



Features of Sapience HRM Solution - An integrated HR and Payroll Software

Shiji Abdulla
Business Development Manager



East Wing 3, 4th Floor, Dubai Airport Free Zone
Post Box 127012, Dubai, United Arab Emirates
Tel: +971 4 214 9838; Fax: +971 4 214 9501
Mob.: +971 50 3977 810;
shiji.abdulla@cartelsolutions.com
www.cartelsolutions.com

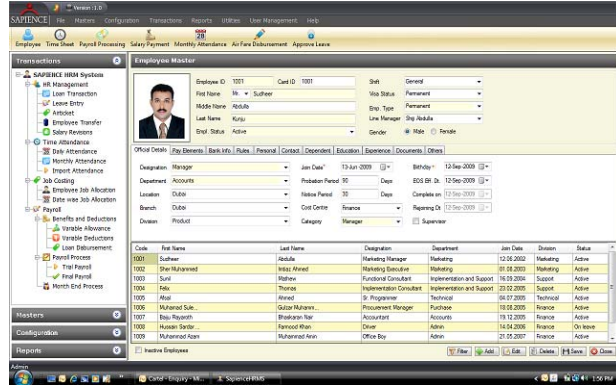
SAPIENCE HR and Payroll application is a comprehensive solution which can help you manage your most valuable asset – your employees. It is a powerful, easy to use human resource and payroll management solution. It is an affordable solution that can meet day to day HR & payroll processing requirements of any Middle East based company without sacrificing the control, flexibility and accessibility.

- **Enterprise-Class Human Resource and Payroll Software**

Any size of business can enjoy the benefits of a full-featured intranet payroll solution.

- **Local Practice built-in with International Standard**

Meet the needs of your organization with flexible payroll processing and comprehensive payroll reporting in accordance with international standards and local practices. Wage Protection System (WPS Compliance), Gratuity, leave salary calculations, leave fare and their provisions are managed efficiently here to suit Middle East requirement.



- **Employee Details**

Record personal information of employees, together with their photographs, qualification, work experience, grades, employee documents like health card, labour card, passport, visa, etc.

- **Payroll Services**

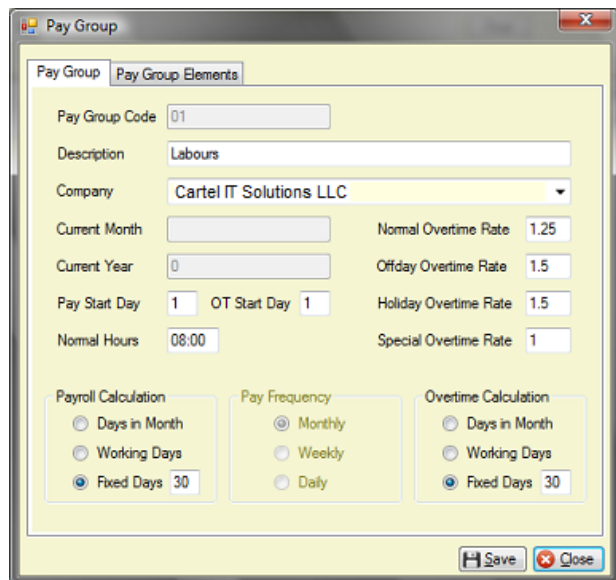
No more worrying about late payment of employee salary and missed deadlines. We provide payroll management module which provide all functionality required by traditional payroll system.

- **In-depth reporting and screen enquiries**

Sapience HR & Payroll comes with powerful reporting capabilities that enable you to zero in on the data that matters the most. Reports like Pay register, bank transfer statement, cash denomination, budget variance on jobs, job wise hours and cost, annual leave due report etc.

- **Integrated Job Costing Module**

Job Costing is a module that can be integrated with the software to maintain job wise attendance, human resource allocation, job wise budgets, direct & indirect costing.



- **Advanced Security and User Management**

A fully secured application with maximum user control ensure the confidentiality of HR data.

Sapience HRMS is designed to meet the local and global and industry diversified requirements. Clients can be benefited for multi-organization, multi-branch, multi-Location, multi-currency and global view functionality.

HR FUNCTIONALITIES OF SAPIENCE

Organization Structure

- Multi Branch
- Division
- Department
- Location
- Designation

Employee Master

- Personal Information with photograph
- Multiple Contact Information
- Bank Accounts (Split of Bank Account)
- Designation
- Grades
- Qualification
- Experience
- Documents with unlimited number of image(s)
- User definable expiry tracking
- Dependents information

Global Configurations

- Bank accounts (Company / Employee)
- Leave Rule Configuration
- Ticket Fare Configuration (for employees and dependents)
- Holidays Calendar
- Email alerts on documents expiry
- Audit control
- Pay Elements (different currencies for different Pay Elements)
- Overtime Settings
- Gratuity / Leave / Travel Entitlements

Employee History

Track change dates and reasons for the following employment data:

- Position
- Pay Rate
- Employment Status
- Employment Type
- Location / Dept. / Designation, etc.

Transactions

- Employee attendance
- Salary Revisions
- Employee transfers
- Leave management
- Assets given to Employee

PAYROLL FUNCTIONALITIES OF SAPIENCE

Basic Features

- Multi Branch / Location / Divisions / Department/ Currencies
- Fixed / Variable / Pro-Rata /Per day pay elements
- Leave pay elements (Company/Employee)
- Leave Accrual -deduction of unpaid leave
- Leave fare
- Loan types
- Multiple bank accounts for employee salary transfer
- Job Costing
- Ramadan Shift and user specific shifts
- User defined overtime rates
- Salary payments in cash, cheque, bank transfers and WPS across any currency bank account
- Increments to employees and their history with effective dates
- Employee provision calculation
- Month end processing
- Separation & Indemnity settlement

Transactions / Updates

- Attendance recording
- Import Attendance
- Any kind of Variable Allowances, Deductions, Benefits and Indirect costs
- Loan/Advance Processing
- Salary revision
- Leave salary & Air Ticket Allowance
- Leave encashment
- Provision adjustment
- Separation processing – Terminal Indemnity & Final payment
- Pre-Payroll processing
 - Generate fixed earnings / deductions
 - Pay slip checklist
- Post-payroll processing
 - Manual posting to accounts
 - Period-end process

JOB COSTING MODULE

Masters

- Project Master
- Job Master
- Activity Master
- Budgets
-

Transactions

- Attendance recording
 - Employee wise daily attendance
 - Job wise daily attendance
 - Multiple Job for one employee in same day and month

6.1 SCREEN SHOTS OF SAPIENCE

Employee Master

Employee Master

Employee ID: CIT5001 | Card ID: CIT5001 | MOL Emp. ID: 3234574424

First Name: Mr. Subheer | Middle Name: Aiyaru Kurju | Last Name: Abdulla

Emp. Status: Active | Shift: General Shift | Gender: Male

Official Details: Designation: Supervisor | Department: Office Staff | Location: Dubai | Branch: Cartel IT - Dubai | Division: Cartel IT - Dubai

No.	EMP ID	First Name	Last Name	Designation	Department	Join Date	Division	Status
1	CIT5001	Subheer	Abdulla	Supervisor	Office Staff	08-Jan-2010	Cartel IT - Dubai	Active
2	WG0122	Devi	Rai	Yard Foreman	Yard	31-Jul-1997	Cartel IT - Dubai	Active
3	WG0125	Durga	Dahal	Foreman	Scaffolding	29-Aug-1999	Cartel IT - Dubai	Active
4	WG0127	Brenda	Sangroula	Foreman (Junior)	Scaffolding	05-Aug-1999	Cartel IT - Dubai	Active
5	WG0131	Rabinda	Bute	Electrician	Scaffolding	03-Nov-1999	Cartel IT - Dubai	Active
6	WG0134	Bhanu	Rai	Watchman	Yard	20-Nov-1999	Cartel IT - Dubai	Active
7	WG0136	Tek	Kaki	Sr. Supervisor	Yard	22-Nov-1999	Cartel IT - Dubai	Active
8	WG0137	Mohammad	Farooq	Sr. Supervisor	Scaffolding	18-May-2000	Cartel IT - Dubai	Active
9	WG0139	Bohnu	Poojuli	Office Assistant	Office Staff	15-Aug-2001	Cartel IT - Dubai	Active
10	WG0140	Shidd	Dahal	Unknown	Scaffolding	19-Apr-2002	Cartel IT - Dubai	Active

Daily Timesheet by employee

Daily Attendance

Employee: WG0127 | Branch: Sangroula | Designation: Foreman (Junior)

Month and Year: January 2010

Date	In Time	Out Time	Absent	Normal Hrs	At Status	Normal OT	OffDay OT	Holiday OT	Premium OT	Job
01-Jan-2010	08:00	18:00		10:00	OFF	00:00	00:00	00:00	00:00	X
02-Jan-2010	08:30	18:00		09:30	P	04:00	00:00	00:00	00:00	
03-Jan-2010	08:30	18:00		09:30	P	04:00	00:00	00:00	00:00	
04-Jan-2010	08:30	18:00		09:30	P	04:00	00:00	00:00	00:00	
05-Jan-2010	08:30	18:00		09:30	P	04:00	00:00	00:00	00:00	
06-Jan-2010	08:30	18:00		09:30	P	04:00	00:00	00:00	00:00	
07-Jan-2010	08:30	14:00		05:30	P	07:00	00:00	00:00	00:00	
08-Jan-2010	00:00	00:00		00:00	OFF	00:00	12:00	00:00	00:00	
09-Jan-2010	08:30	18:00		09:30	P	04:00	00:00	00:00	00:00	
10-Jan-2010	08:30	18:00		09:30	P	04:00	00:00	00:00	00:00	
11-Jan-2010	08:30	18:00		09:30	P	04:00	00:00	00:00	00:00	
12-Jan-2010	08:30	18:00		09:30	P	04:00	00:00	00:00	02:00	
13-Jan-2010	08:30	18:00		09:30	P	04:00	00:00	00:00	02:00	
14-Jan-2010	08:30	14:00		05:30	P	07:00	00:00	00:00	02:00	
15-Jan-2010	00:00	00:00		00:00	OFF	00:00	12:00	00:00	00:00	
16-Jan-2010	08:30	18:00		09:30	P	04:00	00:00	00:00	00:00	
17-Jan-2010	08:30	18:00		09:30	P	04:00	00:00	00:00	00:00	
18-Jan-2010	08:30	18:00		09:30	P	04:00	00:00	00:00	00:00	
19-Jan-2010	08:30	18:00		09:30	P	04:00	00:00	00:00	00:00	
20-Jan-2010	08:30	18:00		09:30	P	04:00	00:00	00:00	00:00	
21-Jan-2010	08:30	14:00		05:30	P	07:00	00:00	00:00	00:00	
22-Jan-2010	00:00	00:00		00:00	OFF	00:00	12:00	00:00	00:00	
23-Jan-2010	08:30	18:00		09:30	P	04:00	00:00	00:00	00:00	
24-Jan-2010	08:30	18:00		09:30	P	04:00	00:00	00:00	00:00	
25-Jan-2010	08:30	18:00		09:30	P	04:00	00:00	00:00	00:00	

Employee Job Allocation

Jobwise Attendance Allocation

Date: 05-January-2010 Nor.Hrs: 08:30 Nor.OT: 05:00 Off.OT: 00:00 Hol.OT: 00:00 Pre.OT: 00:00

Job Code (Detailed)	Project	Job	Activity	Nor.Hrs	Nor.OT	Off.OT	Hol.OT	Prem.OT
WG5017	WG5017			8:30	5:0	0:0	0:0	0:0

Buttons: Delete, Save, Close

Leave Rules

Leave Rules

Rule Code: LLR
 Name: Labours Leave Rule
 Rule Description:
 Company: Cartel IT Solutions LLC

Annual Leave | AL Pay Elements | Other Leaves

Leave Eligibility After: 365 days Maximum available days: 30 in 1 Years
 Interval: 365 days Max. Carryover per Year: 30
 Plan Year: Anniversary Year Max. Total Carryover: 150
 Grace Period: 30

After days	Accrual	Accrual Rate	Del
0	24	0.0658	<input type="checkbox"/>
365	60	0.0822	<input type="checkbox"/>

Exclude Weekends Encash
 Exclude Holidays Unpaid
 Leave Salary Calc. Base:
 Pro Rate Current Salary

Buttons: Save, Close

Pay Group

Pay Group

Pay Group Code: 01
 Description: Labours
 Company: Cartel IT Solutions LLC

Current Month: Normal Overtime Rate: 1.25
 Current Year: 0 Offday Overtime Rate: 1.5
 Pay Start Day: 1 OT Start Day: 1 Holiday Overtime Rate: 1.5
 Normal Hours: 08:00 Special Overtime Rate: 1

Payroll Calculation
 Days in Month
 Working Days
 Fixed Days 30

Pay Frequency
 Monthly
 Weekly
 Daily

Overtime Calculation
 Days in Month
 Working Days
 Fixed Days 30

Buttons: Save, Close

Gratuity Configuration

Gratuity Settings

Company: Cartel IT Solutions LLC

Code: GR01

End of Service Name: Gratuity

Description: Gratuity Desc

Resignation | Termination

Worked From Days	Worked To Days	Gratuity From Days	Gratuity To Days	Gratuity
1	1085	1	1085	21
1086	9999	1	9999	30

Remove Save Close

Pay Elements

Pay Element

Pay Element Master

Pay Code: 100 Active

Name: Pension Contribution

Description: Employee Pension Contribution

Pay Type: Deduction

Account Code: 6021

Pay Element Type: Fixed Pro Rate Variable Per Day

Save Close

Leave Master

Leave Master

Leave Details

Leave Code: AL Active

Leave Name: Annual Leave

Leave Description: Annual Leave

Account Code: 121 Paid Auto Rejoin Ded. From AL

Save Close

Employee Leaves

Version: 1.0.0.0
System Masters Configuration Transactions Reports Utilities Help
Employee Daily Time Sheet Daily Job Allocation Monthly Summary Payroll Processing Salary Payment

Transactions
SAP HRMS
HR Management
Time Attendance
Job Costing
Payroll

Employee Leave
Employee ID: None [Load]
Leave Type: [v] From Date: 04-Apr-2010 [v] To Date: 04-Apr-2010 [v]

Emp ID	Employee Name	Leave Name	Leave From	Leave To	Leave Days	Departure	Rejoin
WG0172	Durga Bahadur Kumar	Annual Leave	05-Feb-2010	06-Apr-2010	61	<input checked="" type="checkbox"/>	<input type="checkbox"/>
WG0164	Bhuj Raj Khadka	Annual Leave	18-Feb-2010	19-Apr-2010	61	<input checked="" type="checkbox"/>	<input type="checkbox"/>
WG0127	Nan Bahadur Sumar	Annual Leave	04-Mar-2010	04-May-2010	62	<input checked="" type="checkbox"/>	<input type="checkbox"/>
WG0175	Vinod Kumar Nair	Annual Leave	18-Feb-2010	19-Apr-2010	61	<input checked="" type="checkbox"/>	<input type="checkbox"/>
WG0150	Muhammad Mushtaq Khan Meher Khan	Annual Leave	18-Feb-2010	19-Apr-2010	61	<input type="checkbox"/>	<input type="checkbox"/>
WG0154	Anir Abdullah Aziz	Annual Leave	18-Feb-2010	19-Apr-2010	61	<input type="checkbox"/>	<input type="checkbox"/>
WG0155	Muhammad Ishaq Khan	Annual Leave	18-Feb-2010	19-Apr-2010	61	<input type="checkbox"/>	<input type="checkbox"/>
WG0185	Dheej Limbu	Annual Leave	05-Feb-2010	06-Apr-2010	61	<input type="checkbox"/>	<input type="checkbox"/>
WG0260	Buddhi Prasad Dahal	Annual Leave	05-Feb-2010	06-Apr-2010	61	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Save Begin Update Extend/Shorten Add Delete Cancel Close

Employee Loan

EmployeeLoanForm

Employee: WG0134 [v]
Loan Type: SALARY ADVANCE [v]
Loan Description: Salary advance to pay the House Rent
Pay Mode: Payroll [v]
Bank: [v] Branch: [v]
Transaction Date: 12-Sep-2009 [v] Appl. Date: 12-Sep-2009 [v]
Loan Amount: 12000 AED Amount to Repay: 12000
Paid Amount: Balance [v]
Recovery Method: Fixed Amount EMI 9
Start from: April 2010 [v]

EMI

Month & Year	Amount	Paid
April, 2010	1,333.00	<input type="checkbox"/>
May, 2010	1,333.00	<input type="checkbox"/>
June, 2010	1,333.00	<input type="checkbox"/>
July, 2010	1,333.00	<input type="checkbox"/>
August, 2010	1,333.00	<input type="checkbox"/>
September, 2010	1,333.00	<input type="checkbox"/>
October, 2010	1,333.00	<input type="checkbox"/>
November, 2010	1,333.00	<input type="checkbox"/>
December, 2010	1,336.00	<input type="checkbox"/>
		<input type="checkbox"/>

Refresh Save Close

Employee Salary Revision / Promotions

Employee Details

Salary Rev. ID: 221 Rev. Date: 02-Mar-2010

Employee: WG0122 Devi Prasad Rai

Designation: Yard Foreman Division: _____

Department: Yard Report To: _____

Approval Status

Prepared by: _____

Approved by: _____

Promotion

Designation To: _____

Report To: _____

On Joining

Basic Salary: 1250.0000 Date of Join: 31-Jul-1997

Pay Element	Pay Type	Currency	Amount
Fixed Allowance	Allowance	AED	500

Previous Revision

Basic Salary: _____ AED Effective From: Jan, 2010

Pay Element	Pay Type	Currency	Amount

Current Salary

Current Basic: 1250 AED Effective From: Jan, 2010

Pay Element	Pay Type	Current	Perce.	Currency	Eff. Period	Amount Inc.	% Inc.	Currency	New Amount	New Perc.
Fixed Allowance	Allowance	500	-	AED	200901	350	-	AED	850	-

Proposed Salary

Proposed Basic: _____ AED Effective From: April, 2010

View Add Edit Delete

Remarks: _____

Reset Save Approve Rev. Letter Close

There is a lot more...

→ | End of Document | ←