Human Resources

INFOSYSTECH
Software Innovates Your Business

IST is specialized in HR Systems including all involved aspects were IST have been in the field since 1991 which made IST the most comprehensive, understanding and expert company in the field in Egypt and Middle East.

IST has gained a great deal of knowledge in HR Systems and business know how through interacting with its customers at the biggest companies in the region.

Now a new generation of this application package has been born.

IST-HR advanced system covers the complete business flow, with a comprehensive range of functions.

Ihab Abdulla
Managing Director

IST- HRMS

INTRODUCTION

Efficient and effective management of "Human Capital" has progressed to an increasingly imperative and complex process. The HR function consists of tracking existing employee data which traditionally includes personal histories, skills, capabilities, accomplishments and salary. IST-HR System helps you to reduce the manual workload of these administrative activities, were your organizations will be able to electronically automate many of these processes.

System Features:

Timely Reporting: The tangible benefits of having a computerized information system are summarized in one simple word named - Reports -. We all invest money and resources in the information system to obtain those: Accurate and exact reports in rapid and timely based manner.

User Friendly layout: all the screens are designed to meet the objective of easy and user friendly layout.

Unified Methodology: The data entry practice is standardized all over all the system. The user will find the same key functions and the same help technique in all the screens, which helps in speeding up the process of training and familiarity with the system.

Collect: Using the advantages of the latest technologies, faster and more accurate time and attendance data collection is ensured.

Classify: Classifying the working hours into regular and overtime, over time is also classified into predefined brackets, in addition to managing complex schedules, enforcing attendance policies, tracking time-off balances and automate overtime offers.

Communicate: Allowing seamless exchange of time and attendance data with existing Human Resource and third party software systems.

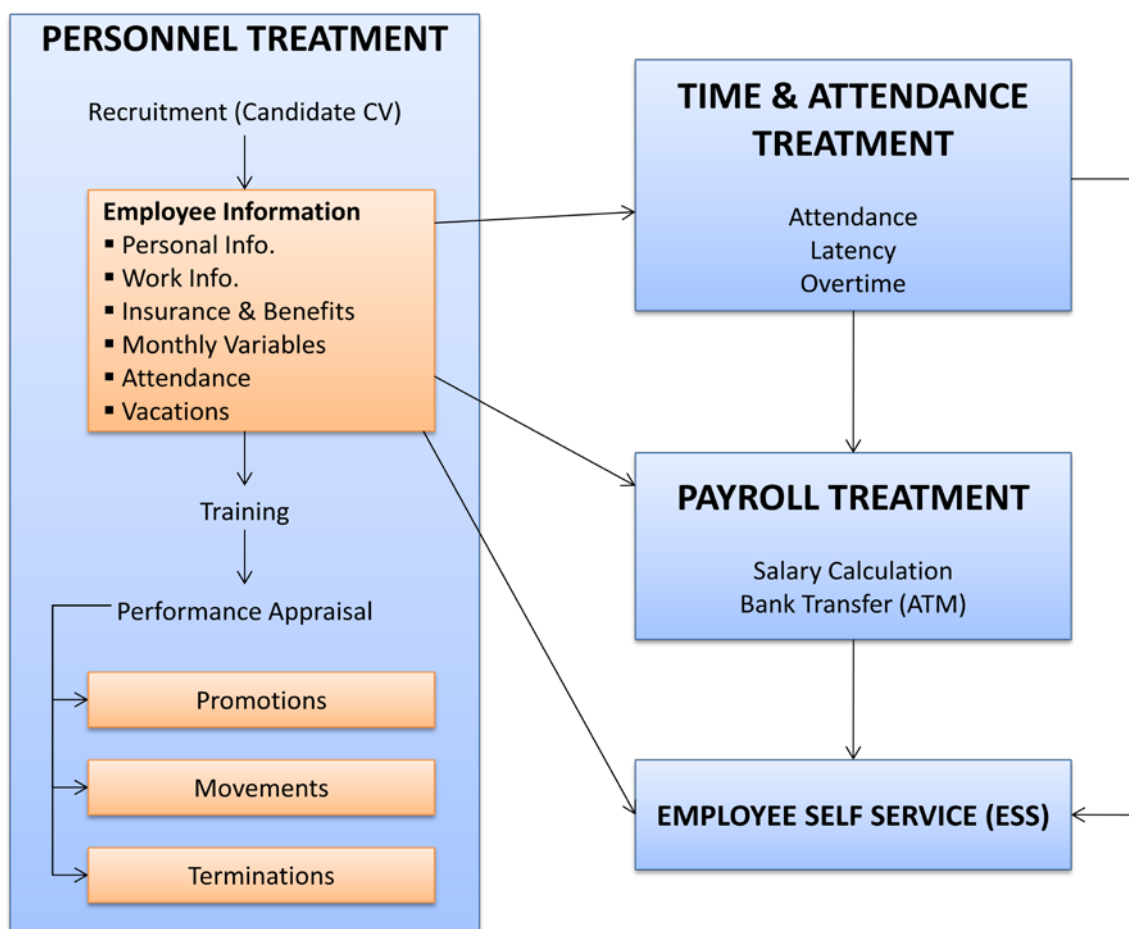**Cost:** Accurately calculates gross payroll in the most complex environments.

Compare: Real-time analytical insight gained into the productivity and performance of the entire enterprise.

Correct: Continuously measures workforce productivity for constant improvements.

Mailing Capabilities: Sending & Receiving Employee Information (Salary Slip, Vacation Balance ...etc.) by mail.

Reporting Capabilities: Various operational & statistical reports.

IST HR Modules & Functions Chart

Personnel Treatment

The Personnel module is a component covering many other HR aspects from application to retirement. The system records basic demographic and address data, selection, training and development, capabilities and skills management, compensation planning records and other related activities.

Leading edge systems provide the ability to enter applications relevant data to applicable database fields, notify employers and provide position management and position control. Human resource management function involves the recruitment, evaluation, compensation and development of the employees of an organization. Initially, businesses used computer based information system to:
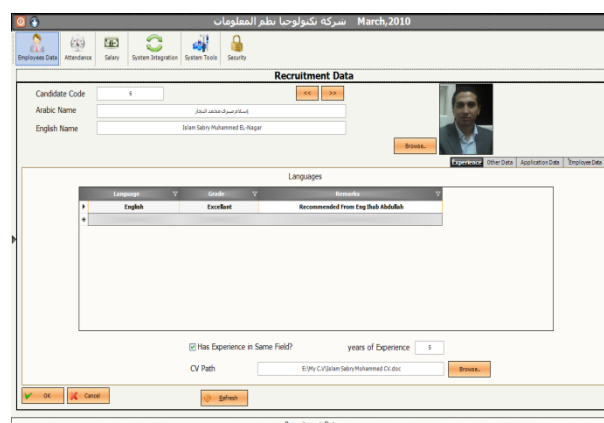
- produce pay checks and payroll reports;
- maintain personnel records;
- Pursue Talent Management.

Recruitment:

IST HR Recruitment does the complete process of the workflow. Recruitment process is a ongoing process in any company. The Recruitment process is used on regular process as the recruitment is an ongoing process. IST HR Recruitment can manage the workflow process right from initiating the request for recruitment and getting the approval. It also manages the resume collection and sorting and searching and managing them.

It comes with a powerful and complete reporting system which generates and gives a complete report of the status of the form. It provides report about the rejected and approved form list and the name of the authority who approved. The report also states where the form is located at any point of time for the users to check on the status of the form. All these information are available by the approved authority.

- Analyzing personnel usage within an organization.
- Identifying potential applicants.
- Resumes archive.

Employee Information

Personal Information:

This covers basic information about an Employee such as -Name, Emp. Code, Fathers name, all Contact Addresses, Email Addresses, Mobile Numbers etc.
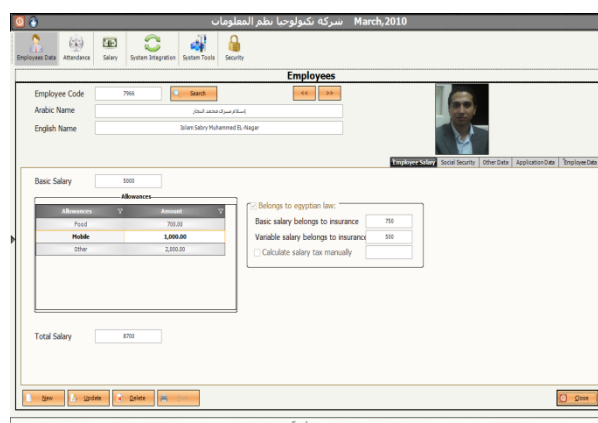
- Name Arabic & English.
- Nationality.
- Marital status.
- Birth Date and place.
- Mailing Address.
- Email Address.
- ID/Passport Details.
- Military Service.
- Dependents & Relatives.

Work Information:

Work information tracking, including staff level and organizational structures, hiring details and confirmation records. Other features include employee qualifications, work history and experience tracking.
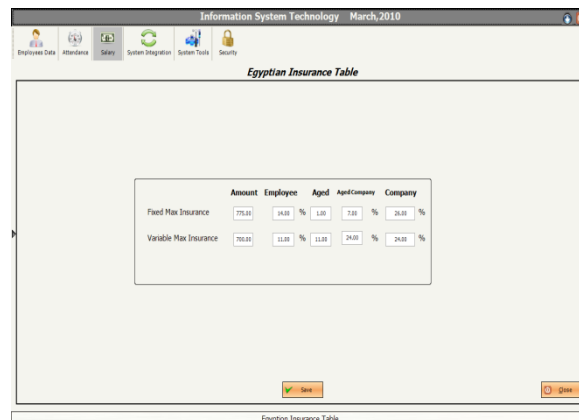
- Company & Branch.
- Department & Position.
- Direct Manager.
- Degree Information.
- Service Date.
- Many Others.

Insurance & Benefits Information:

Companies today spend a large amount of money on employee benefits. These costs get larger and larger every year. It's more important than ever to keep track of employee benefits accurately and efficiently. IST HR can handle employee benefits and make the management of these benefits so much easier.

- Health insurance.
- Car insurance.
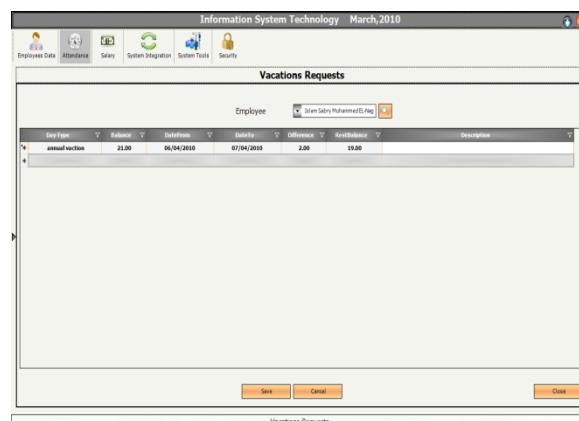- House allowances.
- Loans.
- Social Insurance.

Vacations:

The vacation Request Process is a Workflow which allows a user in a company to Request a Vacation of Absence from work, and then forward this request to the Manager for approval. Once approved, the vacation Request Workflow will pass on to the Human Resource Department in order to update their records. IST HR vacation Request Process is a very useful Human Resources Workflow Process for any company. This is design to assist users to manage their vacation application process electronically. It helps the users to keep track their vacation records and progressive status. The solution is completely workflow enabled and can be configured based on the policies of the organization.

- Annual vacations.
- Medical leaves.
- Casual vacations.
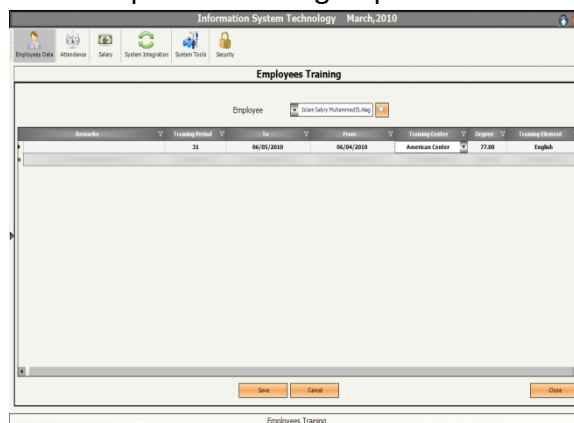- Vacations balance.
- Holiday's table.

Training:

Staff training is widely acknowledged as a key motivator, increasing productivity and loyalty. Our Training Process provides a complete picture of the training provided for your employees, including internal and external courses, on- and off-the-job experience, and coaching, mentoring, works shadowing, seminars and workshops. Fully integrated with our Personnel Module, information such as appraisals, training needs and objectives and skills are immediately available. This enables line managers to identify the availability of relevant courses and place a training request whilst conducting an appraisal.

The sophisticated Career Progression feature quickly performs complex skill gap analysis, providing managers with the information they need to discuss employee development.

- Training subjects & courses.
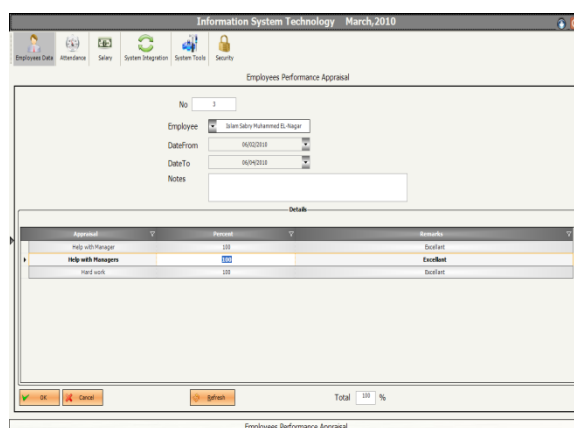- Staff training.
- Training evaluation.

Performance Appraisal:

IST HR Appraisal manages the employee's performance appraisal. It is a very simple and very user friendly module. It helps to manage the organization with a powerful tool to help develop the critical talent throughout the year. It automates every aspect of employee appraisal process. It manages all kind of appraisal from focal, anniversary, interim and probationary. Manages multiple appraisals at the same time.

It comes with a powerful and complete reporting system which generates and gives a complete report of the status of the form. It provides report about the rejected and approved form list and the name of the authority who approved.
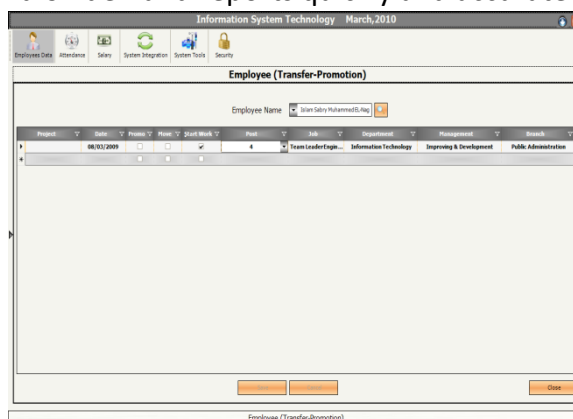

- Appraisal main factors and Criteria.
- Recording employee performance.
- Performance Appraisal.

Promotions & Movements:

IST HR tracks promotions, inter office movements and departmental movements. Keep records of total movement of each staff within the corporation, generate staff movement monthly/quarterly/yearly and on demand reports quickly and accurately.

IST HR allows you to track promotions and movements, each such activity gets recorded in the staff movement register in chronological order, which becomes a virtual dossier of an employee.
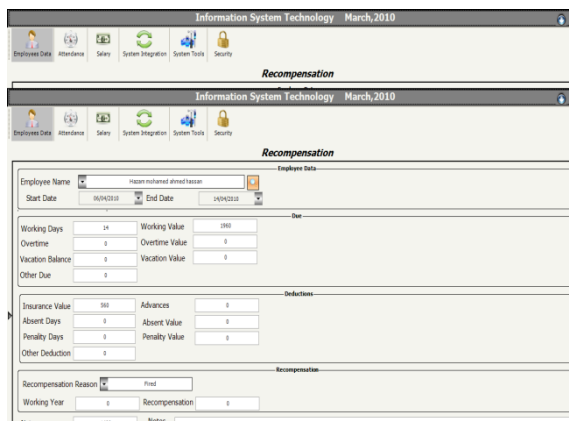
- Promotions and movements recording.
- Promotions and movements History.

Termination & End of Service:

IST HR enables the review of previous appraisal reports to aid the decision of termination and automatically reminds if the employee has custody or loan in hand. IST HR calculates end of service compensation in accordance with the level of employment and enables review with previous employee history.

- Employee Termination.
- Employee Return.
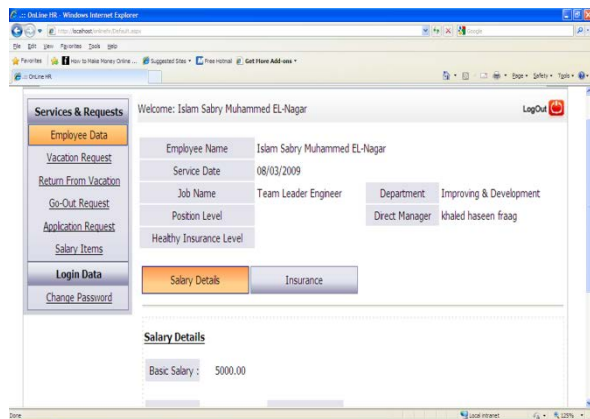- End of service Compensation.

Employee Self Services (ESS)

Employee self-service (ESS) is a web based application that provides employees the easy access to their personal records and their payroll details.

ESS enables the employees to apply for leaves and advances (loans) and have this application directed to the employee's manager for consideration.

ESS is increasingly popular in a high proportion of the workforce as they work though computers and internet access data that's why ESS is an effective way to collect and save changes to employees' details and distributing payroll details to employees.

Employees are strongly encouraged to use ESS in order to access & ensure the ongoing accuracy of their data in HR/Payroll system, when you view your information in ESS; the system pulls the most current information directly from HR/Payroll system.

ESS data in HR/Payroll system is maintained at the highest level of security protection available as it uses the same technology used to access secure sites in the internet.

Future release of ESS are being planned to provide the employee the ability to update certain types of data.

Hence; the employee can manage his duties that were previously handled for him by management or administrative staff, that's why Human Resources Management professionals increasingly value ESS as an important way of empowering employees as it became a universal trend in human resources management.
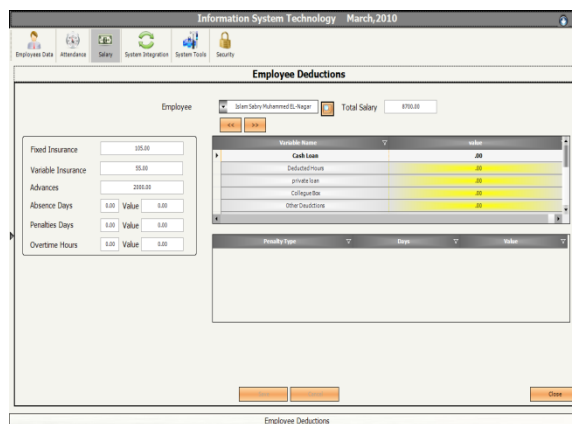
Payroll Treatment

The **payroll module** automates the pay process by gathering data on employee time and attendance, calculating various deductions and taxes, and generating periodic pay checks and employee tax reports. Data is generally fed from the human resources and time keeping modules to calculate automatic deposit and manual checks writing capabilities. This module can encompass all employee-related transactions as well as integrate with existing financial management systems

Monthly Variables:

You only need to define the salary master data once, and it is automatically carried into each month's calculation. Any formula based variable amounts are also

automatically calculated based on any other dependent input or any other earning / deduction. Any earning / deduction calculated outside the system can be provided as a monthly input or bulk upload.

- Penalties table.
- Deduction table.
- Monthly Benefits.
- Loans.
- Overtime.
- Work Missions.
- Latency**.**

Overtime:

IST HR allows calculation of overtime automatically, along with the provision for approval of overtime using a built-in workflow on manager self service.
- Overtime table.
- Overtime types.
- Overtime Calculations.
- Overtime Conversion to Vacations Balance.

Taxation & End of Year Tax Adjustment

Tax is calculated in an easy and flexible manner through dividing it into four levels, by which tax is calculated on the net salary.

Tax is applied according to the executive regulation that the company follows.

By the end of each month; taxes are simply calculated by the stated percentage.

Salary Calculation:

Chart based calculations- Payroll complexities might require the need to maintain various kinds of earning or deduction charts - which could be grade based, location based, department based, slab based or any combination of these. IST HR allows the end-user to maintain such charts and make changes to them as and when required . Final Settlement calculations- Final settlement rules can be defined to automate the entire final settlement calculation, without losing the option of manual overriding. IST HR keeps track of all pending F&F calculations, all settled cases and option to review settled cases for future reference.

- Basic salary.
- Payroll allowances.
- Deduction Table.
- Multi currencies.
- Salary report.
- Salary slip.
- Summaries salary.

ATM:

Employers can save time and money by using direct deposit while benefiting the environment. Direct deposit is also a smart way to reduce paycheck fraud, as related to counterfeit and/or stolen checks, altered amounts and forged signatures. Direct deposit transactions typically have a lower cost than a paper transaction.

- Salary transfer to employee account.

Time & Attendance Treatment

The **Time & Attendance module** gathers standardized time and work related efforts. The most advanced modules provide broad flexibility in data collection methods, labor distribution capabilities and data analysis features. Cost analysis and efficiency metrics are the primary functions.

Time & Attendance:

- Validation of clocking events
- Access control management by employee.
- Elapsed time entry capability (timesheet information)
- Mobile, remote, field employee time collection
- Automatic time entry capability (for salaried or support personnel)
- Support of complex schedules including fixed, split, variable by day, 9/80, etc.
- Customer-defined events (absences, breaks, lunch, special labor, etc.)
- Customer-defined attendance point tracking
- Tracking of multiple time-off accruals balances (vacation, illness, personal, etc.)
- Management of overtime equalization policies
- Absence / late arrivals reporting
- Tracking of overtime offered, refused (with reasons), worked, etc.
- Inquiry of employee attendance and overtime information
- Complete audit trail of entries and changes
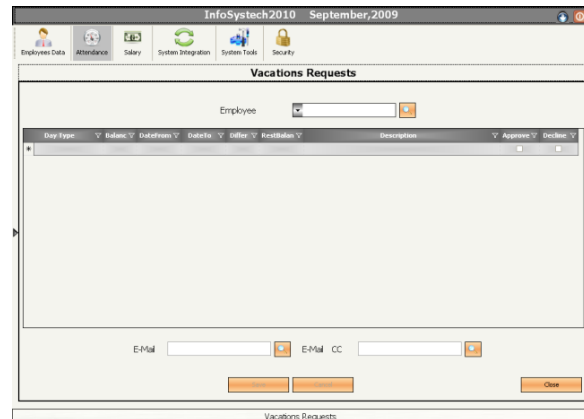- History of employee worked time, absences, late arrivals, early departures

Attendance Machines:

In organizations where security is important it is essential that you have a system that can cope with restricting and monitoring employee access onto the site and tracking their subsequent movements within. The access control module will assist in this employee management function. A variety of devices can be attached to the access control system, for example fingerprints and magnetic cards, and these can be used to determine whether an employee gains access or not.
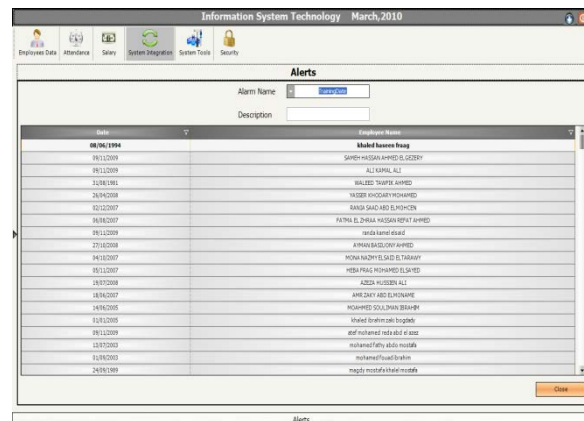
Vacations, Latency & Overtime

This module allows the user to allocate employees time over user definable cost codes,

for example department, job, product or project. The data can be collected via timesheets or electronically via swipe card technology. Costing rates can be held in the system enabling the user to obtain cost reports or the information can be passed to the payroll module for actual costs, which can include employers costs, such as employers pension and national insurance.

System Integration:

System Alerts

An automated alert system that alerts you before the expiry of some documents, therefore you can easily know when these documents are no longer valid.
You can set the time schedules so that the system can alert you in a pre-defined number of days.

Documents work flow

Work flow module is used for directing requests, posts, approvals or memos to the concerned departmental approvers.

It allows users to create a series of actions that define business processes, and when a process is initiated; our Workflow module will coordinate this process and pass it to the right place.

HR Workflow can help to reduce costs, improve productivity, provide faster processing times. Also, it can be changed dynamically as long as the change in the business process.

Gulf Area Requirements
The system is compatible with Gulf area requirements such as:
- Guarantor (Kafeel) details.
- Initial working visa.
- Iqama details.

Integration
- ERP Integration.
- Archiving System Integration.

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