

Automate All HR Activities Automate All HR Network of the set of t

Empower Your Employees

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

Project	Choose Department	Choose	Empl	oyee		٠	Med	cca H	our Ho	otel							
Edit Project											41					204	
Documents	Employees / Projects						<			FEBRUARY, 2016							
Project Employees	STOCK CONTRACTOR STOCK	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Gantt Chart Bets	→ Brad Williams																
Work Breakdown Structure	 Timeslot hours 	8.5	8.5	8.5	85	8.5			8.5	8.5	8.5	8.5	8.5			8.5	8.5
	Timesheet Summary																
Budget sheet	Co Leave Hours																
Project Budget Bets	Mecca Hour Hotel																
Employee Rate History	→ Debra Smith																
Tasks	Timeslot hours	8.5	8.5	85	8.5	8.5			8.5	8.5	8.5	8.5	8.5			8.5	8.5
Resource Utilization	Timesheet Summary																
	esLeave Hours																
Resource Work Load																	
Project Notes	Timeslot hours	7.5	7.5	7.5	7.5	7.5			7.5	7.5	7.5	7.5	7.5			7.5	75
Sales Quotes	Timesheet Summary																
Project Invoices	& Leave Hours																
Purchase Orders	Mecca Hour Hotel																
And a local and the second second second	→ James Morris																
Purchase Invoices	Jennifer Aniston																
	▶ Mark Butler																



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



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



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

R Onboarding Period	Action	Employee	Location	
Work Permit	*	Martinez Patricia	Location	AW
Entry Permit	-	Rehan Rehan		
Air Ticket (Out of the country,				Aw
		Mohammed Lutfl	India, Nagaland, Dubai	Aw
Arrival List		Waqas Saleem	United Arab Emirates, Dubai	Aw
Medical	*	Emily Emily	United Arab Emirates, Dubai	Aw
Insurance		ahmad mahmoud		AW
Emirates ID		Ahmad Fakhry		Aw
Labour Contract				
Residence visa	*	AlGlass	United Kingdom,Berkshire,London	Aw
Bank Cards		Amanda Robinson		Aw
Renewals	*	Ahmed Ouf	Saudi Arabia, Riyadh, Riyadh	Aw
Health and Safety Training				Aw
Parking permit				
Employment Agreement				
	1< <	1 of t > > Displaying	items: O	



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

HRMS	Employee Profile	Goal Management	Performance Appraisals	Attendance Tracking	Recruitment	News	Onboarding	Employ	
Review		Overall comment	s for this assessment					_	
		James Morris ca making a decisi	an recognize the financial in on.	nplications of business de	cisions. Can also	weigh the pr	ros and cons of a	n action b	
		Employee Comp	etencies					Character	
		DECISION MAK	ING the financial implications of	business decisions. Can	also weigh the pr	os and cons	of an action		
		Employee's Co James Morris	company employees):			Una •	acceptable	_	
			ect goals and responsibiliti project company wide.	es and can acquire and m	anage resources	and	ur rate eak	•	
			<u>tory</u>		Character limit:	129			
		PROJECT MANAGEMENT Establishes project pools and responsibilities and can acquire and manage resources and co-ordinate the project company wide.							
		Employee's Co James Morris	omment (Company employees):			Una	acceptable	_	

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

HR Dashboard	New	Grade	Q C2			
Employee self-service	Action	Grade	Description	Hourly Min	Monthly Min	
HRMS Welcome	×.	GTSR0041	Cleaning staf	2.00	360.00	
Employees		Security 2	Protecting company file	15.00	2,700.00	
Departments		GTSR00031	Hourly paid clerical or t	14.60	2,626.00	
Salary Grades		GTSR0024	Salaries for Sales Man	2.00	360.00	
Positions		0772.12	some	12.00	2,160.00	
U Locations		5454646.B	test	4.00	720.00	
Employee Bonuses		GTSR0023	Salary for Finance dep	5.00	900.00	
Company News		SWE13	Software Engineer	50.00	9.000.00	
Certificates		<u>anc1a</u>	Software Engineer	50.00	8,000.00	
Benefit Requests						
Meeting Minutes						
] Employee Documents						
Company Documents						
Notifications						

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

	Log a call Intervie	w More *					
	V CANDIDATE INF	ORMATION					
	Number:	C0002			Work		2 Years
Andrew Anderson	Owner:	James Morris			Experienc Current er		Technole
rindrow rinderoom	Name*:	Andrew Anderson			Expected	salary:	1000
E-mail: andrew@example.con	Date of birth:	N/A			Status:		Shortlist
Phone: 🔄 +123-123-123456	Source:	Internal			Preferred	location:	United A
Mobile:	Matched Vacancies:	NET developer			Competen	cies:	ASP.NE
View Candidate							
Activities							
	V OTHER INFORM	ATION					
	Phone Numbers:	Work Phone No.:	+123-123-1	123456	IM Ad	dress:	
	E-mail:	Work Email:	andrew@exan	nple.com	Web A	Address:	
					1		
		222.27	Char	acter limit: 3000			
	Public Internal	Private ;		Sa	ive		