Human Resources Management Integrated System

HRMIS is very easy to use, as it is working out on using Only the screen of Employee profiles while entering the Data in order to get much kind of reports, which enable the Organization to decide in either financial or administrative issues.

While HRMIS contains a dictionary necessary to translate The Employee names, it is easy to use in both languages: English & Arabic.

HRMIS has the capability to be used in many Organizations or Branches at the same time, each with its own rights & Users

Basic Module:

Employee profile:

HRmis is working out on using only the employee profile form including more than 100 pieces of vital data integrates with other parts of the employee basic data, such as change of status, vacations, misconduct, etc with Microsoft Office Integration.

Profile features:

- The employee profile contains employee's photos, insurance details, marital status information, military status data , ID and passport details
- Extremely Microsoft friendly user interface.
- HRmis logs all data include the user, old value, new value, date & time of changing.
- HRmis enables user to enter data in Arabic or English language and translates the majority of data into the other language.

Payroll features:

- User defined tax formula as tax law changes
- User defined insurance methodology.
- Unlimited dynamic Pay code definition
- Unlimited number of times to run the month calculation.
- Unlimited pay run with separate pay slip
- Profit and bonus distribution amount for employee group with user formula
- Auto post absenteeism or misconducts as salary deductions
- Auto calculate document two insurance
- Auto calculate prototype 4 taxes
- Auto tax reconciliation every month or by the end of year

Payroll history features:
- It keeps all transactions for each employee from system installation up to date
- year-to-date balances for each employee
- There is no delete for history in the system

Change of status features:
- Record employee changes like salary increase , annual allowance, transfer, and promotioní etc
- Update employees' profiles with changes

Misconduct features:
- System built in misconduct as per national law or user define property's policies
- Record personnel department investigation, misconduct's fine, days, and amounts

Employee vacations features:
- Auto calculation for vacations balance.
- User-defined unlimited vacations type with special legend color for each.
- Total year-to-date balance for each vacation type for each employee.
- Record all vacations with date and type.
- Direct link with salary

Reports features:
- Categorized reports as employee basic data in a tree shape.
- Intelligent and advanced filter same as basic data search form.
- Printing on screen or printer
- Export all reports to MS Excel, MS Word, or PDF.
- E-Mail report without save.
- Each report with itøs chosen languages.
- User define report header.
- Easy to add a new report

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Back Office Interface

HRMIS could be easily & automatically linked with any Accounting system.

Features:

- Interfaces easily with different Back Office systems such as: Scala Finance ®, Sun Accounts ®, Fidelio ®.selection from different back office systems
- Transfers data details or data summery.
- Transfers figures per each cost center per pay code.

Archiving System

HRMIS Archiving System provides a complete archive for all employee personal documents, i.e.; Employee photos, health certificate, military certificate, etcí including the expiry date in order to maintain its renewal.

Features:

- Unlimited number of documents per employee.
- User defined document status like.
- User-define property required documents for hiring with checklist as received.
- System built in scan function or softcopy photos.
- Windows built in document print preview for photo enhancement before print.
- Document image details.

Time Keeping

HRmis Time Keeping delivers the functionality you need. It provides different technologies for authentication.

Features:

- Supports different technologies such as: Biometrics, Proximity, card readers, and capture photo technology.
- Supports shifts
- Summarized or detailed employee average working hours and late in or early out.
- Automatically linked with time sheet.

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HRmis and other systems in the market

HRmis provides much kind of features that could not be easily recapped in one system as follow:

- Arabic and English interface
- Self language translation
- Dynamic time sheet management
- Integrated time keeping
- Low level security
- Dynamic photo handling
- Users change log
- Customizable payroll calculation formulas
- Customizable insurance calculations
- Unlimited insurance methods
- Unlimited number of payroll runs
- Separate pay slip for each payroll run
- Dynamic pay slip
- On line YTD payroll history
- Dynamic change of status
- Dynamic misconduct handling
- Complete on line vacation balances
- Vacation balance grouping
- Graphical update for attendance sheets
- Advanced MS Office integration
- Back Office interface
- Dynamic filtering criteria for reports or search
- Dynamic medical records
- Integrated archiving System
- Integrated training organizer
- Unlimited number of users
- Unlimited number of employees

Application Module

1. Basic Module:
   - Employee Profile
   - Payroll
   - Finance History
   - Change of Status
   - Misconduct
   - Vacation Balance
   - Reports
   - MS Office Integration
   - Arabic English translator

2. Archiving system module

3. Medical module

4. Staff Housing Module

5. Training Module

6. Back Office Interface Module

7. Bank Transfer Interface Module

WHY CHOOSE HRMIS

There are numerous reasons why you should choose HRmis Solutions as your vendor for payroll, HR and time & attendance. Whether you are an executive, end user or IT professional, there are different factors that drive your interest in such a solution. Below are just a few of the reasons why HRmis will make sense to you.

For Executives:
- Integration to Financials/General Ledger
- Cost savings
- Real-time accessibility to employee information
- Scalability ó you can add additional products later
- Multi-Languages (Arabic and English)

For IT Professionals:
- Compatibility to technology - .NET/SQL
- Security
- Reliability from working directly with the development source
- Accessibility
- Low-maintenance

For Payroll / HR Professionals:
- One shared employee master file will increase efficiency ó no redundant entries
- Support team consists of Payroll Professionals and provides direct support from manufacturer
  Full-featured & user-friendly software
- Automated government tax and insurance reports
- Over 150 standard reports
- Multi-Companies For group companies

Taxes & Insurance
With HRmis Solutions, there is no need for your staff to become tax experts as HRmis keeps the system compliant with the necessary taxing authorities. The full-featured in-house application will maintain and update government tax tables and calculates the necessary taxes, thereby automating the tasks of tax filing. In fact, with HRmis Payroll the process is simplified tax and insurance is available at the click of a button.