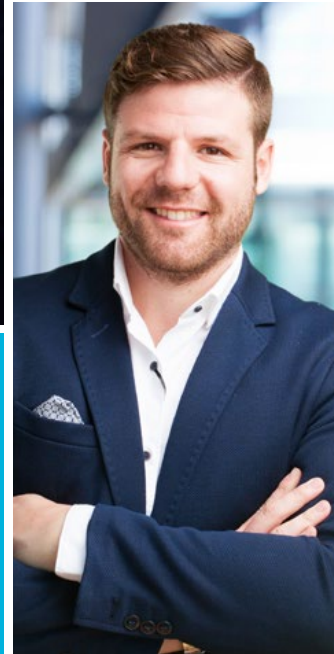














A TO Z OF HUMAN RESOURCES MANAGEMENT”



THE TOTAL SOLUTION SYSTEM FOR YOUR BUSINESS

CONTENTS

-  Introduction To Human Resource Management System.....2
-  Organization Structure.....3
-  Recruitment With Online Portal.....4
-  Personnel Administration.....5
-  Document Management.....6
-  Leaves Management.....7
-  Payroll Management.....8
-  Loans Management.....9
-  Training Management.....10
-  Appraisals Management.....11



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.

Optimum 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 base
- Accessible Through Any Browser
- ASP.NET & C# Development Tools
- Microsoft SQL Database
- Mobile Application

Why Optimum?

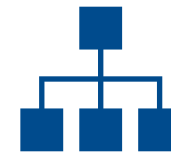
- Labor Law Compliance
- Social Insurance Law
- Map Company Structure
- Map Company Policies
- e-Recruitment Management
- Personnel Management
- Loans Management
- Training Management
- Appraisals Management
- Staff Development Management
- In-Built Document Workflow
- Unlimited Workflow Levels
- Bi-Lingual 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



Posting Alerts



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

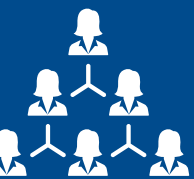
The **Organization Structure** also provides the functionality of creating a full position structure with parameters for grades and steps, job description and job criteria.

Technologies:

- Intranet / Internet base
- 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



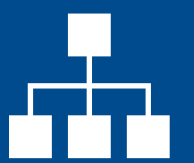
Unlimited Employment Types



Organization Structure



Appraisal Management



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 base
- 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 base
- 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



Direct Hiring



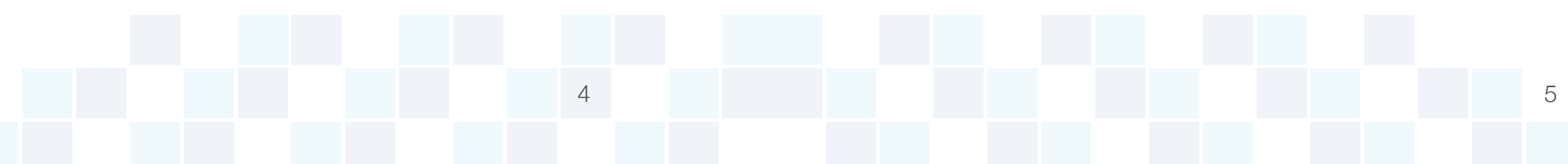
Recruitment Portal



Posting Alerts



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 base
- 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 base
- 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



Supports Document Attachment



Document Management



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 base
- 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

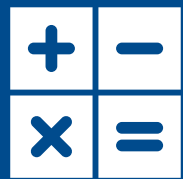
Also, the **Loans Module** takes care of the monthly loan recovery, and maintains up-to-date loan accounts for each employee.

Technologies:

- Intranet / Internet base
- 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 base
- 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

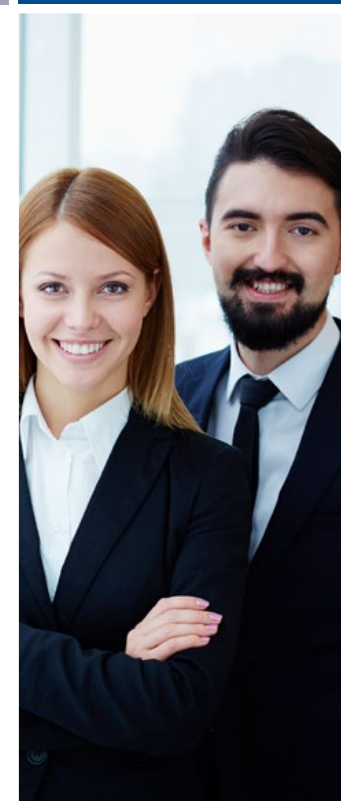
The **Appraisals Module** system compiles the final score based on the formula given by the user and generates Performance Appraisal Reports for each and every employee.

Technologies:

- Intranet / Internet base
- 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



Organization Structure

Start Code	Title	Active	Employmen	Post	Grade	Sex	Rel	Hiring Cost	Training	Criteria
1	Senior HR & Admin Officer	<input checked="" type="checkbox"/>	Employment	Post	Grade	Desc	Rel	Hiring Cost	Training	Criteria
1	HR & Admin Officer	<input checked="" type="checkbox"/>	Employment	Post	Grade	Desc	Rel	Hiring Cost	Training	Criteria
1	Assistant	<input checked="" type="checkbox"/>	Employment	Post	Grade	Desc	Rel	Hiring Cost	Training	Criteria
2	Admin Officer	<input checked="" type="checkbox"/>	Employment	Post	Grade	Desc	Rel	Hiring Cost	Training	Criteria
3	Messenger	<input checked="" type="checkbox"/>	Employment	Post	Grade	Desc	Rel	Hiring Cost	Training	Criteria

Personnel Administration

Application Form

Personal Summary

Employee Code: 1
 Employee Name: Mr. Bilal Muhammad Ashraf
 Gender: Male
 Nationality: Indian
 Religion: Muslim
 Marital Status: Married
 Type: Foreigner
 Date of Birth: INDIAN_01/01/1976 - 41 years(3 & 1 month)
 No of Children: 2
 Contact Person: Mays Taha
 Whether Sponsored: No

Employment Summary

Department: Demo Company Limited - Sales Department
 Hiring Date: 01/11/2014 - 1 years(3 & 9 month)experience
 Last Promotion Date: 01/11/2014 - 1 years(3 & 9 month)3
 Title: Sales Director(1st Structure)
 Leave Region: Bahrain
 Last Payroll Generated: 15/08/2015
 Annual Leave Balance: 22.37
 Staff Segment: Staff
 Employment Type: Full Time
 In Payroll:
 Payroll Policy: Bahrain Financial Monthly Payroll
 Termination Date: 15/08/2015
 Indemnity Balance: 11.25
 Contract Type: Management(18/01/2017 - 24/01/2017)
 Last Training Course: 15/02/2015

Leaves Management

Leave Application Form

Select Employee: Syed Norman Masood

Department: Support Dept
 Position: Project Manager
 Location: Project 2 Sub 2
 Hiring Date: 15/11/2014 | 3 Years and 6 Months

Leave Balance Summary - Proposed

Leave Type: Annual Leave
 Leave Days: 23
 Annual Days: 27
 Reporting Date: 26/04/2015

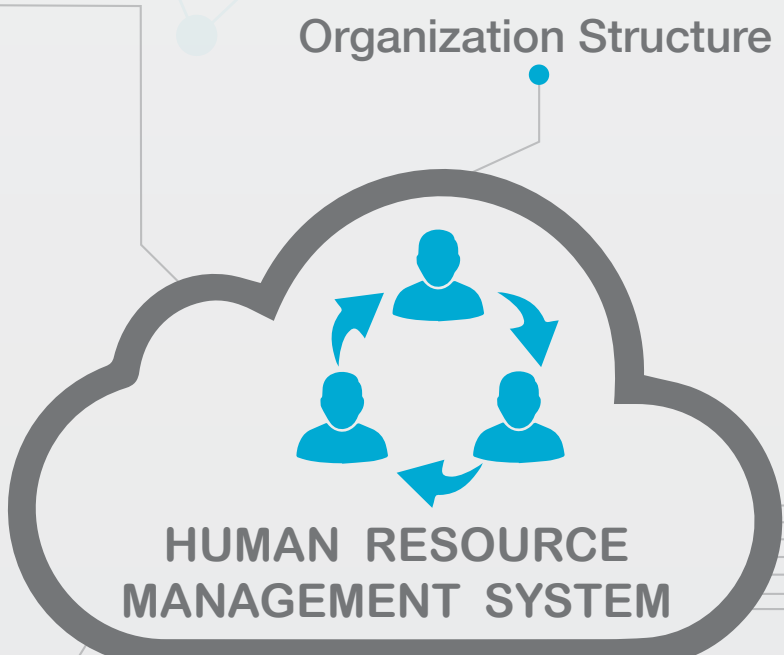
Documents Management

Document No	Document Type	Issued Date	Expiry Date	Notes	Active	View	W/F
816	BAPOC BADGE	15/06/2013	14/06/2019		<input checked="" type="checkbox"/>	View	
84	ALBA-SHITY BADGE	05/03/2012	04/03/2017		<input checked="" type="checkbox"/>	View	
4038140	Passport	18/10/2008	19/10/2018		<input checked="" type="checkbox"/>	View	
76554293	ID Card/Smart Card	26/11/2010	26/11/2015		<input checked="" type="checkbox"/>	View	
LD1_6	Salary Certificate - Latin				<input checked="" type="checkbox"/>	View	
LD4_2	Employment Certificate - Latin				<input checked="" type="checkbox"/>	View	
LD4_2	Experience Certificate - Latin				<input checked="" type="checkbox"/>	View	

Training Management

Training Details

Course	Date From	Date To	Active	Things	Note	Status	View	Feedback	Action	W/F
Information Technology / Information Analysis / Programming / System administration	05/04/2017	05/04/2017	<input checked="" type="checkbox"/>	Training	Note	Status	View	NA		
Management / Investments & Finance / Optimum Software - SCRM	05/04/2017	05/04/2017	<input checked="" type="checkbox"/>	Training	Note	Status	View	NA		
Management / Investments & Finance / ISO Awareness	02/04/2017	02/04/2017	<input checked="" type="checkbox"/>	Training	Note	Status	View	NA		
Information Technology / Information Analysis / Programming / System Induction	20/03/2017	20/03/2017	<input checked="" type="checkbox"/>	Training	Note	Status	View	NA		



Payroll Management

EMPLOYEE SALARY SUMMARY

Application Form

Entitlement

Type	Basic Salary	Transportation Allowance	Telephone Allowance	Total
Amount	2750.000	350.000	175.000	3275.000

Salary

Date	Title	Department	Basic Salary	Transportation Allowance	Telephone Allowance	13th Salary Payment	Overtime (Payment)	Gross
Monthly	Sales Director	Sales Department	2750.000	350.000	175.000	0.000	0.000	3275.000
Yearly	Sales Director	Sales Department	28750.000	3375.000	1812.500	2116.667	410.150	32664.317

Payslip

30/08/2015

Item	Amount
Basic Salary	2,750.000
Transportation Allowance	350.000
Telephone Allowance	175.000
Gross Earnings	3,275.000
Unemployment Deduction	(28.500)
Gross Deductions	(178.500)
Net Salary	3,096.500

Salary

Payroll Date	Basic Salary	Transportation Allowance	Telephone Allowance	13th Salary Payment	Overtime (Payment)	Other Payments	Unemployment Deduction	Allowance	Deductions	Loan	Net
31/01/2015	2,750.000	250.000	100.000	0.000	0.000	0.000	28.500	0.000	0.000	2,821.500	
28/02/2015	2,500.000	250.000	100.000	0.000	0.000	0.000	28.500	0.000	150.000	2,671.500	
31/03/2015	2,500.000	250.000	100.000	0.000	0.000	0.000	28.500	0.000	150.000	2,671.500	
30/04/2015	2,600.000	300.000	150.000	0.000	0.000	0.000	28.500	0.000	150.000	2,871.500	
31/05/2015	2,600.000	300.000	150.000	0.000	0.000	0.000	28.500	0.000	150.000	2,871.500	
30/06/2015	2,800.000	300.000	150.000	116.667	0.000	0.000	28.500	0.000	150.000	4,988.167	
31/07/2015	2,600.000	325.000	182.500	0.000	410.150	0.000	28.500	21.666	150.000	3,110.216	
31/08/2015	2,700.000	350.000	175.000	0.000	0.000	0.000	28.500	0.000	150.000	3,000.000	
30/09/2015	2,700.000	350.000	175.000	0.000	0.000	0.000	28.500	0.000	150.000	3,000.000	

Appraisals Management

Appraisals

Employee: Ammar Mohamed Muthafar
 Date: 11/05/2017

Questions	Staff	SLP	Rating	Score
Knowledge and Skill	54	46	25	1.28
Positions knowledge to perform job competently	5	5	5.00	5.18
Positions skills needed to perform job competently	5	5	5.00	5.18
Pay attention to detail	5	4	2.50	0.18
Looks for ways to improve quality	5	5	5.00	5.18
Strives to learn and improve performance	5	5	5.00	5.18
Seeks out ways to better himself and the company	5	4	2.50	0.18
Takes on responsibilities	5	4	2.50	0.18
Capable of working without constant supervision	5	4	2.50	0.18
Achieve	48	46	22	1.10
Maintains a positive and professional attitude at all times while working with customers and fellow employees	5	5	5.00	5.18
Maintains a positive attitude during high stress situations	5	5	5.00	5.18
Always shows respect for others, whether good manners towards colleagues and customers	5	5	5.00	5.18

Dashboards, Inquiries & Reports

GENERAL ADMIN INDICATORS

EMPLOYMENT INDICATORS

Branch: Bahrain Office

Citizenship Type	Count	%
Citizen	10	53.83
Foreigner	9	47.37
Total	19	100.00

Staff Citizenship Distribution

Recruitment with Online Portal

CANDIDATE DIRECT HIRING FORM

Application Form

Personal Information

Personal Number: 716032378
 First Name (English): Abu Bakker
 Middle Name (English):
 Family Name (English): Abu Kharoun
 Gender: Male
 Date of Birth: 25/05/1973
 Nationality: Indian
 Religion: Muslim
 Place of Birth:
 Marital Status: Married
 No of Children: 2
 Contact Person: Syed Bahartha
 Telephone (Residence): 30311423
 Telephone (Mobile): 98765432

Job Interested

Job Interested: Technician
 Year Expertise in the Job: 1
 Preference No:
 Preferred Location: Bahrain
 Expected Salary (USD): 1200.000

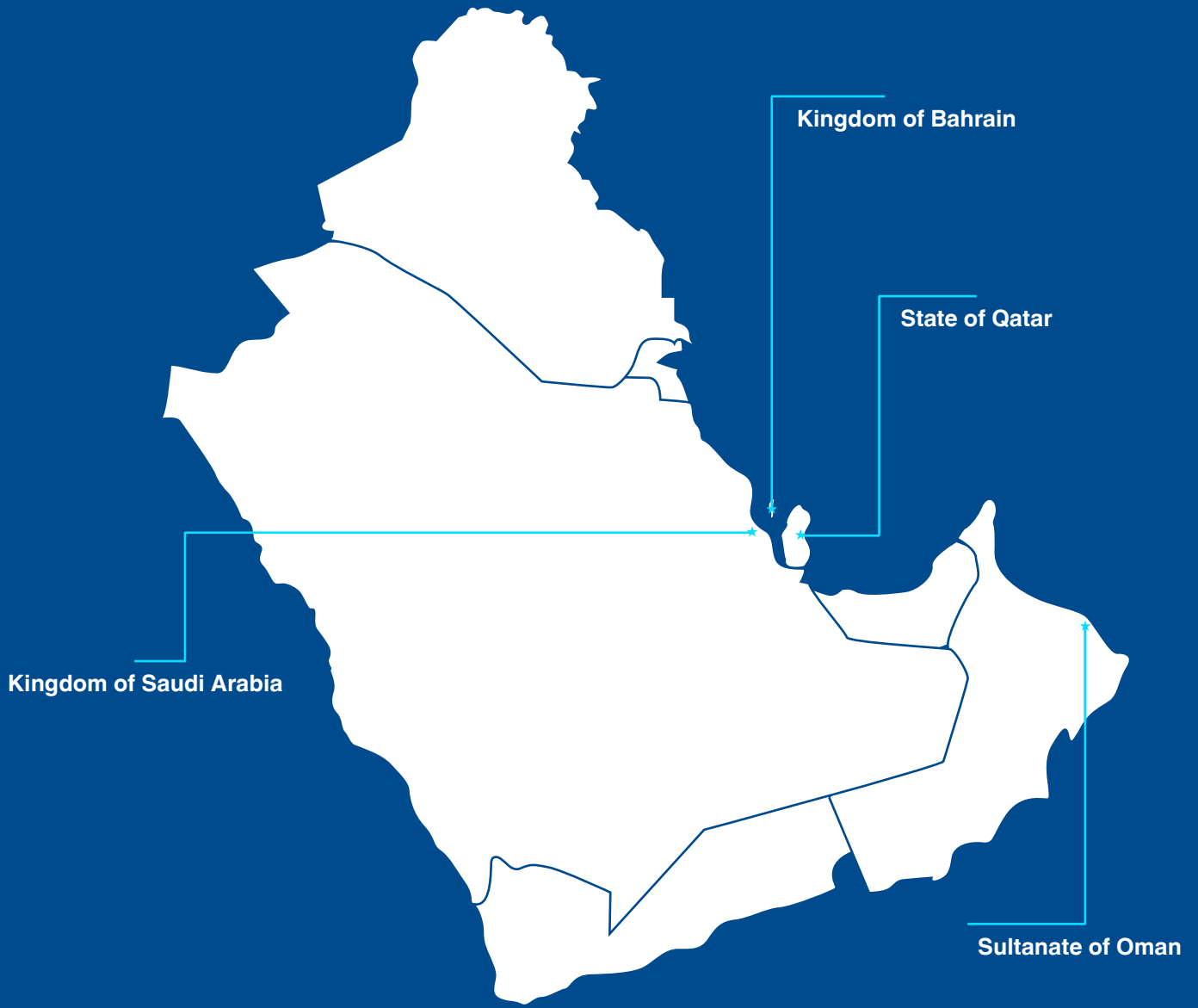
Loans Management

START LOANS

Employee Name: Abu Bakker Muthafar

Loan Type: Cash Loan
 Loan Amount: 400.000
 Loan Period: 12 Months
 Annual Rate: 6.000%

Month	Installment Date	Opening Balance	Charge	Interest	Principal	Installment (Net)	Balance Left
1	01/02/2015	400.000	0.000	0.000	116.667	116.667	283.333
2	01/03/2015	283.333	0.000	0.000	116.667	116.667	166.666
3	01/04/2015	166.666	0.000	0.000	116.667	116.667	50.000
4	01/05/2015	50.000	0.000	0.000	116.667	116.667	0.000
5	01/06/2015	0.000	0.000	0.000	116.667	116.667	0.000
6	01/07/2015	0.000	0.000	0.000	116.667	116.667	0.000
7	01/08/2015	0.000	0.000	0.000	116.667	116.667	0.000
8	01/09/2015	0.000	0.000	0.000	116.667	116.667	0.000
9	01/10/2015	0.000	0.000	0.000	116.667	116.667	0.000
10	01/11/2015	0.000	0.000	0.000	116.667	116.667	0.000
11	01/12/2015	0.000	0.000	0.000	116.667	116.667	0.000
12	01/01/2016	0.000	0.000	0.000	116.667	116.667	0.000



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 33 365 538
amthaldoha@al-amthal.com

SAUDI ARABIA

P.O. Box 3674
 Al Khobar, Kingdom of Saudi Arabia
 Tel. +966 535 766 060
khaleeji@al-amthal.com

OMAN

P.O. Box 1801
 Muscat, Sultanate of Oman
 Tel. +968 24 472 223/4
amthaloman@al-amthal.com

