



NSD ERP System (V 6.4) HR Overview



System Overview | NSD Middle East

23-Dec-08



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42RELATED ACTIVITIES



Introduction

We prepared this document, as an overview, in order to give you a brief idea about the NSD ERP System, knowing that, even if we put a maximum of information and screen copies, we can never replace a live demonstration.

NSD ERP System includes the following applications and functionalities:

- **Financial (Accounting)**
- **Human Resources (Personnel Administration, Time Management, Payroll, Recruitment, Organization Management.....)**
- **Logistics (Materials Management, Warehousing, Procurement, Purchasing, Inventory.....)**
- **Sales and Distribution and Retails (Point of Sale System)**
- **Production Management**
- **Project Management**
- **Car Management and Transport System**
- **Clinic Management System**
- **Reception and Controlling System**

NSD ERP SYSTEM

NSD ERP is an Integrated System.

The individual applications in the NSD ERP System are fully integrated. All data that are used across applications are stored at client level (the client is the highest hierarchical level in the NSD System). Specifications that you make or data that you enter at this level are valid for all company codes and for all other organizational structures. Consequently, you do not have to enter these specifications or data more than once. Central maintenance ensures standardized data.

Customer and vendor master records, for example, are stored centrally and used in the applications Financial Accounting (FI), Sales and Distribution (SD) and Materials Management (MM).

Also, the individual applications exchange data so that business transactions do not need to be entered more than once. For example, invoices that are posted in SD are passed



on to FI, and data that is entered in FI is passed on to other applications. If you use Cost Center Accounting, for example, you can specify a cost center directly when you enter a document, to which the amount entered in the line item, is to be posted. Since every company area in the NSD System can define its own structure, you should specify how each structure is to be derived from the others, so that data can be transferred from one application to another.








NSD ERP SYSTEM APPLICATIONS:

- ✓ **Financial (Accounting)**
- ✓ **Human Resources (Personnel Administration, Time Management, Payroll, Recruitment, Organization Management.....)**
- ✓ **Logistics (Materials Management, Warehousing, Procurement, Purchasing, Inventory.....).**
- ✓ **Sales and Distribution**
- ✓ **Project Management.....**

NSD ERP System - Benefits

NSD System provides to various organizations, information management, analysis and powerful reporting tools.

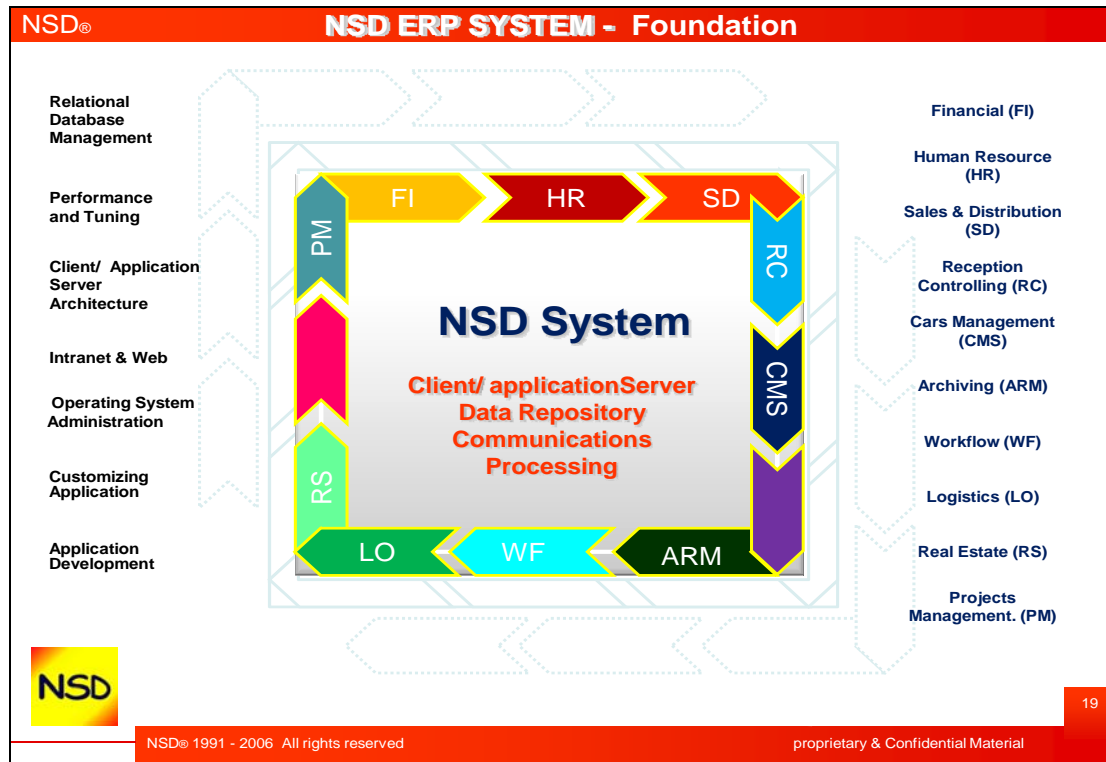
Some major NSD ERP System benefits:

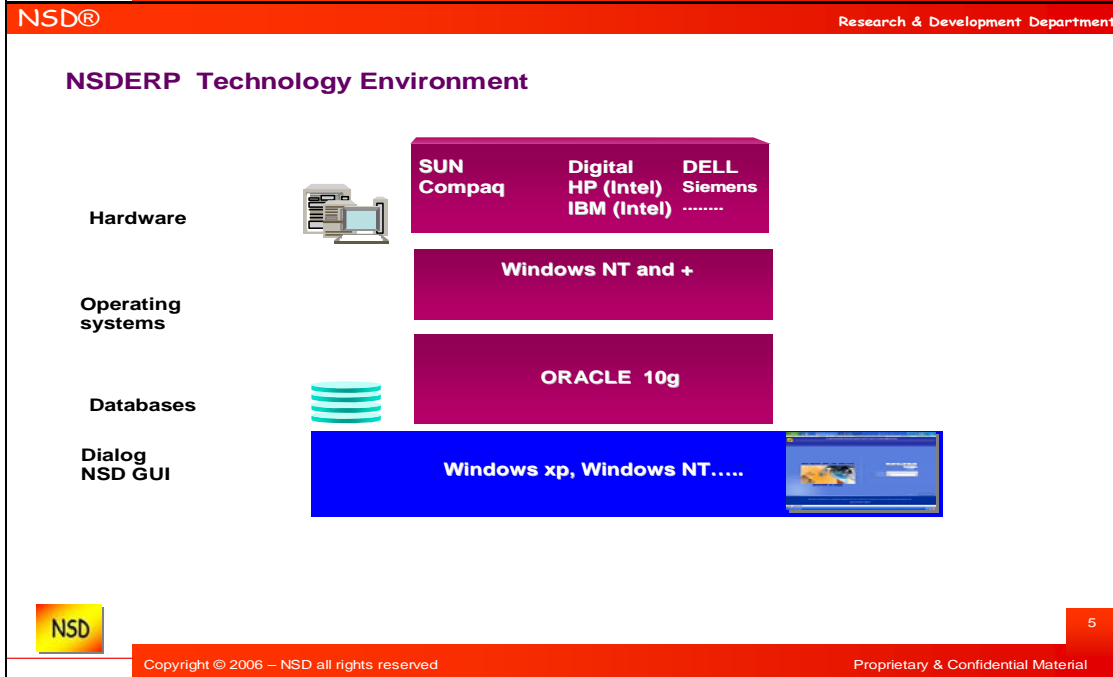
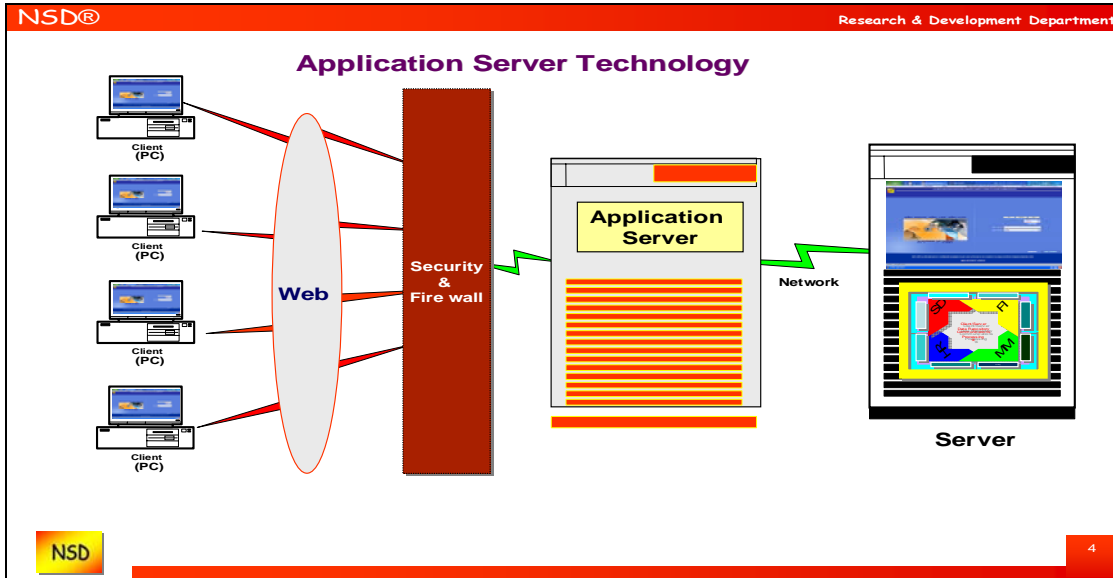
-  **On-line/real time information throughout all the functional areas of an organization**
-  **Data standardization and accuracy across the enterprise**
-  **"Best-practices" included in the applications**
-  **The efficient processes they force an organization to undertake**
-  **The analysis and reporting that can be used for long term planning**
-  **Multi-language, Multi-Currency and Multi-Companies System.....**
-  **The NSD ERP System allows you to manage and perform and present better customer services, greater organizational transparency and increased operational efficiency leading to long-term savings.**



- The NSD System includes reporting tools for either main reports or for powerful query reports.
- NSD ERP system, fundamentally, integrates the different processes necessary for businesses into a centralized pool that facilitates data sharing and eliminates redundancy.
- The NSD ERP System is built and developed based on the best worldwide business practices. It includes the necessary applications for the best enterprise management.
- The flexibility of the NSD ERP System allows you to add more functionalities and related reports.

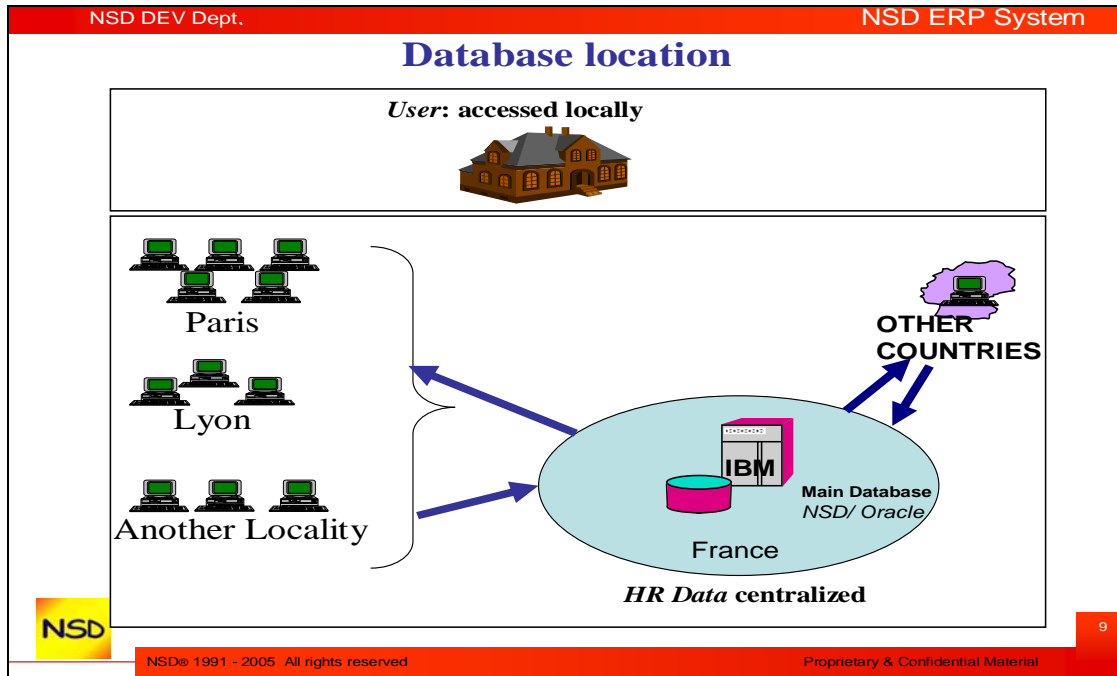
NSD ERP System Foundation and Technology Environment:





NSD ERP System - Technical Structure

NSD System is based on Oracle Database
 NSD System uses a central and main database



NSD System has a high level system security

That means that the power users, once trained, can change, customize or improve the system.

The NSD SYSTEM is built on a high security level to allow the Power Users to go through the system in a safe way without any risk or access on the database or programs where all sensitive data are stored. In other words, we can say that each user depending on his rights (given by the administrator) can work on the system in safe way.

System Navigation

Log on the NSD System

In this step, it is important to mention that the NSD ERP SYSTEM uses ORACLE database and it is developed in an ORACLE environment. The installation of the system is based on the below listed steps:

1. Preparation of the technical environment (Hardware – Network ...)
2. Installation of the database
3. Installation of the scripts and forms (the forms are installed in the client level)

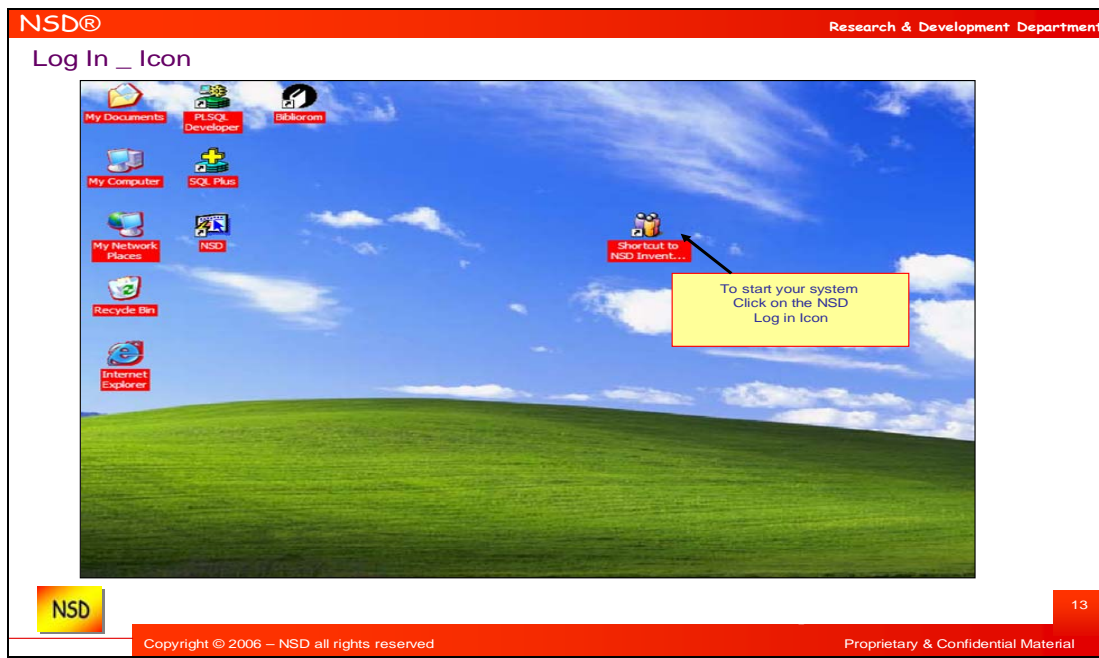
4. Installation of the GUI (Graphical User Interface)

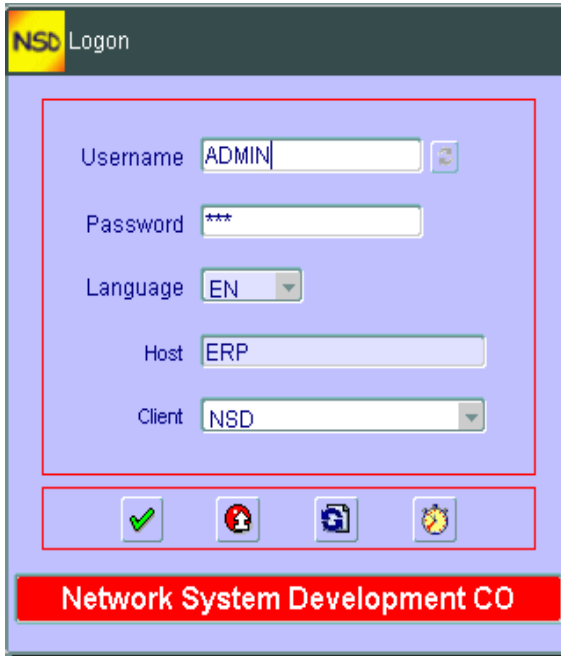
5. Implementation and customization of the system.

The success of the system’s installation is based on a close collaboration between your project team and the NSD or the integrator team.

Once you GO LIVE and you have a production system, your users can use and enjoy the System.

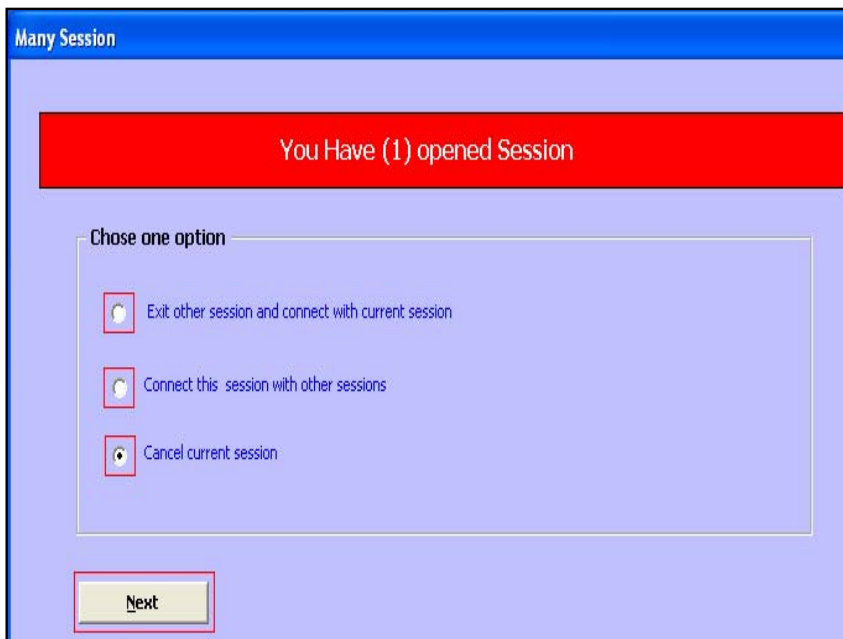
From your desktop, click on the NSD SYSTEM ICON





Enter your, user name, password, client and the connection language.

In NSD System you can open more than one session In this case, once you are connected again, the system alerts you by the below messages and gives you the indicated possibilities



NSD ERP SYSTEM is a multi - language system:

From the box (log on) you can decide in which language you want your NSD System.

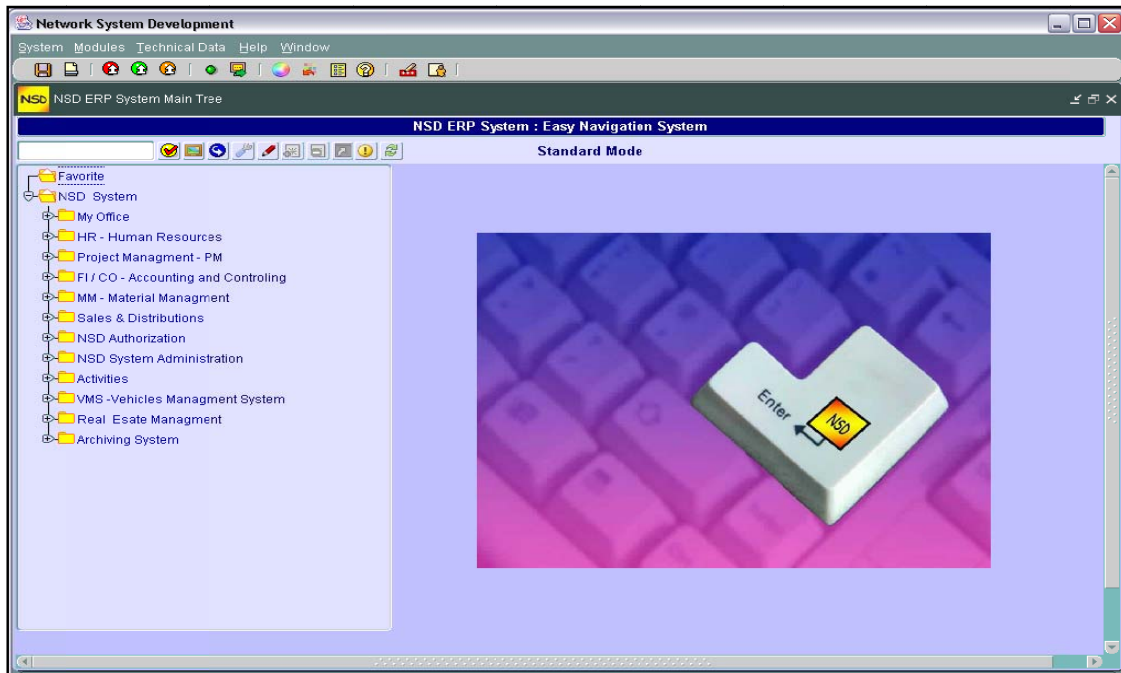


NSD ERP V6.4 System – Human Resources Module – Overview

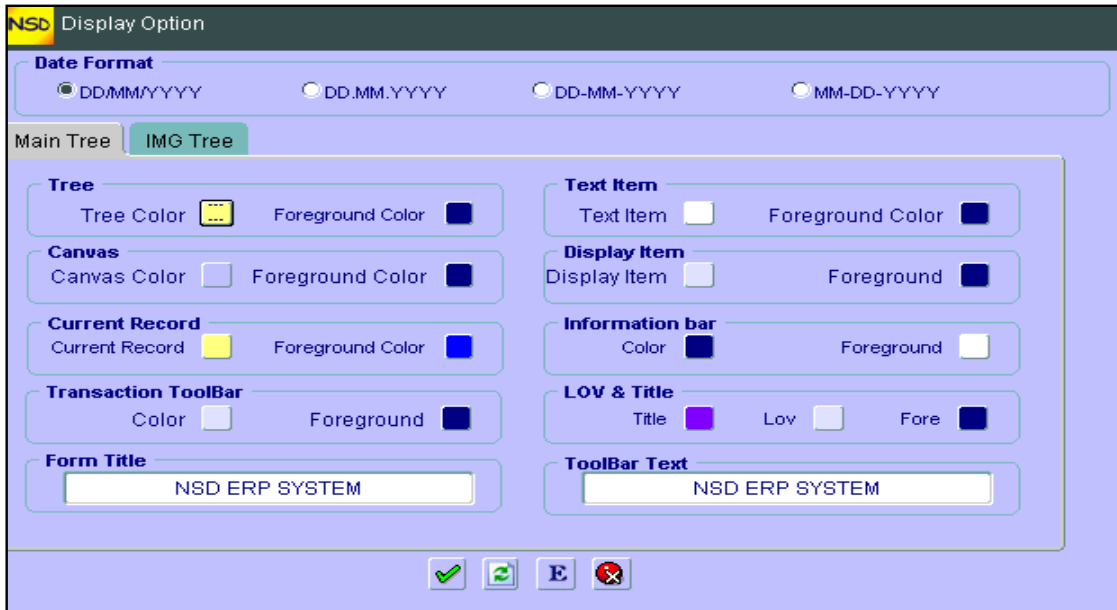


NSD ERP SYSTEM – ENGLISH VERSION

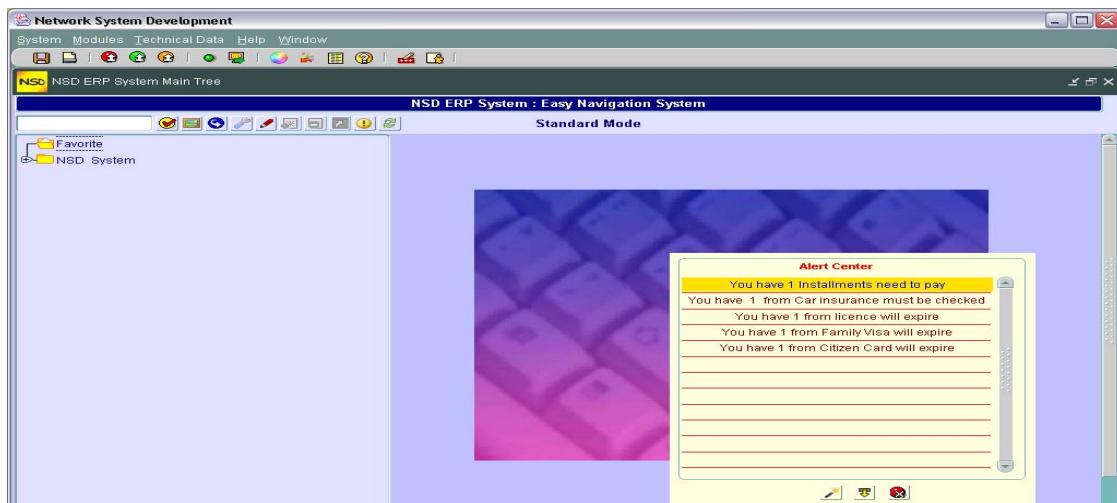
NSD System – Main Screen (Main Tree)



Personalize your system as you like, just click on the design icon and put your personnel data

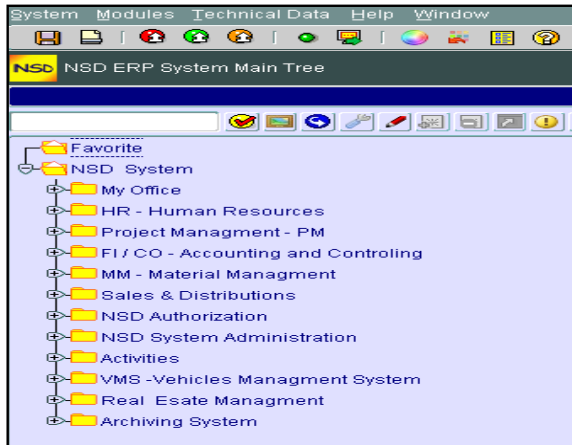


NSD System – Main Screen (Main Tree)





NSD ERP – Functionalities Summary



NSD ERP System includes the following applications and functionalities:

- **Financial (Accounting)**
- **Human Resources (Personnel Administration, Time Management, Payroll, Recruitment, Organization Management.....)**
- **Logistics (Materials Management, Warehousing, Procurement, Purchasing, Inventory.....)**
- **Sales and Distribution and Retails (Point of Sale System)**
- **Production Management**
- **Project Management**

In addition to the above main applications, the NSD system includes, also:

- **My Office**
- **System Administration**
- **System Authorization**
- **Activities (Rent Car Management System – Collision Management System – Clinic Management System – Access Control System (Reception Management System)).**
- **And more**



NSD ERP- Human Resources Module (HR)

Human Resources (HR) Sub-modules

The Human Resources management system consists of many components, which are capable of working together. Hereunder, we will mention some of these functionalities knowing that we stay at your entire disposition in order to explain and demonstrate the whole human resources sub-modules to you to understand and appreciate the power tools and functionalities of this application:

1. **Personnel Administration:** allows you to assign employees to the company's organizational units and structures during the hiring process, as well as maintain important employee personal data, such as, change in cost center, salary, address, etc...through out the employee's life cycle at the company.
2. **Organizational Management:** allows you to depict your organizational and reporting structures clearly by presenting an up-to-date picture of your enterprise's organizational plan.
3. **Time Management:** provides full functionality for managing time and leave information in the company including Time collection, Time evaluation and absence data for employees.
4. **Payroll:** covers all essential payroll functions including earnings and deductions processing, preparation of remuneration statements, and follow up activities such as transfer of information to Financial Accounting and bank transfers.
5. **Recruitment:** enables you to optimize the recruitment process triggered by vacant positions by linking the client's organizational process, from organizational and job planning to mailing letters of rejection or acceptance.

The NSD Human Resources application takes advantage of the best results of the Human Capital Management.

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Human Capital _ Human Resources System

```

    graph TD
      A[Labor Law] --> B[Company Policy]
      B --> C[Company Structure]
      C --> D[Human Resources System]
      style D fill:#ccc,stroke:#333,stroke-width:1px
    
```

Human Resources System

NSD System

2005

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Human Resources Module - Access and Navigation

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NSD Application Modules

Human Resources (HR)

A complete integrated system for supporting the planning and control of personnel activities.

- NSD System
 - My Office
 - HR - Human Resources
 - Personal Administration
 - Actions
 - Maintain Personal Data
 - Display Personal Data
 - Personal File
 - Fast Entry
 - Personal Administration Reports
 - Time Management
 - Time Management Tree
 - Time Management Reports
 - Organizational Management
 - Create Objects
 - Display OM Objects
 - Maintain OM Objects
 - OM Tree
 - OM Reports
 - Payroll
 - Payroll Control Record
 - Payroll Simulation
 - Payroll Prod (live)
 - Off cycle payroll
 - Log Data
 - Payroll Reports
 - Recruitment
 - HR - Applicant
 - HR - Applicant Approve
 - HR - Applicant Reports

NSD System

02-Nov-04

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NSD HR / Main Sub modules



Personnel Administration Management:

The NSD _ HR/ PA sub module allows you to assign employees to the company's business units and structures during the hiring process, as well as maintain important employee personal data, such as, salary, address, communications, iqama data etc.....through out the employee's life cycle at the company.



Time Management

The NSD _ HR/ TM sub module provides full functionality for the Time management, such as, the leaves and all absence and attendance, information in your company.



Organizational Management

Allows you to depict your organizational and reporting structures clearly by presenting an up-to-date picture your enterprise's organizational plan.



Payroll

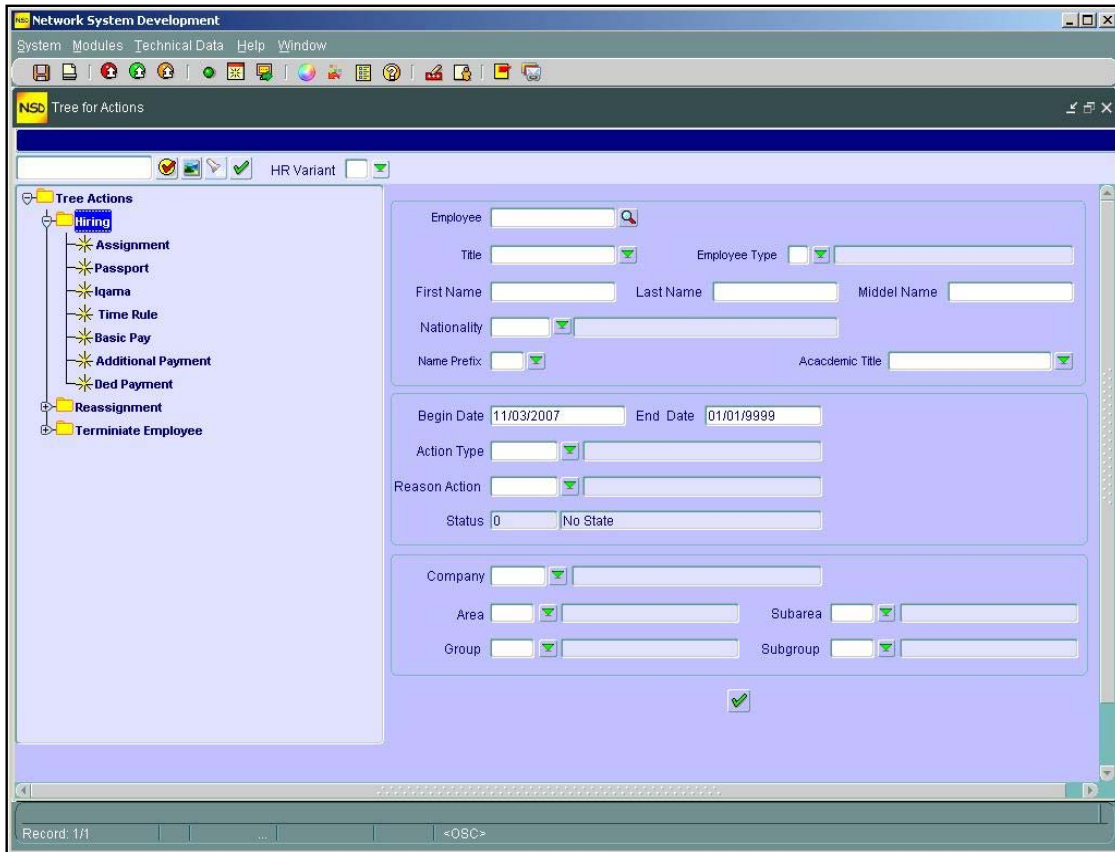
Covers all essential payroll functions including earnings and deductions processing, preparation of remuneration statements, bank transfers and follow up activities such as transfer of information to Financials.



Personnel Administration: This component of HR Module includes the following functionalities:



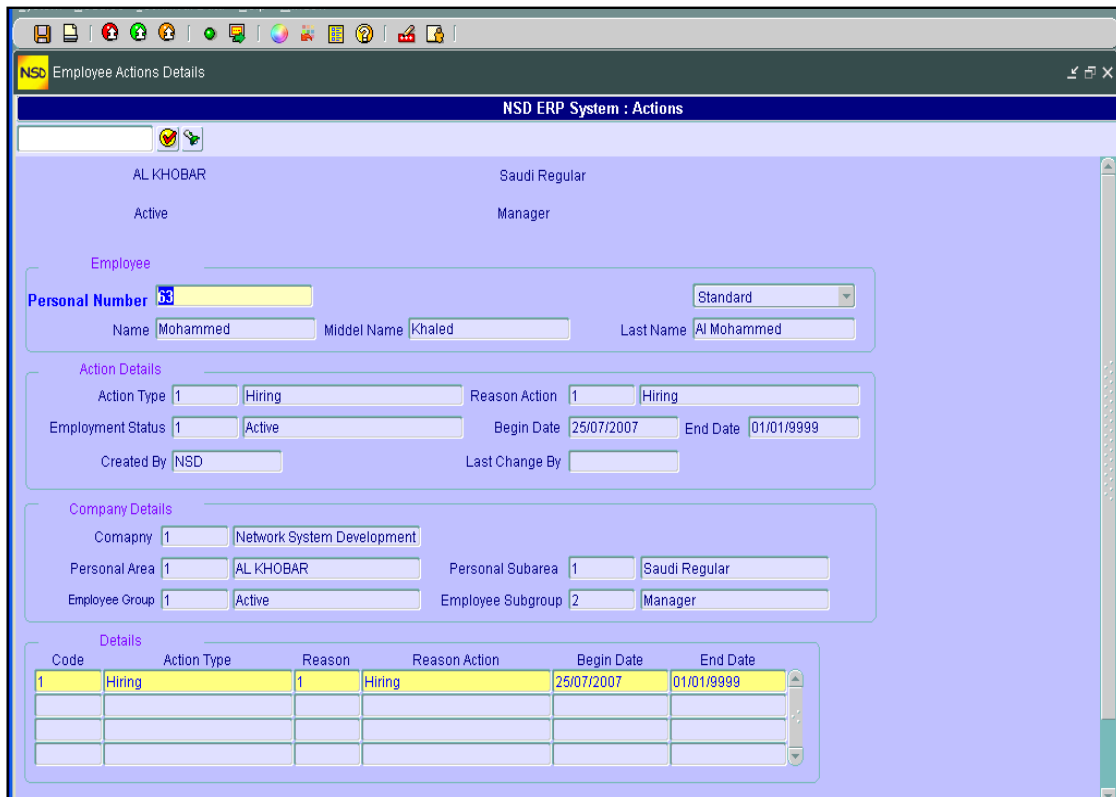
1- All Enterprise Actions :



Hiring – Termination – Assignment – Re-assignment – Dead – Leaves..... and you can customize your NSD System to add what you need as Actions.

2- Maintain Personnel Data:

This functionality allows you to modify all employees' information knowing that the system keeps a history of your old employee's data. You can very easily have access to the history, screen by screen.



Employee Actions Details

NSD ERP System : Actions

AL KHOBAR Saudi Regular
Active Manager

Employee

Personal Number Standard

Name Middel Name Last Name

Action Details

Action Type Hiring Reason Action Hiring
Employment Status Active Begin Date End Date
Created By Last Change By

Company Details

Company Network System Development
Personal Area AL KHOBAR Personal Subarea Saudi Regular
Employee Group Active Employee Subgroup Manager

Details

Code	Action Type	Reason	Reason Action	Begin Date	End Date
1	Hiring	1	Hiring	25/07/2007	01/01/9999

3- Display Personnel Data

By displaying the personnel data, the users can only see the data; they are not allowed to modify it.

4- Personnel File

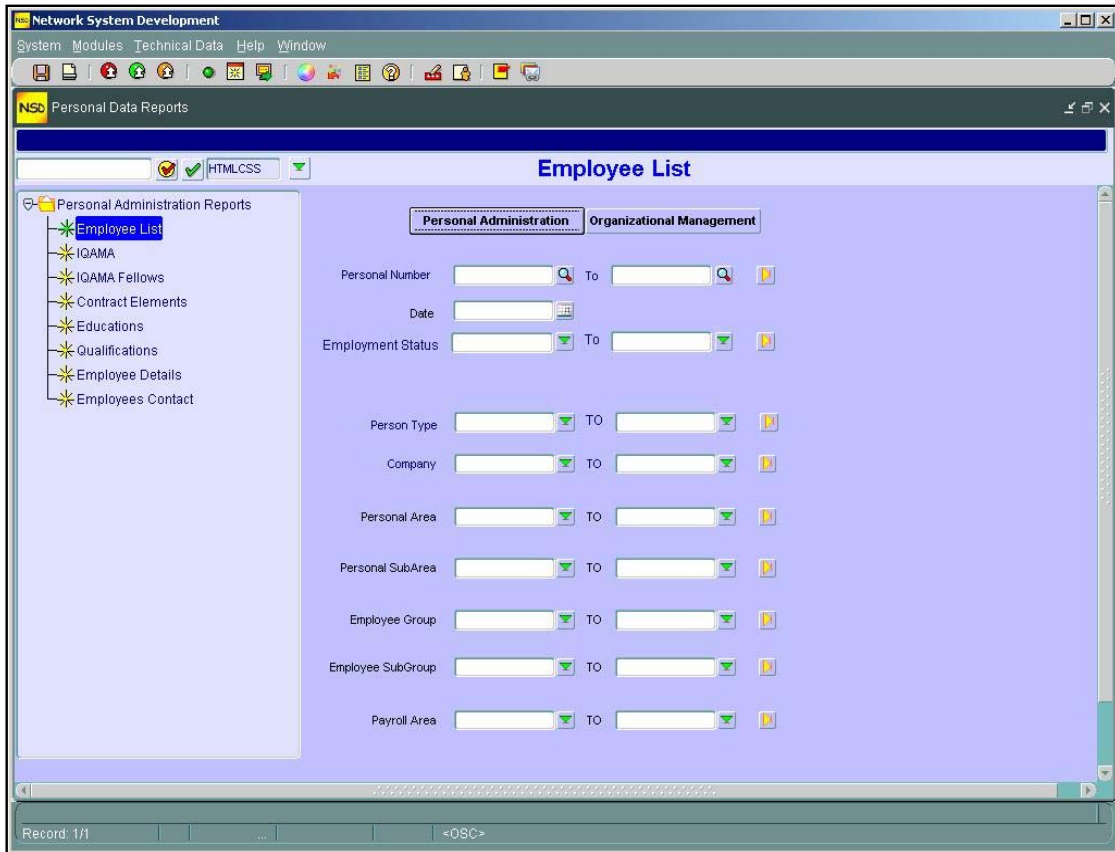
Once your employee's data are in the system, you can access all the information about selected employees.

5- Fast Entry

If you need to hire a lot of people at one time you can use this functionality which allows you to enter in one screen the main employees data, then the system generates your employees numbers and you can maintain these data via maintain master data.

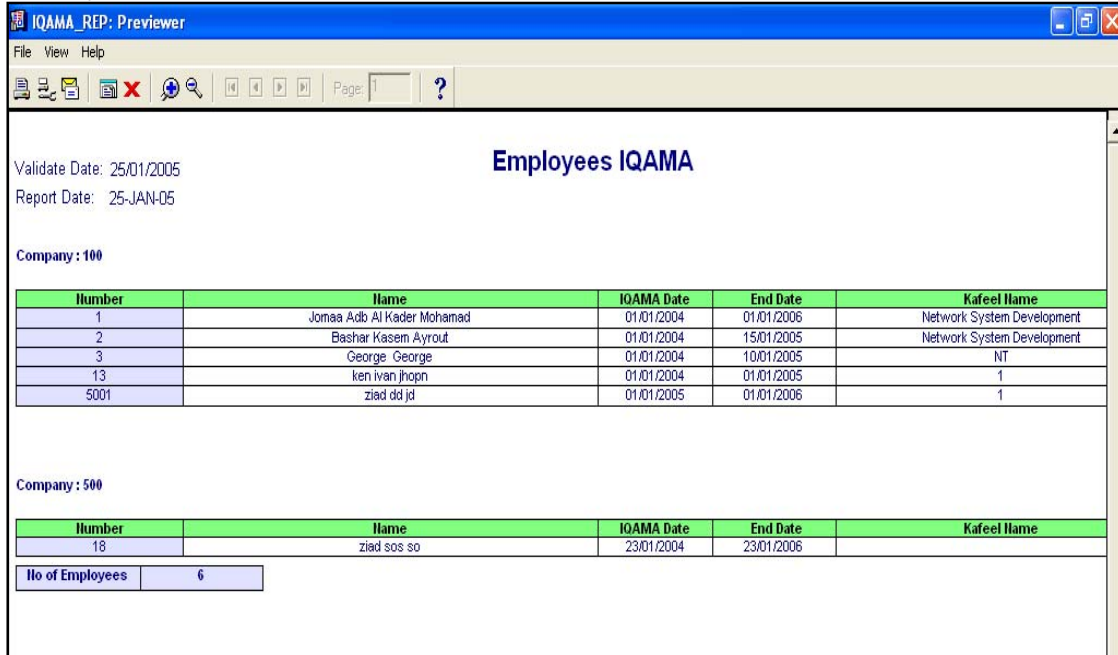
6- Reports related to the above functionalities as:

A lot of input parameters are available; just choose what you want to have in the final report (output)



Can I print or send my reports results through the PDF format, Excel, Word, HTML.....?
 Absolutely, NSD System is integrated with Microsoft functionalities! Below is an example;
 your employee's list report sent automatically to the PDF format.

Employees Iqama (Resident Card) list



Validate Date: 25/01/2005
Report Date: 25-JAN-05

Company : 100

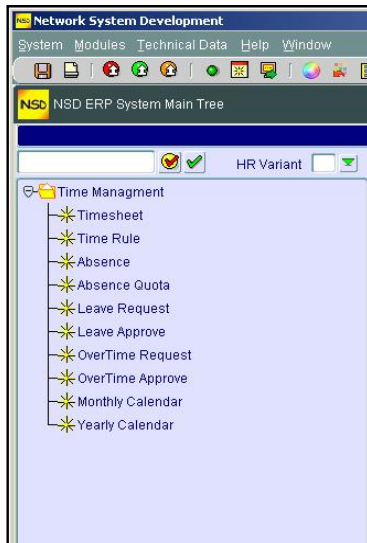
Number	Iname	IQAMA Date	End Date	Kafeel Name
1	Jomaa Adb Al Kader Mohamad	01/01/2004	01/01/2006	Network System Development
2	Bashar Kasem Ayrout	01/01/2004	15/01/2005	Network System Development
3	George George	01/01/2004	10/01/2005	NT
13	ken ivan jhopin	01/01/2004	01/01/2005	1
5001	ziad dd jd	01/01/2005	01/01/2006	1

Company : 500

Number	Iname	IQAMA Date	End Date	Kafeel Name
18	ziad sos so	23/01/2004	23/01/2006	

No of Employees: 6

Time Management



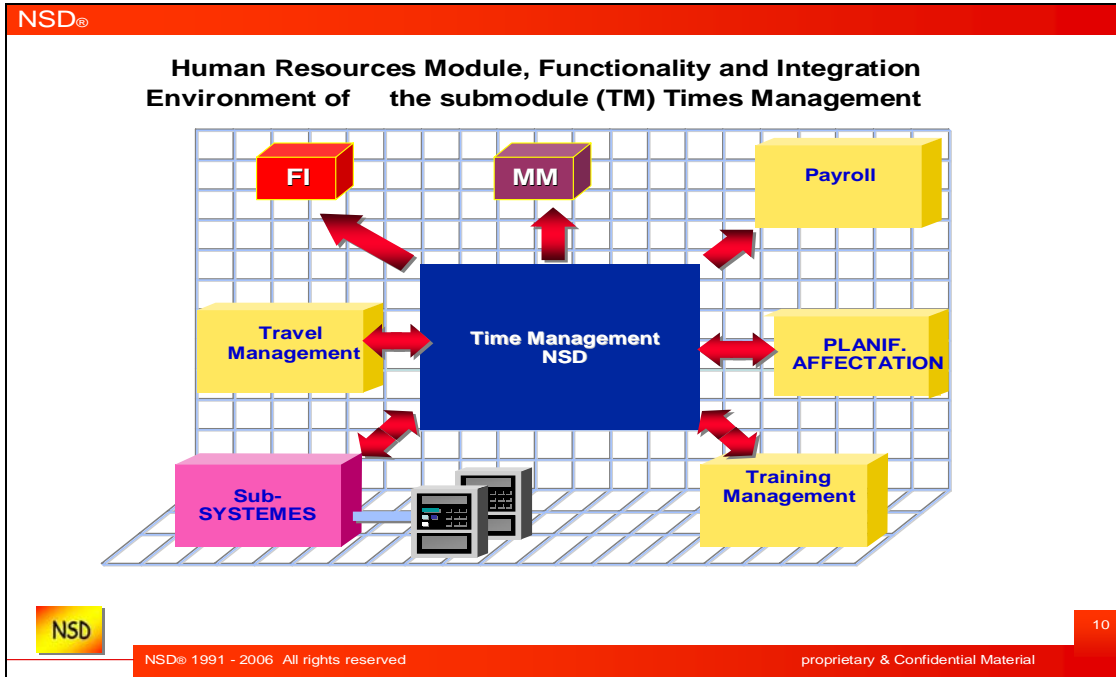
Network System Development

System Modules Technical Data Help Window

NSD ERP System Main Tree

HR Variant

- Time Management
 - Timesheet
 - Time Rule
 - Absence
 - Absence Quota
 - Leave Request
 - Leave Approve
 - OverTime Request
 - OverTime Approve
 - Monthly Calendar
 - Yearly Calendar



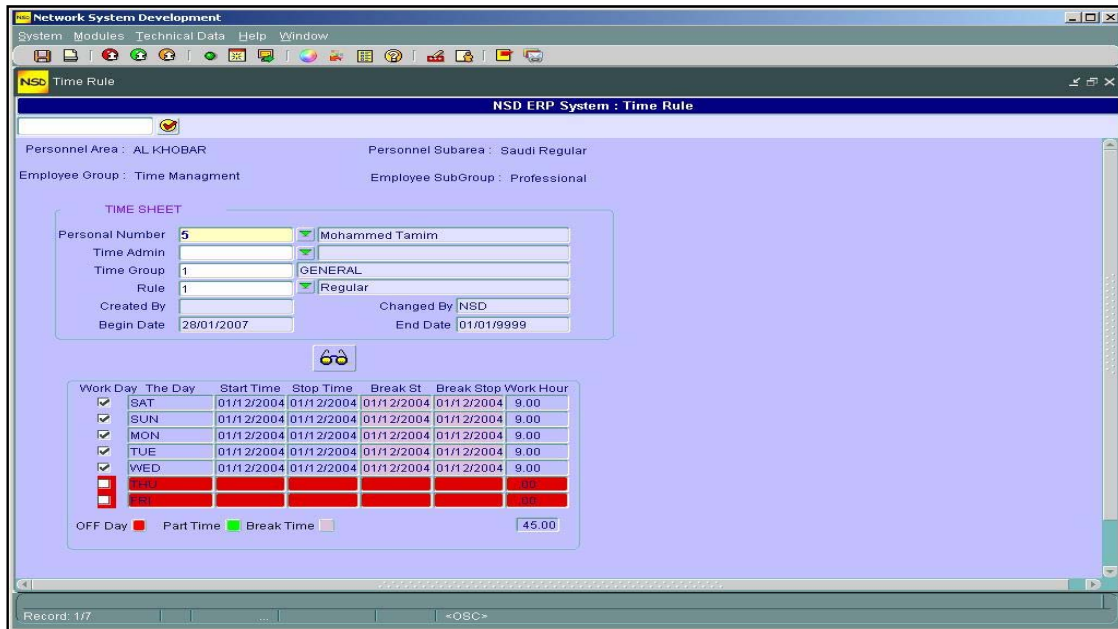
The Time Management Component of the HR Module includes the below functionalities:



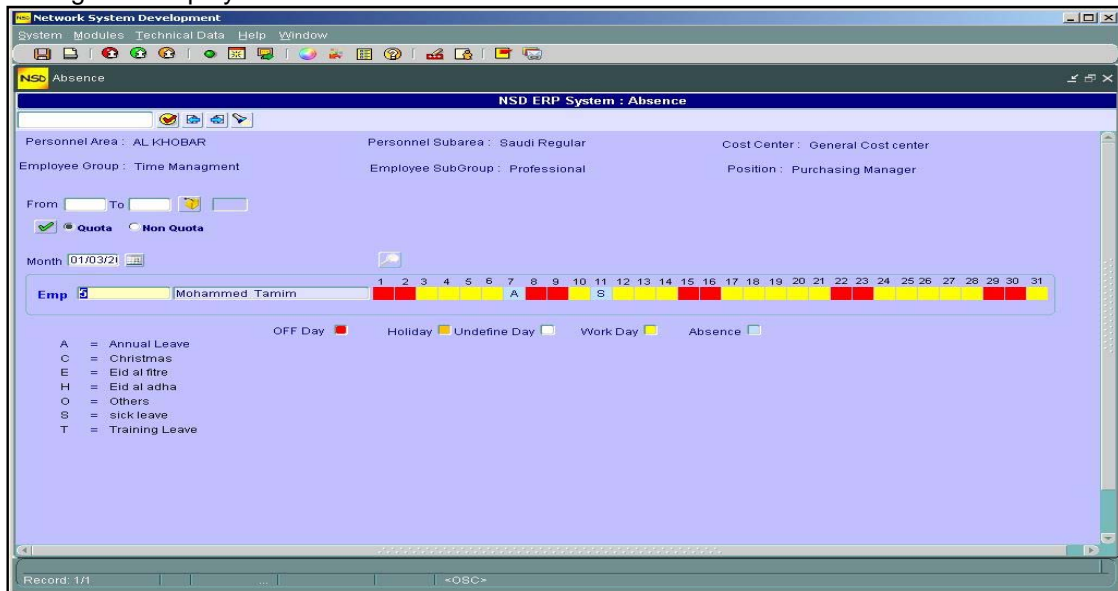
These trees are customizing trees, you can configure and design it as you like.

Employee Time Rule

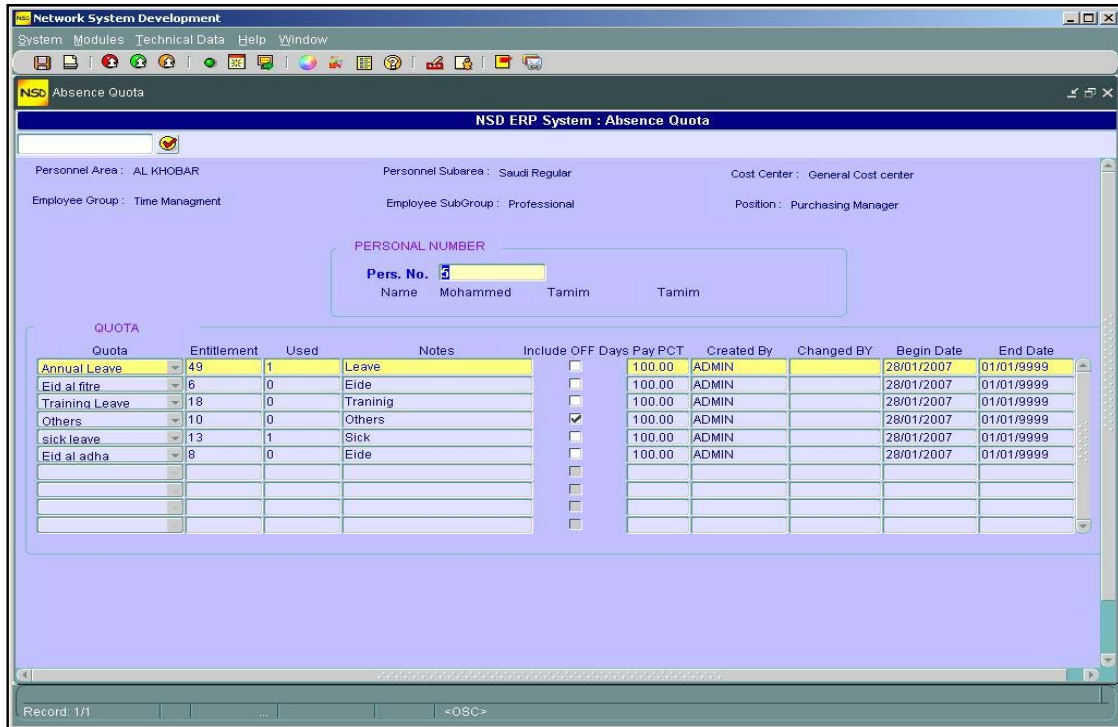
The time schedule of your employees must be clear and very precise. With NSD HR, you can change and customize all employees time rules; each employee can have his own specific schedule and timing.



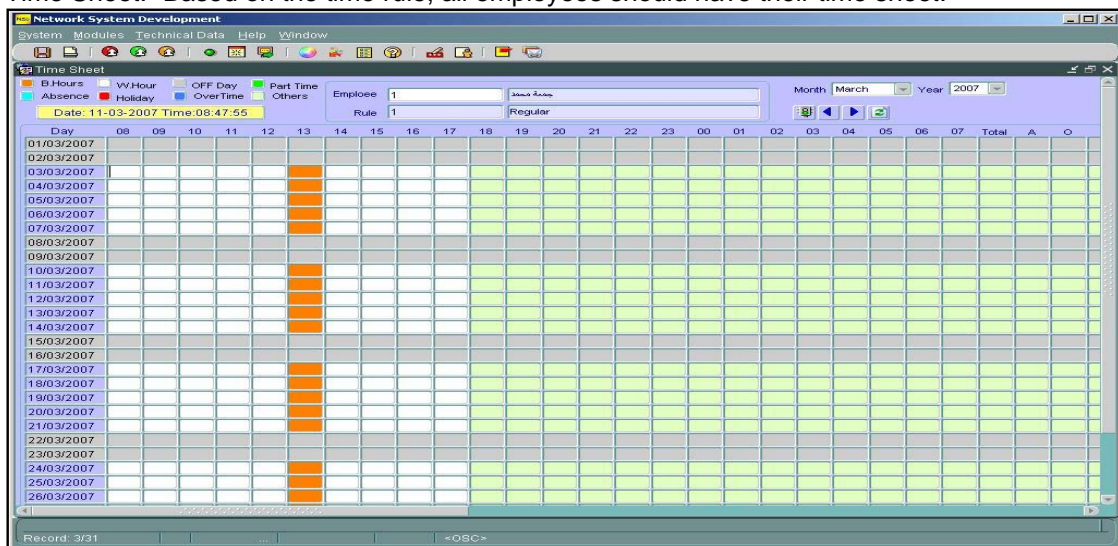
Manage the employees Absences



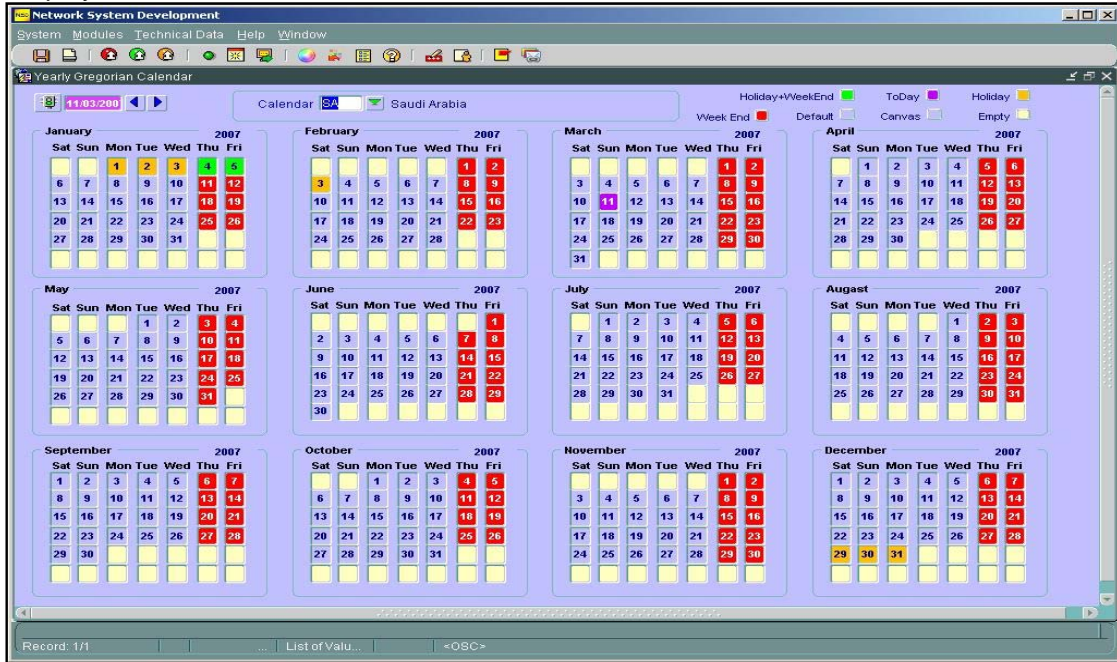
Manage the Employee Absence Quotas



Time Sheet: Based on the time rule, all employees should have their time sheet.



Employees Calendar



Organization Management: This Component allows you to manage efficiently your enterprise structure and all aspects of your organization;

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Organisation and Planification

- Organizational Management
 - Business units (Department, companies services)
 - Positions – jobs
 - Tasks
- Creation and graphic representation
 - Organizational structures
 - Profiles of Jobs and positions
 - Employees Occupation

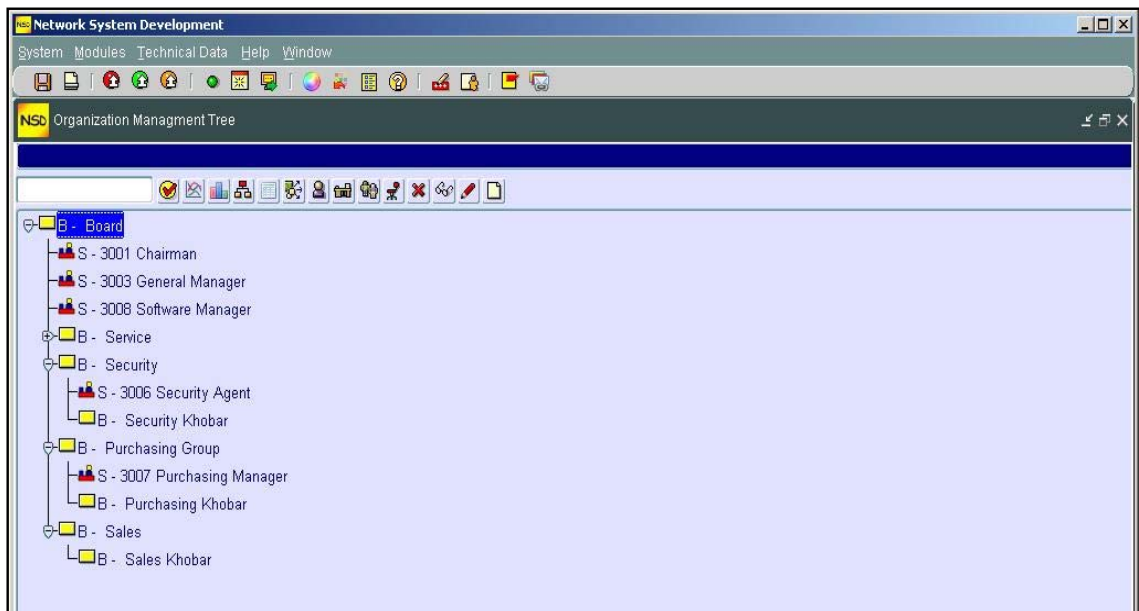
NSD System

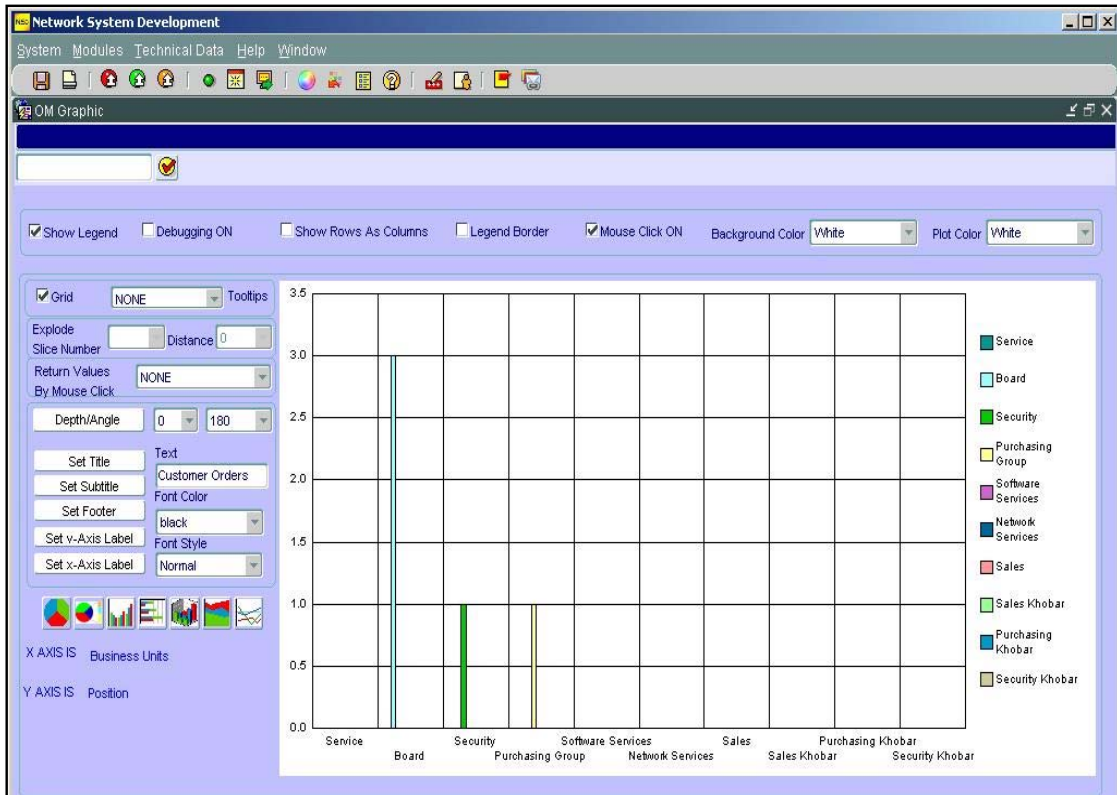
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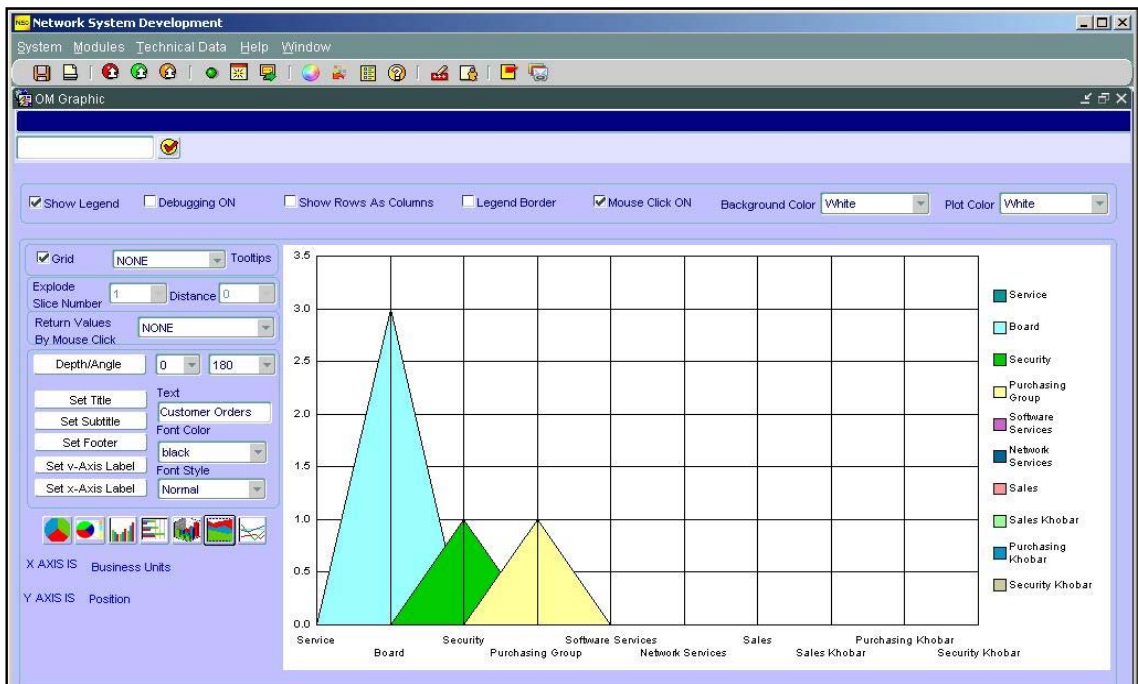
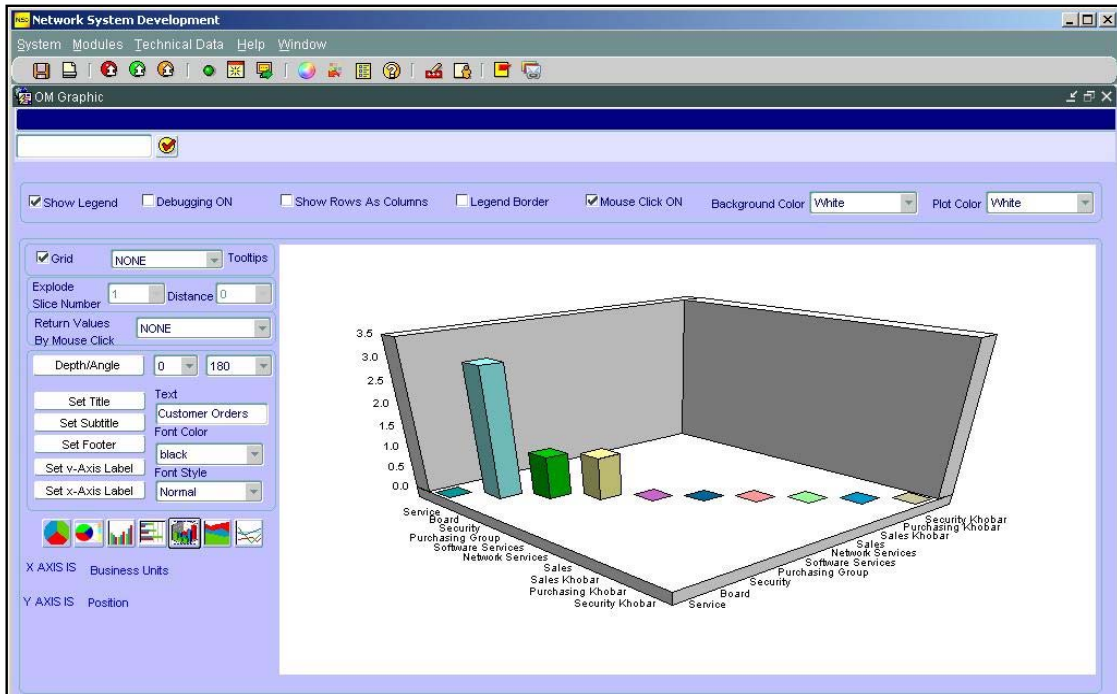
NSD System _ Human Resources Module : Organizational Management

- ✓ The employee's organizational information can be stored.
- ✓ Allows you to depict your organizational and reporting structures clearly by presenting an up-to-date picture your enterprise's organizational plan.
- ✓ The employee's department, position and job are maintained in NSD's Organizational Management sub-module.
- ✓ Departments, positions and jobs are tied together via relationships.
- ✓ This information, with all the relationships, can be viewed graphically.





NSD ERP V6.4 System – Human Resources Module – Overview

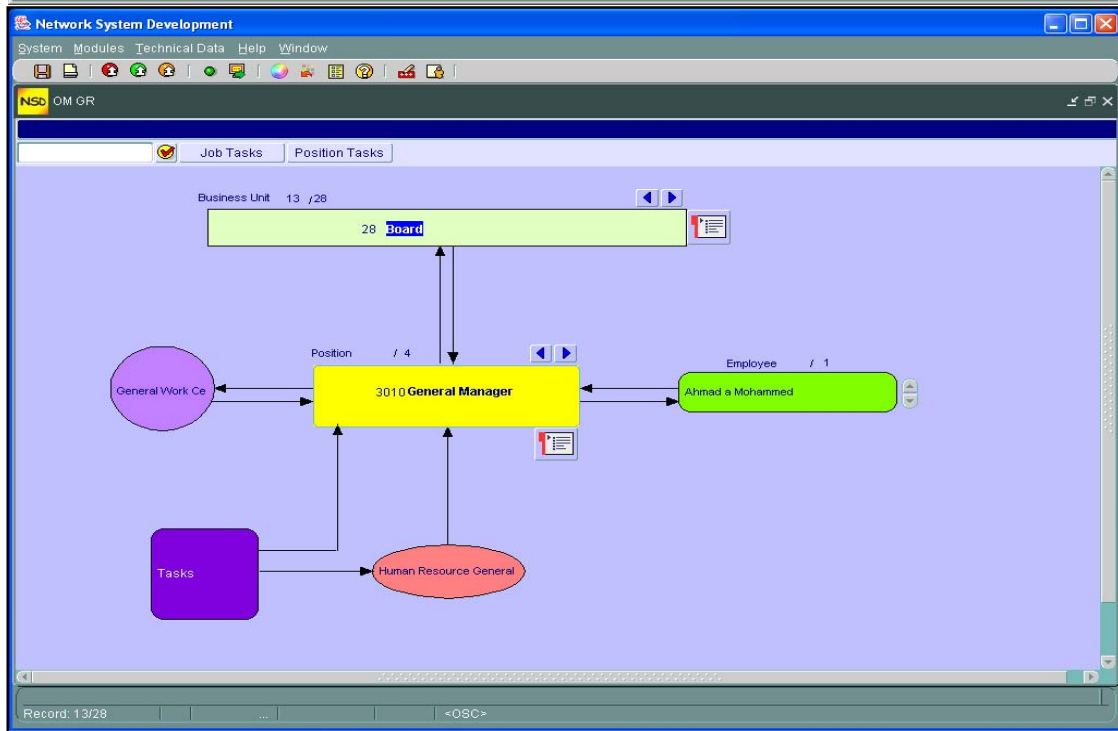


Positions, Management and Procedures

The screenshot shows the 'Positions' management window in NSD ERP. On the left, a tree view lists positions: S-3001 Chairman, S-3003 General Manager, S-3004 ERP Developer, S-3005 Analyst, S-3006 Software Manager, S-3006 Security Agent, and S-3007 Purchasing Manager. The main area displays details for Position 3007, 'Purchasing Manager'. A 'NEED' table lists requirements with their scores:

Need	Description	Score / 100
5045	English	75
5046	Marketing	100
5047	Driver License	100
5048	Social	50
5049	General ReleationShip	75

Additional fields include 'DATE' with 'Created By' (ADMIN), 'End Date' (01/01/9999), 'Begin Date' (28/01/2007), and 'Changed By'.



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Competencies & Needs

- Catalogs of competencies (Qualifications)
- Profiles Management (Employees - Candidates)
- Management of the profiles of needs (Position)
- Profiles Comparison

Task	Position	Score	Employee	Score
5001	Analysis Course	50	2	50
5002	English	70	2	100

Position Scores

PERSONAL_SCORE

NSD System

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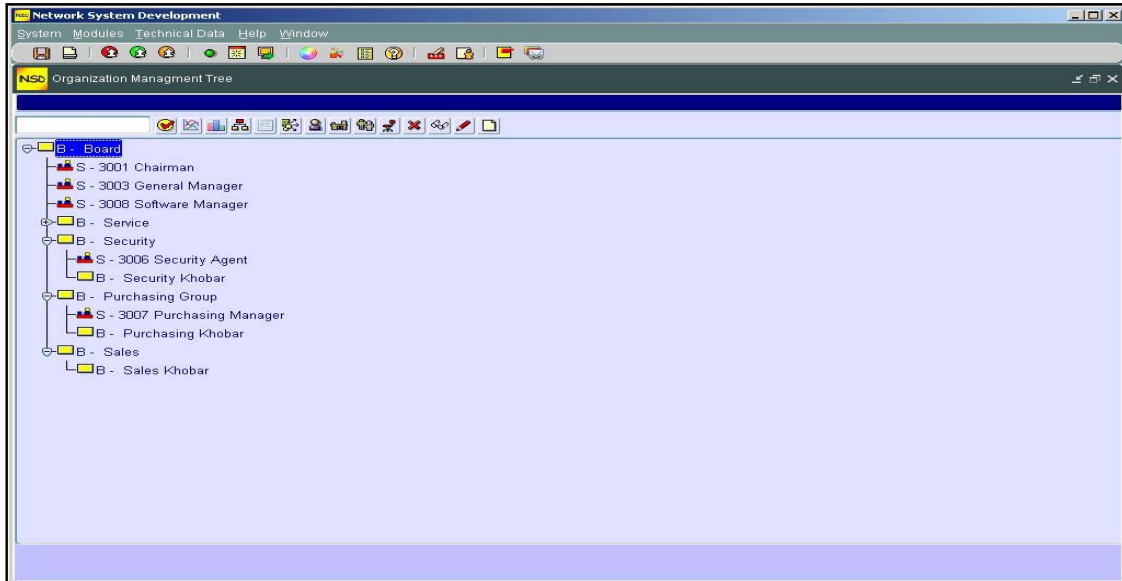
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The NSD / OM sub Module includes the below functionalities:

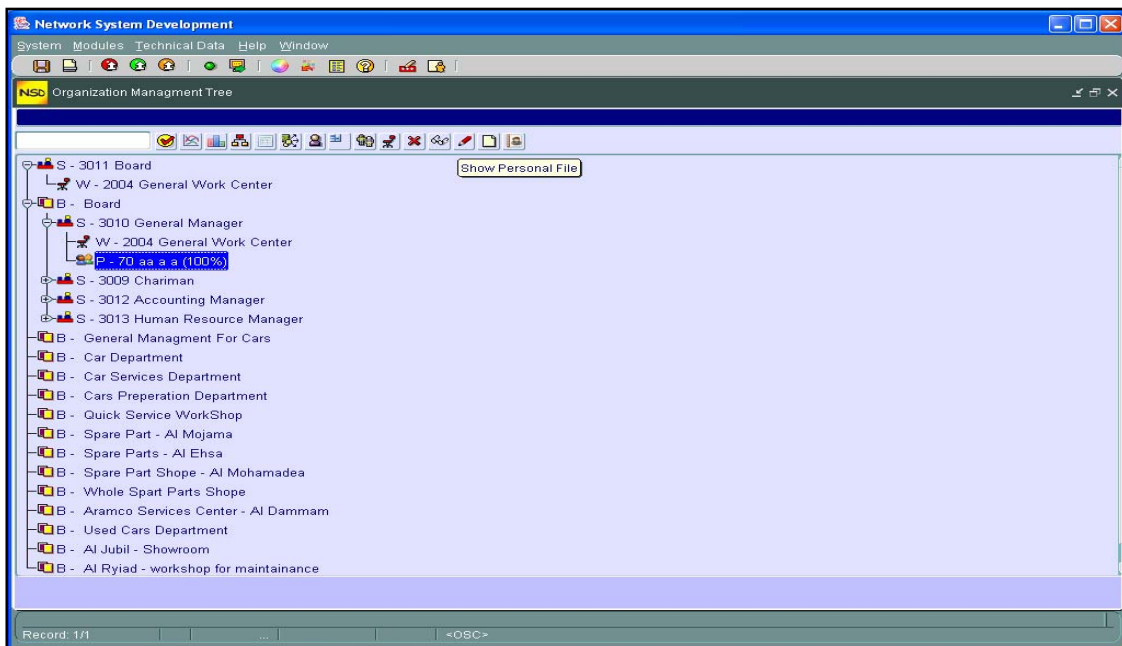
The screenshot shows the 'Network System Development (ADMIN) - [Main Tree]' window. The left-hand navigation pane is expanded to show the 'Position Management' folder, which includes sub-items like 'Positions Needs', 'Compare Position Needs & Emp.Qual', and 'Vacant Positions'. The 'Enter' key on a keyboard is visible in the bottom right corner of the screenshot.

NSD ERP V6.4 System – Human Resources Module – Overview

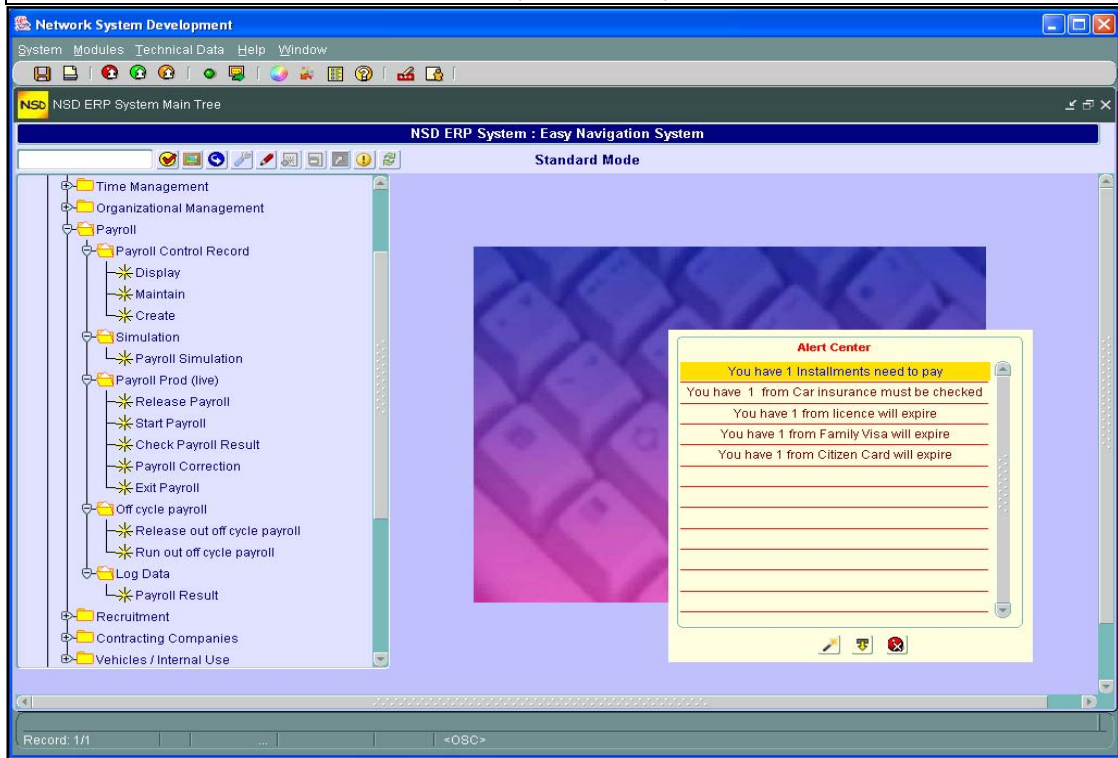
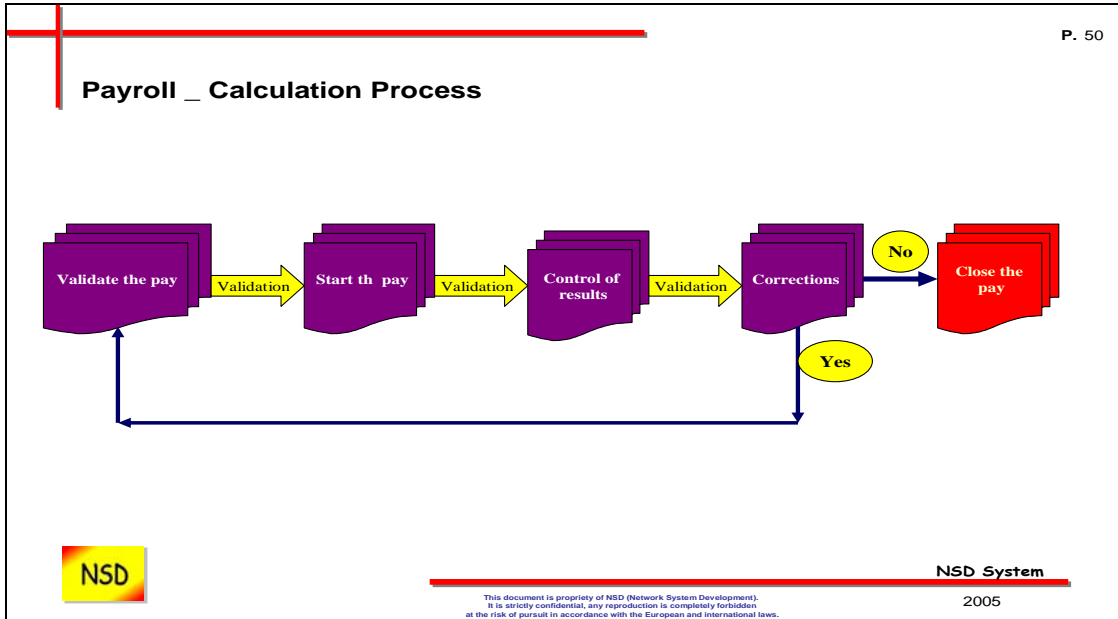
The below OM tree shows you your organization structure:



Through the tree you can manage all of your business units and positions and even the assigned persons.



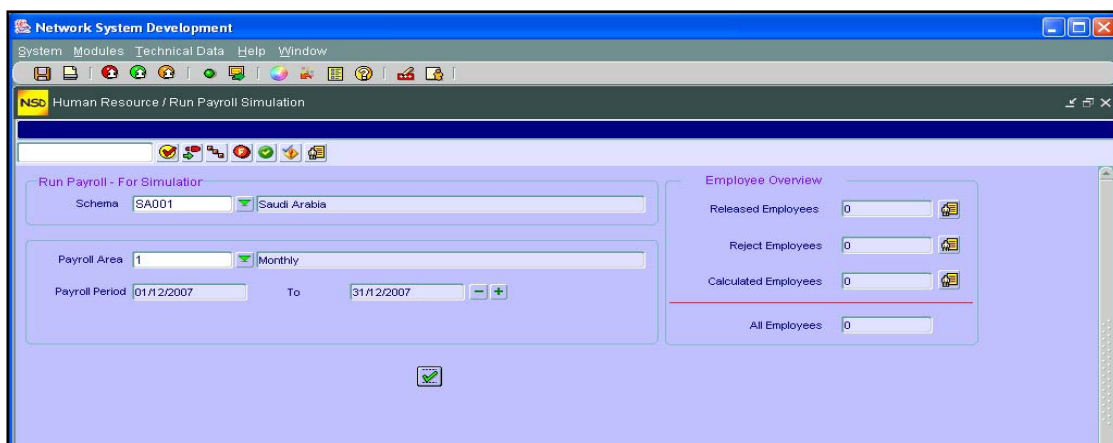
Payroll: This Component of HR Module includes the below functionalities:



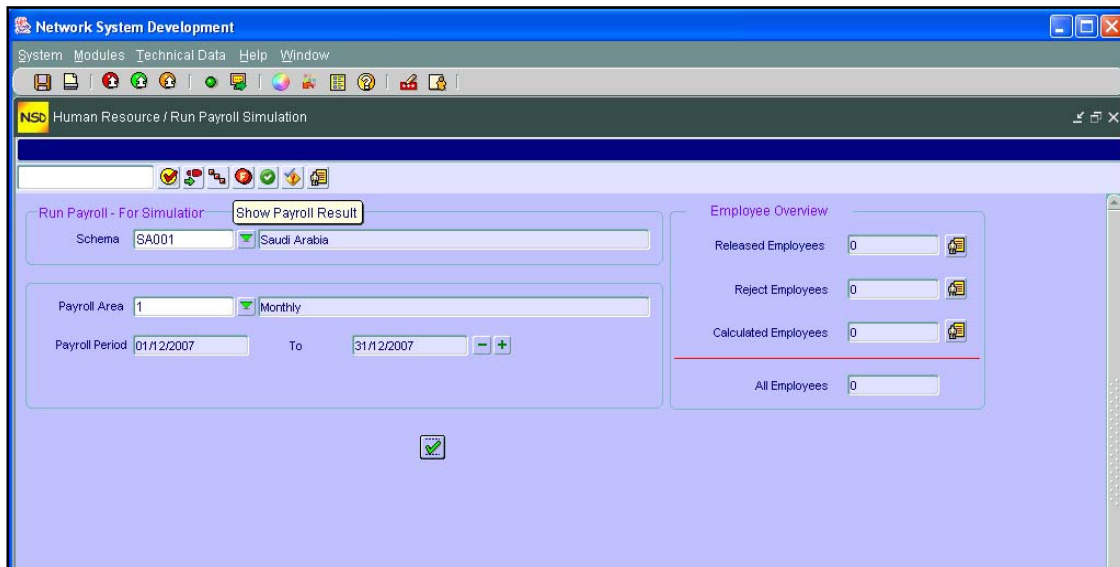
Payroll (National and International Payroll):

The NSD payroll system is built with a maximum security which allows the client to run his payroll in simulation and in production modes. The simulation method is the best way to verify all payroll results before the database update. Once you are satisfied with the results, you can run it in production mode (database update) and you can then after post your payroll results in the NSD accounting module or in an external system.

Payroll Simulation:



You have access to all steps and payroll elements and results;

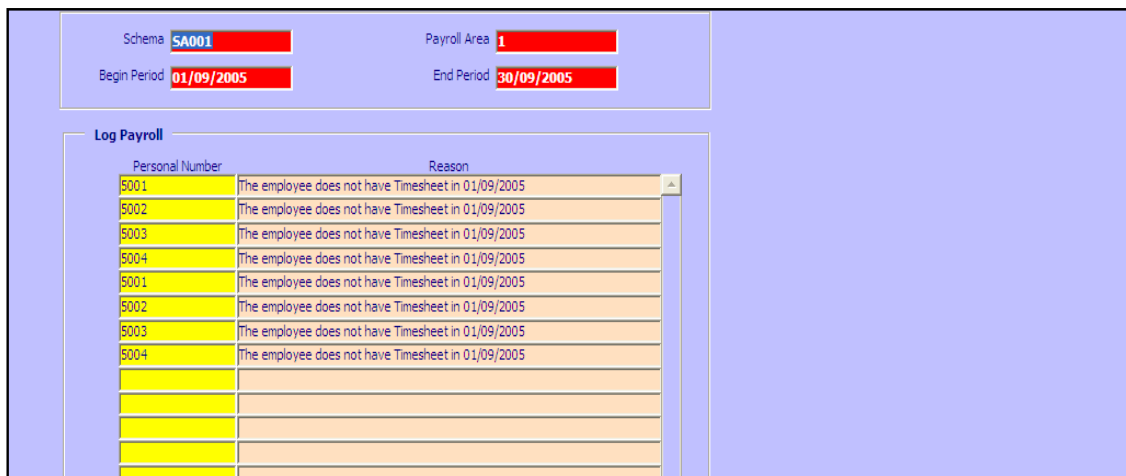


The Payroll tool bar gives you access to the following elements:

Simulation log
Simulation Results
Rules Results

Processing Time Data
Processing Payment Data

Simulation log: Shows you the rejected persons. If the personnel data necessary for calculating the payroll is not correct or doesn't exist, the system stops calculating these employees and gives you a rejection list as shown below



Personal Number	Reason
5001	The employee does not have Timesheet in 01/09/2005
5002	The employee does not have Timesheet in 01/09/2005
5003	The employee does not have Timesheet in 01/09/2005
5004	The employee does not have Timesheet in 01/09/2005
5001	The employee does not have Timesheet in 01/09/2005
5002	The employee does not have Timesheet in 01/09/2005
5003	The employee does not have Timesheet in 01/09/2005
5004	The employee does not have Timesheet in 01/09/2005

Simulation Results: this functionality gives you an overview of the pay slip including all earning and deductions and net amounts



Pay Slip

Personal Number: 5000 Emad Mohamad Mohamad
 Schema Code: SA001 Payroll Area No: 1 Work: 20 Overtime: 0
 Period Begin Date: 01/09/2005 Period End Date: 30/09/2005 Absence: 130 Total: 250

Wage Type No	Description	Basis	E.Deduction	Deduction	CO.Deduction	Deduction
1000	BASIC PAY	3000.00	0	0	0	.00
2000	HOUSING ALLOWANCE	.00	0	0	0	.00
2010	TRANSPORTATION ALLOWANCE	100.00	0	0	0	.00
6000	GOSI DEDUCTION	3000.00	9	270	2	60.00
7000	Overt Time	.00	0	0	0	.00
		3100.00		270.00		60.00
				Net 2830.00		

Rules Results: this functionality gives you the rules used for your payroll processing

Personal Number: 5000 Schema: SA001 Payroll Area: 1
 Begin Period: 01/09/2005 End Period: 30/09/2005

Rule Result

Rule Code	Wage Types No	Amount
Gosi Calculation	6000 GOSI DEDUCTION	3000.00
OT Overt Time	7000 Overt Time	.00

Processing Time Data: this functionality gives you all time data of your employees

Personal Number: 5000 Schema: SA001 Payroll Area: 1
 Begin Period: 01/09/2005 End Period: 30/09/2005

Time Data The Day	W.Hours	Overtime	Absence	Leave Key	Leave Type	Pay %
01/09/2005	0	0	10			0
02/09/2005	0	0	0			0
03/09/2005	10	0	0			0
04/09/2005	10	0	0			0
05/09/2005	0	0	10			0
06/09/2005	0	0	10			0
07/09/2005	0	0	10			0
08/09/2005	0	0	10			0
09/09/2005	0	0	0			0
10/09/2005	0	0	10			0
11/09/2005	0	0	10			0
12/09/2005	0	0	10			0
13/09/2005	0	0	10			0
14/09/2005	0	0	10			0
15/09/2005	0	0	10			0
16/09/2005	0	0	0			0
17/09/2005	0	0	10			0
18/09/2005	0	0	10			0
19/09/2005	0	0	10			0
20/09/2005	0	0	10			0
21/09/2005	0	0	10			0
22/09/2005	0	0	10			0
23/09/2005	0	0	0			0
24/09/2005	0	0	10			0
25/09/2005	0	0	0			0
Total	20	0	230			



Processing Payment Data: this functionality gives you, day per day and per employee, all payroll data used for the payroll

Personal Number		Schema		Payroll Area												
5000		SA001		1												
Begin Period		End Period														
01/09/2005		30/09/2005														
Payment Data																
The Day	W./H/Price	W./D/Price	A./Hour	A./Day	D./Hour	D./Day	A./M./Hour	A./M./Day	Partial	D./M./Hour	D./M./Day	Partial	Basis Hour	Bs/day	T./Hour	Total Day
01-SEP-2005	12.00	120.0€	9.00	90.00	.60	6.00	.00	.00	0	.00	.00	0	24.00	240.0€	12.00	120.0€
02-SEP-2005	.00	.00	.00	.00	.00	.00	.00	.00	0	.00	.00	0	.00	.00	.00	.00
03-SEP-2005	12.00	120.0€	9.00	90.00	.60	6.00	.00	.00	0	.00	.00	0	24.00	240.0€	12.00	120.0€
04-SEP-2005	12.00	120.0€	9.00	90.00	.60	6.00	.00	.00	0	.00	.00	0	24.00	240.0€	12.00	120.0€
05-SEP-2005	12.00	120.0€	9.00	90.00	.60	6.00	.00	.00	0	.00	.00	0	24.00	240.0€	12.00	120.0€
06-SEP-2005	12.00	120.0€	9.00	90.00	.60	6.00	.00	.00	0	.00	.00	0	24.00	240.0€	12.00	120.0€
07-SEP-2005	12.00	120.0€	9.00	90.00	.60	6.00	.00	.00	0	.00	.00	0	24.00	240.0€	12.00	120.0€
08-SEP-2005	12.00	120.0€	9.00	90.00	.60	6.00	.00	.00	0	.00	.00	0	24.00	240.0€	12.00	120.0€
09-SEP-2005	.00	.00	.00	.00	.00	.00	.00	.00	0	.00	.00	0	.00	.00	.00	.00
10-SEP-2005	12.00	120.0€	9.00	90.00	.60	6.00	.00	.00	0	.00	.00	0	24.00	240.0€	12.00	120.0€
11-SEP-2005	12.00	120.0€	9.00	90.00	.60	6.00	.00	.00	0	.00	.00	0	24.00	240.0€	12.00	120.0€
12-SEP-2005	12.00	120.0€	9.00	90.00	.60	6.00	.00	.00	0	.00	.00	0	24.00	240.0€	12.00	120.0€
13-SEP-2005	12.00	120.0€	9.00	90.00	.60	6.00	.00	.00	0	.00	.00	0	24.00	240.0€	12.00	120.0€
14-SEP-2005	12.00	120.0€	9.00	90.00	.60	6.00	.00	.00	0	.00	.00	0	24.00	240.0€	12.00	120.0€
15-SEP-2005	12.00	120.0€	9.00	90.00	.60	6.00	.00	.00	0	.00	.00	0	24.00	240.0€	12.00	120.0€
16-SEP-2005	.00	.00	.00	.00	.00	.00	.00	.00	0	.00	.00	0	.00	.00	.00	.00
17-SEP-2005	12.00	120.0€	9.00	90.00	.60	6.00	.00	.00	0	.00	.00	0	24.00	240.0€	12.00	120.0€
18-SEP-2005	12.00	120.0€	9.00	90.00	.60	6.00	.00	.00	0	.00	.00	0	24.00	240.0€	12.00	120.0€
19-SEP-2005	12.00	120.0€	9.00	90.00	.60	6.00	.00	.00	0	.00	.00	0	24.00	240.0€	12.00	120.0€
20-SEP-2005	12.00	120.0€	9.00	90.00	.60	6.00	.00	.00	0	.00	.00	0	24.00	240.0€	12.00	120.0€
21-SEP-2005	12.00	120.0€	9.00	90.00	.60	6.00	.00	.00	0	.00	.00	0	24.00	240.0€	12.00	120.0€
22-SEP-2005	12.00	120.0€	9.00	90.00	.60	6.00	.00	.00	0	.00	.00	0	24.00	240.0€	12.00	120.0€
23-SEP-2005	.00	.00	.00	.00	.00	.00	.00	.00	0	.00	.00	0	.00	.00	.00	.00
24-SEP-2005	12.00	120.0€	9.00	90.00	.60	6.00	.00	.00	0	.00	.00	0	24.00	240.0€	12.00	120.0€
25-SEP-2005	12.00	120.0€	9.00	90.00	.60	6.00	.00	.00	0	.00	.00	0	24.00	240.0€	12.00	120.0€

NSD ERP SYSTEM / Human Resources Module _ Some Functionalities Overview

Recruitment

It enables us to optimize the recruitment process triggered by vacant positions by linking the Post's organizational process, from organizational and job planning to mailing letters of rejection or acceptance.

NSD ERP SYSTEM - Human Resources (HR) Module / Requested Functionalities	
The Recruitment sub module supports the following functionalities	
No / Code	Functionalities Description
REC -01	Online searches for qualified applicants/Applicants based on requirements
REC -02	Tracking of applications by personal data, skills, education, training, test results
REC -03	Resume routing
REC -04	Scheduling of interviews
REC -05	Tracking interview results
REC -06	Word processing interface for customizing recruitment letters
REC -07	Process offers and new hires
REC -08	Online status and summary information of applicants requisitions, costs
REC -09	Applicant flow statistics
REC -10	Sourcing engine integration with career development, matching competencies of internal candidates
REC -11	Resume scanning capabilities.
REC -12	Import resumes from internet and or e-mail
REC -13	Personnel (Applicant) Profile
REC -14	Centralized applicant database

REC -15	Applicant experience and skill information
REC -16	Family/children/spouse information
REC -17	Home phone number
REC -18	Emergency contact information
REC -19	Education profile
REC -20	Possibility to scan and archive all applicants documentations (Diploma or +)
REC -21	Applicant education and training tracking
REC -22	Decentralized updating capability to the Applicant level such as through the internet or the internal mail system
REC -23	Integration with the Organizational Structure
REC -24	Definition of Business Units
REC -25	Identification of position/job, especially the vacant positions
REC -26	Position/job title
REC -27	Position by organization, location, job code, title, shift, work days
REC -28	Normal hours of job
REC -29	Skills required for job
REC -30	Applicant profile required for each job/task
REC -31	Applicant assignments to single or multiple jobs
REC -32	Positions concerned – vacant /available reporting
REC -33	Recording of Applicant skills, qualifications, competencies and experience
REC -34	Matching Applicant profile to job and position requirements
REC -35	Identification of training events and development activities
REC -36	Printing of course description and schedules
REC -37	Generation of training costs and reporting
REC -38	Determination of training needs
REC -39	Updating of Applicant skills, education, honors, special projects, licenses, certificates, languages, course enrollments, evaluations
REC -40	Identification and follow-up of high-potential Applicants
REC -41	Collect basic personal data during the registration process such as name, address, language preference, location, required qualifications, etc.
REC -42	Automatically add registrants to the waiting list
REC -43	Full history of Applicant reward packages maintained
REC -44	Maintenance of physical exams, injuries, illnesses, audiometric test results
REC -45	Supports tracking of accidents and injuries and generation of reports
REC -46	Applicant History and Personnel Reporting
REC -47	Applicant health and incident tracking

Benefits

It covers all employees benefits based on the enterprise Policy, including all type of allowances processing and end of service

The Benefit sub module supports the following functionalities	
Nb / Code	Functionalities Description
B - 01	Defined benefits plans, allowances type and rates
B - 02	Customizing condition of eligibility
B - 03	Assignment by default of the employees benefit based on the organization structure or any other HR elements
B - 04	Identification of appropriate dates for calculating coverage and deductions
B - 05	Maintenance and dependent and beneficiary information
B - 06	Base benefits maintenance decentralized to the employee level through the use of internet or internal mail capability
B - 07	Waiting period by employee
B - 08	Type/amount of benefit coverage per employee
B - 09	Service requirements for benefits
B - 10	Maximum and minimum benefits
B - 11	Benefits Administration
B - 12	Definition and maintenance of flexible credits
B - 13	Employment-related rules that affect participation eligibility
B - 14	Creation of customized employee enrollment forms and confirmation statements
B - 15	Recording of annual pledges for flexible spending accounts

Payroll

It covers all essential payroll functions including earnings and deductions processing, preparation of remuneration statements, bank transfers and follow up activities such as transfer of information to Financials.

The Payroll sub-module supports the following functionalities	
Nb / Code	Functionalities Description
PY -01	Employee Payroll Profile
PY -02	Name, employee identification number
PY -03	Address, city, state, zip
PY -04	Telephone number
PY -05	Marital status
PY -06	Ethnic classification
PY -07	Job classification/skill code
PY -08	Pay type (hourly/salary)
PY -09	Number of pay periods per year
PY -10	Standard hours per pay period
PY -11	Basic pay managed and related to the salary structure or the organization structure
PY -12	Termination date
PY -13	Vacation accrual rate, vacation accrued, vacation used
PY -14	Sick leave accrual rate, sick leave accrued, sick leave used

PY -15	Unpaid leave
PY -16	Earnings and Deductions (manual or automatic calculation)
PY -17	Earning types: salaried and salaried/exempt
PY -18	Earning types: weekly, bi-weekly, semi-monthly, monthly, special (executive) pay cycle
PY -19	Unlimited earning types
PY -20	Unlimited deductions
PY -21	Calculation of deductions based on percent of earnings
PY -22	Fixed deduction amounts
PY -23	Automatic deductions stop when limit is reached
PY -24	Employee payments and rules history maintenance
PY -25	User-maintained health insurance deductions
PY -26	Automatic assignment of employee compensation and benefits based on rules
PY -27	Automated Time Sheet
PY -28	Ability to provide decentralized capability for time sheet entry
PY -29	Time sheets provide for exception-only data entry
PY -30	Supports multiple work hours standards
PY -31	Security and Audit
PY -32	Customized menus and forms, by user, by responsibility
PY -33	Multiple access responsibility assignments to tasks, by user
PY -34	Audit log of all changes
PY -35	Time and attendance
PY -36	Saving or archiving of the Payroll history
PY -37	Payroll simulation (calculation without update)

Personnel Administration

This part of this application allows you to assign employees to the company's organizational units (Business Units) during the hiring process, as well as maintain important employees personal data, such as, change in cost center, salary, address, etc...through out the employee's life cycle at your company.

The Personnel Administration sub-module supports the following functionalities	
No / Code	Functionalities Description
PA -01	All type of actions as the Hiring - Termination - Re-assignment, to be adapted to the enterprise policy, all of these should be flexible
PA -02	Sizing of all type of personnel data (contractors or employees...)
PA -03	Automatic or manual personnel numbers
PA -04	Creation of the employees structure taking into consideration all branches of your company
PA -05	Integration with the Recruitment application allowing the users to get back the applicants data
PA -06	Integration with internal alert system allowing the administrators to be informed by any change of status or change of any critical employees data (IQAMA expiry date.....)
PA -07	Employees badges automatically print out

PA -08	Scanning and archiving of all personnel (employees) documents and data (copy diploma, pictures...)
PA -09	Personnel history including the previous employees data
PA -10	Having the possibility to save all personnel data changes (history)
PA -11	Having the possibility to limit the access to the personnel data at the screen level
PA -12	Possibility to group the employee's screen based on the type of actions (Hiring...)
PA -13	Automatic creation of a personnel file including all personnel data (screens)
PA -14	The possibility to do fast actions for a group of employees
PA -15	The assignment of the employee on the organization structure through the personnel data
PA -16	Approve process allowing a multiple request for approve (ex: if the hiring of a new employee is started on a past date.....). This approve process is completely related to the alert center which allows the administrator to be alerted by any new request for approve.
PA -17	The automatic assignment of the employee to the administrators (Payroll, Time, Security...)
PA -18	Based on the policy of your enterprise and the employee assignment, the system calculates automatically the allowances and deductions once the basic pay is entered
PA -19	Help one line (system documentation)
PA -20	Full Integration with the other Human Resources sub - modules

Time Management

It provides full functionalities of time management including the leaves (quotas) information and evaluation of absences.

The Time Management sub-module supports the following functionalities	
No / Code	Functionalities Description
TM -01	Customizing Time Rules (based on the enterprise policy)
TM -02	Employees Time Sheet (the possibility to complete the time sheet manually or through the web)
TM -03	Possibility to integrate an external time attendance Hardware and get the time data online
TM -04	Absence evaluation based on the enterprise policy
TM -05	Full Integration with the whole package
TM -06	Leaves Quotas (Automatic update)
TM -07	Personnel Calendar
TM -08	The possibility to control all requests for overtime or leave or even absence
TM -09	Time Request Process (TRP)
TM -10	Concerning the absence and leaves, the possibility to control the employee's time data based on his personnel calendar (Muslim, Christian.....)
TM -11	Customizing yearly calendar

Organization Management

This sub – application allows you to depict the organizational and reporting structure by presenting an up-to-date picture of its organizational plan.

The Organization Management sub-module supports the following functionalities	
No / Code	Functionalities Description
OM - 01	The system provides method to create the enterprise organization structure components including the following: Business Unit Jobs Positions Work Center Tasks catalog
OM - 02	Full integration with the alert center (especially for the vacant positions and the overstaffed and understaffed positions)
OM - 03	Possibility to create multiple version of the company structure
OM - 04	Full Integration with the whole package
OM - 05	A hierarchy presentation of the company structure
OM - 06	Possibility to maintain all parts of the structure directly from the Structure hierarchy presentation
OM - 07	Possibility to list all vacant positions
OM - 08	Possibility to print out the company structure
OM - 09	Possibility to display the occupation of all positions directly in the hierarchy
OM - 10	Monitoring occupied position and occupied percentage.
OM - 11	Monitoring vacant position in the company and select correct employee to correct position.
OM - 12	Ability to compare position needs and employee qualification
OM - 13	<u>The system provides a complete range of reports as:</u> List of business units List of jobs List of positions List of work center List of tasks and catalogs List of cost centers Business units occupations Vacant positions Full capacity positions Overstaffed positions Understaffed positions Query reports (customizing and flexible report, based on the customer requirements and input data) All of the above reports are flexible in terms of input data (parameters of selection)



Related Activities

Related to the ND BCS package NSD Teams assure you a complete cycle of services as:

- 1 NSD BCS SYSTEM Implementation**
- 2 Training & documentation**
- 3 Maintenance & Upgrade**

Implementation

- 1 Offering proven methodologies, advanced software tools, and best practices to get your NSD solution up and running quickly to contribute into your business goals.
- 2 Work with the client to develop an implementation strategy focused on his key priorities.
- 3 Create an implementation plan that enables you to manage project scope and evaluate progress along the way.
- 4 NSD based implementation methodology

Training & Documentation

Two type of training are assured by NSD

- 1- Power Users Training
- 2- End Users Training

The above training are started form your acquisition of the NSD BSC until its complete implementation (GO LIVE),

Concerning the documentation, NSD assures you a detailed end users (System Navigation) manual and a power users customizing manual.

Maintenance & Upgrade

Our Services Maintenance gives the client various options, each designed to keep his NSD BCS SYSTEM solution up and running. These include: NSD Standard Support Includes system performance monitoring, proactive services, and access to NSD experts.