Limited Liability Company

Rubius Group LLC

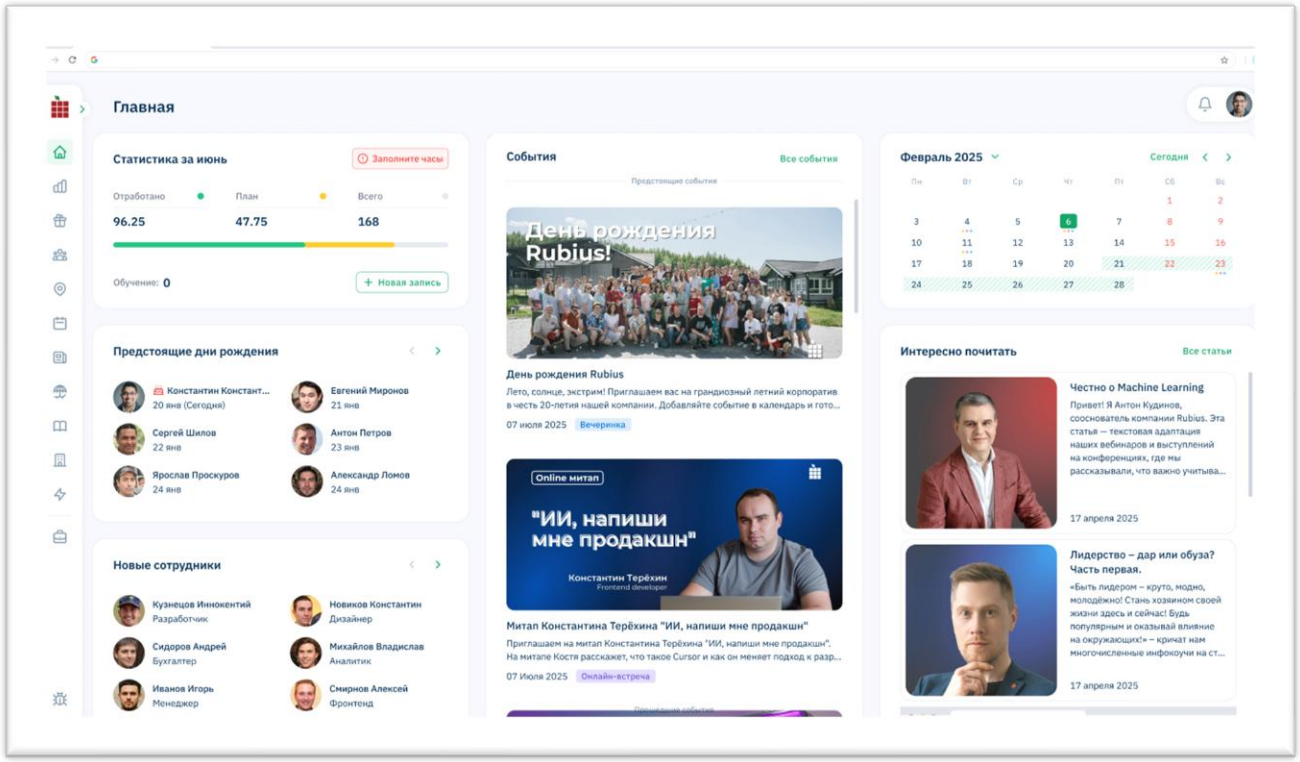
Rubius Team Software User Guide
“Rubius Team Personnel Management Software”

Tomsk, 2025

1. Home Page Module

This module provides users with the most important information in one place. It includes:

- Hours worked by the user in the current month
- Upcoming employee birthdays
- New employees
- Upcoming events
- Calendar for the current month
- Links to reading materials



Hours worked are shown in the upper-left corner of the screen. To enter time for the current day, click “+ New Entry”.

Employee birthdays appear below the working-hours statistics. Use the arrows to browse birthdays. Click an employee’s avatar or name to open their profile.

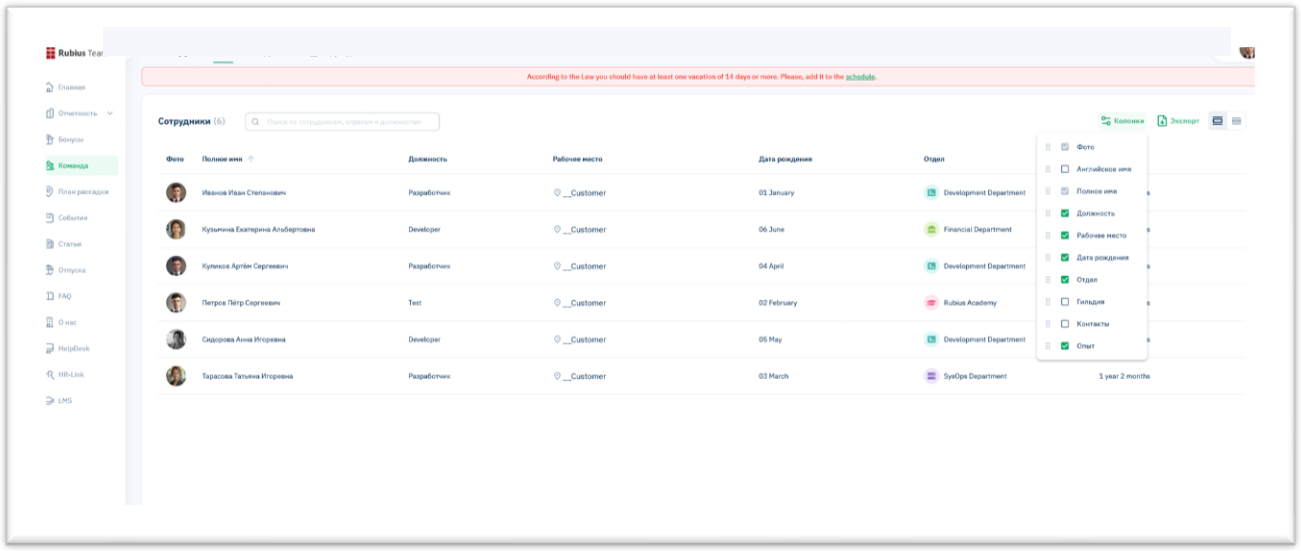
New employees appear in the section below birthdays. Use the arrows to browse new hires. Click an employee’s avatar or name to open their profile.

Company events appear in the center of the screen. Click an event card to view its details. Scroll up or down to browse events.

Reading materials appear on the right side of the screen. Click a material card to view its details. Scroll up or down to browse materials.

2. Organizational Structure and Employee Directory Module

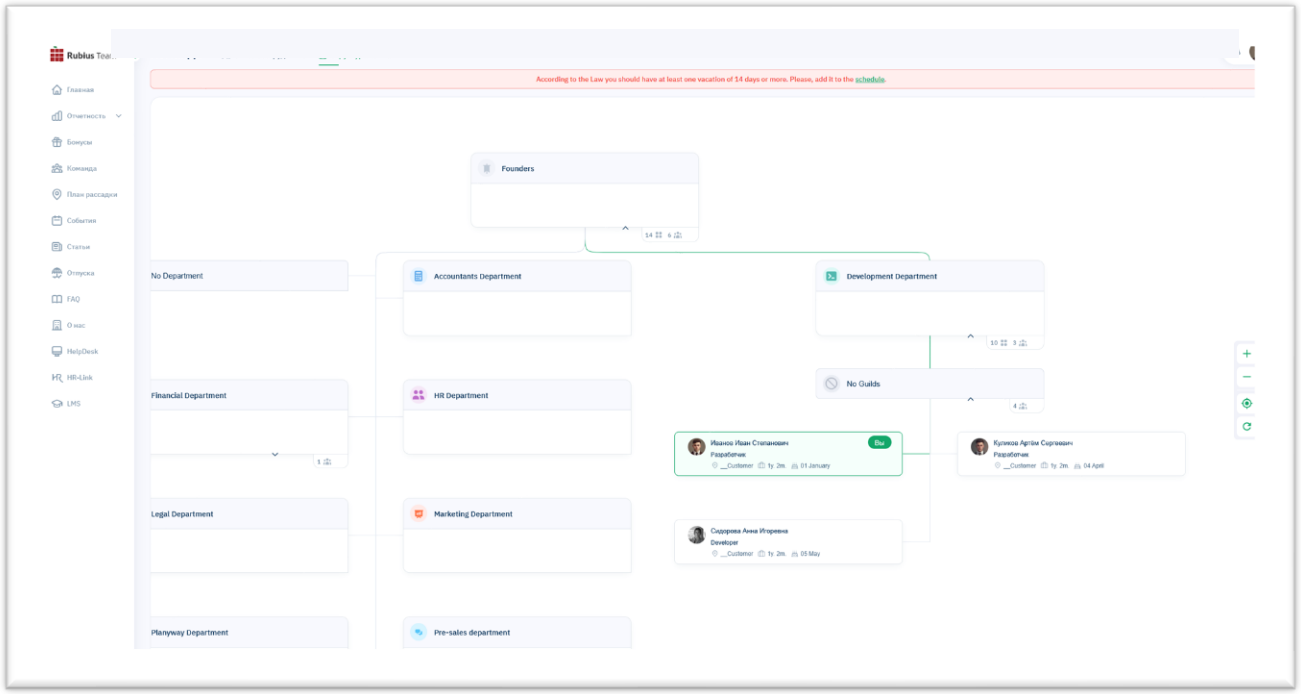
The company employee directory is available on the “Employee List” tab.



Scroll up or down to browse the employee list. To filter the list, click “Filters”, choose an attribute, and specify the desired value. To configure the displayed attribute columns, click “Columns”, select the columns to show, and deselect those to hide.

To export the table as an .xlsx file, click “Export” and select a location on your computer to save the file.

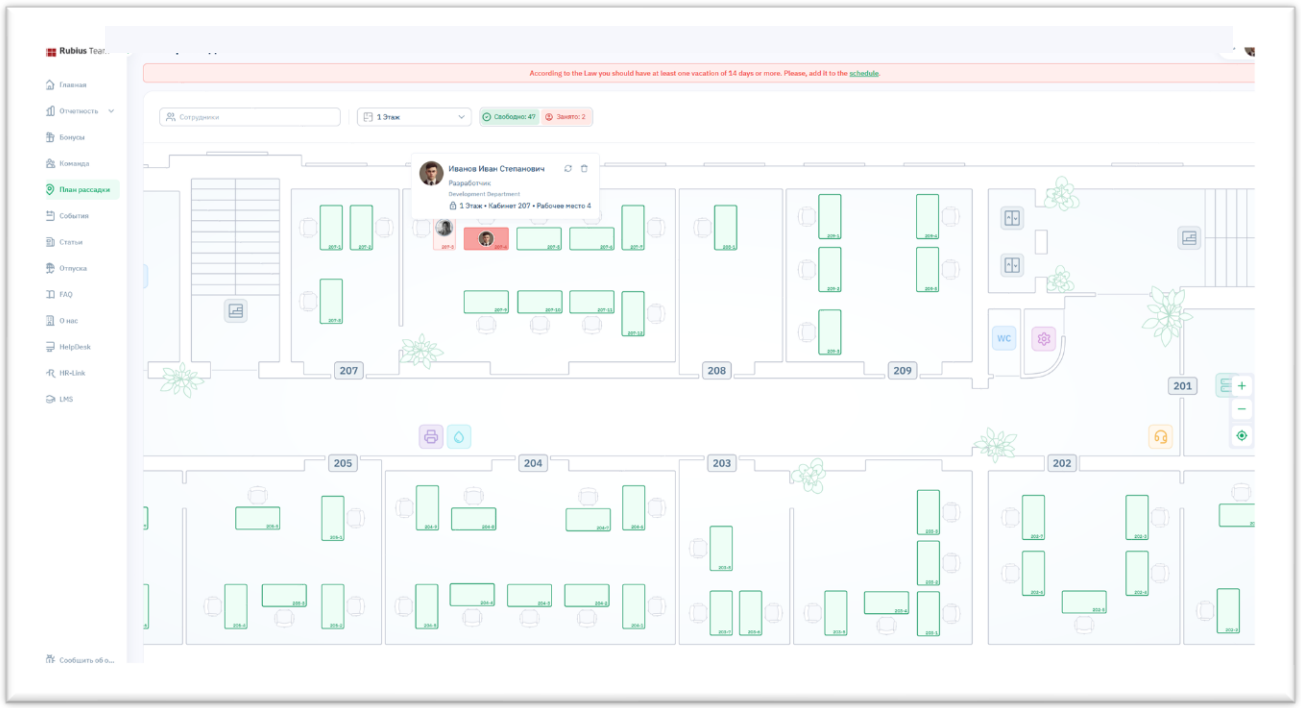
The organizational chart is available on the “Organization Structure” tab.



Scroll up or down to view the full organizational structure. Click an employee’s avatar or name to open their profile.

3. Office Seating Plan Module

This module displays floor plans of company premises and helps users locate employees’ workstations, available desks, office equipment, and meeting rooms.

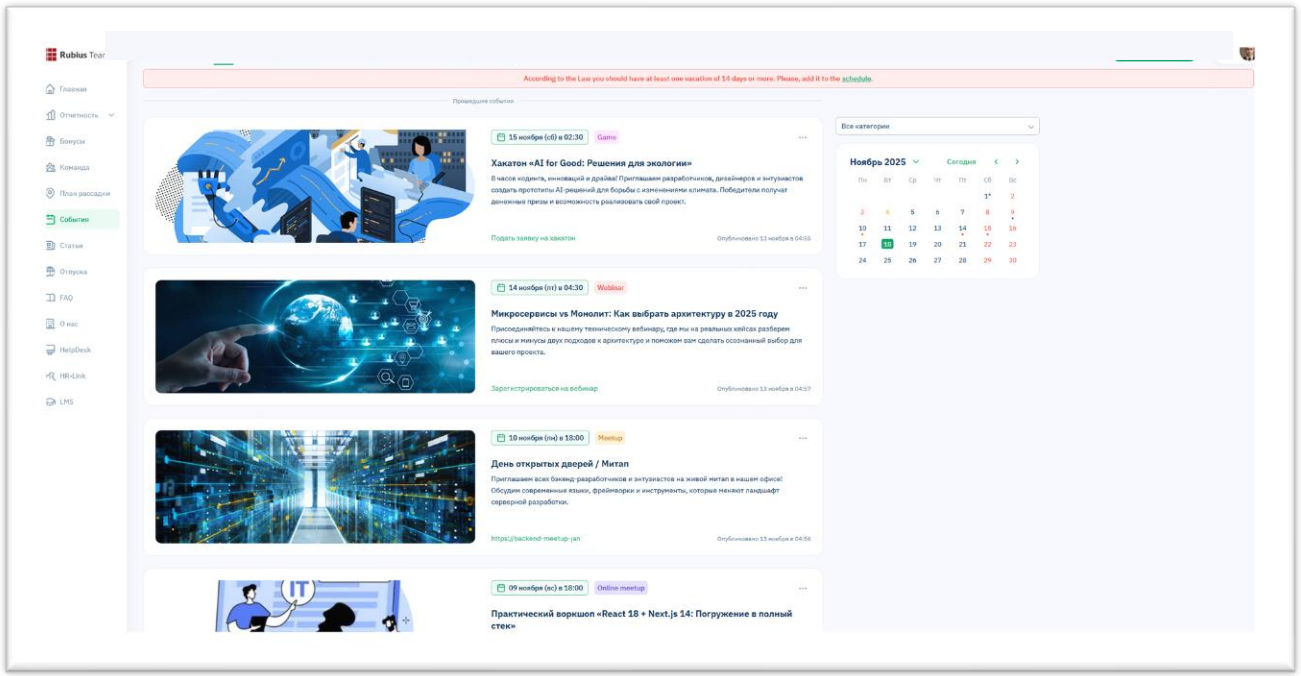


Floor plans are uploaded as SVG files by adding them to the application code. Contact the development team to upload a plan.

To switch between floor plans, select the desired plan from the drop-down list. To find an employee on a seating plan, start entering their name in the “Employees” field and select the appropriate result. To export a seating plan, click “Export” and select where to save the file. To assign a workstation to an employee, select the workstation and then specify the employee.

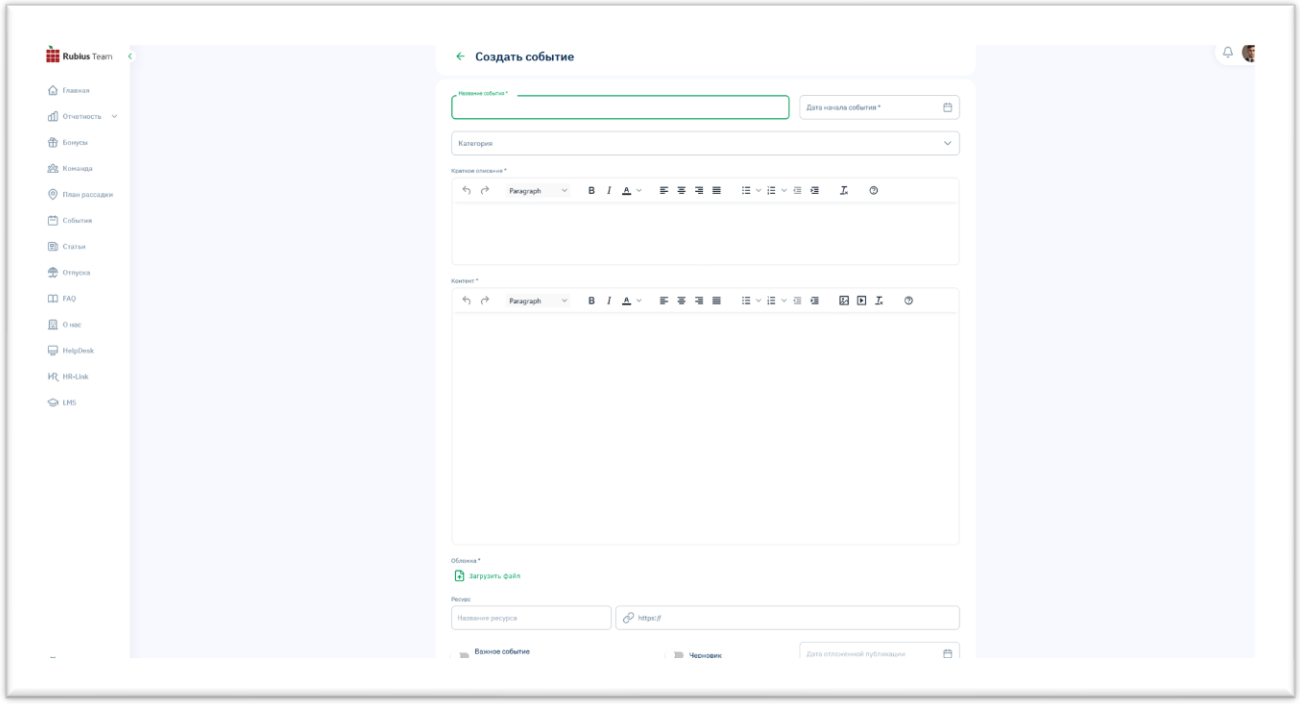
4. Company Events Module

This module is used to create and view news about company events and activities.



Scroll up or down to browse the events list. Click the relevant event card to view detailed information.

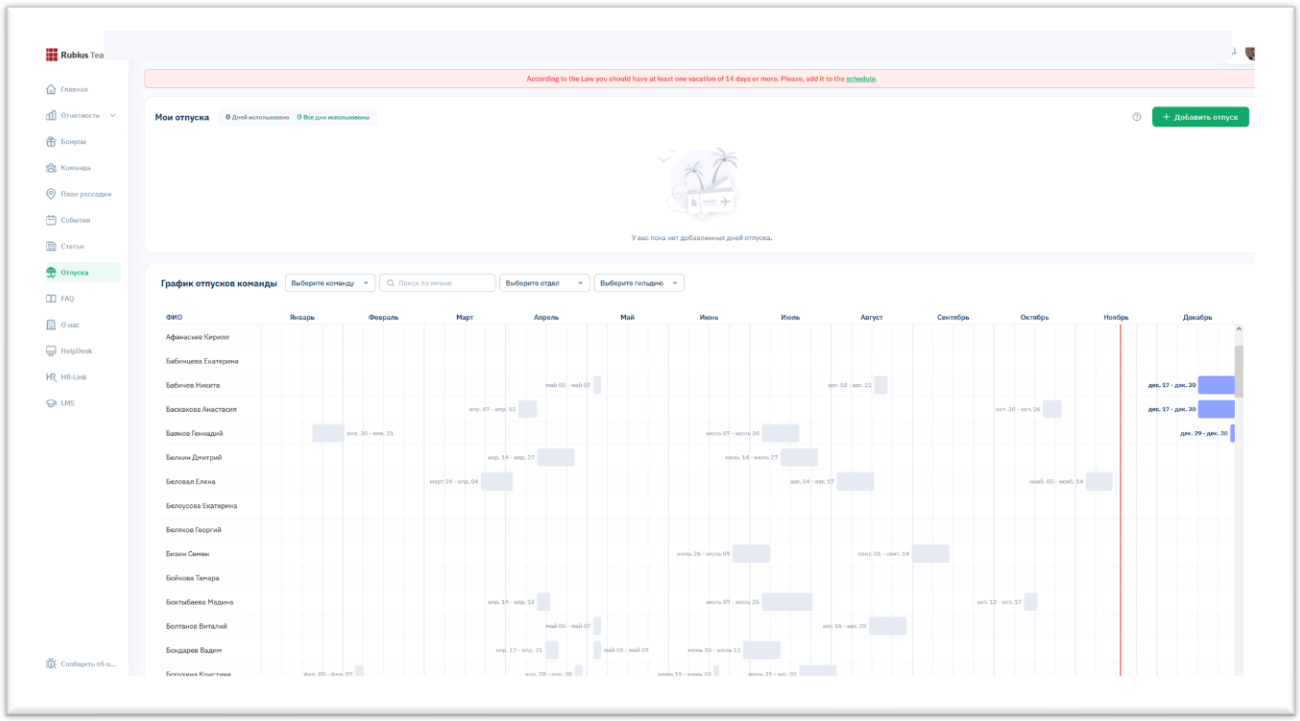
To add a company event, click “New Event”, enter the event description, and add a cover image, links, and attachments if needed.



To delete an event, click the three-dot menu in the upper-right corner of its card, select “Delete”, and confirm the deletion.

5. Leave Management Module

This module supports employee leave planning and approval and provides information about approved leave periods.

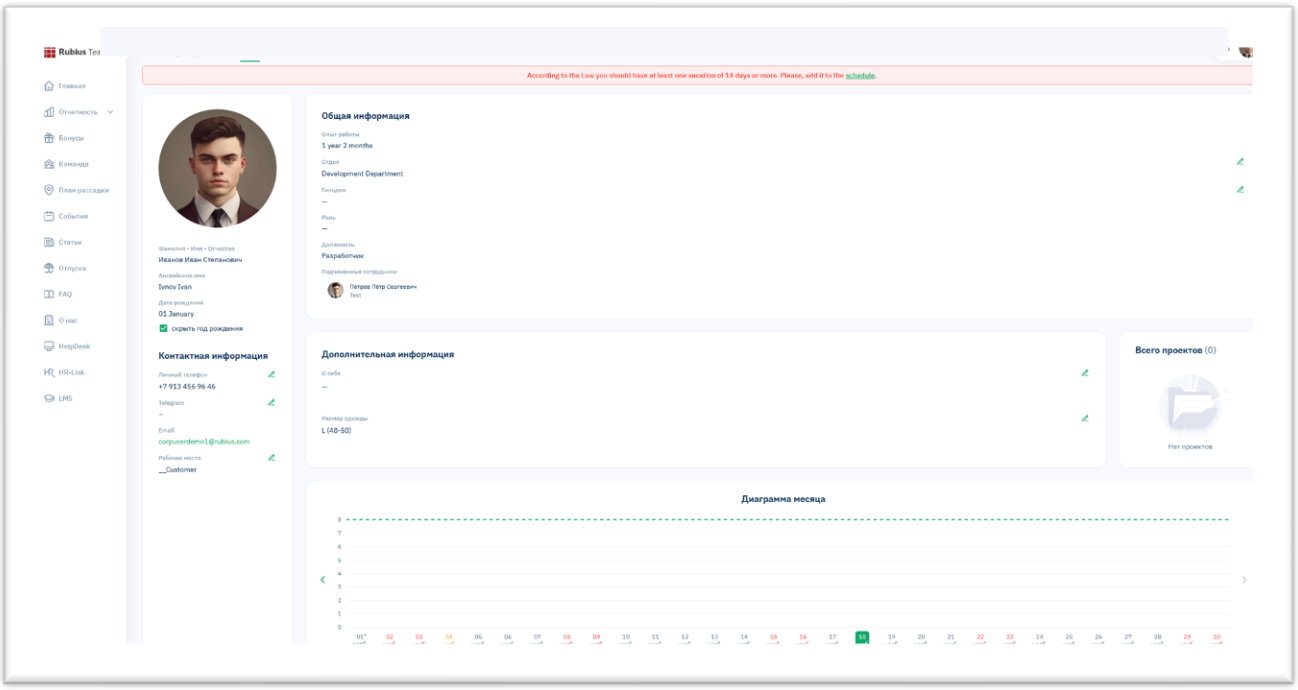


Employee leave periods are shown on a leave chart. Each period is represented by a colored segment of the annual timeline next to the employee's name. The chart can be filtered by various employee attributes.

To add leave, click "Add Leave" and specify the relevant dates. To approve a requested leave period, select the period and click the approval button. To edit a leave period, select it and click the adjacent edit icon. To delete a period, select it and click the adjacent delete icon.

6. Employee Performance Review Module

This module enables users to assess their own performance and evaluate the performance of other employees.



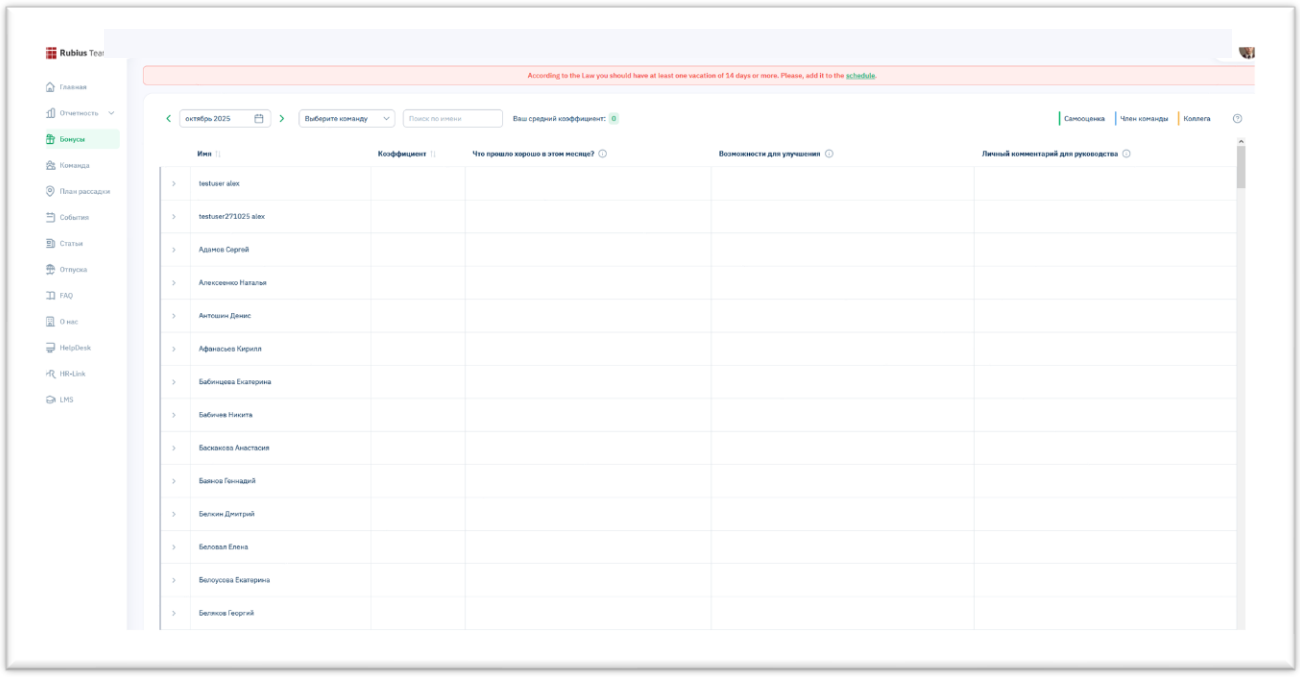
To complete a self-assessment, open your profile, go to the evaluation tab, and answer the self-assessment questions.

To evaluate another employee, open their profile, go to the evaluation tab, and answer the employee evaluation questions.

To view an employee's evaluation results, open their profile, go to the evaluation tab, and review the evaluations submitted for them.

7. Bonuses Module

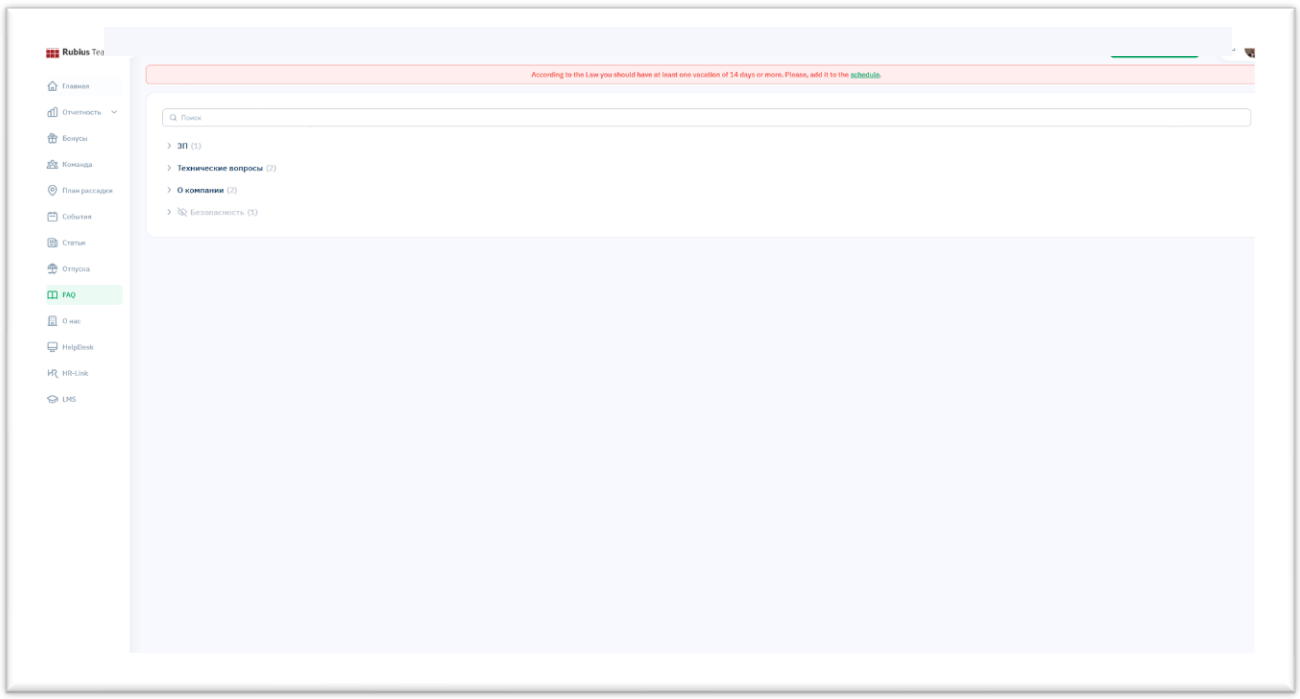
The bonuses module is used for monthly quick assessments of users' own performance and that of their colleagues, and for specifying a proposed coefficient used to calculate salary.



To set coefficients and leave feedback for colleagues, open the bonuses module, enter the coefficients, and add comments in the relevant columns.

8. Frequently Asked Questions (FAQ) Module

This module contains answers to common questions about the HRM system. Users can read the content, while administrators can manage it.

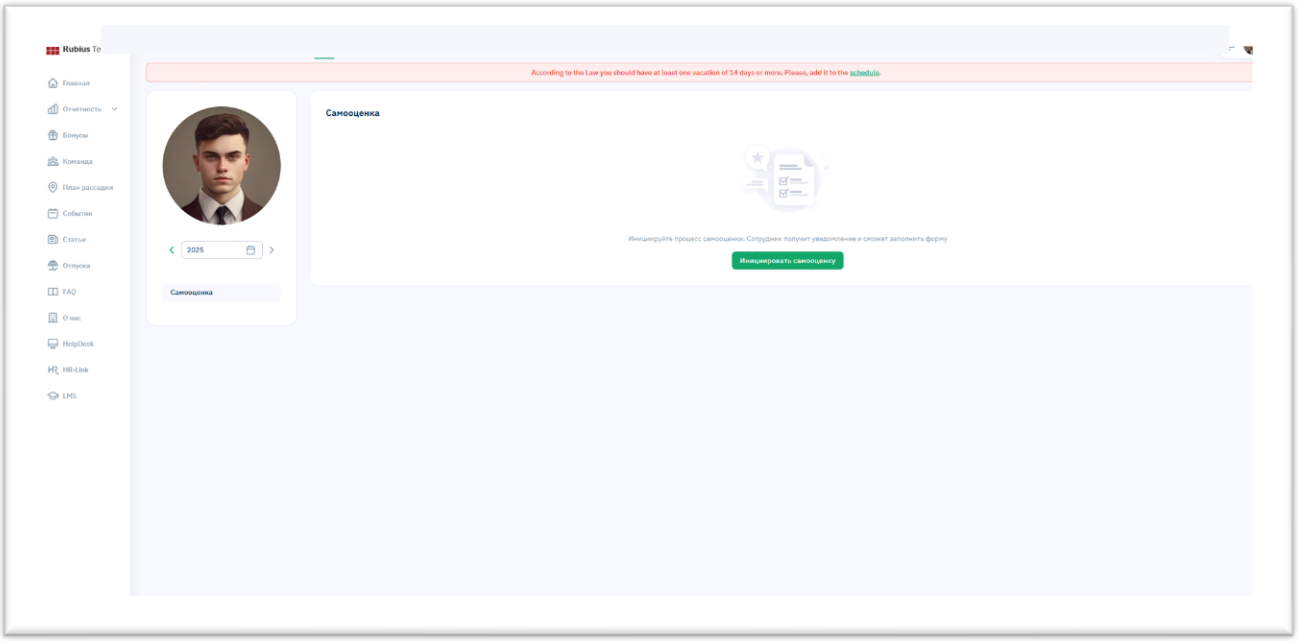


To browse the module, select the appropriate subsection and material. To search, start typing a query in the search field at the top of the page. To add material, click “New Material”,

enter the text, and add images, links, and files as needed. To edit or delete existing content, select the relevant item from the material's menu and perform the action.

9. Employee Profile Module

This module allows employees to view their own accounts and those of their colleagues. Each employee profile also displays hours worked and the projects to which those hours were allocated.



To open an employee profile, click the employee's avatar or name.

Scroll up or down to view the employee profile.

To update profile information, click the edit icon in the section you want to change.