Harmony - Core

In Harmony, the Core is the base module where you can define all the basic information and organization/company structure, such as your departments, locations, email settings, holiday calendars, etc. The things you define in Core will apply to all your modules. The items you can set up in Core are:

- *Your System Preferences, such as your preferred date and name format
- User Settings
- *Your Company's Legal Information
- *Departments
- *Locations
- Holiday Calendars
- Email Settings and Email Templates
- *Employees and Employee Types
- Security for Users
- Backing up and Restoring Backup Files
- Pay Codes *(required if using Time & Attendance and/or Human Resources modules)*

IMPORTANT: The items above with an asterisk (*) must be completed in order to use Harmony's other modules.

You should have received our manuals once the implementation of your Harmony database was complete. You can also refer below for the latest version:

Harmony Payroll Core Company Manual Setup (v1.0)