HR tool configuration options

## Introduction

There are three separate parts to the configuration of the HR tool admin panel:

- Custom Fields
- Document Types
- Benefits

The configuration options will reflect what can be viewed & edited from the front-end of the HR tool. Here we will go over how to set each configuration option and what it will look like from the front-end of the application.

All configuration areas can be found via **Admin > HR > Configuration**.

## Custom Fields

The Custom Fields option allows for users to add up to an additional four fields to the **HR Information** and **Payroll Information** sections in the user's HR section:



To add a new field, type the name of the field in the **Field name** and check the Visible checkbox for it to appear on the front-end:

From the front-end of the HR tool, these added fields will be visible in the **Personal** and **Contract** tabs:



**Reminder:** This information will only be visible to those with permissions granted via the HR admin panel.
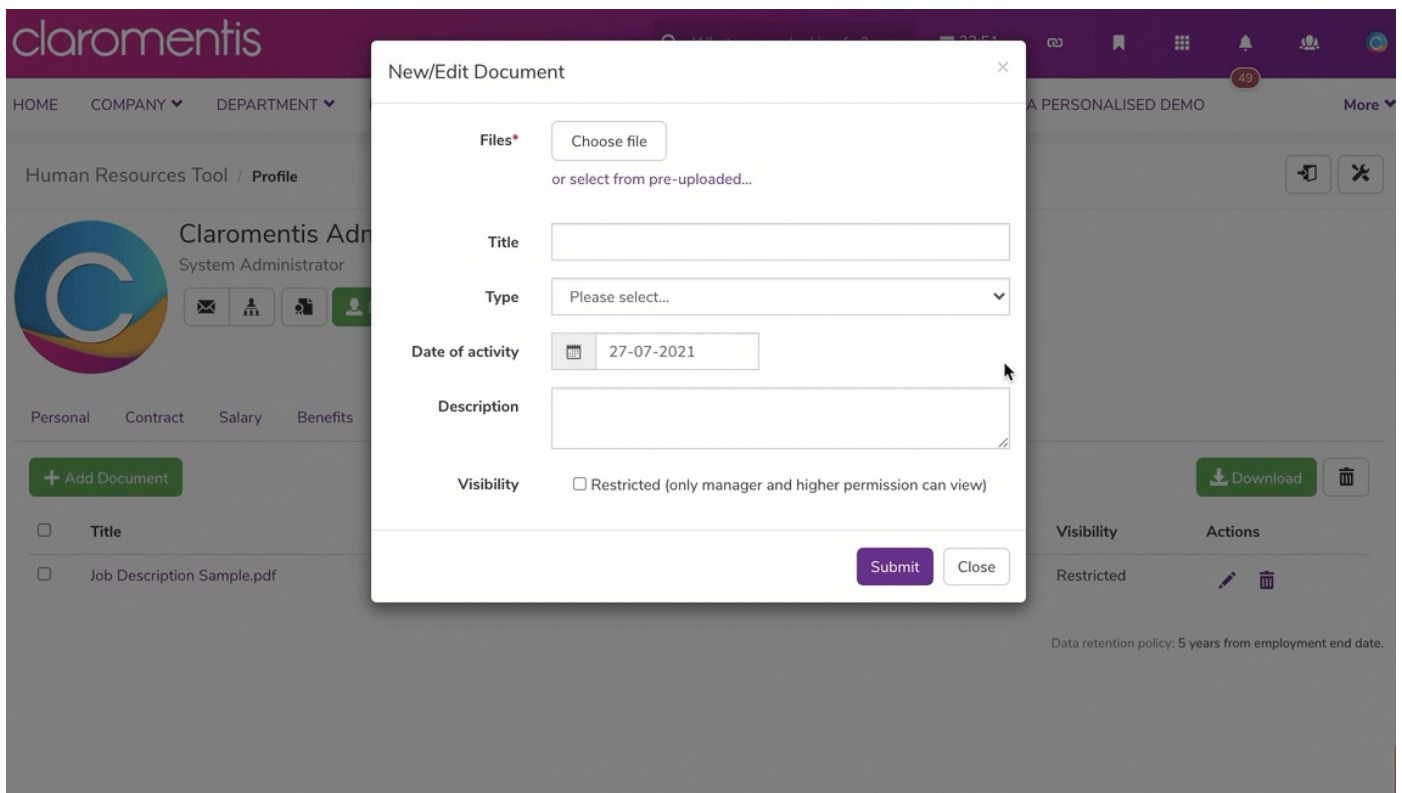
# Document Types

The Document Types option allows for more options to be available from the **Document Type** list when adding a document in the user's HR section:
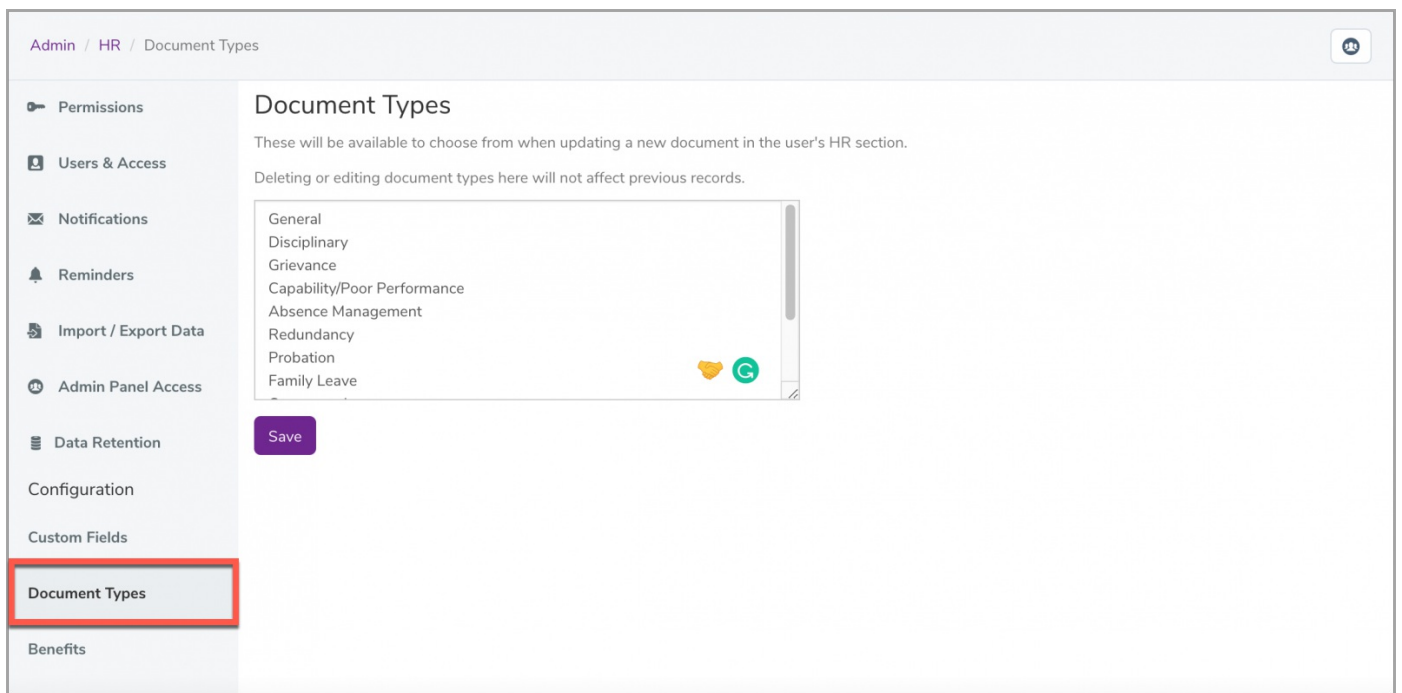
To add or edit a new document type, enter the **Type** on the list and save the changes for it to appear on the front-end:
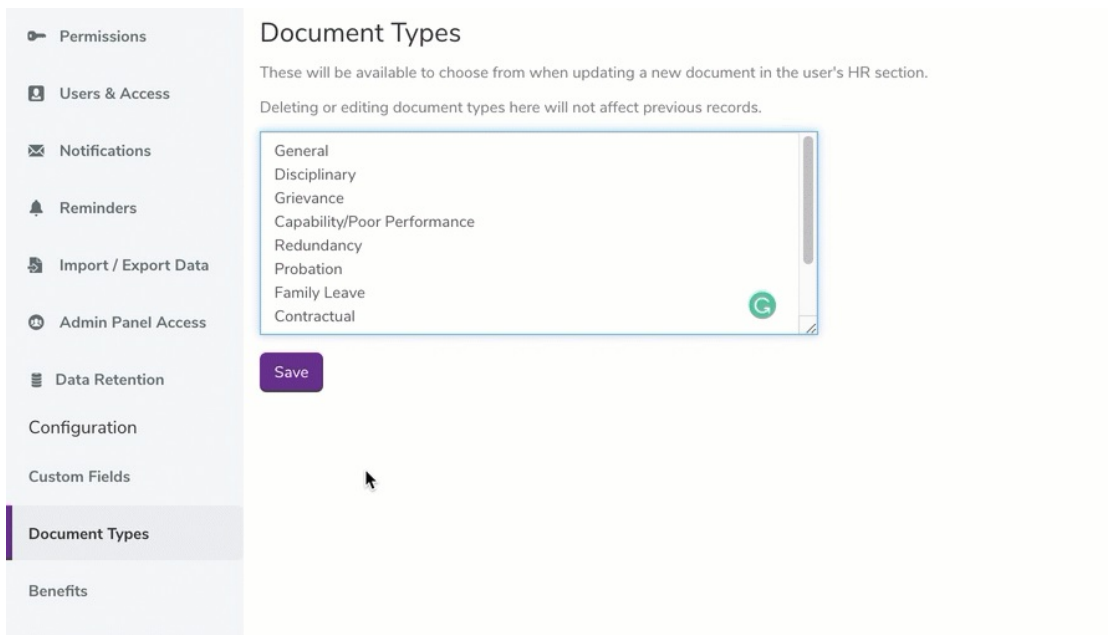


From the front-end of the HR tool, any new document type added to this list will appear with any existing options upon uploading a new document:

**Reminder:** Only users with permissions via the HR admin panel will be able to add, edit, and /or delete documents from the front-end of the HR tool.

# Benefits

Similar to the document types, the Benefits option allows you to select additional options from the **Benefits Type** list in the user's HR section:
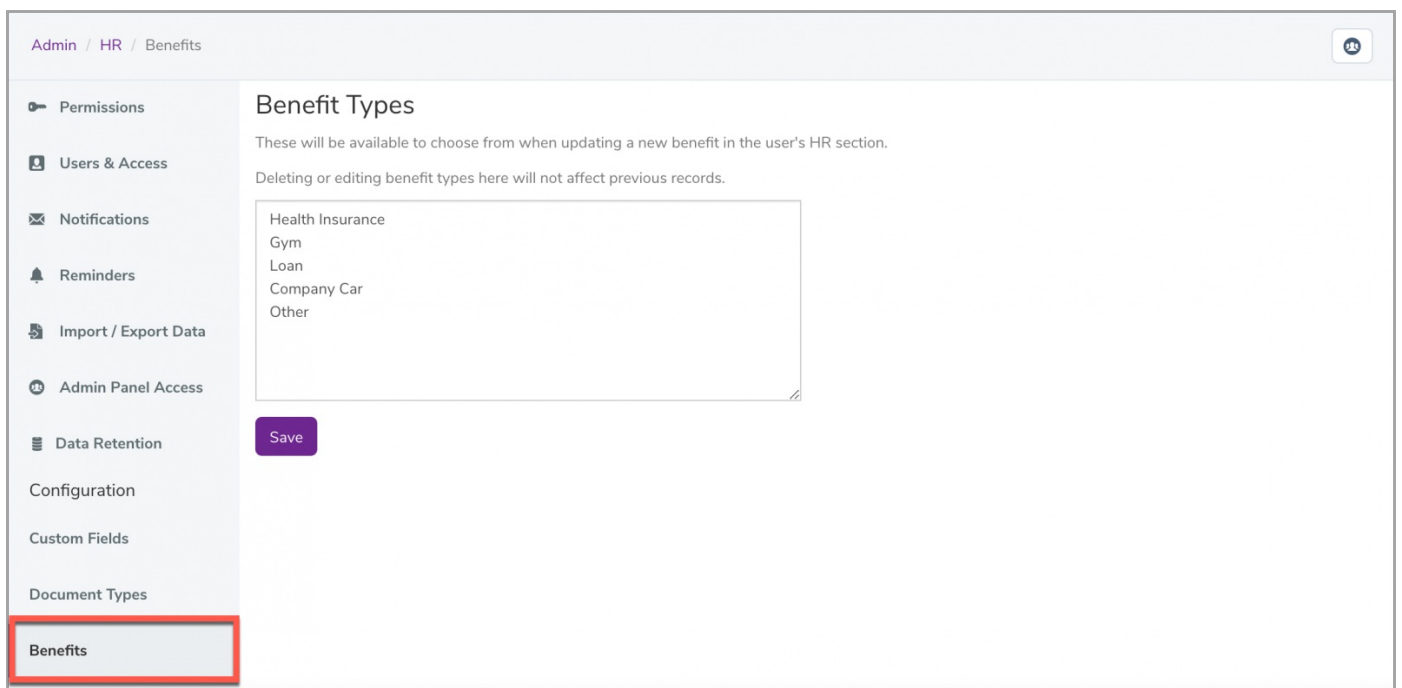


To add or edit a new benefit type, enter the **Type** on the list and save the changes for it to appear on the front-end:

From the front-end of the HR tool, any new added benefits will be available for users to choose from:



**Reminder:** Only users with permissions via the HR admin panel will be able to add, edit, and /or delete benefits from the front-end of the HR tool.

To find out more about HR permissions, check out our guide here.

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