



Business Systems House

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hrbase

Functional Specifications & Scope of Work

Work Environment

hrbase Work Environment functions define the work environment setup including organization units and hierarchy, jobs, positions and seats. The grading policy (if applicable in the organization) including grades, pay scales, points can be defined through 'Define Grading Policy' screen.

Special functions enable to define the organization basic data such as "Countries, Cities, Locations, Employment Types, etc."

The user can generate the organization' chart through specialized visual tools such as Visio, Org-Plus that need to be licensed separately by the customer.

Main features

- a. Customizable Person file, Screens, Help
- b. Rules- Based, Date Tracking
- c. Multilingual, Multi-Org, Multi-currency, Multi- Media Attachments
- d. Retroactive Calculations, Taxation, Social Security
- e. Access Control, Data Authorization, Access Time Restrictions
- f. Alerts, To Do List
- g. Audit
- h. Scheduler/Batch Processing
- i. Lookup Tables
- j. User defined Microsoft Word printout templates (letters, certificates, immigration forms)
- k. Preferences (messages, language, interface,..)
- l. Web-enabled
- m. Version Control as per the applicable **BSh-Apps** policy of versions control that aims at protecting the customer investments in customizations when installing a newly announced **BSh-Apps** product update/ version

Access Control and Security features

In hrbase, the Administrator can authorize or restrict an end user, to see/use a certain set of screens/forms and set of reports. At the same time, the administrator can implement a full access security down to the field level by authorizing and/or restricting certain users from accessing (display, insert, update, delete, query) a certain field on an accessible screen.

hrbase users' passwords specifications and encryption are controlled by Oracle RDBMS standards for database users (passwords and encryptions).

Person File

The Person File screen (Define Persons) will contain all information related to a person (employee, applicant, relative, etc) including bio-data, employment data. Additional information (based on the organization needs) may be dynamically added to the person file to include details like skills, previous experience, passport details, address, performance evaluation results, official missions, training courses, education profile etc...

The person file is instantly customizable using **BSH-Apps** tool based on your requirements and without the need for programming.

'Person File' Personal Actions/Updates

1. Actions/Updates that DO NOT generate Financial Effect

In general, these actions/updates to the person file content (address change, new passport, new training record, etc.) are done directly to the Person/Profile file screens and these changes will be logged for further reference and/or auditing purposes.

2. Actions/Updates that generate a Financial effect

However, the actions/updates that generate a financial effect (Appointment, Change Marital status, Promotion, Annual raise and Transfer) made in the Personnel department can be entered simply and directly in the related transaction or screen (Multiple levels of approvals).

These actions/updates may generate financial calculations according to the pre-defined organization' rules (see Rules below). These calculations are posted to the Payroll section where the system allows for auditing and approval for final posting to the Payroll. The system provides a TO Do LIST facility enabling the posting of the 1st level entered transactions to the higher 2nd level/authority for processing (in both Personnel & Payroll).

hrbase allows as well producing a hardcopy printout of the transaction (if needed) including all details.

Rules Repository

The Rules and regulations for different allowances and benefits (Basic salary, Housing, Transportation, Overtime, Education fees, etc) will be defined and maintained (update or stop validity of an existing rule by introducing an end date, add a new rule) centrally in the 'Maintain Rules' screen in addition to other rules related to Leave, Tickets, Gratuity Calculations, etc.

Personnel Transactions

- **Appointment**

Covers the process of appointing a person. It handles the appointment process by doing an appointment transaction and issuing standard employment contracts with the facility to record exceptional elements and contract details. It also checks for the necessary prerequisites such as passport copy, etc. In between, it provides facilities to cancel any of the taken actions and recording of applicant responses.

- **Leave**

Different kinds of leave (annual, sick, unpaid, emergency, etc..) can be processed through the different leave transactions (Process Leave Request, Return From Leave, Leave Encashment and Leave Balance Adjustment) according to the pre-set rules.

- **Tickets, Overtime, Education fees, Official Missions, Annual Increment, Furniture Allowance, Absence & Violations, Loans, End of Service and Gratuity** calculation are processed through special transactions as per the defined rules and regulations.

For all mentioned transactions the user can generate a printout to be signed and filed.

The effort needed to customize these printouts (and/or adding new ones) will be quoted separately in the implementation services quotation.

Payroll

hrbase Payroll is a highly flexible system allows the user to run different Payroll runs (monthly, weekly, daily, on-demand) for different Payroll Groups (Branches, departments, permanent and/or temporary employees, managers, etc..) and pay in different pay methods (Cash, bank Transfer, Cheques).

Payroll integrates with the hrbase Personnel module and takes input from the 'Personal Actions/Updates' and 'Personnel Transactions' and allows generating 'Special Purpose' actions such as additions/deductions (telephone bills, etc..).

The 'Personnel Transactions' are directly posted for payment and recorded to the employee financial file. The Payroll officer does not re-consult the rules for those transactions and his role is limited to verification.

However, the 'Personal actions/updates' (Like Change in Marital status) are posted to the Payroll officer through the 'Verify financial effect' screen where he can consult the rules to check the details of the financial generated

calculations including any retroactive calculations and take into effect ALL nested transactions.

As detailed above under the "Person File' Personal Actions/Updates", the system allows for a second level of approval within the Payroll department for final posting to Payroll.

hrbase allows the reverse of the payroll generation and handles Online / Manual checks.

hrbase Payroll supports multi-currency thus allowing users to define the payment currency at the level of each pay element fully or partially (percentage).

Flexible Taxation and social security sub-modules enable the implementation of country specific taxation and social security rules.

Administrative Certificates & Immigration forms

hrbase has the facility to generate standard certificates for employees (Salary certificate, Service certificate, etc) plus Immigration forms (Visa application, renewal, etc) in a Microsoft word format where these templates can be easily updated by authorized users.

The effort needed to customize these certificates (and/or adding new ones) will be quoted separately in the implementation services quotation.

Time Attendance

hrbase Time Attendance has the facility to define different working calendars and shifts for different attendance groups. The system allows for issuing of permissions regarding delay, overtime... The employees' In and Out time will be entered though a special screen and the system will automatically show the delayed, absent and overtime hours as per the defined working shift for the employee.

Time Sheet

Different time sheets can be configured in the system (daily, weekly, biweekly, etc...). Employees can be assigned to different projects (cost centers) based on a pre-defined time table and role. Time sheets can be forwarded for different managers for approval. Time Sheet reviews is also available.

Recruitment

hrbase recruitment module functionality starts by recording the recruitment requests coming from different departments; advertising these requests taking into consideration the budget coming from the budget; recording the job applications and CVs and linking them with the appropriate openings. The system follows up the stages of the request up to processing the appointment offer or issuance of a regret letter to the applicant.

Manpower Budget

hrbase provides the facility of inserting planned transactions such as new appointments, annual increment, transfer, end of service and re-grading that will impact the planned budget; Then, the system estimates the cost of these seats as per the defined rules and posts it to the total budget of the organization.

Performance Evaluation

hrbase allows the definition of different evaluation criteria; associates them with various evaluation forms; records the evaluation results and auto generates the performance evaluations for employees upon demand or on regular basis.

Based on the performance and according to the organization pre-configured business rules; this module automatically takes or suggests different actions (such as suspending annual increment, issuing a notice letter) and subsequently updates the financial status of the employee or his training program.

Training

a. Employees Training:

hrbase Training module manages the employees training (internal and external), candidates and courses details. hrbase provides individual employee and course tracking and recording facilities and handles training cancellation or extension. It also provides flexible payment method depending on the training type, time and place.

b. Training Centers:

hrbase Training module manages also the training centers by maintaining all details related to instructors, training rooms, equipment and schedules.

Both modules include a comprehensive list of inquiries and statistics.

Career Development

Career path definition and competency management are the two basic functionalities handled by this module. The system allows the user to assess the competency level for each employee in association with his/her position-needed skills. This is in addition to recommending the proper training to recover the gap between employee's competency level and his position needed level.

Succession Planning

hrbase manages the creation of succession plans by building any kind of position and person selection criteria. The Plan approval will automatically process the necessary planned transactions to be included in the budget and create the proper career path for the related employees to be able to manage a competency development program.

Correspondence

This module provides the ability to issue any kind of out-letters and record all in-letters as per their classification. These letters can be easily printed from the system through generated Microsoft Word templates.

Housing

hrbase housing module allows the user to maintain the details of the different housing complexes (villas, buildings, flats,...). It also provides a flexible mechanism for reserving, occupying and vacating flats.

Public Relations

Public events like seminars, conferences... can be managed by **hrbase** Public Relations module. Event and transportation schedules can be easily recorded in the system. This is in addition to the maintenance of the contracts details and the contractors' profiles.

Transportation

hrbase Transportation manages the different vehicles that the organization uses including any kind of documents (registration, insurance,...). It also provides the facility of defining transportation schedules, maintenance plans and contracts details.

HR Intelligence

hrbase HR Intelligence offers the decision makers a combination of advanced reporting functionality and intelligent statistics that will help them to measure;

monitor and guide the actual performance of the HR policy and strategy to meet the set objectives.

Examples include important areas such as localization programs; recruitment, attendance, Training, development activities; skills and competency distribution; salary analysis, distribution of manpower according to age, salary, position, ...

Self-Service

hrbase Self-Service Provides facilities to the staff to inquire or request services without the interference of the personnel department such as inquiry about leave balances, request for a certificate/letter. A comprehensive Workflow manages the requests processing cycle as per the defined approvals so that the user can at any time check the status of his request. This module also provides the notification facility through the web page, or email.

Reports (Standard, End user Ad-hoc reports)

hrbase has standard reports for all modules that will be customized to map to the contents (i.e. labels and fields but not to the exact format) of the similar customer reports under our standard implementation services. These services do not include developing the exact format of the customer reports or developing new required customer reports unless quoted separately under "Non-standard Customer Reports".

The **hrbase** standard reports for the relevant modules are listed in the section 'List of Main Licensed Application Forms (screens) and Reports'.

End users using specialized 3rd party licensed tools such as Excel, Access, Crystal-Reports, Oracle Discoverer, etc may develop ad-hoc end user special reports and graphs.

Exclusions:

The Main areas that are not included in the standard hrbase offering (Unless agree upon and mentioned as part of the deliverables under below 'Special Deliverables' section):

1. Interface with Financial and other applications (purchasing, inventory, etc..) provided these applications have published APIs.
2. Interface with Time collector machines instead of manual entry of In and Out time of employees. Note the system can interface with any Time collector machine that has the facility to generate the employee no, In and Out time in a text format.
3. The interface to specialized visual tools such as Visio, Org-Plus (that need to be licensed separately by the customer) to enable users to visualize the organization chart.
4. Non-standard Customer Reports i.e. customers reports that are not part of standard hrbase reports.
5. Taxation: As taxation is country specific; BSH offers a customizable sub-module for taxation that could be rapidly customizable and deployed to support the taxation for each country. Customers, who need taxation, will need to license the taxation sub-module and pay for the services associated with customization and implementation of the taxation for each country. The fees will be quoted separately.
6. Oracle pre-requisite products, Hardware and system Software
7. Data Entry/ Conversion

Special Deliverables:

1. None

List of Main Licensed Application Forms (screens) and Reports

1. Personnel

1.1. Personnel Forms

1.1.1. Standard Personnel Forms

- 1.1.1.1. Define Persons
- 1.1.1.2. Offer
- 1.1.1.3. Supporting Documents For Allowances
- 1.1.1.4. Certificate Requests
- 1.1.1.5. Gratuity Entitlement
- 1.1.1.6. Inquire Employee Transactions
- 1.1.1.7. Person Skill Search
- 1.1.1.8. Annual Leave Plan
- 1.1.1.9. Leave Request
- 1.1.1.10. Return From Leave
- 1.1.1.11. Leave Balance Adjustment
- 1.1.1.12. Leave Encashment
- 1.1.1.13. Calculate Employee Leave Balance
- 1.1.1.14. Education Fees
- 1.1.1.15. Furniture Allowance
- 1.1.1.16. Overtime
- 1.1.1.17. Gratuity Entitlement
- 1.1.1.18. Air Passage – Forms
 - 1.1.1.18.1. Issue Air Passage
 - 1.1.1.18.2. Stop / Activate Passage Entitlement
 - 1.1.1.18.3. Air Passage Encashment
 - 1.1.1.18.4. Define Route Price Lists
- 1.1.1.19. General letters / Requests
- 1.1.1.20. Official Mission
- 1.1.1.21. Official Mission Change
- 1.1.1.22. Official Mission End Notice
- 1.1.1.23. Employee Promotion / Demotion
- 1.1.1.24. Change Job / Position With Regrading
- 1.1.1.25. Change Marital Status
- 1.1.1.26. Change Employee Nationality
- 1.1.1.27. Change Employee Religion
- 1.1.1.28. Suspending Salary Payment
- 1.1.1.29. Stop Suspending Salary Payment Directive
- 1.1.1.30. Salary Increments
- 1.1.1.31. Salary Increments - Cancellation
- 1.1.1.32. Next Salary Increments - Control
- 1.1.1.33. Change Employee Location
- 1.1.1.34. Furniture / Transport / Split Shift / Mess Eligibility
- 1.1.1.35. Relatives Adjustments

- 1.1.1.36. Change Employment Type
- 1.1.1.37. Salary Control
- 1.1.1.38. Appointment
- 1.1.1.39. Cancel Appointment
- 1.1.1.40. Appointment Commencement
- 1.1.1.41. Extend Probation Period
- 1.1.1.42. Confirmation Of Appointment
- 1.1.1.43. Extend Confirmed Period
- 1.1.1.44. Renew Employment Contract
- 1.1.1.45. Employee Resignation
- 1.1.1.46. Employee Death
- 1.1.1.47. Employee Terminations
- 1.1.1.48. End Of Service Retirement
- 1.1.1.49. Add/Deduct Employee Service
- 1.1.1.50. Absence / Violations and taken actions
- 1.1.1.51. Employee Transfer
- 1.1.1.52. Employee Secondment
- 1.1.1.53. Employee Secondment Extension
- 1.1.1.54. End Of Secondment
- 1.1.1.55. Deputyship
- 1.1.1.56. Deputyship Extension
- 1.1.1.57. End Of Deputyship

1.1.2. Standard Personnel Setup Forms

- 1.1.2.1. Define Countries and Nationalities
- 1.1.2.2. Define Grading Policy
- 1.1.2.3. Define Jobs
- 1.1.2.4. Define Organization Units & Positions
- 1.1.2.5. Maintain Rules
- 1.1.2.6. Define Certificates
- 1.1.2.7. Define Basic Data
- 1.1.2.8. Define Agreement Types
- 1.1.2.9. **BSH-Apps** Loader

1.2. Personnel Reports

1.2.1. Standard Personnel Reports

- 1.2.1.1. List of Employees per Organization Units
- 1.2.1.2. List of Vacancies
- 1.2.1.3. Employees as per Nationality & Contract Type
- 1.2.1.4. Employees as per Nationality & Org. Unit
- 1.2.1.5. Terminated Employees Rep
- 1.2.1.6. Employees On Leave
- 1.2.1.7. Annual Leave Plan - Calendar
- 1.2.1.8. List Of Delayed Leave Return Employees

- 1.2.1.9. List of expired passport / Visa for employees
- 1.2.1.10. Employee File Summary
- 1.2.1.11. Employees List as per Org unit and Grade
- 1.2.1.12. Employees Annual Leave Balance on a date
- 1.2.1.13. Employees Gratuity on a Specific date
- 1.2.1.14. List of Not Returned Passports within a period
- 1.2.1.15. List of Health Card
- 1.2.1.16. Employee Profile Summary
- 1.2.1.17. Air Passage Encashment for Citizens
- 1.2.1.18. LOCAL Staff LPOs per Grade
- 1.2.1.19. LPO Details by Nationality or Route wise
- 1.2.1.20. List of all Transaction for an Employee
- 1.2.1.21. Employee Details at Two different dates
- 1.2.1.22. List Of Employees Eligible For Promotion
- 1.2.1.23. List of Employees Eligible for Annual Increment
- 1.2.1.24. List of Employees Not Eligible for Annual Increment
- 1.2.1.25. Form For Schools
- 1.2.1.26. Print Yearly Education Fees Summary
- 1.2.1.27. Personal Particulars, Details of Salary, Leave, Passage
- 1.2.1.28. List Of Expired Agreements
- 1.2.1.29. List Of Staff at End of Probation
- 1.2.1.30. Letter for Release of Terminals (EOS)
- 1.2.1.31. List of Released OR to be Released Employees
- 1.2.1.32. List Of Gratuity Entitlements (Unit/Employee)
- 1.2.1.33. Print Entitled Allowances Exceptions
- 1.2.1.34. Print Official Mission Allowances Exceptions
- 1.2.1.35. Print Air Passage Entitlements Exceptions
- 1.2.1.36. Print Education Fees Payment Exceptions
- 1.2.1.37. Print Disciplinary Action Exceptions
- 1.2.1.38. Print Furniture Allowances Exceptions
- 1.2.1.39. Print Extra Effort Allowances Exceptions
- 1.2.1.40. Person Details
- 1.2.1.41. Report On Employee Entitled To Certain Allowance
- 1.2.1.42. Personnel Action During a Period
- 1.2.1.43. List of Vehicles Documents to be expired
- 1.2.1.44. List of Unit/Sites Documents to be expired
- 1.2.1.45. Print out of Location Map and Employees
- 1.2.1.46. Telephone lines per departments and locations
- 1.2.1.47. List of Employees in a specific Age Range
- 1.2.1.48. Employees as per Nationality & Contract Type
- 1.2.1.49. Leaves or Vacations and the Granted Visa (KSA)
- 1.2.1.50. Employee Age Analysis
- 1.2.1.51. Letters of Retirement (After six months)
- 1.2.1.52. List of Retirement (After six months)
- 1.2.1.53. Statistic On Personal Transaction By Mon
- 1.2.1.54. Statistical Report On Annual Increase Emp.
- 1.2.1.55. Statistics On Transactions' Processing Periods

- 1.2.1.56. Employee Country/Grade Statistics
- 1.2.1.57. Employee Job/Grades Statistics
- 1.2.1.58. Organization Structure / Employee Count
- 1.2.1.59. Statistics On Users' Transactions' Processing Per Period

1.2.2. Standard Personnel Setup Reports

- 1.2.2.1. List of Jobs
- 1.2.2.2. List Of Grades - (Details)
- 1.2.2.3. List Of Organization Units
- 1.2.2.4. List Of Organization Structure
- 1.2.2.5. List Of Unit Positions Summary
- 1.2.2.6. List Of Certificate Types
- 1.2.2.7. List of Classes and Elements
- 1.2.2.8. List of Elements and Element rules
- 1.2.2.9. List Of Leave Rules
- 1.2.2.10. List Of All Global Variables
- 1.2.2.11. Print Location Summary
- 1.2.2.12. List Of Countries
- 1.2.2.13. List Of Grades – Summary

2. Payroll

2.1. Payroll Forms

2.1.1. Standard Payroll Forms

- 2.1.1.1. Define Run Control
- 2.1.1.2. Allowances Direct Updates
- 2.1.1.3. General Purpose Financial Actions
- 2.1.1.4. Individual Payroll / Manual Cheque
- 2.1.1.5. Inquire Generated Payroll Details

2.1.2. Standard Payroll Setup Forms

- 2.1.2.1. Define Payroll Periods
- 2.1.2.2. Define Ledger Accounts
- 2.1.2.3. Define Processing Sequence
- 2.1.2.4. Define Payroll Run Types And Schedule
- 2.1.2.5. Define Payroll Groups
- 2.1.2.6. Define Pay Methods

2.2. Payroll Reports

2.2.1. Standard Payroll Reports

- 2.2.1.1. List of Employees Per Bank Branches
- 2.2.1.2. Pay slip (Entitlements/Deductions)

- 2.2.1.3. List of Salary Changes from previous Month
- 2.2.1.4. List of Employees Salary in a specific Month
- 2.2.1.5. List of Total Monthly Salary per Element
- 2.2.1.6. Employees Annual Leave Balance on a date
- 2.2.1.7. Employees Gratuity on a Specific date
- 2.2.1.8. List Of Employee Allowances Details
- 2.2.1.9. Historical Payroll Data For An Employee
- 2.2.1.10. Gross Salaries
- 2.2.1.11. Employees on End of Service
- 2.2.1.12. Employees On Leave
- 2.2.1.13. List Of Delayed Leave Return Employees
- 2.2.1.14. List of Employees Current Loans
- 2.2.1.15. List of Non Paid Employees
- 2.2.1.16. Main Monthly Payroll Reports
- 2.2.1.17. Payroll & Allowances Audit Reports
- 2.2.1.18. Unprocessed Leave Salaries
- 2.2.1.19. List of Cancelled Checks that are Posted
- 2.2.1.20. Staff who had transaction without financial effect
- 2.2.1.21. Staff who had transaction with financial effect
- 2.2.1.22. List Of Pending Transactions For Finance Action
- 2.2.1.23. List Of Employee Transactions and Finance Information
- 2.2.1.24. Total Leave Bank Transfers For a Period
- 2.2.1.25. Total Approved Payments in a Period
- 2.2.1.26. New Hire Audit Report
- 2.2.1.27. Employees with Suspended Salaries
- 2.2.1.28. Quick Salary Reconciliation
- 2.2.1.29. Department Totals
- 2.2.1.30. Deductions/Allowances per Org Units & Accounts
- 2.2.1.31. Suspended Salary Employees
- 2.2.1.32. Overtime Payment Summary Per Unit
- 2.2.1.33. Employee Over Time Payment
- 2.2.1.34. Employees who Receive a Specific Allowance
- 2.2.1.35. Salary Adjustments
- 2.2.1.36. Suspended Salary Employees
- 2.2.1.37. Payroll Accruals
- 2.2.1.38. Actual Average Basic Salaries Statistic
- 2.2.1.39. Actual Basic Salaries Statistic
- 2.2.1.40. Asses Employee Entitled Allowances
- 2.2.1.41. Asses Employees Entitled Leaves
- 2.2.1.42. Cumulative Salary Increase
- 2.2.1.43. Print Person Financial Data
- 2.2.1.44. Print Journal Data
- 2.2.1.45. Print Accounts Distribution Report

2.2.2. Standard Payroll Setup Reports

- 2.2.2.1. List Of Pay Element

- 2.2.2.2. List Of Processing Sequences
- 2.2.2.3. List Of Payroll Run Types And Schedules
- 2.2.2.4. List Of Payroll Groups
- 2.2.2.5. List Of Pay Methods
- 2.2.2.6. List Of Payroll Periods
- 2.2.2.7. List Of Ledger Accounts and their Elements
- 2.2.2.8. List Of Currency Categories
- 2.2.2.9. List Of Processing Groups
- 2.2.2.10. List of Defined Financial Accounts
- 2.2.2.11. List of Run Control Employees Details

3. Time Attendance

3.1. Time Attendance Forms

- 3.1.1. Define Attendance Logs
- 3.1.2. Maintain Employee Calendar Type
- 3.1.3. Issue Attendance Permissions
- 3.1.4. Review Employee Attendance
- 3.1.5. Define Holidays
- 3.1.6. Maintain Attendance Groups
- 3.1.7. Maintain Working Calendars (working days/shifts)

3.2. Time Attendance Reports

- 3.2.1. List of Employee Absence Hours
- 3.2.2. Employee Attendance During a Period
- 3.2.3. List of Unauthorized absence days During a Period
- 3.2.4. List of Authorized Overtime Hours During a Period

4. Time Sheet

4.1. Standard Time Sheet Forms/Screens

- 4.1.1. Define Time Sheet Periods
- 4.1.2. Define Projects
- 4.1.3. Employee Project(s) assignment
- 4.1.4. Online Time Sheet (2 Formats)
- 4.1.5. Time Sheets Reviews

4.2. Standard Time Sheet Reports

- 4.2.1. Daily Activities Report
- 4.2.2. Daily Activity Audit

5. Recruitment

5.1. Recruitment Forms

- 5.1.1. Record Recruitment Requests
- 5.1.2. Inquire Post Occupation
- 5.1.3. Recruitment Requests
- 5.1.4. Define Candidates for Multiple Recruitment Requests
- 5.1.5. Dynamic Search Info
- 5.1.6. Define Events and Attendances
- 5.1.7. Maintain Recruitment Activity
- 5.1.8. Job Application
- 5.1.9. Maintain Recruitment Advertisements
- 5.1.10. Inquire Recruitment Request
- 5.1.11. Offer
- 5.1.12. Offer Response

5.2. Recruitment Reports

- 5.2.1. Interview Schedule
- 5.2.2. Recruitment Statement
- 5.2.3. Detailed Recruitment Statement
- 5.2.4. Staff Details By Type
- 5.2.5. List Of Recruitment Requests
- 5.2.6. Recruitment Tests Measurements
- 5.2.7. Visa Status Report
- 5.2.8. Recruitment Activity Report
- 5.2.9. Recruitment Score Board

6. Manpower Budget

6.1. Manpower Budget Forms

- 6.1.1. Define and Maintain Human Resource Plan
- 6.1.2. Record Proposed Staff Additions
- 6.1.3. Edit Proposed Staff Addition
- 6.1.4. Record Planned Employee Regrading
- 6.1.5. Record Planned Employee Termination
- 6.1.6. Record Planned Employee Transfer
- 6.1.7. Record Planned Employee End of Service
- 6.1.8. Record Planned Employee Annual Raise
- 6.1.9. Seat Status Change (By Arrows)
- 6.1.10. Seat Validation Types
- 6.1.11. Seats Cleaning
- 6.1.12. Seat Status Change Control

6.2. Manpower Budget Reports

- 6.2.1. List of Employees per Organization Units
- 6.2.2. List of Vacancies
- 6.2.3. Employees as per Nationality & Contract Type
- 6.2.4. Employees as per Nationality & Org. Unit
- 6.2.5. Employee File Summary
- 6.2.6. Employees List as per Org unit and Grade
- 6.2.7. Summary of Manpower Budget on grade wise
- 6.2.8. Localization Percentage Plan
- 6.2.9. Total Manpower Plan per Units
- 6.2.10. Total Manpower Plan per Regions
- 6.2.11. Manpower BUDGET Comparison Weekly Report
- 6.2.12. Yearly Payroll Projection
- 6.2.13. Payroll Cost Projection (Salary Change)
- 6.2.14. Summary Status of Approved Human Resource Plan
- 6.2.15. Detailed Status of Human Resource Plan
- 6.2.16. Budget Staff Regrading
- 6.2.17. Budget Staff Summary Sheet
- 6.2.18. Budget Staff Additions
- 6.2.19. Budget Staff Reductions
- 6.2.20. List of Planned Appointment
- 6.2.21. List of Planned Regrading
- 6.2.22. List of Planned Termination
- 6.2.23. List of Planned Transfer
- 6.2.24. List of Planned End of Service
- 6.2.25. List of Planned Annual Raise
- 6.2.26. Proposed Staff Regrading
- 6.2.27. Existing Staff Information Sheet
- 6.2.28. List of Existing Employee Allowances
- 6.2.29. Total Estimated Staff Budget
- 6.2.30. Estimated Salaries & Allowances (Vacant Post)
- 6.2.31. Estimated Salaries & Allowances (New Post)

7. Performance Evaluation

7.1. Performance Evaluation Forms

- 7.1.1. Maintain Evaluation Factors
- 7.1.2. Maintain Evaluation Type Factors
- 7.1.3. Maintain Evaluation Score Scale
- 7.1.4. Generate Evaluation To person
- 7.1.5. Evaluation According to Hire Date
- 7.1.6. Evaluation According To Evaluation Date
- 7.1.7. Record Performance Evaluation Results

7.2. Performance Evaluation Reports

- 7.2.1. Performance Evaluation for a certain staff category
- 7.2.2. List Of Performance Evaluation Results
- 7.2.3. Evaluated Employees Results
- 7.2.4. Unfilled Performance Evaluation
- 7.2.5. Recommendation for Upgrading
- 7.2.6. List of Performance Evaluation
- 7.2.7. Print letters for staff having POOR evaluation

8. Training - Employees

8.1. Training Forms

- 8.1.1. Record Training Courses
- 8.1.2. Institutes Details
- 8.1.3. Record Courses according to their Institutes
- 8.1.4. Define Training Plans
- 8.1.5. Record Payments
- 8.1.6. Update Training Course Results
- 8.1.7. Record Unit Requests For Internal Courses
- 8.1.8. Units Requests For Internal Courses
- 8.1.9. Update Delegate Status
- 8.1.10. Record Supervision on Training Courses
- 8.1.11. Record Follow Up Actions For a Delegate
- 8.1.12. Follow Up Delegates Results
- 8.1.13. Define Evaluation Factors
- 8.1.14. Course Evaluation
- 8.1.15. Maintain Evaluation Score Scale
- 8.1.16. Record Candidates for Internal Courses
- 8.1.17. Record Approvals on Candidates for Internal Courses
- 8.1.18. Internal Training Course Enrollment
- 8.1.19. Update Internal Training Course Enrollment
- 8.1.20. Return From an Internal Training Course
- 8.1.21. Record Unit Requests For External Courses
- 8.1.22. Units Requests for External Courses
- 8.1.23. Record Candidates for External Courses
- 8.1.24. Record Approvals on Candidates For External Courses
- 8.1.25. External Course Enrollment
- 8.1.26. Update Training Course Enrollment
- 8.1.27. Return From an External Training Course
- 8.1.28. Departure Notification for a Training Course
- 8.1.29. Return From Training Course Notification
- 8.1.30. Taking Private Car in a Training Course
- 8.1.31. Inquire Units Requests For Training Courses
- 8.1.32. Inquire about Units Requests
- 8.1.33. Inquire About a Training course and its Delegates

- 8.1.34. Inquire About a Training Course and its Details
- 8.1.35. Inquire About a Delegate for a Course
- 8.1.36. Course subject inquiry

8.2. Training Reports

- 8.2.1. Local Trainings in a Period
- 8.2.2. Outside Trainings in a Period
- 8.2.3. Print List of Units Requests For Courses
- 8.2.4. List of recommendations for a unit
- 8.2.5. Units Requirements from external Courses
- 8.2.6. List of courses in a specialization
- 8.2.7. List of students who finished their studies in a year
- 8.2.8. Detailed Report about a certain trainee
- 8.2.9. Print a list of graduates of an Academic Association
- 8.2.10. Print a list of Trainees in a country.
- 8.2.11. Report of Trainees in a Certain Specialization
- 8.2.12. Print the payments on a trainee in a period
- 8.2.13. List of employees sent for a course in a period
- 8.2.14. Report of Outside Institutes
- 8.2.15. Report about students according to specialization and country
- 8.2.16. Report about employees getting a training in a period
- 8.2.17. Report about training extensions in a period
- 8.2.18. Employee Courses and Main Data
- 8.2.19. Employees' Trainings Report
- 8.2.20. Candidates in a Training in a Certain Period
- 8.2.21. Employees Receiving a Training in a Period
- 8.2.22. Delegates With their Families
- 8.2.23. Delegates Studies with government support
- 8.2.24. Delegates With their cars
- 8.2.25. Course Conditions and Candidates
- 8.2.26. Employees who did not attend a Training in a Period
- 8.2.27. Units Requests from External Courses
- 8.2.28. Delegates in a certain Country
- 8.2.29. List Of candidates In Courses with a specified Qualification
- 8.2.30. Data of Recorded delegates to a course

9. Training – Centers Management

9.1. Training Forms

- 9.1.1. Record Training Courses
- 9.1.2. Institutes Details
- 9.1.3. Record Courses according to their Institutes
- 9.1.4. Update Delegate Status
- 9.1.5. Record Supervision on Training Courses
- 9.1.6. Record Follow Up Actions For a Delegate

- 9.1.7. Follow Up Delegates Results
- 9.1.8. Record Payments
- 9.1.9. Update Training Course Results
- 9.1.10. Record Supervisors Visits And Reports
- 9.1.11. Define Evaluation Factors
- 9.1.12. Define Material Types
- 9.1.13. Assign Courses To Instructors
- 9.1.14. Course Evaluation
- 9.1.15. Maintain Evaluation Score Scale
- 9.1.16. Record Candidates for Internal Courses
- 9.1.17. Record Approvals on Candidates for Internal Courses
- 9.1.18. Internal Training Course Enrollment
- 9.1.19. Update Internal Training Course Enrollment
- 9.1.20. Return From an Internal Training Course
- 9.1.21. Inquire Units Requests For Training Courses
- 9.1.22. Inquire about Units Requests
- 9.1.23. Inquire About a Training course and its Delegates
- 9.1.24. Inquire About a Training Course and its Details
- 9.1.25. Inquire About a Delegate for a Course
- 9.1.26. Inquire Room Availability
- 9.1.27. Course subject inquiry

9.2. Training Reports

- 9.2.1. Local Trainings in a Period
- 9.2.2. Print courses supervisor evaluation
- 9.2.3. Print visiting list of a supervisor in a period
- 9.2.4. Print List of Units Requests For Courses
- 9.2.5. List of recommendations for a unit
- 9.2.6. List of courses in a specialization
- 9.2.7. List of students who finished their studies in a year
- 9.2.8. Detailed Report about a certain trainee
- 9.2.9. Print a list of graduates of an Academic Association
- 9.2.10. Print a report of the students status in a period
- 9.2.11. Report of Trainees in a Certain Specialization
- 9.2.12. Print the payments on a trainee in a period
- 9.2.13. Printing Follow-ups Requested for a Trainee
- 9.2.14. Report about employees getting a training in a period
- 9.2.15. Report about training extensions in a period
- 9.2.16. Employee Courses and Main Data
- 9.2.17. Employees' Trainings Report
- 9.2.18. Candidates in a Training in a Certain Period
- 9.2.19. Employees Receiving a Training in a Period
- 9.2.20. Course Conditions and Candidates
- 9.2.21. Employees who did not attend a Training in a Period
- 9.2.22. List Of Vacancies In Courses
- 9.2.23. List Of candidates In Courses with a specified Qualification

10. Career Development

10.1. Career Development Forms

- 10.1.1. Maintain Career Development
- 10.1.2. Asses Person's Competency
- 10.1.3. Define Persons
- 10.1.4. Define Organization Units & Positions
- 10.1.5. Record Training Courses
- 10.1.6. Inquire About Position Planned Occupations

10.2. Career Development Reports

- 10.2.1. Employee Career Path Details
- 10.2.2. List of Upcoming Evaluations
- 10.2.3. Upcoming Position Take Over
- 10.2.4. Employees Competency Assessment

11. Succession Planning

11.1. Succession Planning Forms

- 11.1.1. Setup Search Attributes
- 11.1.2. Maintain Succession Plan
- 11.1.3. Execute Succession Plan
- 11.1.4. Succession Planning Search Criteria Wizard
- 11.1.5. Define Events and Attendances
- 11.1.6. Succession Plan Evaluations
- 11.1.7. Query Succession Plan

11.2. Succession Planning Reports

- 11.2.1. List of Available Succession Plans
- 11.2.2. Succession Plan Details
- 11.2.3. Succession Plan Progress

12. Correspondence

12.1. Correspondence Forms

- 12.1.1. Maintain Letters/Documents Categories
- 12.1.2. Maintain Letters Topics
- 12.1.3. Issue a correspondence / letter / service request (Outgoing)
- 12.1.4. Incoming Letters
- 12.1.5. Maintain Vocabulary

12.2. Correspondence Reports

- 12.2.1. Out Documents Journal For A Period
- 12.2.2. In Documents Journal For A Period
- 12.2.3. List of Letter Topics

13. Housing

13.1. Housing Forms

- 13.1.1. Maintain Properties
- 13.1.2. Maintain Units
- 13.1.3. Reserve Unit
- 13.1.4. Occupy Unit
- 13.1.5. Vacate Unit
- 13.1.6. Record Housing Expenses
- 13.1.7. Housing Expenses
- 13.1.8. Change Rental Cost
- 13.1.9. Arrival Of Guests
- 13.1.10. Search Units
- 13.1.11. Administrate Kitchens

13.2. Housing Reports

- 13.2.1. List of Compound Expenses
- 13.2.2. Accommodation Summary
- 13.2.3. List of Unit Compounds
- 13.2.4. Unit Details
- 13.2.5. List Of Available Units
- 13.2.6. Request For Cheque
- 13.2.7. List of Expenses
- 13.2.8. Employee History
- 13.2.9. Daily Meal Analysis
- 13.2.10. Kitchen Expenses

14. Public Relations

14.1. Public Relations Forms

- 14.1.1. Maintain Public Relations Activities
- 14.1.2. Maintain Contractors

14.2. Public Relations Reports

- 14.2.1. Print Event Transportation Schedule
- 14.2.2. Print Event Activities Schedule

- 14.2.3. List of Event Attendees
- 14.2.4. Print Event Attendee Accommodation Details
- 14.2.5. Print Event Attendee Flight Schedule

15. Transportation

15.1. Transportation Forms

- 15.1.1. Maintain Vehicle Data
- 15.1.2. Maintain Vehicle Transactions
- 15.1.3. Assign Vehicle To Employee
- 15.1.4. Requests For Vehicles
- 15.1.5. Define Plans
- 15.1.6. Define Activities
- 15.1.7. Define Assignments
- 15.1.8. Define Maintenance Plan
- 15.1.9. Maintain Vehicle Maintenance
- 15.1.10. Define Transportation Contracts
- 15.1.11. Inquire Assignments
- 15.1.12. Vehicles Inquiry
- 15.1.13. Vehicle Transactions Inquiry

15.2. Transportation Reports

- 15.2.1. Fuel Cost Detail Report
- 15.2.2. Vehicle Details
- 15.2.3. List of expired Vehicles documents

16. HR Intelligence

16.1. HR Intelligence Forms

- 16.1.1. Maintain Score Card Info

16.2. HR Intelligence Reports

- 16.2.1. Time Attendance Score Board Reports
- 16.2.2. Cumulative Salary Increase
- 16.2.3. Localization Percentage Plan
- 16.2.4. Statistical Report On Annual Increase
- 16.2.5. Employee Grades/Category Statistic
- 16.2.6. Employee Score Board
- 16.2.7. Recruitment Score Card Report
- 16.2.8. Employees as per Nationality & Contract Type
- 16.2.9. Employees as per Nationality & Org. Unit
- 16.2.10. Localization Report
- 16.2.11. Employee Job/Grades Statistics
- 16.2.12. Statistics On Transactions' Processing Periods

- 16.2.13. Recruitment Statement
- 16.2.14. Statistical Report On The Employee Class
- 16.2.15. Employee Statistics per Allowance
- 16.2.16. List of employee data
- 16.2.17. No. of employees (Agreement Type)
- 16.2.18. Actual Average Basic Salaries Statistic
- 16.2.19. Actual Basic Salaries Statistic
- 16.2.20. Employee Statistics per Nationality
- 16.2.21. Employee Statistics For An Army Force
- 16.2.22. Statistic About Units
- 16.2.23. Statistic about Students Distribution According to Unit
- 16.2.24. Statistic About Students According to Status and Study Date
- 16.2.25. No. of trainees sent for a course according to spec
- 16.2.26. Statistic of Trainees According Specialization and Type
- 16.2.27. Statistic About Graduates According to Country/Year/Specialization

17. Self-service

17.1. Self-service Forms

- 17.1.1. Leave Request
- 17.1.2. Return From Leave Request
- 17.1.3. Cancel Leave
- 17.1.4. Leave Encashment
- 17.1.5. Tickets (Cash in Lieu) Request
- 17.1.6. Change Marital Status Request
- 17.1.7. Change Passport information
- 17.1.8. Add new relative request
- 17.1.9. Certificate Request
- 17.1.10. Salary Certificate Request
- 17.1.11. Update My address information
- 17.1.12. Booking Request
- 17.1.13. Change Education Request
- 17.1.14. Education Fees Request
- 17.1.15. Change Employee Assignment Request
- 17.1.16. Record Recruitment Request
- 17.1.17. Official Mission / business trip request
- 17.1.18. Modify Allowances
- 17.1.19. Overtime
- 17.1.20. Renew Employment Contract request

17.2. Self-service Reports

- 17.2.1. Leave Balances
- 17.2.2. Leave Details
- 17.2.3. Cash In Lieu (tickets)
- 17.2.4. Inquire Allowances

- 17.2.5. Inquire Payments
- 17.2.6. Bank Account Information
- 17.2.7. View Vacant Jobs
- 17.2.8. Inquire Detailed Leaves
- 17.2.9. Employees On Leave
- 17.2.10. Inquire Other Leaves
- 17.2.11. Archived Notifications
- 17.2.12. Employee Education Profile
- 17.2.13. Employee Passport Profile
- 17.2.14. Training Courses
- 17.2.15. Inquire Gratuity
- 17.2.16. Vacation Planner
- 17.2.17. Late & Absent
- 17.2.18. Return From Leave
- 17.2.19. Total Manpower Plan per Units
- 17.2.20. Employee File Summary
- 17.2.21. Acting Positions
- 17.2.22. Employees' service directory
- 17.2.23. Organization service directory