



## A TO Z OF HUMAN RESOURCES MANAGEMENT”



Unlimited Employment Types



Human Resource Management



Organization Structure



THE TOTAL SOLUTION SYSTEM FOR YOUR BUSINESS

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Labor Law Compliance



## HRMS "A To Z Of Human Resources Management"

The **Human Resource Management System (HRMS)** covers all aspects of Human Resources required by any organization.

**Optimum HRMS** is parameterized to accommodate labor and social insurance laws of any country. The company structure and specific policies and procedures can be easily mapped in the system.

The **HRMS** system covers full processes of the e-recruitment process from online vacancy posting to hiring personnel with full employee profile, leaves and documents, payroll and loans.

Additionally the system includes a full training, appraisal and staff development modules.

### Technologies:

- Intranet / Internet based
- Accessible Through Any Browser
- ASP.NET & C# Development Tools
- Microsoft SQL Database
- Mobile Application

### Why Optimum?

- Labor Law Compliance
- Social Insurance Law
- Map Company Structure
- Map Company Policies
- e-Recruitment Management
- Personnel Management
- Loans Management
- Training Management
- Appraisals Management
- Staff Development Management
- In-Built Document Workflow
- Unlimited Workflow Levels
- Bi-Lingual Arabic/English
- Powerful Security Control
- Fully Integrated ERP

### HRMS Functionalities:

- Organization Structure
- Recruitment with Online Portal
- Personnel Administration
- Documents Management
- Leaves Management
- Payroll Management
- Loans Management
- Training Management
- Appraisals Management



Posting Alerts



## ORGANIZATION STRUCTURE "Sell More"

The **Organization Structure Module** provides a complete hierarchical setup of any organization.

The department Structure, Grades, Employment Types and Positions (Designations) can be setup with multiple parameters in Organization Structure.

### Unique Features

#### Product Specific:

- Multi-level Department Structure
- Unlimited Employment Types
- Multiple Grades Structure
- Multiple Steps Structure
- Multiple Titles Structure
- Multiple Positions Structure

#### Product General:

- Supports Document Attachment
- Posting Alerts (Emails, sms..etc)
- Bi-Lingual Arabic/English
- Powerful Security Control

The **Organization Structure** also provides the functionality of creating a full position structure with parameters for grades and steps, job description and job criteria.

### Technologies:

- Intranet / Internet based
- Accessible Through Any Browser
- ASP.NET & C# Development Tools
- Microsoft SQL Database
- Mobile Application

### Organization Structure Functionalities:

- Department Structure
- Employment Types
- Grades Structure
- Titles & Positions Structure



Unlimited Employment Types



Organization Structure



Appraisal Management



Organization Structure



Multiple Interview Process



Personal Summary



## RECRUITMENT WITH ONLINE PORTAL

The **Recruitment With Online Portal** covers the complete hiring cycle from opening vacancies to hiring the right candidates. Potential candidates can apply online on the Careers portal of the company against the available vacancies or can just submit their CVs in the CV Banks for any future positions.

### Unique Features

#### Product Specific:

- Recruitment Portal
- CV Bank
- Online Exams
- Multiple Interview Process
- Candidate Score

#### Product General:

- Supports Document Attachment
- In-Built Approval Workflow
- Posting Alerts (Emails, SMS..etc)
- Powerful Security Control

The HR Department has total control over the recruitment process. Separate recruitment processes can be setup for every position. System provides the functionality of online recruitment exams and interviews with simple setup and efficient control.

### Technologies:

- Intranet / Internet based
- Accessible Through Any Browser
- ASP.NET & C# Development Tools
- Microsoft SQL Database
- Mobile Application

### Recruitment With Online Portal Functionalities:

- CV Bank
- Vacancy Posting Online
- Vacancy Requisition
- Multi-step Recruitment Process
- Dashboards, Inquiries & Reporting



## PERSONNEL ADMINISTRATION MODULE

The **Personnel Administration Module** maintains and manages all information you need to keep about your employees in the employees' database, reducing paper files in your office considerably and saving up storage space. All these information can be retrieved through user friendly reports and searches.

### Unique Features

#### Product Specific:

- Personal Summary
- Multiple Addresses
- Multiple Qualifications
- Multiple Family Member Details
- Self Service

#### Product General:

- Supports Document Attachment
- In-Built Document Workflow
- Posting Alerts (Emails, SMS..)
- Powerful Security Control

The **Personnel Administration Module** keeps employees' personal data such as CVs, personal information, family information, qualification details with scanned copies of certificates etc.

### Technologies:

- Intranet / Internet based
- Accessible Through Any Browser
- ASP.NET & C# Development Tools
- Microsoft SQL Database
- Mobile Application

### Personnel Administration Functionalities:

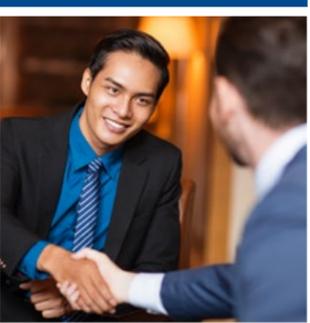
- Employee Summary
- Personal Details
- Address
- Family Information
- Education Details
- Dashboards, Inquiries & Reporting



Posting Alerts



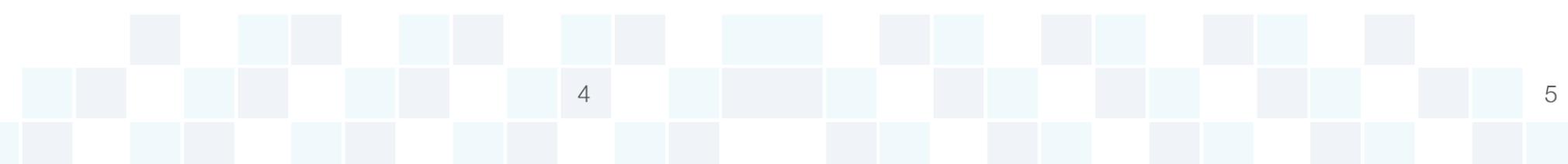
Direct Hiring



Recruitment Portal



Personnel Administration





Contracts



Labor Law Compliance



## DOCUMENT MANAGEMENT MODULE

The **Document Management Module** records and maintains all employee related documents whether personal or official. These Documents could be identification like Passport, ID Card etc. or Employment Contracts and Letters issued to the Employees from the Human Resource Department.

### Unique Features

#### Product Specific:

- Document Expiry Alerts
- Self-Renewal of Documents
- Employee Family Documents
- Download & Print Documents

#### Product General:

- Supports Document Attachment
- In-Built Approval Workflow
- Posting Alerts (Emails, SMS, etc.)
- Powerful Security Control

The **Document Management Module** records each document with the issue and expiry date based on which system can send alerts for expiry and renewal of these documents. The frequency and interval of sending alerts by email can also be setup in system.

### Technologies:

- Intranet / Internet based
- Accessible Through Any Browser
- ASP.NET & C# Development Tools
- Microsoft SQL Database
- Mobile Application

### Document Management Functionalities:

- Identification Documents
- Contracts
- Letters to Employees
- Documents Archiving
- Self-services
- Dashboards, Inquiries & Reporting



## LEAVES MANAGEMENT MODULE

The **Leaves Management Module** manages the complete leave history of employees for all types of leaves such as, annual leave, sick leave, emergency leave, training leave, etc. Employees can apply for leaves using self-services and with the ability to track the leave application in the system workflow.

### Unique Features

#### Product Specific:

- Unlimited Leave Types
- Leave Policies
- Labor Law Compliance
- Reporting Date
- Leave Settlement

#### Product General:

- Supports Document Attachment
- In-Built Approval Workflow
- Posting Alerts (Emails, SMS, etc.)
- Powerful Security Control

The **Leaves Management Module** maps all the leaves as per the labor law of any country in the system; with specific policies for each leave type. The Leave Settlement can also be prepared with accurate calculations for leave salary and any other benefits.

### Technologies:

- Intranet / Internet based
- Accessible Through Any Browser
- ASP.NET & C# Development Tools
- Microsoft SQL Database
- Mobile Application

### Leaves Management Functionalities:

- Leave History
- Leaves Self-services
- Leave Extension/Cut
- Leave Cancellation
- Leave Settlement
- Dashboards, Inquiries & Reporting



Document Expiry Alerts



Supports Document Attachment



Document Management



Leaves Management



Bank Transfers



Loan Statements



## PAYROLL MANAGEMENT MODULE

The **Payroll Management Module** makes your payroll processing easy and accurate. The user can create customized payroll templates and define pay slips and its contents. Thereby the user gets absolute control on the entire process, which ensures the accuracy of the calculations.

### Unique Features

#### Product Specific:

- Multiple Payroll Rules
- Multiple Payroll Generations
- Sub-ledger integrated with GL
- Bank Transfer of Salaries
- Accruals Management

#### Product General:

- Supports Document Attachment
- In-Built Approval Workflow
- Posting Alerts (Emails, SMS.)
- Powerful Security Control

This module allows setting up many payroll templates in multi-currencies and many payroll generations. Batch processing facilities take away the tedium of individual postings, and the workflow system ensures data authenticity and integrity at all times.

### Technologies:

- Intranet / Internet based
- Accessible Through Any Browser
- ASP.NET & C# Development Tools
- Microsoft SQL Database
- Mobile Application

### Payroll Management Functionalities:

- Payroll Policies & Laws
- Other Payments & Deductions
- Accrual Calculation
- Bank Transfer
- Payroll Sub-ledger
- Dashboards, Inquiries & Reporting



## LOANS MODULE

The **Loans Module** helps you manage all aspects of employee loans. The system facilitates the user to define loan granting criteria such as the length of service required, maximum amount, recovery period etc. The approval process will pass through the workflow and once the loan is granted, all necessary accounting entries will be passed by the system.

### Unique Features

#### Product Specific:

- Multiple Loan Templates
- Loan Criteria Setup
- Loan Self-services
- Loan Settlements

#### Product General:

- Supports Document Attachment
- In-Built Approval Workflow
- Posting Alerts (Emails, SMS.)
- Powerful Security Control

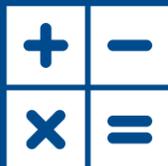
Also, the **Loans Module** takes care of the monthly loan recovery, and maintains up-to-date loan accounts for each employee.

### Technologies:

- Intranet / Internet based
- Accessible Through Any Browser
- ASP.NET & C# Development Tools
- Microsoft SQL Database
- Mobile Application

### Loans Module Functionalities:

- Loans Setup
- Loan Approval Procedure
- Loan Recovery Procedure
- Loan Statements
- Loan Sub-ledger
- Dashboards, Inquiries & Reporting



Accrual Calculation



Loan Application



Payroll Management



Loans Module



Posting Alerts



Formula Based Scoring



## TRAINING MANAGEMENT MODULE

The **Training Management Module** will help your company to manage the training needs of your employees. It actually creates a development plan for each and every employee, taking into consideration their present level of skills and the future demands. The system stores all the information regarding the training needs, institutes, courses and the trainers.

### Unique Features

#### Product Specific:

- Training Institutes Data
- Multi-level Course Structure
- Training History
- Course Evaluation

#### Product General:

- Supports Document Attachment
- In-Built Approval Workflow
- Posting Alerts (Emails, SMS.)
- Powerful Security Control

The **Training Management** system is fully parameterized, you can map your company's unique needs into the system.

Also, it helps you match the courses with the requirements and to monitor the progress individually and in groups.

### Technologies:

- Intranet / Internet based
- Accessible Through Any Browser
- ASP.NET & C# Development Tools
- Microsoft SQL Database
- Mobile Application

### Training Management Functionalities:

- Training Structure
- Course Structure
- Training Self-services
- Training Evaluation
- Dashboards, Inquiries & Reporting



## APPRAISALS MODULE

The **Appraisals Module** lets you design your own appraisal forms, for each category, with the criteria. The evaluation forms will move from desk to desk based on the workflow. Any type of Appraisal can be mapped in system like 360 Degree, Key Performance Indicator (KPI) Based, Objective Based, etc.

### Unique Features

#### Product Specific:

- Multiple Appraisal Forms
- Formula Based Scoring
- Multi-level Evaluation
- Linked to Payroll
- Appraisal History File

#### Product General:

- Supports Document Attachment
- In-Built Approval Workflow
- Posting Alerts (Emails, SMS.)
- Powerful Security Control

The **Appraisals Module** system compiles the final score based on the formula given by the user and generates Performance Appraisal Reports for each and every employee.

### Technologies:

- Intranet / Internet based
- Accessible Through Any Browser
- ASP.NET & C# Development Tools
- Microsoft SQL Database
- Mobile Application

### Appraisals Module Functionalities:

- Customized Appraisal Forms
- Appraisal Workflow
- Appraisal Process
- Final Score Compilation
- Dashboards, Inquiries & Reporting



Linked To Payroll



Course Structure



Training Management



Appraisals Module



### Organization Structure

Bahrain Office [ Demo Company Limited ]

Organization Structure

Start Code	Title	Active	Employment	Post	Grade	Sex	Rel	Mining Cost	Training	Criteria
1	Senior HR & Admin Officer	<input checked="" type="checkbox"/>	Employee	Post	Grade	Male	Rel			
1	HR & Admin Officer	<input checked="" type="checkbox"/>	Employee	Post	Grade	Male	Rel			
1	Assistant	<input checked="" type="checkbox"/>	Employee	Post	Grade	Male	Rel			
2	Admin Officer	<input checked="" type="checkbox"/>	Employee	Post	Grade	Male	Rel			
3	Messenger	<input checked="" type="checkbox"/>	Employee	Post	Grade	Male	Rel			

### Personnel Administration

Bahrain Office [ Demo Company Limited ]

Application Form

In Service | 1 | 1 | Status: On Duty

Personal Summary

Employee Code: 1  
Employee Name: Mr. Bilal Muhammad Ashraf  
Gender: Male  
Nationality: Indian  
Religion: Muslim  
Marital Status: Married  
Type: Foreigner  
Date of Birth: India, 01/01/1976 - 41 years(3 & 1 month)No of Children: 2  
Contact Person: Mays Taha  
Whether Sponsored: No

Highest Qualification: Professional Degree (Information Technology)  
View CV

Employment Summary

Department	Hiring Date	Last Promotion Date	Annual Leave Balance	In Payroll
Demo Company Limited - Sales Department	01/11/2014 - 1 years(3 & 9 month)experience	01/11/2014 - 1 years(3 & 9 month)exp	22.37	<input checked="" type="checkbox"/>
Sales Director (Eve Structure)	16/08/2016	16/08/2016 - 1 years(3 & 1 month)exp	11.25	<input checked="" type="checkbox"/>

### Leaves Management

Bahrain Office [ Demo Company Limited ]

Leave Application Form

Select Employee: Syed Norman Masood

Department: Support Dept | Position: Project Manager | Location: Project 2 Sub 2 | Hiring Date: 15/11/2014 | 3 Years(3 and 3 month)exp

Leave Balance Summary - Proposed

Opening Balance	Actual Balance as per Last Payroll	Leave Taken	Balance As Per Last Payroll	Days To Be Added	Proposed Leave Balance	Year end Balance
0.00	0.00	0.00	0.00	0.00	0.00	0.00
11.50	0.00	11.50	0.00	0.00	0.00	0.00
Balance as per last payroll: 11.50	Year end balance: 0.00					

Leave Type: Annual Leave | Leave Days: 03 | Amended Days: 03

Start Date: 20/04/2018 | End Date: 23/04/2018 | Reporting Date: 31/03/2018

Weekends & Holidays

Description	Days	Details
Year Day	03	20/11/2017 - 30/11/2017
Holiday Bahrain National Day Holiday 1	01	16/01/2018 (Wednesday)
Holiday Bahrain National Day Holiday 2	01	17/01/2018 (Thursday)
Rel	01	

### Documents Management

Bahrain Office [ Demo Company Limited ]

Documents

Document No	Document Type	Issued Date	Expiry Date	Notes	Active	View	W/F
816	BAPOC BADGE	15/06/2013	14/06/2019		<input checked="" type="checkbox"/>	View	
84	ALBA-SHITY BADGE	05/03/2012	04/03/2017		<input checked="" type="checkbox"/>	View	
4038140	Passport	18/10/2008	19/10/2018		<input checked="" type="checkbox"/>	View	
76554293	ID Card/Smart Card	26/11/2010	26/11/2016		<input checked="" type="checkbox"/>	View	
LD1_6	Salary Certificate - Latin				<input checked="" type="checkbox"/>	View	
LD4_2	Employment Certificate - Latin				<input checked="" type="checkbox"/>	View	
LD4_2	Experience Certificate - Latin				<input checked="" type="checkbox"/>	View	

### Training Management

Bahrain Office [ Demo Company Limited ]

Training Details

Course	Date From	Date To	Active	Things	Note	Status	View	Feedback	Action	W/F
Information Technology / Information Analysis / Programming / System administration	05/04/2017	05/04/2017	<input checked="" type="checkbox"/>	Training		NA	View	NA		
Management / Investments & Finance / Optimum Software / SCRM	05/04/2017	05/04/2017	<input checked="" type="checkbox"/>	Training		NA	View	NA		
Management / Investments & Finance / ISO Awareness	02/04/2017	02/04/2017	<input checked="" type="checkbox"/>	Training		NA	View	NA		
Information Technology / Information Analysis / Programming / System Induction	20/03/2017	20/03/2017	<input checked="" type="checkbox"/>	Training		NA	View	NA		



### Payroll Management

Bahrain Office [ Demo Company Limited ]

EMPLOYEE SALARY SUMMARY

Application Form

In Service | 1 | 1 | Status: On Duty

Entitlement

Type	Basic Salary	Transportation Allowance	Telephone Allowance	Total
Monthly	2700.000	300.000	175.000	3000.000
Yearly	32400.000	3600.000	2100.000	38100.000

Salary

Date	Title	Department	Basic Salary	Transportation Allowance	Telephone Allowance	13th Salary Payment	Overtime (Payment)	Gross
Monthly	Sales Director	Sales Department	2700.000	300.000	175.000	0.000	0.000	3275.000
Yearly	Sales Director	Sales Department	32400.000	3600.000	2100.000	2100.000	410.000	38450.000

Increments

Date	Title	Department	Basic Salary	Transportation Allowance	Telephone Allowance	13th Salary Payment	Overtime (Payment)	Gross
01/08/2017	31/08/2017 - 3 months		2700.000	300.000	175.000	0.000	0.000	3275.000
16/07/2015	16/07/2015 - 2 years(3 months)exp		2500.000	300.000	175.000	0.000	0.000	3075.000
01/04/2013	01/04/2013 - 3 months		2400.000	300.000	175.000	0.000	0.000	2875.000
01/11/2014	01/11/2014 - 5 months		2300.000	300.000	175.000	0.000	0.000	2775.000

Payslip

Select Payroll Date: 30/06/2015

Item	Amount
Basic Salary	2,700.000
Transportation Allowance	300.000
Telephone Allowance	175.000
<b>Gross Earnings</b>	<b>3,275.000</b>
Unemployment Deduction	(28.500)
<b>Gross Deductions</b>	<b>(178.500)</b>
<b>Net Salary</b>	<b>3,096.500</b>

Payroll Date

Payroll Date	Basic Salary	Transportation Allowance	Telephone Allowance	13th Salary Payment	Overtime (Payment)	Other Payments	Unemployment Deduction	Balance	Loan	Net
31/01/2015	2,500.000	250.000	150.000	0.000	0.000	0.000	28.500	0.000	0.000	2,821.500
28/02/2015	2,500.000	250.000	150.000	0.000	0.000	0.000	28.500	0.000	150.000	2,671.500
31/03/2015	2,500.000	250.000	150.000	0.000	0.000	0.000	28.500	0.000	150.000	2,671.500
30/04/2015	2,600.000	300.000	150.000	0.000	0.000	0.000	28.500	0.000	150.000	2,871.500
31/05/2015	2,600.000	300.000	150.000	0.000	0.000	0.000	28.500	0.000	150.000	2,871.500
30/06/2015	2,600.000	300.000	150.000	116.667	0.000	0.000	28.500	0.000	150.000	4,988.167
31/07/2015	2,600.000	325.000	162.500	0.000	470.150	0.000	28.500	21.666	150.000	3,400.150
31/08/2015	2,700.000	300.000	175.000	0.000	0.000	0.000	28.500	0.000	150.000	3,400.150
30/09/2015	2,700.000	300.000	175.000	0.000	0.000	0.000	28.500	0.000	150.000	3,400.150

### Appraisals Management

Bahrain Office [ Demo Company Limited ]

Appraisals

Employee: Ammar Mohamed Muthafar

Appraisal Summary

Questions	ESAT	SLP	Rating	Score
Knowledge and Skill	54	46	25	1.28
Positions knowledge to perform job competently	5	5	3.00	5.18
Positions skills needed to perform job competently	5	5	3.00	5.18
Pay attention to detail	5	4	2.50	0.18
Looks for ways to improve quality	5	5	3.00	5.18
Strives to learn and improve performance	5	5	3.00	5.18
Seeks out ways to better himself and the company	5	4	2.50	0.18
Takes on responsibilities	5	4	2.50	0.18
Capable of working without constant supervision	5	4	2.50	0.18
<b>Achieve</b>	<b>48</b>	<b>40</b>	<b>22</b>	<b>1.10</b>
Maintains a positive and professional attitude at all times while working with customers and fellow employees	5	5	3.00	5.18
Maintains a positive attitude during high stress situations	5	5	2.50	0.18
Always shows respect for others, whether good or towards colleagues and customers	5	5	3.00	5.18

### Dashboards, Inquiries & Reports

Bahrain Office [ Demo Company Limited ]

GENERAL ADMIN INDICATORS | EMPLOYMENT INDICATORS

Branch: Bahrain Office | Year: 2015

Citizenship Type	Count	%
Citizen	10	53.83
Foreigner	9	47.37
<b>Total</b>	<b>19</b>	<b>100.00</b>

Staff Citizenship Distribution

Staff Citizenship Distribution

### Recruitment with Online Portal

Bahrain Office [ Demo Company Limited ]

CANDIDATE DIRECT HIRING FORM | RECRUITMENT OPERATION FORM | INTERVIEW & REVIEWS FORM

Select: New Recruit - Abdulrahman - 88228

Application Form

Personal Information

Personal Number: 716032078 | Title: Mr. | Whether Sponsored: No  
 First Name (English): Abu Bakker | Middle Name (English): | Family Name (English): Abdulrahman  
 First Name (Arabic): أبو بكر | Middle Name (Arabic): | Family Name (Arabic): عبد الرحمن  
 Gender: Male | Date of Birth: 25/05/1973 | Religion: Muslim  
 Marital Status: Married | No of Children: 0 | Personal Email: abulrahman2008@hotmail.com  
 Contact Person: Syed Bathina | Telephone (Residence): 3031443 | Telephone (Mobile): 98765432

Job Interested

Job Interested: Technician | Year Expertise in the Job: 1 | Preference No: | Preferred Location: Bahrain | Expected Salary (USD): 1200.000

### Loans Management

Bahrain Office [ Demo Company Limited ]

START LOANS | START LOANS SETTLEMENT

Employee Name: Abdulrahman

Loan Type: Cash 6 month | Loan Charges: 0.000

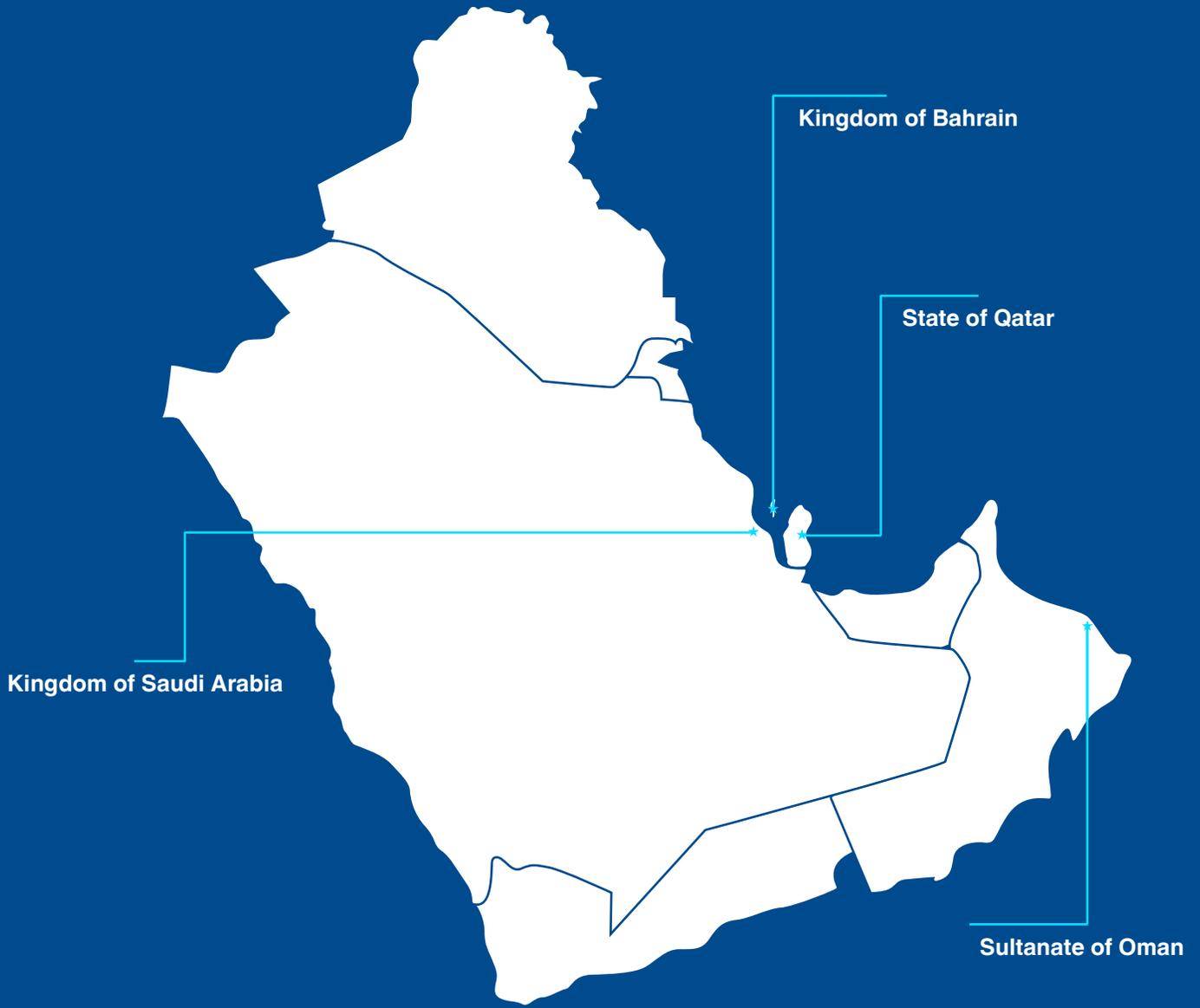
Loan Period: 01/01/2015 | Loan Settlement: 01/01/2015

Loan Period: 01/01/2015 | Loan Repayment: 400.000

Accounts: 04 | 04

Staff Loans

Month Center	Installment Date	Opening Balance	Charges	Interest	Principal	Installment(SM)	Balance Loan
1	01/01/2015	400.000	0.000	0.000	116.667	116.667	400.000
2	01/02/2015	400.000	0.000	0.000	116.667	116.667	383.333
3	01/03/2015	383.333	0.000	0.000	116.667	116.667	366.667
4	01/04/2015	366.667	0.000	0.000	116.667	116.667	350.000
5	01/05/2015	350.000	0.000	0.000	116.667	116.667	333.333
6	01/06/2015	333.333	0.000	0.000	116.667	116.667	316.667
7	01/07/2015	316.667	0.000	0.000	116.667	116.667	300.000
8	01/08/2015	300.000	0.000	0.000	116.667	116.667	283.333
9	01/09/2015	283.333	0.000	0.000	116.667	116.667	266.667
10	01/10/2015	266.667	0.000	0.000	116.667	116.667	250.000
11	01/11/2015	250.000	0.000	0.000	116.667	116.667	233.333
12	01/12/2015	233.333	0.000	0.000	116.667	116.667	216.667



## REGIONAL OFFICES

### BAHRAIN

P.O. Box 2949  
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