NSD Business Controlling System
(BCS   Version 4.1)

HR Application

Overview

Contents

Introduction

NSD stands for Network, Systems, Development and NSD BCS SYSTEM stands for NSD Business Controlling System.

NSD is Software Editor Company specialized on the Enterprise Resources Planning (ERP) package. The NSD Business Controlling System (NSD BCS) tracks and manages in an enterprise, in real-time, the:

- **Human Resources (Including Payroll System)**
- **Sales and distribution (Including Points Of Sales System)**
- **Financial (accounting)**
- **Logistics including Procurement, Warehouses Management, Materials Management and Inventory**

NSD Business Controlling System (NSD BCS)

NSD BCS is an integrated solution designed and developed based on the best business practice, this solution concerns the small and medium enterprises in both sectors public and private, NSD BCS is a customizing system which means that, your business process and policies can be integrated and managed by the NSD BCS standard functionalities.

NSD BCS is designed, by latest scientific and Global experiences (Business Process Management), to administrate and organize the total business process in your company.

It is:

1. **An International System including a multiple Countries specifications**
2. **An Integrated Solution, all applications are integrated around one and main a central database.**
3. **A Multi Currency System.**
4. **A Single Company System**
5. **An online Message alert system (MAS) allowing the user to be alert by the management or by any customizing issues, the MAS system provides the user (by customizing warning messages) an alert to indicate him to any possible mistake,**

   for example: the expiry date for the materials, or the renew of the Iqama and passports of the employees ………..

   Also, the Message alert system (MAS) allows you to avoid any possible forfeiture or losses for the company.
6. **An exchange system, it allows you to send email to your employees without an internet connection**

7 **Solutions designed with enterprises and users in mind**
8 **Continuous technology evolution**
9 **The user is at the center**
10 **Instantly usable applications**
11 **On-line/real time information throughout all the functional areas of an organization**
12 **Data standardization and accuracy across the enterprise**
13 **Best Business practices and best Business Process Management are included in the applications**
14 **The efficiency they force an organization to undertake**
15 **The analysis and reporting that can be used for long term planning……….**

NSD BCS System is a client server system (one Server and unlimited Client); it uses a central and main data base (MS SQLSERVER database).

NSD BCS System has high multi levels of security to limit the access of the users to the sensitive data.

In additional to the above functionalities, a lot of reports and tools for each department and application. These reports have two categories:

1- **A Query reports allowing the user to manage his own reports by the management of the input parameters.**
2- **A standards report having large possibilities in terms of input data.**

NSD BCS System is interfaced with Microsoft functionalities, which allow you to send or manage your reports by WORD or Excel or PDF.

Any other interfacing between NSD BCS SYSTEM and a third system can be developed directly by NSD teams

Why should you choose NSD BCS?

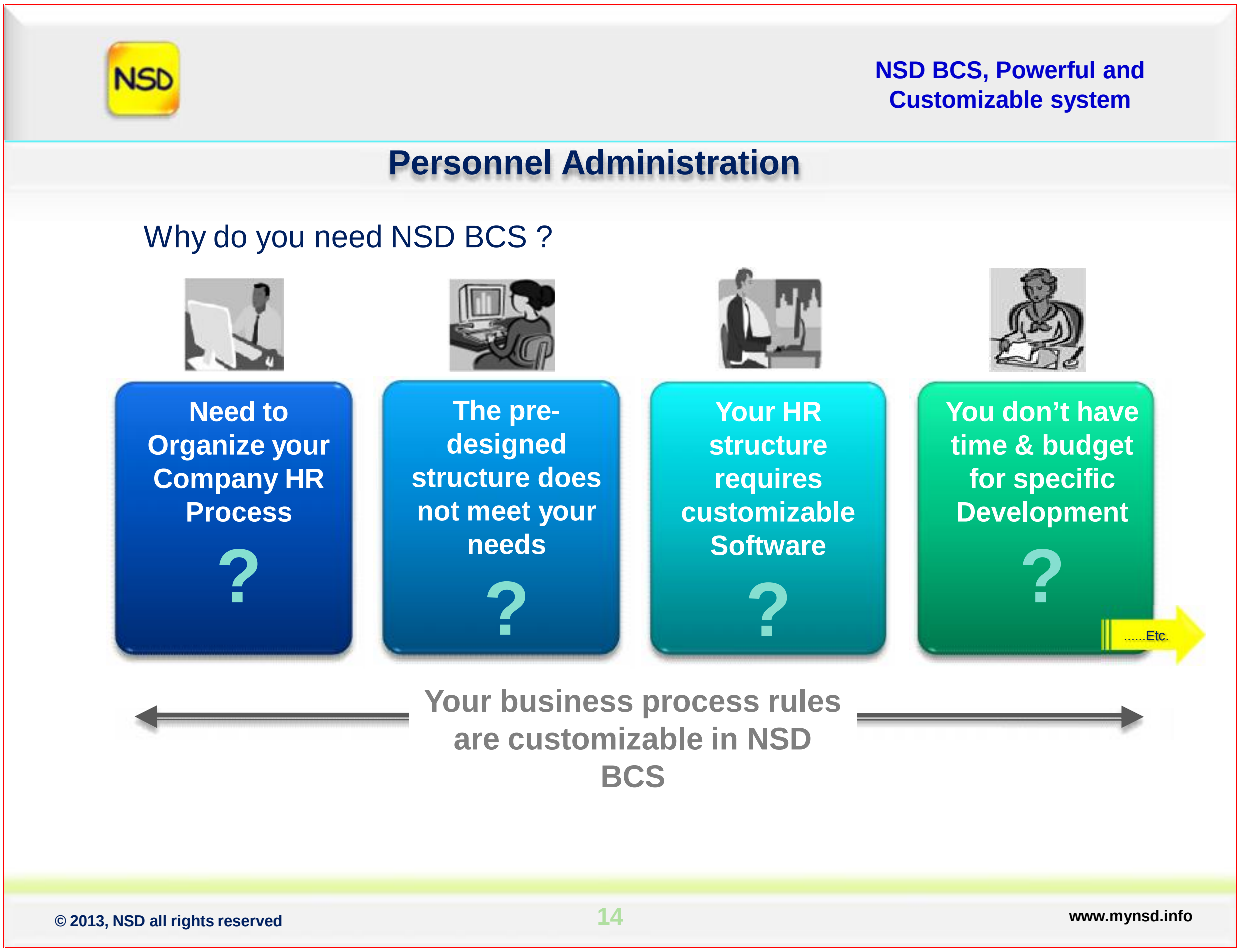
NSD System eliminates costly duplication and streamline external business processes and by its, friendly, user interface and full flexibility and customizability, NSD system, accompanies you during the change of your organization structure and parameters.

Installing new software doesn't come without some difficulties. from an organizational changes to system's optimization and good use, maintenance costs and training of new users...etc, all of that are just a few of the pitfalls.

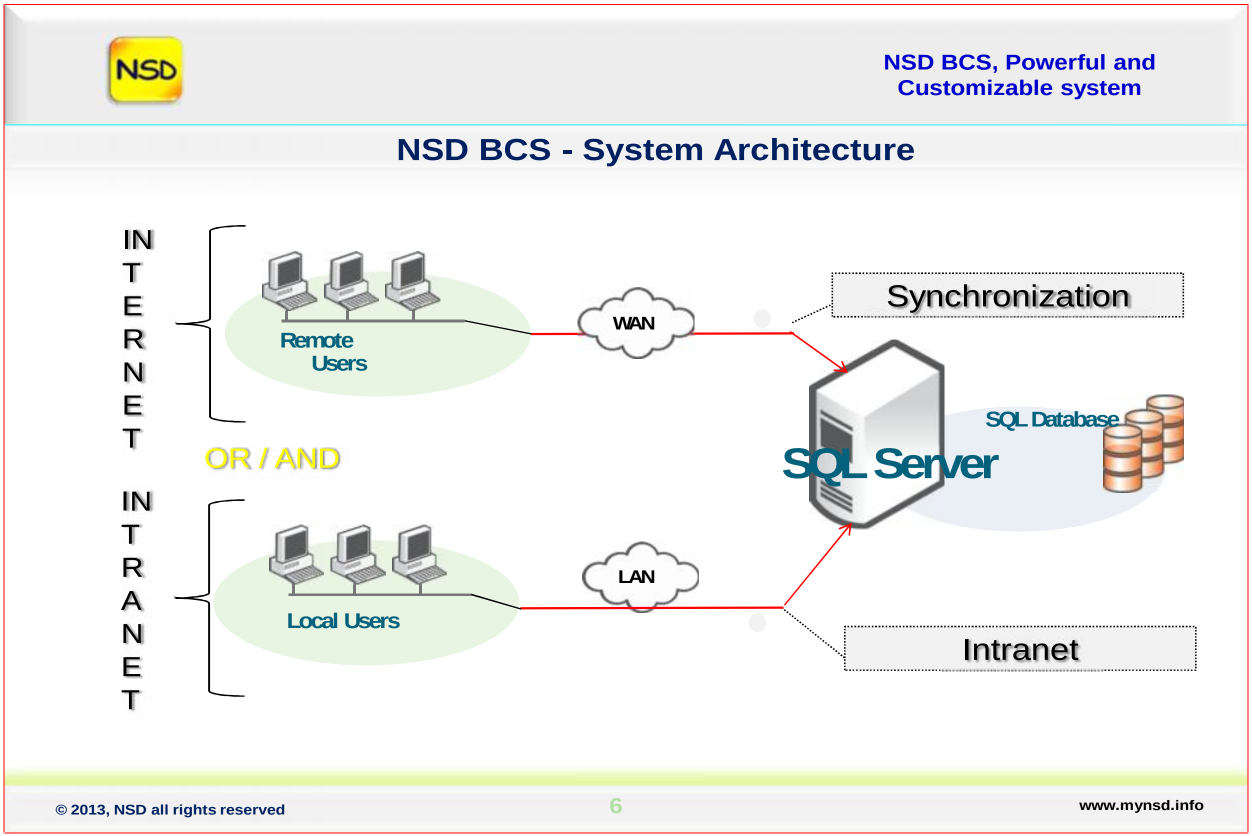
This is where NSD excels in reducing to a minimum these pitfalls.

We, at NSD, by comparison to others, consider our customers as partners in that we stay with them even after post production to enhance or to resolve any uprising issues.

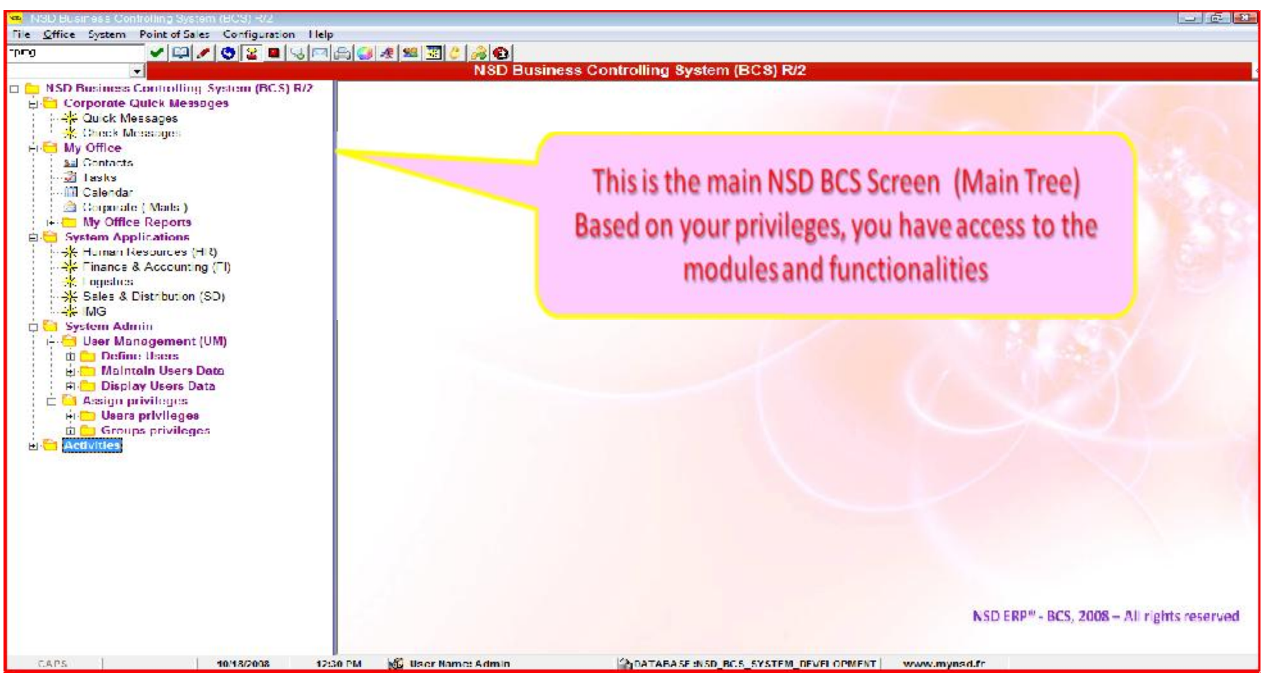
Why do we do that?
For two reasons: To continually improve our products through problem solving and to reach the Excellency in terms of Services



NSD BCS Technical Environment



NSD BCS - Standard APPLICATIONS



NSD System is designed and developed for various organizations, information management, analysis and power reports tools

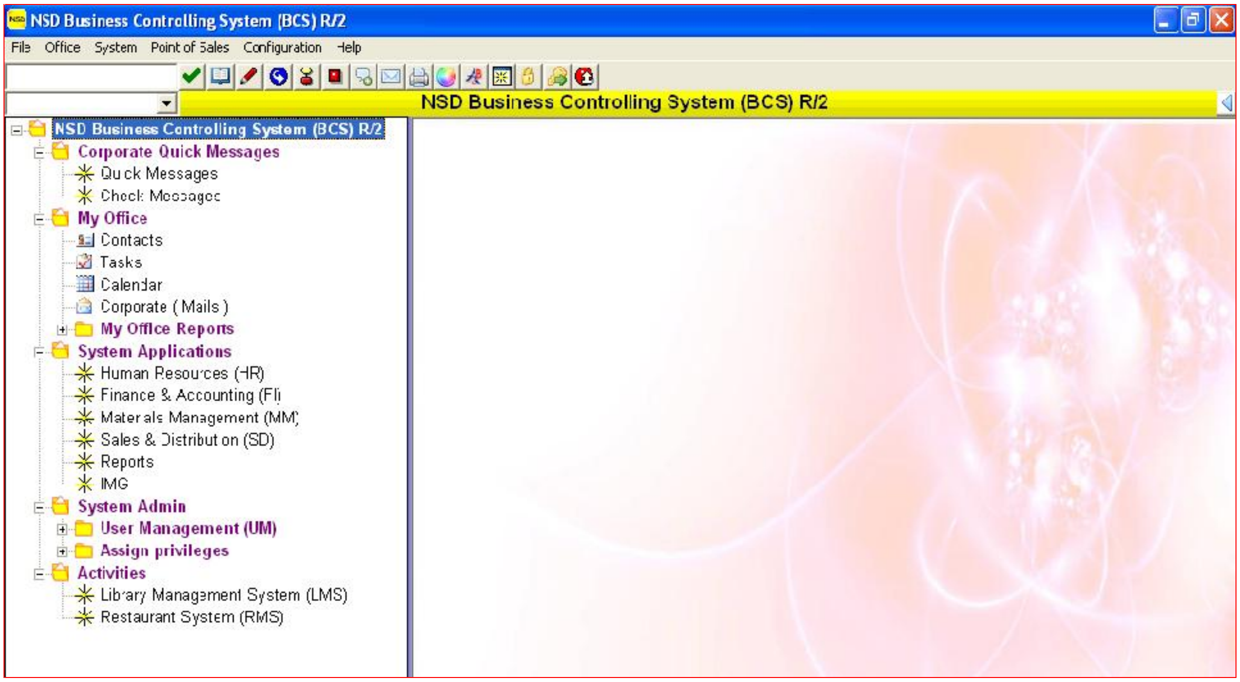
In addition to the point of sale application, NSD has several layers. The Basis System is the heart of the data operations and should be not evident to higher level or managerial users. Other customizing and implementation tools exist also. The heart of the system from a manager's viewpoint is the application modules. These modules may not all be implemented in a typical company but they are all related "integrated" and are listed below:

- **HR** **Human Resources including the Payroll**
- **LO** **Logistics including (Materials and Warehouses Management)**
- **SD** **Sales and Distribution……….**
- **FI** **Financial Accounting including Asset Management**

NSD BCS – Navigation and applications details

Please note that: in order to give you a general idea about the NSD BCS. The below details are given as example.

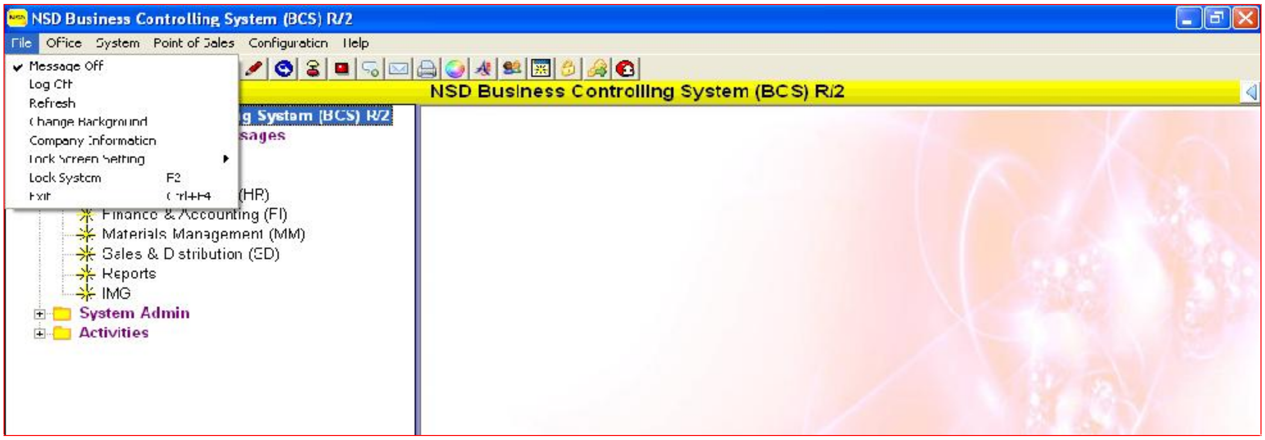
Navigation - Main Screen



NSD BCS – Main Menus

Tools Bars

File:



Messages Off: if you put the check the system will stop remind you by the messages alert system (the messages will not appear).

Log Off: to make log off from the system (close the session).

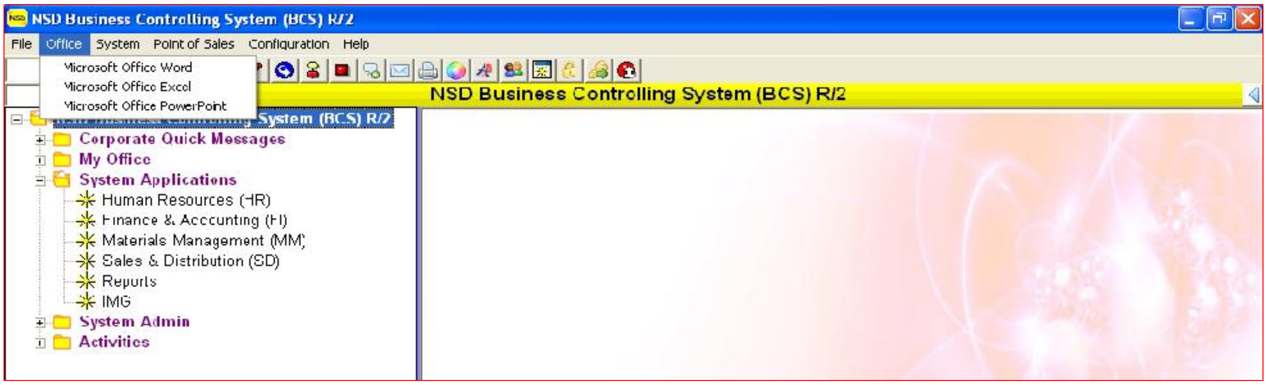
Refresh: just to refresh the connection with the server.

Change Background: this option allows you to change the background picture for each user.

Company information: this option is just for the administrator that he can change the general information for the company.
Lock screen setting: allow you to change the flash for the login screen as you want.

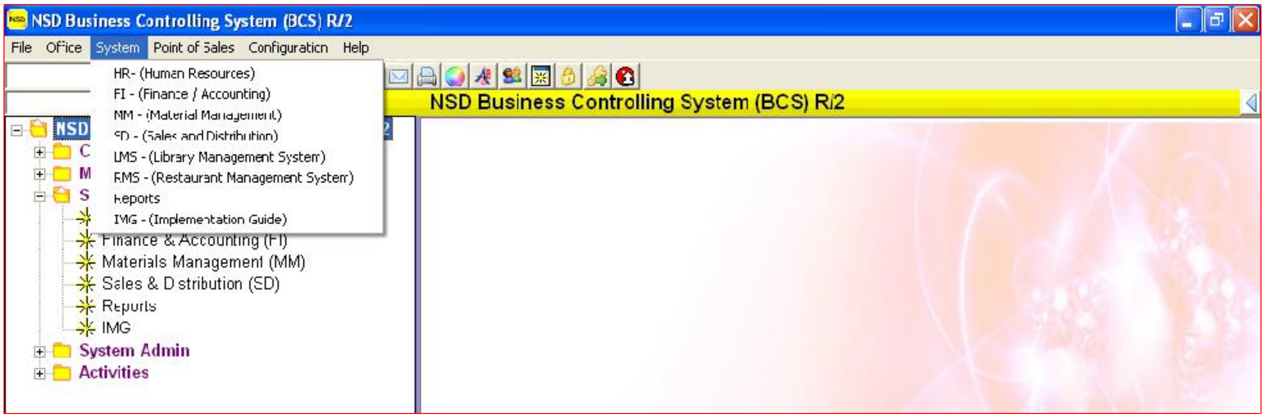
Lock the system: this option will keep the session opened but will lock the system by the login user.
Exit: make exit for the system.

Office:



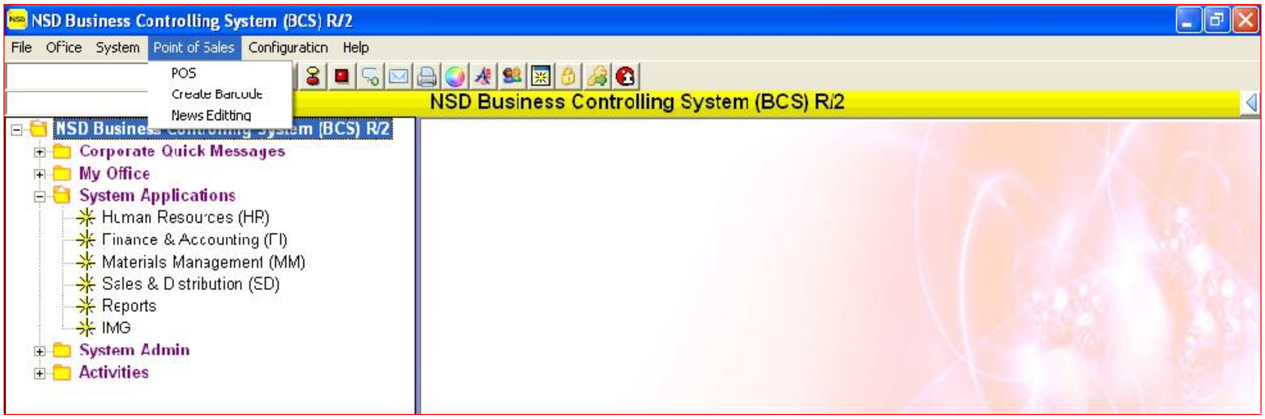
Allow the user to quick open for some Microsoft Office application like Word, Excel and PowerPoint.

System:



Allow you to open any application from the system directly (HR, FI, MM, SD, LMS, RMS, Reports and IMG).

Point Of Sale:

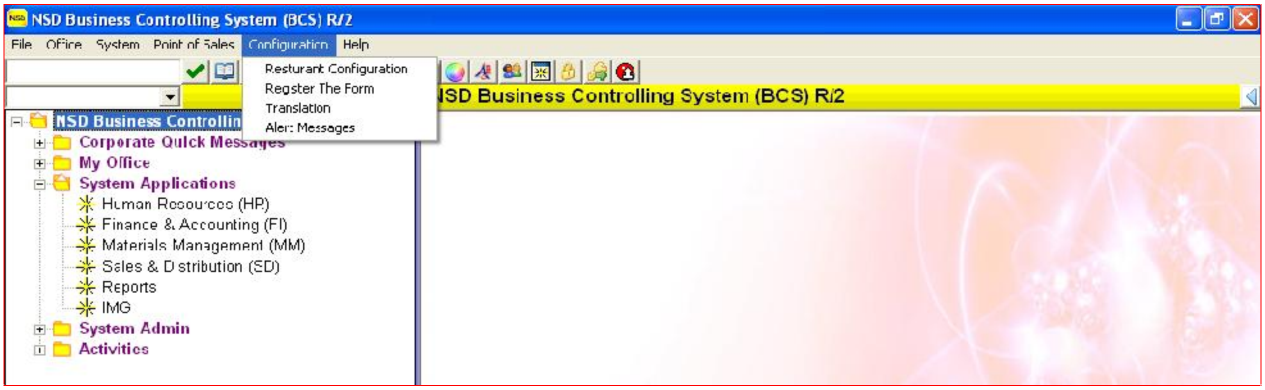


POS: to open the Point Of Sale system in case you have Casher Point.

Create Barcode: allow you to create special barcode for your material depending on your defined information for each material.

News Editing: allows you to insert the messages will display on the customer monitor in the Point of Sales system.

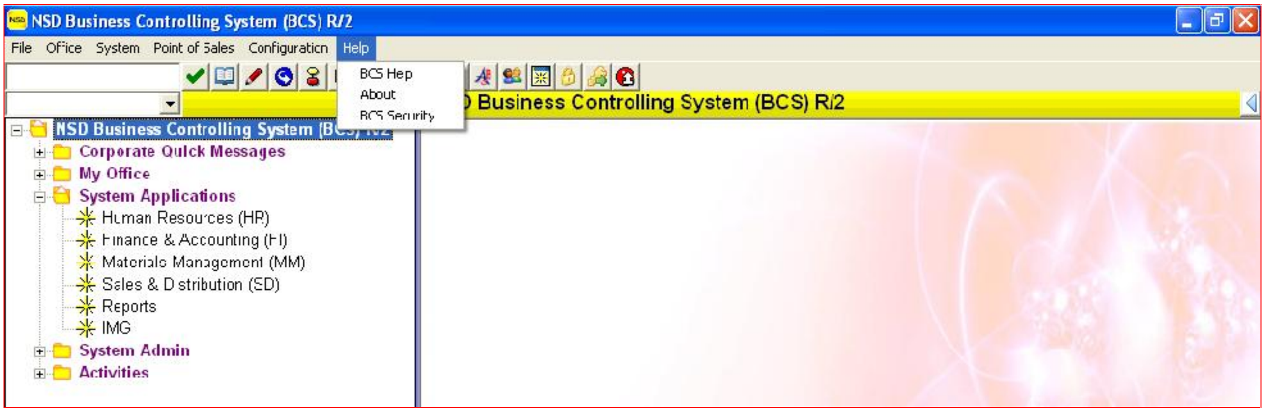
Configuration:



Register Form and Translate: these two options work together that allow you to change the word text inside any screen depending on your requirements on the user level.

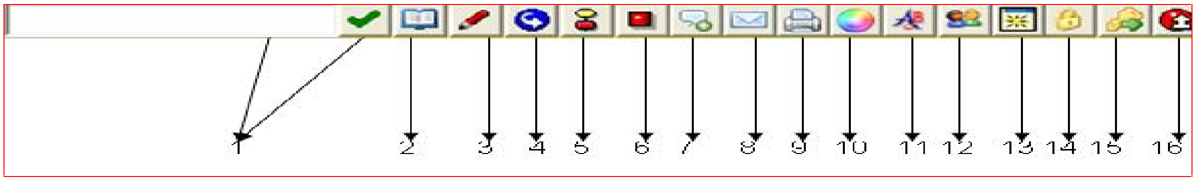
Alert System: allows you to change the fix date for the any subject (material Expiry, Iqmaa Expiry……) before expiry.

Help:



Allows you to get full information about the NSD Company, System Security and the system help.

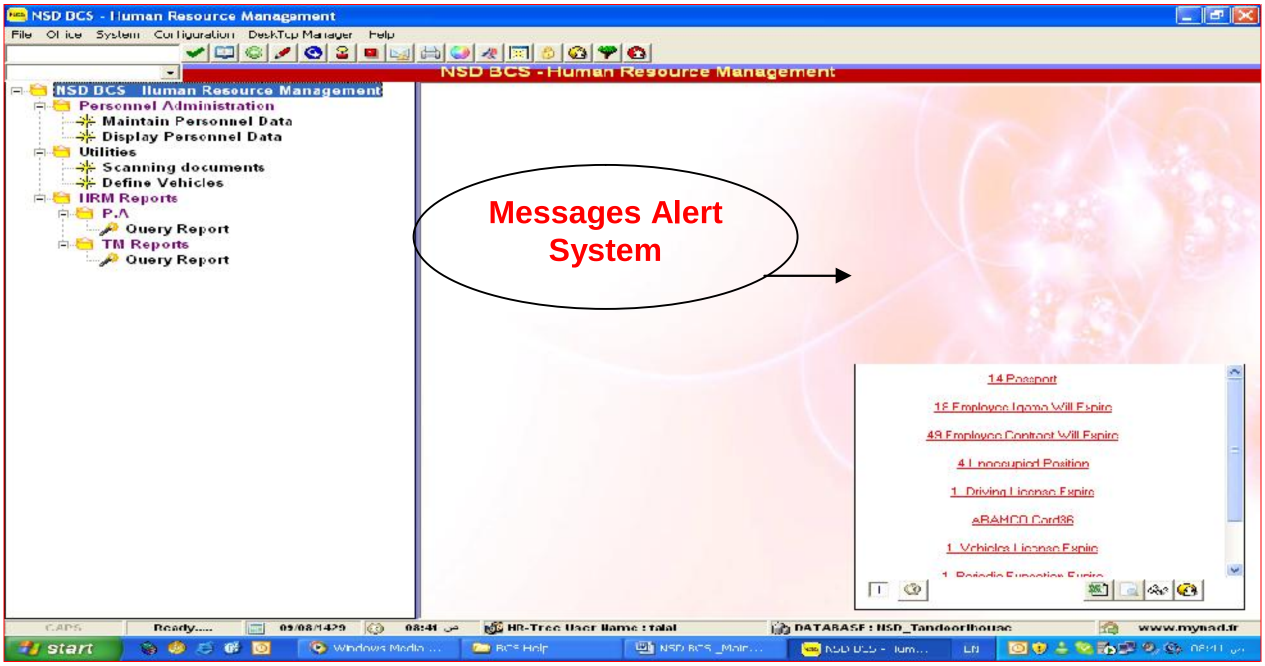
Tools Icon Bar:



1- Quick Opening screen: there are codes for each application and sub-application that you can open it by writing in this text bar and press the right icon.
2- To check the codes for each application and sub-applications.
3- To change the text for any statement in the tree.

4- To restore the default text in the tree after changing.
5- To expand the tree for the opening screen.
6- To check the message alert system
7- To send quick message for any user.
8- To check your entrant mail through the system.
9- To print the opening screen
10- To change the colour for you screens.
11- To change the text in the opening screen.
12- To check the user information.
13- To check the opening application of the system.
14- To lock the system.
15- To make log off.
16- To close the whole system.

The Messages Alert System: allowing the user to be alert by the management or by any customizing issues, the MAS system provides the user (by customizing warning messages) an alert to indicate him to any possible mistake, for example: the expiry date for the materials, or the renew of the Iqama (Residence Card) and passports of the employees

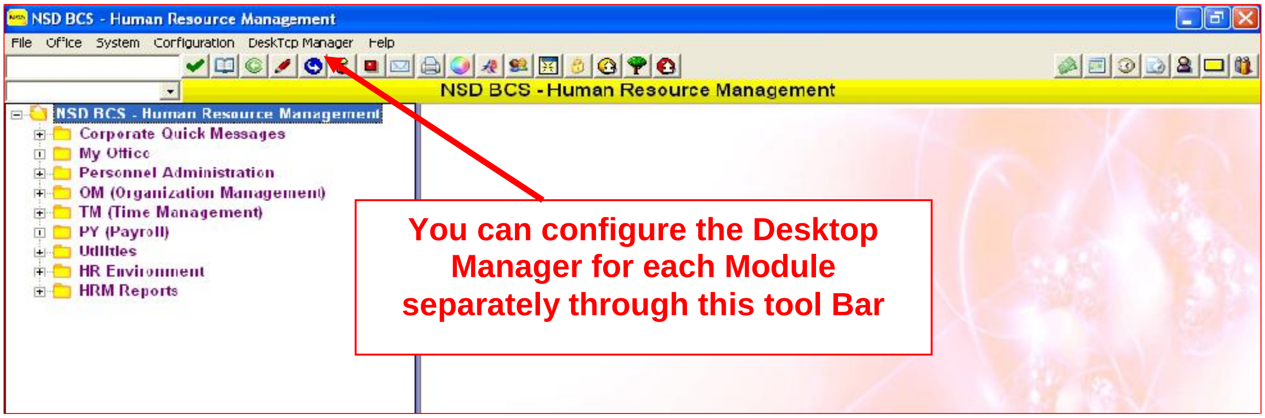


The message Alert System allows you to convert the subject of the alert to excel sheet to check carefully, also allows you to schedule these subject by creating task for each subject.

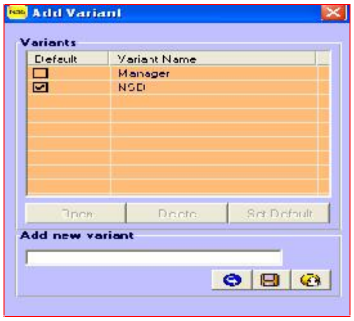
Desktop Manager:

This functionality allows the users and specifically the Mangers to create their work space (personnel Interface).
They can create their icons and their specific tree, frequently used.
It is a friendly interface and allows you to personalize your NSD BCS, module by module which means that, the desktop manager is created in each module separately.

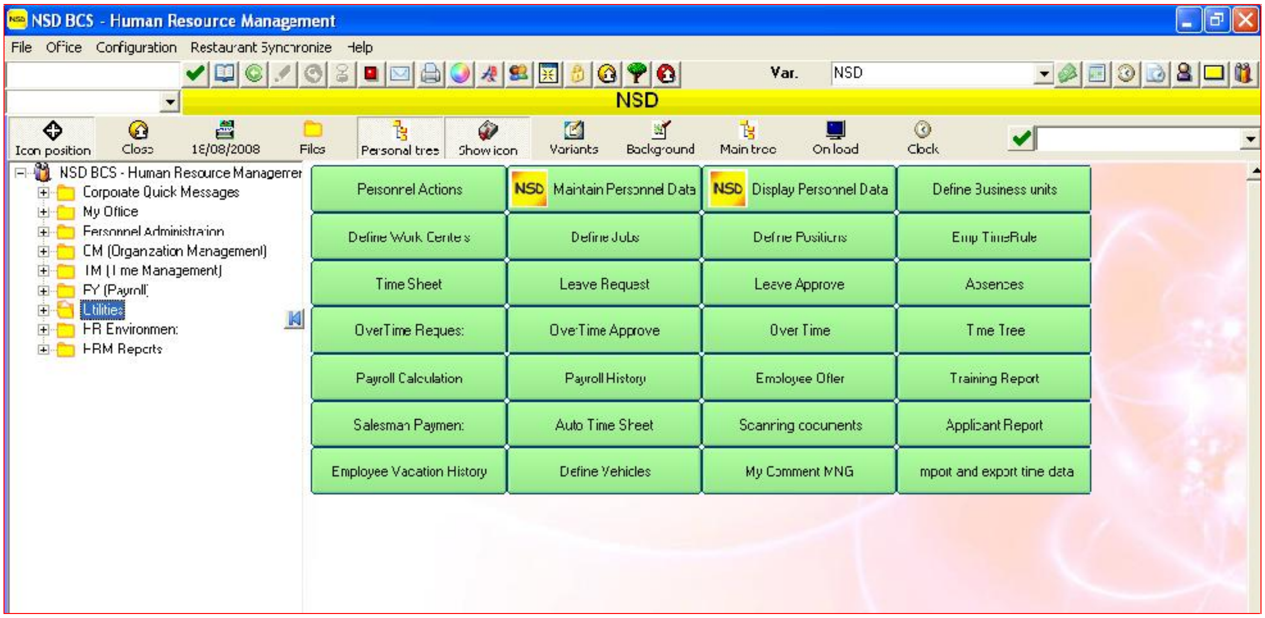
The Desktop manager is added to all modules; its configuration and use is Identical for all modules, as the following:

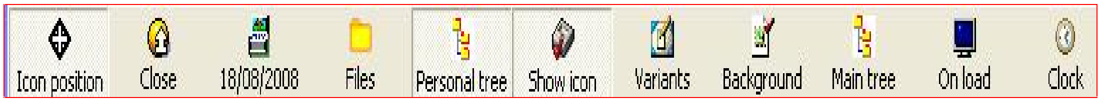


Add Variant:
Allows you to create more than one Desktop manager, and configure each one depending on special requirements, and choose one of these desktops manager as a default desktop



Show Desktop Manager:
Allows you to show and configure the desktop manager:





Clock Bottom: to check the time

On Load Bottom: allows you to run the module by default with the desktop manager every time you login to the system.

Main Tree Bottom: to show the main tree of the module.

Background Bottom: to change the background of this screen.

Variant Bottom: to create or check the created variant,

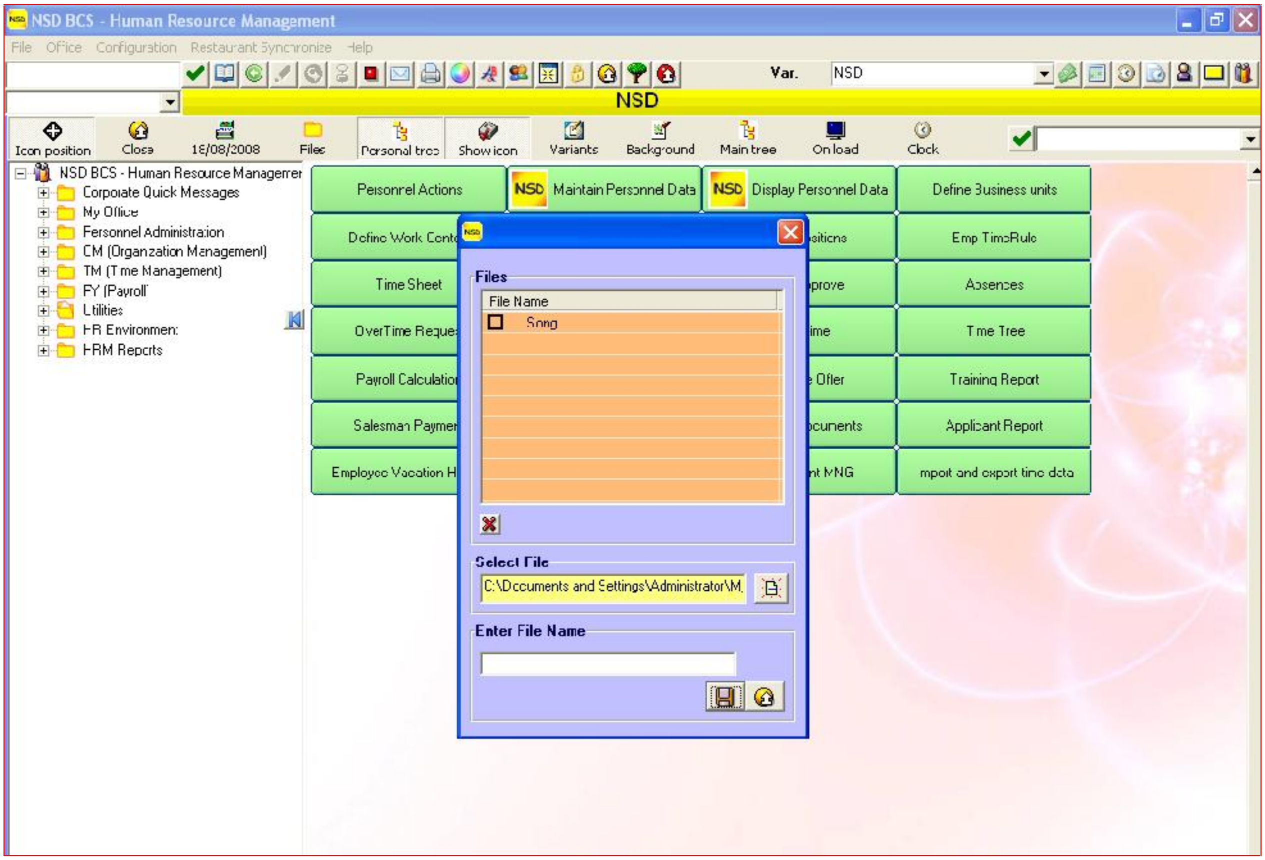
Show Icon Bottom: to show or Hid the created Icon on the desktop

Personal Tree: to view customize personal tree.

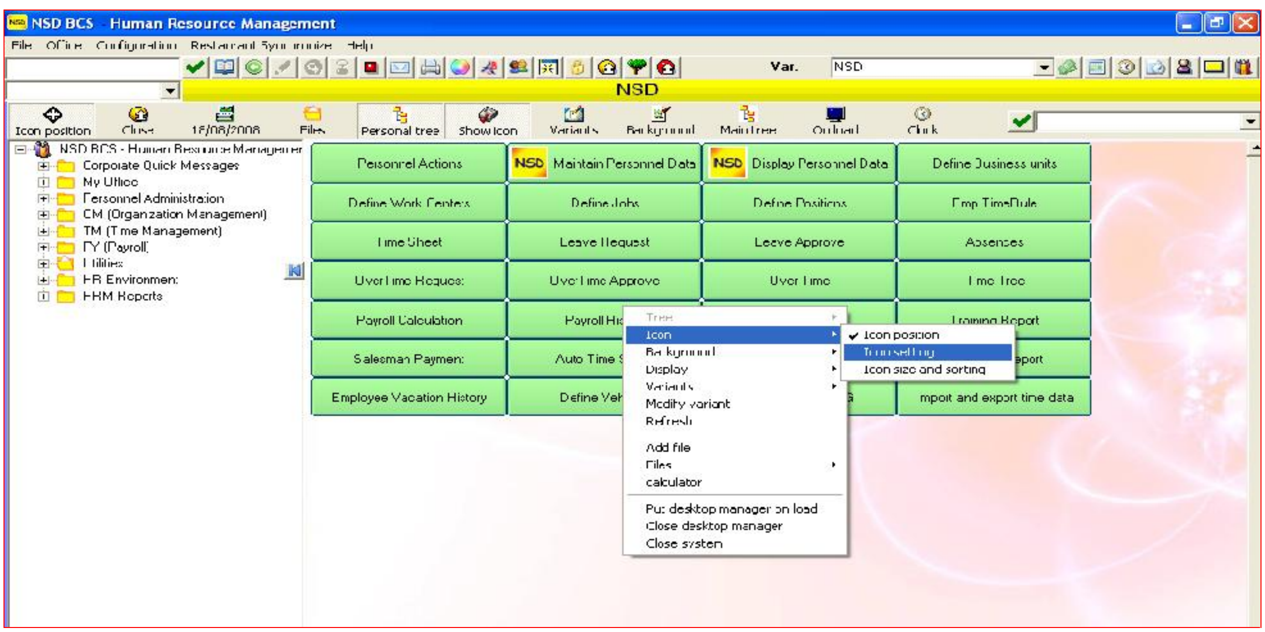
Close Bottom: to close just this opening module.

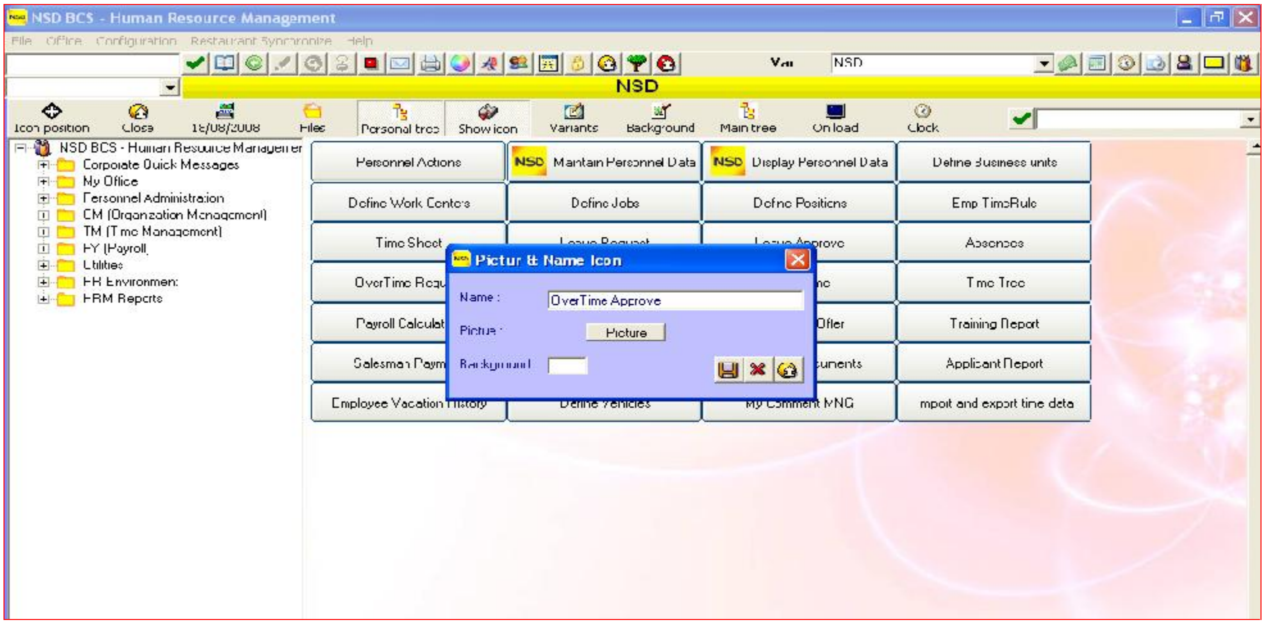
Icon Position Bottom: to change the position (Location) of the icon on the desktop.

Files Bottom: allow you to choose many files and keep in the following screen to open it directly through this screen.



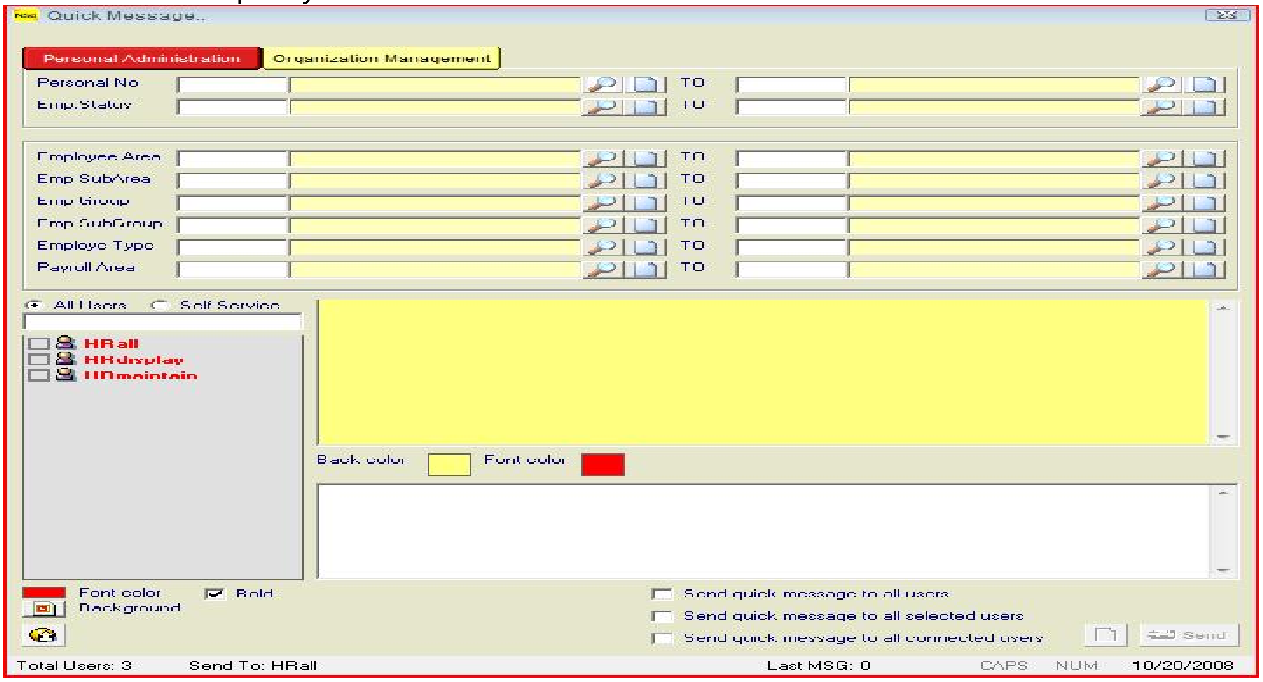
To change the Icons Setting (Name, Size, Color, Picture) of the desktop right click on the Icon then choose Icon Setting





The Corporate Quick Messages:

This tool allows the system's users to send quick messages between them to help them for release the work quickly.

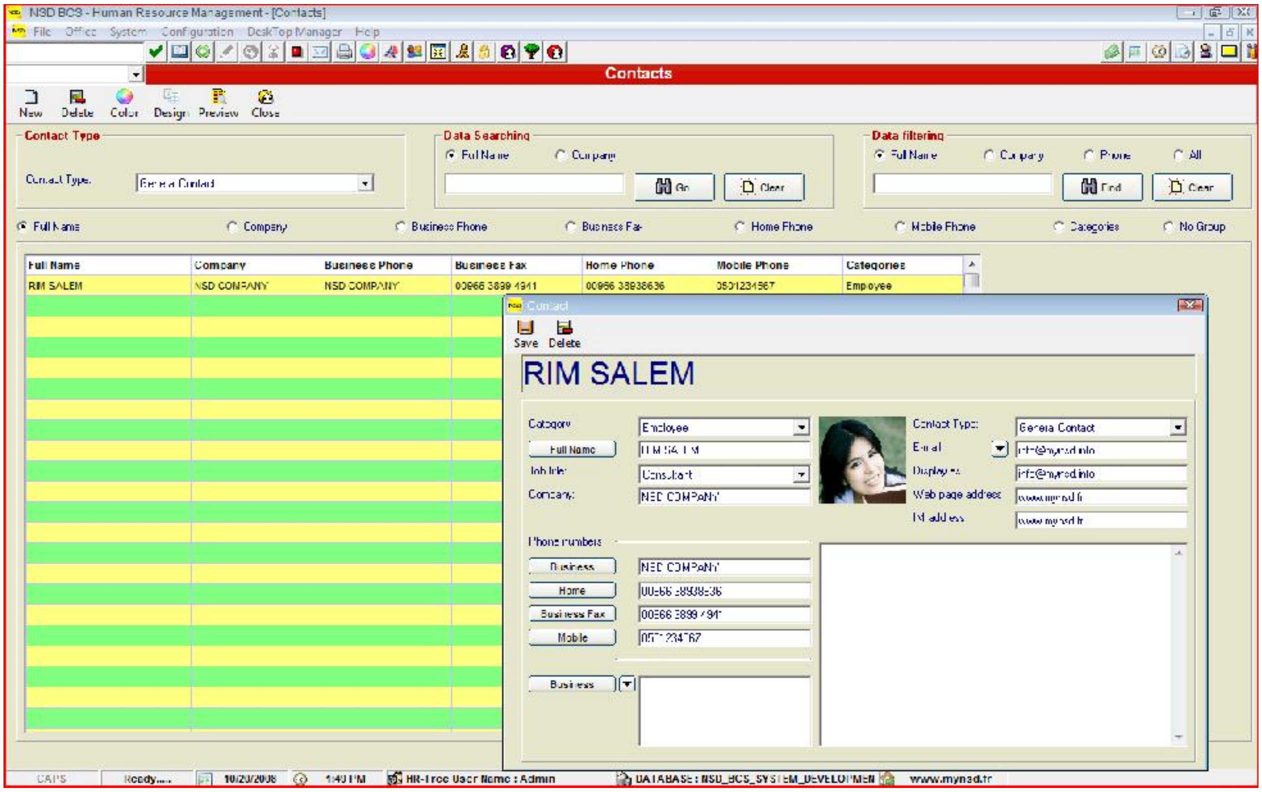


And allows them to check the old messages

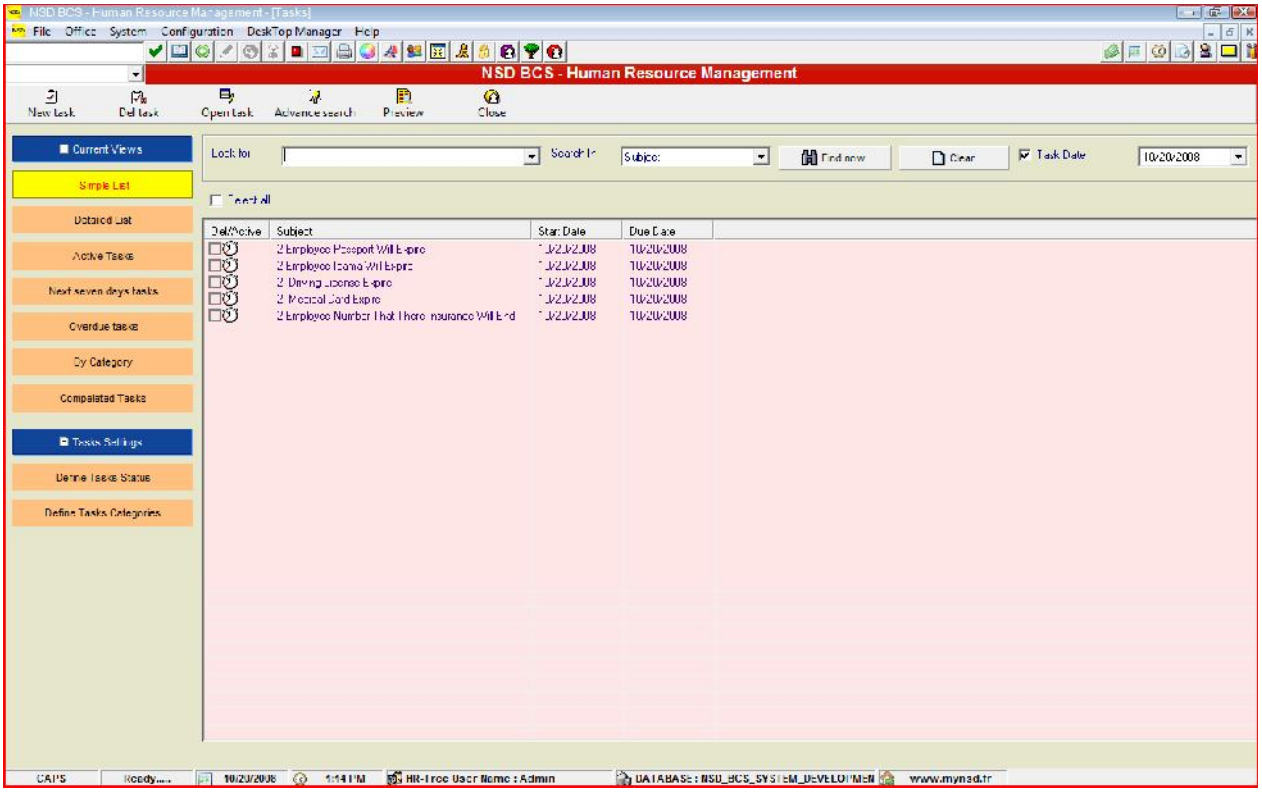
My Office:

This option allows the user to manage his daily work by using the following sub-options:

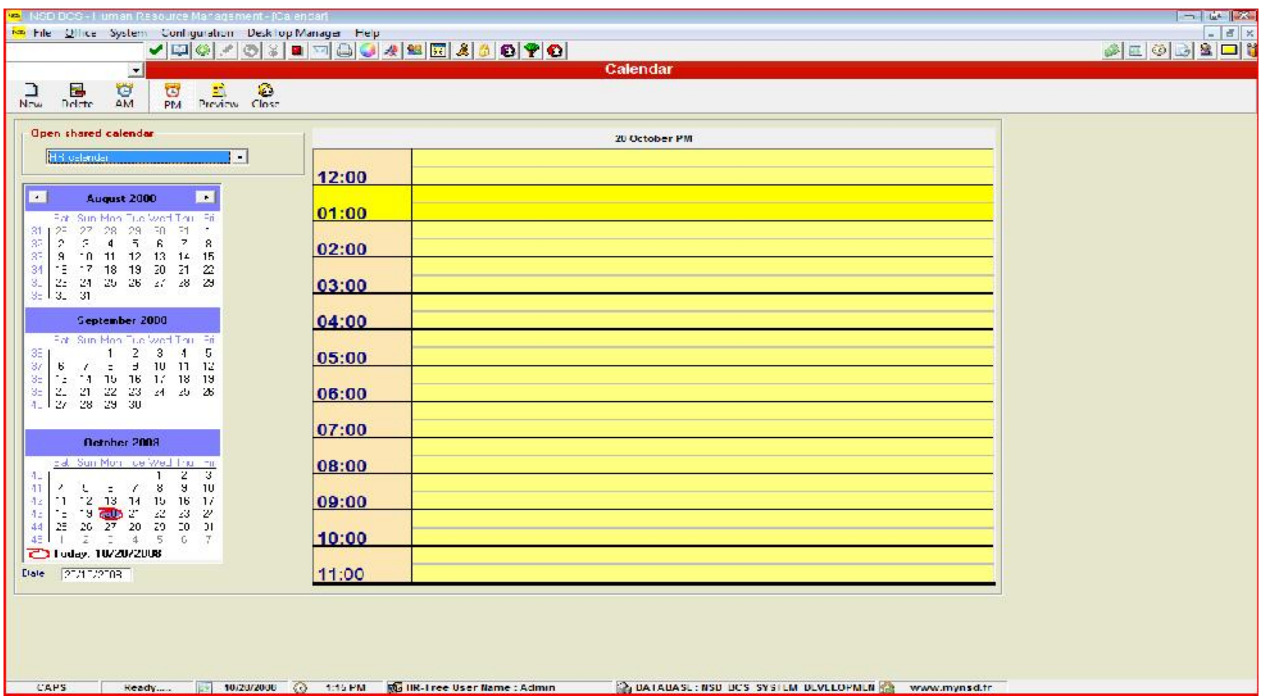
Contacts: allows the user to save the contacts information related to any person to get this information when necessary, and allows him to create classes for these contacts.



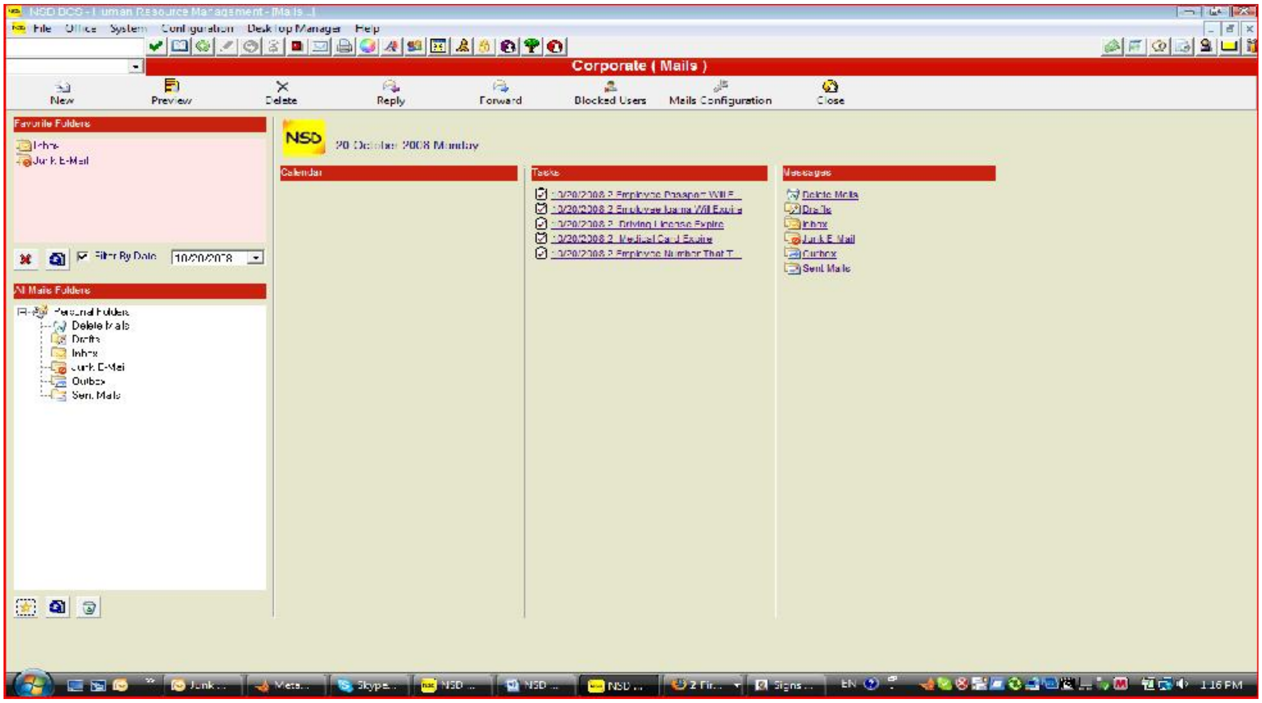
Tasks: allows the user to create task to alert him by running this task with sound and on the chosen date



Calendar: allows the user to check his calendar with his tasks.

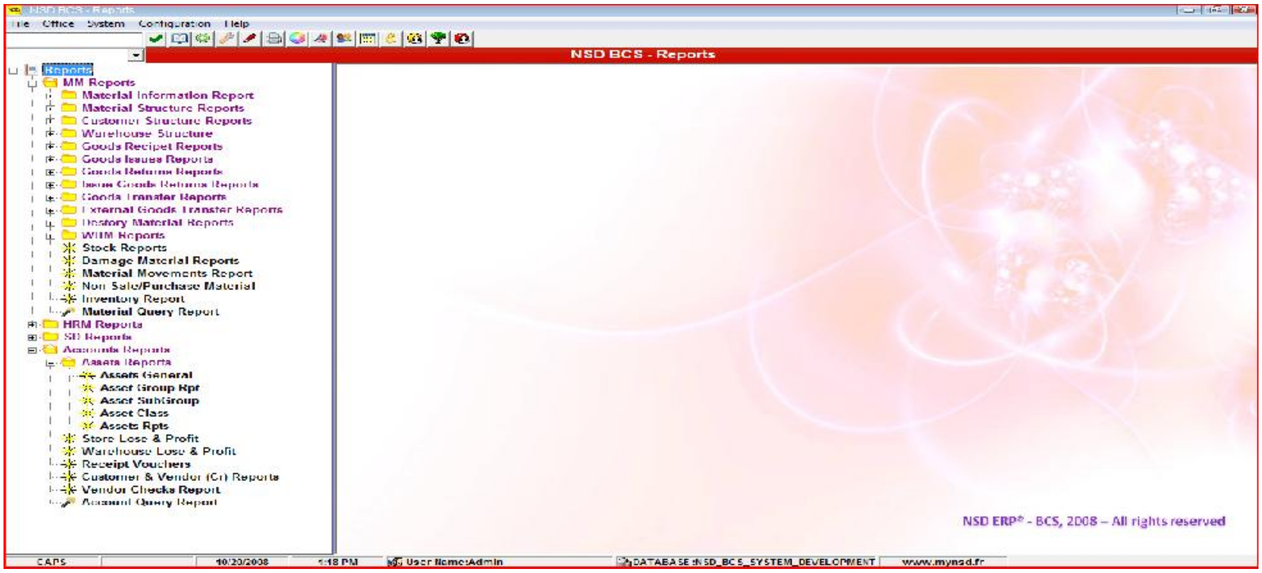


Corporate Mails: allows the users to send mails through the system and check these mails in any time.



My Office Reports: to get the reports concerning the above options

Report:

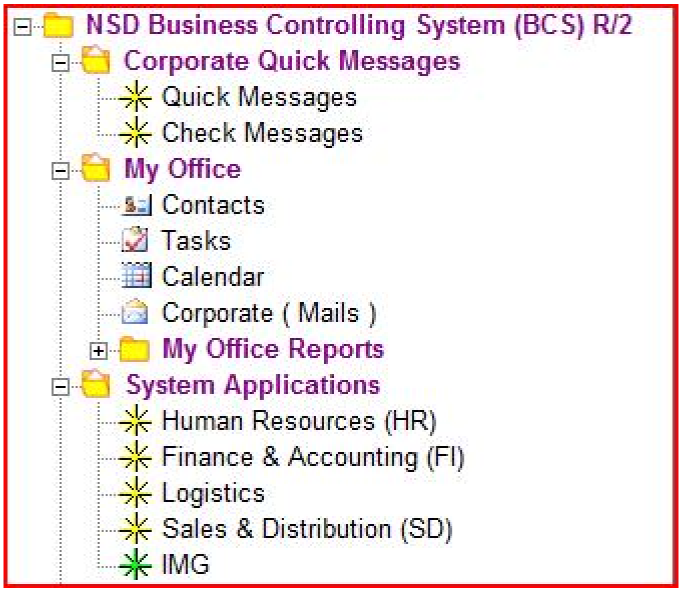


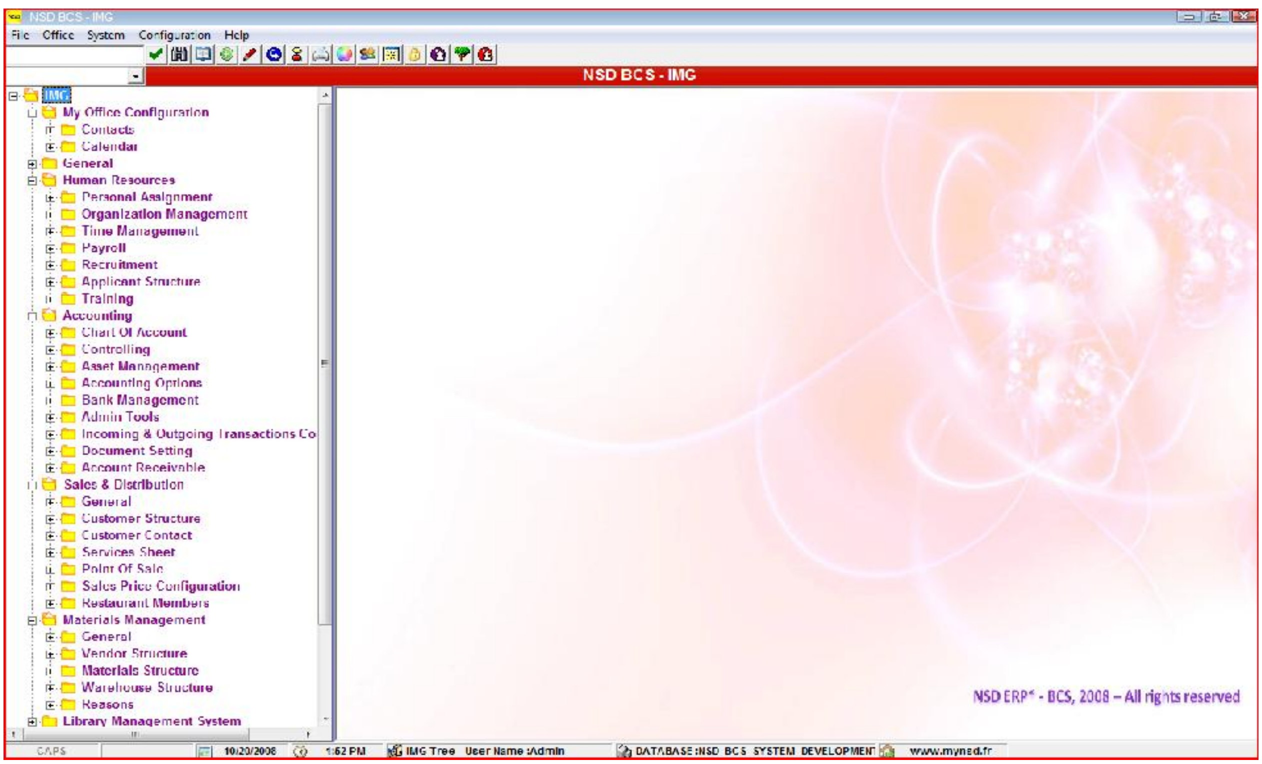
In additional to the main functionalities, a lot of reports and tools for each department and application. These reports have two categories:

1- A Query reports allowing the user to manage his own reports by the management of the input parameters.
2- A standards report having large possibilities in terms of input data.

IMG (Implementation Guide):

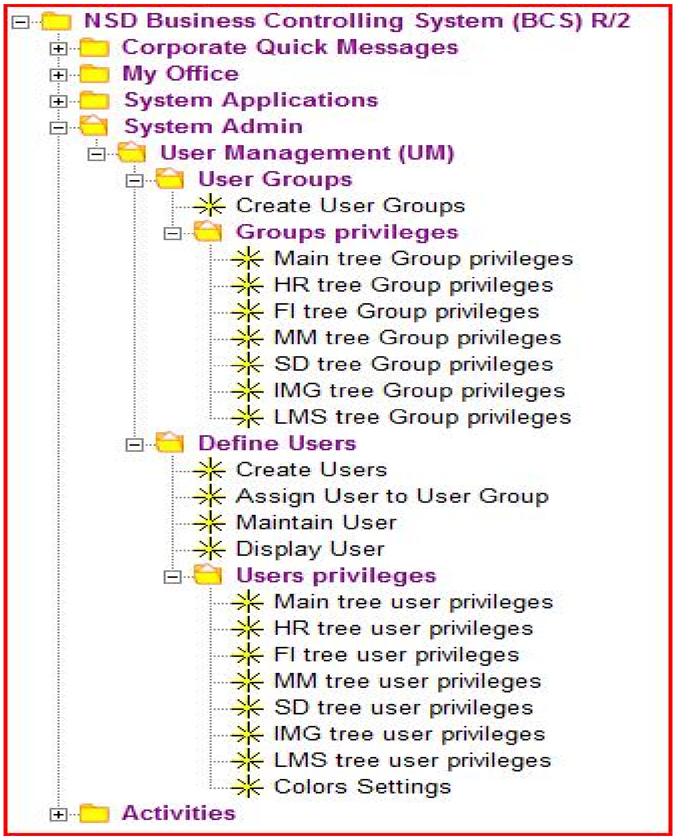
This functionality is exclusive just by the administrators that allow them to define the business process for the company (Rules & Polices) to run the system depending on their requirements.





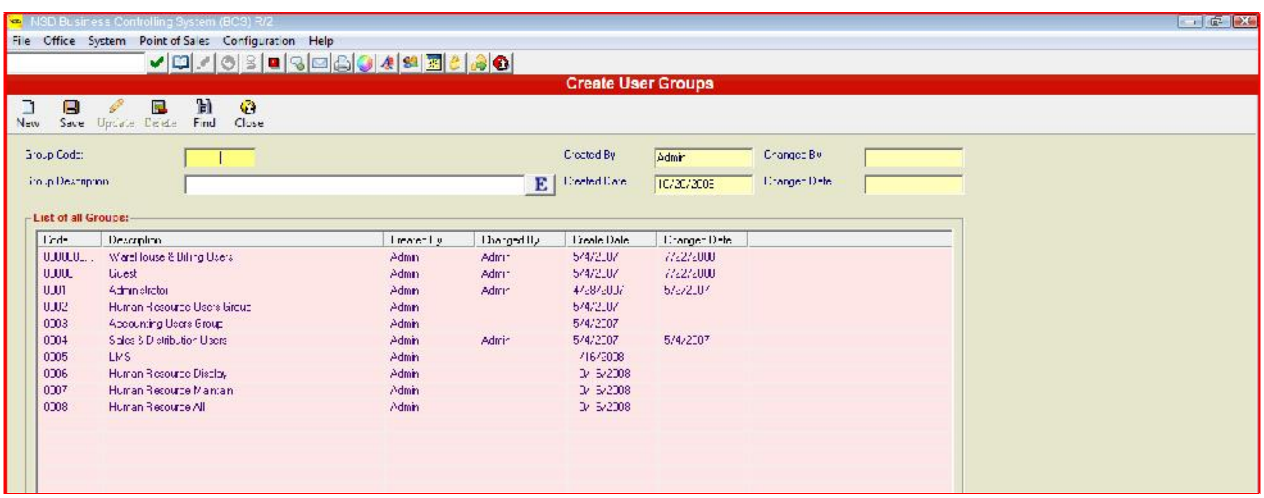
System Admin:

This option allows you to manage users, groups (creation, maintenance and display) in additional to manage the privileges for each user or group.



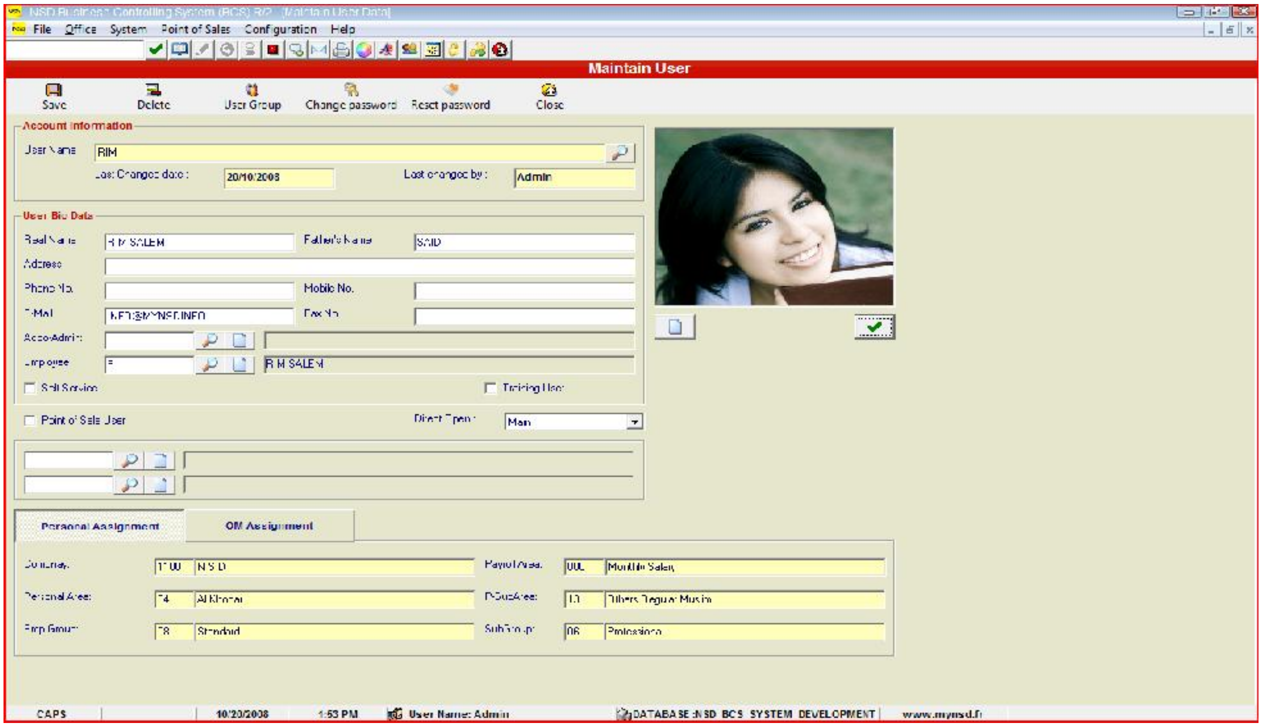
User Management:

Create User Groups: allow you to create user Groups and grant these group the privileges.

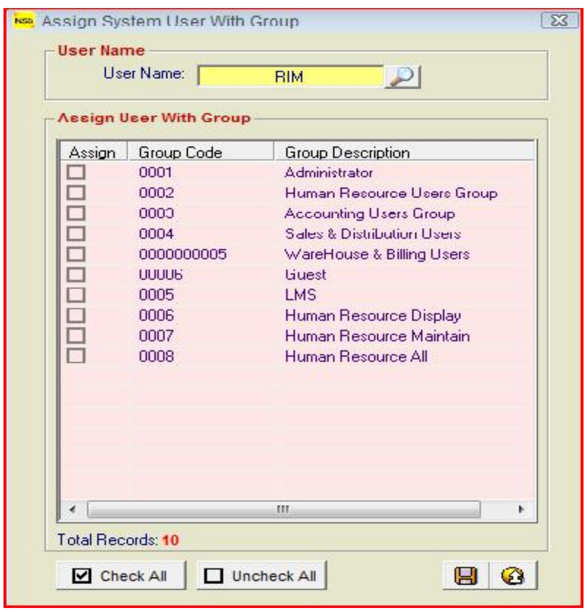


Create Users: allow you to create the system users in many types as the following:

1- System Users
2- HR Users
3- Point of Sale Users

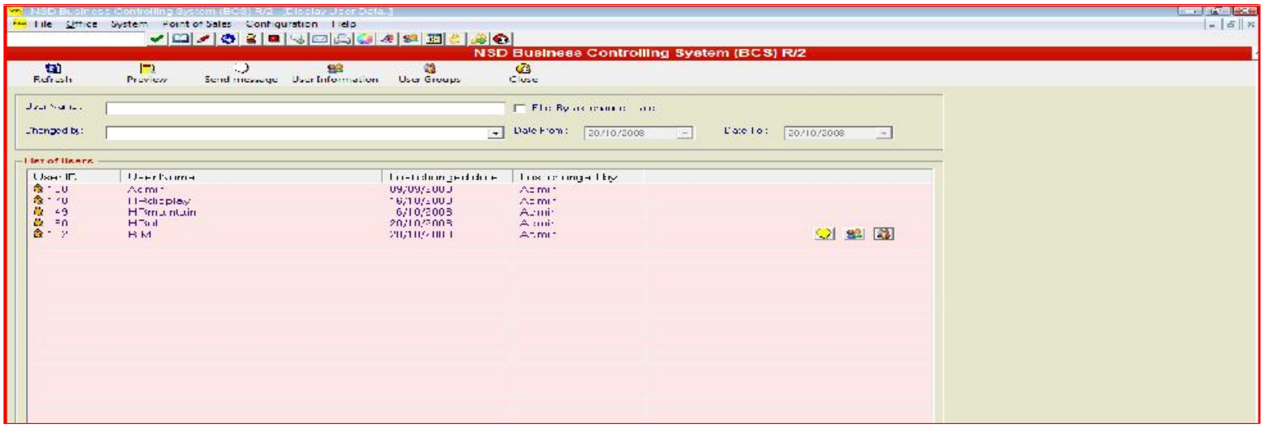


Assign users to the group: allow you to assign the user to the chosen group, this help you to gather the users in same department in one group and grant them same privileges from the same group.



Maintain Users Data: allows you to modify and maintain all information and data related to any users:

Display Users Data: allows you to check and preview the information related to the users without and modification.

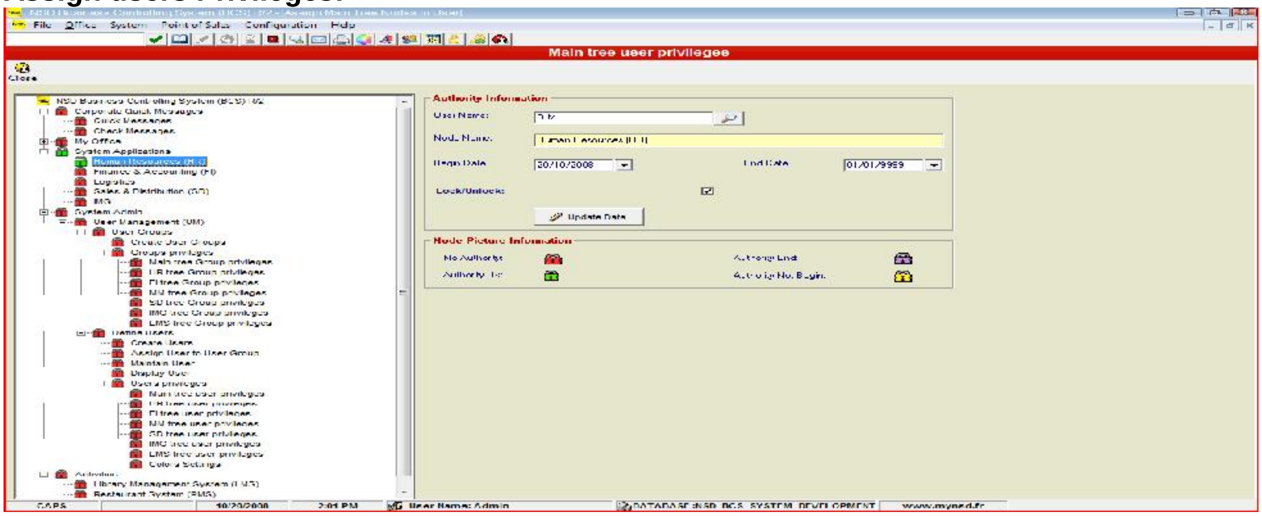


Assign Privileges: allows you the grant the privileges on the users, group level and this allow the user to use the system base on the granted privileges for each system module (Main screen, HR, FI, MM, SD, LMS and RMS).

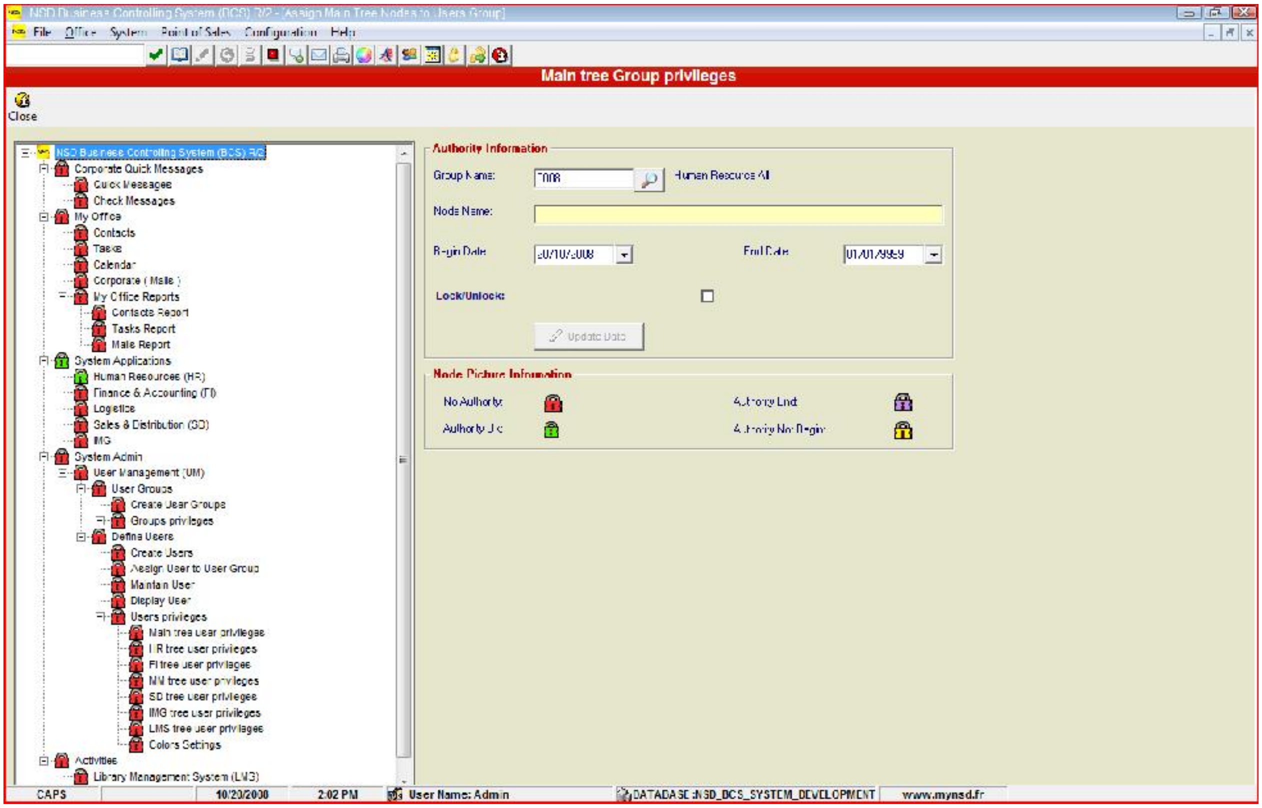
There are four levels of the privileges as the following:

1- No Authority: (Red Color) the user can't use the application
2- Authority Ok: (Green Color) the user can use the application
3- Authority End: (Grey Color) this mean that the user was able to use the application no the authorities stop.
4- Authority Not Begin: (Yellow Color): this means the schedule of the authority not begin yet.

Assign users Privileges:



Assign Group Privileges:

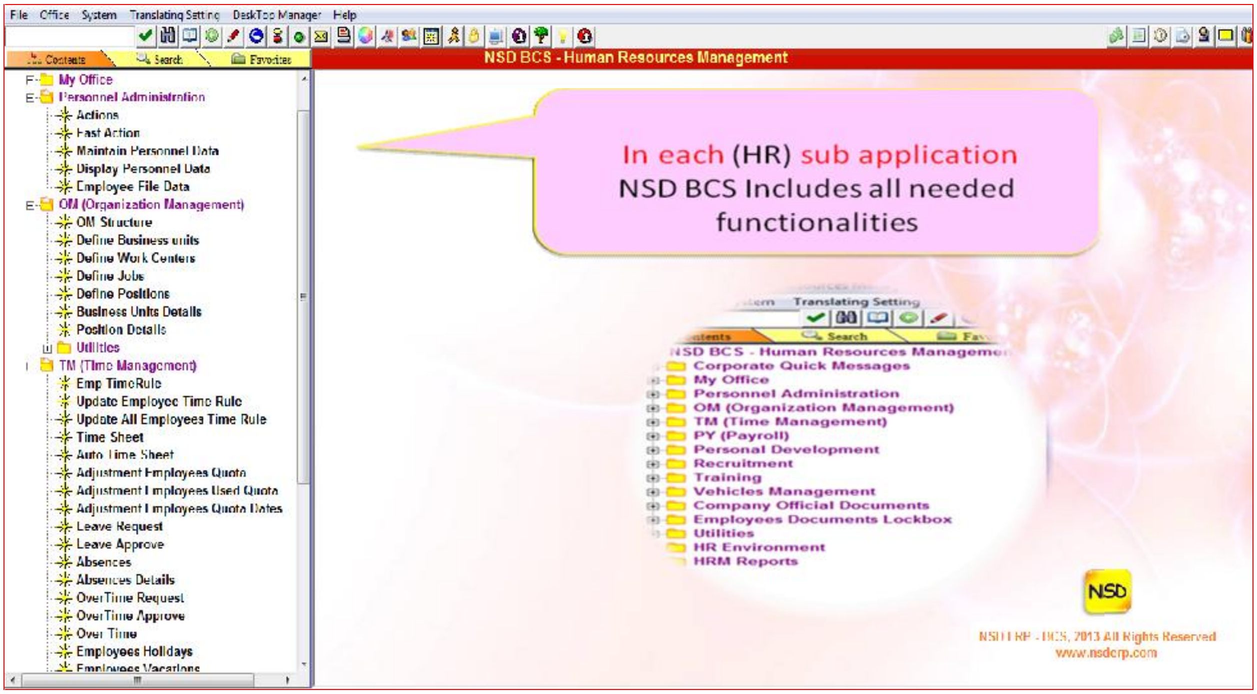


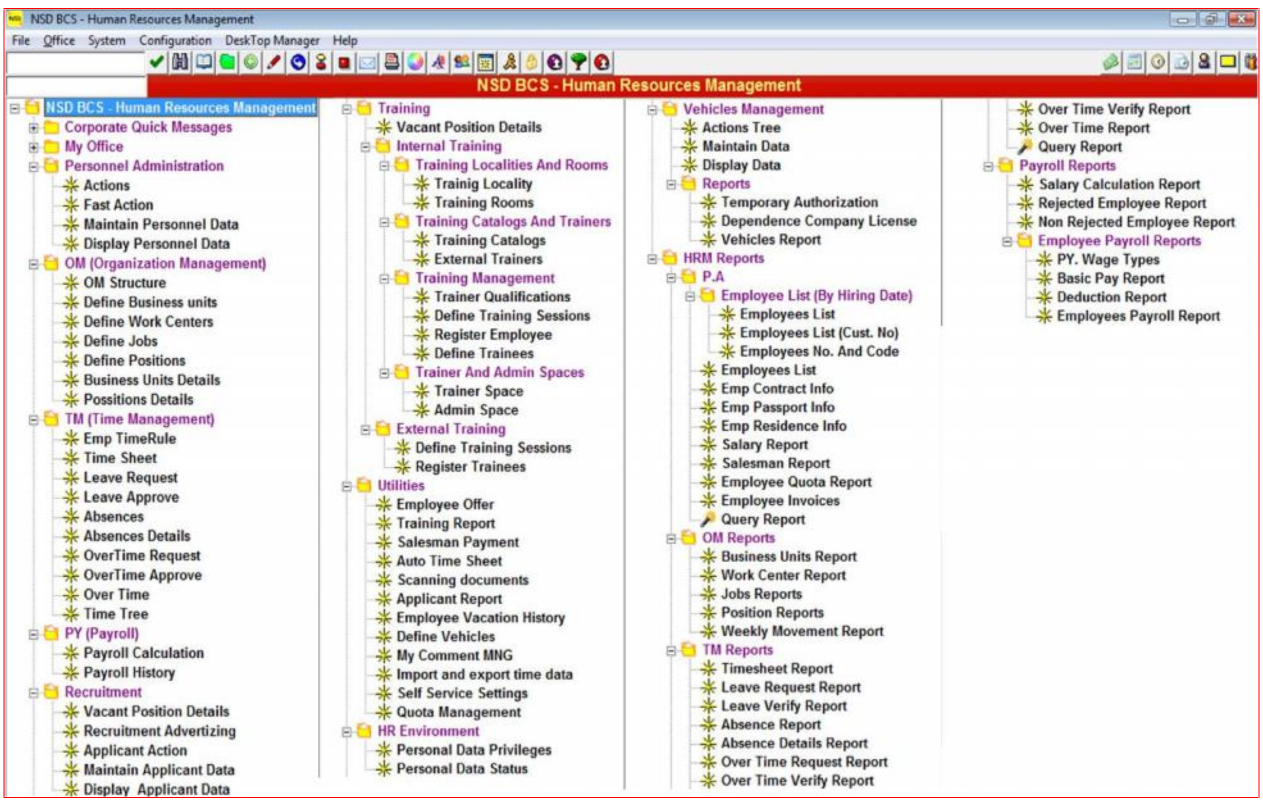
Human Resources Application (HR)

This application is a complete integrated system for supporting the planning and control of personnel activities. It includes Six (6) Sub Applications; hereunder we mention four of them:

- **Personnel Administration;** allows you to assign employees to the company's organizational units and structures during the hiring process, as well as maintain important employee personal data, such as, salary, address, etc…through out the employee's life cycle at the company.
- **Organizational Management;** allows you to depict your organizational and reporting structures clearly by presenting an up-to-date picture your enterprise's organizational plan.
- **Time Management;** provides full functionality for management of time and leave information in the client company including time collection and evaluation of time and absence data for employees.
- **Payroll;** covers all essential payroll functions including earnings and deductions processing, preparation of remuneration statements, bank transfers and follow up activities such as transfer of information to Financials.
- **Training Management;** This Sub module use to create and manage your employee's events a training classes
- **Recruitment;** Enables you to optimize the recruitment process triggered by vacant positions by linking the client's organizational process, from organizational and job planning to mailing letters of rejection or acceptance.
- **Personnel Development – Employees benefit and employees carriers and successions;** This Sub Module allows you to manage the appraisal of the employees, increase their salary and decreased it based on the appraisal scores

NSD BCS – HR main screen





NSD ERP SYSTEM - HUMAN RESOURCES FUNCTIONALITIES

Recruitment

The Recruitment sub module supports the following functionalities	
Code	**Functionalities Description**
REC -01	Online searches for qualified applicants/Applicants based on requirements
REC -02	Tracking of applications by personal data, skills, education, training, test results
REC -03	Resume routing
REC -04	Scheduling of interviews
REC -05	Tracking interview results
REC -06	Word processing interface for customizing recruitment letters
REC -07	Process offers and new hires
REC -08	Online status and summary information of applicants requisitions, costs
REC -09	Applicant flow statistics
REC -10	Sourcing engine integration with career development, matching competencies of internal candidates
REC -11	Resume scanning capabilities.
REC -12	Import resumes from internet and or e-mail
REC -13	Personnel (Applicant) Profile
REC -14	Centralized applicant database
REC -15	Applicant experience and skill information
REC -16	Family/children/spouse information
REC -17	Home phone number
REC -18	Emergency contact information
REC -19	Education profile
REC -20	Possibility to scan and archive all applicants documentations (Diploma or +)
REC -21	Applicant education and training tracking
REC -22	Decentralized updating capability to the Applicant level such as through the internet or the internal mail system
REC -23	Integration with the Organizational Structure
REC -24	Definition of Business Units
REC -25	Identification of position/job, especially the vacant positions
REC -26	Position/job title
REC -27	Position by organization, location, job code, title, shift, work days
REC -28	Normal hours of job
REC -29	Skills required for job
REC -30	Applicant profile required for each job/task
REC -31	Applicant assignments to single or multiple jobs
REC -32	Positions concerned – vacant /available reporting
REC -33	Recording of Applicant skills, qualifications, competencies and experience
REC -34	Matching Applicant profile to job and position requirements
REC -35	Identification of training events and development activities
REC -36	Printing of course description and schedules
REC -37	Generation of training costs and reporting
REC -38	Determination of training needs

REC -39	Updating of Applicant skills, education, honors, special projects, licenses, certificates, languages, course enrollments, evaluations
REC -40	Identification and follow-up of high-potential Applicants
REC -41	Collect basic personal data during the registration process such as name, address, language preference, location, required qualifications, etc.
REC -42	Automatically add registrants to the waiting list
REC -43	Full history of Applicant reward packages maintained
REC -44	Maintenance of physical exams, injuries, illnesses, audiometric test results
REC -45	Supports tracking of accidents and injuries and generation of reports
REC -46	Applicant History and Personnel Reporting
REC -47	Applicant health and incident tracking

Benefits

The Benefit sub module supports the following functionalities	
Code	**Functionalities Description**
B - 01	Defined benefits plans, allowances type and rates
B - 02	Customizing condition of eligibility
B - 03	Assignment by default of the employees benefit based on the organization structure or any other HR elements
B - 04	Identification of appropriate dates for calculating coverage and deductions
B - 05	Maintenance and dependent and beneficiary information
B - 06	Base benefits maintenance decentralized to the employee level through the use of internet or internal mail capability
B - 07	Waiting period by employee
B - 08	Type/amount of benefit coverage per employee
B - 09	Service requirements for benefits
B - 10	Maximum and minimum benefits
B - 11	Benefits Administration
B - 12	Definition and maintenance of flexible credits
B - 13	Employment-related rules that affect participation eligibility
B - 14	Creation of customized employee enrollment forms and confirmation statements
B - 15	Recording of annual pledges for flexible spending accounts

Payroll

The Payroll sub-module supports the following functionalities	
Code	**Functionalities Description**
PY -01	Employee Payroll Profile
PY -02	Name, employee identification number
PY -03	Address, city, state, zip
PY -04	Telephone number
PY -05	Marital status
PY -06	Ethnic classification
PY -07	Job classification/skill code
PY -08	Pay type (hourly/salary)
PY -09	Number of pay periods per year
PY -10	Standard hours per pay period

PY -11	Basic pay managed and related to the salary structure or the organization structure
PY -12	Termination date
PY -13	Vacation accrual rate, vacation accrued, vacation used
PY -14	Sick leave accrual rate, sick leave accrued, sick leave used
PY -15	Unpaid leave
PY -16	Earnings and Deductions (manual or automatic calculation)
PY -17	Earning types: salaried and salaried/exempt
PY -18	Earning types: weekly, bi-weekly, semi-monthly, monthly, special (executive) pay cycle
PY -19	Unlimited earning types
PY -20	Unlimited deductions
PY -21	Calculation of deductions based on percent of earnings
PY -22	Fixed deduction amounts
PY -23	Automatic deductions stop when limit is reached
PY -24	Employee payments and rules history maintenance
PY -25	User-maintained health insurance deductions
PY -26	Automatic assignment of employee compensation and benefits based on rules
PY -27	Automated Time Sheet
PY -28	Ability to provide decentralized capability for time sheet entry
PY -29	Time sheets provide for exception-only data entry
PY -30	Supports multiple work hours standards
PY -31	Security and Audit
PY -32	Customized menus and forms, by user, by responsibility
PY -33	Multiple access responsibility assignments to tasks, by user
PY -34	Audit log of all changes
PY -35	Time and attendance
PY -36	Saving or archiving of the Payroll history
PY -37	Payroll simulation (calculation without update)

Personnel Administration

The Personnel Administration sub-module supports the following functionalities	
Code	**Functionalities Description**
PA -01	All type of actions as the Hiring - Termination - Re-assignment, to be adapted to the enterprise policy, all of these should be flexible
PA -02	Sizing of all type of personnel data (contractors or employees…)
PA -03	Automatic or manual personnel numbers
PA -04	Creation of the employees structure taking into consideration all branches of your company
PA -05	Integration with the Recruitment application allowing the users to get back the applicants data
PA -06	Integration with internal alert system allowing the administrators to be informed by any change of status or change of any critical employees data (IQAMA expiry date…..)
PA -07	Employees badges automatically print out
PA -08	Scanning and archiving of all personnel (employees) documents and data (copy diploma, pictures…)
PA -09	Personnel history including the previous employees data
PA -10	Having the possibility to save all personnel data changes (history)
PA -11	Having the possibility to limit the access to the personnel data at the screen level

PA -12	Possibility to group the employee's screen based on the type of actions (Hiring…)
PA -13	Automatic creation of a personnel file including all personnel data (screens)
PA -14	The possibility to do fast actions for a group of employees
PA -15	The assignment of the employee on the organization structure through the personnel data
PA -16	Approve process allowing a multiple request for approve (ex: if the hiring of a new employee is started on a past date…..).
	This approve process is completely related to the alert center which allows the administrator to be alerted by any new request for approve.
PA -17	The automatic assignment of the employee to the administrators (Payroll, Time, Security….)
PA -18	Based on the policy of your enterprise and the employee assignment, the system calculates automatically the allowances and deductions once the basic pay is entered
PA -19	Help one line (system documentation)
PA -20	Full Integration with the other Human Resources sub - modules
PA -21	Employee self service (request leave, overtime …)

Time Management

The Time Management sub-module supports the following functionalities	
Code	**Functionalities Description**
TM -01	Customizing Time Rules (based on the enterprise policy)
TM -02	Employees Time Sheet (the possibility to complete the time sheet manually or through the web)
TM -03	Possibility to integrate an external time attendance Hardware and get the time data online
TM -04	Absence evaluation based on the enterprise policy
TM -05	Full Integration with the whole package
TM -06	Leaves Quotas (Automatic update)
TM -07	Personnel Calendar
TM -08	The possibility to control all requests for overtime or leave or even absence
TM -09	Time Request Process (TRP)
TM -10	Concerning the absence and leaves, the possibility to control the employee's time data based on his personnel calendar (Muslim, Christian…..)
TM -11	Customizing yearly calendar

Organization Management

The Organization Management sub-module supports the following functionalities	
Code	**Functionalities Description**
OM - 01	The system provides method to create the enterprise organization structure components including the following: Business Unit Jobs Positions Work Center Tasks catalog
OM - 02	Full integration with the alert center (especially for the vacant positions and the overstaffed and understaffed positions)

OM - 03	Possibility to create multiple version of the company structure
OM - 04	Full Integration with the whole package
OM - 05	A hierarchy presentation of the company structure
OM - 06	Possibility to maintain all parts of the structure directly from the Structure hierarchy presentation
OM - 07	Possibility to list all vacant positions
OM - 08	Possibility to print out the company structure
OM - 09	Possibility to display the occupation of all positions directly in the hierarchy
OM - 10	Monitoring occupied position and occupied percentage.
OM - 11	Monitoring vacant position in the company and select correct employee to correct position.
OM - 12	Ability to compare position needs and employee qualification
OM - 13	**<u>The system provides a complete range of reports as:</u>** List of business units List of jobs List of positions List of work center List of tasks and catalogs List of cost centers Business units occupations Vacant positions Full capacity positions Overstaffed positions Understaffed positions Query reports (customizing and flexible report, based on the customer requirements and input data) **All of the above reports are flexible in terms of input data (parameters of selection)**

Training Management

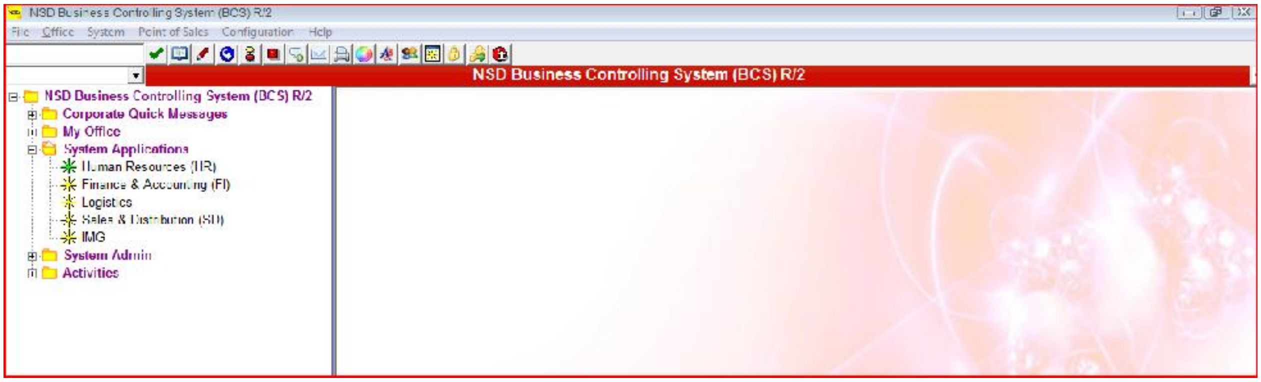
The Training management sub-module supports the following functionalities	
Code	**Functionalities Description**
TR - 01	Enter training locality and training rooms with the equipments in each room
TR – 02	Enter training catalogs with lessons and needs for each course
TR – 03	Register external trainers
TR – 04	Manage internal trainers
TR – 05	Create request for training
TR – 06	Release request for training by the manager
TR – 07	Create training session
TR – 08	Define trainees (external) or (employees)
TR – 09	Register trainees in the training session
TR – 10	Request materials for the training session from the warehouse
TR – 11	Register training partners
TR - 12	Close the training session
TR - 13	Register session results
TR - 14	View materials issue from warehouse to the session and returned to the warehouse

Personnel Development

The Personnel Development sub-module supports the following functionalities	
Code	**Functionalities Description**
PD - 01	Ability to create qualification catalogs
PD – 02	Display and maintain qualification catalogs
PD – 03	Integrate qualifications and needs with position and job
PD – 04	Compare employee qualifications and position needs
PD – 05	Find candidates for vacant positions
PD – 06	Planning an employee's professional career path
PD – 07	Create and manage development plan
PD – 08	Create appraisal catalog
PD – 09	Enter and manage appraisal result
PD – 10	Manage the employees benefits through appraisal result
PD - 11	Full integrated with personnel administration
PD – 12	Full integrated with training application

NSD BCS – HR – some screens

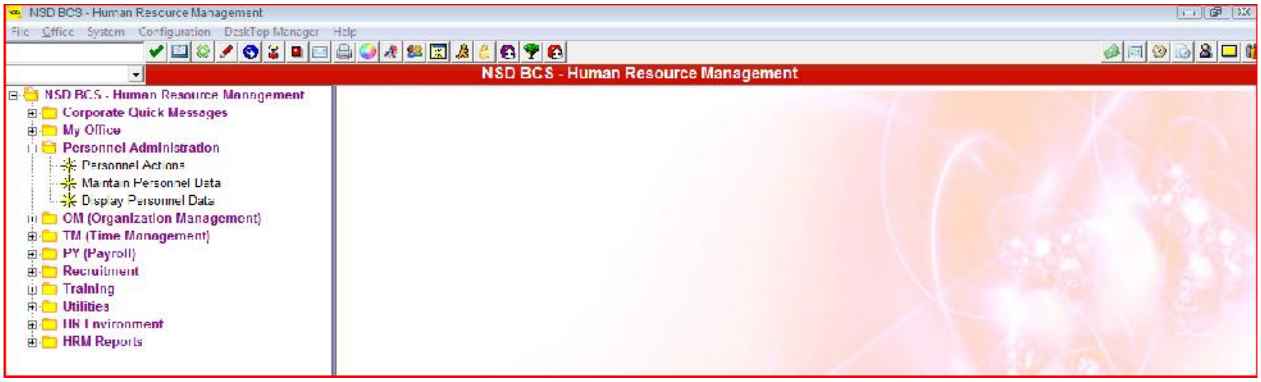
This application is fully integrated for supporting the planning and control of personnel activities:



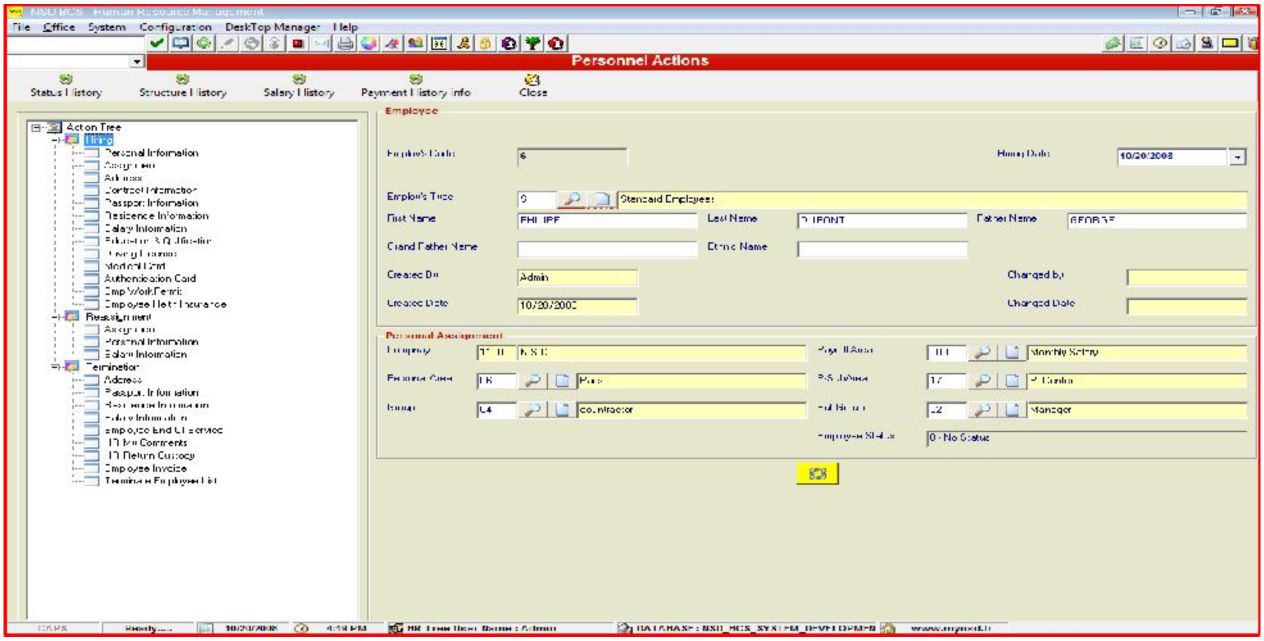
It includes the below sub-Applications

HR – System Sub-Application

Personnel Administration; allows you to assign employees to the company's organizational units and structures during the hiring process, as well as maintain all employee personal data, such as, salary, address, etc…through out the employee's life cycle at the company.

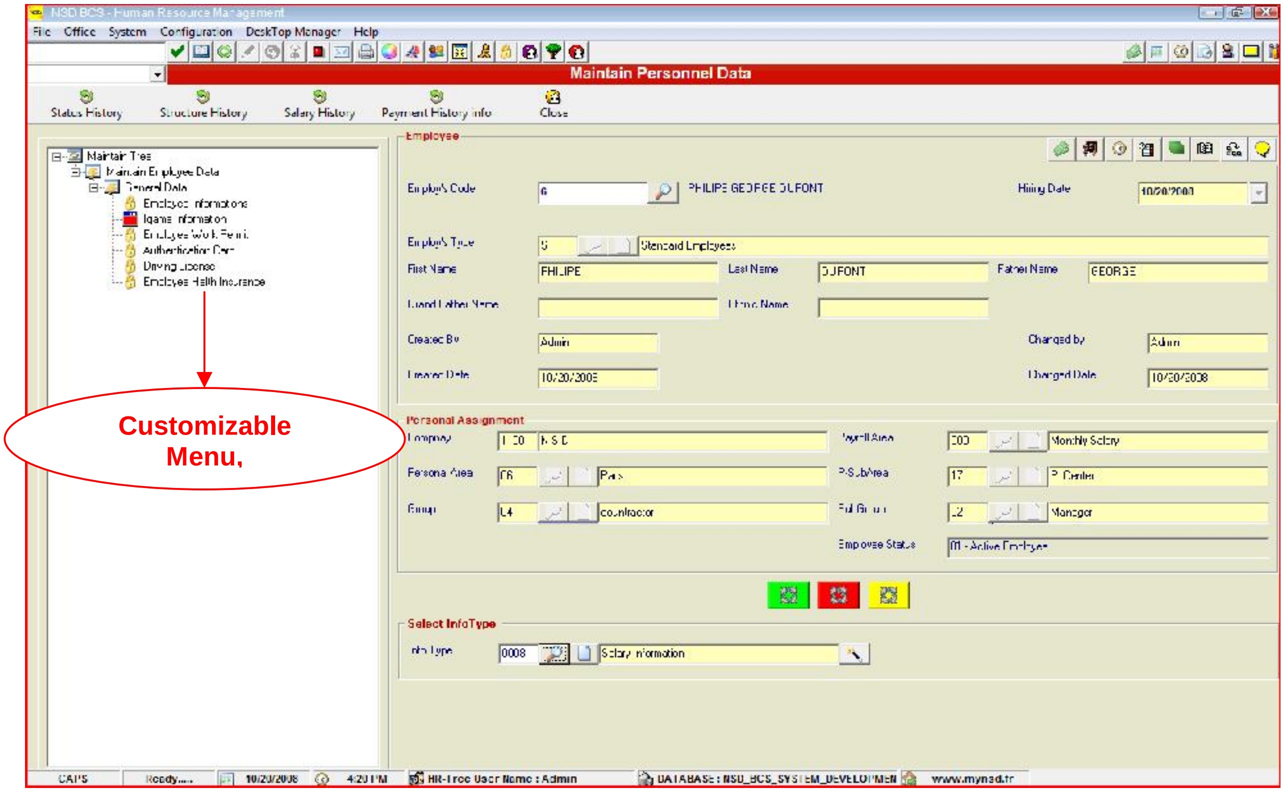


Personal Actions: allows you to use many customized actions (Hiring, Reassignment, Terminated ……), all these customized actions consist of a lot of screens (infotypes) called automatically by the system, as a cycle.

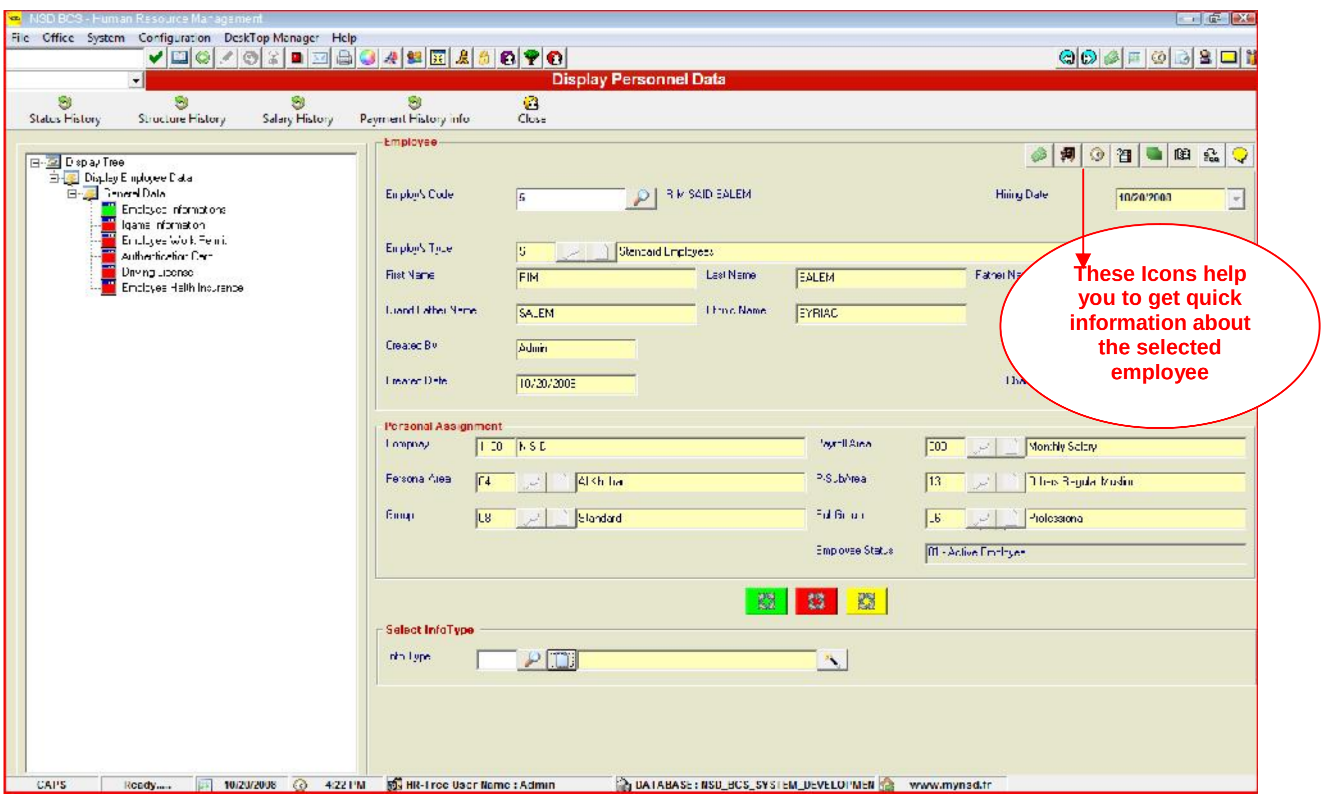


Maintain Personal Data: Allows the user to modify all information related to the employees.

> <u>Note:</u>
> The color for the tree (maintain tree) will help the user to have an idea about all screens related of the employee if there are full information, missing information or no information depending on the color of the icon of the screen

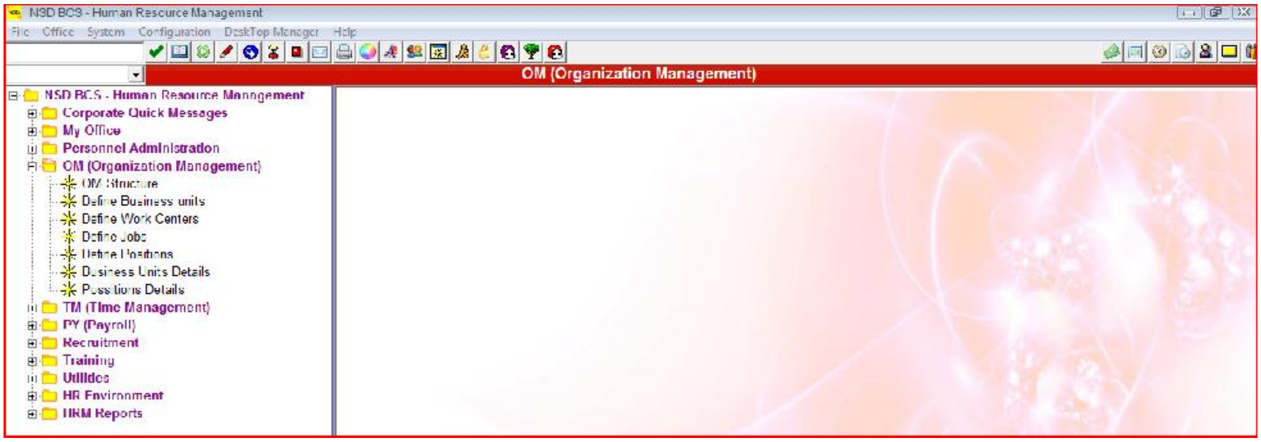


Display Personal Data: Allows the user to preview all information related the employees.

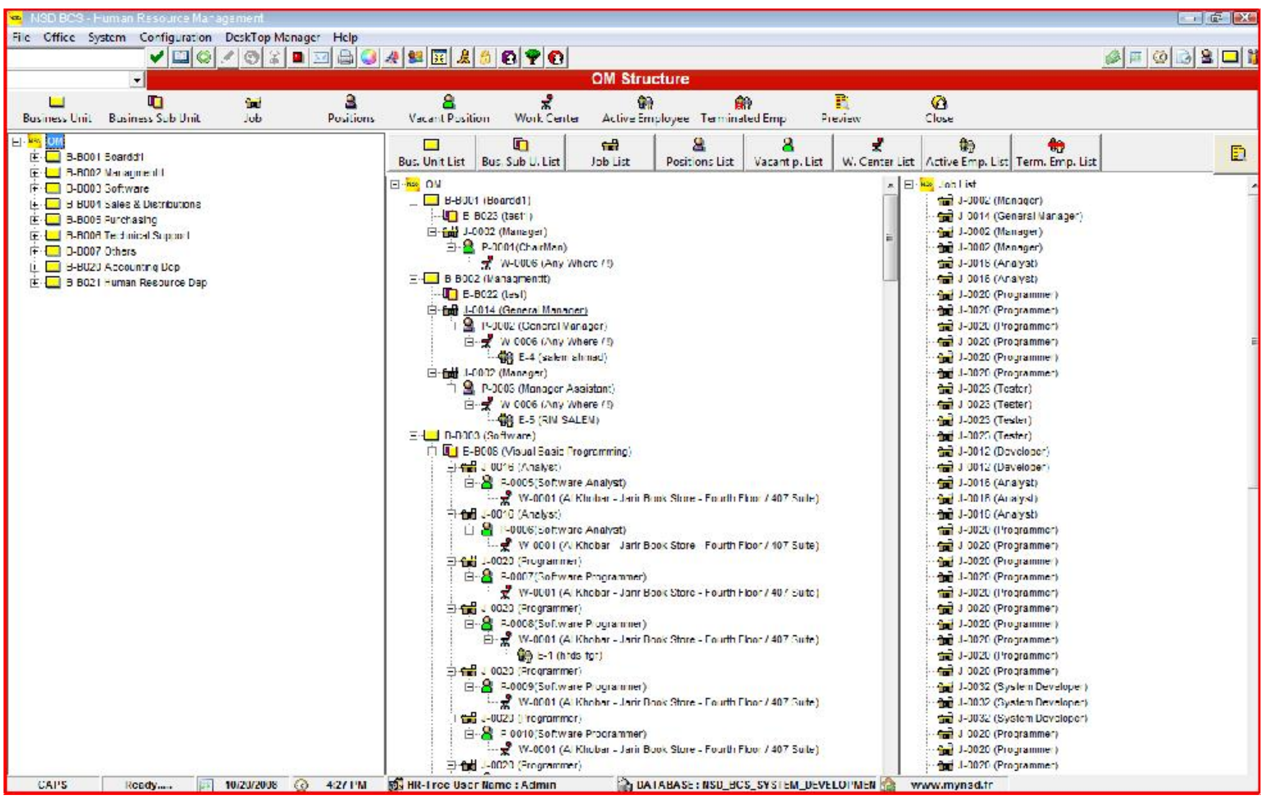


HR – OM (Organization Management)

Allows you to depict, clearly, your organizational and reporting structures by presenting an up-to-date picture of your enterprise's organizational plan.



OM Structure: Allows the user to preview the organization structure and get full information about all departments and branches and hired employees



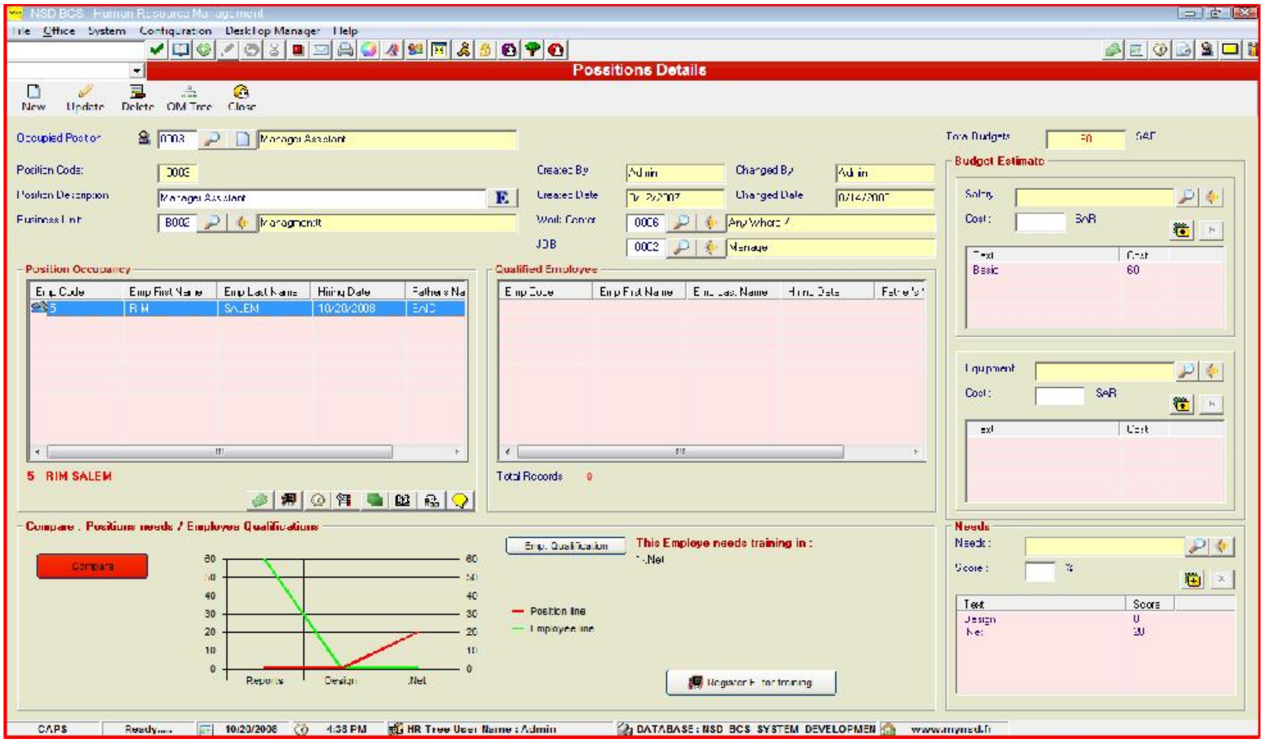
Define Business Unite: Allows the user to create and define the business unites depending on the divisions of the company for customer (Dammam, Khobar, Jeddah).

Define Work Centers: Allows user to create the work centers (work center is the geographical description for the business unite).

Define Jobs: Allows user to create all jobs which existing in the company (Manager, Sales, Purchase……)

Define Positions: Allows the user to create the positions for the employees in the company (Sales manager, Support Engineer……..)

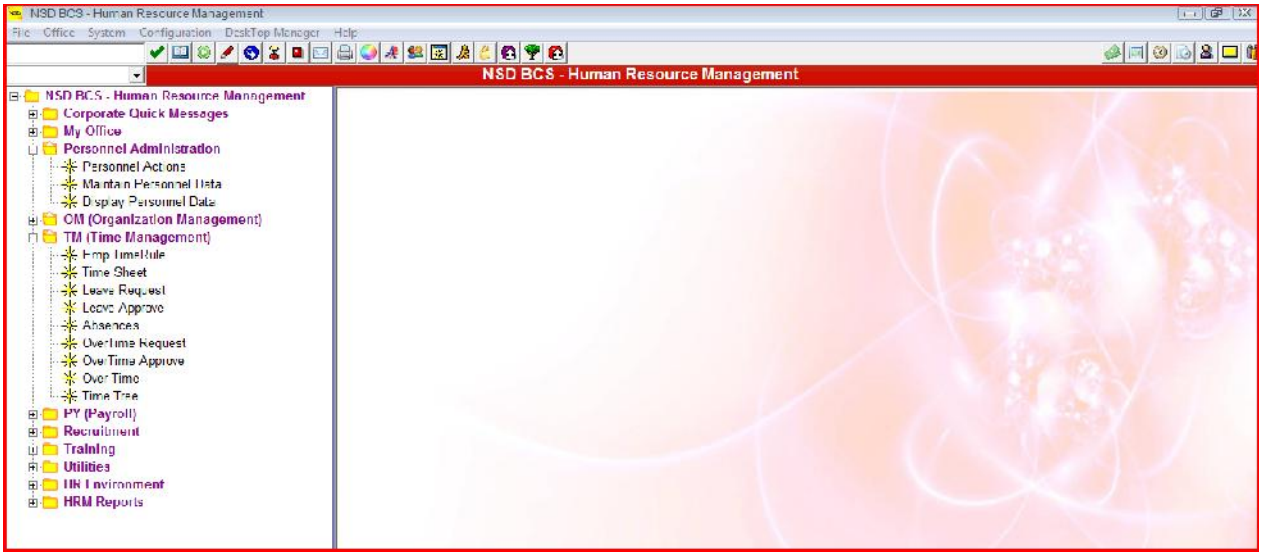
Position Details: this functionality allows you to manage your positions one by one, especially the vacant positions. In case where you have a vacant position, the system select for you the a list of all qualified employees having the competence to occupy this position also and in same time, it gives you a list of the qualified applicants, capable, too, to be hired and occupy this vacant position.



In addition to the above and through the same screen (Position details), the system allows you to make a comparison between the needs of the vacant positions and the selected person (employee or applicant) in case where the selected person needs training, the system show you the points and plan for you a training session.

HR – Time Management (TM)

Provides full functionality for management of time and leave information in the client company including time collection and evaluation of time and absence data for employees.



Emp Time Rule: Allows the user to create the time rules for the employees (how the employee has to work from which time up to time).

Time Sheet: Allows employee to insert his time sheet

Leave Request: Allows user to create a leave request and send this request to his manager to get the approve.

Leave Approve: Allows the HR manager to give the approve for the leave request and this feature just for the HR Manager.

Absence: this option allows the user to insert the absence days for the employee (which absence without get the leave approve)

Over Time Request: allows the user to create an overtime request and send it to his manager.

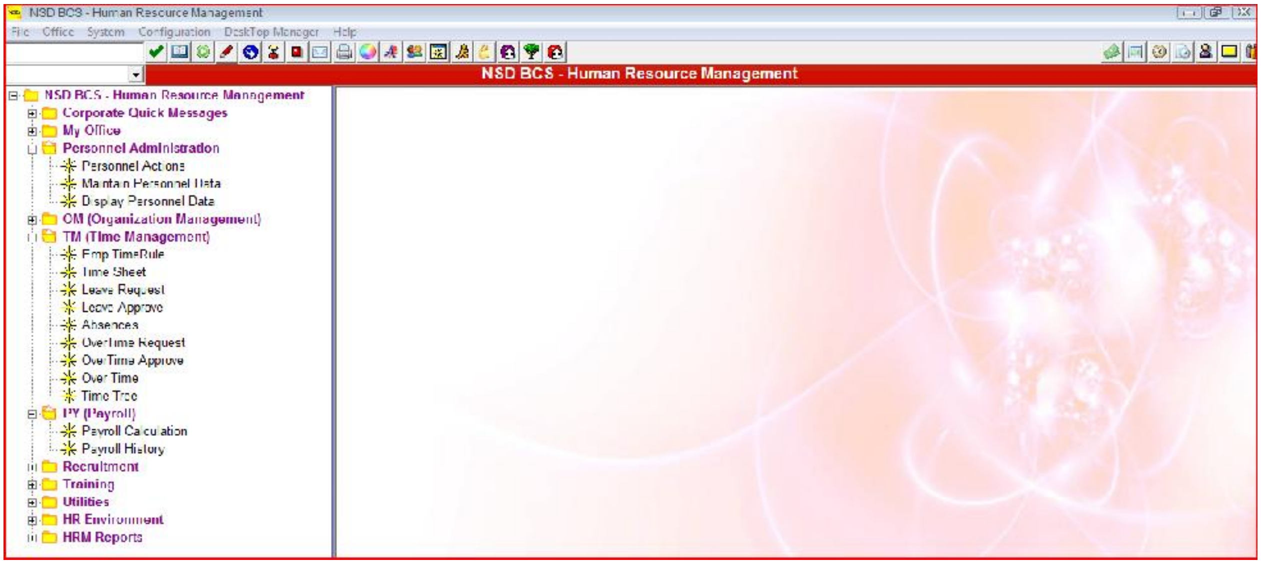
Over Time Approve: Allows the HR manager to give the approved for the overtime request and this feature just for the HR Manager.

Over Time: this option allows the user to insert the over time sheet for the employees

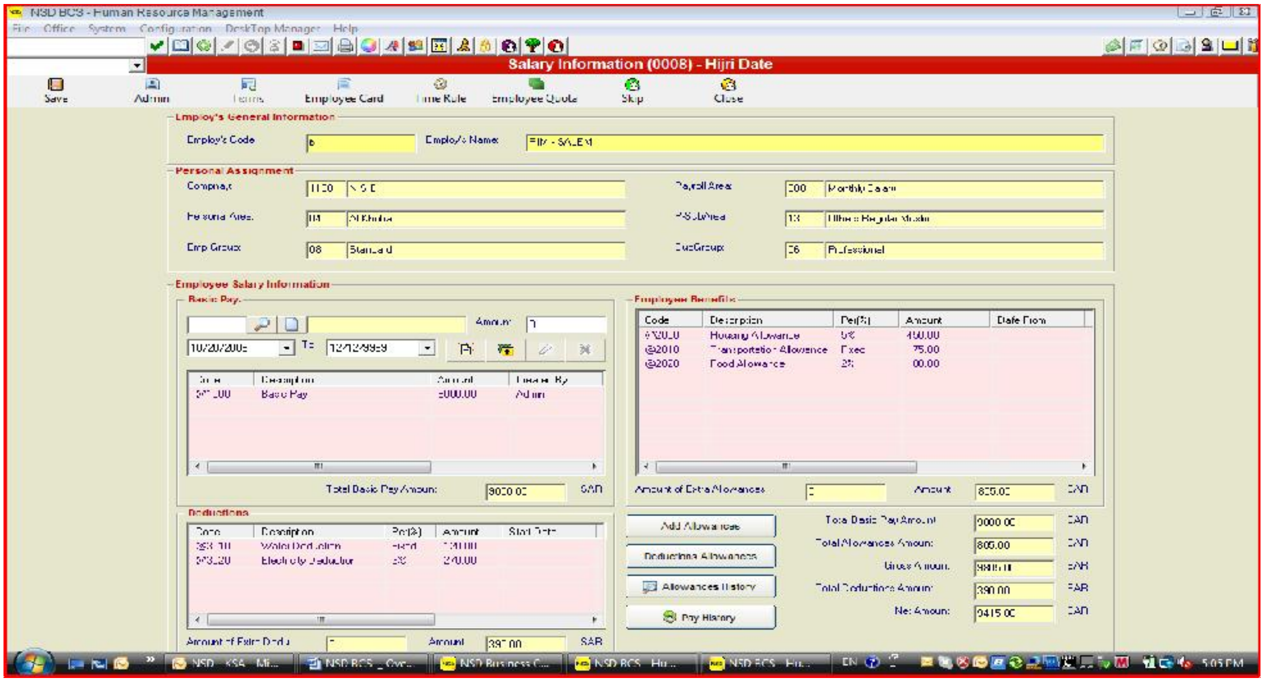
Time Tree: allows the user to create and customize a tree for timing processes to use it by the company's employees whose aren't system user

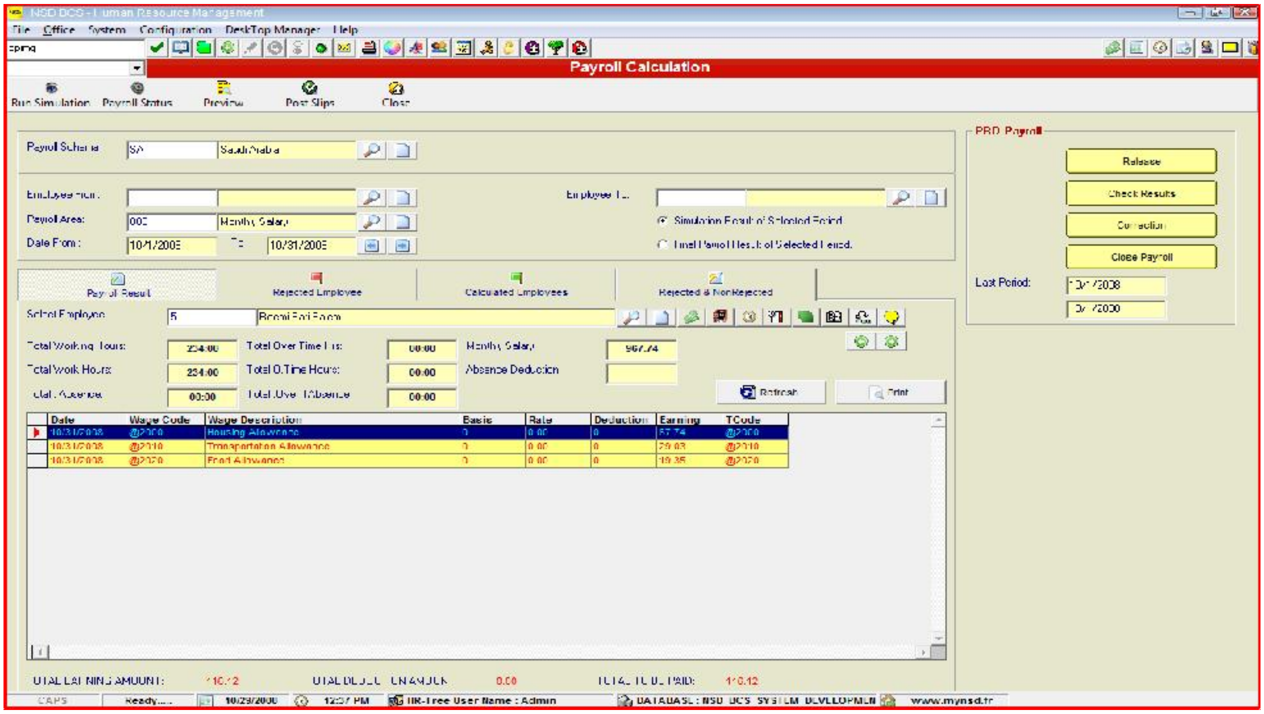
HR – Payroll (PY):

Covers all essential payroll functions including earnings and deductions processing, preparation of remuneration statements, bank transfers and follow up activities such as transfer of information to Financials.



Payroll Calculation: Allows the user to run the simulation for the payroll to check the results then run the payroll and post the results to the account department.

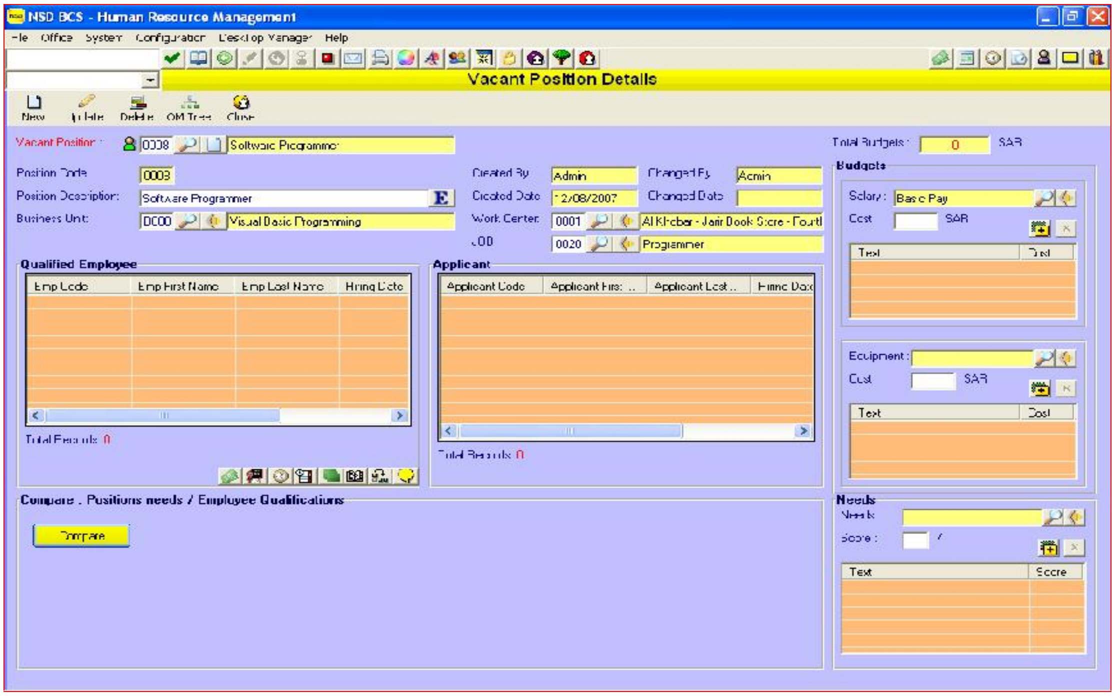




Payroll History: Allows the user to get information about the results of the payroll for previous months and changing rules of the payrolls

HR – Recruitments

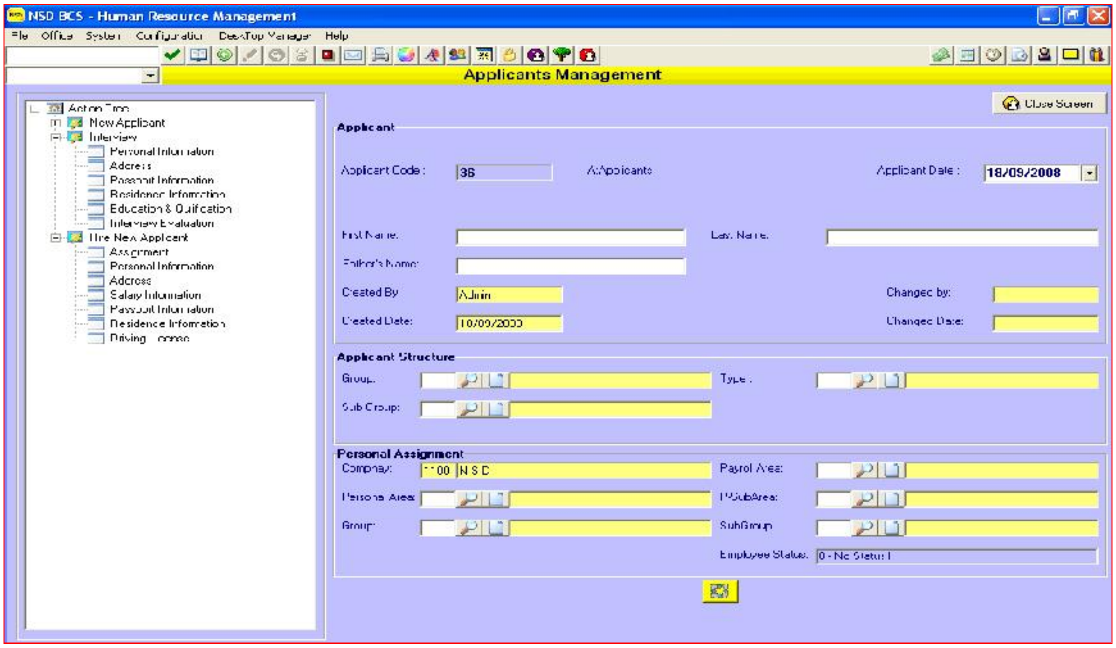
Vacant Position Details: this option allows you to get full information about vacant position in the company and the required needs and budget for this position.



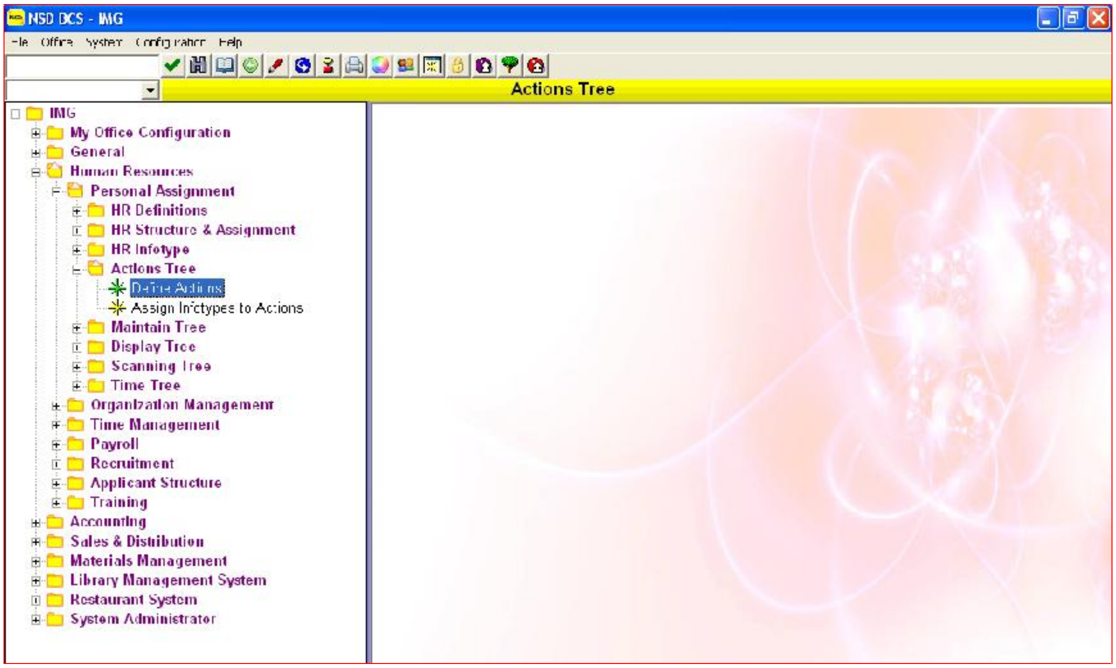
In this screen you can see all employee whose are suitable for this option and you can make comparison between the qualification of the employee and the position needs same the procedure when create the position as explained in the define position in the sub-application Organization Management.

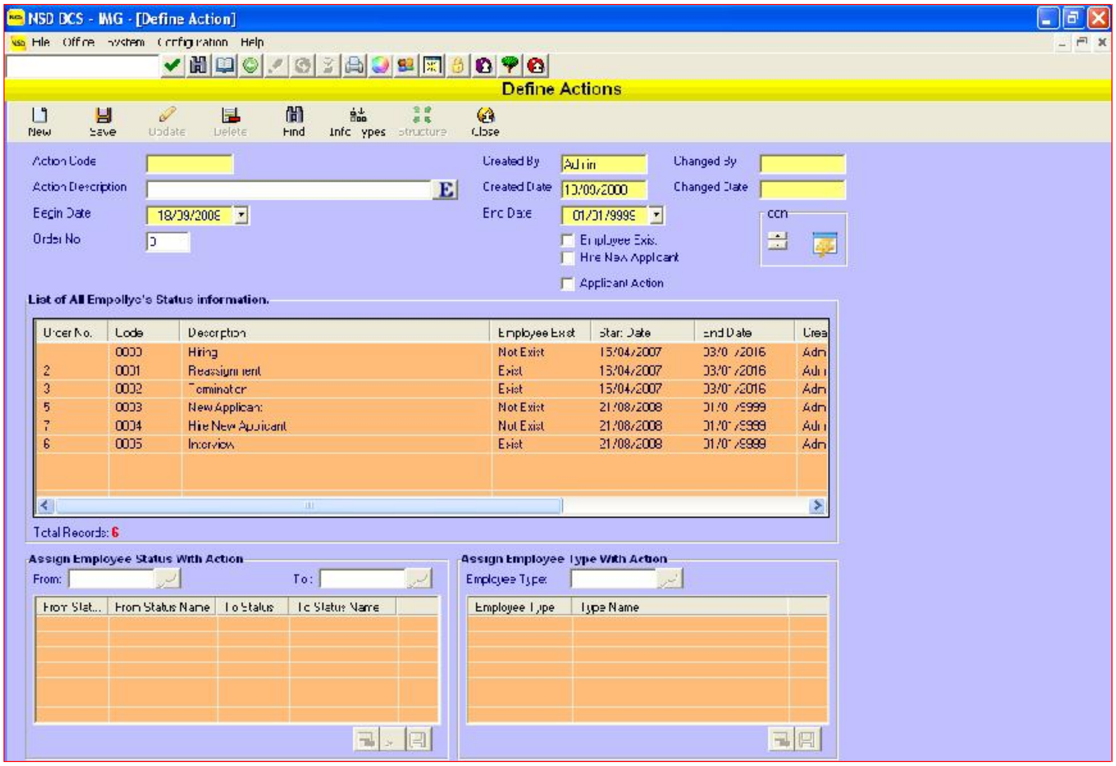
Applicant Managements:

This option allows you to create customize actions related just for the applicant that you can make management for this applicant using these actions same as the actions and management for the hired standard employee.



And you can create these actions through the IMG:



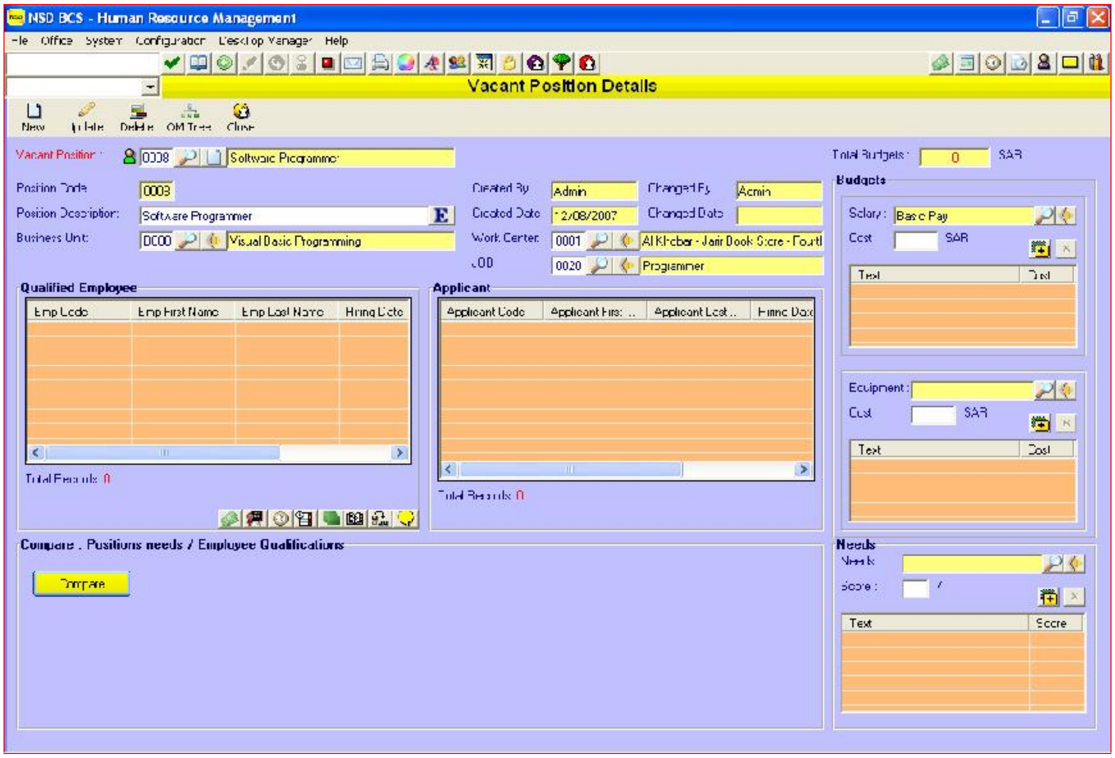


You can determine the applicant actions by put the check box and the all remaining configure as the standard actions for the standard employee.

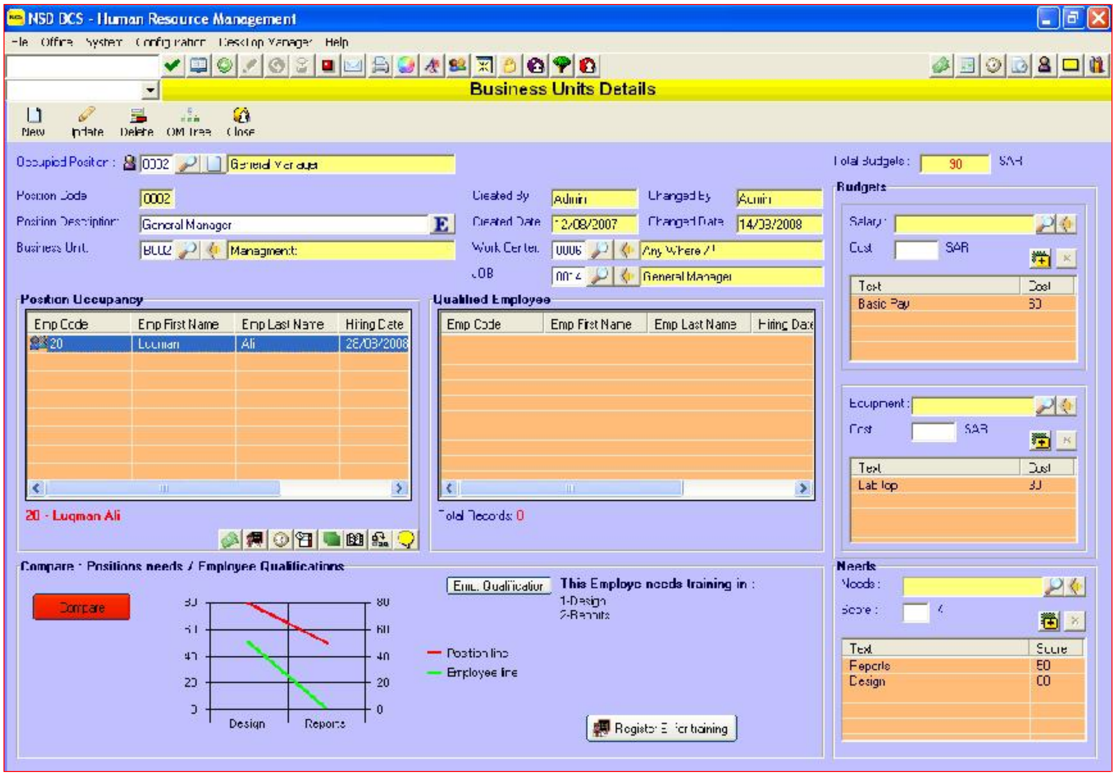
HR - Training:

Vacant Position Details:

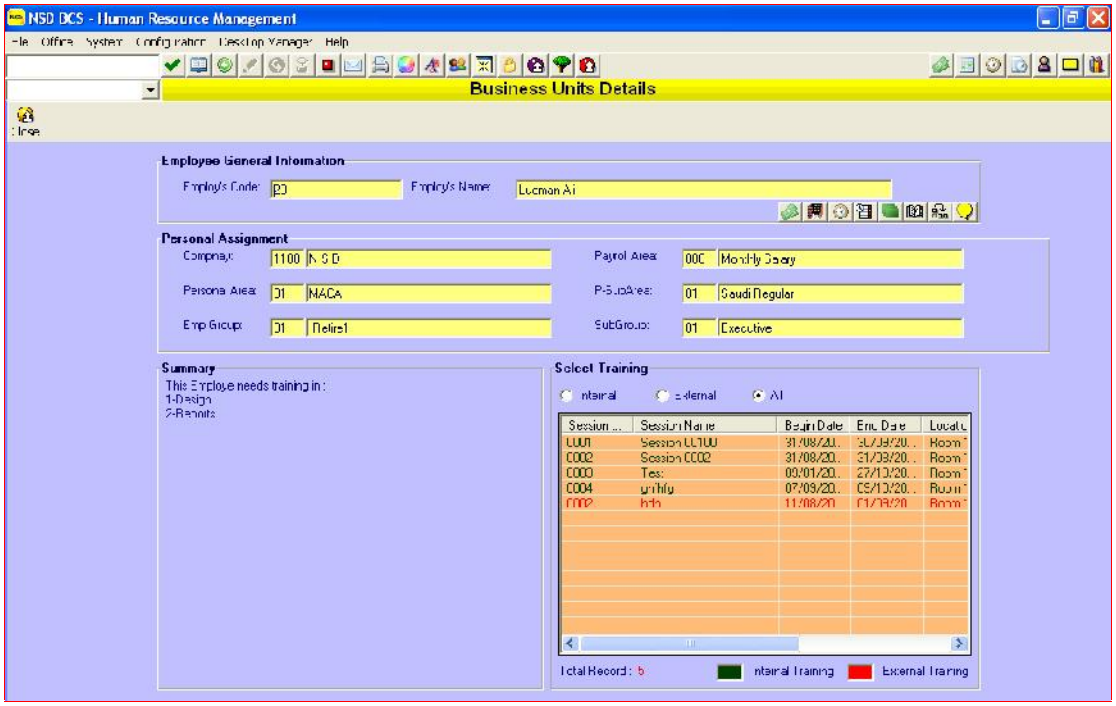
Once a position is vacant within your organization the system alerts you and propose to you tow lists of qualified peoples who can occupy this vacant position. The first list concerns your employees and the second list concerns the applicants already entered on your database.



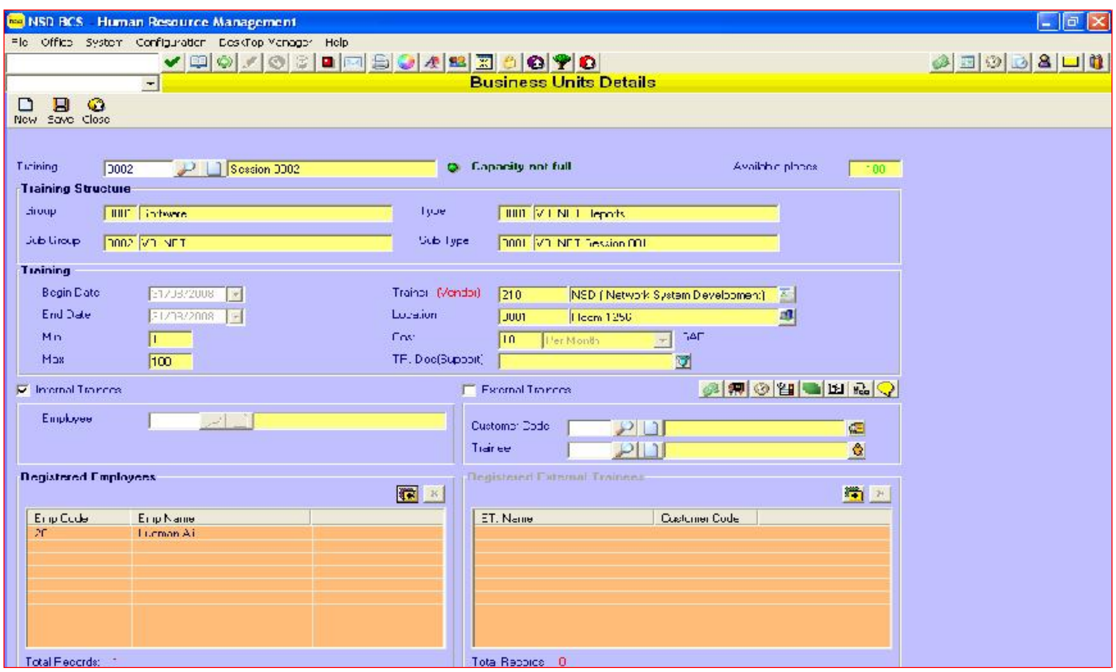
Selecting one person, the system compare between his qualifications and the defined needs of your vacant position and gives you a graphic showing the result of this comparison and if this selected person needs a training or no and the area of his weak points.



Also we can register the employee for training by clicking the register E to training the system will open the training screen as below:



From this sub application, and based on the result of profiles comparison, the system allows you to register your selected person on a training session.

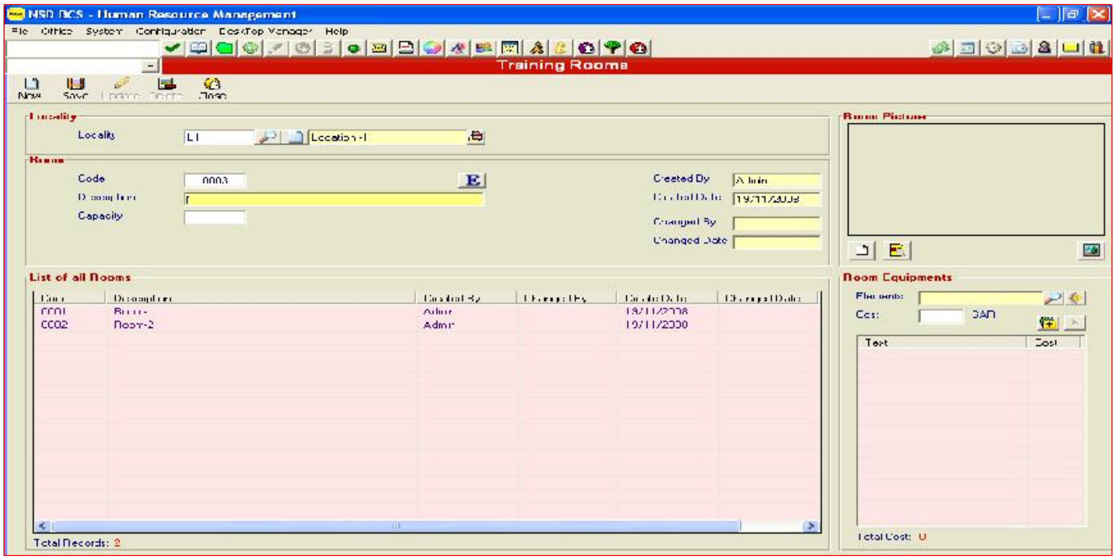


Internal Training:

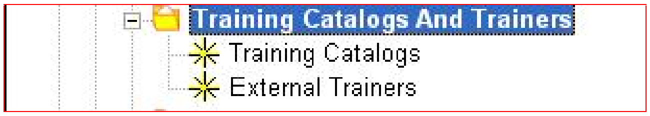
1- Training Locations and Rooms:

a. Training Locality: same as IMG Location just to define the training Location.

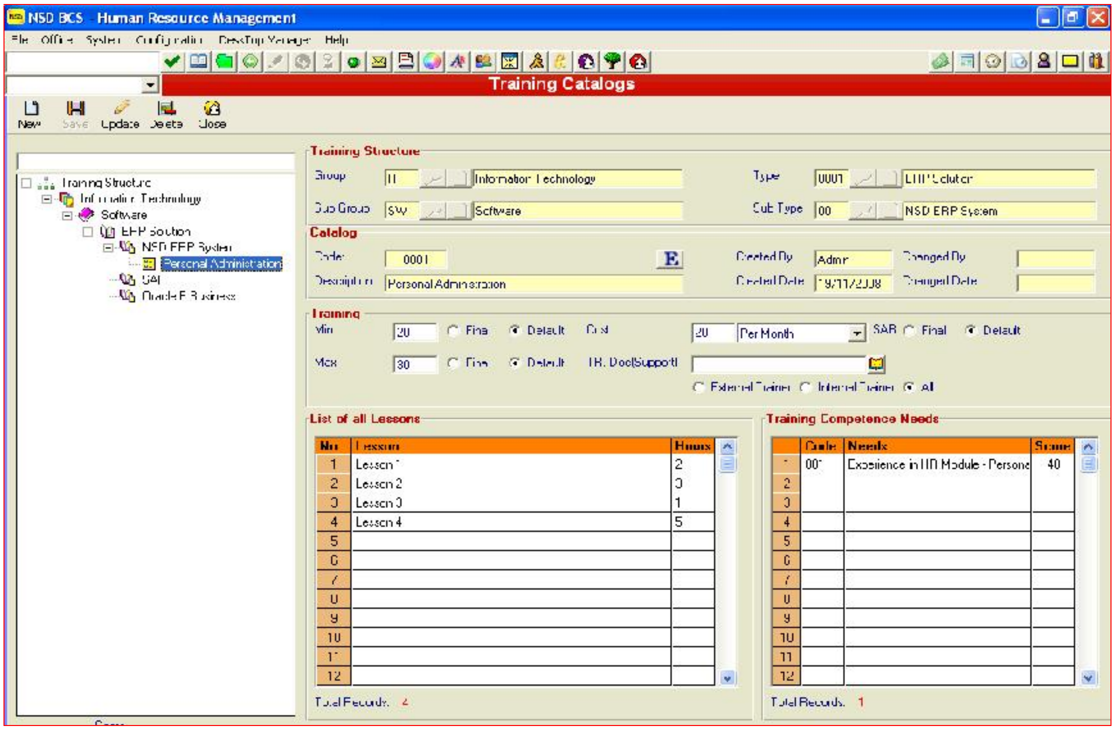
b. Training Rooms: to define the training rooms with required equipment with possibility to define the employee capacity in each room.



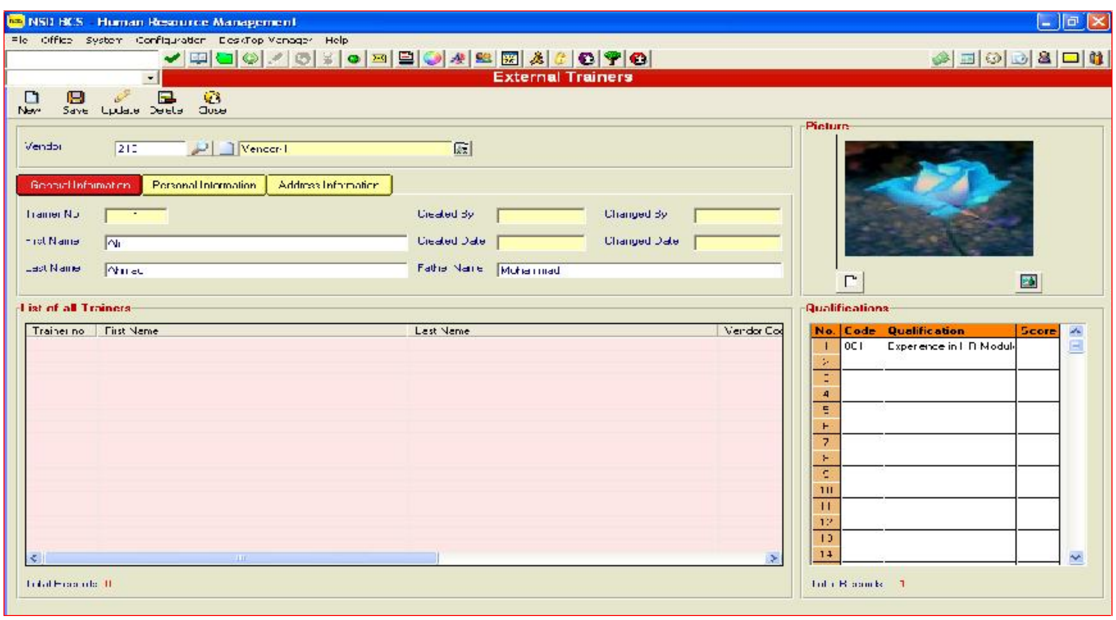
2- Training Catalogs and Trainers:



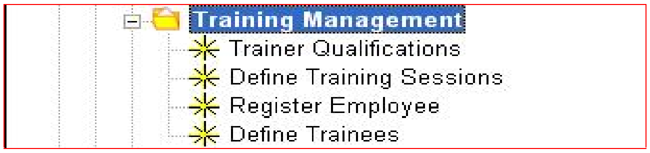
A- Training Catalog: to define the catalog with training Structure, Minimum and maximum trainees, the cost depending on the selected billing category, the trainers (Internal, External), the Lessons and the catalog needs.



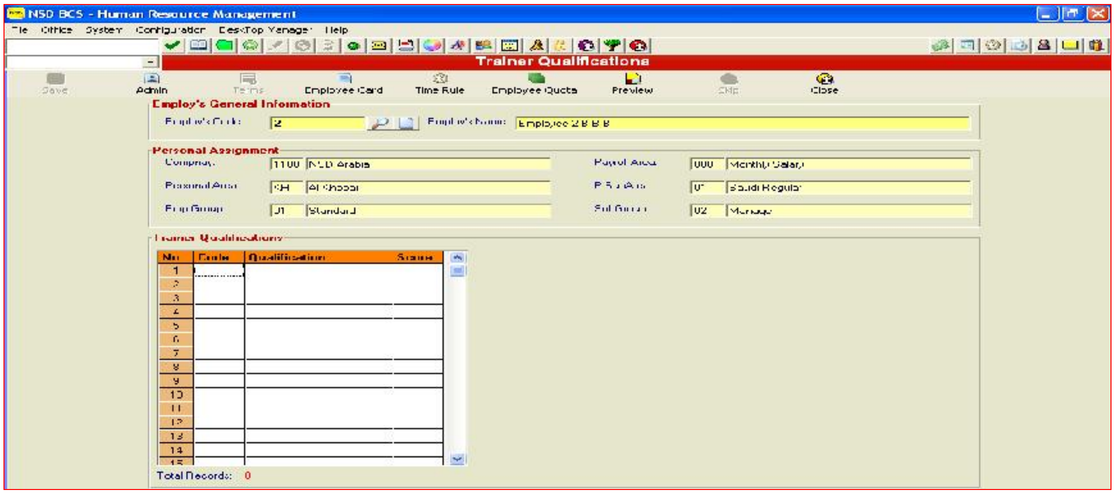
B- External Trainer: to define the full information about the external trainer with vendors company and the qualification.



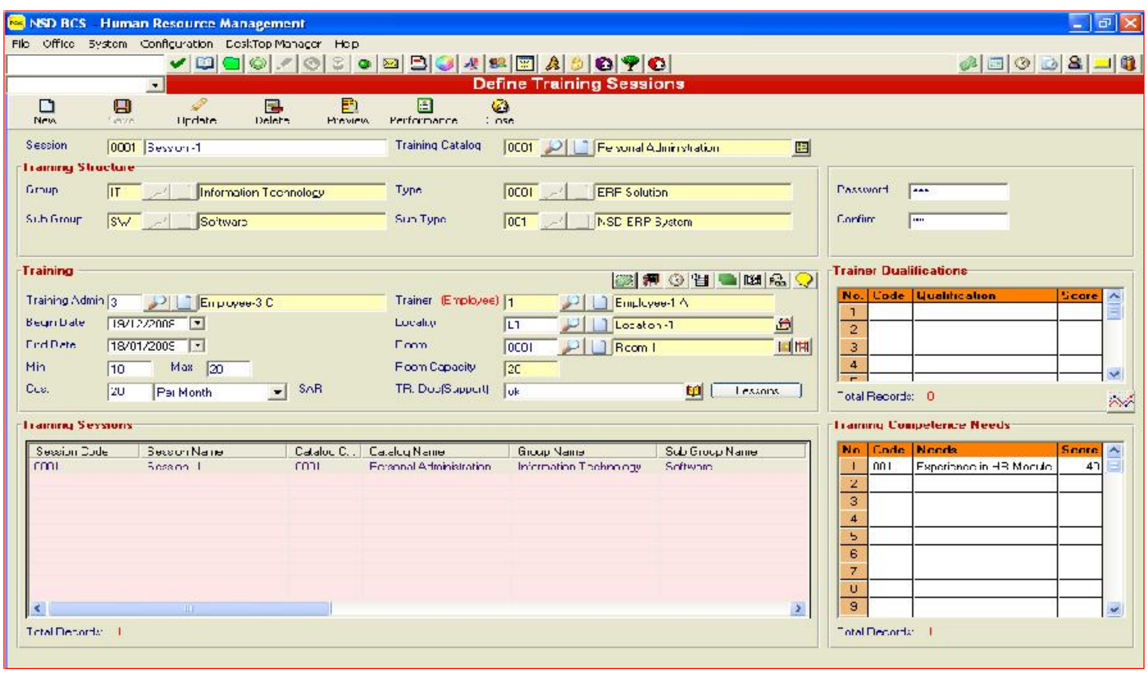
3- Training Management:



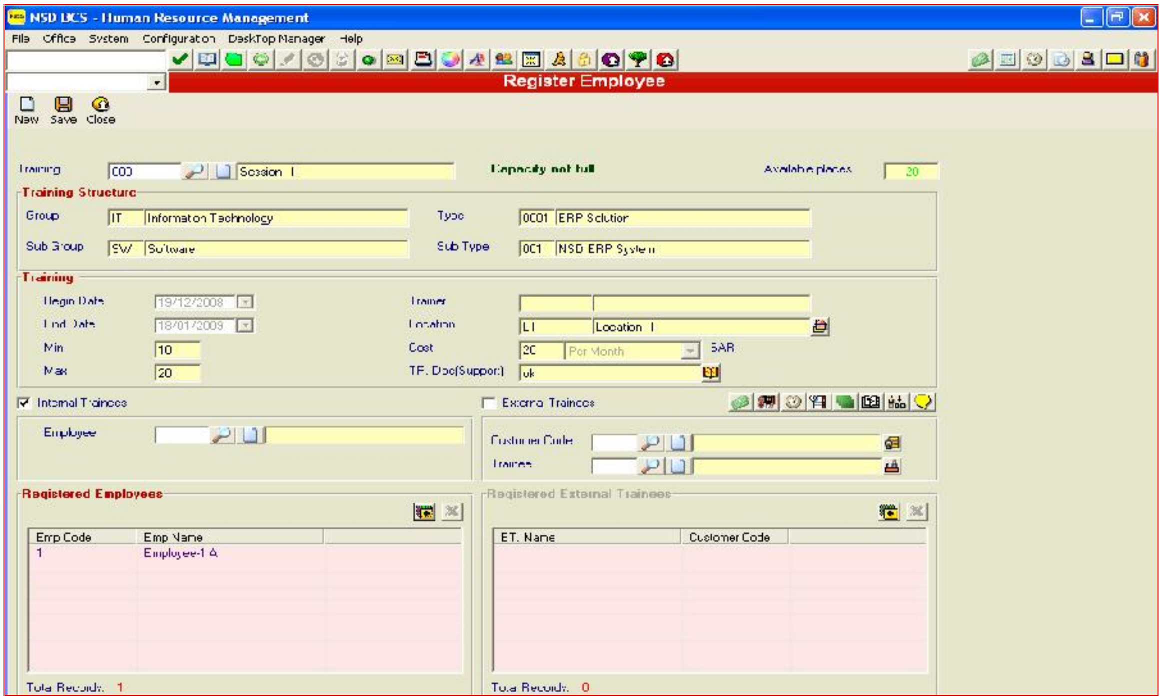
A- Trainer Qualification: to define the qualification for the trainer from the company (Internal Trainers).



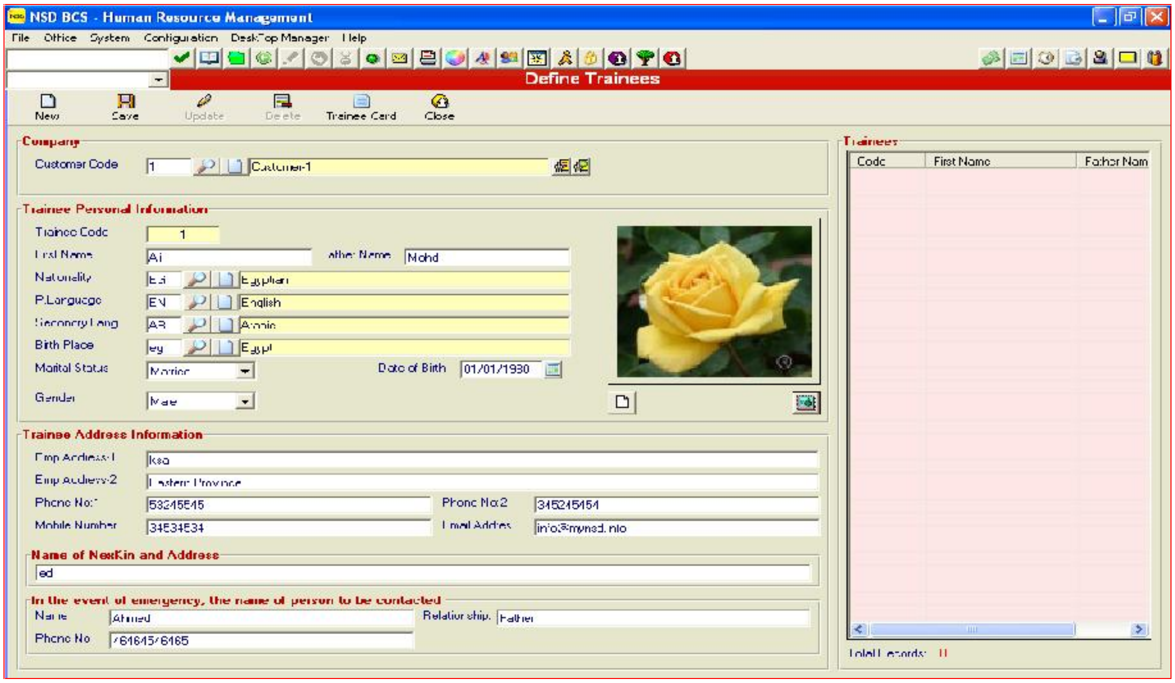
B- Define Training Sessions: allows you to create the training session with assignment with the training catalog and the training Admin (the training Admin is an employee selected as training admin while hiring the employee by put the check box for the training Admin), the Trainer with password and the location, rooms, and begin & end training session date



C- Register the Employee: there are two trainees type one is the same company employees (Internal Trainees) and second is the customer' employee (External Trainees), and this option allows you to register the company employee to the training session by select internal trainees or external trainees by select put the check box on external trainees and select the customer company and the customer employees.

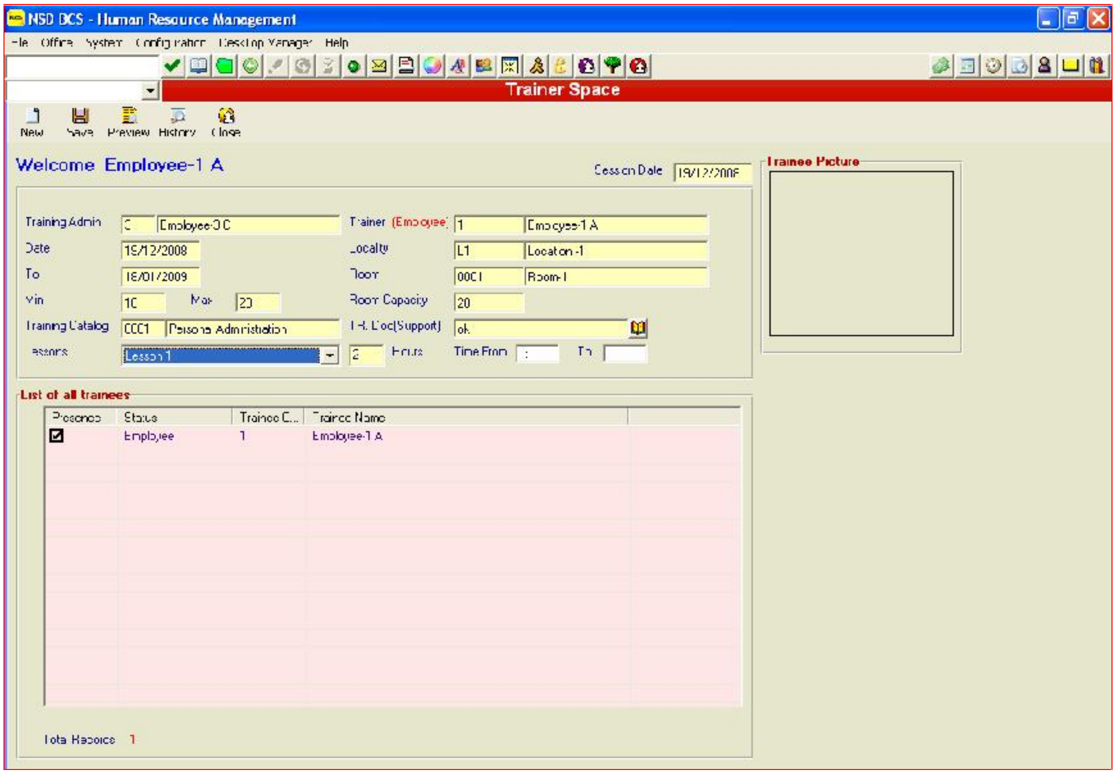


D- Define Trainees: to define the full information related the external trainees:

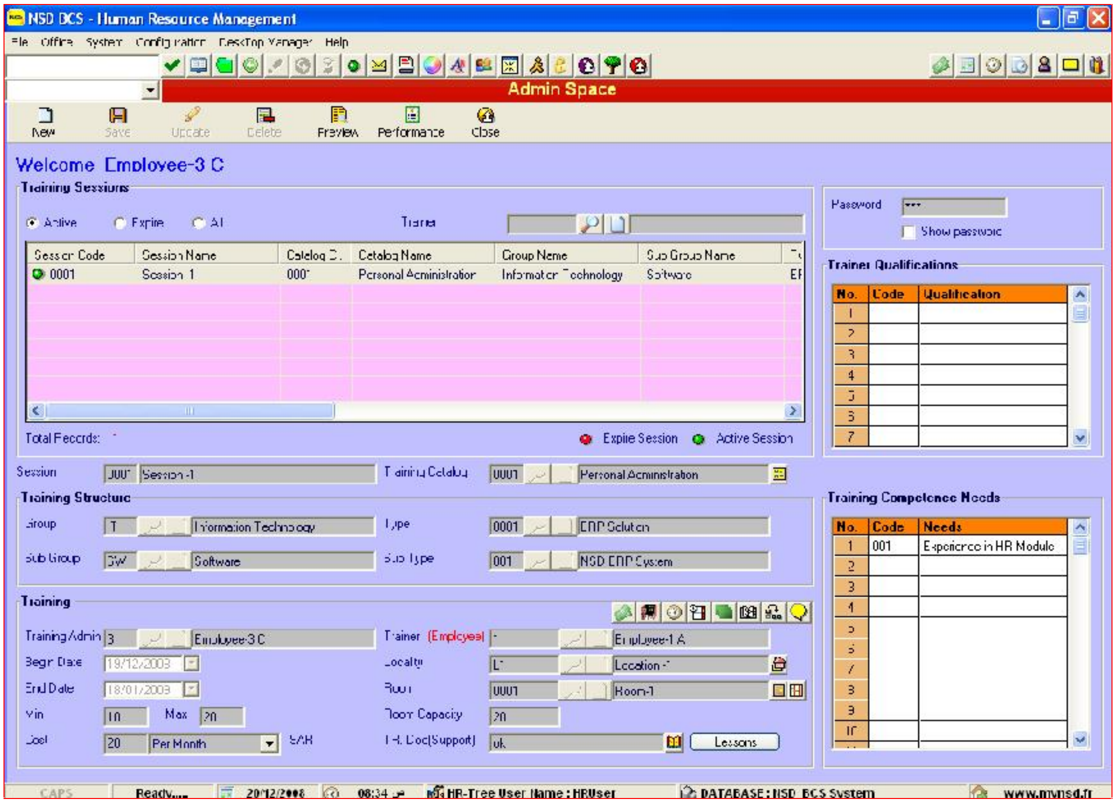


4- Trainer and Admin Spaces:

A- Trainer Space: allows the trainer to make view for the trainees in his session and get information about it like time sheet.

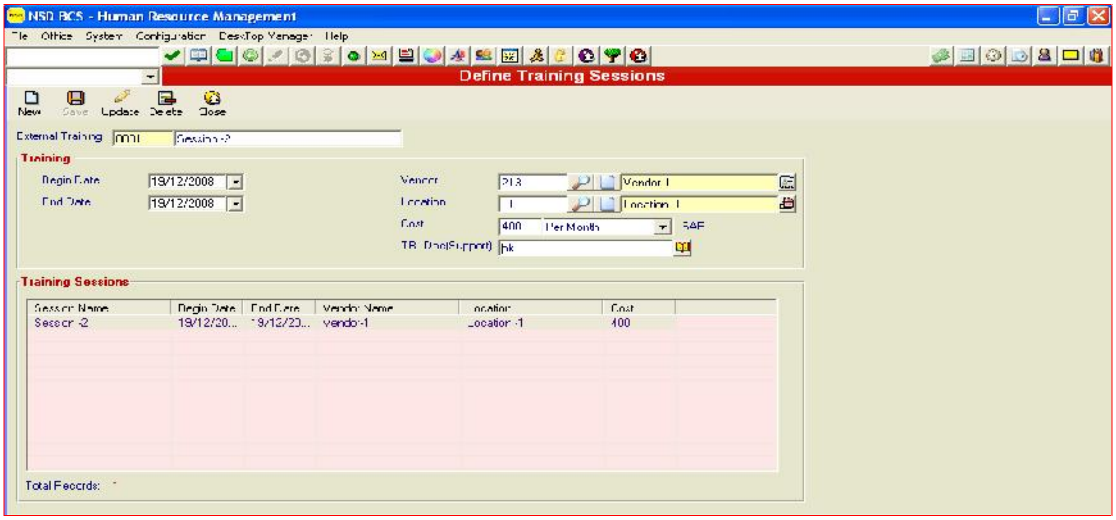


B- Admin Space: allows the training Admin to make view for the trainees in his session and get information about it like time sheet.

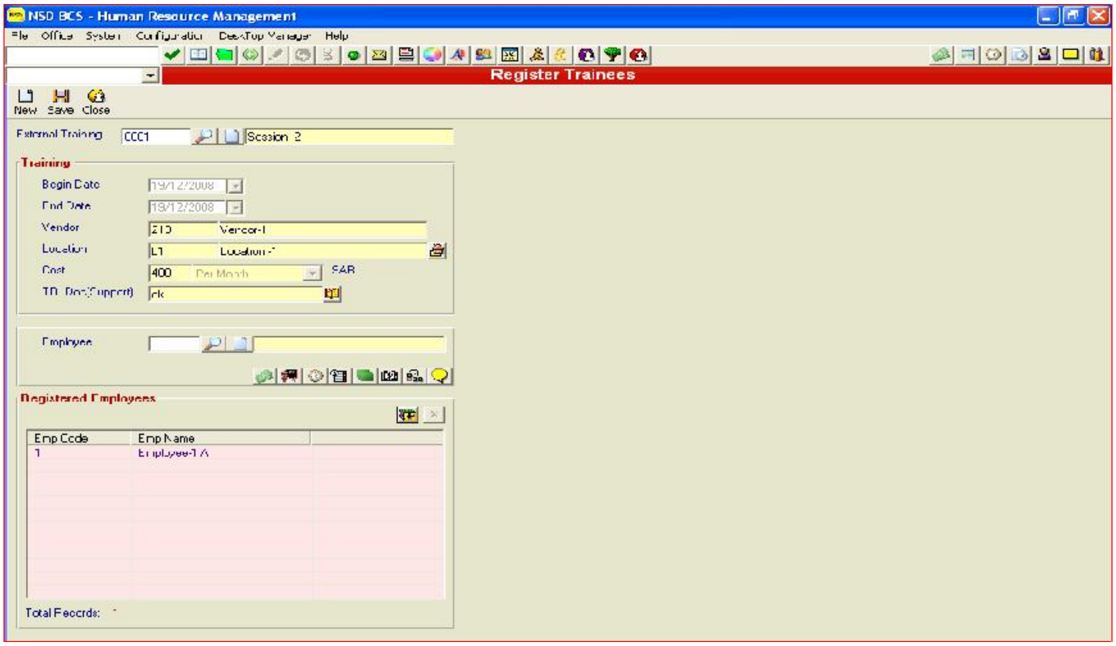


External Training:

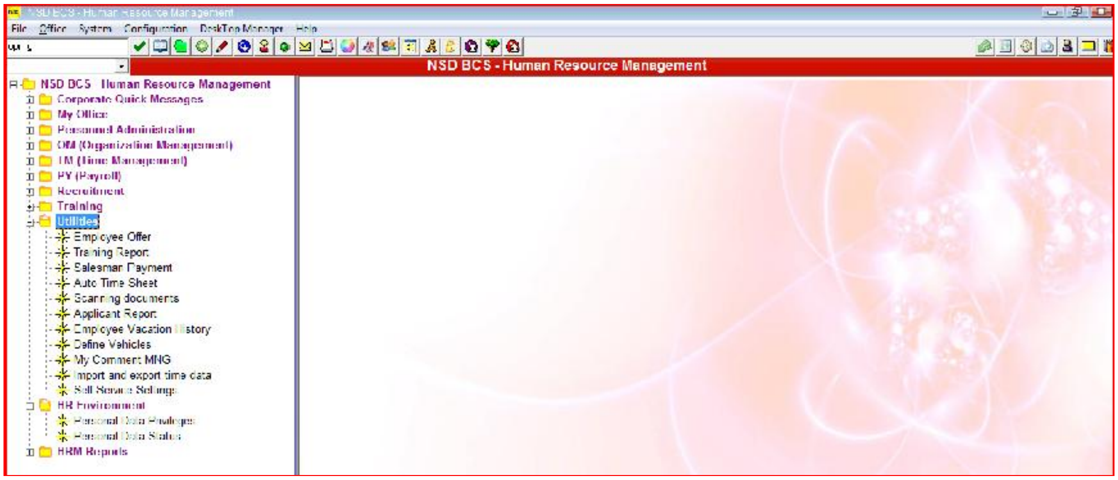
1- **Define Training Sessions:** to define the training session made by external vendor not the same company:



2- Register Trainees: to register the trainees to the external training session.



HR – Utilities



Employee Offer: Allows the user to create working offer for any person as first step to hire him in the company
Training Report: Allows employee to create a report for the training course which attended and send it to his manager.
Salesman Payment: Allows user to generate the commission for the sales man depending on his sales and defined percentage.

Auto Time Sheet: Allows the user to insert the time sheet for chosen employee automatically and the same time for certain month.

Scanning Documents: this option allows the get a copy from the certain document and related of the employees

Applicant Report: allows the user to get full information about all applicants in hired in the system.

Employee Vacation History: Allows the user to get full information about the details of payment of vacations related of the employee.

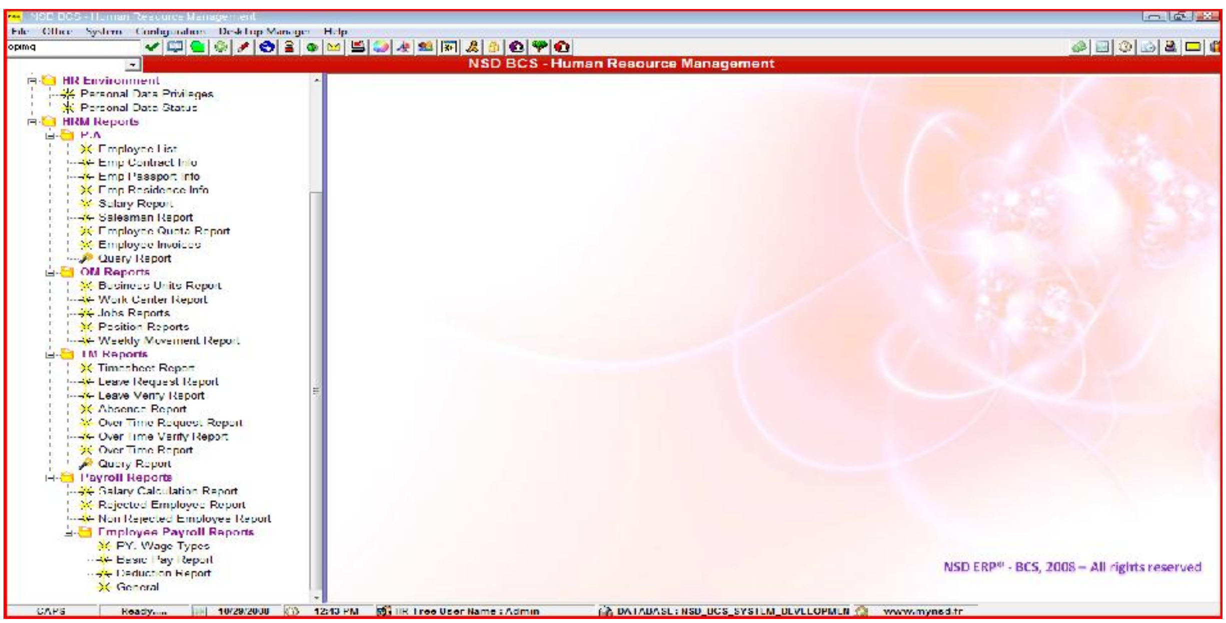
Define Vehicles: allows the user to define all information related the vehicles in the company (deriver, papers…)

My Comment MNG: allows the responsible employee to insert his comments related of any employee

Import and Export Time Data: allows you to upload the time sheet file from the time attendance machine to the system and calculate the payroll depending on the this time sheet

HR – Reports

This option allows user to get a quickly view about all processes done in the system in each functions and sub-functions.



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