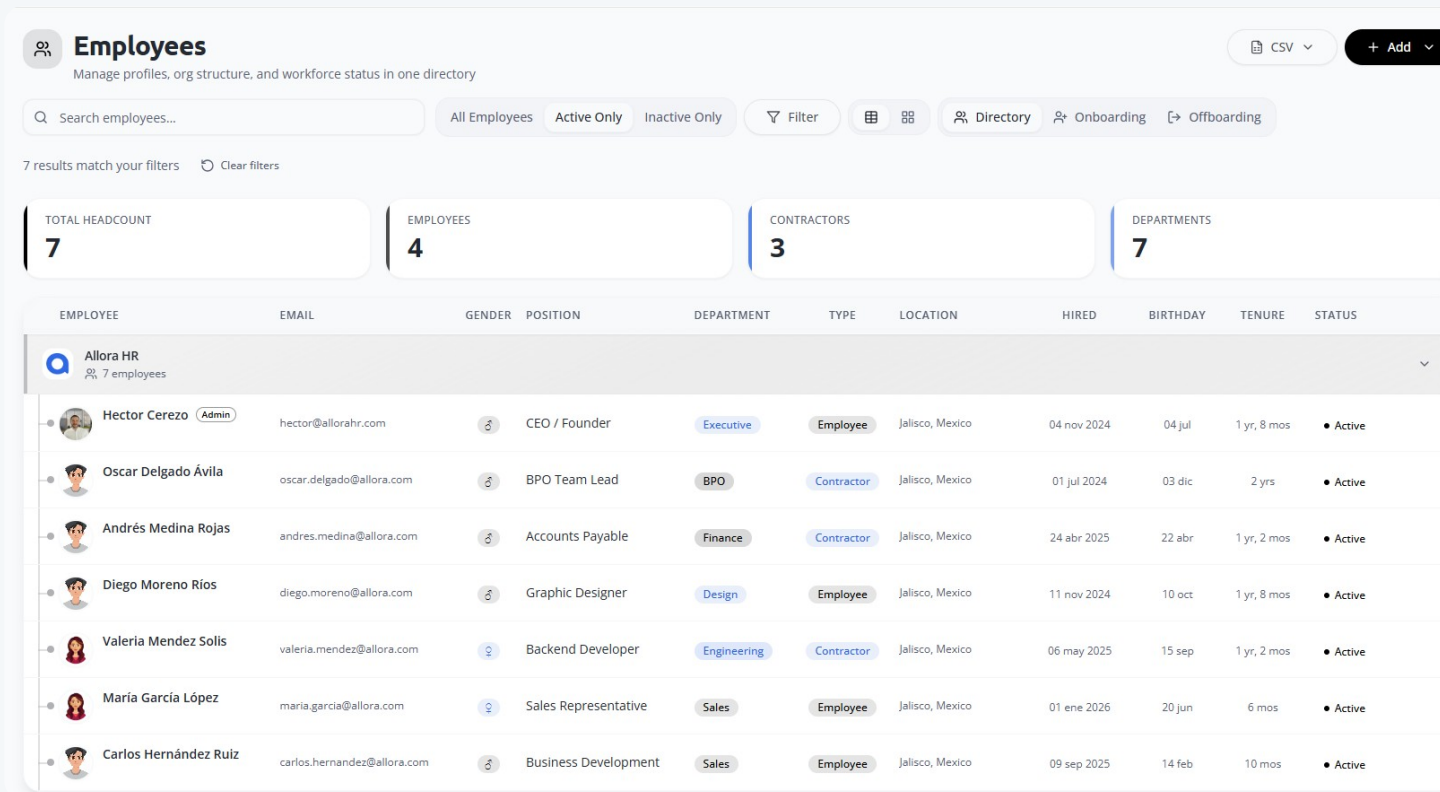




People & Organizational Chart

User Guide

Create employee and contractor profiles, maintain workforce records, and visualize reporting relationships.



Open the People directory

Use the employee directory to review workforce records and begin adding a new person.

- 1

Open People

Select People or Employees from the main Allora HR navigation.
- 2

Review the directory

Search, filter, and review active or inactive employees and contractors.
- 3

Choose an entry method

Use Add for an individual profile, or CSV for a recommended mass upload.

Employees

Manage profiles, org structure, and workforce status in one directory

CSV

Add

Search employees...

All EmployeesActive OnlyInactive OnlyFilter

GridIconDirectoryOnboardingOffboarding

7 results match your filtersClear filters

TOTAL HEADCOUNT

7

EMPLOYEES

4

CONTRACTORS

3

DEPARTMENTS

7

EMPLOYEE	EMAIL	GENDER	POSITION	DEPARTMENT	TYPE	LOCATION	HIRED	BIRTHDAY	TENURE	STATUS
Allora HR7 employees										
 Hector CerezoAdmin	hector@allorahr.com	♂	CEO / Founder	Executive	Employee	Jalisco, Mexico	04 nov 2024	04 jul	1 yr, 8 mos	Active
 Oscar Delgado Ávila	oscar.delgado@allora.com	♂	BPO Team Lead	BPO	Contractor	Jalisco, Mexico	01 jul 2024	03 dic	2 yrs	Active
 Andrés Medina Rojas	andres.medina@allora.com	♂	Accounts Payable	Finance	Contractor	Jalisco, Mexico	24 abr 2025	22 abr	1 yr, 2 mos	Active
 Diego Moreno Ríos	diego.moreno@allora.com	♂	Graphic Designer	Design	Employee	Jalisco, Mexico	11 nov 2024	10 oct	1 yr, 8 mos	Active
 Valeria Mendez Solis	valeria.mendez@allora.com	♀	Backend Developer	Engineering	Contractor	Jalisco, Mexico	06 may 2025	15 sep	1 yr, 2 mos	Active
 María García López	maria.garcia@allora.com	♀	Sales Representative	Sales	Employee	Jalisco, Mexico	01 ene 2026	20 jun	6 mos	Active
 Carlos Hernández Ruiz	carlos.hernandez@allora.com	♂	Business Development	Sales	Employee	Jalisco, Mexico	09 sep 2025	14 feb	10 mos	Active

Choose a worker type

Choose the classification that matches the person's relationship with the company.

- 1

Click Add

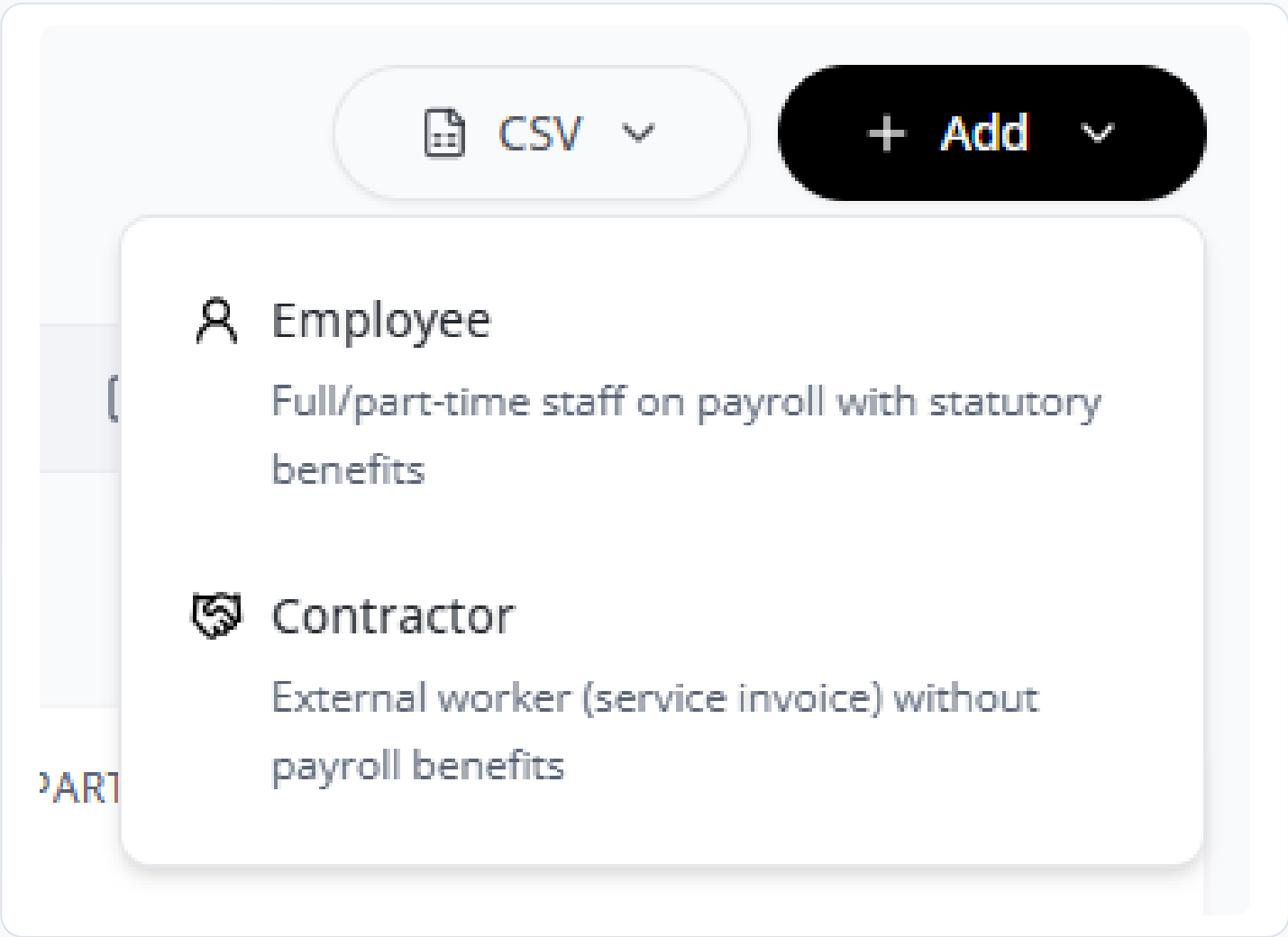
Open the Add menu in the upper-right corner.
- 2

Select Employee

Use Employee for payroll staff with the applicable statutory benefits.
- 3

Select Contractor

Use Contractor for external workers who invoice for services and are not on payroll.



Enter the person's details

Provide the personal, employment, compensation, and work-schedule information required for the profile.

1

Add personal information

Enter the name, email, gender, birthday, department, position, and other requested fields.

2

Set employment details

Complete location, hire information, reporting relationship, compensation, and any required identifiers.

3

Define the work schedule

Select working days and configure start, end, lunch, and break times.

Add New Employee

Employee

Enter the employee's information and compensation details

Profile Information

PERSONAL INFORMATION

First Name *

Last Name *

john

Doe

Email *

Birthday

john.doe@company.com

Pick a date

Gender

Department

Select

Position

Working Days

Mon

Tue

Wed

Thu

Fri

Sat

Sun

Work Schedule

Set entry, exit, and break time for each working day (LFT compliance).

	START	END	LUNCH START	BREAK
Mon	09:00 am	06:00 pm	02:00 pm	60 min
Tue	09:00 am	06:00 pm	02:00 pm	60 min
Wed	09:00 am	06:00 pm	02:00 pm	60 min
Thu	09:00 am	06:00 pm	02:00 pm	60 min

Cancel

Add Employee

Review the completed profile

Once created, the profile becomes the central record for employment, payroll, documents, policies, assets, and activity.

- 1

Create the profile

Review the entered information, then click Add Employee or the corresponding contractor action.
- 2

Verify the overview

Confirm contact details, position, department, location, status, tenure, compensation, and benefits.
- 3

Maintain the record

Use Edit and the profile tabs to update employment data and related records when needed.

Employees > Allora HR > Oscar Delgado Ávila

Oscar Delgado Ávila

Active

Employee #: ALL-C03

oscar.delgado@allora.com

BPO

Tax ID: X0000X0000

Edit

BPO Team Lead

Jalisco, MX

Overview

Employment

Payroll

Documents

Policies

Assets

Work locations

Platform activity

Signatures

TOTAL TENURE

2 yr

Since Jul 2024

CURRENT SALARY

MXN28,000.00

Monthly gross

ACTIVE BENEFITS

2 benefits

1 time off, 1 other

NEXT PAYROLL

Jul 31

9 days away

Employment

Hire Date

Jul 1, 2024

Tenure

2 yrs

Birthday

Dec 3, 1997

28 yrs • 133 days until next

Gender

Male

Compensation

MXN

Monthly

GROSS PAY RATE

MXN28,000.00

Net Pay Rate

MXN28,000.00

benefits

TIME OFF

Vacation Days (Contractor)

19.15 days

Available balance

INSURANCE

Health Insurance

0.00

llora

PEOPLE & ORGANIZATIONAL CHART

05

Open the organizational chart

Visualize reporting lines after profiles and manager relationships have been configured.

1

Open Org Chart

Navigate to the organizational chart from the People module or main navigation.

2

Review reporting lines

Each card displays the person's name, position, department, and contact information.

3

Check the hierarchy

If a person is missing or misplaced, update the manager or reporting relationship in the profile.

