



HUMAN RESOURCES & PAYROLL

OptiMum Human Resources & Payroll is totally parameterized system so it can accommodate any country and any organizations' laws, rules, policies and procedures. **OptiMum Human Resources & Payroll System** covers all aspects of HR required by any organization. It is multi-company, multi-branch, and has unli-mited departmental structure. It is bi-lingual, so you can log on in the language of your choice (Arabic-English). **OptiMum Human Resources & Payroll** allows setting many payrolls templates in multi-currencies and many payroll generations are possible.

Recruitment Management

OptiMum Recruitment covers all the recruitment processes, starting from online (internet) or offline date-entry, job applications, attaching CVs and related documents, advanced filtering for the candidates with required qualifications, opening vacant positions, relating the filtered candidates to the vacancies, and running a full recruitment process from interview till hiring.

Personnel Administration

OptiMum Personnel Administration covers all areas such as employees' basic information, hiring information, attendance information, contract information etc.

Document Management

OptiMum Document covers all type of employee documents. It alerts for renewal, for update and it has a built-in tracking process till the renewal process is complete.

Attendance Management

OptiMum Attendance covers all attendance process i.e. absence, leave, sick leave, and any other leave type related to the organization or the country's labor law, and official holidays.

Payroll Management

OptiMum Payroll covers all types of additions and deductions. They are parameterized according to the company and the country rules and regulations. All types of accruals can be setup. Net salary transfers are generated upon the generation of payroll.

Loans Management

OptiMum Loans covers all types of loans whether these loans are long term or short term. Company policies can be built within that module and all type of interest calculations and commission can be incorporated.

Employees' Development Management

OptiMum also takes care of your employees' development progress and scheduling management:

- ⚙ Educational qualifications and information including relevant scanned documents
- ⚙ Detailed previous professional experience
- ⚙ Appraisal and evaluation
- ⚙ Extensive employee development and training system, covering all aspects like course data, institute data, planning, scheduling and monitoring of courses.





Payroll Management

The **OptiMum** Payroll Management section offers many advantages:

- ⚙ Promotion records with corresponding salary and allowances keeping track of all working history
- ⚙ Loans and advances management
- ⚙ All other allowances
- ⚙ Deductions
- ⚙ Record of the employee's bank accounts
- ⚙ Accrued expenses (such as indemnity)
- ⚙ Generation of bank letters both in soft and hard copy

Payroll Sub-Ledger

OptiMum HRMS has a built-in sub-ledger detailing all the financial transactions, whether they belong to the payroll or any type of accruals or loans. Statement of accounts and financial reports can be generated by employee or by department or by branch or consolidated for the company as a whole.

Processing

OptiMum Personnel Administration and Payroll system features the processing of attendance data, promotions, leave, absence, multiple rate overtime, parameterized as well as user-defined allowances, loans repayments, social insurance and other deductions with background treatment of accounting entries into the General Ledger as per the required accounting setup.

This is in addition to the automatic monthly generation and processing the payroll effected at the click of the mouse, with immediate transfer of all corresponding accounting entries to the General Ledger and production of several recapitulation reports.

Organization Structure Management

With **OptiMum** HR you can set the organization structure as per the policy of the organization. The organization structure has built-in features to set up the positions at each level and at each position you can relate the head count, the job description, the desk instruction, the job evaluation and the job requirements.

Policies & Procedures Management

OptiMum HR has a full-fledged tree structure to build in the policies and procedures and then to attach the related documents. **OptiMum** HR has a built-in authorization and security view level for each document.

Appraisals & Forms Management

OptiMum Appraisals and forms builder modules allow the user to build his/her own appraisals and other forms. Policies and procedures of the company can be incorporated into each appraisal form.

Training Management

OptiMum Training is built based upon two categories structure, training center structure and the organization training

structure. Courses can be attached to employees, monitored and allotted based on the requirements of each position and each staff.

Self Services Management

In **OptiMum** HR, employees can update their own personal data, and send HR-related requests to the management through self service application forms which are totally electronic with predefined workflow. These forms can be address change requests, leave applications etc.

Staff communication

OptiMum HR has a unique feature where you can communicate with the employees by email or SMS. Bulk or single Email / SMS can be sent and will be part of the employee file.

Inquiries & Reporting

OptiMum HRMS has a full-fledged reporting system for each function. It is totally parameterized where the user has full control of passing the parameter required to produce the information required. The reports can be exported to the printer, to Excel or to HTML.