

A TO Z OF HUMAN RESOURCES MANAGEMENT”













**HUMAN RESOURCE
MANAGEMENT
SYSTEM**



THE TOTAL SOLUTION SYSTEM FOR YOUR BUSINESS

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Labor Law
Compliance



HRMS

“A To Z Of Human Resources Management”

The **Human Resource Management System (HRMS)** covers all aspects of Human Resources required by any organization.

Mallats HRMS is parameterized to accommodate labor and social insurance laws of any country. The company structure and specific policies and procedures can be easily mapped in the system.

The **HRMS** system covers full processes of the e-recruitment process from online vacancy posting to hiring personnel with full employee profile, leaves and documents, payroll and loans.

Additionally the system includes a full training, appraisal and staff development modules.

Technologies:

- Intranet / Internet based
- Accessible Through Any Browser
- ASP.NET & C# Development Tools
- Microsoft SQL Database
- Mobile Application

Why Mallats?

- Labor Law Compliance
- Social Insurance Law
- Map Company Structure
- Map Company Policies
- e-Recruitment Management
- Personnel Management
- Loans Management
- Training Management
- Appraisals Management
- Staff Development Management
- In-Built Document Workflow
- Unlimited Workflow Levels
- Bi-Lingual Arabic/English
- Powerful Security Control
- Fully Integrated ERP

HRMS Functionalities:

- Organization Structure
- Recruitment with Online Portal
- Personnel Administration
- Documents Management
- Leaves Management
- Payroll Management
- Loans Management
- Training Management
- Appraisals Management

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Organization
Structure



Appraisal
Management



ORGANIZATION STRUCTURE

“Sell More”

The **Organization Structure Module** provides a complete hierarchical setup of any organization.

The department Structure, Grades, Employment Types and Positions (Designations) can be setup with multiple parameters in Organization Structure.

Unique Features

Product Specific:

- Multi-level Department Structure
- Unlimited Employment Types
- Multiple Grades Structure
- Multiple Steps Structure
- Multiple Titles Structure
- Multiple Positions Structure

Product General:

- Supports Document Attachment
- Posting Alerts (Emails, sms..etc)
- Bi-Lingual Arabic/English
- Powerful Security Control

Technologies:

- Intranet / Internet based
- Accessible Through Any Browser
- ASP.NET & C# Development Tools
- Microsoft SQL Database
- Mobile Application

Organization Structure Functionalities:

- Department Structure
- Employment Types
- Grades Structure
- Titles & Positions Structure

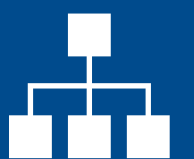
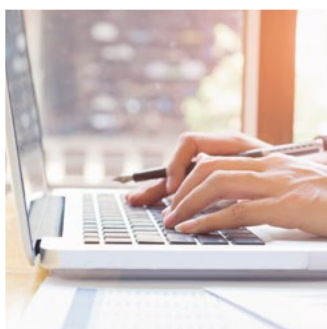
3



Posting Alerts



Unlimited Employment
Types



Organization
Structure



Multiple Interview Process



Personal Summary



RECRUITMENT WITH ONLINE PORTAL

The **Recruitment With Online Portal** covers the complete hiring cycle from opening vacancies to hiring the right candidates. Potential candidates can apply online on the Careers portal of the company against the available vacancies or can just submit their CVs in the CV Banks for any future positions.

Unique Features

Product Specific:

- Recruitment Portal
- CV Bank
- Online Exams
- Multiple Interview Process
- Candidate Score

Product General:

- Supports Document Attachment
- In-Built Approval Workflow
- Posting Alerts (Emails, SMS..etc)
- Powerful Security Control

The HR Department has total control over the recruitment process. Separate recruitment processes can be setup for every position. System provides the functionality of online recruitment exams and interviews with simple setup and efficient control.

Technologies:

- Intranet / Internet based
- Accessible Through Any Browser
- ASP.NET & C# Development Tools
- Microsoft SQL Database
- Mobile Application

Recruitment With Online Portal Functionalities:

- CV Bank
- Vacancy Posting Online
- Vacancy Requisition
- Multi-step Recruitment Process
- Dashboards, Inquiries & Reporting



PERSONNEL ADMINISTRATION MODULE

The **Personnel Administration Module** maintains and manages all information you need to keep about your employees in the employees' database, reducing paper files in your office considerably and saving up storage space. All these information can be retrieved through user friendly reports and searches.

Unique Features

Product Specific:

- Personal Summary
- Multiple Addresses
- Multiple Qualifications
- Multiple Family Member Details
- Self Service

Product General:

- Supports Document Attachment
- In-Built Document Workflow
- Posting Alerts (Emails, SMS..)
- Powerful Security Control

The **Personnel Administration Module** keeps employees' personal data such as CVs, personal information, family information, qualification details with scanned copies of certificates etc.

Technologies:

- Intranet / Internet based
- Accessible Through Any Browser
- ASP.NET & C# Development Tools
- Microsoft SQL Database
- Mobile Application

Personnel Administration Functionalities:

- Employee Summary
- Personal Details
- Address
- Family Information
- Education Details
- Dashboards, Inquiries & Reporting



Posting Alerts



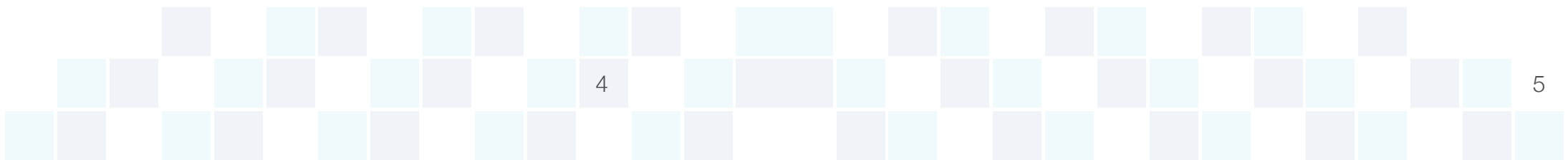
Direct Hiring



Recruitment Portal



Personnel Administration





Contracts



Labor Law Compliance



DOCUMENT MANAGEMENT MODULE

The **Document Management Module** records and maintains all employee related documents whether personal or official. These Documents could be identification like Passport, ID Card etc. or Employment Contracts and Letters issued to the Employees from the Human Resource Department.

Unique Features

Product Specific:

- Document Expiry Alerts
- Self-Renewal of Documents
- Employee Family Documents
- Download & Print Documents

Product General:

- Supports Document Attachment
- In-Built Approval Workflow
- Posting Alerts (Emails, SMS, etc.)
- Powerful Security Control

The **Document Management Module** records each document with the issue and expiry date based on which system can send alerts for expiry and renewal of these documents. The frequency and interval of sending alerts by email can also be setup in system.

Technologies:

- Intranet / Internet based
- Accessible Through Any Browser
- ASP.NET & C# Development Tools
- Microsoft SQL Database
- Mobile Application

Document Management Functionalities:

- Identification Documents
- Contracts
- Letters to Employees
- Documents Archiving
- Self-services
- Dashboards, Inquiries & Reporting



LEAVES MANAGEMENT MODULE

The **Leaves Management Module** manages the complete leave history of employees for all types of leaves such as, annual leave, sick leave, emergency leave, training leave, etc. Employees can apply for leaves using self-services and with the ability to track the leave application in the system workflow.

Unique Features

Product Specific:

- Unlimited Leave Types
- Leave Policies
- Labor Law Compliance
- Reporting Date
- Leave Settlement

Product General:

- Supports Document Attachment
- In-Built Approval Workflow
- Posting Alerts (Emails, SMS, etc.)
- Powerful Security Control

The **Leaves Management Module** maps all the leaves as per the labor law of any country in the system; with specific policies for each leave type. The Leave Settlement can also be prepared with accurate calculations for leave salary and any other benefits.

Technologies:

- Intranet / Internet based
- Accessible Through Any Browser
- ASP.NET & C# Development Tools
- Microsoft SQL Database
- Mobile Application

Leaves Management Functionalities:

- Leave History
- Leaves Self-services
- Leave Extension/Cut
- Leave Cancellation
- Leave Settlement
- Dashboards, Inquiries & Reporting



Document Expiry Alerts



Document Expiry Alerts



Document Management



Supports Document Attachment



Leaves Management



Bank Transfers



Loan Statements



PAYROLL MANAGEMENT MODULE

The **Payroll Management Module** makes your payroll processing easy and accurate. The user can create customized payroll templates and define pay slips and its contents. Thereby the user gets absolute control on the entire process, which ensures the accuracy of the calculations.

Unique Features

Product Specific:

- Multiple Payroll Rules
- Multiple Payroll Generations
- Sub-ledger integrated with GL
- Bank Transfer of Salaries
- Accruals Management

Product General:

- Supports Document Attachment
- In-Built Approval Workflow
- Posting Alerts (Emails, SMS.)
- Powerful Security Control

This module allows setting up many payroll templates in multi-currencies and many payroll generations. Batch processing facilities take away the tedium of individual postings, and the workflow system ensures data authenticity and integrity at all times.

Technologies:

- Intranet / Internet based
- Accessible Through Any Browser
- ASP.NET & C# Development Tools
- Microsoft SQL Database
- Mobile Application

Payroll Management Functionalities:

- Payroll Policies & Laws
- Other Payments & Deductions
- Accrual Calculation
- Bank Transfer
- Payroll Sub-ledger
- Dashboards, Inquiries & Reporting



LOANS MODULE

The **Loans Module** helps you manage all aspects of employee loans. The system facilitates the user to define loan granting criteria such as the length of service required, maximum amount, recovery period etc. The approval process will pass through the workflow and once the loan is granted, all necessary accounting entries will be passed by the system.

Unique Features

Product Specific:

- Multiple Loan Templates
- Loan Criteria Setup
- Loan Self-services
- Loan Settlements

Product General:

- Supports Document Attachment
- In-Built Approval Workflow
- Posting Alerts (Emails, SMS.)
- Powerful Security Control

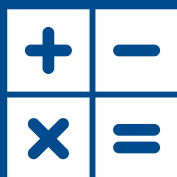
Also, the **Loans Module** takes care of the monthly loan recovery, and maintains up-to-date loan accounts for each employee.

Technologies:

- Intranet / Internet based
- Accessible Through Any Browser
- ASP.NET & C# Development Tools
- Microsoft SQL Database
- Mobile Application

Loans Module Functionalities:

- Loans Setup
- Loan Approval Procedure
- Loan Recovery Procedure
- Loan Statements
- Loan Sub-ledger
- Dashboards, Inquiries & Reporting



Accrual Calculation



Loan Application



Payroll Management



Loans Module



Posting Alerts



Formula Based
Scoring



TRAINING MANAGEMENT MODULE

The **Training Management Module** will help your company to manage the training needs of your employees. It actually creates a development plan for each and every employee, taking into consideration their present level of skills and the future demands. The system stores all the information regarding the training needs, institutes, courses and the trainers.

Unique Features

Product Specific:

- Training Institutes Data
- Multi-level Course Structure
- Training History
- Course Evaluation

Product General:

- Supports Document Attachment
- In-Built Approval Workflow
- Posting Alerts (Emails, SMS.)
- Powerful Security Control

The **Training Management** system is fully parameterized, you can map your company's unique needs into the system.

Also, it helps you match the courses with the requirements and to monitor the progress individually and in groups.

Technologies:

- Intranet / Internet based
- Accessible Through Any Browser
- ASP.NET & C# Development Tools
- Microsoft SQL Database
- Mobile Application

Training Management Functionalities:

- Training Structure
- Course Structure
- Training Self-services
- Training Evaluation
- Dashboards, Inquiries & Reporting



APPRAISALS MODULE

The **Appraisals Module** lets you design your own appraisal forms, for each category, with the criteria. The evaluation forms will move from desk to desk based on the workflow. Any type of Appraisal can be mapped in system like 360 Degree, Key Performance Indicator (KPI) Based, Objective Based, etc.

Unique Features

Product Specific:

- Multiple Appraisal Forms
- Formula Based Scoring
- Multi-level Evaluation
- Linked to Payroll
- Appraisal History File

Product General:

- Supports Document Attachment
- In-Built Approval Workflow
- Posting Alerts (Emails, SMS.)
- Powerful Security Control

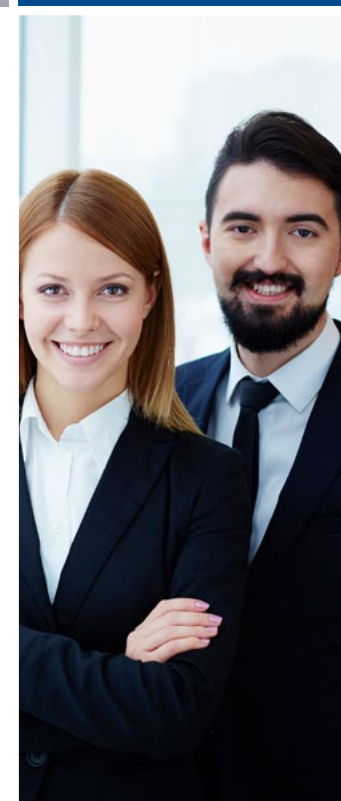
The **Appraisals Module** system compiles the final score based on the formula given by the user and generates Performance Appraisal Reports for each and every employee.

Technologies:

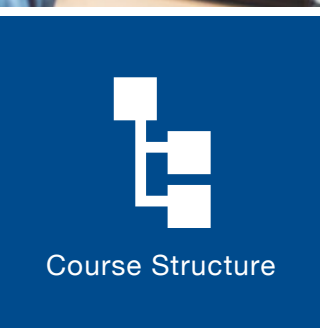
- Intranet / Internet based
- Accessible Through Any Browser
- ASP.NET & C# Development Tools
- Microsoft SQL Database
- Mobile Application

Appraisals Module Functionalities:

- Customized Appraisal Forms
- Appraisal Workflow
- Appraisal Process
- Final Score Compilation
- Dashboards, Inquiries & Reporting



Linked To Payroll



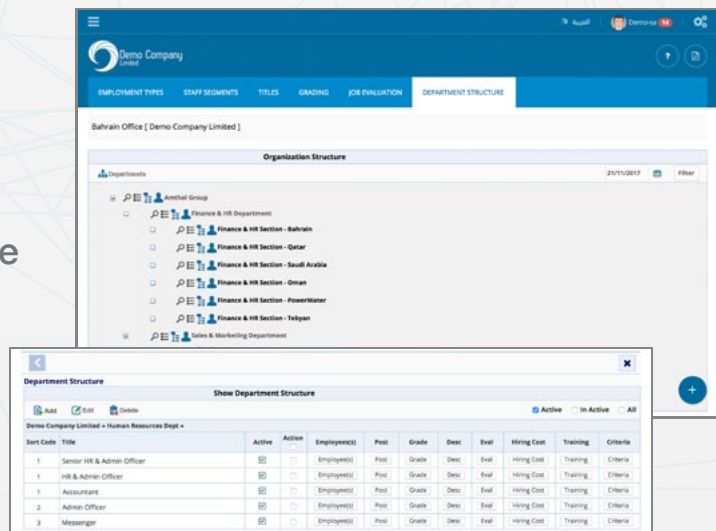
Course Structure



Training Management



Appraisals Module



Demo Company
Private Limited

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👤

EMPLOYEE SUMMARY

Bahrain Office | Demo Company Limited |

Application Form

In Service / 32 / 5 📅

Status: On Duty

Personal Summary

Employee Code:			
Employee Name:	Mr. Bilal Mohammed Abdul	Personal Number:	PID00802061
Marital Status:	Married	Gender:	Male
No. Of Children:	2	Type:	Foreigner
Highest Qualification:	Professional Degree (Information Technology)	Contact Person:	Wafar Yassin
		Nationality:	Indian
		Religión:	Muslim
		Date & Place of Birth:	India, 01/10/1976 - 41 years(s) & 1 month(s)
		Whether Sponsored:	

Employment Summary

Department	Leave Region	Hiring Date	Last Promotion Date
Demo Company Limited - Sales Department	Bahrain	05/11/2014 - 1 year(s) & 1 month(s) service	05/11/2014 - 1 year(s) & 1 month(s)
Title	Sales Director(Tele Structure)	Leave Region	Last Increment Date
		Bahrain	16/07/2015 - 1 year(s) & 1 month(s)
Grade/Step	2/2	Last Payroll Generated	Annual Leave Balance
		16/08/2016	In Paidrol
Staff Segment	Staff	Employment Type	Indefinite Balance
		Full Time	11.25
Payroll Policy	Bahrain Financial Monthly Payroll	Termination Date	Last Appraisal Date
		16/08/2016	05/11/2015 with rating 0.00
Contract Type	Management(16/07/2017 - 24/01/2017)	Last Training Course	
		11/03/2015	

Leaves Management

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[English](#)
 Demo User ●

Demo Company Limited

PERSONAL SUMMARY |
 ADDRESS |
 QUALIFICATION |
 EXPERIENCE |
 FAMILY |
 DOCUMENT |
 LANGUAGES |
 EMPLOYEE LOCATION |
 SKILLS & HOBBIES |
 REFERENCES

Bahrain Office [Demo Company Limited]

Documents							
Name	👤 Active 🔒 In Active 🗑️ All						
	Bilal Mohammed Adhif						
Document No.	Document Type	Issued Date	Expiry Date	Notes	Active	View	WTF
B16	BAPOC BADGE	15/06/2013	14/06/2019		👤	View	
B4	ALSAFTY BADGE	05/03/2012	04/03/2017		👤	View	
H0308160	Passport	18/10/2009	15/10/2019		👤	View	
760304293	ID Card/Smart Card	20/11/2010	25/11/2015		👤	View	
LO1_6	Salary Certificate - Latin				👤	View	
LO3_2	Employment Certificate - Latin				👤	View	
LO4_2	Experience Certificate - Latin				👤	View	

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Training Management

Documents Management

Payroll Management

Demo Company

[Home](#)
[Applicant](#)
[Demo Data](#)
[Help](#)

EMPLOYEE SALARY SUMMARY
PROMOTIONS & INCREASES
OTHER PAYMENT
OTHER DEDUCTIONS
ACCRUALS

Bahrain Office [Demo Company Limited]

Application Form

In Service (32)
Status: On Duty

Entitlement

Type	Basic Salary	Transportation Allowance	Telephone Allowance	Total
Amount	2700.000	350.000	175.000	3225.000

Salary

Date	Title	Department	Basic Salary	Transportation Allowance	Telephone Allowance	13th Salary Payment	Overtime (Payment)	Gross
Monthly	Sales Director	Sales Department	2700.000	350.000	175.000	0.000	0.000	3225.000
Yearly	Sales Director	Sales Department	28700.000	3375.000	1812.500	2116.667	410.150	36364.317

Increments

Pay Slip

Select Payable Date:
30/06/2015

Earnings	Deductions
Basic Salary 2,700.000 Transportation Allowance 350.000 Telephone Allowance 175.000 Gross Earnings : 3,225.000	Unemployment Deduction 28.500 Loan 150.000 Gross Deductions : 178.500
Net Salary : 3,046.500	


Salary

From: 01/01/2015
To: 31/12/2015

Payroll Date	Basic Salary	Transportation Allowance	Telephone Allowance	Earnings	13th Salary Payment	Overtime (Payment)	Other Payments	Unemployment Deduction	Absence	Leaves	Net
31/01/2015	2,500.000	250.000	100.000	0.000	0.000	0.000	0.000	28.500	0.000	2,821.500	
28/02/2015	2,500.000	250.000	100.000	0.000	0.000	0.000	0.000	28.500	0.000	2,871.500	
31/03/2015	2,500.000	250.000	100.000	0.000	0.000	0.000	0.000	28.500	0.000	2,871.500	
30/04/2015	2,600.000	300.000	100.000	0.000	0.000	0.000	0.000	28.500	0.000	2,871.500	
31/05/2015	2,600.000	300.000	100.000	0.000	0.000	0.000	0.000	28.500	0.000	2,871.500	
30/06/2015	2,600.000	300.000	100.000	0.000	116.667	0.000	0.000	28.500	0.000	4,986.167	
31/07/2015	2,600.000	300.000	100.000	0.000	410.150	0.000	0.000	28.500	0.000	3,310.650	
31/08/2015	2,700.000	350.000	175.000	0.000	0.000	0.000	0.000	28.500	0.000	3,100.500	
30/09/2015	2,700.000	350.000	175.000	0.000	0.000	0.000	0.000	28.500	0.000	3,100.500	

Appraisals Management

Loans Management



[Home](#)
[Dashboard](#)
[Reports](#)
[Settings](#)

[Logout](#)

[Loans List](#)
[START LOANS](#)
[START LOANS BY FLOWCHART](#)

Buflawn Office | Dermo Company Limited

Employee Name: Abdul Basit Inayat

Loan Type: Cash & Recpt

Loan Schedule: 4/20/2020

Loan Period: 30

Automatic: ON

Loan Charges: 0.000

Loan Interest: 0.000


Loan Repayment: 4000.000

[Add Process](#)
[Analyze Code](#)

Number	Installation Date	Opening Balance	Charges	Interest	Principal	Installation(EMI)	Balance Loan
1	01-04-2019	4000.000	0.000	0.000	110.487	110.487	4000.000
2	01-04-2019	4000.000	0.000	0.000	110.487	110.487	3988.513
3	01-04-2019	3988.513	0.000	0.000	110.487	110.487	3977.026
4	01-04-2019	3977.026	0.000	0.000	110.487	110.487	3965.539
5	01-04-2019	3965.539	0.000	0.000	110.487	110.487	3954.052
6	01-04-2019	3954.052	0.000	0.000	110.487	110.487	3942.565
7	01-04-2019	3942.565	0.000	0.000	110.487	110.487	3931.078
8	01-04-2019	3931.078	0.000	0.000	110.487	110.487	3919.591
9	01-04-2019	3919.591	0.000	0.000	110.487	110.487	3908.104
10	01-04-2019	3908.104	0.000	0.000	110.487	110.487	3896.617
11	01-04-2019	3896.617	0.000	0.000	110.487	110.487	3885.130
12	01-04-2019	3885.130	0.000	0.000	110.487	110.487	3873.643



Recruitment with Online Portal



Demo Company
limited

Account
Admin
Dashboard
Jobs
Applicants
Interviews
Reports
Settings
Help

?
id

CANDIDATE DIRECT HIRING FORM

RECRUITMENT OPERATION FORM

INTERVIEWS & REVIEWS FORM

Bahrain Office | Demo Company Limited

Add

Edit

Employment Contract

Apply

Select :

Abu Bakher - Abdul Rahman

RECIB

Application Form

* indicates a compulsory field

Personal Information

Personal Number:

73939378

First Name (English):

Abu Bakher

First Name (Arabic):

أبو بكر

Gender:

Male

Type:

Citizen

Marital Status:

Married

Contact Person:

Sayed Bashaitha

Title

Middle Names (English):

Religion:

Date of Birth:

No of Children:

Telephone (Residence):

-

Buddhist

26/06/1973

0

96111423

Whether Sponsored:

☐

Family Name (English):

Abdul Rahman

Family Name (Arabic):

أبو بكر

Nationality:

India

Place of Birth:

India

Personal Email:

abobakher2009@hotmail.com

Telephone (Mobile):

96176246

Upload CV (PDF/Word)

Job interested

Job Interested

Technician

Your Experiences in the job

1

Preference No

1

Preferred Location

Bahrain

Expected Salary (USD)

1250-0000

Demo Company Limited

Bahrain Office [Demo Company Limited]

MENUS

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Leave Application Form

Select Employee: Syed Noman Masood

Hiring Date: 15/11/2014

Department : Support Dept

Location : Project 2 Sub 2

Position : Project Manager

Leave Balance Summary - Proposed

Actual balance as per last payroll				Forecasted till Year End : 2018			
Opening Balance	Accrued Leave taken before	Less: Leave taken before	per last payroll	Days for the Days Booked Current Leave	Year-end Requested	Balance	
15.50	0.00	0.00	15.50	97.50	8.00	23.00	82.00
				Balance as per last payroll: 15.50	Year-end balance: 82.00		

Leave Type: Annual Leave
(4)

Categorized As: Annual Leave

Start Date: 03/04/2018

End Date: Wednesday 25/04/2018

Reporting Date: Tuesday 26/04/2018

Leave Days: 23

Amend Days: 23

Reason:
(4)

Notes:

Acting Employees:
(4)



Upload/View


Choose File No file chosen

Cancel
 Apply

Self Service

Dashboards, Inquiries & Reports

9 Aug 21
Demo 14


GENERAL ADMIN INDICATORS


EMPLOYMENT INDICATORS

Bahrain Office | Demo Company Limited |

Branch: Bahrain Office
Year: 2015

Citizenship Type	Count	%
Citizen	10	52.63
Foreigner	9	47.37
Total	19	100.00


Staff Citizenship Distribution



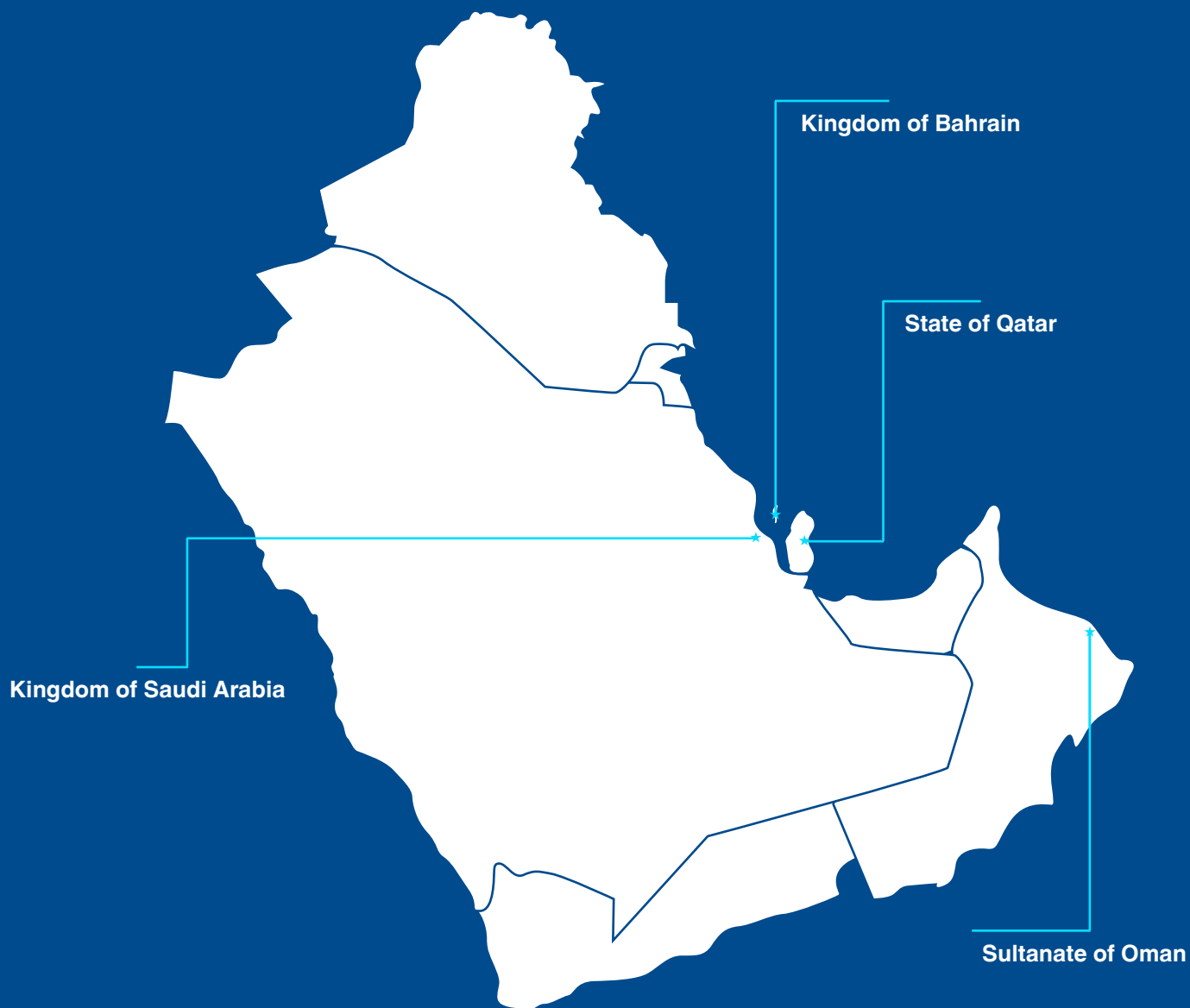
Staff Citizenship Distribution

● Citizen
 ● Foreigner

Staff Citizenship Distribution



Citizenship Type



REGIONAL OFFICES

BAHRAIN

P.O. Box 2949
Manama, Kingdom of Bahrain
Tel. +973 17 297 227
amthaladmin@al-amthal.com

QATAR

P.O. Box 31122
Doha, State of Qatar
Tel. +974 44 503 659
amthaldoha@al-amthal.com

SAUDI ARABIA

P.O. Box 3674
Al Khobar, Kingdom of Saudi Arabia
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khaleeji@al-amthal.com

OMAN

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