

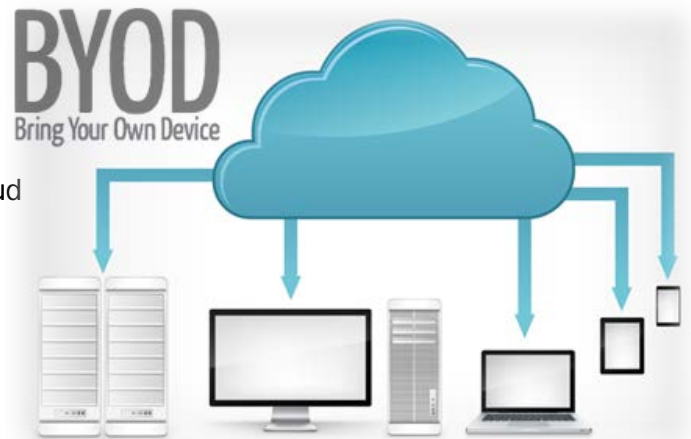
SEPTA AgilePlus™ HRMS

Septa AgilePlus HRMS helps you to streamline your Human Resource Management processes and enhance your bottom line savings. Informations are shared through the system and helps managers for an informed decision making. HRMS can be integrated with other ERP modules and make all the business function into a single, multi user system.



KEY FEATURES

- ▶ Web based System
Access from anywhere, any device - On premise / On Cloud
- ▶ Dashboard
- ▶ Multi Company
- ▶ Wages Protection System (WPS) Compliance
- ▶ Project Payroll Preparation
- ▶ Time Attendance System Integration
- ▶ Employee Benefits
- ▶ Vacation & Leave Management
- ▶ Loans & Advances
- ▶ Employee Documents Management
- ▶ Employee self service
- ▶ Online Approval
- ▶ Email & SMS Alerts
- ▶ Activity alerts



KEY BENEFITS

- ▶ AgilePlus HRMS can help your company to manage its payroll processing and HR activities more accurate and effective.
- ▶ Complies with Wages Protection System (WPS) and helps to prepare payroll seamlessly.
- ▶ Improves operational visibility and optimize resource allocation.
- ▶ Allow rapid customization to match your particular organizational structure and processes

HR ACTIVITIES

This module helps you to keep a record of all your employee data and facilitates an easy retrieval. The attachment facility will help you to attach employee records in their master file.

- ▶ Employee Master Data
- ▶ Approval of Employee Master
- ▶ User wise access restriction to employee data
- ▶ Filtering of employee data based on different criteria
- ▶ Payment Information
- ▶ Employee Contract information
- ▶ Training records
- ▶ Location transfer
- ▶ Documents attachment
- ▶ Promotion & Increment
- ▶ Multi-level approval for Promotion & Increment
- ▶ Leave Accruals & leave records
- ▶ Annual leave records & approval
- ▶ SMS / Email alerts to employees / managers
- ▶ Leave Settlement
- ▶ End of Service Settlement
- ▶ Leave benefit reimbursement
- ▶ Duty resume
- ▶ Resignation & termination
- ▶ Document Expiry Management (RP, passport, Health card etc.)
- ▶ Asset Issue
- ▶ Memos
- ▶ Birthday reminder



PAYROLL

Septa AgilePlus Payroll is seamlessly integrated with HR Module and eliminates the possibility of duplication. The System helps you to prepare the payroll as per Qatar Wages Protection System (WPS) seamlessly.

- ▶ Monthly salary processing
- ▶ Salary processing for groups or for selected employees
- ▶ Category wise Overtime rate settings (Normal & Special OT)
- ▶ Project wise time sheet recording
- ▶ Generate Payroll Journals for seamless General Ledger Integration
- ▶ Integrate by expense account and / or by cost Centre
- ▶ Batch process facility to import recorded time sheets from excel directly updating the Pay slip
- ▶ Employee loan management
- ▶ Arrears Processing
- ▶ Email pay slip to Employees
- ▶ Print Pay slip
- ▶ Generate Wage Protection System (WPS) file
- ▶ Monthly payroll Statements
- ▶ Coinage report for defines cash payout denominations
- ▶ Salary comparison report
- ▶ Missing timesheet report
- ▶ Periodical transaction history report



EMPLOYEE SELF SERVICE

Employee Self Service enables employees to logon to the system and view their Pay slip and leave details. They can also submit the applications online. This helps to increase the employee Satisfaction, Productivity and Compliance.

- ▶ Employee login
- ▶ Pay slip view & Printing
- ▶ Leave entitlement & history view
- ▶ Application for Leave, NOC, Loan etc



USER MANAGER

AgilePlus User Manager module helps you to create users with different roles and rights.

Key Features

- ▶ Set up multi-user access with various password restriction levels.
- ▶ Admin user can view user wise Transaction History which is logged in the system

