Zenith360 HR

Your complete HR ecosystem — multi-tenant, India-first.

Multi-tenant. India-first. Built for HR agencies and the client companies they serve.

52 product features across **11** modules · Auto-regenerated on every deploy

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Contents

Getting started

Sign up (Org / Group / Agency)

For: Sales · Admin • Route: `/signup`

Launch your HR hub in minutes—organization, group, or agency signup with guided setup.

For admins

- Choose organization, group, or agency mode on the signup page.
- Fill in company name, GSTIN, and primary admin contact details.
- Verify email and activate your Zenith360 workspace immediately.

FAQ

Q. What's the difference between organization and agency signup?

Organization mode is for single-entity HR management. Agency mode lets you manage multiple client tenants under one umbrella, ideal for HR consultancies and staffing firms.

Q. Can I migrate from organization to agency mode later?

Yes. Contact support with your tenant details, and we'll upgrade your account to agency mode while preserving all your data and configurations.

APIs: `/api/signup/organization` · `/api/signup/group` · `/api/signup/agency`

Login & role-based access

For: User · Admin • Route: `/login`

Secure login with intelligent role-based permissions—everyone sees exactly what they need.

For end-users

- Enter your registered email and password on the login screen.
- Complete two-factor authentication if enabled by your admin.
- Access your personalized dashboard based on your role and permissions.

For admins

- Log in with admin credentials to access the full control panel.
- Navigate to Access Control to assign roles and customize permissions.
- Monitor active sessions and enforce security policies from Settings.

FAQ

Q. I forgot my password. How do I reset it?

Click 'Forgot Password' on the login page, enter your registered email, and follow the secure reset link sent to your inbox within minutes.

Q. Can I enable biometric login on mobile?

Yes. Once logged in via the mobile app, enable fingerprint or face unlock in Settings > Security for faster, secure access on your device.

APIs: `/api/auth/login` · `/api/auth/me`

Ask Zenith360 (AI copilot)

For: User · Admin · Sales • Route: `/app/dashboard`

Your 24/7 AI copilot answers HR questions, fetches data, and guides workflows instantly.

For end-users

• Click the 'Ask Zenith360' icon on any screen to open the assistant.

• Type your question in plain language, like 'Show my leave balance.'

• Review the AI-generated answer or follow the suggested action links.

For admins

• Open Ask Zenith360 and query reports: 'Who's on leave today?' or 'Payroll summary.'

• Use conversation history to revisit past queries and refine data requests.

• Share copilot insights with your team via export or direct links.

FAQ

Q. What kind of questions can I ask the AI copilot?

Ask about leave balances, attendance, payroll, compliance deadlines, org-chart lookups, policy clarifications, and workflow guidance—Zenith understands natural language.

Q. Is my conversation with the copilot private?

Yes. Your queries are processed securely, and only you (or admins with audit rights) can view your conversation history. Data is never shared externally.

APIs: `/api/assistant/ask` · `/api/assistant/history`

People

Employees directory

For: Admin • Route: `/app/employees`

Centralized employee directory with search, filters, and one-click profile access for admins.

For admins

• Navigate to People > Employees to view the master directory.

• Use search and filters (department, location, status) to find employees quickly.

• Click any employee row to view or edit their full profile.

FAQ

Q. Can I bulk-upload employee data?

Yes. Use the 'Import' button in the Employees section to upload a CSV or Excel file. Our template includes fields for personal, statutory, and payroll details.

Q. How do I deactivate an employee without deleting their record?

Open the employee's profile, click 'Edit,' and change their status to 'Inactive.' This retains all historical data while removing them from active rosters.

APIs: `/api/employees`

Org chart (with cross-tenant matrix)

For: User · Admin • Route: `/app/org-chart`

Visual org chart with cross-tenant matrix support—see reporting lines and dotted relationships clearly.

For end-users

• Go to People > Org Chart to view the company hierarchy.

• Click any name to see direct reports and dotted-line connections.

• Zoom or pan to explore large, multi-level organization structures easily.

For admins

• Access People > Org Chart and toggle matrix view for cross-functional teams.

• Edit reporting lines by dragging employees to new managers or updating profiles.

• Export the chart as a PDF for presentations or compliance documentation.

FAQ

Q. What does 'cross-tenant matrix' mean?

For agencies, it shows employees working across multiple client organizations, including both solid (primary) and dotted (secondary) reporting lines in one unified view.

Q. Can employees view the full org chart?

Visibility depends on role settings. Admins can configure whether users see the entire chart, only their department, or just their direct team hierarchy.

APIs: `/api/org-chart`

Onboarding & offboarding

For: Admin • Route: `/app/onboarding`

Automate onboarding and offboarding workflows—documents, tasks, and compliance in one flow.

For admins

- Create onboarding templates with tasks, document uploads, and compliance checklists.
- Assign the template to new hires; they receive guided tasks automatically.
- Track completion status and trigger offboarding workflows when employees exit.

FAQ

Q. Can I include statutory forms like Form 11 in onboarding?

Absolutely. Add PF Form 11, ESIC nomination, and Aadhaar/PAN collection steps to your onboarding template. Employees upload documents directly, and you track compliance centrally.

Q. What happens to offboarding tasks if someone leaves early?

Offboarding tasks trigger immediately when you mark an employee's exit date. Tasks like asset return, full-and-final settlement, and access revocation are assigned to relevant teams automatically.

APIs: `/api/onboarding`

Time & Attendance

Geo + selfie check-in

For: User • Route: `/app/checkin`

Geo-tagged selfie check-in ensures accurate, verified attendance from field or office locations.

For end-users

- Open the Zenith360 app and tap 'Check In' when you arrive.
- Grant location and camera permissions; capture a quick selfie for verification.
- Tap 'Check Out' when leaving; your hours are logged automatically.

FAQ

Q. What if I'm working from a client site, not the office?

No problem. Your admin can whitelist client locations or enable 'anywhere check-in' mode. Your geo-tag and selfie still verify your attendance accurately.

Q. Can I check in if I forget my selfie or GPS is off?

The app prompts you to enable GPS and camera. If unavailable, you can submit a manual attendance request via Regularization, which your manager will approve.

APIs: `/api/attendance/checkin` · `/api/attendance/checkout`

Attendance history

For: User · Admin • Route: `/app/attendance`

Complete attendance history with geo-tags, selfies, and real-time insights for users and admins.

For end-users

- Go to Attendance > My History to view your check-ins and check-outs.
- Click any entry to see geo-location, selfie, and total hours worked.
- Download monthly attendance reports for personal records or reimbursements.

For admins

- Access Attendance > All Employees to view team-wide logs with filters.
- Click any entry to verify geo-tags, selfies, and flag anomalies.
- Export attendance data for payroll integration or compliance audits.

FAQ

Q. How far back can I view my attendance history?

Your entire attendance history is available from your joining date. Use date filters to view specific months, quarters, or custom ranges for personal tracking.

Q. Can admins see the selfies and exact GPS coordinates?

Yes. Admins with attendance-management rights can view selfies, geo-tags, and check-in/out timestamps to ensure accuracy and address discrepancies or disputes.

APIs: `/api/attendance`

Attendance regularization

For: User · Admin • Route: `/app/regularization`

Request and approve attendance corrections—missed punches, early exits, or remote work adjustments.

For end-users

• Navigate to Attendance > Regularization and click 'New Request.'

• Select the date, choose the reason (forgot punch, half-day, etc.), and add remarks.

• Submit; your manager receives a notification and decides within the approval flow.

For admins

• Review regularization requests in Attendance > Regularization or Approvals Inbox.

• Check the employee's reason, supporting documents, and actual attendance logs.

• Approve, reject, or request clarification; the employee is notified instantly.

FAQ

Q. How quickly are regularization requests processed?

Managers receive instant notifications. Most requests are decided within 24 hours. You can track status in your Regularization history anytime.

Q. Can I regularize attendance for multiple days at once?

Currently, you submit one request per date. However, you can add bulk remarks or upload supporting documents (like travel itineraries) to speed up approval.

APIs: `/api/attendance/regularize`

Shifts & rosters

For: Admin • Route: `/app/shifts`

Design flexible shift schedules and rosters—day, night, rotational, or custom patterns made easy.

For admins

• Go to Time & Attendance > Shifts and create shift templates (hours, breaks, allowances).

• Assign shifts to employees or teams; set rosters weekly, monthly, or custom.

• Monitor shift adherence and exceptions in real-time dashboards and reports.

FAQ

Q. Can I create rotational shifts for factory or support staff?

Yes. Define day/night/swing shift templates and assign them in rotation (e.g., weekly). Zenith360 auto-adjusts attendance rules and overtime calculations per shift.

Q. What if someone swaps shifts with a colleague?

Employees can request shift swaps (if you enable the feature). You approve the swap, and the system updates rosters and attendance rules automatically.

APIs: `/api/shifts`

Leaves — apply & approve

For: User · Admin • Route: `/app/leaves`

Apply, approve, and track leaves—earned, sick, casual—with real-time balance updates.

For end-users

• Go to Leaves and click 'Apply Leave'; choose dates and leave type.

• Add a reason and attach medical certificates if required by policy.

• Track approval status in real-time; balances update automatically after approval.

For admins

• Review leave requests in Leaves > Pending or your Approvals Inbox.

• Check team calendars and leave balances before approving or rejecting.

• Configure leave policies (accrual, carry-forward, encashment) in Settings.

FAQ

Q. How are leave balances calculated for mid-year joiners?

Zenith360 pro-rates accruals based on your joining date and policy settings (monthly or annual accrual). You see updated balances on your dashboard in real time.

Q. Can I apply for half-day or short leave?

Yes, if your admin enables it. Choose 'Half-Day' or 'Short Leave' when applying, and the system deducts the correct fraction from your balance.

APIs: `/api/leaves` · `/api/leaves/apply` · `/api/leaves/{id}/decide`

Holiday calendar

For: Admin • **Route:** `/app/holidays`

Centralized holiday calendar—national, regional, optional—tailored by location and department.

For admins

• Navigate to Time & Attendance > Holidays to create the annual calendar.

• Add national, state, and optional holidays; assign by location or department.

• Publish the calendar; employees see it on dashboards and leave-application screens.

FAQ

Q. Can I set different holiday lists for different office locations?

Yes. Create location-specific calendars (e.g., Mumbai vs. Bengaluru) to reflect state holidays like Maharashtra Day or Karnataka Rajyotsava accurately.

Q. How do optional holidays work?

Define a pool of optional holidays (e.g., 3 per year). Employees choose from the list when applying leave, and the system tracks their quota separately from regular leave.

APIs: `/api/holidays`

Working-hours compliance

For: User · Admin • **Route:** `/app/compliance`

Track working hours, overtime, and statutory limits—Factories Act and Shops & Establishments compliance built-in.

For end-users

• View your weekly/monthly hours and overtime summary in Compliance > My Hours.

• Receive alerts if you approach or exceed statutory working-hour limits.

• Download compliance reports for personal records or statutory audits.

For admins

• Access Compliance > Tenant Overview to monitor organization-wide working-hours and overtime.

• Identify employees nearing Factories Act limits (48 hrs/week, 9 hrs/day) and take action.

• Generate audit-ready reports for labor inspections or internal compliance reviews.

FAQ

Q. Does Zenith360 automatically flag Factories Act violations?

Yes. The system monitors daily and weekly hours against configured thresholds (e.g., 9 hrs/day, 48 hrs/week) and alerts admins when employees approach or exceed limits.

Q. How is overtime calculated for shift workers?

Overtime rules are defined per shift template. Zenith360 calculates OT beyond the shift's standard hours and applies your configured multiplier (e.g., 2× for night shifts).

APIs: `/api/compliance/mine` · `/api/compliance/tenant`

Workforce

Clients

For: Admin • Route: `/app/clients`

Master client registry—track contracts, contacts, and billable projects for every customer.

For admins

• Go to Workforce > Clients and click 'Add Client' to create a record.

• Enter client name, GSTIN, billing contact, and contract details (SOW, rates).

• Link projects and allocations to clients for unified billing and reporting.

FAQ

Q. Can I store multiple contacts per client?

Yes. Add primary and secondary contacts (finance, project, HR) with roles, emails, and phone numbers for streamlined communication and invoicing.

Q. How do client records integrate with invoicing?

Client GSTIN, billing address, and project rates flow into the Invoicing pipeline. Zenith360 auto-generates invoices based on approved timesheets and allocations.

APIs: `/api/clients`

Projects

For: Admin • Route: `/app/projects`

Create and manage projects—link clients, allocations, and timesheets for end-to-end tracking.

For admins

• Navigate to Workforce > Projects and click 'New Project.'

• Select the client, define project name, duration, budget, and billing type (T&M;/fixed).

• Assign team members via Allocations; track progress via timesheets and billability reports.

FAQ

Q. Can I track both billable and internal projects?

Yes. Mark projects as 'Billable' or 'Internal' when creating them. Billability reports separate revenue-generating work from internal initiatives or training.

Q. What if a project spans multiple financial years?

No problem. Set start and end dates across FY boundaries. Reports, invoices, and allocations are segmented by month and FY for accurate accounting.

APIs: `/api/projects`

Allocations & heatmap

For: Admin • Route: `/app/allocations`

Allocate employees to projects with heatmaps—visualize capacity, avoid overload, maximize utilization.

For admins

• Go to Workforce > Allocations and click 'Assign' to map employees to projects.

• Define allocation percentage and date range; system flags conflicts or overallocations.

• View the heatmap to see team capacity (green/yellow/red) and rebalance workloads.

FAQ

Q. What does the allocation heatmap show?

The heatmap displays each employee's utilization: green (under-allocated), yellow (optimal), red (over-allocated). It helps you spot capacity gaps and redistribute work quickly.

Q. Can one employee be allocated to multiple projects?

Absolutely. Allocate employees across projects with percentage splits (e.g., 50% Project A, 30% Project B, 20% internal). Total allocation can't exceed 100%.

APIs: `/api/allocations` · `/api/pmo/allocations/heatmap`

Bench view

For: Admin • Route: `/app/bench`

Real-time bench view—see unallocated talent, skills, and availability for rapid deployment.

For admins

• Access Workforce > Bench to view employees not currently allocated to projects.

• Filter by department, skills, experience, and location to match talent to new opportunities.

• Click 'Allocate' to assign bench resources directly to projects from this view.

FAQ

Q. How often is the bench view updated?

Real-time. As soon as allocations or project assignments change, the bench view reflects the latest availability, so you always know who's ready to deploy.

Q. Can I track how long someone has been on the bench?

Yes. The bench view shows 'Days on Bench' for each employee, helping you prioritize rapid allocation and reduce idle time for revenue optimization.

APIs: `/api/bench`

Weekly timesheets

For: User • Route: `/app/timesheets`

Weekly timesheets for employees—log project hours, submit for approval, ensure accurate billing.

For end-users

• Go to Timesheets and select the week; add hours per project daily.

• Include task descriptions or comments for clarity and audit purposes.

• Click 'Submit Week'; your manager or PMO reviews and approves your entries.

FAQ

Q. Can I edit a timesheet after submitting it?

If your manager rejects it, you can edit and resubmit. Once approved, contact your admin to unlock the week for corrections—audit logs track all changes.

Q. What if I work on multiple projects in one day?

Split your hours across projects on the same day. For example, 4 hours Project A, 3 hours Project B, 1 hour internal. Total daily hours must match your shift.

APIs: `/api/timesheets/mine` · `/api/timesheets/submit-week`

Timesheet approvals

For: Admin • Route: `/app/timesheet-approvals`

Approve or reject employee timesheets—ensure billability accuracy before invoicing and payroll.

For admins

- Review pending timesheets in Workforce > Timesheet Approvals or Approvals Inbox.
- Check hours against allocations, project budgets, and employee schedules.
- Approve, reject (with comments), or request corrections; approved hours flow to invoicing.

FAQ

Q. Can I approve timesheets in bulk for my team?

Yes. Select multiple entries or entire weeks, then click 'Bulk Approve.' This speeds up processing while maintaining audit trails for every decision.

Q. What happens if I approve incorrect hours?

You can unlock and re-approve timesheets before invoicing. Once invoices are generated, corrections require finance involvement to issue credit notes or adjustments.

APIs: `/api/timesheets` · `/api/timesheets/entries/{id}/decide`

PMO Suite

Billability analysis

For: Admin · Sales • Route: `/app/billability`

Analyze billability—team, project, and individual utilization reports drive profitability and planning.

For admins

• Navigate to PMO Suite > Billability to view utilization dashboards and trends.

• Filter by department, project, or employee to identify high/low performers.

• Export detailed reports for finance, client reviews, or strategic resource planning.

FAQ

Q. How is billability percentage calculated?

Billability % = (Billable Hours ÷ Total Available Hours) × 100. Available hours exclude leaves, holidays, and bench time, giving you accurate utilization metrics.

Q. Can I compare billability across quarters or years?

Yes. Use date-range filters to compare Q1 vs. Q2, or year-over-year trends. Visualizations highlight patterns, helping you optimize resource allocation and pricing strategies.

APIs: `/api/pmo/billability`

Invoicing pipeline

For: Admin • Route: `/app/invoicing-pipeline`

Automated invoicing pipeline—from approved timesheets to GST-compliant invoices in minutes.

For admins

• Go to PMO Suite > Invoicing; system drafts invoices from approved timesheets and allocations.

• Review line items, rates, GST calculations, and client details before finalizing.

• Generate PDF invoices, send to clients, and track payment status within Zenith360.

FAQ

Q. Does the system handle GST and TDS automatically?

Yes. Configure GST rates and TDS thresholds per client. Zenith360 calculates IGST/CGST/SGST based on client location and applies TDS where applicable.

Q. Can I customize invoice templates with my branding?

Absolutely. Upload your logo, customize headers, footers, payment terms, and bank details in Settings > Invoicing. Each invoice reflects your brand identity.

APIs: `/api/pmo/invoices`

Statutory compliance tracker

For: Admin • Route: `/app/stat-compliance`

Track statutory compliance—PF, ESIC, PT, TDS deadlines and filings in one proactive tracker.

For admins

• Access PMO Suite > Statutory Compliance Tracker to view upcoming deadlines.

• Mark filings as 'In Progress' or 'Completed' with uploaded challans or acknowledgments.

• Receive alerts before deadlines to avoid penalties and maintain compliant operations.

FAQ

Q. Which statutory obligations does the tracker cover?

PF (ECR), ESIC monthly returns, Professional Tax, TDS (24Q), GST, Labour Welfare Fund, and state-specific compliances. You can add custom obligations too.

Q. Can I assign compliance tasks to specific team members?

Yes. Assign each obligation to a team member (e.g., payroll manager, finance head). They receive reminders and update status, keeping everyone accountable.

APIs: `/api/pmo/stat-compliance`

Compliance calendar

For: Admin • **Route:** `/app/compliance-calendar`

Visual compliance calendar—never miss PF, ESIC, TDS, or GST deadlines with smart reminders.

For admins

• Open PMO Suite > Compliance Calendar to view all statutory deadlines monthly or yearly.

• Click any date to see pending filings, responsible owners, and submission instructions.

• Enable email or in-app alerts 7/3/1 days before deadlines for proactive compliance.

FAQ

Q. Does the calendar update automatically for new regulations?

Yes. Zenith360 monitors regulatory changes and updates deadlines (e.g., new TDS due dates). You receive notifications when the calendar is refreshed.

Q. Can I sync the compliance calendar with Outlook or Google Calendar?

Yes. Export via iCal link or download ICS files to sync statutory deadlines with your personal or team calendars for unified deadline management.

APIs: `/api/compliance-calendar`

Payroll

Payroll runs

For: Admin • Route: `/app/payroll`

Run end-to-end payroll—attendance, statutory deductions, reimbursements, and net pay in one click.

For admins

• Go to Payroll > Payroll Runs and click 'New Cycle' for the month.

• System imports attendance, leaves, and timesheets; calculates gross, deductions (PF, ESIC, TDS), and net.

• Review, approve, and generate payslips; export bank files or integrate with payment gateways.

FAQ

Q. How does Zenith360 calculate PF, ESIC, and TDS automatically?

You define employer/employee contribution rates and thresholds once. Zenith360 applies them to each employee's gross, respecting wage ceilings (■15K for PF/ESIC) and tax slabs for TDS.

Q. Can I reprocess payroll if I find an error after running it?

Yes. Before finalizing, you can edit individual components or reprocess the entire cycle. Once finalized, use 'Adjust Next Month' or create a supplementary run for corrections.

APIs: `/api/payroll` · `/api/payroll/run`

My payslips

For: User • Route: `/app/payslips`

Employees access payslips anytime—secure, downloadable, with complete earnings, deductions, and net pay.

For end-users

• Navigate to Payroll > My Payslips to view all your monthly payslips.

• Click any month to see detailed breakup: basic, allowances, PF, ESIC, TDS, net pay.

• Download PDF payslips for loan applications, visa processing, or personal records.

FAQ

Q. How soon are payslips available after payroll is processed?

Immediately after your admin finalizes the payroll cycle. You receive a notification, and the payslip appears in your My Payslips section for instant download.

Q. Can I view payslips from previous employers if I switch jobs?

No, Zenith360 only stores payslips from your current employer. However, you can upload previous payslips to your Documents for personal reference within the platform.

APIs: `/api/payslips/mine`

PF · ESIC · PT · TDS

For: Admin • Route: `/app/statutory`

PF, ESIC, PT, TDS management—auto-calculate, generate challans, and file returns seamlessly.

For admins

• Access Payroll > Statutory (PF · ESIC · PT · TDS) to view monthly summaries.

• Download ECR files, ESIC returns, PT challans, and TDS Form 24Q directly.

• Mark filings as complete and upload acknowledgments for audit-ready compliance records.

FAQ

Q. Does Zenith360 generate ECR files for PF EPFO portal upload?

Yes. The system generates ECR text files with UAN, wages, contributions, and arrears in EPFO-compliant format, ready for direct upload to the Unified Portal.

Q. How does TDS calculation handle Section 80C and HRA?

Employees declare 80C investments and HRA details during payroll setup or annually. Zenith360 factors these into taxable income, calculates TDS per slab, and adjusts monthly deductions.

APIs: `/api/statutory`

Reimbursements & advances

For: User · Admin • Route: `/app/reimbursements`

Submit and approve reimbursements—travel, medical, internet—with receipt uploads and policy checks.

For end-users

• Go to Payroll > Reimbursements and click 'New Claim.'

• Choose category (travel, medical, internet), enter amount, and upload receipts or bills.

• Submit; track approval status and receive reimbursement in your next payroll cycle.

For admins

• Review reimbursement claims in Payroll > Reimbursements or Approvals Inbox.

• Verify receipts, policy limits, and GL codes before approving or rejecting.

• Approved claims auto-flow into the next payroll run for seamless disbursement.

FAQ

Q. What types of reimbursements can I claim?

Travel (local/outstation), medical (self/family), internet/phone, relocation, and any custom categories your admin configures. Each has policy limits and approval workflows.

Q. Can I claim reimbursement for expenses incurred months ago?

Policy-dependent. Most organizations allow claims within 30-90 days. Your admin sets the cutoff; the system blocks late submissions unless exceptions are manually approved.

APIs: `/api/reimbursements`

Payroll admin

For: Admin • Route: `/app/payroll-admin`

Centralized payroll admin—configure salary structures, deductions, bonuses, and pay schedules easily.

For admins

• Navigate to Payroll > Payroll Admin to define salary components (basic, HRA, special allowance).

• Set PF/ESIC/PT/TDS rules, wage ceilings, and employer contribution percentages.

• Configure pay cycles (monthly, semi-monthly) and lock/unlock payroll periods as needed.

FAQ

Q. Can I create multiple salary structures for different employee categories?

Yes. Define structures for executives, staff, contract workers, etc., each with unique components, formulas, and statutory rules. Assign structures at hire or promotion.

Q. How do I handle mid-month joiners or exits in payroll?

Zenith360 auto-prorates salary based on actual working days. You can configure proration rules (calendar days or working days) in Payroll Admin for precise calculations.

APIs: `/api/payroll/admin`

Client invoice data

For: Admin • Route: `/app/invoice-data`

Extract client invoice data—approved timesheets, rates, and billable hours ready for invoicing.

For admins

• Go to Payroll > Client Invoice Data and select client and date range.

• System aggregates approved timesheets, applies project rates, and calculates totals with GST.

• Export data as CSV or push directly to Invoicing pipeline for invoice generation.

FAQ

Q. Can I review invoice data before generating final invoices?

Yes. The Client Invoice Data screen shows line-by-line breakdowns. You can adjust entries (with audit logs) before pushing to Invoicing.

Q. Does this integrate with accounting software like Tally or QuickBooks?

Currently, you export data as CSV or JSON for import into your accounting software. API-based integrations with Tally, QuickBooks, and Zoho Books are on the roadmap.

APIs: `/api/invoice-data`

Talent — Recruitment

Recruitment · Jobs

For: Admin • Route: `/app/recruitment`

Full-cycle recruitment—post jobs, source candidates, manage pipelines, and hire faster with AI assist.

For admins

- Navigate to Talent > Recruitment > Jobs and click 'New Job' to create a posting.
- Define role, department, skills, and publish to career page or external boards.
- Add candidates manually, via referrals, or integrate with job portals; track in ATS pipeline.

FAQ

Q. Can I post jobs to Naukri, LinkedIn, or Indeed directly?

Zenith360 generates shareable job links for your career page. For portal integrations, use our API or export JD templates to post on Naukri, LinkedIn, and Indeed manually or via integrations.

Q. How does AI assist in recruitment?

AI Studio drafts job descriptions, screens resumes against JD keywords, and suggests candidate matches. Ask Zenith360 copilot for candidate summaries or interview scheduling help.

APIs: `/api/recruitment/jobs` · `/api/recruitment/candidates`

ATS pipeline (6-stage kanban)

For: Admin • Route: `/app/ats`

6-stage kanban ATS—source to offer, drag-and-drop candidates, collaborate, and hire efficiently.

For admins

- Access Talent > ATS Pipeline to view candidates in Applied, Screening, Interview, Offer, Hired, Rejected.
- Drag candidates between stages; add interview notes, scorecards, and feedback inline.
- Collaborate with hiring managers via comments and schedule interviews directly from the board.

FAQ

Q. Can I customize ATS stages for my hiring process?

Currently, the 6-stage pipeline (Applied → Screening → Interview → Offer → Hired/Rejected) is standard. Custom stages and workflows are planned for future releases.

Q. How do I handle multiple interview rounds in the pipeline?

Add interview sub-tasks or notes within the 'Interview' stage. Track L1, L2, HR rounds with timestamps and interviewer feedback before moving to Offer.

APIs: `/api/ats/pipeline`

Employee referrals

For: User · Admin • Route: `/app/referrals`

Employee referral program—submit candidates, track bonuses, and hire quality talent faster.

For end-users

- Go to Talent > Referrals and click 'Refer a Candidate.'
- Fill in candidate name, contact, resume, and the open position you're referring them for.
- Track referral status (screening, interview, hired) and earn bonuses per company policy.

For admins

• Review referrals in Talent > Referrals; candidates auto-populate in the ATS pipeline.

• Configure referral bonus tiers (hired, 90-day retention) and payout schedules in Settings.

• Track referral program ROI and top referrers via reports and analytics.

FAQ

Q. When do I receive my referral bonus?

Bonus policy varies by company. Typically, partial payout after hire confirmation and full payout after 90-day retention. Check your company's referral policy in the portal.

Q. Can I refer someone for a job that's not posted yet?

Yes. Submit a 'General Referral' with the candidate's profile and desired role. HR reviews and matches it to current or future openings, crediting you if hired.

APIs: `/api/referrals`

Talent — Performance

Performance cycles

For: User · Admin • Route: `/app/performance`

Performance cycles—self-appraisals, manager reviews, goal tracking, and ratings in one transparent workflow.

For end-users

• When a cycle opens, complete your self-appraisal by the deadline provided.

• Set goals and review achievements; your manager adds their evaluation and ratings.

• View final ratings and feedback in Performance > My Reviews; discuss with your manager.

For admins

• Launch performance cycles in Talent > Performance; set timelines and appraisal forms.

• Monitor completion rates and send reminders to employees and managers.

• Normalize ratings, export data for increment/promotion decisions, and archive cycles for records.

FAQ

Q. How often are performance cycles conducted?

Typically annual or biannual. Your admin defines cycle frequency. You receive notifications when a new cycle starts and can track all past reviews in your history.

Q. Can I appeal my performance rating?

Yes. Most organizations allow appeals. Use the 'Request Review' or 'Comment' feature within the cycle, or contact HR directly to initiate a formal appeal process.

APIs: `/api/performance`

9-Box grid · Reviews

For: Admin • Route: `/app/performance-advanced`

9-Box grid and multi-rater reviews—identify high potentials, succession plan, and calibrate talent.

For admins

• Navigate to Talent > Performance > Advanced to access 9-Box grid and 360° review tools.

• Plot employees on performance vs. potential axes; identify stars, solid performers, and development needs.

• Run 360° reviews (peer, subordinate, self) and aggregate feedback for holistic evaluations.

FAQ

Q. What is the 9-Box grid used for?

It maps performance (results) vs. potential (capability) to identify high performers for leadership roles, solid contributors for retention, and underperformers for development or exit.

Q. Can employees see their 9-Box placement?

Visibility is configurable. Some organizations share it during career conversations; others keep it confidential for internal succession planning. Admins control access via role settings.

APIs: `/api/performance/advanced`

OKRs

For: User · Admin • Route: `/app/okr`

Set, track, and achieve OKRs—align individual, team, and company goals with progress updates.

For end-users

• Go to Talent > OKRs and create your quarterly objectives with measurable key results.

• Link your OKRs to team or company goals for alignment and visibility.

• Update progress weekly; system auto-calculates completion percentages and flags at-risk OKRs.

For admins

• Define company-level OKRs; cascade to departments and teams for alignment.

• Monitor progress dashboards to identify blockers and champion high achievers.

• Run OKR reviews at quarter-end; archive and roll forward objectives for the next cycle.

FAQ

Q. How many OKRs should I set per quarter?

Best practice: 3-5 objectives with 2-4 key results each. This keeps focus sharp and ensures measurable progress without overwhelming your workload.

Q. Can OKRs be updated mid-quarter if priorities change?

Yes. Edit OKRs with manager approval. Audit logs track all changes, ensuring transparency and alignment even when business priorities shift.

APIs: `/api/okr`

KPI dashboard

For: Admin • Route: `/app/kpi-dashboard`

KPI dashboard—track, score, and visualize key performance indicators across teams and individuals.

For admins

• Access Talent > KPI Dashboard to define KPIs (sales targets, CSAT, uptime, etc.).

• Assign KPIs to roles or individuals; set targets, weights, and scoring formulas.

• Monitor real-time KPI achievement with charts, leaderboards, and trend analysis.

FAQ

Q. Can KPIs auto-populate from external systems?

Yes. Integrate via API to pull sales data from CRM, support tickets from helpdesk, or uptime from monitoring tools. Zenith360 scores KPIs automatically.

Q. How are KPI scores used in performance reviews?

KPI scores feed into performance cycles. Admins configure weightages (e.g., 40% KPI, 30% competencies, 30% values) to calculate final ratings objectively.

APIs: `/api/kpi-scoring`

L&D; courses & certificates

For: User · Admin • Route: `/app/learning`

L&D; platform—assign courses, track progress, issue certificates, and upskill your workforce.

For end-users

• Browse Talent > Learning to see assigned or recommended courses.

• Enroll, complete modules (videos, quizzes, assignments), and track your progress.

• Download certificates upon completion; showcase skills on your profile or resume.

For admins

• Create courses in Talent > Learning; upload content (SCORM, videos, PDFs) or link external platforms.

• Assign courses to individuals, teams, or roles with due dates and reminders.

• Track completion rates and quiz scores; issue certificates and badges automatically.

FAQ

Q. Can I upload my own training content or link Udemy/Coursera?

Yes. Upload videos, PDFs, SCORM packages, or link external courses. Zenith360 tracks completion and certificates whether content is internal or external.

Q. Are course completions visible to my manager?

Yes, if configured. Admins control visibility. Managers can see team learning progress to support career development and identify skill gaps.

APIs: `/api/lms/courses` · `/api/lms/enrollments`

AI Studio (JD / KRA / KPI drafting)

For: Admin · Sales • **Route:** `/app/ai-studio`

AI Studio drafts job descriptions, KRAs, and KPIs instantly—accelerate talent planning with AI.

For admins

• Open Talent > AI Studio and select JD, KRA, or KPI drafting.

• Enter role title, department, and key responsibilities; AI generates full content in seconds.

• Review, edit, and publish AI-generated drafts to recruitment or performance modules.

FAQ

Q. How accurate are AI-generated job descriptions?

AI Studio uses industry-standard templates and your input to draft JDs. Always review and customize for your company culture, compliance, and specific requirements.

Q. Can I save AI-generated content as templates for future use?

Yes. Save drafts as templates in the library. Reuse and tweak them for similar roles, speeding up JD creation across departments.

APIs: `/api/ai-gen/jd` · `/api/ai-gen/kras` · `/api/ai-gen/kpis`

Engagement

Kudos & recognition

For: User • Route: `/app/kudos`

Give kudos—recognize peers instantly with badges, points, and public shout-outs for great work.

For end-users

- Click 'Give Kudos' on the Engagement tab or a colleague's profile.
- Choose a badge (teamwork, innovation, customer focus), add a personal message, and send.
- Your kudos appears on the company feed; recipient earns points and feels appreciated.

FAQ

Q. Can I give kudos anonymously?

Policy-dependent. Most organizations encourage open recognition for transparency and culture. Check with your admin if anonymous kudos is enabled.

Q. What can I do with kudos points?

Redeem points in the Rewards catalog for gift vouchers, merchandise, extra leave, or charity donations. Your admin configures the catalog and redemption rules.

APIs: `/api/kudos`

Rewards & points

For: User · Admin • Route: `/app/rewards`

Rewards & points—redeem recognition points for vouchers, gifts, leave, or donate to charity.

For end-users

- Go to Engagement > Rewards to view your points balance and catalog.
- Browse vouchers (Amazon, Flipkart), merchandise, or extra leave options.
- Redeem points; receive voucher codes via email or have leave credited automatically.

For admins

- Configure the rewards catalog in Engagement > Rewards Admin; add vouchers, merchandise, or custom items.
- Set point values and redemption rules (minimum balance, approval workflows).
- Track redemption analytics and replenish catalog based on employee preferences.

FAQ

Q. Do kudos points expire?

Policy-dependent. Some organizations reset points annually; others allow indefinite accrual. Check your company's rewards policy in the Engagement section.

Q. Can I donate my points to charity instead of redeeming gifts?

Yes, if your admin enables it. Donate points to partner NGOs; Zenith360 tracks your contributions and issues certificates for CSR initiatives.

APIs: `/api/rewards`

Announcements

For: User · Admin • Route: `/app/announcements`

Company announcements—broadcast news, policy updates, celebrations, and events to everyone instantly.

For end-users

• View the latest announcements on your dashboard or Engagement > Announcements.

• Click to read full details, attachments, or RSVP for events.

• Receive push notifications for urgent announcements if you've enabled them.

For admins

• Go to Engagement > Announcements and click 'New Announcement.'

• Compose the message, attach files, set visibility (all/department/location), and schedule or publish.

• Pin important announcements to the top; track views and engagement analytics.

FAQ

Q. Can I target announcements to specific teams or locations?

Yes. Use filters to send announcements to specific departments, locations, or employee groups. This ensures relevant communication without inbox clutter.

Q. How do I know if employees have read my announcement?

Announcement analytics show view counts and read receipts (if enabled). You can also require acknowledgment for critical policy updates.

APIs: `/api/announcements`

Pulse & eNPS surveys

For: User · Admin • Route: `/app/surveys`

Pulse & eNPS surveys—measure engagement, gather feedback, and act on insights for culture improvement.

For end-users

• Receive survey invitations via email or dashboard notifications.

• Complete short pulse or eNPS surveys honestly; responses are anonymous.

• View aggregated results (if admin shares them) and see actions taken on feedback.

For admins

• Create surveys in Engagement > Surveys; choose pulse (quick check-ins) or eNPS (net promoter).

• Schedule recurring surveys (monthly pulse, quarterly eNPS) and set anonymous/identified response options.

• Analyze results with sentiment analysis, heatmaps, and act on feedback to improve engagement.

FAQ

Q. Are survey responses truly anonymous?

Yes, when you enable anonymous mode. Zenith360 aggregates data without linking responses to individuals. Only demographic trends (dept, tenure) are visible to admins.

Q. What is eNPS and how is it scored?

eNPS (Employee Net Promoter Score) asks, 'How likely are you to recommend this company?' on a 0-10 scale. Score = % Promoters (9-10) minus % Detractors (0-6).

APIs: `/api/surveys` · `/api/pulse`

Operations

Helpdesk · Assets · L&D;

For: User · Admin • Route: `/app/operations`

Helpdesk, asset management, and L&D;—centralized ops hub for tickets, devices, and training requests.

For end-users

• Open Operations to raise helpdesk tickets (IT, HR, admin) with attachments.

• View your assigned assets (laptop, phone) and request repairs or returns.

• Request training or certifications; track approval and enrollment status in one place.

For admins

• Manage helpdesk queues in Operations; assign tickets to IT, HR, or facilities teams.

• Track asset lifecycle (purchase, assignment, maintenance, retirement) with depreciation and audit logs.

• Approve L&D; requests and link them to courses in the Learning module.

FAQ

Q. Can I track the status of my helpdesk ticket?

Yes. View ticket status (open, in progress, resolved) in Operations > My Tickets. You receive notifications at each stage and can add comments or escalate.

Q. What happens to assets when I resign?

Offboarding workflows auto-trigger asset-return tasks. You receive reminders, and the admin tracks asset handover during your exit clearance process.

APIs: `/api/operations`

Approvals inbox

For: Admin • Route: `/app/approvals-inbox`

Unified approvals inbox—leaves, timesheets, reimbursements, regularizations—all approvals in one place.

For admins

• Access Operations > Approvals Inbox to see all pending approvals across modules.

• Filter by type (leave, timesheet, reimbursement) or employee; review details inline.

• Approve, reject, or delegate with comments; employees receive instant notifications.

FAQ

Q. Can I approve requests on mobile when I'm traveling?

Yes. The Zenith360 mobile app syncs your Approvals Inbox. Review details and approve/reject with one tap, even offline—decisions sync when you reconnect.

Q. What if I accidentally approve the wrong request?

Contact HR or the requester immediately. Admins can reverse approvals before payroll or invoicing is finalized. Audit logs document the correction.

APIs: `/api/approvals-inbox`

Tasks & dotted-team inbox

For: User · Admin • Route: `/app/tasks`

Tasks & dotted-team inbox—assign, track, and complete tasks across reporting lines effortlessly.

For end-users

• View your tasks in Operations > Tasks; see assigned, in-progress, and completed items.

• Update task status, add comments, and attach files as you work.

• Complete tasks on time; your manager and dotted-line leads see progress automatically.

For admins

• Create and assign tasks to employees or teams from Operations > Tasks.

• Set due dates, priorities, and link tasks to projects or compliance workflows.

• Monitor task completion rates and bottlenecks with dashboards and reports.

FAQ

Q. What is a 'dotted-team inbox'?

It surfaces tasks from managers outside your direct reporting line (dotted-line relationships), ensuring cross-functional work is visible and trackable in one place.

Q. Can I create recurring tasks for routine activities?

Yes. Set tasks to recur daily, weekly, or monthly. This is useful for compliance checks, report submissions, or regular team rituals.

APIs: `/api/tasks`

HR letters (offer · appointment · exp)

For: Admin • **Route:** `/app/letters`

Generate HR letters—offer, appointment, experience, relieving—with templates and e-signatures instantly.

For admins

• Go to Operations > HR Letters and select letter type (offer, appointment, experience, relieving).

• Choose employee, auto-fill details from their profile, and customize if needed.

• Generate PDF, apply e-signature, and email or download for official handover.

FAQ

Q. Can I customize letter templates with our letterhead and T&Cs;?

Yes. Upload your letterhead, edit templates with placeholders (name, salary, date), and set default clauses. All letters auto-apply your branding and legal terms.

Q. Are e-signatures on HR letters legally valid in India?

Yes. Zenith360 supports digital signatures compliant with IT Act 2000. For extra assurance, integrate third-party e-sign providers like Aadhaar eSign or DocuSign.

APIs: `/api/letters`

Exit management

For: Admin • **Route:** `/app/exit-dashboard`

Exit management—track resignations, clearances, F&F; settlements, and offboarding tasks seamlessly.

For admins

• Access Operations > Exit Management to view all active resignations and exits.

• Assign offboarding tasks (asset return, knowledge transfer, access revocation) automatically.

• Track full-and-final settlement, exit interview completion, and issue relieving letters from one dashboard.

FAQ

Q. How is full-and-final settlement calculated?

Zenith360 computes pending salary, unused leave encashment, gratuity (if applicable), and deducts dues (notice pay, advances). Admins review and approve before disbursement.

Q. Can I conduct exit interviews within the platform?

Yes. Send exit interview forms via the Exit Dashboard. Employees submit feedback online; responses are aggregated for trend analysis and retention insights.

APIs: `/api/exit`

Admin

Access control (RBAC)

For: Admin • Route: `/app/access`

Role-based access control (RBAC)—define roles, permissions, and data visibility with precision.

For admins

• Navigate to Admin > Access Control to create or edit roles (manager, HR, finance).

• Assign module permissions (view, edit, approve, delete) granularly per role.

• Apply roles to users; changes take effect immediately with audit logs tracking all modifications.

FAQ

Q. Can I restrict payroll data visibility to finance team only?

Yes. Create a 'Finance' role with payroll module access and deny it to others. You can further restrict by location or department for multi-entity setups.

Q. What happens if I accidentally remove critical permissions?

Audit logs track all RBAC changes. Contact support to restore permissions. We recommend testing role changes with a non-admin user first.

APIs: `/api/rbac`

Billing & subscription

For: Admin · Sales • Route: `/app/billing`

Manage billing and subscription—view plans, usage, invoices, and upgrade or downgrade anytime.

For admins

• Go to Admin > Billing to view your current plan, per-user pricing, and billing cycle.

• Upgrade, downgrade, or add modules; changes prorate automatically with transparent invoicing.

• Download invoices, update payment methods, and track usage against plan limits.

FAQ

Q. How is per-user pricing calculated if I add employees mid-month?

Billing prorates based on the number of days the employee is active. If you add 10 users on day 15 of a 30-day month, you're charged for 15 days for those users.

Q. Can I switch from monthly to annual billing for discounts?

Yes. Annual plans offer up to 20% savings. Switch in Billing settings; the system adjusts your next invoice and applies the discount immediately.

APIs: `/api/billing/subscription/summary`

Sales Console (super_admin)

For: Admin • Route: `/app/sales`

Sales Console for super-admins—manage tenants, monitor health, and support customers at scale.

For admins

• Access Admin > Sales Console (super_admin only) to view all tenant organizations.

• Monitor usage, billing status, feature adoption, and support tickets per tenant.

• Provision new tenants, upgrade plans, or debug issues with elevated permissions.

FAQ

Q. Who has access to the Sales Console?

Only super_admin users (Zenith360 internal team or agency owners) can access it. Regular tenant admins do not see or interact with the Sales Console.

Q. Can I white-label Zenith360 for my clients via Sales Console?

Yes. Configure custom branding (logo, colors, domain) per tenant in the Sales Console. Each client sees a fully branded experience.

APIs: `/api/sales/tenants`

Audit log

For: Admin • Route: `/app/audit-log`

Comprehensive audit log—track every action, login, data change for compliance and security.

For admins

• Navigate to Admin > Audit Log to view all user actions with timestamps.

• Filter by user, module, action type (create, edit, delete, login), or date range.

• Export logs for compliance audits, security reviews, or forensic analysis.

FAQ

Q. How long are audit logs retained?

Logs are retained for your entire subscription period. For compliance, we recommend exporting logs annually and archiving them per your data-retention policy.

Q. Can I see who accessed an employee's payroll data?

Yes. Search the audit log for the employee's name and 'payroll' module. The log shows who viewed, edited, or downloaded their data, with exact timestamps.

APIs: `/api/audit-log`

Tenants (agency)

For: Admin • Route: `/app/tenants`

Manage tenants (agency mode)—create, configure, and oversee multiple client organizations effortlessly.

For admins

• Go to Admin > Tenants (agency mode) to view all client organizations.

• Click 'Add Tenant' to onboard a new client; configure branding, modules, and billing.

• Switch between tenants to manage HR operations, or delegate tenant-admin access to client teams.

FAQ

Q. Can each tenant have its own branding and domain?

Yes. Configure unique logos, colors, and custom subdomains (e.g., clientname.zenith360.com) per tenant for a white-label experience.

Q. How is billing handled for multiple tenants?

You're billed per tenant based on their employee count and modules. The Sales Console aggregates billing, or you can invoice clients individually and pay Zenith360 in bulk.

APIs: `/api/tenants`

Get started

Start your 14-day free trial at **zenith360-hr.com** — no credit card needed. Prefer a guided tour? Our team can walk your leadership through the full stack in 30 minutes. Reach out via the site or email **hello@zenith360-hr.com**.