



User guide for candidates and employees

User manual for the Career Page and Employee Portal

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1 Introduction

This document describes the Career Page and Employee Portal and their features, both for candidates and employees. We will also discuss various functions, like mandatory CV fields, resetting your password, and work registration.

Note: This guide is made with every possible permission and function turned on. Should your profile look different, it could mean that your permissions and functionality are limited or adjusted by your employer.

2 Login

First, we will walk you through logging in to access your profile and showing you how to reset your password if you have forgotten it. Note: The login may behave differently depending on whether you are a candidate or an employee.

When you register a profile with the company using RecMan, you can log in as you please. You may have a profile in several RecMan accounts at different companies, where your profiles are not shared between the accounts. Because of this, you must use the correct site when logging in. A typical site for logging in should look like this:

<https://company.recman.page/login>

Here, we have written “company,” which you will use as the name of the company you are registered with. When visiting this link, you will see the following screen.

Login

New user? [Create an account](#)

Email*

Password*



☐ Remember me?

[Forgot password?](#)

Log in

Or log in with other apps



2.1 Login issues and forgotten password

If you have issues with your login, we recommend double-checking that your email and password are written correctly. If you are positive that both are correct, you can use the “Forgot password?” button.

Step 1 of 4

Forgot password?

Enter your email and we'll send you a link to reset your password.

Email*

Go back

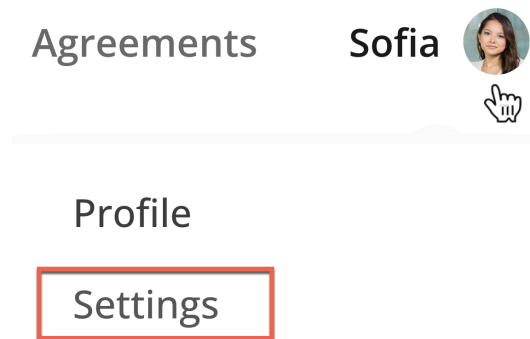
Send link

If you still have trouble logging in, contact the company you are trying to log into. On the same screen where you log in, you can see a link to their website.

2.2 Change password

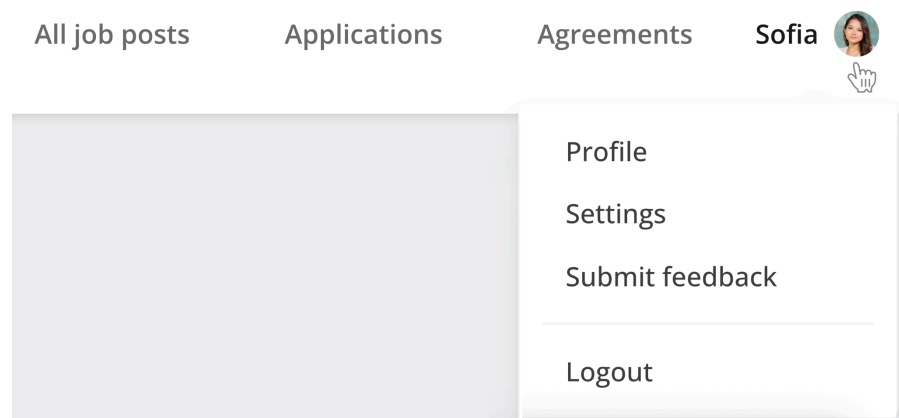
After you have logged in to your profile, you can change your password directly from your profile. You will be asked to define a new password the first time you log in or use the «Forgot password?»

function, but should you wish to change it later, you first click «Settings,» as shown in the picture below.



3 Career page

When logging in to your profile, you will have a selection of tabs to visit. These can vary depending on the company's RecMan account settings and whether you are a candidate or an employee.



3.1 All job posts

Here you may see all available positions for which you can apply. As you have already created a profile, you will not be required to fill out information as you did when first registering.

3.2 Applications

You may see your active and prior applications for positions and their status here.

3.3 Agreements

Your employer can send you electronic agreements to sign. Usually, these agreements are offers, confidentiality agreements, employment contracts, and order confirmations. Note that this button is only visible once an agreement has been created for you.

You get these agreements sent to your email. However, you can also see all agreements sent to you directly in your candidate profile. Additionally, you can sign any unsigned document after opening it. This button is displayed in red if you have unsigned documents.

3.4 Profile

Your candidate profile page contains your personal information, files, and CV data.

CV information, such as education, work experience, skills, references, etc., can be inserted and edited, and files and profile pictures can be uploaded. All files in the Career page can be viewed in a separate preview modal, allowing you to stay on the same page and reducing the need for extra navigation. Reference contacts require only a single contact method — either email or phone, but adding both is recommended. You can verify your diploma by getting information from the diploma registry. Also, you may update or add your contact details or include more information if you are employed.

Sometimes, the company you have registered with may define some fields as mandatory. This means that they demand that you fill them in. If you don't, your profile could potentially not be assessed. You will be notified which fields you are missing, as shown in the picture below.

⚠ Your profile is incomplete:

Your profile will not be considered before following fields are filled in:

cv file

⚠ Certificates / courses

☐ I do not have any courses +

Note: Even though the company does not use mandatory fields, we highly recommend you fill out as many fields as possible in your CV. This will increase your chances of getting considered for a position. Incomplete profiles are often ignored or deleted outright.

3.5 Settings

Here, you may set a variety of settings for your profile. You can access and view the terms you accepted when registering and change the default period set for automatic deletion (if activated by the company). Depending on the permission set by the company, you may either delete or request deletion. If you are employed, you cannot delete your profile. Automatic deletion will also be put on hold if you are an employee. Note: The company will not be able to restore your profile should you regret your decision to delete it.

3.6 Submit feedback

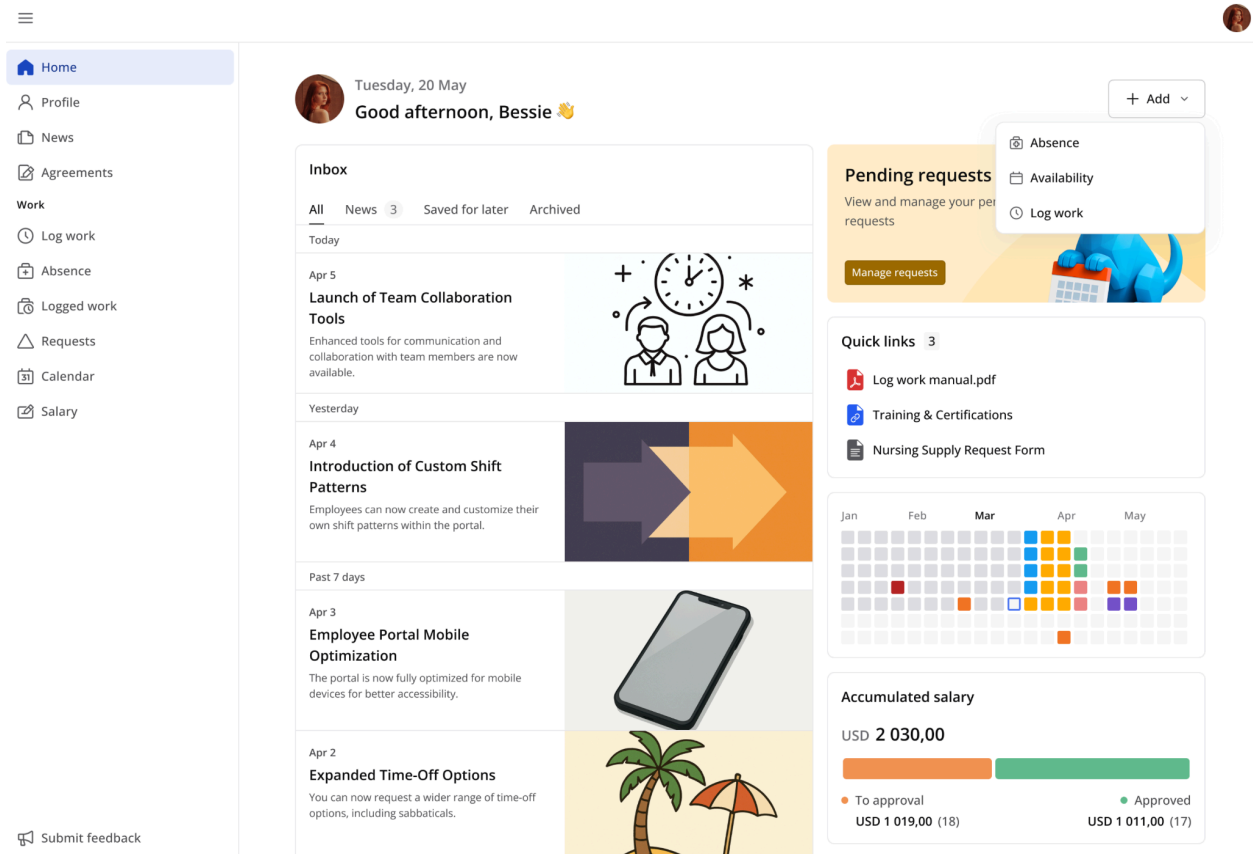
If you have any feedback, submit it using this button, and it will be forwarded to the product managers and developers at RecMan.

3.7 Logout

Click this button to log out. If you don't log out, you will be logged in when you return to the page later, provided you allow cookie storage in your web browser.

4 Employee Portal

4.1 Homescreen



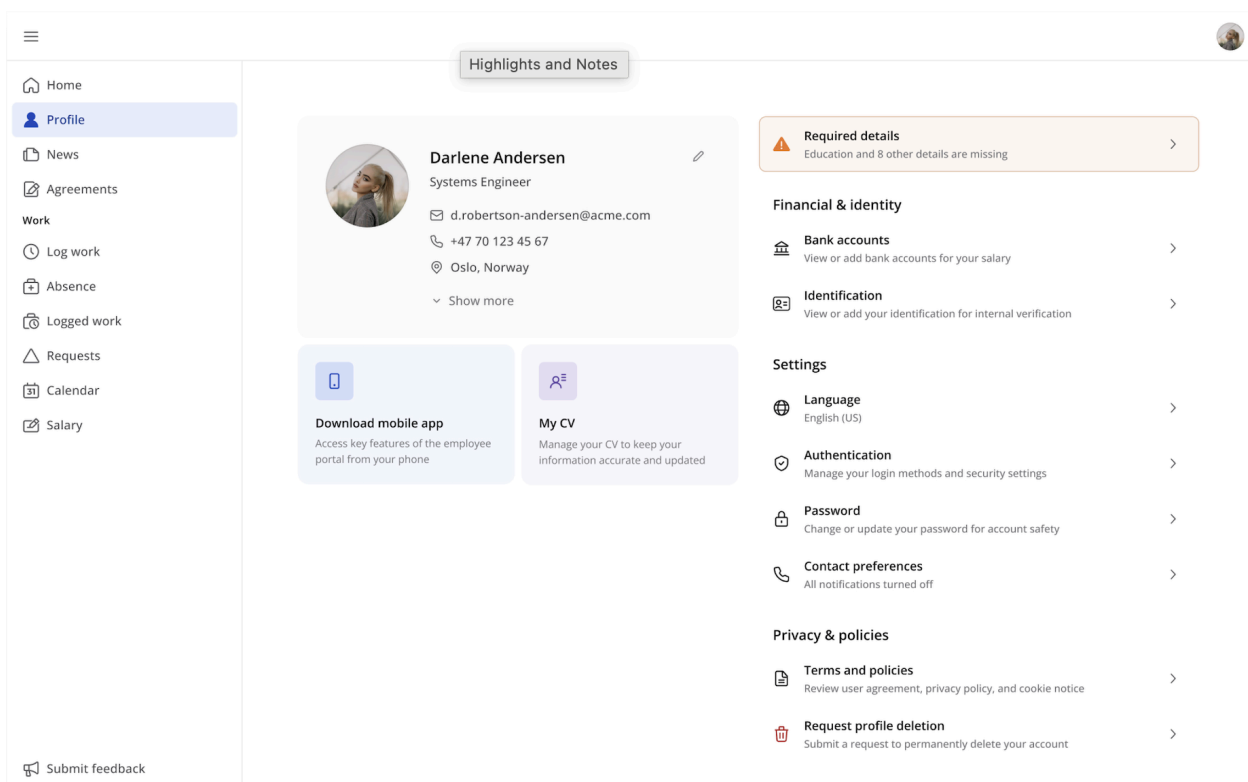
A homescreen provides a clear overview of important information and quick access to key actions. It includes several widgets designed to give quick insights and easy navigation:

1. **Inbox** - displays notifications and corporation-level news and announcements so you can stay informed about updates and important messages. You can receive notifications for: comments on your logged work, mentions in comments or updates, assigned shifts, and shift requests. You can also take action directly from notifications, such as replying to a comment or accepting a shift request.
2. **Notification banners** - highlights important actions you may need to take, such as pending signature agreements or completing missing profile information (e.g., required attributes or fields).

3. **Quick links** - provides access to shared files. All files in the Employee Portal can be viewed in a separate preview modal, allowing you to stay on the same page and reducing the need for extra navigation.
4. **Heatmap calendar** - shows tracked activities on specific days, giving a visual overview of your activity history.
5. **Salary overview widget** - displays approved and pending salary-related work items. Once payments are processed, they are removed from this list.
6. **Weekly work widget** - shows work items locked during the current week, helping you quickly track your logged work.

You can also quickly perform key actions directly from the homescreen, such as logging work, adding absences, or updating availability, with shortcuts that redirect to the relevant sections.

4.2 Profile



From this page, you can view and manage your general information, update contact details, and access personal settings such as changing the interface language and password.

Depending on permissions, you may also be able to download the mobile apps, review files, and access privacy-related information.

A key feature of the profile page is the **My CV** section, where you can review existing profile information, add new entries, and edit CV details as needed.

The profile page is dynamic and will adapt based on system settings and the information available in the profile. If required fields are missing, you will receive a notification prompting you to complete the necessary information.

Work

4.3 Log work

We will now go through the logging work process. To find the screen for work registration, click «Log work».

Log work [Switch to old version](#) 15 - 21 Sep < Week 38 2025 > Today

[Hours](#) [Manually](#) [Units](#) [+ Addition](#) [Development](#)

☐ Select All

Date	Start	End	Break	Description
☐ Thu, 18 Sep	hh:mm	hh:mm	mm	Add description
☒ Fri, 19 Sep	08:00	16:00	30m	worked on a new project
☐ Sat, 20 Sep	You cannot log hours today. Try selecting another job, if available.			
☐ Sun, 21 Sep	You cannot log hours today. Try selecting another job, if available.			

[Logged work](#) [Dashboard](#)

Date	Job	Article	Status	Duration	Break	Qty	Salary
☐ Thu, 18 Sep	Development	Hourly wage	To approval	09:00 - 17:00	1h	7h	NOK 0
☐ Thu, 18 Sep	Development	50% overtime	To approval	17:00 - 18:00	—	1h	NOK 0
Total							NOK 120

[Hours](#) 7h [Overtime](#) 1h [+ Addition](#) 2

1 item selected Time: 7h 30m Break: 30m Total: 8h [Register](#)

Once clicked, you will see a screen where you can log your work. In most cases, this screen will display the days of the current week, with the ability to register hours for various times on these days. Note that this screen may differ depending on your employer's preferences and policies.

You can select one or more days before clicking «Register». Note that the «Register» button only appears when valid work is ready to be registered. The work will be recorded, and your employer or an external approver can approve it. Once work is logged, it appears below for quick reference.

If certain jobs are unavailable for logging during a selected period, they are shown but disabled, ensuring users can clearly see which options are valid. Logged items for the current day are also listed, helping users avoid duplicating entries.

Work can be registered for any available day, with the current date highlighted for visibility. Each entry can be reviewed in a drawer, edited directly, or deleted if needed. A status indicator makes it easy to track the state of logged work.

You can also change which week you want to log your work on by clicking the week and year buttons in the top right corner. Note that depending on policies set by your employer, the ability to log work on certain days, i.e., in the future, can be closed, and you will have to wait until tomorrow.

If your manager leaves a comment, you can answer it in the Comments section at the bottom of the right-side Details drawer.

The screenshot displays a user interface for logging work. On the left is a sidebar with navigation icons. The main area shows a calendar for June, with Saturday, 14 Jun and Sunday, 15 Jun marked as unavailable with a red lock icon and the text "You cannot log". Below the calendar is a table with columns for Date, Job, and an action icon. The table contains two entries for Monday, 9 Jun, both for the "Development" job. A hand cursor is pointing at the second entry. Below the table is a "Total" row showing "Hours 7h" and "Overtime 1h". On the right, a "Details" drawer is open, showing the status "To approval", job "Development", date "Mon, 9 Jun", article type "Hours", salary "NOK 0", invoice "NOK 0", time "08:00 - 16:00", break "1h", and description "worked on the new project". At the bottom of the drawer is a "Comments" section with a comment from Emma Berg, posted 31 minutes ago, asking "How much did you spend on the plane tickets?". There is a text input field for replying to the comment.

Date	Job	Action
Mon, 9 Jun	Development	
Mon, 9 Jun	Development	
Total		
Hours 7h		Overtime 1h

Details

- Status: To approval
- Job: Development
- Date: Mon, 9 Jun
- Article type: Hours
- Salary: NOK 0
- Invoice: NOK 0
- Time: 08:00 - 16:00
- Break: 1h
- Description: worked on the new project

Comments

Emma Berg • 31 minutes ago
How much did you spend on the plane tickets?

Type to comment

If you are to log piecework, addition/deduction, absence or for some reason two or more sets of hours on a given day, click the tabs for "Units", "Addition" or "Hours". In the "Addition" tab, the date is preselected. Here you can upload attachments or add more rows by hovering over the date.

Break logging

When accessing the work calendar, you can select your job and switch to break period view to log break time associated with your scheduled shifts. The system automatically displays available break periods based on the job schedule configuration.

Hours

In some cases, you are required to log work at different times on the same day. By clicking the "Hours" button, another row for logging work on the same day is added. This could also be used in combination with absence, where you, for instance, were at work for two hours, two hours at the doctor's, and then four hours at work again.

Hour registration with child projects

When you are to record regular work, but your work is to be separated during the day, your employer may use child projects. You can define this when you register your hours for your employer so that they can see where you worked and at what times. This is typically used in construction.

Manually

In rare cases, a function for logging work manually will be available. This means you define the salary article, work type (salary, addition, overtime), time and dates you have worked.

Units (Piecework)

Unit logging, or piecework, is common in sales, consulting, and construction positions. Piecework is often registered in addition to regular hours. **Note that it could be in quantity or hours, so be aware if it should be 1 hour and 30 minutes or 1.5.**

Piecework with period logging is very similar to regular piecework logging, with some changes. You record your work for the whole month, and once they have been sent to the employer, it may not be changed. Additionally, you must record work for the previous period before recording for the current month.

You can find specific jobs quickly by typing in articles. All job-related articles appear in a single dropdown under the article column. Grouped articles are marked, but any article can be selected with one click. The system manages group associations automatically.

Log work 29 Apr - 05 May < May 2024 > Today

Hours Manually Units + Addition

Date	Job	Sub project	Article	Qty	Time used	Description
Mon, 29 Apr	Senior Director of Strategic Bu...	AC5169	Demo (Sales)	00	9h 30m	Add description
Tue, 30 Apr	Senior Director of Strategic Bu...	AC5169	Co-op (Support) Consultant (regular rate)		9h 30m	Add description
Wed, 01 May	Senior Director of Strategic Bu...	AC5169	Co-op (Support) Not billable		9h	Add description
Thu, 02 May	Senior Director of Strategic Business...		Demo (Sales) Consultant (regular rate)		hh mm	Add description
Fri, 03 May	Customer Service - San Francis...	DB1189	Demo (Sales) Not billable		hh mm	Add description
			Follow-up (CSM)		hh mm	Add description

Time

"Time" tab offers an alternative way to log piecework units that's optimized for employees who need to enter multiple entries efficiently. The streamlined table layout organizes articles by job in a weekly timeline view, with each cell representing a single day, making it easy to log piecework week-by-week or article-by-article rather than entry-by-entry.

Data entry is quick and simple - just enter values in the cells and receive instant visual confirmation with a green indicator when data is saved, with the ability to add or remove rows as needed for each piecework type. The interface includes helpful tooltips that display daily summaries showing which salary and piecework articles were logged for each job, total numbers displayed at the bottom of the page, special UI highlighting for absences and holidays, and the ability to review, edit, or delete logged entries through a convenient drawer (permission-based).

Simplified units login is configured at the job level under permissions when selecting "log piecework" with four options: Yes (default) for both Units and Time tabs available, Flexible only for Units tab only, Simple only for Time tab only (simplified interface), or No to disable units logging.

This feature is ideal for employees who regularly log multiple piecework entries and need a more convenient alternative to the traditional hourly logging method.

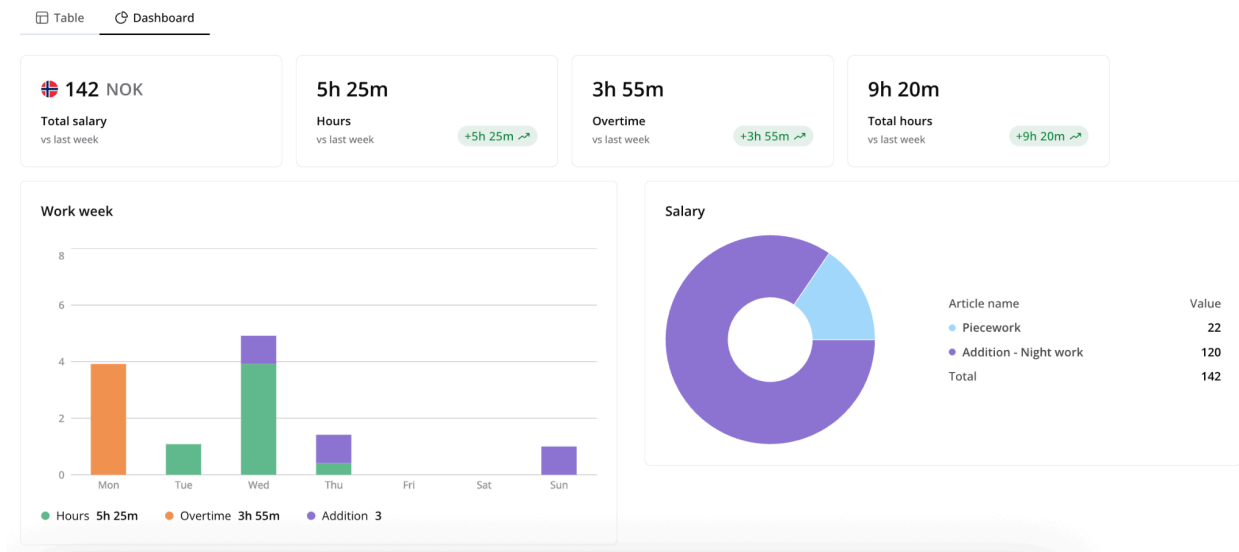
Article	Mon, 17 Nov	Tue, 18 Nov	Wed, 19 Nov	Thu, 20 Nov	Fri, 21 Nov	Sat, 22 Nov	Sun, 23 Nov	TOTAL
▼ Customer Service - San Francisco Servicing Company								
Hours				1,00				1,00
50% overtime		1,50	2,00		2,00			5,50
100% overtime				3,00				3,00
Night			1,50		1,00			2,50
SUBTOTAL		1,50	3,50	4,00	3,00			12,00
▼ Senior Director of Strategic Business Development								
Hours		SUM 6,50		4,00	2,50			13,00
Presentations	4,50		2,50		1,00			8,00
Travel time	2,00	1,50		4,00		3,50		11,00
Market research	1,50		3,00					4,50
On-site negotiations		4,00	5,00		2,00			11,00
Team management	2,50			2,00				4,50
SUBTOTAL	10,50	12,00	10,50	10,00	5,50	3,50	1,00	45,00
TOTAL	10,50	13,50	14,00	14,00	8,50	3,50		64,00

Additions, deductions, and attachments

Additions and deductions are loggings that you can make to adjust your salary. For instance, if you are to receive compensation for parking, driving to work, using your tools, etc., this can be logged as additions. You can upload attachments in this tab, and if you are using a phone, you may upload a picture directly from your mobile camera. Non-included lunch and rent are examples of deductions. You get additions in addition to your regular salary, while deductions are deducted from your salary.

Dashboard tab

A Dashboard tab will show a visual interface that displays key information in an easy-to-read format. It includes widgets like Total salary, Hours, Work week, etc.



4.4 Absence

Absence is registered on days you haven't worked, such as when you're sick.

The Absence module opens with an overview page. If no absences have been logged, only the **Create absence** button is visible. Once records exist, the page shows all absences for the year, split into **To approval** and **Approved** tabs. A dashboard on the right summarizes worked days and absences. A heat map at the bottom highlights absence days across the year. Any entry can be opened for details, edited, or deleted directly from this view.

Creating an absence is simple. By default, it records a single day, but you can extend this to a date range using the period toggle. Then select a job, enter the time, choose an article, add a description, and, if needed, upload files. After selecting a job, the break period time will display the relevant break periods from the assigned shifts. The calendar and preview update automatically to show how the absence will appear. When selecting longer periods, weekends can be included or excluded by choice (excluded by default).



4.5 Logged work

“Logged work” allows you to review and manage all logged work items.

Logged work

Exporting in PDF / Excel
 Reorganized columns
 Week / Month / Year view
 Practical and efficient drawer

Date	Article	Status	Info	Duration	Break	Qty	Salary
☐ Thu, 2 May	Hours	Approved		09:00 - 18:25	1h 10m	8h 15m	—
☐ Fri, 3 May	Hours	Approved		08:45 - 17:30	45m	8h 00m	—
☒ Mon, 6 May	Absence	To approval	3	08:00 - 16:00	—	8h 00m	—
☐ Tue, 7 May	Absence	To approval	3	08:00 - 16:00	—	8h 00m	—
☐ Fri, 10 May	Hours	To approval		09:00 - 18:00	1h 00m	8h 00m	—
☐ Fri, 24 May	Month pay	Paid		—	—	—	USD 4 400

Filters
Clear all

Quick filters

☒ To approval
 + Addition
☒ Attachments
 ☒ Month pay

All filters

Article type

Absence
 Hours
 Units
 +2
×

Status

To approval
Paid
×

Attachments

Yes
×

Manage columns
Reset

Job ☒ Article ☒ Status ☒ Sub project ☐ Article group ☐ Info ☒ Break ☒ Invoice ☐

The summary view displays all articles logged within a selected month, including the quantity for each entry. It is designed to give you immediate insights and clarity about your work activities, making it easier to review and track what has been recorded over time.

Hours 169h 35m
 Absence 16h
 Month pay 1
 Vacation 2d

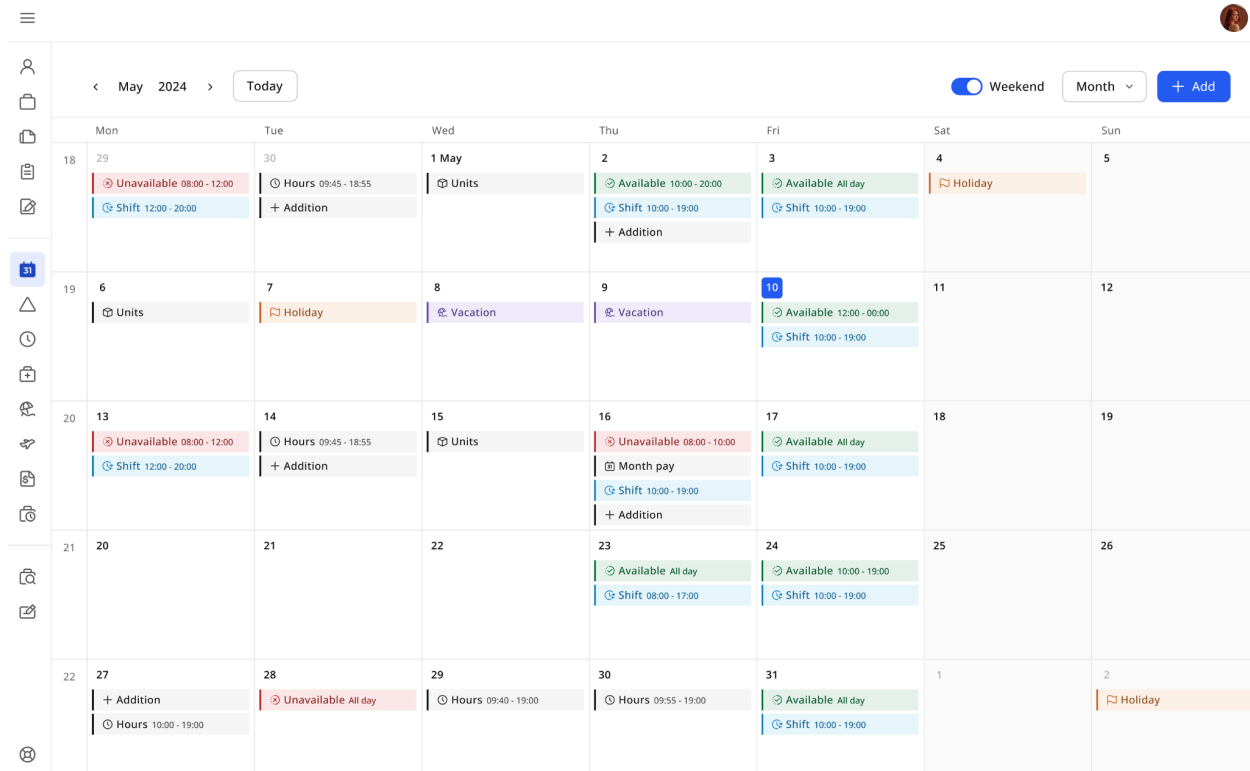
4.6 Requests

	Date	Time	Break	Break time	Status	Busy
	☐ Mon, 10 Mar	08:00 – 10:00			<button>Request</button>	⊗ Not available
	☐ Tue, 11 Mar	10:00 – 18:00	1h	12:00 - 13:00	<button>Accepted</button>	
	☐ Wed, 12 Mar	10:00 – 18:00	1h	12:00 - 13:00	<button>Request</button>	
	☐ Thu, 13 Mar	10:00 – 18:00	1h	12:00 - 13:00	<button>Request</button>	⊗ Not available
	☐ Fri, 1 Mar	15:00 – 18:00			<button>Declined</button>	🛖 Vacation
	☐ Mon, 17 Mar	22:00 – 07:00			<button>Declined</button>	🛖 Vacation
	☐ Tue, 18 Mar	10:00 – 18:00	1h	12:00 - 13:00	<button>Assigned</button>	🕒 Shift
	☐ Mon, 24 Mar	10:00 – 18:00	30m		<button>Accepted</button>	

The Requests module in the Employee Portal allows employees to receive and respond to booking requests.

When a booking is created in the RecMan or Company Portal, and you have been added, you will receive a request in the Requests module. You can view project details, check availability, and decide whether to accept or decline the request. If accepted, the request is automatically converted into a shift.

4.7 Calendar



The work calendar module has a monthly view and includes flexible viewing options. Based on your preferences, you can display the calendar with or without weekends. By clicking the button of the current month, you can easily navigate through two dropdowns with months and years.

The calendar displays various events, including availability and unavailability events, vacations, logged work items, shifts, and holiday events. Depending on permissions, you can create, edit, and delete shifts directly from the calendar interface. The vacation logging process works similarly to adding availability shifts - you can specify start and end dates for your vacation request directly within the work calendar interface. A view-only modal displays detailed information about events for users without editing permissions.

You can view detailed information for availability, unavailability, and shift events. When creating new events, you can schedule single-day or multi-day events, with options to set them as all-day events or specify exact start and end times. The calendar supports complete event lifecycle management, allowing authorized users to view, edit, and delete events as needed.

Multi-day events created at the same time are visually grouped into event threads. When editing or deleting a threaded event, you can choose to apply changes to all events in the thread or only to selected days without the need to update or remove events one by one.

4.8 Salary

The screenshot displays the 'Salary' section of the application. On the left, a sidebar lists navigation options, with 'Paychecks' highlighted. The main content area is titled 'Paychecks' and shows a list of months from January 2025 to December 2025. The 'December 2025' month is selected and expanded, revealing a detailed table of salary data. The table has four columns: 'Date', 'Article', 'Qty', and 'Salary'. It lists various events such as 'Hours', '100% overtime', 'Units name', 'Sick leave', 'Emergency', and 'Expenses' with their respective quantities and salaries. A 'Download PDF' button is visible above the table. A notification at the bottom indicates '3 items selected'.

The Salary section provides an overview of salaries and paychecks throughout the year. Salary data is displayed in a yearly view, showing only the months in which salary has been generated. The main table provides a monthly summary, including total hours, overtime, locked salary articles, and total salary amounts. All totals are shown using the currencies configured and locked on your profile. Each month can be opened in a detail drawer, where you can see a breakdown by article type with detailed totals and splits for full transparency. For record-keeping and sharing purposes, salary information can be exported to PDF or Excel, either for specific months or for all available months at once.

4.9 Payslips

The Payslips module gives you a simple overview of your available payslips. Payslips are organized by month and transaction date, making it easy to find the document you need and download it as a PDF.

The [RecMan team](#) can enable this module for companies using Tripletex (or similar tools) for payroll.



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Payslips

Month	Date		
▼ 2026 14			
September	25 Sep 2026	↓	
August	25 Jan 2026	↓	
July	25 Jul 2026	↓	
June	25 Jun 2026	↓	
May	25 May 2026		
April	25 Apr 2026	↓	
March	25 Mar 2026	↓	
February	25 Feb 2026	↓	
January	25 Jan 2026	↓	
January	1 Jan 2026	↓	
▼ 2025 2			
December	25 Dec 2025	↓	
November	25 Nov 2025	↓	
▶ 2024 7			
▶ 2023 12			

Download PDF