



Business Systems House

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Functional Specifications & Scope of Work

Version 5.0

General specifications, menus, forms and reports

hreaSy is a web-based HR & Payroll software for the Small, Medium and Large Business for all industries. It offers customers a tremendous flexibility and ability to implement and customize it according to their needs without incurring the pain and costs of implementations.

hreaSy includes a very friendly wizard that guides the company's accountant or HR officer to setup and implement the system very easily.

hreaSy is designed to meet the local and global needs and supports country, regional, international and industry diversified needs. Multinationals or regional companies can benefit from the multi-organization, multi-lingual and multi-currency, geographical and vertical consolidation, and global view capabilities.

Advanced features include date tracking, workflow, Alerts, scheduler, Audit, Access and Data security, attachments, etc...

A. Standard Personnel & Payroll (SPP):

- a. Generate / Reverse payroll
- b. Standard online pay slip
- c. Payroll main reports (audit reports)
- d. Person file and related profiles (Education, Experience, Passport,...)
- e. Generate job offer
- f. Standard letters (Salary, Service & Identification certificates – user defined layout)
- g. Financial variations (Additions, Deductions, Loans)
- h. Expenses reporting
- i. Labor law overtime calculations plus bulk processing capability
- j. Time attendance reporting
- k. Standard leave & gratuity accruals calculation and posting
- l. Labor law gratuity calculation (When applicable)
- m. Taxation and social insurance rules for announced countries and as available as per the labor law rules at time of announcement
- n. GL entries generation based on user defined setup
- o. Employee & Manager web access (Self-service)
- p. Username / Position based workflow can be defined on the level of each request

B. Leave:

- a. Standard Leave types with their rules (Annual, sick, unpaid, ...)
- b. Leave request
- c. Cancel leave request
- d. Return from leave request

- e. Leave Balance adjustment
- f. Leave Statement at a certain date (balance, history, etc...)
- g. Managerial reports & statistics (remaining leave %, employees' leaves, etc...)
- h. Username / Position based workflow can be defined on the level of each request

C. Advanced Personnel & Payroll (APP):

- a. Ability to customize screens & reports: Change screen label and change field's parameters: sequence, width, height, show/hide flag, insert flag, update flag, and query flag
- b. Ability to create custom menus
- c. Rules-based Pay elements definition
- d. Ability to apply bulk pay elements rules changes
- e. Absence calculations and processing based on user-defined rules
- f. Education Fees calculations and processing based on user-defined rules
- g. Annual ticket request based on user-defined rules
- h. Annual tickets routes prices update
- i. Accruals calculation and posting based on user defined rules
- j. Gratuity calculations and processing based on user-defined rules
- k. Full Retroactive Calculations
- l. Username / Position based workflow can be defined on the level of each request

D. Business Trips:

- a. Ability to define business trips rule: per-diem, transportation, accommodation, travel-days rates, etc...
- b. Business Trip request with or without advance payment request
- c. Business Trip Request Change
- d. Business Trip claim & expenses reconciliation based on defined rates, trip period & advance payment amount
- e. Ability to run a report showing Detailed cost of the trips
- f. Username / Position based workflow can be defined on the level of each request

E. Time Sheet:

- a. Monthly time sheets definition
- b. Assigning employees to different projects (cost centers) based on a pre-defined time table and role
- c. Filling and submitting time sheets
- d. Ability to forward time sheets to different managers for approval
- e. Time sheets revisions

- f. Ability to generate detailed activities reports
- g. Username / Position based workflow can be defined on the level of each request

F. Budget:

- a. Different types of budget plans
- b. Workflow-based budget requests from different departments/units
- c. Cost estimation on company level, unit level and position level
- d. Rules-based budget pay elements
- e. What-if scenarios
- f. Build and Generate adhoc reports and statistics easily
- g. Username / Position based workflow can be defined on the level of each request

G. e-Recruitment:

Employers:

- a. Create a vacancy: job description, matching criteria, recruiters,...
- b. Publish vacancies online
- c. Automatically match candidates and vacancies - matching ratio
- d. Initiate and receive notifications for interviews, new applicants, ...
- e. Submit Job Offers
- f. Search candidates through freeform searches by personal data, skills, other resumes data,..
- g. Send personalized letter or email
- h. Add multi-media attachments: Photo, interview video
- i. Provide access to recruitment agencies to enter CVs, view vacancies, etc...
- j. Reports and Statistics

Job Seekers:

- a. Log in & Register
- b. Perform simple and advanced search for vacancies by keyword, location, salary, etc...
- c. Apply to published vacancies
- d. Create resume including all details: Name, Address, Employment History, Education, Skills, Qualifications, etc...
- e. Add multi-media attachments (Photo, Certificates, Letters, ...)
- f. Receive electronic notifications of job opportunities, invitations for interviews, notification of company events, confirmation of submitted applications, etc...
- g. Manage account: resetting password, preferences, personal information, etc...

H. Performance Evaluation:

- a. Ability to define different evaluation types (forms) based on different factors
- b. Assign evaluator(s) of each evaluation type & evaluation factor for each employee
- c. Auto notification (alert) for evaluators with quick access to related online evaluation form
- d. Ability of Self-evaluation
- e. Workflow-based online evaluation form
- f. Ability to record employees' grievances/objections
- g. Username / Position based workflow can be defined on the level of each request

I. Training:

- a. Definition of training courses and centers (locations) details
- b. Preparation of Training budgets/plans with the ability to receive the training budget requests from different departments/units (workflow-based)
- c. Online training courses schedule
- d. Workflow-based online training request
- e. Training course feedback form (attendance, assessment, etc...)
- f. Reports & statistics about employees' training profile
- g. Username / Position based workflow can be defined on the level of each request

J. Competency Management:

- a. Definition of job descriptions & related competencies: skills, languages, education, experience ...
- b. Skill Gap Analysis
- c. Training needs recommendations
- d. Auto matching candidates (employees/applicants) with specific position
- e. Career Paths definition and monitoring
- f. Succession Plans definition and monitoring

Scope of Setup/Customization, Interfaces to external systems, Adhoc reports

The Customer will have the ability to perform the following setup/customizations functions:

1. Work Environment Setup: ability to change the values of the reference data (list of values) like Countries, Cities, Prefixes, Contract Types, etc... Plus defining jobs, grades, units, positions and hierarchy.
2. Payroll Basic Setup: ability to define payroll periods plus pay elements including their rules and formulas (Advanced Personnel & Payroll module).
3. Certificates/Standard Letters: ability to build and design certificates and standard letters requested by employees.
4. Users Accounts, menus and Access Rights: ability to define new users, select/customize menus and update users' on behalf and data authorities.
5. Workflow Setup: ability to define the workflow approval cycle for each request based on position and/or username.

Interfaces to external systems

hreaSy may interface (import/export) to external interface as follows:

- 1- 'Import' of data to hreaSy using the 'Easy-loader' which provides loading of pre-defined employee data (employee bio-data, pay elements, overtime hours, in/out) in pre-defined 'excel sheet' formats.
- 2- 'Export' of data using pre-defined database views; Such data export may be easily done using any of the standard tools and formats (excel, word, xml, access, discoverer,...) for re-loading into other external system.

Adhoc End-user Reporting

hreaSy provides pre-defined database views that allow the user to produce his own reports thru standard reporting tools such as excel, access, discoverer, etc. These end-user reports maybe added to the existing hreaSy reports/menus for future run.