

Your Goals. Our Solutions.



Financial Reports



Budget



Company Structure

**HUMAN
RESOURCES &
PAYROLL MODULE**



الحل الأمثل والنظام الشامل لإدارة الأعمال
The Total solution system for your business

A photograph of three business professionals in a modern office setting. A man in a suit and tie is on the left, smiling and looking towards the center. Two women in business attire are in the center and right, both smiling and looking at a large black folder held by the woman in the center. The background is a large glass window with a grid pattern, reflecting the sky. A semi-transparent green banner is at the top with the text "Your Goals. Our Solutions." in white.

Your Goals. Our Solutions.



Human Resources
& Payroll

Optimum Human Resources & Payroll Module is an integrated system covering all requirements of any organization's human resources starting from online employee recruitment to the personnel file, employment file, leave management, salaries and employee termination. It also includes comprehensive documents management as well as employee training and full employee appraisals module.

Optimum provides powerful Security and Workflow. Specific system and operational roles can be defined at user or user group levels. A powerful document workflow ensures the smooth flow of documents within the organization. Any number of approval levels can be defined according to the nature of the document.

Core Components:

1. Organization Structure Management.
2. Financial Structure, Grades & Titles Management.
3. Recruitment.
4. Personnel & Administration Management.
5. Documents & Contracts Management.
6. Leave Management with Absenteeism &
7. Promotions & Increments Management.
8. Banks & Bank Transfers Management.
9. Payroll & Other Benefits Management.
10. Loans Management.
11. Training Management,
12. Appraisal Management.
13. Development Management.
14. Management Dashboards, Reports & Inquiries.



Company Structure



Budget



Organization Structure

Optimum Human Resources & Payroll Module includes comprehensive Organization Structure with following features:

- √ Unlimited types of employment.
- √ Unlimited number of Job Titles.
- √ Unlimited number of Grades & Steps.
- √ Unlimited number of Departments, Sections & Units.
- √ Linking functional department positions to the following:
 - Number of posts required.
 - Grades & Steps..
 - Job Description,
 - Training Required for the Position.
 - Hiring Cost.
 - Job Criteria.
- √ Organization's Procedures & Policies.
- √ Alerts Settings.
- √ Notification Settings.
- √ Reports & inquiries.



Human Resources
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Organization Structure



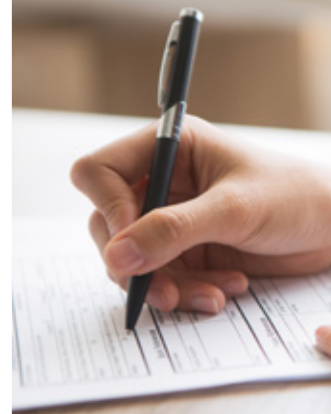
Financial Structure

Optimum Human Resources & Payroll Module includes a comprehensive Grades, Titles and Financial Structure with following features:

- √ Unlimited number of Grades.
- √ Unlimited number of Steps.
- √ Define the following for each Grade & Step:
 - Basic Salary.
 - Allowances.
 - Deductions.
 - Entitlements.
 1. Leaves of all kinds (annual, sick, marriage, etc.) with number & amount.
 2. Indemnity with number & amount.
 3. Air tickets with number & amount.
 4. Others (accommodation, medical, etc.)
 - Employee Final Settlement.
 - Reports & Inquiries.



Human Resources
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Financial Structure



Recruitment

Optimum Human Resources & Payroll Module process initiates from online Recruitment of the employees with following features:

- √ Request for creating job vacancies through self-service workflow & get online.
- √ Determine the publication date & the closing date.
- √ Publishing job vacancy on the website of the organization.
- √ Send vacancies to recruitment agencies.
- √ Search for candidates in the existing CV database electronically.
- √ Online submission of job applications and CVs by candidates.
- √ Short-list the candidates electronically and:
 - Send rejection letters online.
 - Schedule the recruitment process:
 1. Electronic exams.
 2. Online or personal Interview.
 3. Online scoring.



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Recruitment



Personnel Administration

Optimum Human Resources & Payroll Module includes fully fledged Personnel Administration management with following features:

- √ View & update personnel files electronically through self service with:
 - Personal data.
 - Family Members.
 - Skills.
 - Tel directory of the organization.
 - Titles
 - Addresses.
 - Contracts.
 - Employee Movements.
- √ Renewal of contracts & follow-up.
- √ Send alerts & notices.
- √ Inquiries & reports.



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Personnel
Administration



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Documents & Contracts

Documents & Contracts

Optimum Human Resources & Payroll Module includes fully fledged functionality for Documents Management with following features:

√ Create multiple types of documents:

- Letters.
- Contracts.
- Documents.
- Forms.

√ Issuance, renewal & updating of documents through self-service:

- Request & issuance of letters.
- Renewal & update of documents.

√ Renewal of contracts & documents by the company:

- Renewal of contracts.
- Renewal of documents:
 1. Visas.
 2. Residence Permis.
 3. Licenses.
 4. ID Cards etc..



Leave Management

Optimum Human Resources & Payroll Module includes fully fledged functionality for Leaves Management with following features:

- √ Create multiple types of leaves:
 - Annual leave.
 - Sick leave.
 - Maternity leave.
 - Pilgrimage leave etc..
- √ Multiple types of overtime:
 - Normal Overtime.
 - Special/Holiday Overtime etc..
- √ Add / update absences:
 - Through self-service.
 - Through attendance & leave.
- √ Add / update leaves:
 - Through self-service.
 - Through attendance & leave.



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Leave Management



Promotions & Increments

Optimum Human Resources & Payroll Module includes the functionality for Promotions and Increments with following features:

- √ Request a promotion or increment through:
 - Self-service (by the manager or employee).
 - Annual Appraisal.
 - Human Resources Department.
- √ Periodic increments & promotions.
- √ Reports & inquiries.
- √ Alerts via e-mail.



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Promotions
& Increments



Bank Transfers

Optimum Human Resources & Payroll Module includes the functionality to maintain staff bank accounts in the system and transfer their salaries to respective bank accounts with following features:

- √ Create banks, according to the:
 - Bank.
 - Branch.
- √ Linking staff accounts to the banks & branches.
- √ Salary distribution of employees to more than one bank account.
- √ Generate bank transfer letters.
- √ Transfer salaries electronically to banks (if bank provides electronic transfer).
- √ Update & add employee bank accounts through self-service.
- √ Inquiries & reports.



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Inquiries & Reports



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Payroll

Payroll

Payroll and Other Benefits Management is a quintessential component of **Optimum Human Resources & Payroll Module** which includes the functionality electronic movement of all documents through workflow with following features:

- √ Preparation of payroll template with formulae, according to:
 - Ministry of Labor or State laws.
 - Tax system in the state, if any.
 - Pension system in the state.
 - Organization's laws & procedures.
- √ Preparation of accounting structure linked to the salary, according to:
 - Activity or project.
 - Cost Centre (Management).
 - Analysis.
 - GL Accounts.
- √ Preparation of employee benefits, according to the:
 - State laws.
 - Organization's policies & procedures.
- √ Employee payroll template.



√ Preparation of calculating the end of the service, according to the:

- State laws.
- Organization's policies & procedures.

√ Add other payments on the employee level.

√ Add other deductions on the employee level.

√ Generation of payroll:

- Calculating the salaries:

1. Weekly.
2. Monthly.
3. Quarterly.
4. Yearly.

√ Payroll Process:

√ Generating payroll reports:

- Payroll.
- Bank transfer.
- Auditor's Report
- Pay-slip.



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Payroll



Employee Loans

Optimum Human Resources & Payroll Module includes the functionality to maintain staff loans in the system with following features:

- √ Multiple types of loans:
 - Qard-al-Hasan.
 - Islamic Loans.
 - Interest Bearing Loans.
- √ Multiple categories of loans:
 - Housing loans.
 - Short-term loans.
 - Long-term loans etc..
- √ Loan calculations:
 - Calculating benefits or Murabaha.
 - Calculating commissions.
- √ Linking loans to accounting structure.
- √ Define conditions for loans.
- √ Loan application through self-service.
- √ Approval of loan through workflow electronically.



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Employee Loans



Training

The Training Management functionality of **Optimum Human Resources & Payroll Module** covers all aspects of employee training be it in-house, off-shore or any other training:

- √ Linking training courses to:
 - Training Structure.
 - Training Institute.
 - Trainers.

- √ Send requests according to the plan for:
 - Accreditation.
 - Cancellation.
 - Change of date.

- √ Training Plan through the workflow for:
 - Employee.
 - Department.
 - Position.

- √ Training & Course Structure Management.
- √ Institute Profile Management.

- √ Trainer Profile Management.



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Training



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Appraisal

Appraisal

The Appraisal Management functionality of **Optimum Human Resources & Payroll Module** covers all aspects of employee appraisal in different environments as per the organization's policies:

- √ Multiple types of appraisals.
- √ Appraisal templates based on:
 - 360 degree appraisal.
 - Appraisal by objective.
 - Appraisal to assess normal output etc.
- √ Linking appraisal to positions.
- √ Periodical appraisals.
- √ Send appraisals to:
 - Employee.
 - Top Management etc.
 - Manager.
- √ Appraisal rating calculation.
- √ Linking appraisal to increments & promotions.
- √ Inquiries & reports.



Development

Optimum Human Resources & Payroll Module includes the functionality to maintain staff development plan in the system with following features:

- √ Drawing employee development plan.
- √ Preparation of output for each part of the plan.
- √ Periodic evaluation of the employee according to the plan & output.
- √ Move the employee according to the plan.
- √ Reports & inquiries.
- √ Electronic alerts by e-mail.



Human Resources
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Development



Dashboards, Inquiries & Reports

Optimum Human Resources & Payroll Module provides the users with a number of comprehensive reports and inquiries including management dashboards indicating the overall picture of the organization with following fetures:

√ Dashboards for:

- Employment.
- Administration.
- Payroll.
- Attendance & Leaves.
- Promotions & Increases.
- Development.
- Appraisals.
- Training.

√ In descending inquiries from information to which it was built.

√ Detailed reports.

√ Drive smart reports created by the user himself.

√ Send reports and alerts electronically via email.



Human Resources
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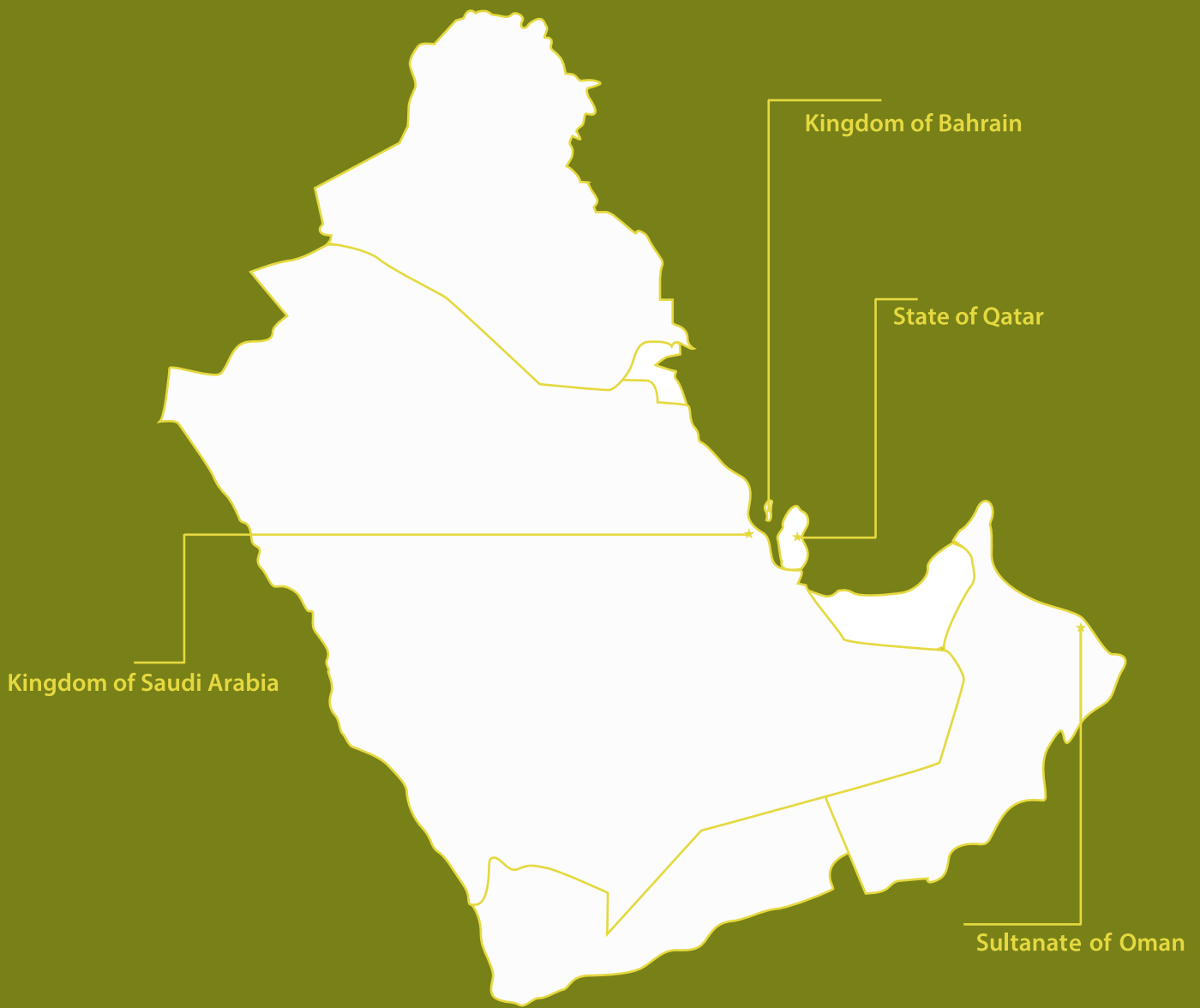


Dashboards, Inquiries
& Reports



Al-Arithal
GROUP

COMPANY PROFILE



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