HARD TASK

User Manual

Human Resource Management
[HRM]

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PREFACE

Though HRM is very user friendly, this User's Manual has been brought out, in a simple and comprehensive way, to explain the users certain features to help them use it without any difficulty and with much ease.

Since the software is always being improved, adding special features on the basis of feedback from the market, it is not possible to bring out manuals every time a new version is released and the manual may not therefore match the software you may use at times. A list of additional features brought out in the latest version will naturally appear as an Appendix in the Manual.

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Table of Contents

PREFACE 2

COPYRIGHT 3

1 Introduction 8

1.1 About HARD TASK® 8

1.2 About HRM 8

1.3 Main Modules 9

1.4 Special Features 9

2 Getting Started 11

2.1 Introduction 11

2.2 Login Form 11

2.3 System Alert 11

3 Utilities 13

3.1 Introduction 13

3.2 Setup 13

3.2.1 System Configuration 13

3.2.2 Off Days 15

3.2.3 Quota Days 16

3.2.4 Month Days 17

3.2.5 Social Deduction Setting 18

3.2.6 Report Color 19

3.2.7 Report Setting 19

3.2.8 Default Configuration 20

3.2.9 Alert Configuration 20

3.2.10 Sick Leave Configuration 21

3.3 Users 21

3.3.1 Users information 21

3.3.2 Permission/Authentication 22

3.4 Password 23

3.5 Data Auditing 23

3.6 System Alert 24

3.7 Org Levels 24

3.8 Leave Opening Balance 25
4 Master Files 27
4.1 Introduction 27
4.2 Organization Chart 27
4.3 Master Files 29
4.3.1 Simple Master Files 30
4.3.2 Sponsors 31
4.3.3 Company License 32
4.3.4 Job Benefits 35
4.3.5 Leave Types 36
4.3.6 Allowance Type 37
4.3.7 Business Travel Cost 38
5 Employee 39
5.1 Introduction 39
5.2 Employee Search 39
5.3 Employee Data 40
5.3.1 Personal Information 41
5.3.2 Job Information 44
5.3.3 Address Information 47
5.3.4 Residency and Passport Information 48
5.4 Employee History 50
5.4.1 Salary History 50
5.4.2 Promotion 51
5.4.3 Cost Center History 53
5.4.4 Grade History 54
5.4.5 Internal Transfer 55
5.5 Penalties 56
5.6 Performance Review 57
5.7 Employees Attachments 58
5.8 Passport Movement 59
5.9 Work Permit Movement 60
5.10 Employees License 61
5.11 Employees Custody 62
5.12 Employees Training Courses 63

5.13 Training Courses 64
5.14 Other Action 65
5.14.1 Employees Relatives 65
5.14.2 Employees Experience 66
5.14.3 Employees Education 67
5.14.4 Employees Skills 68
5.14.5 Employees Flags 69
5.14.6 Employees Dependent 70
6 Pre Hiring 71
6.1 Introduction 71
6.2 Employee Pre Hiring 71
6.2.1 Personal Information 72
6.2.2 Residency and Passport Information 73
6.2.3 Transfer Pre Hiring Employee 74
6.3 Pre Hiring Reports 75
7 Leaves 77
7.1 Introduction 77
7.2 Annual Leaves 77
7.3 Leave Cash Payment 82
7.4 Sick Leaves 83
7.5 Other Leaves 86
7.6 Return From Leaves 87
7.7 Leave Reports 88
8 Salary 90
8.1 Introduction 90
8.2 Payroll 90
8.3 Calendar 93
8.4 Additions 95
8.4.1 Additions 95
8.4.2 Allowance 96
8.4.3 Yearly Bonus 97
8.4.4 Periodic Increase 98
8.4.5 Medical Indemnity 99
8.4.6 Read Attendance File 99

8.4.7 Over Time 100
8.4.8 Business Travel 102
8.4.9 Add/Increase Allowance 103
8.5 Deductions 104
8.5.1 Loan 104
8.5.2 Monthly Deductions 106
8.5.3 Absence List 107
8.5.4 Absence 108
8.5.5 Other Insurance 109
9 End Of Service 111
9.1 Introduction 111
9.2 End Of Service 111
9.3 Partial Termination Payment 115
9.4 Exit Interview 116
9.5 End Of Service Reports 117
10 Reports 119
10.1 Introduction 119
10.2 Employee Reports 120
10.3 Salary Reports 121
10.4 Official Reports 122
10.5 Administrative Reports 124
10.6 Browse Reports 125
11 Tools 127
11.1 Introduction 127
11.2 Index 127
11.3 Task 128
11.4 Calendar 128
11.5 Notes 129
11.6 Calculator 129
12 Technical Issues 130
12.1 Technical Information Regarding HRM System 130
13 Troubleshooting FAQ's 131
14 Bibliography 134

1 Introduction

1.1 About HARD TASK®

HARD TASK® for information technology (subsidiary of The Doctor National Group Companies) is considered to be a leading company among very few in Kuwait which are specialized in complete software solutions, and has reached professional levels in developing both Web-Based solutions as good as Desktop applications and the ability to integrate both.

HARD TASK® for IT is a major software development organization in Kuwait specialized in designing and developing dynamic web sites, software programs, and desktop applications, CD presentations and complete IT solutions.

1.2 About HRM

A Human Resources Management System (from now on referred as HRM) is a software application that combines many human resources functions, including benefits administration, payroll and performance analysis and review into one package.

It shapes an intersection in between human resource management and information technology. It merges HRM as a discipline and in particular its basic HR activities. The HRM System automates the entire recruit-to-retire process, so you can align your workforce with strategic objectives.

This model provides a single, accurate view of human resources-related activities. It implements the complete business suite for the fastest way to high-quality enterprise information.

With people-related costs averaging over 60% of total corporate expenditures, leading firms are paying increased attention to the contribution made by their workers. This model includes programs to improve the efficiency, effectiveness, and productivity of the workforce. To be fully effective, these programs require new processes supported by leading technologies. We call this new model for work force excellence and believe it is the ultimate goal of HR, regardless of company size, industry segment, or geography.

1.3 Main Modules

The main modules can be sum up as following:

- Bilingual [Both Arabic And English]
- Alert System
- Data Definitions
- Pre Hiring
- Employee Data Bank
- Official Forms
- Leaves
- Attendance
- Employee Calendar
- Additions And Deductions
- Payroll
- Reports
- Tools and Configuration

1.4 Special Features

- Compliant with Kuwait labor law.
- Also Compliant with UAE, Qatar, Bahrain, Jordan, and other Arab countries.
- Keep track of multiple employee & department transfers.
- Keep track of employees' promotion & progress within an organization.
- Maintain employee contracts & renewal of contracts
- System allows defining unlimited number of allowances & deductions.
- Generates monthly payrolls, allows entering overtime & other allowances & deductions.
- Allows referring to previous payroll periods paid, printing previous payroll periods, generating payroll selectively for a department, project or employee.
- Enable user to define employee loans, deduct automatically with payroll or pay cash.
- Allow to manage various types of leaves & end of service calculations.
- Handles provisions of leave &indemnity.
- Extensive &various analysis reports, customized to every business needs.
- Allows registering of employee memos, C.V's & issues and much more.
- All Shoon Reports

- Indemnities Calculations with accuracies
- Annual Leaves balance calculation

2 Getting Started

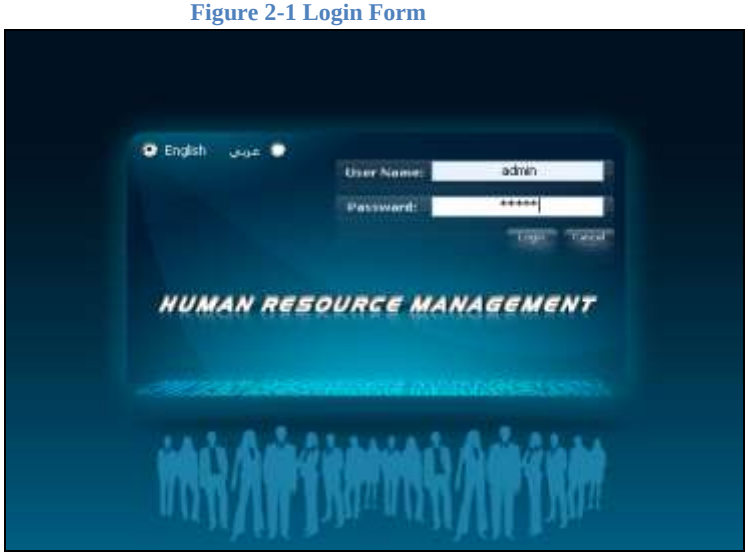
2.1 Introduction

This Chapter talks about the initial things appearing onto the system. Basically it talks about the login form followed by the system alert which is the first thing appearing once logged in successfully.

2.2 Login Form

Login Screen appears on the start of the program as shown in Figure 2-1. Choose the preferred language of English or Arabic from the left corner of the screen. Enter the User Name [1] and password provided to you, and then press Login Button. System will verify your user name and password and then initialized and load your settings.

Figure 2-1 Login Form



2.3 System Alert

Once logged into the system, you will see an alert window pops up refer to Figure 2-2. It has an alert list to select the alert type from.

To select an alert list:

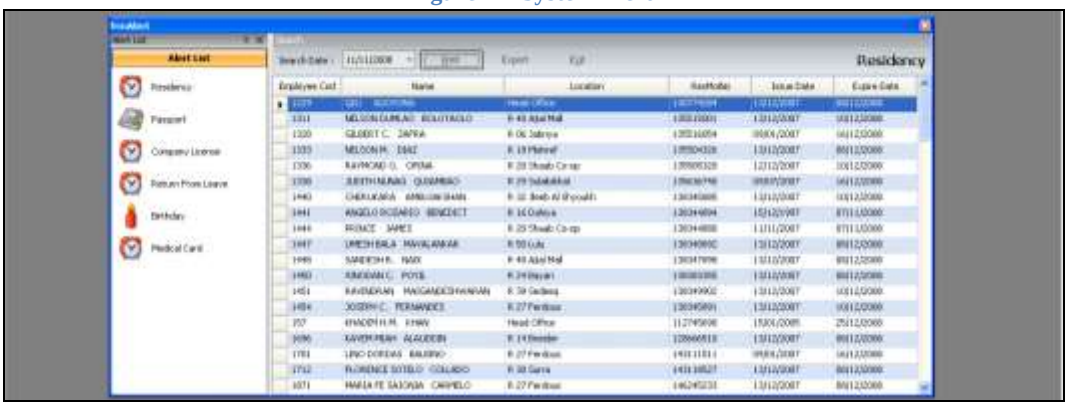
- **Alert List**: List of different alert types. Click on any one to get its relevant list. Also see section 3.2.9 Alert Configuration.

[1] Each User has different authentication

- **Search Date**: Date based on which alert list will populates.
- **Print**: To print the list.
- **Export**: To export list in Excel format.
- **Exit**: To Close the Alert Window.

Date used on auto popup to populate list is number of days in configuration for given alert added to current date.

Figure 2-2 System Alert



If alert form is open manually from utilities menu as shown in Figure 2-3 System Alert access Menu, it will then consider selected date only.

Figure 2-3 System Alert access Menu

3 Utilities

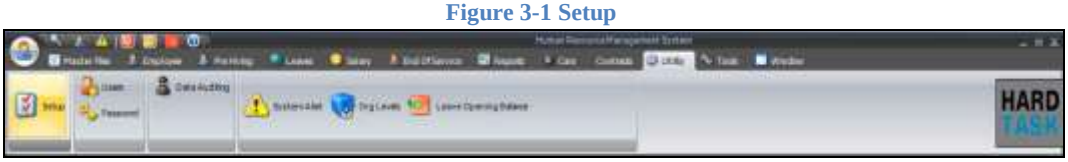
3.1 Introduction

This chapter deals with the utilities related issue of the system. It starts with the setup form which configures the system followed by system users. The chapter continues with user password changing form and then about auditing issues. Following to it comes the system alert, organization level and leave opening balance.

3.2 Setup

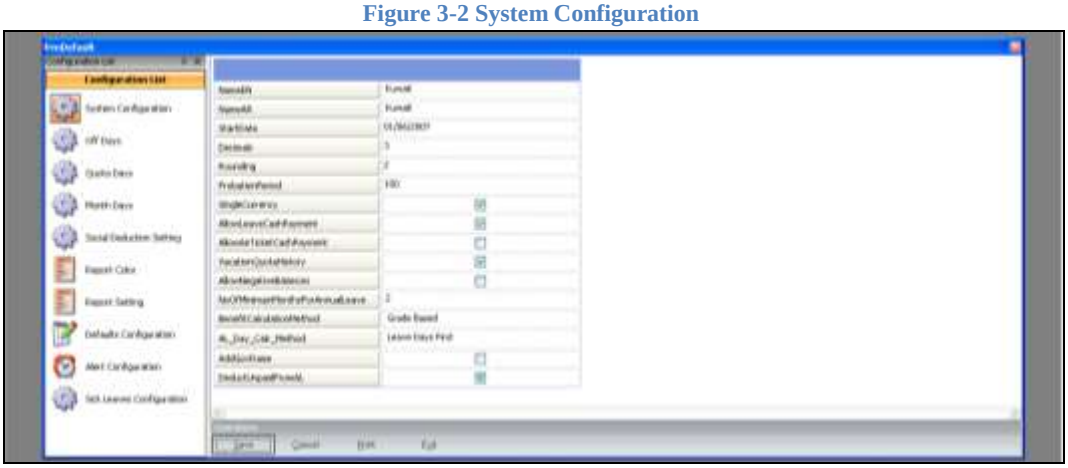
This chapter talks about the HR system configuration. It will go throw each and every tab in setup form giving you a explanation about each field under it. Setup menu can be access from setup button under utilities menu as shown in Figure 3-1 Setup.

Figure 3-1 Setup



3.2.1 System Configuration

Figure 3-2 System Configuration

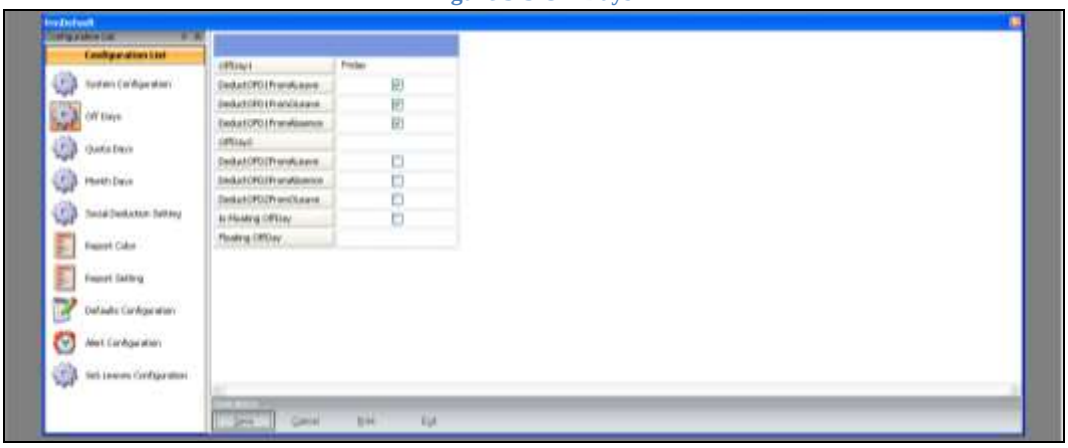


- **NameEN**: Name of the company in English.
- **NameAR**: Name of the company in Arabic.
- **StartDate**: Date From When Application has been started. Any Transaction before this date should not be inserted into the system.
- **Decimals**: This Number decides how many figures should be show after decimal period.

- **Rounding**: This Number decides the rounding limit of any given figure.
- **ProbationPeriod**: new employee probation period limit.
- **SingleCurrency**: If the Application is using single or multiple currencies.
- **AllowLeaveCashPayment**: If leave cash payment is allowed or not.
- **NoOfMinimumMonthsForAnnualLeave**: minimum Service period in terms of month for being eligible to apply for annual leave. Zero implies no limit.
- **BenefitCalculationMethod**: There are three options in it.
    - **Job Based** is used by those companies who have all benefits and allowance based on Job.
    - **Grade Based** is used by those companies who have all benefits and allowance based on Grade.
    - **Default** is used by those companies who have benefits and allowance has no direct relation with Job or Grade.
- **AL_Day_Calc_Method**: Calculating earned salary at the time of annual leave can be done in three different methods.
    - **Actual Days**: The actual working & leave days are used for calculation earned salary irrelevant of being more or less then the basic salary.
    - **Leave Days First**: Leave day's salary of the month are calculated first and remaining balance goes to the working day's salary.
    - **Working Days First**: working day's salaries of the month are calculated first and remaining balance goes to the leave day's salary.
- **AddGovRaise**: If Government social raise if provide by company or not.
- **DeductUnpaidFromAL:** While calculating Annual Leave Balance should Unpaid Leaves be deducted or not.

3.2.2 Off Days

Figure 3-3 Off Days

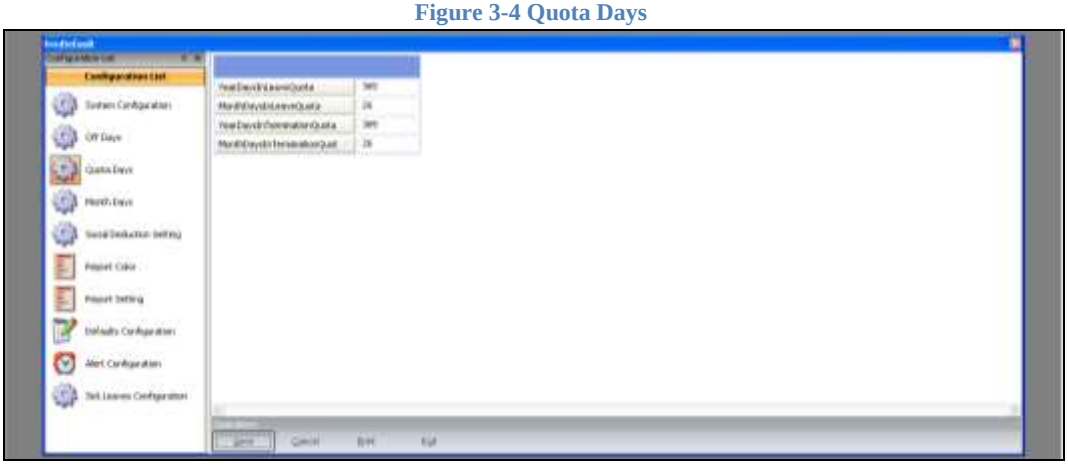


- **OffDay1** : First Off Day of the week usually Friday
- **DeductOFD1FromALeave**: To deduct this off day while calculating Annual Leave.
- **DeductOFD1FromOLeave**: To deduct this off day while calculating Other Leave.
- **DeductOFD1FromAbsence**: To deduct this off day while calculating Absence.
- **OffDay2** : Second Off Day of the week if any.
- **DeductOFD1FromALeave**: To deduct this off day while calculating Annual Leave.
- **DeductOFD1FromOLeave**: To deduct this off day while calculating Other Leave.
- **DeductOFD1FromAbsence**: To deduct this off day while calculating Absence.
- **IsFloatingOffDay**: Is off day floating and not fixed like in many restaurants. If so then OffDay1 and OffDay2 should be blank.
- **FloatingOffDay**:If Floating Off Day is true then Off Day for management.

-

3.2.3 Quota Days

Figure 3-4 Quota Days

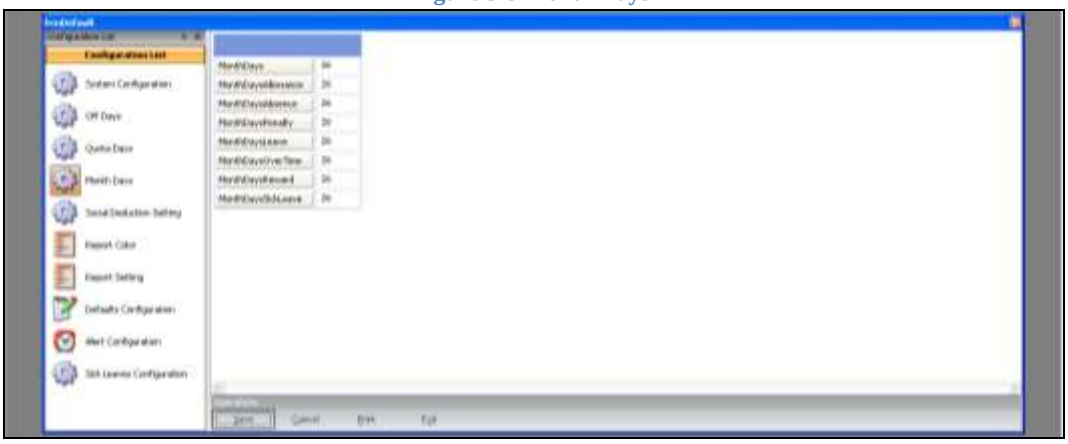


- **YearDaysInLeaveQuota**: Number of days of year used when calculating per day annual leave balance.
- **MonthDaysInLeaveQuota**: Number of days of month used when calculating per day annual leave balance.
- **YearDaysInTerminationQuota**: Number of days of year used when calculating per day Indemnities balance.
- **MonthDaysInTerminationQuota**: Number of days of month used when calculating per day Indemnities balance.

-

3.2.4 Month Days

Figure 3-5 Month Days

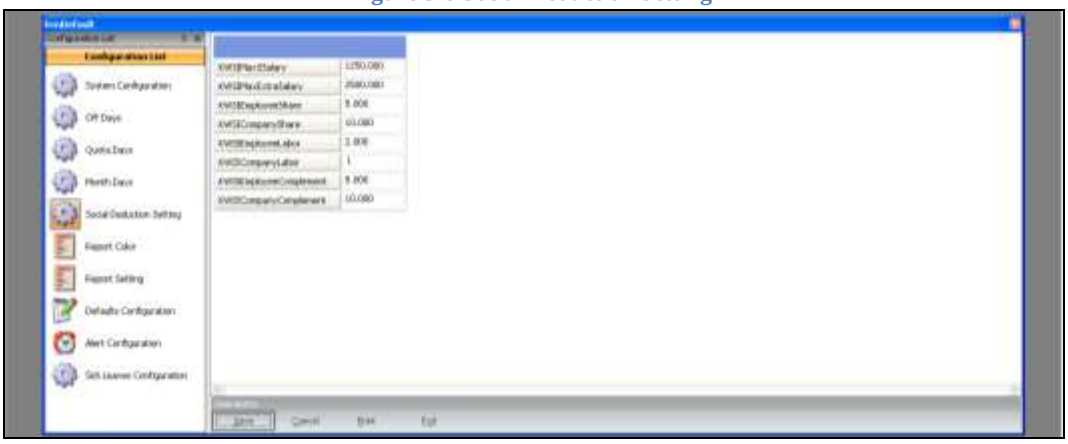


- **MonthDays**: Working days in month used for calculation.
- **MonthDaysAbsence**: Working days in month used for calculating Absence.
- **MonthDaysPenalty**: Working days in month used for calculating Penalties.
- **MonthDaysLeave**: Working days in month used for calculating Leaves.
- **MonthDaysOverTime**: Working days in month used for calculating Over Time.
- **MonthDaysReward**: Working days in month used for calculating Rewards.
- **MonthDaysSickLeave**: Working days in month used for calculating Sick Leaves.

-

3.2.5 Social Deduction Setting

Figure 3-6 Social Deduction Setting

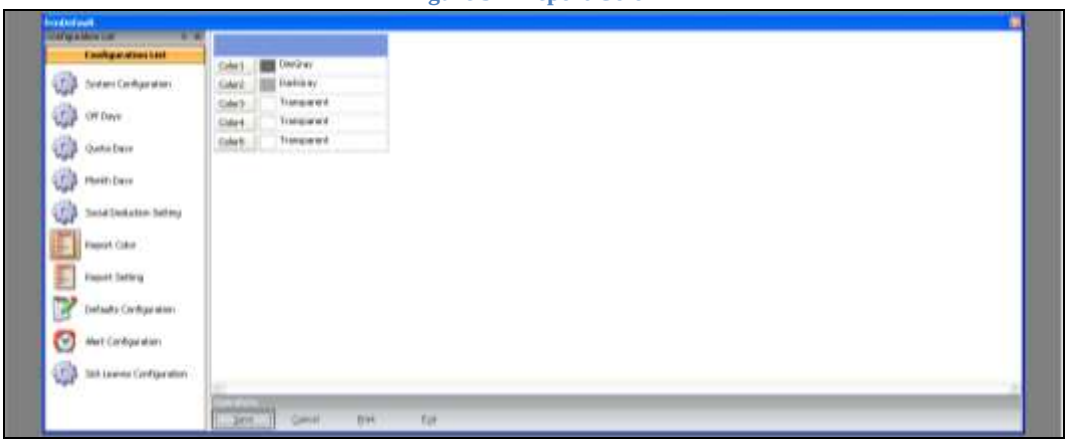


- **KWSIMaxSSalary**: Maximum Salary limit used when calculating social Insurance Security.
- **KWSIMaxExtraSalary**: Maximum Extra Salary limit used when calculating social Insurance Security
- **KWSIEmployeeShare**: Employee Share in percentage.
- **KWSICompanyShare**: Company Share in percentage.
- **KWISEmployeeLabor**: Employee Labor Share in percentage.
- **KWISCompanyLabor**: Company Labor Share in percentage.
- **KWISEmployeeComplement**: Employee Complement Share in percentage.
- **KWISCompanyComplement**: Company Complement Share in percentage.

-

3.2.6 Report Color

Figure 3-7 Report Color



- **Color1**: Background color theme for first level in reports if any.
- **Color2**: Background color theme for second level in reports if any.
- **Color3**: Background color theme for third level in reports if any.
- **Color4**: Background color theme for forth level in reports if any.
- **Color5**: Background color theme for details section in reports if any.

3.2.7 Report Setting

Figure 3-8 Report Setting

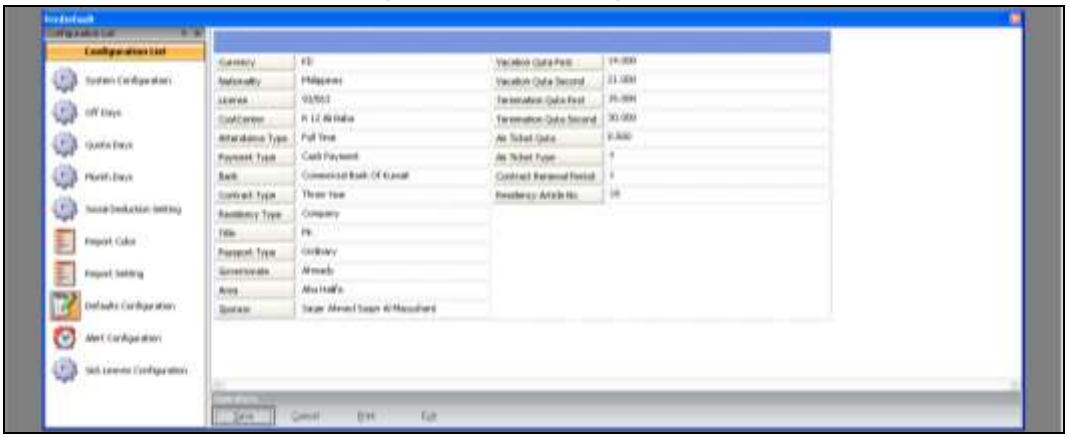
- **HeaderLandscape**: Page header used in all landscape reports, where selected employees are from multiple licenses.
- **HeaderPortrait**: Page header used in all Portrait reports, where selected employees are from multiple licenses.
- **FooterAR**: First page footer text line used in all reports, where selected

employees are from multiple licenses.

- **FooterEN**: Second page footer text line used in all reports, where selected employees are from multiple licenses.

3.2.8 Default Configuration

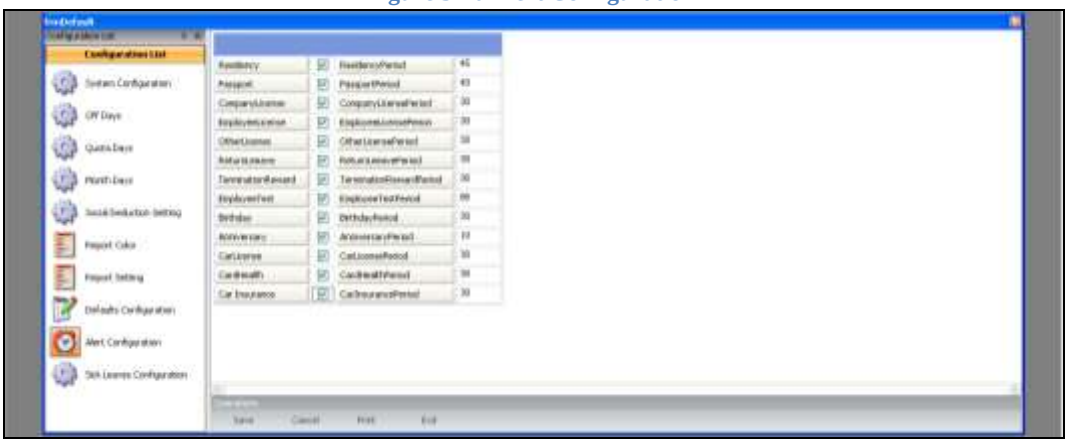
Figure 3-9 Default Configuration



System has default value for many properties for employee data files. While creating new employee data file, these properties will be loaded by default for the given employee. Please note that even after loading default values you will have capability to modify them for a given employee. Few of these properties will be found in the Master Files Section of the system.

3.2.9 Alert Configuration

Figure 3-10 Alert Configuration

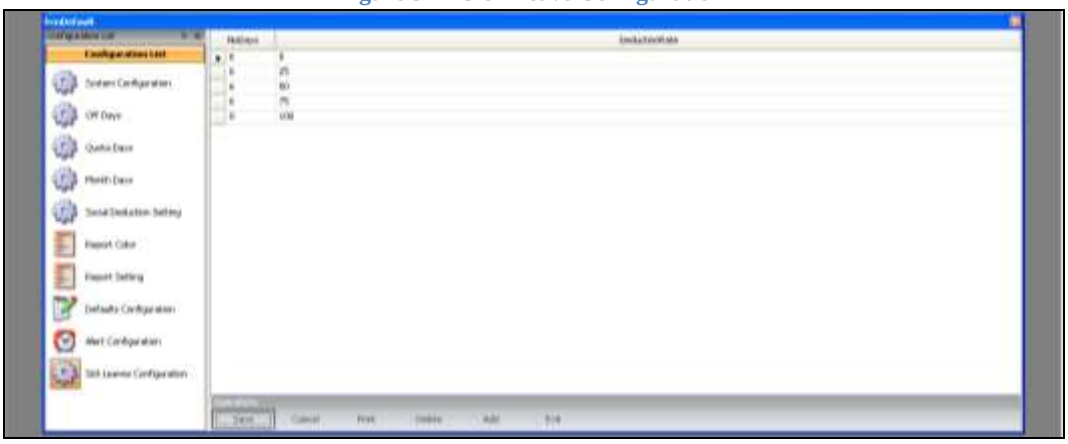


System has a list of alerts to be used. Any particular alert if not needed, can be checked out from here. For instance if company does not care of employees anniversary with the company they can check it out and it will not pop up. Each

alert also have its period in terms of days. As in this example company needs to know about passport expiry of any employee 40 days before.

3.2.10 Sick Leave Configuration

Figure 3-11 Sick Leave Configuration



For the sick leave deduction calculation system uses this information. Starting from the top it shows the number of days an employee is sick in a year and the deduction rate applied. The above example shows as according to Kuwait law the first 6 days will deduct nothing; next 6 days will deduct 25% of employees' salary and so on.

3.3 Users

3.3.1 Users information

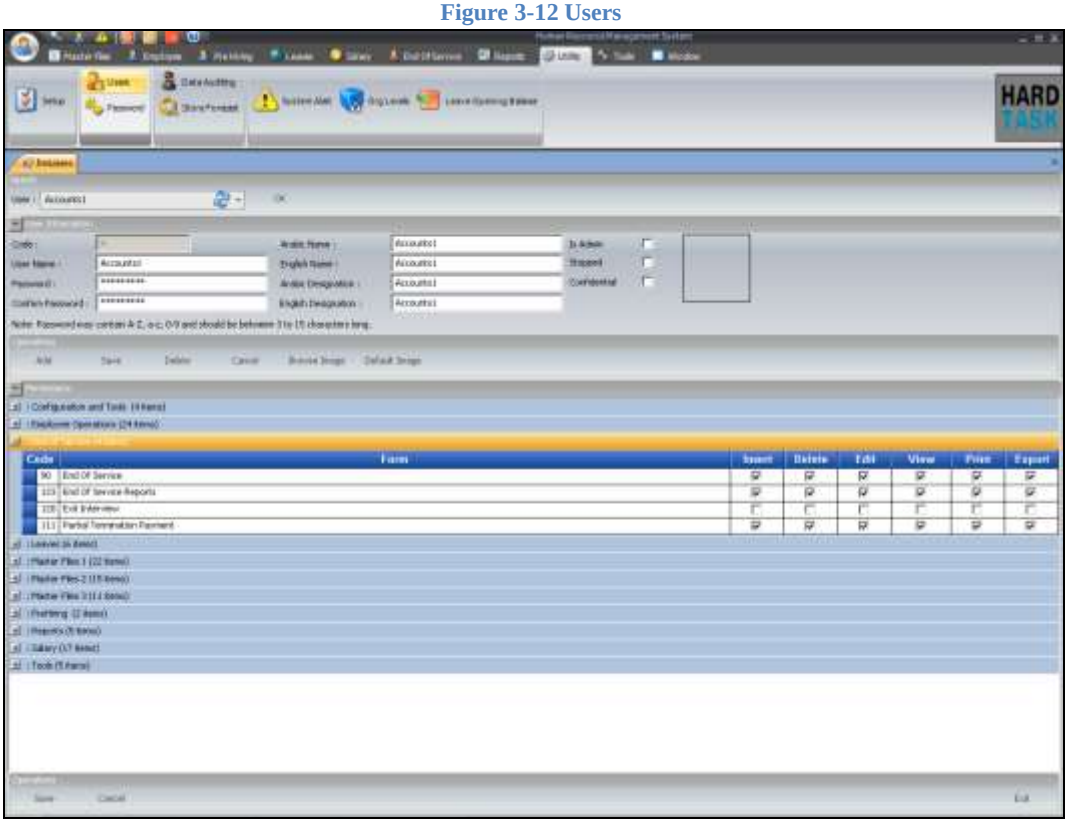
This Section discuss about the users who will be logging into the system. This form can be access from Utilities Tab as show in Figure 3-12 Users.

- **User Name:** System user login name used in Login Form.
- **Password:** System user password used in Login Form.
- **Arabic Name:** Users Arabic name used form auditing and reporting.
- **English Name:** Users English name used form auditing and reporting.
- **Arabic Designation:** Uses Arabic designation in the system.
- **English Designation:** Uses English designation in the system.
- **Is Admin:** It defines if the used is an admin to the system or not. If admin user has full authentication in the system.
- **Stopped:** It defines if user can login into the system or not.
- **Confidential:** It defines if user can access confidential employee's information or not. If user is not confidential then they will not see the

confidential employee in any operation and reports.

- **Browse Image:** For browsing any used image which appear in the right corner of the application.

Figure 3-12 Users



3.3.2 Permission/Authentication

This paragraph discuss about users authentication. By default if user is **not admin,** when login can only change his/her password as shown in Figure 3-13 User with no permission. All the other tabs are not visible to this user.

Figure 3-13 User with no permission

System administrator can choose the exact modules the user should access, by giving user. Administrator can choose each module, each form in given modules and mention if user can- Insert, Delete, Edit, View, Print, and Export. In Figure 3-12 Users, user named Accounts1 has no permission for Exit Interview. In that case if user Accounts1 login into the system, will not see icon for Exit Interview

in End of Service tab.

3.4 Password

Figure 3-14 Password Menu

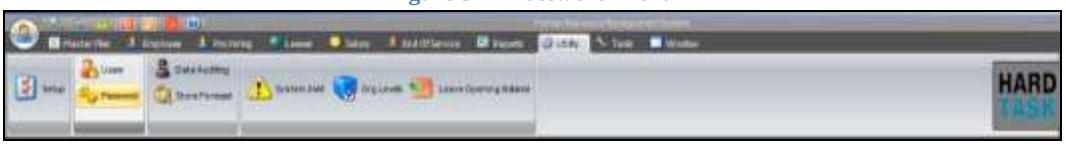
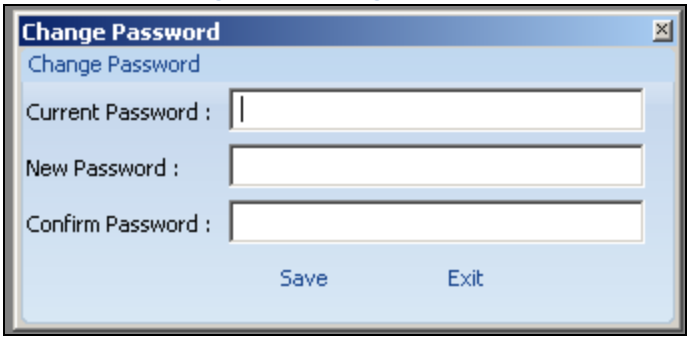


Figure 3-15 Change Password

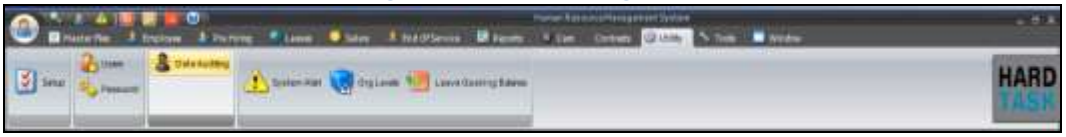


Each individual system user can change their own password they have logged into from this window.

- **Current Password:** The old password of the user account.
- **New Password:** The new password for the user account.
- **Confirm Password:** The new password is typed again for confirmation.

3.5 Data Auditing

Figure 3-16 Data Auditing Menu

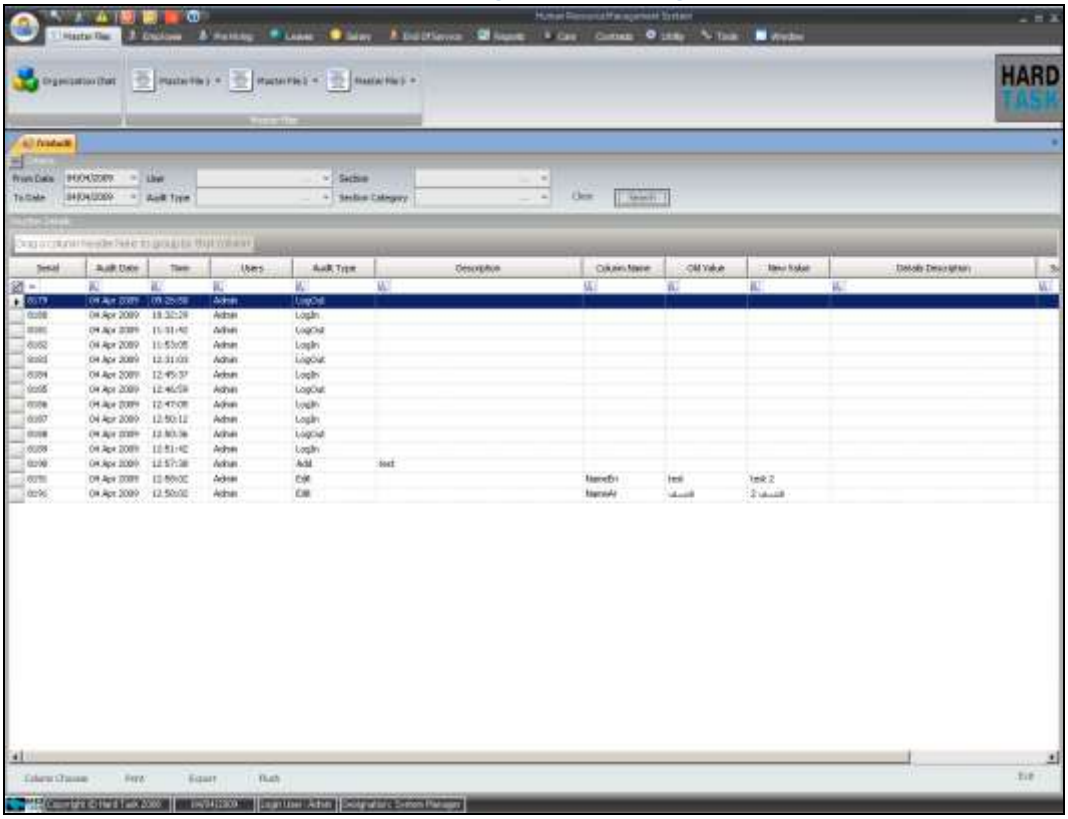


Any major transaction occurring in the system is kept track of. Only system administrator has an authentication to browse throw these audit records. Refer to Figure 3-17 Auditing

- **From Date: Start date from where auditing search has to be made**
- **To Date:** End date till where auditing search has to be made.
- **User:** System user for which auditing search has to be made.
- **Audit Types**: Types of action based on which search can be made.

- **Section:** The Exact section of forms under which search has to be made.
- **Section Category:** The category of section can also be used.

Figure 3-17 Auditing



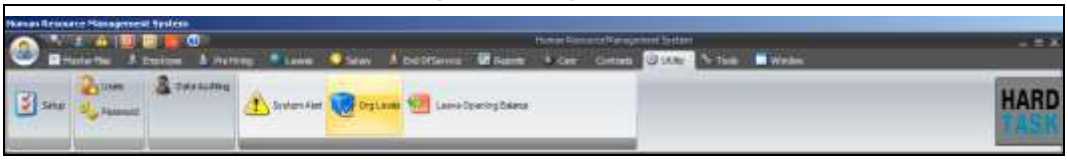
3.6 System Alert

Figure 3-18 System Alert

System Alert is a manual way to open the alert form. Explanation for alert can be read under section 2.3 System Alert. Also see section 3.2.9 Alert Configuration.

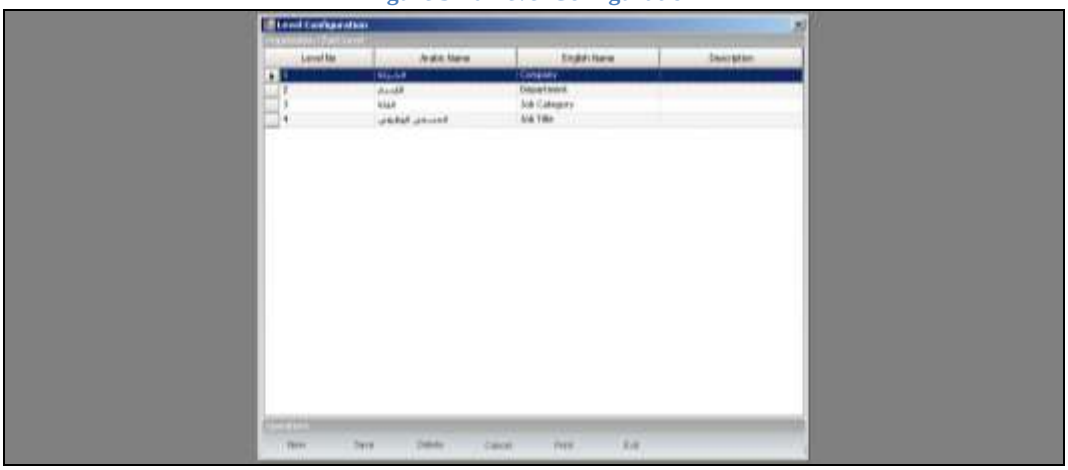
3.7 Org Levels

Figure 3-19 Org Levels



Organization level is authenticated only to the administrator. Initially when the system starts, administrator has to decide the number of levels in its organization. The example as shown in Figure 3-20 Level Configuration, consist of organization with four levels. The top level is named as *Company* has many *Departments*, which further consist of many *Job Category*, which finally consist of employees *Job Titles*. Whatever may be the organization structure, the last level is always considered as *Job Title*. These Levels help in the construction of Organization chart which is discussed in section named 4.2 Organization Chart.

Figure 3-20 Level Configuration



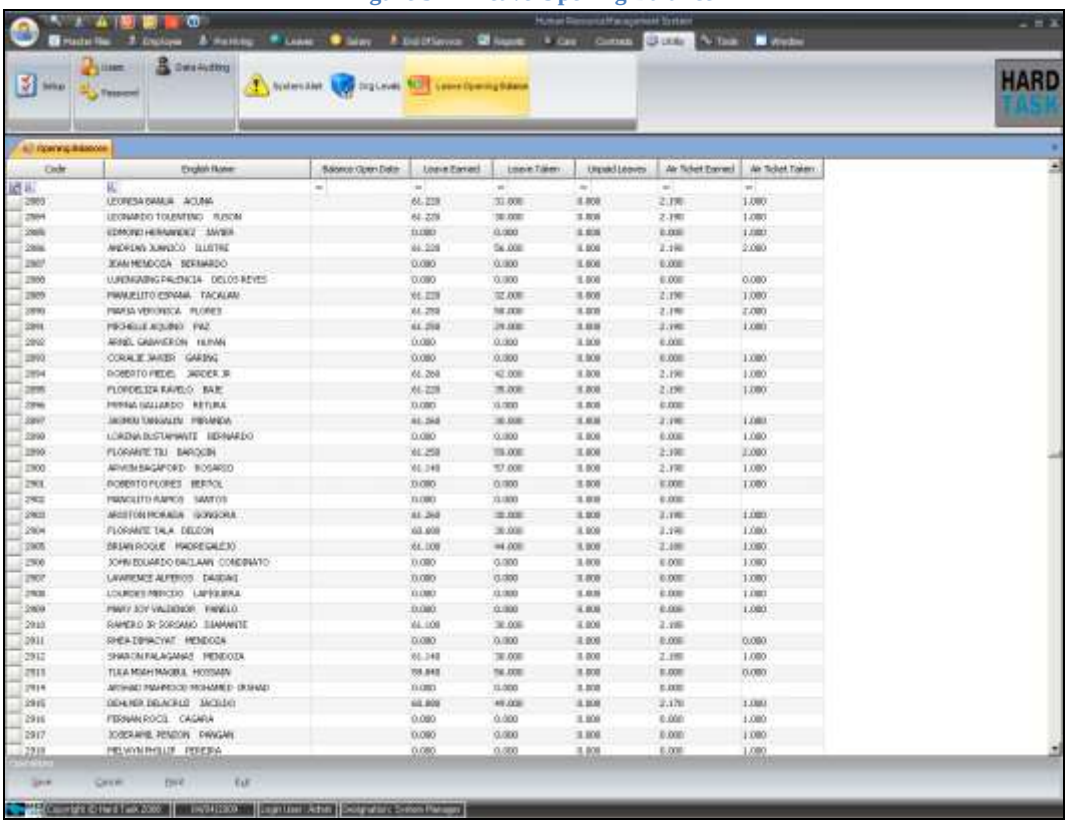
3.8 Leave Opening Balance

Leave opening balance section consist of each individual employees leave balance information before the start of system. Check section 3.2.1 System Configuration for system start date. Once employee basic information has been inserted, there leave opening balance information can been inserted at this point. This will help in employee leave balance calculation.

- **Balance Open Date:** If for some reason balance date is other then system start date then you mention it over here. Else keep it blank. For example if the start date is 01/06/2007, but an employee was on leave from 10/5/2007 till 10/06/2007, then in that case, balance open date will be 10/06/2007 if leave is not inserted in system and balance open date will be 10/05/2007 if leave is inserted in system.
- **Leave Earned:** Total Leave earned by an employee from their hiring date until the balance open date or system start date, whatever the case is.
- **Leave Taken:** Total leave taken from their hiring date until the balance open date or system start date.

- **Unpaid Leaves:** Total unpaid leave taken by an employee from their hiring date until the balance open date or system start date. These unpaid days are not part of service period and are excluded while calculating employee leave balance and indemnity balance.
- **Air Ticket Earned:** Total Air Ticket earned by an employee from their hiring date until the balance open date or system start date, whatever the case is.
- **Air Ticket Taken:** Total Air Ticket taken from their hiring date until the balance open date or system start date.

Figure 3-21 Leave Opening Balance

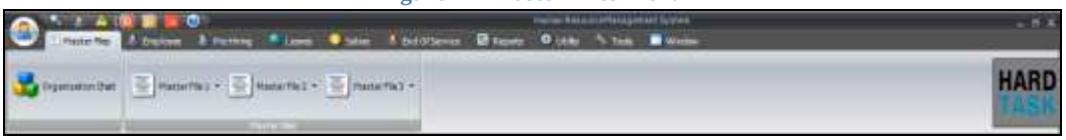


4 Master Files

4.1 Introduction

This Chapter will talk about the master files which are used in complete application as a drop down menu. It is the first tab in the system which has Organization chart and the rest is categorized into Master File 1, Master File 2 and Master File 3 as shown in Figure 4-1 Master Files Menu

Figure 4-1 Master Files Menu

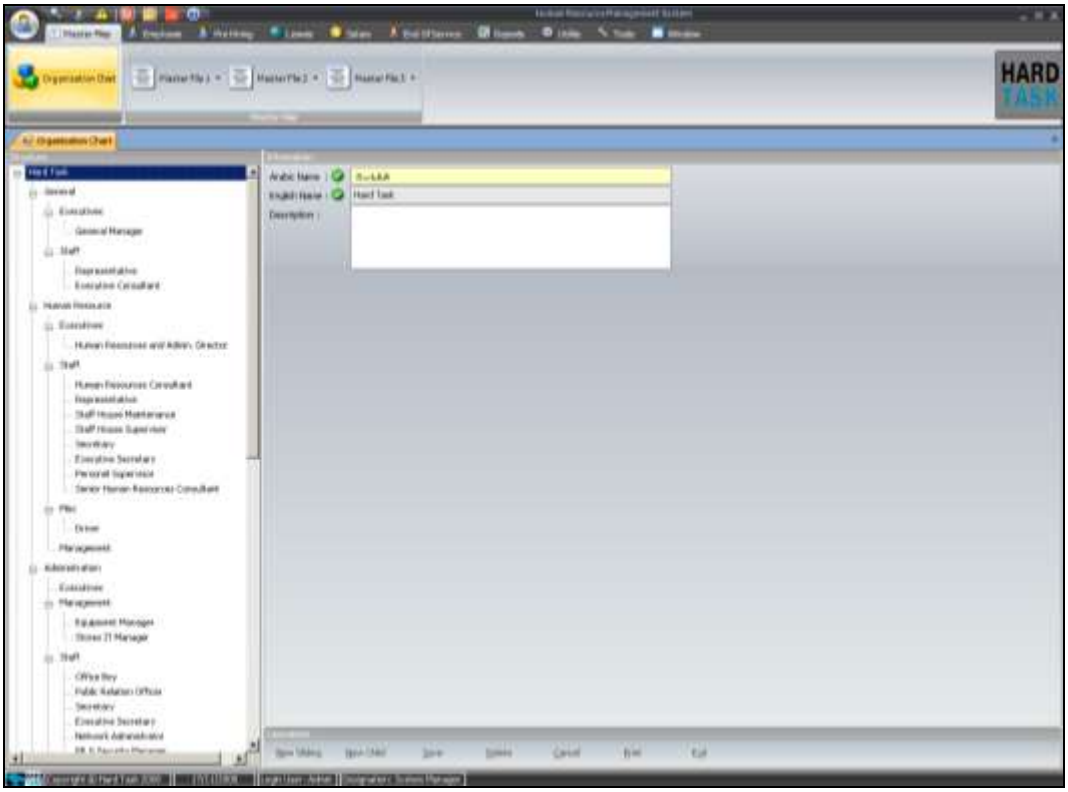


4.2 Organization Chart

Company's organization chart is being declared here. Before start entering actual employee's information an organization chart has to be created. In this system your organization structure can be build dynamically. As mentioned in section 3.7 Org Levels the levels in organization has to be decided first over there. This organization chart has to do with structural division of job in company and has nothing to directly with an individual employee. For instance if a company's top position is General Manager, still it will be under forth level in organization chart and not on top, See Figure 4-4 Organization last level.

As seen in Figure 4-2 Organization Chart, left side contain structural tree of the organization and right side contains the information about the level which is selected on the left side. In the given example there are four levels in organization chart [Company, Department, Job Category and Job Title]. Hard Task the top node in the structure tree is a company [see Figure 4-3 Organizations top level]. General, Human Resource and administration are under the second level i.e. Department. Executives and Staff are under third level i.e. Job Category. And finally General Manager, Representative, Executive Consultant are under last level i.e. Job Titles [see Figure 4-4 Organization last level].

Figure 4-2 Organization Chart



- **New Sliding:** It adds new element of organization chart at same level which is selected under structure tree. So if you have selected General which is a Department and then clicked on New Sliding then system will ask you to enter information about new Department.
- **New Child:** It adds new element of organization chart at next level of which is selected under structure tree. So if you have selected General which is a Department and then clicked on New Child then system will ask you to enter information about new Job Category which is next level after Department.

Job Title is a special level in the organization structure, which is always the last one. So the remaining will have information section same like Figure 4-3 Organizations top level, but the Last one which is a job title with have information section as shown in Figure 4-4 Organization last level.

Figure 4-3 Organizations top level

- **Allow Over Time:** It defines if an employee with selected job title should be allowed over time or not. It will be taken into consideration when calculating hours in calendar and read attendance file sections of salary.
- **Allow Floating Off Day:** If an off day is set to floating [see section 3.2.2 Off Days], then this check box defines if selected job titles get floating off days or not. For example, if both setup and job titles says to allow floating off days, then employee with this job title will have only those off days which will be mentioned in Employee Calendar [Salary Section]. On the other hand if setup allows floating off days but job titles dose not, then the fixed day selected in setup as off day will be considered as employee's day off.
- **Allow Special Holiday:** It defines if special holidays mentioned in official holidays are considered for employees with selected job titles.

Figure 4-4 Organization last level

4.3 Master Files

To make data entry an easier task, most of the data input in this system are a drop down. So list of data which are used again and again are kept under this section called master file 1, 2 and 3.

Figure 4-5 Master File 1

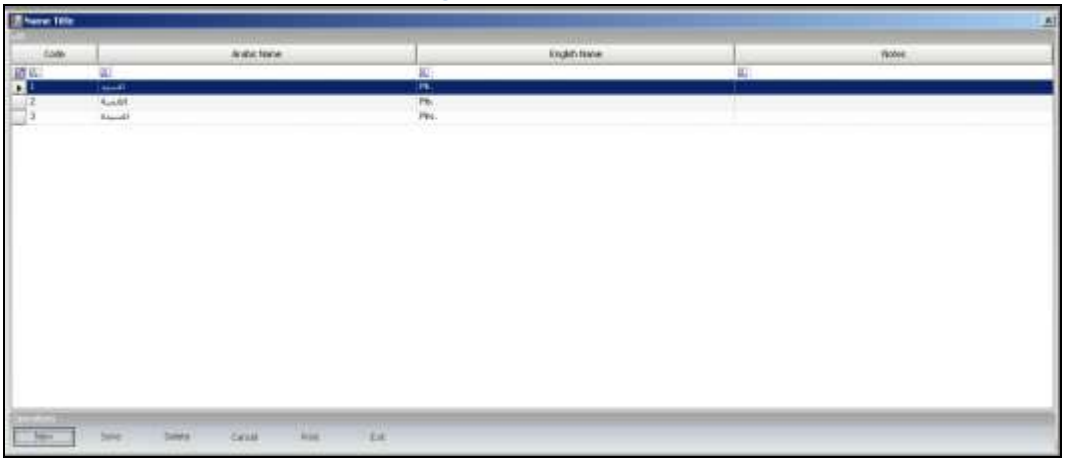
Figure 4-6 Master File 2

Figure 4-7 Master File 3

Most of these master files are a simple list while many other have special columns, while few need detailed explanation.

4.3.1 Simple Master Files

Figure 4-8 Name Title



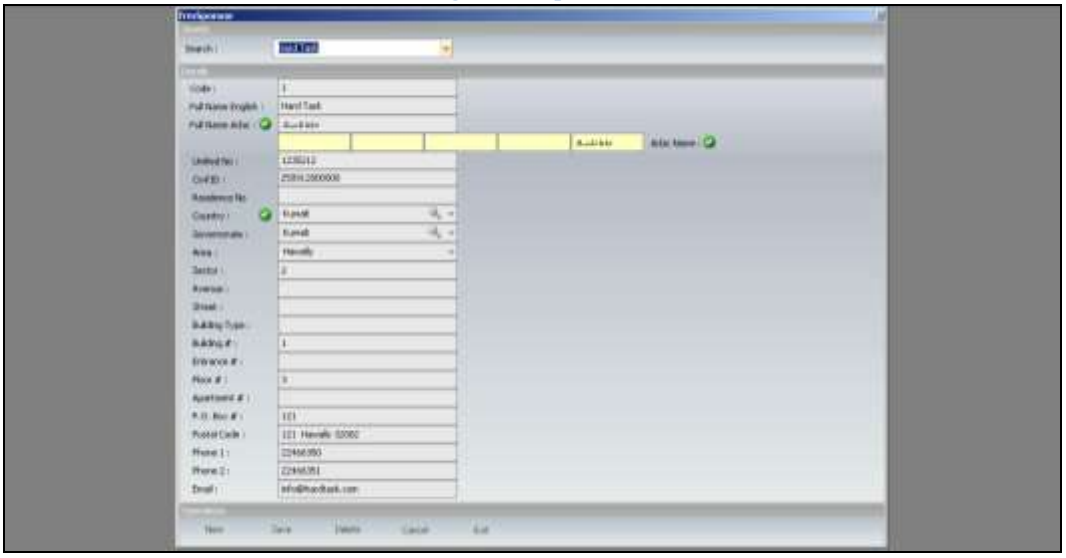
Name title is an example of simple master file list. Most of the items in master files would look alike Figure 4-8 Name Title.

- **Code**: System Generated code for the list item.
- **Arabic Name**: Arabic name of the selected item in the list. Will be shown in the drop down when logged in Arabic interface.
- **English Name**: English name of the selected item in the list. Will be shown in the drop down when logged in English interface.
- **Notes**: Any note in relation to the item in the list.

- **New**: Create new record in the selected list.
- **Save**: Saves the complete list.
- **Delete**: Deletes the selected row in the list.
- **Cancel**: Cancels any recent changes which have not been saved.
- **Print**: Gives a print preview of the list that can be printed.
- **Exit**: Closes the form.

4.3.2 Sponsors

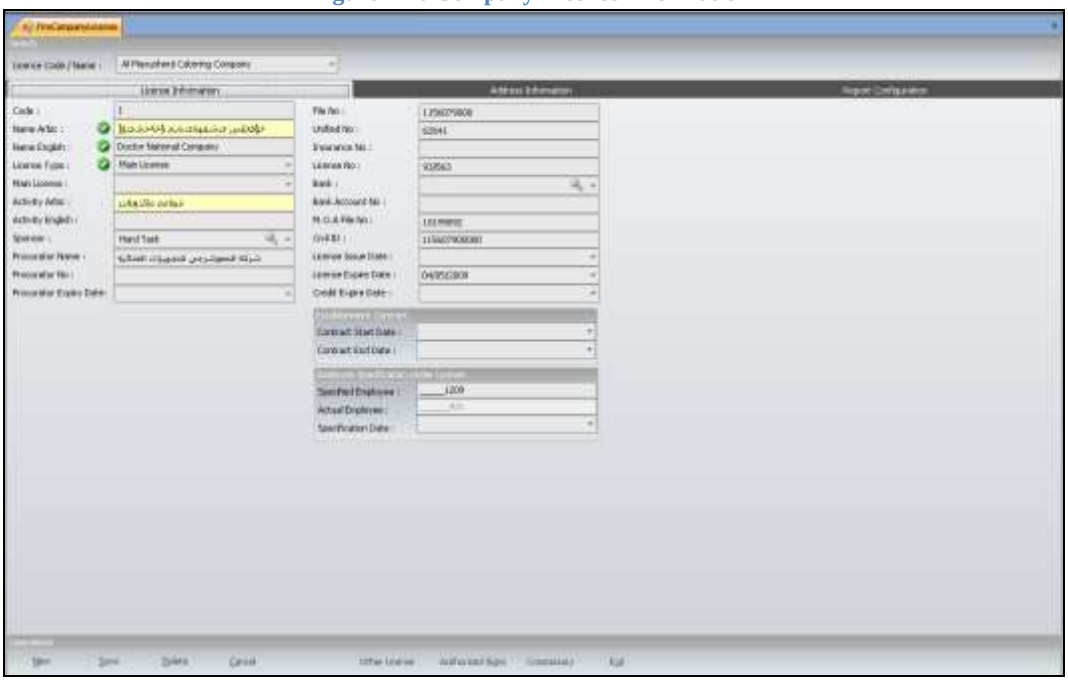
Figure 4-9 Sponsors



- **Search**: A drop down to search sponsors.
- **Code**: System Generated unique code for the selected item.
- **Full Name English**: English name of the sponsor.
- **Full Name Arabic**: Arabic Name of the sponsor. Read only.
- **Arabic Name**: Arabic Name of the sponsor.
- **Unified No**: the unique unified no of a sponsor which is used in official papers.
- **Civil ID**: The civil id if the sponsor.
- **Residence No**: The residence no of the sponsor used in official papers.
- **Address**: The individual detailed address information of the sponsor used in official papers.

4.3.3 Company License

Figure 4-10 Company Licence Information



This form consists of information regarding company license. A company can have more than one company license.

- **License Code / Name:** A drop down to search for company license.
- **License Information Tab:** It contains the basic information about the license most of which is used in official forms. Please Refer to Figure 4-10 Company Licence Information
- **Address Tab:** It contains the address information of the license. Please Refer to Figure 4-11 Company License Address Information.
- **Report Configuration Tab:** It contains the letter head and footer for reports. Please Refer to Figure 4-12 Company License Report Configuration. They are used in reports only if the selected set of employee falls under single license. Else it will take header and footer from report setting form setup. Please refer to section 3.2.7 Report Setting for more details.

Figure 4-11 Company License Address Information

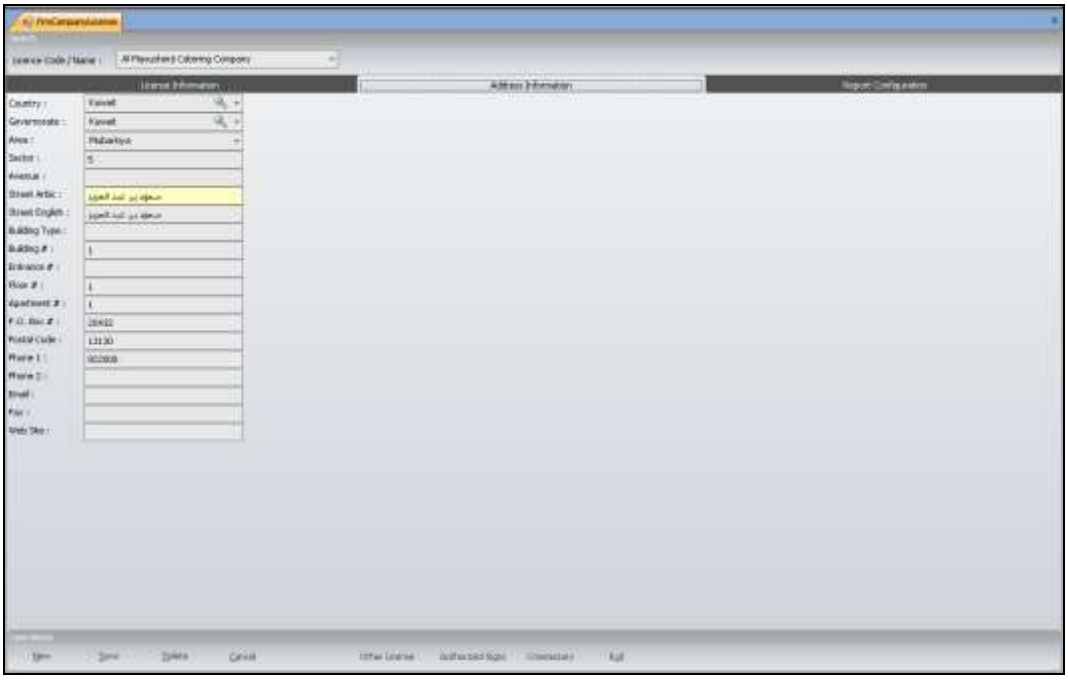


Figure 4-12 Company License Report Configuration

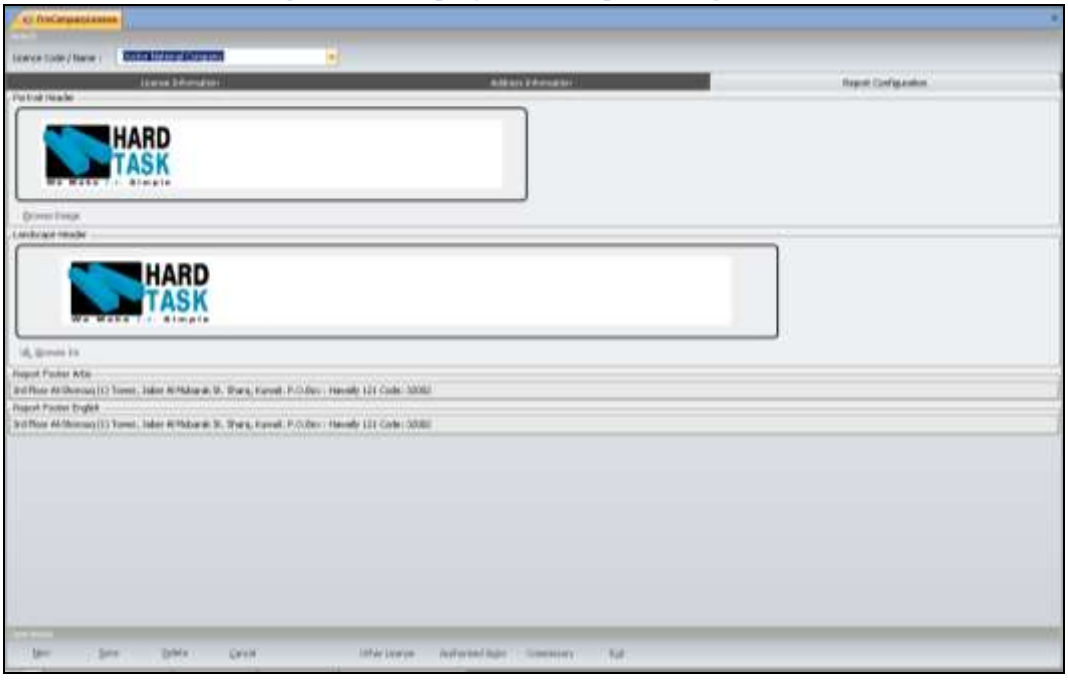
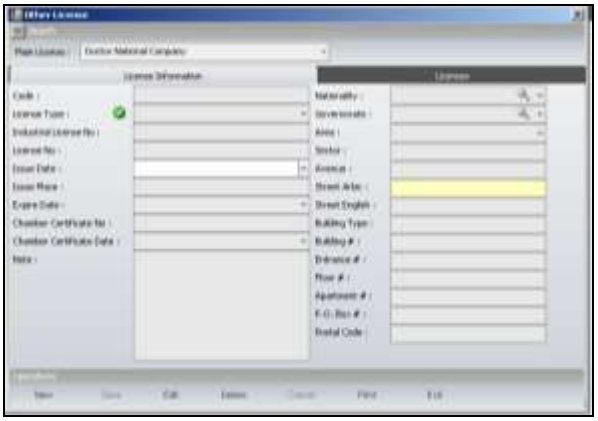
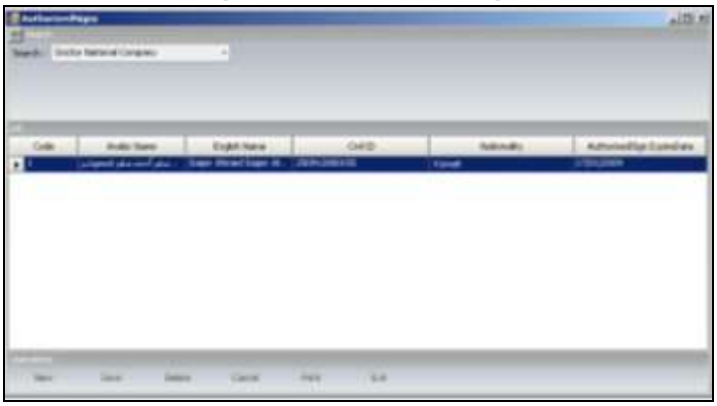


Figure 4-13 Other License



- **Other License:** Each company license also contains other license under them. They are used in some official forms too. One company license can have more than one other license.

Figure 4-14 Authorization Sign



- **Authorization Sign:** Each company license also contains authorization sings which can be inserted over here. They are used in official paper as well.

4.3.4 Job Benefits

Figure 4-15 Job Benefits

Each job title has a benefits attached to it. These benefits are given to the employee whenever they get new job or when they are assigned the first job in the system.

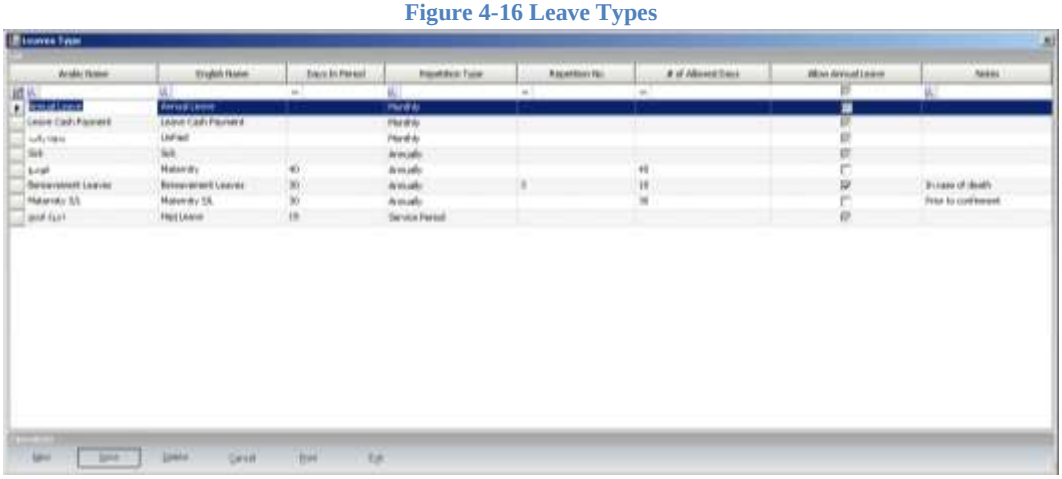
- **Search Panel:** An existing job is being searched from this panel. Remember the four drop down in the Figure 4-15 Job Benefits is based on the organization structure.
- **Benefits Information:**
  - **Minimum Salary:** Minimum salary limit for employee with selected job.
  - **Maximum Salary:** Maximum salary limit for employee with selected job.
  - **Vacation Quota:** It is for quota of number of leaves days an employee gets in a year. *First Five Year* is for employees whose service period is less than 5 years and *After Five Year* is for employee whose service period is equal or more than five years.
  - **Indemnities Quota:** It is for quota of number of indemnities days an employee earns in a year. *First Five Year* is for employees whose service period is less than 5 years and *After Five Year* is for employee whose service period is equal or more than five years.
  - **Air Ticket Quota:** It is for quota of number of leave air ticket an

employee earns in a year. You can also mention the air ticket type for the given job title.

- **Allowance Operation:** The select job title can have its allowance pre attached to it. As shown in Figure 4-15 Job Benefits job title *IT Executive* is getting an allowance for *car* and *travel*. So in system if an employee gets this job then this allowance will automatically get attached to the employee. Provided this you can still manipulate these allowance for the given employee.
    - **Allowance Type:** Type of allowance present in company.
    - **Min Amount:** Minimum amount to be given in the selected allowance.
    - **Max Amount:** Maximum amount to be given in the selected allowance.

4.3.5 Leave Types

Figure 4-16 Leave Types



This form holds different leave types present in a company. Few of these leaves are fix and cannot be deleted

- **Arabic Name:** Arabic name of the leave type.
- **English Name:** English name of the leave type.
- **Days in Period:** Limit on number of days the particular leave can be taken in a given period [Based on repetition type].
- **Repetition Type:** It defines if a leave can be taken once a month or year or just once in complete service period like Haj Leave.
- **Repetition No:** It defies how many times the selected leave can be taken in the repetition type duration.
- **# of Allowed Days:** It defines how days the selected leave can be taken in

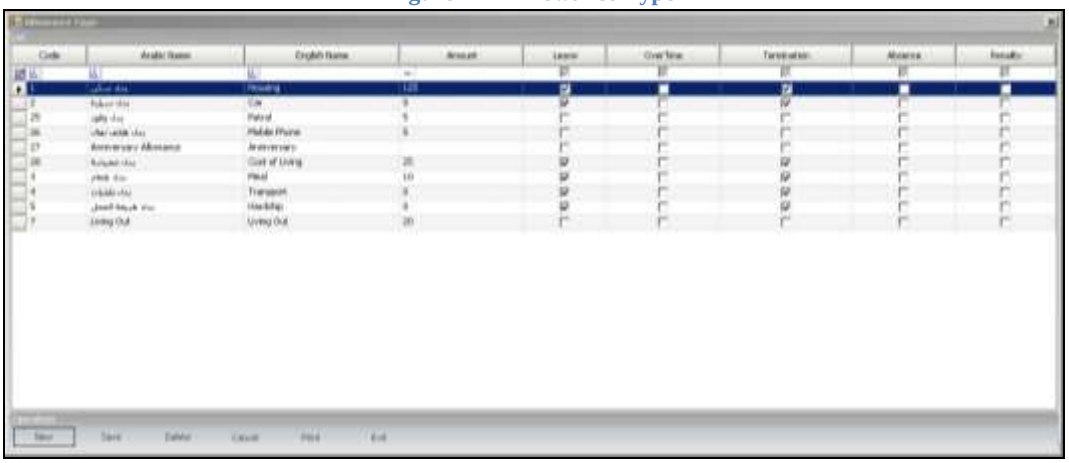
one shot.

- **Allow Annual Leave:** It defines if to allow an annual leave if the given leave has been taken in a given year or not.
- **Notes:** Notes regarding leaves.

For example Bereavement Leaves in Figure 4-16 Leave Types allows only 30 days annually. An employee can take this leave only 3 times in a year. The single leave is not allowed to be taken for more than 10 days. Beside this leave employee is allowed to take annual leave. If kept blank then criteria will not be considered at all.

4.3.6 Allowance Type

Figure 4-17 Allowance Type

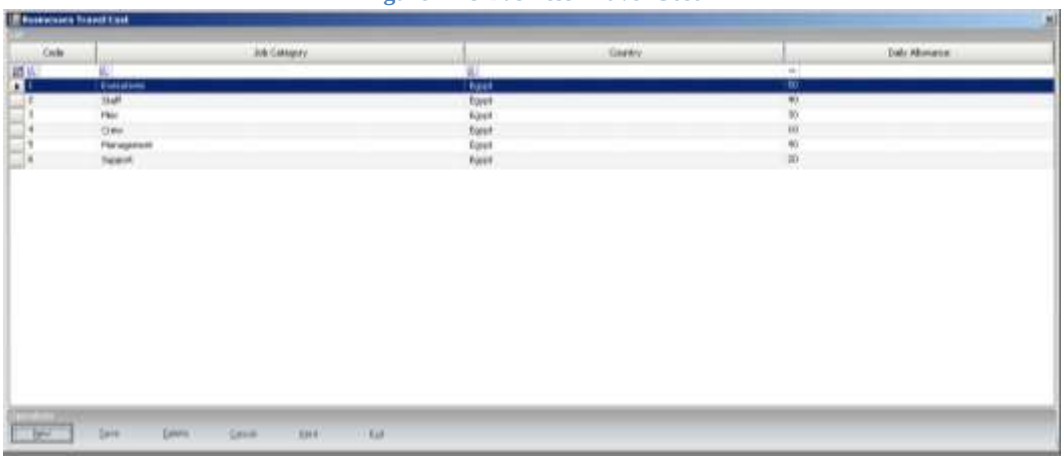


This form holds different allowance type present in a company.

- **Amount:** The default amount attached to the allowance. When giving an allowance to an employee by default this amount will be inserted.
- **Leave:** It defines if the selected allowance will be considered beside basic salary when calculating leave amount of an employee or not.
- **Over Time:** It defines if the selected allowance will be considered beside basic salary when calculating Over Time amount of an employee or not.
- **Termination:** It defines if the selected allowance will be considered beside basic salary when calculating indemnity amount of an employee or not.
- **Penalty:** It defines if the selected allowance will be considered beside basic salary when calculating Penalty deduction amount of an employee or not.

4.3.7 Business Travel Cost

Figure 4-18 Business Travel Cost



This form defines the costing of business trip based on job category. In the above example daily allowance are different for same country [*Egypt*] based on different job category.

- **Job Category:** Category of jobs which will possible making business trip. Second last level in organization chart before job title.
- **Country:** Country for which business trip costing has to be done.
- **Daily Allowance:** The daily allowance given to the selected job category for the selected country.

5 Employee

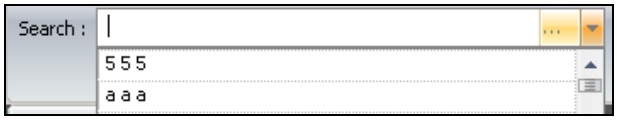
5.1 Introduction

This chapter deals with main employee data entry. Fist comes the employee's search form followed by employee data entry form followed by multiple employee's history forms.

5.2 Employee Search

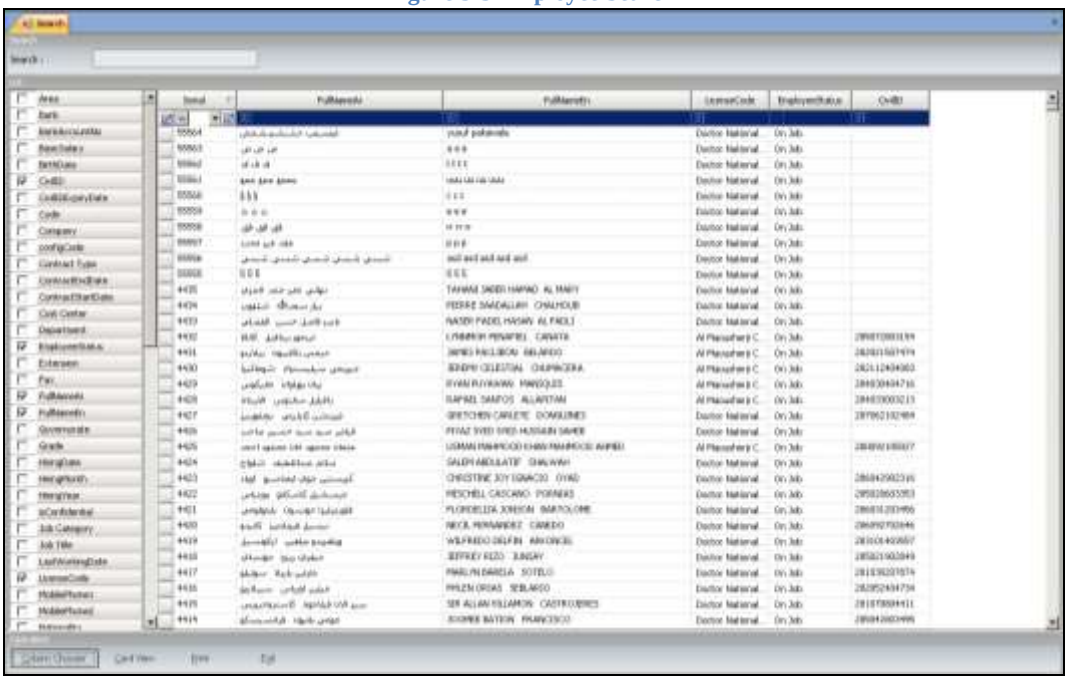
Figure 5-1 Employee Search Menu

Figure 5-2 Employee Drop Down



System has an employee search menu on the top left corner as show in Figure 5-1 Employee Search Menu. System user can also open a search menu form employee drop down in most of the application forms as shown in Figure 5-2 Employee Drop Down. The button on the right side of the drop down opens the employee search window. This same window can also be open by pressing F1 key of your keyboard when the cursor is on the drop down. This right button and F1 concept applies on most of the drop down you will find in the system.

Figure 5-3 Employee Search



Once you open employee search form from any one of the given method it pops up the window as shown in Figure 5-3 Employee Search.

- **Search:** Type any criteria for the *visible column* [2] in the form to filter records.
- **Blank row in list:** The first row in the list is always empty. You can filter any selected column by typing on the first row of that column. It also provides with a drop down to select from as shown in Figure 5-4 and criteria drop on the left side of it as shown in Figure 5-5.

Figure 5-4

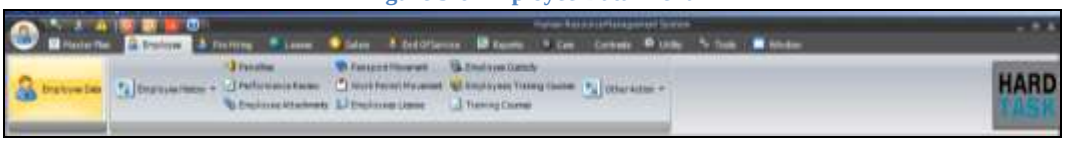
Figure 5-5

- **Column Chooser**: It allows you to see other fields related to employee. This will help you filtering data based on these fields.

For Example let's say if you want all employees on annual leave go to employee status and from drop down select annual leave [Figure 5-4] and from criteria select equal [Figure 5-5]. Another advantage of this form is that in complete application you will always use the same form for searching for employee records.

5.3 Employee Data

Figure 5-6 Employee Data Menu



Employee data is the main data bank for recording employee's basic information. The next section is describing in detail about the employees personal, job, address, residency and personal information. It will also take into consideration of how to add new employee records, edit existing records information and deleting as well.

[2] Columns which are not visible will not be filtered by the search box. Use Column chooser to make them visible.

5.3.1 Personal Information

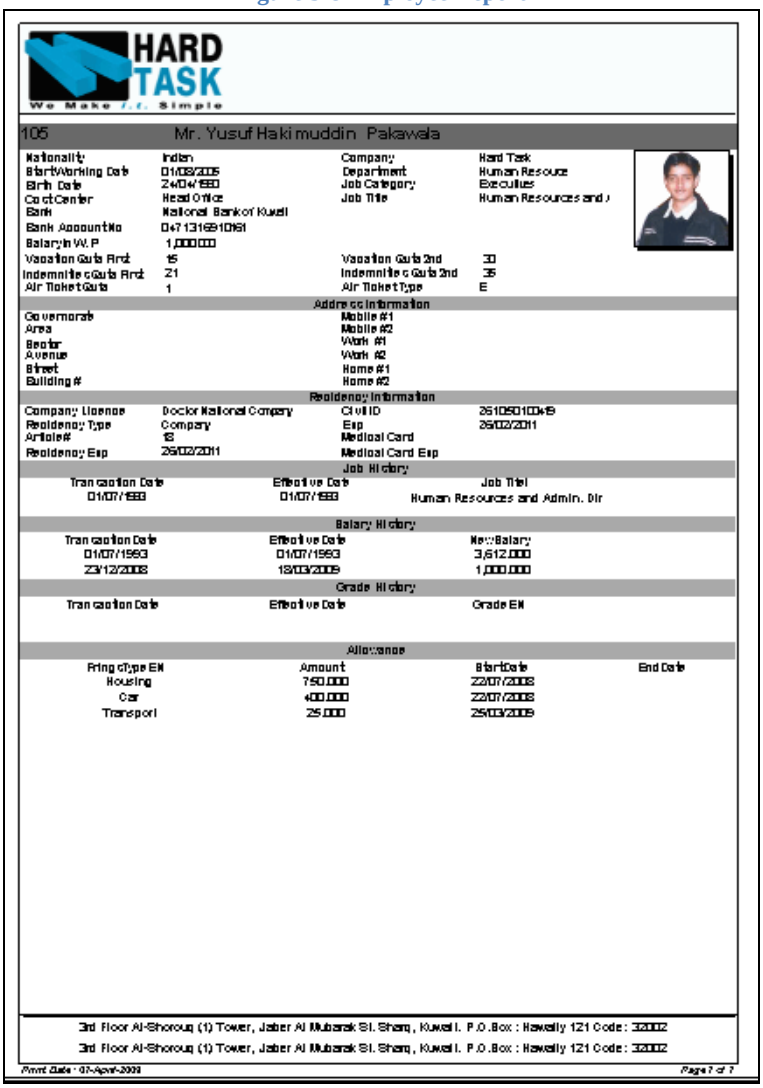
Figure 5-7 Personal Information

- **Search:** Its place to search for employee. You can type existing employee code and press enter to load employee record. You can also use its drop down to search for employee. You can also click on right button of the field to open search form [see section 5.2 Employee Search].
- **Right Top Corner:** It contains the information of the loaded employee with its current job status and job position. In all main forms of the system you will see same with the image of the selected employee.
- **Browse Image:** It allows you to browse throw your computer and select an employee's image.
- **Default Image**: The system has a default image. If you don't want the selected image of an employee you can always go back to the default image.
- **New:** This will create an empty form to insert new employee's record which already does not exist.
- **Save:** Either creating new employee record by clicking *New* button or loading existing employee with the help of search box will be saved by clicking *Save* button.
- **Delete:** This button will completely delete the employee's record form the system.
- **Cancel:** If any change have been made and not saved yet, can be undo by

the cancel button.

- **Print:** Will print employee report as shown in Figure 5-8 Employee Report.

Figure 5-8 Employee Report



- **Browse Buttons:** On the right corner of the form you will find browsing buttons which will help you in browsing throw the employee records.
- **Code:** The Unique code given to an employee file. This code is auto generated by system and can also be manually typed by the end user only if mentioned at the time of system installation.
- **Is Confidential:** It indicates if employee's information is confidential or not. System has users with confidential permission. Only those users who have confidential permission can view this record [see section 3.3.1Users

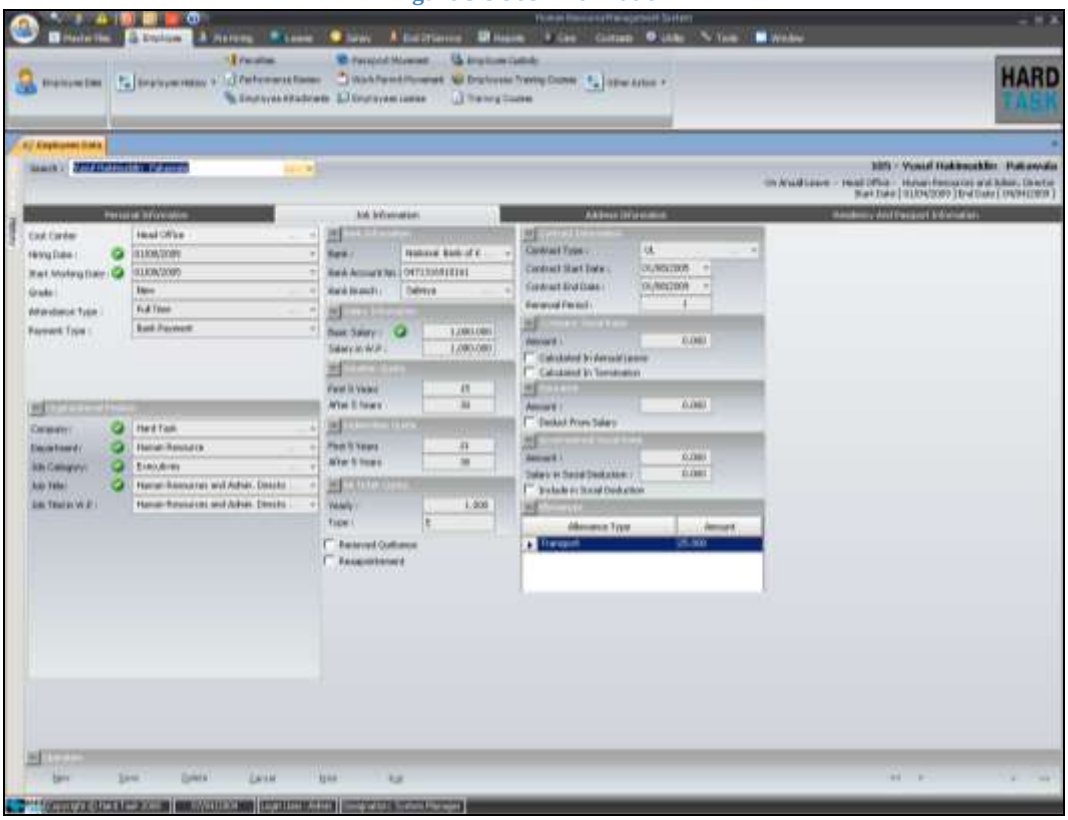
information].

- **Full Name English**: It is a merged string of English Name. Its Read only
- **Full Arabic Name:** It is a merged string of Arabic Name. Its Read only
- **English Name[3]:** The English name of an employee divided into five boxes as used in official papers. *Is mandatory*.
- **Arabic Name:** The Arabic name of an employee divided into five boxes as used in official papers. *Is mandatory.*
- **Name Title[4]:** Employees name title [Mr., Mrs., and Dr. Etc]. *Has default value*[5].
- **Birthday Date:** Employees Birthday date.
- **Birth Place:** Birth place of employee. Used in official papers. It takes countries capital Arabic name if left empty.
- **Country:** Country of employee's nationality. Used in many places. *Is mandatory. Has default value.*
- **Sex:** Employees gender information.
- **Religion:** Employees Religions information.
- **Blood Group:** Employees blood group information.
- **Education Status:** Employees Education information.
- **Marital Status:** Employees marital status.
- **Contact Information:** Employees contact information.
- **Personal Data:** Employees personal information.
- **Remarks:** Any particular remarks or notes to be attached with employee's record can be inserted here.

[3] **Green Check Image:** It indicates that the given field in mandatory
[4] **Right button on drop down:** It opens the list window to manipulate existing information.
[5] **Default Value**: System setup holds default value which loads automatically for new employee.

5.3.2 Job Information

Figure 5-9 Job Information



- **Cost Center:** It indicates the cost center of employee. It can only be selected when inserting new employee. In case of existing employee this field cannot be edited from here. To edit existing employee cost center information you need to go to cost center history [refer to section 5.4.3 Cost Center History]. *Has default value.*
- **Hiring Date:** The date when employee was hired. This date is used for contract related issues. *Is mandatory.*
- **Start working date**: The date when employee actually started working with the company. This date is used to calculate service period. In most of the cases both hiring date and start working date are same. *Is mandatory.*
- **Grade:** It is used when company work based on grade system. Same like cost center grade can only be inserted once from this form. Later to change it you have to go to grade history form [refer to section 5.4.4 Grade History].
- **Attendance Type:** Company with different shift system can use this field to indicate which attendance type the selected employee falls under. *Has default value.*

- **Payment Type:** It's a field to indicate what payment method is used for salary payment for the selected employee. This field affects the bank reports. *Has default value.*
- **Organization Position:** These fields are dynamic depending on the organization structure of the company. Each upper level filters out the next level to show its child data. So when you select HR department then it will show only those job category which falls under HR Department and hide other job categories. Same like cost center and grade they are also one time edit. Use promotion form if need to change the existing record [refer to section 5.4.2 Promotion]. *Is mandatory.*
- **Job Title in W.P[6]:** Sometimes actual position in a company differs from the position mentioned in the official papers. Job Title in W.P is the one which is used only in official papers for the same reason.
- **Bank Information:** This panel appears only for employees who have bank as salary payment type.
    - **Bank:** Name of the bank under which employee have account and is paid salary. *Has default value.*
    - **Bank Account No:** Employees bank account number.
    - **Bank Branch:** The bank branch under which employee holds its bank account.
- **Salary Information**
    - **Basic Salary:** The basic salary of an employee excluding any allowance and any other benefits. This salary will be used in all calculation. Same like cost center and grade they are also one time edit. Use Salary History form if need to change the existing record [refer to section 5.4.1 Salary History]. Is mandatory.
    - **Salary In W.P:** This salary is used just for official papers and have nothing to do with calculations.
- **Vacation Quota:** Each employee is entitled to get set number of day's as an annual leave. These days are used in the calculation of earned days of leaves in annual leave. This calculation is done for the complete service period of an employee.
    - **First 5 Year:** The number of day's employee is entitled to if worked less than 5 year. *Has default value.*
    - **After 5 Year:** The number of day's employee is entitled to if worked more than or equal to 5 year. *Has default value.*
- **Indemnity Quota:** Each employee is entitled to get set number of day's as

[6] W.P stands for work permit.

an Indemnity. These days are used in calculation of indemnity days and amount at the time of termination.

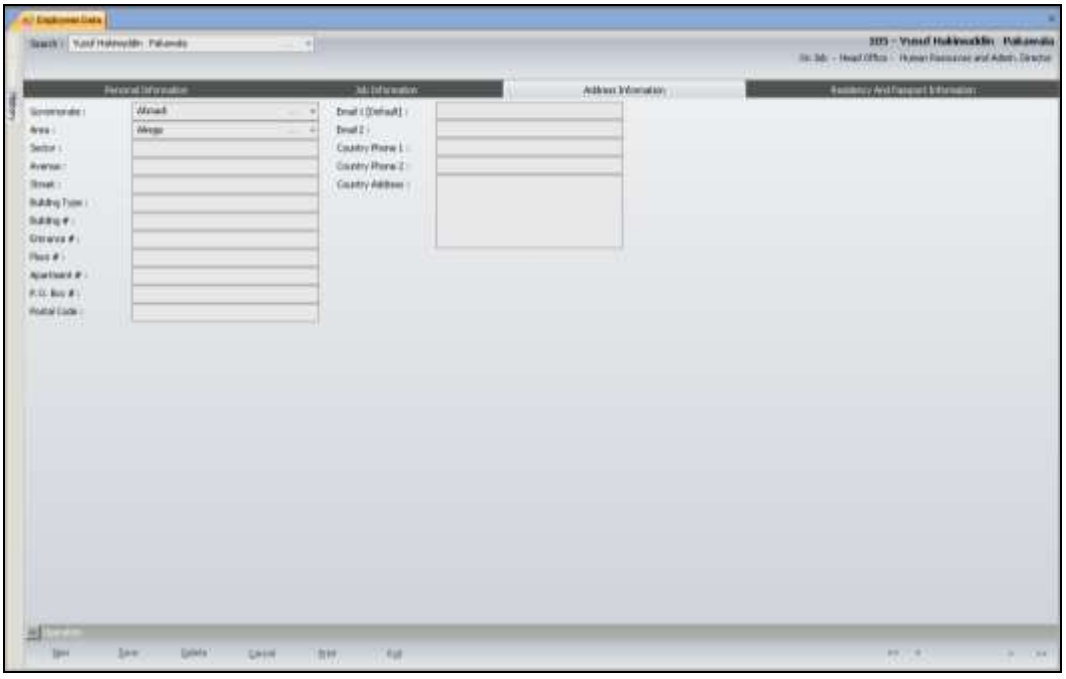
- **First 5 Year:** The number of day's employee is entitled to if worked less than 5 year. *Has default value.*
- **After 5 Year:** The number of day's employee is entitled to if worked more than or equal to 5 year. *Has default value.*

- **Air Ticket Quota:** Some company also gives air ticket along with leave days. If that's your case then you can use this field to enter how much air ticket an employee gets in a year. It gets carry forward same like annual leave balance.
  - **Yearly:** Year earned air ticket. *Has default value.*
  - **Type:** Air ticket type. *Has default value.*
- **Received Quittance:** It's a simple concept of check box reminder for informing if the employee received quittance or not.
- **Reappointment:** It's a simple concept of check box reminder for informing if the employee reappointed or not.
- **Contract Information:**
  - **Contract Type:** It's a contract type signed by the employee. Each contract type has a duration period in it. *Has default value.*
  - **Contract Start Date:** Date from when employee contract started. If left empty it will take hire date as contract start date.
  - **Contract End Date:** Date from when employee contract ended. It is calculated and not inserted.
  - **Renewal Period:** Once the contract end date comes system automatically increment the end date with the number of year mention in renewal period. *Has default value.*
- **Company Social Raise:** Any social raise given by the company to an employee beside basic salary is being inserted here.
  - **Amount:** The Amount which is given as a Company social raise.
  - **Calculated In Annual Leave:** Should the amount be considered when calculating annual leave related amounts.
  - **Calculated In Termination:** Should the amount be considered when calculating termination leave related amounts.
- **Insurance:** If a company have any insurance for the employee, its recorded here.
  - **Amount:** The amount of insurance.
  - **Deduct From Salary:** Should the insurance amount be deducted from monthly salary or not.

- **Government Social Raise[7]:** If these is any government social raise to an employee [Kuwaiti only], then it is recorded over here. These fields are used in the calculation of official reports [see social deduction reports in section 10.3 Salary Reports]
  - **Amount:** The amount given as of government social raise.
  - **Salary In Social Deduction:** the salary which is used while calculating in social deduction report. As salary used in this report could be differ from both actual basic salary and salary in W.P.
  - **Include In Social Deduction:** This is to indicate if the employee is to be included in social deduction report or not.
- **Allowance:** It's a read only list of allowance an employee is receiving beside basic salary. For manipulating allowance please refer to section 8.4.2 Allowance.

5.3.3 Address Information

Figure 5-10 Address Information

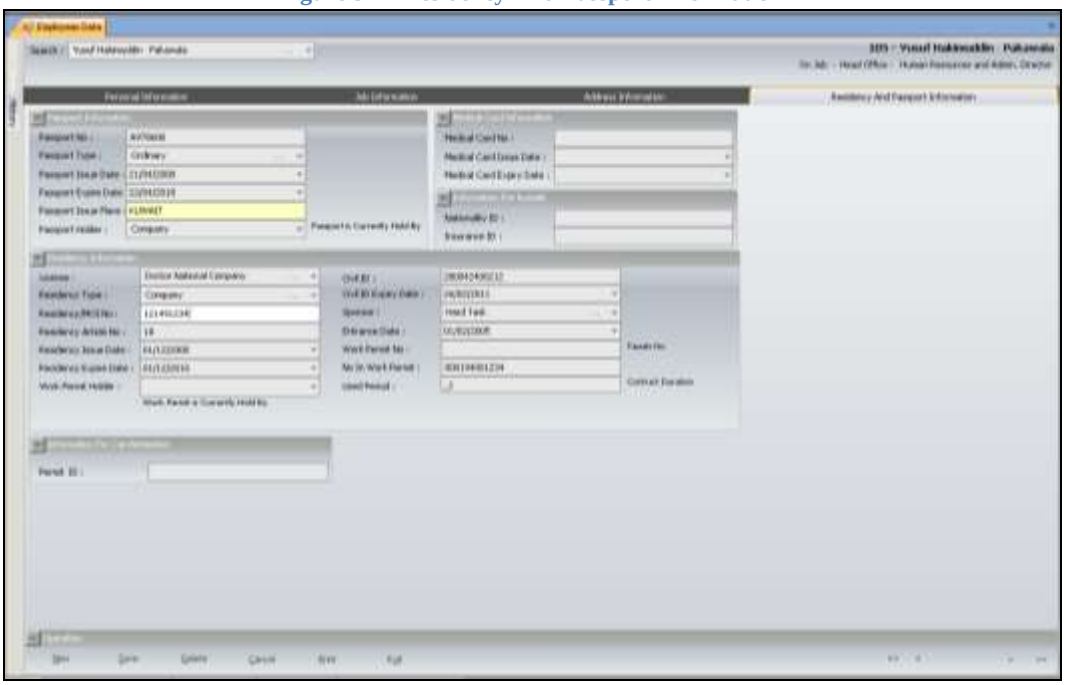


This tab holds the complete detail information about employees address. Governorate and area are specially used in official paper. Both Governorate hand Area have *default value*.

[7] **Government Social Raise** applies only to Kuwaiti employees.

5.3.4 Residency and Passport Information

Figure 5-11 Residency And Passport Information



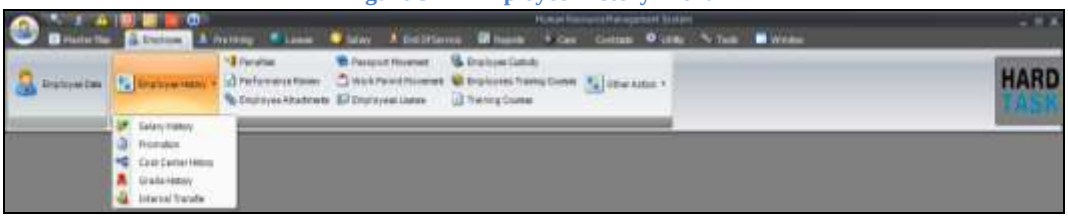
- **Passport Information:** Passport related information is saved as this place.
  - **Passport No:** The passport no of the employee. Also used in official papers.
  - **Passport Type:** It indicates the type of passport. This list is dynamic.
  - **Passport Issue Date:** The issue date of passport. Also used in official papers.
  - **Passport Expiry Date:** The expiry date of passport. Used in alert system. Also used in official papers.
  - **Passport Issue Place:** Place where passport has been issued. It takes countries capital Arabic name if left empty. Also used in official papers.
  - **Passport Holder:** This field indicates who is currently holding the passport. For new employee while saving it will ask for. You can keep a complete history of the passport movement [See section 5.8 Passport Movement].
- **Medical Card Information:** This information is useful specially if company is dealing with restaurant business.
  - **Medical Card No:**
  - **Medical Card Issue Date:**

- **Medical Card Expiry Date:** Used in alert system.

- **Information For Kuwaiti:** These information is used in few official papers
  - **Nationality ID:**
  - **Insurance ID:**
- **Residency Information:**
  - **License:** It is the license under which the employee is working. Also see section 4.3.3 Company License for further details about license.
  - **Residency Type:** Type of residency employee is working under.
  - **Residency / MOI No:** Residency and Ministry Of Interior No used in official papers.
  - **Residency Article No:** Residency Article No used in official papers [example article 18, article 20].
  - **Residency Issue Date:** The issue date of residency. Used in official paper.
  - **Residency Expiry Date:** The issue date of residency. Used in official paper and alert.
  - **Work Permit Holder:** This field indicates who is currently holding the work permit. For new employee while saving it will ask for. You can keep a complete history of the work permit movement. [See section 5.9 Work Permit Movement].
  - **Civil ID:** Civil ID of the employee. Used in official paper
  - **Civil ID Expiry Date:** Civil ID expiry date of employee. Used in official paper and alert.
  - **Sponsor:** Employee's sponsor is selected at this point. Also see section 4.3.2 Sponsors for further details about sponsors.
  - **Entrance Date:** Date of entrance into country by employee. Used in official papers.
  - **Work Permit No:** also kwon as tasreh no in official papers.
  - **No In Work Permit:**
  - **Used Period:** The contract duration used in the official papers comes here.
- **Information For Car Permission:**
  - **Permit ID:**

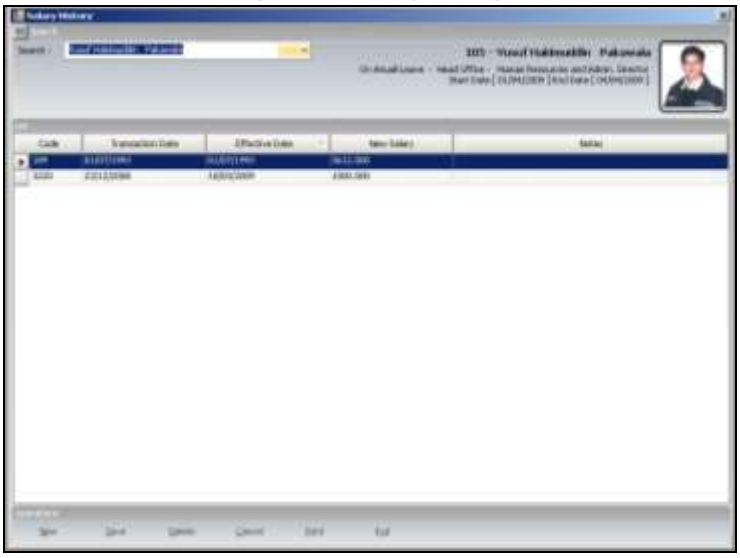
5.4 Employee History

Figure 5-12 Employee History Menu



5.4.1 Salary History

Figure 5-13 Salary History



This is a place where employee's basic salary history is being recorded. When a new employee is inserted into employee data form, a record is auto inserted into salary history form. Same thing happen with promotion as well. You can always modify the last record which will affect the actual basic salary of an employee on its effective date but you cannot modify or delete old records due to security reason. You can also insert a completely new basic salary record over here. As we have already mentioned earlier in employee section that in employee data form you cannot modify the existing employee's basic salary. So if it has to be done it has to be done here.

- **Code:** Auto Generated by the system.
- **Transaction Date:** The date when the entry transaction took place. This date is inserted by system and cannot be modified. Basic idea behind this is to check when the particular transaction took place.
- **Effective Date:** The date when the particular transaction will come into

effect. Let's say if you have and new salary increase of an employee form start of next month then until next month start the employee file will still take the old salary and the moment the new month starts the system will automatically modify its salary to the new one.

- **New Salary:** The new salary of an employee comes here.

5.4.2 Promotion

Figure 5-14 Promotion

This is the form for promoting an employee. You can also use the same form to modify employee's current status. Select an employee and current job information will load along with an empty new job group box. The current allowance also loads. History tab contains all promotional history of an employee. While making a promotion, after selecting organization position, their benefit loads automatically. For instance the moment you select the job title of an employee, the min max salary, all quota information along with allowance will load up. Provided that the selected job title already had any benefits attached to it [see section 4.3.4 Job Benefits].

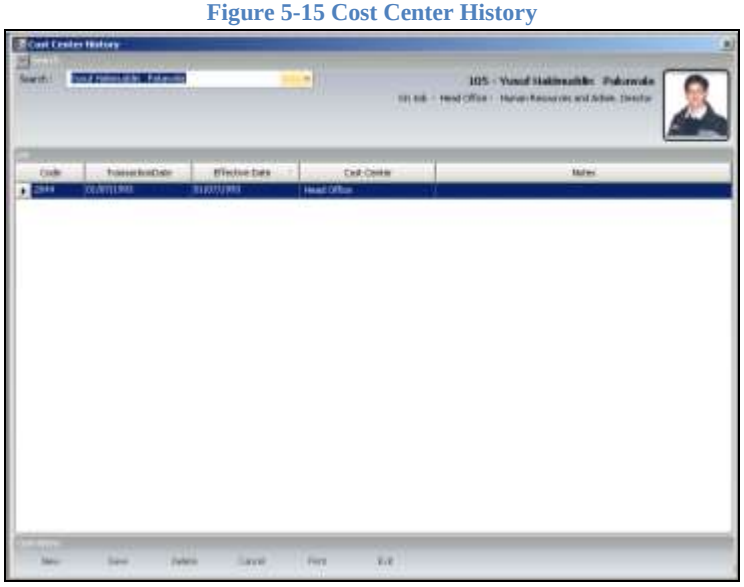
- **New Job Section:** The new job section group box holds the new promotional jobs information.
- **Current Job:** This group box holds the current job information of the selected employee.
- **Organization Position:** The employee job position as declared in organization chart comes here. As shown in the example *Company*,

Department, Job Category and *Job Title* are organization positions which have an interrelation. [see section 4.2 Organization Chart]

- **Code:** Auto Generated by the system.
- **Effective Date:** The date when the transaction will actually take effect.
- **Transaction Date:** The date when the transaction took place.
- **Salary:** The new promotional salary of an employee. It should be under the range of min and max.
- **Min Salary:** The range of min salary allotted to the selected job title [see section 4.3.4 Job Benefits]. Read only.
- **Max Salary:** The range of max salary allotted to the selected job title. Read only.
- **Indemnity Quota:** Indemnity quota for less then and more than five years [see 5.3.2 Job Information].
- **Vacation Quota:** Vacation quota for less then and more than five years [see 5.3.2 Job Information].
- **Air Ticket:** Air ticket quota for employee [see 5.3.2 Job Information].
- **New Allowance:** The new allowance an employee is entitles to get under the promotional job.
    - **Type:** The name of the allowance.
    - **Min:** Minimum amount given under this allowance [see 4.3.4 Job Benefits].
    - **Max:** Maximum amount given under this allowance [see 4.3.4 Job Benefits].
    - **Actual:** The actual amount of allowance the selected employee will receive. It should be under the range of min and max.
- **Current Allowance:** The existing job allowance is shown under this list box. The moment the effective date of the new promotional job comes effect these allowance get stopped and the new one gets allotted to the employee.

5.4.3 Cost Center History

Figure 5-15 Cost Center History

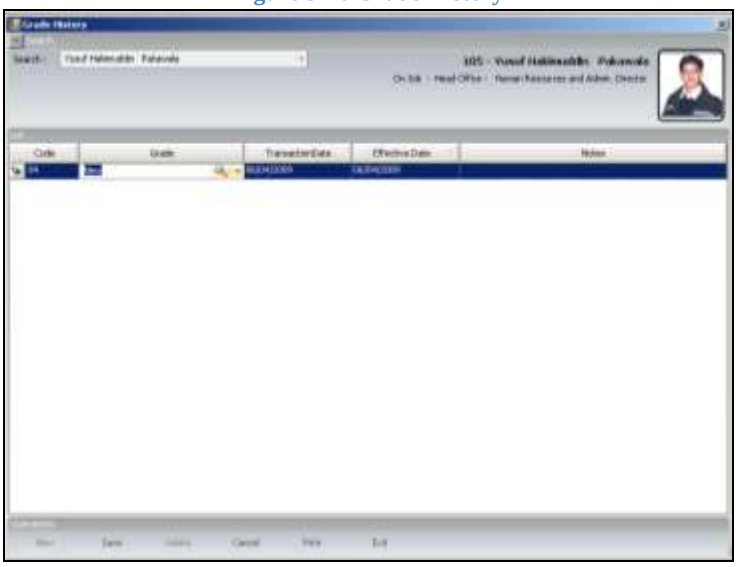


This is a place where employee's cost center history is being recorded. When a new employee is inserted into employee data form, a record is auto inserted into cost center history form. Same thing happen with promotion as well. You can always modify the last record which will affect the actual cost center of an employee on its effective date but you cannot modify or delete old records due to security reason. You can also insert a completely new cost center record over here. As we have already mentioned earlier in employee section that in employee data form you cannot modify the existing employee's cost center. So if it has to be done it has to be done here.

- **Code:** Auto Generated by the system.
- **Transaction Date:** The date when the entry transaction took place. This date is inserted by system and cannot be modified. Basic idea behind this is to check when the particular transaction took place.
- **Effective Date:** The date when the particular transaction will come into effect. Let's say if you have and new salary increase of an employee form start of next month then until next month start the employee file will still take the old salary and the moment the new month starts the system will automatically modify its salary to the new one.
- **Cost Center:** The new cost center of an employee comes here.

5.4.4 Grade History

Figure 5-16 Grade History

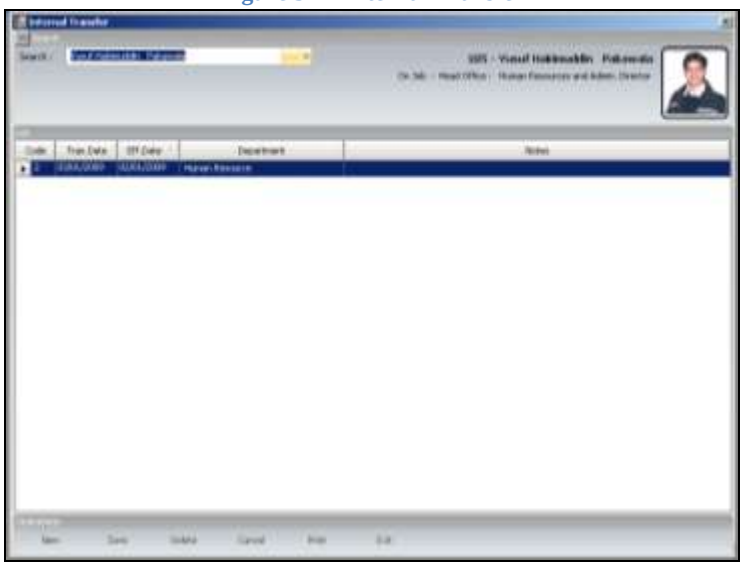


This is a place where employee's grade history is being recorded. When a new employee is inserted into employee data form, a record is auto inserted into grade history form. Same thing happen with promotion as well. You can always modify the last record which will affect the actual grade of an employee on its effective date but you cannot modify or delete old records due to security reason. You can also insert a completely new grade record over here. As we have already mentioned earlier in employee section that in employee data form you cannot modify the existing employee's grade. So if it has to be done it has to be done here.

- **Code:** Auto Generated by the system.
- **Transaction Date:** The date when the entry transaction took place. This date is inserted by system and cannot be modified. Basic idea behind this is to check when the particular transaction took place.
- **Effective Date:** The date when the particular transaction will come into effect. Let's say if you have and new salary increase of an employee form start of next month then until next month start the employee file will still take the old salary and the moment the new month starts the system will automatically modify its salary to the new one.
- **Grade:** The new grade of an employee comes here.

5.4.5 Internal Transfer

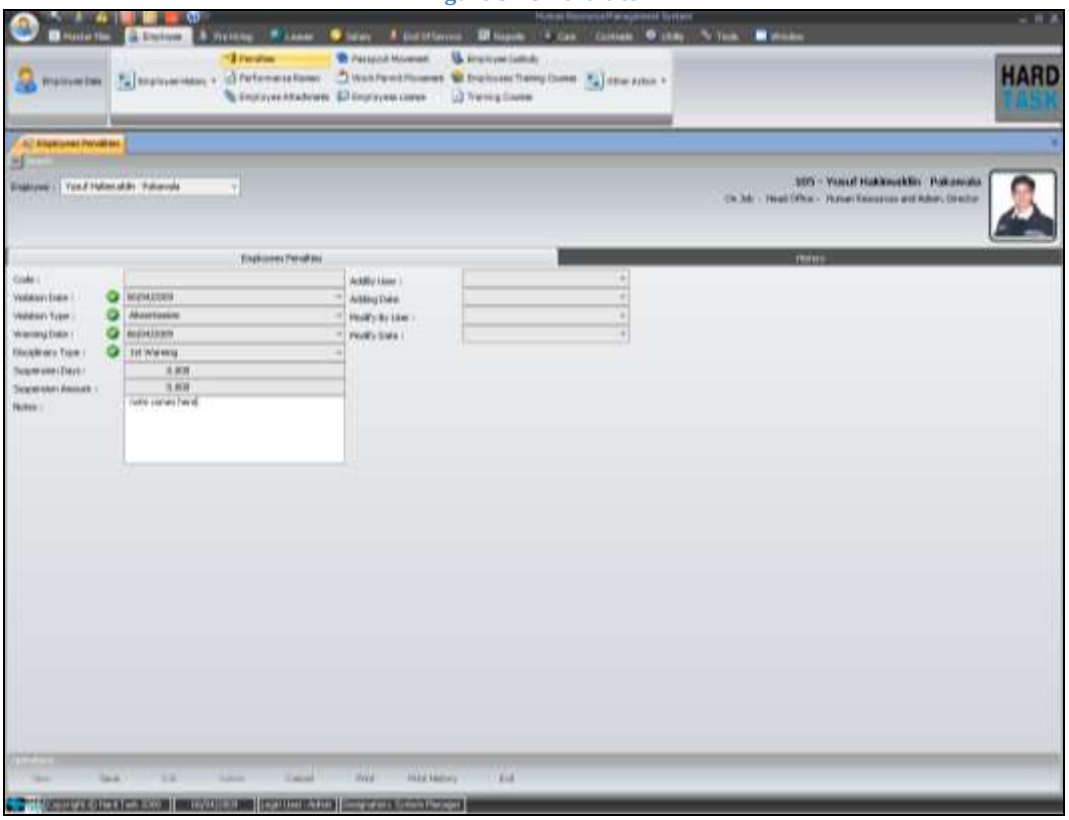
Figure 5-17 Internal Transfer



Beside promotion there are also cases of internal transfer of employee form one department to another. As for this system you can do the same provided that the new department should hold the same job category and job title under it. The existing records of transfer cannot be modified but can be deleted and of course you can insert new one.

5.5 Penalties

Figure 5-18 Penalties



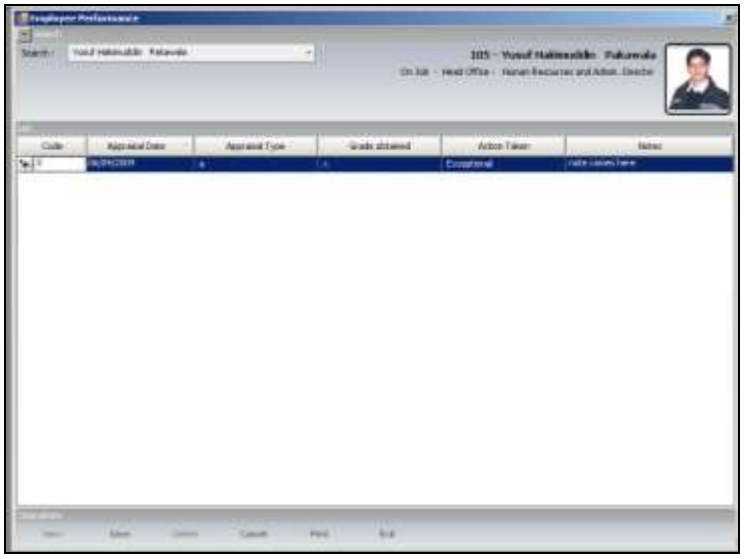
The purpose of this form is to keep record of any penalties done by the employee. In the extreme case even salary deduction as a fine could be performed form here. We have *Disciplinary Type* and *Violation Type* in Master File 3. They are in relation with employee's penalties.

- **Code:** Auto Generated by the system.
- **Violation Date:** The date when the actual violation took place.
- **Violation Type:** The type of violation that occurred.
- **Warning Date:** The date when the warning was given to the employee. This date is used when deducting the suspension amount, if any, from employee's salary.
- **Disciplinary Type:** It indicates what disciplinary category dose the violation fall under. Like first warning, second warning and so on.
- **Suspension Days:** If violation id serious then you can define the number of days for which salary will be deducted.
- **Suspension Amount:** Else instead of defining the days you can also

define the exact amount to be deducted from the employee's salary.

5.6 Performance Review

Figure 5-19 Performance Review

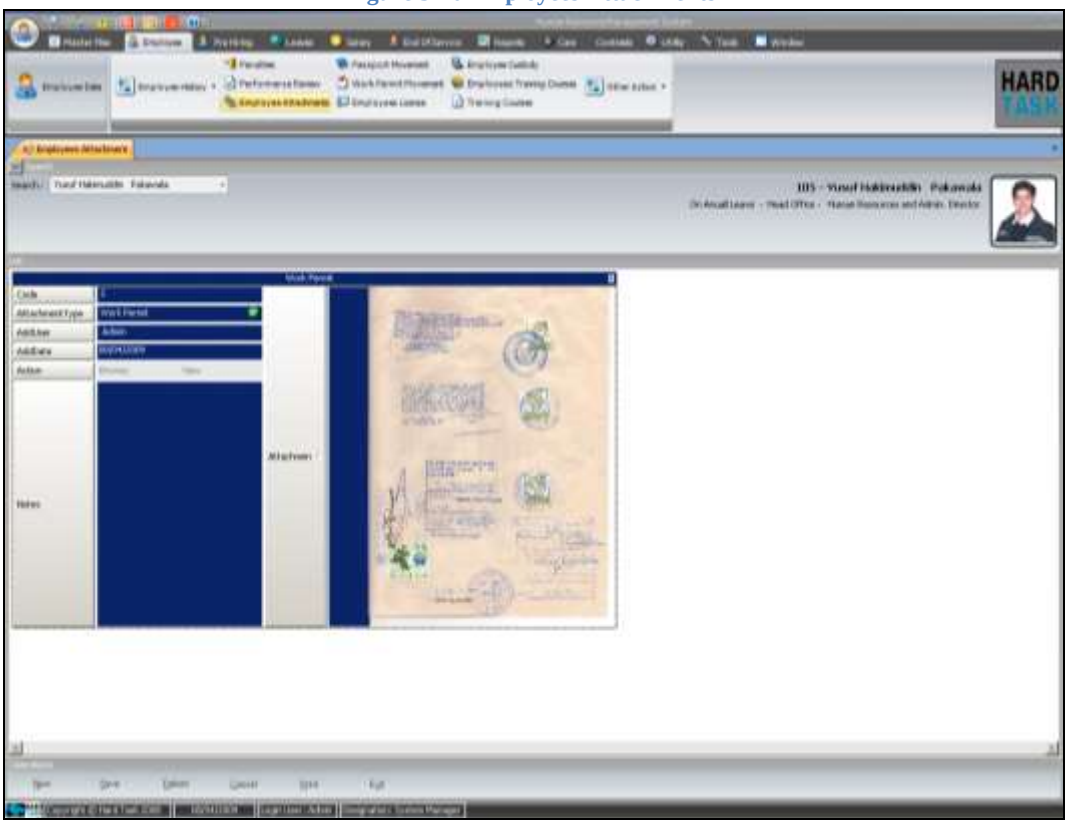


This is a small module of keeping track of performance of an employee in the company. We have *Appraisal Type, Grade Obtained* and *Action Taken* in Master File 3. They are in relation with employee's performance review.

- **Code:** Auto Generated by the system.
- **Appraisal Date:** The date when appraisal took place.
- **Appraisal Type:** The type of appraisal given to the employee.
- **Grade Obtained:** The grade that employee obtained in its appraisal type.
- **Action Taken:** The action that was taken for employee's appraisal.

5.7 Employees Attachments

Figure 5-20 Employees Attachments

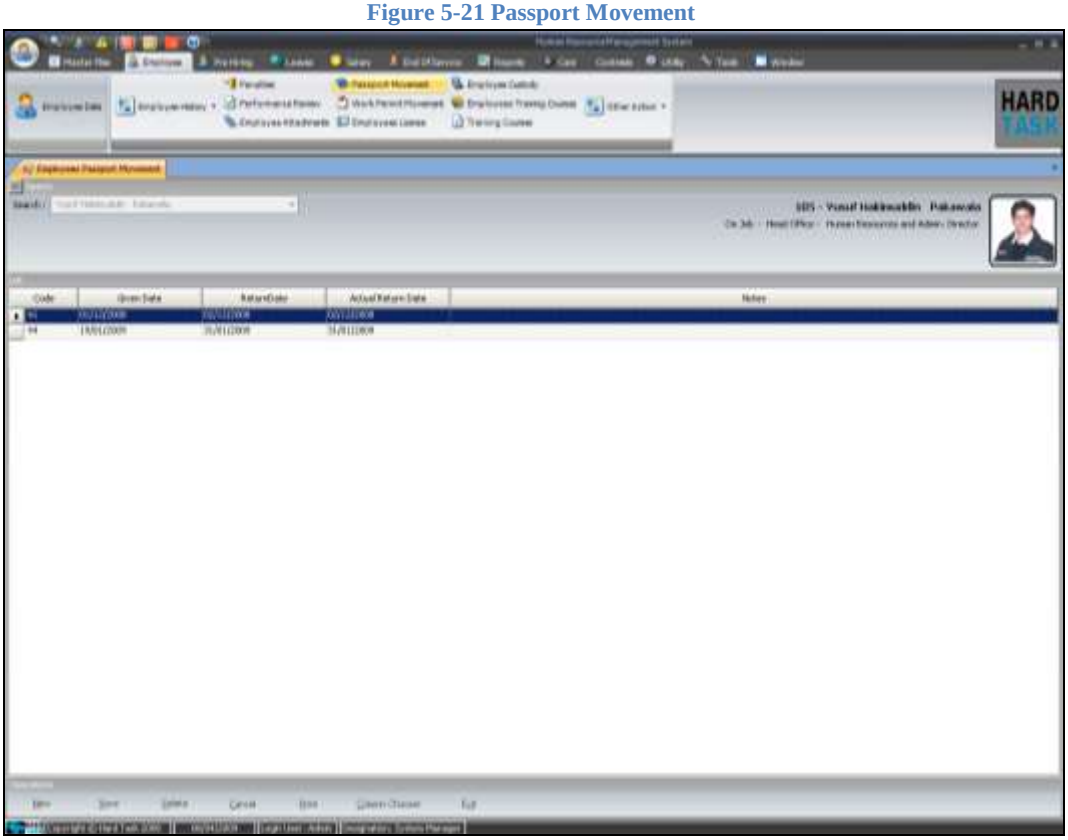


This is a small document management module in the system. This module is specially made to hold employee's documents. The attachments should be in image format only.

- **Attachment Type:** The dynamic list defining what is the type of attachment. We have *Attachment Type* in Master File 2.
- **Action Browse:** Will allow you to browse you computer for an image to be attached.
- **Action View:** Will allow you to open the attachment in a full view as a report.
- **Notes:** Any informative peace of text regarding the attachment.
- **Attachment:** Small preview of the attachment.

5.8 Passport Movement

Figure 5-21 Passport Movement

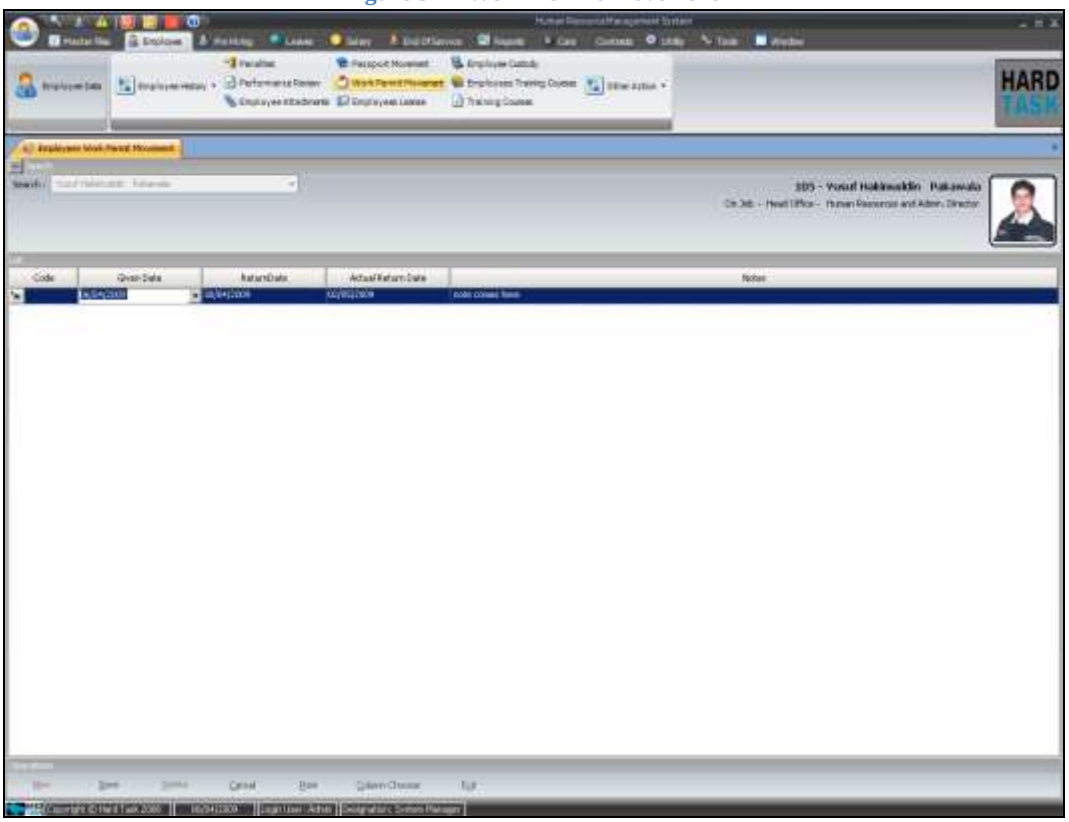


This module is build to help keeping track of the employee's passport movement between company and employee themselves. Initially when a new employee is being added to system, save event will ask you for the passport position. There after you can always open this form if the position changes. This transaction also affects the current passport holder in employee form [See section 5.3.4 Residency and Passport Information].

- **Given Date:** The date when the passport was given to the employee.
- **Return Date:** The date when the passport is supposed to be returned by the employee.
- **Actual Return Date:** The actual date of returning the passport.

5.9 Work Permit Movement

Figure 5-22 Work Permit Movement

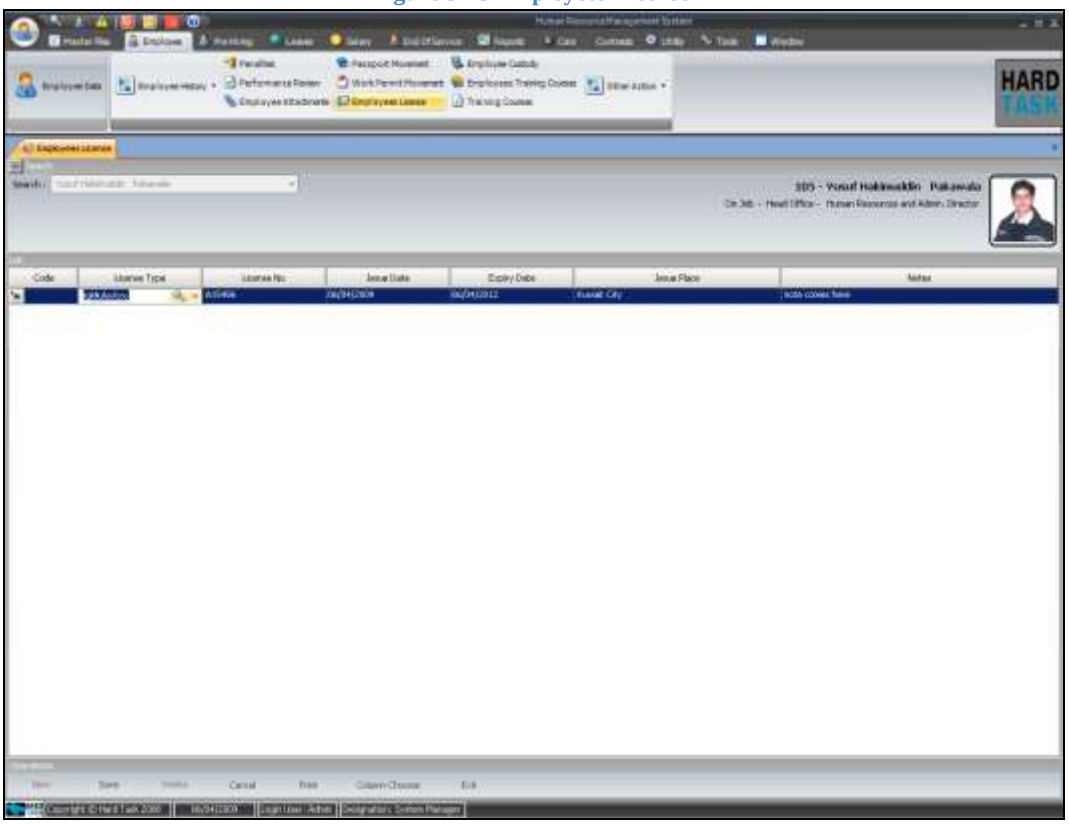


This module is build to help keeping track of the employee's work permit movement between company and employee themselves. Initially when a new employee is being added to system, save event will ask you for the work permit position. There after you can always open this form if the position changes. This transaction also affects the current work permit holder in employee form [See section 5.3.4 Residency and Passport Information].

- **Given Date:** The date when the work permit was given to the employee.
- **Return Date:** The date when the work permit is supposed to be returned by the employee.
- **Actual Return Date:** The actual date of returning the work permit.

5.10 Employees License

Figure 5-23 Employees License

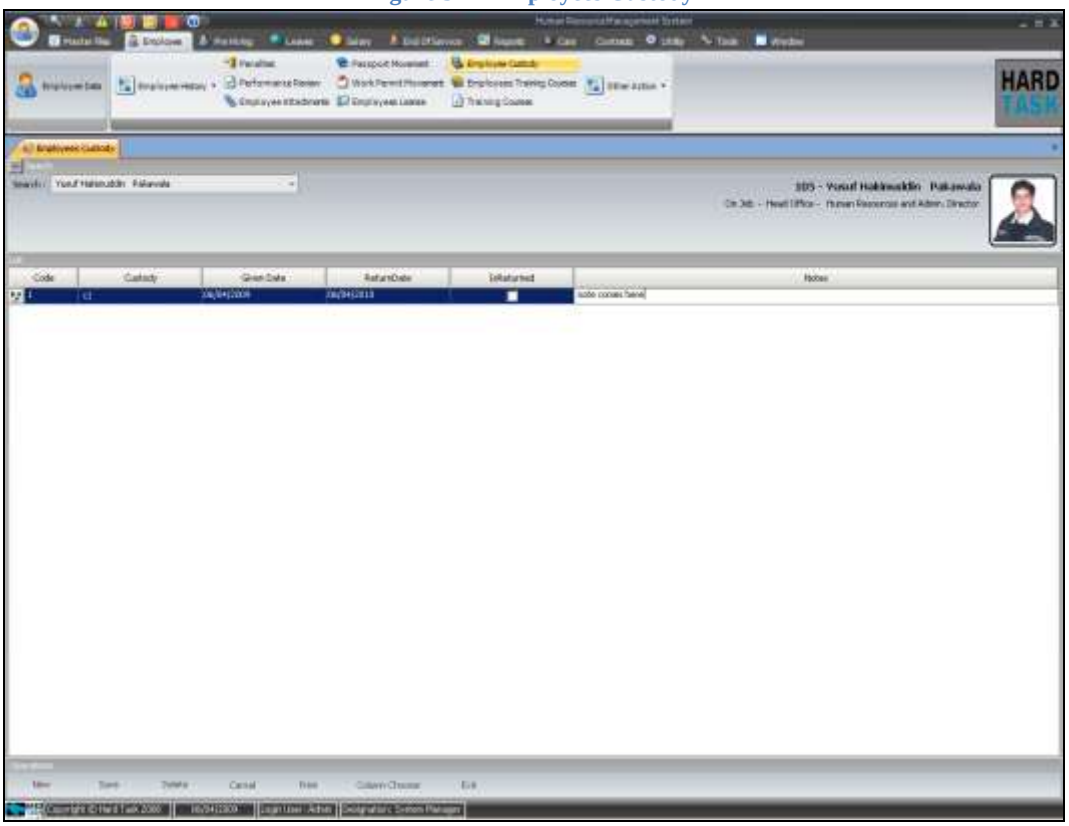


It is a simple but useful module of keeping track of employee's personal licenses. The information entered here is also being used in alert system. The basic information about the license is noted over here.

- **License Type:** The dynamic list of license type. We have *Employee License Type* in Master File 1.
- **License No:** The unique license number.
- **Issue Date:** The date when license was issued.
- **Expiry Date**: The date when the license will expiry. This date is used in alert system.
- **Issue Place:** The place where license is issued.

5.11 Employees Custody

Figure 5-24 Employees Custody

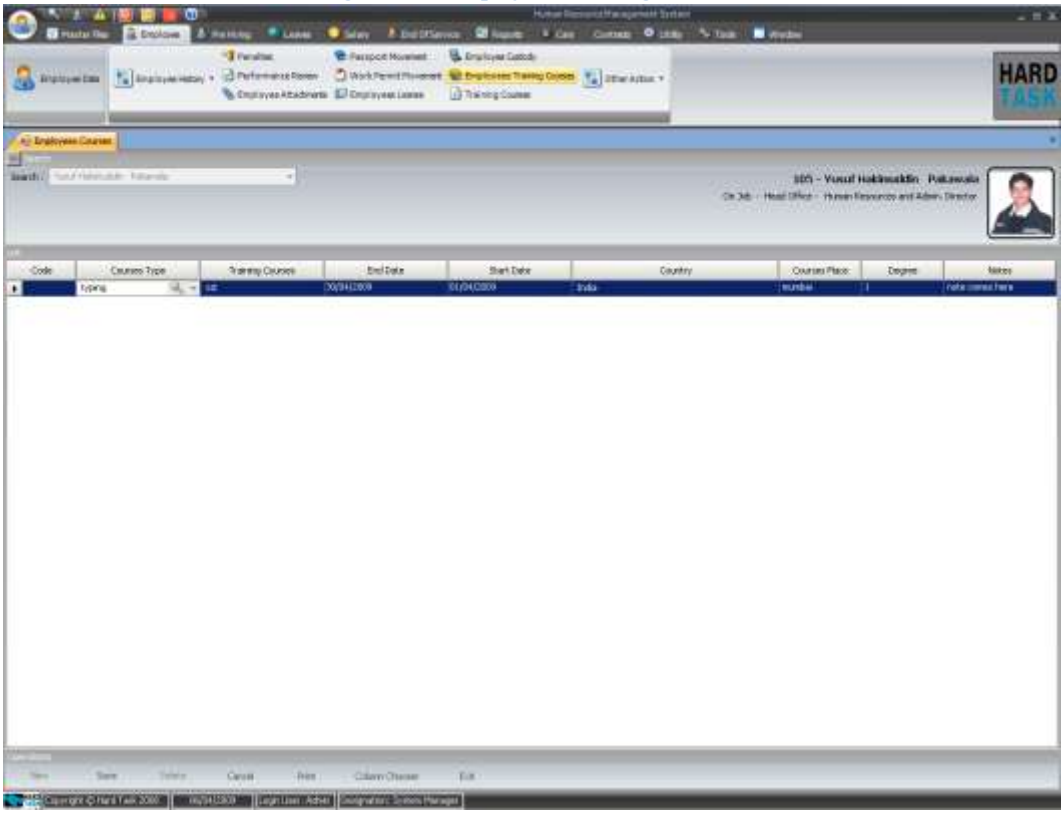


This module is designed to keep track of any custody given to the employee by the company like mobile, laptops and so on.

- **Custody Type:** The dynamic list of custody type. We have *Custody Type* in Master File 3.
- **Given Date:** The date when custody was handed over to the employee.
- **Return Date:** The date when custody was returned back to the company.
- **Is Returned:** It indicates if the custody is returned or is still with employee.

5.12 Employees Training Courses

Figure 5-25 Employees Training Courses

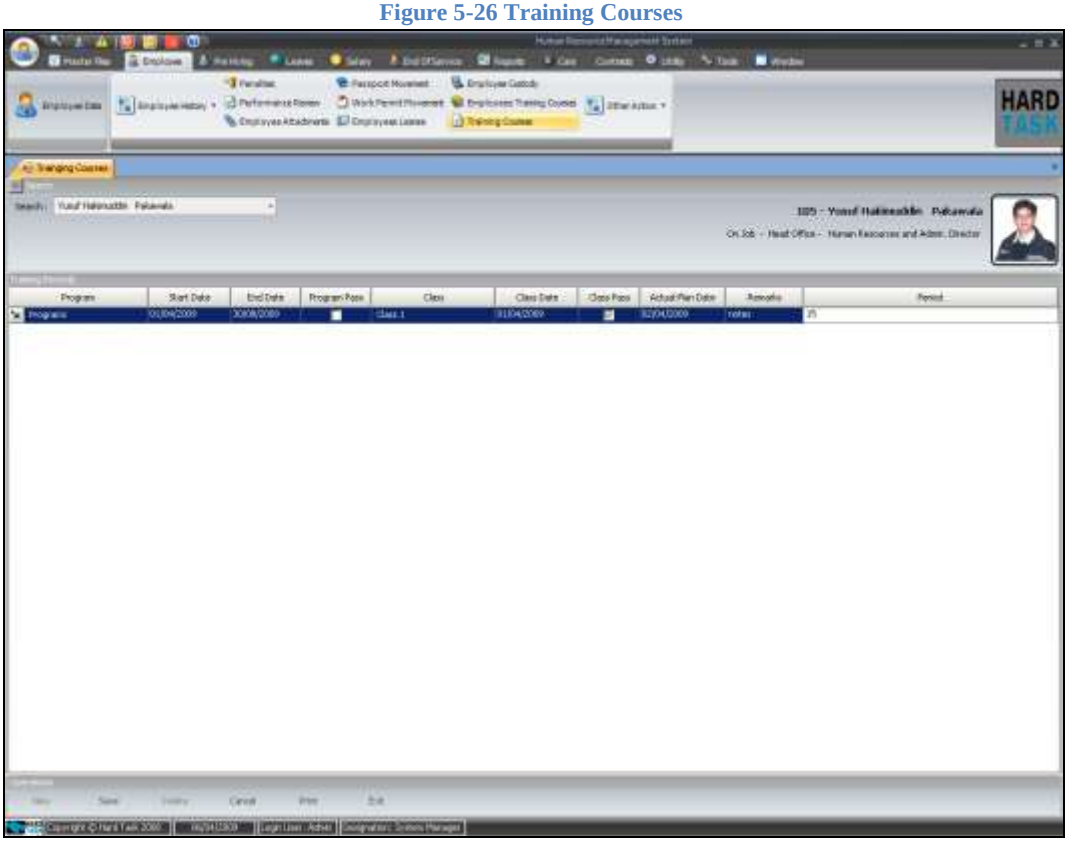


This module is regarding the employee training done outside the company.

- **Course Type:** The dynamic list of course type. We have *Courses Type* in Master File 2.
- **Training Course:** The dynamic list of actual Training course. We have *Training Courses* in Master File 3.
- **Start Date:** The date when the course started.
- **End Date:** The date when the course ended.
- **Country:** Country from where the course was done.
- **Course Place:** The place from where course was done.
- **Degree:** The degree earned from the course.

5.13 Training Courses

Figure 5-26 Training Courses

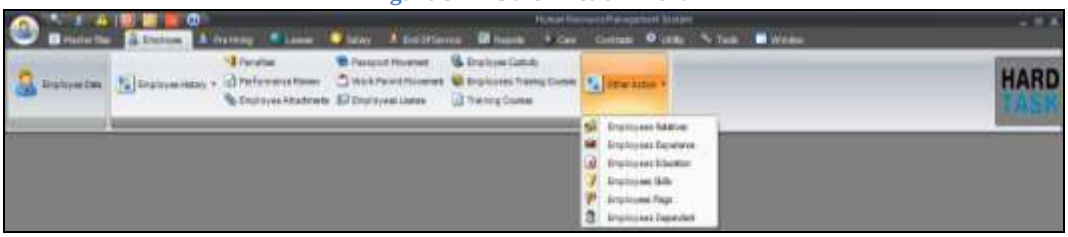


This module is for on job training courses performed by the company for the employee.

- **Program:** The dynamic list of training program. We have *Programs* in Master File 3.
- **Start Date:** The start date of the program.
- **End Date:** The end date of the program.
- **Program Pass:** Indication if employee completed the program or not.
- **Class:** The class that employee has to attend to complete the program. It's a dynamic list. We have *Classes* in Master File 3.
- **Class Date:** Date of attending class.
- **Actual Plan Date:** Date of expectation of finishing program.
- **Period:** Period used in program.

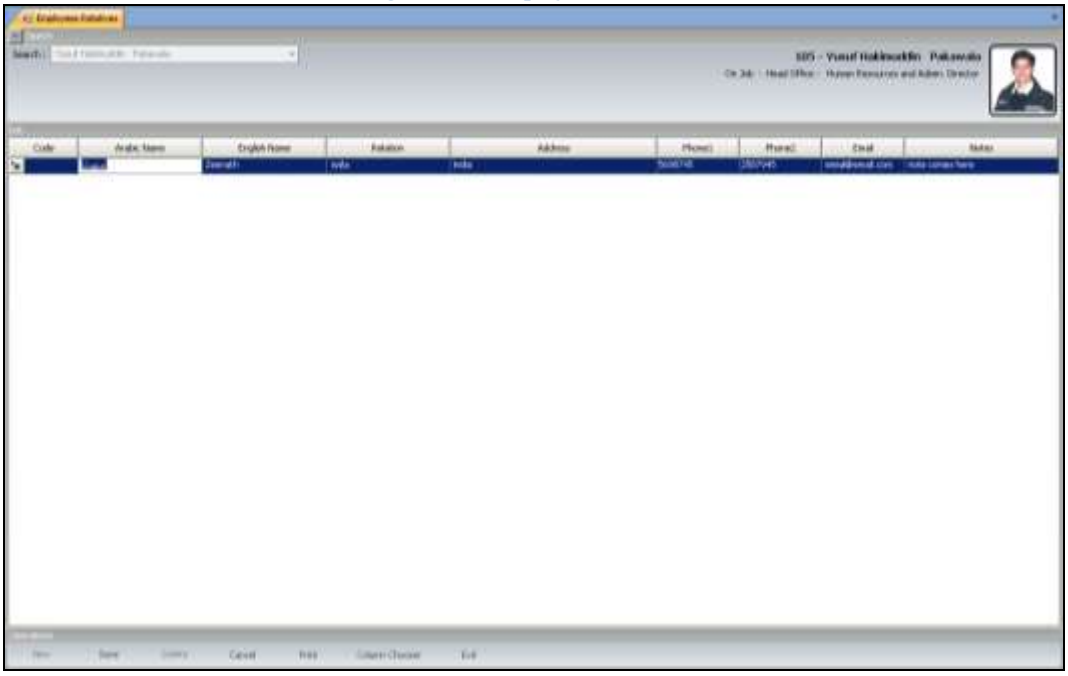
5.14 Other Action

Figure 5-27 Other Action Menu



5.14.1 Employees Relatives

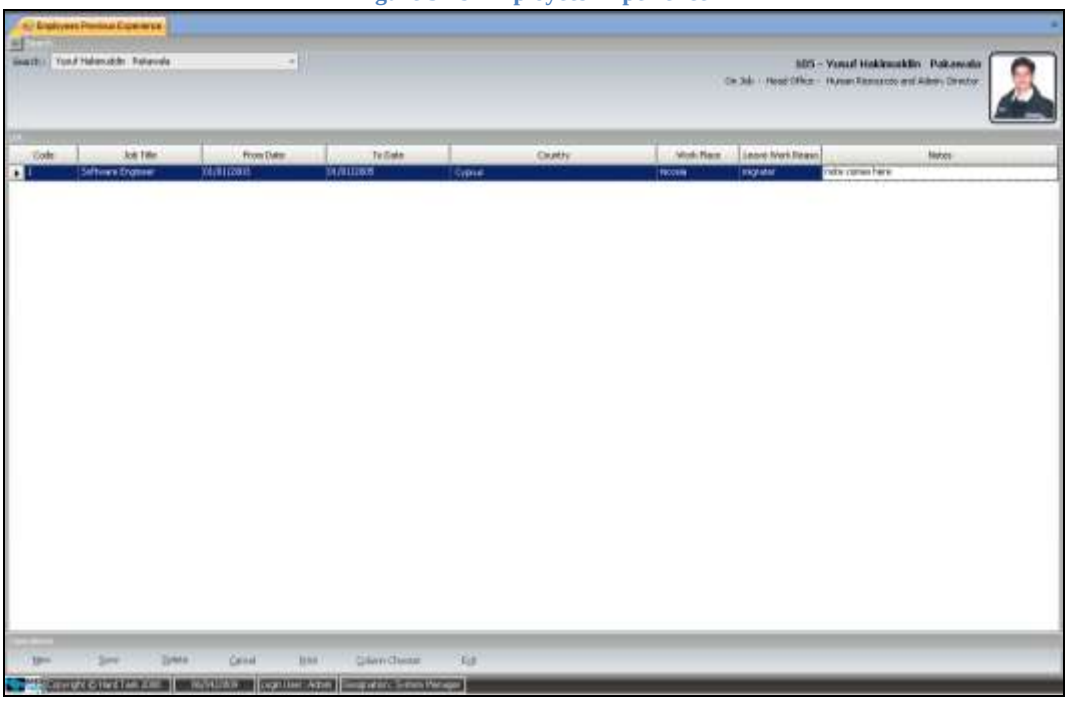
Figure 5-28 Employees Relatives



This module of employee's relatives is a simple module to keep track of relatives around employee. It can also be very handy in case of emergency. Most of the fields are simple. Relation is a drop down which comes from the *Relatives Relation* in Master File 2.

5.14.2 Employees Experience

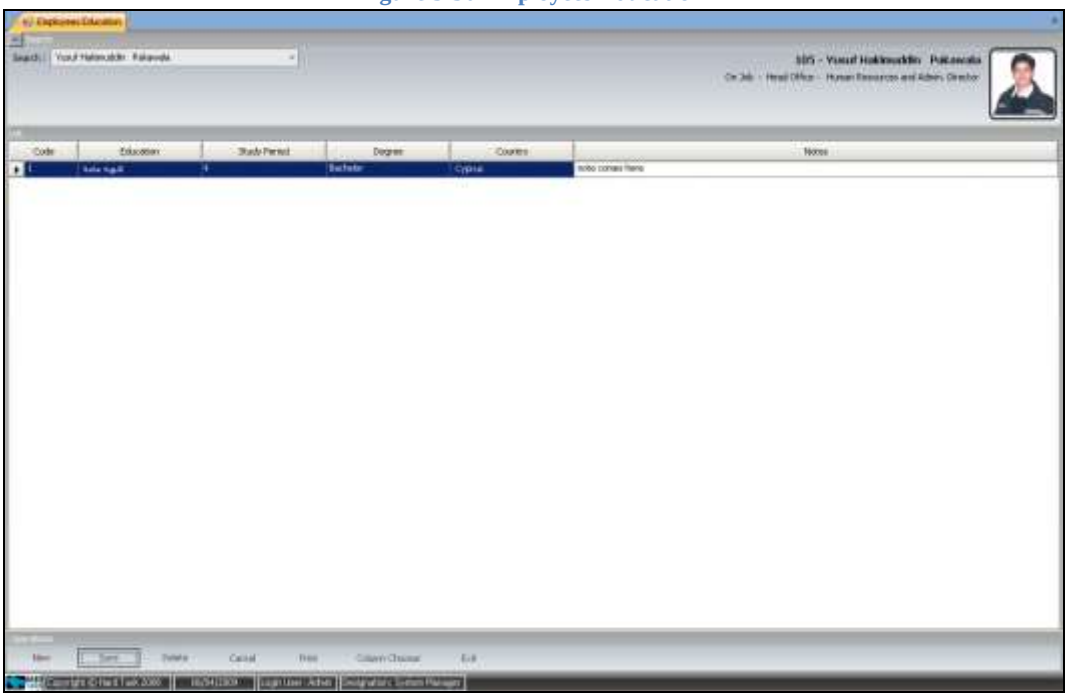
Figure 5-29 Employees Experience



This module of employee experience holds the job experience of an individual employee. It basically keeps record of all the previous job experience an employee has.

5.14.3 Employees Education

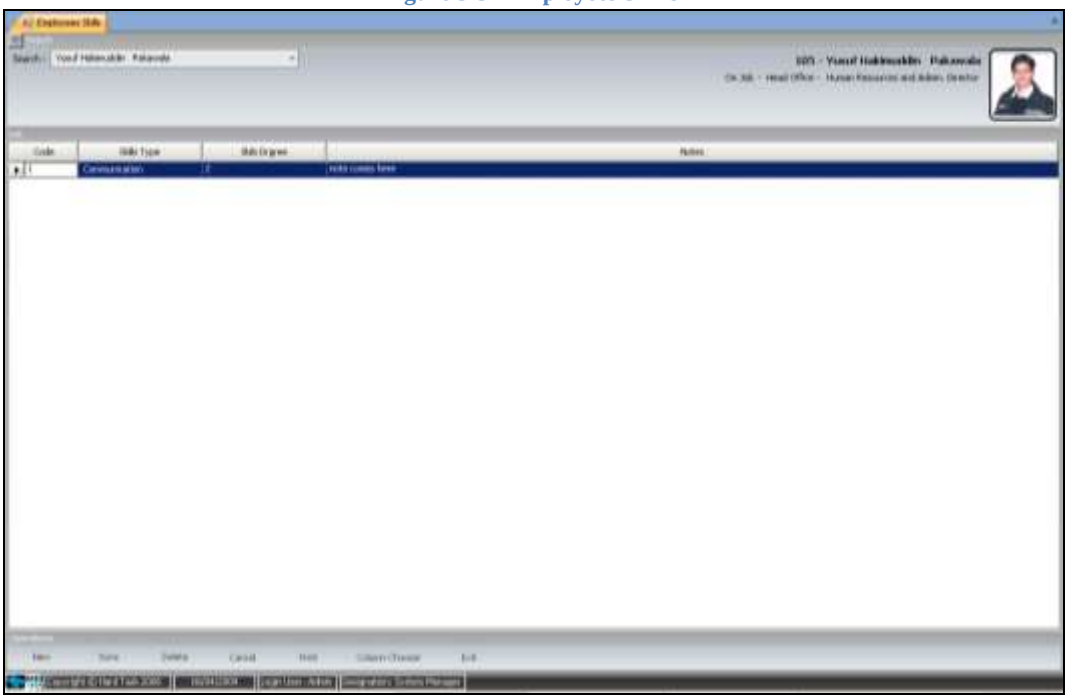
Figure 5-30 Employees Education



This module of employee education holds the educational experience of an individual employee. It basically keeps record of all the education qualification and certificates an employee earned.

5.14.4 Employees Skills

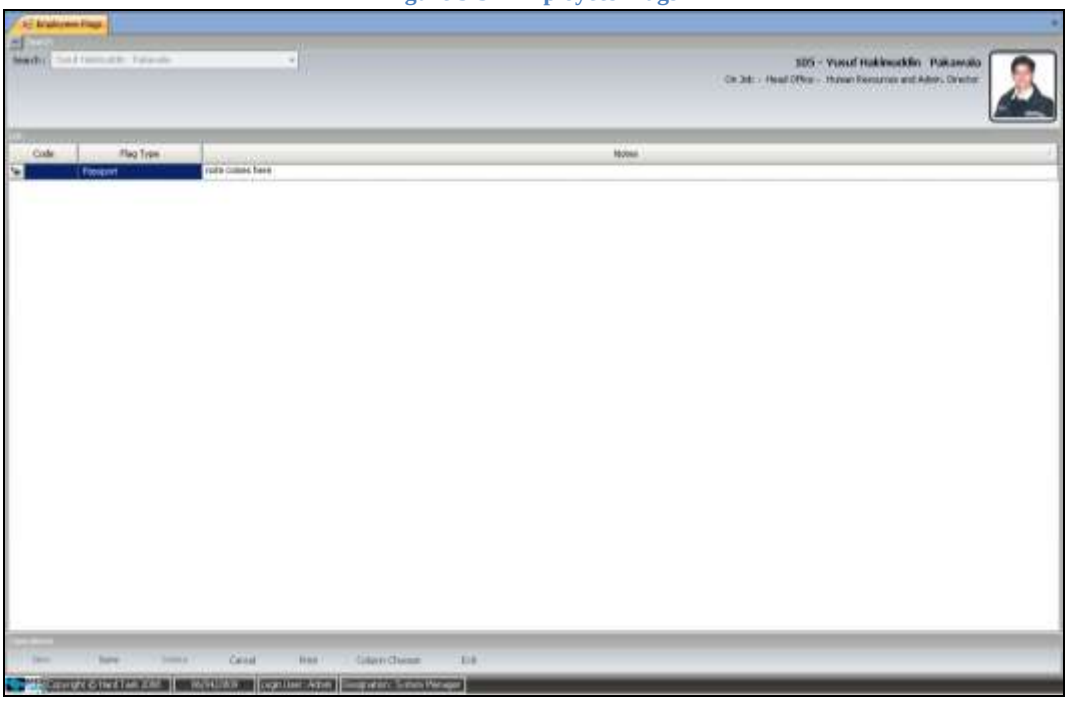
Figure 5-31 Employees Skills



This module of employee skill keeps a track of different skills an individual employee holds. This piece of information could be very handy when management needs set of employee to perform an action which needs particular skill. Skill type is a drop list coming from Master File 2.

5.14.5 Employees Flags

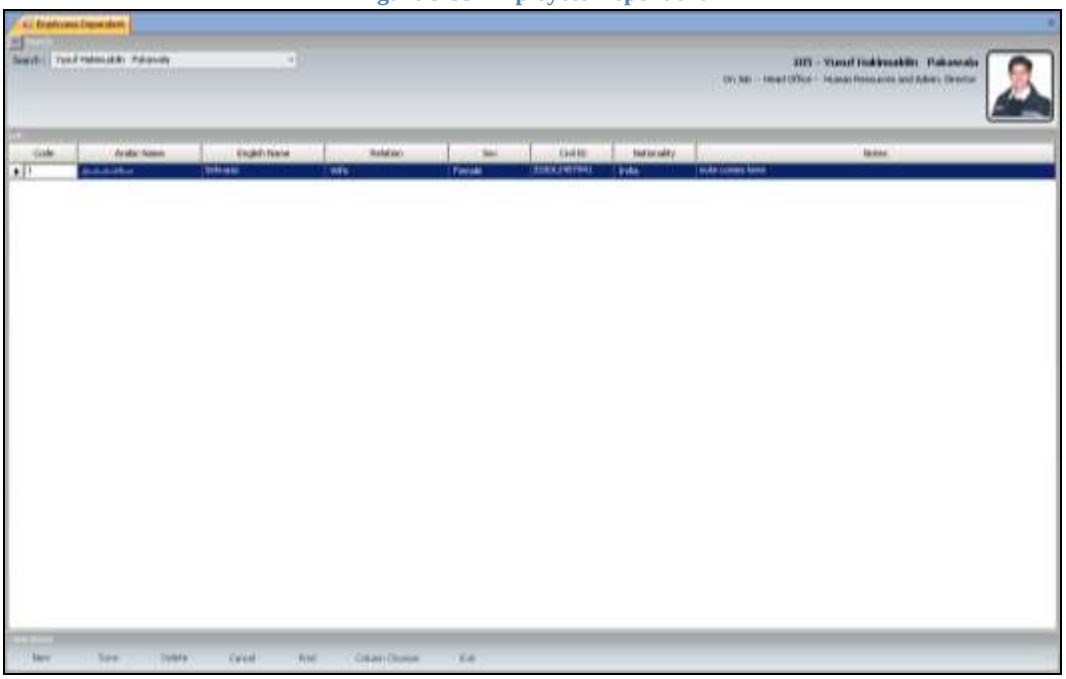
Figure 5-32 Employees Flags



This module of employee flag is more like a concept of book mark. First you create your choice of flags from Master File 2 and then start giving these flag to the employee. Later on you can get reports based on the flags.

5.14.6 Employees Dependent

Figure 5-33 Employees Dependent



This module of employee dependent is for people who are under the dependency list as per the passport of the employee. The information entered here will be used in the official papers.

6 Pre Hiring

6.1 Introduction

This chapter deals with pre hiring employees. Explaining what pre hiring means in the system, followed by its reporting section.

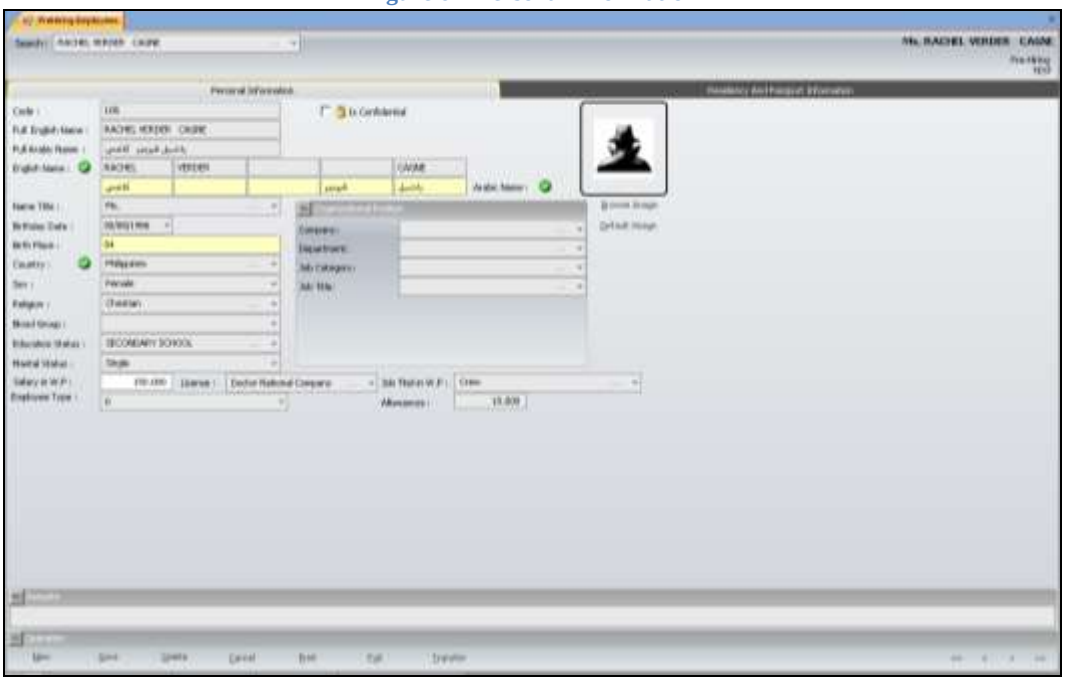
6.2 Employee Pre Hiring

Figure 6-1 Pre Hiring Menu

The section of pre hiring can be access from the third tab of the system named Pre Hiring as show in figure above. Beside the actual employee, system also has a concept of pre hiring. Employees who are like to join the company fall under the category of pre hiring. All the official work for an employee who is expected to join the company is being done though this information of the pre hired employee. Basically it's very much similar to the employee data form explained earlier. In compare to employee data from pre hiring has only personal information and residency and passport information. They have been explained in the following section of this chapter. Pre hiring employee has nothing to do with the existing employee and the systems operational forms like payroll and leaves. This is just for official purpose and applicants applying for the job in company.

6.2.1 Personal Information

Figure 6-2 Personal Information

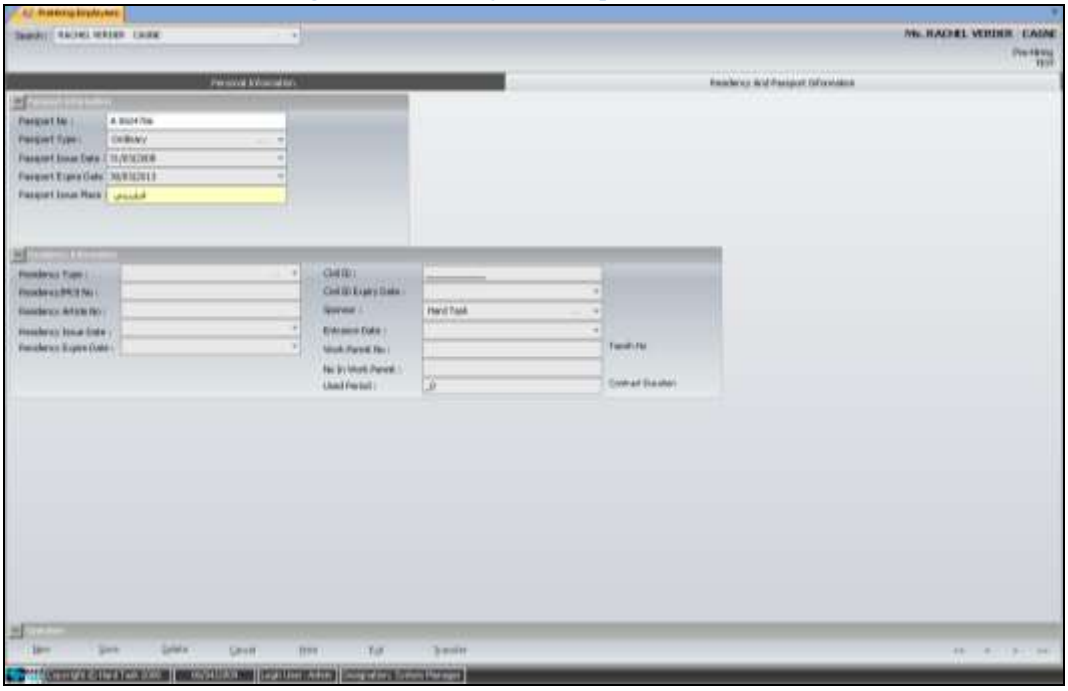


- **Code:** The Unique code given to an employee file. This code is auto generated by system and can also be manually typed by the end user only if mentioned at the time of system installation.
- **Is Confidential:** It indicates if employee's information is confidential or not. System has users with confidential permission. Only those users who have confidential permission can view this record [see section 3.3.1Users information].
- **Full Name English**: It is a merged string of English Name. Its Read only
- **Full Arabic Name:** It is a merged string of Arabic Name. Its Read only
- **English Name:** The English name of an employee divided into five boxes as used in official papers. *Is mandatory*.
- **Arabic Name:** The Arabic name of an employee divided into five boxes as used in official papers. *Is mandatory.*
- **Name Title:** Employees name title [Mr., Mrs., and Dr. Etc]. *Has default value.*
- **Birthday Date:** Employees Birthday date.
- **Birth Place:** Birth place of employee. Used in official papers. It takes countries capital Arabic name if left empty.
- **Country:** Country of employee's nationality. Used in many places. *Is mandatory. Has default value.*

- **Sex:** Employees gender information.
- **Religion:** Employees Religions information.
- **Blood Group:** Employees blood group information.
- **Education Status:** Employees Education information.
- **Marital Status:** Employees marital status.
- **Salary In W.P[8]:** This salary is used just for official papers and have nothing to do with calculations.
- **Job Title in W.P:** Job Title in W.P is the one which is used only in official papers and have nothing to do with actual job.
- **License:** It is the license under which the employee is working. Also see section 4.3.3 Company License for further details about license.
- **Organization Position:** These fields are dynamic depending on the organization structure of the company. Each upper level filters out the next level to show its child data. So when you select HR department then it will show only those job category which falls under HR Department and hide other job categories. *Is mandatory.*

6.2.2 Residency and Passport Information

Figure 6-3 Residency and Passport Information



[8] W.P stands for work permit.

- **Passport Information:** Passport related information is saved as this place.
  - **Passport No:** The passport no of the employee. Also used in official papers.
  - **Passport Type:** It indicates the type of passport. This list is dynamic.
  - **Passport Issue Date:** The issue date of passport. Also used in official papers.
  - **Passport Expiry Date:** The expiry date of passport. Used in alert system. Also used in official papers.
  - **Passport Issue Place:** Place where passport has been issued. It takes countries capital Arabic name if left empty. Also used in official papers.
- **Residency Information:**
  - **Residency Type:** Type of residency employee is working under.
  - **Residency / MOI No:** Residency and Ministry Of Interior No used in official papers.
  - **Residency Article No:** Residency Article No used in official papers [example article 18, article 20].
  - **Residency Issue Date:** The issue date of residency. Used in official paper.
  - **Residency Expiry Date:** The issue date of residency. Used in official paper and alert.
  - **Civil ID:** Civil ID of the employee. Used in official paper
  - **Civil ID Expiry Date:** Civil ID expiry date of employee. Used in official paper and alert.
  - **Sponsor:** Employee's sponsor is selected at this point. Also see section 4.3.2 Sponsors for further details about sponsors.
  - **Entrance Date:** Date of entrance into country by employee. Used in official papers.
  - **Work Permit No:** also kwon as tasreh no in official papers.
  - **No In Work Permit:**
  - **Used Period:** The contract duration used in the official papers comes here.

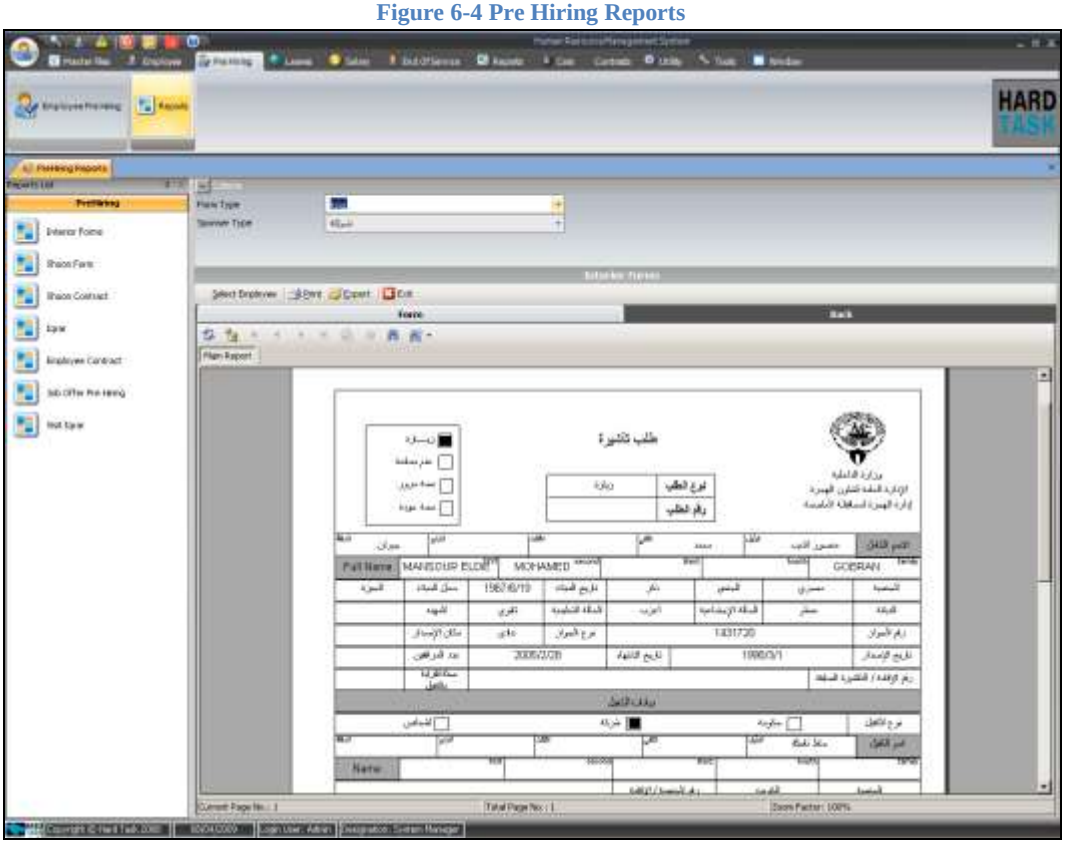
6.2.3 Transfer Pre Hiring Employee

Pre hiring form has a special button called *Transfer* [see *Figure 6-2 Personal Information*], which is used to transfer the pre hiring employees available information into the actual employee list. So if the pre hiring employee joins the company you use this transfer button to make its data available in employee data.

At the same time this information will be removed from pre hiring form.

6.3 Pre Hiring Reports

Figure 6-4 Pre Hiring Reports



The report section of pre hiring holds solely the official papers for the employee's. All the information entered in pre hiring form is automatically loaded into the selected pre hiring reports. These official reports are designed especially for cases of pre hiring employee and not for the existing employee's. To open any reports follow these steps:

1. Choose the main report category form the left menu.
2. Select the appropriate criteria from the top. An example of criteria could be *Form Type* and *Sponsor Type.* Please note these criteria differ from form to form. If no criteria are required in the report then move on with step four.
3. Click on Select Employee button below criteria. It will open an employee search form with pre hiring employees list.
4. Choose multiple employees by checking the check box on their left.
5. Click Preview button on the top of the search form.

Your official report is ready to print. Make sure you have entered full information about employee in the pre hiring forms. If anything which is not provided in form will be shown blank in the report. The report has two tabs under it. *Form* is the front side of the official paper and *back* is the back side of the same official paper. You can print and also export the report into other format.

The lists of reports available are:

- Interior Forms
- Shoon Forms
- Shoon Contract
- Iqrar
- Employee Contract
- Job Offer Pre Hiring
- Visit Iqrar

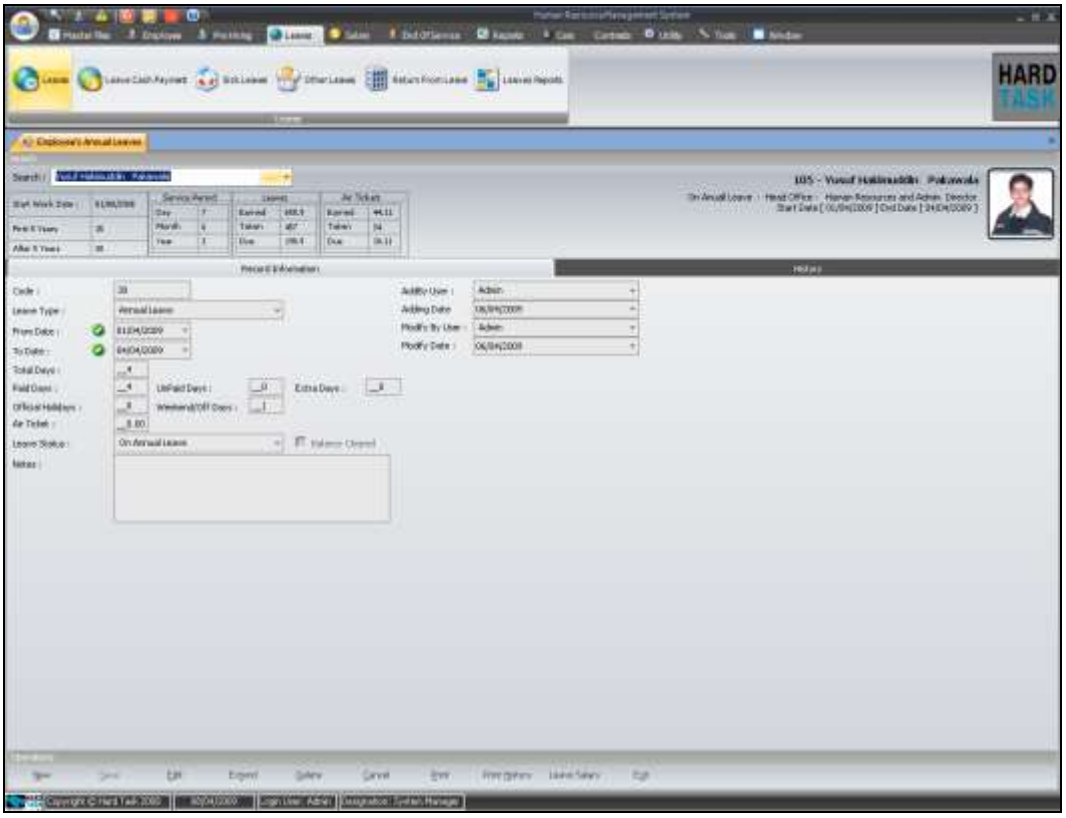
7 Leaves

7.1 Introduction

This chapter deals with leave modules present in the system. It starts with annual leave followed by leave cash payment. Then comes sick leaves followed by other leaves and return from leave. Finally the chapter ends on the topic of leave reports.

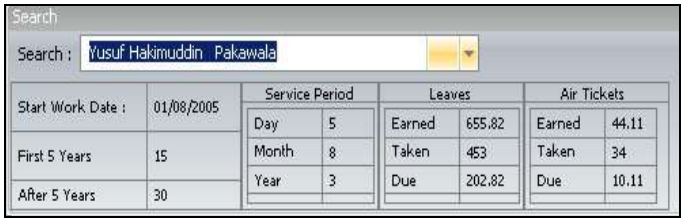
7.2 Annual Leaves

Figure 7-1 Employees Annual Leaves



Annual leave is a special kind of a leave which an employee is entitles to get in a year. This is a form for entering employee's annual leave and to see their annual leave history as well. Just below the employee search drop you will see some piece of information see Figure 7-2 Leave Information. It state start working date, annual leave quota and service period. It also contains leaves earned, taken and due for and employee and same with air ticket too.

Figure 7-2 Leave Information



- **Service Period:** The total period an employee was in service with the company. It helps in calculation of earned days.
- **Earned:** Total leave days earned by the employee in his/her service period.
- **Taken:** Total leave days consumed by the employee in his/service period.
- **Due:** The balances of leave employee are left with. Is equal to Earned minus Taken.
- **Leave Type:** It's a read only field indicating that this is an annual leave.
- **From Date:** The date from when the leave starts.
- **To Date:** The Date when the leave will end.
- **Total Days:** The total number of days the leave duration is for. While inserting record, Total Days will be auto calculated based on From and To Date. You can also give the Total Days instead of giving them To Date. Total days should always be equal to paid days + unpaid days + extra days.
- **Paid Days:** The number of paid days from the total days. Paid days are included in service period. They are also auto calculated based on total days and due days of leave. By default Paid days are always less than the due days. You can always modify them as per the case.
- **Unpaid Days:** The number of days for which employee is not paid for. Unpaid days are not included in service period. This is auto calculated as well. Unpaid days are the difference between total and paid days. You can always modify them as per the case.
- **Extra Days:** The number of days for which employee is not paid for. Extra days are included in service period. By default its zero but you can consume both paid days and unpaid days in it.
- **Official Holidays:** The number of official holidays coming within the leave period. They are not included in paid days but are paid separately. It's read only. They come from the master file's official holidays.
- **Weekends/Off Days:** The number of off days coming within the leave period. It's read only.
- **Air Ticket:** The number of air ticket employee consumes with this annual

leave. Please note its number of ticket not amount for ticket.

- **Leave Status:** Indicates the status of leave.
- **Balance Cleared:** It indicates if employee took the annual leave at the same time when they left for leave or is it being given to them at the end of the month with payroll.
- **Extend:** It allows extending the employee who are currently on leave.
- **Extend Date:** The new end date of the leave.
- **Deduct Type:** It indicates that the extra days will be treated as what [extra paid or unpaid].

These leave and air ticket figures are influence by the start date in the form. Let's say if an employee is going today on annual leave he/she will get different earned and due balance then that of the same employee going on leave next month.

How to add Leave?

1. Select an employee.
2. Click new button on the bottom of the form.
3. Give from date and to date.
4. Change paid and unpaid days if needed.
5. Give air ticket if needed.
6. Check balance clear if employee will take amount before end of month.
7. Type in some notes regarding the leave if you need.
8. Save. You are done.

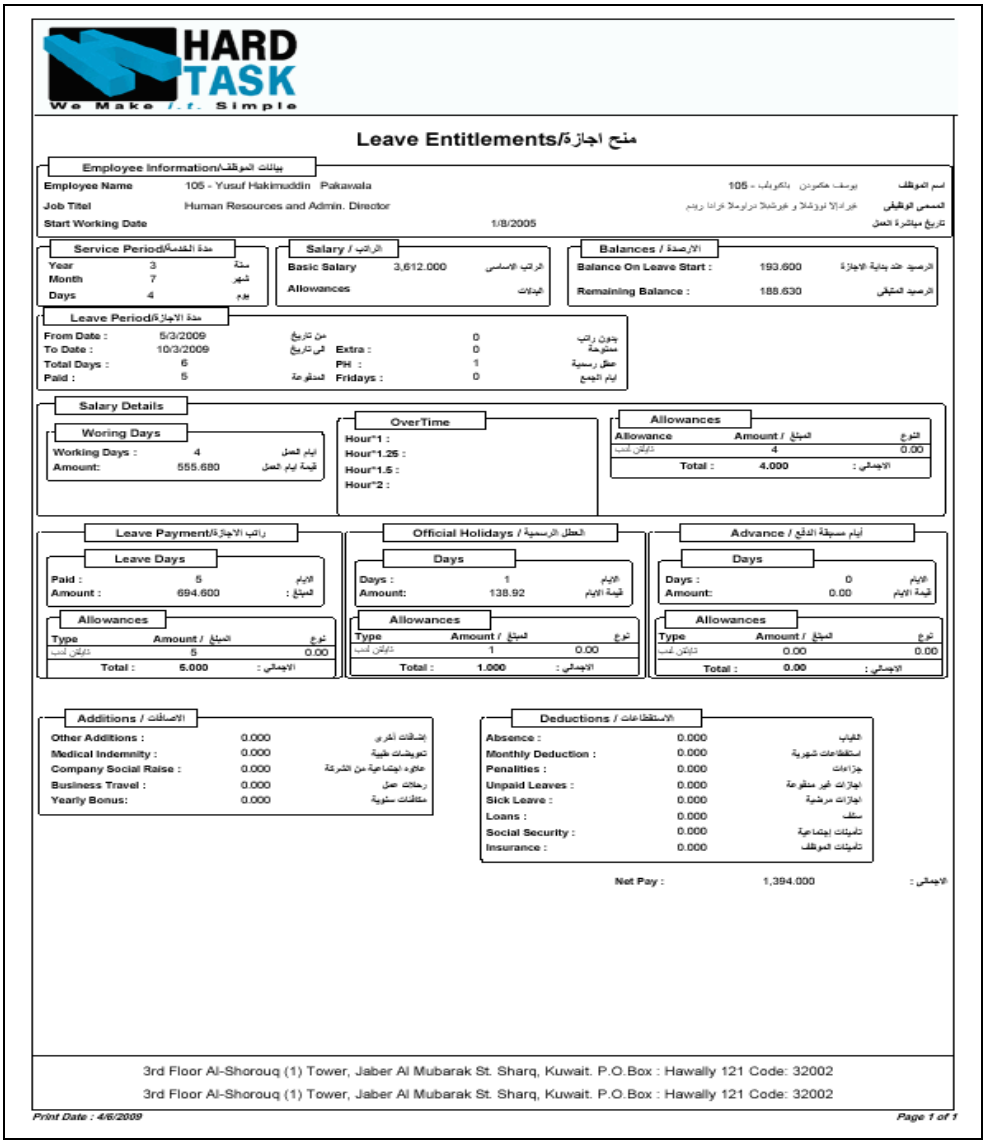
How to Edit Leave?

1. Select an employee.
2. Go to employee form and double click on record you want to edit.
3. Click on edit button.
4. Change existing data.
5. Save. You are done.

You cannot edit leaves for closed months. You are also not allowed to edit leave that already started but can extend them.

Leave entitlement report can be generated once leave is completed. This report contains the complete leave information along with finance related issue of leave settlement.

Figure 7-3 Leave Entitlement Report



HARD TASK
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Leave Entitlements/منح اجازة

Employee Information/بيانات الموظف

Employee Name	105 - Yusuf Hakimuddin Pakawala	اسم الموظف	يوسف هكيمودين باكيوالا - 105
Job Titel	Human Resources and Admin. Director	المسمى الوظيفي	غيرادايا لوزشلا و غيرشلاا درادملا قرادا ريدم
Start Working Date	1/8/2005	تاريخ مباشرة العمل	

Service Period/مدة الخدمة

Year	3	سنة	
Month	7	شهر	
Days	4	يوم	

Salary / الراتب

Basic Salary	3,612.000	الراتب الاساسي	
Allowances		البدلات	

Balances / الارصدة

Balance On Leave Start :	193.600	الرصيد عند بداية الاجازة
Remaining Balance :	188.630	الرصيد المتبقي

Leave Period/مدة الاجازة

From Date :	5/3/2009	من تاريخ	Extra :	0	بدون راتب ممنوحة
To Date :	10/3/2009	الى تاريخ	PH :	0	عطل رسمية
Total Days :	6		Fridays :	1	ايام الجمع
Paid :	5	المدفوعة		0	

Salary Details

Woring Days

Working Days :	4	ايام العمل
Amount:	555.680	قيمة ايام العمل

OverTime

Hour*1 :
Hour*1.25 :
Hour*1.5 :
Hour*2 :

Allowances

Allowance	Amount / المبلغ	النوع
ذايلان لذب	4	0.00
Total :	4.000	الاجمالي :

Leave Payment/راتب الاجازة

Leave Days

Paid :	5	الايام
Amount :	694.600	المبلغ :

Allowances

Type	Amount / المبلغ	النوع
ذايلان لذب	5	0.00
Total :	5.000	الاجمالي :

Official Holidays / العطل الرسمية

Days

Days :	1	الايام
Amount:	138.92	قيمة الايام

Allowances

Type	Amount / المبلغ	النوع
ذايلان لذب	1	0.00
Total :	1.000	الاجمالي :

Advance / ايام مسبقة الدفع

Days

Days :	0	الايام
Amount:	0.00	قيمة الايام

Allowances

Type	Amount / المبلغ	النوع
ذايلان لذب	0.00	0.00
Total :	0.00	الاجمالي :

Additions / الاضافات

Other Additions :	0.000	إضافات أخرى
Medical Indemnity :	0.000	تعويضات طبية
Company Social Raise :	0.000	علاوة اجتماعية من الشركة
Business Travel :	0.000	رحلات عمل
Yearly Bonus:	0.000	مكافآت سنوية

Deductions / الاستقطاعات

Absence :	0.000	الغياب
Monthly Deduction :	0.000	استقطاعات شهرية
Penalities :	0.000	جزاءات
Unpaid Leaves :	0.000	اجازات غير مدفوعة
Sick Leave :	0.000	اجازات مرضية
Loans :	0.000	سلف
Social Security :	0.000	تأمينات إجتماعية
Insurance :	0.000	تأمينات الموظف

Net Pay : 1,394.000 الاجمالي :

3rd Floor Al-Shorouq (1) Tower, Jaber Al Mubarak St. Sharq, Kuwait. P.O.Box : Hawally 121 Code: 32002

3rd Floor Al-Shorouq (1) Tower, Jaber Al Mubarak St. Sharq, Kuwait. P.O.Box : Hawally 121 Code: 32002

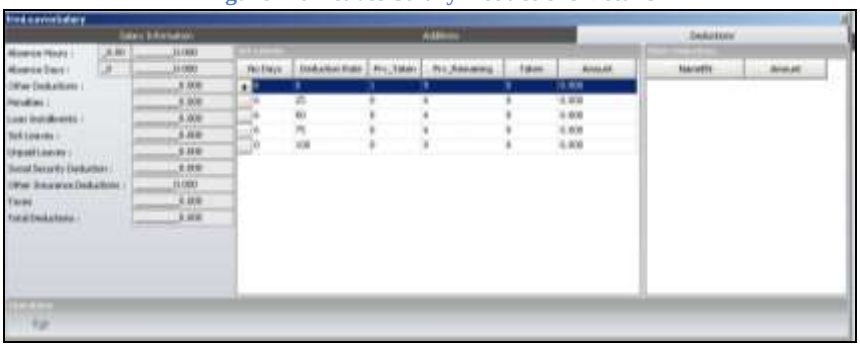
Print Date : 4/6/2009 Page 1 of 1

Once the leave has been saved, you can see the leave salary calculation for the employee by clicking on the leave salary button. It will show you the complete salary information along with complete addition and deduction of the employee as shown in Figure 7-4 Leaves Salary Information, Figure 7-5 Leaves Salary Additions Details and Figure 7-6 Leaves Salary Deductions Details. This form is read only and will include both working days and leave days calculated information. Please refer to section 8.2 Payroll for further explanation of these fields.

Figure 7-4 Leaves Salary Information

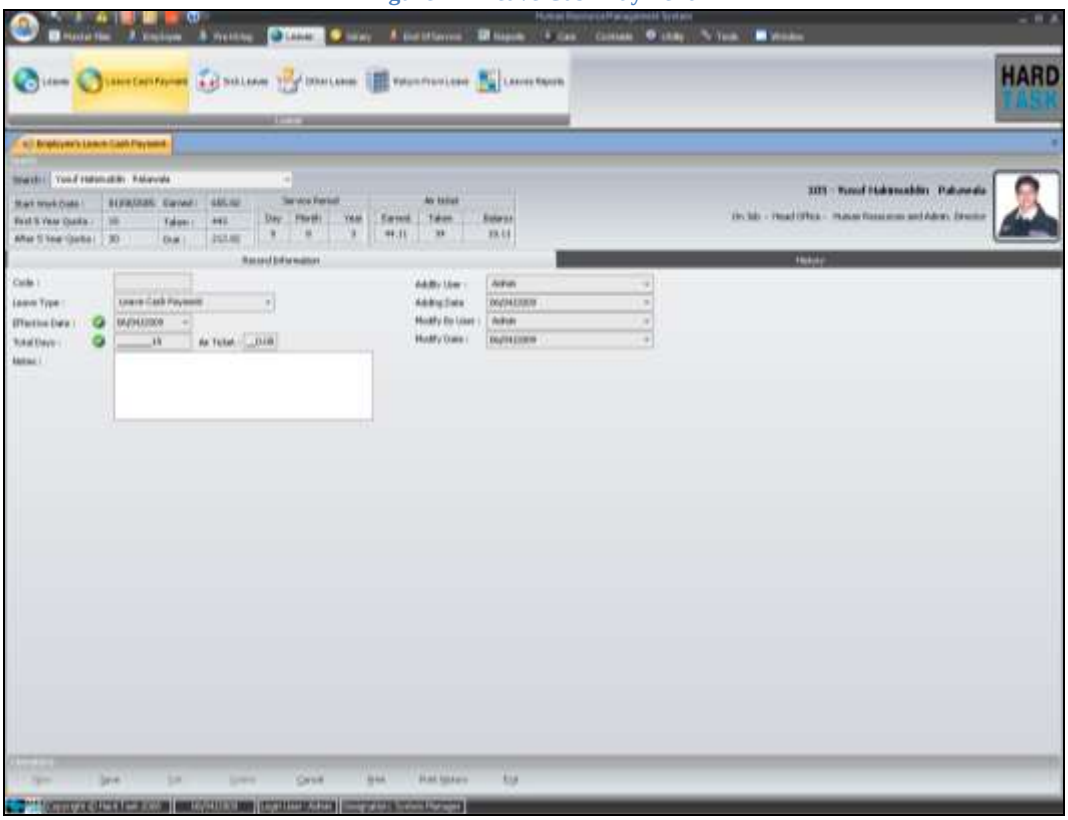
Figure 7-5 Leaves Salary Additions Details

Figure 7-6 Leaves Salary Deductions Details



7.3 Leave Cash Payment

Figure 7-7 Leave Cash Payment



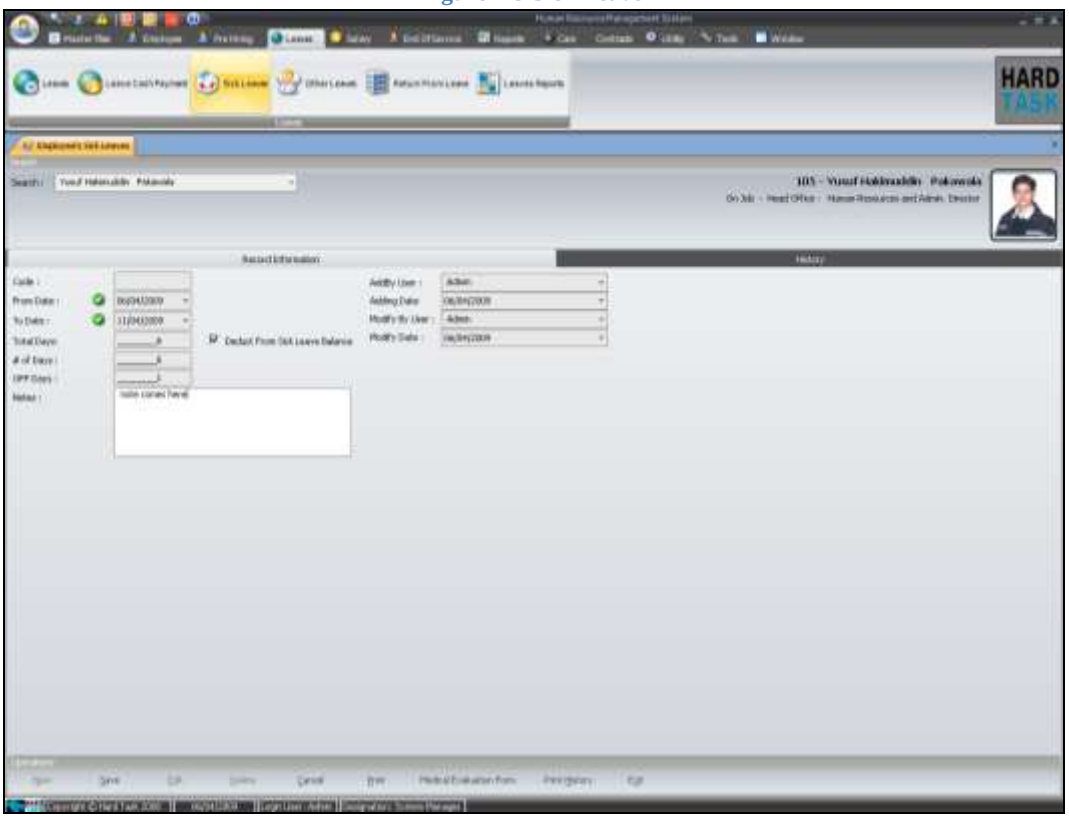
In many companies, employee cash there leave amount, instead of taking the vacation. This is the form for employee to cash their leave amount. To give leave cash payment, simply select an employee, click new, give effective date and total days to be cash out and save. These days will be considered as taken and will be reduced from their due days. Air ticket can also be cash out in a same manner. Leave cash payment report can be generated once record is saved.

- **Effective Date:** Date of leave encashment.
- **Total Days:** Leave encashment days.
- **Air Ticket:** Air Ticket encashment number.

Figure 7-8 Leave Cash Payment Report

7.4 Sick Leaves

Figure 7-9 Sick Leave



Sick Leave is another special kind of leave with different calculation treatment. There is a quota for employee in relation to sick leave. It has been described in section 3.2.10 Sick Leave Configuration. All the sick leave which has check box for deduct equal to true will be considered while calculation.

As far as data insertion is concern its simple. Select employee, click new, give

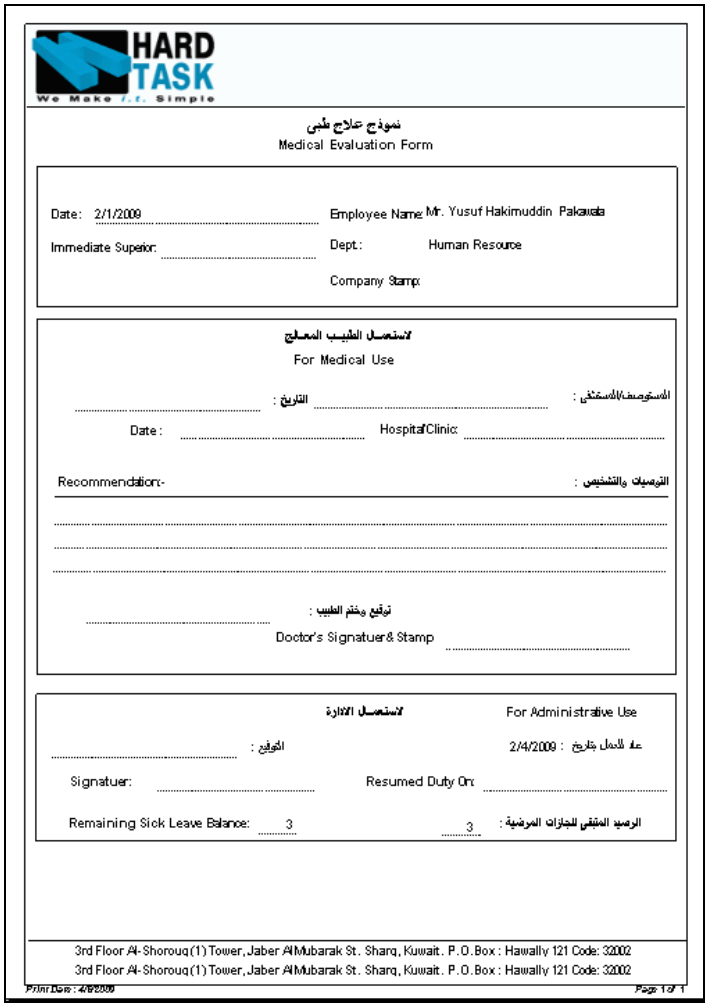
from and to date, it will calculate total days. You can also give total days instead of to date. Check if to be deducted from sick leave balance. Finally save then record.

- **From Date:** Sick Leave starts date.
- **To Date:** Sick Leave end date.
- **Total Days:** The total number of day's employee is sick for.
- **# Of Days:** The total number of day's employee is sick for excluding off days.
- **Off Days:** Total off days between from and to date.
- **Deduct from Sick Leave Balance:** This filed indicate if the sick leave days should be part of sick leave balance calculation or not.

Figure 7-10 Sick Leave Report

This form comes with a sick leave report as shown in Figure 7-10 Sick Leave Report and also with a medical evaluation report as shown in Figure 7-11 Medical Evaluation Form.

Figure 7-11 Medical Evaluation Form



نموذج علاج طبي
Medical Evaluation Form

Date: 2/1/2009 Employee Name: Mr. Yusuf Hakimuddin Pakawala

Immediate Superior: Dept.: Human Resource

Company Stamp:

لاستعمال الطبيب المعالج
For Medical Use

المشخص/المستشفى : التاريخ :

Date: Hospital/Clinic:

Recommendation:- التوصيات والتشخيص :

توقيع وختم الطبيب :

Doctor's Signatuer & Stamp

لاستعمال الادارة For Administrative Use

التوقيع : عاد للعمل بتاريخ : 2/4/2009

Signatuer: Resumed Duty On:

Remaining Sick Leave Balance: 3 3 : الرصيد المتبقي للاجازات المرضية

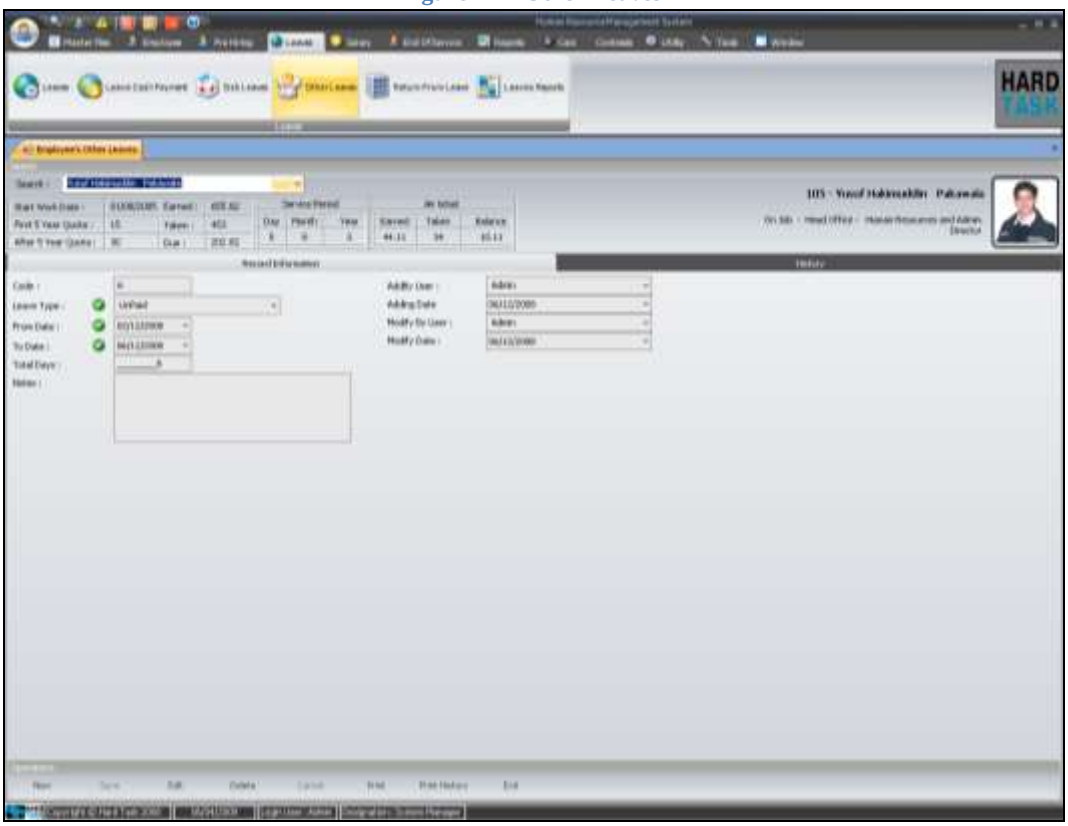
3rd Floor Al-Shorouq (1) Tower, Jaber Al Mubarak St. Sharq, Kuwait. P.O.Box : Hawally 121 Code: 32002

3rd Floor Al-Shorouq (1) Tower, Jaber Al Mubarak St. Sharq, Kuwait. P.O.Box : Hawally 121 Code: 32002

Print Date : 4/6/2009 Page 1 of 1

7.5 Other Leaves

Figure 7-12 Other Leaves

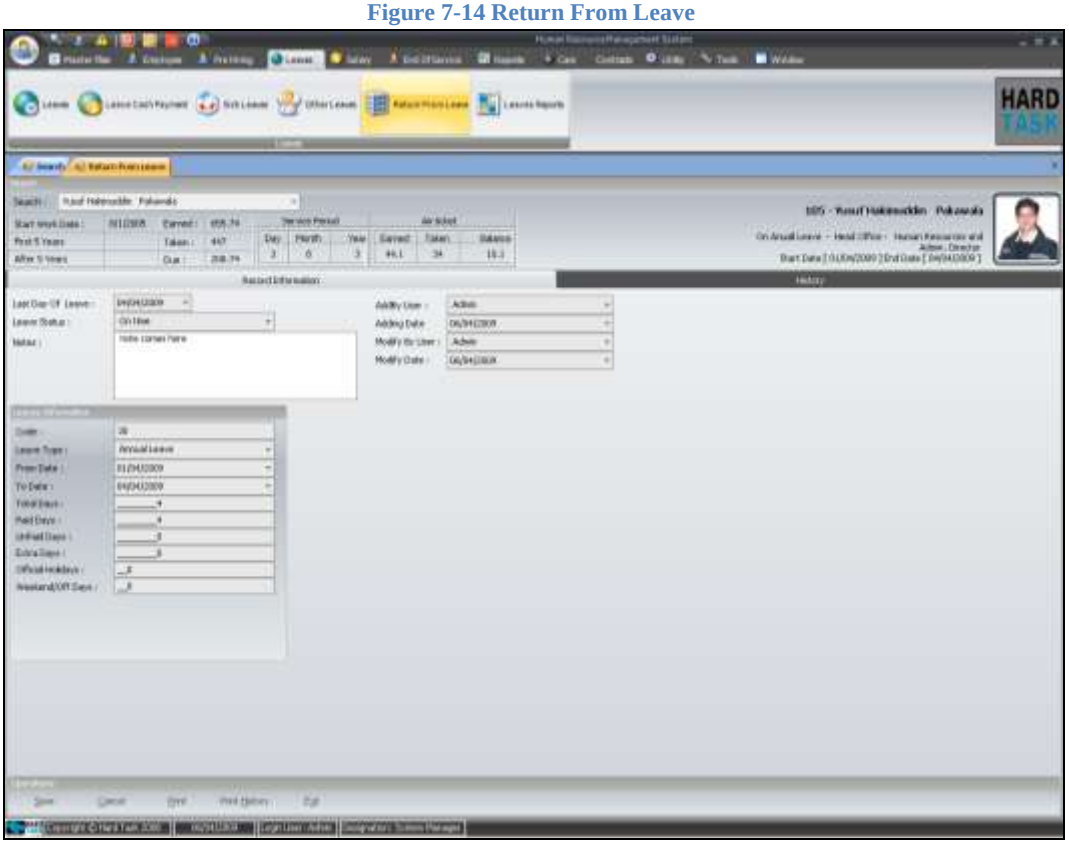


All the remaining leaves in the leave type form under master file1 come here. Please refer to section 4.3.5 Leave Types for more details which talks about the limitation of any leave. You just have to select the leave type give duration and save record. A report is also available from print button.

Figure 7-13 Other Leaves Report

7.6 Return From Leaves

Figure 7-14 Return From Leave



This is the form for returning back employee from vacation. To return back employees from vacation follow these steps:

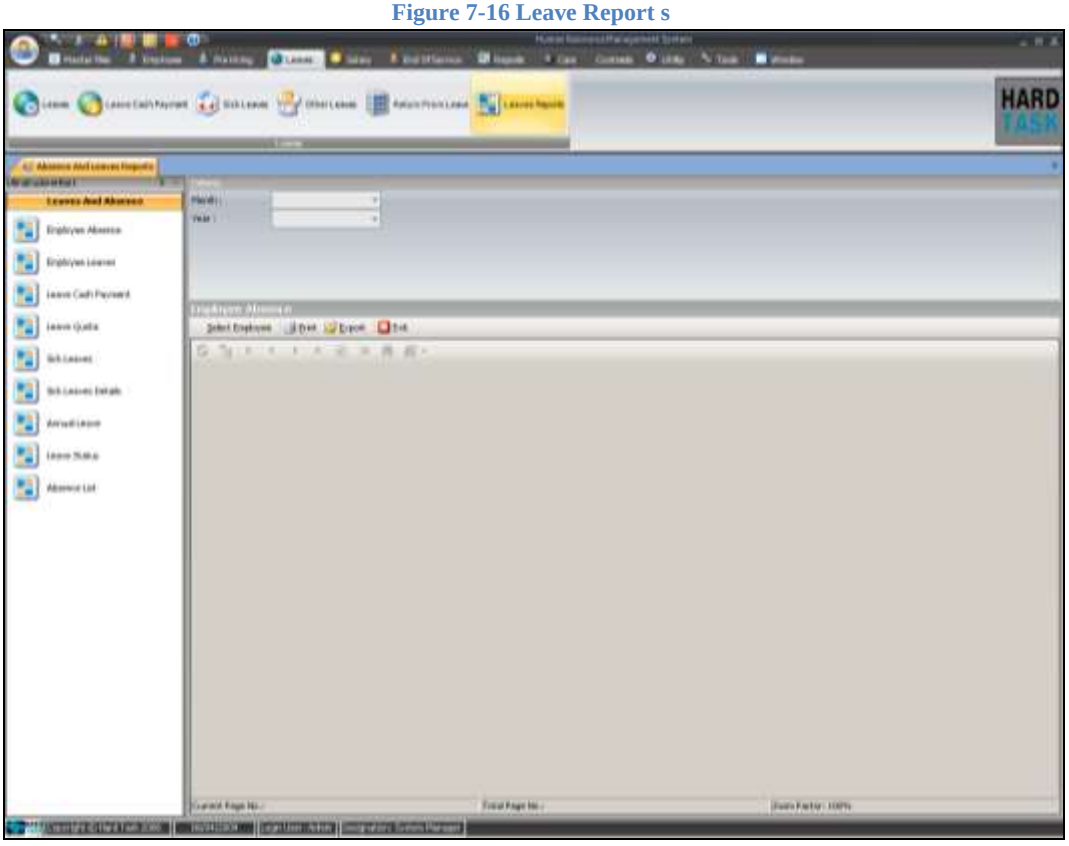
1. Select an employee. If an employee's current status is on job then this form will not work for them.
2. Enter the last day of leave.
3. Select the leave status. Depending on the end date of the leave and the actual return date the leave status will change, which are:
   - **3.1. On time**: when employee returns as expected on time.
   - **3.2. Late Deduct from leave balance:** When employee returns late you can deduct the extra days of leave from his/her leave balance.
   - **3.3. Late, Unpaid Leaves:** When employee returns late you can consider it as unpaid days. This ultimately is not part of their service period.
   - **3.4. Early return, recuperate days:** The early days are added back to the balance. And the advance payment will be added in the monthly deduction.
4. Save the transaction.

Finally you can create return from leave report by clicking on print button. It will come up with a report as shown in Figure 7-15 Return From Leave Report.

Figure 7-15 Return From Leave Report

7.7 Leave Reports

Figure 7-16 Leave Report s



Beside the reports in each individual form of leave section had you also have

choice of other reports which comes under leave reports. To open any reports follow these steps:

1. Choose the main report category form the left menu.
2. Select the appropriate criteria from the top. An example of criteria could be *Month* and *year*. Please note these criteria differ from form to form. If no criteria are required in the report then move on with step four.
3. Click on Select Employee button below criteria. It will open an employee search form with employees list.
4. Choose multiple employees by checking the check box on their left.
5. Click Preview button on the top of the search form.

The lists of reports available are:

- Employee Absence
- Employee Leaves
- Leave Cash Payment
- Leave Quota
- Sick Leaves
- Sick Leaves Details
- Annual Leaves
- Leave Status
- Absence List

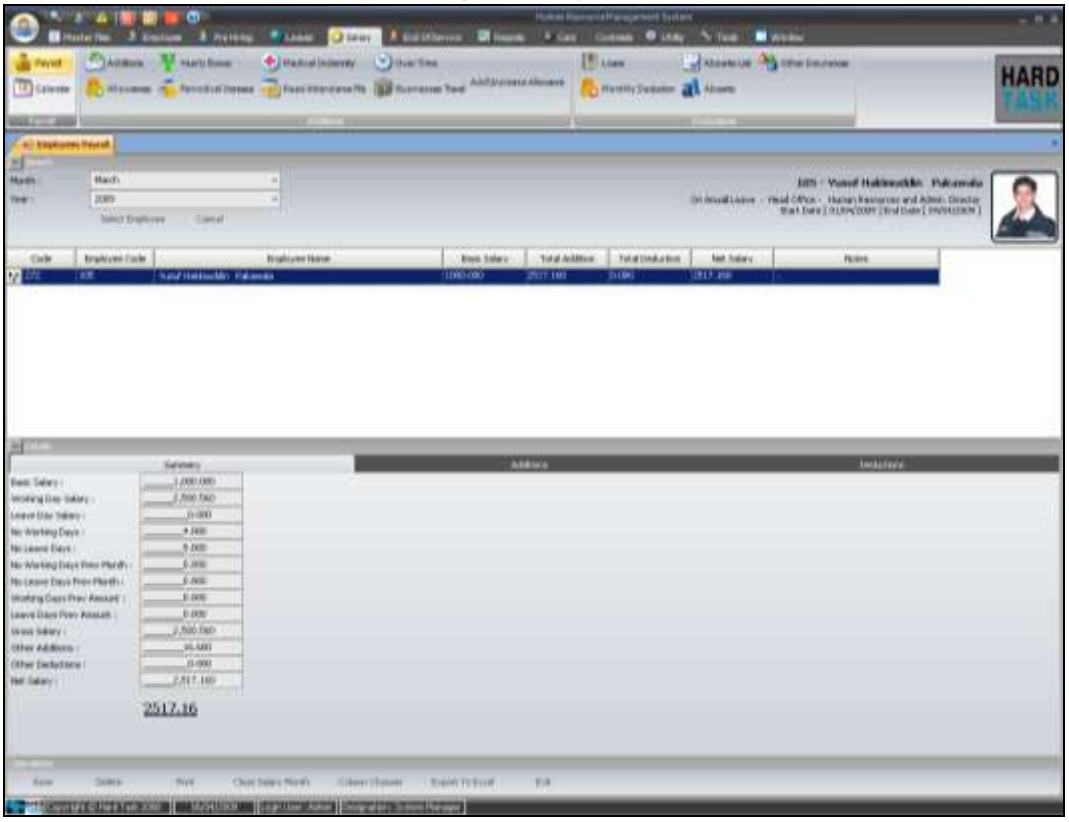
8 Salary

8.1 Introduction

This chapter deals with salary related issued of an employee. It starts with Payroll from which is the main form of generating salary. Followed by payroll comes the employee calendar. Then comes all set of addition employee can possible get. Finally, deduction section dealing with all possible deductions from employee's salary.

8.2 Payroll

Figure 8-1 Payroll



In this for the salary payroll is generated for employees. To generate a payroll follow these steps:

1. Select Month
2. Select Year
3. Click on Select Employee button. It will open an employee search form with employees list.

4. Choose multiple employees by checking the check box on their left.
5. Click Preview button on the top of the search form.
6. Save

While selecting employee form search menu you can always filter based on any particular criteria, let's say cost center and then click on select all button to select all visible records in the list.

Before saving the records you can select any specific employee and see their details below. There are three tabs in details. First of them is summery which gives you an over view of employees salary including working days and leave days details. Please refer to Figure 8-2 Payroll Summery The column for other additions and other deductions are the one which are explained in details in next two tabs.

Figure 8-2 Payroll Summery

- **Basic Salary:** The basic salary employee gets per month.
- **Working Days Salary:** The actual salary employee received for the working days of the month. If no annual leave is involved it should be equal to basic salary.
- **Leave Days Salary:** Leave days paid salary of an employee comes here.
- **No Working Days:** The number of day's employee worked in the company.
- **No Leave Days:** The number of day's employee was on leave.
- **No Working Days Prev Month:** The number of day's employee worked in previous month for which they still have to be paid.
- **No Leave Days Prev Month:** The number of day's employee was on leave in previous month for which they still have to be paid.

- **Working Days Prev Amount:** The amount for working days for which employee was not paid yet.
- **Leave Days Prev Amount:** The amount for leave paid days for which employee was not paid yet.
- **Gross Salary:** The sum of all working and leave day's amount.
- **Other Additions:** The total amount of other addition employee received during the month. It's further explained individually in the additions tab.
- **Other Deductions:** The total amount of other deduction employee will be deducted during the month. It's further explained individually in the deductions tab.

Figure 8-3 Payroll Additions Details

Following the summery tab comes the Addition tab as shown in Figure 8-3 Payroll Additions Details. It gives calculation of individual additions present in system. And also shows the overtime and other additions details in the list as well. The total additions box is the same as other addition box in summery tab.

Figure 8-4 Payroll Deductions Details

Following the Additions tab comes the Deductions tab as shown in Figure 8-4 Payroll Deductions Details. It gives calculation of individual deductions present in system. And also shows the sick leaves and other deductions details in the list as well. The total deductions box is the same as other deduction box in summery tab.

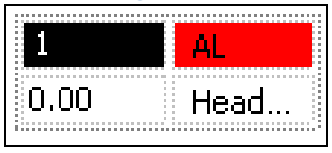
- **Salary Close Month:** Once all the transaction has been done successfully and salary has been generated successfully, you can close the selected month. Please make note of the fact that once the month have been closed you will not be allowed to make any transaction for that particulate month in the complete system. So let's say you have closed the month of January 2009. Once this action has been performed you cannot go to monthly deduction and insert new deduction type for the same month. System will pop up with a message informing you that selected month have been closed.
- **Column Chooser:** It's a simple option of choosing the column of salary to make it visible or invisible from the employee salary list.
- **Export To Excel:** The employee salary list visible in the form can be exported into an MS Excel file. It will pop up with a Save to Excel File window to choose the location to save file.

8.3 Calendar

Figure 8-5 Employee Calendar

Employee calendar is a form where you can see and manipulate the complete month for any selected employee. It basically give an over view of employees attendance to the company. The idea here is that each day has four boxes in a calendar. Please see the Figure 8-6.

Figure 8-6



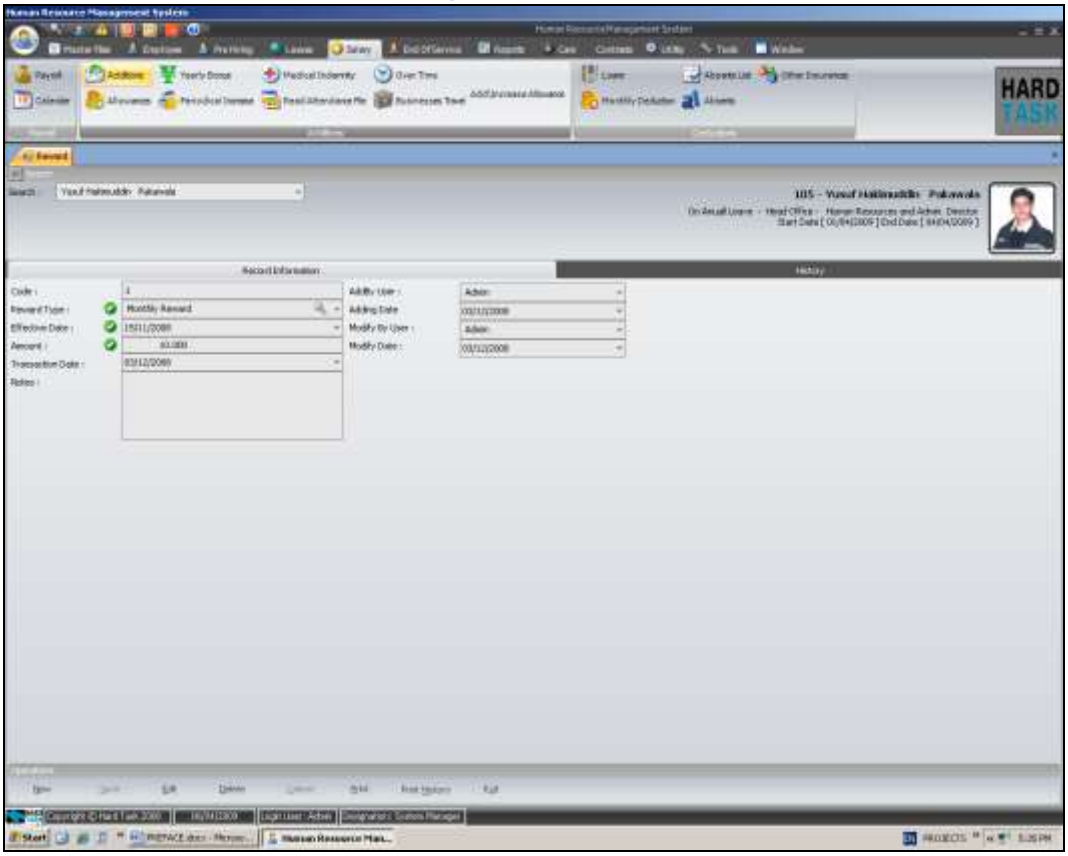
1. The date in calendar. It's in black background.
2. Day type. It's a drop down to select applicable day type. The background color changes based on different type.
3. Working hours. It's by default 8.00. You can make it more or less based on the hours employee worked for. So let's say you make it 6.00, it means employee was absence for 2.00 hours. And vice versa if you make it 12.00 it means employee worked extra for 4.00 hours.
4. Last box is for Cost Center. It's just for information if in case employee moved on with other cost center for a day or so.

- **Present:** It means it's just a normal working day for an employee. Irrelevant to this, an employee can still work less or more hours. In this case any hour below 8 is considered as absence in terms of hours. And any hour above 8 will be considered over time i.e. multiply by 1.25 of employees per hour salary.
- **Absent:** It means full day absent. You will not be allowed to change working hours which will become 0.
- **Off Days:** In section 3.2.2 Off Days and 4.2 Organization Chart we have already mention about floating off days. So let's say you company has a floating off days then employees off days can be assigned over here. In public off days by default employee works 0 hours. In this case any hour above 0 will be considered over time i.e. multiply by 1.5 of employees per hour salary.
- **Public Holidays:** If there is any public holiday it will come automatically or you can select manually as well. In public holidays by default employee works 0 . In this case any hour above 0 will be considered over time i.e. multiply by 2 of employees per hour salary.
- **Sick Leave:** You can manually insert a sick leave for an employee form here. But any existing sick leave is not allowed to be inserted form here. In that case you have to go to sick leave form. Please refer to section 7.4 Sick Leaves.
- **Annual Leave:** It's a read only. The idea is to just show info about annual leave in the calendar.
- **Other Leave**: Same like annual leave other leaves are also read only.

8.4 Additions

8.4.1 Additions

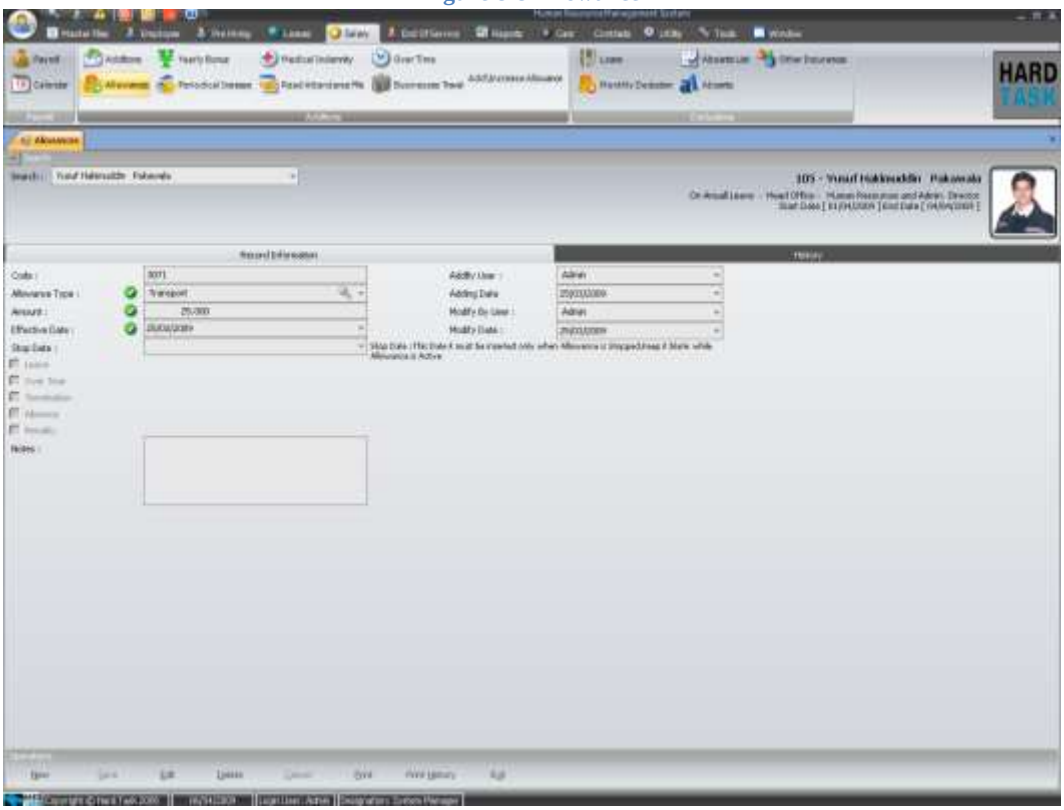
Figure 8-7 Additions



Any special addition to salary to an employee is given in this form. It has nothing to do with basic salary and monthly allowances. Nor it has to do anything with company social raise and government social raise. Company can decide their own addition types in Rewards Type form in Master File 1. Once reward type is set user can select any employee and give them rewards. Please note effective days decided in which month reward will be given.

8.4.2 Allowance

Figure 8-8 Allowance



Beside basic salary there are few fix monthly amount given to the employee as benefits which are called as allowance. Company can have their own types of allowance [see section 4.3.6 Allowance Type]. These allowances can also be attached with job titles [see section 4.3.4 Job Benefits]. Beside all this you can always open this allowance form to manipulate employee's allowance information.

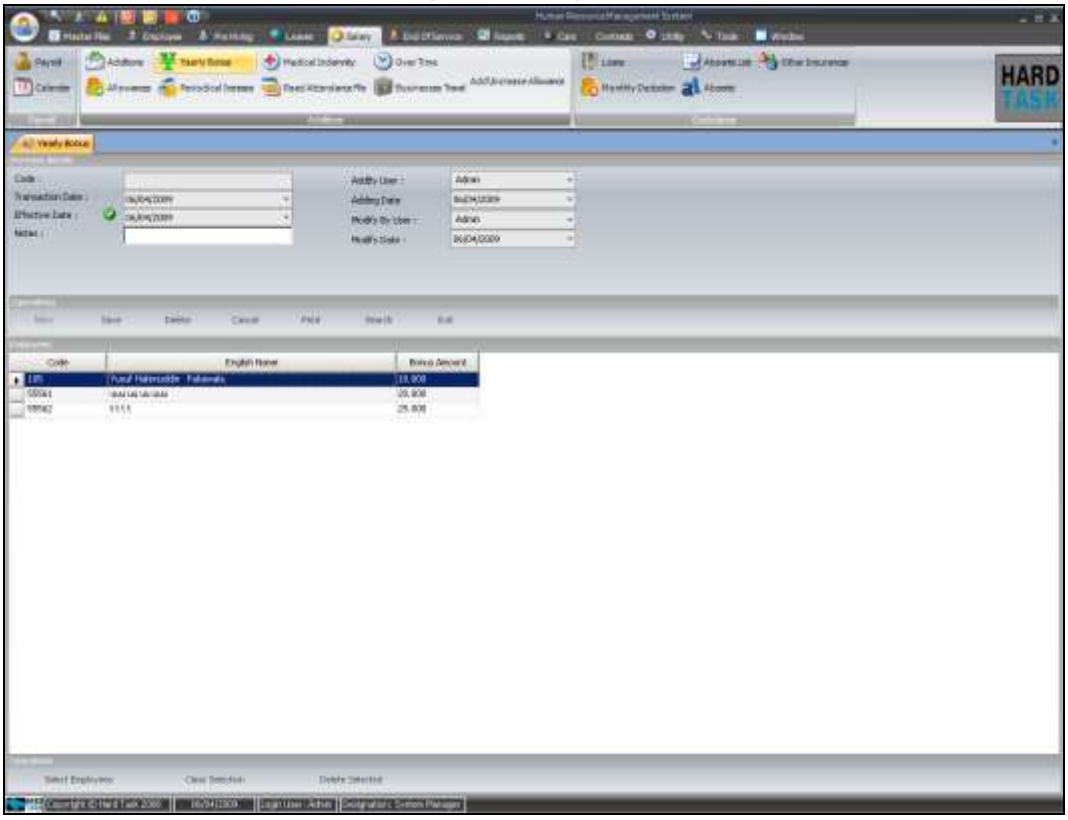
- **Allowance Type**: The type of allowance employee receives.
- **Amount:** The amount employee receives as an allowance.
- **Effective Date:** The date from when employee will receive allowance.
- **Stop Date:** The date from when employee will stop receiving allowance. If left blank it means infinity.
- **Leave:** Should this allowance be given when employee is on leave.
- **Over Time:** Should this allowance be given when calculating overtime.
- **Termination:** Should this allowance be given when calculating indemnities.
- **Absence:** Should this allowance be deducted when calculating absence

hours and days amount.

- **Penalties:** Should this allowance be deducting when calculating panties suspension amount.

8.4.3 Yearly Bonus

Figure 8-9 Yearly Bonus

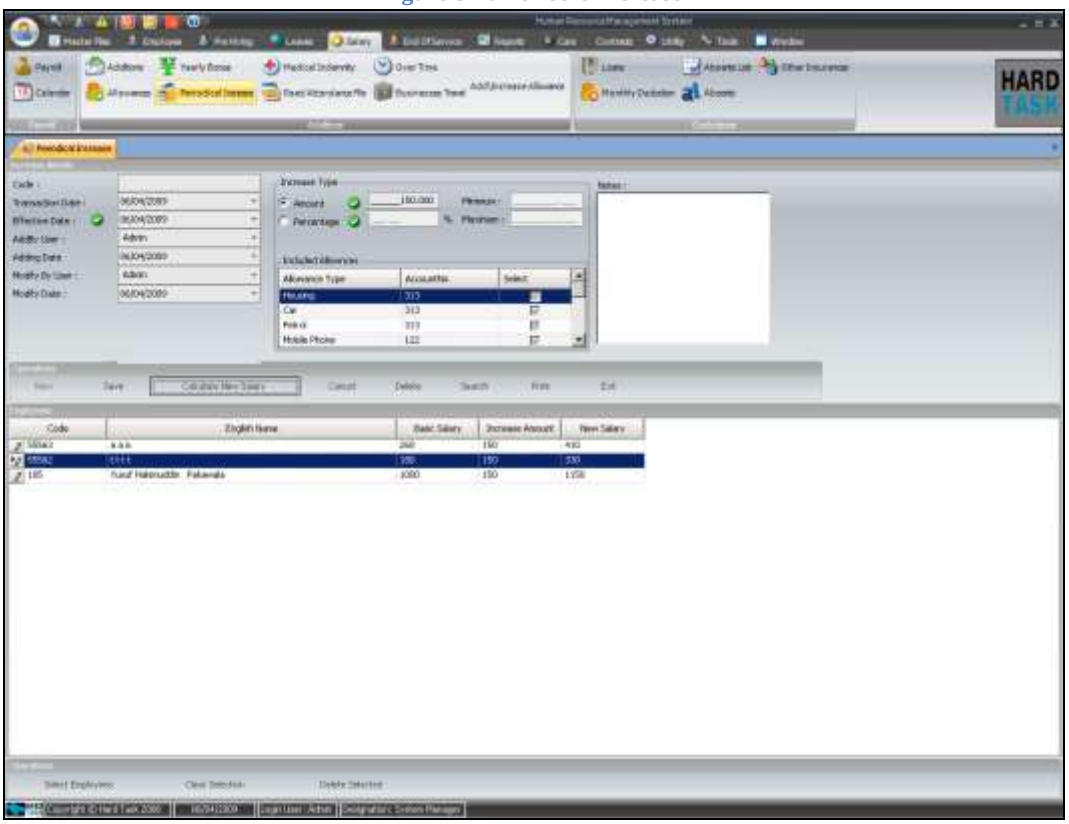


Beside all other additions a yearly bonus can also be given to a set of employee's. This bonus is just given for a selected effective date only. Steps to give new yearly bonus

1. Click new button
2. Give effective date. This is the date when bonus will be added to employees net salary
3. Click on Select Employee button below criteria. It will open an employee search form with employees list.
4. Choose multiple employees by checking the check box on their left.
5. Click Preview button on the top of the search form.
6. Give bonus amount for each selected employees.
7. Click save.

8.4.4 Periodic Increase

Figure 8-10 Periodic Increase

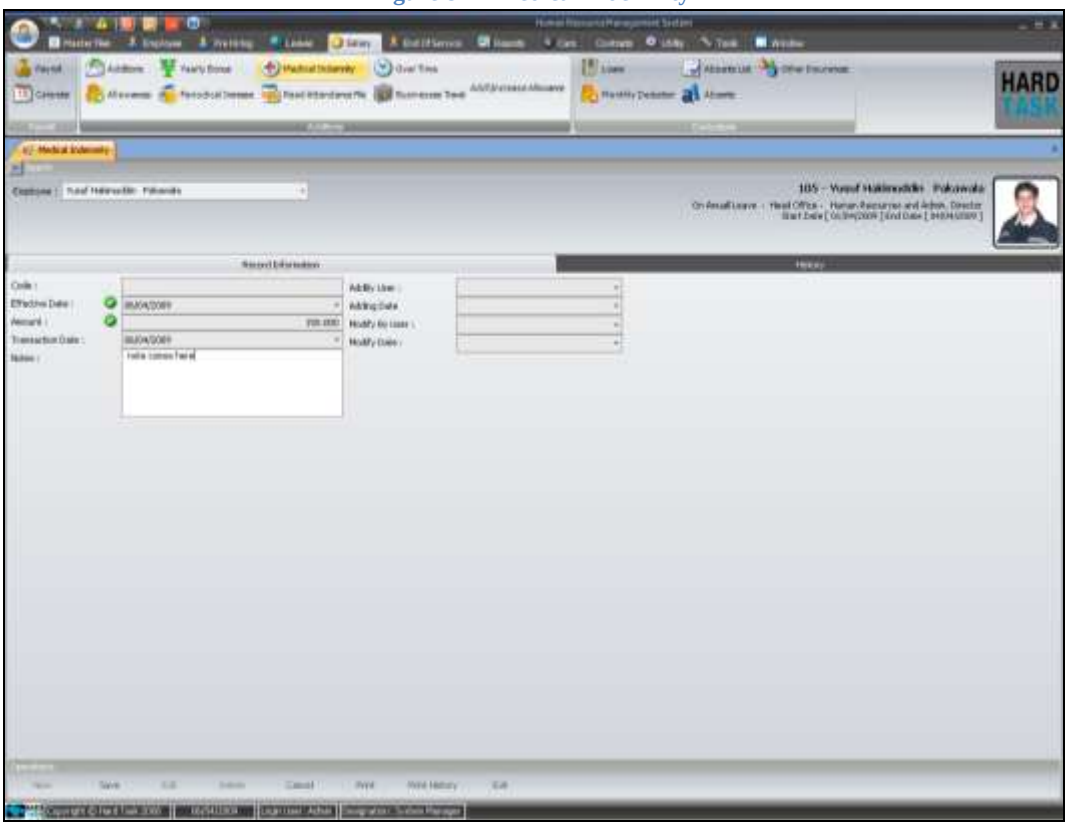


Different from yearly bonus periodic increase actually increments employees' basic salary with the chosen amount. Steps to give new periodic increase

1. Click new button
2. Give effective date. This is the date when bonus will be added to employees net salary
3. Give the increment. This could be a direct fix amount or a percentage increment of employee's salary. If percentage increase then you can also choose which allowance beside basic salary should be included while calculating percent increment.
4. Click on Select Employee button below criteria. It will open an employee search form with employees list.
5. Choose multiple employees by checking the check box on their left.
6. Click Preview button on the top of the search form.
7. Click on Calculate New salary button.
8. Click save.

8.4.5 Medical Indemnity

Figure 8-11 Medical Indemnity



Any medical indemnity paid to the employee comes here. The two basic and important here are effective when the indemnity amount to be paid and the amount itself.

8.4.6 Read Attendance File

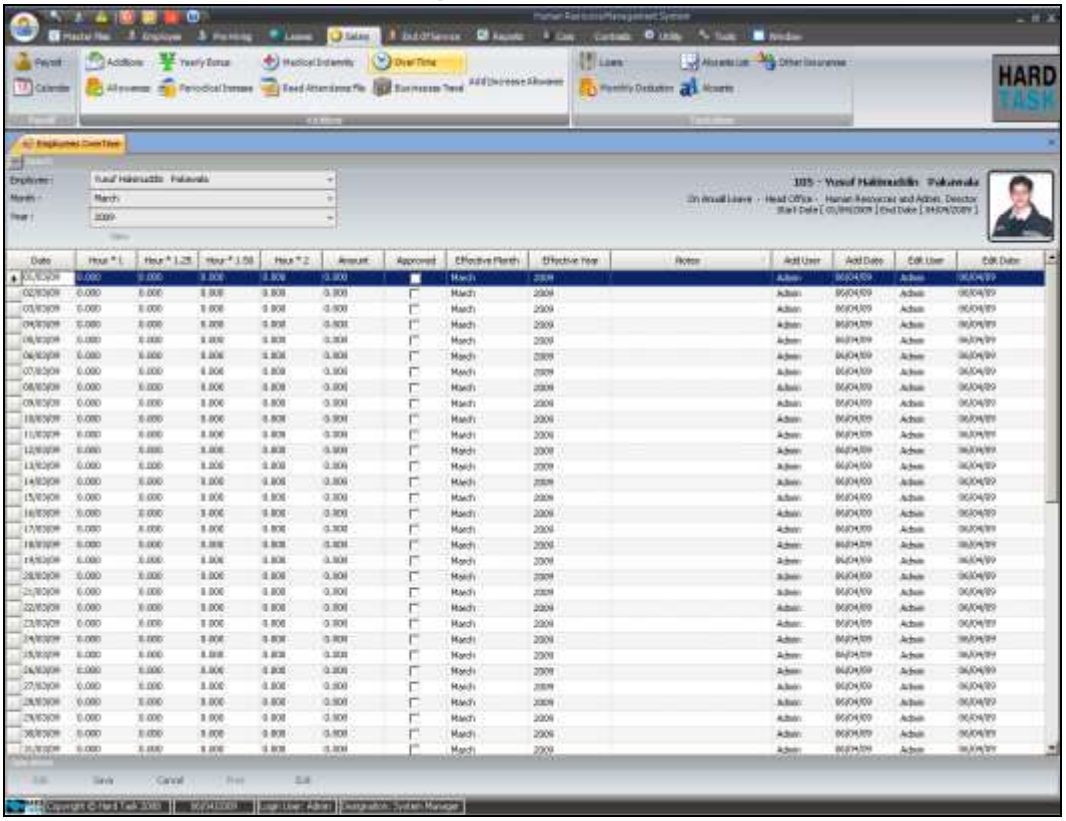
Figure 8-12 Read Attendance File

This system gives you the facility to read attendance data from outsource and implement into the system. Once the connectivity with outsource with required

format is done, this form will help in reading all data and inserting into its appropriate sections automatically. Just give the date range for reading data and click on read button. It will ask you for selecting set of employee and will import data. End of the day it will automatically create over time an absence data based on the records received form outsource. Over time will be by default will get approved status, which use can always change [see section 8.4.7 Over Time]. Absence will by default not be approved [see section 8.5.3 Absence List].

8.4.7 Over Time

Figure 8-13 Over Time



Besides reading from attendance file and calendar, over time can also be inserted manually. Attendance files and calendars data if used will already present in this form. Else you can always create complete months overtime chat at this place following these steps:

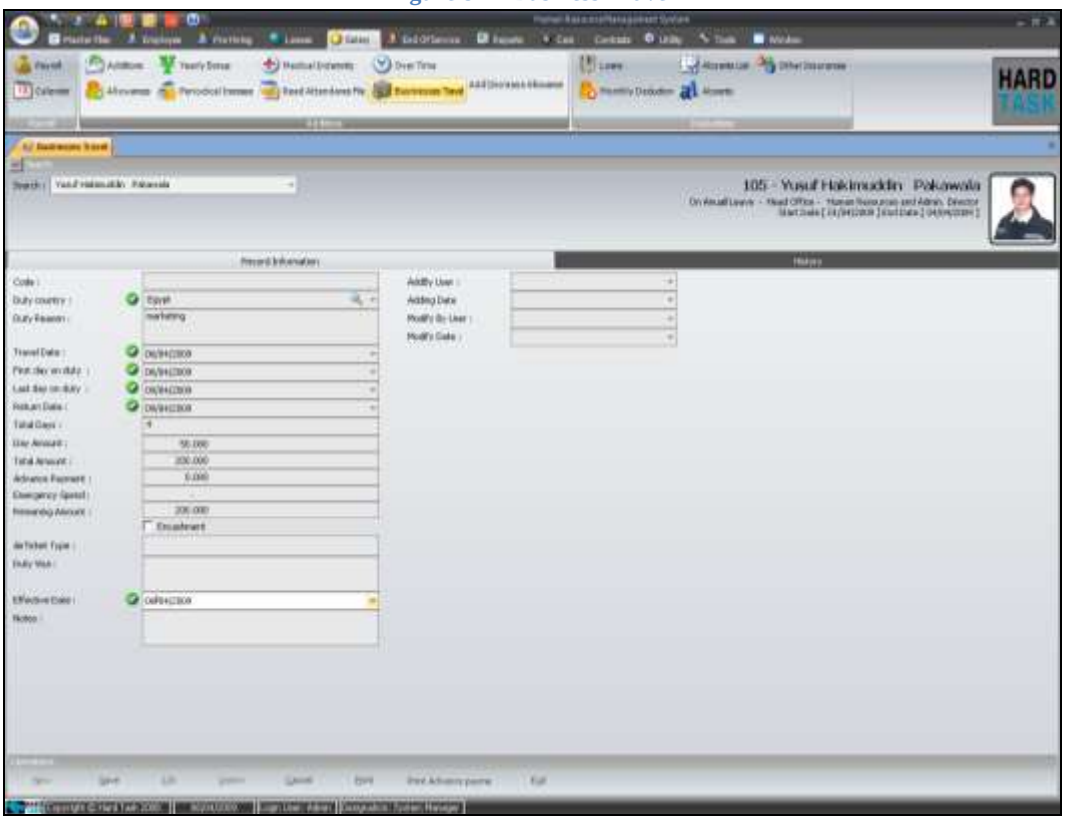
1. Select employee.
2. Select month.
3. Select year.
4. Click View button. IT will generate a complete month's chart list.

5. Select appropriate date from the list to give over time.
6. Select appropriate column of hours to give over time hours. It will calculate and insert appropriate amount in the amount column which is read only.
7. Check approved to confirm the approval of over time.
8. Change effective month and year if needed.
9. Effective year in which this amount of over time will be paid to the employee. By default it's the same year when employee worked for over time.
10. Click save.

- **Hours * 1:** It means employees per hour salary will be multiplied with the overtime hours. They are for management employee working in public holidays.
- **Hours * 1.25:** It means employees 1.25 of per hour salary will be multiplied with the overtime hours. They are for normal employees working in normal days.
- **Hours * 1.5:** It means employees per hour salary will be multiplied with the overtime hours. They are for normal employee's working on weekends.
- **Hours * 2:** It means employees per hour salary will be multiplied with the overtime hours. They are for normal employee's working on public holidays.
- **Effective Month**: Month in which the amount of over time will be paid to the employee. By default it's the same month when employee worked for over time.
- **Effective Year**: Year in which the amount of over time will be paid to the employee. By default it's the same year when employee worked for over time.

8.4.8 Business Travel

Figure 8-14 Business Travel



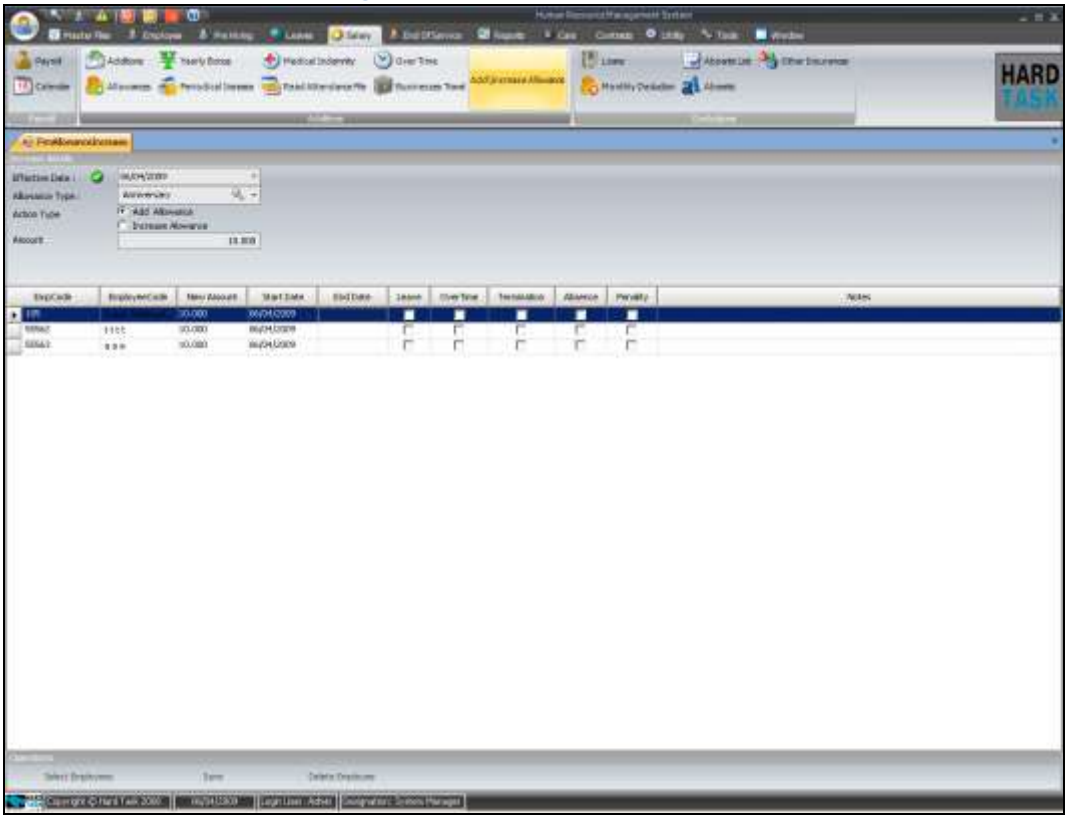
This module is for business travel information for employee going on business trip on company's expenses. Each job category with country has its own cost. Please refer to section 4.3.7 Business Travel Cost in Master File 2 for more details. All the fields in the form are explained as following:

- **Duty Country:** Country to with business travel was made.
- **Duty Reason:** Reason for business travel.
- **Travel Date:** The date of starting travel.
- **First Day on Duty:** First date on duty in traveling country.
- **Last Day on Duty:** Last date on duty in traveling country.
- **Return Date:** End of travel date.
- **Total Days:** Total days of travel. From travel date till return date.
- **Days Amount:** Per day living cost in traveling country.
- **Total Amount:** Total cost of traveling. Total Days x Days Amount.
- **Advance Payment:** Money that employee took in advance before traveling.

- **Emergency Spend:** Any emergency spend that occur in the traveling country.
- **Remaining Amount:** Remaining balance which is yet to be paid to the employee.
- **Encashment:** Is the whole traveling cost enchased externally or will be paid with salary.
- **Air Ticket Type:** Air Ticket information.
- **Effective Date**: Date of paying off the remaining amount to the employee.

8.4.9 Add/Increase Allowance

Figure 8-15 Add / Increase Allowance



This module is constructed with an intention to give a selected allowance to multiple employees.

- **Effective Date:** Date when the allowance will take effect.
- **Allowance Type:** The allowance which will be given to multiple employees
- **Action Type:** It indicates if the allowance will be added to individual employee's existing allowance or will the existing allowance will be

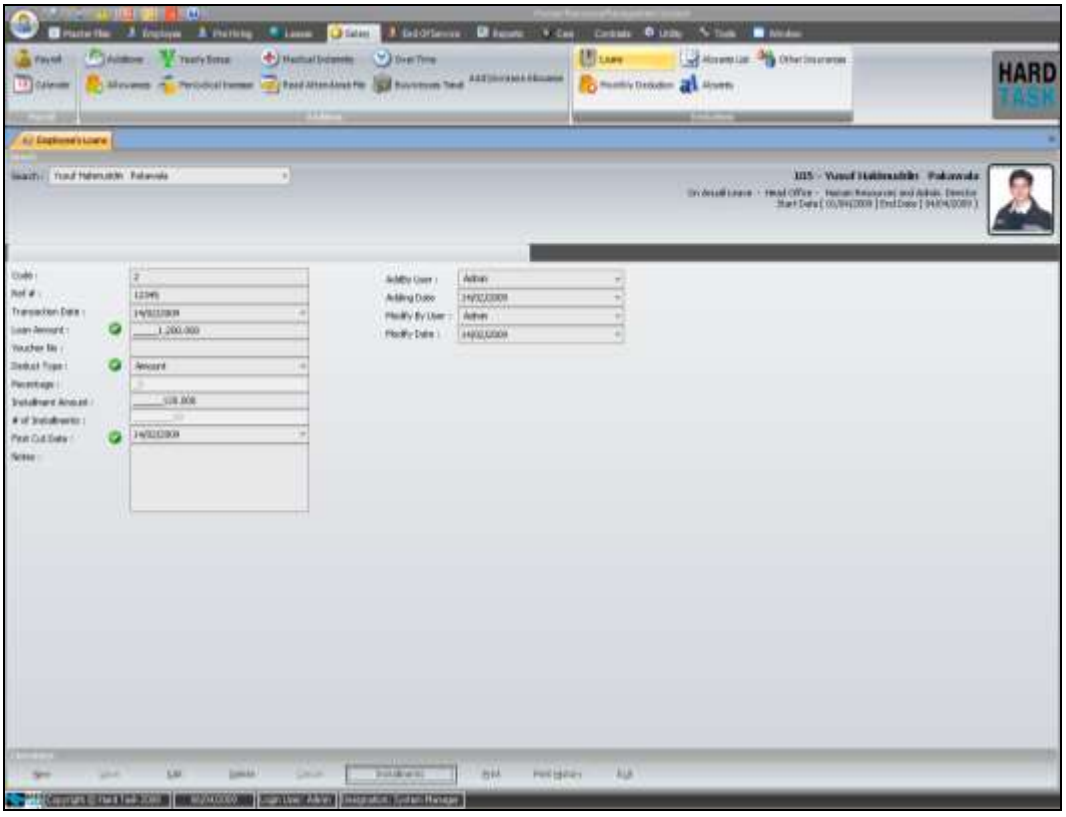
increment with the provided amount.

- **Amount:** The amount which will be added or incremented in employee's allowance.
- Click on Select Employee button below criteria. It will open an employee search form with pre hiring employees list.
- Choose multiple employees by checking the check box on their left.
- Click Preview button on the top of the search form.
- Check appropriate check box in employee allowance list.
- Click save to save the transaction.

8.5 Deductions

8.5.1 Loan

Figure 8-16 Employee Loan

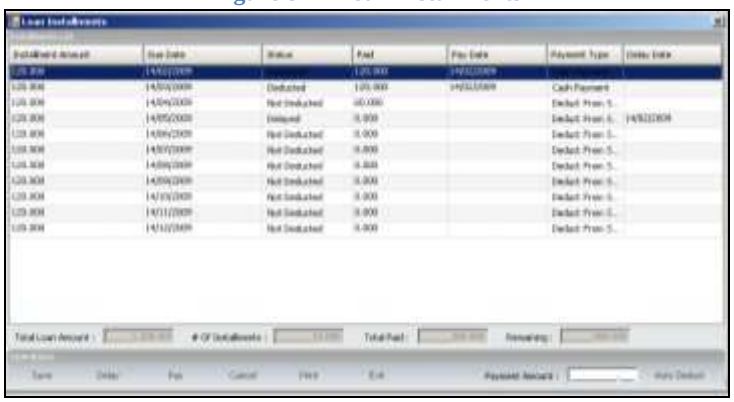


This module provides you the concept of loan to an employee from company. So basic idea is that an employee gets loan from company and then this installment is

automatically being deducted from his/her salary.

- **Ref #:** Any reference for loan transaction if any.
- **Transaction Date:** The date when transaction took place.
- **Loan Amount:** The total loan amount given to the employee from company.
- **Voucher No:** Voucher no from account department if any.
- **Deduct Type:** It implies if the installment is based on fixed amount or based on percentage of salary concept.
- **Percentage:** If deduct type is percentage, then indicate how much percent of employee's salary will be used to calculate installment. It will calculate by itself the number of installment and the installment amount.
- **Installment Amount:** The amount paid in each installment. It will calculate the number of installment. You don't need give installment amount in case of deduct type as percentage.
- **First Cut Date:** Date from when the installment will start getting deducted from employee's salary.

Figure 8-17 Loan Installments

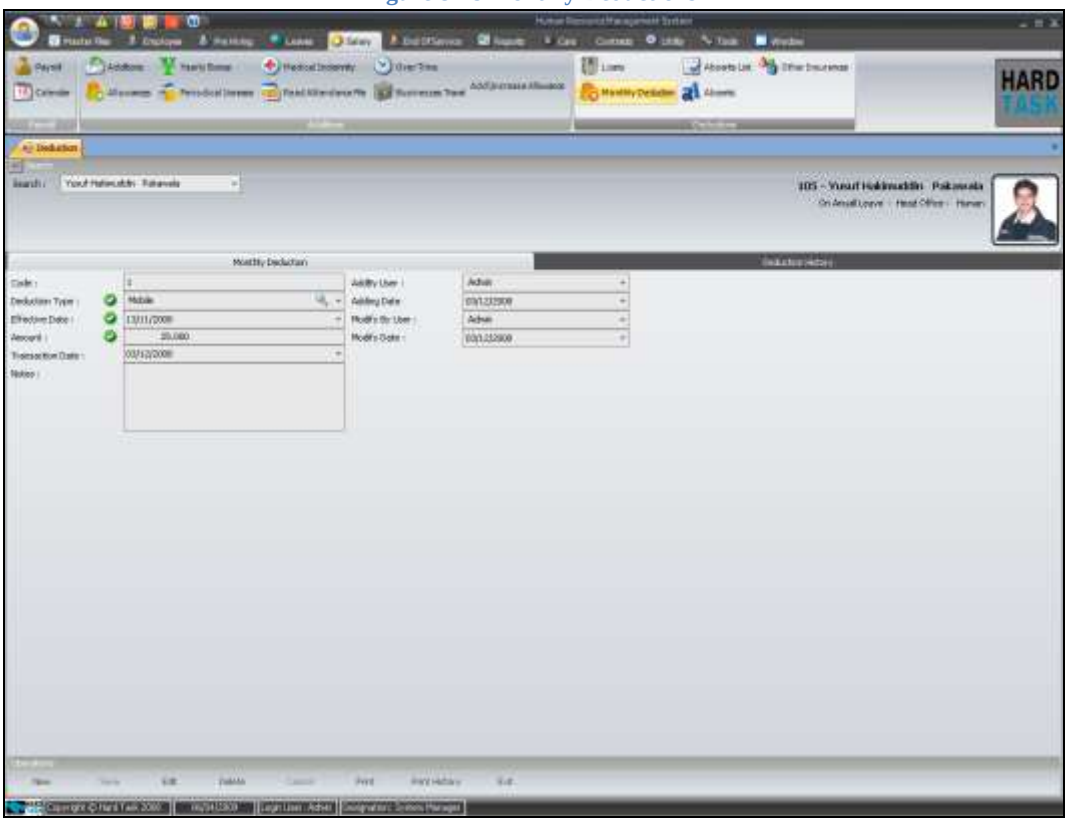


- **Installment:** Once loan have been saves, you can view the details regarding installment by clicking on the installment button. It will open a window same as shown in Figure 8-17 Loan Installments. It contains the list of all installments with complete details.
    - **Installment Amount:** The particular installment amount to be paid.
    - **Due Date:** The due date of payment of installment.
    - **Status:** It indicates the current status of particular installment.
    - **Paid:** The actual paid amount of particular installment.

- **Pay Date:** The date when the installment is paid.
- **Payment Type:** Type of payment if done.
- **Delay Date:** Delay date if installment delayed**.**
- **Pay**: Beside monthly installment payment done automatically, system also allows to make manual payment. Click pay, it will show a new column in above list named payment. Type amount in payment amount box and click auto payment. New payment column will show the payment amount divided amount existing unpaid installment record. If every things look convincing click save.

8.5.2 Monthly Deductions

Figure 8-18 Monthly Deductions

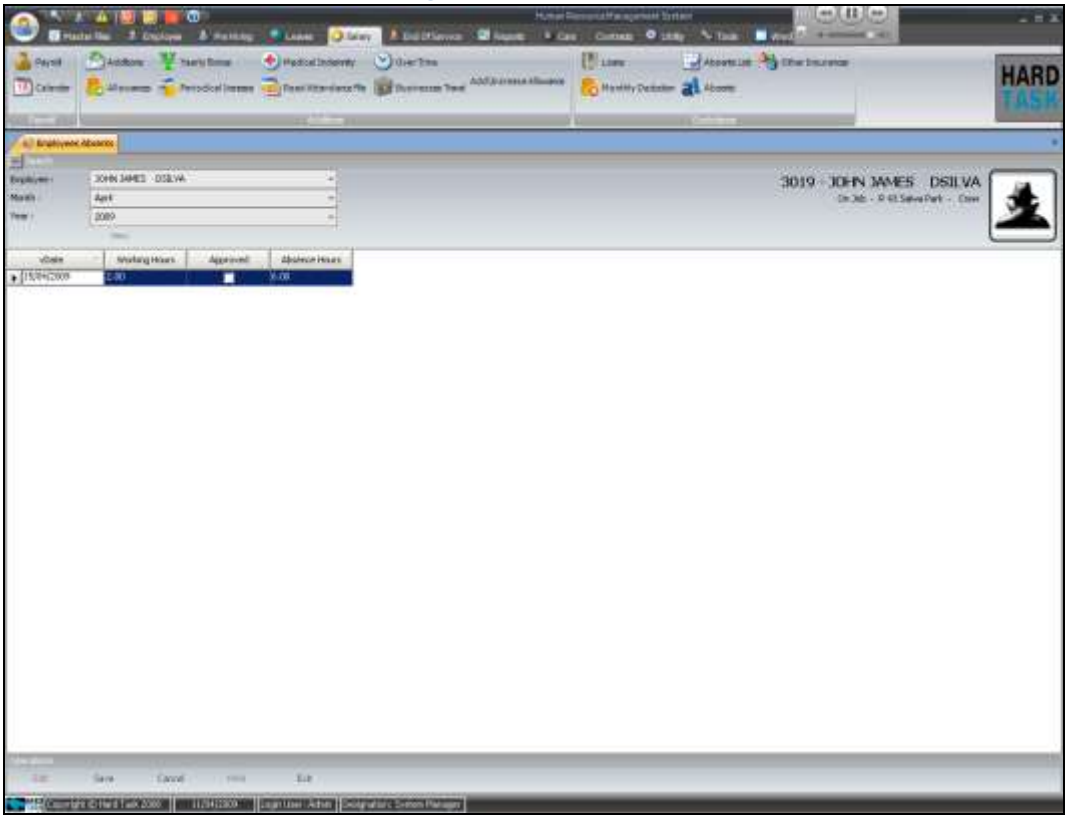


Any special deduction to salary to an employee is given in this form. It has nothing to do with loan, absence, penalties and insurance. Company can decide their own addition types in Deduction Type form in Master File 1. Once deduction type is set user can select any employee and give them deduction. Please note effective days decided in which month deduction will be applied. There is a special kind of deduction named Leave Deduct, made especially from

employee who return early and had taken payment in advance.

8.5.3 Absence List

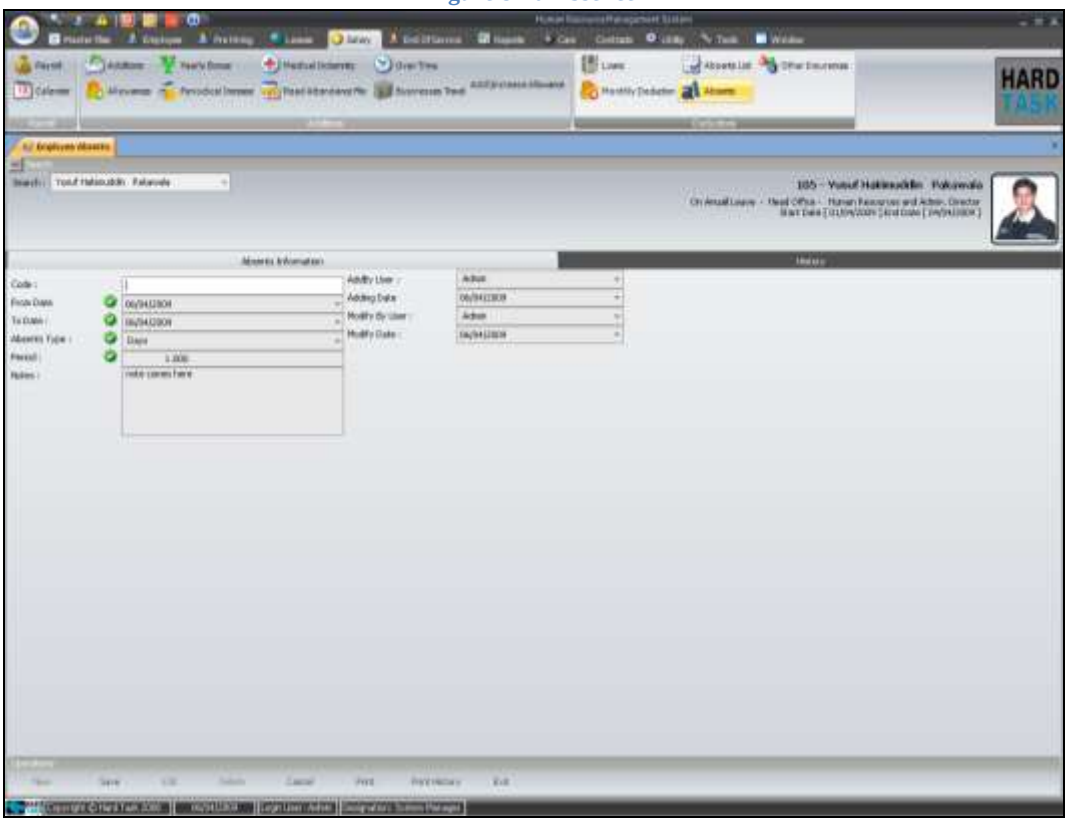
Figure 8-19 Absence List



If the system is reading attendance from any outsource, you can control the automatically inserted absence record at this place. Selecting employee, month and year will load auto inserted absence records. If you wish to modify them click on edit button select the record and you will be allowed to modify the absence hours. As already mentioned in section 8.4.6 Read Attendance File, you can decide to approve particular record or not. As by default they are not approved.

8.5.4 Absence

Figure 8-20 Absence

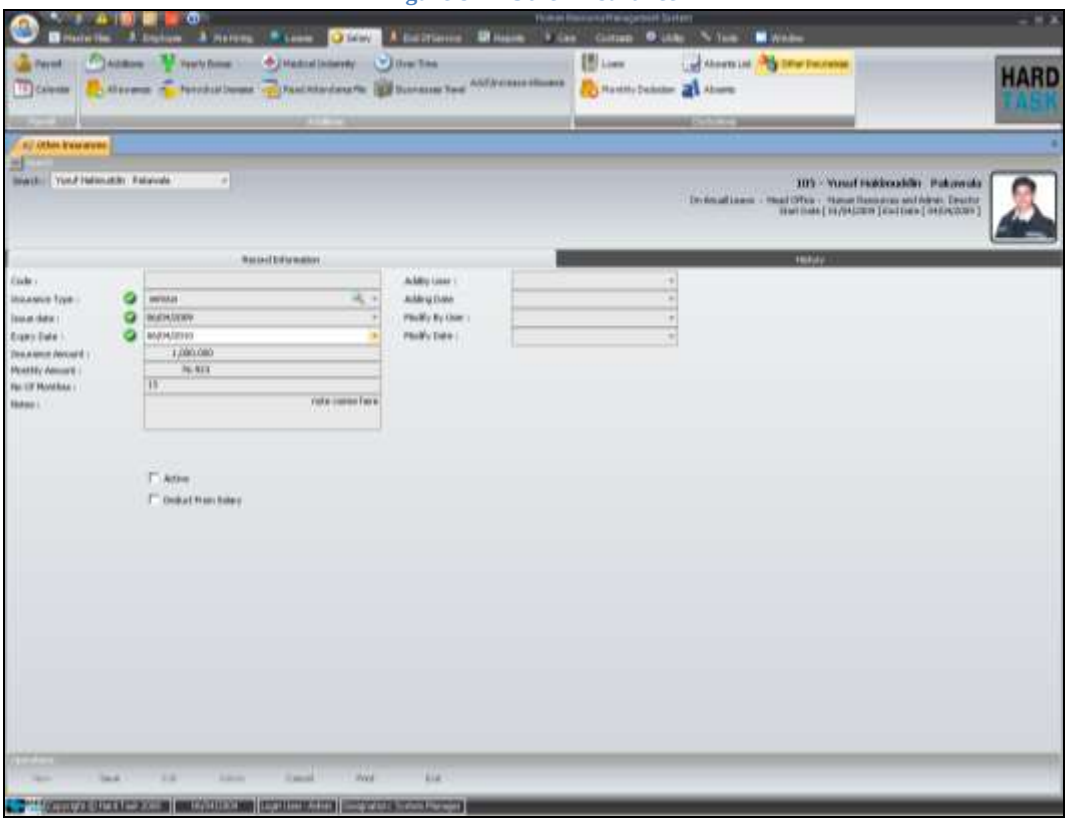


Beside reading attendance automatically, user can also insert them manually.

- **From Date:** Defines the date when the absence period started.
- **To Date:** Defines the date when absence period ended.
- **Absence Type:** Defines if absence was in terms of hours or day. If From and To Date are different then absence type is automatically equal to days. If date is same then you can define if the whole day is absence or the absence is just for hours.
- **Period:** If action type is days then period define the number of days employee is absence else if action type is hours then period defines the number of hours employee is absence for.

8.5.5 Other Insurance

Figure 8-21 Other Insurance



This is another kind of deduction from employee's salary. The idea is if in case company is paying for employees insurance, they can deduct the amount from their salary.

- **Insurance Type:** Defines the type of insurance. It's a dynamic list called Insurance Type in Master Files 2.
- **Issue Date:** The date from when the insurance installment will be deducted from employee's salary.
- **Expiry Date:** The date of expiry for employee's insurance.
- **Insurance Amount:** The actual insurance amount employee has to pay.
- **Monthly Amount:** The monthly installment that will be deducted from employee's salary.
- **No Of Month:** The number of month for which insurance amount will be deducted from employees salary.
- **Active:** Indicates if insurance is active or not. If not active it will not deduct from salary.

- **Deduct from Salary:** It indicates if the insurance has to be deducted from salary or is it just as a matter of record propose and nothing to be do with salary deduction.

9 End Of Service

9.1 Introduction

This chapter deals with employee's end of service related issues. It starts with end of service form which is used to terminate or end the contract of an employee. It is followed by partial termination payment. Then comes the exit interview and at the last it has reports related to end of services.

9.2 End Of Service

Figure 9-1 End OF Service

This form is used for termination and resignation purpose. The explanations for fields are as follows:

- **Resignation / Termination Date:** The date when company decide to terminate or employee decides to resign. It has nothing to do with the actual date when employee leaves company.
- **Last Working Date:** The actual last day employee worked with the company. Indemnities calculation is done based on this date.

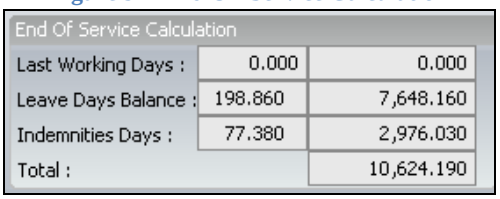
- **Notice Period:** It defines the notice period given to/by employee before termination. It's the difference between the Resign/Termination Date and Last Working Date. It's a read only field.
- **End Of Service Reason**: Dynamic list defining the reason for end of service.
- **Reward Status**: The status defining the type of reward that will be actually given to the employee. This list is fixed. This is an important parameter in defining the actual indemnities the employee will receive. An indemnity is an amount calculated for two given dates.
- **Last Working Date**: This is the most common case where employee receives indemnities from start working date till last date of working.
- **Last Completed Contract:** In this case an indemnity is calculated from start working date till the last completed contract, which may be before the last day of working. Let's say for example employee contract is from January 2000 till December 2000. Every year it keeps renewing for 1 year. So once January 2001 starts contract end date becomes December 2001. Now if employee is resigned or is getting terminated before December 2001, then his/her indemnities will be calculated till December 2000. Because employee's 2001 contract was still incomplete, therefore days in 2001 will not be considered.
- **Air Ticket**: Amount paid to the employee for return air ticket comes here.
- **Reserved Amount**: The amount which will be reserved from employee's final settlement amount comes here. This amount can be paid later on once employee receives a clearance from company.
- **Net Amount**: The net final settlement amount employee is supposed to get. It includes all additions and deductions.
- **Paid Amount**: The net amount minus the reserved amount. The actual amount employee will receive at the point of termination. As the reserved amount might be paid after some time.
- **End Of Service Calculation**
    - **Last Working Days:** The last month's day's employee worked for. Next to which is employee's last month's working day's salary.
    - **Leave Days Balance:** The annual leave balance employee was still left with. All this balance will be enchased. Next to the days is the amount of these leave days balance.
    - **Indemnities Days:** The indemnity employee earned for his/her service period. Next to which is the indemnities in term of amount. These days and amount are influenced by the last working date and

reward type. The moment these two values changes the indemnities calculation also changes.

- **Additions**
  - **Basic Salary:** The basic salary employee was getting at the time of end of service. This is not the amount employee is getting. Last month's salary is given in end of service calculation section called last working days mentioned above.
  - **Over Time:** Last month's over time for employee come here if any.
  - **Allowance:** Last month's allowances for employee come here.
  - **Other Additions:** Last month's other additions for employee comes here.
  - **Medical Indemnities:** Last month's medical indemnities for employee come here.
  - **Company Social Raise:** Last month's company social raise for employee come here.
  - **Government Social Raise:** Last month's government social raise for employee come here.
  - **Business Travels:** Last month's business travels for employee come here.
  - **Yearly Bonus:** Last month's yearly bonus for employee come here.
  - **Total Additions:** Total of all additions is shown here.
- **Deductions:**
  - **Social Security Deductions:** Last month's social security deductions for employee come here.
  - **Absence:** Last month's absence for employee come here.
  - **Monthly Deductions:** Last month's monthly deductions for employee come here.
  - **Penalties:** Last month's penalties for employee come here.
  - **Loan Installments:** Remaining balances of loan installments for employee come here.
  - **Sick Leaves:** Last month's sick leaves for employee come here.
  - **Unpaid Leaves:** Last month's unpaid leaves for employee come here.
  - **Other Insurance:** Last month's other insurance for employee come here.
  - **Taxes:** Last month's Taxes for employee come here.

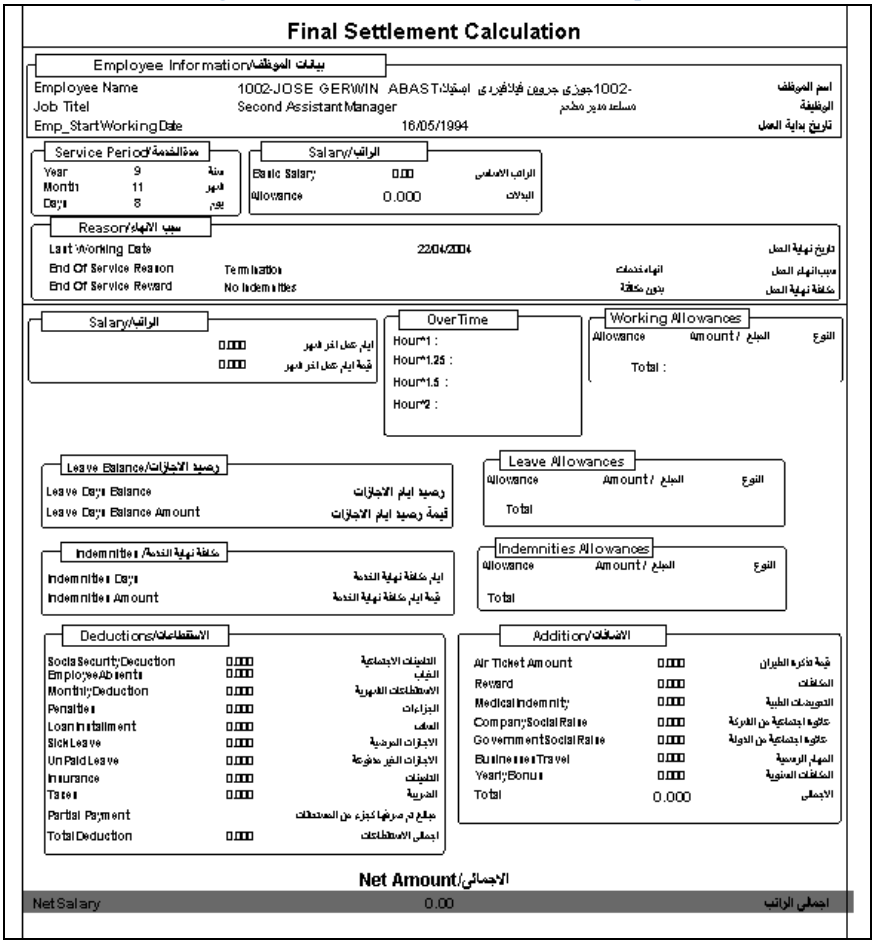
- **Partial Payment**: If any partial payment was done for the employee then that amount will be deducted from here [See section 9.3 Partial Termination Payment]
- **Total Deductions:** Total of all deductions is shown here.

Figure 9-2 End OF Service Calculation



End Of Service Calculation		
Last Working Days :	0.000	0.000
Leave Days Balance :	198.860	7,648.160
Indemnities Days :	77.380	2,976.030
Total :		10,624.190

Figure 9-3 Final Settlement Calculation Report



Final Settlement Calculation

Employee Information/بيانات الموظف

Employee Name	1002-JOSE GERWIN ABAST:جوزى جروين فيلافيردى 1002-	اسم الموظف
Job Titel	Second Assistant Manager مساعد مدير مطعم	الوظيفة
Emp_StartWorkingDate	16/05/1994	تاريخ بداية العمل

Service Period/مدة الخدمة

Year	9	سنة
Month	11	شهور
Days	8	يوم

Salary/الراتب

Basic Salary	0.000	الراتب الاساسى
Allowance	0.000	البدلات

Reason/سبب الانهاء

Last Working Date	22/04/2004	تاريخ نهاية العمل
End Of Service Reason	Termination	سبب انهاء العمل
End Of Service Reward	No Indemnities	انهاء خدمات بدون مكافأة

Salary/الراتب

0.000	ايام عمل اخر شهر
0.000	قيمة ايام عمل اخر شهر

OverTime

Hour*1 :
Hour*1.25 :
Hour*1.5 :
Hour*2 :

Working Allowances

Allowance	Amount/ المبلغ	النوع
Total :		

Leave Balance/رصيد الاجازات

Leave Days Balance	رصيد ايام الاجازات
Leave Days Balance Amount	قيمة رصيد ايام الاجازات

Leave Allowances

Allowance	Amount/ المبلغ	النوع
Total		

Indemnities /مكافأة نهاية الخدمة

Indemnities Days	ايام مكافأة نهاية الخدمة
Indemnities Amount	قيمة ايام مكافأة نهاية الخدمة

Indemnities Allowances

Allowance	Amount/ المبلغ	النوع
Total		

Deductions/الاستقطاعات

Social Security Deduction	0.000	التامينات الاجتماعية
Employee Absents	0.000	الغياب
Monthly Deduction	0.000	الاستقطاعات الشهرية
Penalties	0.000	الجزاءات
Loan Installment	0.000	السلف
Sick Leave	0.000	الاجازات المرضية
Un Paid Leave	0.000	الاجازات الغير مدفوعة
Insurance	0.000	التامينات
Taxes	0.000	الضريبة
Partial Payment		مبالغ تم صرفها كجزء من المستحقات
Total Deduction	0.000	اجمالى الاستقطاعات

Addition/الاضافات

Air Ticket Amount	0.000	قيمة تذكرة الطيران
Reward	0.000	المكافئات
Medical Indemnity	0.000	التعويضات الطبية
Company Social Raise	0.000	علاوة اجتماعية من الشركة
Government Social Raise	0.000	علاوة اجتماعية من الدولة
Business Travel	0.000	المهام الرسمية
Yearly Bonus	0.000	المكافئات السنوية
Total	0.000	الاجمالى

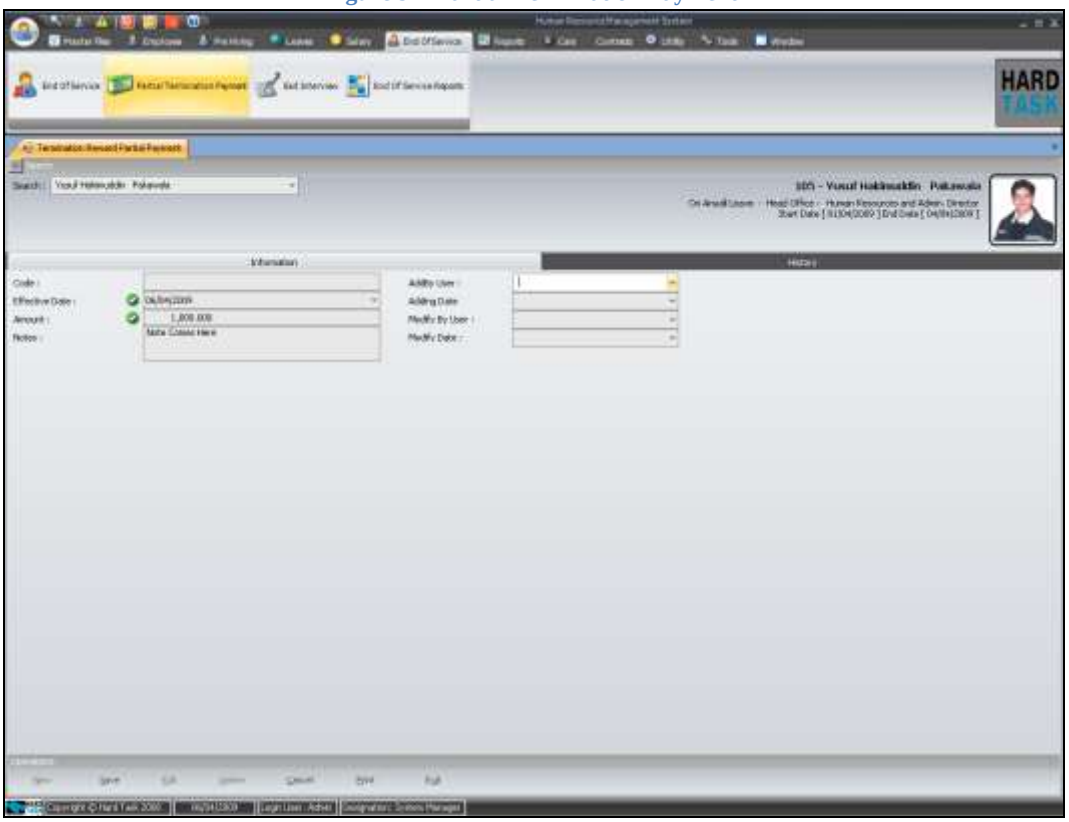
Net Amount/الاجمالى

Net Salary	0.00	اجمالى الراتب

Once the end of service transaction is done successfully you user can print out a final settlement report as shown in Figure 9-3 Final Settlement Calculation Report.

9.3 Partial Termination Payment

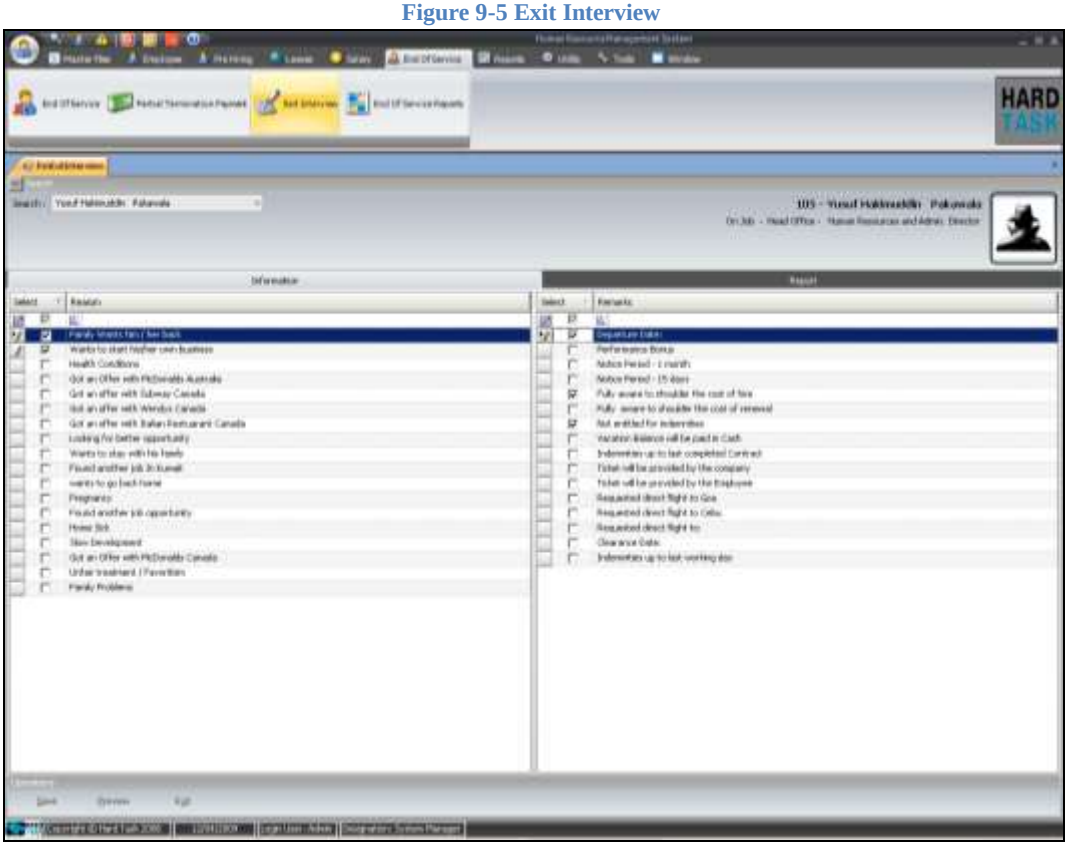
Figure 9-4 Partial Termination Payment



Each employee is entitled to get an indemnity amount at the point they will leave the company. This amount can be enchased in advance of the actual end of service. Latter when the actual end of service will comes, this amount will be deducted from the net payment. Simply give the effective date when the amount was taken by the employee and also the amount which they took as partial termination payment.

9.4 Exit Interview

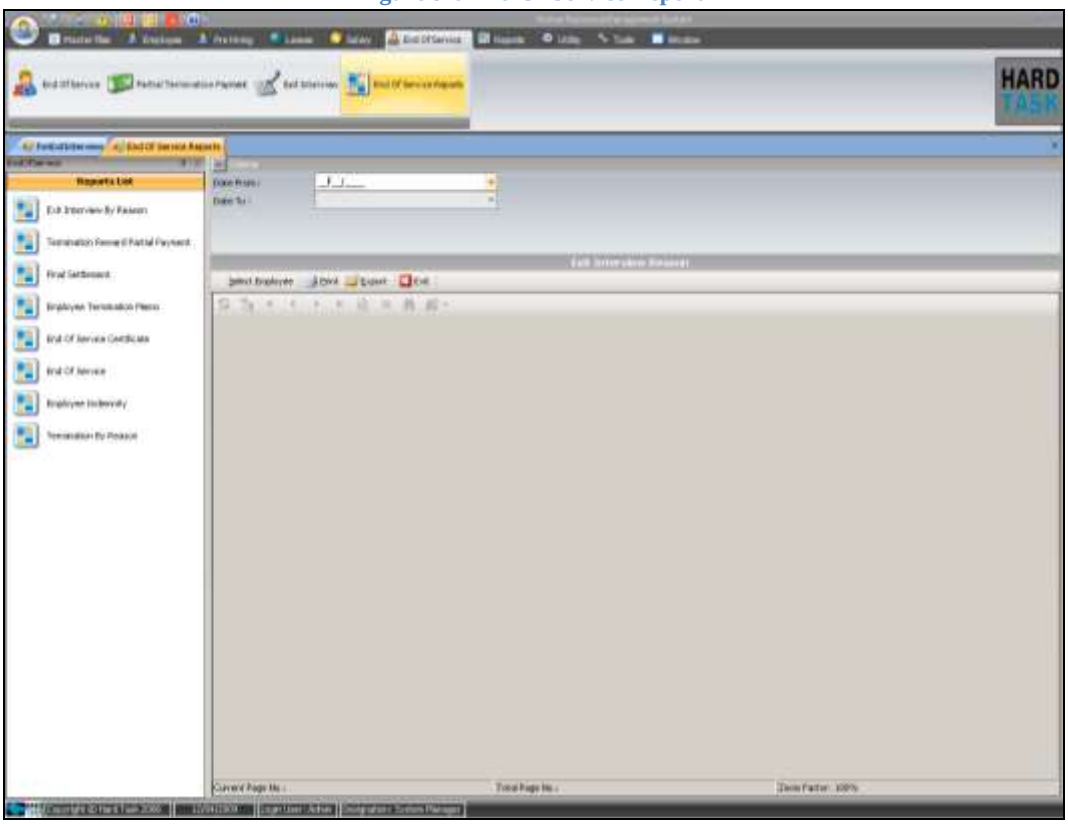
Figure 9-5 Exit Interview



At the end of service the employee sits with the HR department and gives an exit interview. This is the form for the same propose, where list of reasons will be pre define and HR personal can check any possible reason of end of service of an employee. They can also check remarks and even write remarks and at the end can print the report. This is an easy to use concept of making a quick exit interview with an employee. These data are also used in reports as well.

9.5 End Of Service Reports

Figure 9-6 End Of Service Report



All the reports related to end of service comes in this section. The list of reports can be seen in Figure 9-6 End Of Service Report. Beside the reports in each individual form of end of service section had you also have choice of other reports which comes under end of service reports. To open any reports follow these steps:

1. Choose the main report category form the left menu.
2. Select the appropriate criteria from the top. An example of criteria could be *Month* and *year*. Please note these criteria differ from form to form. If no criteria are required in the report then move on with step four.
3. Click on Select Employee button below criteria. It will open an employee search form with employees list.
4. Choose multiple employees by checking the check box on their left.
5. Click Preview button on the top of the search form.

The lists of reports available are:

- Exit Interview By Reason

- Termination Reward Partial Payment
- Final Settlement
- Employee Termination Memo
- End Of Service Certificate
- End Of Service
- Employee Indemnity
- Termination By Reason

10 Reports

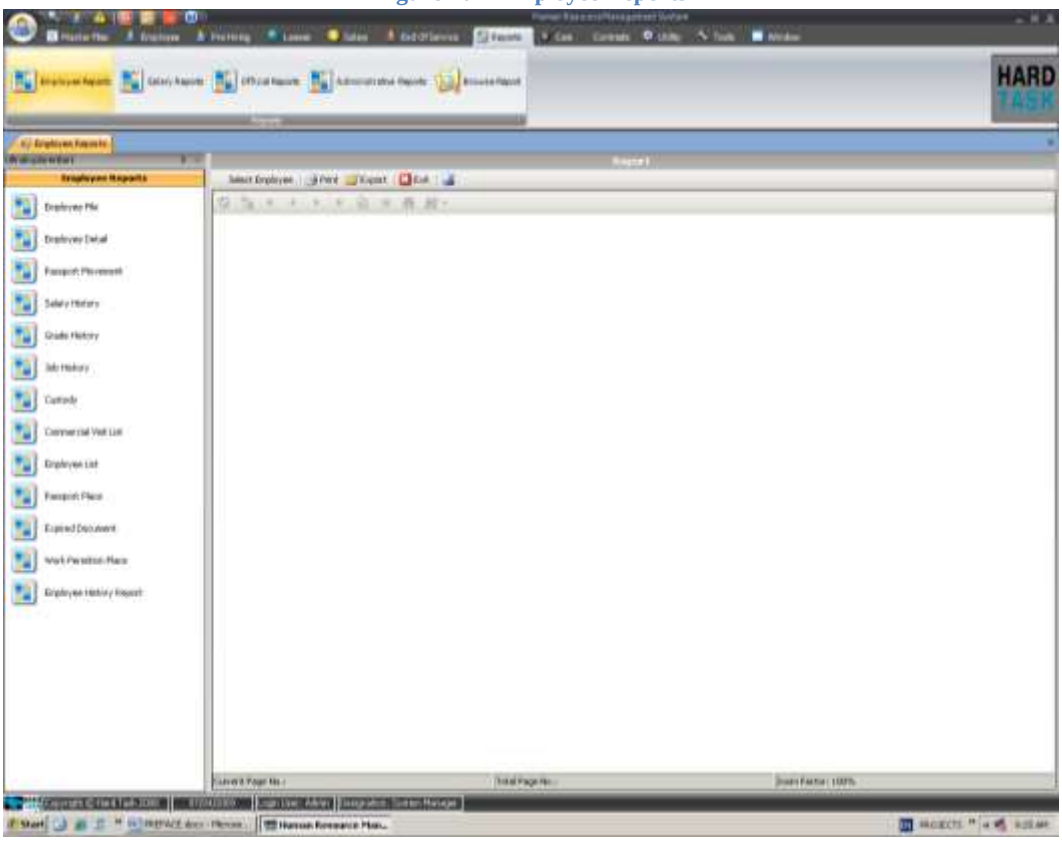
10.1 Introduction

This Chapter deals with all the different reports available in the system beside those which are already being discussed before. It's divided into four main reports namely Employee Reports, Salary Reports, Official Reports, and Administrative Reports. Reporting section also has a special section called Browse reports which will be discussed at the last. To open any reports follow these steps:

1. Click on the main report type.
2. Choose the report category form the left menu.
3. Select the appropriate criteria from the top. An example of criteria could be *Month* and *year*. Please note these criteria differ from form to form. If no criteria are required in the report then move on with step four.
4. Click on Select Employee button below criteria. It will open an employee search form with employees list. Skip this step and the next if report you choose dose not have employee select button
5. Choose multiple employees by checking the check box on their left.
6. Click Preview button on the top of the search form.

10.2 Employee Reports

Figure 10-1 Employee Reports



The lists of employee reports available are:

- Employee File
- Employee Detail
- Passport Movement
- Salary History
- Grade History
- Job History
- Custody
- Commercial Visit List
- Employee List
- Passport Place
- Work Permission Place
- Employee History Report

10.3 Salary Reports

Figure 10-2 Salary Reports Menu

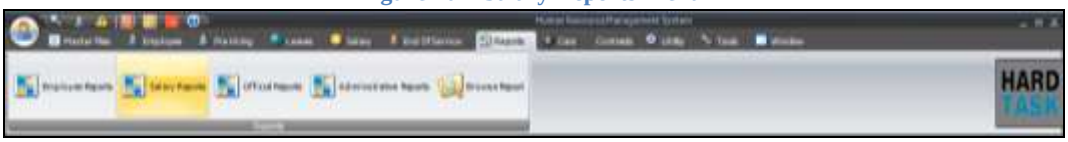


Figure 10-3 Salary Reports

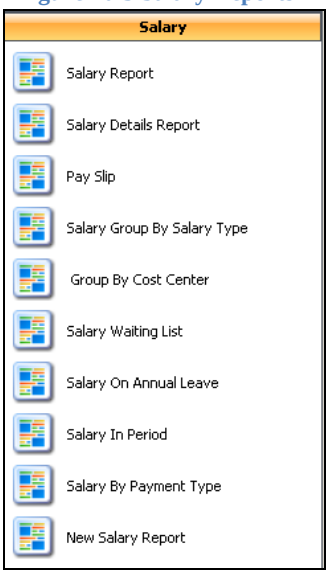


Figure 10-4 Official Bank Reports

Figure 10-5 Social Deduction Reports

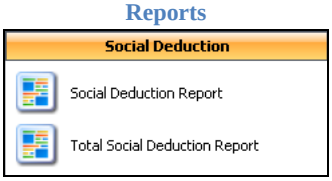


Figure 10-6 Addition Reports

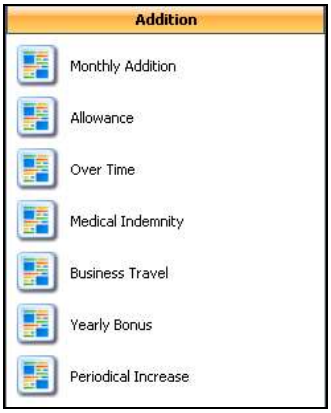
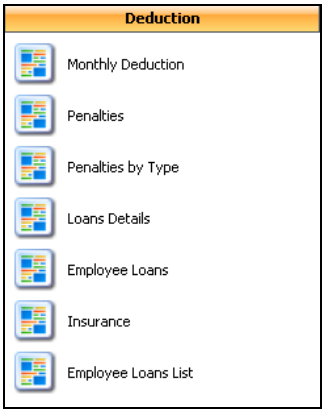


Figure 10-7 Deduction Reports



The lists of salary reports available are:

- **Salary**
  - Salary Reports
  - Salary Details Report
  - Pay Slip
  - Salary Group By Salary Type
  - Group BY Cost Center
  - Salary Waiting List
  - Salary On Annual Leave
  - Salary In Period
  - Salary By Payment Type

- New Salary Report

- **Official Bank Report**
  - Bank Transfer Report
  - Bank Transfer Report for Expatriate
  - New Bank Report
  - Bank Letter
  - Bank Letter List Employee
- **Social Deduction**
  - Social Deduction Report
  - Total Social Deduction Report
- **Addition**
  - Monthly Addition
  - Allowance
  - Over Time
  - Medical Indemnities
  - Yearly Bonus
  - Periodic Increase
- **Deduction**
  - Monthly Deduction
  - Penalties
  - Loan Details
  - Insurance
  - Employee Loan List

10.4 Official Reports

Figure 10-8 Official Reports Menu

Figure 10-9 Employee Official Forms

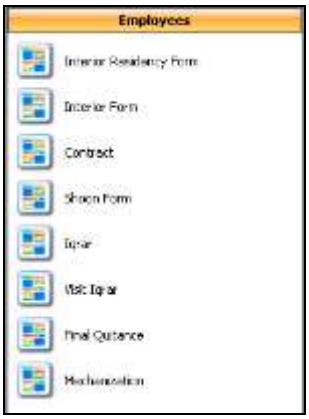


Figure 10-10 Health Reports

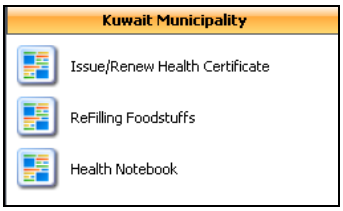
Figure 10-11 Ministry Of Commerce & Industry

- **Employees**
  - Interior Residency Form
  - Interior Form
  - Contract
  - Shoon Form
  - Iqrar
  - Visit Iqrar
  - Final Quittance
  - Mechanization

- **Health Report**
  - Health Certificate
  - Health Card
  - Checkup Form

- **Ministry Of Commerce And Industry**
  - Renew Company License
  - Importation License.
  - Commercial License Management
  - Personal Company Management
  - Renew Industry License
  - Integrated Service Center

Figure 10-12 Kuwait Municipality



- **Kuwait Municipality**
  - Issue/ Renew Health Certificate
  - Refilling Food Stuffs
  - Health Notebook

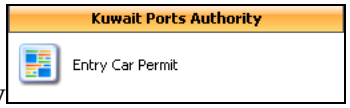
Figure 10-13 Ministry Of Shoon

- **Ministry Of Shoon**
  - Issue Authorized Sign
  - Issue Commissary

Figure 10-14 Ministry Of Interior

- **Ministry On Interior**
  - Issue Commissary Card
  - Traffic Support Form 1
  - Traffic Support Form 2
  - Traffic Support Form 3

Figure 10-15 Kuwait Port Authority



- **Kuwait Ports Authority**
  - Entry Car Permit

10.5 Administrative Reports

Figure 10-16 Administrative Reports Menu

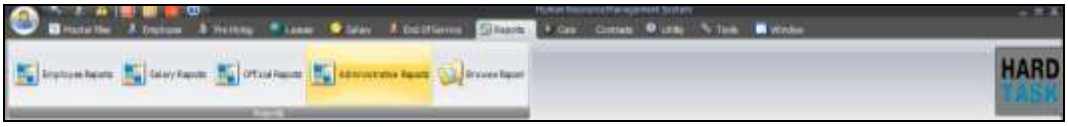
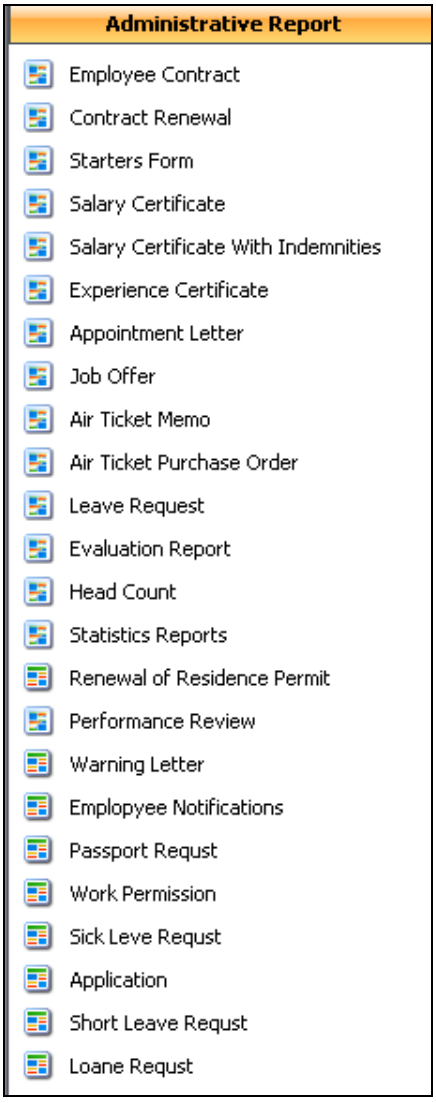


Figure 10-17 Administrative Reports

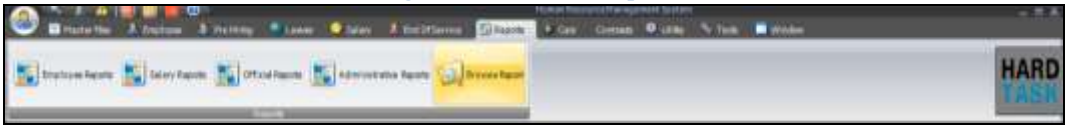


The lists of official reports available are:

- **Administrative Report**
  - Employee Contract
  - Contract Renewal
  - Starters Form
  - Salary Certificate
  - Salary Certificate with Indemnities
  - Experience Certificate
  - Appointment Letter
  - Job Offer
  - Air Ticket Memo
  - Air ticket Purchase Order
  - Leave Request
  - Evaluation Report
  - Head Count
  - Statistics Reports
  - Renewal Of Residency Permit
  - Performance Review
  - Warning Letter
  - Employee Notifications
  - Passport Request
  - Work Permission
  - Sick Leave request
  - Application
  - Short leave Request
  - Loan Request

10.6 Browse Reports

Figure 10-18 Browse Reports



This is a special future available in the system. Beside all the reports provided by

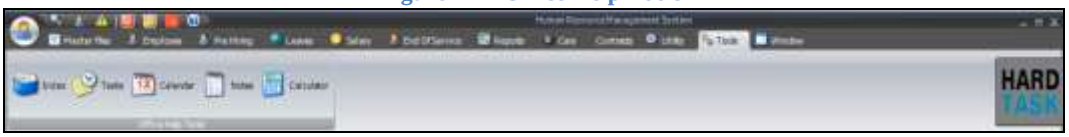
the system, use can also create their own reports and browse them from here. It will ask you for selecting employee and then open browse window where you can browse for the report in your system and open it.

11 Tools

11.1 Introduction

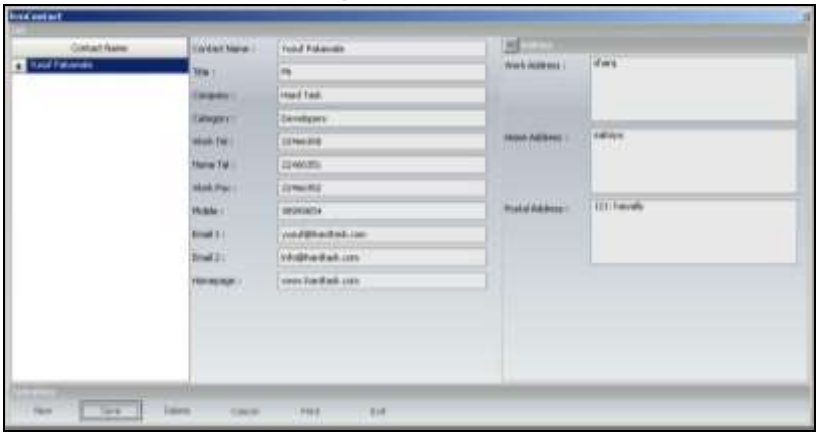
This chapter talks about different office tools available with this system. It starts with Index, moves on with Task, and continues with Calendar, followed by notes and end on calculator.

Figure 11-1 Office Help Tools



11.2 Index

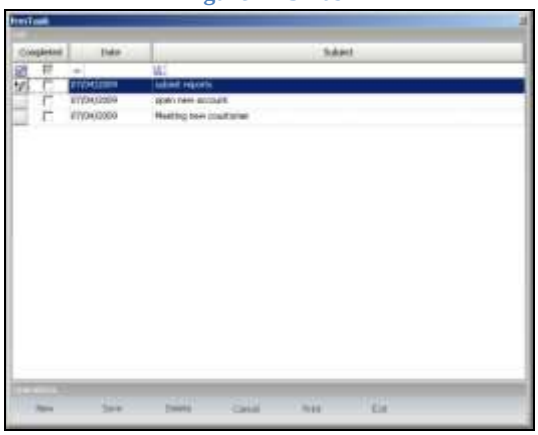
Figure 11-2 Index



It's a simple tool for managing contact information. On the left side you see list of contact people. Select any contact name and it will load in the form. Make nay modification and click save.

11.3 Task

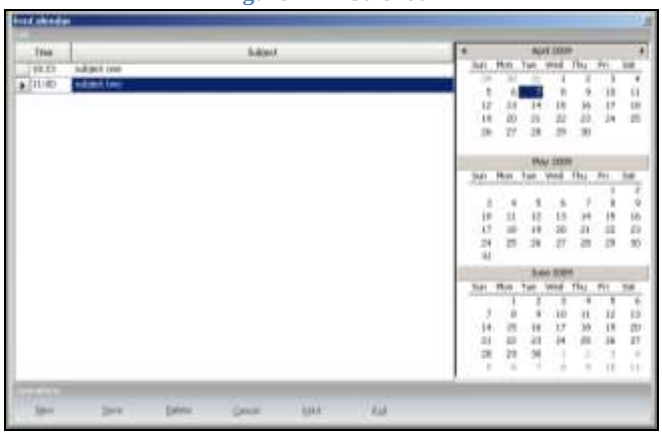
Figure 11-3 Task



This module is designed to keep track of different task. Simply click new it will create new row of record. Select date and write down the subject detail of the task. When the task is completed, click on complete check box of the particular task.

11.4 Calendar

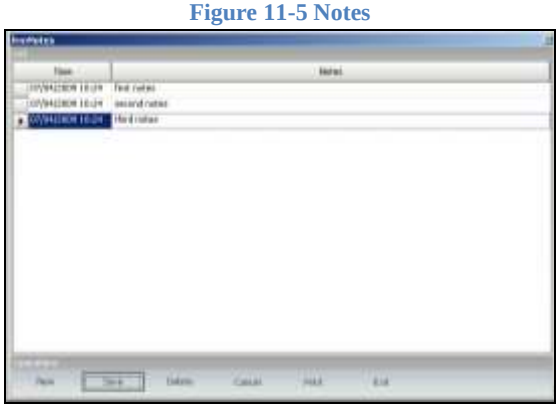
Figure 11-4 Calendar



This is to note down calendar based event. Select date from calendar. Click new write time and subject and click save.

11.5 Notes

Figure 11-5 Notes



This module is to simply write down notes. Click new write notes and save.

11.6 Calculator

Figure 11-6 Calculator

This will open the simple calculator.

12 Technical Issues

12.1 Technical Information Regarding HRM System

- **Language Used**: VB DOT NET 2005
- **Database Used**: SQL SERVER 2005
- **Reporting Tools**: Crystal Report 10
- **Connectivity Method:** System use ODBC method to connect client PC application to SQL Database on server. It uses System DSN to be precise.
- **Connectivity Driver:** SQL Native Client
- **Minimum Hardware Requirements**

Scenario	CPU Required	RAM Required
Client	Pentium 90 MHz	32 MB
Server	Any Processor with 133 MHz	128 MB

- **Recommended Hardware Requirements**

Scenario	CPU Recommended	RAM Recommended
Client	Pentium 1 GHz or faster	1 GB or higher
Server	Any Processor with 3 GHz or faster	2 GB or higher

- **Reports Sharing:** All the system reports are external files. They should be shared on a network such that all client PC's can have full access to it.
- **Database File:** The MDF and LDF File of system database would be stored on server.
- **Database Backup:** The HRM system by itself **does not** have any auto backup system in it. But server administrator if wish, can manually make back up using SQL Server Management Studio.
- **Networking:** Networking issues will be client's responsibility.
- **Installation:** System will be installed exclusively by the HARD TASK® employees. HRM setup in any format will not be handed over to the client.

13 Troubleshooting FAQ's

What is transaction date?

It is the date when the entry transaction took place. This date is inserted by system and cannot be modified. Basic idea behind this is to check when the particular transaction took place.

What is effective date?

It is the date when the particular transaction will come into effect. Let's say if you have and new salary increase of an employee form start of next month then until next month start the employee file will still take the old salary and the moment the new month starts the system will automatically modify its salary to the new one.

How to change any list order?

13-1 Example for changing list order

For any given list in the system you can always change the order by clicking on the top of the column name. As shown in the example, the country list is ordered by English Name with a triangle downwards which means ascending order of list. If you click again the triangle will be upwards which means descending order of list.

What is history tab in most of the system form?

13-2 History Tab

Most of the system forms have two tabs in it. Record Information tab and History tab. History tab basically holds all the previous record of the particular form. Let's say you open annual leave form, by default you will see record information tab active. Now you select any employee, still the form is empty. So now to see the annual leave histories of the employee click on history tab. If you wish to see

the detail view of the record simply double click on the row of the record of your choice and it will load it on the record information tab.

When I type employee's code in search drop box, record did not load.
Type employee's code and press enter. Even after doing so record dose not open then it means the selected employee dose not exists in the employee drop down list. It happens when drop down has its initial filter. For example a terminated employee will not appear in annual leave form.

Why Forms buttons are disabling? Why can't I Add/Edit record.
First of all, check if you have permission for the form or not. Any user except administrator does not have permission for all forms. Secondly, if user had permission, to check if the form search criteria are selected or not. Some forms have search criteria to fill on top. Until and unless you select the criteria the form buttons will not get enable. Some time you are in add mode, in that case edit and delete button might be disable. Similarly if in edit mode then add button will be disabled.

How does the Organization position drop down works?
Organization positions drop down is dynamic and each level is dependent on the previously. So let's say we decided to have four levels: *Company*, *Department*, *Job Category* and *Job Title*. So now if you wish to select any job for an employee from these organization drops down then, firstly select the *Company*, secondly select the *Department* and next select *Job Category* and then finally select *Job Title*. If you see carefully when you select let's say department, job category drop down values will change accordingly.
For example *HR* department has job category *Executives* and *Management* as job category and *Finance* department has *Staff* as job category. Now when you select *HR* from department, job category will show only *Executives* and *Management* in job category and not *Staff*. Whereas, if *Finance* department is selected only *Staff* will be seen in job category drop list.

Can I export my report in other format?
All the reports are built in crystal reports. They have a button named Export. This can export the selected report into different format. Check Save as type drop down in the window that pops up when click export.

What is Add/Modify user and date in most of the form doing?
It's just a piece of information. It indicates who added the specific record and on what date. It also says who was the last user to modify the record and on which date

How to add Leave?

1. Select an employee.
2. Click new button on the bottom of the form.
3. Give from date and to date.
4. Change paid and unpaid days if needed.
5. Give air ticket if needed.
6. Check balance clear if employee will take amount before end of month.
7. Type in some notes regarding the leave.
8. Save. You are done.

How to Edit Leave[9]?

1. Select an employee.
2. Go to employee form and double click on record you want to edit.
3. Click on edit button.
4. Change existing data.
5. Save. You are done.

How to open any report?

1. Choose the main report category form the left menu.
2. Select the appropriate criteria from the top. An example of criteria could be *Month* and *year*. Please note these criteria differ from form to form. If no criteria are required in the report then move on with step four.
3. Click on Select Employee button below criteria. It will open an employee search form with pre hiring employees list.
4. Choose multiple employees by checking the check box on their left.
5. Click Preview button on the top of the search form.

[9] You are not allowed to edit leave that already started but can extend.

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