wherever you are
there will be a cloud to tell you

www.ecnetwolke.com

my staff

Full-Fledged Personel & Payroll
Total Solution Software

wolke

CERTIFIED FOR
Windows
Server® 2008 R2

Windows
Server 2012
Certified

powered by
nclink

manage your most valuable resource with my**staff**

What is my**staff**?

my**staff** is a fully fledged personnel and payroll package that covers all aspects of HR required by an organization to manage its personnel, admin and payroll. my**staff** can efficiently handle and accommodate any country rules and regulations along with company's policies and procedure. Employees' personnel data is maintained systematically in the system and payroll can be generated with ease and transferred directly to the employees bank accounts.

my**staff** covers all aspects of Admin & Payroll and maintains the pretaining files in the same way as manually handled folders as:

- **Hiring File**
- **Personal File**
- **Employment File**
- **Attendance File**
- **Promotions File**
- **Banking File**
- **Payroll**
- **Bank Transfer**
- **Documents**
- **Termination**
- **Reports Generation**

In addition there are many other business solutions of *wolke business suite* that can be incorporated with my**assets** as an optional add-on:

- my**account**
- my**assets**
- my**time**
- my**purchase**
- my**sales**

wolke is incredibly flexible due to its numerous features

What does my**staff** have to offer?

- Available on two platforms: browser-based Intranet/ Internet or cloud computing.

- Online real-time posting, resulting in online real-time financial reporting.

- Bilingual capability: Arabic/English, you log into the system with the language of your choice.

- Extensive MIS reporting (in both languages).

- Document printout option upon any task performed.

- Multi-level access to the system and powerful centralized security control.

What does my**staff** use?

- Browser interface (totally thin client) for Intranet and Internet use; for easy installation and access from anywhere and anytime, totally user-friendly.

- MS express database for reliability, security, ease of use, easy upgrade to MS SQL, powerful data search and other system interfaces.

- RDBMS technology for the highest level of data integration, safety and genuine on-line real-time processing allowing for an immediate control of the company's activities.

- MS Asp.Net & C# as development tools for highest reliability, security & efficiency.

FUNCTIONALITIES

Hiring File

Using a hiring form to fill in the required applicant details at the time of hiring to maintain in the personnel file. my**staff** has a direct hiring form to include all personnel data of an applicant at the time of hiring such as:

- 🌐 **Personal Data**
- 🌐 **Employment Info**
- 🌐 **Grade**
- 🌐 **Department**
- 🌐 **Title**
- 🌐 **Position**
- 🌐 **Segments**
- 🌐 **Salary Package etc.**

Employment file

my**staff** the system manages and maintains essentially every important employment detail for each employee based on the organization's structure, policies and procedures. my**staff** maintains complete employment details of an employee including:

- 🌐 **Department**
- 🌐 **Contract**
- 🌐 **Weekend Info**
- 🌐 **Any Other Info**

Personal File

Personnel data can be managed and retrieved easily for any employee from the system. Updating personnel files is a simple task making it possible to retrieve updated employees' information at any time. my**staff** maintains an electronic file for each employee covering:

- 🌐 **Personal Information**
- 🌐 **Address Details**
- 🌐 **Experience**
- 🌐 **Family Details**

- 🌐 **Documents**
- 🌐 **Languages**
- 🌐 **Skills and Hobbies**
- 🌐 **References**

Attendance File

Employees attendance calculation is handled and maintained in an individual employees' file as per the company policies and procedures.
my**staff** allows you to manage the attendance of the employees such as:

- 🌐 **Leave Records**
- 🌐 **Overtime**
- 🌐 **Absence Calculations**

FUNCTIONALITIES

Promotions File

Maintaining employees' promotion and increment history is handled through the system competently. Any payroll additions or deductions as per the company's policies and procedures are part of the payroll calculations. my**staff** maintains employees promotion file covering:

- **Promotion History**
- **Increments**
- **Payroll Additions**

Banking File

my**staff** manages multiple salary accounts of employees to transfer salaries after the payroll generation is completed. It allows clearing and re-generating of the payroll at any point and generating a payroll sheet from the system.

Bank Transfer

my**staff** allows net salaries after payroll generation is completed to be directly transferred to the employees' bank accounts. Bank Transfer letters can be generated immediately and sent directly to the bank to process salary transfers.

MAIN FEATURES

Documents

my**staff** covers all types of employee documents and alerts for renewal of documents before their expiry:

- ❋ **Personal Documents (ID card, Passport)**
- ❋ **Request for letters (such as Salary Certificate, Experience Letter)**

Bank Transfer

my**staff** allows net salaries after payroll generation is completed to be directly transferred to the employee's bank accounts. Bank Transfer letter can be generated immediately and sent directly to the bank to process salary transfer.

Process

End-of- Service

mystaff allows you to calculate the final settlement of the employees at the end of his or her service easily. End of service payments can be made such as retirement benefit or relocation allowance payments.

Reports Generation

Multiple reports related to HR such as payroll sheet and other payroll related reports for Personnel, Admin, Leave and Bank Transfer can be printed from the system in pdf format.

Bahrain

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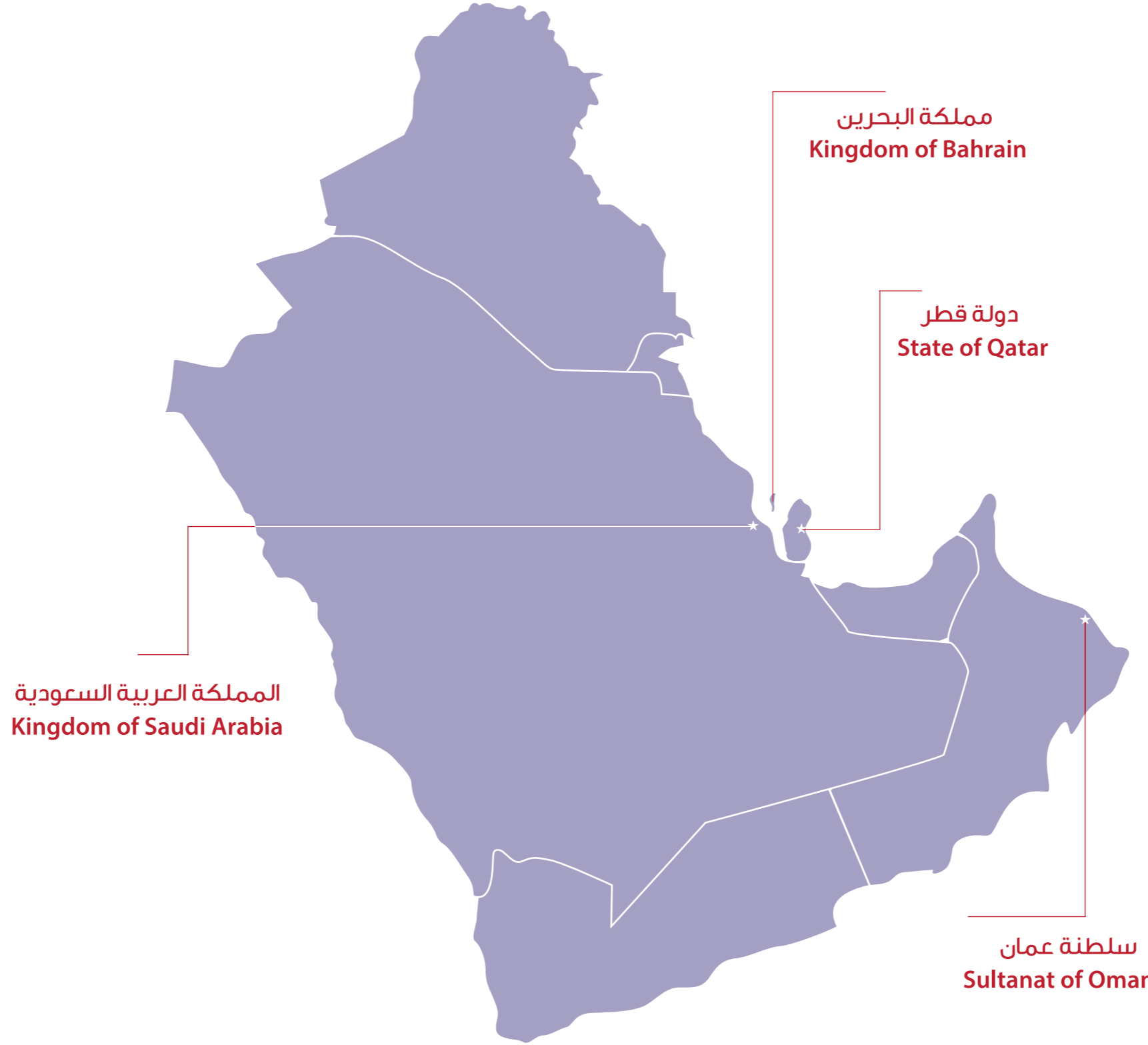Tel. +973 17 297227
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Kingdom of Bahrain

دولة قطر
State of Qatar

المملكة العربية السعودية
Kingdom of Saudi Arabia

سلطنة عمان
Sultanat of Oman

البحرين

ص.ب.٢٩٤٩
المنامة، مملكة البحرين
ت. ١٧٢٩٧ ٧٢٢٧ ٩٧٣+
ف. ١٧٢٩٧ ٧٣٣٧ ٩٧٣+

قطر

ص.ب. ٣١١٢٢
الدوحة، دولة قطر
ت. ٤٤٩١ ٣٢٣٢ ٩٧٤+
ف. ٤٤٩١ ٣٢٣١ ٩٧٤+

المملكة العربية السعودية

ص.ب.٣٦٧٤
الخبر، المملكة العربية السعودية
ت. ٣٨٨٩ ٠٠٢٢ ٩٦٦+
ف.٥ ٣٨٨٩ ٨٢٨٥ ٩٦٦+

سلطنة عمان

ص.ب.١٨٠١
مسقط، سلطنة عمان
ت. ٢٤٤٧ ٢٢٢٣/٤ ٩٦٨+
ف. ٢٤٤٨ ١٨٦٧ ٩٦٨+