

Cutting-edge Business Software <sup>TM</sup>  
**NAMASOFT**



*Human Resources  
Management system*

**NAMA ERP**

*Enterprise resource planning*



## Overview

### 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 hierarchical 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 taxes system 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 for 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 for each employee such as salary account, loans account, custodies account, and so on; in order to have instantaneous accounting effect for employee documents.)



# 1. Payroll management



## 1.1 Features

### 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 number of 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 material 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.

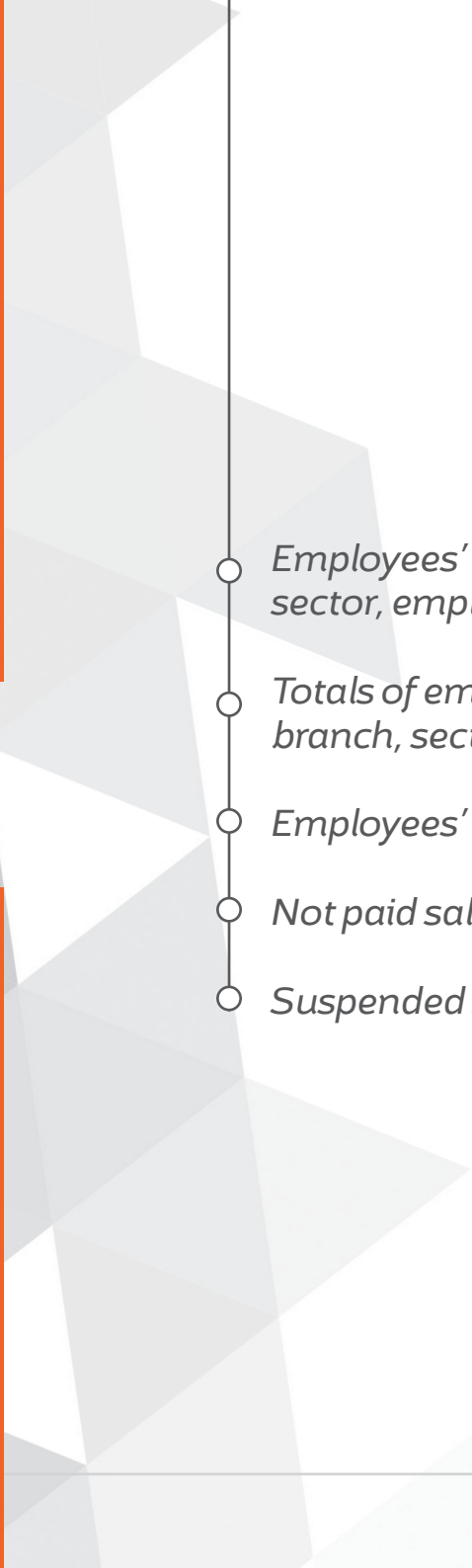
### Smart methods for calculating salary allowances

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 calculations are supported by NAMA without having to apply scripts that may require help from NAMA company.

### Linking with cars

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



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- *Employees' salaries statement (per company, department, branch, sector, employee, job, period)*
  - *Totals of employees' salaries within period (per company, department, branch, sector, employee, job)*
  - *Employees' Salaries documents within period*
  - *Not paid salaries up to defined date*
  - *Suspended salaries within period*
- 
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- Human Resources Management system: Payroll management





## 2.1.1 Features

## 2. Human Resources:

### 2.1 Hiring & Termination



#### 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, job offer, and work starting.

#### Linking with E-Mail system

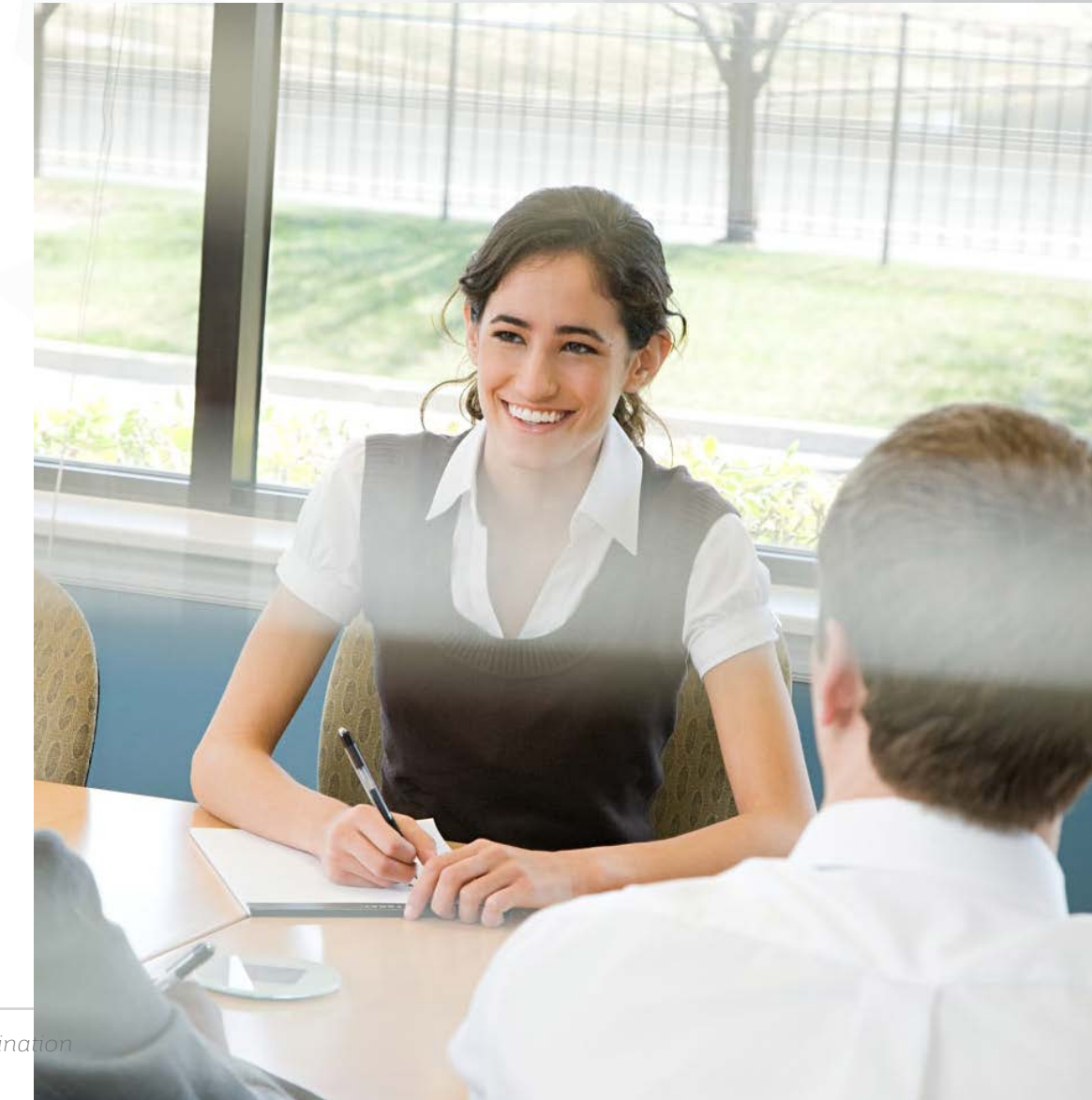
NAMA provides sending job offers for accepted applicants, and apologies for rejected applicants automatically via e-mail system.

#### Termination and firing

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

#### Release of liability

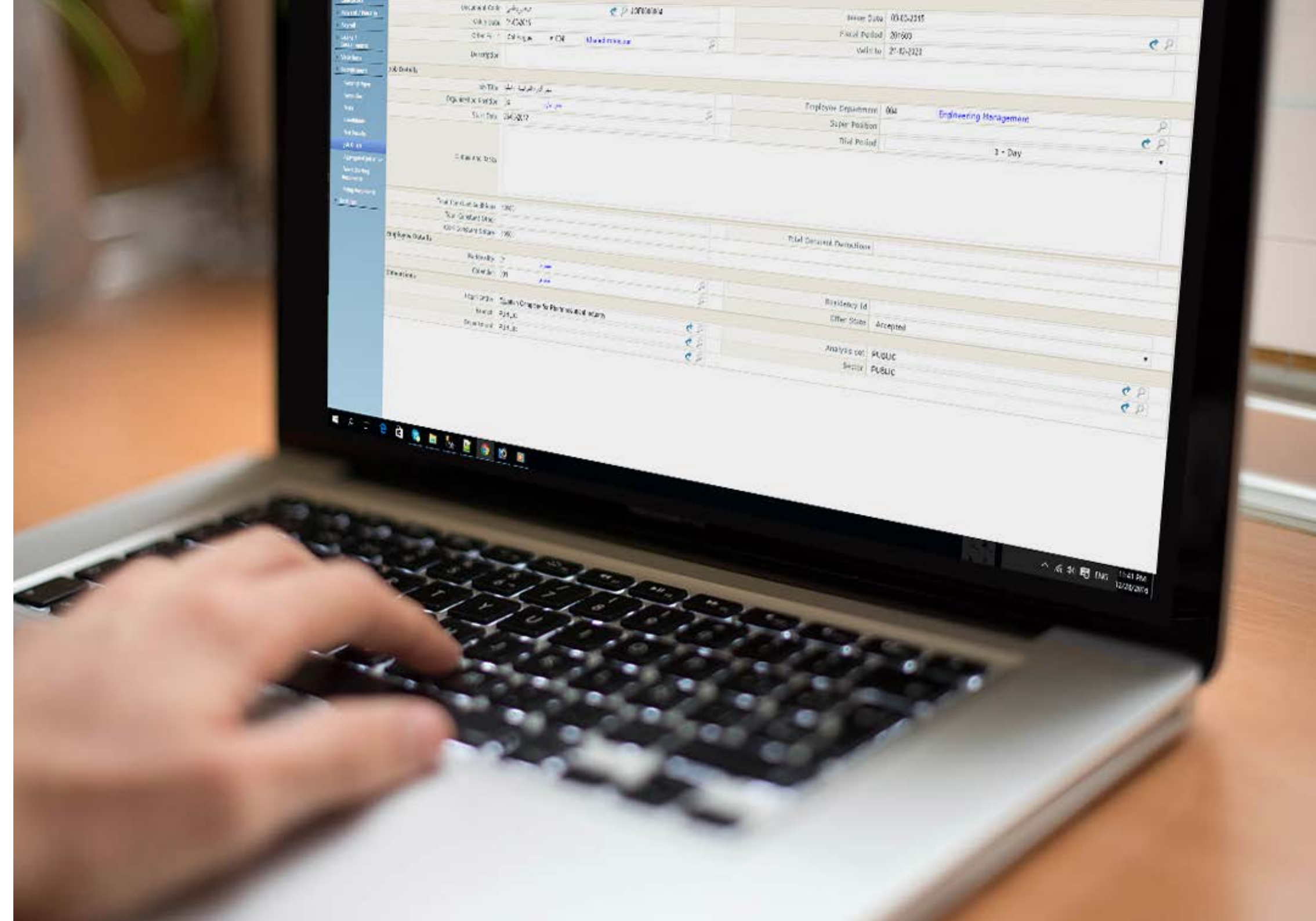
NAMA provides a method for release of liability upon dismissal from office or resigning.





## 2.1.2 Reports

- Recruitment needs report
- Recruitment candidate report
- Recruitment life cycle report
- Recruitment and fired employees report
- Employees with expired contract report





## 2.2.1 Features

## 2. Human Resources:

### 2.2 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 night 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.





## 2.2.2 Reports

- Reports will be designed according to customer desire
- Attendance plans list within period (per employee)
- Time attendance list within period (per employee)
- Performance indicators within period (per employee, branch, department, group)
- List of finished missions within period (per employee, branch, department, group)





## 2. Human Resources:

### 2.3 Tasks management



#### Tasks assignment

Via project management module, 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

Via project management module, You can define projects for employee from planning to the project end and monitoring these projects as well as comparing between achieved and planned tasks.

#### Monitoring employee attendance and assigned tasks

Via project management module, 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





## 2.3.2 Reports

- Reports will be designed according to customer desire
- Tasks list of Employees within period (Planned, actual)
- Tasks list per status (running, initial, canceled, finished, rejected)





## 2. Human Resources:

### 2.4 Meals

#### 2.4.1 Features



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#### 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 for meals as employee desire.

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## 2.4.2 Reports

- Statement of planned meals within period
- Costs of distributed meals within period (per employee, job, department, branch, sector)
- Statement of actual meals within period (received, canceled, replaced by allowance)





## 2. Human Resources:

### 2.5 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. For example, the employee could be exempted from the value or a part of value of the surgery loan.

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

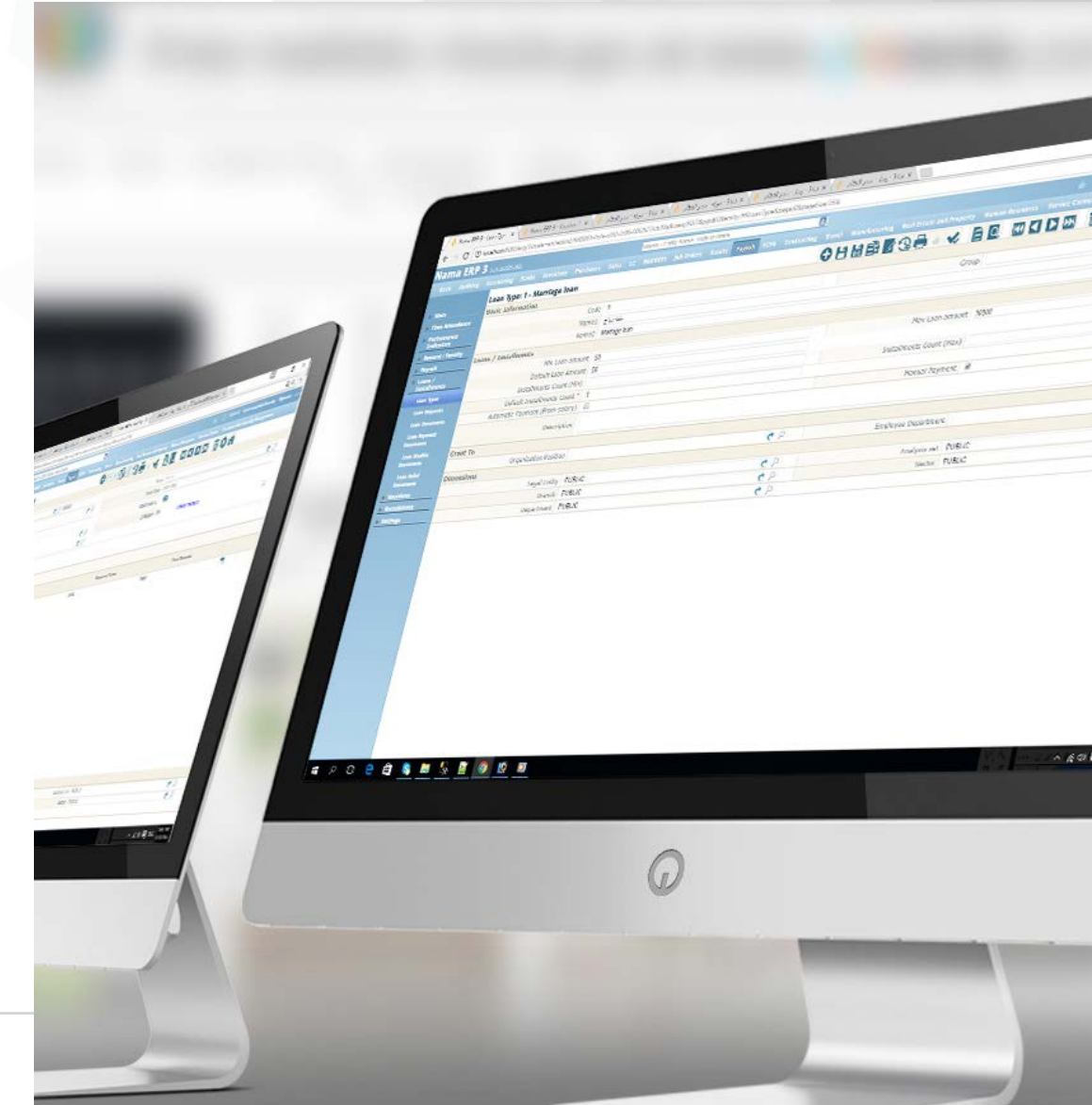
NAMA provides a flexible method to define a plan for repayment loan in terms of the installments number, value of each installment, NAMA also allows modifying this plan after many repayments and then recalculates the installments number and the installment value.

#### 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 employee salary so as to deduct the installment value from salary automatically.

#### Loan relief

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





## 2.5.2 Reports

- *List of loans types*
- *List of loans request within period (Initial, Accepted, Rejected)*
- *List of loans within period (initial, current, finished, suspended, exempted, greater than a value)*
- *Totals of loans within period (Paid, not paid, exempted)*
- *List of not paid installments (per employee, date)*





## 2. Human Resources:

### 2.6 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 the vacation approval may differ according to vacation nature. For example, the vacation three days may take approval cycle different from the vacation 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 affects, and so on.

#### Linking vacation type with employee information

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 vacation month per year, while junior stuff are not well. Also there are vacations may applied to women not man, citizen not resident, Muslim not others and so on.

#### Vacation remaining balances may be posted to next year

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





## 2.6.2 Reports

- Reports will be designed according to customer desire
- Vacations list of employees (per employee, date)
- Vacations balances (per employee, up to year)
- List of vacations requests (Initial, accepted, rejected)
- Details of vacations allowances within period per employee
- Statement of vacations plans within period per employee





## 2. Human Resources:

### 2.7 Training & Development



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#### Monitoring for 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 for 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 planned training and actual training in order to have information about the course feasibility. After each course, NAMA automatically updates employees skills in the schedule skills of each employee.

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## 2.7.2 Reports

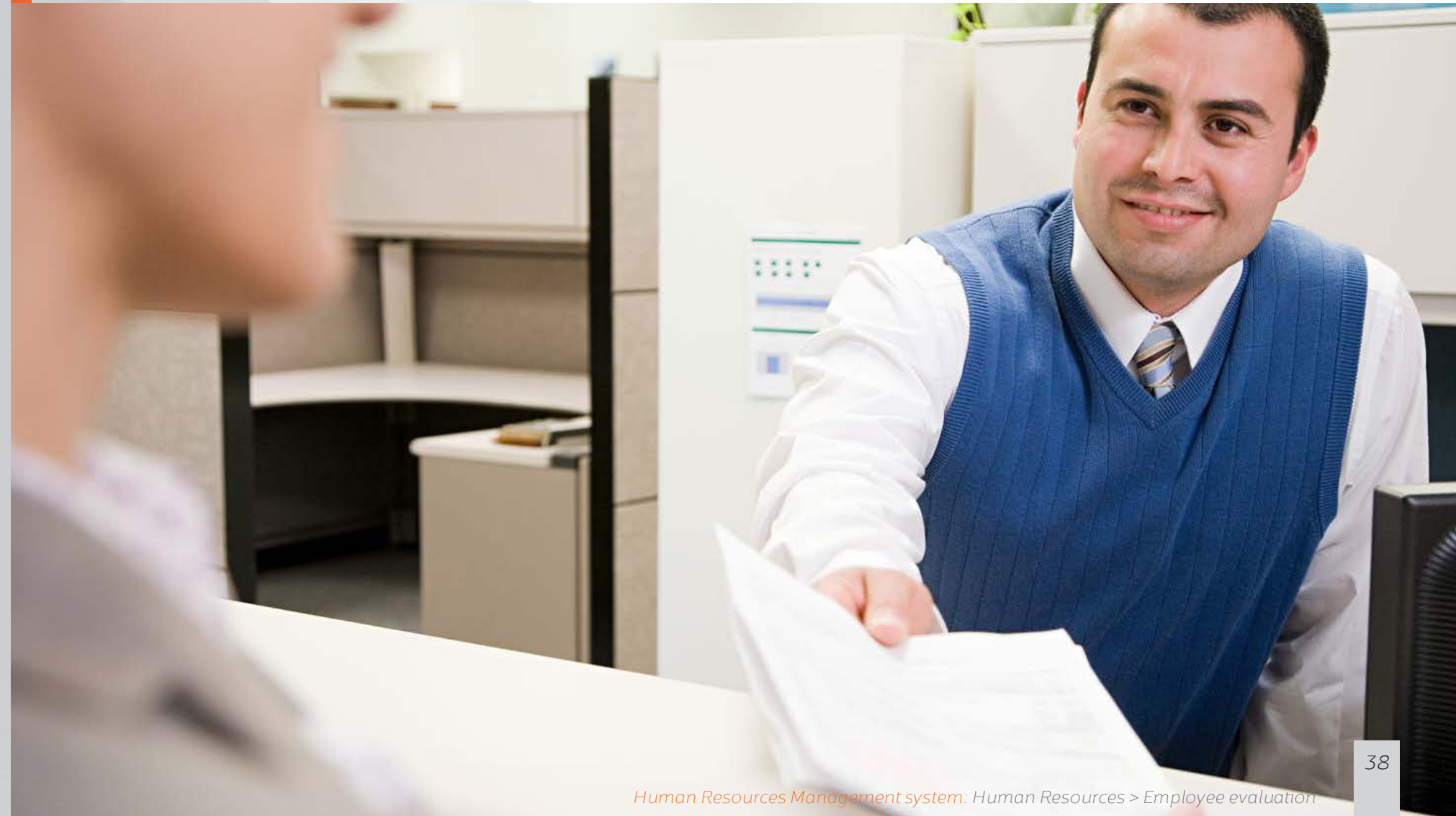
- Reports will be designed according to customer desire
- Training courses within period (Planned, actual, current, finished)
- Costs of training courses within period (per employee, job, department, sector, branch, company)
- Acquired skills in enterprise within period (per employee, job, department, sector, branch, company)
- Courses list according to evaluation (per evaluation element, percentage, total percentage)





## 2.8.1 Features

### 2. Human Resources: 2.8 Employee evaluation



#### Flexibility for 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 element for the commitment of time attendance, an evaluation element for external appearance, an evaluation element for task 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.





## 2.8.2 Reports

- Reports will be designed according to customer desire
- Evaluation list for employees within period (per evaluation type, employee, department, evaluator)
- Evaluation list for employees within period (per evaluation element, evaluation points)
- Recommendations list for employees within period (per recommender, recommendee)





## 2. Human Resources:

### 2.9 Rewards & Penalties



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#### 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 scores for these indicators that reflect on his salary.

#### Monitoring details of rewards and penalties

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

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## 2.9.2 Reports

- Reports will be designed according to customer desire
- Types list for rewards & penalties
- Detail list of rewards & penalties per employee
- List of employees suspended from work





Cutting-edge Business Software™

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