MACH-HR Management System

User Guide — Attendance, Productivity & Performance

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🕐 Attendance	📊 Productivity	⭐ Performance

Introduction

This guide explains how to use the three connected HR modules in your organisation's management system: Attendance, Productivity, and Performance. It is written for all users — employees, managers, and HR staff — with no technical background required.

Each module handles a different part of the employee work cycle, and together they give your organisation a complete picture of how people are working, when they are present, and how they are performing over time.

Who This Guide Is For

Role	What They Can Do	Relevant Sections
Employee	Clock in/out, view own attendance & productivity, acknowledge performance reviews, submit appeals	*Attendance Basics, My Productivity, Viewing Your Review*
Department Head / Manager	All employee actions plus view team reports, create performance reviews, receive alerts	*All sections*
HR Manager / Org Admin	Full access — configure settings, generate all reports, manage misconduct, override records	*All sections including Settings*

🕐 Module 1 — Attendance

Tracking when employees start work, take breaks, and finish their day

What Is the Attendance Module?

The Attendance module records every time an employee starts working and stops working. It keeps track of whether they arrived on time, how many hours they worked, whether they went out and came back (multiple sessions), and where they were working from (office, client site, or remotely).

Think of it like a digital sign-in sheet — but smarter. It calculates late arrivals automatically, tracks breaks, handles employees who work in shifts or leave and return during the day, and even verifies an employee's GPS location if your organisation has enabled that feature.

Key Terms

Clock In	The action of starting your working day or starting a new session after a break.
Clock Out	The action of ending your working session or finishing for the day.
Session	A single uninterrupted block of work — from one clock-in to the corresponding clock-out.
Work Mode	Where you are working from: Office, Client Site, or Remote.
Late Minutes	How many minutes after the official start time an employee clocked in.
Half Day	When an employee works less than half the standard working hours in a day.
Early Departure	When an employee clocks out before the official end time.
Trust Score	A 0–100 score that reflects how consistently an employee's GPS location matches their declared work location. Used only when location tracking is enabled.
Geofence	A virtual boundary around your office or client site. If an employee is inside the boundary, their location is verified automatically.
Periodic Check	An automatic location verification that happens at set intervals during the working day, to confirm employees remain at their declared location.

How Clocking In Works — Step by Step

When an employee starts their day, they open the app and clock in. The system does several things at once:

1 **Employee opens the app and taps "Clock In"**

They choose their work mode: Office, Client Site, or Remote. If your organisation requires location, they must allow the app to access their GPS.

2 **Location is verified (if enabled)**

The system checks whether the employee's GPS coordinates match a known office or client location. For Remote workers, location is recorded but not verified against a geofence.

Before verification even begins, the system checks whether your organisation has set up any approved work locations (geofences). If your admin has enabled the "Require Geofence for Clock-In" setting and no locations have been configured yet, employees will be blocked from clocking in with the message: "No active office location has been configured for your organisation. Please contact your administrator." Once locations are configured, employees clocking in as Office or Client must be physically within the boundary of one of those locations to proceed.

3 **Attendance record is created**

The system creates a record for that day, noting the exact clock-in time, work mode, location, and whether they were on time or late.

4 **Late minutes are calculated**

If the employee clocked in after the official start time (minus any grace period your org has set), the system automatically calculates how many minutes late they were.

5 **Periodic checks begin (if enabled)**

For non-remote workers, the system may check GPS at regular intervals to confirm the employee is still at the correct location.

Clocking Out

When the employee finishes for the day or takes a break, they tap "Clock Out." The system:

- Records the exact time
- Calculates how many hours were worked in that session
- Notes whether they left early (before the official end time)
- Saves any URL activity logs sent by the browser extension (used for productivity tracking)
- Stops any scheduled periodic location checks

💡 **TIP:** Employees can clock in and out multiple times in a single day. Each time they clock in after a break, a new session is created. Work hours from all sessions are added together at the end of the day.

Multiple Sessions in One Day

Life doesn't always mean one continuous block of work. If an employee steps out for an errand, a doctor's appointment, or a client visit and returns later, they simply clock back in. The system handles this automatically:

- Session 1: 9:00 AM clock-in → 12:30 PM clock-out (3.5 hours)
- Session 2: 2:00 PM clock-in → 5:30 PM clock-out (3.5 hours)
- Total work hours for the day: 7 hours

Each session is saved separately, so managers can see exactly when someone was working and when they were away.

Work Modes Explained

Mode	Meaning	Location Check
🏢 **Office**	Working from the organisation's official premises	Yes — must be within a configured office geofence to clock in (if enforcement is enabled)
🤝 **Client Site**	Working from a client's location	Yes — must be within a configured client geofence to clock in (if enforcement is enabled)
🏠 **Remote**	Working from home or another location	No check — location recorded for reference only. Remote workers are never blocked by geofence enforcement.

Location Verification & Trust Scores

If your organisation has enabled location verification, each clock-in is compared against known office or client locations. The result is one of four statuses:

✅ **Verified:** Employee is within the expected location boundary. No action needed.

⏳ **Pending:** Location check is in progress or the system is waiting for GPS data.

⚠️ **Suspicious:** Employee declared one location but GPS shows they are somewhere else. Their manager is automatically notified.

❌ **Rejected:** Location data could not be verified or was flagged as potentially manipulated. If your organisation has "Require Geofence for Clock-In" enabled, a rejected verification will block the clock-in entirely. The employee must move to an approved location and try again.

📌 NOTE: If "Require Geofence for Clock-In" is enabled and the employee is outside all configured boundaries, they will see a clear error message and will not be able to clock in until they are at an approved location. This applies to Office and Client modes only — Remote workers are never affected.

The Trust Score (0–100) is a rolling measure of how reliably an employee's locations match over time. A brand-new employee starts at 100. If anomalies are detected consistently, the score decreases. A clean record over a full month adds points back. Employees with lower trust scores may be subject to more frequent periodic location checks.

Geofence Enforcement — Admin Setup Required

Before employees can clock in as Office or Client, an administrator must configure at least one active geofence for the organisation. This is done in:

Attendance → Admin → Geofences → Add Geofence

Admins can add as many locations as needed — for example, a head office, regional branches, and multiple client sites. Each geofence has a name, GPS coordinates, a radius (how close the employee must be), and a strictness level.

The enforcement setting itself is found in:

Attendance → Settings → Location Verification → Geofencing Settings → "Require Geofence for Clock-In"

When this setting is ON:

- Employees clocking in as Office must be within a configured office or custom geofence

- Employees clocking in as Client must be within a configured client geofence

- If no geofences have been set up, all office and client clock-ins are blocked until the admin adds at least one location

- Remote workers are always allowed — geofence enforcement does not apply to them

When this setting is OFF:

- Employees can clock in from anywhere regardless of location

- GPS coordinates are still recorded if the employee provides them, but no boundary check is performed

⚠️ IMPORTANT FOR ADMINS: Always set up your geofences BEFORE turning on enforcement. If you enable "Require Geofence for Clock-In" without adding any locations first, all office and client employees will be immediately blocked from clocking in.

Auto Clock-Out (Geofence Exit)

If an employee leaves the office or client site without manually clocking out, and the geofence exit detection is active, the system will automatically clock them out. The employee receives a notification, their manager is informed, and the session is marked as "auto clock-out." The employee can clock back in again when they return.

Manual Attendance Entry (HR Only)

HR managers and org admins can create attendance records manually for past dates — for example, if an employee forgot to clock in, was on a special assignment, or if there was a system issue. Manual entries are marked clearly as such in all reports.

Attendance Reports

Managers and HR staff can generate detailed attendance reports by selecting a date range and optional filters (department, branch, employee type, employment status). Each report shows:

- Total working days in the period
- Days present, days late, half-days, and absent days
- Total work hours and overtime hours
- Total late minutes
- Breakdown of days worked in Office, Client Site, and Remote modes
- Sessions where an employee clocked in but never clocked out (flagged as "incomplete sessions")

📌 **NOTE:** An "absent day" is any weekday with no attendance record at all. It does not include approved leave days.

📊 Module 2 — Productivity

Understanding how employees spend their time online during work hours

What Is the Productivity Module?

The Productivity module tracks which websites and online applications employees visit during working hours, and how much time they spend on each. It then categorises this activity into productive time (work-related) and non-productive time (entertainment or social media), and calculates a daily productivity score for each employee.

This module operates through a browser extension installed on employees' work computers. The extension silently records website visits in the background and sends the data to the system either when the employee clocks out, or at regular intervals throughout the day.

🔒 **PRIVACY:** The system only tracks activity during clock-in hours. No data is collected outside of work hours. Employees can view their own data. Managers can view team data. All of this is configurable by HR.

Key Terms

Productivity Score	A score from 0 to 100 that reflects how much of an employee's tracked time was spent on work-related activity. Higher is better.
Productive Time	Time spent on websites or tools classified as work-related (e.g. GitHub, Google Docs, Jira, internal company systems).
Entertainment Time	Time spent on sites like YouTube, Netflix, Facebook, Instagram, or TikTok during work hours.
Social Media Time	Time on platforms like LinkedIn, WhatsApp, or Telegram — tracked separately from entertainment.
Warning Threshold	A configurable limit (in minutes) at which the employee receives a personal notification about their entertainment usage.
Critical Threshold	A higher limit at which the employee's manager or HR is automatically notified.
Focus Consistency	The percentage of tracked days in a period where the employee achieved a productivity score above 70.
Local Network	Internal company servers and applications running on the organisation's private network (e.g. 192.168.x.x addresses). These are classified as work activity automatically.

How Productivity Tracking Works — Day to Day

From the employee's perspective, the process is simple and mostly invisible:

1. **Employee clocks in**
   From this moment, their browser extension begins recording website visits.

2. **Employee works normally**
   The extension runs silently in the background. There is nothing the employee needs to do. Every website they visit is noted along with how long they stayed on it.

3. **Employee clocks out**
   When clocking out, the app sends all the day's URL activity to the system. The system processes it, classifies each site, calculates scores, and stores the results.

4. **Alerts fire if thresholds are crossed**
   If entertainment time exceeds the warning threshold, the employee gets a notification. If it exceeds the critical threshold, the manager or HR receives an alert automatically.

5. **Data is available in reports**
   Managers can view individual and team productivity data through the reporting dashboard.

How Websites Are Classified

The system uses a set of rules to decide whether a website visit counts as work, entertainment, social media, or other:

Category	Examples	Impact on Score
✅ **Work**	GitHub, Stack Overflow, Google Docs, Jira, Slack, Figma, internal servers	Positive — boosts score
❌ **Entertainment**	YouTube (non-educational), Netflix, Facebook, Instagram, TikTok	Negative — reduces score, triggers alerts
💬 **Social**	LinkedIn, WhatsApp, Telegram, Discord	Neutral — tracked separately
🌐 **Internal (IP)**	Company apps on 192.168.x.x, 10.x.x.x, or localhost	Positive — treated as work activity
❓ **Other**	Everything else not in any list	Neutral — recorded but not penalised

YouTube — Educational vs Entertainment

YouTube is handled differently from other entertainment sites because it can be genuinely useful for work. The system analyses the title of each video watched to decide whether it counts as educational or entertainment:

- Titles containing words like "tutorial", "course", "how to", "guide", "training", "lecture", or "webinar" → classified as Educational (work time)
- Titles containing words like "music", "gaming", "stream", "comedy", "movie", "trailer", or "vlog" → classified as Entertainment (non-work time)
- Everything else → classified as Entertainment by default

💡 **TIP:** If employees regularly watch work-related YouTube content, encourage them to look for videos with clear, descriptive titles. The system reads the title — not the video content itself.

Internal Servers & Local Network

Many organisations run important applications on private internal servers — project management tools, ERPs, CRMs, or custom dashboards. These applications are accessed using private IP addresses (like 192.168.1.100:8080 or localhost:3000) rather than public domain names.

By default, the system automatically treats all such private-network addresses as work activity. This means time spent on your company's internal applications counts fully towards the employee's productive work time.

HR can also add specific IP addresses to a "Work IPs" list for even more granular control, or disable the automatic private network classification if your organisation prefers manual management.

Understanding the Productivity Score

The productivity score is calculated each day and ranges from 0 to 100. The formula considers:

- How much of the tracked time was spent on work-related sites (raises the score)
- How much of the tracked time was spent on entertainment sites (lowers the score)

A score of 80 or above is generally considered excellent. 60–79 is good. Below 60 warrants a conversation with the manager. Below 40 may trigger further review.

⚠️ **IMPORTANT:** The productivity score is a tool to help managers start conversations — not a judgment of the whole employee. A low score on one day could mean the employee spent time in meetings (not tracked), was doing phone calls, or was solving non-computer problems. Always look at trends, not individual days.

Alert Thresholds — Warning & Critical

HR sets two thresholds that determine when alerts are sent:

Warning Threshold (default: 20 min)	When an employee exceeds this amount of entertainment time in a single day, they receive a private notification reminding them to focus on work tasks.
Critical Threshold (default: 60 min)	When an employee exceeds this higher limit, their manager or HR receives an automatic alert. The employee is also notified.
Grace Period (default: 2 min)	Very brief visits to entertainment sites (under 2 minutes) are ignored. This prevents false positives from accidentally opening a page.
Allowed Daily Entertainment (default: 30 min)	This is the recommended daily limit communicated to employees. It does not trigger alerts by itself — alerts are based on the thresholds above.

Risk Levels

In the productivity report, each employee is assigned a risk level based on their total entertainment time for the selected period:

🟢 **Low Risk:** Entertainment time is within acceptable limits. No action needed.

🟡 **Medium Risk:** Entertainment time is above the warning threshold but below critical. Consider a brief check-in conversation.

🔴 **High Risk:** Entertainment time is above the critical threshold. A formal conversation or review may be warranted.

Viewing Your Own Productivity Data (Employees)

Employees can view their own productivity data by going to the "My Productivity" section. They can see:

- Their daily productivity scores for any selected date range
- Total productive hours, entertainment hours, and YouTube hours
- The top websites they visited each day
- A day-by-day breakdown of their activity

This self-service view helps employees understand their own habits and take corrective action before an alert reaches their manager.

Productivity Settings (HR / Admins)

HR managers can configure the productivity module from the Settings menu. The key options are:

- Enable or disable tracking entirely for the organisation
- Add custom work domains (e.g. your company's own website or partner tools)
- Add custom entertainment domains if there are specific sites you want to restrict
- Set warning and critical thresholds
- Configure the grace period and daily allowance
- Add specific IP addresses for internal servers
- Enable or disable automatic private network classification
- Control privacy settings — who can see what data
- Set data retention duration (how many days records are kept)

⭐ Module 3 — Performance

Evaluating, documenting, and improving employee performance over time

What Is the Performance Module?

The Performance module is where managers formally evaluate employees, document misconduct incidents, and track improvement over time. It has two main types of records:

- Performance Reviews — regular evaluations of how well an employee is doing their job
- Misconduct Cases — formal records of policy violations, disciplinary incidents, or behavioural issues

Both types of record are enriched automatically with real data from the Attendance and Productivity modules, so reviews are grounded in facts rather than memory alone.

Performance Reviews — Overview

A performance review is a structured evaluation of an employee's work over a defined period (for example, Q1 2026, or the year 2025). It is created by a manager or HR, and covers multiple areas of performance, each rated on a scale of 1 to 5.

The review process has four stages:

1 Draft
The manager creates the review, adds ratings for each category, writes comments, and sets recommendations. The employee cannot see it yet.

2 Submitted
The manager submits the review. The employee is notified and can now read it.

3 Acknowledged
The employee reads the review and clicks "Acknowledge." They can optionally add their own comments. The manager is notified.

4 Completed
The review cycle is closed. Both parties have engaged with the record.

What Goes Into a Performance Review

When creating a review, the manager fills in the following:

Employee	The employee being reviewed.
Reviewer	The person conducting the review (usually the direct manager).
Review Cycle	A label for this review period, e.g. "Q1-2026" or "Annual 2025".
Review Period	The start and end dates covered by this review.
Ratings	Each rating has a category (e.g. Technical Skills), a score from 1–5, a weight (how much this category matters), and optional comments.
Overall Rating	Calculated automatically from the weighted average of all category ratings.
Strengths	Free-text list of things the employee does well.
Areas for Improvement	Free-text list of things the employee should work on.
Promotion Recommended	Whether the manager recommends this employee for promotion.
Salary Increment	Whether the manager recommends a salary increase, and by what percentage.

Auto-Enriched Insights — Attendance & Productivity Data

When a performance review is created, the system automatically pulls in real data from the review period. This means the manager does not have to manually look up attendance records or check productivity reports — the information is already there.

Attendance Insights

The review automatically includes:

- Total working days in the period
- Number of present days, late days, half-days, and absent days
- Attendance rate as a percentage
- Total work hours and average daily work hours
- Total late minutes across the period
- Total overtime hours

Productivity Insights

If productivity tracking is enabled, the review also includes:

- Average daily productivity score (0–100) for the period
- Total entertainment hours consumed during work time
- Total YouTube hours
- Focus consistency — the percentage of days with a score above 70
- The worst single YouTube day (date and total minutes watched)

💡 **TIP:** These insights are visible to both the manager and the employee when the review is submitted. They serve as objective conversation starters, not automatic judgments. A manager should always consider the full context — was the employee on a special project? Were there personal circumstances?

Rating Scale

5 — Exceptional	Consistently exceeds all expectations. A top performer who sets the standard.
4 — Exceeds Expectations	Regularly goes beyond what is required. Strong contributor.
3 — Meets Expectations	Performs solidly and reliably. Does what the job requires.
2 — Needs Improvement	Falls short in some areas. A development plan may be appropriate.
1 — Unsatisfactory	Significant performance issues that require immediate attention.

Misconduct Cases — Overview

A misconduct case is a formal record of a policy violation or disciplinary incident. It is created by a manager or HR and follows a structured process to ensure fairness and proper documentation.

Examples of misconduct include: repeated unauthorised absence, harassment, insubordination, theft, or any violation of company policy.

Severity Levels

🔵 **Minor:** A first or low-impact violation. Usually results in a verbal or written warning.

🟡 **Major:** A more serious violation, or a repeat of a minor violation. May result in a fine, suspension, or formal warning.

🔴 **Gross:** A severe violation that may warrant termination or immediate suspension.

Misconduct Case Process

A misconduct case moves through the following stages:

1 **Investigating**
A manager or HR creates the case, records the incident details, attaches evidence, and names any witnesses. The employee is notified automatically.

2 **Investigation Submitted**

The investigating officer submits their findings, conclusions, and recommended action. The employee can now see the full case.

3 **Acknowledged / Completed**
The employee reviews the case and acknowledges it. If penalties were applied, they are recorded here.

4 **Appealed (optional)**
The employee may submit an appeal if they believe the case was handled unfairly. They can provide a reason and attach supporting evidence.

5 **Resolved**
HR or a senior manager reviews the appeal and either approves it (which waives any financial penalty) or rejects it (which confirms the original decision).

Penalties & Financial Deductions

If your organisation has configured the misconduct settings, penalties can be applied automatically based on the type and severity of the misconduct. Supported penalty types include:

- Warning — a formal written warning with no financial impact
- Fine — a monetary deduction from the employee's salary, paid in full or in instalments
- Suspension — unpaid leave for a specified number of days
- Demotion — a change in role or level
- Probation — a supervised period with regular check-ins
- Termination — ending of employment

Financial penalties are automatically calculated based on the employee's salary and the penalty rules configured in Settings. They are deducted from payroll according to the instalment schedule, subject to the monthly deduction limit set by HR.

⚠ **NOTE:** Penalty amounts, salary deduction limits, and instalment options are all configured by HR in the Misconduct Settings. Employees should contact HR if they have questions about how a penalty was calculated.

Employee Misconduct History

Both the employee and authorised HR staff can view an employee's full misconduct history. This includes:

- All past and current misconduct cases

- Severity breakdown (minor, major, gross)
- Total fines raised, amount paid, and amount still pending
- Number of active appeals
- Cases from the last 12 months (used for escalation decisions)

This history is also used by the system when calculating escalation — if an employee has had three or more offences of the same type in the past 12 months, penalties may be automatically multiplied according to the escalation rules.

Viewing Your Performance Reviews (Employees)

Employees can see all their own reviews by going to Performance → Reviews. They can:

- Read the full review including all ratings, comments, and enriched attendance/productivity data
- Acknowledge submitted reviews with optional personal comments
- View their own misconduct history and any pending financial deductions
- Submit an appeal on a completed misconduct case if the organisation allows it

🔒 **PRIVACY:** Employees can only see their own reviews. They cannot see other employees' reviews, scores, or misconduct cases.

Performance Settings — Misconduct Module (HR / Admins)

HR managers can configure how misconduct cases are handled by going to Settings → Performance → Misconduct Settings. Options include:

- Enable or disable the misconduct module
- Define misconduct types with codes, names, and applicable employee types
- Create penalty options with specific fine amounts or salary percentage ranges
- Set escalation rules — how penalties increase for repeat offences
- Set a maximum monthly deduction percentage to protect employee take-home pay
- Enable or disable employee appeals
- Require HR approval before penalties are applied
- Enable automatic payroll deductions
- Configure who receives notifications when a case is created

How the Three Modules Work Together

The Attendance, Productivity, and Performance modules are designed to work as one connected system. Here is how data flows between them:

🕐 **ATTENDANCE**	→	📊 **PRODUCTIVITY**	→	⭐ **PERFORMANCE**
Records clock-in/out, sessions, location, and late/absent days		Tracks URLs during work hours, scores daily output, fires alerts		Reviews are enriched with real attendance & productivity data

In practice, this means:

- When a manager creates a performance review, the system automatically pulls attendance records for the review period — absent days, late arrivals, total work hours — without the manager having to look anything up.
- It also pulls productivity scores and entertainment usage data for the same period, giving the review an objective data foundation.
- If productivity alerts have been fired repeatedly, a manager can see this trend in the misconduct history when deciding how to escalate a case.
- Attendance data (like 11 absent days out of 12 working days) becomes evidence in a misconduct case for excessive absenteeism, without any manual data gathering.

📌 **EXAMPLE:** An employee has been flagged for poor attendance. When HR creates a misconduct case and sets the review period to March 2026, the system automatically shows: Absent 11 days out of 12 working days (8.3% attendance rate), with a productivity score of 31 and 55 minutes of YouTube entertainment on their one working day. This data is built into the case automatically.

Frequently Asked Questions

Can employees see their own attendance records?

Yes. Employees can go to Attendance → My Attendance to view their complete history including all sessions, clock-in/out times, late minutes, work hours, and the productivity summary attached to each day.

What happens if I forget to clock out?

If you are working at an office or client site with geofence tracking enabled, the system will clock you out automatically when you leave the location. If geofencing is not enabled, HR can add a manual clock-out on your behalf. Unclosed sessions are flagged in reports as "incomplete" and your hours for that day are estimated.

Why am I being blocked from clocking in?

If you see a message saying "You are not within an approved work location", it means your organisation has geofence enforcement enabled and your current GPS position is outside all configured work locations. Check that your GPS is turned on, that you are physically at the correct office or client site, and try again. If the problem persists, contact your HR manager — they may need to add or adjust a geofence, or your GPS accuracy may be too low to confirm your position. Note: this never applies to Remote workers.

Why does it say "No active office location has been configured"?

This means your administrator has not yet set up any geofences for your organisation. Your HR manager or admin needs to go to Attendance → Admin → Geofences and add at least one office or client location before employees can clock in as Office or Client.

Does the productivity tracking record everything I do on my computer?

No. The browser extension only records website URLs and page titles, along with how much time was spent on each page. It does not record keystrokes, take screenshots (unless your org has enabled screenshot-on-violation), or access files on your computer. It is also only active while you are clocked in.

My productivity score seems low but I was in meetings all day — what should I do?

Meetings, phone calls, and offline work are not captured by the browser extension. If your score seems low because you were busy with non-computer activity, you can explain this to your manager when your review comes around. The scores are intended to support conversations, not replace them.

Can I appeal a misconduct case?

Yes, if your organisation has enabled appeals. After a case reaches "Completed" or "Acknowledged" status, you will see an "Appeal Case" button in the case details. You can submit your reason and attach any supporting evidence. HR will review the appeal and communicate the outcome.

How long is my data kept?

Productivity data is kept for the number of days configured in your organisation's settings (default is 90 days). Attendance records and performance reviews are kept permanently and form part of your employment record. Contact HR if you have concerns about data retention.

What if my office runs applications on a private server — will those be counted as work?

Yes. By default, the system automatically classifies all activity on private network addresses (192.168.x.x, 10.x.x.x, 172.16–31.x.x, and localhost) as work activity. So time spent on your company's internal ERP, dashboard, or custom application counts positively towards your productivity score.

I received a productivity warning notification. What does that mean?

It means your entertainment browsing time today has exceeded your organisation's warning threshold (usually 20 minutes by default). It is a friendly reminder to focus on work tasks. If you exceed the higher critical threshold, your manager may also be notified.

Can a manager see another department's performance reviews?

Department Heads and Assistant Heads can only see reviews for employees in their own department. HR Managers and Org Admins can see all reviews across the organisation.

Need further help?

Contact your HR Manager or reach out to support@machi-kunzult.com