Hesabate HR®

Detailed presentation of (Hesabate HR), which provides you with all the applications you need to manage human resources, through to the multi-purpose reports.
**Hesabate HR,**

It is one of the contents of Hesabate ERP and works in integrated way and can work independently. The human resources and payroll system was designed to suit all laws and methods followed locally, regionally and globally. And it performs all the operations of personnel affairs, calculating salaries and migrating them to the financial system, and it includes three systems that work in an integrated manner within the Hesabate ERP system, or independently:

1- Hesabate HR, payroll management system
2- Hesabate HR, employee time management system
3- Hesabate HR, CRM.

**Employee database**

Hesabate HR enable you to create a data base file for each employee with all employee data, papers, files and reports of his work, and can be updated automatically as well to facilitate the process of referring to it in case of need.

- **General information:** Many details for the employee that relate to his personal and family data and contact information, in addition to information related to the nature of his job and his department.
- **Financial information:** all the salary and commission details.
- **Working hours control:** all information related to employee time and permissible leave.
- **Deductions:** Implementation of all the fixed financial deductions (fixed number or percentage) for each employee in his card with all its details as the system implements it automatically based on the specified data (social security, insurance ... etc)
- **Discounts:** Implementation of all fixed discounts (fixed number or percentage) for each employee in his card with all its details, as the system implements it automatically based on the specified data.
- **Rewards:** Implementation of all the fixed rewards for each employee in his card with all its details, as the system implements it automatically based on the specified data (housing allowance, additional allowance, etc.)
- **The wife and children:** a database of all family members of the employee.
- **Employment contracts:** a record of all employment contracts concluded with the employee with the ability to specify dates and alerts for their expiration dates.
- **Personal custody:** documentation of all details of custody delivered to the employee.
- Evaluations: documentation of all the evaluations that have been made to the employee in full detail, with the ability to attach files.
- Sanctions and violations: documentation of all the sanctions and violations committed on the employee with all its details, with the ability to attach files.
- Documentation: The ability to attach any employee-specific documents (certificates, expertise, etc.)
- Alerts: The ability to create many alerts within separate employee-specific topics and specify the reminder date (for example: expiration of insurance, renewal of passport, renewal of residency ... etc).
- Insurance: documentation of all types of insurance that apply to the employee and his family.

**Attendance Management (attendance and absence)**

Hesabate HR handles everything related to employee attendance professionally as it covers 99% of the nature of the work for employees in all businesses in professional, accurate and easy ways, as it provides the automatic and manual operations required to adjust employee time, as the system fully handles everything related to:

- Staff entry and exit operations
- The nature of employee time (fixed, variable, etc.).
- Annual, religious and official staff vacations.
- Overtime and calculation in multiple ways.
- Absence and delay.
- Determine the rest periods for entry and exit of employees and for each shift with automatic calculation of it and in different ways.
- Define all available shifts within the nature of the institution's work per day and automatic calculation of it.
- Shifts system: the possibility of creating more than one shifts system for the same institution and applying it to employees with the possibility of changing the shift of any employee.
- Labor laws: the ability to enter and define labor laws specific to the country to which the institution is affiliated and link them in a way that calculates permits and permits.
- Determine the overtime and how it is calculated for each shift with automatic calculation.
- Determine working days, weekends and annual vacations.
- Recording employee attendance in more than one way (manual, during office hours, or through the application of Hesabate HR)
- Support for fingerprint devices in monitoring attendance and exporting to the system for identifying hours and withdrawing movements from office hours through the local network or via the Internet.
- Employee discounts and delays.
- Holiday and vacations voucher: Through this voucher, holidays and vacations can be fixed for an employee or group of employees.
- Payable vacation voucher: Through this voucher, additional vacation may be added to the total employee vacations payable.
- Determine staff itineraries
- Determine of itinerary areas
- Employee movements processing system where employee time is calculated and analyzed, and delays, absences, and vacations are treated in a number of ways, whether by discounting or fixing money in lieu thereof, discounting, or adding alternate working days ... etc.
- Daily and monthly staff time checking system: where staff time can be audited and adjusted while preserving original movements.
- Multiple detailed and aggregate reports for all staff movement.

**Managing employee salaries**

Hesabate HR handle everything related to employee salaries and financial entitlements in a precise and comprehensive way through many specialized vouchers:

- Salary proof entry: The value of fixed employees’ salaries and their due dates is determined as the system creates an automatic salary verification record on the dates specified for all employees and influencing their financial accounts, with the possibility of creating manual restrictions.
- Salary slip: the ability to issue a salary slip for an employee or group of employees according to many options and with any date you wish, with the possibility of specifying the financial statements or attendance statements that you wish to appear in the coupon with the ability to print them.
- Salary adjustment system: documentation of any amendment process for employees’ salaries and commissions or any financial information through a special document.
Many of financial vouchers that can be created for an employee or group of employees with ease:

- Payment voucher: documentation of any cash payment process or checks for any employee.
- Discount voucher: fixing the value of a discount on any employee, specifying the reason.
- Transportation Bond: Fix a value of a transportation allowance for any employee.
- Over Time Voucher: documentation overtime.
- Bill of Payment Dues: A documentation of any employee’s payments of money or checks in lieu of loans or advances.
- Housing allowance: documentation of the amount of the housing allowance granted to the employee.
- A transfer document from the bank account: Through this voucher, an order to transfer the employees’ salaries or payments is issued through the institution’s bank account to the employees’ account with the ability to print the voucher, as well as automatically install the transfer values on the bank account and the employees’ accounts.
- Accounting voucher: An accounting document through which any financial or accounting operation can be performed on the employees’ accounts and all accounts belonging to them.
- Multiple detailed and aggregate reports of all employee financial movements.

**Tax treatment, deductions and exemptions**

Hesabate HR design to comply with all laws related to employees tax (employee income tax and deductions), as the system includes many vouchers and features related to the subject of the tax, including:

- The option (subject to tax) is available in all financial vouchers, so that you can consider any financial voucher that you subject to tax or not.
- Exemptions: A voucher through which the types of exemptions determined by the state for employees (value and percentage) can be defined such as the exemption for teaching children, or buying an apartment ... etc.
- Tax Segments: This voucher is designed to define the percentage or value of the tax on the salaries and dues of employees according to the salary value through the ability to create multiple segments according to the law and determine the percentage or value of the tax for each segment.
- **Tax and Deductions Vocher:** This voucher works on calculating the value of the tax due on each employee based on the data previously determined and based on the financial movements that were made on the employee and are subject to the tax so that all the movements of each employee appear in detail in addition to fixing the value of the tax due on each employee on His salary plus install for the employee income tax account.

- Manual accounting entries are available to document any tax fiscal process that affects employee accounts.

- Multiple tax and withholding reports.

**Hesabate Chick Time APP**

Hesabate HR provides a related application that is available in two versions Android & IOS, The application provides an ideal solution for adjusting employee attendance that the nature of their work needs to move and they can not be present on a daily basis in one place, each employee can download the application on his mobile and register the process of entering and leaving the place that It is in it where the application records the employee’s location while registering the entry or exit traffic and sending it to my accounts with the aim of checking the employee’s whereabouts at the time the work began and the time it ends.

This application also provides several important reports for the employee, such as his account statement, working hours list, etc..