



## PERFECT SOLUTIONS FOR HR



[www.truebays.com](http://www.truebays.com)





**HR Solution** is a comprehensive business management solution for small and mid-sized businesses. It offers a cost effective solution for managing HR related activities

## Why this HR Solution?

1. **Simplify your business with a single solution** that manages your HR administration and payroll management
2. **Extend insight across your entire organization** with easy to use, out-of-the-box reporting capabilities that help you gain deep insight into your employee performance. Dashboards help set priorities and simplify access to the information your people need to make confident decisions
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4. **Get instant visibility** into real-time operational performance across your entire company.
5. **Affordable Price:** HR Solution is pretty much affordable to small and medium sized businesses
6. **Streamline all back-office processes** across employee data, document management, leave management, payroll, WPS etc.
7. **Improve accountability** and compliance with robust, auditable accounting and powerful reporting





## Employee Administration

- Basic Details
- Location, Department, Cost center etc.
- Family information
- Asset Tracking
- Salary information with change history
- Educational Qualification
- Bank Details
- Entitlements
- Monthly allowances

## Leave Management

- Create various leave types
- Setup leave policies
- Configure deduction method
- Set annual cap for leaves
- Configurable leave days exclusion
- Working days or calendar days annual leave setup
- Multiple leave policies
- Leave approval process
- Employee leave request through self-service portal

## Loan Management

- Loan tracking
- Automated loan deduction
- Define installment deduction
- Multiple loans for one employee
- Postpone loan to a different period
- Loan cancellation

## Payroll

- Monthly salary calculation
- Payslip & salary sheet
- Overtime calculation based on OT hours
- Anytime payroll processing
- Automated payslip emailing
- WPS & Bank file generation
- Define pay calendar
- History of payments
- Payroll approval
- Closing of the month

## Document Management

- Record employee related documents
- Scan and upload document images
- Keep track of expiring documents
- Alert prior to the document expiry
- Configure alert period
- Email alert prior to the document expiry
- Dashboard notification
- Document movements
- Expenses related to document renewal

## Accruals & Final Settlement

- Provisions for Gratuity, Annual Leave & Air Ticket
- Configurable accrual policy
- Default Labor policy
- Monthly accruals
- Cost center wise provision report
- End of service calculation
- Final Settlement
- Adjustments & accrual ledger
- Notice period

## Adhoc Entries

- Monthly ad hoc entries
- Additions or deductions to salary

## Reports

- Salary Sheet
- Payslip
- Employee turn-over
- Payroll reconciliation
- Employee mini profile
- Payroll Analysis
- Leave history
- Overtime report
- Cost center wise salary information
- Final settlement....and more

## Add-on HR Services

- On boarding
- Employee self-service portal



## Let's get in touch



### Let's meet for a coffee

Mostafawi building  
Office -305  
Mankhool Area  
Landmark: - Al fahdi  
metro station exit - 1



### Let's connect

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### Drop us an Email

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