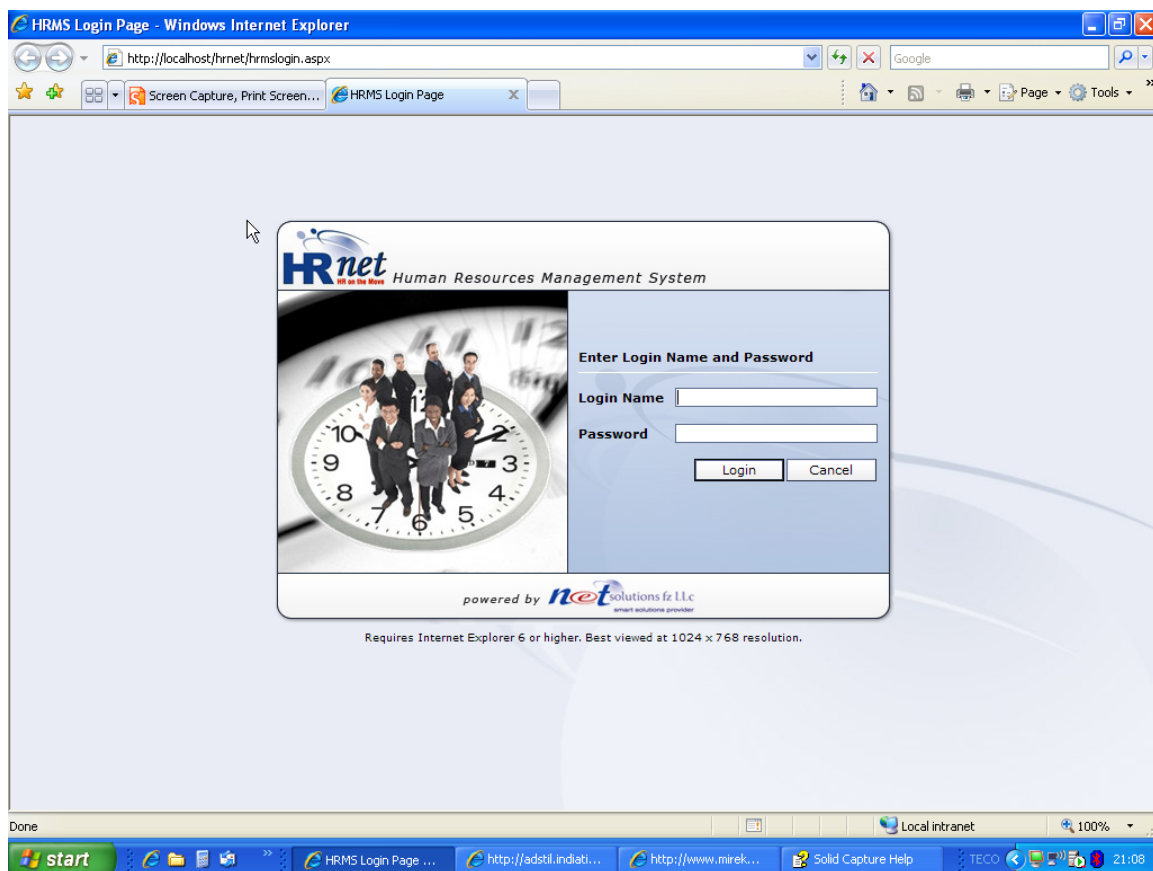




**Web Based Human Resources Management System**


Built on nearly two decades of focused Human Resources and Payroll experience, HRNET is designed to serve as the foundation of an organization's human asset management strategy. HRNET delivers the extensive collaboration, self-service and reporting and analysis tools necessary for an organization to align their human resource management practices with their business objectives. By leveraging the HRNET application, an organization can capitalize on their human assets for a competitive advantage. HRNET enables an organization to extend administrative functions to their entire workforce, empower their employees to interact and manage day-to-day activities, and streamline their human resource management processes to provide a significant ROI and impact their bottom line.



A Web-based HRMS solution, HRNET is a clear expression of supreme efficiency and reliable performance. Tightly integrating the organization's Human Resources, Payroll, Training & Appraisal functions, HRNET provides comprehensive administrative and workflow capabilities, as well as employee empowerment via employee and manager self-service.

## Manpower Planning & Career Management

Menu Path: ManPower/Position Details - Windows Internet Explorer



Human Resources Management System

Admin. ManPower Personnel Payroll T&A Appraisals Housing ESS/WF Recruitment Training Gov.Services

Search:  Search Show All Page Size 2 Export To Excel Include Forzen Position?

ID	Description	SubPos	Status Code	Company	Division	Department	Section	Grade	WorkBase	WorkLoc
441	TestPos	1	Vacant	AWD	HO	Admin.	OMPR	GR01	Head Office	Salalah
AD01	SENIOR MANAGER/OVERALL INCHARGE (ADMN. & FIN)	1	Filled	AWD	HO	Admin.	LIB	GR14	Head Office	Muscat

Page: 1 2 3 4 5 6 7 8 9 10 ... Next

Save Cancel

### Position Details (Position Status: Vacant)

Position ID	441	Position Name	TestPos
Short Name *	TestPos	Division	Head Office
Department	Administration & Finance	Section	Office Management
Grade *	1	Job Category *	Support Staff's(JC01)
		Job Family	Vice President
		No. of Sub Pos *	1

### Position Details

Type *	Budgeted	Work Base *	Head Office	Work Location *	Salalah
Reason *	Localization				

### Position Dates

Create Date *	29/06/2005	Freeze Date	
---------------	------------	-------------	--

Report To: AWD-HO-Admin.-LIB-AD50-ARCHIVES/STORES ASSISTANT

### Roles and Responsibilities

Person Specification:

Next Higher Position: AWD-HO-Admin.-LIB-AD10-tee

Reserved For:  Approved: No Approved By:

Approved On:  Approved Remarks:

Preferred Nationality:  Remarks:

Notes:

Sub Positions Education Competencies History Budgets

User: Admin Menu Path: ManPower/Position Details

Local intranet 100%

start Menu Path: ManPowe... TECO 19:49

## Manpower Planning & Career Management

Manpower planning module provides a powerful interface to the user to capture the complete organization structure - companies, divisions, departments, sections and positions - unlimited entities. Reporting hierarchy, both super and sub hierarchies for every position can be defined, that is, every relationship within the organization can be defined. Module also provides for a database driven graphical organization chart. This module enables the user to designate the skill sets required for each position. Grade/salary ranges can be defined for each position. In addition, budgets like salary, vacation, overtime for each position can be input which aids in


planning for new hires and existing employees.

Succession Planning helps HR to identify candidates to succeed a position and also track their development.

- Organization information – hierarchies like companies, divisions etc
- Manage Jobs and Positions (Filled, Vacant & Frozen positions)
- Job & Position Competency Tracking
- Position Budget Tracking
- Manage Career planning
- Succession Planning for positions
- Standard statistical and analysis reports
- Tightly Integrated with the Human Resources data


## HR/Personnel Administration

Menu Path: Personnel/Personnel Master - Windows Internet Explorer



HOME SIGNOUT HELP

**Human Resources Management System**



Admin. ManPower Personnel Payroll T&A Appraisals Housing ESS/WF Recruitment Training Gov.Services

Page: 1 2 3 4 5 6 7 8 9 10 ... Next


Profile Contract Contact Documents Benefits Education Languages Work History Notes Dependents Events Skills FlexiFields

**0385 - SHAMIS HAMID**

AddNew Save Cancel EmpDataLocalLng

EMPLOYEE PROFILE					
Employee ID *	0385	Alternate ID	D385	Title*	Mr.
First Name*	SHAMIS	Second Name		Third Name	
Fourth Name		Last Name*	HAMID	Family Name	AL BATTASHI
PassportName*	SHAMIS				
RPT Name*	SHAMIS HAMID	Alias Name		EmpStatus*	Confirmed

POSITION INFORMATION					
Division*	Div3 Sharjah	Department*	D19 Sohar	Section*	S19 Sohar
Position	S001-Sr. Attendant (2)		Job Category	Support Staffs(JC01)	
OT Eligibility *	No	Work Base *	Salalah	WorkLocation *	Salalah
Grade / Level *	2 (GR02)	Designation *	Sr. Attendant	Currency *	Omani Riyal
Labor Design.	Electrical Eng	Information ID	HAMID	Mngr.Email.ID	g.manish@netsolutions.ae
Reporting To	AWD-HO-BDD-IS-BD09-SENIOR BANKING ASSISTANT		1-Khadja Hassan Ali Al Issa		

PERSONAL INFORMATION			
	Birth Date *	31/12/1966	Birth Place
	Gender*	Male	Father's Name
	Blood Group	A+	Mother's Name
	Marital Status*	Married	Spouse's Name
	Religion*	Muslim	Nationality*
	Education*	High School	Language*

User: Admin Menu Path: Personnel/Personnel Master

Local intranet 100%

start Menu Path: Personne... TECO 19:51

## HR/Personnel Administration

HR/Personnel Administration is not just about holding personnel records. The module focuses on the business needs and objectives of a company. This philosophy is carried through into our HRNET product, which handles the personnel requirements of most companies. Since no human resource solution can ever be complete as the requirements are changing on a month-to-month basis, flexibility needs to be a key feature of any system. HR/Personnel Administration offers flexibility in the data that is held, the manner in which it is presented and the reporting and enquiry capabilities. There are a large number of reports and graphs available as standard to enable the user to get the benefits of the system with minimum effort. Selection criteria by Company, Division, Department and Section are built in as standard, so time and place analysis is as easy as pressing a button.

- Employee Data Management
  - ✓ Profile
  - ✓ Contract
  - ✓ Contact
  - ✓ Documentation like passport, Visa etc
  - ✓ Benefits & Accruals
  - ✓ Salary & Tax structures
  - ✓ Bank/Direct Deposit data
  - ✓ Dependants
  - ✓ Recorded Events
  - ✓ Medical Expenses
  - ✓ Education & Qualifications
  - ✓ Past Employment History
- Employee History
- Vacation/Leave Management
- Medical Expenses Tracking
- Management of Assets given to Employees
- Audit trail for all changes to sensitive data
- Five Standard Static Forms (without customization)
- Over 35 standard HR reports
- Tightly integrated with all other modules

## Payroll/Benefits Management

Menu Path: Personnel/Salary Master - Windows Internet Explorer



HOME SIGNOUT HELP Human Resources Management System

Admin. ManPower Personnel Payroll T&A Appraisals Housing ESS/WF Recruitment Training Gov.Services

### Employee Salary Setup [PayRoll Month July, 2006]

Search:  Search Show All Page Size 1 Export To Excel

	ID	Name	Company	Division	Department	Section	Position	Grade	Join Date	Pay Mode	Contract Type	Work Base	Category	Status	Attendance Input Type
Details	0385	SHAMIS HAMID	AWD	Sharjah	Sohar	Sohar	Sr. Attendant	2	02-Jun-84	Bank	Omani National Contract's	Salalah	National's	Confirmed	Days

Page: 1 2 3 4 5 6 7 8 9 10 ... Next

#### 0385 - SHAMIS HAMID ( Omani Riyal )

Salary Details Tax Details Bank Details

Search:  Search Show All Page Size 10 Export To Excel

	Pay Component	% of Basic	Rate Type	Amount	Payroll Status
	1 - Basic Salary - (E)	0	Monthly	438	Active
	77 - House Rent Allowance OFM - (E)		Monthly	100	Active
	80 - Car Allowance - (E)		Monthly	200	Active
	PC02 - Utility Allowance - (E)	0	Monthly	50	Active
	PC03 - House Allowance - (E)	0	Monthly	230	Active
	PC04 - Transport Allow gr 1 to 13 - (E)	0	Monthly		Active
	PC12 - Staff Pension Fund - (D)		Monthly	12.825	Active

Page: 1

**Gross Salary = 1005.175**

User: Admin Menu Path: Personnel/Salary Master

Local intranet 100%

start Menu Path: Personne... TECO 19:52



## Payroll/Benefits Management

Payroll gives the user the complete control required to effectively manage payroll-related activities. Unlimited pay, deduction and benefit records for each employee, allows to accommodate diverse compensation and benefit packages. Efficient data entry processes like grade defaults to employee enhance productivity and increase accuracy. And comprehensive reporting capabilities help you ensure compliance with statutory reporting requirements and provide valuable insights into payroll expenses. System has capability to handle employee payroll related status changes like transfers, grades, position, separations and new hires.

Monthly data capture includes overtime, variable earnings and deductions and attendance exceptions. System has options to import the periodic payroll data from


external file systems. A full-fledged loan module enables the user to plan the repayment schedule and make adjustments as and when required.

- Integrated with Personnel data
- Staff Loan Management
- Attendance (only exceptions)
- Overtime Tracking & Analysis
- Variable earnings and deductions
- Facility to import periodic input data
- Unlimited payroll calculation reruns
  - single employee or for a group
- Bonus/Ad hoc payments
- Salary revision – single employee or for a group
- Detailed pay-slips – customizable
- Salary Journal Voucher generation
  - Interface to FA systems
- Accrual and Benefits management
- Regionalized tax computations
- Extensive payroll related and MIS reports – over 30




## Time & Attendance Management

Menu Path: TNA/Shift Rostering - Windows Internet Explorer



HOME SIGNOUT HELP

**Human Resources Management System**



Admin.
ManPower
Personnel
Payroll
T&A
Appraisals
Housing
ESS/WF
Recruitment
Training
Gov.Services

---

### Shift Rostering

Start Date:

Shift:

WeeklyOff2:

End Date:

Weekly Off1:

Weekly Off2 Type:

Employee:

- Unspecified
- 0746~ ABDUL HAMAID
- 0509~ Abdul Rahman Ahmed
- 0538~ Abdullah Hamad

Search:

Employee	ECode	Month	Year	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
<input type="button" value="edit"/> Said Rajab	0431	5	2006	2	X	X	2	1	2	2	2	X	X	2	2	2	2	2	X	X	2	2	2	2	2	X	X	2	2	2	2	X	X	
<input type="button" value="edit"/> Said Rajab	0431	6	2006	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	

Page: 1

1~ First Shift

2~ Second Shift

G~ General Shift

H~ PUBLIC HOLIDAY TAKEN

L~ Lieu Off

User: Admin | Menu Path: TNA/Shift Rostering

## Time & Attendance


**Management** For the organization, Time Keeper @ HRNET delivers a consistent, accurate, and precise method to calculate employee pay and manage the attendance records of employees. Attendance tracking provides managers with real time reporting and historical views for employee attendance patterns. Using an automated time and attendance application, you can reduce payroll preparation workload by 80 percent. Time Keeper software automates the manual process of using timesheets to record time and attendance information eliminating many manual and time consuming steps.

Time Keeper integrates with wide range of data collection units providing support for all types of data collection technologies; (Barcode, Magnetic stripe, Proximity Smart Card, Biometrics). Time Keeper collates the information, reducing processing time and increasing accuracy and allows the Supervisor/Manager call up a unique 'Summary Sign-off Screen', highlighting clearly any exceptions (missed clock-ins, absences, overtime, late arrivals / early departures, department transfers) that there may have been during the period, as well as providing 'data drill down' facilities for additional data interrogation.

- Interfaced with smart card, swipe card, biometric T & A Hardware
- Integrated with HRNET Personnel Module
- Processing of multiple companies, divisions, locations, departments
- Unlimited number of employees, policies, holiday and shift schedules, work schedules and shifts.
- Advanced Shift scheduling
- Absence Management
- Vacation/Leave tracking
- Overtime Tracking
- Round early-in and late-out punches to schedule.
- Payroll Interface to HRNET and other popular Payroll systems
- Absenteeism, late arrivals, early departures and other analysis reports

# eLeave

Menu Path: Personnel/Leave Request - Windows Internet Explorer



Human Resources Management System

Admin. ManPower Personnel Payroll T&A Appraisals Housing ESS/WF Recruitment Training Gov.Services

Page: 1

LeaveType	Balance
Annual Leave	2.5

[New Leave Request](#) [Additional Details](#)

### Leave Information

Leave Type	Start Date	End Date	Leave Days	Reason For Leave	Attach File Path
1					

Leave Type \*

Start Date \*

End Date \*

Leave Days

Reason For Leave

Attach File Path

### Additional Details

Leave Salary / Advance Required ?

Remarks

Destination

No of Ticket - Child

Planned Leave

Pay Mode

No of Ticket - Adult

No of Ticket - Infant

User: Admin Menu Path: Personnel/Leave Request

Local intranet 100%

start Menu Path: Personne... HRNET - Writeup Ne... TECO 20:22

## eLeave

eLeave@HRNET is a Paperless, Electronic Leave Application/Approval Tool - The fill and route version allows users to set up a profile and electronically route leave forms for approval and processing. The software tremendously reduces unnecessary interruptions to HR leaving more time to focus on key strategic HR issues and also aids in efficient communication flow, increase productivity and reduce administration costs. It is a complete leave tracking software program that wholly replaces the complex, paper and resource intensive task of leave management, scheduling, planning and accounting.

eLeave@HRNET eliminates paper leave slips and manual leave tracking, aids in leave planning, coordinates leave requests, and reduces time spent verifying and/or correcting discrepancies.

Considering leave and claims application, checking and approval process involving staff, supervisors, managers, directors and


HR - the time taken and cost for each transaction are reduced tremendously by deploying this module. Furthermore, with online and real-time information at the fingertips of each employee means no more interruptions to managers and HR resulting in further huge cost savings.

- On-line leave application, notification, messaging, reminder, approval
- Manager approval flow - single or multi-tier approval process
- Approval policy by employee
- Approving managers will be notified of leave requests via email or pop-up messages on logon to HRNET
- Leave status, balance, history
- Who's on leave today?
- Department/Company level Leave planner - online
- Flexible workflow
- Audit trail

**PREREQUISITES FOR THIS MODULE IS  
EMPLOYEE SELF SERVICE / HRNET ESS  
MODULE**

# Training Management

Menu Path: TRAINING/Employee Training Profile - Windows Internet Explorer



HOME SIGNOUT HELP Human Resources Management System

Admin. ManPower Personnel Payroll T&A Appraisals Housing ESS/WF Recruitment Training Gov.Services

## Employee Training Profile

Search:  Search Show All

	ID	Name	Company	Division	Department	Section	Position	Grade	Join Date	Pay Mode	Contract Type	Category	Status
Details	0150	Sulaiman Mustafa Ashraf	AWD	Head Office	Administration & Finance	Library	SENIOR MANAGER/OVERALL INCHARGE (ADMN. & FIN)	21	01-Jan-78	Bank	Omani National Contract's	National's	Confirmed

Page: 1

### Training Profile of Sulaiman Mustafa Ashraf

Search:  Search Show All Page Size 1 Export To Excel

	SINo	Course	Course Name	Course Location	Training Venue	Start Date	Completion Date	Institute	Institute Name	Remark
	809	Unknown	CONFERENCE ON CORPORATE GOVERNANCE & AUDIT COMMITTEE			26-Sep-04	26-Sep-04		CBO & IIA OMAN CHAPTER - MUSCAT	CBO & IIA OMAN CHAPTER MUSCAT

SINo \*

Course \*

Course Name

Course Location

Training Venue

Start Date

Completion Date

Institute

Institute Name

User: Admin Menu Path: TRAINING/Employee Training Profile

Local intranet 100%

start Menu Path: TRAININ... TECO 19:59

## Training Management


Training module primarily assists in training needs analysis by holding data on training requirements and training courses recommended for employees, taking into consideration the gap analysis. Training courses can be scheduled and course schedules to be published. The scheduling also includes planning for trainers, training venues and equipment required.

Training requests and costs like course fees, traveling and accommodation etc can be captured for individuals. System tracks a complete record of the training history for individuals including dates course attended, course titles, location, duration and costs incurred. Batch or group nominations are possible in the module, thus reducing the user's effort. Post training screens include individual attendance and performance, course assessment questionnaires and subsequent employee review. Module provides the ability to update individual's training history record with course(s) attended.

- Gap Analysis & Training Needs Identification
- Planned and ADHOC Training Request
- Scheduling of trainers, training rooms and training equipment for in-house training
- Training objectives set by the trainee and follow up by manager
- Domestic and Overseas Training management
- Training vendors management
- Batch Nominations to scheduled courses
- Post training analysis – attendance, course evaluation, trainee evaluation etc
- Track Training Costs by type - department-wise cost allocations
- Training History maintenance
- Extensive training related and MIS reports – over 15


## Staff Accommodation Management

Menu Path: Housing/Master Entry - Windows Internet Explorer



HOME SIGNOUT HELP

Human Resources Management System



Admin.
ManPower
Personnel
Payroll
T&A
Appraisals
Housing
ESS/WF
Recruitment
Training
Gov.Services

---

### Accommodation Master

Search:  Search Show All Page Size 10 Export To Excel

ID	Accommodation Name	Flat No	Type of Accommodation	Address	Contact Name	Telephone	No. of Occupants	Accommodation Status
Page: 1								

ID \*

Accommodation Name \*

Flat No \*

Type of Accommodation \*

Name of LandLord

Address

Contact Name

Telephone

Fax

E-Mail

No. of Occupants

Accommodation Status

Save Cancel Add new

Contracts
Assets

### Contracts for Accommodation

Search:  Search Show All

Contract Reference	Contract Desc	Contract Start	Contract Expiry	Rent	Rent	Contract
User: Admin Menu Path: Housing/Master Entry						



## Staff Accommodation Management


In the Middle East, the employer in majority cases, provides accommodation and managing this information is effectively tackled by HRNET. It is no doubt Herculean task to keep track of 'vacant' or 'filled' accommodation and analyze 'who is where'. Accommodation Module @ HRNET is essentially an all-purpose administration and management tool, targeted at accommodation providers. This module provides the accommodation/facilities manager the day-to-day control of building facilities and other administrative activities like rent contract tracking and assets management. Unlimited number of accommodations can be handled in this system.

- Accommodation data management
- Single occupancy or multiple occupancy
- Track Rent Contracts
- Tracking Assets Related to Staff Housing
- Staff allocation
- Employees Checkout
- Inter-Accommodation Transfers
- User defined accommodation cost types
- Track Housing Expenditures like Electricity and water...
- Distribution of Housing Expenditures to employees by system
- Option to allocate Housing Expenditures to corresponding cost centers
- On demand, 'who is where' reporting

Extensive Housing Related and MIS Reports with supporting graphs


## Appraisals Management

Menu Path: Appraisal/Appraisal Form Designer - Windows Internet Explorer



HOME SIGNOUT HELP

**Human Resources Management System**



Admin.
ManPower
Personnel
Payroll
T&A
Appraisals
Housing
ESS/WF
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Gov.Services

### Form Types for 1 Cranes Software International

	Form Type ID	Form Type Desc	Appraisal Reason	Score Adjustment Required
<a href="#">Details</a>	1	Managerial	Annual Performance Appraisal	Yes
<a href="#">Details</a>	2	Non Managerial	Annual Performance Appraisal	No
<a href="#">Details</a>	3	Support Staff	Annual Performance Appraisal	No
<a href="#">Details</a>	4	Managerial	Probation	Yes
<a href="#">Details</a>	5	test	Annual Performance Appraisal	Yes

Page: 1

[Add new](#)

---

### Competencies for Managerial

	Competency ID	Weightage(%)
<input type="checkbox"/> <a href="#">Details</a>	Managerial Competencies	50
<input type="checkbox"/> <a href="#">Details</a>	PART A - Assessment of Work Performance	25
<input type="checkbox"/> <a href="#">Details</a>	WORK CAPABILITIES	25

Page: 1

[Add new](#)

[Delete](#)

---

### Objectives For Managerial Competencies

	Objective title	Objective Desc	Weightage
<a href="#">Details</a>	Job Knowledge1	Your Technical, Functional knowledge in the area of work of the Dept/Section	10.00
<a href="#">Details</a>	Planning	Anticipating work needs and emerging requirements and problems of the Dept. and formulating appropriate plans for meeting them	7.00

User: Admin | Menu Path: Appraisal/Appraisal Form Designer

Local intranet | 100% | TECO | 19:54

## Appraisals Management

Performance Appraisal Module facilitates a powerful interface to create user-defined review processes and forms that can be used to provide consistent and standard reviews for all employees in the same position. User can choose weighting and scoring system, and can keep extensive notes for employees. User can setup reminders for appraisal due dates to the concerned management team. At the end of each appraisal, appraiser can post comments and set objectives for those appraised. Follow up on these objectives can be done through the system.

- The Form Designer helps build the framework for your performance management system, providing consistency and focus.
- User defined Competencies for different levels of appraisal
- User defined appraisal reasons and ratings
- Separate customized forms for different employee categories
- Schedulers and reminders for appraisal
- Robust interface for managers to complete the most vital performance appraisal tasks
- Extract performance data for analysis to identify possible rating bias or determine areas where training or additional resources are needed.
- Setting/tracking of objectives set for employees progress

## Workflow Manager

Menu Path: ESS/WF/WF-Status View - Windows Internet Explorer



HOME SIGNOUT HELP Human Resources Management System

Admin. ManPower Personnel Payroll T&A Appraisals Housing ESS/WF Recruitment Training Gov.Services

### WorkFlow Status View

Search:  Search Show All Page Size 3

	ID	Name	Company	Division	Department	Section	Position	Grade	Join Date	Pay Mode	Contract Type	Category	Status
<a href="#">Details</a>	0385	SHAMIS HAMID	AWD	Sharjah	Sohar	Sohar	Sr. Attendant	2	02-Jun-84	Bank	Omani National Contract's	National's	Confirmed
<a href="#">Details</a>	0390	Ruqaiya Abdullah Said Al Zakwani	AWD	Head Office	Administration & Finance	Al Markazi	Banking Examiner	13	21-Jul-84	Bank	Omani National Contract's	National's	Confirmed
<a href="#">Details</a>	0391	MOH'D RASHID AHMAD	AWD	Head Office	Internal Audit Department	IT Audit	SENIOR AUDITOR	18	24-Jul-84	Bank	Non Omanis Engaged From Abroad	Expatriate	Confirmed

Page: 1 2 3 4 5 6 7 8 9 10 ... Next

Form Type All Approver All  All Employee

Search:  Search Show All Page Size 10

	Form SIno	Emp Code	Emp Name	EForm Name	Approver Name	Approval Status	Received On	Due Date	Due Days
<a href="#">Escalate</a>	1	0385	SHAMIS HAMID	Holiday Working	Ali	Approved	May 25 2006	Jun 4 2006	514
<a href="#">Escalate</a>	1	0385	SHAMIS HAMID	Holiday Working	Ghaya	New	May 25 2006	Jun 4 2006	514

Page: 1

User: Admin Menu Path: ESS/WF/WF-Status View

Local intranet 100%

start Menu Path: ESS/WF/... HRNET - Writeup Ne... Solid Capture TECO 20:20

## Workflow Manager

PASS IT! @HRNET is a Paperless, Electronic workflow management Tool - The fill and route version allows users to set up a profile and electronically route leave forms/ salary advance requests for approval and processing. The software tremendously reduces unnecessary interruptions to HR leaving more time to focus on key strategic HR issues and also aids in efficient communication flow, increase productivity and reduce administration costs. It is a complete workflow tracking software program that completely replaces the complex, paper and resource intensive task of forms management, scheduling, planning and accounting.

PASS IT! @HRNET eliminates paper forms and manual forms tracking, aids in planning, coordinates requests, and reduces time spent verifying and/or correcting discrepancies. Considering leave and claims application, checking and approval process involving staff, supervisors, managers, directors and HR - the time taken and cost for each transaction are reduced tremendously by deploying this module. Furthermore, with online and real-time information at the fingertips of each employee means no more interruptions to managers and HR resulting in further huge cost savings.

- Allows administrators/ managers to manage employee related
- Documents workflow electronically, reducing the need for time-consuming paper forms.
- Currently included following forms:
  - Payroll Authorization (new Hires)
  - Leave/Vacation Requests
  - Status Changes/Salary Revisions
  - Loan Requests
- Highly Customizable Forms
- All forms can be printed
- Approvers preset at Section Level/Employee level
- Optional Notification by eMail
- Message centre - messaging system for application users

## Employee Self Service



The screenshot shows the HR.NET Human Enterprise Resource Management System interface. At the top, there is a navigation bar with links for HOME, SIGNOUT, and HELP. Below this is a secondary navigation bar with icons for Personnel, Payroll, eRequests, Workflow, Misc, and eAppraisal. The main content area is titled "Personnel" and displays a welcome message for "ABDULRAHIM SAID JUMA AL MUGHAIRI" with Employee ID: 0418 and Grade: 15. The user's details are listed as: Division: Head Office, Department: Human Resources Management Department, Section: Human Resources, and Designation: PERSONNEL ASSISTANT. The main content area contains several icons representing different HR functions: My Brief Profile, My Contact Details, Document Details, My Resume, LeaveHistory, Dependants Details, LeaveBalance, Education profile, and Career movement. A left sidebar contains a "MENU" section with buttons for Personnel, Payroll, eRequests, Workflow, Misc, eAppraisal, Previous, Next, Contact HR, and News & Events. The bottom of the interface shows a status bar with "User: ESS" and "Personnel". The Windows taskbar at the bottom indicates the system is running on a local intranet at 20:00.

## Employee Self Service

Employee/Manager self service solutions empower employees and managers to access information, manage transactions and self enroll in various activities – freeing HR to focus on other strategic issues. HRNET-ESS is developed as a powerful tool to enable companies and their HR managers to face fundamental challenges in workforce management. Employee Self Service saves the time, expense, and paper typically involved in routine HR tasks related to employee information profiles, benefits, life events, payroll and related compensation issues. With Web-based systems that are as easy to use, Self Service empowers employees to manage their own information and transaction processes with real-time updates to database systems.

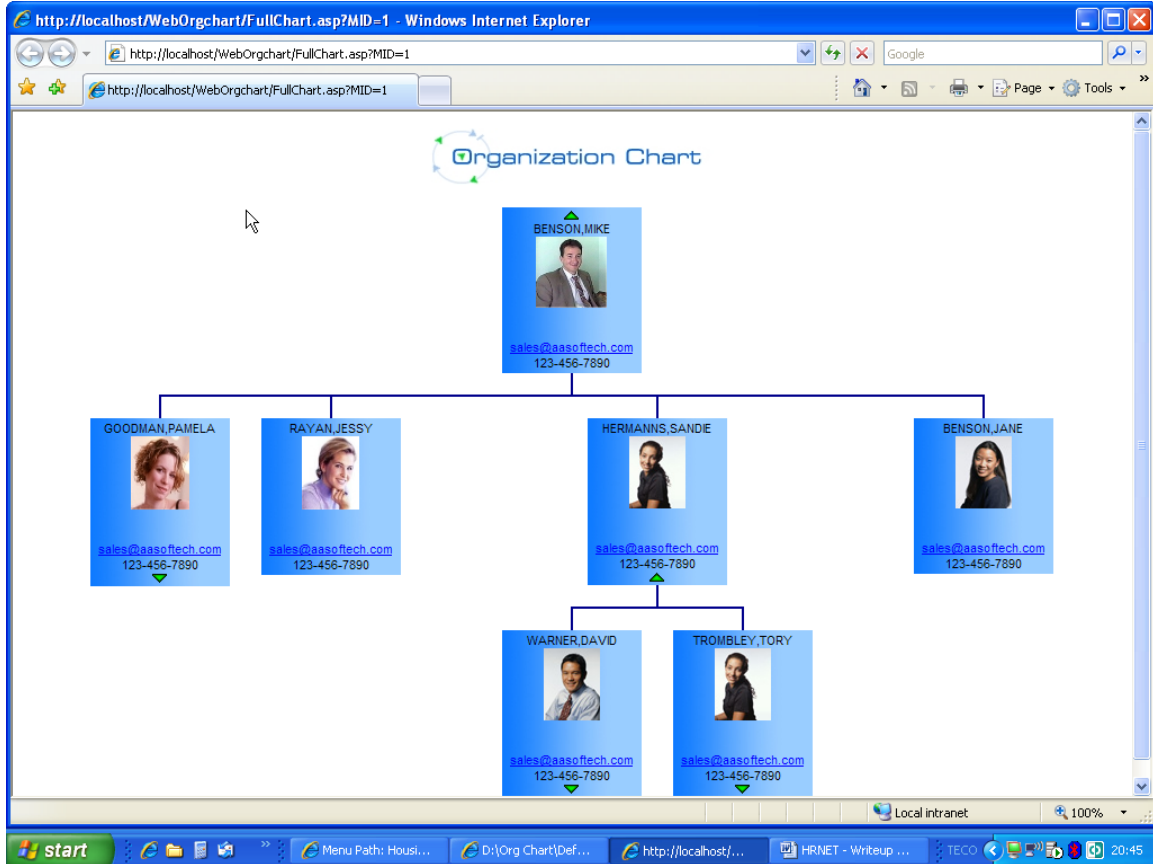
This option provides interactive access from a variety of media--**Web, kiosk, and email**--with interfaces that are truly personalized,

people-friendly and easy to use, because they have to be.

- Manager Self Service Functions
  - Leave Approvals
  - Salary/Allowances Revision
  - Other Forms approval
  - Performance Appraisals
- Employee Self service Functions
- Access to personal, contract and contact data
- Accrued Gratuity/Leave/Air Tickets Balance view
- Leave/Air Tickets/Expenses/Medical Claims Request
- Request for approval of other forms (ex. Bank loan letter)
- Password Maintenance
- Centralized Company wide Information
  - Directory
  - Birthday Lists
  - Announcements
  - Policies & Procedures



## Organization Chart



## Organization Chart

AN Organization chart is a graphic representation of how authority and responsibility is distributed within a company or other organization. It aids to understand complex structures and relationships fast. HRNET-OC software helps you to create, maintain, and distribute organizational charts automatically and help you get more out of the data you already have. HRNET-OC charts can be published and shared in documents, presentations or on corporate intranets. Communicate an up-to-date organizational chart easily across any organization, and give managers the tools to plan for the future with HRNET-OC what-if analysis capabilities. It is an extremely powerful and robust tool that meets the demand of all charting needs of Human Resources department.

- High level of personalization and customization with features such as


employee photographs, style and color changes.

- Single click to view or hide any branch for your organization.
- Quick access to contact details of employees
- 24/7 anywhere and anytime, quick and secure access to your organization chart.
- Different colors and borders to easily identify and classify staff.
- One time setup and then auto-synchronizes data.
- Print setup allows you to easily print and customize parts of or complete chart.
- Supports XML data, and thus can interact with any application.

## Government Relations


Menu Path: Government/Gov Service Request - Windows Internet Explorer

---



HOME SIGNOUT HELP

**Human Resources Management System**



---

Admin.
ManPower
Personnel
Payroll
T&A
Appraisals
Housing
ESS/WF
Recruitment
Training
Gov.Services

---

### Request for service

Search:  Search Show All Page Size 4 Export To Excel

ID	Employee Code	External ID	Name	Service Type	Request Type	Request Date	Reference No.	Passport No	Workflow Status	Request Status
Page: 1										

**Current Status**

Current Status

**Service Request**

Service Type*	Unspecified
Request Type*	unspecified
Request Date *	<input type="text"/>
Employee	<input type="text"/>
External ID	<input type="text"/>
Reference Number	<input type="text"/>
Passport Number	<input type="text"/>
Nationality	<input type="text"/>
Position	<input type="text"/>
Applicant Name *	<input type="text"/>
Applicant Contact Details	<input type="text"/>
Remarks	<input type="text"/>

User: Admin Menu Path: Government/Gov Service Request

---

Local intranet
100%

---

start
Menu Path: Govern...
TECO
19:59

## Government Relations

Government Relations Department (GRD in short) is designed and developed to meet the needs of Government Services or Public Relations Department of an organization. This module is tightly integrated with the Recruitment and HR modules of the HRNET system. Key features of the GRD module is to accomplish employee needs, and to provide Government service to all departments as below:

- Online request for various government services by the departments
- Manage and track various stages of Visa processing – including visit visas, transit visas and employment visas
- Manage and track Trade License renewals
- Manage Embassy services
- Any other services offered by the Government relations department or PRO
- Track various documentation required for services
- Manage expenses related to Government and PRO services
- Track any e-currency (eg. E-wallet / e-dirham) cash payments/reimbursements by Finance department
- Automatic alerts and messaging system at various stages of request processing
- Multi-user access to follow up on the service requests processing – basically role-based access to data

## Recruitment

Menu Path: Recruitment/EmployeeRequisition(HR) - Windows Internet Explorer



HOME SIGNOUT HELP

**Human Resources Management System**



Admin.
ManPower
Personnel
Payroll
T&A
Appraisals
Housing
ESS/WF
Recruitment
Training
Gov.Services

**Employee Requisition**

Request No.*	RAD07	Position	SENIOR ADMINISTRATIVE ASSISTANT
Request Date*	21/09/2005	Division	Head Office
Target Date	21/10/2005	Department	Administration & Finance
Request Status*	Unspecified	Section	Library
Reason*	New Position	Grade	GR18
No Of Employees Required*		No. Of Positions	0
Reporting To	AWD-HO-Admin.-LIB-AD07-SENIOR ADMINISTRATIVE ASSISTANT		
Justification*	null		
Person Specification	Browse... RCRDER-RAD07.doc		
Position Description	<a href="#">View Job Description</a>		
Education Level*	Ph.D..	Education Field*	Business Administration.
Experience (Years)	Maximum Age	Applicant Type*	Any
Education Remarks			
Experience Remarks			
Cancel Remarks	Cancel Date		
Close Date			

Update
Send To Work Flow
Cancel Requisition
Close Requisition

**(Part B -- For HRMD Use Only)**

Salary Components	Competency	Costs	Applicant	ScoreCard	Check WorkFlow Status
PayComponent	MinimumValue	MaximumValue	Component	Remarks	
Basic Salary	602.000	1700.000			
Utility Allowance	100.000	100.000			
House Allowance	325.000	325.000			

User: Admin | Menu Path: Recruitment/EmployeeRequisition(HR)

## Recruitment

Recruitment module aids to streamline the recruitment process and take control over hiring procedures. Track open positions using comprehensive records that are based on the organization's position descriptions. All information about each open position—including education and skills required, salary range, close date and a wealth of other information—is catalogued in a single requisition, providing an immediate in-depth view of the hiring effort. Applicants can be associated with a defined manpower requisition. In addition, you can view the total costs associated with each requisition—all cost types are user defined. Applicants progress, individual or group, can be tracked and letters corresponding to different stages of recruitment cycle can be generated in the system. Given a selection criterion, system will assist in narrowing down the search for applicants in the

database. Each task in the recruitment cycle is supported by automation of standard paper work associated with the recruitment process.

- Job requisitions from departments
- Employee Requisitions from departments
- Required education/skills/salary etc to enable system search
- Applicants database maintenance
- Applicants Vs. Job Mapping by system
- Track applicant's status – with dates and generate corresponding letters in user defined format
- Store & Retrieve applicants' documents & correspondence
- Applicant evaluation
- Recruitment Costs tracking
- Extensive Recruitment Related and MIS Reports

## FAQ

### Why Web Based Applications?

Web application run on host computer or server, which means that *they* are the ones doing all of the work as far as configuration and disk space management is concerned. Think about it: This means there's no program for you to install, no wasteful packaging, no installation CD's to lose, no upgrades to obtain, and no need to worry about configuring or tweaking settings to make it work properly on your system. Those responsibilities are left to the administrators of the server, whom are usually much more accomplished at computer nerdism than you are and know how to manage such systems properly.

### Get your data from anywhere

Another significant advantage that Web-based applications offer over their desktop counterparts is access to your data from anywhere in the world at anytime.

### Web browsers are familiar

Almost everyone knows how to use a web browser. A web interface has a very easy learning curve if it takes advantage of common user interface elements. For example, if the user is presented with a hierarchical navigation menu on the left, they will know that clicking on an item in that menu will cause the rest of the page to display information relevant to that item.

### Streamlined System Deployment

Since no code other than a standard browser is needed on any user machine to access system functionality, code updates can be made on the server only, and are immediately available to every user.

### Reduced Administrative Expense

Since connection of remote users happens through the Internet, and since all users access the system through a browser, system administration is easier, and training is simplified.



### **One application, many platforms**

What this means is that wherever you go and which ever web browser you use on which ever operating system you happen to be stuck with, your Web application page will always look and behave the same.

### **How is HRNET implemented?**

A senior consultant will be assigned to manage your account who is responsible for Overseeing installation, customization and impart training to your staff on HRNET, during the trial and parallel run. The administrator will also be trained on minor trouble shooting, backup and on security maintenance.

### **What kind of Training is imparted to the users of HRNET?**

The users can attend classroom type of training and also on the job training conducted by us. The period of training varies with the size of the installations.

### **How long does it take to implement HRNET?**

To implement the existing software without modifications will take about 4 to 12 weeks to complete depending on modules and data availability.

### **What is the warranty and Annual Maintenance Charges on HRNET?**

All HRNET products carry a warranty valid from the date of installation. Annual maintenance contract is agreed/signed after the period. AMC also includes, apart from the trouble shooting and bug fixing, any upgrades, free of charge within the same version.

**What are the hardware and software requirements to run HRNET?**

**Hardware and Software prerequisites**

Item	Requirements	Notes
Operating System	Microsoft Windows 2000 Advanced Server SP 3 or SP 4, (or) Microsoft Windows Server 2003 Standard Edition (or) Microsoft Windows Server 2003 Enterprise Edition	IIS to be Pre Installed with Dot Net Framework Version:1.1.4322
Processors	Intel Xeon 3.2 GHz 2MB (bx80532ke3200f) Processor (or Equivalent Dual processor)	
Disk Configuration	300 GB Recommended	
RAM	4G or more	
CD-ROM	Yes	Required
Network Card	Single 1000 Base T Ethernet or Fiber PCI NIC	Ensure switch is capable of handling network traffic
Database	MS SQL Server 2005 or higher versions	

<b>HR.NET Solutions End-User(Client) System Requirements)</b>		
Item	Requirements	Notes
Operating System	Microsoft Windows 2000/Microsoft Windows XP Professional	Client Node should have Internet Explorer 6.0 or above for Javascript Support

<b>Other Infrastructure requirement:</b>		
<b>Component</b>	<b>Priority</b>	<b>Remarks</b>
Browser-Internet Explorer 6.0 or above On all Client Nodes	Critical	
Email Components	Critical	For Forms workflow and Employee Self Service Modules
MS Office Tools	Required	Required to store and retrieve attachments
Adobe Acrobat Reader	Required	Required to store & retrieve PDF files



## CONTACT INFORMATION

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