

# **ABSOLUTE SOLUTIONS**

## Human Resource Workflow Management System



## **AUTOMATE HR PROCESSES TO STRATEGICALLY ALIGN HUMAN CAPITAL FOR MAXIMUM EFFICIENCY AND PROFITABILITY.**

Effective management of human resources is essential for success regardless of the size or specialty of the enterprise. Processing large amounts of data required for integrated and efficient HR management becomes problematic if done manually or through stand-alone systems.

**Absolute Solutions** Human Resource Workflow Management System automates the entire process, from recruitment to retirement, enabling organizations to strategically align their resources for maximum profitability and operational efficiency.

Backed up by HR experts and acclaimed by world's renowned enterprises, our Human Resource Solution keeps your organization right on the top with confidence to cater to all real-life scenarios.

### **Salient Features**

#### **Recruitment**

The recruitment module provides a central repository for management of company's recruitment process. Module facilitates HR teams to attract potential candidates for available positions from inside or outside of organization.

- **Job Posting** - Post internal and external job ads for new hiring
- **Registration** - Register and keep track of all interested candidates
- **Data collection** - Maintain candidate data
- **Shortlisting** - Shortlist suitable candidates for further screening / interviewing
- **Appointments and Interview Scheduling** - Schedule appointments with hiring managers. Send automated alerts for scheduling
- **Selection** - Select suitable candidate/s for hiring

#### **Employee Management**

- **Contract Management**  
Manage employment contracts and get notified on expiry / renewals
- **Employee records**



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Maintain complete employee records with appropriate documents including National IDs, Iqamas, Passports, Driving License etc.

- **Trainings**

Enable HR to track education and technical qualifications of employees. The module approves trainings per assigned budgetary and performance concentrates which can then be triggered and delegated via one point unified interface.

- **Assets tracking**

Keep track of company assets assigned for each employee with asset details, servicing schedules, replacements. Get notified automatically when servicing or replacement is due for any asset.

### **Time and Attendance Management**

Time Management module gathers information from a variety of sources to produce employee productivity and cost analysis metrics. Data may be collected from a variety of RFID and Biometric options which can be integrated with the system.

- **Time attendance management**

Helps streamline business processes, provide greater visibility and control over labour costs, more effectively manage compliance risk and improve workforce productivity.

- **Leaves management**

Tracks leaves quota and manages approved leaves. Employee can easily submit leave request which automatically gets directed to approving managers for approval / refusal. Upon approval leave/s are automatically tracked within the system and balances automatically adjusted

### **Employee Evaluation**

- **Goal Based Evaluation**

Goal Based Performance Evaluation allows departmental heads and HR to allocate and track development goals at granular level. Interactive reporting mechanism visually highlights performance against pre-determined expectations. The system identifies need for another training or due evaluations and generates an automated recommendation. The system supports Goal based evaluation.

- **Core Competencies & High Potential Evaluation**

HR Workflow Management carries out evaluations based on specific criteria identified by management for selected candidates. High Potential Evaluation highlights automated algorithmic assessments, based on achievements, improvements, feedback and ability to cope with challenges. 360 degree high potential evaluation (Hay model).

### **Payroll**

- Manage employee payroll effectively with integrated time and attendance management modules.
- Keep track of salary, bonuses, benefits



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- Define salary and benefits ranges for positions and see where each employee stands in his current position
- Automate salary slips delivery
- Keep record of payment details
- Export reports for integration with existing accounting software

### **Retirement / Resignation / Termination**

- Manage employee retirement process efficiently
- Calculate dues
- Cancel contracts
- Recover assets
- Track resignation requests
- Get sign offs from senior management and HR for retirement / resignation

### **Requisition Management**

HRMS can be integrated with Absolute Solution's requisition management module. Employees can submit requisitions which are automatically directed to approvers (managers), based on predefined hierarchy. Approval / Refusal can be performed efficiently with timely notifications. Allows top management to gain better expense insight, define and enforce budgets. Newly provided assets can automatically be tracked through asset tracking module.

### **Document Management System**

To manage all organizational documents, Absolute Solutions can integrate its state of the art document management system with the HRMS. This DMS can provide the following features

- Web deployable interface and external portal
- Centralized document repository
- Multi lingual support (Arabic and English)
- Document Scanning
- Barcode tagging for storage and retrieval
- Integration with MS Exchange
- Metadata management for soft copies
- Search and Retrieve

### **Security**

Security Management System SMS is a part of HRMS application. It provides audit trail features to keep different kinds of activity logs for security, auditing and monitoring purposes.

New roles can be created at application level, password policies can be defined and implemented, access rights can be granted or revoked, and users can be managed.

Maker – Checker feature allows 2 tier approval process for critical decisions.