



Employee guide

For employees and team leaders: clock in, leave, payslips, letters, and approving for your team

Edition of 22 October 2026 · Help: hrbingo.com/help/for-employees

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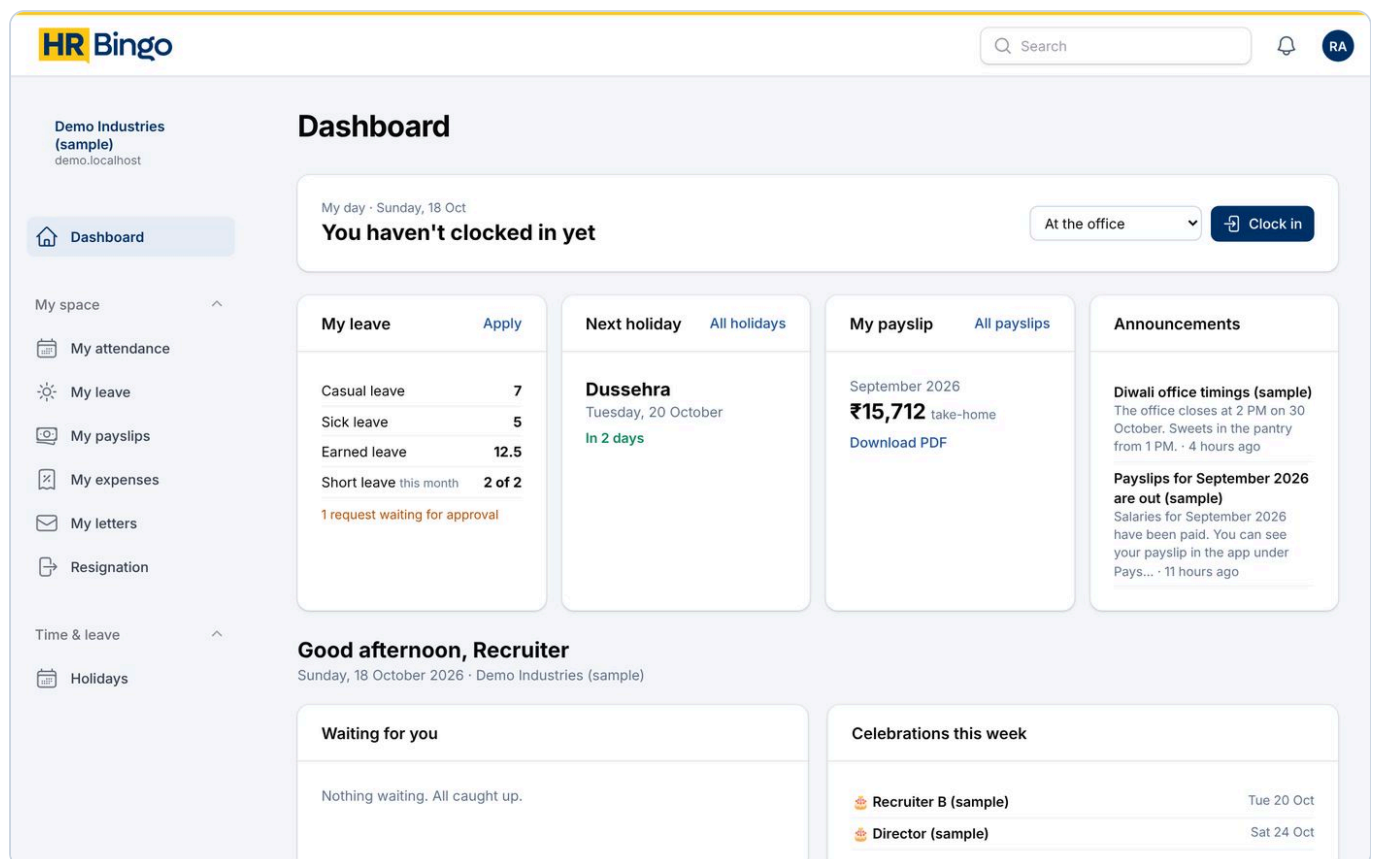
Screens in this guide are from the sample company "Demo Industries (sample)". Names and figures are made up.

1. Signing in

- 1 You get a **welcome email** from your company: click **Choose my password**, type a password twice and you are signed in. (Or HR gives you a one-time password: sign in with it, then change it from the initials button at the top right > **Profile**.)
- 2 Next time, open `<company>.beta.hrbingo.com/app` (or `hrbingo.com/sign-in`) on your computer or phone and sign in with your email and password.
- 3 In the HR Bingo app, use the company code from the welcome email, your email and your password.

Tip. On a phone, use the browser's "Add to Home screen" to open HR Bingo like an app.

2. Clocking in and out



An employee's dashboard with the My day card.

- 1 On the dashboard, choose where you are working: **At the office**, **Working from home** or **Somewhere else**.
 - 2 Press **Clock in**. Allow the browser to use your location when it asks.
 - 3 Use **Take a break** and **End break** for breaks, and **Clock out** at the end of the day.
- Office clock-ins are checked against the office location; outside the allowed distance you are asked for a reason.

- Times are shown in your company's time zone.
- Colleagues with a birthday or work anniversary this week are on your dashboard; on the day, press **Wish**.
- Forgot to clock out on a past day? The dashboard says so, with a link straight to the correction form (section 3).

3. My attendance

HR Bingo Demo Industries (sample) demo.localhost

My attendance [Ask for a correction](#) [Ask for a shift change](#)

< October 2026

Day	Status	In	Out	Worked	Where	
Sun, 18 Oct	Weekly off	—	—	—		Correct
Sat, 17 Oct	Present	09:28 AM	02:45 PM	4h 33m	Office	Correct
Fri, 16 Oct	Present	09:23 AM	06:28 PM	8h 31m	Office	Correct
Thu, 15 Oct	Present	09:39 AM	06:41 PM	8h 38m	Office	Correct
Wed, 14 Oct	Present	09:34 AM	06:35 PM	8h 22m	Office	Correct
Tue, 13 Oct	Present	09:40 AM	06:29 PM	8h 07m	Office	Correct
Mon, 12 Oct	Present	09:21 AM	06:32 PM	8h 42m	Office	Correct
Sun, 11 Oct	Weekly off	—	—	—		Correct
Sat, 10 Oct	Present	09:42 AM	02:36 PM	4h 08m	Office	Correct
Fri, 9 Oct	Present	09:42 AM	06:26 PM	7h 56m	Office	Correct
Thu, 8 Oct	Present	09:28 AM	06:29 PM	8h 30m	Office	Correct
Wed, 7 Oct	Present	09:25 AM	06:35 PM	8h 47m	Office	Correct

My space › My attendance: each day's status, times, worked hours and where; totals for the month.

- Each day has its own button: **Forgot to clock out?** when there is a clock-in but no clock-out, otherwise **Correct**. The form opens on that day with the times on record; change what is wrong and give a reason. Today or the last 45 days.
- Each day shows its correction: *waiting*, *corrected* or *not approved*; **My correction requests** below lists them with the approver's comment.
- **Ask for a shift change** to work a different shift on certain days.
- Requests go to your manager (and HR, as your company has set up).

4. My leave

HR Bingo Demo Industries (sample) demo.localhost

My leave

[+ Apply for leave](#) [Ask for short leave](#)

Balance · leave year 2026

- Casual leave: **7** days, 1 waiting for approval
- Sick leave: **5** days
- Earned leave: **12.5** days
- Short leave · October: **2** of 2 left, Up to 120 minutes each

My leave requests

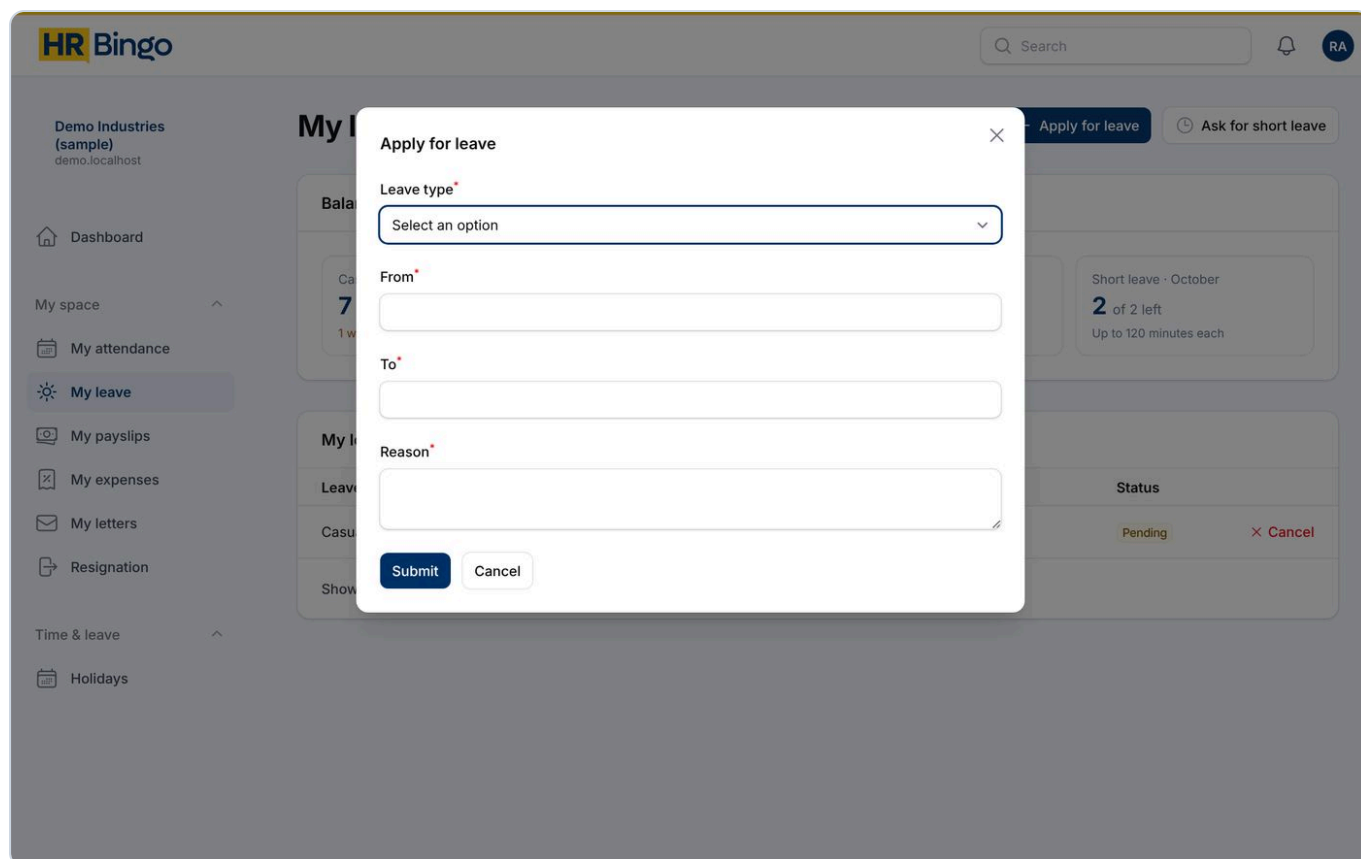
Leave	Dates	Days	Reason	Status
Casual leave	24-25 Oct 2026	1	Family function (sample)	Pending Cancel

Showing 1 result | Per page 10

My space > My leave: balances and your requests.

My leave balance, on your dashboard and at the top of My leave, shows for each leave the days left, how many you received and took, how many are waiting for approval, and when the next credit comes.

- 1 **Apply for leave**: pick the leave type, from and to dates, and the reason.
- 2 Or **Ask for short leave** to come late, leave early or step out for a few hours. The **Short leave** card shows how many are left this month; **My short leave** lists them.
- 3 Follow the status in **My leave requests**; you are told when it is approved or rejected.



Apply for leave.

5. Payslips, expenses, letters, resignation

Page	What you can do
My space > My payslips	Download each month's payslip as PDF once payroll is paid.
My space > My expenses	New expense claim: purpose, then one line per expense with category, date, amount and a photo of the receipt.
My space > My letters	Your appointment, confirmation, increment and other letters: View or Download . A letter waiting for your signature has Sign (a 6-digit code by email; entering it is your signature) or Sign with Aadhaar (an OTP to the mobile linked to your Aadhaar). Until you sign you see a copy marked "not accepted". Sign by the date shown; if you do not agree, press I don't agree and tell HR why. In the app: Profile > My letters , or the yellow banner on the home screen.
Profile menu > Leaving the company	Resign: pick the reason, write a note, read the notice terms and agree. It shows your notice period and, once accepted, your last day and what is left to do.
My space > My loans	Ask for a loan or advance (if your company offers them): you see the EMI before sending. Statement shows every EMI and what is left.
My space > My assets	The laptop, phone, SIM or ID card given to you. Press I have it to confirm.

Page	What you can do
My space > Absence notices	If a day is marked as unauthorised absence, you are told and can explain here in time.
Time & leave > Holidays	This year's company holidays.

The screenshot displays the 'New expense claim' form within the HR Bingo app. The form is titled 'New expense claim' and has a close button (X) in the top right corner. It contains the following fields and sections:

- Purpose***: A text input field with a placeholder example: 'e.g. Client visit to Surat, 12-13 Nov'.
- Expenses**: A section with a list of expenses. Each expense entry includes:
 - Category***: A dropdown menu with 'Select an option'.
 - Date***: A date input field.
 - Description**: A text input field with a placeholder 'What was it for'.
 - Amount (₹)***: A text input field.
 - Receipt**: A large text area with a placeholder 'Drag & Drop your files or Browse'.
 - Optional**: A label below the receipt field.
- Buttons**: 'Submit', 'Cancel', and 'Add another expense'.

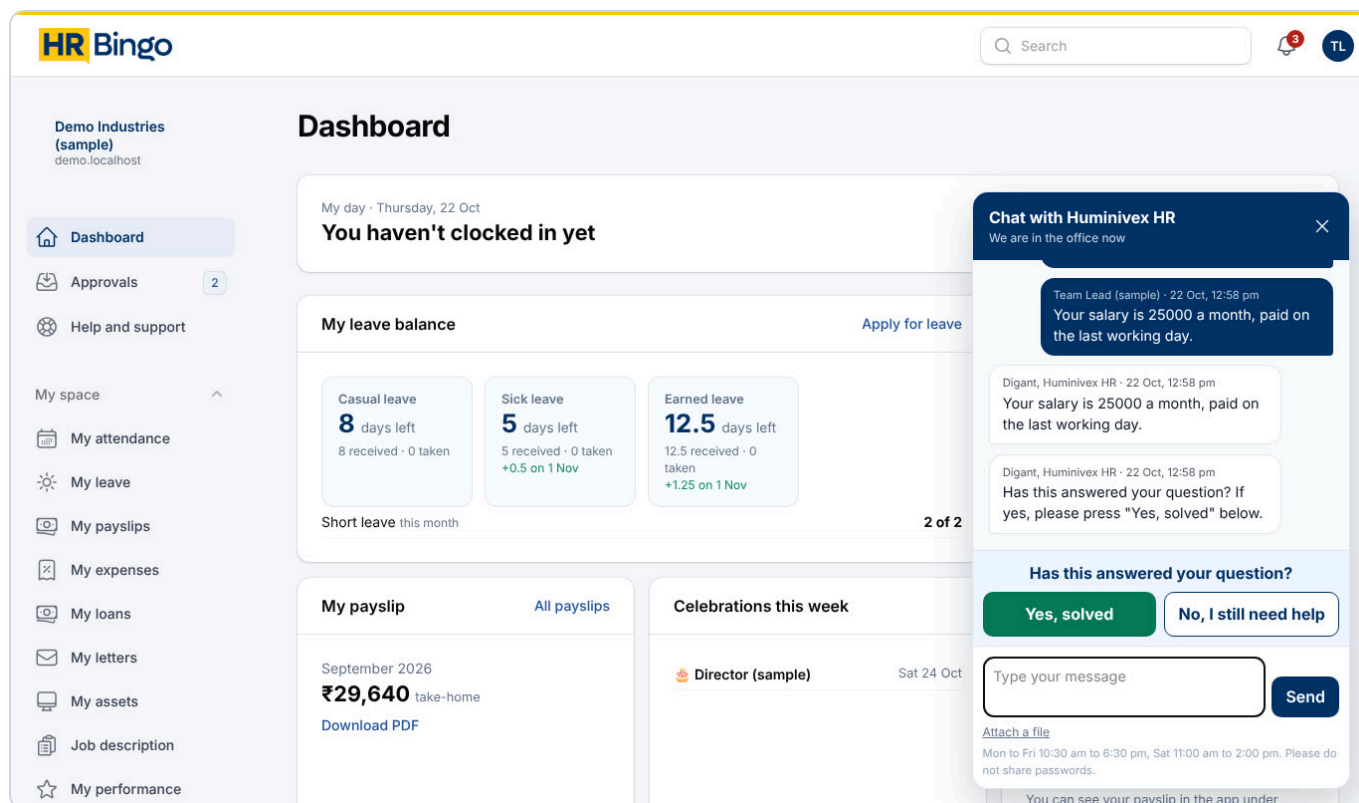
The background shows the app's sidebar with the following options: Dashboard, My attendance, My leave, My payslips, My expenses (highlighted), My letters, Resignation, Time & leave, and Holidays. The top right of the app shows a search bar, a notification bell, and a user profile icon labeled 'RA'.

New expense claim with receipts.

6. Help chat

Press **Help** (or **Chat with HR**) at the bottom right of any page, or **Help** on the home screen of the app. Pick a topic and a question; the answer comes from your own records (leave balance, leave requests, holidays, last payslip, attendance this month, requests waiting) or from the employee handbook.

- If Huminivex runs your HR, press **Chat with Huminivex HR** to chat with a person. Replies show in the same window. Tick **Confidential** if only Huminivex should see it. When asked *Has this answered your question?*, press **Yes, solved** or **No, I still need help**, then rate the help.
- Otherwise press **Ask my HR**: your question goes to your company's HR, who will get back to you.
- Please never share a password in a chat.



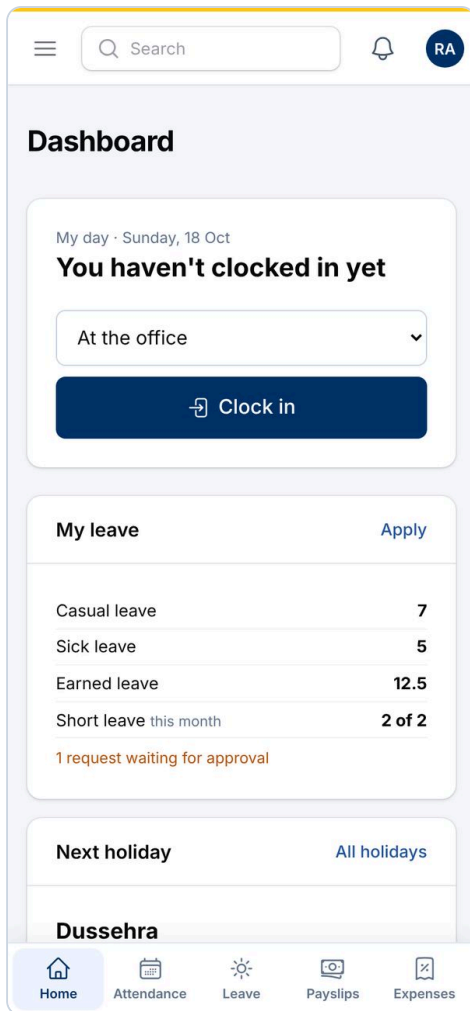
When HR Bingo support asks whether your question is answered.

7. When you leave

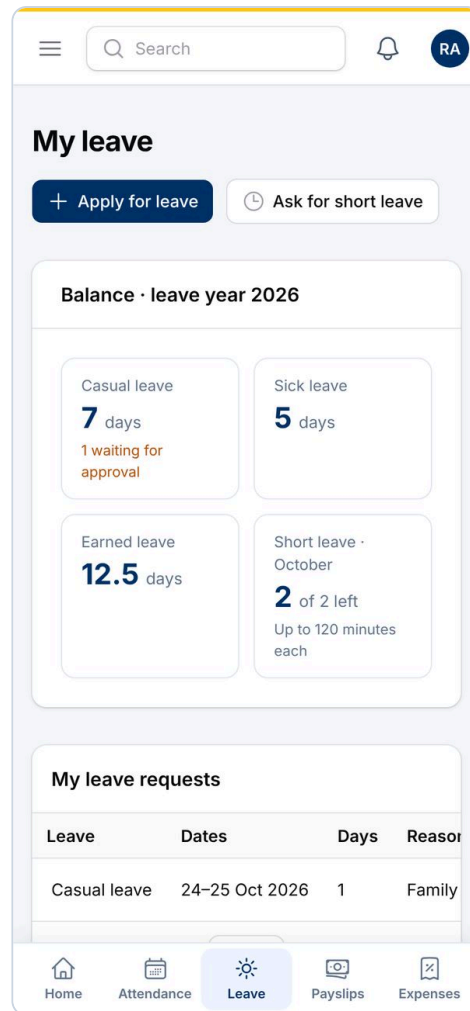
- After your resignation is accepted, sign the **acceptance letter** in *My letters*.
- During notice: write your **handover notes** and fill the **exit interview** on your resignation page. Return company assets. When everything is cleared, sign the **no-dues declaration**.
- After your last day you can still sign in until HR closes your exit. You then get a private **documents link** by email for 90 days: letters, payslips, full and final, Form 16. It opens with the last 4 digits of your mobile number.

8. On a phone

Every page works in a phone browser. A bar at the bottom of the screen goes to **Home, Attendance, Leave, Payslips** and **Expenses**; the full menu opens from the ☰ button at the top left. The **Clock in** button is full width.



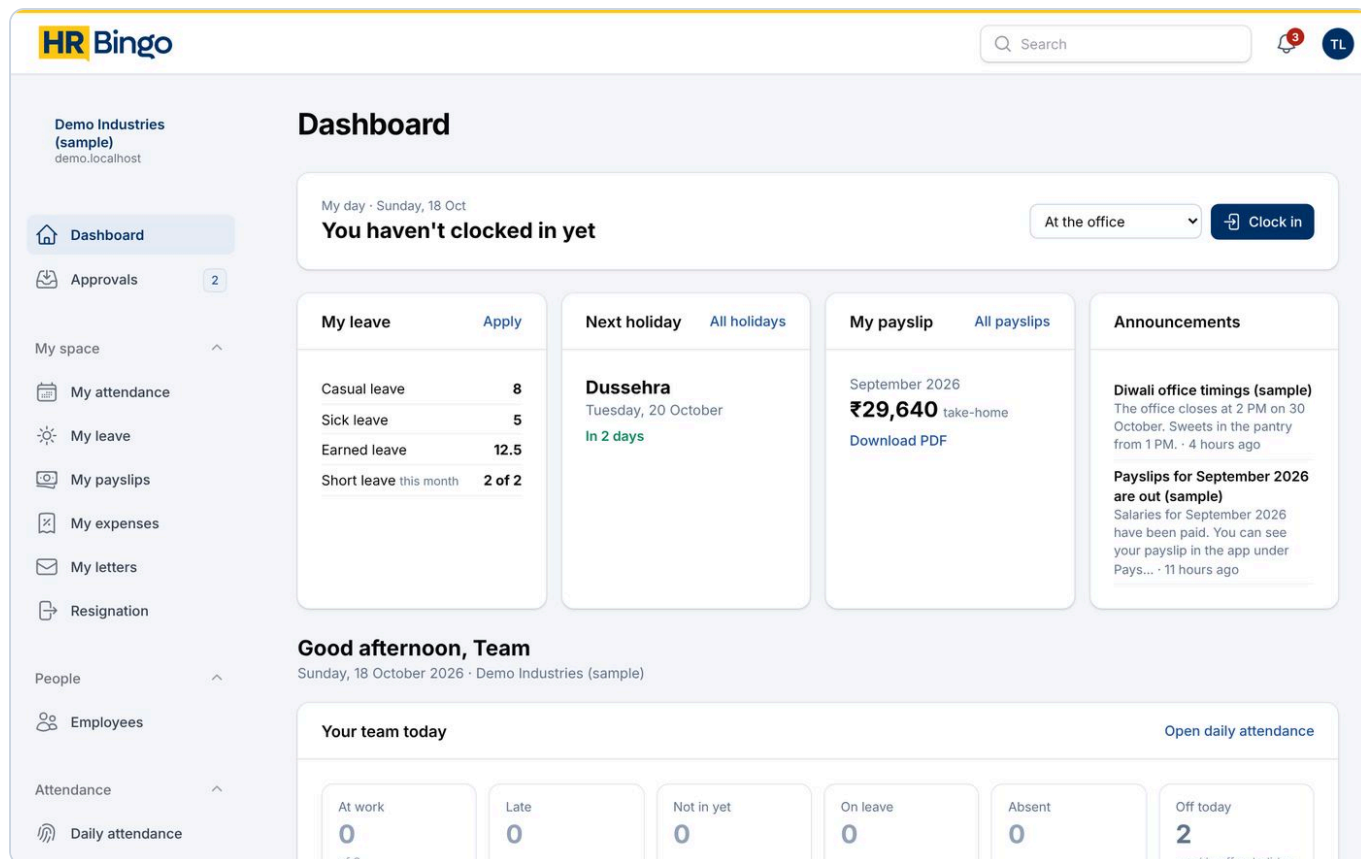
Dashboard on a phone.



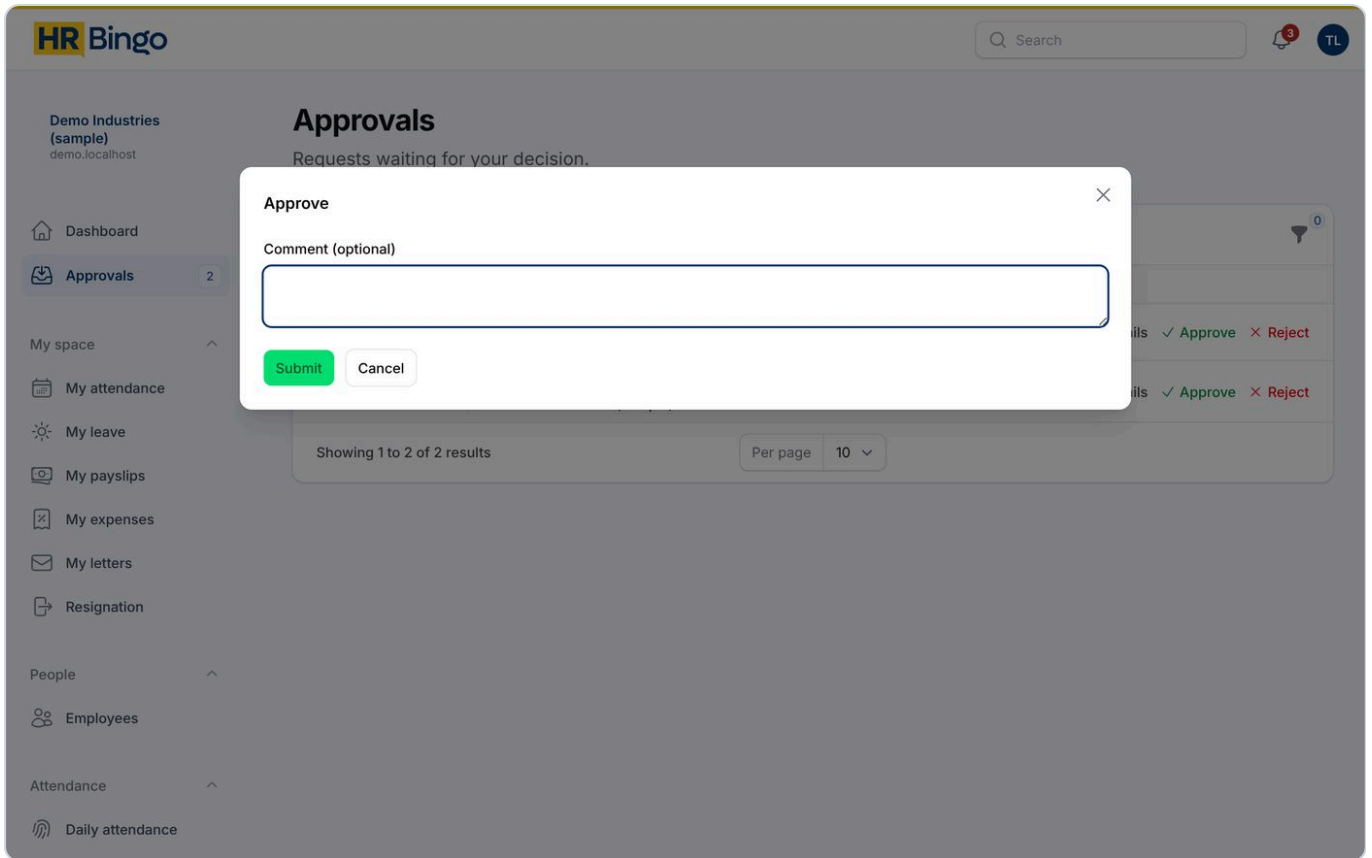
My leave on a phone.

9. Team leaders

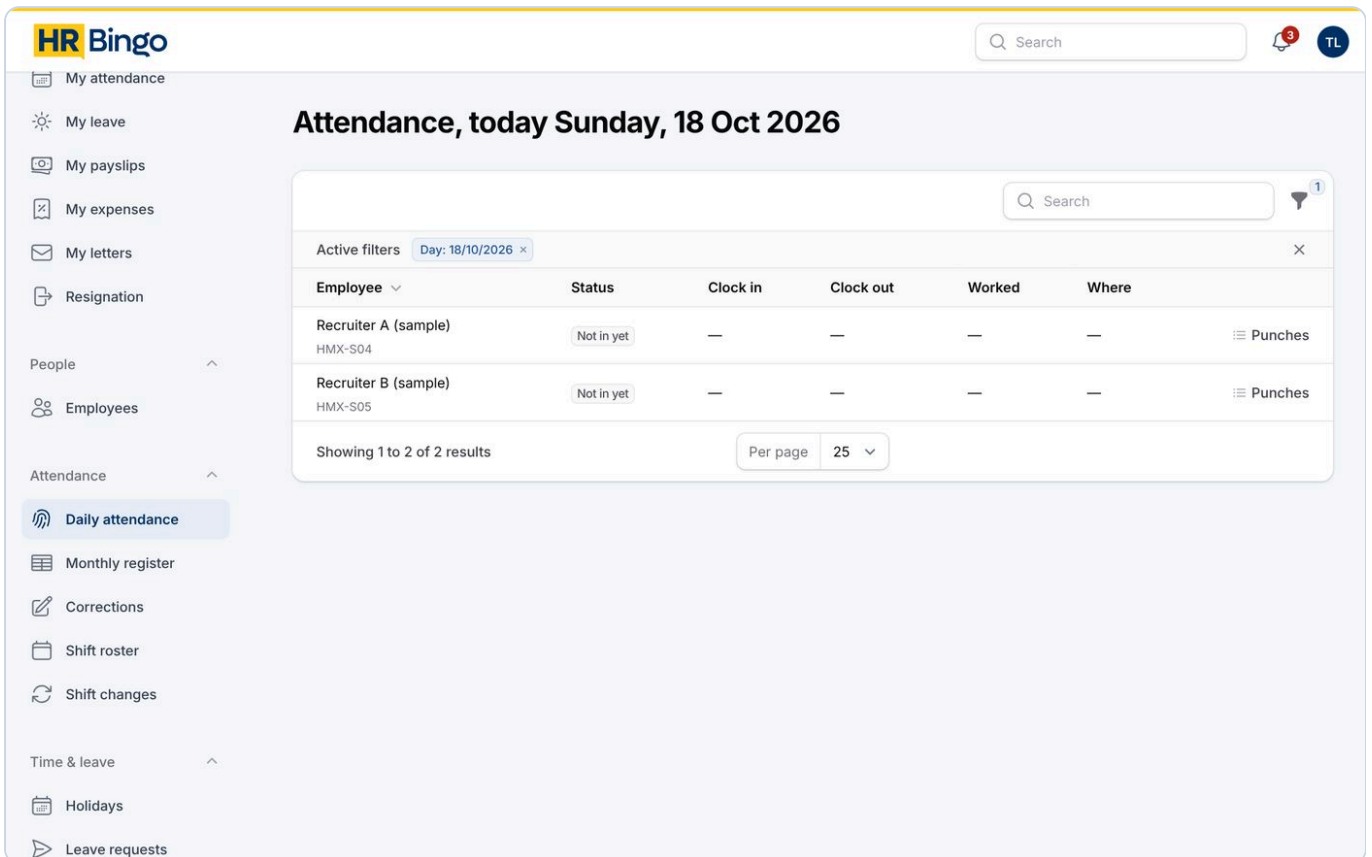
A team leader (manager role) sees everything an employee sees, plus their team. "Team" means everyone who reports to them, directly or further down.



Page	What the team leader does
Approvals	Approve or reject the team's leave, short leave, corrections, shift changes, expense claims and resignations. The number next to it is how many are waiting.
Attendance > Daily attendance	Who in the team is in, late, on leave or absent today.
Attendance > Monthly register	The team's month at a glance.
People > Employees	The team's profiles (view only).
Time & leave > Leave requests, Time & leave > Leave balances	The team's leave.
Reports	Attendance and leave reports for the team, as Excel or PDF.



Approving a request, with an optional comment.



A team leader sees only their team in Daily attendance.