

SME Edition

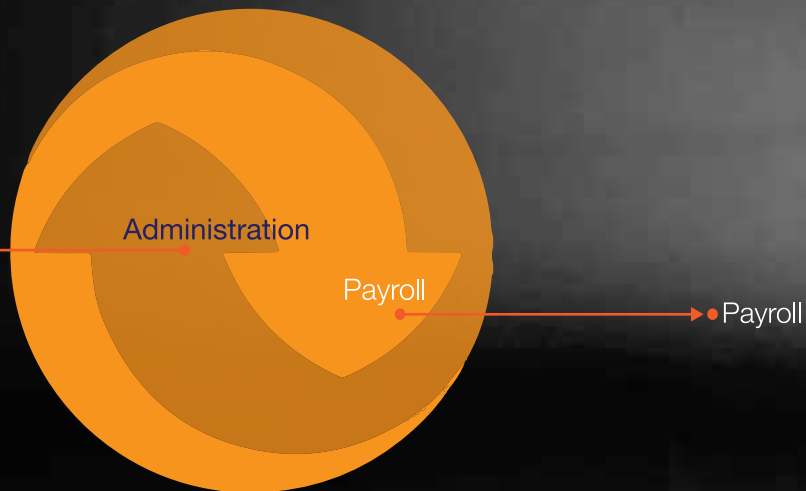


PEOPLE.PARTNERS
Human Capital Management Software

Introduction

PEOPLE.PARTNERS SME Edition is a solution focused towards organizations with immediate need for addressing payroll and administration issues. With 1-click payroll process, all calculations are carried out by the system. With sophistication in problem solving and flexibility in its offering, the Payroll Edition can be upgraded to our Enterprise Edition at a later time.

- Personnel
- Leave
- Attendance
- Separation



Administration

Personnel Manager

Maintaining and tracking employee related information like medical reimbursements, transfer history etc can certainly take up lot of productive time. Having loads of files to maintain the paperwork further adds to the woes.

PEOPLE.PARTNERS allows organizations to keep record of any Document related to an employee. From email correspondents, to increment letters, all can be saved. All of this can be done without any third part email software license.

- **Management of Employee Profile** - Detailed information related to family, qualifications, awards, skills, memberships, dependents, experiences, disciplinary actions, education, etc
- **Employee Documents Manager** - You can move to a completely paperless environment, saving all documents, communication with employees, etc.
- **Company Documents** - Policies, SOPs etc may be uploaded for employees to view on ESS Portal. Employee level security can also be configured if all employees do not have rights to view a certain document.
- **Employee Transfers (Intra-company)**
- **Employee previous tenure history (if rehired)**

Leaves & Attendance Manager

For any organization with more than a hundred employees, it becomes difficult to manage employee leaves and attendance. With leaves alone, the paperwork can be a killer!

PEOPLE.PARTNERS integrates with almost any Attendance machine. It allows you to define Leaves related Workflows for quick approvals. It can also handle multiple shifts with no limit. Using the Roster feature, you may create a pattern and copy it on multiple employees.

- **Inbound integration with attendance machines**
- **Holiday Calendar** - National and Festival holidays
- **Finalization of Attendance for payroll processing**
- **Flexibility to manage over 100 types of shifts**
- **Roster Management**
- **Overtime Request Workflow**
- **Attendance / Penalty Adjustment Workflow** - For adjusting Time In, Time Out or Attendance Status (Late In / Early Out / Half Day / Full Day)
- **Leave Workflow**
- **Approval via Email**
 - **Leave Requests**
 - **Attendance / Penalty Adjustment Requests**
 - **OT Requests**

Separation Manager

Employee Turnover is a natural phenomenon in any organization. PEOPLE.PARTNERS gives you comprehensive statistics for strategically analyzing the root cause of turnover and addressing it to retain your key talent and reduce the cost of inductions and training of new staff.

- **Notice Period and Penalty handling**

Payroll

› Payroll Month

- User-defined
- One standard period for the entire company

› One-time Allowances - Upload via excel

› Automated Overtime / Ex-Gratia calculations

› Tax

- Automated Tax Calculations;
- User-defined Tax Slabs and Marginal Relief policy
- Tax Forecasting & Tax Assumption feature
- Tax Returns & Salary Certificates

› PF

- Automatic deduction of Employee and Employer Contributions
- PF year end process
- PF ledger
- PF statement
- Profit distribution
- PF withdrawal

› Social Security

- Automatic deduction of Employee and Employer Contributions

› Old Age Benefits

- Automatic deduction of Employee and Employer Contributions



› **Bonus [With / Without Salary]**

› **Processing of Non-Salary Allowances**

› **Final Statement**

- Auto-Calculation of Encashable leaves
- Auto-Calculation of Tax
- Auto-Calculation of Gratuity
- Auto-Calculation of Notice Period Payments and Deductions



Employee Self Service Portal

“HR Department do this, HR Department do that.”
without fail, all HR Employees feel the brunt of
unnecessary work load due to constant employee
queries.

Often times, it's just stuff like processing leave
requests which alone may require dedicated staff.
Wouldn't it be great if employees had access to their
information, their training nominations, Employee
Handbook, ability to raise e-leave requests, even
approve these online?

In order to directly and significantly improve the
productivity of the HR Department and All
Employees when it comes to making Requests and
Approvals, we introduce our 'Employee Self
Service Portal' which takes the 'HR Self Service'
concept to a whole new level.



EDS Portal -> Personnel

Employee Job Information

Employee Selection

Direct Reporters level

Employee

Employee Information

Employee: **Mary Robert (000000013)**
 Division: **Pharma**
 Department: **Human Resources**
 Sub-Department: **N/A**
 Location: **Head Office (Dubai)**
 Default Shift: **A - Morning Shift**
 Official Email:

Payroll Group: **Management**
 Designation: **HR Director**
 Grade: **OG 2**
 Employee Category: **Permanent**
 Employee Type: **Permanent**



Date of Joining: **16/Sep/2012**

Date of Confirmation:

Date of Contract Expiry:

Date of Confirmation Due:

Date of Internship Expiry:

Date of Confirmation D...

Direct Reporting to (Employee): **James Robert (000000011)**

Indirect Reporting to (Employee):

Iqama Number:
 Iqama Expiry Date(Hijri):
 Current Sponsor Name and O...
 Sponsorship Transferable: **N/A**
 Sponsor Country: **N/A**
 Sponsor's Contact Details:
 Sponsorship Expiry Date (Hij...

Iqama Profession: **N/A**
 Iqama Expiry Date(Gre...
 Sponsorship Type: **N/A**
 Sponsor City: **N/A**
 Sponsor's Nature of Bu...
 Sponsorship Expiry Da...

- **Personnel Manager**
 - **Employee Information (Self and Sub-ordinates)**
 - **Company Documents**
- **Leave Manager**
 - **Leave** - Request and Approval
- **Attendance Manager**
 - **Attendance / Penalty Adjustment** - Request and Approval
 - **OT Request** - Creation and Approval
- **Payroll**
 - **Reports**
 - **Payslip**
 - **Tax Computation**



Why PEOPLE.PARTNERS ?

Human Capital Management Software

- **Modules / Features**

Just arrange a demo. The product will speak for itself.

- **Service / After Sales Support**

Our Team stands-by for addressing your concerns over Skype, Email and Phone!

- **User friendliness**

With inputs from hundreds of users and international consultants, the interface has been designed for an intuitive user experience.

- **Flexibility**

Developed from a strong product perspective, PEOPLE.PARTNERS is a parametric system, easily configurable for a variety of customers.

- **Dashboard**

Our new Dashboard is now extremely intuitive and directly connects you to different parts of the system.

- **Pricing**

You can compare us with any product in our category and will find us amongst the most economical ones.



PEOPLE.PARTNERS
Human Capital Management Software

A Collaboration of:

A.I.MIR  SOFTRONIC

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