

## Introduction

- Custom Fields
- Document Types
- Benefits

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

## Custom Fields

Admin / HR / Custom Fields

Permissions

Users & Access

Notifications

Reminders

Import / Export Data

Admin Panel Access

Data Retention

Configuration

Custom Fields

Document Types

Benefits

Custom Fields

HR Information

Visible	Field name
<input type="checkbox"/>	<input type="text" value="Custom_1"/>
<input type="checkbox"/>	<input type="text" value="Custom_2"/>
<input type="checkbox"/>	<input type="text" value="Custom_3"/>
<input type="checkbox"/>	<input type="text" value="Custom_4"/>

Save

Payroll Information

Visible	Field name
<input type="checkbox"/>	<input type="text" value="Custom_5"/>
<input type="checkbox"/>	<input type="text" value="Custom_6"/>
<input type="checkbox"/>	<input type="text" value="Custom_7"/>
<input type="checkbox"/>	<input type="text" value="Custom_8"/>

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:

### Custom Fields

#### HR Information


Visible	Field name
<input checked="" type="checkbox"/>	<input type="text" value="Date of Birth"/>
<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>

#### Payroll Information

Visible	Field name
<input checked="" type="checkbox"/>	<input type="text" value="Company Loan"/>
<input checked="" type="checkbox"/>	<input type="text" value="Employee Pension"/>
<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>





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

Human Resources Tool / Profile



Claromentis Administrator

System Administrator



Personal

Contract

Salary

Benefits

Documents


History

#### Contract Details


Terms

☒ Permanent ☐ Fixed-Term


Start Date




Continued Service Start Date




End Date



Probation End




Employment Expiry



Permit/Visa Required

☐ Yes ☒ No

Permit/Visa Expiry



Notes

Data retention policy: 5 years from employment end date.

#### Payroll Information

Pay date

Is director

☐ Yes ☒ No

Student Loan

☐ Yes ☒ No

Company Pension

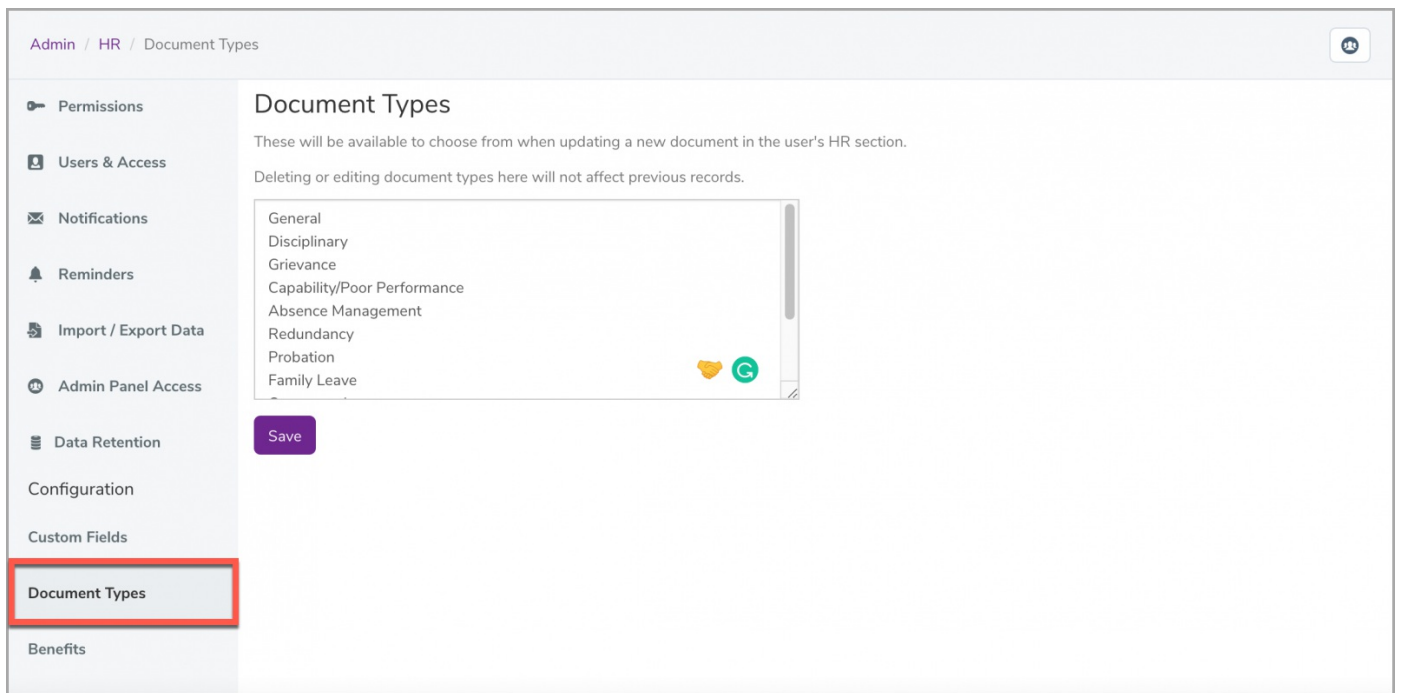
☐ Yes ☒ No

Company Loan

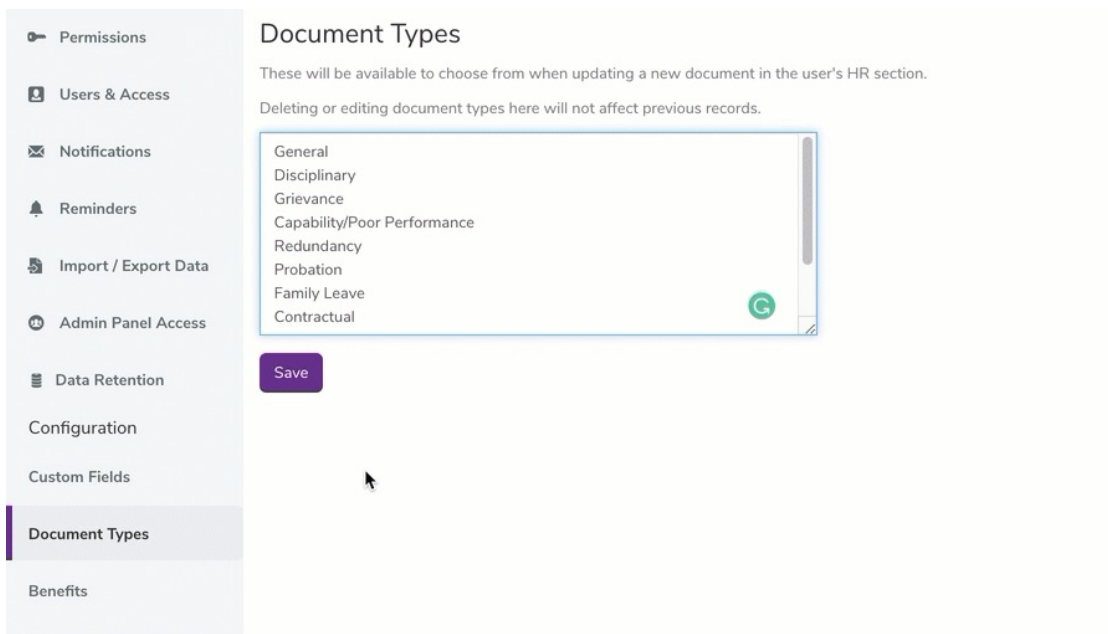
**Reminder:** This information will only be visible to those with permissions granted via the HR admin panel.

## 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:

The screenshot shows the Claromentis HR tool interface. A modal window titled "New/Edit Document" is open, allowing users to create or edit a document. The modal includes the following fields and options:

- Files\***: A "Choose file" button and a link to "or select from pre-uploaded...".
- Title**: A text input field.
- Type**: A dropdown menu with "Please select..." as the current selection.
- Date of activity**: A date picker showing "27-07-2021".
- Description**: A large text area for entering details.
- Visibility**: A checkbox labeled "Restricted (only manager and higher permission can view)".
- Buttons**: "Submit" and "Close" buttons at the bottom right.

The background shows the user's profile as "Claromentis Admin System Administrator" and a list of documents, including "Job Description Sample.pdf".

**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:

The screenshot shows the "Benefit Types" configuration page within the HR admin panel. The page includes a sidebar with navigation options and a main content area for configuring benefit types.

**Sidebar Navigation:**

- Permissions
- Users & Access
- Notifications
- Reminders
- Import / Export Data
- Admin Panel Access
- Data Retention
- Configuration
- Custom Fields
- Document Types
- Benefits** (highlighted with a red box)

**Benefit Types Configuration:**

- Title:** Benefit Types
- Description:** These will be available to choose from when updating a new benefit in the user's HR section. Deleting or editing benefit types here will not affect previous records.
- List:** A text area containing the following items: Health Insurance, Gym, Loan, Company Car, Other.
- Action:** A "Save" button.

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:

Permissions

Users & Access

Notifications

Reminders

Import / Export Data

Admin Panel Access

Data Retention

Configuration

Custom Fields

Document Types

Benefits

## Benefit Types

These will be available to choose from when updating a new benefit in the user's HR section.

Deleting or editing benefit types here will not affect previous records.

Health Insurance

Gym

Loan

Other

Save

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

claromentis

HOMECOMPANY▼DEPARTMENT▼

Human Resources Tool / Profile

Claromentis Admin

System Administrator

PersonalContractSalaryBenefits

Benefits

Type	Supplier	Description	Start Date	End Date	Actions
Gym	The Gym		21-07-2021		<div></div>
Health Insurance	Blue Health Insurance	To be reviewed and renewed annually	01-03-2021		<div></div>

Data retention policy: 5 years from employment end date.

+ New Benefit

New/Edit Benefit

Type\*

Please select...

Supplier

Start Date

27-07-2021

End Date

Description

Submit

Close

**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](#).