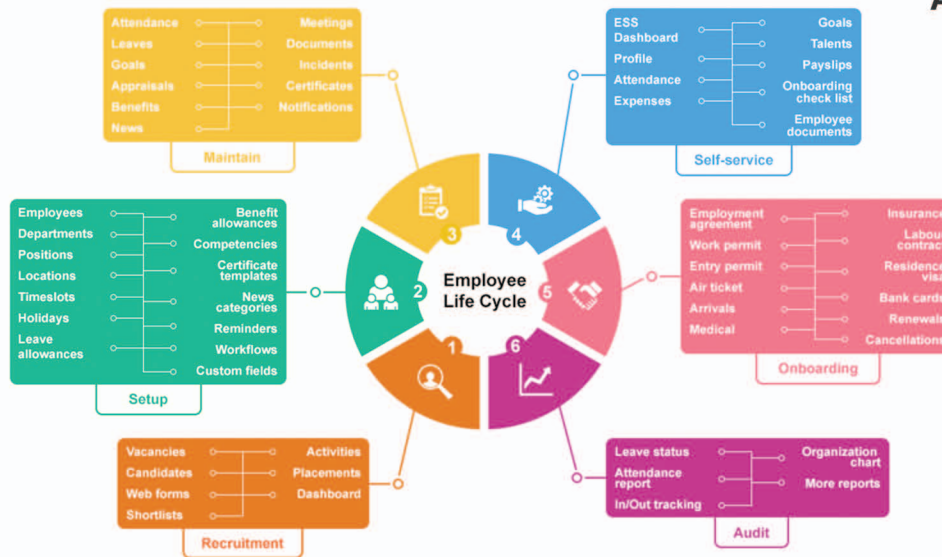


## Empower Your Employees

## Automate All HR Activities

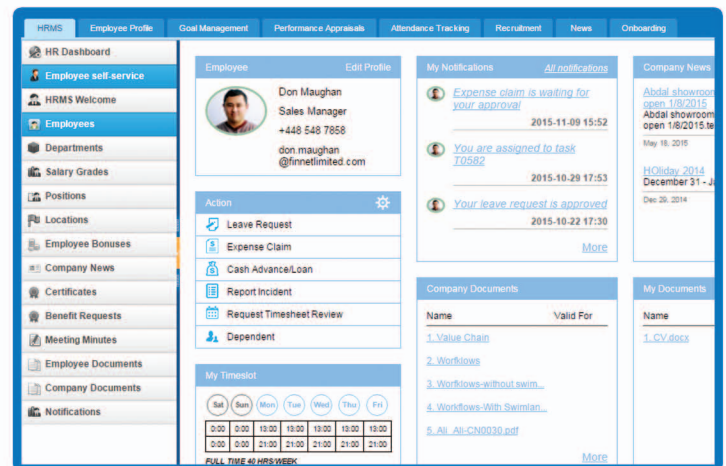
## Automate Payroll



## Employee Self Service

**With ESS module, your employees can view and update their own HR and Payroll details. They can view:**

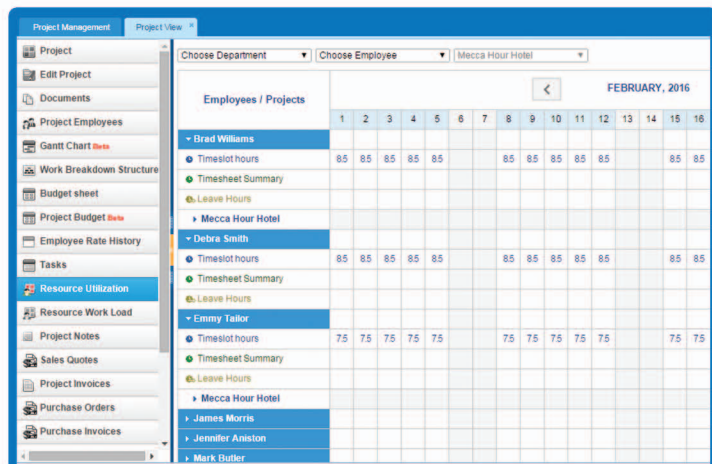
- Leave Requests
- Document Expiry Reminders
- Expense Claims
- On-boarding Steps
- Benefits
- Salaries/Pay-runs
- Cash Advance/Loans
- Premium Recommendations
- Benefit Requests
- Promotion/Penalties



## Manager Self Service

**Your department managers or project manager can track performance of employees in their own team and project**

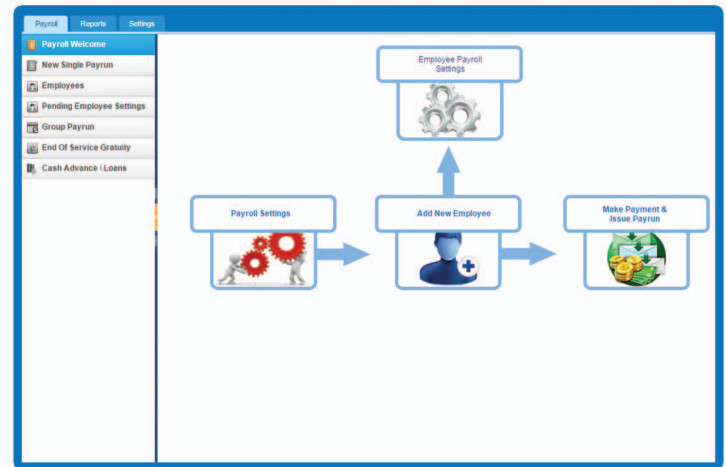
- HR/Sales Manager Dashboards
- Custom Reports
- Document Approvals
- Accounting reports
- Company News
- Resource Utilization Dashboards
- Custom Employee and Manager Certificates
- Annual Appraisals
- Goal Management



## Payroll

**Issue salaries without worrying about recording books and taxes. System does it automatically**

- Individual Payruns
- Group Payruns
- Taxes and Deductions
- Benefits/Bonus Tracking
- Timesheet-Payroll Integration
- Accounting and Bookkeeping
- WPS forms
- End of Service Gratuity Reports
- Cash advances/loans
- Employer Payroll Reports



## Attendance Tracking

## Track employee attendance with automated fingerprint system. No more papers and spreadsheets

- HR/Sales Manager Dashboards
- Biometric Device Integration
- Custom schedules by employee, position and department
- Leave allowance and leave reasons setup
- Leave requests and approvals
- Late employee alerts
- Unauthorized absence alerts
- Attendance Reports
- Holidays setup



## On-Boarding

## Make your employees effective team members by organizing relevant HR activities

- Custom On-boarding workflows
- Flexible on-boarding periods
- Flexible on-boarding steps
- Custom fields and custom forms
- On-boarding notifications from calendar and email
- Document reminders
- On-boarding reports
- Two level approvals
- Training and Setups

HRMS

Employee Profile

Goal Management

Performance Appraisal

Attendance Tracking

Recruitment

News

Onboarding

Employee

Onboarding Step

Onboarding Period

Work Permit

Entry Permit

Air Ticket (Out of the country)

Arrival List

Medical

Insurance

Emirates ID

Labour Contract

Residence visa

Bank Cards

Renewals

Health and Safety Training

Parking permit

Employment Agreement

Add Air Ticket (Out of the country, coming with EP)

Action	Employee	Location	
▼	Martinez Patricia		Awat
▼	Rehan Rehan		Awat
▼	Mohammed Lutfi	India, Nagaland, Dubai	Awat
▼	Waqas Saleem	United Arab Emirates, Dubai	Awat
▼	Emily Emily	United Arab Emirates, Dubai	Awat
▼	ahmad mahmoud		Awat
▼	Ahmad Fahmy		Awat
▼	Al Glass	United Kingdom, Berkshire, London	Awat
▼	Amanda Robinson		Awat
▼	Ahmed Ouf	Saudi Arabia, Riyadh, Riyadh	Awat
▼			Awat

1 of 1

Displaying items:

1 - 11 of 11



## The Core HR

There are some core HR stuff that is easily implemented in kpi.com including:

- Employees
- Positions
- Salary Grades
- Company News
- Company Documents
- HR Regulations
- Permission Management
- Locations
- Departments
- Company Settings
- Meeting Minutes

Action	Grade	Description	Hourly Min	Monthly Min
▼	GTSR004	Cleaning staff	2.00	360.00
▼	Security 2	Protecting company fi	15.00	2,700.00
▼	GTSR0003	Hourly paid clerk/cler	14.60	2,628.00
▼	GTSR002	Salaries for Sales Man	2.00	360.00
▼	G7212	some	12.00	2,160.00
▼	S454545	test	4.00	720.00
▼	GTSR002	Salary for Finance dep	5.00	900.00
▼	SUNE13	Software Engineer	50.00	9,000.00

## Performance Appraisals

Rate your employees performance. Give feedback on their goals and competences. Suggest areas for improvement

- Annual Appraisals
- Goal Management
- Custom competencies/skills
- Performance Appraisal Settings
- 360 degree feedback
- Two level approvals
- Custom fields
- Custom appraisal forms
- Custom workflows
- Ability to get feedback from clients
- Reports and analytics

## Recruitment

Hire the best talents automating recruitment activities including job openings and interviews

- Vacancy Announcements
- Candidate Shortlists
- Interview Schedules
- Hiring and Placements
- Web forms for Candidates
- Custom Resumes
- Mass Mailing
- Custom Fields
- Position Planning
- Analytics