitment	Director (sample)	11 Jan 2021	Active Edit
☐	HMX-S04	Recruiter A (sample) Recruiter	Recruitment	Team Lead (sample)	03 Jul 2023	Active Edit
☐	HMX-S05	Recruiter B (sample) Recruiter	Recruitment	Team Lead (sample)	19 Feb 2024	Active Edit
☐	HMX-S06	HR Executive (sample) HR Executive	HR & Payroll	HR Manager (sample)	05 Sep 2022	Active Edit
		Accountant (sample)				

Tick people, then Change for selected: shift, leave policy or reporting manager.

Tick the people (or the box at the top for the page), then **Change for selected > Change shift, Change leave policy or Change reporting manager**. A shift can be changed **from today on**, or **only for these dates** (it goes on the shift roster), for example a night shift for one week.

Online induction (add-on)

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Search

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Inductions > List

Inductions

Start an induction a few days before someone joins: they get a private link to send their details and documents and agree to the policies; you check them, meet them, and their account opens on the joining day.

Induction settings Start an induction

Status

All

Search

Name	Joins on	Sent so far	Induction	Status
Rohan Desai	02 Nov 2026	0 of 2 documents · 0 of 3 agreed	Not scheduled	Link sent Open
Kavya Sharma	26 Oct 2026	0 of 5 documents · 0 of 3 agreed	Not scheduled	Link sent Open

Showing 1 to 2 of 2 results

Per page 10

Help centre · Company guide (PDF)

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People > Inductions: joiners, their joining dates, what they have sent and the induction meeting.

- 1 **Start an induction** a few days before someone joins: name, mobile, email, joining date, documents to collect and what they must read and agree to.
- 2 The joiner gets a private link (email, or **Link** > Send it on WhatsApp). It opens with the last 4 digits of their mobile.
- 3 They fill in their details, upload each document and agree to the handbook, induction presentation, job description and your statements. Each agreement is recorded with date and time.
- 4 **Check documents:** accept, or **Ask again** with a reason. **Schedule induction:** in person, or online with a Teams or Zoom link.
- 5 **Make the employee:** the employee record is made with their details and documents. Their login opens by itself on the joining day. Then **Joined** or **Did not join**.

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Inductions > View

Induction: Rohan Desai

Link

Schedule induction

Cancel

Rohan Desai

· joins 02 Nov 2026 · 9898044556

Link sent

Waiting for the joiner: Your details, Aadhaar, PAN, Agree: I have read and agree to the company's leave, attendance and..., Agree: I will keep the company's and its clients' information confi..., Agree: The details and documents I have given are true; false infor....

Documents

Aadhaar

Waiting

PAN

Waiting

Agreed to

I have read and agree to the company's leave, attendance and code of conduct policies.

I will keep the company's and its clients' information confidential, during and after my employment.

The details and documents I have given are true; false information may end my employment.

Details sent

Not yet.

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One induction: documents, agreements and the next step.

1.4 Attendance

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Time & leave

Holidays

Leave requests

Attendance, today Sunday, 18 Oct 2026

Work out the day

Search

1

Active filters

Day: 18/10/2026

×

Employee	Status	Clock in	Clock out	Worked	Where	
Director (sample) HMX-S01	Not in yet	—	—	—	—	Punches Add punch
HR Manager (sample) HMX-S02	Not in yet	—	—	—	—	Punches Add punch
Team Lead (sample) HMX-S03	Not in yet	—	—	—	—	Punches Add punch
Recruiter A (sample) HMX-S04	Not in yet	—	—	—	—	Punches Add punch
Recruiter B (sample) HMX-S05	Not in yet	—	—	—	—	Punches Add punch
HR Executive (sample) HMX-S06	Not in yet	—	—	—	—	Punches Add punch
Accountant (sample) HMX-S07	Not in yet	—	—	—	—	Punches Add punch
Operations (sample) HMX-S08	Not in yet	—	—	—	—	Punches Add punch

Showing 1 to 8 of 8 results

Per page 25

Attendance > Daily attendance: everyone's status today, clock-in and clock-out, worked hours and where (office, home, other).

- **Punches** shows every clock-in, break and clock-out of the day; **Add punch** lets HR add a missed one.
- The list shows **current staff** who had joined by that day. The filter **Show** > *People who have left* or *Everyone* brings back those who have left.
- **Work out the day** recalculates the day after changes (it also runs automatically each night at the company's midnight).
- **Attendance** > **Monthly register**: the whole month at a glance; **Download sheet (PDF)**. Pick the **Month** beside Search. The tinted band shows the totals: P, A, L, HD, WO, H, Late, Early and Hours worked. Click a name for that person's month; click a day for its clock-ins, places, breaks and hours.
- **Attendance** > **Corrections** and **Attendance** > **Short leave**: requests from staff, or made by HR for someone.
- **Attendance** > **Shift roster**: put people on a different shift for particular days. **Attendance** > **Shift changes**: requests from staff.

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Time & leave

Holidays

Leave requests

Leave balances

Monthly attendance register

P present · HD half day · A absent · L leave · ½L half-day leave · H holiday · WO weekly off

Month

October 2026

Department

All

Download sheet (PDF)

Employee	P	A	L	HD	WO	H	Late	Early	Hours	1 Th	2 Fr	3 Sa	4 Su	5 Mo	6 Tu	7 We	8 Th	9 Fr	10 Sa	11 Su
Director (sample) HMX-S01	13	1	0	0	2	2	2	5	97:09	P	H	P	WO	A	P	P	P	P	P	WO
HR Manager (sample) HMX-S02	12	2	0	0	2	2	1	4	90:11	P	H	P	WO	P	P	P	P	P	P	WO
Team Lead (sample) HMX-S03	12	2	0	0	2	2	2	3	93:58	P	H	P	WO	P	P	P	P	P	P	WO
Recruiter A (sample) HMX-S04	14	0	0	0	2	2	0	7	106:43	P	H	P	WO	P	P	P	P	P	P	WO
Recruiter B (sample) HMX-S05	13	1	0	0	2	2	2	5	99:09	P	H	P	WO	P	P	P	A	P	P	WO
HR Executive (sample) HMX-S06	13	1	0	0	2	2	3	3	100:08	P	H	P	WO	P	P	P	P	A	P	WO
Accountant (sample) HMX-S07	14	0	0	0	2	2	2	5	104:11	P	H	P	WO	P	P	P	P	P	P	WO

Monthly attendance register: the month's totals on the tinted band, then each day.

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HR Bingo

Search

DA

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Director (sample), Wednesday, 07 Oct 2026

Status

Present

Clock in

09:39 AM

Clock out

06:38 PM

Breaks

0:51

Worked

8:08

09:39 AM Clock in · Office · [map](#) (1 m from office) Mobile app

01:31 PM Break start (Lunch) · Office Mobile app

02:22 PM Break end · Office Mobile app

06:38 PM Clock out · Office · [map](#) (1 m from office) Mobile app

Close

Team Lead (sample) HMX-S03	12	2	0	0	2	2	2	3	93:58	P	H	P	WO	P	P	P	P	P	P	WO
Recruiter A (sample) HMX-S04	14	0	0	0	2	2	0	7	106:43	P	H	P	WO	P	P	P	P	P	P	WO
Recruiter B (sample) HMX-S05	13	1	0	0	2	2	2	5	99:09	P	H	P	WO	P	P	P	A	P	P	WO
HR Executive (sample) HMX-S06	13	1	0	0	2	2	3	3	100:08	P	H	P	WO	P	P	P	P	A	P	WO
Accountant (sample) HMX-S07	14	0	0	0	2	2	2	5	104:11	P	H	P	WO	P	P	P	P	P	P	WO

Click a day: status, times, breaks, hours worked and where each clock-in was made.

Working hours and unauthorised absence

Payroll > Monthly payroll > Overtime, late coming, absence holds the rules that turn attendance into pay:

HR Bingo

Time & leave

Holidays

Leave requests

Leave balances

Shifts

Short leave

Expenses

Expense claims

Payroll

Monthly payroll

Salaries

Additions and deduct...

Loans and advances

Full and final

Salary file formats

Salary structures

Pay heads

Overtime, late coming, absence

Overtime

Pay overtime

Late coming

Cut pay for late coming

Working hours

Half day when less than (hours worked)

Half the shift

e.g. 4.5. Empty: half the shift's hours.

Absent when less than (minutes worked)

Off

e.g. 30: a clock-in and out with almost no work counts as absent.

Cut pay for a monthly shortfall of hours on full days

Hours each full day should have (the shift, Saturday's shorter hours included) against hours worked, over the month.

Unauthorised absence

Deduct more for unauthorised absence

HR marks days in Attendance > Absences to review: absent with no leave, or leave without its document. Nothing is deducted until HR marks a day.

Overtime, late coming, working hours and unauthorised absence: each switched on only if your policy says so.

- **Late coming:** free late marks a month, then a day's pay (or half) for every so many. Leaving early can count as a late mark.
- **Working hours:** a half day when fewer hours are worked than you set (e.g. 4½), absent below a few minutes, and an optional cut for a monthly shortfall of hours.
- **Unauthorised absence:** 1½, 2, 2½ or 3 days' pay for a day absent without leave. **Attendance > Absences to review** lists absences with no leave and leave without its document; HR marks each **Unauthorised** or **Normal unpaid day**. The employee is told and may explain under **Absence notices**. Please confirm the rule with your CA first.

1.5 Approvals, leave and holidays

Approvals (top of the menu) is the inbox for everything waiting for your decision: leave, short leave, corrections, shift changes, expense claims and resignations. **Details** shows the full request; **Approve** or **Reject** with a comment.

The screenshot shows the HR Bingo 'Approvals' page. The sidebar on the left contains navigation links: Dashboard, Approvals (2), My space, My attendance, My leave, My payslips, My expenses, My letters, Resignation, People, Employees, Attendance, and Daily attendance. The main content area is titled 'Approvals' and 'Requests waiting for your decision.' It displays a table with two requests:

Type	Employee	Request	Step	Waiting since	Actions
Leave	Recruiter A (sample) HMX-S04	Casual leave · 24-25 Oct 2026 · 1 day(s)	1	11 hours ago	Details Approve Reject
Expense claim	Recruiter A (sample) HMX-S04	EXP-2026-0001 · Candidate drive at client site (sample) · ₹470	1	11 hours ago	Details Approve Reject

Below the table, it shows 'Showing 1 to 2 of 2 results' and a 'Per page 10' dropdown.

Approvals inbox (shown here for a team leader with two requests).

- **Time & leave > Leave requests:** every leave request with its status and who it is waiting for; **Apply leave for an employee**. Filter by **Month** and sort by the leave dates.
- **Time & leave > Leave balances:** balances per person; **History** and **Adjust**. **Credit leave now** credits at once what is due (it also runs every night). **Close leave year**, once at the end of the leave year, carries forward, encashes and lapses unused days; the dashboard reminds you until it is done.
- A leave type never used can be deleted; a used one is switched off with **In use**.
- **Balance sheet (Excel)** downloads every current employee with today's balances, one column per leave type code (CL, SL, EL...). **Upload balances** sets each balance to the figure on the sheet: every row is checked first, and if any is wrong nothing is saved. Credits due so far are made first, so the balance after the upload is exactly your figure; later credits come on top.

HR Bingo

Q Search

DA

Attendance

Daily attendance

Monthly register

Corrections

Shift roster

Shift changes

Time & leave

Holidays

Leave requests

Leave balances

Shifts

Short leave

Expenses

Expense claims

Payroll

Monthly payroll

Leave balances

Balances for leave year 2026. Days in requests waiting for approval are still included.

Credit leave now

Close leave year

Q Search

1

Active filters

Leave year: 2026

X

Employee	CL	SL	EL		
Director (sample) HMX-S01	8	5	12.5	History	Adjust
HR Manager (sample) HMX-S02	8	5	12.5	History	Adjust
Team Lead (sample) HMX-S03	8	5	12.5	History	Adjust
Recruiter A (sample) HMX-S04	8	5	12.5	History	Adjust
Recruiter B (sample) HMX-S05	8	5	12.5	History	Adjust
HR Executive (sample) HMX-S06	8	5	12.5	History	Adjust
Accountant (sample) HMX-S07	7	5	12.5	History	Adjust
Operations (sample) HMX-S08	8	5	12.5	History	Adjust

Showing 1 to 8 of 8 results

Per page 10

Time & leave > Leave balances.

1.6 Expenses

Expenses > Expense claims: claims with receipts go through the expense approval flow and are then paid with salary, by bank or in cash. HR can also **Make a claim for an employee.**

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1.7 Payroll

HR Bingo

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DA

Time & leave

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Leave requests

Leave balances

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Short leave

Expenses

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Salaries

Additions and deduct...

Full and final

Salary file formats

Salary structures

Pay heads

CRM

Monthly payroll > List

Monthly payroll

Work out a month from salaries, attendance, leave, additions and expense claims; check it; lock it; mark it paid.

Payroll settings

Overtime and late coming

Work out a month

Month	People	Gross	Net pay	Status
September 2026	8	₹273,534	₹260,373	Paid

Showing 1 result

Per page 10

Paid 05 Oct 2026

Payroll > Monthly payroll.

- 1

Check **Payroll > Additions and deductions** for the month: arrears, incentives, overtime, advances, loan recovery.
- 2

Work out a month: HR Bingo takes salaries, attendance, leave, additions and approved expense claims and works out every payslip with PF, ESIC, PT, LWF and TDS.
- 3

Open the month and check each payslip. Fix any input and work it out again.
- 4

Lock it when correct, then **Mark paid** with the date. Payslips appear for staff and the bank file can be downloaded.

HR Bingo

Search

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Time & leave

Holidays

Leave requests

Leave balances

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Full and final

Salary file formats

Salary structures

Pay heads

CRM

Monthly payroll > Payroll · September 2026

Payroll · September 2026

Download

Paid · 8 people · gross ₹273,534 · net pay ₹260,373 · paid 05 Oct 2026

Search

Employee	Paid days	Gross	PF	ESIC	Deductions	Net pay	
Director (sample) HMX-S01	26 4 unpaid	₹104,000	₹0	₹0	₹200	₹103,800	Payslip
HR Manager (sample) HMX-S02	29 1 unpaid	₹38,668	₹2,552	₹0	₹2,752	₹35,916	Payslip
Team Lead (sample) HMX-S03	30	₹32,000	₹2,160	₹0	₹2,360	₹29,640	Payslip
Recruiter A (sample) HMX-S04	28 2 unpaid	₹16,800	₹1,232	₹126	₹1,558	₹15,712	Payslip
Recruiter B (sample) HMX-S05	29 1 unpaid	₹18,934	₹1,218	₹143	₹1,561	₹17,373	Payslip
HR Executive (sample) HMX-S06	29 1 unpaid	₹23,200	₹1,624	₹0	₹1,824	₹21,376	Payslip
Accountant (sample) HMX-S07	28 2 unpaid	₹26,132	₹1,792	₹0	₹1,992	₹24,140	Payslip
Operations (sample) HMX-S08	30	₹13,800	₹1,080	₹104	₹1,384	₹12,416	Payslip

Showing 1 to 8 of 8 results

Per page 10

One month's payroll: paid days, gross, PF, ESIC, deductions and net pay per person; Download for the bank file and registers.

- **Payroll > Salaries:** Set salary from a date. A change is a revision; earlier months keep the old salary.
- **Payroll > Full and final:** leave encashment, gratuity, notice pay and recoveries for people leaving; **Statement, Finalise.**
- **Payroll > Salary file formats:** the Excel or CSV layout your bank needs for bulk salary upload.
- **Payroll > Pay heads:** Basic, HRA, allowances... and whether each counts for PF wages, ESIC, tax and unpaid-day cuts.
- On **Payroll > Salaries: History** shows a person's revisions; **Earlier this year** enters pay given this financial year before HR Bingo (for correct TDS); **Excel template** and **Import from Excel** set many salaries at once.
- The bank file: open the month > **Download** > your bank's format.

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Loans and salary advances

The screenshot shows the HR Bingo interface for 'Loans and advances'. The left sidebar contains navigation links: Leave balances, Shifts, Short leave, Expenses (Expense claims), Payroll (Monthly payroll, Salaries, Additions and deduct..., Loans and advances, Full and final, Salary file formats, Salary structures), Pay heads, CRM (Clients and leads, Field visits), and a search bar. The main content area has a 'Back' button and a 'List' link. Below the title 'Loans and advances', there is a description: 'Loans and salary advances: approved ones to pay out, and the EMI each takes from salary. What is left at exit goes into the full and final settlement.' and an 'Add an existing loan' button. A filter section shows 'Status' and 'Type' dropdowns, both set to 'All'. A search bar is also present. The table below lists three entries:

Employee	Number	Amount	EMI	Left to repay	Status
Team Lead (sample) HMX-S03	LN-0003 Loan	₹60,000 Interest free	₹5,000 × 12	—	Waiting for approval
HR Manager (sample) HMX-S02	LN-0002 Salary advance	₹20,000 Interest free	₹10,000 × 2 from Sep 2026	₹20,000	Being repaid Statement
Director (sample) HMX-S01	LN-0001 Loan	₹100,000 Interest free	₹10,000 × 10 from Sep 2026	₹100,000	Being repaid Statement

Showing 1 to 3 of 3 results. Per page: 10.

Help centre · Company guide (PDF)
HR Bingo · Powered by Huminivex · Created by Elinsys

Payroll > Loans and advances: amount, EMI, what is left to repay and the status.

- Off until switched on: **Payroll > Monthly payroll > Loans and advances**. Set the limit (times the monthly gross, a fixed amount, or the lower), interest or interest free, longest repayment, EMI cap, months of service and one loan at a time. Salary advances have their own limit.
- Staff ask under **My space > My loans**; it goes through the *Loan* approval flow. **Pay out** picks the salary month the EMI starts with; the EMI is then cut from each payslip.
- **More: Skip a month, Change EMI, Record a repayment.** **Statement** shows every EMI. **Add an existing loan** for one given before HR Bingo, with what was already repaid.
- What is left goes into the full and final. A cheap or interest-free loan over ₹20,000 adds a perk value for TDS (not medical loans).

1.8 Letters and exits

Letters are made from the company's own templates, on its letterhead, with a reference number, and saved as PDF in the employee's documents.

HR Bingo

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Field visits

Letters

Letters

Templates

Letter templates > List

Letter templates

Your own wording for each letter. Letters are made from these on a click, or automatically when someone joins, is confirmed, gets a raise or leaves.

Letterhead and signatory

Upload a Word draft

New template

↕

Q Search

Name	Made	For	In use
Offer letter Offer letter	Only when HR issues it	Everyone	✓ <a>Edit
Appointment letter Appointment letter	When the employee is added Draft for HR to check	Everyone	✓ <a>Edit
Confirmation letter Confirmation letter	When probation ends Draft for HR to check	Everyone	✓ <a>Edit
Increment letter Increment letter	When the salary is revised Draft for HR to check	Everyone	✓ <a>Edit
Relieving letter Relieving letter	When the full and final settlement is paid Draft for HR to check	Everyone	✓ <a>Edit
Experience letter Experience letter	When the full and final settlement is paid Draft for HR to check	Everyone	✓ <a>Edit
Full and final settlement letter Full and final settlement letter	When the full and final settlement is paid Draft for HR to check	Everyone	✓ <a>Edit

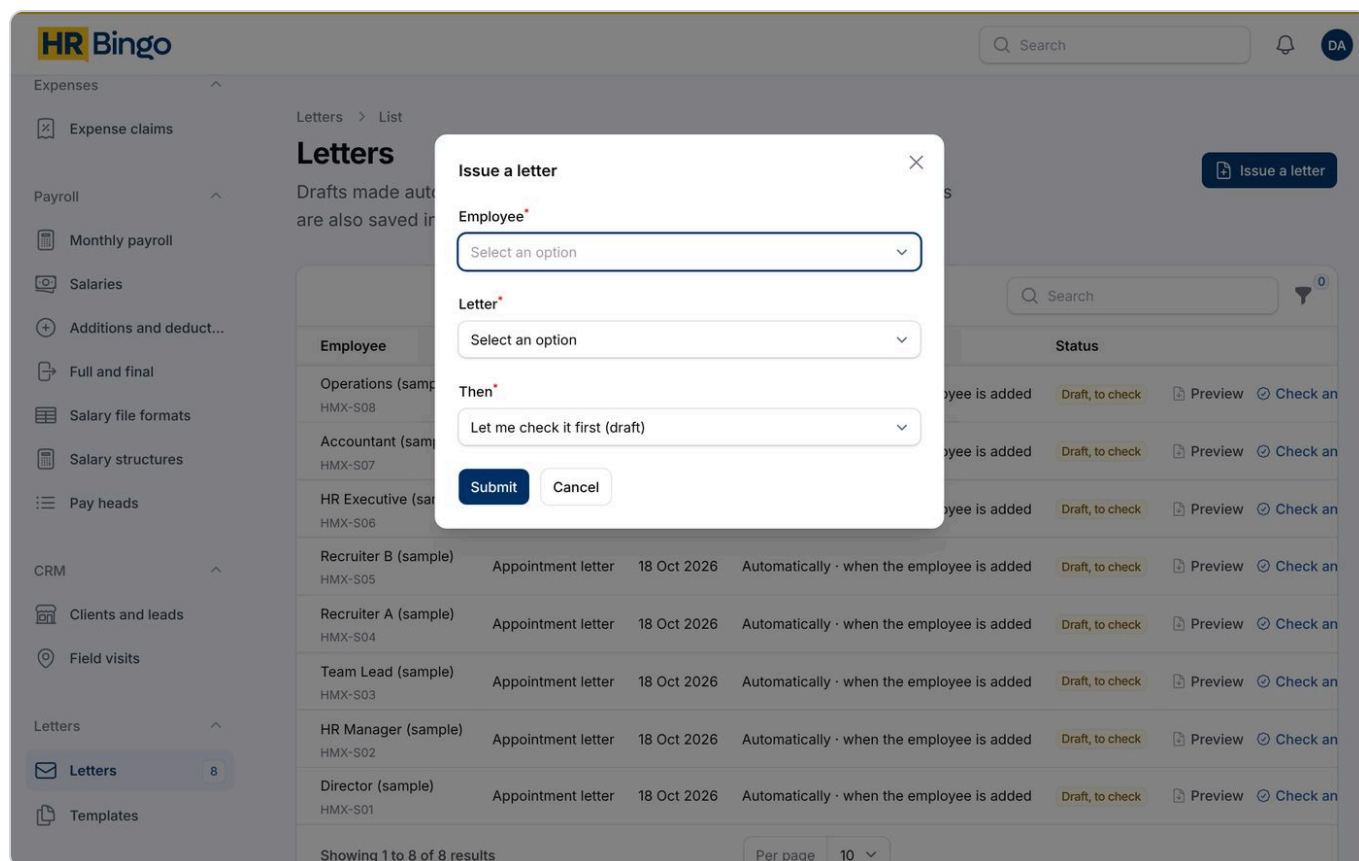
Showing 1 to 7 of 7 results

Per page 10

Letters > Templates: offer, appointment, confirmation, increment, relieving, experience and full and final letters, each with when it is made.

Letter	Made automatically when
Appointment	An employee is added
Confirmation	The probation end date arrives
Increment	A salary is revised
Relieving, experience, full and final	The full and final settlement is paid
Offer and any other	Only when HR issues it

- Set the letterhead once: **Letterhead and signatory**. Choose a layout (classic, logo on the left, centred, minimal, or your own header and footer pictures), your colour, and the address, phone, email and website for the footer. **Preview letterhead** shows a sample.
- Edit any template's wording, or **Upload a Word draft** of your own; blanks become fields that fill in by themselves (name, designation, salary table, dates...).
- Automatic letters wait as **drafts** in **Letters > Letters**. Open, **Check and issue**. Issued letters show in the employee's *My letters*.
- To make one by hand: **Issue a letter**, pick the person and letter, and choose whether to check it first or issue straight away.



Issue a letter by hand.

Letters the employee signs, and printing

- On a template, **Employee signs it:** with a one-time code (a 6-digit code by email) or with Aadhaar eSign (through Leegality; until Leegality is set up, the email code is used). New companies have the appointment letter on Aadhaar eSign and the resignation acceptance and no-dues on the code. **Days to sign** sets the sign-by date (7 by default).
- The employee reads it in *My letters* on the web or in the app. Until they sign, they only get a copy marked **"Copy for reading: not accepted"** with their name and the date; the clean signed copy comes after signing, with an "Accepted and signed electronically" box and a certificate page.
- Every issued letter has a **QR code**. Scanning it shows whether the letter is genuine and where it stands: signed, waiting, not accepted, not signed in time, or withdrawn.
- The employee is reminded after 2 days. After 5 days, and when a letter is not accepted or not signed in time, it shows in HR's **morning message**. In **Letters > Letters** the tabs **Waiting for signature** and **Not accepted or not signed in time** show them with counts.
- The employee can press **I don't agree** and say why; HR is told at once. Then **Issue again** (same wording, new reference and date) or **Withdraw**.
- The full and final cannot be marked paid, so relieving and experience letters are not issued, until the **no-dues declaration** is signed. The Exits list shows "Acceptance letter not signed" or "No-dues not signed".
- View** opens a letter in the browser; **Download** saves it as *Employee Name - Letter type.pdf*. **For letterhead paper** gives a copy with only the margins, to print on your printed letterhead (set the margins in Letterhead and signatory).
- An Annexure always starts on a new page, and tables are not split across pages.

Exits, step by step

- 1 **Resignation.** The employee resigns from the profile menu (top right) > **Leaving the company**: reason, a note, the notice terms, and agree. HR can also use **Record an exit** in **People > Exits** for a termination, retirement or a resignation on paper.
- 2 **Decision.** The approver can **Accept** (sets the last working day and who takes over the work), **Hold** to talk first, mark **Stays after discussion**, or **Not accept** with a reason. On acceptance the **resignation acceptance letter** is issued for the employee to sign with a code.
- 3 **Clearances during notice.** An exit checklist is made: handover (confirmed by the person taking over), manager, IT, admin, accounts, company assets still held, the exit interview and no-dues. Each person sees their own lines in **People > Exit clearances**; lines with nobody set fall to HR. When all are cleared, the **no-dues declaration** is issued for the employee to sign.
- 4 **Last day.** At 9 am on the last day the manager, IT and HR are told. The full and final is prepared 3 days before and is due within 2 working days of leaving.
- 5 **Close exit.** After the last day the person shows as *Left, formalities open* and can still sign in to finish their part. **Close exit** switches off the login, records whether you would rehire them, and sends them a private **documents link** for 90 days (letters, payslips, full and final, Form 16).

Absconding. **Record an exit** > kind *Absconding*, with the date the absence began. A notice letter is emailed to their work and personal email with a link to reply; with no reply in 7 days a final notice goes out. Then **Returned to work** or **Close as absconding**. Edit the notice wording in Letters > Templates to match your policy.

Exit settings (in **People > Exits**): when notice starts, notice in probation, leave during notice, who clears IT, admin and accounts, the exit interview questions, and the days to reply to an absconding notice. Reports > People has **Attrition** and **Exit reasons**.

1.9 Settings

Settings in the menu opens one page of cards, grouped as *Company*, *Attendance and leave* and *Expenses and policies*. Each card says what it is for; you see only the ones your role may open (HR does not see Logins & roles or Billing). In this guide, "Settings > Office locations" means: open Settings, then the Office locations card.

HR Bingo

Q Search

DA

Demo Industries (sample)
demo.localhost

Dashboard

Approvals

Settings Due

People

Employees

Departments

Designations

Exits

Announcements

Attendance

Daily attendance

Monthly register

Corrections

Shift roster

Settings

COMPANY

Company

Time zone, and where replies to staff emails go.

Logins & roles

Who can sign in, and as admin, HR, manager or employee.

Billing Due

Your plan, invoices, payments and billing details.

Huminivex support

Let Huminivex open your company for a set time, and see every visit.

ATTENDANCE AND LEAVE

Office locations

Offices on the map and how close staff must be to clock in.

Leave policies

Leave rules for each group of staff, including short leave.

Leave types

Casual, sick, earned... how much, credited when, carried forward.

Approval flows

Who approves leave, corrections, shifts, expenses and resignations.

EXPENSES AND POLICIES

Expense categories

Travel, food, per-km rates, limits and when a receipt is needed.

Employee handbook

Your handbook and policies that staff search from the app.

Settings: every company setting on one page.

HR Bingo

Q Search

DA

Demo Industries (sample)
demo.localhost

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Approval flows > List

Approval flows

Who approves each kind of request. A step with nobody to approve it (for example, no reporting manager) is skipped.

Request type	Approved by	Needs approval	
Leave	Reporting manager → Role: HR	✓	Edit
Short leave	Reporting manager	✓	Edit
Attendance correction	Reporting manager → Role: HR	✓	Edit
Shift change	Reporting manager → Role: HR	✓	Edit
Expense claim	Reporting manager → Role: HR → Role: Management (admin)	✓	Edit
Resignation	Reporting manager → Role: HR	✓	Edit

Settings > Approval flows: who approves each kind of request. A step with nobody to approve it is skipped.

Page	Use it for
Settings › Logins & roles	Every login and its role (Admin, HR, Manager, Employee). New login for someone who is not an employee, such as an accountant.
Settings › Company	The company time zone and the current local time. Change time zone if the company works outside India. Email replies : emails to your staff go out under your company name; when someone replies, it reaches this address (usually your HR email).
Settings › Office locations	Offices and allowed clock-in distance; clock-in rules.
Settings › Leave policies, Settings › Leave types	Leave rules per group of staff.
Settings › Approval flows	Approval steps for each request type.
Settings › Expense categories	Travel, food... with limits.
Settings › Employee handbook	Upload the handbook; see what staff search for.
Settings › Huminivex support	Allow Huminivex to open your company for a set time, and see every visit.
Settings › Billing	Admin only, for companies billed through HR Bingo: your plan, invoices with Pay now , PDFs and receipts, and Billing details (legal name, GSTIN, address, email and mobile for invoices).

Demo Industries (sample)
demo.localhost

Dashboard
Approvals
Settings Due

People

Employees
Departments
Designations
Exits
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Attendance

Daily attendance
Monthly register
Corrections
Shift roster

Billing

Your plan

HR
₹99 per employee a month + GST
8 active employees
Paid until **16 Oct 2026**

Invoices go to

Demo Industries Pvt Ltd (sample)
GSTIN 24AAACD1234E1Z5
accounts@demo.test · 9825000000

Invoices

Invoice	Period	Amount	Status	
HBSPL-HRB-26-27/2 17 Oct 2026	17 Oct – 16 Nov 2026	₹935.00	Due by 24 Oct 2026	Pay now PDF
HBSPL-HRB-26-27/1 17 Sep 2026	17 Sep – 16 Oct 2026	₹6,833.00	Paid 17 Sep 2026	PDF Receipt

You can also pay by bank transfer to the account on the invoice; please mention the invoice number.

Billing details

Settings › Billing: plan, paid-until date, invoices with Pay now, PDF and receipt.

HR Bingo

Search

DA

Demo Industries (sample)
demo.localhost

Company

Email replies Change time zone

Time zone

Asia/Kolkata
It is now Sunday, 18 October 2026, 03:55 PM for your company.

Emails to your staff

Sent by HR Bingo as **Demo Industries (sample)**. Replies go to **admin@demo.test** (the first admin; change it with Email replies).

Dashboard Approvals Settings **Due**

People

Employees Departments Designations Exits Announcements

Attendance

Daily attendance Monthly register Corrections Shift roster

Settings > Company: the company's time zone, current local time and where email replies go.

1.10 Notifications

The **bell** at the top right holds the same notifications as the mobile app: new requests to approve, decisions on your own requests, reminders to clock in or out, announcements, holidays added, payslips ready. Click one to open the page it is about; it is then read in the app too.

- **Late-coming summary:** once a day, managers get their own team's late arrivals, HR and the admin get everyone's. Only the admin can switch it off, at the bottom of the bell.
- The person who came late is told too, with the time and how many minutes after the shift start.
- Empty lists say what the page is for and which button to start with.

1.11 How leave works

Leave is set up in three layers. Set them in this order.

HR Bingo

DA

Demo Industries (sample)

demo.localhost

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Leave policies

A company can run several leave policies (office staff, factory workers ...).
Each has its own leave types and rules; every employee follows one.

Add leave policy

Name	Leave types	Short leave	Employees
Standard Sample rules: replace with Huminivex's own	4	2 a month, up to 120 min	0 + everyone without a policy Default Leave types Edit

Settings > Leave policies: each policy with its leave types, short-leave limit and number of employees.

Layer	What it is	Where
1. Leave policy	A group of staff who share the same leave rules: for example <i>Standard</i> for office staff, <i>Factory</i> for workers. Every company starts with Standard , the default policy. Most companies need only this one.	Settings > Leave policies
2. Leave types	The leaves inside a policy: Casual (CL), Sick (SL), Planned or Earned (PL/EL), Leave without pay (LWP)... each with its own rules.	Settings > Leave types
3. Balances	How many days each person has. Credited automatically from the leave types; opening balances on moving to HR Bingo are entered once with Adjust .	Time & leave > Leave balances

Each employee follows one policy (chosen on the employee's page; empty = the default policy). A person on *Standard* sees only the leave types under *Standard*.

Tip. Starting fresh? Keep **Standard** as it is and add your leave types under it. Create a second policy only when a group of staff really has different leave (for example factory workers with no planned leave).

Leave policy: short leave

Short leave (a few hours out: late coming, early going, out in between) belongs to the policy. **Times a month:** how many short leaves are allowed (empty = none under this policy). **At most (minutes) each:** the longest one allowed. **Kinds allowed:** none ticked = all kinds.

Leave type › Basics

Field	What it means
Leave policy, Name, Code	Which policy the leave belongs to, its full name (<i>Planned leave</i>) and the short code shown on registers and in the app (<i>PL</i>).
Paid leave with a balance	On for any leave with yearly days: casual, sick, planned, earned. People get days, take leave from that balance, and are paid for them. Off only for <i>leave without pay</i> : no balance, never runs out, and the days are cut from salary. Switching it on shows two more tabs, Credit and balance and Year end .
Half days allowed	Staff can apply for half a day (0.5 is taken from the balance).
In use	Off stops new requests for this leave without deleting it; its history and balances stay. Use it to retire a leave type.
Count weekly offs	What happens to a Sunday (or the shift's weekly off) inside a leave. Leave from Saturday to Monday: off = 2 days, on = 3 days. On is the "sandwich" rule some companies use.
Count holidays	The same for company holidays: on means a holiday inside the leave is taken from the balance too.
Order in lists	Where it appears in drop-downs and balance cards: 1 first, then 2... For example Casual 1, Sick 2, Planned 3, Leave without pay 9.

Important. The most common mistake: leaving **Paid leave with a balance** off for a normal leave such as Planned or Casual. It then behaves as unpaid leave and the Credit and balance tab does not appear.

Leave type › Who can take it

Field	What it means
Only for	Limit to one gender, for example maternity leave for women. Empty = everyone.
Employment types	Permanent, contract, trainee... None ticked = all.
After days of service	E.g. 90: can be taken from the 91st day after joining.
Only after probation	Can be taken only once the person is confirmed.

Leave type › Limits per request

Field	What it means
At least / At most (days)	Shortest and longest leave in one request.
At most times a year	How many requests of this leave a person may make in a year.
Apply at least (days ahead)	Notice needed when staff apply themselves. HR can always enter leave.
Past dates allowed (days back)	How far back staff may apply. Empty = any; 0 = no past dates.
Document needed beyond (days)	E.g. 2 for sick leave: a medical certificate is asked for leave longer than 2 days.

Leave type > Credit and balance (paid leave only)

Field	What it means
Days a year	The yearly entitlement, e.g. 12.
Credited	All at the start of the leave year; every month (a twelfth each month, e.g. 1 day a month for 12); or only when HR adds it (maternity, comp off).
Joiners get a share for months left	Someone joining in July gets half the yearly days, not all of them.
Joiner's share rounded to	Nearest half day, whole day, or exact.
Can go below zero	Allows leave beyond the balance; it is recovered from later credits. Below zero by at most sets a limit (empty = no limit).

Leave type > Year end (paid leave only)

At the end of the leave year, carry forward is applied first, then encashment; whatever is left lapses.

Field	What it means
Carry forward to next year	Unused days move to the next year. At most caps it (empty = all). Use carried days within (months) : carried days lapse if not used in that time.
Encash (paid out with salary)	Unused days are paid with salary. At most caps it (empty = all that is left after carry forward).

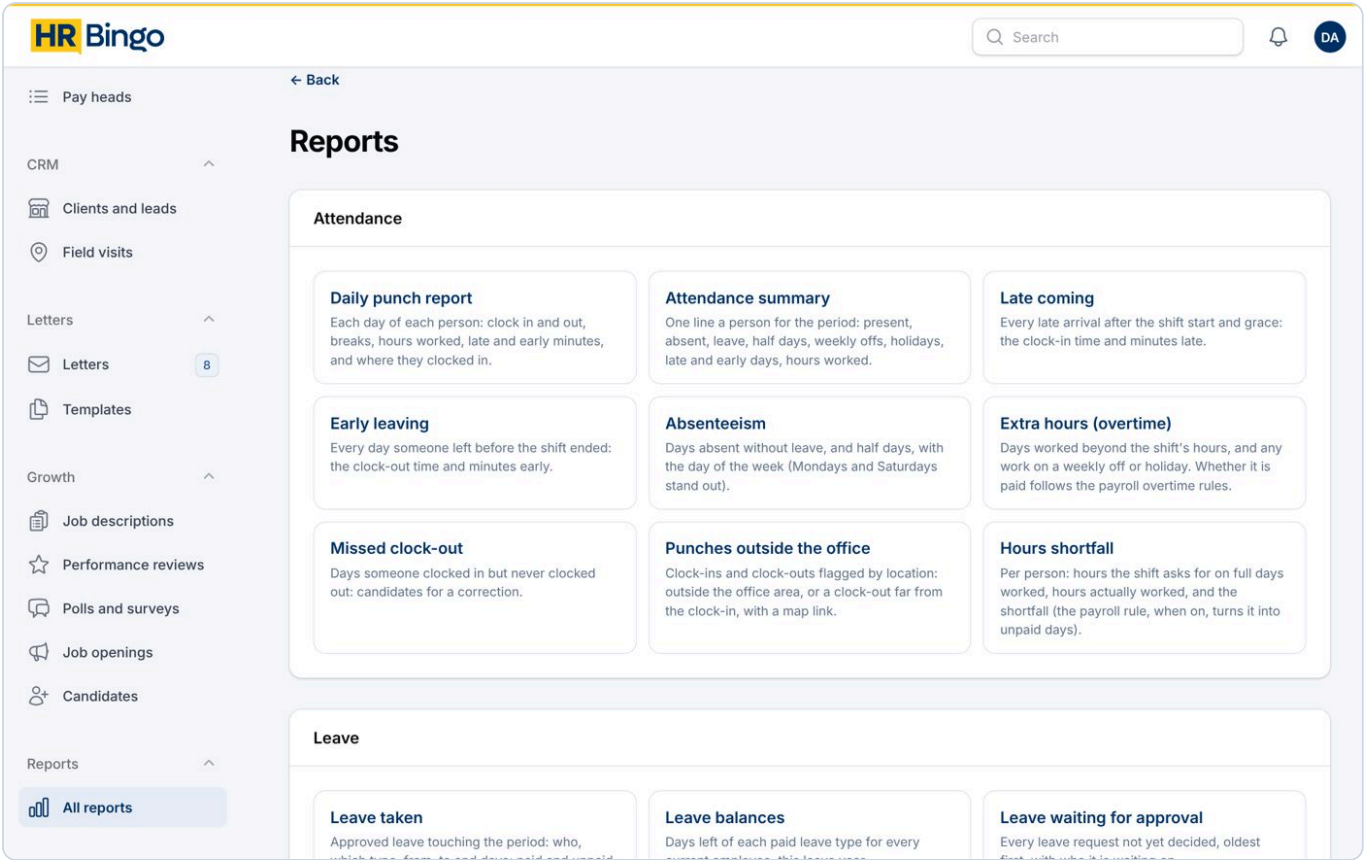
A typical setup

Leave	Paid	Days a year	Credited	Year end
Casual leave (CL)	On	8	Start of year	Lapses
Sick leave (SL)	On	6	Monthly; document beyond 2 days	Lapses
Planned / Earned leave (PL/EL)	On	15	Monthly; after probation	Carry forward up to 30, encash up to 10
Leave without pay (LWP)	Off	–	–	–

Not sure where to start? **Settings > Leave types > Add the usual leave for your state** adds the leave types your state's Shops and Establishments rules expect; check them against your own policy.

After saving the types, check **Time & leave > Leave balances**. For staff moving from another system, fill in the **Balance sheet (Excel)** with each person's closing balance and **Upload balances** (one person: **Adjust**). Each employee then sees **My leave balance** on their dashboard and on My leave: days left, received, taken, waiting and the next credit.

1.12 Reports



Reports: every ready-made report your role may run, by area.

Area	Reports
Attendance	Daily punches (times and places), attendance summary, late coming, early leaving, absenteeism, overtime, missed clock-outs, punches outside the office, hours shortfall
Leave	Leave taken, leave balances, leave waiting for approval
Payroll	Salary register, pay head-wise, PF / ESIC / PT / LWF, TDS, cost by department, loans outstanding
People	Staff list, headcount, joiners and leavers, probation due, birthdays and anniversaries, missing documents, asset register
Expenses	Expense claims, spend by category

- 1

Open a report from **Reports > All reports**.
- 2

Choose the **Period** (this month, last month, last 7 days, this year, this financial year, next 30 days or your own dates), a department or one employee.
- 3

Pick the columns with the columns button beside Search.
- 4

Excel or **PDF** to download. **Save as my report** keeps the filters and columns for next time.

 Save as my report

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1.13 Company assets

HR Bingo Search [] DA

← Back

Assets Asset settings Add asset

Company assets and who has each. Issue an asset to an employee, they confirm it, and it shows on their exit checklist until you take it back.

Status	Category	With			
All	All	All	Search []		
Tag	Name	Serial	With	Condition	Status
AST-0001	Dell Latitude 5440 Laptop	DL5440-8812	Director (sample) since 02 Apr 2026	Good	With an employee Take back History
AST-0002	HP ProBook 450 Laptop	HP450-2231	HR Manager (sample) since 02 May 2026 · not confirmed yet	Good	With an employee Take back History
AST-0003	Redmi Note 13 Mobile phone	86321004551122	Team Lead (sample) since 02 Jun 2026	Good	With an employee Take back History
AST-0004	Jio SIM 98xxx1201 SIM card	8991-1201	Recruiter A (sample) since 02 Jul 2026 · not confirmed yet	Good	With an employee Take back History
AST-0005	ID card ID card	ID-0005	Recruiter B (sample) since 02 Aug 2026	Good	With an employee Take back History
AST-0006	Lenovo ThinkPad E14 Laptop	LE14-7781	—	Good	In repair History
AST-0007	Office chair Furniture	—	—	Good	In store Issue History

Showing 1 to 7 of 7 results Per page 10

People > Assets: each asset, who has it and since when, and whether they confirmed it.

- 1 **Asset settings:** your categories, what tags start with (AST- gives AST-0001...), and whether employees confirm receipt.
- 2 **Add asset:** name, category, serial or IMEI, brand, condition, cost, supplier and warranty. Leave the tag empty for the next number.
- 3 **Issue** to an employee with the date, condition and a note. They press **I have it** under **My space > My assets**; until then the list says *not confirmed yet*.
- 4 **Take back** with the condition now; tick **Send for repair** if needed. **More:** send for repair, back from repair, mark lost, retire.

Assets

Category: Laptop · Serial: DL5440-8812 · Bought: 10 Jan 2025 · Cost: ₹62,000 · Warranty until: 31 Mar 2027

Employee	Issued	Employee confirmed	Back
Director (sample) HMX-S01	02 Apr 2026 · Good With charger and bag	Confirmed 21 Oct 2026	Still with them

Close

Asset ID	Name	Serial	Employee	Status	Actions
AST-0002	HP ProBook 450 Laptop	HP450-2231	HR Manager (sample) since 02 May 2026 · not confirmed yet	Good	With an employee, Take back, History
AST-0003	Redmi Note 13 Mobile phone	86321004551122	Team Lead (sample) since 02 Jun 2026	Good	With an employee, Take back, History
AST-0004	Jio SIM 98xxxx1201 SIM card	8991-1201	Recruiter A (sample) since 02 Jul 2026 · not confirmed yet	Good	With an employee, Take back, History
AST-0005	ID card	ID-0005	Recruiter B (sample) since 02 Aug 2026	Good	With an employee, Take back, History
AST-0006	Lenovo ThinkPad E14 Laptop	LE14-7781	—	Good	In repair, History
AST-0007	Office chair Furniture	—	—	Good	In store, Issue, History

Showing 1 to 7 of 7 results

Per page 10

History: every hand-over of an asset.

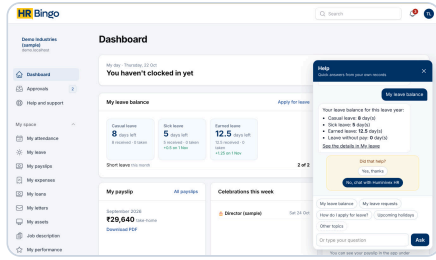
Automatic. When an exit is accepted, each asset the person still holds goes on the exit checklist and is ticked when taken back or marked lost. The Asset register report lists everything, or what one person holds.

1.14 Help chat and support

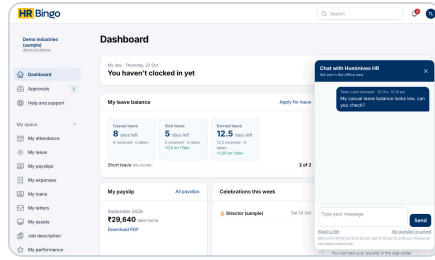
A **Help** button sits at the bottom right of every page (in the app: **Help** on the home screen). Anyone picks a topic and a standard question, such as *My leave balance* or *My last payslip*, and the answer comes from their own records.

If the answer does not help	Managed by Huminivex	Run by your company
Employees	Chat with Huminivex HR , live, in the same window	Ask my HR: the question goes to your HR by email and in the bell
Admin and HR	The same live chat	Raise a ticket with HR Bingo (question, problem, feature idea, billing) in Help and support

- Huminivex replies Monday to Friday 10:30 am to 6:30 pm and Saturday 11 am to 2 pm. Anything sent when the office is closed gets an automatic reply saying when we will answer.
- Managed clients: admin and HR see the company's chats in **Help and support**, except those an employee marks *confidential*, and a **Monthly report** of response times, resolution times and ratings (also emailed on the 1st).



Quick answers from your own records.



Not answered: chat with Huminivex HR (managed clients).

Appendix A · Who sees what

Menu	Admin	HR	Manager	Employee
Dashboard	●	●	●	●
My space (own attendance, leave, payslips, expenses, letters, resignation)	—*	●	●	●
People: employees	●	●	Team (view)	—
People: departments, designations, exits, announcements	●	●	—	—
People: inductions, assets	●	●	—	—
Reports	●	●	Team (attendance, leave)	—
Attendance: daily, register, corrections, short leave, roster, shift changes	●	●	Team	—
Approvals	●	●	●	Only if something waits for them
Holidays	●	●	●	●
Leave requests and balances	●	●	Team	—
Shifts	●	●	—	—
Expense claims	●	●	Team	—
Payroll (all pages, loans and advances)	●	●	—	—
CRM and field visits	●	●	●	—
Letters and templates	●	●	—	—
Settings: logins & roles, company, Huminivex support, billing	●	—	—	—
Settings: offices, leave policies and types, approval flows, expense categories, handbook	●	●	—	—

* The admin gets My space too once their login is linked to an employee record. Menus also depend on the modules in the company's package.