Smart H.R
Management system
Technical Offer

SMART
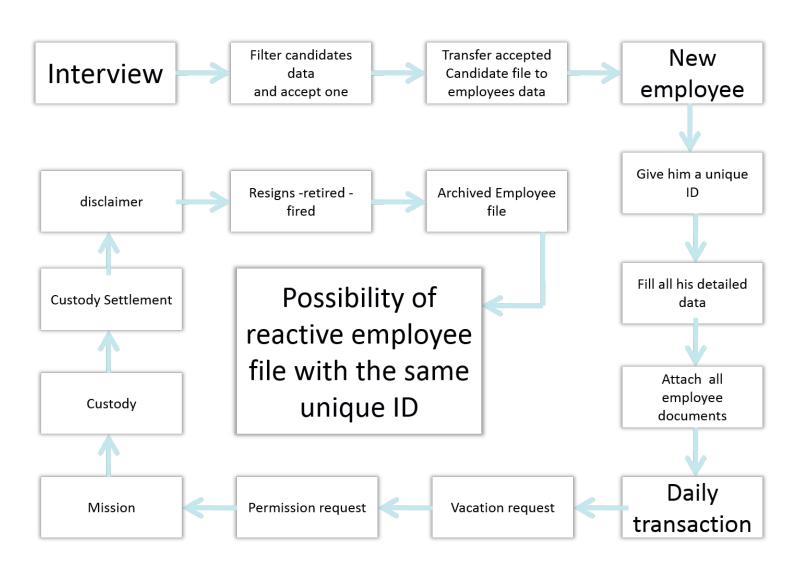**BUSINESS**
Information Technology House

Personnel

Smart Personnel module includes a detailed employees data started from recruitment and hiring date then create employee file includes employment documents, personal data, education data, job data, contact data, insurance data, contract data ended to employee disclaimer and archive employee file
Smart Personnel module also includes vacations, permissions, missions and custodies
It supported by detailed and comprehensive reports

```
Interview  →  Filter candidates data        →  Transfer accepted Candidate file to  →  New employee
              and accept one                    employees data
                                                                                          ↓
                                                                                     Give him a unique ID
                                                                                          ↓
disclaimer  →  Resigns -retired - fired  →  Archived Employee file              Fill all his detailed data
    ↑                                              ↓                                       ↓
Custody Settlement          Possibility of reactive employee            Attach all employee documents
    ↑                       file with the same unique ID                          ↓
Custody
    ↑
Mission  ←  Permission request  ←  Vacation request  ←  Daily transaction
```

Employees data

- Create Employee file
- Possibility of import employees data from Excel
- Possibility of import employees data from attendance machine
- Possibility of transfer employees data to attendance machine
- You can search about employee by code, name or ID

Employee data includes personal data, basic data, insurance data, contract data and employees documents

Basic data

- Employee name in English and Arabic with possibility to transfer names to attendance machines
- Each employee has a unique ID linked to attendance machine
- Each employee has a unique code even if achieved his file
- Employee Hierarchy
- Job title and Job type

Job level , technical level and job degree :missions value calculate based on employee job level

- Phone number and email: alarm automatic messages to employee who attend late
- Hiring date : vacations balance calculate based on it
- set attendance time
- apply attendance rule to employee
- set employee shift schedule
- possibility of planning Changeable weekend
- possibility of calculate attendance flex hours without specific attendance time

Personal data

- Detailed education data
- Gender : used in applying a specific vacation type (for example maternity leave
- Address in ID card and residence
- Birthdate : used in calculate vacations balance and applying work low to calculate salaries
- Reference phone numbers
- Detailed family data : used in medical insurance

Insurance data:

- Insurance office and labour office
- Insurance years
- previous insurance years : used in calculate vacations balance
- Employee insurance number
- Taxable status

Insurance status

- Insurance start date and end date
- Apply work low in calculate insurance and taxes based on employee age , social status and nationality
- Comprehensive and detailed taxes and insurance reports

Contract data:

- Contract type
- Contract Renewal
- contract termination
- Contract start and end date
- Basic salary
- Variable salary
- Gross salary
- Net salary
- Training time
- Bank code

Employee's documents

- Required employment documents
- Alarm messages in case of incomplete papers
- Attach employee paper to his file
- Possibility of review and print it
- Comprehensive and detailed reports

Work Groups

System administrators can define teamwork and assign leader to them which allow him to access their

data, review their reports, assign tasks and accept or refuse permissions and vacations requests

Transfer Employees files

System administrators can transfer a collect of employees files from location or department to another one with a comprehensive and detailed reports of employee hierarchy

Custodies

- Define Unlimited types of custody
- Print Custody form
- Comprehensive and detailed custodies report
- Custody Settlement
- Disclaimer

Employees access Cards

Administrator can assign access control cards numbers using a single screen

Archive

- You can save retied, resigns and fired employees files in system archive with possibility of reactive archived files with the same unique ID
- Possibility of review or print archived files
- Before archive employee file the system will check the custodies
- Possibility of review reasons of left job with a detailed history of employee hierarchy
- Comprehensive and detailed reports of archived files

Holydays

•Administrator can set holydays schedule of the year with possibility of apply it to a specific employees
•Administrator can set holydays over time rules

Missions

•Define any types of employees mission
•Possibility of set Mission allowance based on job level
•Possibility of assign more than one employee to mission
•Follow mission by GPS : Employee sign in and out from mission location by Smart HR mobile app
•Calculate mission hours from working hours
•Comprehensive and detailed reports of missions files

Appraisal

•Define any questions for appraisal form
•Set values
•Filter employees calculated values
•Comprehensive and detailed reports

Disclaimer

•You can print disclaimer form from the system
•Before declaimer the system check custodies settlement

Cars transactions

•Define any numbers of cars with full detailed data
•Define Drivers with full detailed data and assign them to cars
•Follow Cars way

Interviews

•Set interview questions
•Assign interviews to HR employee
•Save candidates files
•Filter candidates files by accepted or refused or by question's grades
•Transfer accepted candidate file to employees data

Vacations

Vacations types and balance

- Define any numbers of vacations types and its balance based on work low and company policy
- Apply vacation type to all employees or specific ones
  - Possibility of apply vacation type to a specific gender for example maternity leave applying to femals only
  - possibility of apply vacation type to a specific religious for example Haj Vacation applying to Muslims
  - possibility of apply vacation type to a specific nationality
- Possibility of calculate vacations balance based on employee age
- Possibility of calculate vacations balance based on insurance years
- Vacations balance calculated based on hiring date
- Calculate support rate of vacation from salary
- Possibility of define a vacation type allowed the transactions between work hours to vacation balance or cut work hours from vacations balance

Vacation balance review

- Comprehensive report of employees vacations balance
- Possibility of give the employee an extra balance

Employees vacations

- Employee vacation request (one day – few days – half day
- Accept or refuse the request
- Review employee vacations balance and recalculate it
- Alarm messages in case of (weekend - cancelation

Vacations daily list

- A single screen helps to save all employees vacations during a limited period
- Review employees attendance as a reference

Vacations request

- Employees send their vacations request by android app or web portal
- Managers or team leaders can accept or refuse the request
- The response from managers or team leaders will appear to employees
- Automatic save and calculate the balance in case of accept the request

Permissions

Permissions types

•There are three types of permissions " permission for arrive late – permission for left "-early- permission for hours - mid-day

Permissions rules

•Administrator can set permissions balance rules by limit the number of permissions or the number of hours
•Administrator can apply the rule to all employee with possibility of make exceptions

Permissions balance

•Possibility of cut permissions over hours from vacations balance
•Possibility of cut permissions over hours from salary
•Possibility of make more than one rule to calculate permissions balance and apply it to all employees or make exceptions

Employees permissions

•Save employees permissions (arrive late – left early –hours
•Review employee permissions history
•Review employee permissions balance and recalculate it
•Calculate the real working hours
•Calculate the real permissions hours by checking attendance time
•Possibility of cut permissions hours from working hours

Permissions daily list

•A single screen helps to save all employees permissions during a limited period
•Review employees attendance as a reference

Permissions request

•Employees send their permission request by android app or web portal
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Salaries

Insurance
Taxes
Bounces
Penalties
Maturities
Deductions
Loans
Salaries details
Salaries history

Attendance

Attendance reports
All logs details
Overtime
Work in weekends
 Absence
Single log
Late arrival
 Left early
Vacations
Permissions
 All operations details
Daily reports
Departments attendance
Working hours
Employees with FB
Single logs

Personnel

Work shifts
Employees address
 Contracts
Employee Jobs
& Locations
Departments employees
Missions
Users records
Interviews
Archived files
Employees Documents
Employees Notes
Contract Details
 Candidates CV's
Job levels
 Religious
 Birthdays
 Appraisal

our customers