Human Capital Management Solution

Your People are the real Capital

HCOne

HC**One**

Human Capital one is a complete Human capital, payroll and personnel management systems that provides your organization with the needed functionality to manage all your human resource, payroll, personnel, and human capital processes.

Product Capability

- Organization Structure
- Recruitment
- Training & Appraisal
- Succession Planning
- HC Budgeting

- Payroll Management
- Personnel Management
- Time Management
- Leave management
- Employee Self Service

Your People
Our Focus

Human Capital Strategy

Organization

Recruitment

HC Management

Performance Management

Personnel

Payroll

Business Architecture

1. *HC Management*

Organization Management	**Competency Management**	**Performance Management**
Training & Career Development	**Succession Planning**	**Manpower Planning**
HC Budgeting	**Recruitment**	**Recruitment Process**

2. *Personnel Management*

Employee Data	Job Data	Salary Package

Benefits

Compensation

Penalties

Loans

Vacations

Business Trips

Booking & Ticketing

Time Management

Document Tracking

Government Relations

Employee Letters

End of Service

Source Documents / Origins

3. *Payroll Management*

Accruals
- Payroll Transaction
- Payroll Items
- Payroll

Payroll Variables
- **Settlement Transaction**
- **Formulas**
- **Payroll Confirm**

Salary Package
- Accruals Transaction
- Formula Designer
- GL Distribution

Key Features
&
Functionality

Organizational Management

Define all the data required to describe your organization and its behavior

- Create and maintain organizational hierarchies (line, matrix, and project)
- Register master data for organizational units
- Link organizational units to department and cost center structures
- Create Jobs, job profile, and positions for the organization
- Link positions to the organizational structure
- Affiliate people with organizational units and positions
- Operate the organization from a graphical and printable organogram
- Link organizational units to KPIs and strategic objectives
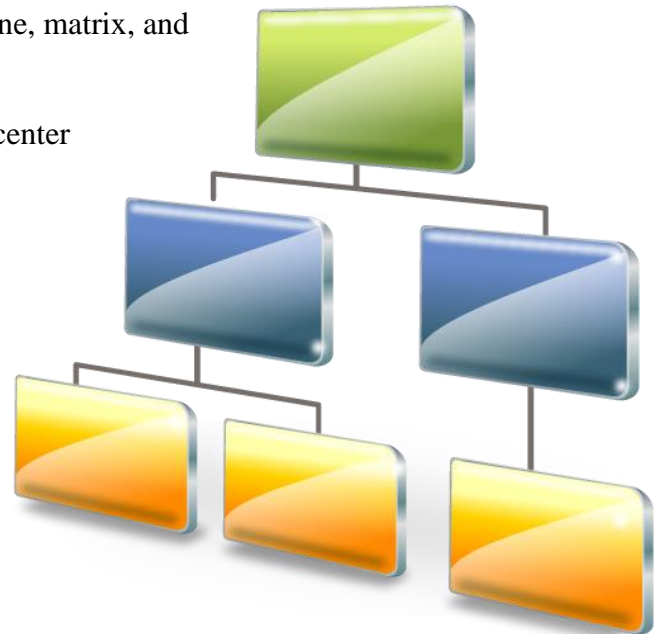
Competency & Talent Management

Competency management typically centers on job descriptions, employee profiles, skills, responsibility descriptions, and assignment of individual tasks:

- Covers talent master data such skills, skill categories, and skill sets, also the back ground work experience, projects worked on with project categories, certifications, and education.
- Skill search supporting filtering and weighting of skills
- Skill-gap analysis can take place between employee skill level and job requirements
- Open definition of competencies and competency groups

Training & Career Development Management

This are focuses on training employees to better fit their jobs as well as understanding organization and employee goals to create career development plans:

- Register courses and categorize them
- Administration of open and closed courses, both internal and external
- Course description supporting target groups, targets, and items
- Maintain training facility information for course location, classrooms, and instructors
- Managing events supporting tracks, sessions, and agendas
- Setting course dates, timescales, and student registration
- Registering a courses contribution to competency development
- Agreements with course providers and education centers
- Tracking course results and certificates
- Identifying the career development needs from skills, competencies, and objectives using the skill gap analysis
- Creation of yearly training plans
- Helping on creating career related goals and objectives
- Maintaining career path for employees

Succession Planning & Career Path Management

All organizations needs to have a succession plan to maintain health business, this module allows you to do so by:

- Identifying and recording position successors
- Identifying skill gaps in successors that needs development
- Work in conjunction with training management to create and execute a development plan for successors
- Linking needed competencies and experience with employee goals and objectives.
- Setting position succession plan in conjunction with the career development and talent acquisition management modules.

Questionnaire Module

This module allows for the definition of questionnaires, surveys, and evaluation forms to help managers prepare for performance reviews and get feedback from employees:

- Create questions, with types and category
- Groups questions into question sets
- Sets the answers criteria (multiple choice, or numbers)
- Questionnaire Builder allows the user to build questionnaire

Employee Performance Management

Managing the goals and objectives of employees while focusing them to cascade up to the departments and hence the organization goals and objective has become an integral part of performance management

- Define goals and objectives from organization, departments, and employees
- Heroically links goals and objectives from the employee level to the organization level

- Linking between organization strategy and the goals and objectives
- Allows for the breakdown of goals and objectives into key performance indicators. This process translates strategy into actionable items
- Creation of yearly planned objectives and KPIs targets
- Recording of objective achievements and KPI actual values
- Define performance review periods
- Define employee performance evaluation forms, and peer evaluation through the 360°

degree Evaluation
- Scheduling of performance reviews interviews
- Recording results

Manpower Planning & HC Budgeting

Planning your workforce needs and relating it to HC budgeting from the head count prospective as well as the financial prospective helps your business perform better, HCOne allows you

- To create Manpower plan per period, department and head count
- Adding new positions and promoting exiting ones
- Allows for versioning of the plan
- Simulation functionality which translates the head counts, and promotions into money figures according to the salary structure. This allow you better understand the cost effect of the plan
- Review of the manpower plan and approve it
- Set the effective date of the plan.
- Automatic creation of the new positions from the active plan
- Notify the talent acquisition of new open positions with their job profile / description.

Talent Acquisition Management (Recruitment)

Built-in an effective and streamlined talent acquiring recruitment process, efficient services for candidates, and the knowledge needed for making optimal hiring decisions. Recruitment helps you process the applications you receive so you can focus on bringing in qualified candidates.

- Prepare your recruitment projects
- Handle multiple recruitment jobs
- Manage your recruitment channels and media
- Manage applicants and applications
- CV Builder to build applicant CVs
- Manage interview schedules
- Dispatch CVs for review and feedback
- Manage selection of qualified candidates
- Manage your communication with
- applicants
- Interview & exam scheduling

- Test and review candidates
- Negotiate and send job offers
- Hire people

Employee Handling
- Capture all employee data
- Employee Contracts / Government Documents
- Employee Family details / sponsoring Information

Employee status changes Handling
Maintain records of employee status changes and their effective dates such as:
- Positions
- Job grade
- Salary (Basic & Others)
- Marital status
- Contract Renewals..

Employee Transfer Handling
- Ability to transfer employees (permanent - temporary)
- Employees transfer through cost centers
- Ability to define effective date
- Approval work flow

Settlement Handling
- Ability to create settlement templates
- Ability to define more than pay item for each template
- Maintain employee settlements calculation, simulation.
- Post settlements directly to GL (General Ledger) facilitating accuracy of accounting

Loans Handling
- Create deferent types of loans.
- Tracking and maintain loan start date, end date and loan installments.
- Ability to freeze loans installments.
- Ability to adjust loans installments

Accruals Handling
- Maintain employee's accruals pay items.
- Ability to calculate accruals on monthly basis.
- Post accruals to GL journals

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Time Management Handling
Maintain 2 types of time management (Time Sheet – Time Attendance)
- Ability to configure multiple shifts and assign to employee
- Capture T&A data in days, fractions of hours
- Control the employees' sign-in and sign-out.
- Auto calculates numbers of (overtime – lateness – early left - absence).
- Facilitates the ability to approve time sheets before processing through an authorized approving official.
- This module facilitates the interaction with T&A machines to automate feeding of the data through file interface with a specific file format

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Vacation / Leave Handling
- Ability to configure unlimited types of vacations, accommodating your different needs for different countries and / or regions.
- Eligibility for Use Leaves according to employee earned eligibly (contract, attendance, job grade, marital status, nationality, religion...)
- Maintain Employee Annual leave balance according to accrual of vacation contract days and vacation interval days.
- Ability to define public holidays, statuary holidays, and weekends.
- Track employee return and actual return date differences.
- Ability to pay salary in advance according to payment calculations sets and approval by the official representative assigned.

End of Service Handling
Maintain employees EOS process.
- Track deferent types of employee EOS such as:
  - Resignations
  - Terminations & Dismissal
  - Retirements
  - Death
- Maintain EOS settlements according to settlements template setups that are related to law.
- integrated with payroll

Government Handling

- Maintain and track employees government documents process
- Ability to configure deferent types of government procedures
- Ability to assign requests to specific user
- Ability to track status and result for all activities..

Document Archiving Handling

- Maintain documents as groups (rent contracts – government documents, etc.)
- Maintain documents details (issue date – expiration date – document number…)
- Ability generates report for all documents with expiration date.
- Ability to generate alerts according to the user defined rules.

	Booking and Ticketing Handling

	- Ability to create tickets price list
	- Maintain employee tickets details for:
	    - Annual leave (Vacation)
	    - Business trips
	    - End of service
	    - Training.
	    - Etc.
	- Maintain hotels (class, fees and name)
	- Maintain car rent (class and fees)
	- Ability to track request process
	- Ability to calculate eligibility of tickets according to contract and attendance of employee.

Business Trips Handling

- Ability to create business trip eligibility parameters.
- Maintain employees business trip details
- Linked with booking and ticketing module for tickets and hotels reservations
- Ability to post allowances to payroll to be paid to the employee by (monthly salary or settlement)

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Employee Eligibility Handling
- Ability to define any number of eligibility profiles
- Matrix elements according to company configurations such as:
  - Job grade, Job titles
  - Nationalities, Gender
  - Marital status
- Ability to create eligibility rule according to eligibility matrix and salary scale to identify whether these deductions and earnings will be applied to all employees or to a group of selected employees.
- Ability to define (Minimum – Med point – Maximum) for each pay item.

Bank Transfer Handling
- Generating the bank debiting file according to a specific format agreed upon with the bank and by reference to the staff member's personal bank details.

Payroll Core Functionality
Configurable / Generic Payroll
- Ability to define unlimited earnings and deductions base on specific calculations.
- Deferent types of payroll items values (hours – days – amounts – months -….).
- Formula design function to create deferent types of calculation and formulas.
- Ability to create eligibility rule according to eligibility matrix and salary scale.
- Employee salary package versions.
- Full payroll setup and run – includes payroll runs for leaves and termination.
- Ability to calculated accruals items.
- Easley to define pensions and tax income calculations.
- Ability to define payroll pay periods (Monthly- weekly-…)

Payroll t transactions
- Monthly transactions – miscellaneous earnings – absence – penalties.
- Settlements transactions (employees quick payments) such as business trip allowance, trainings allowances…
- Approval authorization level on payroll transactions.
- Employee salary simulation functionality to view employee Net salary after transaction effect.
- Integrated with Time Attendance module.

Back office Readiness

- **Define GL accounts and cost center allocation.**
- **Generate payroll and settlement journals.**
- **Printing GL distribution report.**
Export journals / can integrate with Back office applications

Role / Function Based Dashboards

Provide users access to role tailored / function tailored dashboards that fits their role / position within the company the following are the preconfigured dashboards:

- Human Capital Main Dashboard.
- Personnel Dashboard
- Payroll Dashboard
- HC Director Dashboard
- Training Manager Dashboard.
- HC Specialist Dashboard.
- Department Manager Dashboard.

Smart Web Portal

Provide web access to employees and managers to perform specific self service tasks which reduces HC head count needed to service them

Employee Self Service (ESS)

- Vacation Request
- Business Trip Req.
- Employee master data Update
- Employee pay slip history
- Resignation / EOS Request
- Training Request
- Mobile Phone Req.
- Medical Request
- Access Card Request
- Transfer Request

Manager Self Service (MSS)

- Hiring Request
- Apply penalty request
- Performance Review Request
- In addition to the normal ESS

Statistical Reporting

- Employee distribution (seniority, age, gender, position, organization unit)
- Vacation (history, absence per employee, statistics)
- Recruitment (application statistics)
- Course statistics

Reports

- Employee status and employee benefits
- Anniversaries and birthdays
- Number of employees per organization unit
- System generated pay slip.
- Ability to create and generate bank transfer report with configurable format.
- Various management, department summary and payroll master reports.

Sample Reports

Personnel Affairs Management System Reports

- Employee CV report.
- Employee register report (appointment date, movements, bonuses, training courses obtained, etc.)
- Employees organising by appointment date report.
- Employees organising by salary report.
- Employees organising by weekends report.
- Employees organising by marital status report.
- Employees organising by military service status.
- Jobs structure report.
- Needs planning report.
- All reports could be send by Email to a pre-defined contacts or any other contacts depending on user authority.

Attendance System Reports

- Employee's monthly attendance report (delay, overtime and working hours)
- Monthly attendance report (delay, overtime and working hours) at the level of shift, department, or branch.
- Report of attendance percentage at the level of employee, shift, department, or branch.
- Report of annual leave balance at the level of employee, shift, department, or branch.
- Permissions and tasks Report
- All reports could be sending by Email to a pre-defined contact or any other contacts depending on user authority.

Payroll System Reports

- Report of monthly earning taxes according to the Insurance Office.
- Annual tax clearance report.
- Monthly social insurances report (Application 2)
- Loans and remaining instalments report.
- Monthly incentives and commissions report.
- Employee's detailed account report.
- Total salaries report.
- Branches' total salaries report (separate account for each branch).
- Department's total salaries report (separate account for each branch).

- Monthly salaries cheques report.
- Report of salaries to be paid through bank.
- Report of salaries to be paid through treasury.
- All reports could be sending by Email to pre-defined contacts or any other contacts depending on user authority.

Performance Dashboard

It communicates strategic objectives and enables business people to measure, monitor, and manage the key activities and processes needed to achieve their goals.

- Monitor critical business processes and activities using metrics of business performance that trigger alerts when potential problems arise.
- Analyze the root cause of problems by exploring relevant and timely information from multiple perspectives and at various levels of detail.
- Manage people and processes to improve decisions, optimize performance, and steer the organization in the right direction.

The Power of Focus

HCOne

Your People are the real Capital

Microsystems
Smart Solutions

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