QUICK-START · HR TEAM

Your day-to-day in Nexura

The tasks HR does every day and every month, and where to find them.

10 minutes to read

Every day

1. **Clear approvals**
   Workforce → Approval Inbox (or HR Approvals under Reimbursements & Loans)
   Leave, attendance corrections, expenses, loans, profile changes and asset requests waiting for you.

2. **Approve attendance**
   Workforce → Attendance
   Click “N awaiting your approval” and approve. Flagged punches (outside the office fence or without a selfie) are marked for review.

3. **Answer help desk tickets**
   HR Help Desk → Tickets
   Reply in the thread; the employee is notified.

When someone joins

1. **Add the employee**
   Employee Lifecycle → Directory → + Add Employee
   Fill in their work email, manager and salary. That's all they need to sign in: they use “Email me a sign-in code” on the sign-in page.

2. **Onboarding checklist**
   Talent Acquisition → Onboarding
   Track joining tasks for new hires coming through an accepted offer.

Every month

1. **Close attendance and leave**

   Make sure the month's attendance, leave, overtime and loans are approved; only approved items reach payroll.

2. **Run payroll**

   Payroll & Tax → Processing

   New Run → Process → review → Bank File → mark Paid. Download PF ECR, ESI, Professional Tax and other statutory files from the same page.

3. **Downloads for finance**

   Payroll register, statutory and cost reports download as Excel files.

Through the year

1. **Tax declarations**

   Payroll & Tax → Tax Declarations

   Open the declaration and proof windows, verify proofs, then Apply verified proofs.

2. **Form 16 and TDS returns**

   Payroll & Tax → Form 16 and TDS Returns

   Upload Part A from TRACES; Nexura prepares Part B. Prepare the quarterly return file for your CA.

3. **Exits**

   Employee Lifecycle → Separation and Full & Final Settlement

   Track clearances and settle. When an employee becomes Resigned or Terminated, their login stops working automatically.

Good to know

- Nobody approves their own requests: another HR user or an Admin decides yours.
- Search any page with Ctrl+K (⌘K on Mac).
- Ask Nexura (the ✨ button) answers “how do I…” questions.

Go-live message for employees

Send this to everyone on the day you start. Fill in your company, copy it, and paste it into email or WhatsApp.

Hello team,

From today we're using Nexura for leave, attendance, payslips and HR requests.

How to sign in (no password needed):
1. Open {your Nexura address}
2. Click "Email me a sign-in code"
3. Enter your work email, then the 6-digit code we email you

On your phone, add it to your home screen so it works like an app.

A one-page guide: https://nexuragt.com/guide/employee

Any trouble signing in? Reply to this message.

{Company} HR