Design

business structure in task oriented permissions hierarchy simulating different departments in real business draw communication channels & info paths between business departments through messaging, alerting & scheduling scheme for different tasks, customize reporting and auditing

Centralized location

for all business files, employee cv, certificate digital copy ..etc you have the ability to design your locations and attributes,
File management itself is a free tool included with the system, also host a settings section which might host different free tools as add-on for your system, scanning tool, fixes and tools dedicated to your system

Reporting section

give a wide range of reports leveraging different business department's , Easy & flexible interface provide different printing and reviewing requirement's with ability to further edit and customization, you can have your reports routed to desired section in reporting screen for different department's

Auditing

give you a full control over your business through designing audit policy at three levels (user, department& task), further more you can enforce operation audit so and modification is described by user in mini report, finally edited items always have a mirror copy for different last versions to get closer look at modifications applied

HUMAN RESOURCES MODULE

dynamic features that facilitate your tasks feel the power of designing your HR hierarchy, freely draw each and every position in 4 dimension

Contract types, Divisions, Departments, Classes

all of those attributes can be assigned to a position and a job in your HR hierarchy providing MultiDimensional hierarchy

accordingly your structure is very flexible and wide as you wish

Employee assignment

to specific position
freely or through employment path (advertising, applying, testing& heiring)

Employment path

gives you a fully controlled environment through specifying qualifications for each position with dynamic rules which also can use different employees attributes so the right employee is in the right place
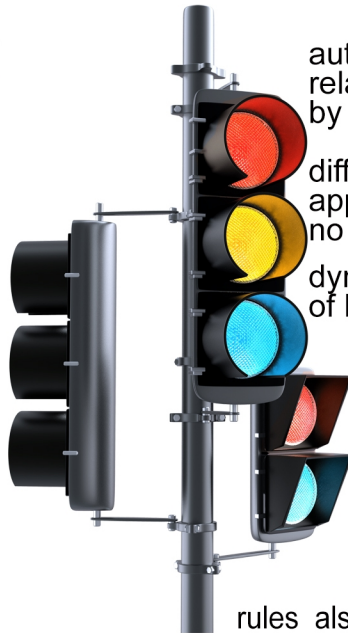
Employment examination also give you a real view for an interview with your new employees with real time filtration for employees pass all rules for specified position

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complete integration for payroll and Employment structure

dynamic payroll based on rules co relate to you HR hierarchy and positions providing complete dynamic payroll system

Dues and deductions are fixed sections that host your sub sections (basic salary, social insurance,..etc_)plus special values you may need

different sections can be used in equitation which is assigned to specific employment attributes (position attributes), equitation's are unlimited, easy as any spreadsheet
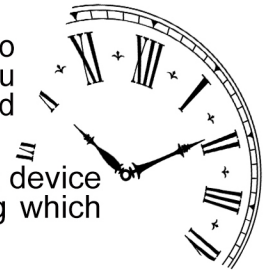
automated bonus & penalties system based on rules relate to different employment attributes fully designated by you just like your payroll system

different rules can be manually applied or automatically applied or scheduled which give you flexible automated no touch payroll

dynamic rules also take control over different branches of hr functionalities

free definition for different procedures taken upon different events, you are the one to specify absent procedure naming and description, and with facilitating attributes you design a rule to apply this procedure when certain conditions are met

you can use employment attributes such as job, employees attributes such as sex and finally designate a value for the action

rules also take care of different limits you are using , you can determine your vacation , permits, strategy according to employment and employees attributes

categorized administration decisions with serial number which you can use or link in any rule or operations

managing attendance more easily with dynamic rules shifts management very flexibly, unlimited shifts with adjustable attributes which control shift characteristics

start & end time with grace period fully adjustable to accommodate in time , late and absent status, also you have the flexibility to determine when salary is deducted with any penalties due to attendance status

biometric management went easy through defining device attributes, associate with a branch, also specifying which device used for the employee attendance