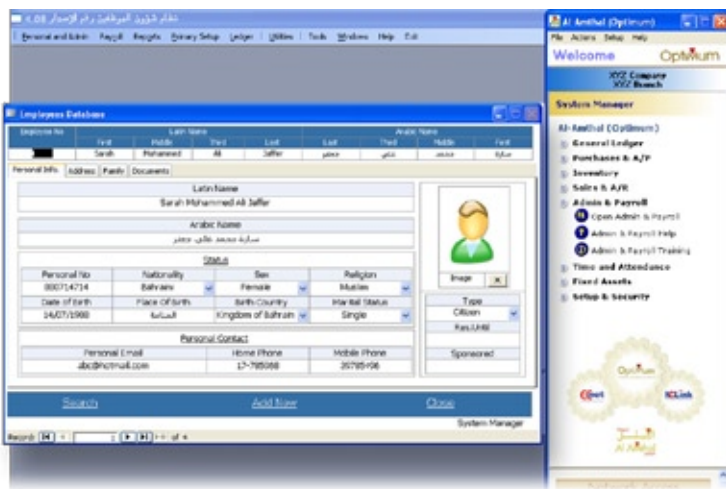


HR, Personnel Administration & Payroll Management Module

With OPTIMUM as much employee information as possible is parameterized for ease of use, global harmony of the database, and more powerful record searches. This includes (but not limited to): employees' data, payroll info, attendance details, accrual details, hiring data, organization setup etc. There are no limits to the numbers of parameters within each.

The Personnel, Payroll and Employment Management system features include among others the following:

Personnel Management



All information you need to keep about your employees may be recorded in the employee database.



- Application & CV Processing
- Personal information, including passport and ID details, residence visa, working permits, emergency contacts and a picture
- Several addresses may be stored
- Complete family information may be recorded, including visa, passport and ID details
- Self-updating of personal data by employees through request forms.

- Scanned documents may be attached as picture files



The OPTIMUM Personnel Administration and Payroll system allows you to record any employee information such as:

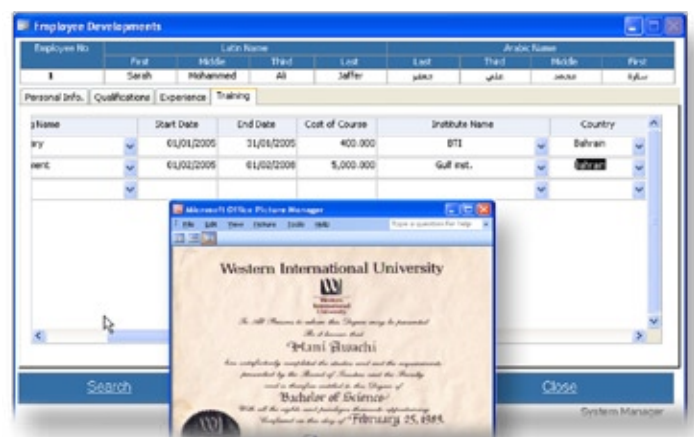
Other expenses like visa renewal, CPR charges, passport, etc., in addition to producing all governmental official papers for renewal

- Contract package
- Use of company property (Fixed Assets)
- Departmental transfer
- Termination information

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
- Multilevel appraisal and evaluation of job performance based on set parameters.
- Extensive employee development and training system, covering all aspects like course data, institute data, planning, scheduling and monitoring of courses..



Employment Attendance Management

The OPTIMUM Personnel Administration and Payroll System is able to manage your employees' attendance either through the time attendance module or manually keying comprising a great variety of attendance management features.

The screenshot displays the 'Attendance' window with a table of employee attendance records. Below it, the 'Employees On Vacation' window shows a list of employees with their vacation details.

Employee ID	Employee Name	Leave Type	Month	Year	Paid	Taken
1	Sarah Mohammed Al Jaffer	Leave without Pay	01/04/2009	30/04/2009	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Tarek Jack Smith	Study and Exam Leave	15/01/2009	20/01/2009	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	Thamer Saad Alansoor	Study and Exam Leave	24/02/2009	28/02/2009	<input type="checkbox"/>	<input type="checkbox"/>
2	Ahmed Jaffer Saleh Al	Sick Leave	15/02/2009	15/02/2009	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	Thamer Saad Alansoor	Emergency Leave	08/01/2009	11/01/2009	<input type="checkbox"/>	<input type="checkbox"/>

- Time attendance register
- Absence records
- Overtime records
- Annual leave records and entitlements
- Leave accrual management

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

The screenshots show the 'Salaries Drill Down' window for March 2009 and the 'Employees Accruals' window as of 31/03/2009.

Employee ID	Employee Name	Leave Salary	Leave Days	Leave Accrual	Indemnity Salary	Indemnity Days	Indemnity Accrual
1	Sarah Mohammed Al Jaffer	250.000	18.00	156.000	200.000	4.00	25.667
2	Ahmed Jaffer Saleh Al	890.000	14.00	415.333	800.000	8.75	233.333
3	Tarek Jack Smith	2,200.000	18.00	1,320.000	1,800.000	12.50	750.000
4	Thamer Saad Alansoor	730.000	9.40	228.733	600.000	0.00	0.000

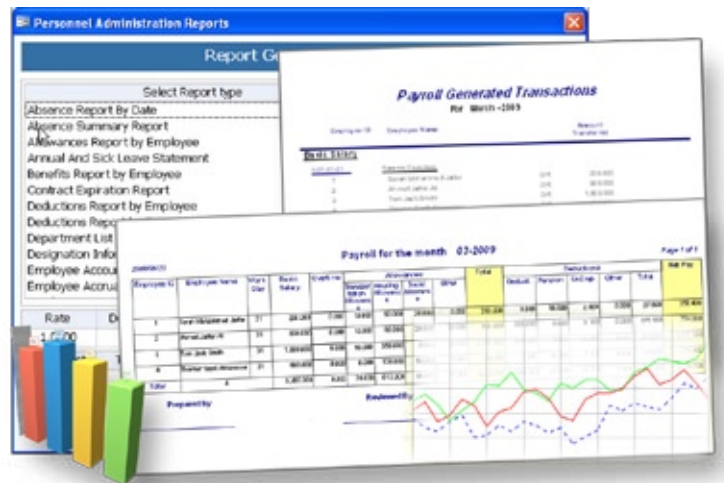
Processing

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.

In addition to these, the system processes the entire recruitment procedures, requests from employees for changes in their personal data, and employees' training and development data. The organization structure of the company and the company policies and procedures are also maintained by the system, which are easily accessible to the users.

Report Generation

OPTIMUM has a powerful inquiry facility. Each and every payroll generated over the months may easily be investigated, down to its basic components. Access to this data is also controlled so that only authorized personnel may view it. Several inquiries feature fast and easy drill down into employees' salaries, payments, employees on leave and on absence, etc.



In addition, OPTIMUM offers a full set of formatted Personnel, recruitment, training and appraisal reports available in the Report Generation menu, spanning all the types of information being stored, such as salary slips, payroll inquiry, outstanding staff loans, overtime report, sick leave report, employee training schedule, staff loans, leave report, employee information, and other expenses.

Other notable features

Another benefit of OPTIMUM Web-based HR, Personnel Administration & Payroll Module is that the system may be integrated into the General Ledger, Fixed Assets and Time Attendance modules.