



**Smart H.R**  
**Management system**  
**Technical Offer**



## Attendance

Firstly administrators set attendance time and weekends for locations and apply it to employees with possibility of make exceptions, then they can set attendance rules which includes arrive late, left early, absence, single attendance record" in or out" , overtime and work in weekends and holydays . You can make more than one rule with possibility of deactivate the rule for a limited period "for example ."deactivate the rule in Ramadan

You can review employees attendance in a limited period which came from attendance machine with possibility to edit it manually with a detailed and comprehensive reports about arrive late, left early, absence, single attendance record" in or out" , overtime and work in weekends and holydays

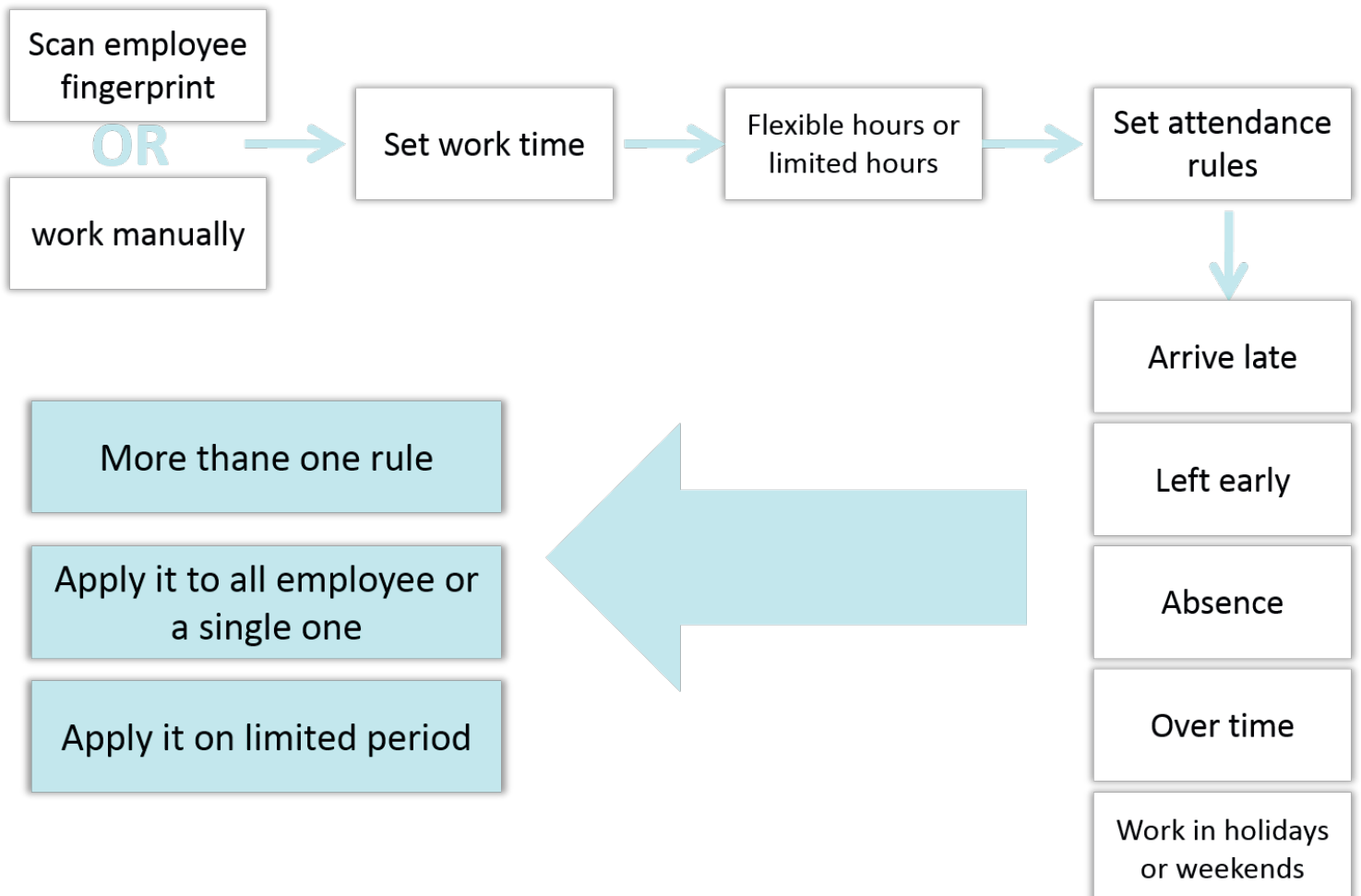
Administrators can create alerts emails for late employees based on times of late arrival, it also send to managers and team leaders at the same time

Smart HR system has a feature of sending attendance reports periodically to managers and team works All locations can be connected by Smart HR database with unlimited numbers of attendance machines, with the possibility of review attendance reports of any location

In case of Non-availability of work by attendance machines you can work manually with the same attendance reports

Administrators can make exceptions in work time for a specific employees or departments in a limited period

There are a separated section for access control process flow with the same attendance reports



# Smart Attendance Server

A separated and a specialized module for all attendance operations which secured with :access levels, it includes

## Define attendance machines

- Define any numbers of machines
- Connection with unlimited machines in a different locations
- Possibility of define any types of machines "Iface, finger and cards " , "TFT- B&W
  
- Possibility of connect with any numbers of machines at the same time for a limited period
- Possibility of review attendance logs for specific location, department or a specific employee
- Possibility of make a schedule for automatic saving logs from machines
- Solution for the exceptions of employees work time
- Solution for a multiple shifts for the same employee with calculate the real work time by cut hours between shifts
- Solution for working a flex hours without specific attendance time
- Solution for night shifts during two different dates
- A detailed and comprehensive reports for attendance

## The connection with other attendance machine database

There is a possibility of connect and download attendance logs from any device database with the reports data

## Machine settings

There is a possibility of connect and control the settings of attendance machine from the system

- |                        |                 |
|------------------------|-----------------|
| •Clear administrators  | •Adjust time    |
| •Add administrators    | •Read time      |
| •Clear attendance logs | •Restart        |
| •Clear FP              | •Power off      |
| •Clear users           | •Administrators |

## Transfer employees data" from/to "attendance machines

There is a possibility of connect and download attendance logs from any device database with the reports data

- There is possibility of transfer employees names and ID to the attendance machine
- There is a possibility of transfer employees names , fingerprints and ID from machine to the system
- Each employee has a unique ID and code
- There is a possibility of compare between employees data on machines and employee data on the system
- Smart HR system supported Arabic and English languages for transfer employees data "from/to" machines
- There is a possibility of transfer employees data from machine to a specific location or department in the system
- There is a possibility of filter employees data on machines based on locations or departments

## Access control section

- Define any number of access control machines with a different types
- Possibility of control devices settings
  - o Clear administrators
  - o Add administrators
  - o Clear attendance logs
  - o Clear FP
  - o Clear users
  - o Adjust time
  - o Read time
  - o Restart
  - o Power off
  - o Administrators
- Possibility of transfer employees data from/to machines
- Create a device time zone
- Assign users to time zone

## Manual Attendance

There is possibility of entry employee attendance manually with a detailed and comprehensive .attendance reports; the system will calculate working hours based on it

## The allowances for expatriates

Smart HR system calculate the allowances for expatriates based on allowances type and employee job level on condition of save employee attendance for the period of allowance

## Periodically attendance reports

Smart HR system has a feature of sending attendance reports periodically to managers and team works

## Work time

A single screen helps to set work time and apply it to all employees or specific ones

## Daily work plan

- Possibility of make exceptions in work time for a limited period
- possibility of make a plan of working for full running days followed by a vacation for a full running days
- Possibility of make a change in work time for one day a week over the year or over the month
- possibility of make exceptions in work time for s specific location , department , employees or a specific religious

## Work shifts

- Define any number of work shifts "morning shifts- night shifts- midday
- Possibility of change work shifts for a limited time
- Calculate the time between work shifts for the same employee

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- Define any number of work shifts "morning shifts- night shifts- midday
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- Calculate the time between work shifts for the same employee

## E-mails

Administrators can create alerts emails for employees who arrive late, it also sends to managers and team leaders at the same time with possibility of make more than text message based on times of late arrival for example

- A text message for arrive late for three times
- A text message for arrive late for five times
- A text message for arrive late for six times
- A possibility of stop employee login

## Finger prints and cards

- There is a possibility of scan employee fingerprint/card by smart HR system even if the employee not in the same location
- Scan fingerprint of face print
- Scan 3 fingers for the same employee
- Employees fingerprints saved in Smart HR database which make it secured even if malfunctions of devices
- There is a possibility of upload fingerprints from machine
- A possibility of change user status

## Reports

### Salaries

- Insurance
- Taxes
- Bounces
- Penalties
- Maturities
- Deductions
- Loans
- Salaries details
- Salaries history

### Attendance

- Attendance reports
- All logs details
- Overtime
- Work in weekends
- Absence
- Single log
- Late arrival
- Left early
- Vacations
- Permissions
- All operations details
- Daily reports
- Departments attendance
- Working hours
- Employees with FB
- Single logs

### Personnel

- Work shifts
- Employees address
- Contracts
- Employee Jobs & Locations
- Departments employees
- Missions
- Users records
- Interviews
- Archived files
- Employees Documents
- Employees Notes
- Contract Details
- Candidates CV's
- Job levels
- Religious
- Birthdays
- Appraisal

# our customers

