

# CuteHR

# Knowledgebase

Everything you need to know about CuteHR Software.

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I am new Here

I am new Here

# Welcome to CuteHR

CuteHR is a Small Buisness HR Solution to automate and streamline common HR tasks. It offers various online tools to help manage and improve productiivty of your team. It also helps to manage team projects and track tme to improve efficiency.

The vision behind CuteHR was to build a simplified HR For small compnies.

In the present release it includes the following tools -

- Employee Database and Contracts
- Attendance Management
- Live Time Tracking
- Basic Project Management
- Leave Management
- Employee Self Serve Portal
- Event Dashboard
- Reimbursement Manager
- Report and Analytics

CuteHR runs in the cloud and is always availbile on desktop and mobile.

[Starting using CuteHR , Its Free](#)

I am new Here

# Getting Started with CuteHR

Welcome to CuteHR! If you are a small business we are here to help you relive the pain of people management.

Here are some quick links to get you started -

- Watch a getting started Video
- Setting up your company and Adding Employees
- [Create a project and Track Time](#)

## Watch a getting Started Video

## Setting up your company and Adding Employees

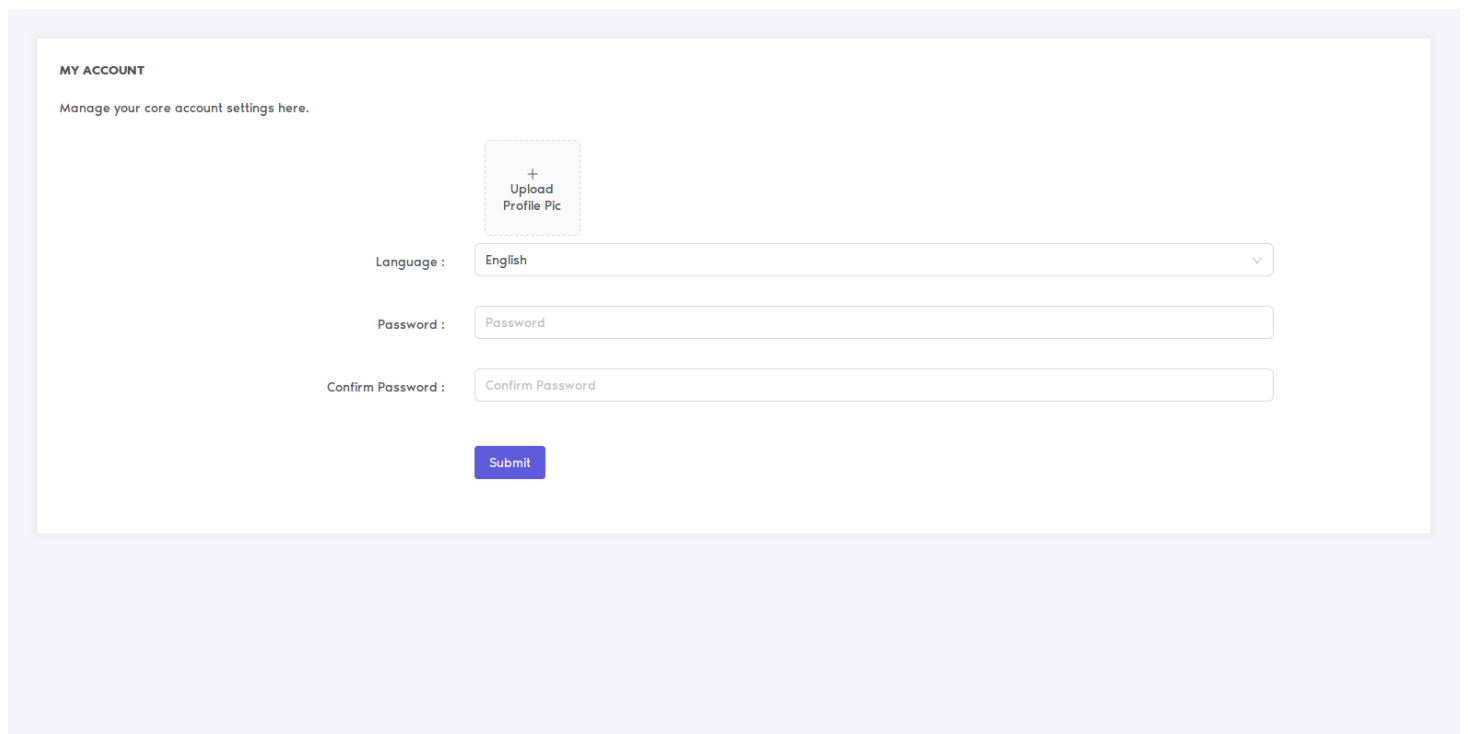
## Create a project and track time

I am new Here

# Managing Account

For managing your account on cutehr you can follow the basic steps.

Simply click on down arrow button on sidebar beside your name, and from the dropdown choose "My Account".



**MY ACCOUNT**  
Manage your core account settings here.

+ Upload Profile Pic

Language : English

Password : Password

Confirm Password : Confirm Password

Submit

You will see the above page.

## Changing Avatar

In My Account section, you can see the option to upload profile pic, click the item and choose the picture.

## MY ACCOUNT

Manage your core account settings here.



Language :  ▼

Password :

Confirm Password :

Profile pic will update.

# Changing Password

You can also change your password from here. Just type the new password and confirm it. Then click "Submit" button to change it.

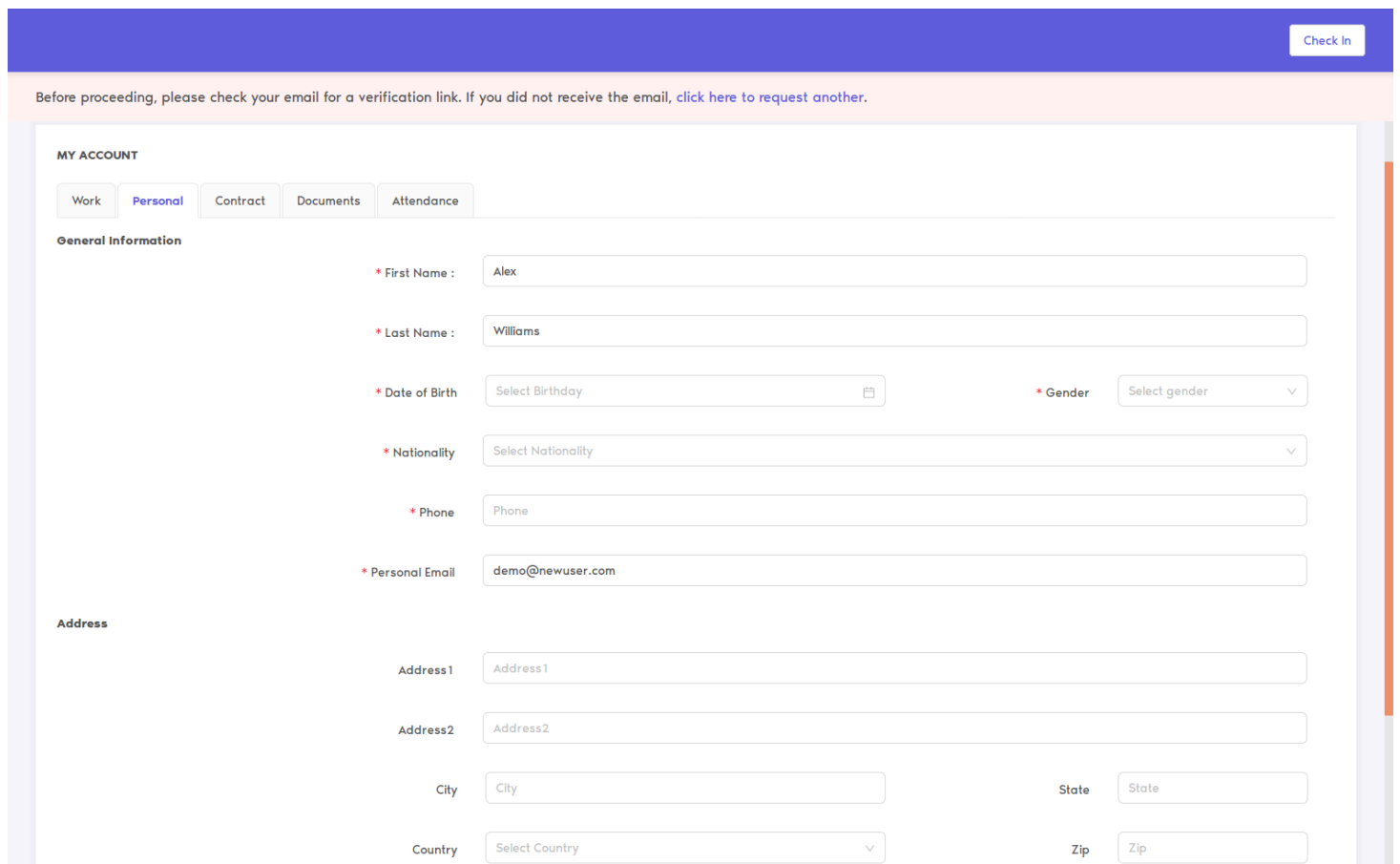
I am new Here

# Changing Personal Details

Changing personal details in cutehr is as simple as changing avatar. Just follow these basic steps.

For changing personal detail. Click on the down arrow beside your name. And choose "My Profile".

After choosing My Profile navigate to "personal" tab.



The screenshot shows a web interface for updating personal details. At the top right, there is a blue bar with a "Check In" button. Below it, a light orange banner contains a message: "Before proceeding, please check your email for a verification link. If you did not receive the email, [click here to request another.](#)".

The main content area is titled "MY ACCOUNT" and has five tabs: "Work", "Personal" (which is selected), "Contract", "Documents", and "Attendance".

Under the "Personal" tab, there are two sections: "General Information" and "Address".

**General Information:**

- \* First Name : Alex
- \* Last Name : Williams
- \* Date of Birth : Select Birthday (with a calendar icon)
- \* Gender : Select gender (dropdown menu)
- \* Nationality : Select Nationality (dropdown menu)
- \* Phone : Phone
- \* Personal Email : demo@newuser.com

**Address:**

- Address1 : Address1
- Address2 : Address2
- City : City
- State : State
- Country : Select Country (dropdown menu)
- Zip : Zip

Update the details and click "Save" button.

I am a HR/Manager

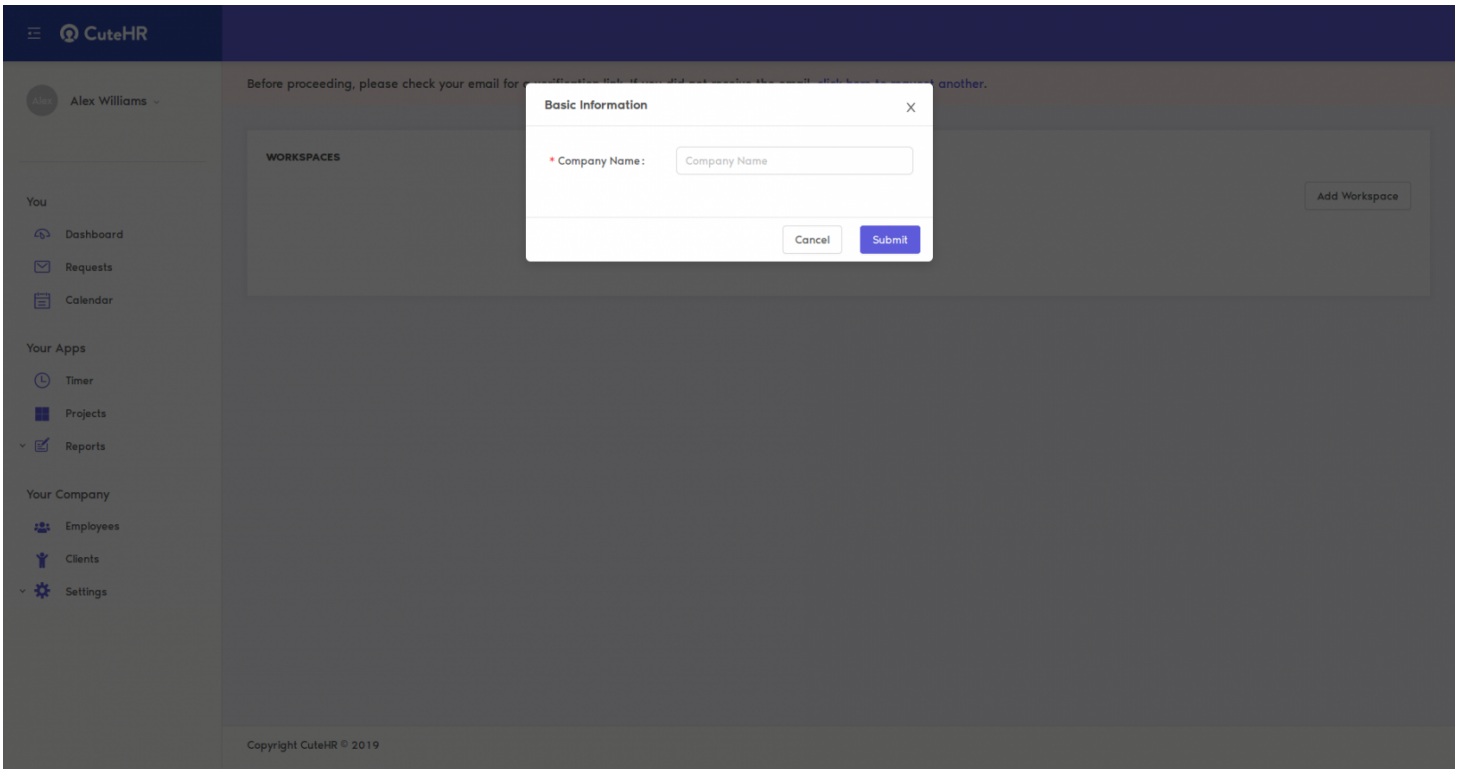
I am a HR/Manager

# Setting up your company and offices

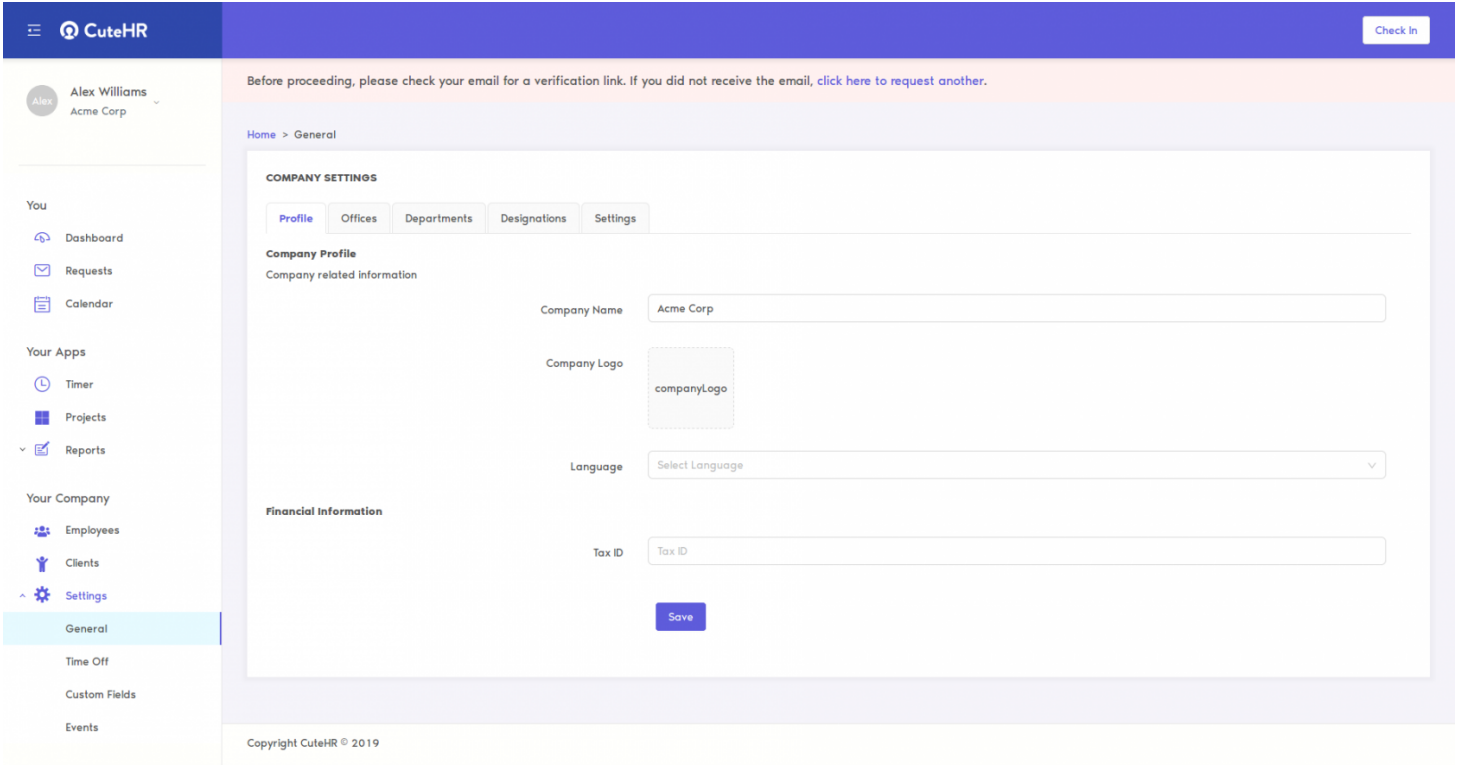
The very first step after signing up to cutehr is adding company and offices. Adding company and offices is easy. Follow the below instructions to add one.

## Introduction

Once you have registered on cutehr, sign in using your credentials. After signing in to your account, a popup, asking your company name, will appear. Enter your company name in the popup.

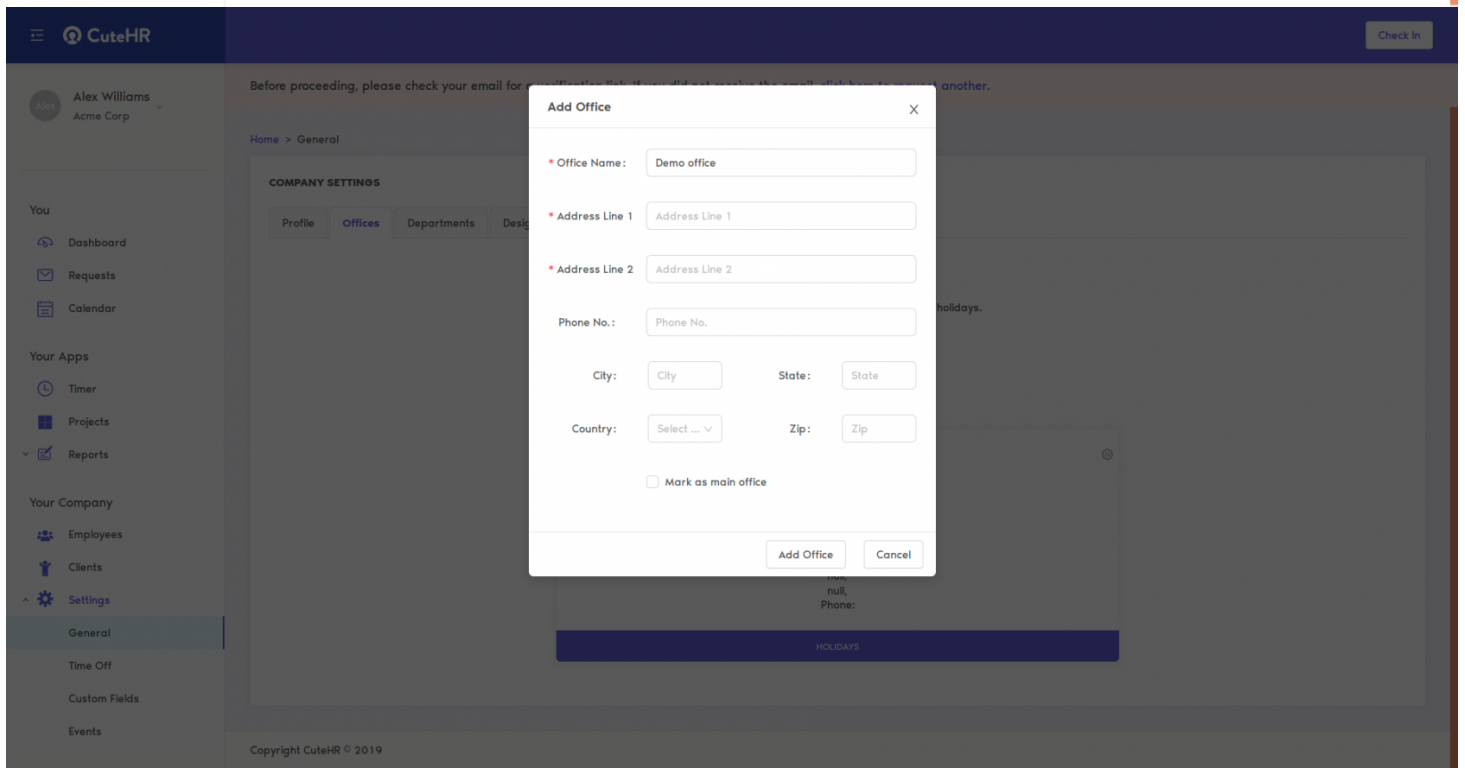
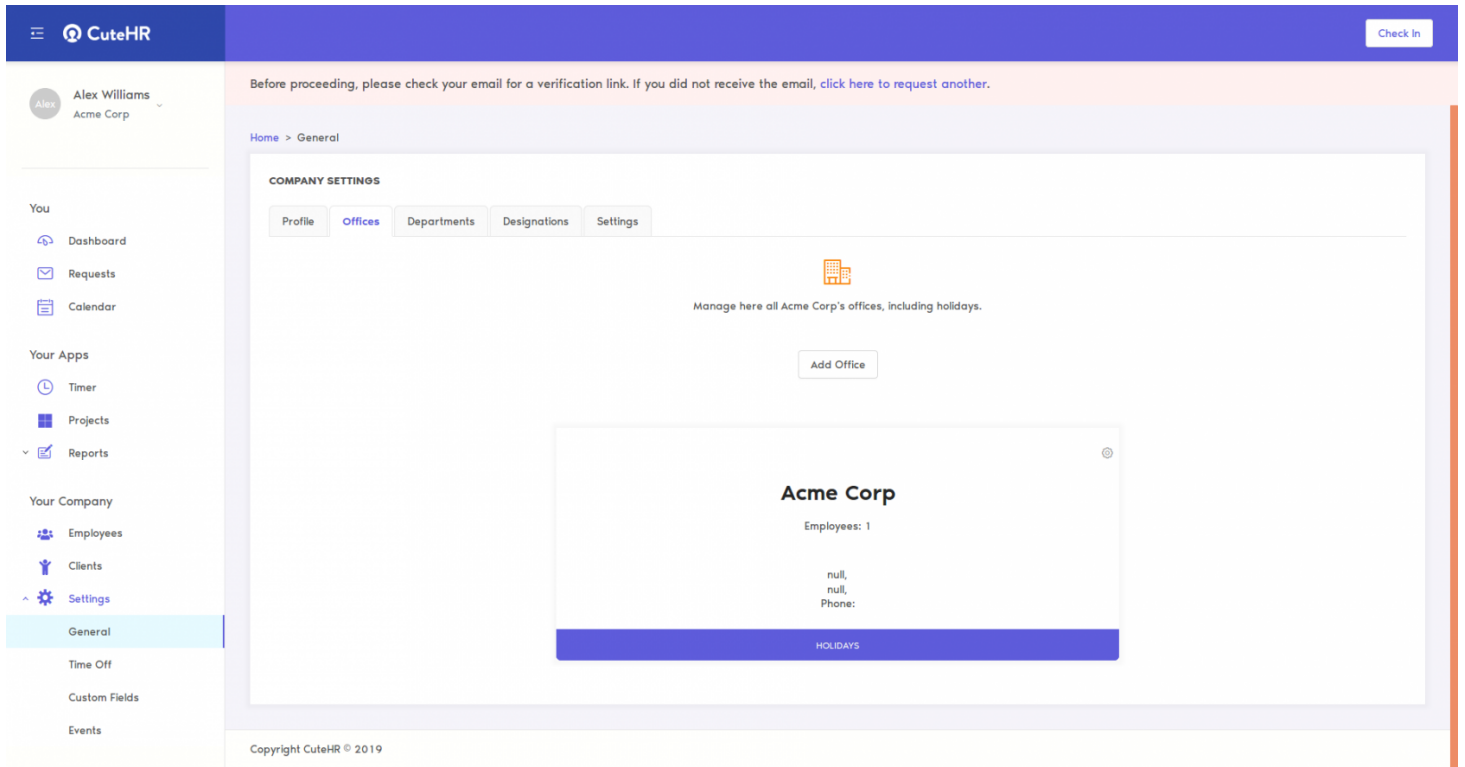


Now, as you have entered your company name, you can go to settings->General from the sidebar menu, to edit the company basic information like company name, company logo, language, etc.



You can also add offices to your company. To add offices go to settings->General from the sidebar

menu and click offices tab. From here you can add or edit your offices details and their holidays.



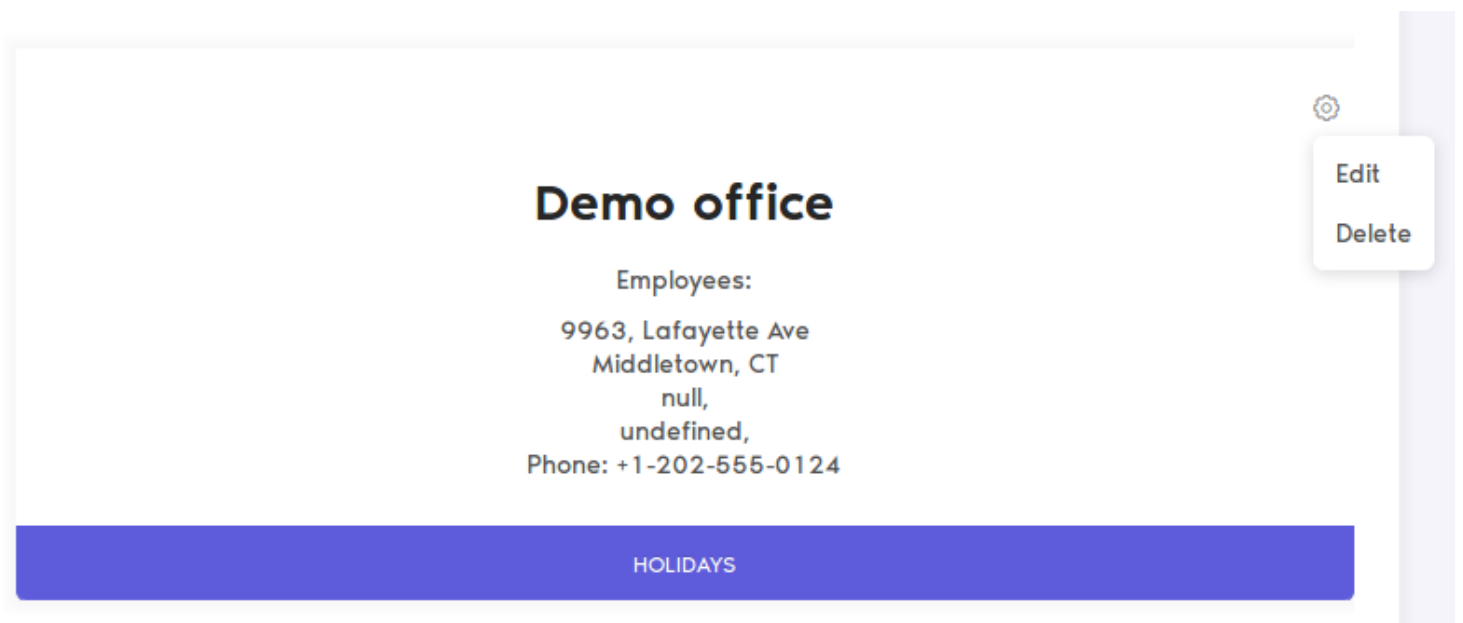
You may also, delete any office at any point of time by clicking cog wheel icon in top-right corner of office card and select delete(Note that office which is marked as "main" can not be deleted).

## Editing your offices

Offices can be added for any company.

After adding the offices to your company, you can edit or delete the office at any point of time.

To edit any office, click the cog wheel icon, on top-right corner, of the office card, then select edit.



The image shows a screenshot of an office card. The card has a white background and a blue bar at the bottom. The text on the card is as follows:

**Demo office**

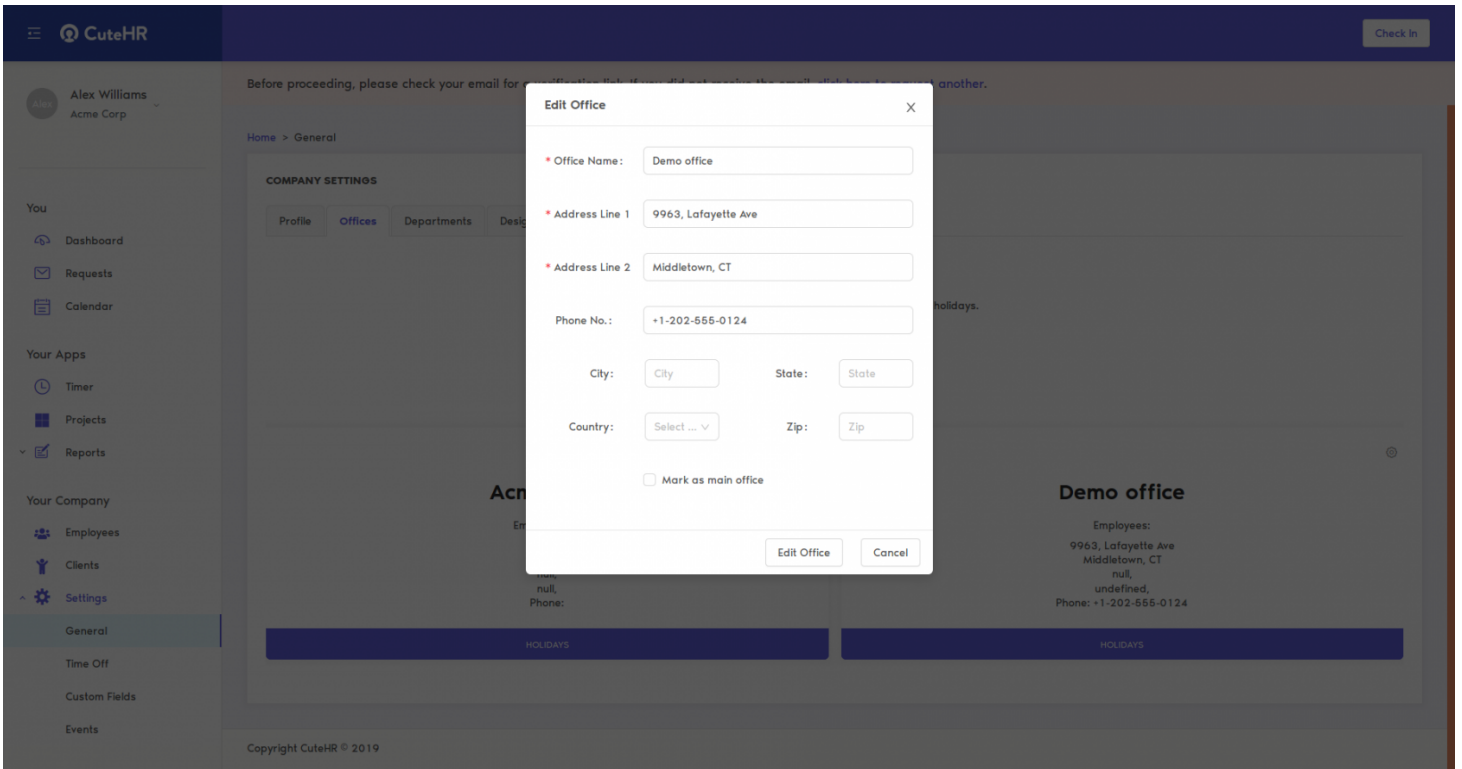
Employees:

9963, Lafayette Ave  
Middletown, CT  
null,  
undefined,  
Phone: +1-202-555-0124

HOLIDAYS

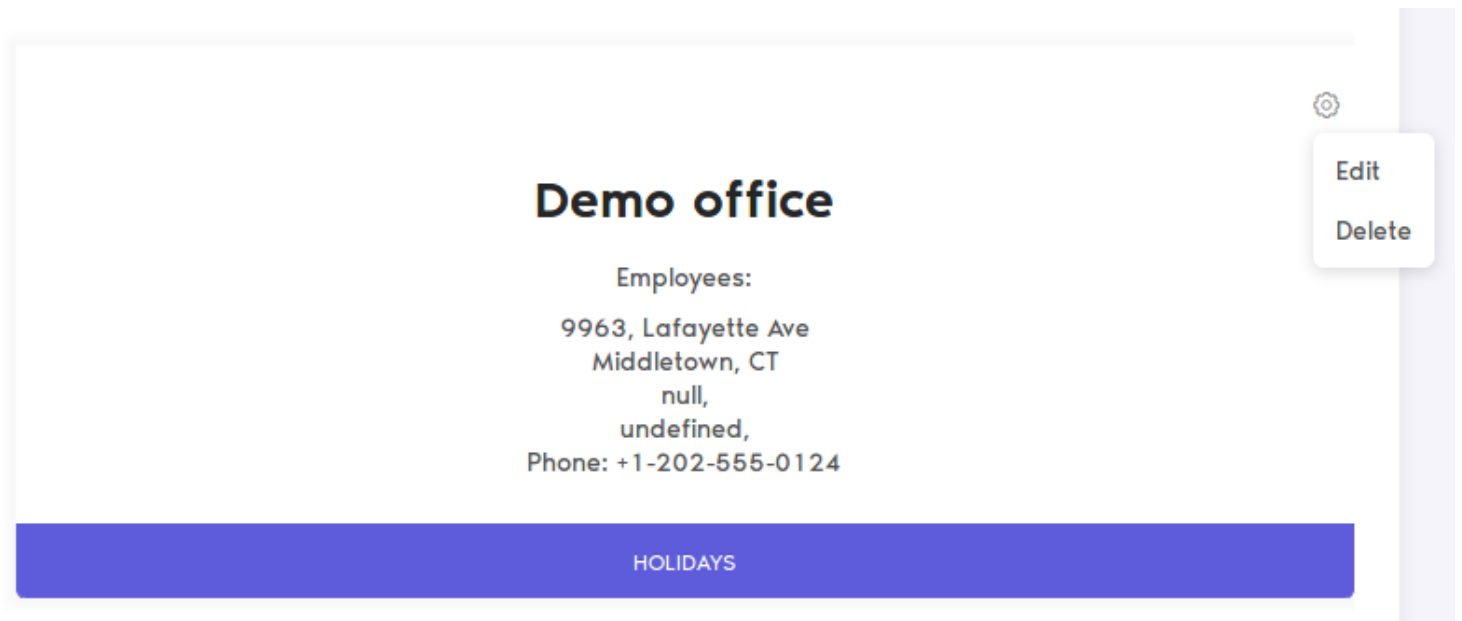
In the top-right corner of the card, there is a cog wheel icon. A white popup menu is open, showing two options: "Edit" and "Delete".

After clicking edit, popup will appear where you can add or edit the details of the office. After editing the detail, click the edit button.

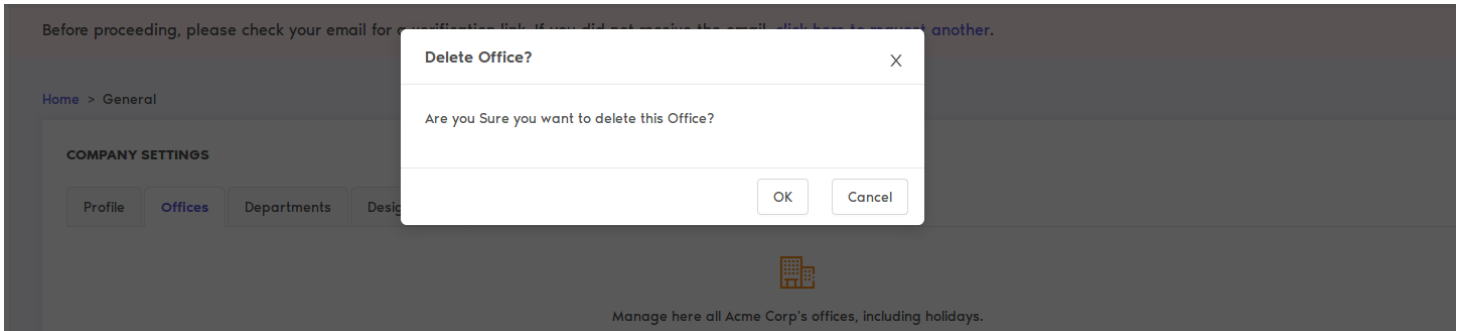


## Deleting the offices

For deleting any office, click the cog wheel icon, on top-right corner, of the office card, then select delete (you may not find the delete option for every office, as delete will not appear for the main office, mark any other office as main and then you can delete the previous one).



After clicking delete, click "OK" for confirm popup to confirm.



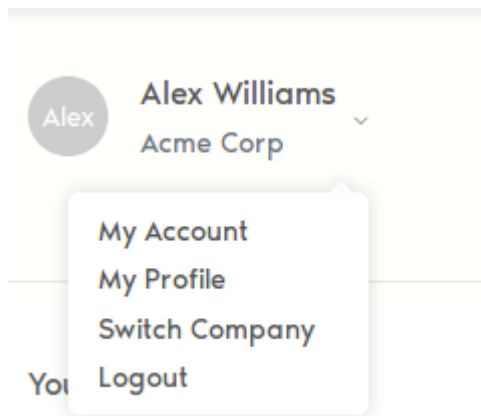
I am a HR/Manager

# Adding more workspaces

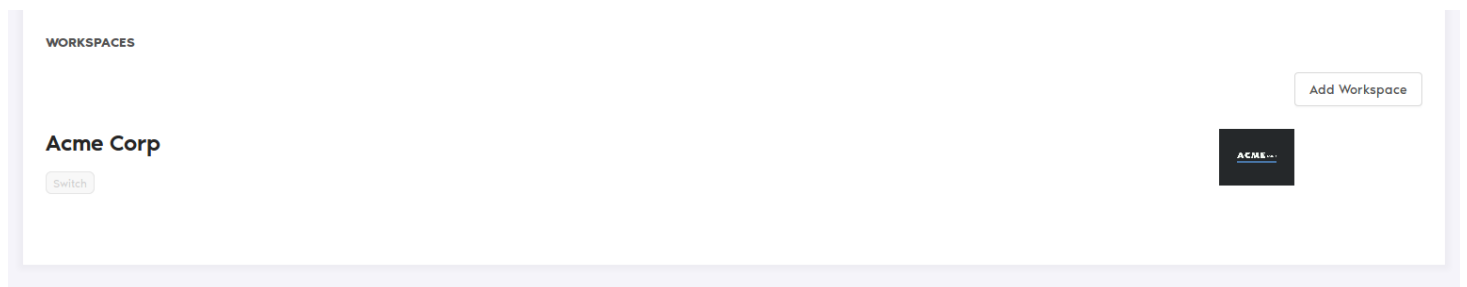
You may want to add more workspaces for a user. Cutehr makes your work easier, using cutehr you can create more workspaces for the user. To do so, follow the following instructions.

## Adding workspaces

In order to add workspaces, click on the arrow-down icon on sidebar, next to user's name and from that dropdown menu, select switch company.

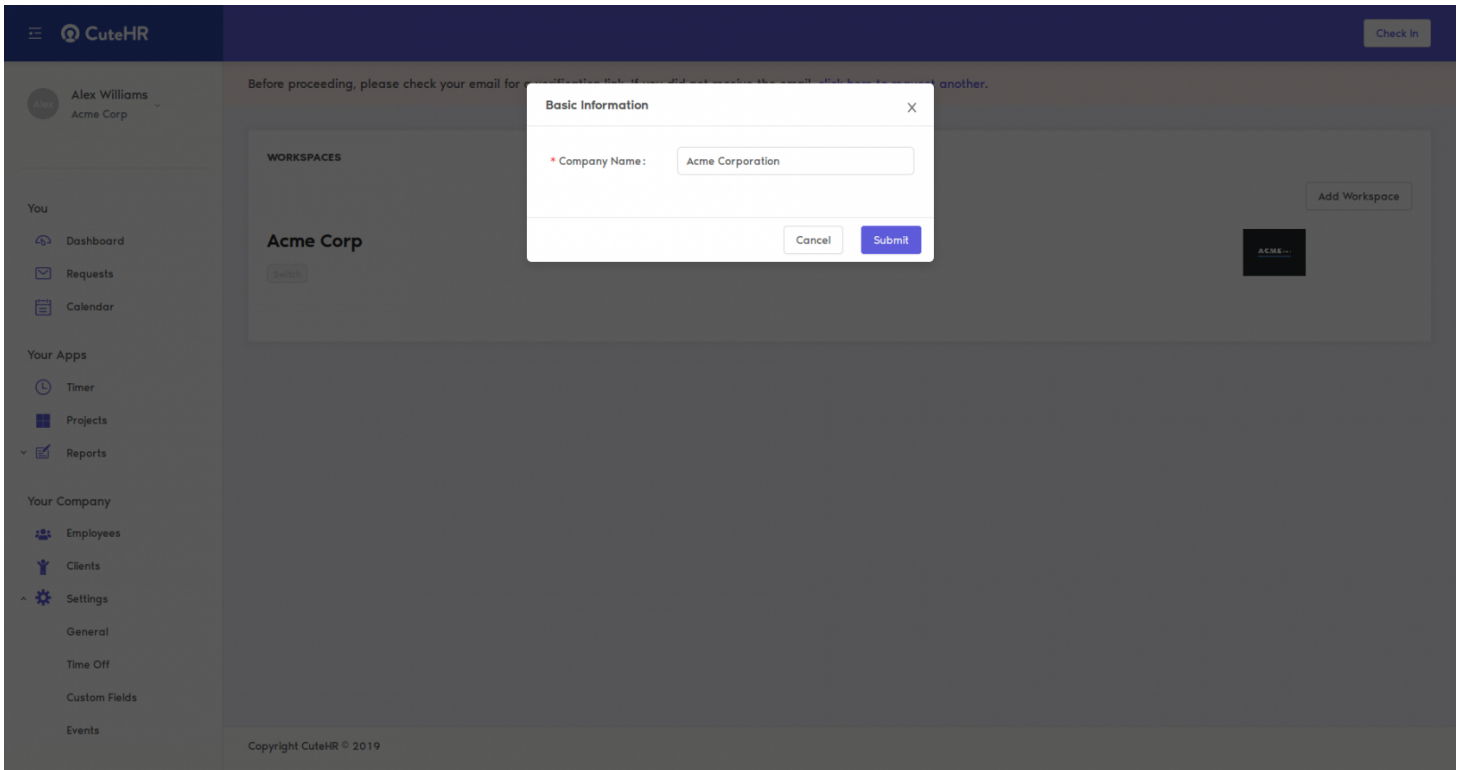


Here you will see company(s)/workspaces added by you. In order to add new workspace, click "Add Workspace" button.



After clicking the button you will see a popup of basic information for the company information. Fill up

the name of company add click submit.



Now, the new workspace is created, you can switch workspaces anytime.

The selected company's name appears below user's name on the Sidebar.

To edit the information of newly created workspace, you can follow the steps of editing the company.

Go to Settings menu from sidebar, and select General, you'll see the basic information of the company, you can edit it as per your needs.

You can also add, edit or delete offices for that company

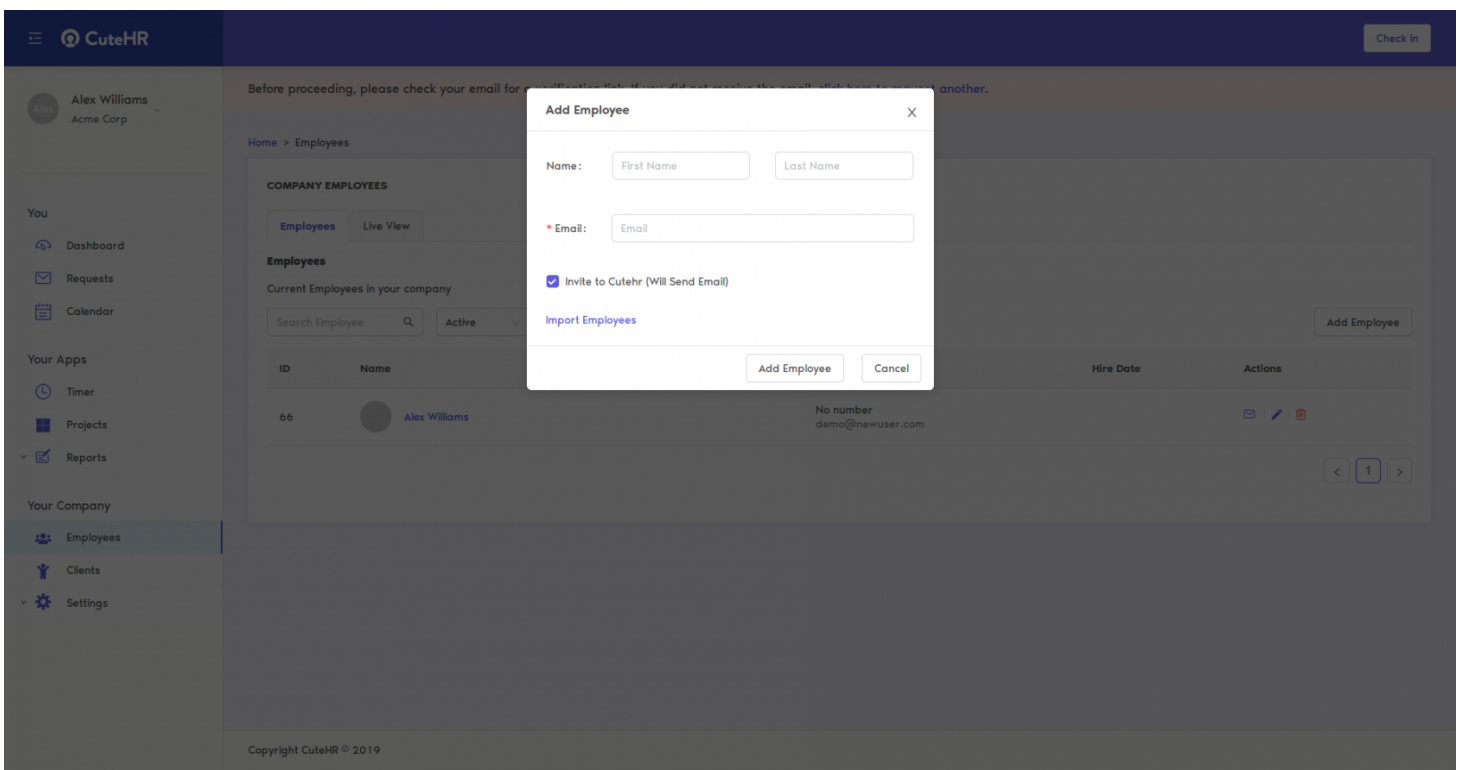
I am a HR/Manager

# Setting up employees

After adding the company, you can add employees to your company. Adding employees to Cutehr is simple. Follow the following steps to add employees to your company.

## Adding Employees

To add employees to your company, click on the Employees menu in sidebar then Click the "Add Employee" button, fill up the basic details of employee like name, email address in the popup and then click Add Employee.



After adding the employee, the page will be redirected to basic information of the employee.

☰ CuteHR Check In

Alex Williams  
Acme Corp

Before proceeding, please check your email for a verification link. If you did not receive the email, [click here to request another.](#)

Home > Employees > Employee Data

**EMPLOYEE DATA**

Work Personal Contract Documents Attendance

Manager

\* E-mail:

Time-Off Manager

Employee Id

Office

Time Off Policy

Department

[Save](#)

[Show Advance Option](#)

You can fill up the basic work, personal, etc for the employee.

## Editing Employees

For editing any employee's detail, click on the Employees menu in sidebar then click on employee's name or pencil icon against employee to edit the employee detail.



**COMPANY EMPLOYEES**

[Employees](#) [Live View](#)

**Employees**

Current Employees in your company

[Add Employee](#)

ID	Name	Department	Contact	Hire Date	Actions
66	 Alex Williams		No number demo@newuser.com		<a href="#">✉</a> <a href="#">✎</a> <a href="#">🗑</a>
68	 Eric Johnson		No number johnson.eric@acmecorp.com		<a href="#">✉</a> <a href="#">✎</a> <a href="#">🗑</a>

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Once you click on employee's name or pencil icon, you will be redirected to the employee detail page,

here you can edit the information of the employee and click on save button.

I am a HR/Manager

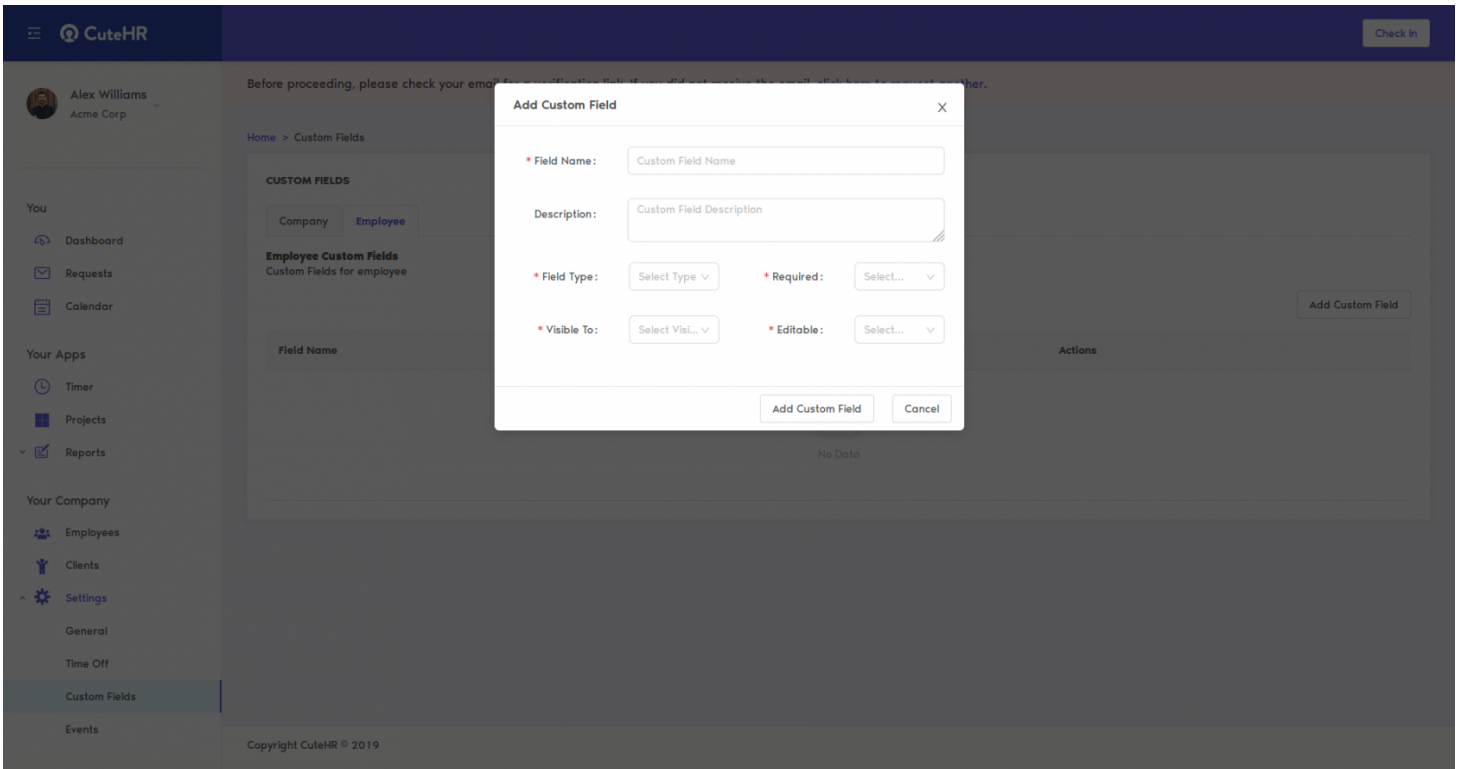
# Setting up Custom Fields for Employee

Cutehr provides the feature of adding custom fields for your employees as per your country. Like national Id card, etc.

## Adding Custom Fields

To Add Custom Fields for employee navigate to Settings -> Custom Fields, click on "Employee" Tab.

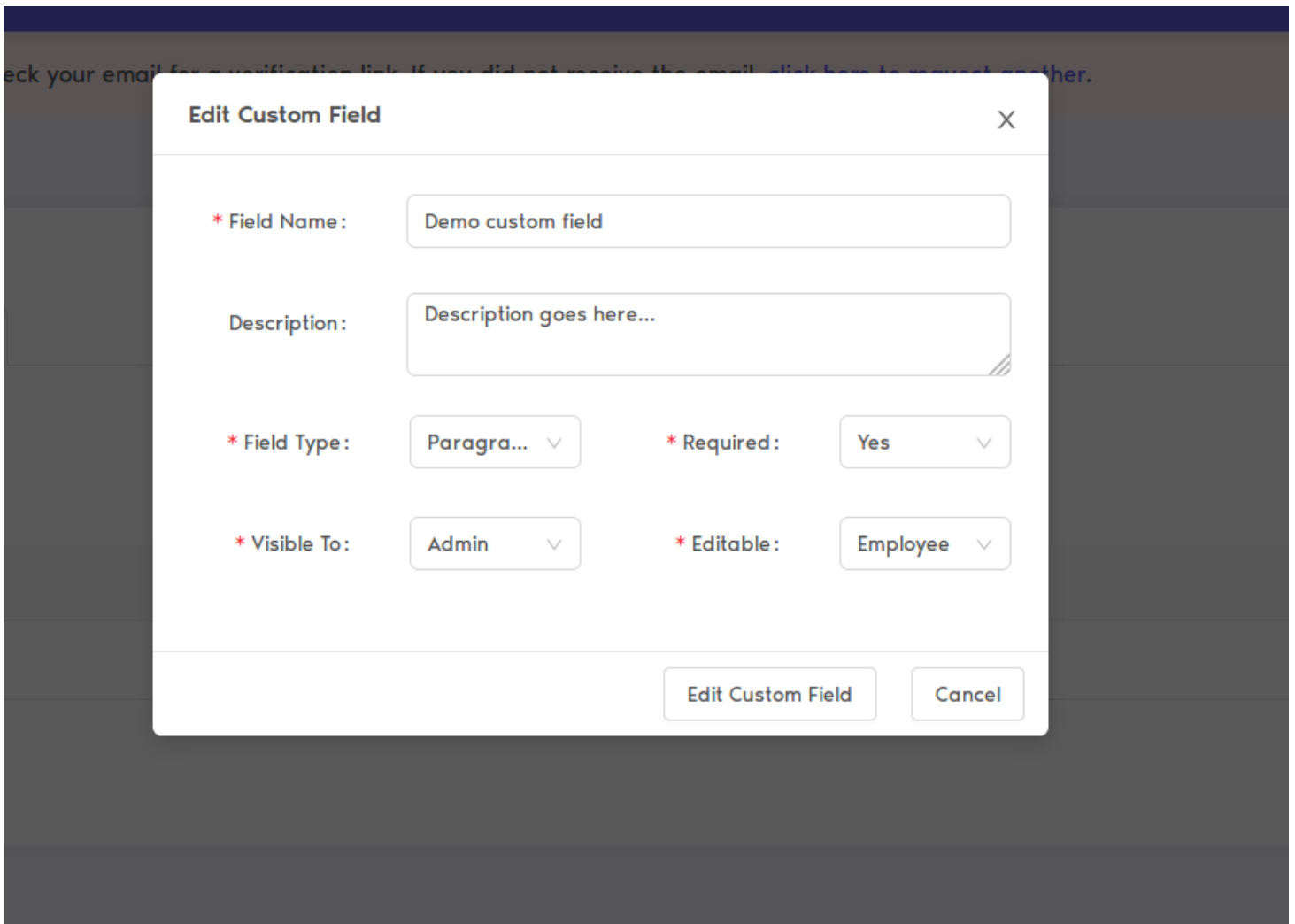
Click "Add Custom Field" button.



Fill up the information for the custom field. Add click "Add Custom Field" button in popup.

## Editing Custom Fields

To Edit custom field, just click the pencil icon and edit the form in the popup.



After editing the information just click "Edit Custom Field" button in the popup.

## Deleting Custom Fields

To Delete custom field, click the bin icon in front of custom field name. Select "OK" from the confirmation modal to confirm.

## Use of Custom Field

Your company might need information fields other than those provided. In that case, you can add custom fields.

After adding a custom field for an employee, go to the employee's profile. Under the Personal tab, you will see

custom fields.

**Address**

\* Phone

\* Personal Email

Address1

Address2

City  State

Country  Zip

**Custom Fields**

Demo custom field

You can fill it accordingly.

I am a HR/Manager

# Setting up Attendance Management

Tracking employee attendance is one of the most basic tasks that a HR software manages. Setting up attendance rules and policies is easy with CuteHR is easy as we explain below.

## Setting up Holidays

The First Step to setting up Attendance is to define holidays for your office , CuteHR support multiple offices so each office can have different holidays if they are in different states or countries. Only the Admin can setup holidays , so make sure you are logged in using a admin account when setting up the holidays.

Get started by going to Settings in the side bar then General , The select the office tab.

In the office tab click on holidays.

Then You may use the Add Holiday Button to Create a holiday by providing it a name and date.

You may also import common holidays using the import holidays option.

To import common holidays , Select the country and the Year you wish to import the holidays for. For example lets choose "United States" , You will see a list of common holidays , then you may select the holidays you wish to import and use the "Add Selected Holidays" to import the holidays into your company calendar.

Now if you visit the Calendar Page in your section it should start showing the holidays .

## Setting up Working Days

As employees can have different working days which might include weekends , CuteHR allows these custom settings to be put in for a employee.

To setup the Attendance policy for an employee , Visit the Employees page in the Your company Section, From here select the employee you wish to change or create the Working days for.

Select the Employee and in his Employee Information choose Contract tab, Then select the latest contract and go down to the Working days field , here you can select which days the employee is to be present in the office . You can also setup advanced rules like Second and Fourth Saturday working.

You can also setup the working hours per day and the office start time here.

Once the above task has been completed the basic Attendance setup is completed.

I am a HR/Manager

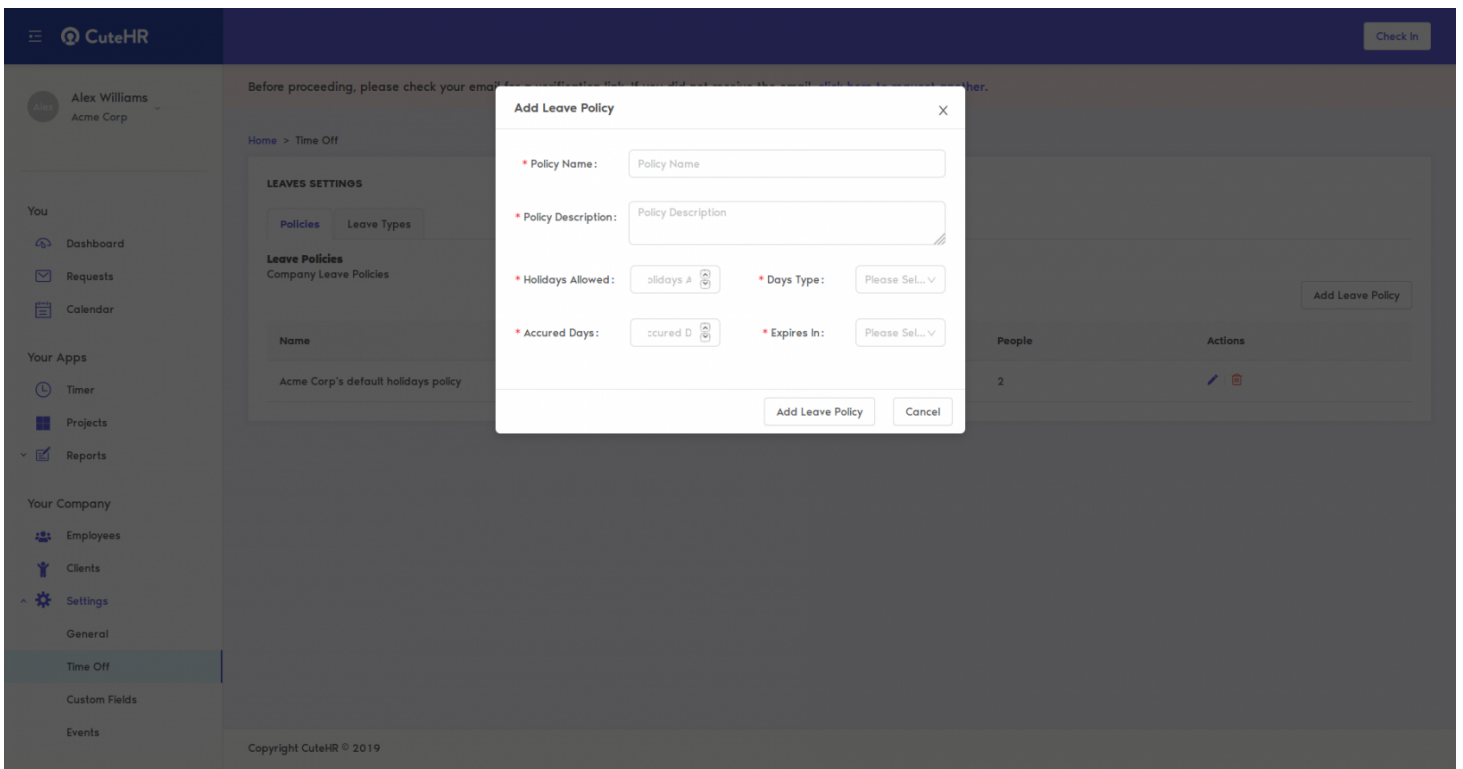
# Add Leaves Policies

You get a default leave policy for the registered company as company's default leaves policy. You can also add leave policies to your company. Adding leave policies is easy, follow the steps below.

## Adding Leave Policies

To add leave policies go to leave settings by navigating as Settings -> Time Off from sidebar menu, you will see the leaves policies of the company here.

To add new policy simply click "Add Leave Policy" button, fill the form of the popup and click "Add Leave Policy" button.



The screenshot displays the CuteHR web application interface. On the left is a dark sidebar menu with the user profile 'Alex Williams, Acme Corp.' and navigation options like 'Dashboard', 'Requests', 'Calendar', 'Your Apps', and 'Your Company'. The main content area is titled 'LEAVES SETTINGS' and shows 'Company Leave Policies'. A modal window titled 'Add Leave Policy' is open in the center, containing the following fields:

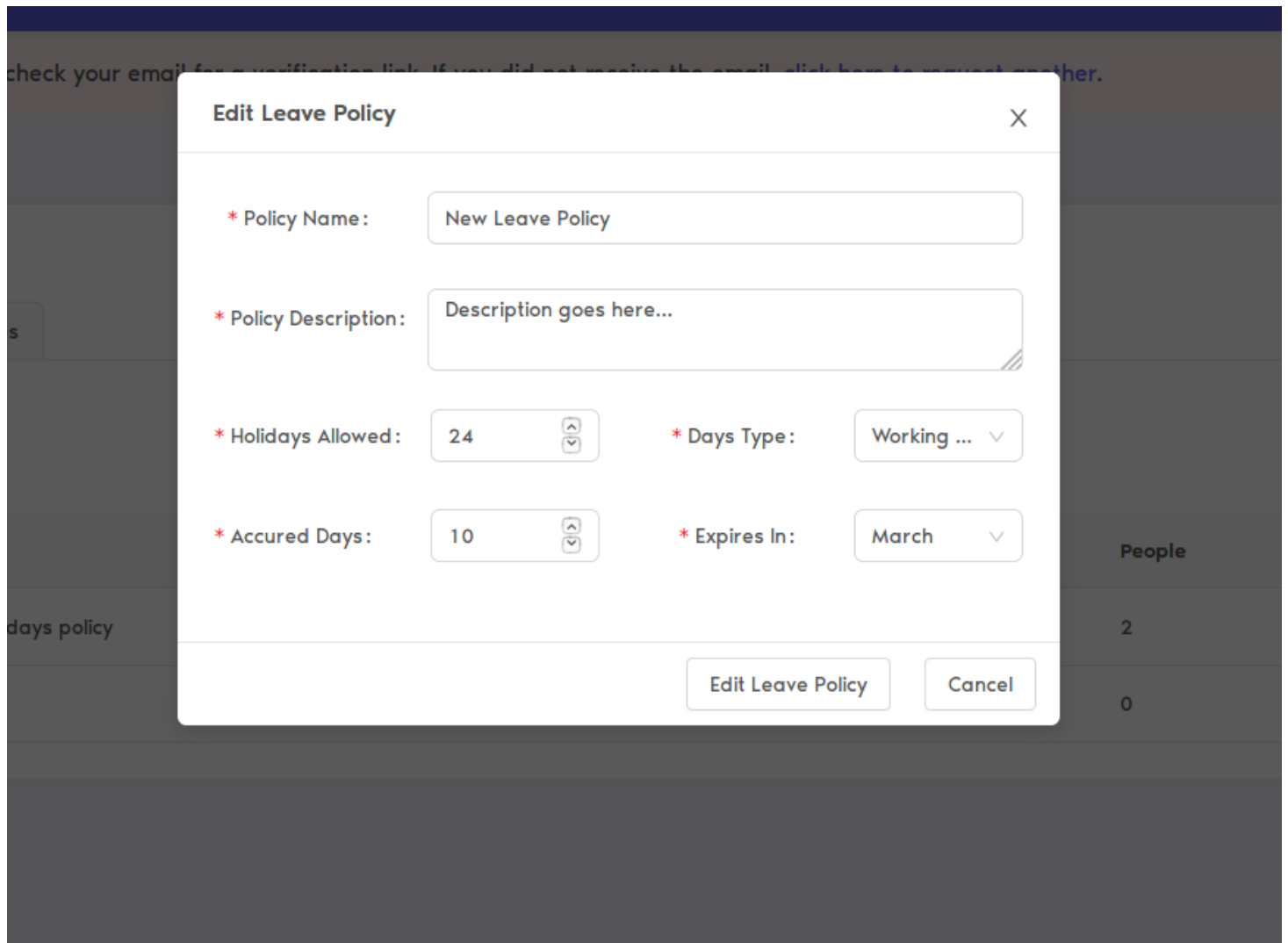
- \* Policy Name:** A text input field with the placeholder 'Policy Name'.
- \* Policy Description:** A larger text area with the placeholder 'Policy Description'.
- \* Holidays Allowed:** A dropdown menu currently showing 'alldays A'.
- \* Days Type:** A dropdown menu currently showing 'Please Sel...v'.
- \* Accured Days:** A dropdown menu currently showing 'scured D'.
- \* Expires In:** A dropdown menu currently showing 'Please Sel...v'.

At the bottom of the modal are two buttons: 'Add Leave Policy' and 'Cancel'. The background interface is dimmed, showing a table with columns 'People' and 'Actions'.

Now, new leave policy is added.

## Editing Leave Policies

To edit leave policy simply click the pencil icon in front of leave policy name.



The image shows a modal window titled "Edit Leave Policy" with a close button (X) in the top right corner. The form contains the following fields:

- \* Policy Name:** A text input field containing "New Leave Policy".
- \* Policy Description:** A text area containing "Description goes here...".
- \* Holidays Allowed:** A numeric input field with "24" and up/down arrow icons.
- \* Days Type:** A dropdown menu showing "Working ...".
- \* Accured Days:** A numeric input field with "10" and up/down arrow icons.
- \* Expires In:** A dropdown menu showing "March".

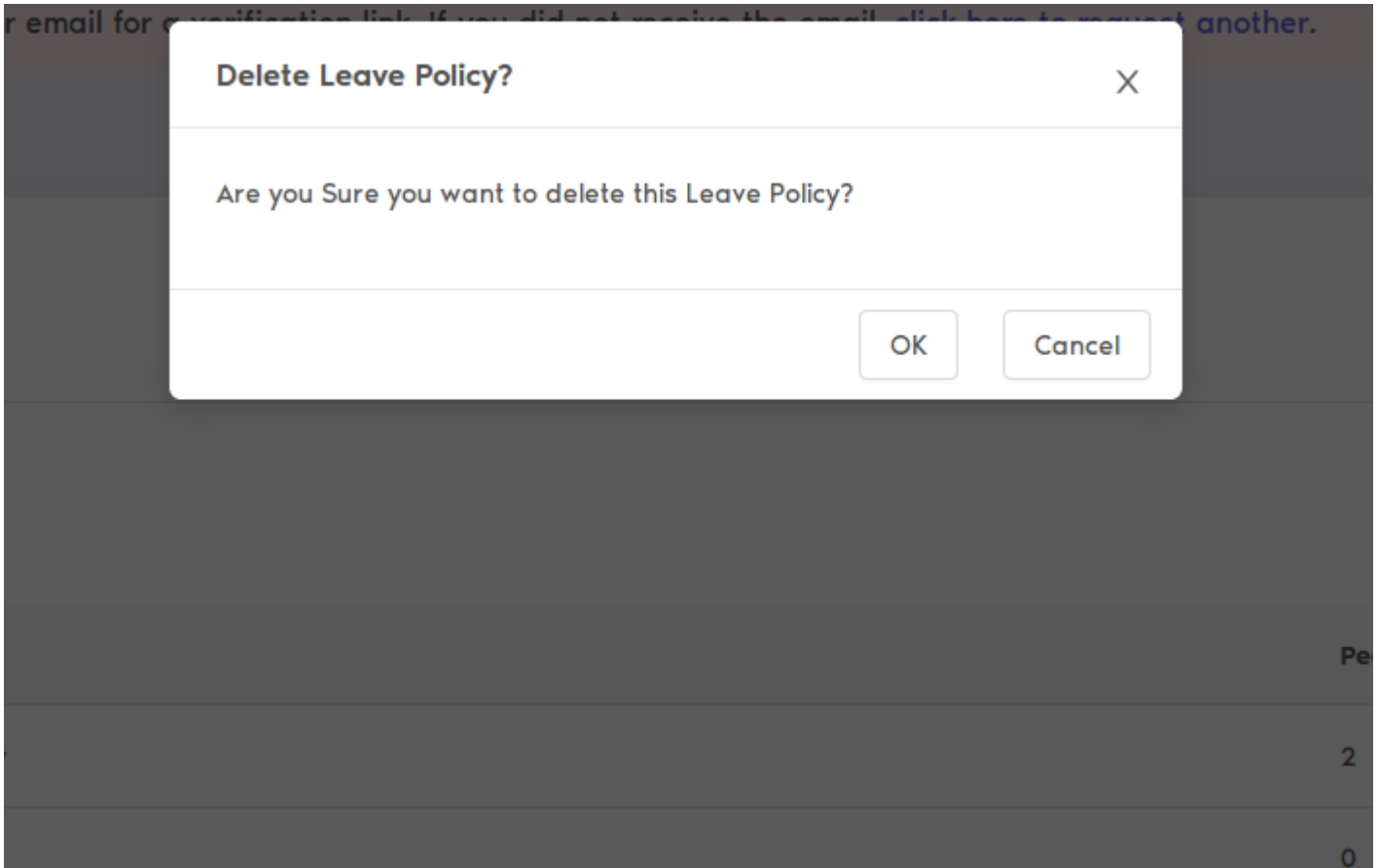
At the bottom of the modal, there are two buttons: "Edit Leave Policy" and "Cancel".

Popup will appear, make the changes in the form and click "Edit Leave Policy".

Now, the leave policy is edited.

## Deleting Leave Policies

To delete any leave policy, any time, click on the bin icon in front of the leave policy name.



Select "OK" from the confirmation popup and you are good to go.

## Adding Employees to Leave Policy

By default, employees are added to company's default leaves policy, but you can change the leave policy for every employee. To change it follow the steps.

Navigate to Employees in sidebar menu









**COMPANY EMPLOYEES**

Employees Live View

**Employees**

Current Employees in your company

Search Employee  Active

ID	Name	Department	Contact	Hire Date	Actions
66	 Alex Williams		No number demo@newuser.com		  
68	 Eric Johnson		No number johnson.eric@acmecorp.com		  

< 1 >

Click the employee name or the pencil icon against his/her name, you will be redirected to his/her profile page.

**CuteHR**

Alex Williams  
Acme Corp

Before proceeding, please check your email for a verification link. If you did not receive the email, [click here to request another.](#)

Home > Employees > Employee Data

**EMPLOYEE DATA**

Work Personal Contract Documents Attendance

Manager

\* E-mail:

Time-Off Manager

Employee Id

Office

Time Off Policy

Department

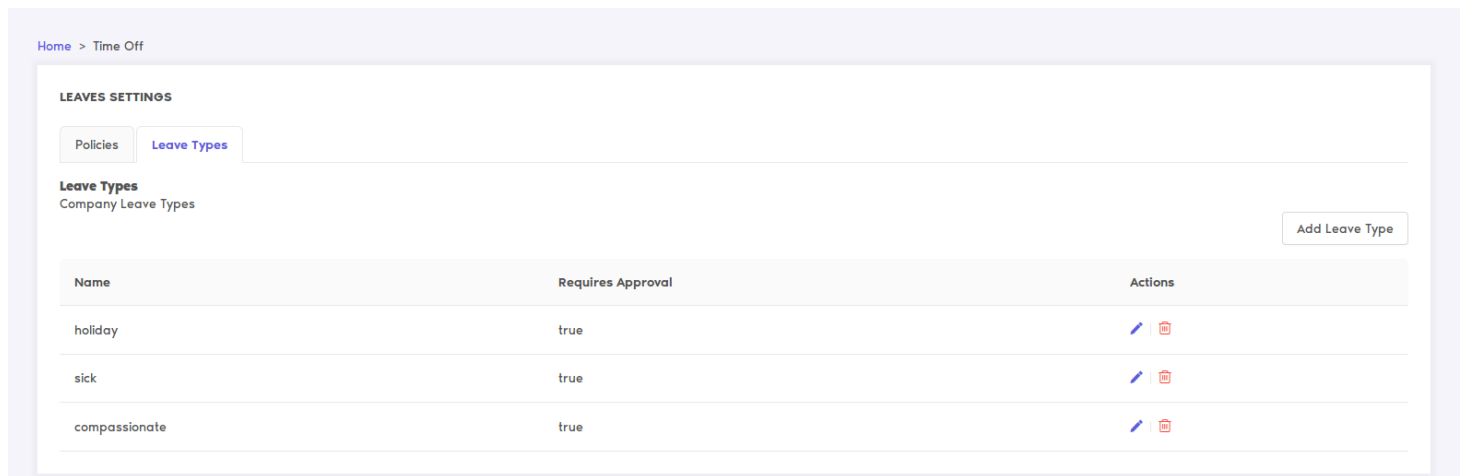
[Show Advance Option](#)

Under the work tab, you will find the timeoff policy dropdown, from that, choose the leave policy for that employee, click on "Save" button.

I am a HR/Manager

# Adding Leave Types

Leave types differs from company to company, cutehr gives you basic types of leaves types like sick, holiday, etc.



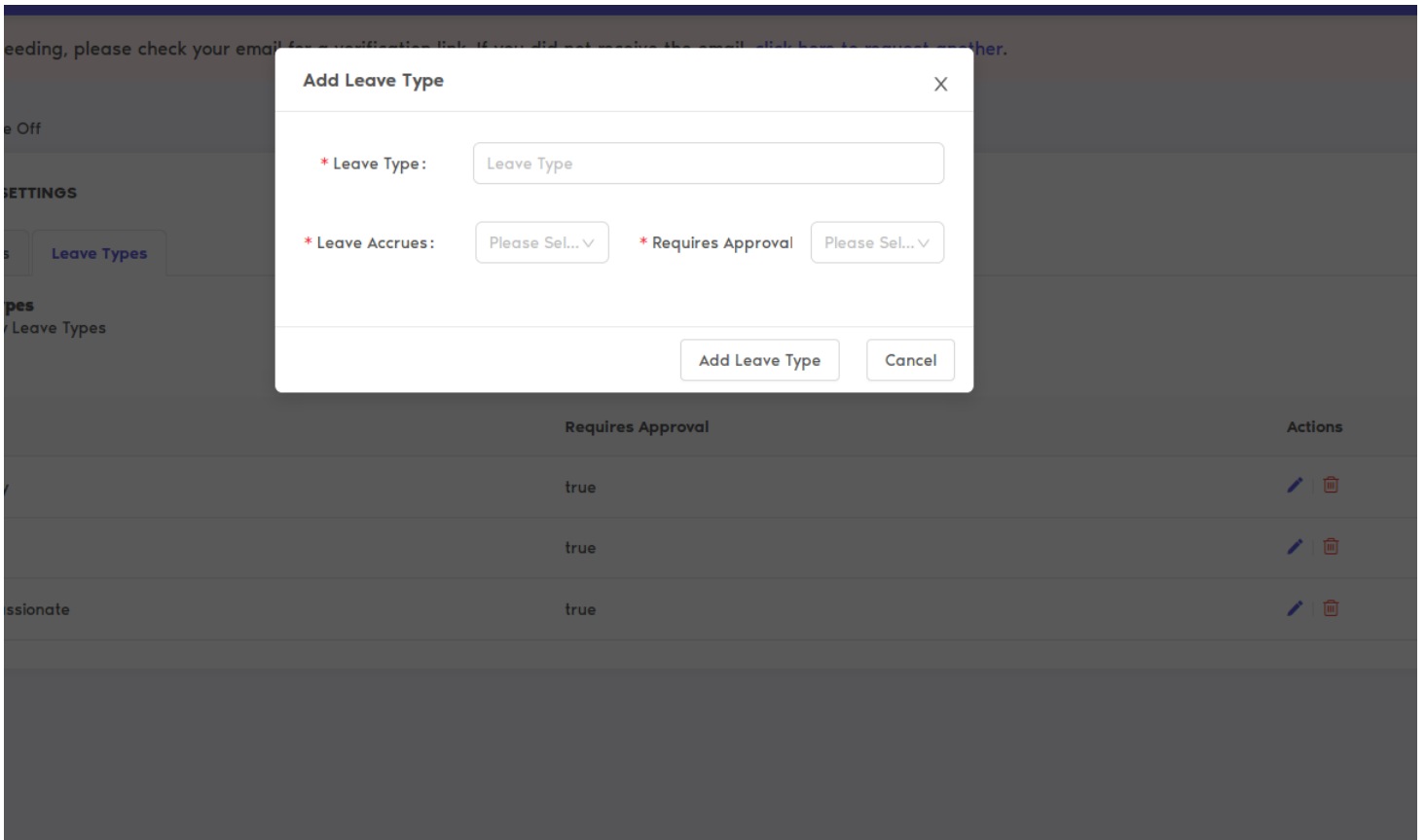
But as per your needs, you can change or add new leaves types.

## Adding Leave Types

For adding new leave type to your company, follow the basic steps below

Go to Settings menu from the sidebar and then select Time Off and then click on "Leave Types" tab you will see the default leave types.

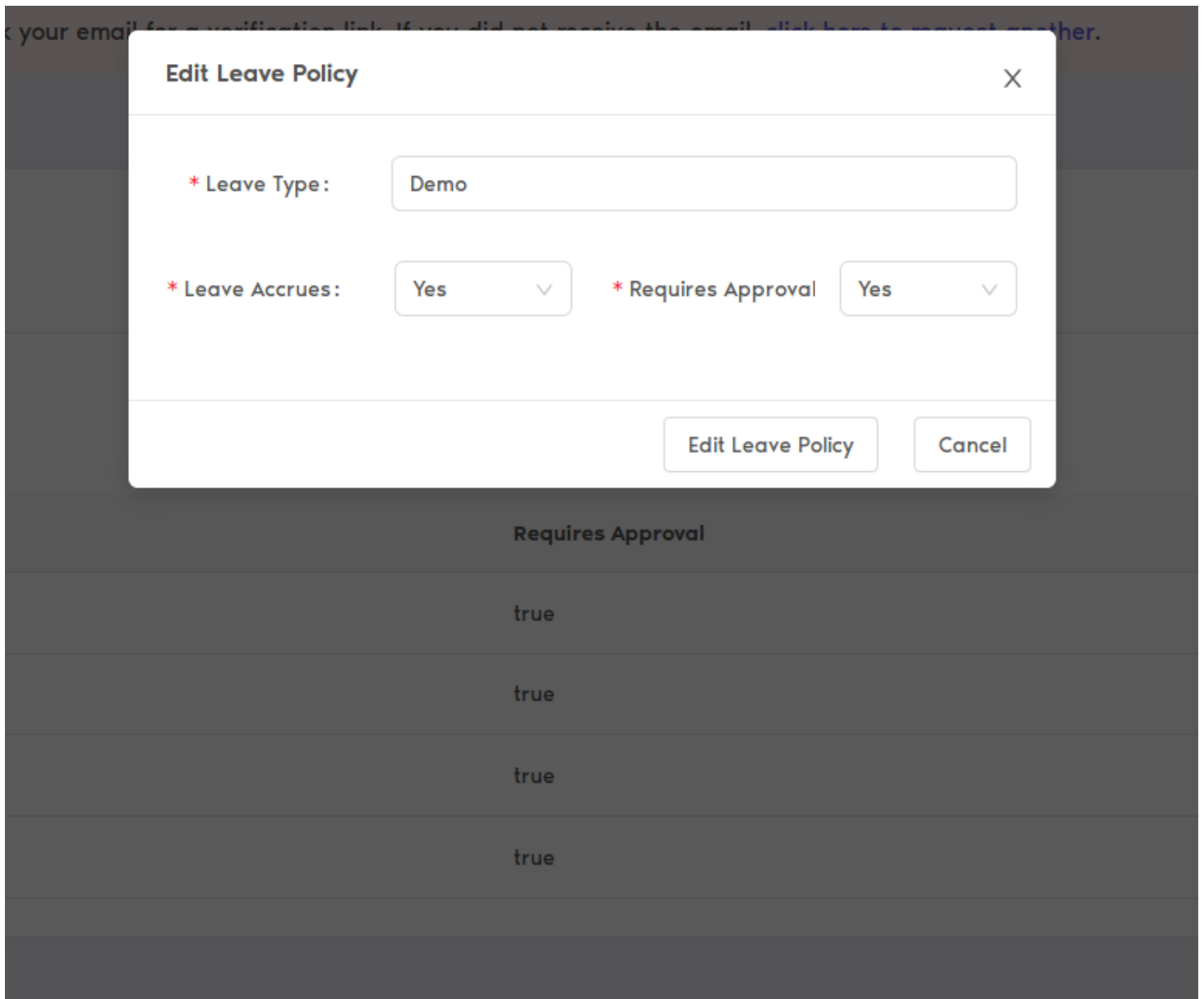
For adding new leave type click "Add Leave Type" button, popup will appear, fill the form add click "Add Leave Type" button.



The leave type is added. Now it will appear while requesting or adding leaves.

## Editing Leave Types

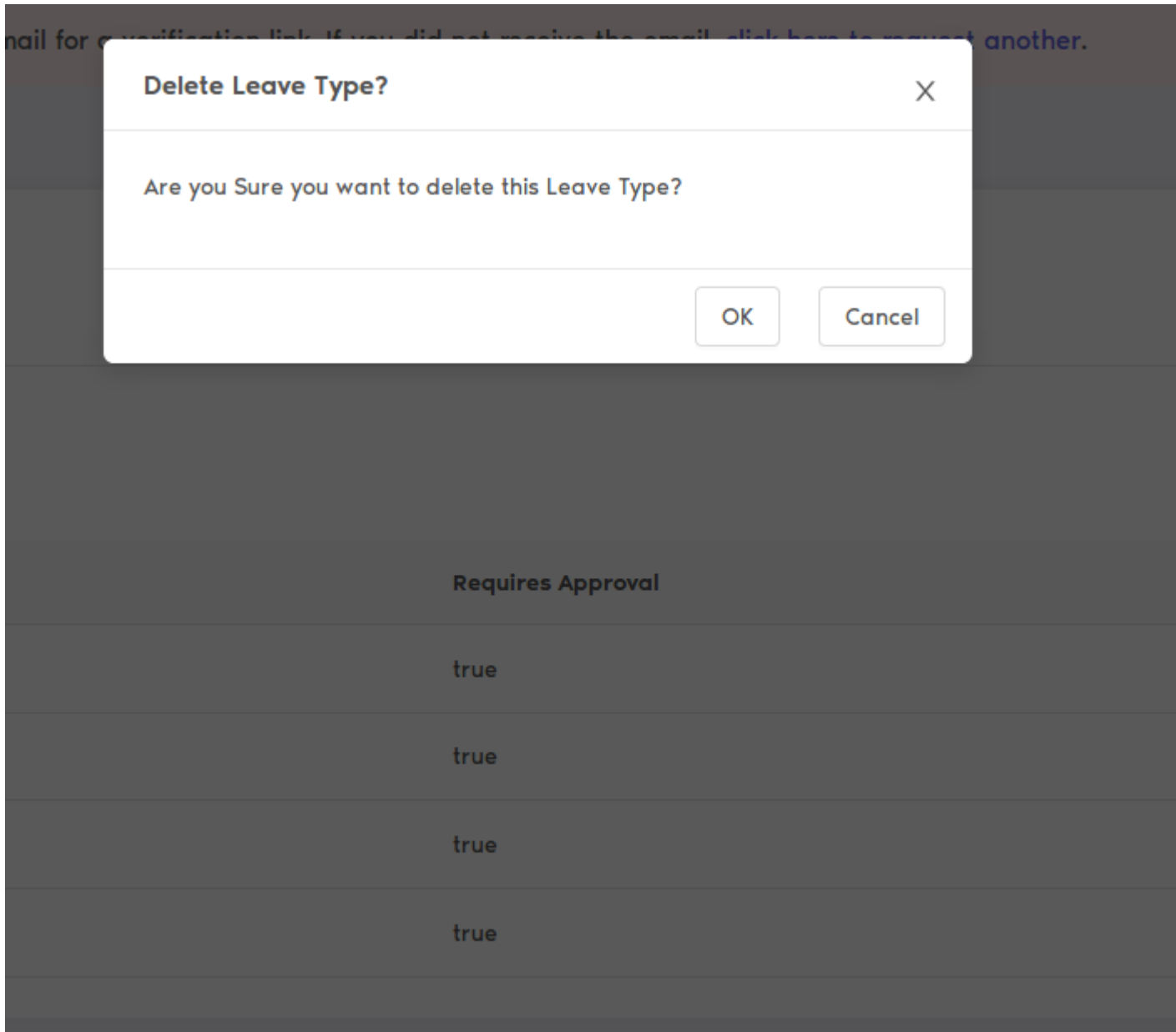
For Editing leave types, click the pencil icon in front of the leave type name.



Update the information in the popup and click the "Edit Leave Type" button.

## Deleting Leave Types

For deleting any leave type, click the bin icon in front of leave type name.



Click "OK" button in the confirmation popup to confirm the deletion.

I am a HR/Manager

# Setting up clients and managing them

The clients are the building blocks of the company and managing every client is not easy. No worries, cutehr is here to help you out. Adding and managing the clients for your company is really easy. And managing clients using cutehr is simply fun. To Add and manage your clients in cutehr follow the steps below.

## Adding Clients

You will get the client for company's internal projects.

Before proceeding, please check your email for a verification link. If you did not receive the email, [click here to request another](#).

Home > Clients

**CLIENTS** Add Client

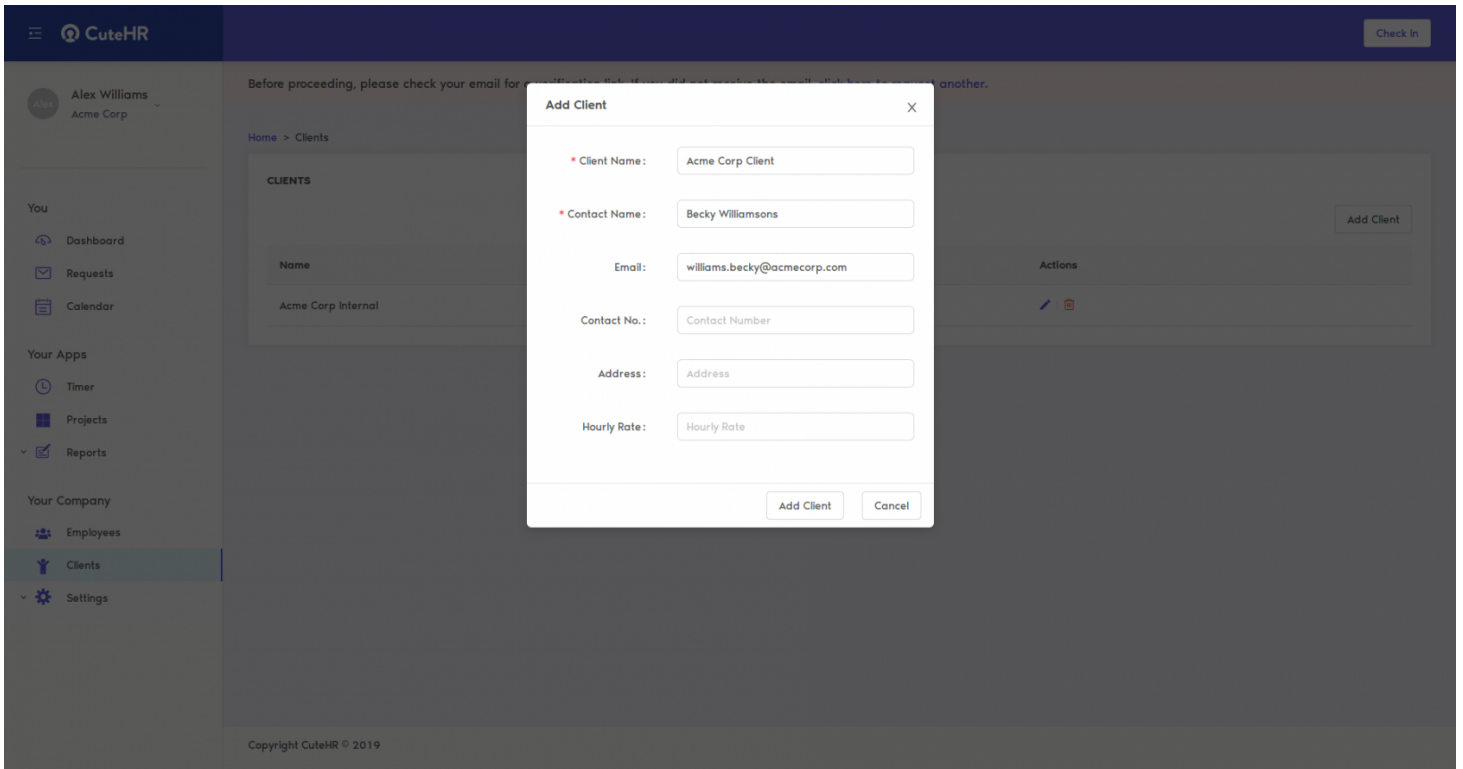
Name	Actions
Acme Corp Internal	<a href="#">Edit</a> <a href="#">Delete</a>

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To add clients to your workspace follow these basic steps.

First of all, click on the client menu from the sidebar, now you are on clients page.

To add client, click "Add Client" button and add basic information about client, like client name, contact name(name of person to be contacted), email, etc.

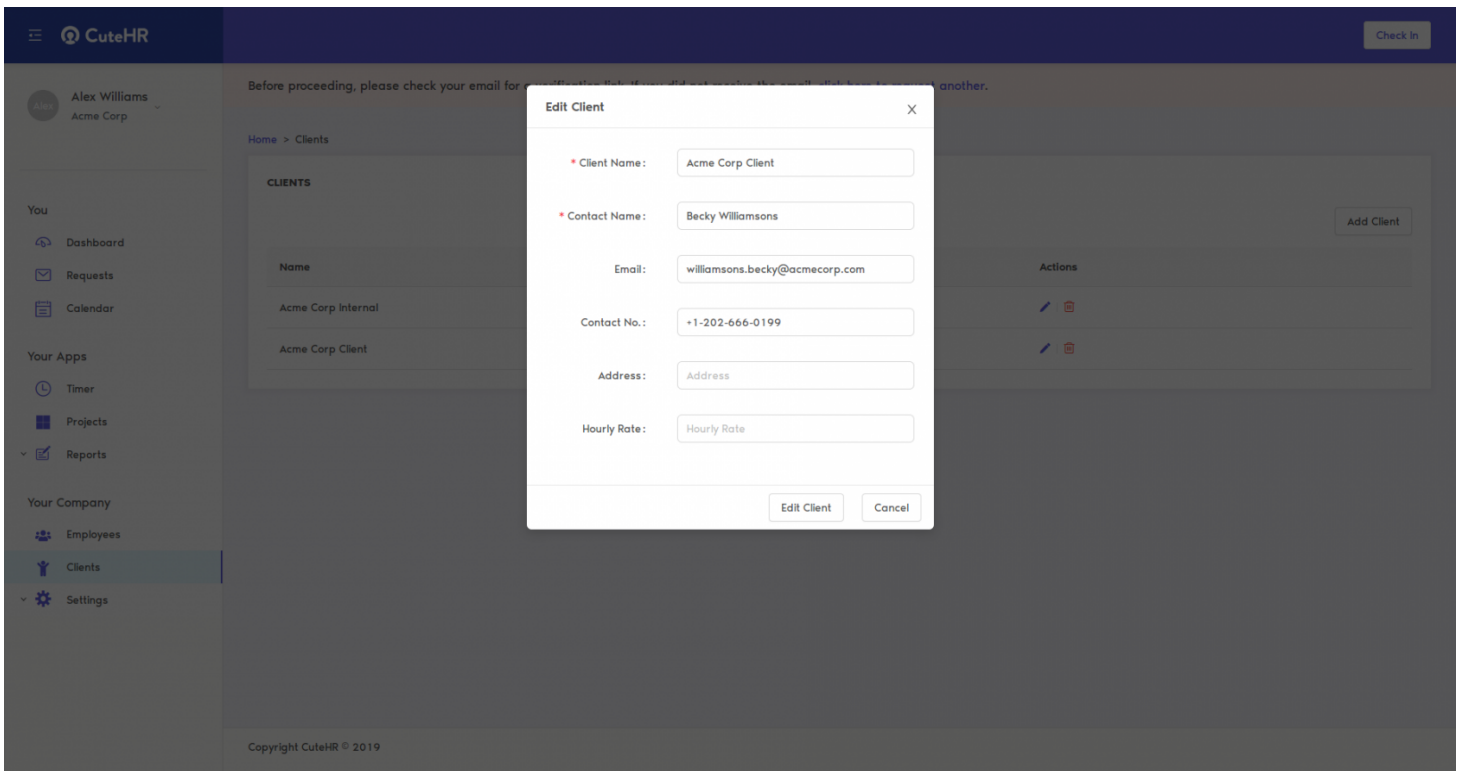


After filling all the information, simply hit the "Add Client" button. Now, as you can see the client is added.

## Editing Clients

Editing clients via cutehr is as simple as adding one, you can edit the client from the lists of client available.

To edit the client click the pencil icon against the client which you want to edit. After clicking edit the information in the pop up appeared. After editing all the information needed click the "Edit Client" button.



The client is now edited with the latest information provided.

## Deleting Clients

You can delete the clients with which your company is no longer working, for any reasons whatsoever. For deleting the clients process is simple, follow below steps

For deleting any client, click on the bin icon present against the client name.



After clicking the icon, a confirmation popup will appear. Confirm the deletion of the client.

Once you have confirmed the popup, the client is deleted from your workspace and will no longer be

accessible.

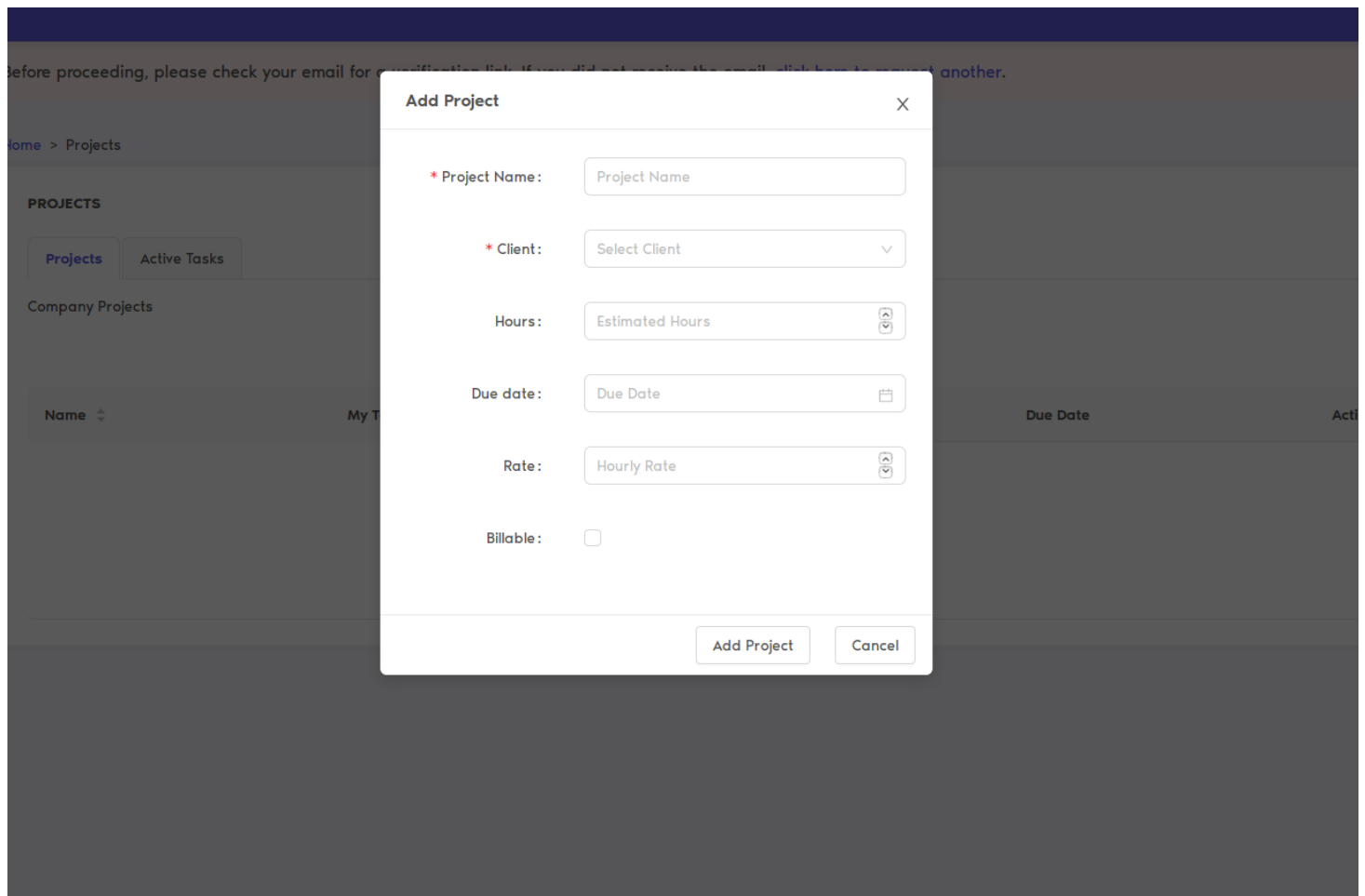
I am a HR/Manager

# Setting up Projects

Adding projects to cutehr to manage the projects of the workspace is quite simple. To add your first project to cutehr follow the steps.

## Adding Projects

To add project to cutehr, Go to Projects under "Your Apps" in Sidebar menu and click on button "Add Project", a popup will appear on screen for the information of the project.



The image shows a screenshot of the 'Add Project' modal form in the cutehr application. The modal is centered on the screen and contains the following fields:

- \* Project Name:** A text input field with the placeholder text 'Project Name'.
- \* Client:** A dropdown menu with the placeholder text 'Select Client'.
- Hours:** A text input field with the placeholder text 'Estimated Hours' and a small icon for increasing/decreasing values.
- Due date:** A text input field with the placeholder text 'Due Date' and a calendar icon.
- Rate:** A text input field with the placeholder text 'Hourly Rate' and a small icon for increasing/decreasing values.
- Billable:** A checkbox that is currently unchecked.

At the bottom of the modal, there are two buttons: 'Add Project' and 'Cancel'.

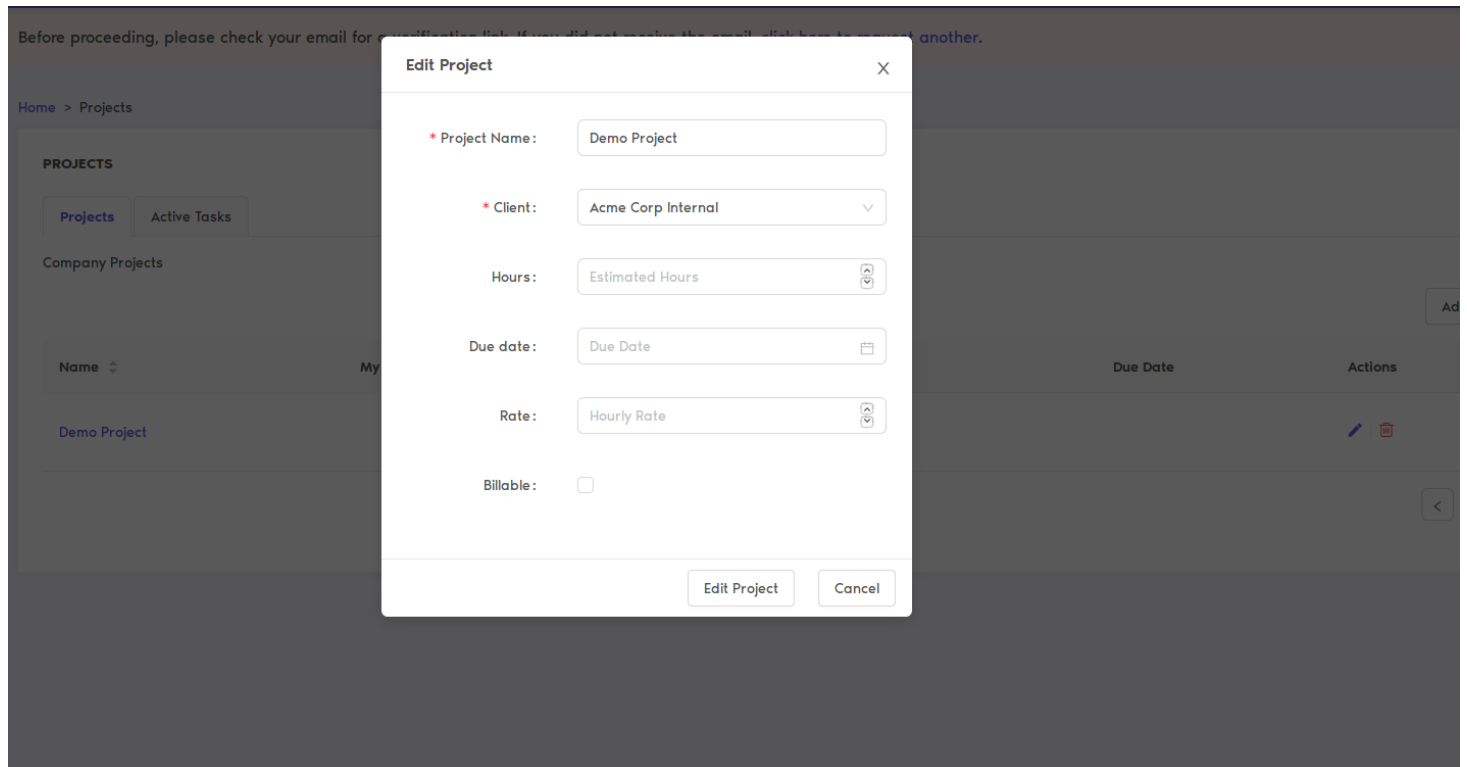
Fill up the basic information about the project like project name, client name, etc and then click "Add Project".

If you have not added any clients, then first add the clients and then add the project.

Now, the project is added and you are good to go.

## Editing the Projects

To Edit the existing project of the workspace, you do not have to do much, just click the pencil icon against the project which you want to edit and the pop up will appear, in which you can update the existing information of the project.



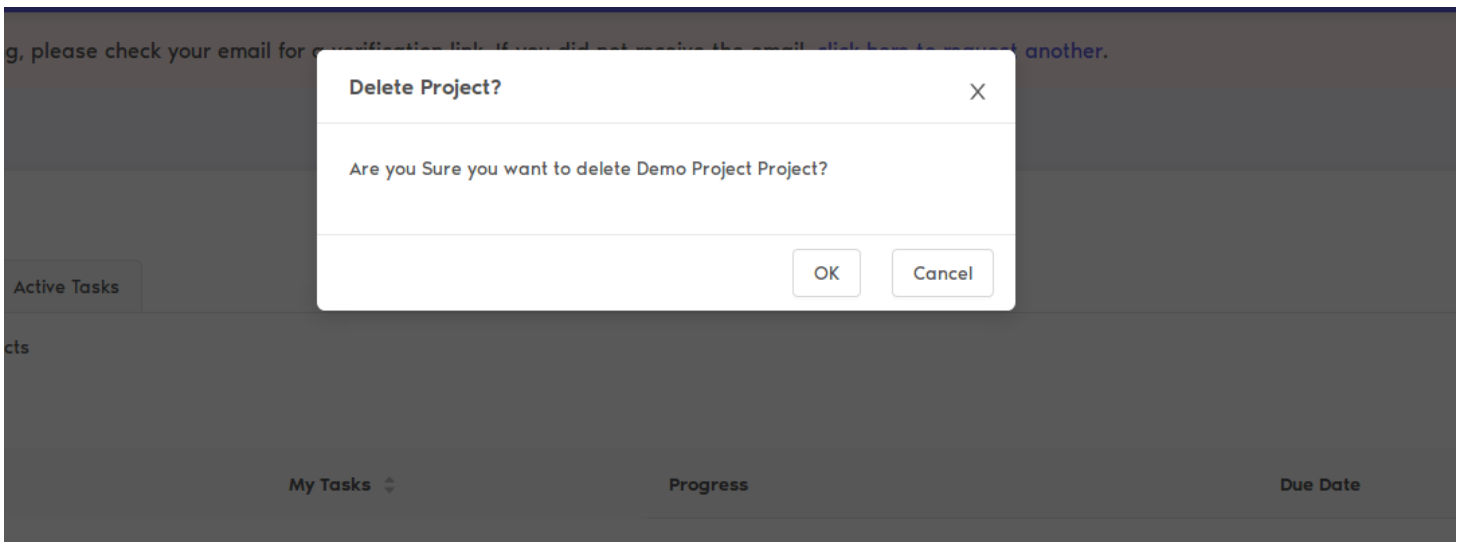
After editing the information, simply click "Edit Project" button.

Now, you will see the information of the project is updated.

# Deleting the Projects

For deleting project, for any reason whatsoever, follow the instructions below

Click the bin icon against the project name, a pop up will appear for the confirmation of deletion of the project.



Confirm Deletion of the project by clicking "OK" button. The project is now no more in your list.

I am a HR/Manager

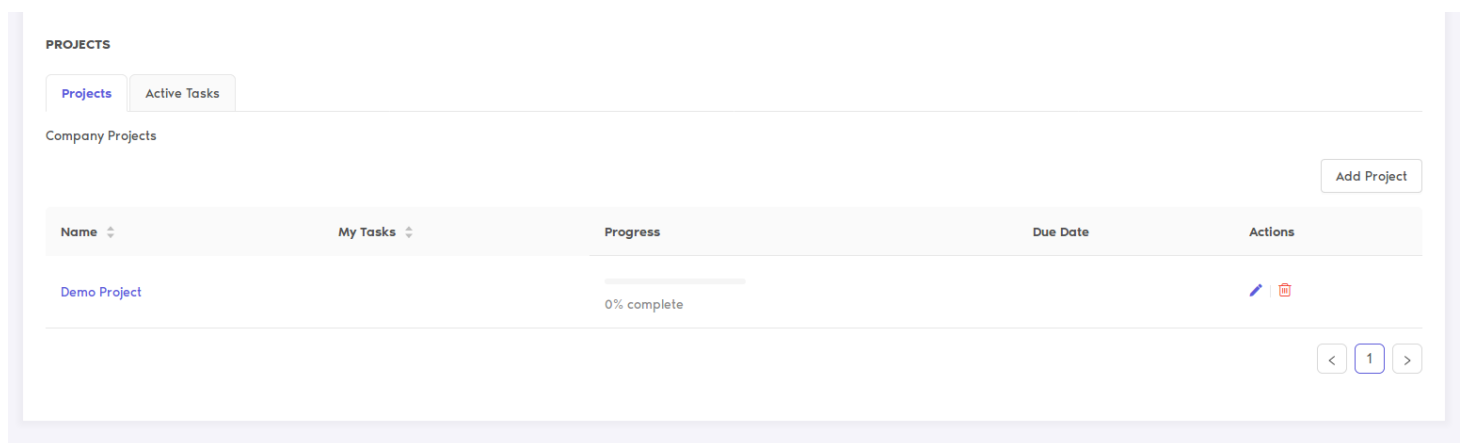
# Managing Employees for Projects

After adding projects to cutehr, you must be wondering how to add employees to projects. This process is also very easy. Follow the instructions to add employees to any project.

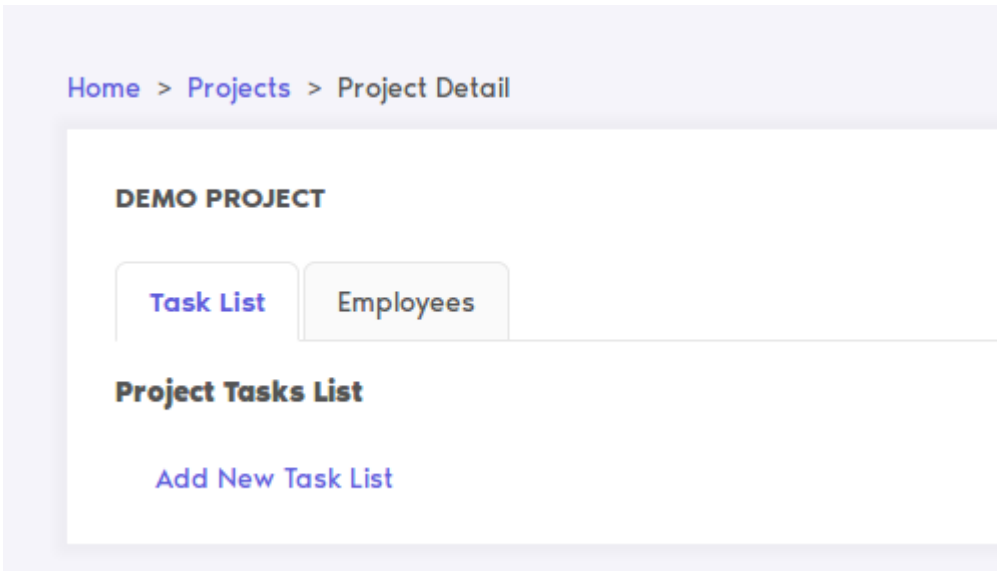
## Adding employee to project

For adding employee to any of your project. Just navigate to Projects in sidebar menu. You will see all the projects added by company. If not added, first add project.

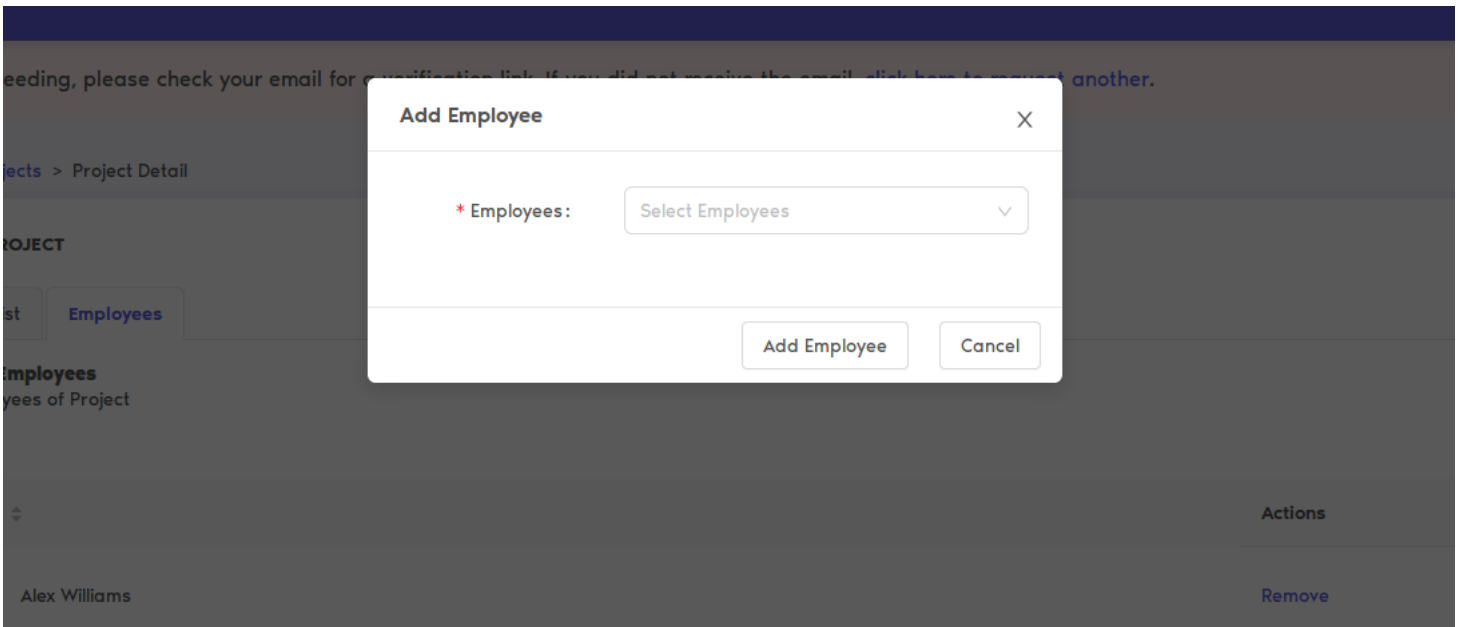
Click the project name in which you want to add employees.



After clicking the project name, you will be redirected to project detail.



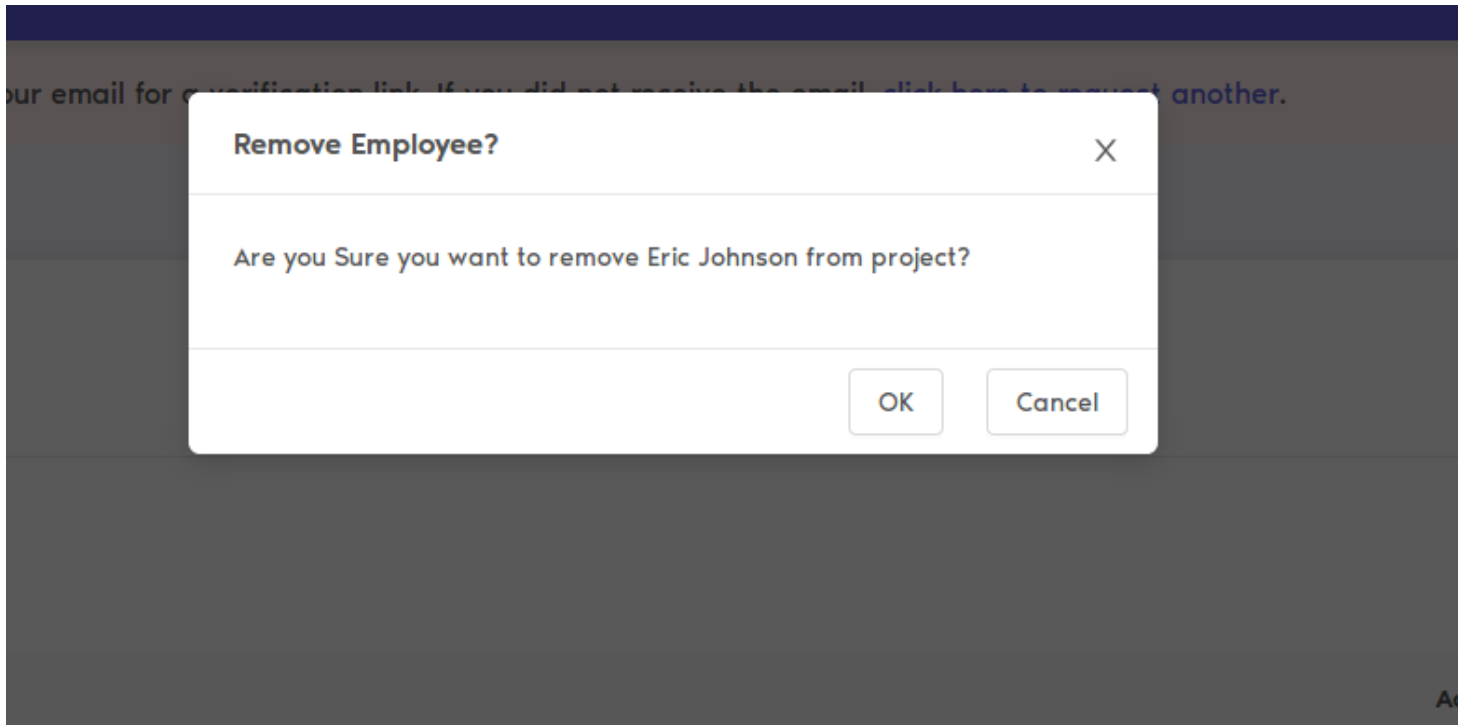
Click on the "Employees" Tab. Add Click "Add Employee" button.



Select the employee to add to the project and click "Add Employee" button

## Removing employee from project

This is very simple, to remove any employee from the project just click "Remove" in front of Employee name.



Click "OK" in the popup to confirm the removal of the employee from the project.

I am a HR/Manager

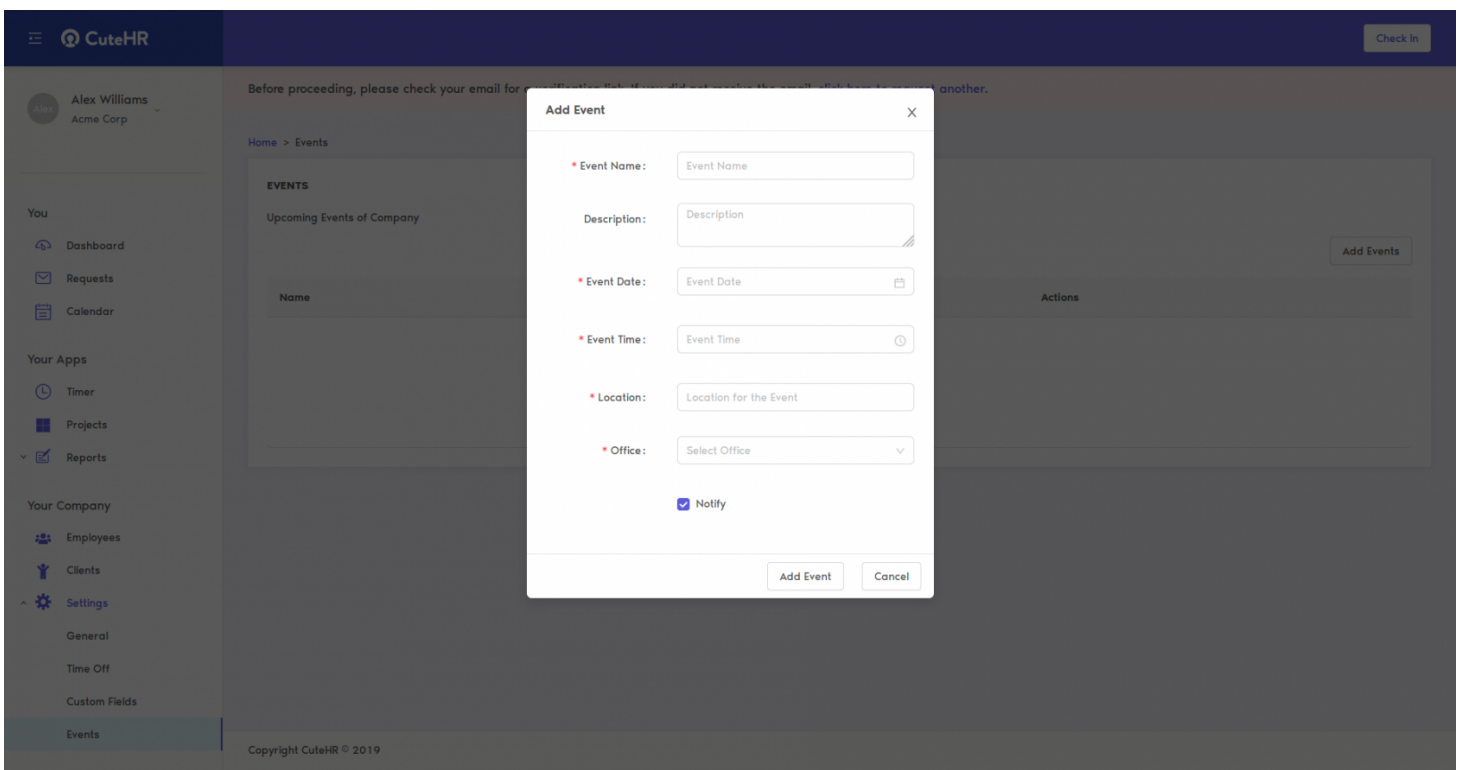
# Setting up Team Event

Adding event to cutehr is simple.

## Adding Events

To add event in cutehr click on the Settings menu in sidebar, then click Events submenu. You will see the events page.

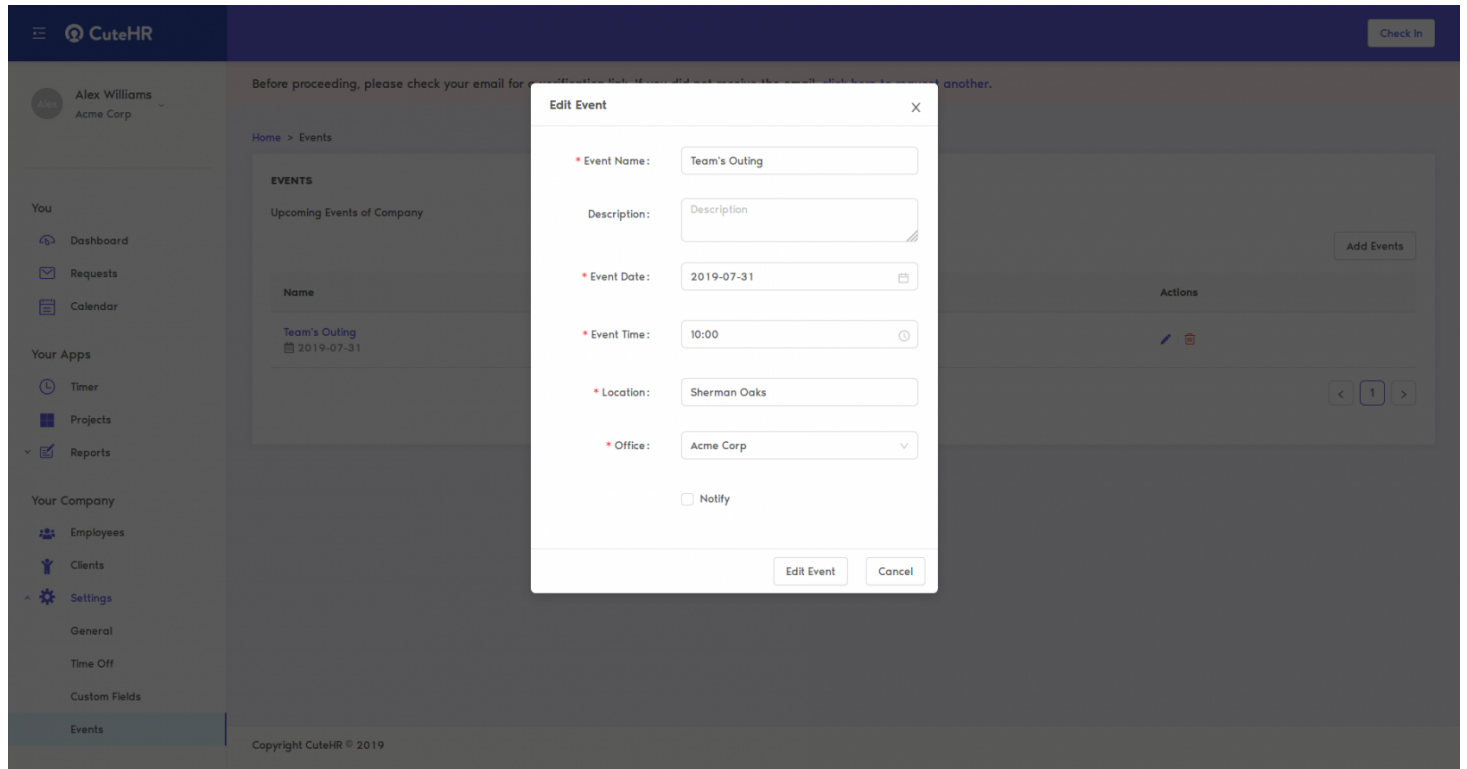
From here click on "Add Events", fill up the details for the events and click Add Event button.



Now the event is added.

# Editing Events

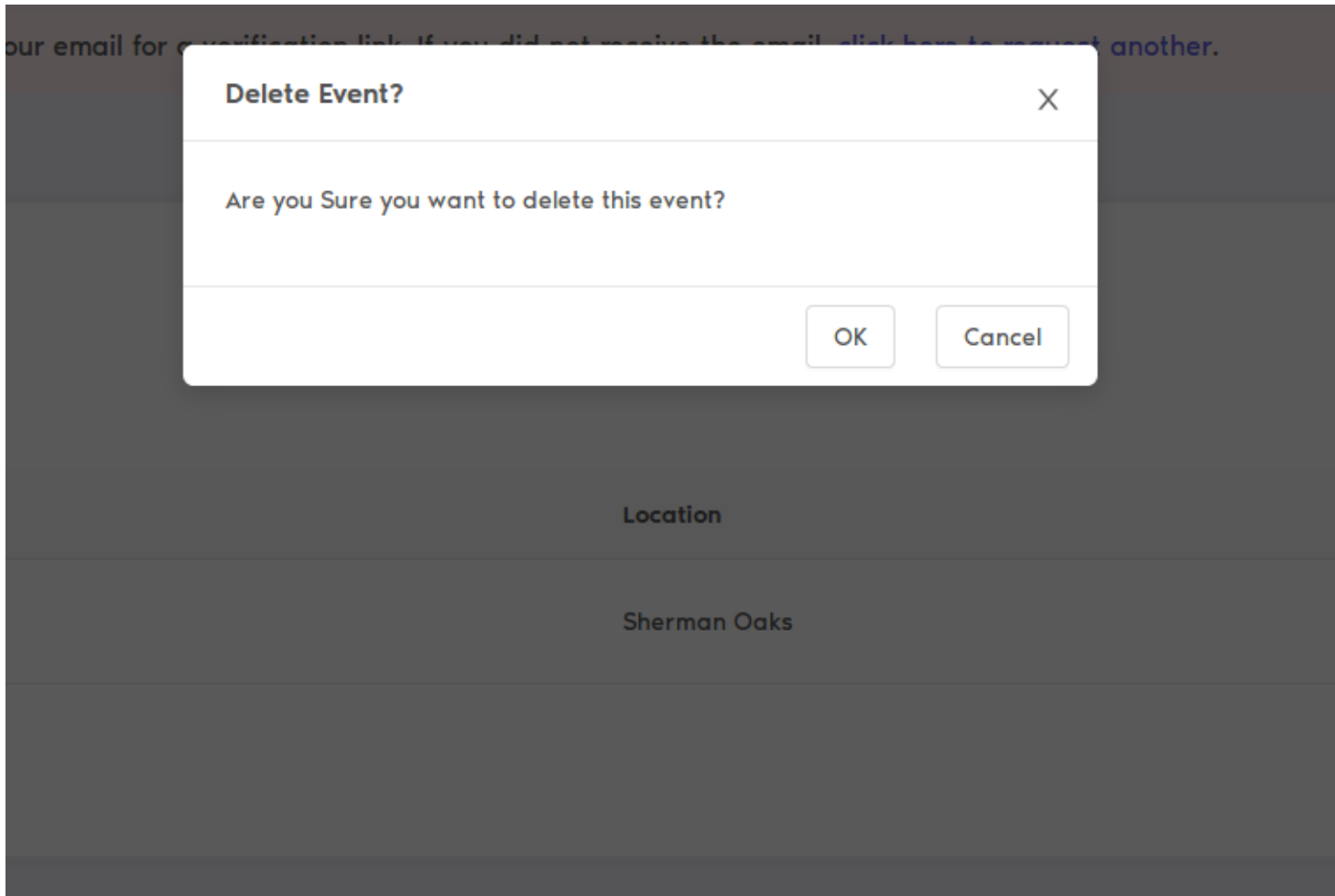
To edit events, simply click the pencil icon in front of event, a popup will appear.



Update the event information and click Edit Event button.

# Deleting Events

To delete events, click the bin icon in front of the event which you want to delete.



Click the "Yes" button in the confirmation popup.

I am a Employee

I am a Employee

# Welcome to CuteHR

So you have got invited to CuteHR by your employer, Welcome to CuteHR. We have collected a set of articles which will help you quickly get to know how it works and how to perform most common acations.

## Getting Started

- [Welcome to CuteHR](#)
- Security in CuteHR
- Setting up my profile

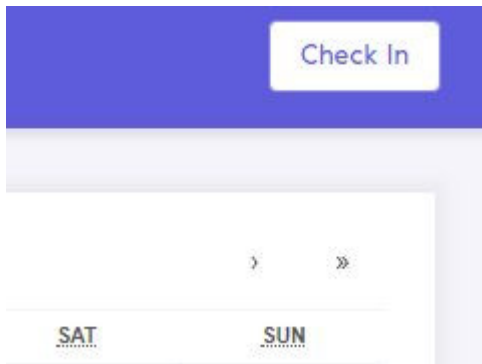
## Common actions

- [Marking Attendance](#)
- [Getting Started with Time Tracking](#)
- [Requesting a Leave](#)
- [Requesting a Reimbursement](#)

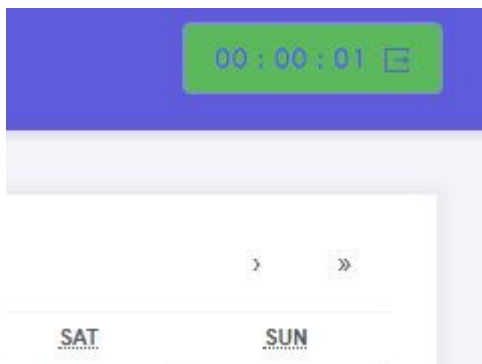
I am a Employee

# Marking Attendance

Marking attendance in CuteHR is really simple, once you are logged in go to the top right section of the application and click the Check In button , It will start showing a timer and you will be checked in.



To checkout simply click the timer button on top right again and you will be checked out.



I am a Employee

# Getting Started with Time

## Tracking

Using cutehr you can track your time which you are spending working on the projects. To do so, add the projects on your projects page and after adding projects get back to timer page.

## Tracking your Time

Tracking time using cutehr is as simple as clicking a button. In order to track your time for projects you are working on, make sure the project on which you will work is added in project page, if not, add it to project page and follow the instruction below.

To track time, click on timer menu on sidebar, add the description and select the project on which you are working, the timer will start.

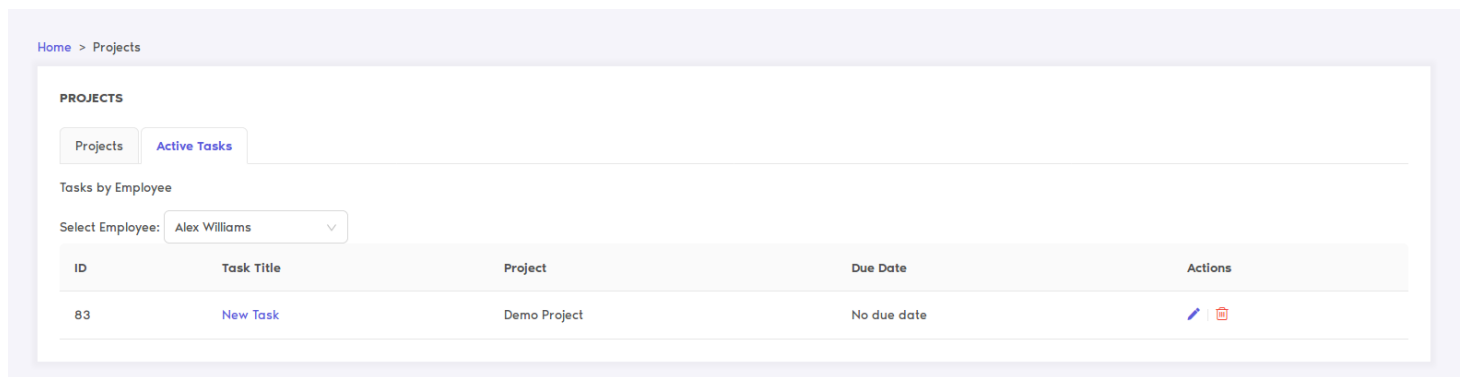
You can also start the timer without description, click start and a popup will appear notifying you about empty description box. Select "Yes" and the timer will start.

I am a Employee



# Check Active Tasks

You can also check the active tasks of your team members regardless of projects

To check the active tasks of any team member, Just Click the "Projects" from sidebar menu. You will see the projects of the company. Click on "Active Tasks" tab.



The screenshot shows a web interface for viewing active tasks. At the top, there is a breadcrumb trail: "Home > Projects". Below this, the "PROJECTS" section is visible, with two tabs: "Projects" and "Active Tasks". The "Active Tasks" tab is selected. Underneath, there is a section titled "Tasks by Employee" with a dropdown menu labeled "Select Employee:" currently set to "Alex Williams". Below the dropdown is a table with the following data:

ID	Task Title	Project	Due Date	Actions
83	New Task	Demo Project	No due date	 

Here you will see all of your active tasks.

You can choose the employee from the dropdown to see any other user's active tasks

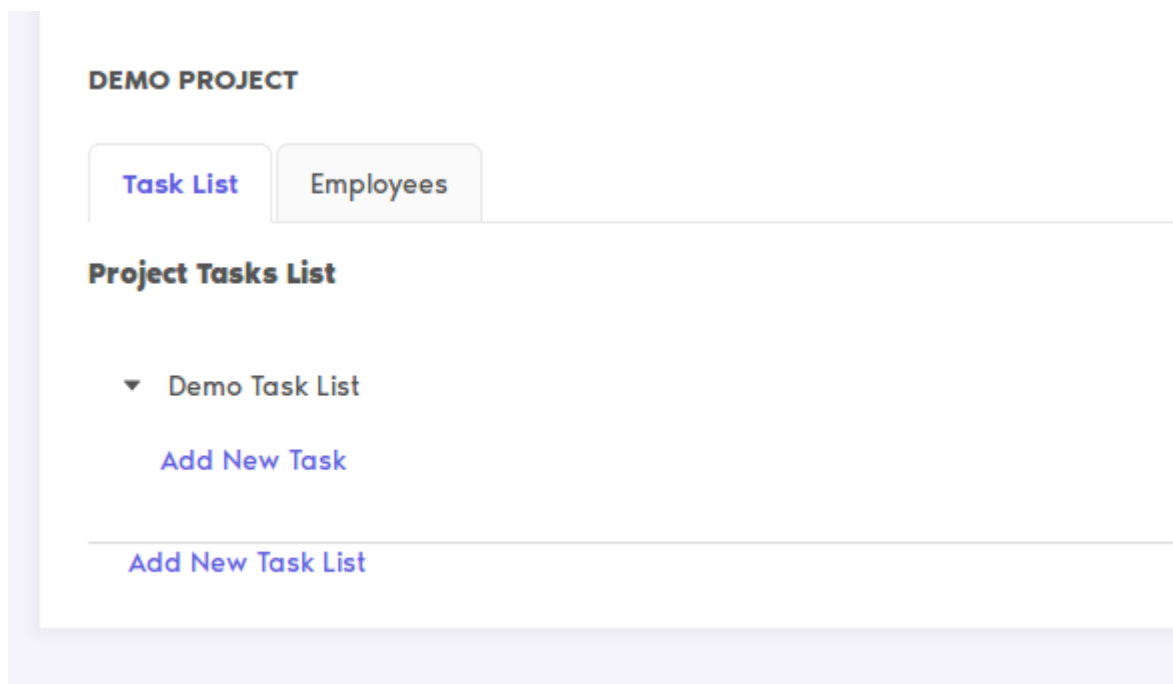
I am a Employee

# Managing Tasks for Projects

Managing tasks is one of the essential feature provided by cutehr. It is very easy and handy. To manage the tasks for the project follow the following instructions.

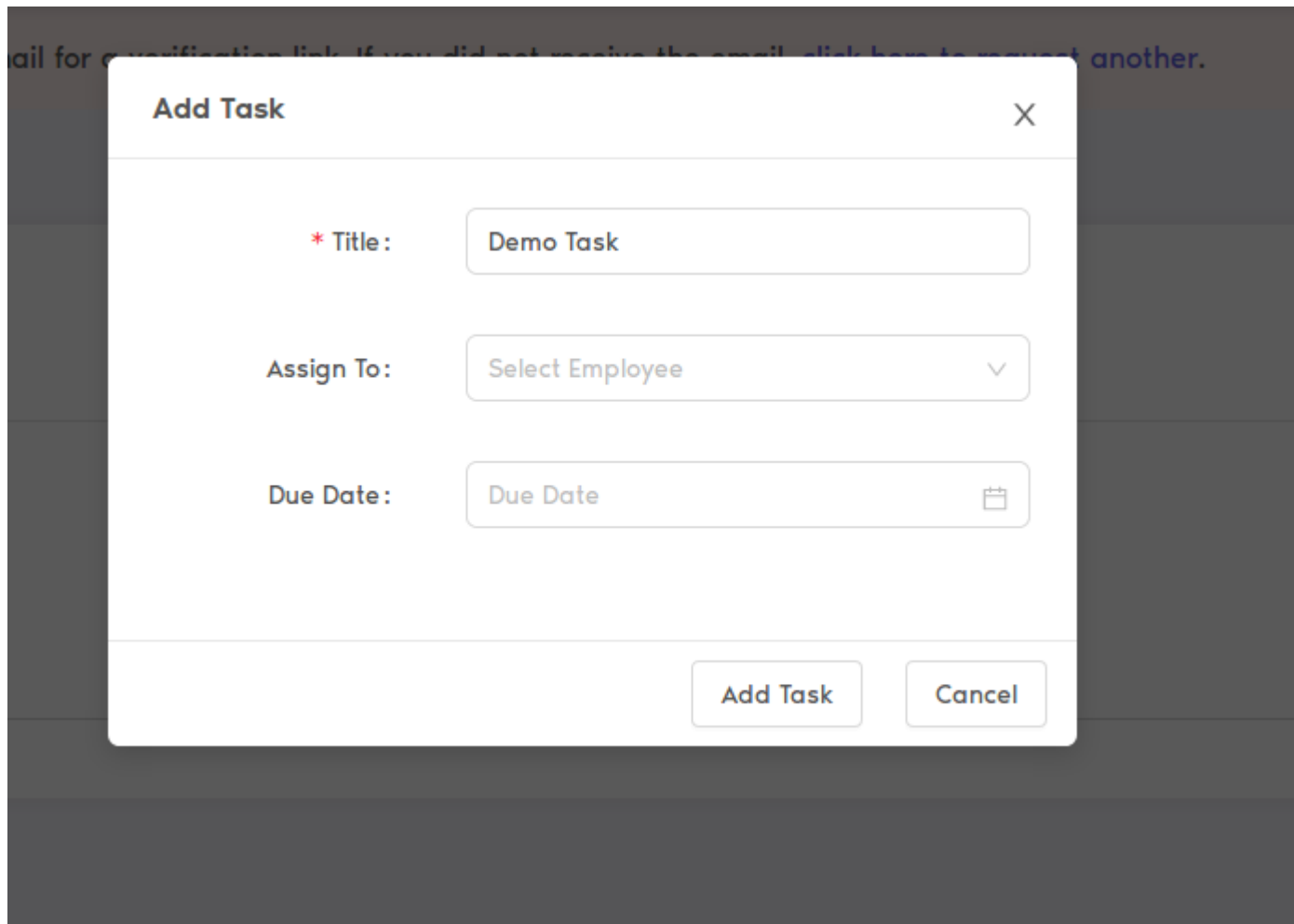
## Adding Tasks to Project (Added under Tasks List)

For adding task to any project, navigate to Projects in sidebar menu, click the project in which you want to add task.



If no project is available, then you can create one (if permitted).

After clicking the project, Under the "Task List" tab. Click "Add Tasks". Popup will appear.

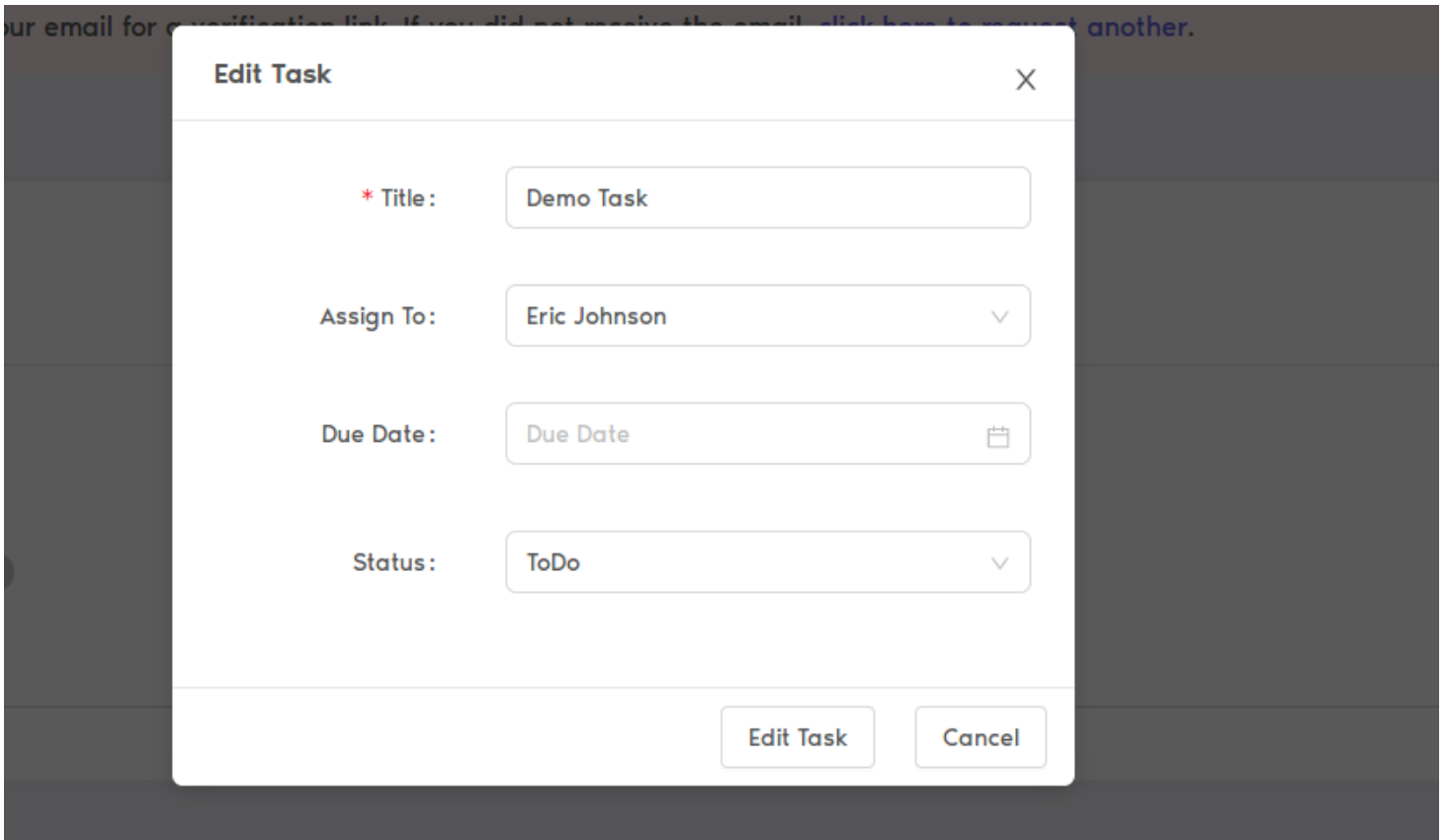
The image shows a dark grey background with a white modal window titled "Add Task" in the top left corner and a close button (X) in the top right. The form contains three input fields: "Title:" with a red asterisk and the text "Demo Task"; "Assign To:" with a dropdown menu showing "Select Employee" and a downward arrow; and "Due Date:" with the text "Due Date" and a calendar icon. At the bottom right of the modal are two buttons: "Add Task" and "Cancel".

Fill the information and click "Add Task".

If you do not find "Add Task" then probably you do not have any tasks list. No Worries, you can add one. Just follow the instructions.

## Editing Task

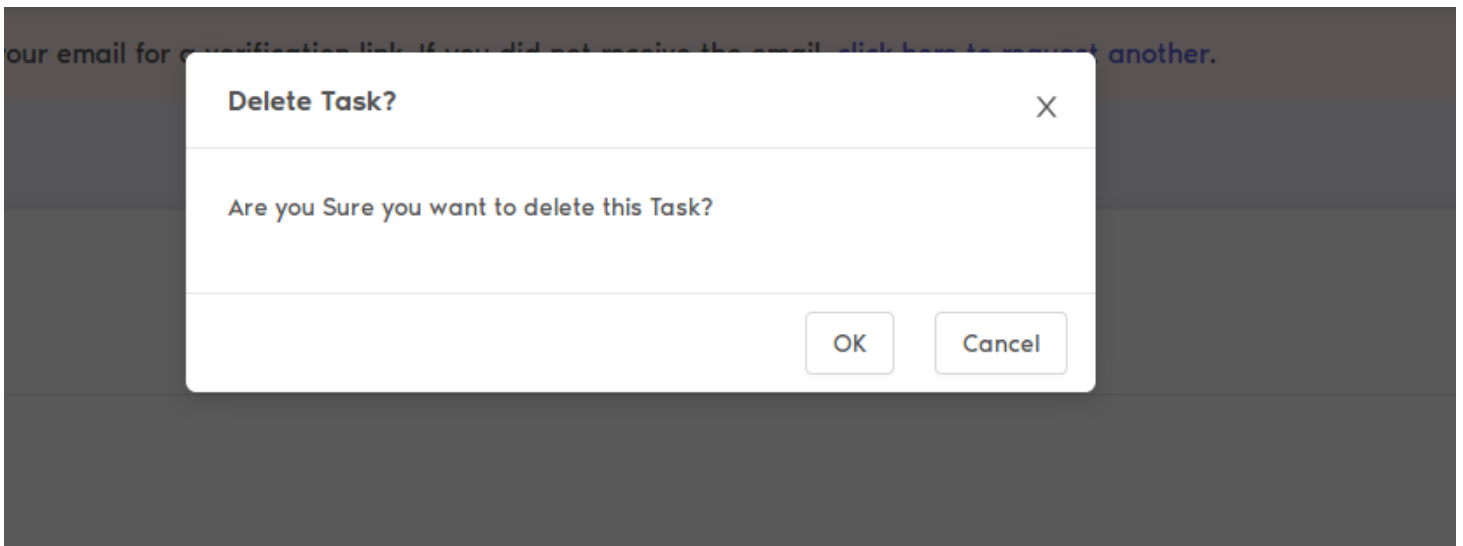
Editing task is easier than adding. Just hover over the task. You will find the pencil icon, click on it, popup will appear. Update the information.



Click "Edit Task List".

## Deleting Task

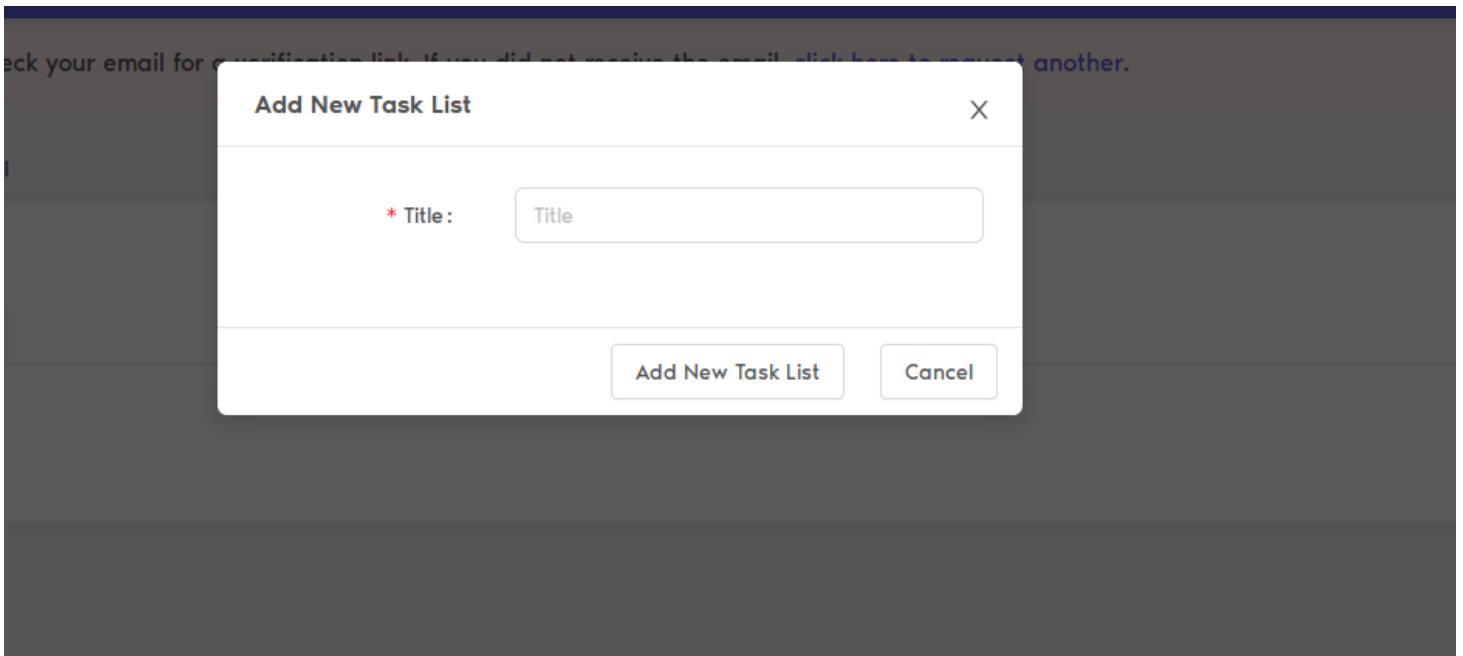
For deleting any task, hover over the task which you want to delete, you will see the bin icon click on it.



Click "OK" from the confirmation popup to confirm the deletion.

## Adding Tasks List

For adding tasks list click "Add Task List". Fill the details in popup.

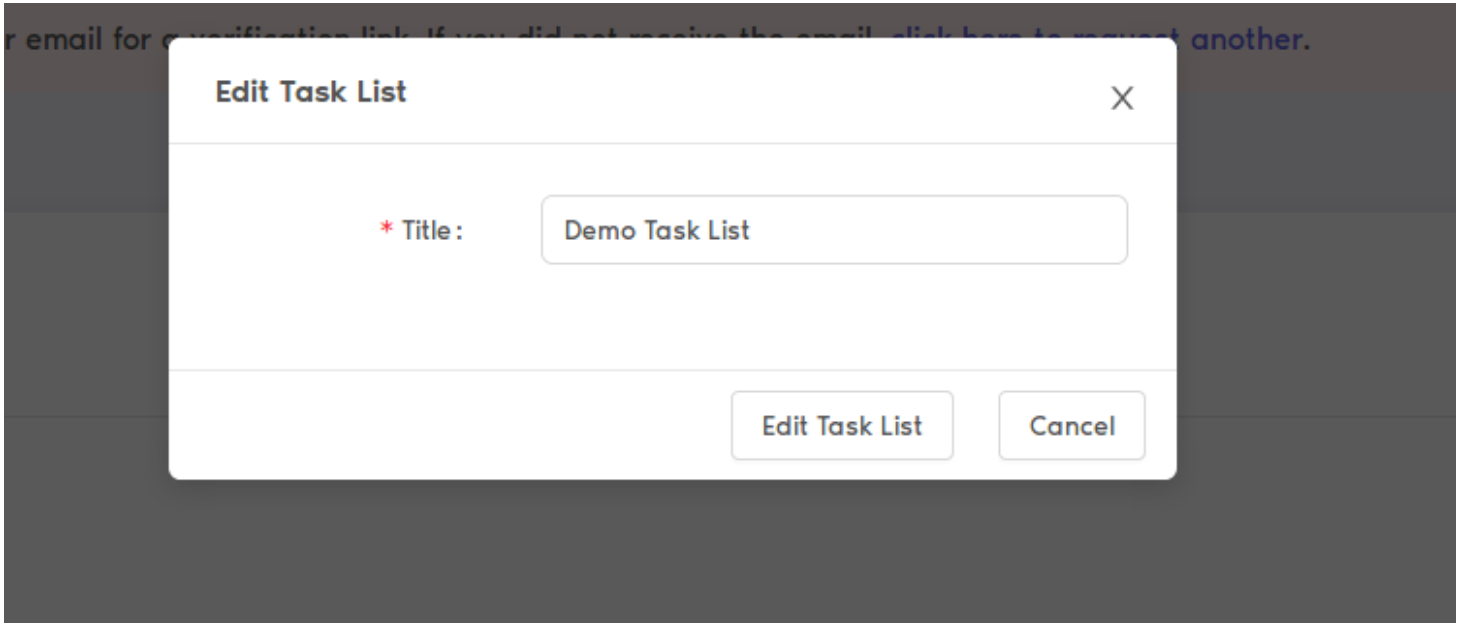


Hit "Add Task List" button.

Now, you can add Tasks under this.

# Editing Tasks List

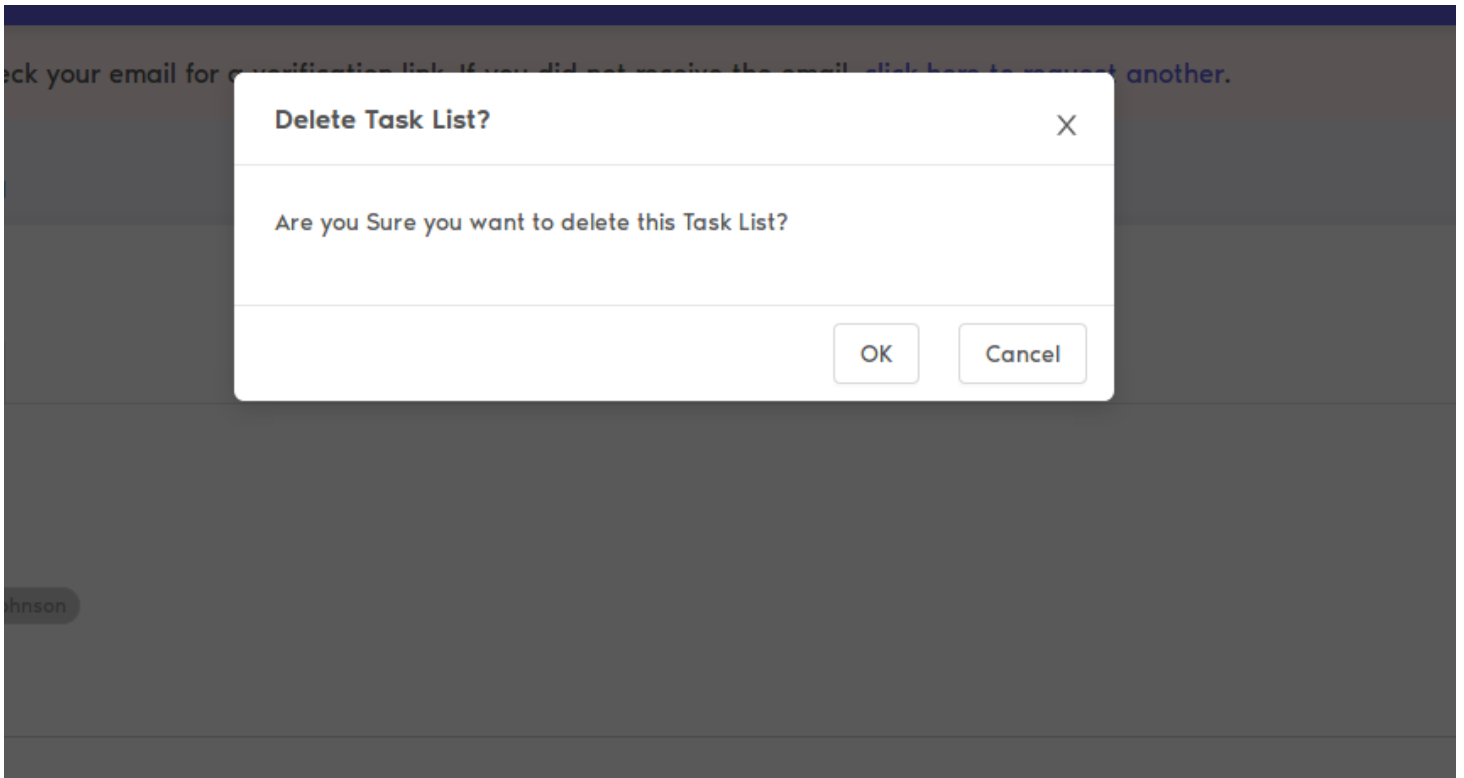
For editing task list hover over the task list. You will see pencil icon. Click on it. Popup will appear.



Update the information and Click Edit Task List.

# Deleting Tasks List

For delting any task list hover over the task list and click the bin icon.

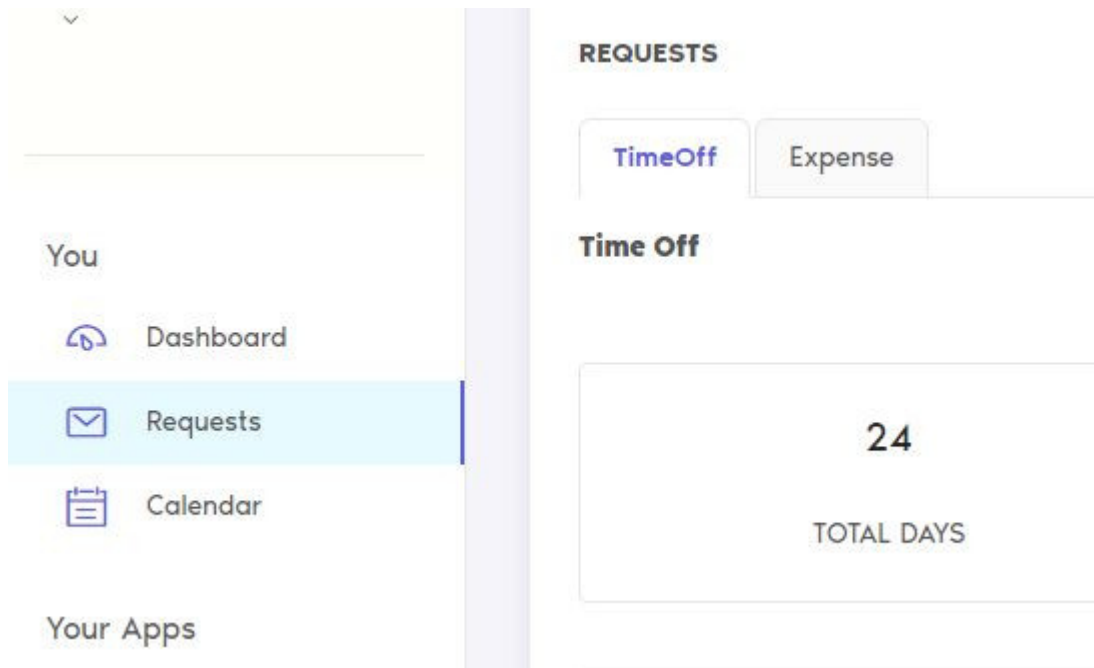


Click "OK" from the confirmation popup to confirm the deletion.

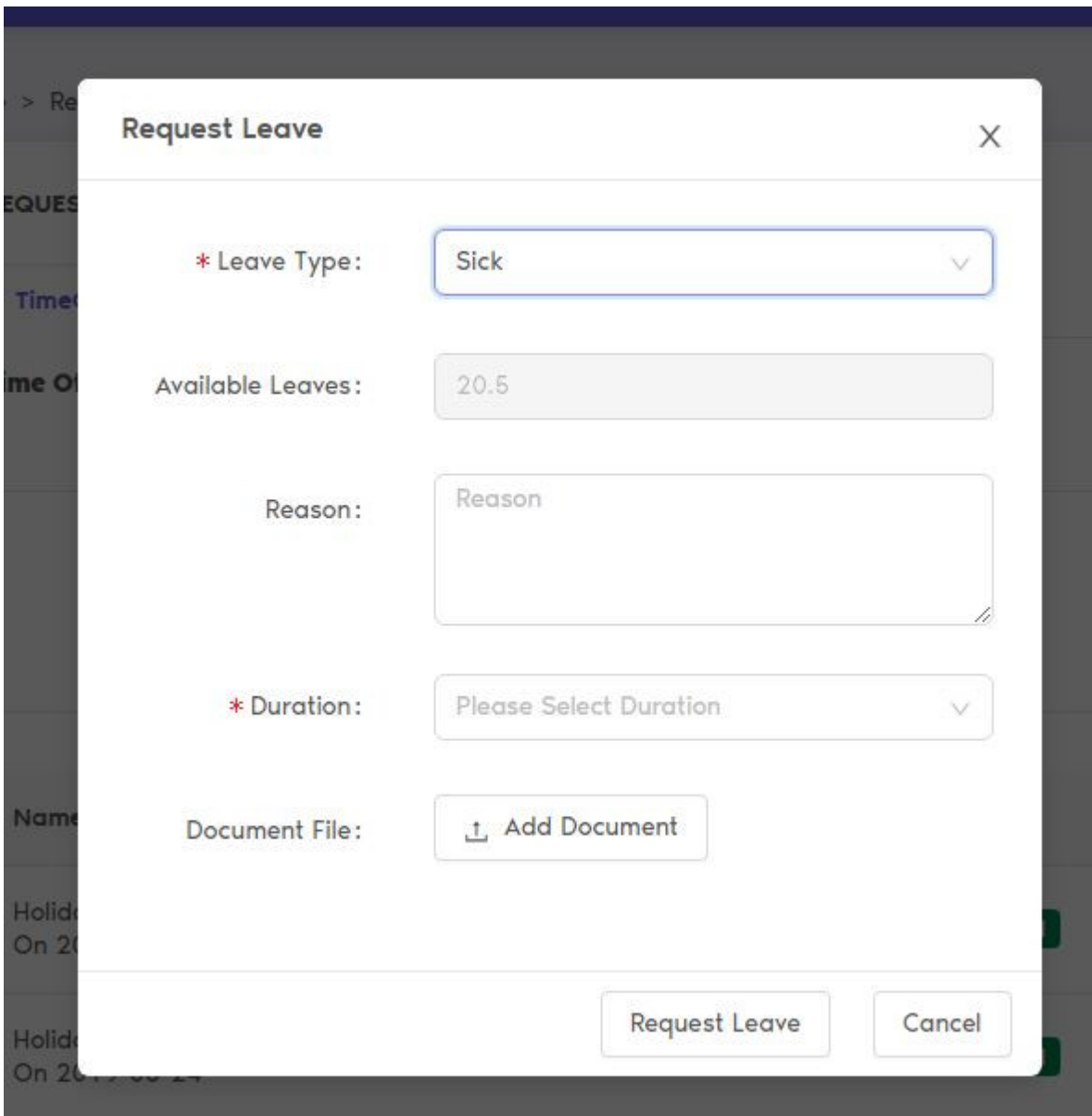
I am a Employee

# Requesting a Leave

To request a leave with CuteHR all you have to do it go to the Requests Page and click Request Leave



Fill in the appropriate fields and Click Request Leave.

A screenshot of a web application's 'Request Leave' form. The form is a white modal window with a dark background. It contains several fields: a dropdown for 'Leave Type' set to 'Sick', a text input for 'Available Leaves' showing '20.5', a text area for 'Reason' with the placeholder 'Reason', a dropdown for 'Duration' set to 'Please Select Duration', and a button for 'Document File' with an upload icon and the text 'Add Document'. At the bottom right, there are two buttons: 'Request Leave' and 'Cancel'.


**Request Leave** [X]

\* Leave Type: Sick

Available Leaves: 20.5

Reason: Reason

\* Duration: Please Select Duration

Document File:  Add Document

Request Leave Cancel

You will come to know when your leave is approved , you may also cancel or modify your leave request from the same page.

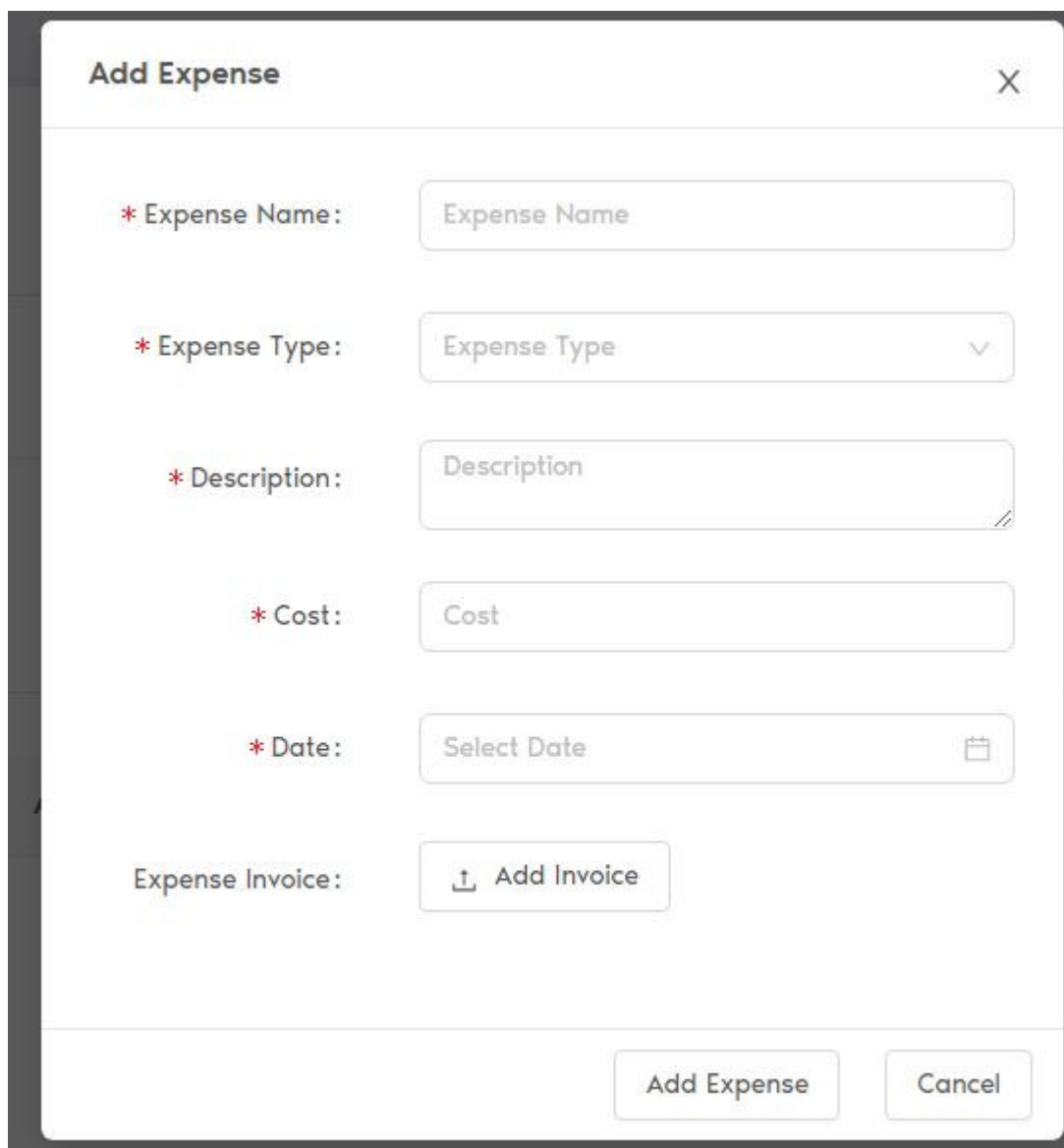
If you modify your leave it will again go for approval.

I am a Employee

# Requesting a Reimbursement

If you have made an expense for the company which needs to be Reimbursed , like leaves you need to visit the Requests Page and this time select the Expense Tab.

There you will see the "Add Expense" Button , use that to bringup the expense form.



The image shows a screenshot of a web application form titled "Add Expense". The form is enclosed in a dark grey border and has a close button (X) in the top right corner. It contains several input fields, each with a red asterisk indicating it is required:

- \* Expense Name:** A text input field with the placeholder text "Expense Name".
- \* Expense Type:** A dropdown menu with the placeholder text "Expense Type" and a downward arrow icon.
- \* Description:** A text area with the placeholder text "Description" and a diagonal slash icon in the bottom right corner.
- \* Cost:** A text input field with the placeholder text "Cost".
- \* Date:** A date picker input field with the placeholder text "Select Date" and a calendar icon.

Below these fields is a section labeled "Expense Invoice:" with a button that has a downward arrow icon and the text "Add Invoice".

At the bottom of the form, there are two buttons: "Add Expense" and "Cancel".

Fill in the expense details and it will be sent for approval.

I am a Developer

I am a Developer

# Getting Started

## Introduction

The API-First Approach of CuteHR allows developers to integrate CuteHR with their own applications.

CuteHR API is organised around [REST](#).

## Base URL

Base URL: `https://api.cutehr.io`

## Authentication

CuteHR API uses bearer token based authentication.

In order to access protected resources, you will need to send the Authorization header with a valid token. You can obtain a valid token by a POST request to login endpoint as given in the following API path.

Once you have a valid token, you can form the header as follows: `Authorization: Bearer <token>`

If authentication fails, HTTP status code `403` is returned.

All API requests must be made over HTTPS. Calls made over plain HTTP will fail. API requests without authentication will also fail.

# Errors

CuteHR API uses conventional HTTP response codes to indicate the success or failure of an API request. In general: Codes in the `2xx` range indicate success. Codes in the `4xx` range indicate an error that failed given the information provided (e.g., a required parameter was omitted, a email failed, etc.). Codes in the `5xx` range indicate an error with CuteHR's servers (these are rare).

## HTTP Status Code Summary

Code	Description
200	<code>OK</code> Everything worked as expected.
400	<code>Bad Request</code> The request was unacceptable, often due to missing a required parameter.
401	<code>Unauthorized</code> No valid Access token provided.

Code	Description
402	<b>Request Failed</b> The parameters were valid but the request failed.
404	<b>Not Found</b> The requested resource doesn't exist.
409	<b>Conflict</b> The request conflicts with another request (perhaps due to using the same idempotent key).

Code	Description
429	<b>Too Many Requests</b> Too many requests hit the API too quickly. We recommend an exponential backoff of your requests.
500, 502, 503, 504	<b>Server Errors</b> Something went wrong on CuteHR's end. (These are rare.)

# API Endpoints

Check the detailed documentations at <https://apidocs.cutehr.io>

# Frequently Asked Questions