Sidebar

Timora

MAIN MENU

- Dashboard
- **HRM**
- **Branch**
- Employees
- Holidays
- Attendance
- Leaves
- Official Business
- Assets Management

FINANCE & ACCOUNTS

- Payroll
- Payslip
- Bank

ADMINISTRATION

- User Management
- Settings

REPORTS

- Reports

BILLING

- Billing

This is the **Sidebar.** This contains various buttons that will lead you to different pages that will contain functions that it is related to.

We have the sidebar buttons:

- **Branch** - This is where you **Create a Branch**
- **Employees** - This is where you **Handle Employee Accounts**
- **Holidays** - This is where you **Add Holiday Dates and Holiday Exceptions**
- **Attendance** - This is where you can **Edit Attendance** information
- **Leaves** - This is where you **Handle Leave related Information**
- **Official Business** - This is where users can **Approve/Reject Official Business Requests**
- **Assets Management** - This where you can **Control Assets**
- **Payroll** - This is where you can **Issue Payroll related Tasks**
- **Payslip** - This is where users can **View** their own **Payslips**
- **Bank** - This is where you can **Connect Your Bank Information**
- **User Management** - This is where you can **Control User Roles**
- **Settings** - This is where you set up **Attendance Settings, Approval Settings, Leave Types, Custom FIelds (Prefix),** and **ZKTeco Biometrics**
- **Reports** - This is where you can find **Payroll Reports, Alphalist Reports, and SSS Reports.**
- **Billing** - This is where you can **View Bills & Payments** and **Subscription & Plans**