

eKAWADER

Localized HR/Payroll Solution

Human Resources
processes just got simpler!



eKAWADER

Localized HR/Payroll Solution

**Your human
resources
processes
made simpler,
faster and easier**

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11	12	13	14	15
18	19	20	21	22

Why?

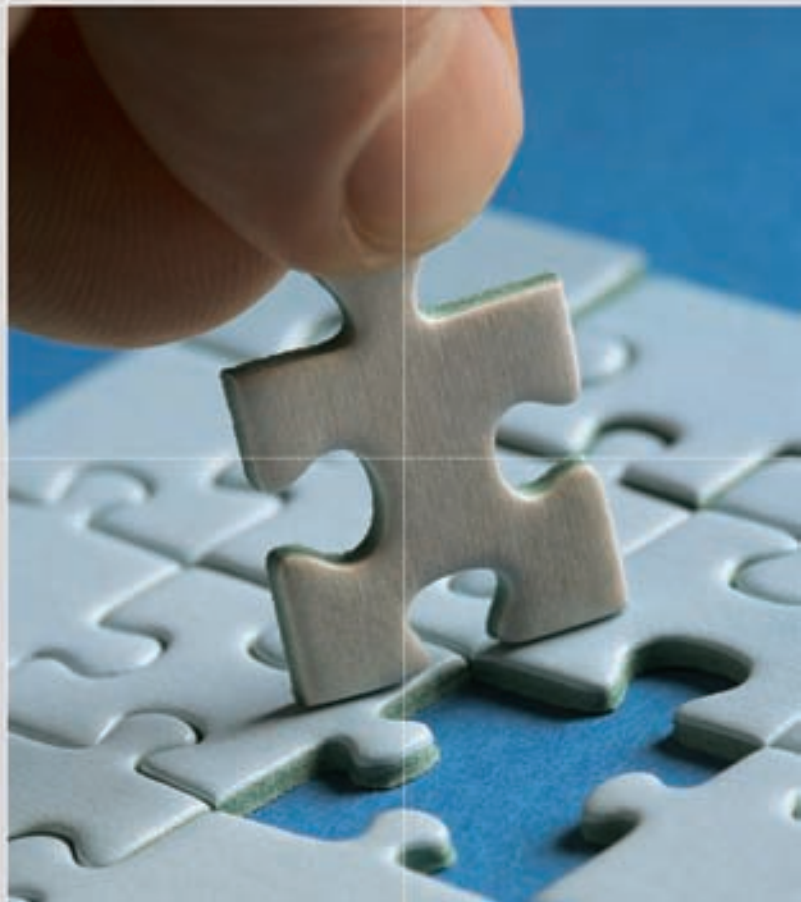
Running your human resource processes manually and keeping track of your workforce information by hand can be considerably tiresome, expensive and inaccurate. With a centralized and tightly integrated HR/Payroll solution, you will reduce human resources' administrative burden and the associated costs while ensuring procedures and best practices are followed. Also, it enables your organization to be more responsive to the needs of your employees and adhere to corporate policies and government regulations.

All you need

eKAWADER is a full featured, comprehensive, centralized database application specially designed to meet the requirements of the local labor law and to help companies in all industries, such as government, private or Oil & Gas to bring the difficult and often cumbersome task of HR record-keeping and reporting under complete control. It delivers strong HR functionality that is tightly integrated with the payroll engine, rich reporting and analytical decision-making tools.

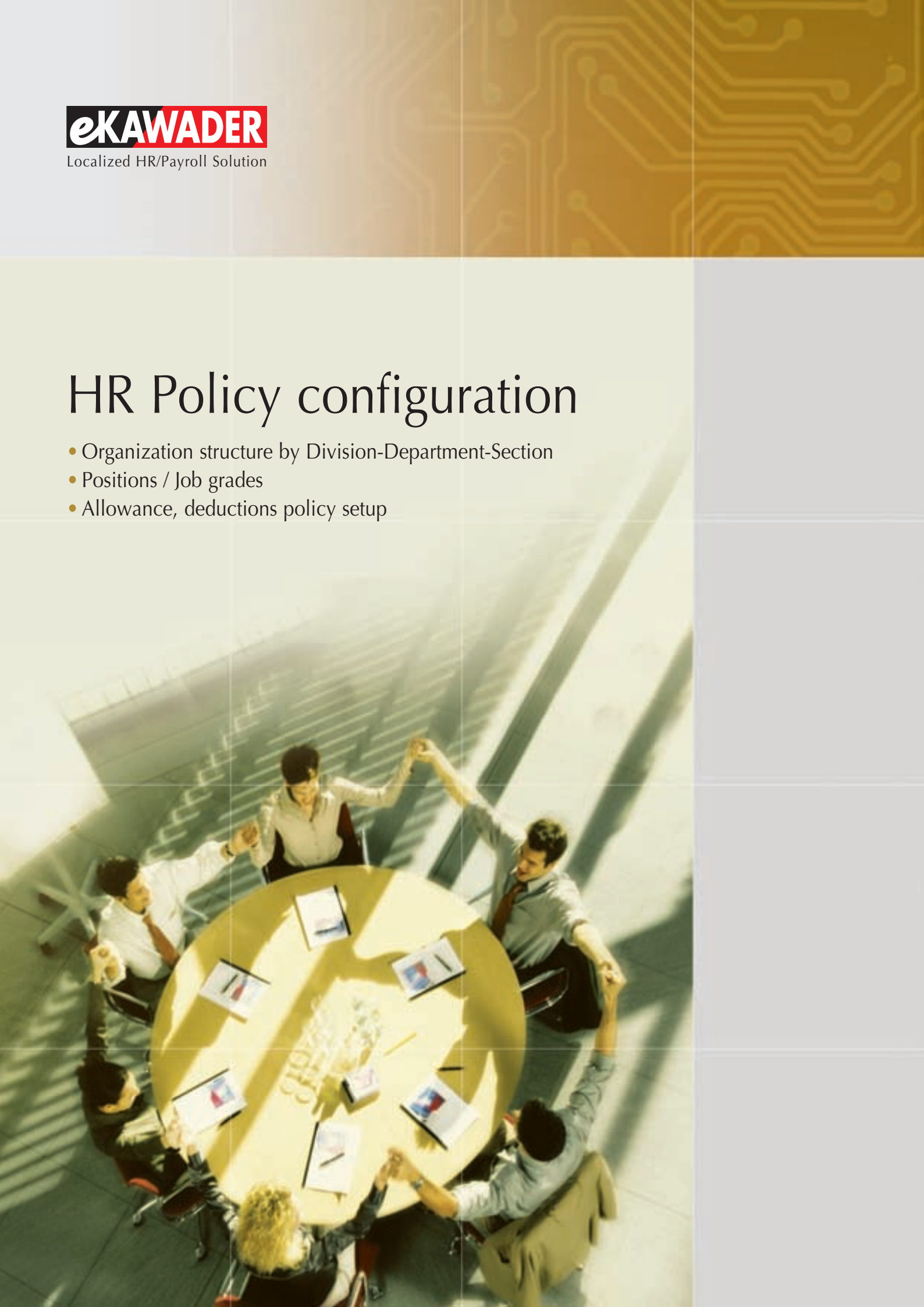
eKAWADER maintains employee personal data, work history, job and pay records, training and qualifications or absence data, position, department, location, emergency contacts and other user-defined information.

Furthermore eKAWADER is compatible with MS Dynamics GP® latest releases.



HR Policy configuration

- Organization structure by Division-Department-Section
- Positions / Job grades
- Allowance, deductions policy setup



Hire the right people

Recruiting, interviewing and screening candidates are costly and time consuming. But hiring the wrong person can be even more expensive, and it can hurt your business in many ways. The Recruitment module can help you find the right people, employees who will start contributing immediately. It maintains detailed records of applicant name, addresses, skills as well as education and references. You can also track detailed position and requisition data for all of your company openings.

Key features

- Vacancy management
- Requisitions management
- Applicant details (personal, education, skills & employment history)
- Interviews and offers processing
- Cost per applicant or requisition
- Hiring: convert applicant to employee

...And a close eye on training

Reorganization, reduced staffing and new technologies have made training and skill development more important than ever before. Track all aspects of your training programs, the outcomes and more importantly, the associated costs.

Key features

- Training institute setup
- Course / institute link and cost
- Assigning employee to course
- Employee training history

Keep effective personnel records

Keep all records in one location instead of sifting through folders and file cabinets. Employees' records allow you to store a variety of personnel data such as personal employee information and emergency contacts. Also, it allows you to store all dependent details including their legal documents status such as passport, labor card, residence visa, etc...

The screenshot displays the 'Employee Maintenance' software interface. The window title is 'Employee Maintenance'. The interface includes a menu bar with 'Save', 'Clear', 'Delete', and 'Write Letters'. Below the menu bar, there are search fields for 'Employee ID' (001) and 'Class ID'. The main form is divided into several sections:

- Personal Information:** Last Name (Ali), First (Ahmed), Middle (Mohamed), Arabic Name (أحمد محمد علي), Gender (Male), Civil Marital Status (Married - متزوج), HR Status (Active), Hire Date (01/01/2003), Adjusted Hire Date (01/01/2003), Last Day Worked (00/00/0000), Date Inactivated (00/00/0000), Reason, Birth Date (09/09/1980).
- Address Information:** Address ID (UAE), Address (Airport Road, Building 503, AUH), City (Abu Dhabi), State / Emirate (AUH), PO Box (90809), Country (UAE), Phone 1 ([050] 278-9237 Ext. 0000), Phone 2 ([002] 067-6766 Ext. 2220), Phone 3 ([000] 000-0000 Ext. 0000), E-mail (addhask@iqan.ae).
- Employment Information:** Employment Type (Full Time Regular), Type (Managers), Next Review (00/00/0000), Last Review (00/00/0000), Religion (Muslim - مسلم), Nationality (USA), Previous Nationality (Jordan).
- Job Information:** Home Country (Jordan), City Of Work (ABU DHABI), City Of Origin (AMMAN), Division (Information Technology), Department (Information Technology), Section Code (Data Security Section), Position (SYSTEM ANALYST), Job Grade (1A), Location (Abu Dhabi), Supervisor (IT MGR).

At the bottom of the form, there is a 'Medically Fit' checkbox and several buttons for additional actions: 'Add Position', 'Address', 'Dependents', 'Bank Accounts', 'Contact', 'Peer / Supervisor', 'Ticketing', 'Time & Attendance', 'Add Information', and 'Extra Fields'.

Key features

- Personal details (ID, name Arabic & English, DOB, gender, nationality etc)
- Dependant's details (spouse, children full Information)
- Addresses, contacts, bank account
- Legal documents info (passport/residence visa etc)
- Employee position and additional work positions
- Action forms for promotions, transfer, and salary increase
- Extra field / user preference to be used in special cases

Retain your best employees

Maintain employees' performance review. Make use of the system to find the most suitable people to succeed plan their career path and identify and monitor their progress to achieve a successful outcome. Design individual succession plans, including projected milestones aligned with organizational objectives and employees' needs to ensure that your talent pool is maintained.

Review Category	Review Word Rating	Notes
IT Skills	Excellent	
Attendance	V Good	
Attitude	V Good	
Communication Skills	V Good	

Key features

- Defining review policy setup
- Employee review schedule
- Employee review additional information (recommendation, suggested salary etc)
- Succession plan
- Individual development plans

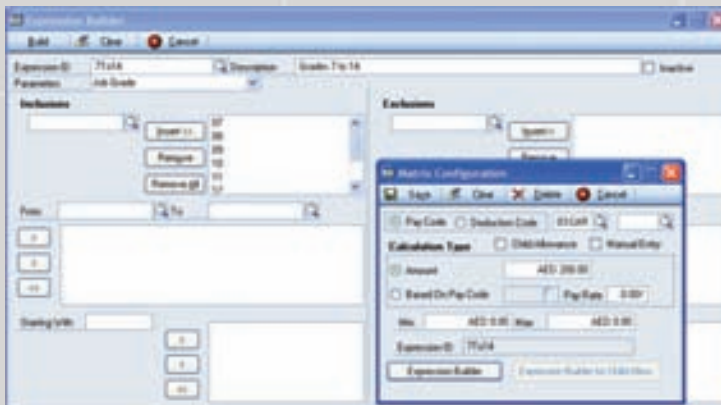
Track employees' leave & attendance

The solution caters for the diverse Gulf specific rules relating to both accruing and taking of leave. The Administration of an employee's leave entitlements is done on a single screen. Employee leave balances can be projected to any date in the future and presented in either hours or days. Powerful enquiry and reporting tools make resource planning and absentee analysis simple. In addition, the solution has the ability to integrate with other systems such Time & Attendance Machines.

- Leave setup / rules
- Company down days calendar (holidays)
- Initial data entry
- Leave balance calculating
- Leave rules applied like Hajj for Muslims only etc
- Return leave processing (link with payroll in case of salary deduction)
- Time and attendance integration

...And employees' salary & benefits

To help you attract and retain quality employees, you can easily establish and manage a variety of compensation packages for both nationals and expatriates. The benefits screens allow you to manage which benefits employees are eligible such as pension, gratuity, car, furniture, transportation etc.



Code	Type	Amount/Rate	Expression	Expression
01-CDL	Per	4.00000	All	Senior in (Fixed Period)
01-CAD	Per	200.00000	All	All Grade in (11,12)
01-CAD	Per	200.00000	All	All Grade in (11,12)
01-CAD	Per	200.00000	All	All Grade in (12,13)
01-CAD	Per	200.00000	All	All Grade in (13,14)
01-CAD	Per	200.00000	All	All Grade in (14,15)
01-CAD	Per	200.00000	All	All Grade in (15,16)
01-CAD	Per	200.00000	All	All Grade in (16,17)
01-CAD	Per	200.00000	All	All Grade in (17,18)
01-CAD	Per	200.00000	All	All Grade in (18,19)
01-CAD	Per	200.00000	All	All Grade in (19,20)
01-CAD	Per	200.00000	All	All Grade in (20,21)
01-CAD	Per	200.00000	All	All Grade in (21,22)
01-CAD	Per	200.00000	All	All Grade in (22,23)
01-CAD	Per	200.00000	All	All Grade in (23,24)
01-CAD	Per	200.00000	All	All Grade in (24,25)
01-CAD	Per	200.00000	All	All Grade in (25,26)
01-CAD	Per	200.00000	All	All Grade in (26,27)
01-CAD	Per	200.00000	All	All Grade in (27,28)
01-CAD	Per	200.00000	All	All Grade in (28,29)
01-CAD	Per	200.00000	All	All Grade in (29,30)
01-CAD	Per	200.00000	All	All Grade in (30,31)
01-CAD	Per	200.00000	All	All Grade in (31,32)
01-CAD	Per	200.00000	All	All Grade in (32,33)
01-CAD	Per	200.00000	All	All Grade in (33,34)
01-CAD	Per	200.00000	All	All Grade in (34,35)
01-CAD	Per	200.00000	All	All Grade in (35,36)
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01-CAD	Per	200.00000	All	All Grade in (37,38)
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01-CAD	Per	200.00000	All	All Grade in (39,40)
01-CAD	Per	200.00000	All	All Grade in (40,41)
01-CAD	Per	200.00000	All	All Grade in (41,42)
01-CAD	Per	200.00000	All	All Grade in (42,43)
01-CAD	Per	200.00000	All	All Grade in (43,44)
01-CAD	Per	200.00000	All	All Grade in (44,45)
01-CAD	Per	200.00000	All	All Grade in (45,46)
01-CAD	Per	200.00000	All	All Grade in (46,47)
01-CAD	Per	200.00000	All	All Grade in (47,48)
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01-CAD	Per	200.00000	All	All Grade in (49,50)
01-CAD	Per	200.00000	All	All Grade in (50,51)
01-CAD	Per	200.00000	All	All Grade in (51,52)
01-CAD	Per	200.00000	All	All Grade in (52,53)
01-CAD	Per	200.00000	All	All Grade in (53,54)
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01-CAD	Per	200.00000	All	All Grade in (55,56)
01-CAD	Per	200.00000	All	All Grade in (56,57)
01-CAD	Per	200.00000	All	All Grade in (57,58)
01-CAD	Per	200.00000	All	All Grade in (58,59)
01-CAD	Per	200.00000	All	All Grade in (59,60)
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01-CAD	Per	200.00000	All	All Grade in (61,62)
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01-CAD	Per	200.00000	All	All Grade in (65,66)
01-CAD	Per	200.00000	All	All Grade in (66,67)
01-CAD	Per	200.00000	All	All Grade in (67,68)
01-CAD	Per	200.00000	All	All Grade in (68,69)
01-CAD	Per	200.00000	All	All Grade in (69,70)
01-CAD	Per	200.00000	All	All Grade in (70,71)
01-CAD	Per	200.00000	All	All Grade in (71,72)
01-CAD	Per	200.00000	All	All Grade in (72,73)
01-CAD	Per	200.00000	All	All Grade in (73,74)
01-CAD	Per	200.00000	All	All Grade in (74,75)
01-CAD	Per	200.00000	All	All Grade in (75,76)
01-CAD	Per	200.00000	All	All Grade in (76,77)
01-CAD	Per	200.00000	All	All Grade in (77,78)
01-CAD	Per	200.00000	All	All Grade in (78,79)
01-CAD	Per	200.00000	All	All Grade in (79,80)
01-CAD	Per	200.00000	All	All Grade in (80,81)
01-CAD	Per	200.00000	All	All Grade in (81,82)
01-CAD	Per	200.00000	All	All Grade in (82,83)
01-CAD	Per	200.00000	All	All Grade in (83,84)
01-CAD	Per	200.00000	All	All Grade in (84,85)
01-CAD	Per	200.00000	All	All Grade in (85,86)
01-CAD	Per	200.00000	All	All Grade in (86,87)
01-CAD	Per	200.00000	All	All Grade in (87,88)
01-CAD	Per	200.00000	All	All Grade in (88,89)
01-CAD	Per	200.00000	All	All Grade in (89,90)
01-CAD	Per	200.00000	All	All Grade in (90,91)
01-CAD	Per	200.00000	All	All Grade in (91,92)
01-CAD	Per	200.00000	All	All Grade in (92,93)
01-CAD	Per	200.00000	All	All Grade in (93,94)
01-CAD	Per	200.00000	All	All Grade in (94,95)
01-CAD	Per	200.00000	All	All Grade in (95,96)
01-CAD	Per	200.00000	All	All Grade in (96,97)
01-CAD	Per	200.00000	All	All Grade in (97,98)
01-CAD	Per	200.00000	All	All Grade in (98,99)
01-CAD	Per	200.00000	All	All Grade in (99,100)

Key features

- Salary matrix based on different parameters like nationality, job grade etc
- Unlimited allowance definition like transportation, social, child, schooling etc
- Pension and gratuity setup according to labor law
- Car, furniture, housing (loan / request) setup
- Defining a new allowance / deduction
- Assigning allowances/deductions to the employee (activate or inactivate it)
- Employee bank detail



Process payroll accurately

By eliminating data discrepancies and ensuring the consistent application of your organization's pay rules, payroll solution helps you achieve accurate payroll processing.

Build Payroll Checks

User ID: sa Build Date: 00/00/0000 Build Time: 12:00:00 AM

Default ID: REGU Description: I

Type of Pay Run: Regular Pay Advance Pay

Pay Run Ranges

Pay Period Date: From: 01/04/2007 To: 30/04/2007

Employee Class: All From: To:

Employee ID: All From: To:

Include Pay Periods

Weekly Quarterly

Biweekly Semiannually

Semimonthly Annually

Monthly Daily/Misc

Include Automatic Pay Types

Salary Pension Earned Income Credit

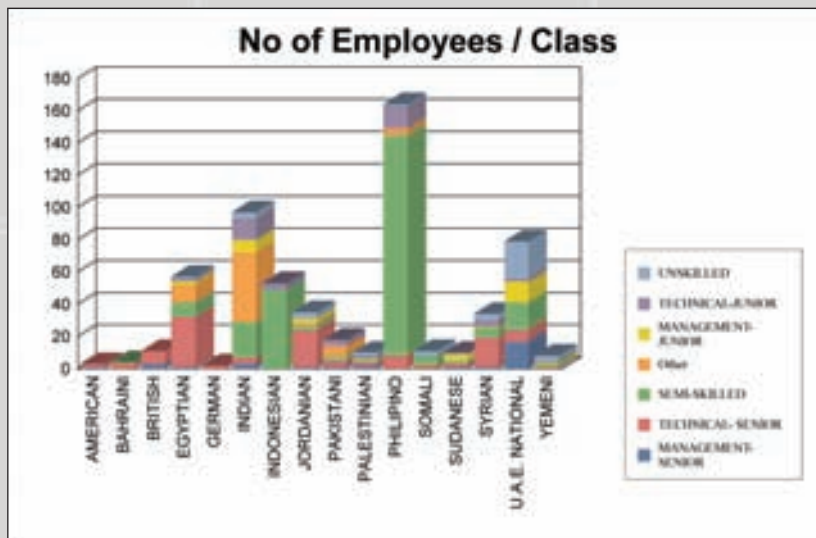
For This Pay Period

Days Worked: 0.00 Weeks Worked: 0.00

Process payroll accurately

**UAE NATIONAL EMPLOYEES DETAILS OF PENSION CONTRIBUTION
FOR THE MONTH OF March 2005**

Employee Name	Basic	Housing	Social	Child	Pension 5%	Pension 23%	Total
Head Office - Head Office							
70 Ahmad Saad	16,500.00	8,000.00	700.00	1,200.00	1,372.50	6,117.00	6,480.00
71 Hassan Mohammad	6,200.00	4,000.00	600.00	0.00	737.50	2,212.00	2,250.00
72 Mona Mahmoud	6,500.00	4,000.00	1,000.00	0.00	950.00	3,518.00	3,200.00
73 Waleed Ali	16,700.00	8,000.00	700.00	900.00	1,467.50	4,402.00	5,870.00
74 Humaid Jumas	8,200.00	4,000.00	600.00	600.00	697.50	2,042.00	2,750.00
14 Aysha Al Ahmad	6,300.00	4,000.00	600.00	600.00	711.00	2,159.00	2,840.00
17 Zayed Bait	8,100.00	4,074.00	600.00	0.00	694.20	2,089.00	2,780.00
18 Mansour Adel	6,000.00	4,000.00	600.00	600.00	795.00	2,208.00	2,940.00
46 Mousa Khalid	8,100.00	2,041.30	600.00	0.00	307.21	1,191.63	1,888.94
47 Ahmad Fadi	8,150.00	3,254.00	600.00	0.00	611.18	1,833.48	2,444.50
48 Amena Ibrahim	4,000.00	1,600.00	1,000.00	0.00	300.00	660.00	1,320.00
50 Humaid Saad	7,400.00	2,900.00	600.00	0.00	698.00	1,674.00	2,252.00
76 Rashid Abdulla	4,000.00	1,600.00	1,000.00	0.00	300.00	660.00	1,320.00
58 Khaled Oweid	7,400.00	2,900.00	600.00	0.00	698.00	1,674.00	2,252.00
56 Salwa Sultan	7,400.00	4,000.00	600.00	0.00	610.00	1,830.00	2,440.00
72 Badria Haseer	4,000.00	1,600.00	1,000.00	0.00	300.00	660.00	1,320.00
74 Omar Othman	4,000.00	1,600.00	1,000.00	0.00	300.00	660.00	1,320.00
78 Noora Sultan	16,800.00	6,000.00	700.00	600.00	1,212.00	3,637.00	4,890.00
80 Abdul Kareem Ali	15,700.00	6,000.00	600.00	600.00	1,070.00	3,217.00	4,290.00
91 Muhammad Essa	15,700.00	6,000.00	600.00	4,800.00	1,117.00	3,362.00	4,470.00
87 Fatima Ghazi	4,000.00	1,600.00	1,000.00	0.00	300.00	660.00	1,320.00
TOTAL	196,482.00	78,000.00	17,700.00	8,100.00	14,764.00	44,302.00	58,996.00



Key features

- Activate or deactivate employee in the current payroll processing
- Calculate allowances due with validation (user-defined & parameterized)
- Creating monthly recurrent batch and single use batch for adjustment
- Loans deduction processing
- Checks and bank transfer availability
- Gratuity calculation
- Historical data capturing
- Reconciliation
- Reports / bank transfer letter samples
- Multiple payroll run / selection criteria
- Post to general ledger

Completely integrated

Seamless interface with other Microsoft Dynamics GP modules such as General Ledger & Payables Management.

Common user Interface

A user-friendly interface utilizes the same screen layouts of Microsoft Dynamics GP and other modules with all navigation using a graphic toolbar, pull-down menus, or shortcut keys.

Flexible reporting capabilities

Allows you to retrieve information from Employees' Files in easy-to-read formats reports.

Customization

Work closely with customers to understand their businesses to ensure our solution provides maximum benefits. Customers' specific modifications are developed on request, and consolidated in the next general release.

Protect key information

Sophisticated, multi-level security allows you to control which groups have access to data at any level.





www.itqan.ae
Toll Free: 800 5211

Winner of the
**DUBAI QUALITY
APPRECIATION
PROGRAM**
Company of the Year (Services)



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