OnSite

MODULE DATASHEET · B ONSITE

Employee Portal

The employee's own interface: invitation, onboarding, documents, contract signing, timesheet and leave requests, with approval staying with you.

Invitation | Onboarding | Timesheet | Leave

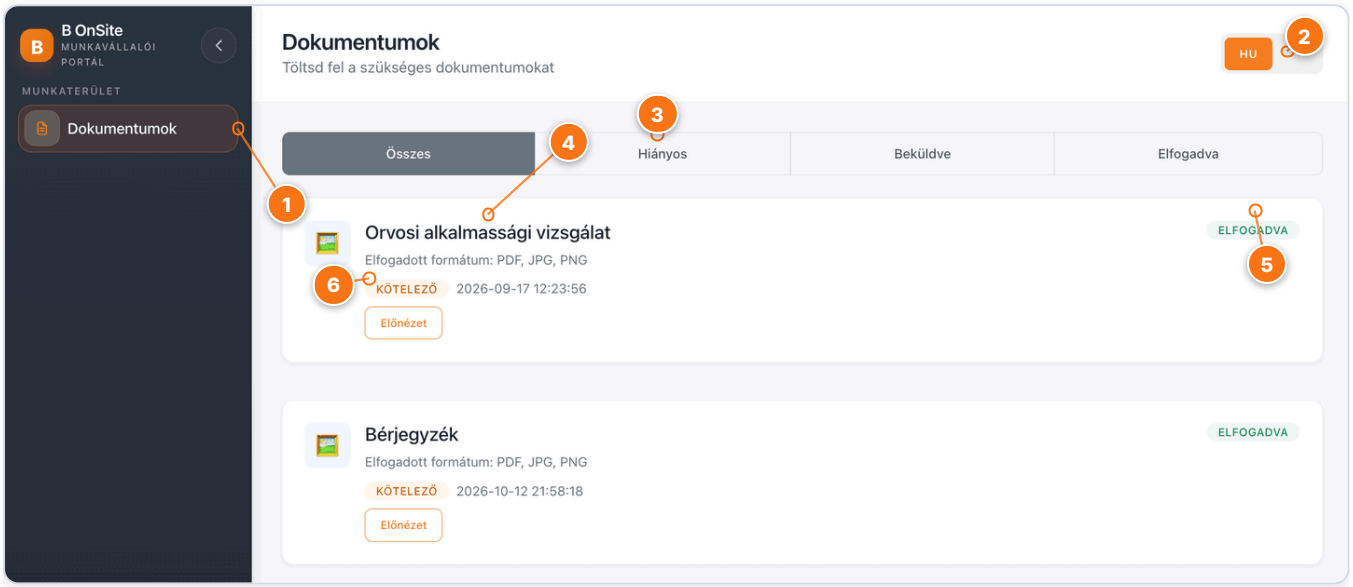
Who it is for: HR, approving manager, the employees
What it shows: the portal Documents page, the onboarding steps, the requests and the approval
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Version: 1.0 · 13 October 2026 · screenshots use demo data

The portal Dokumentumok (Documents) page

Invitation by e-mail
If you switch on the automatic invitation, a new employee receives an invitation e-mail when added. The invitation code is valid for 10 days.

Onboarding in the portal
The employee handles the consents, the documents and the contract signing in the portal.

Requests from the portal
The employee submits the leave request and the timesheet through the portal.



1. **Dokumentumok (Documents) menu**: the portal workspace
2. **Language**: HU and EN switch
3. **Status tabs**: Összes (All), Hiányos (Missing), Beküldve (Submitted), Elfogadva (Accepted)
4. **Document**: name and accepted format: PDF, JPG, PNG
5. **Status**: for example ELFOGADVA (accepted) or BEKÜLDVE (submitted)
6. **Mandatory**: mandatory marker and the time

Filter the list: the tabs show what is missing, what is submitted and what is accepted.

What is this view for?

This is where the employee uploads the required documents. For each document you see the accepted format, whether it is mandatory, and where it stands: missing, submitted or accepted.

Screenshots come from the demo licence interface; the companies and names in them are fictitious.

From the invitation to onboarding

1

Invitation by e-mail

You can switch on that a new employee gets an invitation to the portal by e-mail.

2

Onboarding in the portal

The employee handles the consents, the documents and the contract signing in the portal.

3

Requests from the portal

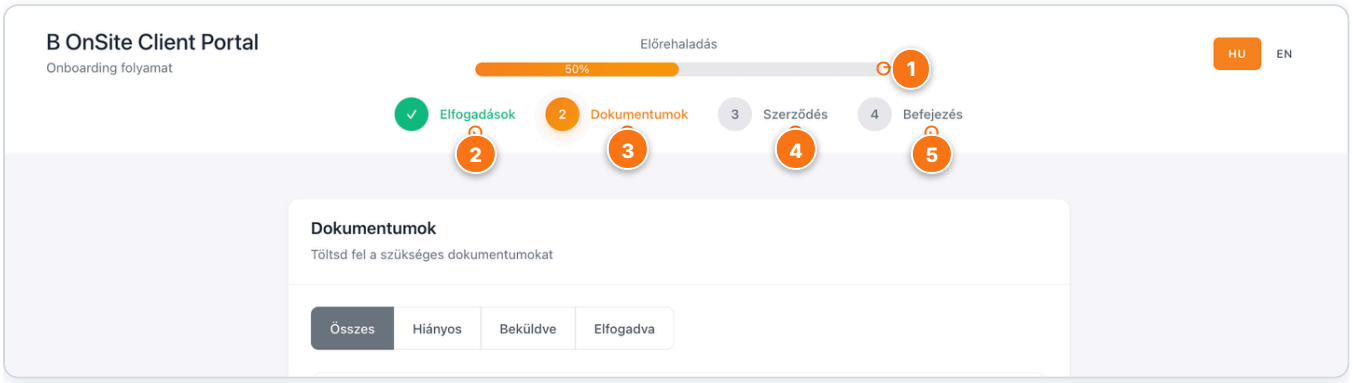
The employee submits the leave request and the timesheet through the portal.

4

Approval or rejection

You approve or reject the submitted requests.

The onboarding steps in the portal



1. **Progress**: the progress bar
2. **Elfogadások (Consents)**: the consents
3. **Dokumentumok (Documents)**: uploading the requested documents
4. **Szerződés (Contract)**: signing the contract
5. **Befejezés (Finish)**: finishing the process

New employee in the portal

Consents
consents

TO DO

1. The employee accepts the consents
2. The time of acceptance is recorded

Documents
upload

TO DO

1. The employee uploads the requested documents
2. Follow the status with the tabs

Contract
signing

TO DO

1. The employee signs the contract on a signature pad
2. The time of signing is recorded

Leave and timesheet

What can the employee submit?

Leave request
The employee submits the leave request from the portal.

Monthly timesheet
The employee submits the timesheet each month from the portal.

Daily attendance
The portal also includes recording daily attendance.

What does the approver do?

Leave: approve or reject
The approver accepts or rejects the submitted leave request.

Timesheet: approve or reject
The approver accepts or rejects the submitted monthly timesheet.

Who does what

New employee
onboarding

- Accepts the consents
- Uploads the documents
- Signs the contract

Employee
daily use

- Requests leave
- Submits the timesheet

Approver
decision

- Accepts or rejects leave
- Accepts or rejects the timesheet

The above is the typical split. Roles are set per function inside the module.

How does it connect to other modules?

HR & Document Management
The invitation goes out when the employee is added, with the automatic invitation switched on.

Time Tracking & Access Control
The approver accepts or rejects the submitted monthly timesheet.

See it in action
Request an online demo of the Employee Portal module, run with your own site processes.

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10 days
invitation code validity

Onboarding
consents, documents, contract

Timesheet
submitted monthly

Leave
request and approval