



Human Resource Management

System Overview

The role of HR is rapidly changing and requiring more strategic input. Achieving this goal can only be accomplished by eliminating administrative tasks.

Texcomp's *BizIntelligence(HRMS)* software module is designed to help companies in any industry, or any size, bring the challenging task of HR record keeping and government reporting under control. HRMS is a completely integrated web native and client server software, providing capabilities for a human resources department to manage thousands of employee's records in a clear easy-to-use format. Extensive information is available at your fingertips through our HR software aiding in protecting your company's most valuable asset, your Human Capital.

Our Clients have been able to achieve these goals:

- Eliminate duplicate employee information.
- Allow single entry of employee information to HR & Payroll
- Comply with Labor Office, GOSI, Jawzat and any other Government reporting requirements.
- Manage Saudinization
- Manage Salary administration and budgeting with easy to use tools for analysis and distribution of information.
- Reduce time for benefit reconciliation and management.
- Timely and accurate management reporting.
- Reduction in absenteeism and overtime.
- Maintain critical information about employees multiple skill, helpful in deploying them as and when need arises
- Reduction in government penalties regarding labor
- Payroll Connectivity.

Alerts allows you to enhance any human capital function by automating its activities. It is a business process automation tool that can streamline all your HRMS functions. You can automate reporting, notification, and forms production. This will free your staff to focus on business issues and eliminate the administrative functions that provide minimum business value. Deliver your results faster, cheaper and better with the power of task automation.

- Iqama, Work permit etc. Expiry Alerts
- Passport, DL, Customer IDs Expiry Alerts
- Eliminate unnecessary resources
- Improve efficiency of administration
- Increase distribution reliability

Employee Self Service (ESS) (Optional)

Employee self service can help your HR department by reducing the number of requests and transactions that are created by employees. **ESS** pays for itself within months by eliminating those employee requests and empowering the employees with access to their information. It allows them to access, review and modify their employment information in real time and all changes can be directed to managers for approval prior to actually updating live data. This application can be customized to each organization and offers tremendous employee benefits incorporating your logo and corporate identity.

- Employees can review and update information.

- Update home address, telephone numbers, direct deposit information, withholding and emergency contact information.
- Custom Workflow and approval for better communication and employment staffing.
- View paychecks, pay history, vacation history, offloading the burden from HR & Payroll staff.
- On-Line leave request and approval.
- On-Line project / attendance, OT tracking
- View Company Information. **ESS** allows you to build an employee portal where your employees can view the Employee Handbook, Company News and Internal Job Postings.
- Totally secure environment. The system is configured to the way your company is comfortable operating.

MANAGER SELF-SERVICE (MSS) (Optional)

HRMS enhances the management decision making process through the introduction of Manager Self-Service (**MSS**). **MSS** offers full workflow capabilities that includes ability to define flexible, customizable approval processes while automating e-mail communications. **MSS** features a new intuitive look and feel that enables managers to access data quickly and easily. Managers can access employees' personal, employment, job, compensation, and leave information. They can do on-line approval for request made by Employees.

Hiring Management

Vacancy Reporting

Each Departmental head keep on posting the vacancies or requirement he had with skill set. The HR department works on this data.

Vacancy Management

Much of the activity regarding creation and approval of requisitions, designing applicant workflow, initiating employee referral programs and creating global advertising campaigns, are carried out in this module.

Users decide the lifecycle of their vacancies, as well as setting up expiry dates, HRMS details, pushing openings to employees, creating interviews and later on importing recruitment costs; all of which are then reported on.

While creating the vacancy, the user is guided through a process of defining the requirements for the vacancy in a simple Q&A format. Applicants are then evaluated against these requirements and automatically assigned a score based on their match. This makes the task of identifying the best-fit candidates a snap.

Applicant Management

Testing, evaluation and distribution of applicants are day-to-day functions of core users in this sophisticated area of the platform. References, candidate management & communications, peer rating and offers are all driven from this extensive module. A powerful search engine allows users to mine the talent pool for candidates.

GCC HQ

Arab Texcomp Technologies Est.

PO Box 6372 Damman 31442, KSA

Tel : +966 (3) 832 6688 Fax : +966 (3)832 8866

Riyadh ■ Jeddah ■ Al-Ahsa ■ Manama ■ Sharjah ■ Doha ■ Muscat ■ Kuwait