QUICK-START · EMPLOYEES

Nexura for employees

Apply for leave, mark attendance and get your payslips from your phone or computer.

3 minutes to read

Sign in (no password needed)

1. **Open your company's address**
   Your HR team will share it, for example yourcompany.hrms.nexuragt.com.
2. **Click “Email me a sign-in code”**
   Type your work email (the one HR has for you) and click Email me a code.
3. **Enter the code**
   Check your inbox (and spam folder) for a 6-digit code. Type it and click Sign in. The code works for 10 minutes.
4. **Add it to your phone**
   On Android, tap Install app. On iPhone, open it in Safari, tap Share → Add to Home Screen.

Everyday things

1. **Mark attendance**
   Punch (phone bar) or My Portal → My Attendance
   Tap Punch In when you start and Punch Out when you finish. Allow location if asked.
2. **Apply for leave**
   Leave (phone bar) or My Portal → My Leave
   See your balance, click + Apply for Leave, choose the type and dates, and submit. Your manager is notified.
3. **Payslips**
   Payslips (phone bar) or My Portal → My Salary Slip
   Download any month as a PDF.

4 **Tax declaration**

My Portal → My Tax Declaration

Choose your tax regime, declare rent and investments, and upload proofs when HR asks.

5 **Expenses, documents and help**

My Portal

Raise expense claims, upload documents, and ask HR questions through the HR Helpdesk.

Good to know

- No code? Check spam, then ask HR to check that your email on file is right.
- To fix a missed punch, use “Request a correction” on My Attendance.
- Your details can be updated through My Profile → Request a Change; HR approves it.