Flowbit

MUSTER · HR AND PAYROLL

HR and Payroll Guide

Everything an HR admin does in Muster: employees, attendance, leave, payroll, salary tax, claims, letters, reports and HR settings.

Flowbit 2.0 October 2026 26 topics · 26 screens · 18 questions

Screens from the demo workspace "Vistaar WebX"

Who this is for

HR admins and HR executives who run people, attendance, leave and payroll, finance staff who approve payroll and claims, and managers who approve their own team's requests. What employees see on their side is in the Employee Self-Service Guide.

Numbered marks. Some screenshots have yellow boxes with numbers on the controls the steps talk about. The same number appears next to the button name in the text, for example 1 **Add employee**, and a key under the picture lists every number.

GOOD TO KNOW

What you see depends on your role and your plan. If a page or button in this guide is missing for you, ask the owner or an admin of your workspace.

Contents

Part 1 · People 4
Muster home 4
People directory 6
Employee profile 8
Add an employee 10
Edit an employee 11
Import employees from a spreadsheet 12

Part 2 · Attendance 15
Attendance register 15
Daily attendance sheet 18
How attendance is counted 19
Break types 20
Location at check-in 20
Corrections and comp-off 20

Part 3 · Leave 23
Leave requests 23
Leave balances 25
Leave calendar 26

Part 4 · Payroll and salary tax 28
Payroll months 28
Run payroll for a month 29
Salary structures 33
Salary tax: TDS, Form 138 and Form 130 36

Part 5 · Claims, letters, reports and settings 38
Expense claims 38
Claim forms and categories 40
HR letters 42
Letter signatories 46
HR reports 46
Gratuity report 48
HR settings 49

Part 6 · Questions people ask 52

PART 1

People

The HR dashboard and employee records.

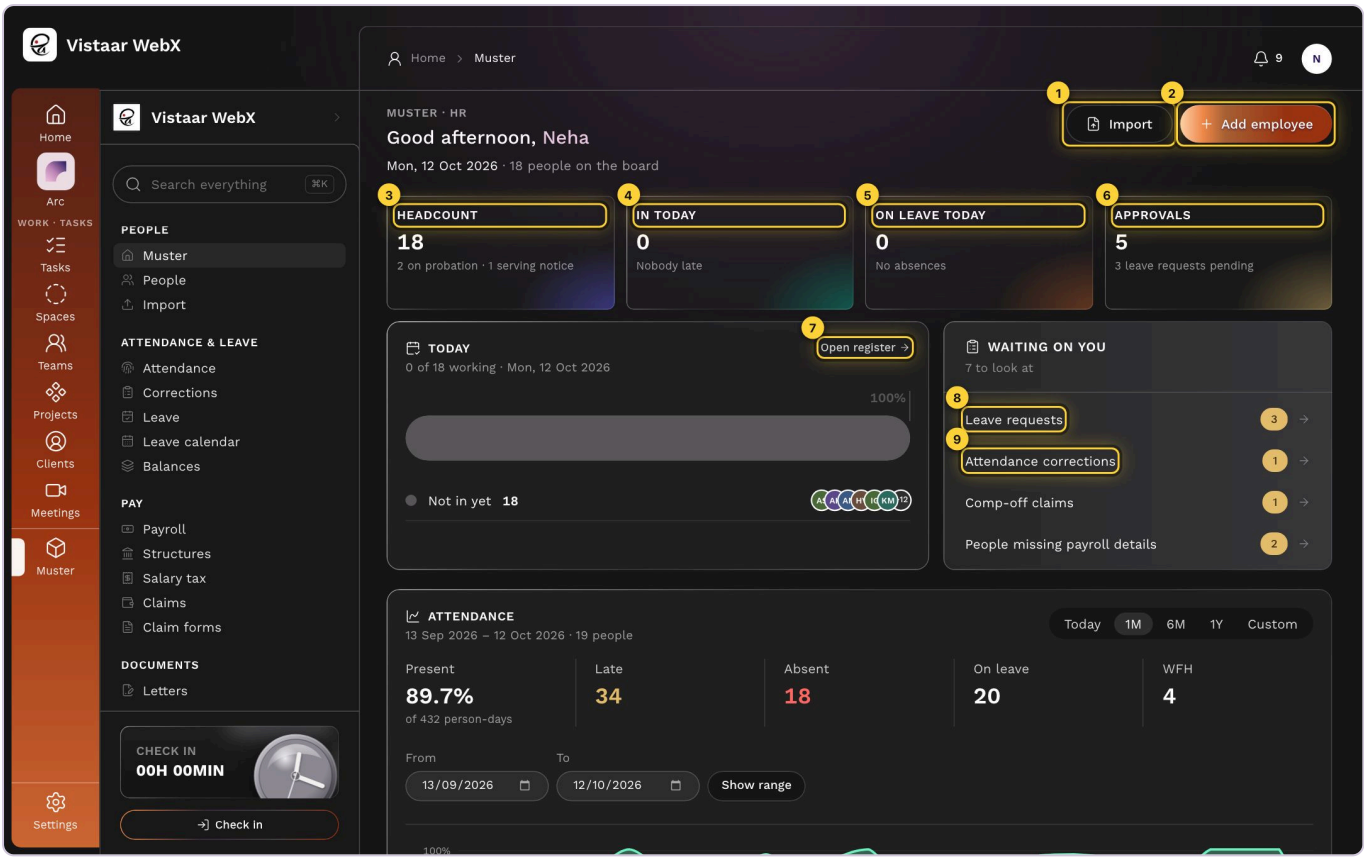
Muster holds every employee record, the daily attendance register, leave, corrections and comp-off, payroll, expense claims, letters and HR reports in one place. HR admins run it day to day, managers approve requests from their own team, and employees use **My HR** to check in, apply for leave and download payslips.

WHO	WHAT THEY DO IN MUSTER
HR admin	Adds and edits employees, marks and locks attendance, decides leave and corrections at the HR stage, adjusts balances, runs payroll and changes HR settings.
HR executive	Adds and edits employees, marks attendance and decides leave. Does not see salaries or bank, PAN and Aadhaar details.
Manager	Sees their own reporting team and signs the manager stage of their team's leave, corrections and comp-off.
Employee	Uses self-service only: check in and out, ask for corrections, apply for leave, see payslips and letters.

Muster home

Open: **Rail → Muster** `/app/hr` Who: HR admin, HR executive, managers

The dashboard is HR's morning view. It tells you who is on the board, who has come in today, who is on leave and what is waiting for your decision.



The four cards at the top link straight to the page behind each number. "Waiting on you" lists only what you can decide.

1 Import 2 Add employee 3 Headcount 4 In today 5 On leave today 6 Approvals
7 Open register 8 Leave requests 9 Attendance corrections

ON THIS PAGE

- **Greeting line**: today's date and how many people are on the board (everyone in the directory).
- 1 **Import** and 2 **Add employee** buttons for adding people.
- 3 **Headcount**: people in the directory, with how many are on probation and serving notice. Opens People.
- 4 **In today**: people marked in today and how many came in late. Opens the attendance register.
- 5 **On leave today**: people on approved leave or marked absent today. Opens the leave calendar.
- 6 **Approvals**: everything waiting on you, with the number of leave requests called out. Opens Leave.
- **Today**: a bar showing how many of the team are In, Remote, Late, on Half day, On leave, Absent or Not in yet, with avatars under each group. Click an avatar to open that person's Attendance tab, or 7 **Open register** for the full day sheet.
- **Waiting on you**: one line per queue with a count: 8 **Leave requests**, 9 **Attendance corrections**, **Comp-off claims** and **People missing payroll details**. Each line opens the right page, already filtered.
- **Attendance**: present percentage over a range, with counts of Late, Absent, On leave and WFH days, and an area chart per day. Pick **Today**, **1M**, **6M**, **1Y** or **Custom**; for a custom range set **From** and **To** and click **Show range**.
- **Teams**: a donut chart of headcount by department.
- **Birthdays & anniversaries**: the next 30 days, including work anniversaries in years.

- **Joiners & exits**: people joining or leaving within 30 days either side of today, marked Joining, Leaving or Left.

CLEAR YOUR QUEUE EACH MORNING

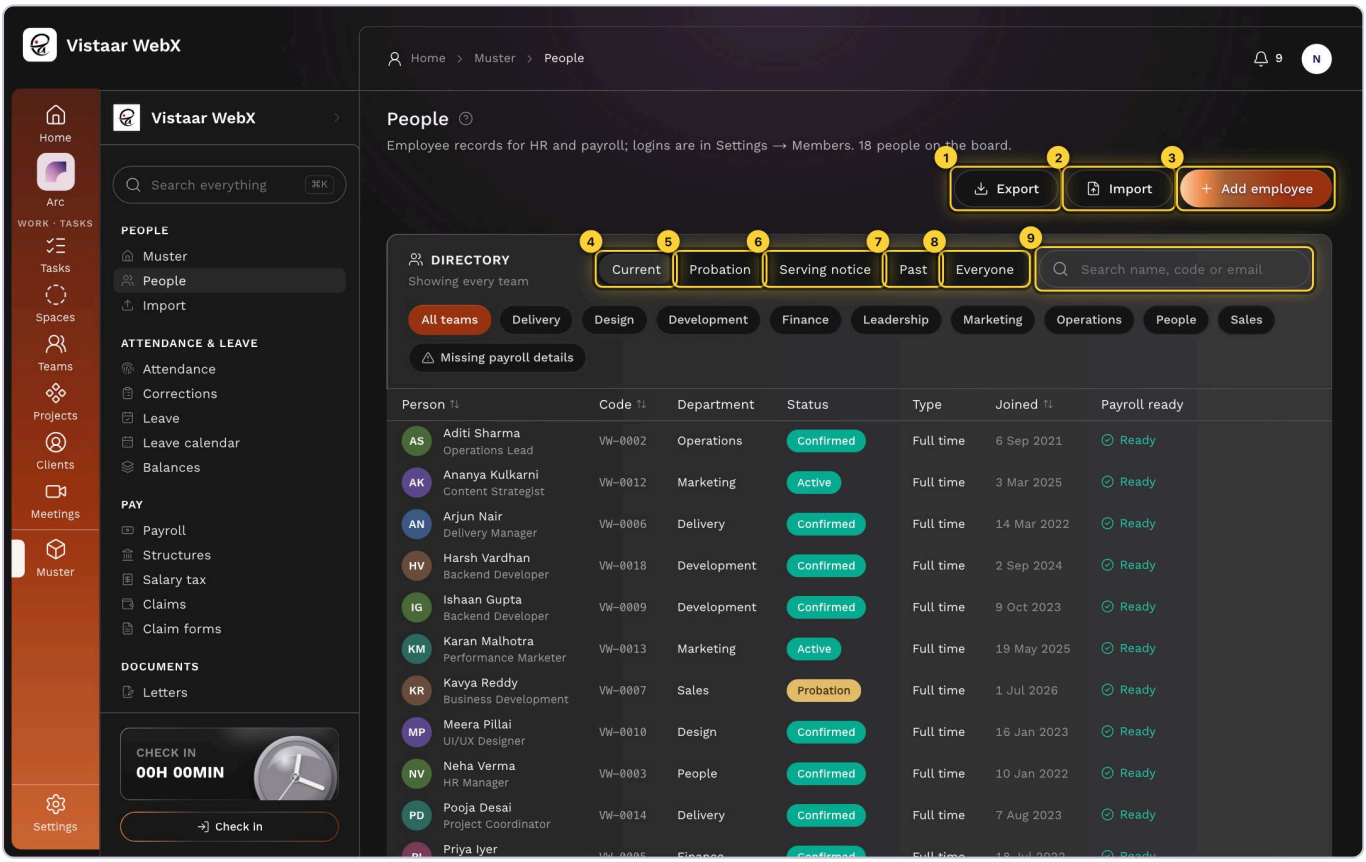
1. Open **Muster home** from the Muster · HR side menu.
2. Under **Waiting on you**, click 8 **Leave requests** and approve or reject each one.
3. Come back and do the same for 9 **Attendance corrections** and **Comp-off claims**.
4. Click **People missing payroll details** to see who has no salary structure, bank account or PAN. Fix these before the month's payroll.
5. Click 7 **Open register** and mark anyone who has not checked in.

> **GOOD TO KNOW**
> A manager's dashboard counts only their own team's requests. A request shows under "Waiting on you" only when it is at a stage you are allowed to sign.

People directory

Open: **Muster · HR → People** `/app/hr/people` Who: HR, finance, managers (own team)

The directory lists everyone on your books. From here you open a profile, add someone, import a spreadsheet or export the list.



Status badges are coloured by stage. The Payroll ready column names exactly what is missing for anyone who is not ready.

1 Export 2 Import 3 Add employee 4 Current 5 Probation 6 Serving notice 7 Past 8 Everyone 9 Search name, code or email

ON THIS PAGE

- 1 **Export**, 2 **Import** and 3 **Add employee** at the top right.
- **Status tabs**: 4 **Current** (default; everyone in the directory), 5 **Probation**, 6 **Serving notice**, 7 **Past** (people who have left) and 8 **Everyone** (including people who have not joined yet).
- 9 **Search name, code or email**.
- **Team chips**: **All teams** or one department. **Missing payroll details** shows only people who are not payroll ready.
- **Columns**: Person (name and designation), Code, Department, Status, Type, Joined and Payroll ready. Click Person, Code or Joined to sort.

PAYROLL READY

A person on payroll is **Ready** when they have a salary structure, a bank account (number and IFSC) and a PAN. Otherwise the column lists what is missing, for example "No bank account, PAN". Payroll skips or flags people who are not ready, so clear these before generating a month.

THE 13 EMPLOYMENT STATUSES

Every person has one status. It decides whether they appear in the directory and whether payroll pays them. The status picker groups them by stage.

STATUS	STAGE	IN DIRECTORY	ON PAYROLL	MEANING
Candidate	Before joining	No	No	In the hiring process. No offer has been made.
Offered	Before joining	No	No	An offer has been issued and is awaiting acceptance.
Joining pending	Before joining	No	No	Offer accepted, joining date not yet reached.
Intern	Working	Yes	Yes	On an internship with a defined end date.
Probation	Working	Yes	Yes	Employed, within the probation period.
Active	Working	Yes	Yes	Employed and working normally.
Confirmed	Working	Yes	Yes	Probation completed and confirmed in the role.
Notice period	Leaving	Yes	Yes	Serving notice. Still working and still paid.
Resigned	Leaving	Yes	Yes	Resignation accepted, notice not yet served out.
Terminated	Leaving	No	No	Employment ended by the company. Settlement may be pending.
Internship completed	No longer here	No	No	Internship finished. Certificate and experience letter are due.
Exited	No longer here	No	No	Left the organisation. Records kept for payroll history.
Inactive	No longer here	No	No	On the books but not working: long leave, sabbatical, dormant.

WHICH STATUS CAN FOLLOW WHICH

Flowbit only offers the moves that make sense. For example, a Candidate can become Offered or Inactive; Joining pending can become Intern, Probation, Active or Inactive; Probation can become Confirmed, Active, Notice period, Resigned or Terminated; Notice period can become Resigned, Exited or Terminated, or go back to Active or Confirmed if the resignation is withdrawn. Terminated can only become Exited, and Exited is final: someone who rejoins gets a new record.

FIND A PERSON

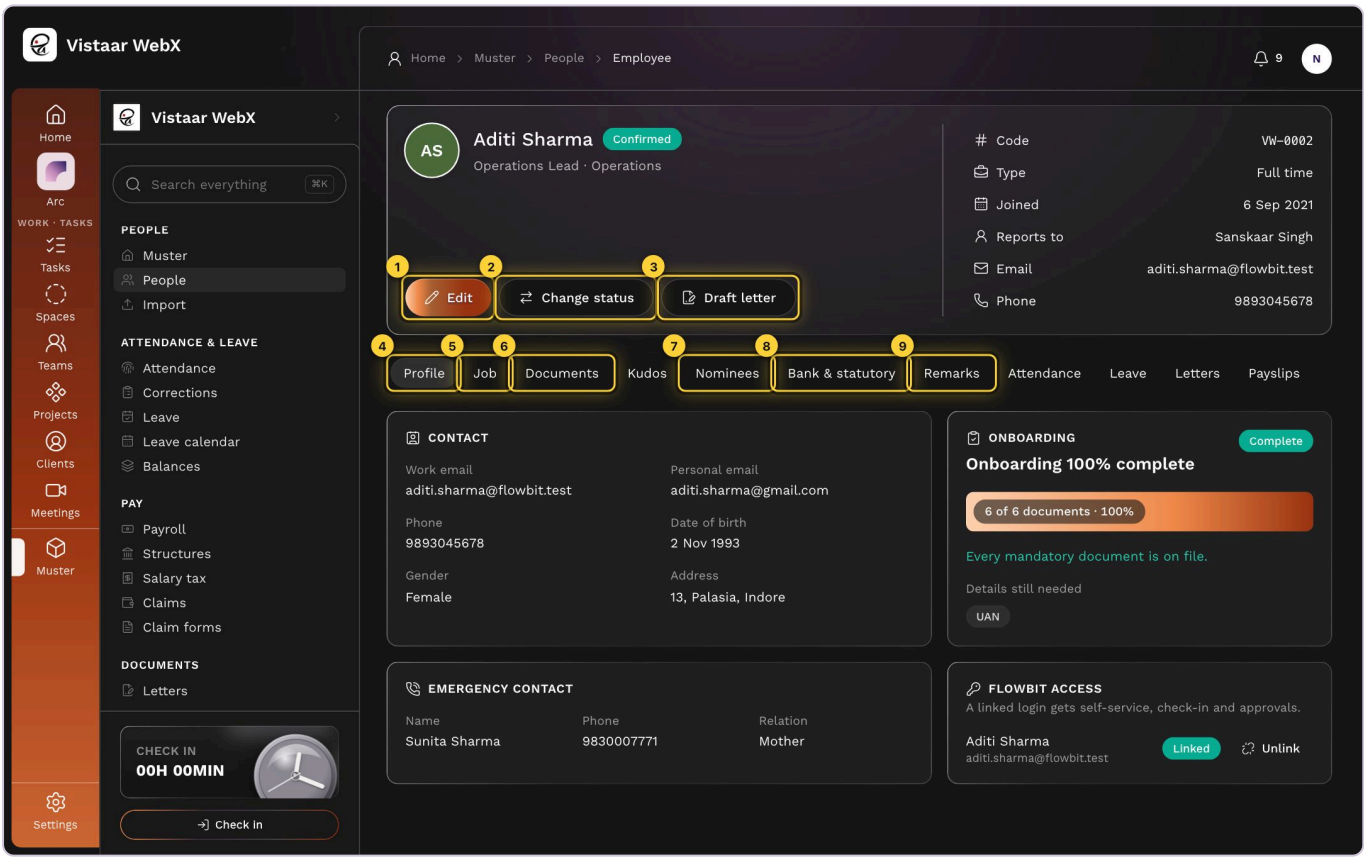
1. Open **People**.
2. Type part of a name, employee code or email in (9) **Search name, code or email**, or click a team chip.
3. To find someone who has left, click (7) **Past** or (8) **Everyone** first.
4. Click the person's name to open their profile.

> **TIP**
> Use (1) **Export** to download the current list as a spreadsheet for audits or headcount reviews.

Employee profile

Open: **Muster · HR → People → click a name** `/app/hr/people/{id}` Who: HR, finance, the person's manager

The profile is the full record of one employee: their details, documents, nominees, bank and statutory numbers, notes, attendance, leave, letters and payslips.



The header shows the essentials at a glance. The Onboarding card tracks joining documents and missing details.

(1) Edit (2) Change status (3) Draft letter (4) Profile (5) Job (6) Documents (7) Nominees (8) Bank & statutory (9) Remarks

HEADER

- Name, status badge, designation and department.
- 1 **Edit** opens the edit form. 2 **Change status** moves the person to a new status. 3 **Draft letter** starts a letter for them.
- Summary: Code, Type, Joined, Reports to, Email and Phone.

TABS

TAB	WHAT IT SHOWS
4 **Profile**	Contact (work and personal email, phone, date of birth, gender, address), Emergency contact, the Onboarding card, Flowbit access, and Exit details once someone is leaving or has left.
5 **Job**	Role and dates (code, department, designation, reporting manager, joining and original joining date, last working day, work location, type, status, notice period), Statutory coverage (Provident fund, ESI, Professional tax, Overtime) and, for people who may see pay, Current salary with **Edit salary**.
6 **Documents**	Marksheets, ID proof and signed letters. Upload PDF or image files; archive a wrong file with a reason. Files are never hard-deleted.
7 **Nominees**	Who receives PF, gratuity or insurance benefits, with each nominee's share. Shares for one scheme cannot go above 100%.
8 **Bank & statutory**	PAN, UAN, ESIC number, Aadhaar, PF number, bank, account holder, account number and IFSC, plus the history of bank changes. Changes made in self-service show as Not verified until HR verifies them.
9 **Remarks**	HR notes about the person, newest first, and an Activity timeline of every change to the record.
Attendance	The person's month: working days, payable so far, late days, leave and loss of pay, with the last ten corrections and HR overrides.
Leave	Their balances per leave type and their last twenty requests.
Letters	Offer, confirmation and experience letters issued to them, with **Draft a letter**. Letters that state pay are locked for people who cannot see salaries.
Payslips	One payslip per payroll month, marked Published or Not published.

> **GOOD TO KNOW**
> Bank, PAN, Aadhaar, UAN and nominee details are shown only to roles allowed to see sensitive details. Salary is shown only to roles that can see payroll.

THE ONBOARDING CARD

The card shows how many mandatory joining documents are on file (by default Aadhaar card, PAN card, 10th and 12th marksheets, college marksheet or degree, and bank passbook or cancelled cheque) and lists **Details still needed**, such as UAN or an emergency contact. Nobody ticks this list; it fills itself as documents are uploaded and details are saved.

LINK A LOGIN (FLOWBIT ACCESS)

A person with a linked login gets self-service, check-in and approvals. Their check-ins then feed the attendance register.

1. On the 4 **Profile** tab, find the **Flowbit access** card.
2. If it says **Not linked to a login**, choose a member under **Link an existing member...** and click **Link**.
3. To remove the link, click **Unlink**. Their login stays, but it stops showing this employee record and their check-ins stop feeding the register.

CHANGE SOMEONE'S STATUS

1. Click 2 **Change status**.
2. Pick the **New status**. Only allowed moves are listed.
3. For Notice period or Resigned, enter the **Resignation date**. Notice is counted from this date.
4. For Exited, Terminated or Internship completed, enter the **Last working day** (it may be in the future) and why they are leaving.
5. Click 2 **Change status** or **Record exit**.

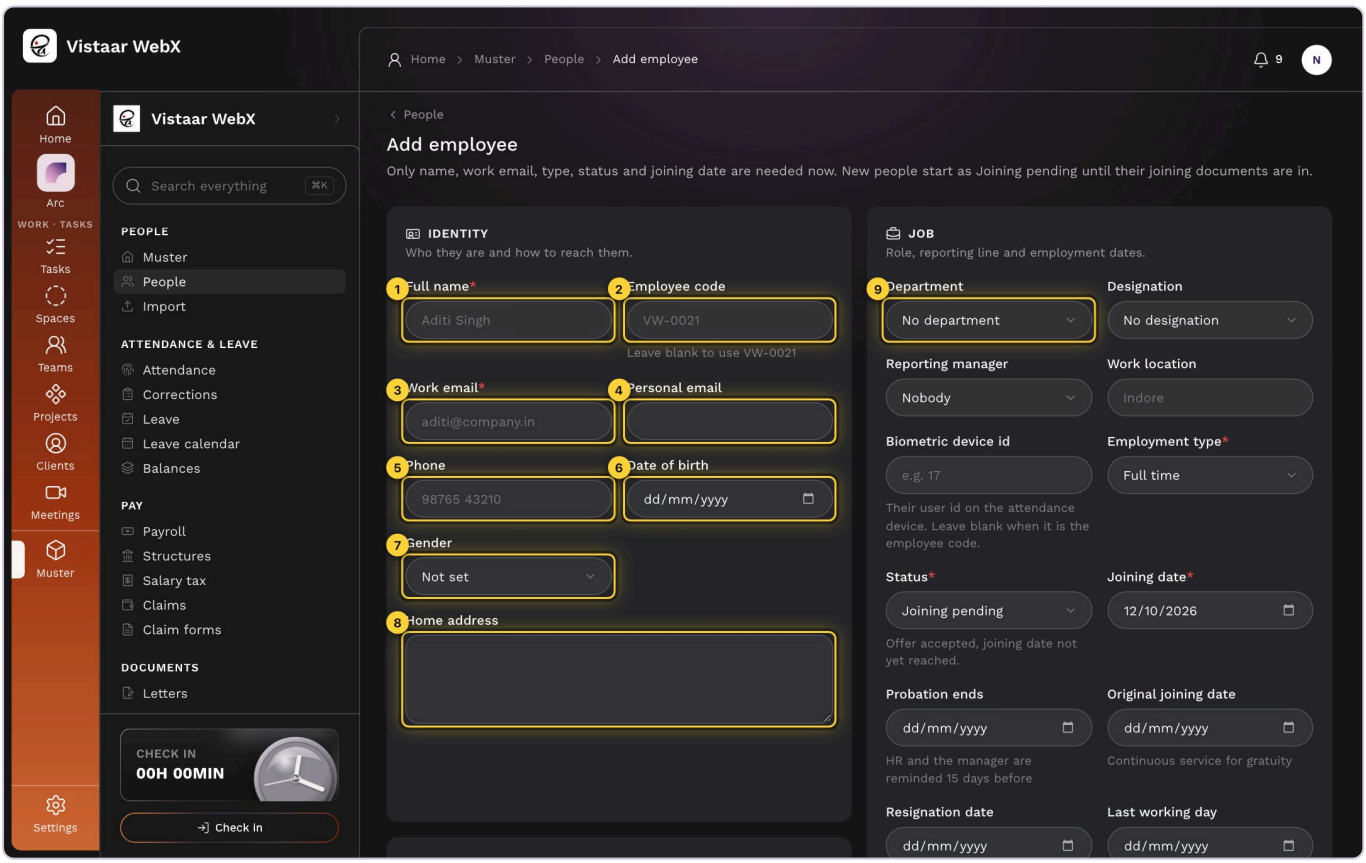
> **CAREFUL**
> Someone cannot start work (Intern, Probation or Active) until enough joining documents are in, 60% of the mandatory list by default. An HR admin can still start them by filling in **Start anyway: why?**. The reason and the missing documents are kept in the audit log.

> **GOOD TO KNOW**
> Nobody can change their own status or exit date. Ask another HR admin or the owner.

Add an employee

Open: **People → Add employee** `/app/hr/people/new` Who: HR admin, HR executive

Use this form to add one person. Only five fields are needed now; the rest can be filled in as documents arrive.



Fields marked with a red star are required. The employee code is filled in for you if you leave it blank.

1 Full name* 2 Employee code 3 Work email* 4 Personal email 5 Phone 6 Date of birth
7 Gender 8 Home address 9 Department

FORM SECTIONS

SECTION	FIELDS
Identity	(1) **Full name***, (2) **Employee code** (leave blank to use the next code, for example VW-0021), (3) **Work email***, (4) **Personal email**, (5) **Phone**, (6) **Date of birth**, (7) **Gender**, (8) **Home address**.
Job	(9) **Department**, **Designation**, **Reporting manager**, **Work location**, **Employment type*** (Full time, Part time, Intern, Contract), **Status***, **Joining date***, **Probation ends**, **Original joining date**, **Resignation date**, **Last working day**, **Reason for leaving**, **Notice period (days)**, **Start before documents are in**, **Professional tax state**.
Statutory coverage	**PF covered**, **ESI covered**, **PT exempt**, **Overtime eligible**.
Emergency contact	**Name**, (5) **Phone**, **Relation**.
Bank & statutory	**PAN**, **UAN**, **ESIC number**, **Aadhaar**, **PF number**, **Bank**, **Account holder**, **Account number**, **IFSC**. Shown only to people who may see these details.
Notes	**Anything HR should know**.

ADD SOMEONE

1. Click **Add employee** on the Muster home or People page.
2. Enter **Full name** and **Work email**. Leave (2) **Employee code** blank unless you use your own codes.
3. Pick (9) **Department**, **Designation** and **Reporting manager**. The manager is who signs their leave and corrections first.
4. Choose **Employment type** and check **Status**. New people start as **Joining pending**.
5. Set the **Joining date**. If they are on probation, set **Probation ends**; HR and the manager are reminded 15 days before.
6. Set **Professional tax state** and tick **PF covered**, **ESI covered** or **PT exempt** as they apply. Payroll deducts PF, ESI and PT only where these say so.
7. Fill in the emergency contact and, if you have them, PAN and bank details.
8. Click **Add employee**. Their profile opens.

GOOD TO KNOW

Use **Original joining date** only when service is continuous from an earlier date, for example after a transfer. Gratuity is counted from it. Leave **Notice period (days)** blank to follow your notice policy (by default 7 days for interns, 30 for probation and 90 for confirmed staff).

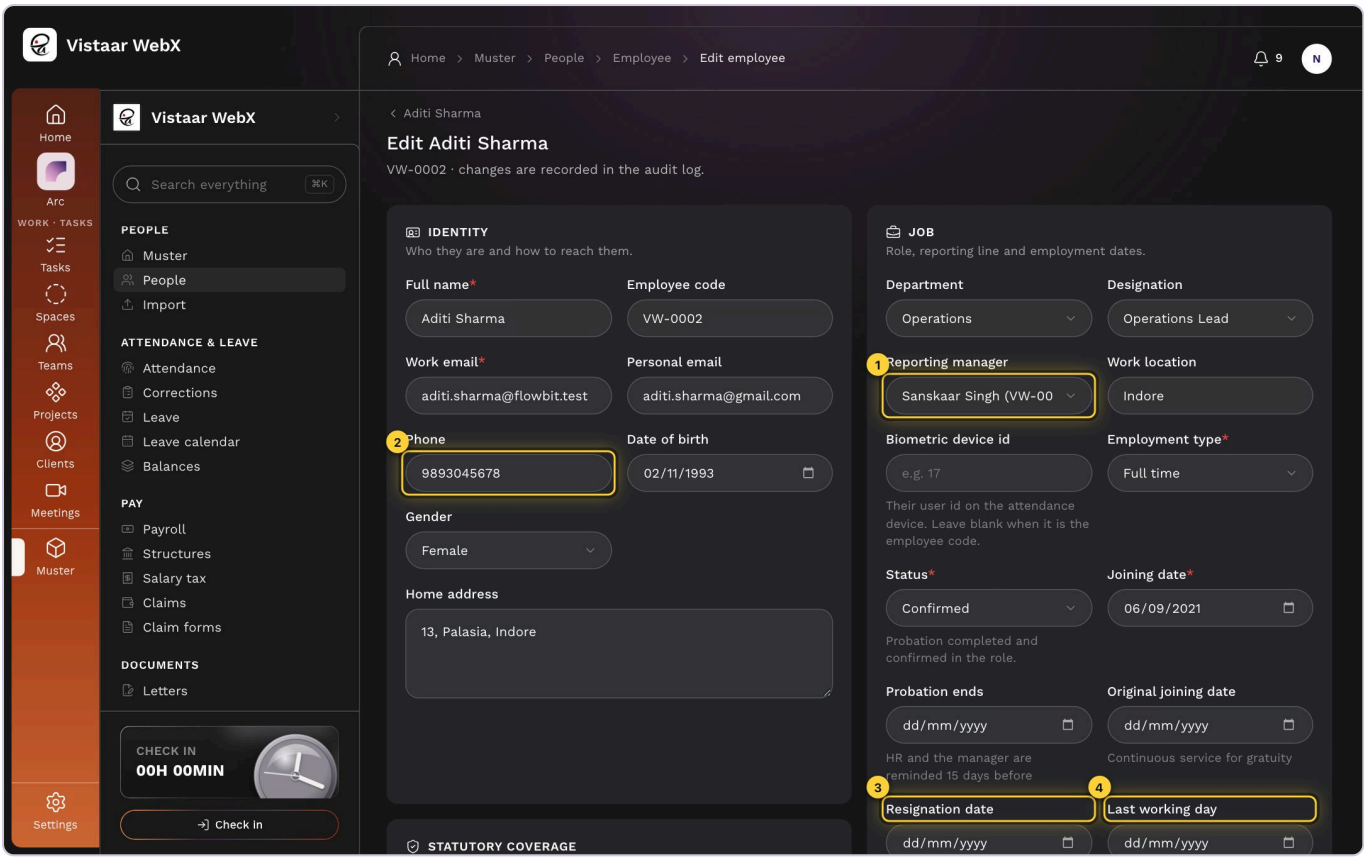
CAREFUL

If you do not tick **PF covered** or **ESI covered**, payroll will not deduct PF or ESI for that person. Check these for every new joiner.

Edit an employee

Open: **Profile** → **Edit** `/app/hr/people/{id}/edit` Who: HR admin, HR executive

The edit form has the same sections as Add employee, filled with the person's current details. Every change is recorded in the audit log.



The line under the title reminds you that changes are recorded in the audit log.

1 Reporting manager 2 Phone 3 Resignation date 4 Last working day

EDIT DETAILS

1. Open the person's profile and click **Edit**.
2. Change what you need, for example a new 1 **Reporting manager** or a corrected 2 **Phone**.
3. To record a resignation, set **Status** to Notice period and fill in 3 **Resignation date**. For an exit, also fill in 4 **Last working day** and **Reason for leaving**.
4. Click **Save changes**, or **Cancel** to leave without saving.

GOOD TO KNOW

A work email or employee code can belong to only one person. If you enter one that is taken, Flowbit names whose record already holds it. A date of birth that makes someone younger than 14 is refused.

TIP

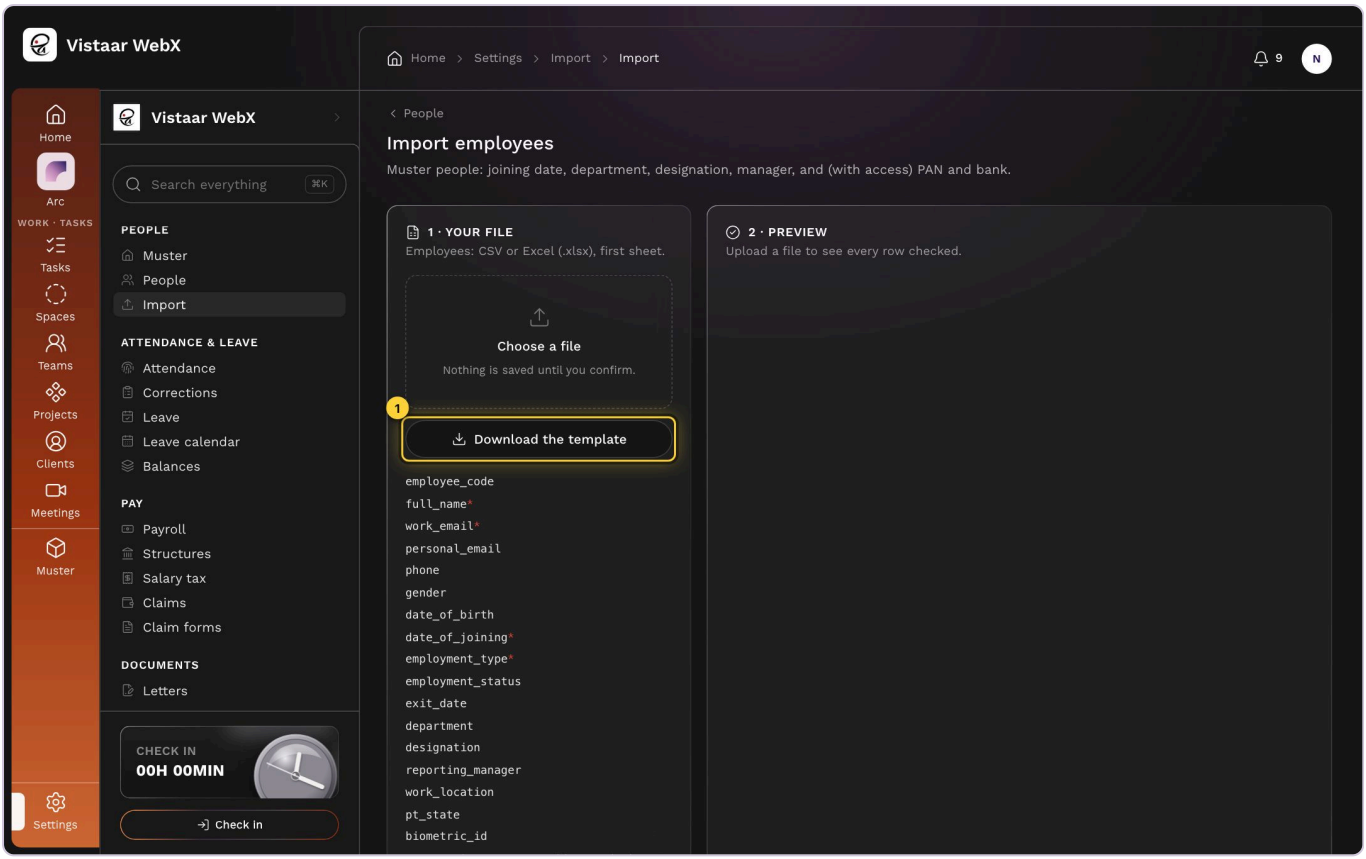
When HR changes bank details here, verify them with the person before the next payroll run. Bank changes made by the employee in self-service appear on the **Bank & statutory** tab for you to verify.

Import employees from a spreadsheet

Open: **Muster** → **Import** or **People** → **Import** (both open Settings → Import → Employees)

`/app/settings/import/employees` Who: HR admin

Bring in your whole team at once from a CSV file. Every row is checked first, and nothing is saved until you import.



Step 1 takes the file. Step 2 shows a preview of every row before anything is saved.

(1) Download the template

FILE RULES

- One row per person, up to 500 rows, file up to 3 MB (the same limits as every importer; see the FAQ for the full table).
- Required columns: `full_name`, `work_email`, `date_of_joining` (YYYY-MM-DD) and `employment_type` (full_time, part_time, intern or contract).
- Optional columns: `employee_code`, `personal_email`, `phone`, `gender`, `date_of_birth`, `employment_status`, `exit_date`, `department`, `designation`, `reporting_manager`, `work_location`, `pt_state`, `pan`, `uan`, `aadhaar`, `esic_number`, `bank_name`, `bank_account_holder`, `bank_account_number`, `bank_ifsc`, `emergency_contact_name`, `emergency_contact_phone`, `emergency_contact_relation`, `notes`.
- Departments and designations must already exist in HR settings.
- `reporting_manager` takes an employee code or work email.
- A blank `employee_code` gets the next code. A blank status means the person starts as Joining pending.

IMPORT YOUR TEAM

1. Click (1) **Download the template** and fill it in, one person per row. Save it as CSV.
2. Click **Choose a CSV file** and pick your file. Flowbit checks every row.
3. Read the preview under **2 · Check and import**. Each row shows its Line, Person and Result: **Ready**, or what is wrong.
4. Fix rows with errors in your spreadsheet and choose the file again, or go ahead with the rows that are ready.

5. Click **Import N people**. Only the ready rows are saved.

GOOD TO KNOW

Errors stop a row: a missing name, work email or joining date; an email or code already used (in Flowbit or earlier in the same file); a date that is not a real day; an unknown department, designation, status or manager. Warnings do not stop a row: a PAN, UAN, IFSC or account number that does not look right is left out, and an account number without an IFSC is flagged because it cannot be paid. Extra columns are ignored and listed.

TIP

Salary columns are not imported here. Add salaries afterwards in Payroll → Salary structures.

PART 2

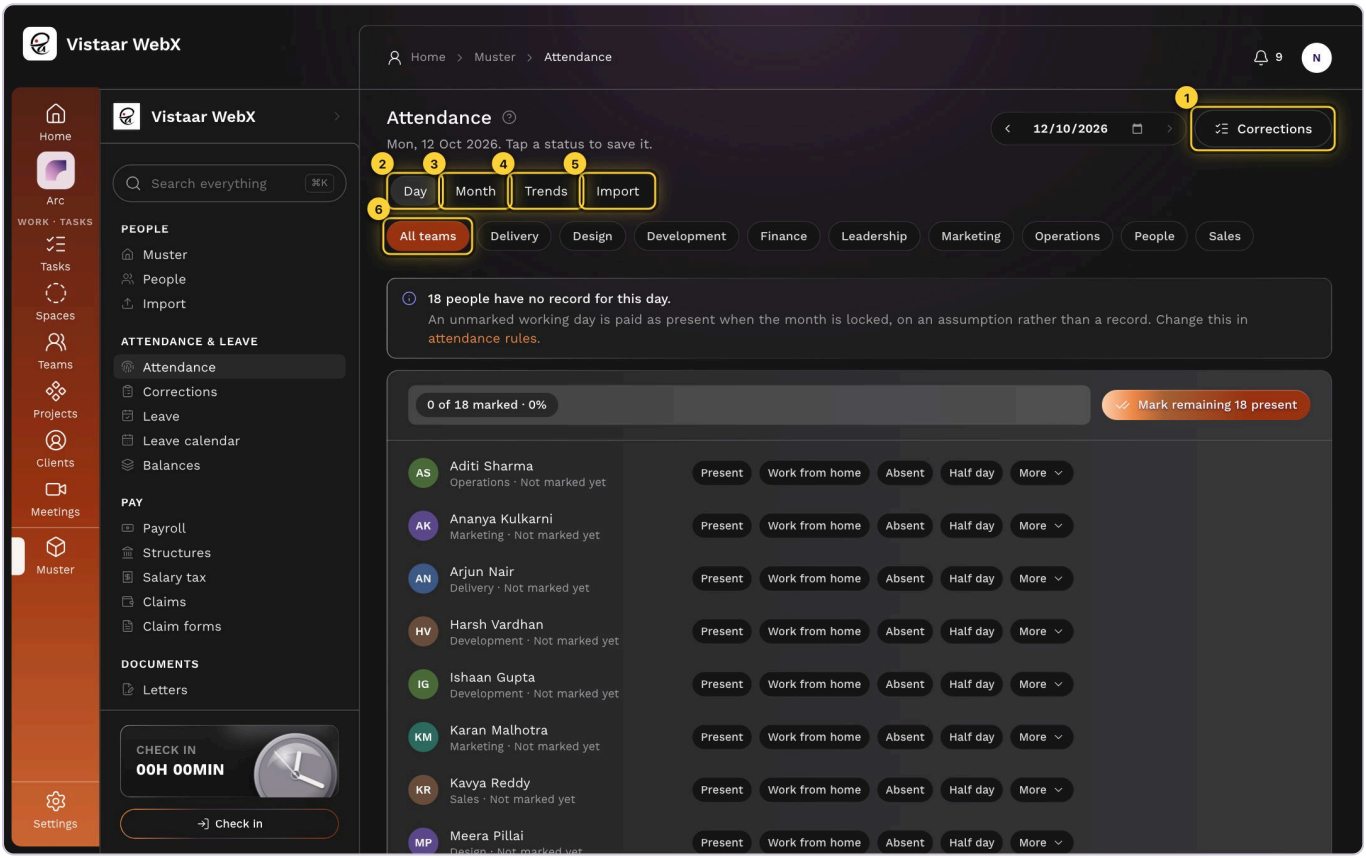
Attendance

The register, the daily sheet, breaks, location check-in, biometric import and corrections.

Attendance register

Open: **Muster · HR → Attendance** `/app/hr/attendance` Who: HR admin, HR executive; managers read their team

The register is the record payroll reads. Check-ins from linked logins fill it on their own; HR marks anyone who did not check in and corrects days that are wrong. At month end you lock it so payroll can run.



The Month tab: one row per person, one pill per day. Click a past day to change it.

1 Corrections 2 Day 3 Month 4 Trends 5 Import 6 All teams

ON THIS PAGE

- **Day picker** (top right): step to the previous or next day, or type a date. Future days cannot be opened.
- 1 **Corrections**: opens the corrections and comp-off queue.
- **Tabs**: 2 **Day** (one day, everyone), 3 **Month** (the full grid), 4 **Trends** (charts over a range, with CSV export) and 5 **Import** (load marks from a spreadsheet or another system).
- **Team chips**: 6 **All teams** or one department.

MONTH VIEW

Click 3 **Month** to see everyone's whole month as a grid: one row per person, one column per day. Each cell shows a short code, and the row ends with that person's payable days.

- **Figures** across the top: People on the sheet (with working days this month), Payable days, Loss of pay (red when someone loses pay) and Paid leave, each with a per-person average.
- **Cell codes**: P Present, WFH Work from home, LT Late, HD Half day, UHD Unpaid half day, OD On duty, PL Paid leave, SL Sick leave, LOP Loss of pay, A Absent, H Holiday, WO Week off, ? Not marked yet. A cell with a white ring was set by HR. A faded cell is assumed, not marked.
- Hover a holiday column to see the holiday's name. Use the month switcher to move between months and **Export** to download the month as CSV.

CHANGE ONE DAY IN THE MONTH GRID

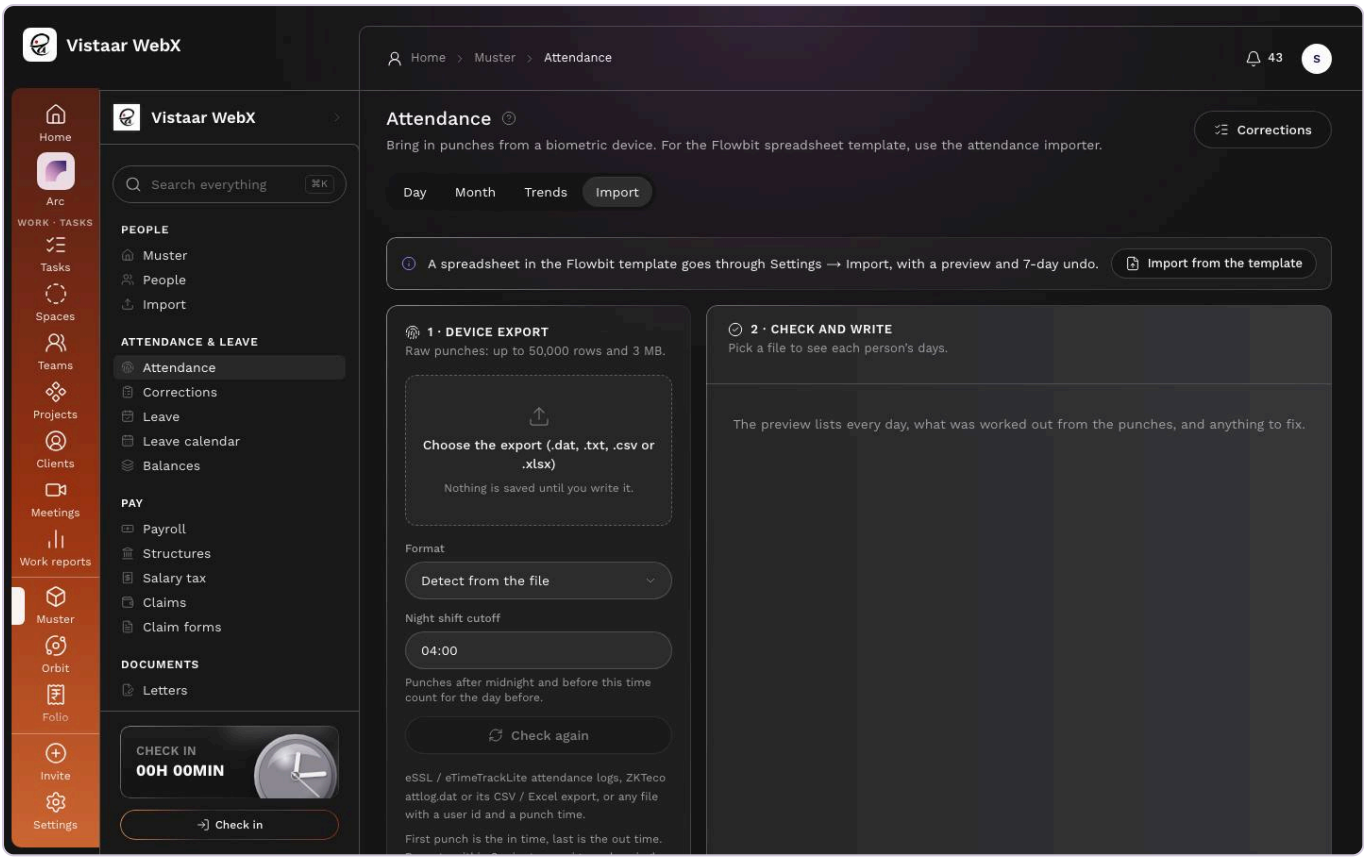
1. Open 3 **Month** and click a past day in the person's row.
2. The dialog shows what the day is now and where it came from (check-in, approved leave or set by HR).
3. Under **Mark the day as**, pick the status.
4. Type a **Reason**, for example "Forgot to check in; was at the client site". A reason is required and kept in the audit log.
5. Click **Save**. To undo an earlier HR change, click **Remove override**; the day goes back to what the check-ins say.

LOCK THE MONTH

Locking freezes the month for payroll. Nobody can change its attendance, or check in for it, until it is reopened.

1. Open 3 **Month** on the month you want to close, after its last day.
2. Review rows with LOP and any days that have no record.
3. Click **Lock month** and confirm. The month shows a **Locked** badge with who locked it and when.
4. If a mistake turns up later, click **Reopen month**, answer **Why reopen it?** and confirm. Regenerate that month's payroll once the corrections are in.

> **CAREFUL**
> Lock only when the month is complete. Payroll uses the locked numbers, and every unmarked working day is treated by your unmarked-day rule (see below). Only a role that sees the whole company can lock or reopen.



Import → From a biometric device. Nothing is saved until you write it.

IMPORT PUNCHES FROM A BIOMETRIC DEVICE

Open **Import** and choose **From a biometric device** to load the raw punch log from an eSSL / eTimeTrackLite or ZKTeco machine (attlog.dat, or its CSV or Excel export), or any file with a user id and a punch time. Up to 50,000 punches and 3 MB per file.

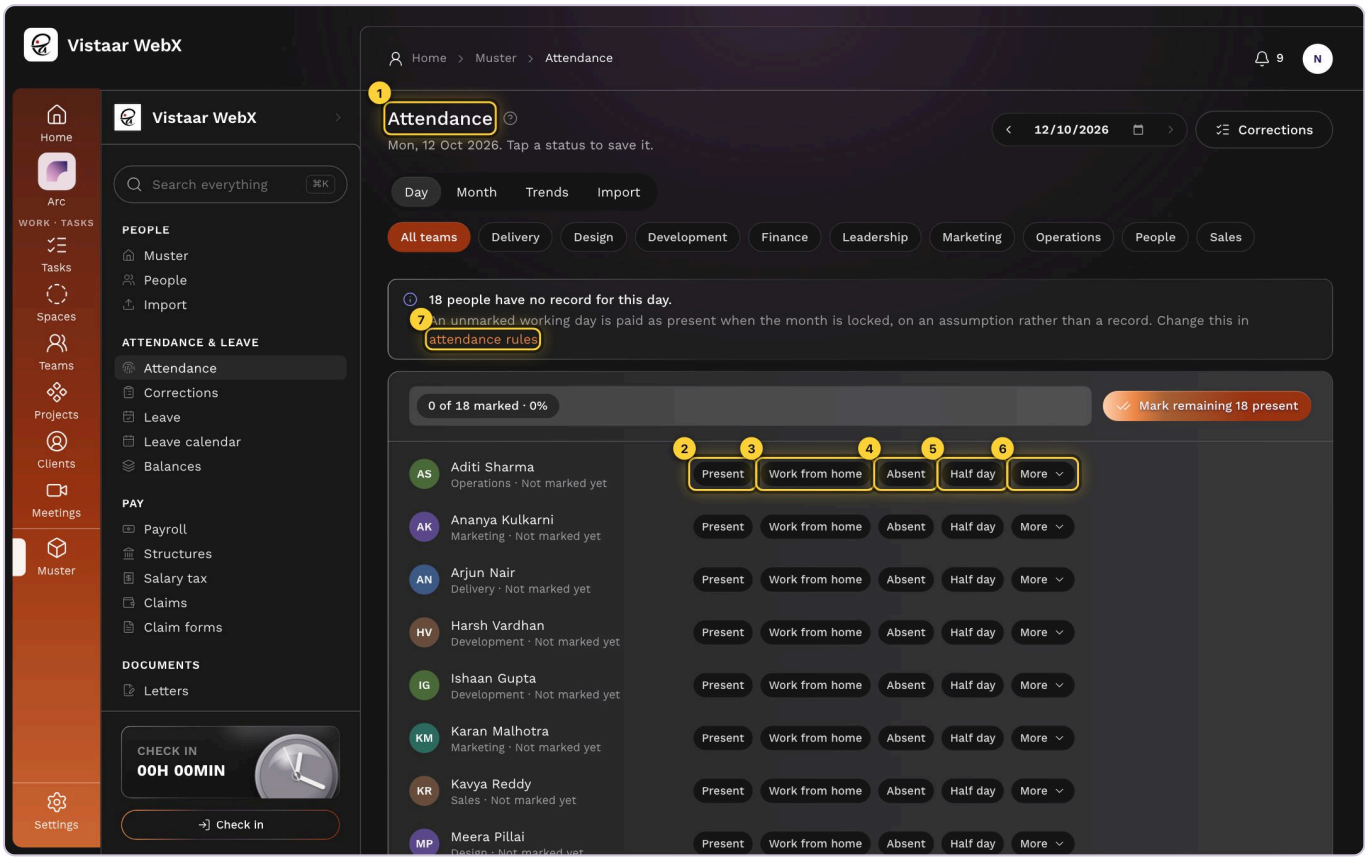
1. Choose the export. The format is detected from the file; change **Format**, or pick the user id and time columns by hand, then click **Check again**.
2. Punches are grouped per person and day (IST). The first punch is the in time and the last is the out time; repeats within 2 minutes are ignored, and a single punch is flagged **missing out**. Punches after midnight and before the **Night shift cutoff** (04:00 unless you change it) count for the day before.
3. Device ids are matched to the **Biometric device id** on each profile, then to the employee code. Any id that matches nobody is listed: choose the person and click **Save**. The id is saved on their profile, so the next import maps it by itself.
4. Read the preview. Each day shows in and out, the status worked out from the times (by the same rules as a check-in), and any warnings. Days in a locked month, before joining or after leaving are refused.
5. Click **Write N days**. Like the template import, it can be undone from Settings → Import for 7 days.

> **TIP**
> Set the device id on a profile under **Edit** → **Job** → **Biometric device id**, or add a `biometric_id` column when you import employees.

Daily attendance sheet

Open: **Attendance → Day** `/app/hr/attendance` Who: HR admin, HR executive

The Day view is the quickest way to mark a whole team. Tap a status and it saves at once.



Nobody is pre-selected. A row shows "Not marked yet" until someone checks in or HR taps a status.

1 Attendance 2 Present 3 Work from home 4 Absent 5 Half day 6 More 7 attendance rules

MARK TODAY

1. Open 1 **Attendance**. It opens on today. Use the arrows or the date box to open another past day, then click **Go**.
2. For each person, tap 2 **Present**, 3 **Work from home**, 4 **Absent** or 5 **Half day**.
3. For anything else, open 6 **More**: Paid leave, Sick leave, Unpaid half day, Week off, Holiday or On duty.
4. When the exceptions are done, click **Mark remaining N present** to mark everyone left as present in one go.
5. Watch the progress bar ("12 of 18 marked") until every working person is marked.

- **Half day**: worked half the day; the other half is paid leave.
- **Unpaid half day**: worked half the day; the other half is not paid.
- **On duty**: working away from the office, for example at a client.
- **Week off**: a weekly off that is not in your work week, for example an alternate Saturday.

> **GOOD TO KNOW**
> Changing a day that already has a record (a check-in, approved leave or an earlier HR mark) asks for a reason, which is kept in the audit log. A locked month is read-only.

TIP
The note at the top ("18 people have no record for this day") also tells you what happens to unmarked days under your rules. Follow the 7 **attendance rules** link to change it.

How attendance is counted

Payroll pays for **payable days** out of the month's **working days**. These rules decide both.

ONE STATUS PER PERSON PER DAY

Flowbit picks the day's status in this order, and the first one that applies wins:

1. A change made by HR (override or approved correction).
2. Approved leave.
3. The person's check-ins and check-outs.
4. The calendar: a holiday or weekly off.
5. Days still ahead are shown as upcoming and not counted.
6. Your unmarked-day rule.

LATE, HALF DAY AND ABSENT FROM CHECK-INS

- **Late**: the first check-in is after office start time plus the grace period. With the default hours (10:00 to 19:00, 15 minutes' grace) a check-in at 10:16 is late. A late day is still paid in full; it is counted so you can see patterns.
- **Half day**: the person checked out after working less than the half-day hours (4.5 hours by default). This counts as an unpaid half day: half a day of pay and half a day of LOP.
- **Absent**: a working day with no check-in and no other record, once the day has passed.

WHAT EACH STATUS PAYS

STATUS	PAYS
Present, Late, Work from home, On duty	Full day
Paid leave, Sick leave, Half day (other half paid leave)	Full day
Holiday, Week off	Full day
Unpaid half day	Half day (0.5 LOP)
Absent, Loss of pay (leave not covered by balance)	Nothing (1 LOP)

WORKING DAYS AND LOSS OF PAY

- Working days are every day of the month that is not a weekly off. Holidays stay in the count, so an absence costs the same in a month with holidays.
- For each working day, LOP is the part of the day that is not paid: 1 for Absent, 0.5 for an unpaid half day.
- Someone who joins or leaves mid-month is paid only for the days they were employed, but the divisor is the whole month's working days. Days before joining or after leaving show as not applicable.

UNMARKED DAYS

Your attendance rules say what happens to a past working day with no record at all:

- **Present** (default): paid as present when the month is locked, on an assumption rather than a record. Assumed days look faded.

- **Absent**: counts as absent when the month is locked, and costs a day's pay.
- **Pending**: not treated as worked, and the month cannot be locked until every day has been marked.

Break types

Set up: **HR settings → Attendance rules** Who: HR admin

Take break now asks for a type: Lunch, Power Nap, Tea/Coffee or Personal/Rest. HR sets whether each type is paid and its daily limit. Payable hours are the hours worked plus paid breaks up to their limits. The daily sheet and the register show effective and payable hours side by side.

Location at check-in

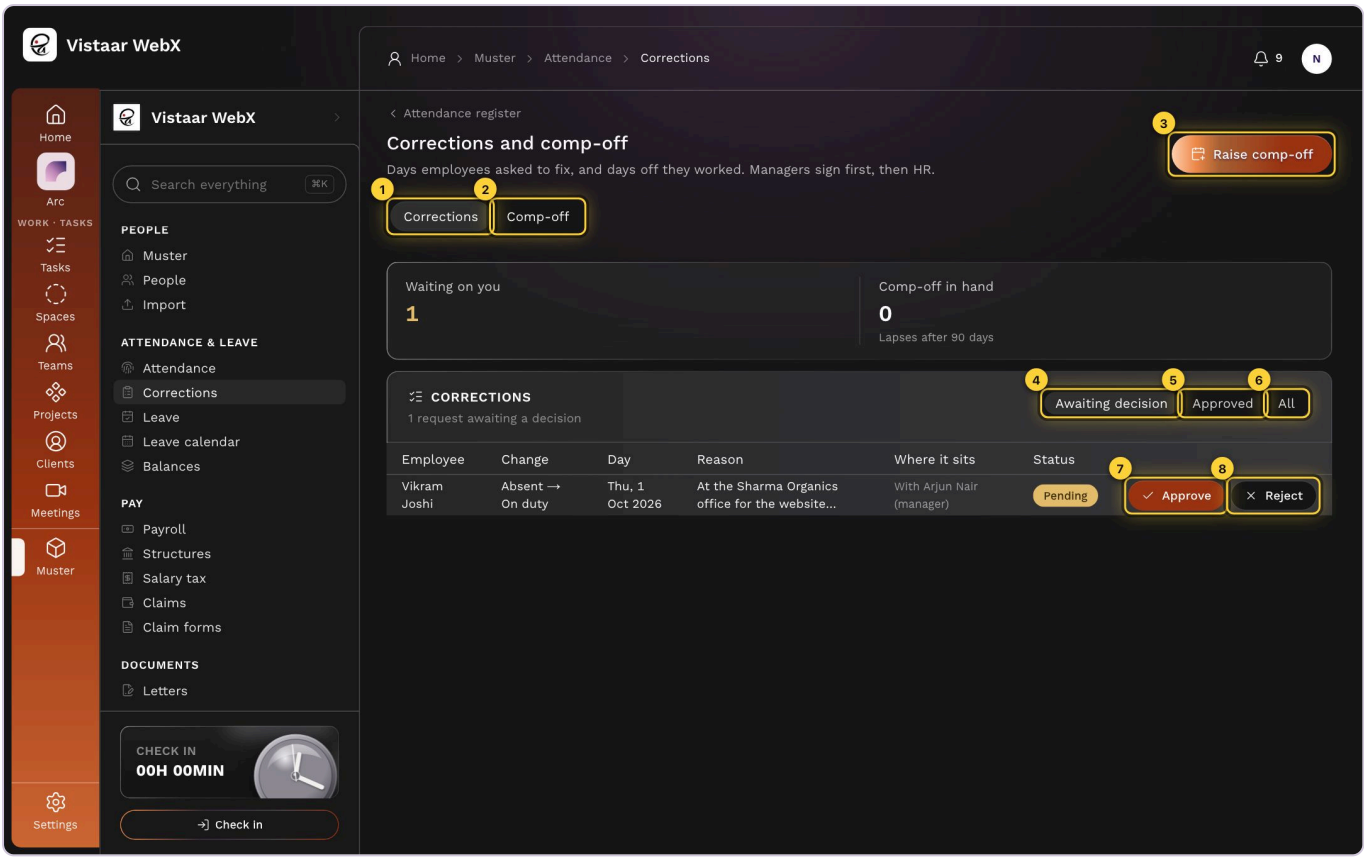
Set up: **HR settings → Attendance rules → Location at check-in** Who: HR admin

HR can ask for the browser's location when people check in or out on the web: off, optional or required. Add office areas with a radius; a check-in outside every area is flagged (or blocked, if you choose). People see a notice and agree before their location is read the first time. The daily attendance view shows where each check-in happened, with a map link.

Corrections and comp-off

Open: **Muster · HR → Corrections** `/app/hr/attendance/corrections` Who: HR admin, managers (own team)

Days employees asked to fix, and days off they worked. Managers sign first, then HR.



"Where it sits" tells you whose signature the request is waiting for.

1 Corrections 2 Comp-off 3 Raise comp-off 4 Awaiting decision 5 Approved 6 All 7 Approve 8 Reject

ON THIS PAGE

- 1 **Corrections** and 2 **Comp-off** tabs, and 3 **Raise comp-off**.
- Tiles: **Waiting on you** and **Comp-off in hand** (approved comp-off not yet used; lapses after 90 days by default).
- Status filter: 4 **Awaiting decision**, 5 **Approved**, 6 **All**.
- Columns: Employee, Change (for example "Absent → On duty"), Day, Reason, Where it sits, Status, and 7 **Approve** / 8 **Reject** when it is your turn.

CORRECTIONS

Employees ask for a correction from their own attendance page when a day is wrong, for example they forgot to check in. They can ask for Present, Work from home, On duty or Half day, for a past day within 15 days. Leave is not a correction: it spends a balance, so it goes through the leave screen.

1. Open 1 **Corrections** and stay on 4 **Awaiting decision**.
2. Read the Change, Day and Reason. Check the register if needed.
3. Click 7 **Approve**, or 8 **Reject** and add a note explaining why.
4. On the final approval the day is updated on the register. If the month is locked, reopen it first.

COMP-OFF

A comp-off is a day of leave earned by working on a weekly off or a holiday. A full day worked earns 1 day; a half day earns 0.5. The day must already be marked as worked on the register, and it must have been an off day.

1. Click 3 **Raise comp-off**.
2. Choose the employee (HR can raise for anyone they can see; others raise for themselves).
3. Enter the **Day worked** and **What was the work?**.
4. Click **Send for approval**. It follows the same manager-then-HR route as leave.
5. Once approved, the days appear in the Comp-off column of Leave balances and can be taken as Comp-off leave.

> **GOOD TO KNOW**
> Overtime is not claimed on this page. The **Overtime eligible** flag on the employee form records who is eligible.

PART 3

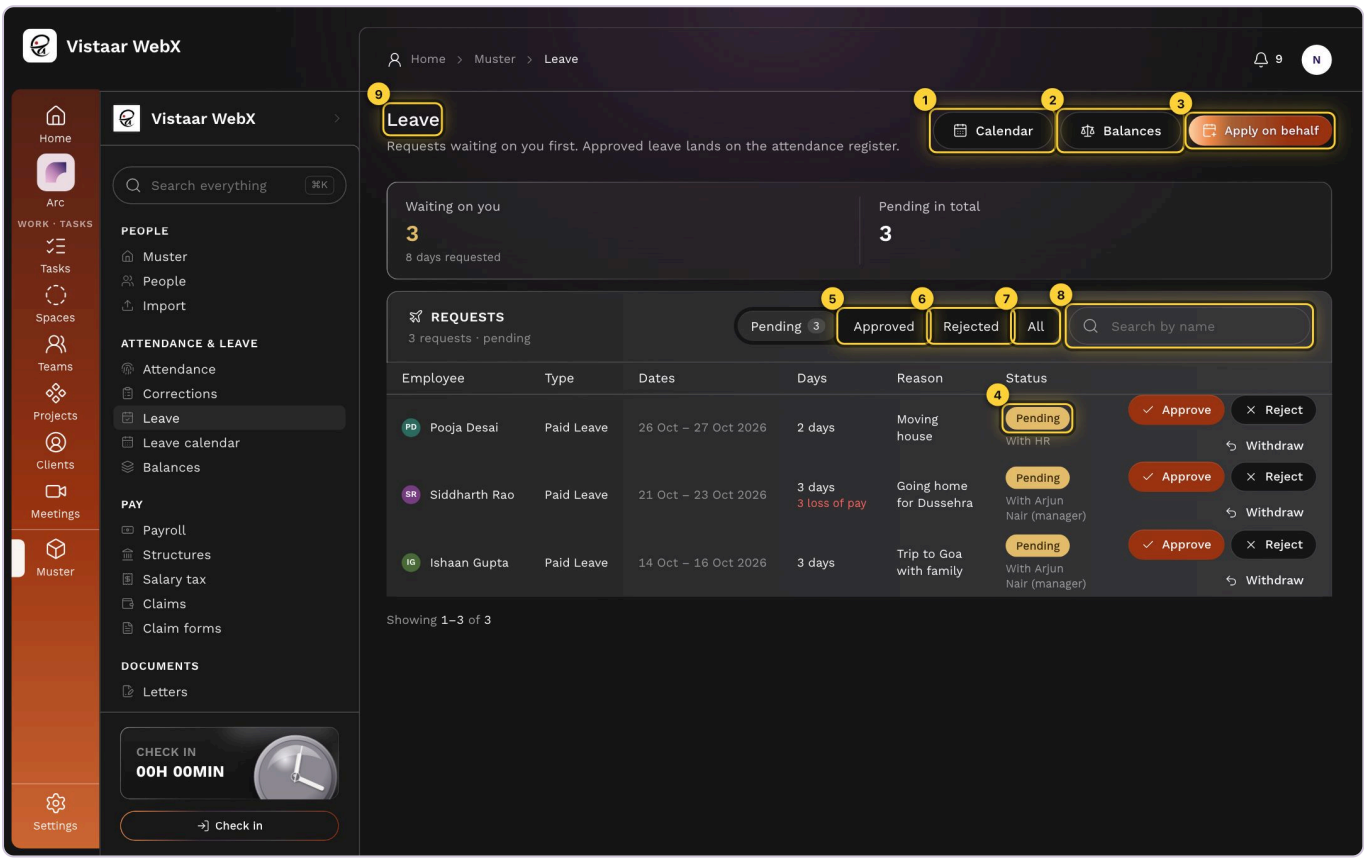
Leave

Requests, balances and the leave calendar.

Leave requests

Open: **Muster · HR → Leave** `/app/hr/leave` Who: HR admin, HR executive, managers (own team)

Requests waiting on you come first. Approved leave lands on the attendance register by itself.



Siddharth's request shows "3 loss of pay" in red because his balance does not cover it.

1 Calendar 2 Balances 3 Apply on behalf 4 Pending 5 Approved 6 Rejected 7 All
8 Search by name 9 Leave

ON THIS PAGE

- 1 **Calendar**, 2 **Balances** and 3 **Apply on behalf**.
- Tiles: **Waiting on you** (with days requested) and **Pending in total**.
- Tabs: 4 **Pending**, 5 **Approved**, 6 **Rejected**, 7 **All**, and 8 **Search by name**.
- Columns: Employee, Type, Dates, Days (with any loss of pay), Reason, Status with where it sits (for example "With Arjun Nair (manager)" or "With HR"), and the actions.

WHO APPROVES

- A request goes to the person's **reporting manager** first, if they have one whose login can approve leave.
- It then goes to **HR**. HR's stage needs a role that approves leave and sees everyone.
- If the applicant could sign the HR stage themselves (for example the HR manager's own leave), the second stage goes to **management** instead, so nobody approves their own leave.
- A rejection at any stage ends the request. An approval moves it to the next stage, and the last approval settles it. The employee is told when it is settled.

APPROVE OR REJECT

1. Open 9 **Leave**. Requests you can decide show **Approve** and **Reject**.
2. Check the Days column. Days the balance does not cover are shown as loss of pay.
3. Click **Approve**. If you are the manager, it moves on to HR. If you are the last stage, the days are marked on the attendance register.
4. To refuse, click **Reject**, write **Why this cannot be approved** and confirm. They are told, with your note.

APPLY ON SOMEONE'S BEHALF

1. Click 3 **Apply on behalf**.
2. Choose the **Employee** and **Leave type**.
3. Set **From** and **To**, or tick **Half day** (it starts and ends on the same date).
4. Enter a **Reason**. Attach a **Supporting document** if the leave type needs one, such as a medical certificate.
5. Click **Send for approval**. It follows the same route as if the employee had applied.

WITHDRAW A REQUEST

Click **Withdraw** on a pending request to cancel it, for example when the employee's plans change. Only pending requests can be withdrawn.

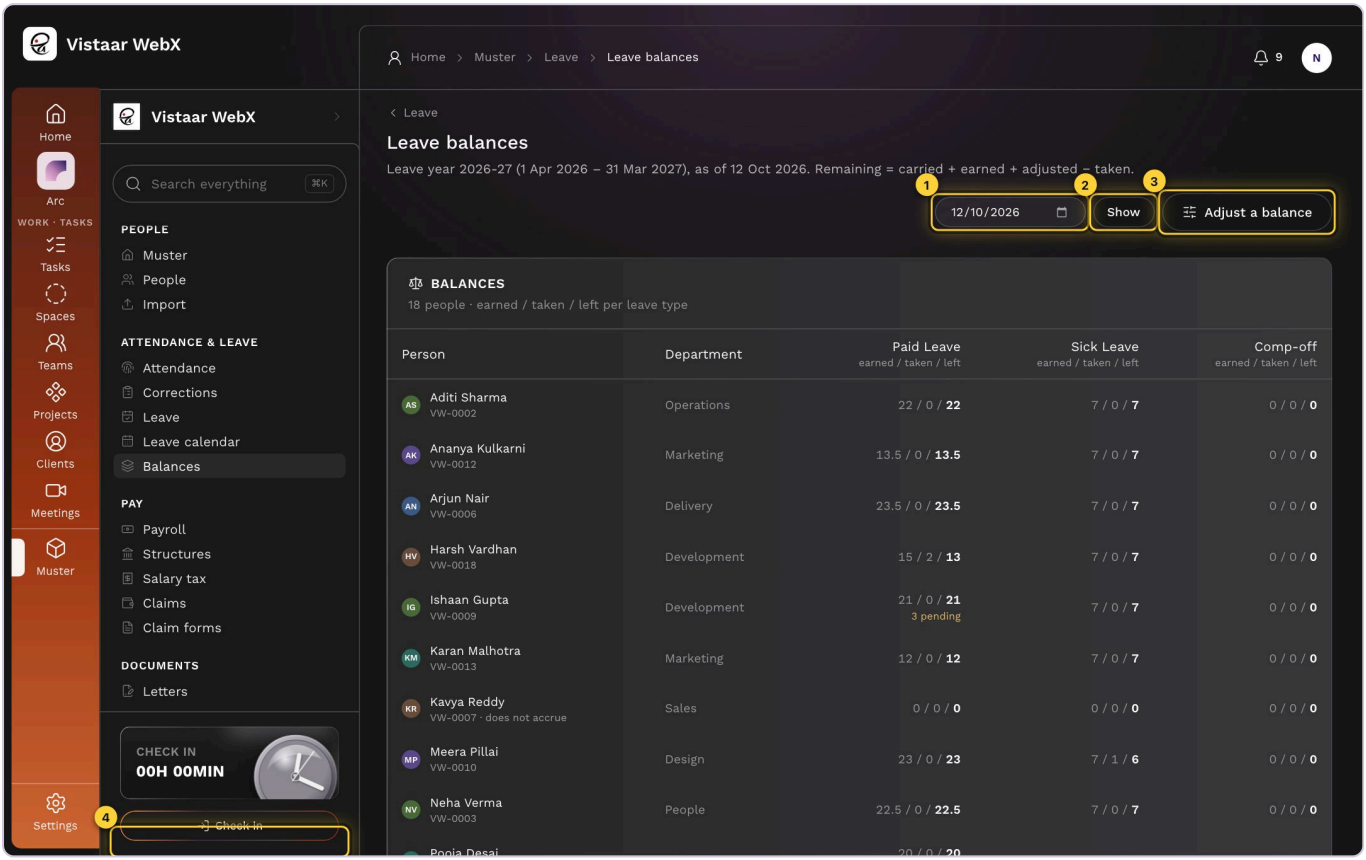
> **GOOD TO KNOW**
> How days are counted: weekly offs and holidays inside the range are skipped, and a half day counts as 0.5. For paid leave types, the days are split against the balance: what the balance covers is paid, the rest becomes loss of pay.

> **CAREFUL**
> Leave in a locked attendance month cannot be approved. Reopen that month first, approve, then lock it again and regenerate payroll if it was already run.

Leave balances

Open: **Muster · HR → Balances** or **Leave → Balances** `/app/hr/leave/balances` Who: HR, managers (own team)

Everyone's balance for each leave type in the current leave year, worked out from the register. Remaining = carried + earned + adjusted − taken.



Amber text under a balance shows days in pending requests. "does not accrue" marks people who do not earn leave yet.

1 As of 2 Show 3 Adjust a balance 4 Employee

ON THIS PAGE

- The leave year and the as-of date. Change 1 **As of** and click 2 **Show** to see balances on another date.
- One row per person with code and department, and an **earned / taken / left** cell for each leave type (for example Paid Leave, Sick Leave, Comp-off).
- 3 **Adjust a balance** to correct a balance or enter an opening balance.

HOW LEAVE IS EARNED

- Only full-time people who are Active, Confirmed, serving notice or Resigned earn leave. People on probation, interns and contract staff show "does not accrue".
- **Monthly** types credit a fixed amount on the 1st of each month. The joining month counts if they joined on or before the 15th. Credits stop after they leave.
- **Yearly, up front** types grant the year's quota at once, reduced for the months they were not employed and rounded to a half day.
- **Per service year** types grant the quota for each completed year of service.

- **On application** types (for example maternity) have no running balance; each request is allowed up to the quota.
- At the end of the leave year, part of an unused balance carries forward (50% by default, rounded to a half day and capped per type). The leave year runs April to March by default.
- Taken days come from approved leave on the attendance register.

ADJUST A BALANCE

1. Click (3) **Adjust a balance**.
2. Choose the (4) **Employee** and **Leave type**.
3. Enter **Days**: a positive number adds, a negative number takes away (for example 2.5 or -1).
4. Pick the **Kind**: **Correction**, or **Opening balance** when bringing balances over from your old system.
5. Enter a **Reason** and click **Save adjustment**.

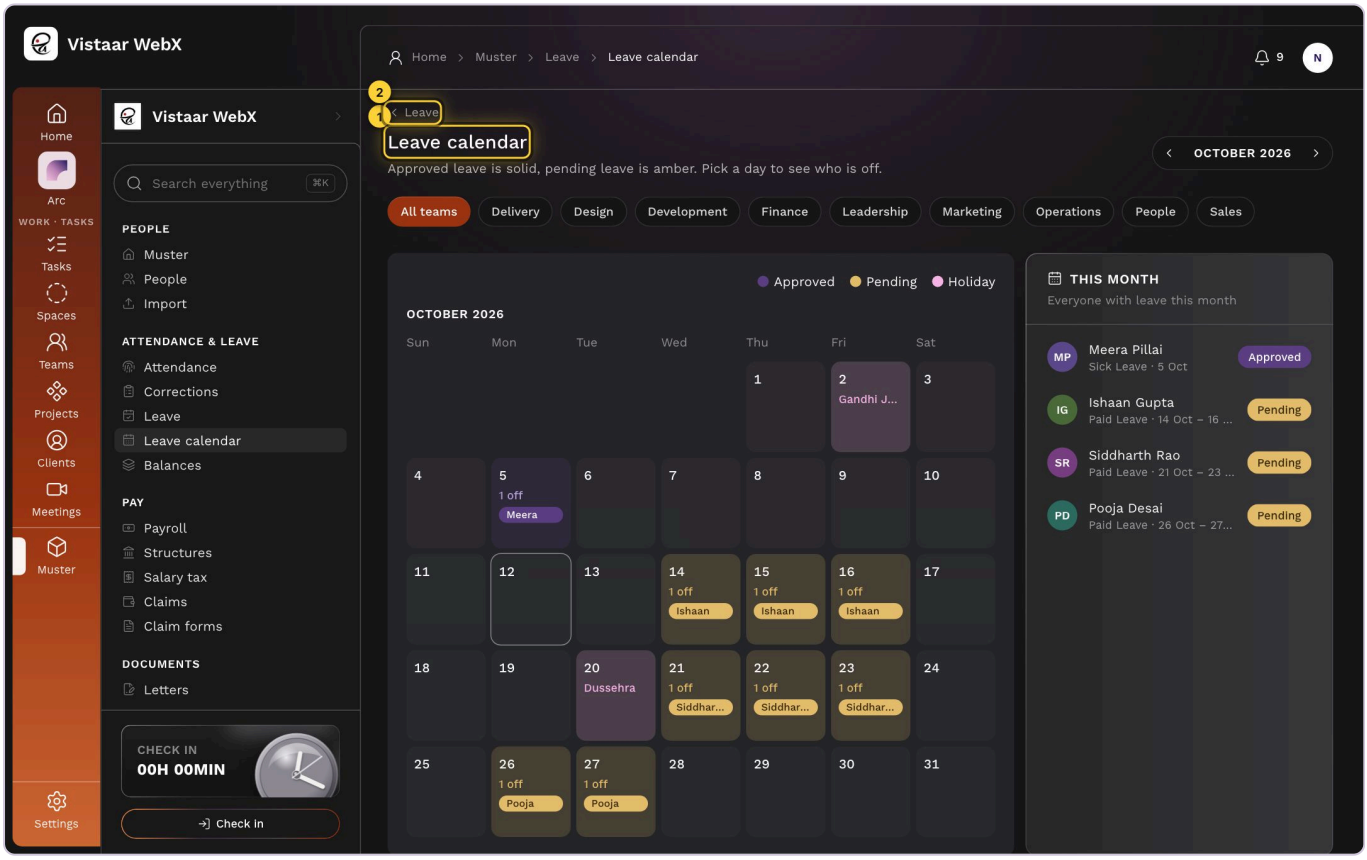
> **TIP**
> When you start using Flowbit mid-year, enter each person's opening balance once with Kind set to Opening balance, so carry-forward works from then on.

Leave calendar

Open: **Muster · HR** → **Leave calendar** or **Leave** → **Calendar** `/app/hr/leave/calendar`

Who: HR, managers (own team)

A month view of who is off. Use it before approving leave, to see whether too many people from one team are away on the same days.



Approved leave is solid purple, pending leave is amber and holidays are pink.

(1) Leave calendar (2) Leave

ON THIS PAGE

- Month switcher (previous and next month) and team chips to show one department.
- The calendar: each day shows how many are off and their names, with holidays named.
- **This month**: everyone with leave this month, the type and dates, and Approved or Pending.

CHECK COVER BEFORE APPROVING

1. Open 1 **Leave calendar** and move to the month of the request.
2. Click the team chip for the person's department.
3. Click a day to see who is off. If the team is thin, talk to the manager before approving.
4. Go back to 2 **Leave** to approve or reject.

PART 4

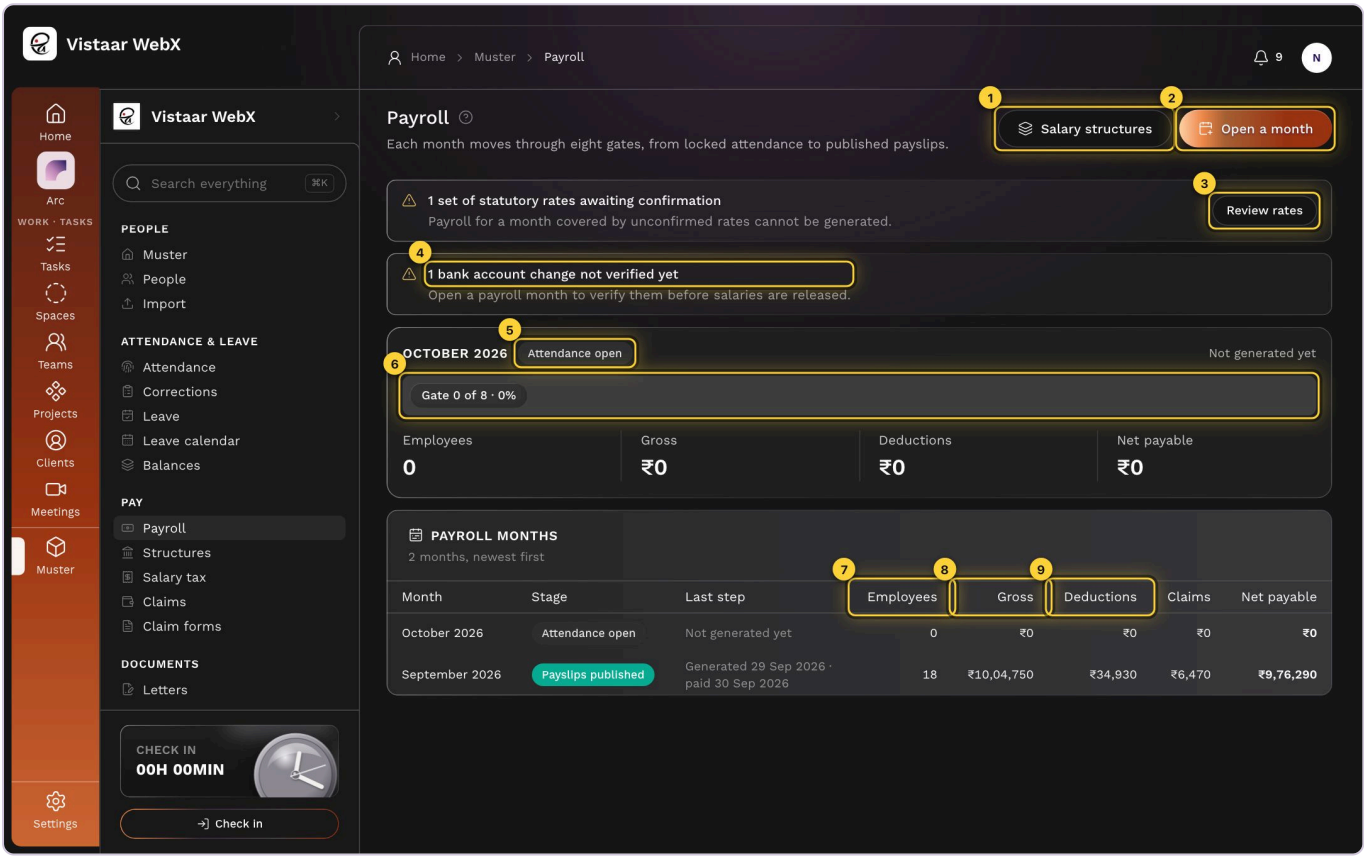
Payroll and salary tax

Payroll months, salary structures, TDS, Form 138 (24Q) and Form 130.

Payroll months

Open: **Muster · HR → Pay → Payroll** `/app/hr/payroll` Who: HR, Finance and anyone with payroll access

This page lists every payroll month, newest first. Each month moves through eight gates, from locked attendance to published payslips. You open a month here and then do all the work on the month's own page.



The newest month sits on top with its progress bar. Banners above it warn about anything that will block or delay payroll.

1 Salary structures 2 Open a month 3 Review rates 4 1 bank account change not verified yet
5 Attendance open 6 Gate 0 of 8 7 Employees 8 Gross 9 Deductions

ON THIS PAGE

- 1 **Salary structures** opens the page where you set each person's pay and the PF, ESI and PT rates.
- 2 **Open a month** starts a new payroll month.
- Warning banners. For example, **1 set of statutory rates awaiting confirmation** with a 3 **Review rates** button, or 4 **1 bank account change not verified yet**.
- The current month card shows its stage (for example 5 **Attendance open**), a progress bar such as 6 **Gate 0 of 8**, and the figures 7 **Employees**, 8 **Gross**, 9 **Deductions** and **Net payable**.

- The **Payroll months** table has the columns **Month**, **Stage**, **Last step** (for example "Generated 29 Sep 2026 · paid 30 Sep 2026"), 7 **Employees**, 8 **Gross**, 9 **Deductions**, **Claims** and **Net payable**. Click a month to open it.

OPEN A PAYROLL MONTH

1. Click 2 **Open a month**.
2. Pick the **Month**.
3. Click **Open month**. Flowbit takes you to the new month's page.

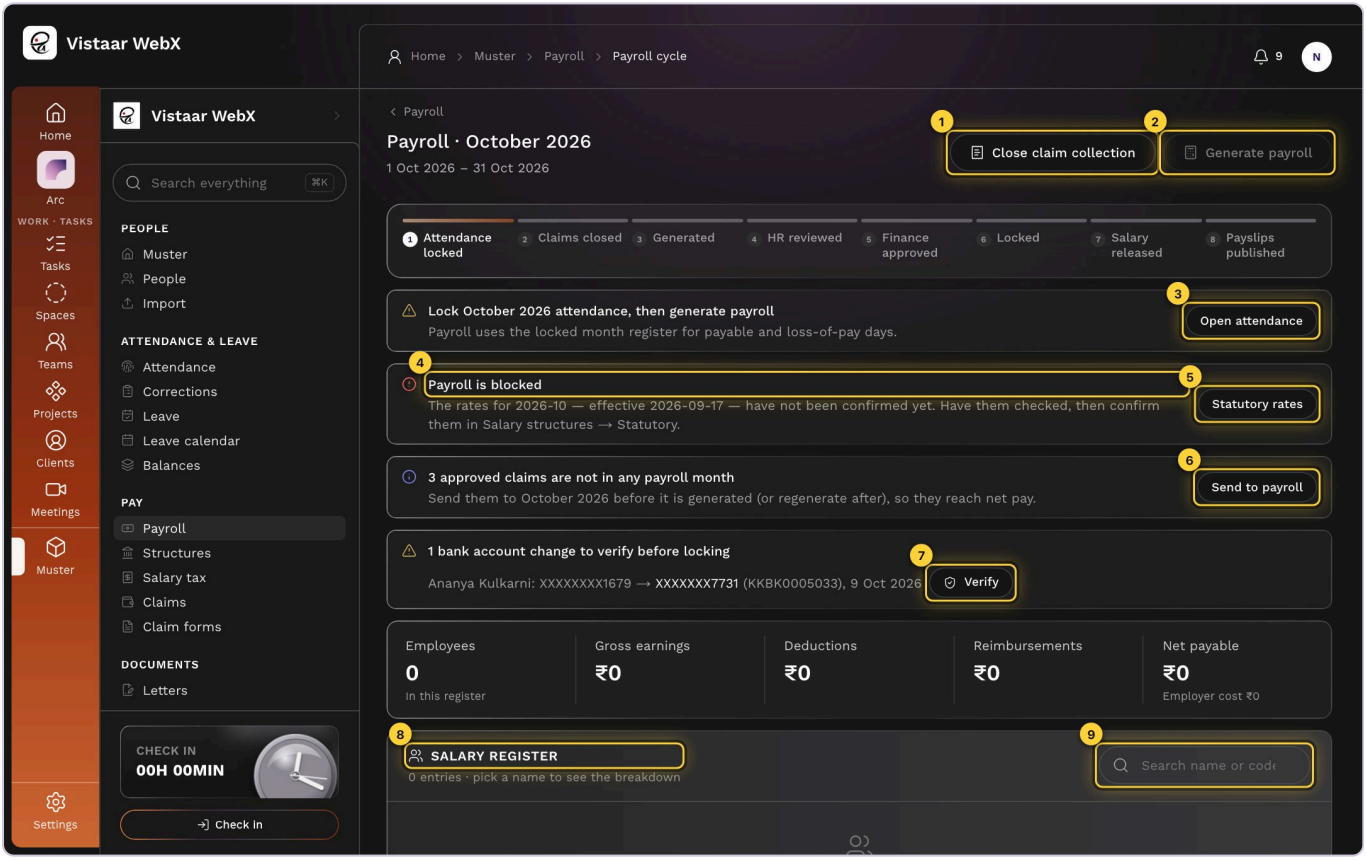
> **GOOD TO KNOW**
> Each calendar month can be opened only once. If it is already open, Flowbit takes you to the existing month. You can open a month before its attendance is locked, so that approved claims can be sent to it early.

Run payroll for a month

Open: **Payroll → pick a month** `/app/hr/payroll/{id}`

Who: HR runs it, Finance approves, people with lock and release rights finish it

This is where a month's salaries are worked out, checked, approved, paid and sent as payslips. Only the next allowed step is shown as a button, and only to people whose role allows that step.



October 2026 before generation. Generate payroll stays disabled until attendance is locked and the statutory rates are confirmed.

1 Close claim collection 2 Generate payroll 3 Open attendance 4 Payroll is blocked
5 Statutory rates 6 Send to payroll 7 Verify 8 Salary register 9 Search name or code

THE EIGHT GATES

#	GATE	BUTTON	WHAT IT MEANS
1	Attendance locked	(done in Attendance)	The month register is locked, so payable and loss-of-pay days are final.
2	Claims closed	1 **Close claim collection**	Claim forms paid with this month's salary stop taking claims. Optional.
3	Generated	2 **Generate payroll** / **Regenerate**	Every person's pay is worked out and the salary register is built.
4	HR reviewed	**Mark HR reviewed**	HR has checked attendance, adjustments, holds and new joiners.
5	Finance approved	**Finance approve**	Finance confirms the salary register is correct.
6	Locked	**Lock payroll**	Every figure is frozen. The bank file can now be downloaded.
7	Salary released	**Mark salaries released**	You record the date and bank reference of the salary payment.
8	Payslips published	**Publish and email payslips**	Each person gets a PDF payslip by email and in My payslips.

BANNERS YOU MAY SEE

- **Lock October 2026 attendance, then generate payroll**, with 3 **Open attendance**. Payroll uses the locked month register for payable and loss-of-pay days. If attendance is reopened after generation, the banner asks you to regenerate once the corrections are in.
- 4 **Payroll is blocked**. No statutory rates exist for the month, or the rates have not been confirmed. Click 5 **Statutory rates** to fix it.
- **2 approved claims are not in any payroll month**, with 6 **Send to payroll**. Send them before you generate, or regenerate after, so they reach net pay.
- **1 bank account change to verify before locking**. It shows the old and new account (masked), the IFSC and the date. Check the change with the person, then click 7 **Verify**.
- A list of people skipped at the last generation, with the reason (for example "No salary structure is in force for this month").
- Warnings in the register, such as components that do not add up to the monthly gross. Click a name to open that person's breakdown.

GENERATE PAYROLL

1. Lock the month's attendance in **Attendance**.
2. Make sure the statutory rates for the month are confirmed (see Salary structures).
3. Send any approved claims to this month from **Claims**.
4. Optional: click 1 **Close claim collection**, then **Close collection**.
5. Click 2 **Generate payroll**, then **Generate**.
6. Read the message. It says how many people were paid and who was skipped, and why.

HOW EACH PERSON'S PAY IS WORKED OUT

1. **Structure.** Flowbit takes the salary structure in force on the last day of the month. Anyone without one is skipped.
2. **Loss of pay.** Each earning that is set as **Reduced for loss of pay** is paid as full amount × payable days ÷ working days. Payable and LOP days come from the locked attendance register. Absent, unpaid leave and LOP days pay nothing; an unpaid half day pays half. Paid leave, sick leave, weekly offs and holidays are paid.
3. **Joiners and leavers.** The divisor is the whole month's working days, and only the days they were employed count as payable. So someone who joined mid-month is paid only for the part they worked.
4. **Adjustments** added for the month (bonus, recovery, TDS) are added as earnings or deductions.
5. **Statutory deductions** are worked out (below).
6. **Claims** sent to this month are added as a separate reimbursement line. They are not taxed and do not count for PF, ESI or PT.
7. **Net pay** = total earnings − total deductions + reimbursements, rounded to the rupee. If deductions are larger than earnings, net pay is set to zero and a warning appears.

STATUTORY DEDUCTIONS

Rates come from the confirmed statutory version for the month, not from fixed numbers. The values below are Flowbit's starting values. Finance should check them against the company's own registrations before confirming.

DEDUCTION	RULE
PF (Provident Fund)	12% from the employee and 12% from the employer, on the PF wage. The PF wage is the earned amount of components set as **Counts for PF wage** (Basic in the standard set). When **Cap PF at the ceiling** is on, the PF wage is capped at the wage ceiling. The EPF wage ceiling is ₹25,000 from 17 Sep 2026 (it was ₹15,000 before). Amounts are rounded to the rupee. Not deducted for people marked as not covered by PF.
ESI	0.75% from the employee and 3.25% from the employer, on the ESI wage, rounded up to the rupee. Applies only when the person's full monthly gross is ₹21,000 or less. Loss of pay never brings someone into ESI.
Professional Tax (PT)	By the person's PT state, from that state's slabs, on the month's earned gross. Default Madhya Pradesh slabs: up to ₹18,750 nil; up to ₹25,000 ₹125; up to ₹33,333 ₹167; above that ₹208 a month. A month override can collect a different amount in one month. If no schedule exists for the state, nothing is deducted and a warning is shown.
LWF (Labour Welfare Fund)	A flat employee and employer amount, only in the state's remittance months (for example June and December), when the state's LWF is switched on.
TDS	Worked out by Flowbit when **Compute TDS each month from the tax worksheet** is on in the statutory rates (see Salary tax). In manual mode, add it as a deduction adjustment labelled "TDS" so it lands in the TDS column of the reports.

> **GOOD TO KNOW**
> Bonuses and other earning adjustments are added to total earnings but do not change the PF wage, the ESI wage or the PT slab.

CHECK THE SALARY REGISTER

The 8 **Salary register** lists one row per person: name and code, payable days out of working days, LOP days (red when above zero), earnings, deductions, net pay and status (**Ready**, **On hold** or **Excluded**). Use 9 **Search name or code** to find someone. The tiles above show **Employees**, **Gross earnings**, **Deductions**, **Reimbursements** and **Net payable** with the employer cost.

Click a name to open the **Entry breakdown**: **Monthly gross**, **Payable days**, **Earned salary**, **Net pay**, the Earnings, Deductions and Employer contributions tables, and facts such as **PF wage**, **ESI wage**, **PT state** and **Days assumed present**.

ADD A BONUS, RECOVERY OR TDS

1. Click the person's name in the register.
2. Click **Add adjustment**.
3. Fill **Label** (for example "Diwali bonus" or "TDS"), **Type** (**Earning (adds to pay)** or **Deduction (recovers)**), **Amount (₹)** and **Reason**.
4. Click **Add adjustment**.
5. Click **Regenerate** to apply it.

To take an adjustment out, click its remove icon, give a reason and click **Remove**. It is kept on record as removed. Regenerate to apply the change.

HOLD OR EXCLUDE SOMEONE

- **Hold pay.** The entry stays in the register but is not paid and its payslip is not published until you release it. Use the hold icon, give a reason (for example "Bank details being verified") and click **Hold pay**.
- **Exclude.** The person is left out of this month. Use the exclude icon, give a reason (for example "Paid through full and final settlement"), click **Exclude**, then regenerate.

REVIEW, APPROVE AND LOCK

1. HR clicks **Mark HR reviewed**, then **Mark reviewed**.
2. Finance clicks **Finance approve**, then **Approve**.
3. Someone with lock rights clicks **Lock payroll**, then **Lock**.

> **CAREFUL**
> Once locked, nothing can be regenerated, adjusted, held or have claims sent to it. If you regenerate before locking, the HR review and Finance approval are cleared and must be done again.

DOWNLOAD THE BANK TRANSFER FILE

After the month is locked, a **Bank file** button appears above the register. It builds a CSV for bulk salary payment in net banking.

1. Click **Bank file**.
2. Pick the **Layout**: **Generic (most banks)**, **HDFC-style** or **ICICI-style**.
3. Pick the **Mode**: NEFT or IMPS. Any single payment above ₹5,00,000 goes by NEFT.
4. Pick the company account to pay from, or choose **Another account (type it)** and enter the **Debit account number** (9 to 18 digits).
5. Set the **Value date** and the **Narration** (up to 30 letters and digits).
6. Click **Download CSV** and upload it to your bank.

GOOD TO KNOW

People with nothing to pay, no bank account, no valid IFSC or an unverified bank change are left out of the file and listed under **Left out of the file**. Pay them separately, or fix their details and download again. Banks change their templates, so check your bank's current format before the first upload. Only people who can release or lock payroll and see sensitive details can download this file.

The register also has **Register CSV**, **Statutory CSV** and **Journal CSV** downloads. See HR reports.

RECORD THE SALARY PAYMENT

1. After the bank has paid, click **Mark salaries released**.
2. Enter **Paid on** (it cannot be a future date) and the **Bank reference (UTR)**. Add **Notes** if useful.
3. Click **Record payment**. Claims in this register are marked paid at the same time.

PUBLISH PAYSLIPS

1. Click **Publish and email payslips**, then **Publish**.
2. Each person gets a PDF payslip by email and can download it from My payslips. People on hold are skipped.
3. If someone's email fails, the message names them. They can still download the payslip themselves. Use **Re-send payslips** to send again.

The payslip shows the company letterhead, the person's details (PAN, UAN, masked bank account), working, payable and LOP days, earnings, deductions, approved expense claims, net pay in figures and words, and employer contributions.

REOPEN A LOCKED MONTH

1. Click **Reopen**.
2. Fill **Why it is being reopened**. The reason is kept in the audit log.
3. Click **Reopen**. The month goes back to Generated and must be reviewed, approved and locked again.

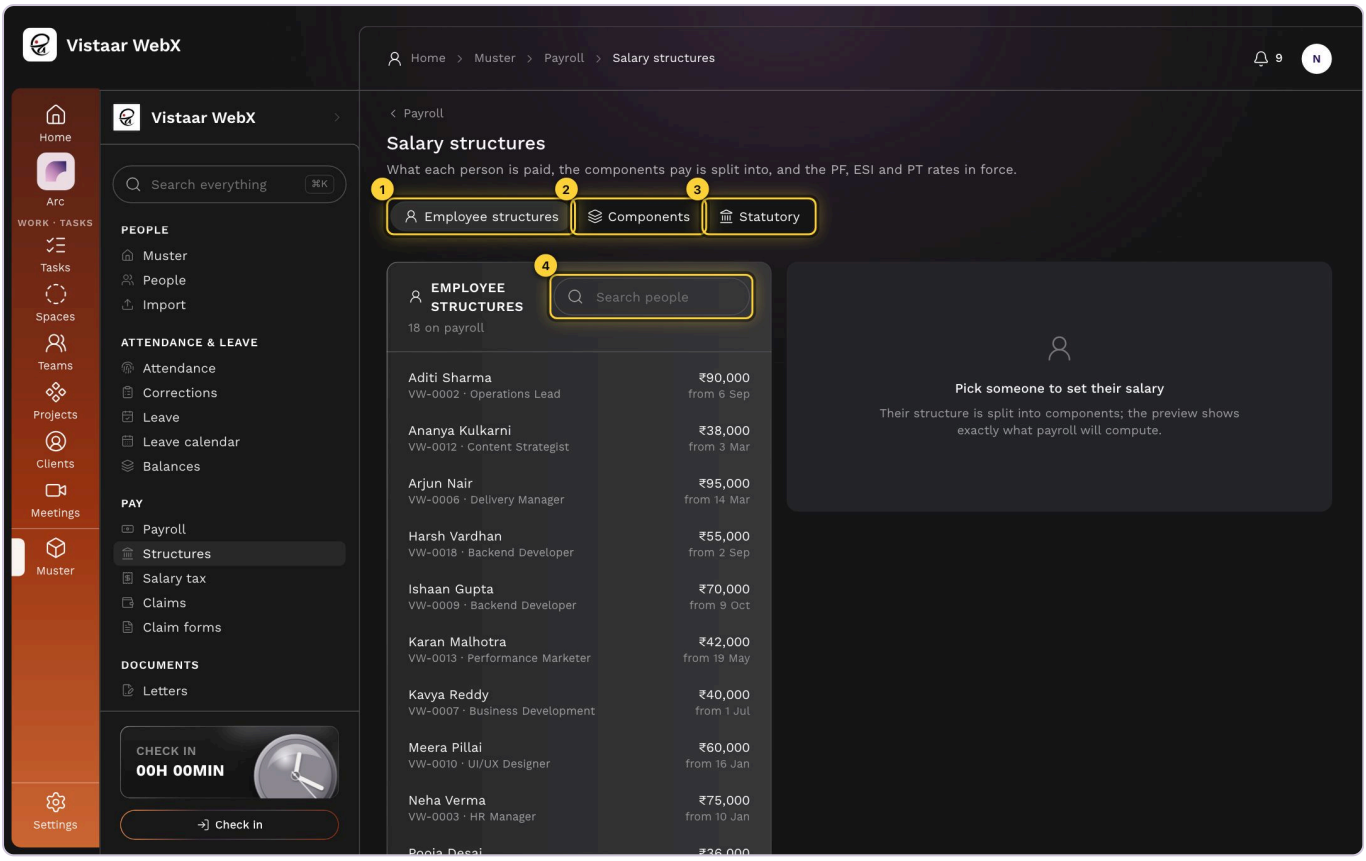
CAREFUL

Reopening does not reverse salaries already paid or claims already marked paid. For small corrections, it is usually safer to add an arrears or recovery adjustment in next month's payroll.

Salary structures

Open: **Muster · HR → Pay → Structures** `/app/hr/payroll/structures` Who: HR and Finance with payroll access

This page holds what each person is paid, the components pay is split into, and the PF, ESI and PT rates in force. It has three tabs: 1 **Employee structures**, 2 **Components** and 3 **Statutory**.



Each person shows their monthly gross and the date their structure began. Pick a name to open the editor on the right.

1 Employee structures 2 Components 3 Statutory 4 Search people

HOW CTC SPLITS INTO COMPONENTS

Each structure has a monthly gross, an annual CTC and a set of component lines. Each line has a basis:

- **% of gross**, for example Basic at 50% of gross.
- **% of basic**, for example HRA at 40% of basic.
- **% of CTC**, a share of the monthly CTC (annual CTC ÷ 12).
- **Fixed amount**, for example the Special Allowance.

Basic is worked out first, then the rest. The components should add up exactly to the monthly gross. For example, a monthly gross of ₹40,000 gives Basic ₹20,000 (50%), HRA ₹8,000 (40% of basic), and a Special Allowance of ₹12,000 to close the gap.

SET OR REVISE SOMEONE'S SALARY

1. On (1) **Employee structures**, use (4) **Search people** and click the person.
2. Set **Effective from**. It must be after the start of their current structure.
3. Enter **Monthly gross (₹)** and **Annual CTC (₹)**. CTC defaults to 12 × gross.
4. Check the component lines (**Component**, **Basis**, **Value**, **Per month**). Use **Add a component** to add more.
5. Look at **Total of components**. If it does not match the gross, a note says by how much. Click **Close the gap** to adjust the Special Allowance.
6. Add **Notes** if useful and click **Save structure**.

The old structure ends the day before the new one starts. Earlier versions stay under **Revision history**. After saving, Flowbit offers a Salary Revision letter. You cannot change your own salary.

> **TIP**
> A person marked **No structure** is skipped when payroll is generated. Set their structure before generating.

COMPONENTS TAB

The list of pay components with their code, name, type (Earning, Deduction or Employer contribution), basis, default value and flags. Click **Load the standard set** to add Basic, HRA, Conveyance, Special, Other allowance, Variable pay, Incentive, Bonus, Arrears, PF, ESI, PT, TDS, advance and loan recoveries and employer PF and ESI.

1. Click **Add component**, or the edit icon on an existing one.
2. Fill **Code** (capitals, like HRA), **Name**, **Type**, **Basis** and **Order on payslip**.
3. Tick the flags that apply: **Counts for PF wage**, **Counts for ESI wage**, **Counts as wages (gratuity)**, **Reduced for loss of pay**, **Taxable**, **Paid every month**.
4. Save. To stop using a component, click its retire icon and **Retire**. You can **Restore** it later.

> **GOOD TO KNOW**
> A percentage above 100 is refused, since it is almost always a fixed amount typed in the wrong box. BASIC, PF, ESI, PT, LWF and reimbursement are protected: they cannot be renamed, retyped or retired.

STATUTORY TAB

A timeline of rate versions. Each shows when it took effect, the payroll month it applies from, a note, PF, ESI, PT by state, LWF, and who confirmed it (or **Proposal** if not yet confirmed).

1. Click **Add version**. It starts as a copy of the latest version.
2. Set **Took effect on**, **Payroll applies from** (the 1st of a month) and a **Note**.
3. Edit PF: **Employee %**, **Employer %**, **Wage ceiling (₹)**, **Cap PF at the ceiling**, **Reduce the ceiling in LOP months**.
4. Edit ESI: **Employee %**, **Employer %**, **Covers gross up to (₹)**.
5. Add PT slabs per **State**, and LWF amounts per state, as needed.
6. Save the proposal. Then a Finance person checks it and clicks **Confirm**, then **Confirm rates**. Use **Set payroll month** to change which month it applies from before confirming.

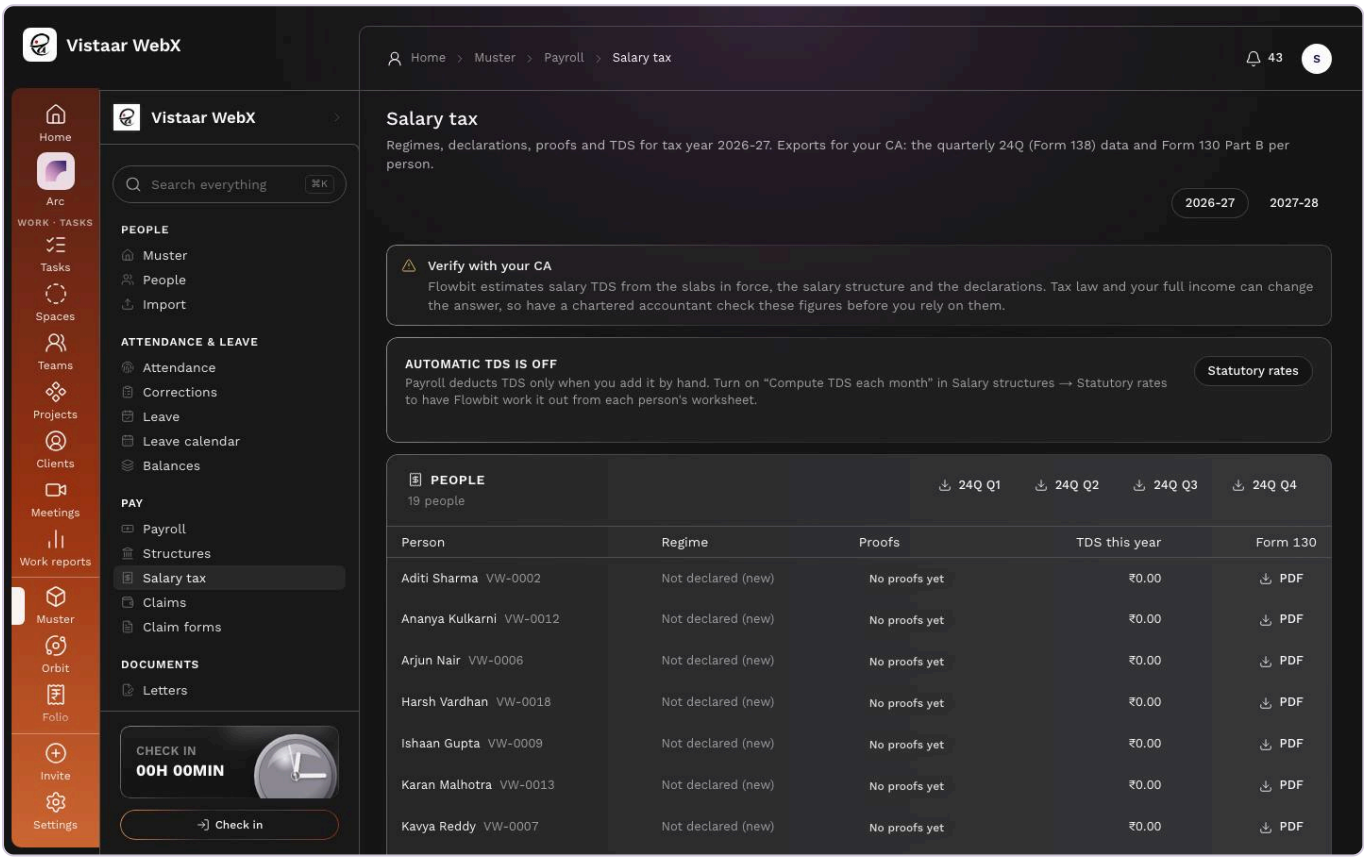
CAREFUL

Payroll cannot be generated for a month whose rates are not confirmed. Confirmed versions can never be edited; add a new version instead. A banner warns when the latest version still caps PF below the current EPF ceiling of ₹25,000.

Salary tax: TDS, Form 138 and Form 130

Open: **Muster · HR → Payroll → Salary tax** `/app/hr/payroll/tax` Who: HR and finance with payroll access

Flowbit can work out each person's monthly TDS on salary from their salary structure and their declarations in My tax *(see the Employee Self-Service Guide)*.



Salary tax: one row per person, with the 24Q (Form 138) downloads at the top of the table.

1. Set the year: when declarations are open, the proof window, your TAN and who signs Form 130.
2. In the statutory rates, turn on **Deduct salary TDS** and **Compute TDS each month from the tax worksheet**. With the second switch off (the default), TDS stays an adjustment you type.
3. When payroll is generated, each person gets a worksheet: income so far this year, this month, the months left, the standard deduction, HRA, 80C (with employee PF), 80D, NPS, home loan, slab tax, rebate, surcharge and 4% cess. What is still due is spread over the months left as the TDS line.
4. Review proofs: **Verify proofs** (with adjusted amounts if needed) or **Send back**. Verified amounts replace declared ones from then on.
5. Finance can **Override TDS** for one person's month, with a reason. It is audited.

- **Form 138** (formerly 24Q): a quarterly deductee CSV, plus the salary details for the last quarter, for your CA's return utility.

- **Form 130 (earlier Form 16) Part B**: a PDF per person for the year, signed by the person named in the year's settings. Part A comes from TRACES.

> **CAREFUL**
> Flowbit does not file TDS returns. The tax rules for each year are kept up to date by the Flowbit team, but every screen says "Verify with your CA", and you should.

PART 5

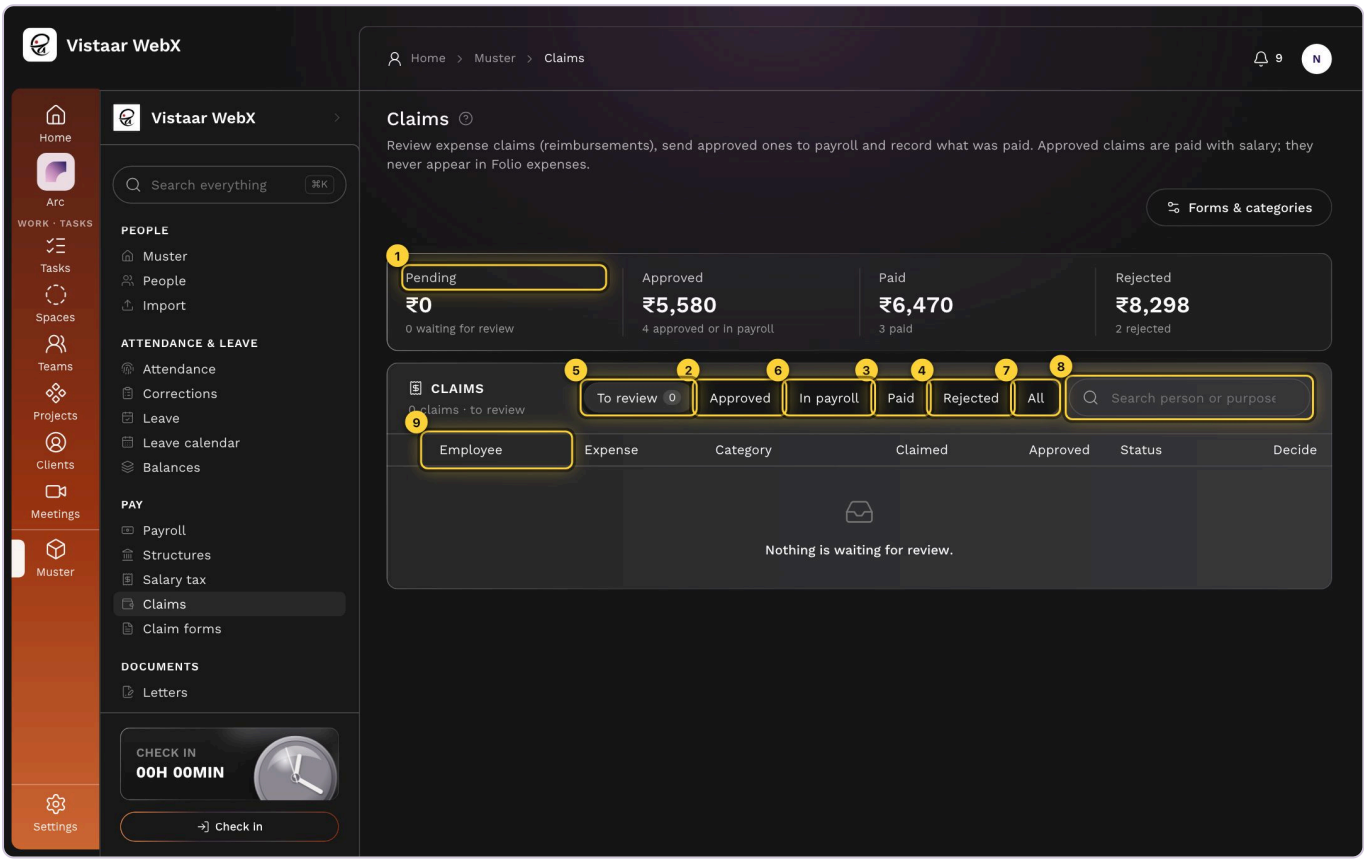
Claims, letters, reports and settings

Reimbursements, HR letters with signatories, reports and HR settings.

Expense claims

Open: **Muster · HR → Pay → Claims** `/app/hr/claims` Who: HR and Finance with claims access

Employees file expenses through a claim form link. Here you review each claim, approve, reduce or reject it, and send approved claims to payroll so they are paid with salary.



The To review tab, with both claims ticked for bulk approval.

1 Pending 2 Approved 3 Paid 4 Rejected 5 To review 6 In payroll 7 All
8 Search person or purpose 9 Employee

ON THIS PAGE

- Tiles: 1 **Pending**, 2 **Approved**, 3 **Paid** and 4 **Rejected**, each with the total in ₹ and a count.
- Tabs: 5 **To review**, 2 **Approved**, 6 **In payroll**, 3 **Paid**, 4 **Rejected**, 7 **All**.
- 8 **Search person or purpose**.
- Columns: 9 **Employee**, **Expense** (purpose, date, vendor, receipt, form), **Category**, **Claimed**, 2 **Approved**, **Status** and **Decide**. A receipt link opens the uploaded file; "No receipt" means none was attached.
- **Forms & categories** opens the claim forms page.

CLAIM STATUSES

STATUS	MEANING
Submitted	Filed by the employee, waiting for a decision.
Approved	Approved in full. Ready to send to payroll.
Partially approved	Approved at a lower amount, with a note.
Rejected	Not approved. The employee is emailed the reason.
In payroll	Sent to a payroll month. Paid when that month's salaries are released.
Paid	Paid with salary, or marked paid separately.

DECIDE A CLAIM

1. Open the 5 **To review** tab and read the expense and receipt.
2. Click **Approve** to approve the full amount.
3. Or click **Approve a reduced amount**, enter **Amount to approve (₹)** (no more than claimed) and **Why it was reduced**, then click **Approve reduced amount**.
4. Or click **Reject**, enter a **Reason** and confirm.

The employee gets an email and a notification with the decision, the approved amount and your note. To approve many at once, tick the claims and click **Approve ticked in full**.

> **GOOD TO KNOW**
> You cannot decide your own claim; it is left for someone else. Once a claim is in a payroll month, its decision can no longer change.

SEND APPROVED CLAIMS TO PAYROLL

1. Open the 2 **Approved** tab. All claims are ticked; untick any you want to leave out.
2. Pick the **Payroll month**. Only months that are not locked are offered. If none is open, open one on the Payroll page first.
3. Click **Send to payroll**. The claims move to 6 **In payroll**.
4. Generate (or regenerate) that payroll month so the claims are added to net pay as a reimbursement line.
5. When the month's salaries are released, the claims become 3 **Paid**.

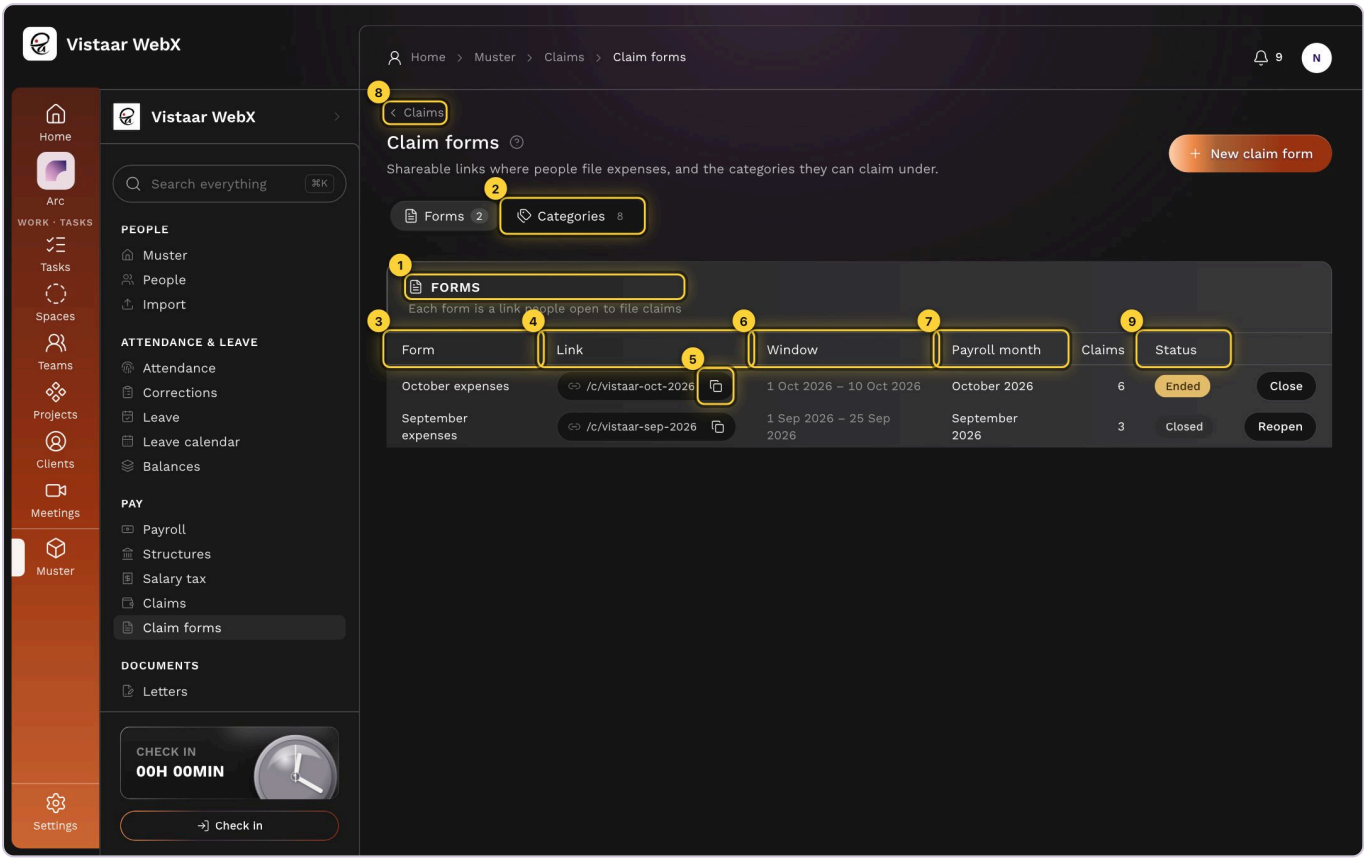
PAY CLAIMS OUTSIDE PAYROLL

If you reimburse someone directly, open the 2 **Approved** tab, tick the claims, enter the **UTR / UPI reference** and click **Mark paid**. This needs claim payment rights.

Claim forms and categories

Open: **Muster · HR → Pay → Claim forms** `/app/hr/claims/forms` Who: HR with claim form access

A claim form is a shareable link where people file expenses for a period. Categories are the expense types people can claim under, with an optional ceiling.



Each form has its own link, window and payroll month. Close or reopen it from the last column.

1 Forms 2 Categories 3 Form 4 Link 5 Copy link 6 Window 7 Payroll month 8 Claims 9 Status

ON THIS PAGE

- Tabs: 1 **Forms** and 2 **Categories**.
- Forms table: 3 **Form**, 4 **Link** (with 5 **Copy link**), 6 **Window**, 7 **Payroll month**, 8 **Claims**, 9 **Status**, and a **Close** or **Reopen** button.
- Status is Upcoming (not open yet), Open, Ended (past the deadline) or Closed (closed by HR).

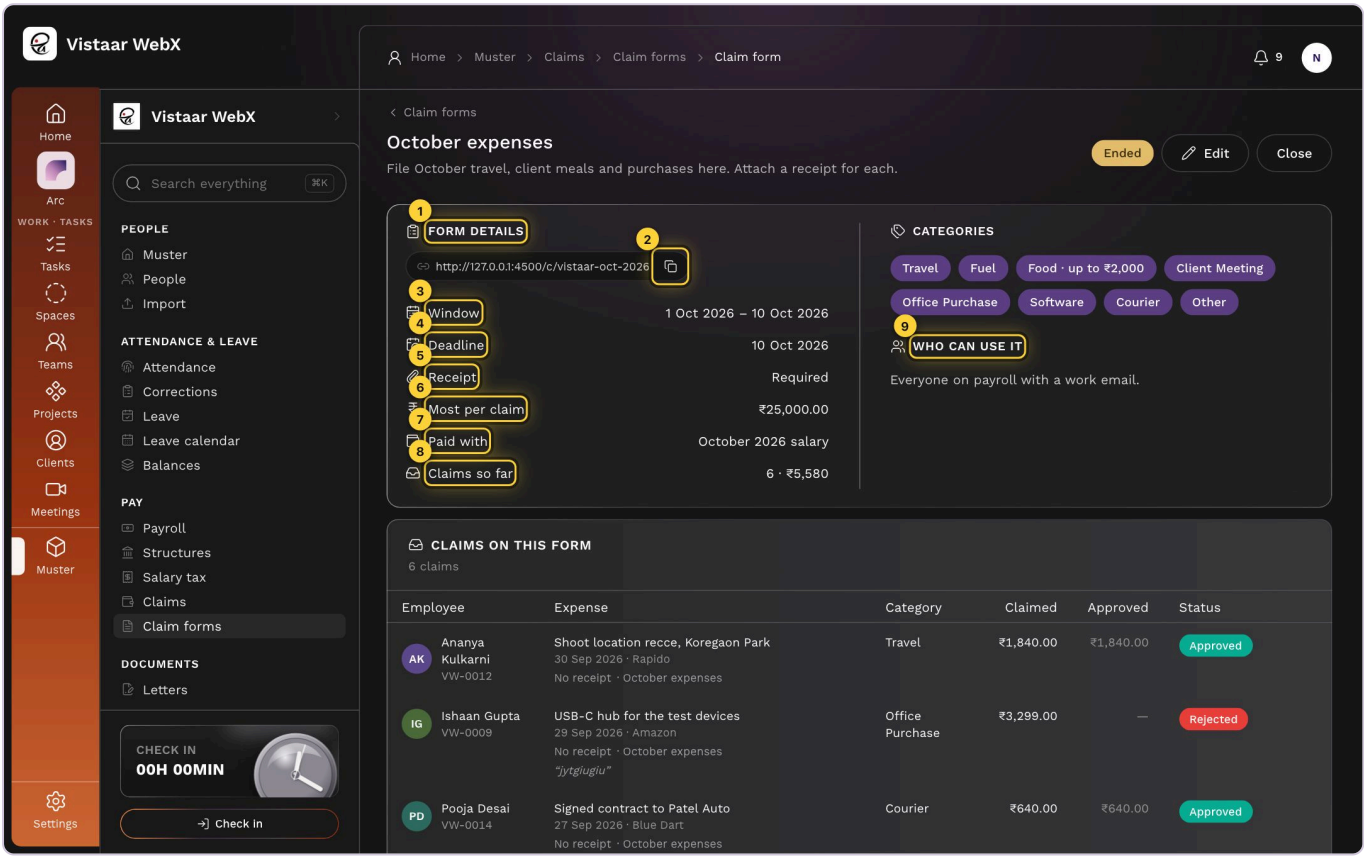
CREATE A CLAIM FORM

1. Click **New claim form**.
2. Enter a **Name** (for example "October expenses") and the 4 **Link** slug. People open `/c/your-slug`. The slug must be unique.
3. Add a **Description**, then set **Opens on** and **Deadline**. The deadline cannot be before today.
4. Pick the 2 **Categories** people can use (at least one).
5. Optional: set **Most per claim (₹)**. Leave blank for no cap beyond ₹10,00,000.
6. Leave **Receipt required** on unless receipts are not needed.
7. Leave **Pay with salary** on and pick the 7 **Payroll month** the claims will be paid in.

8. Under **Who can use it**, tick people to limit the form. With nobody ticked, everyone on payroll with a work email can use it.
9. Click **Create form**, then copy the link and share it with the team.

CLOSE, REOPEN OR EDIT A FORM

- Click **Close**, then **Close submissions**. Its link stops taking claims.
- Click **Reopen** to take claims again until the deadline.
- Closing claim collection on a payroll month closes every open form paid with that month.



A single form: its link, window, receipt rule, cap, payroll month, categories, and the claims filed on it.

1 Form details 2 Copy link 3 Window 4 Deadline 5 Receipt 6 Most per claim 7 Paid with 8 Claims so far 9 Who can use it

Click a form's name to open it. The 1 **Form details** card shows the link with 2 **Copy link**, 3 **Window**, 4 **Deadline**, 5 **Receipt**, 6 **Most per claim**, 7 **Paid with** and 8 **Claims so far**. Beside it are the categories (with any ceiling, like "Food · up to ₹2,000") and 9 **Who can use it**. Below is **Claims on this form**. Click **Edit** to change the name, description or deadline, then **Save**.

HOW EMPLOYEES USE THE PUBLIC LINK

1. The employee opens the link. They do not need to sign in to Flowbit.
2. They enter **Your work email** and click **Send my code**. A six digit code is emailed if they can claim on this form. It lasts 10 minutes.
3. They type the code and click **Verify**. After five wrong tries they must request a new code.
4. They fill **Category**, **Date of expense** (not in the future), **Amount (₹)**, **Paid to**, **What it was for**, **Client or project**, **Paid by**, **Anything HR should know** and attach the 5 **Receipt** (PDF or image, up to 4 MB).

5. They click **Submit claim**. Their claims on this form are listed below. **Not you? Sign out** ends the session.

> **GOOD TO KNOW**
> Before the form opens, the link shows the opening date. After it closes, it says the form is no longer accepting claims. An amount above the form's cap or the category's ceiling is refused.

CATEGORIES

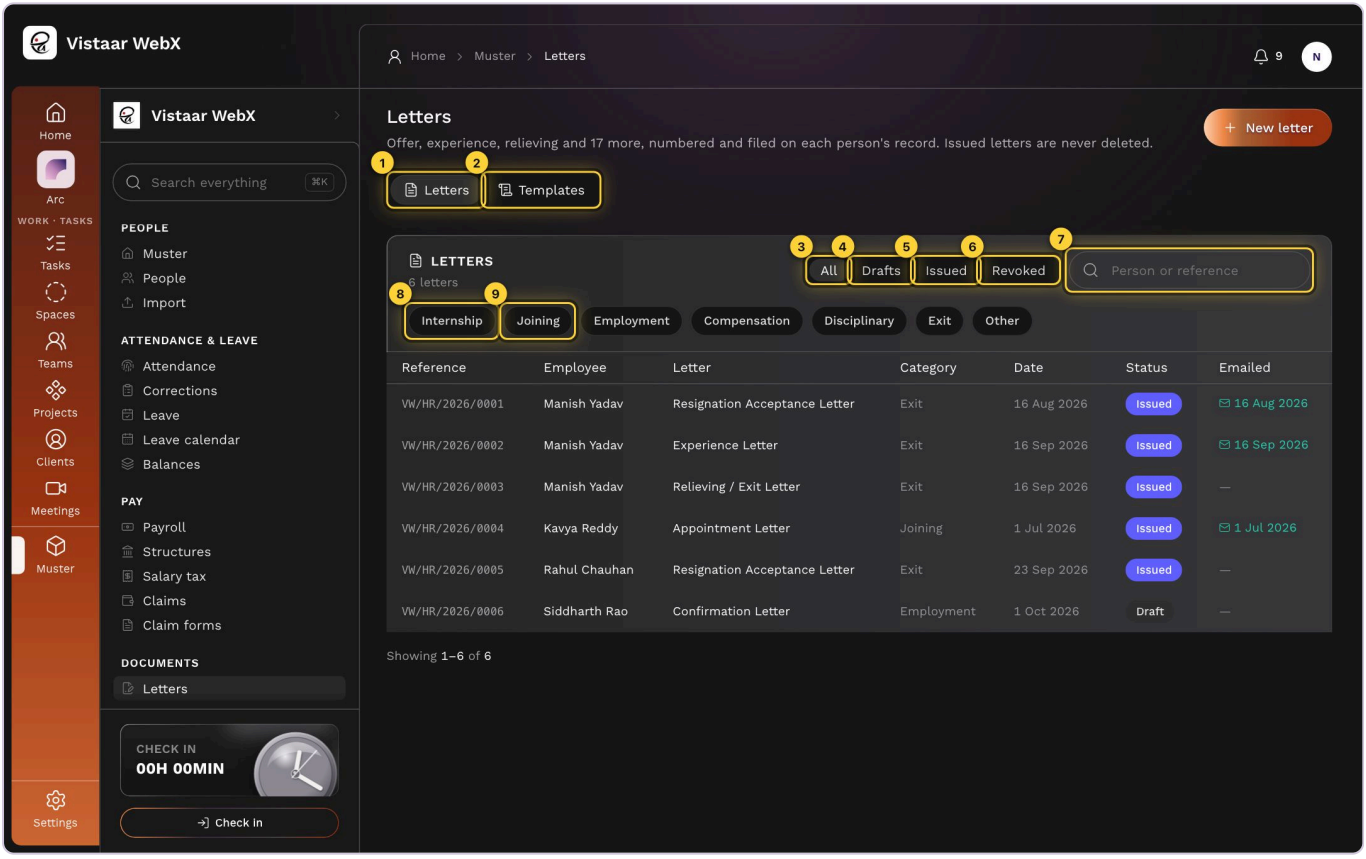
1. Open the **Categories** tab. Click **Load the standard set** to add Travel, Fuel, Food, Client Meeting, Office Purchase, Software, Courier and Other.
2. To add or edit one, fill **Code** (like TRAVEL), **Name**, **Ceiling per claim (₹)** (blank for no ceiling) and **Order**.
3. To stop using a category, click its retire icon and **Retire**.

HR letters

Open: **Muster · HR → Documents → Letters** `/app/hr/letters`

Who: HR with letters access; pay letters need payroll access

Offer, experience, relieving and 17 more letter types, drafted with the person's details filled in, numbered, and filed on their record. Issued letters are never deleted.



Every letter gets a reference number. The Emailed column shows when it was sent, or a dash if it was not.

1 Letters 2 Templates 3 All 4 Drafts 5 Issued 6 Revoked 7 Person or reference 8 Internship 9 Joining

ON THIS PAGE

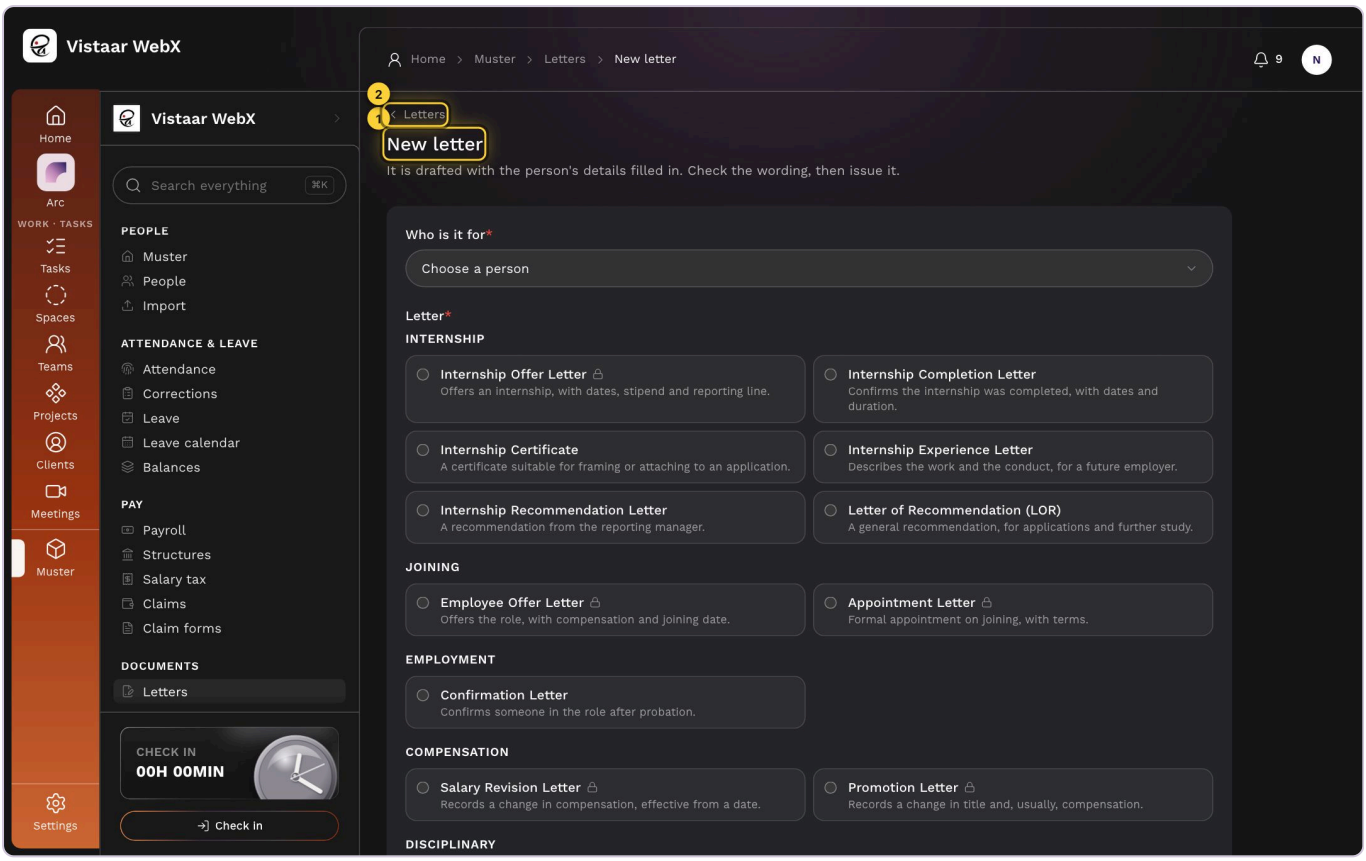
- Tabs: 1 **Letters** and 2 **Templates**.
- Status filter: 3 **All**, 4 **Drafts**, 5 **Issued**, 6 **Revoked**. Search: 7 **Person or reference**.
- Category filter: 8 **Internship**, 9 **Joining**, **Employment**, **Compensation**, **Disciplinary**, **Exit**, **Other**.
- Columns: **Reference**, **Employee**, **Letter**, **Category**, **Date**, **Status**, **Emailed**.

> **GOOD TO KNOW**
> Reference numbers follow the pattern `VW/HR/2026/0001` : company prefix, HR, the year of issue and a running number. A number is never reused, so a discarded draft leaves a gap. Letters that state pay show as "Pay letter" with a lock to people without payroll access.

THE LETTER TYPES

CATEGORY	LETTERS
Internship	Internship Offer Letter (states pay), Internship Completion Letter, Internship Certificate, Internship Experience Letter, Internship Recommendation Letter, Letter of Recommendation (LOR)
Joining	Employee Offer Letter (states pay), Appointment Letter (states pay)
Employment	Confirmation Letter
Compensation	Salary Revision Letter (states pay), Promotion Letter (states pay)
Disciplinary	Warning Letter, Show Cause Notice
Exit	Experience Letter, Termination Letter, Resignation Acceptance Letter, Relieving / Exit Letter, Full and Final Settlement Letter (states pay), No Dues / Clearance Letter
Other	Custom Letter: a blank letter on the letterhead where you write the body yourself

DRAFT A NEW LETTER



The lock icon marks letters that state pay.

1 New letter 2 Letter

1. Click 1 **New letter**.
2. In **Who is it for**, choose the person. Their status is shown beside the name.
3. Under 2 **Letter**, pick the type. Letters that suit the person's status are suggested first; intern-only letters appear only for interns.
4. Click **Draft letter**. The draft opens with the person's name, designation, department, dates and manager filled in.

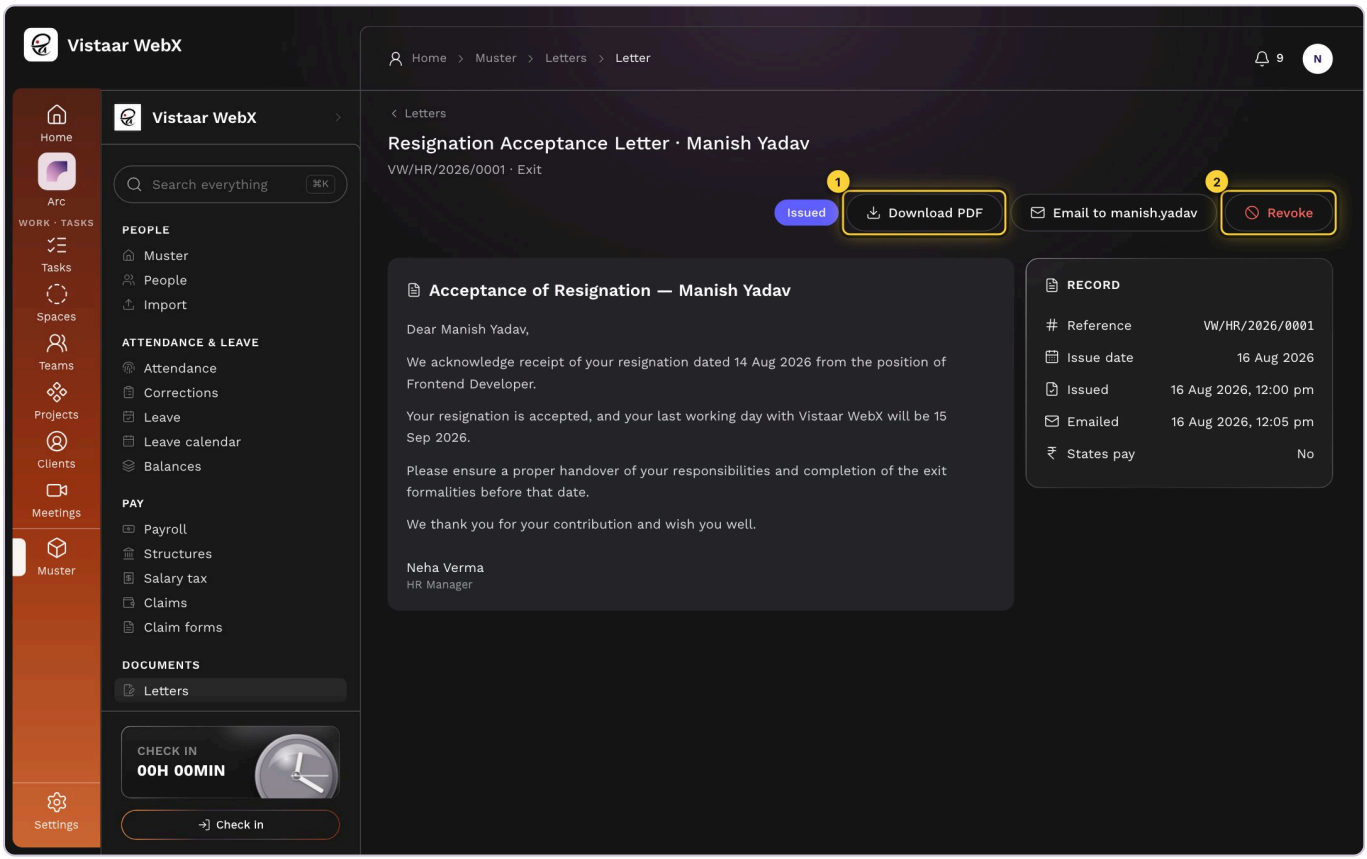
EDIT AND ISSUE A DRAFT

1. Fill **Details for this letter**, such as the effective date, last working day, work undertaken or revised CTC. Required fields depend on the letter type.
2. Check **Issue date**, **Signed by** and **Their designation**.
3. Edit the **Subject** and **Body** directly if needed. Use **Preview** to read it as it will print.
4. Click **Save draft**. If you changed the details above and want the wording rebuilt from them, click **Rebuild from template**, then **Rebuild**. This replaces your hand edits.
5. Click **Issue letter**, then **Issue**. The wording is locked, a PDF is filed on the person's record, and they can download it from My letters.

> **GOOD TO KNOW**
> A letter cannot be issued while any `{{…}}` placeholder is still unfilled. Fill the field and rebuild, or edit the text. Salary figures fill in only for people with payroll access, so others cannot issue pay letters. A letter about yourself that states pay or is an exit letter is refused.

To throw away a draft, click **Discard draft**, then **Discard**. Only drafts can be discarded.

EMAIL, DOWNLOAD OR REVOKE AN ISSUED LETTER



An issued letter. The Record card shows when it was issued and emailed.

(1) Download PDF (2) Revoke

- (1) **Download PDF** gives the letter on the letterhead with reference, date, signature block and footer.
- **Email to …** opens a dialog with a **Subject** and **Message** drafted from the letter. Change anything, then click **Send**. The PDF goes to the person's work email. If email is not set up, nothing is sent but the letter stays saved.

- 2 **Revoke** asks for a **Reason**, then **Revoke letter**. The letter stays on record and its PDF is marked REVOKED.

> **CAREFUL**
> Revoking cannot be undone. Issue a fresh letter if one was wrong.

CHANGE A TEMPLATE'S WORDING

1. Open the **Templates** tab and pick a template.
2. Edit the **Subject** and **Body**. The **Placeholders** panel lists the fields you can use, like `{{employee.name}}` or `{{company.name}}`.
3. Click **Save template**. New drafts use your wording; letters already written keep theirs.
4. To go back, click **Reset to shipped wording**, then **Reset**.

Letter signatories

Open: **HR → HR settings → Letter signatories** `/app/hr/settings` Who: HR admins

Every HR letter prints the name, designation, signature and seal of an authorised signatory. The signatories themselves are added by an owner or admin in Settings → Company profile *(see the Admin and Settings Guide)*; here HR decides who signs each type of letter.

1. Open **HR settings** and choose **Letter signatories**.
2. For each letter type, pick a signatory, or leave **Company default**.
3. Click **Save letter signatories**.

New drafts use the signatory set for their type, else the company default, else the person who drafts the letter. In the draft, **Signed by** lets you pick another signatory for that one letter, or "Someone else" with a typed name and no signature image.

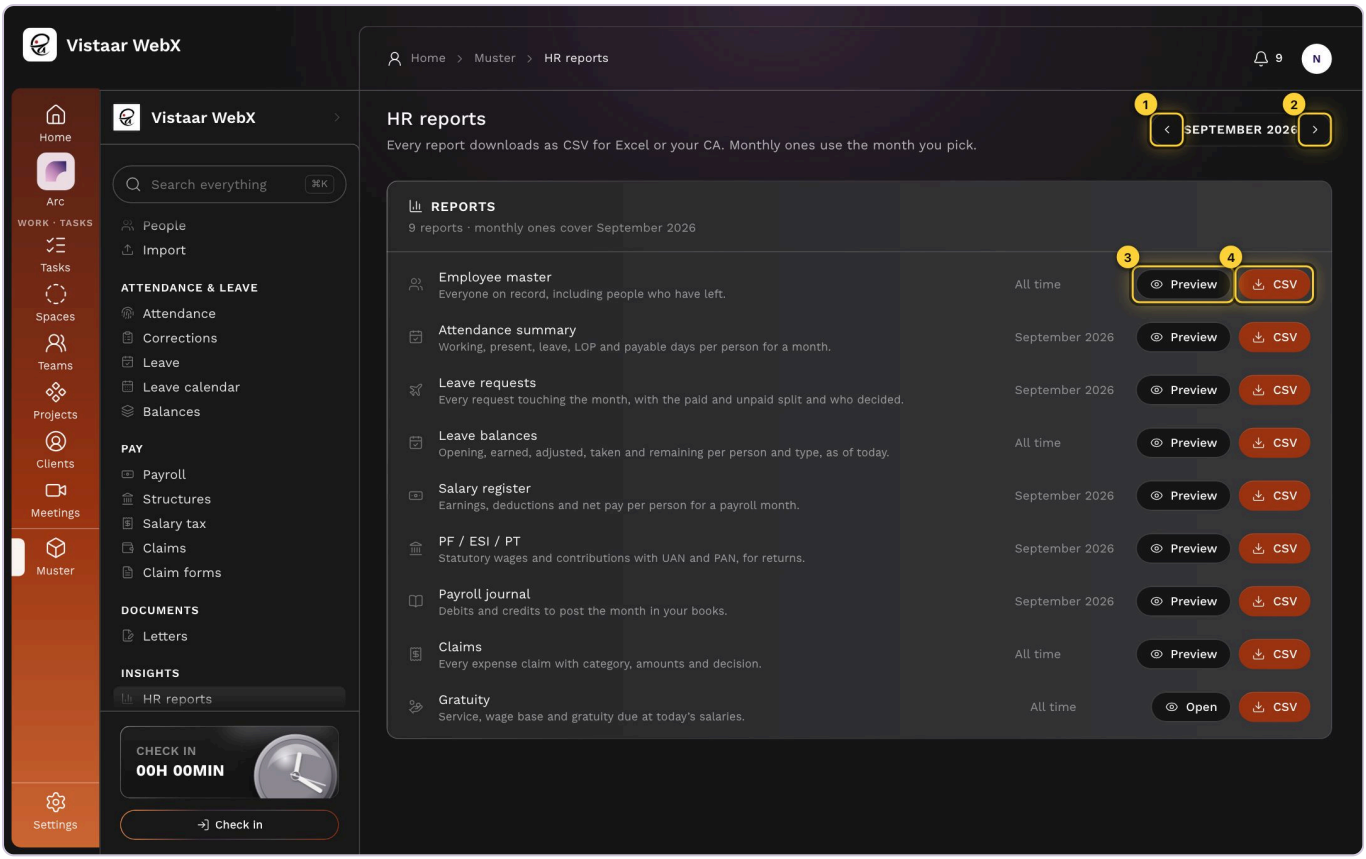
> **GOOD TO KNOW**
> When a letter is issued, the signature and seal used are stored with it, so a reprint years later looks exactly like the original even if the signature has since been replaced.

HR reports

Open: **Muster · HR → Documents → Reports** `/app/hr/reports`

Who: HR with reports access; salary reports need payroll access

Every report downloads as a CSV for Excel or your CA. Monthly reports use the month you pick at the top right.



Use the arrows beside the month to change which month the monthly reports cover.

1 Previous month 2 Next month 3 Preview 4 CSV

1. Use 1 **Previous month** and 2 **Next month** to pick the month.
2. Click 3 **Preview** to see a report on screen, or 4 **CSV** to download it.

REPORT	PERIOD	WHAT IT SHOWS
Employee master	All time	Everyone on record, including people who have left: ID, name, work email, phone, department, designation, manager, employment type, status, joining date, work location and exit date.
Attendance summary	Month	Per person: working days, present, WFH, on duty, half days, paid leave, unpaid leave, absent, LOP days and payable days.
Leave requests	Month	Every request touching the month, with the paid and unpaid split, status and who decided.
Leave balances	As of today	Opening, earned, adjusted, taken and remaining per person and leave type.
Salary register	Payroll month	Per person: monthly gross, working, payable and LOP days, earned gross, total earnings, PF, ESI, PT, TDS, total deductions, reimbursements, net pay, employer PF and ESI.
PF / ESI / PT	Payroll month	Statutory wages and contributions with UAN and PAN, for filing returns: PF wage, employee and employer PF, ESI wage, employee and employer ESI, PT, TDS.
Payroll journal	Payroll month	Debits and credits to post the month in your books (salaries, reimbursements, employer PF and ESI, net salary payable, PF, ESI, PT and TDS payable, other recoveries), with a total row.

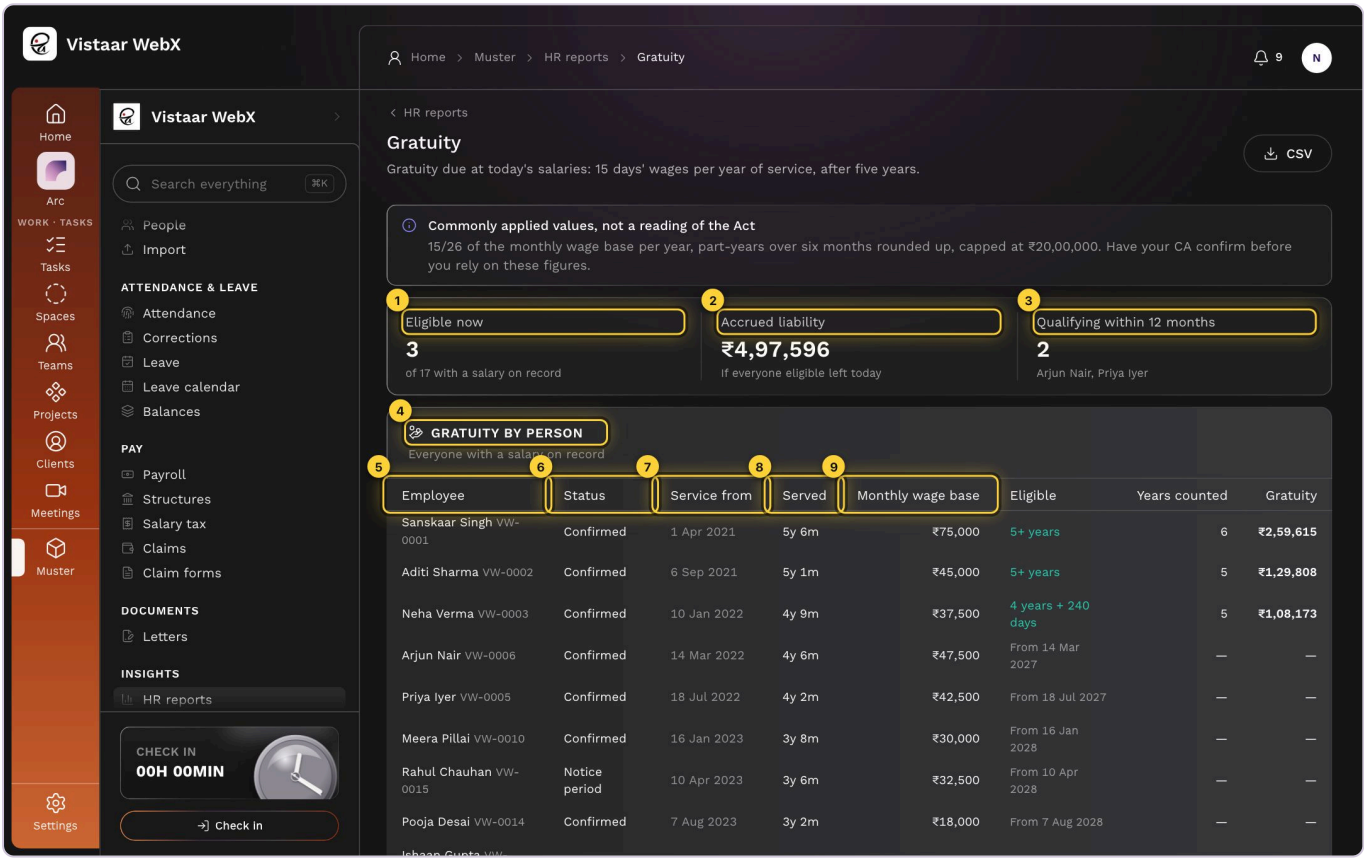
REPORT	PERIOD	WHAT IT SHOWS
Claims	All time	Every expense claim with expense date, category, vendor, purpose, client or project, claimed and approved amounts, status and review note.
Gratuity	Today	Service, wage base and gratuity due at today's salaries. Opens its own page (below).

TIP
If the payroll journal does not balance, do not post it. Regenerate payroll and export it again.

Gratuity report

Open: **Reports** → **Gratuity** → **Open** `/app/hr/reports/gratuity` Who: people with payroll access

Shows the gratuity each person would be due if they left today, at today's salary, and the company's total liability.



Three people qualify now; two more qualify within the next 12 months.

1 Eligible now 2 Accrued liability 3 Qualifying within 12 months 4 Gratuity by person 5 Employee 6 Status 7 Service from 8 Served 9 Monthly wage base

ON THIS PAGE

- 1 **Eligible now**: how many people qualify, out of those with a salary on record.
- 2 **Accrued liability**: the total if everyone eligible left today.
- 3 **Qualifying within 12 months**: people with at least four years' service who do not qualify yet, named.
- 4 **Gratuity by person**: 5 **Employee**, 6 **Status**, 7 **Service from**, 8 **Served**, 9 **Monthly wage base**, **Eligible**, **Years counted**, **Gratuity**. Click **CSV** to download.

HOW IT IS WORKED OUT

- **Who qualifies:** five or more years of service, or four years plus at least 240 days in the fifth year, or service ended by death or disability. Others show the date they will qualify, for example "From 14 Mar 2027".
- **Service** counts from the original joining date.
- **Monthly wage base:** the components set as **Counts as wages (gratuity)** (Basic in the standard set), or half of the total monthly pay, whichever is higher.
- **Years counted:** full years, plus one more if the extra part is over six months.
- **Formula:** monthly wage base ÷ 26 × 15 × years counted, capped at ₹20,00,000.

Example: a wage base of ₹45,000 and 5 years counted gives ₹45,000 ÷ 26 × 15 × 5 = ₹1,29,808.

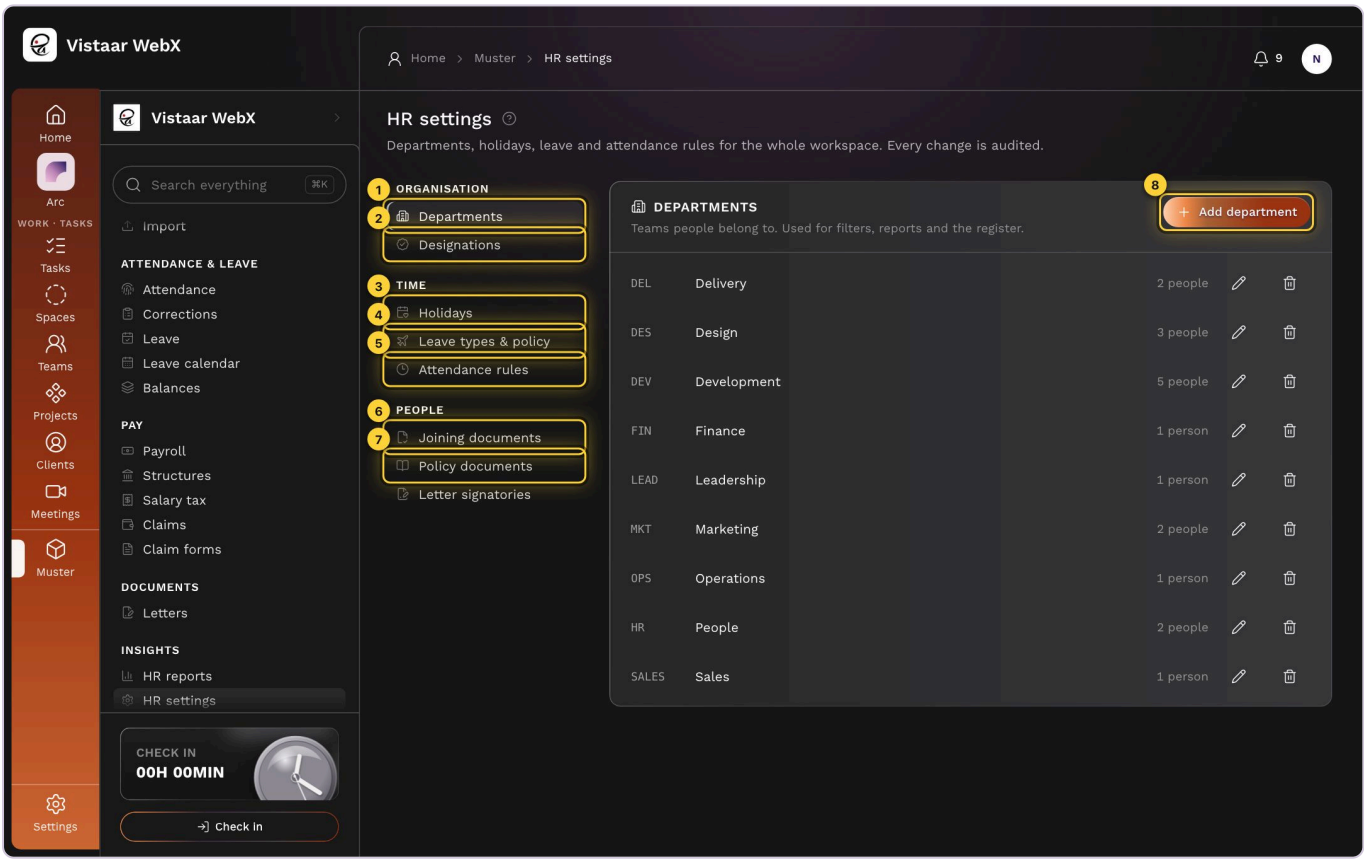
> **GOOD TO KNOW**
> These are commonly applied values, not a reading of the Act. Have your CA confirm them before you rely on these figures.

HR settings

Open: **Muster · HR → HR settings** `/app/hr/settings`

Who: HR admins change settings; people with HR access can view them

Departments, holidays, leave and attendance rules for the whole workspace. Every change is audited.



Settings are grouped under Organisation, Time and People. Departments is the first tab.

1 Departments 2 Designations 3 Holidays 4 Leave types & policy 5 Attendance rules
6 Joining documents 7 Policy documents 8 Add department

THE TABS

GROUP	TAB	WHAT IT CONTROLS
Organisation	1 **Departments**	Teams people belong to, each with a short code and a people count. Used for filters, reports and the register.
Organisation	2 **Designations**	Job titles for the people directory and letters.
Time	3 **Holidays**	Company and optional holidays for each year. Holidays are paid and are not counted as leave.
Time	4 **Leave types & policy**	Each leave type and how it is earned, plus the leave year, carry forward, negative balance and notice periods.
Time	5 **Attendance rules**	Office hours, late and half-day rules, working days, how unmarked days count, and the correction and comp-off windows.
People	6 **Joining documents**	Which documents a new joiner must submit, and how complete they must be to start.
People	7 **Policy documents**	Company policy PDFs that every employee can read.

GOOD TO KNOW

There is no separate approval routing tab. Leave, corrections, comp-off and overtime go first to the person's reporting manager, then to HR (or to management when the applicant could otherwise sign HR's stage). Set the reporting manager on each person's record. There is one set of office hours for the workspace, not separate shifts. Salary components and statutory rates live in Salary structures; claim categories live in Claim forms.

DEPARTMENTS AND DESIGNATIONS

1. Click 8 **Add department** (or **Add designation**).
2. Enter the name, and for a department a code of 2 to 12 letters or digits, like PROD.
3. Click 8 **Add department**. Use the pencil icon to rename, or the bin icon to remove.

A department cannot be removed while people still belong to it. Move them first from their People records.

HOLIDAYS

1. Open 3 **Holidays** and pick the year.
2. Enter the **Date** and **Name**. Tick **Optional** for a holiday people may choose to take.
3. Click **Add holiday**.

GOOD TO KNOW

Holidays can be added only within a year either side of today. You cannot add or remove a holiday in a month whose attendance is locked; reopen the month first. A holiday that approved leave already covers cannot be removed.

LEAVE TYPES AND POLICY

1. Click **Load the standard set** to add PL, SL, comp-off, maternity, paternity and leave without pay, or click **Add leave type**.
2. Fill **Code**, **Name** and **How it is earned** (Monthly, Yearly up front, Per service year, or On application).

3. Set **Days per year**, **Days per month**, **Carry-forward cap (days)**, **Proof needed beyond (days)** and **Order**.
4. Tick **Paid**, **Half days allowed** and **Always needs proof** as needed, then save.
5. In the **Leave and notice policy** card, set **Leave year starts in**, **Carry forward (%)**, **Negative balance**, and the notice days for interns, probation and confirmed staff. Click **Save policy**.

> **TIP**
> Keep at least one unpaid leave type, so leave beyond a balance can be recorded as loss of pay.

ATTENDANCE RULES

1. Under **Office hours**, set **Day starts**, **Day ends**, **Late after (minutes past start)**, **Half day under (hours)** and the **Working days**. The days not ticked are weekly offs.
2. Under **Register rules**, choose how a working day with no check-in and no mark counts: **Present** (paid, shown as assumed), **Absent** (costs a day's pay) or **Unmarked** (blocks the month lock until every day is marked).
3. Set **Corrections allowed within (days)** and **Comp-off lapses after (days)** (0 means never).
4. Click **Save attendance rules**. They apply the next time payroll is generated.

> **CAREFUL**
> The unmarked-day rule changes pay. With **Absent**, every unmarked working day costs a day's salary when the month is locked.

JOINING DOCUMENTS

1. Under **Mandatory documents**, pick the documents every joiner must submit.
2. Set **Complete enough to start (%)**: the share of those documents needed before someone can be made active, on probation or an intern.
3. Click **Save joining documents**.

Below the threshold, people stay in joining. An HR admin can start them anyway by giving a reason.

POLICY DOCUMENTS

1. Under **Publish a policy**, enter the **Title**, **Category** and **Summary**, and attach the **PDF**.
2. Click **Publish**. Everyone sees it in My documents.
3. To take one down, click **Archive** in **Published policies**. Employees stop seeing it.

PART 6

Questions people ask

Short answers from the Flowbit FAQ. The full list is at useflowbit.com/faq.

How do I add employees?

Click Add employee in People; only a few fields are needed to start. Moving from a spreadsheet? Import a CSV: Flowbit checks every row and shows the errors before anything is saved.

What is inside an employee profile?

Job details and reporting line, documents, nominees, bank and statutory details (PAN, UAN, ESIC), remarks, attendance, leave, letters, payslips and kudos, with an onboarding checklist of what is missing. Bank changes are verified by HR before payroll uses them.

How do employees check in?

From the check-in card in Flowbit's side panel, or the quick check-in button on a phone: Check in, Take break, Resume and Check out. The punches build the attendance register on their own. Employees without a login can be marked by HR.

Can we track lunch and tea breaks?

Yes. Take break asks for a type: Lunch, Power Nap, Tea/Coffee or Personal/Rest. HR sets whether each is paid and its daily limit. Payable hours are the hours worked plus paid breaks up to their limits, shown next to effective hours.

Can check-in record where people are?

Yes, if HR turns it on: off, optional or required. Add office areas with a radius, and a check-in outside them is flagged or blocked. People see a notice and agree before their location is read the first time. Breaks never ask for it.

Can I bring in punches from our biometric machine?

Yes, as a file. In Attendance → Import → From a biometric device, upload the punch log from an eSSL / eTimeTrackLite or ZKTeco machine (or any CSV with a user id and time). First punch is in, last is out; you map device ids to people once. There is no live connection to the machine.

How do I mark and lock attendance?

The daily view lists everyone for today: mark present, work from home, absent or half day, or mark the rest present in one click. The month register shows every day; HR can override a day with a reason. Lock the month before payroll, and reopen it with a reason if needed. Every change is logged.

How does leave approval work?

A request goes to the person's manager, then to HR. Approve from Flowbit or straight from the email (the button works once, for 7 days, for whoever has the email). HR can apply leave for someone, adjust balances with a reason, and see who is away on the leave calendar. Pending requests are chased after 24 and 48 hours.

How do expense claims work?

Set up categories with limits and publish a claim form. Employees open the link, verify with a code sent to their work email, enter the amount and upload the receipt, with no login needed. HR approves in full, a reduced amount or rejects; approved claims are paid with salary or marked paid on their own.

How do I run payroll?

Open a month and move through eight stages: attendance locked, claims closed, generated, HR reviewed, finance approved, locked, salary released and payslips published. PF, ESI, PT and LWF are worked out by state with dated rates. Download the salary register and the bank transfer file, and payslips are emailed as PDFs. Payroll is in Muster Business.

Does Muster file PF and ESI?

No. It calculates PF, ESI and PT and gives you the reports you or your CA file from. The compliance calendar reminds you of the due dates.

Does Muster work out salary TDS and Form 130 (earlier Form 16)?

Yes, when you switch it on. Employees declare their regime and investments in My tax and upload proofs; Flowbit works out each month's TDS from a worksheet. It exports the quarterly Form 138 (earlier 24Q) data and a Form 130 (earlier Form 16) Part B PDF. It does not file returns, and every screen says to verify with your CA.

Does Muster pay salaries?

It prepares the payment: once the month is locked, download a bank file (Generic, HDFC-style or ICICI-style) and upload it to your net banking. People with an unverified bank change are left out and listed. Then record the release date and UTR.

How do I issue HR letters?

Pick the person and one of 20 templates (offer, appointment, confirmation, revision, experience, relieving and more). Their details fill in; check, then issue. Each letter gets a reference number, a PDF on your letterhead with your signatory's signature, and can be emailed. Issued letters are never deleted, only revoked with a reason.

What can employees do themselves?

In My HR they see and update their profile, see their attendance and request corrections, apply for leave and check balances, download payslips, file claims, and see their letters, documents and tax declaration. It only ever shows a person their own record.

Can managers see salaries?

Not unless you give their role that permission. Approving leave never shows pay, and every salary change, payroll unlock and release is in the audit log.

Who counts as an employee for billing?

Anyone on payroll: interns, people on probation, active and confirmed employees, and people serving notice.

Do all employees need a login?

No. Only those who use self-service or check in themselves. HR can keep records, mark attendance and run payroll for everyone else.