**Human Resources**

NAMA provides an integrated system for Employees via two dedicated menus named human resources and payroll. NAMA supports the following features:

**Fundamental features**

* **Organizational structure**

NAMA provides a flexible technique to define the enterprise employees in a hierarchal manner according to departments, sections, and jobs.

* **Comprehensive file for each employee**

NAMA provides a huge file for each employee in order to enter all information including personal info, social info, contact info, ..etc.

* **Easily adapt to the internal regulations of the companies**

NAMA supports any method of regulation systems for the companies such as attendance information, vacations, and penalties of these regulations.

* **Adapt business rules by country**

NAMA supports all business rules applied in Arabic countries. For example, in Gulf countries, NAMA supports sponsorship system, escorts, stays,..and so on; however, supports a system for taxes applied in Egypt such as sales tax, income tax according to different tax brackets.

* **Monitoring employees documents**

In addition to Human resources system, NAMA supports a document management to monitor all employee documents such as graduation certificate, experience certificate, and any other document related to employee in addition to recording any transaction to each document, along with an organizational method to reach to any document at any time.

* **Self-Service system for employee**

NAMA provides the capability of self-service for each employee. In other words, employee can issue a loan request, vacation request, or even view his salary document by himself.

* **Full integration with account system**

NAMA provides many accounts or each employee for salary, loans, custodies, and so on in order to have instantaneous accounting effect for employee documents.

**Time Attendance**

* **Attendance system**

NAMA provides a flexible method to define attendance plans by the work nature. For example, you can define many shift plans for management employees, factory workers, workers of nigh shift, ..etc.

* **Variable and periodical shift plans**

NAMA supports defining variable shift plans that differ periodically according to the work nature. For example, user can define switched shift plans for workers so as to alternate their working hours daily, weekly, or monthly with the capability of defining exception shift plans inside their shifts to adapt the work nature.

* **Supporting time attendance machines**

NAMA supports the attendance data via the time attendance machines. NAMA supports also importing attendance data from external file as well as inserting attendance data manually via time attendance documents.

* **Supporting flexible hour system**

NAMA supports fixed and flexible working hours. For example, you can define fixed working hours for some employees from 8:00 AM to 4:00 PM; while salesmen may have flexible working hours to adapt their working nature; consequently, the calculation method for time attendance differs from employee to another.

**Salaries**

* **Unlimited salary components**

NAMA provides defining unlimited number of salary components such as basic salary, allowance, nature-of-work allowance, transportation allowance,..etc.

* **Detailed salary structure**

NAMA supports defining detailed salary structures that vary by the work nature; therefore, you can define a salary according to the work name rather than according to each employee individually. For example, you can define a salary structure for accountants, and a salary structure for engineers, and then you can add characteristics for each employee individually, rather than defining a salary structures equal to the number for enterprise employees.

* **Flexible accounting impact based on employee characteristics**

Salary components could be distributed according to the work nature of the employees. For example, the impact of salary component for management staff differs from the same salary component of the workers.

* **Flexible and easy methods to calculate variable salary components**

Salary components may have some variables such as income tax that vary according to taxes brackets. NAMA provides a flexible method to define variable salary components regardless the level of their complexity without having to define scenarios that require technical information like programming language.

* **Supporting multiple payments**

NAMA supports all wage periods, where salaries may be issued daily, weekly, monthly, quarterly,..etc. For example, you can issue a weekly wage for the worker in addition to his monthly salary and wage incentives where each payment has its own salary components.

* **Linking with taxes and social security**

Employees salary components could be linked with the mandatory systems such as taxes and social security.

* **Notifications by Emails and SMS**

NAMA provides a notification system where Enterprise can send Emails or SMS to employees to notify them about salary transfer and any other information.

* **Linking with employee attendance elements**
* You can link salaries by the different attendance elements such as the attendance early, attendance late, the overtime; and consequently, affect on the salary positively or negatively.
* **Linking with employee Loans**

Loans could be linked with the employee salary so as to deduct the loan installments from employee salary within a defined period. You can also stop the deduction of loan installments for some months or even exempt the employee from some or all installments.

* **Linking with monthly performance indicators**

NAMA supports monthly performance indicators method so as to link salary components with these indicators ; consequently, impact on the employee salary positively or negatively.

* **Linking with rewards and penalties**

NAMA supports monetary rewards and penalties as well as linking them with the employee salary. NAMA supports also the moral reward and penalties such as draw the attention.

* **Smart methods for calculating salary allowances**

NAMA supports smart methods to calculate any of salary allocations such as the allocation of Leaving indemnity, and the allocation of health care. Salary component could be linked with these allocations such as deducting 8% within first three years, and deducting 12% from the fourth year, and so on. These calculation supported by NAMA without having to apply scripts that may require help from development company.

* **Linking with cars**

NAMA supports distributing the total cost - or percentage of cost - for car crashes or traffic violation on the responsible of it according to specific parameters.

**Vacations**

* **Multiple types of vacations per employee**

NAMA supports defining many types of vacations such as casual leave, ordinary leave, official leave...and so on.

* **Multiple paths for vacation requests**

NAMA supports many paths for vacation requests where vacation approval may differ according to the vacation nature. For example, the vacation of three days may take approval cycle different from the vacation of five days depending on the leave nature and organization rules.

* **Linking vacation type with salary components**

Vacations could be linked with salary components according to the vacation types. For example, the sick-leave does not affect on the employee incentives while the other vacations affect, and so on.

* **Linking vacation type with employee information (Nationality, Religion, Job title, Sex)**

Vacations could be linked with employee nature in terms of sex, job title, nationality, and religion where the old employees may have right to take a vacation month per year, while junior stuff are not well. Also there are vacations may applied to woman not man, citizen not resident, Muslim not others and so on.

* **Vacation balances may be posted to next years**

NAMA supports either posting the employee vacation balance to the next year or giving the employee the value of his vacation balance.

**Loans**

* **Variant types of loans**

NAMA provides defining unlimited number of loans types where you can define a marriage loan, Ramadan loan, surgery loan, ..etc. This classification is useful to determine how does the enterprise deal with the employee loan, where employee could be exempted from a part surgery loan.

* **Flexibility to define installment plan with ability to modify it**

NAMA provides flexible method to define a plan for repayment loan in terms of the installments number, value of each installment. NAMA also allows modifying this plan after some payments and then recalculates the installments number and the installment value.

* **Monitoring the paid installments and remaining**

You can monitor the paid and not paid installments and recognize remaining value. NAMA also provides the ability to link loan installments with the employee salary so as to deduct the installment value from salary automatically.

* **Loan relief**

NAMA provides loan relief document to exempt the employee from loan value or part of loan value. NAMA also provides stopping installments within a defined period and reapplies installments again.

**Rewards and penalties**

* **Classification for rewards and penalties**

NAMA provides many types of rewards and penalties whether monetary or in kind or even moral. Via Reward/Penalties file, you can define infinite number of rewards, and penalties.

* **Linking monetary rewards and penalties with salary**

You can link monetary rewards and penalties with employee salary so as to increase or decrease the employee salary according to that. To support this feature, NAMA provides performance indicator style, where each employee is given an indicator score that reflects on his salary.

* **Monitoring details of rewards and penalties**

NAMA provides a Reward/Penalty document. This document could be used to launch reports to monitor the reward/penalty details for each employee.

**Hiring and termination management**

* **Monitoring needs of each department**

NAMA provides a system to monitor the needs to hire new employees according to the need of each department.

* **Monitoring applicants**

Via candidate file, you can record comprehensive data for each applicant such as contact, personal information, and test result.

* **Monitoring hiring from job request to acceptance or rejection**

NAMA provides many documents to monitor applicants from job request to acceptance or rejection such as the documents of vacancies, tests, tests results, and work starting.

* **Linking with E-Mail system**

NAMA provides sending job offers for accepted applicants, and apologies for rejected applicants automatically via e-mail system.

* **Termination and firing**

Via firing document, you can end the work employee as well as recording the termination reason such as firing, resign, or retirement.

* **Release of liability**

NAMA provides a method to release of liability when dismissal from office or resigning.

**Employee evaluation system**

* **Flexibility of defining evaluation questions**

NAMA provides multiple evaluation elements as well as defining a rate for each element in order to have a final assessment. For instance, you can define an evaluation elements for the of time attendance, external appearance, tasks quality, and so on.

* **Multiple evaluation levels**

NAMA supports multiple levels of evaluation, where employee could be evaluated by himself, his prime, his subordinate, or any outside party such as customer or vendor.

* **Promotions**

NAMA supports a system for promotion from job to other.

**Training**

* **Monitoring skills schedule for each employee/job**

NAMA provides a flexible method to define skills for each employee as well as giving a grade for each skill (Weak, Good, Very Good, Excellent); consequently, you can display all employee skills in order to know what courses to be taught to each employee.

* **Monitoring training and development (Planning, Start, Courses, evaluations, Planned compared with actual, automatic update for skills schedule)**

You can define educational courses as well as skills desired per course. NAMA provides defining a training plan within a defined period. This plan includes employees to be trained, and desired skills. NAMA also allows evaluation for this training in terms of instructor, employees, and the course itself. NAMA supports also comparing desired skills from the course with the actual skills in order to have information about the course feasibility. After each course, NAMA automatically updates employees skills in the schedule skills of each employee.

**Vehicles and Transport Management**

**Monitoring organization vehicles (Owned or Rented)**

NAMA monitors all enterprise cars, where you can define each car via a specific file and determine whether this car is owned or rented as well as chassis number, color, model, consumed kilometers for each car,...etc.

**Monitoring all vehicles procedures**

Via a specific screen, you can monitor all procedures performed for each car such as License Renewal, Maintenance, accidents, traffic violations.

**Linking salary with traffic violation**

NAMA allows charging the cost - or percentage of cost - for the traffic violation on the responsible as well as deducting this value from his salary.

**Plans for employee transportation**

You can define variant plans to transport employees taking into consideration the dates of ride and get off for each employee.

**Tasks management**

**Tasks assignment**

NAMA allows assigning tasks for employee - or a group of employees - as well as monitoring the achievement of each task.

**Project management from planning to close**

You can define projects for employees from planning to the project end, and monitor these projects as well as comparing between achieved and planned tasks.

**Monitoring employee attendance and assigned tasks**

NAMA allows recording the time of each task in order to recognize how much effort of each task and compare it with the task size; consequently evaluating the employee according to achieved tasks.

**Assigning tasks via E-mails and SMS**

NAMA allows assigning tasks and defining the required time for each task via E-mails and SMS.

**Meals**

**Multiple meals types according to job nature and work time**

NAMA allows multiple meals types for employees and workers. These meals vary in terms of the position of each employee and the meal time

**Plans for providing meals**

NAMA supports creating meals plans according to attendance and leaving times.

**Linking meal allowance with the salary**

NAMA supports defining cash allowance in case of dispense with the meal.