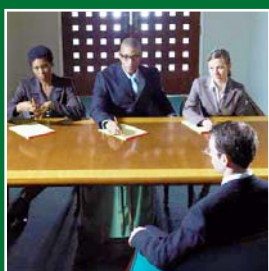


HUMAN RESOURCE MANAGEMENT SYSTEM



PROCS



Whether you are looking to replace your manual system or an existing vendor, PROCS can deliver the solutions you need to attain the desired project results. We represent a leading Human Resource management system on the market today.

HRMS, developed by PROCS, is a comprehensive Human Resource Management System that brings greater organization and effectiveness to the full range of Human Resource functions and responsibilities. HRMS provides for easy, accurate and timely retrieval of Employee and activity-oriented information through menu driven, user-friendly operations. The HRMS has been designed to meet the information need of all levels of Management and facilitates Decision Support, Planning, Monitoring, and Control of Daily Activities.

PROCS HRMS seamlessly integrates all aspects of Organizational & Human Capital development. It improves performance and accountability, by providing a matrix of intelligent processes and a structured work flow to accomplish Strategic Goals.

Our suite is a fully web native Human Resource Management System, facilitates and helps organizations build stronger relationships with their employees and managers.

Our product offerings include tools to facilitate:

- ❑ Internal Communication between HR & Other Departments
- ❑ Recruitments Process
- ❑ Candidate Offer Letter Management
- ❑ Employee Profile
- ❑ Leave Management System
- ❑ Payroll Management System
- ❑ Loan Management System
- ❑ Employee Transfer, Promotions & Increments
- ❑ Training Management
- ❑ Assets Management
- ❑ HRD Procedures
- ❑ Manpower Planning
- ❑ Comprehensive Reporting
- ❑ Security
- ❑ Integration



MODULES

Internal Communication

Facilitates two way communications between HR and other departments.

- ❑ Separate communication board for each department.
- ❑ Exchange of text messages & file attachment during conversation / Approval
- ❑ Image Uploading
- ❑ Files transfers
- ❑ Change Login

Recruitment

Streamlines the application process allowing applicants to post their resumes and fill out application on-line, whether it is for an open requisition or unsolicited submittal and process them

- ❑ Online Career Center
- ❑ Integration to Job Boards
- ❑ Robust resume search capabilities
- ❑ Application Data Bank
- ❑ Built-in workflow and resume routing
- ❑ Requisition management and posting
- ❑ Online applications and screening
- ❑ E-mail Communications
- ❑ Job Posting
- ❑ Application Evaluation
- ❑ Interview Scheduling
- ❑ Candidate/Interview Panelist Planning
- ❑ Results Submission
- ❑ Candidate Offer Letter Management
- ❑ Payroll Integration
- ❑ Extensive Reporting



Payroll Management

Manages payment cycle of employee, including set of user defined preferences for various categories and provides various reports to administrative functions.

- ❑ Payroll Preferences Management
- ❑ Flexible Payroll Processing
- ❑ Employee Information Management
- ❑ Employee Attendance / OT & Holiday OT Management
- ❑ Separate Management for daily & permanent employees
- ❑ Employee Shift Management
- ❑ Employee Document Management
- ❑ Employee Loan Management
- ❑ Employee Leaves Management
- ❑ Employee Assets Management
- ❑ Employee Benefits and Final Settlements
- ❑ Department & Organizational Structure
- ❑ Comprehensive Reporting

Training

Enables you to establish and manage skills and competency based training and development programs, including administrative functions, need identification, registration, and scheduling.

- ❑ Courses Master Management
- ❑ Faculty Master Management
- ❑ Registration Master
- ❑ Candidate Registration
- ❑ Training Scheduling
- ❑ Training Resources Management
- ❑ Candidate Performance Management
- ❑ Reports



Man Power Planning

Delivers a comprehensive solution for planning your company’s strategic growth and helps employees understand their career options and opportunities.

- Skills search within organization
- Retirement Tracking
- Succession Planning
- Add/Edit/Delete Skills in man power detail
- Resignation Tracking
- Reports

We work closely with our customers to ensure the solution they select is the right fit for their business now and well into the future. You can be confident that we have the expertise and experience to help you select, configure and implement the solutions you need to optimize your business. Our domain knowledge, technical skill, ability to deploy seasoned professionals in a timely and proven cost-effective manner positions us as the leading solutions provider for your project.

System Requirement

Server Side

Processor Intel PIII
 HDD Minimum 20MB Disk Space
 RAM Minimum 1GB
 OS Windows 2000 or above
 Database SQL Server2000/03, MS Access

Client Side

Processor Intel PII
 HDD Minimum 20 MB Disk Space
 RAM Minimum 256 MB
 OS Windows98 or above



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