



A Comprehensive Human Resource
Management Solution to Streamline HR
Process from Hire to Retire to help your
business maximize its people performance



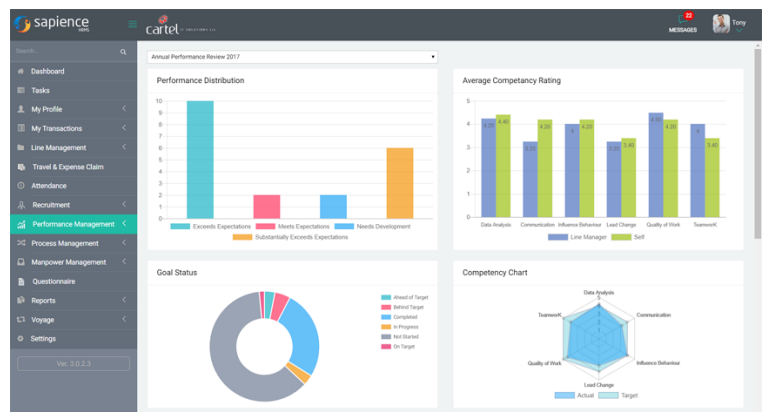
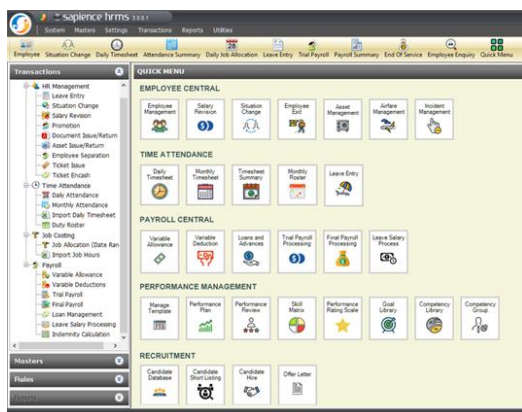
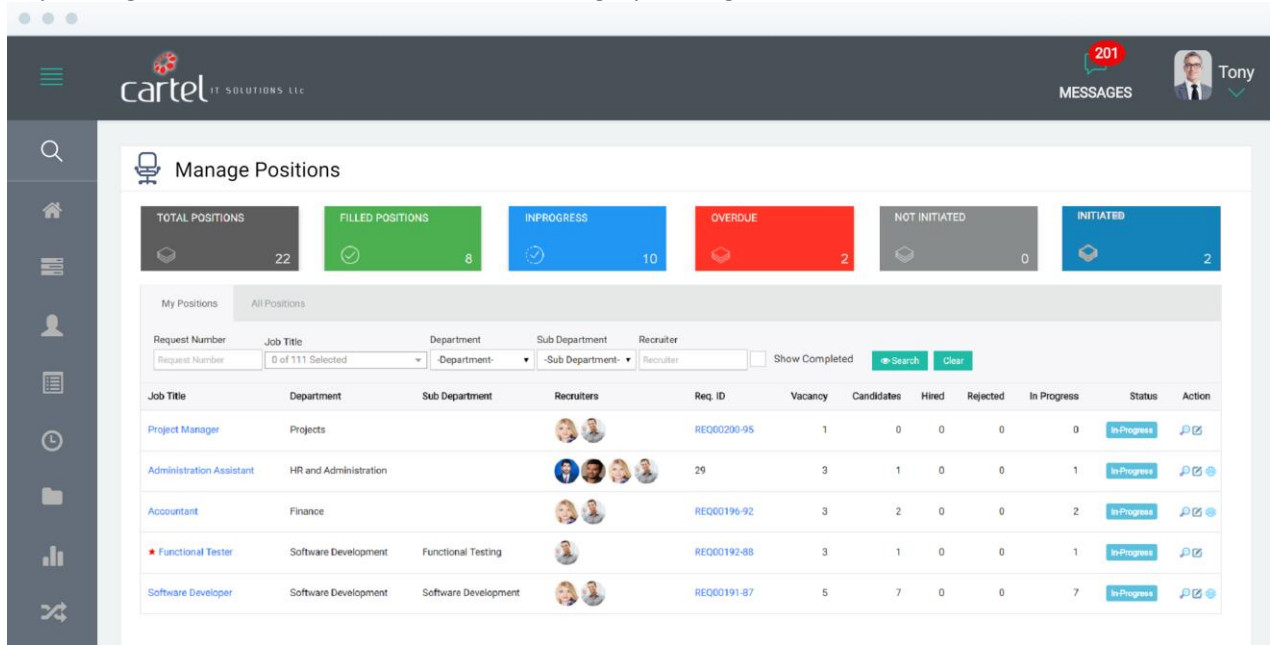
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Sapience Human Resource Management System

Sapience Human Resource Management System (SAPIENCE HRMS) is a comprehensive human resource management solution, helping you better manage your most valuable asset 'Employees', improve human resource processes, and make HR an integral part of your strategic planning to help ensure your organization's success.

Sapience HRMS automates everything related to HR in a single software system, enabling you to track, manage, and analyze all data for your employees, from application to retirement. Through automated workflow, you improve your efficiency. With powerful reporting and analytical tools, you gain a 360° view of your organization's workforce for better strategic planning.



- **Enterprise class Human Resource Management Software**

Cartel IT Solutions is one of the leading vendor of HRMS/HCM software for small and medium size to large enterprises today, managing the employee lifecycle for more than 1 million workers in 150+ organizations across 7 countries. Any size of business can enjoy the benefits of a comprehensive and feature-rich integrated human resource management solution.

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

Meet the needs of the organization with flexible payroll processing and comprehensive payroll reporting in accordance with international standards and local practices. Wage Protection System, gratuity / service indemnity, leave salary calculations, benefit administration, etc. are managed efficiently to suit global requirements.

- **Comprehensive**

With integrated modules for core HR, Payroll, Talent Management, Performance Management, and analytics, Sapience HRMS applications deliver strategic business value to every person in an organization – from professional users to employees and managers

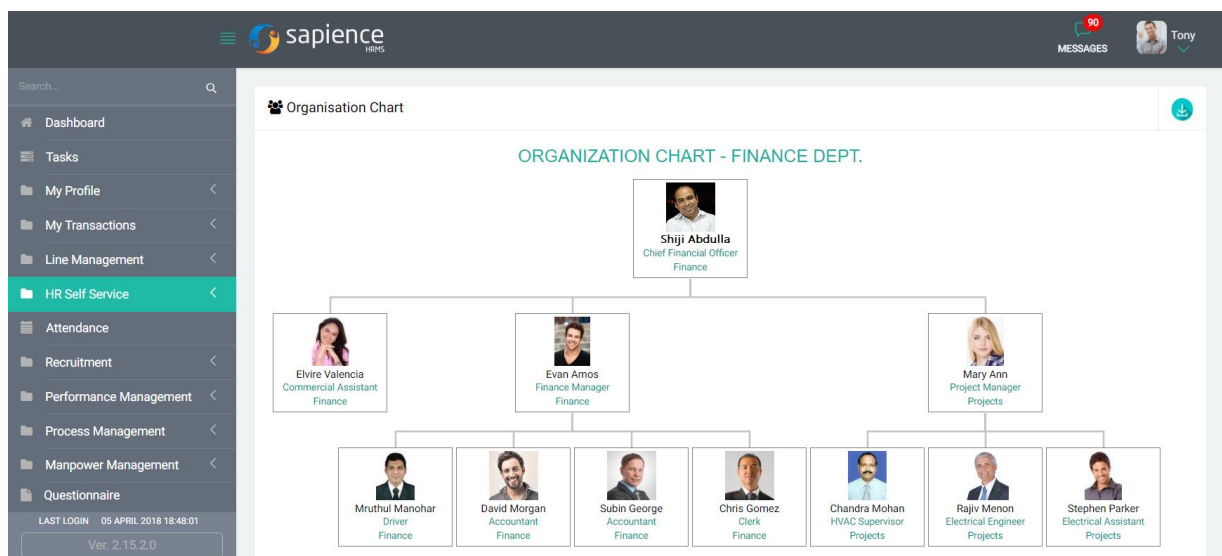
- **Employee Data**

HR department adds value to the organization when you can provide assistance on decision making and business initiatives. Access to accurate information is essential. Sapience human resource management software maintains all your employee-related data in a single database, that enables you to support your organization's strategic initiatives

- **Highly configurable process, in-depth reporting and screen enquiries**

Highly configurable rules and processes get the applications working in the way that best suits your HR and Payroll professionals and business users. Sapience HRMS comes with powerful reporting capabilities that enable the organization to narrow down to the data that matters the most. Reports like Pay register, bank transfer statement, job wise hours and labor cost, budget variance on jobs, annual leave due report, end of service report, etc. can be easily derived.

SAPIENCE HRMS enables your organization with crucial HRMS tools that empower “Employee Lifecycle Management” ranging from recruitment through separation within a single, powerful and easy-to-use automated system.



SAPIENCE HRMS - Functional Features



Core HR	Time & Attendance	Payroll	Talent Management	Recruitment	Planning & Analytics
Organization Management	Schedule Management	Gross & Net Pay Calculation	Competency Management	Requisition Management	Workforce Planning
Personnel Administration	Paid Time-Off Management	Retroactive Pay & Increments	Performance & Goal Management	Sourcing	Organization Scorecard
Movements & Exit Management	Time Entry Management	Financials Integration	Succession Planning	Candidate Management	Analytics
Benefits Administration	Project Time Booking	Direct Deposit Automation	Career Planning	Selection & Offer Management	Process & Task Management
Travel & Expenses	Absence & Overtime Tracking	Country-specific Compliance	Training Administration	Onboarding	

Employee & Manager Self-Service

Enterprise Add-ons						
Mobility	Workflow	Role-based Access	Extension Toolkit	Advanced Reporting	Data Uploads	SOA-based Integration

Modules – Functionalities in Sapience HRMS



Organization Management

- ⦿ Organizational Hierarchy Management
- ⦿ Organization Chart
- ⦿ Multiple Roles & Job
- ⦿ Responsibilities Generation
- ⦿ Job Description Management
- ⦿ Company Document Expiry Alerts



Leave Management

- ⦿ Leave Requisitions
- ⦿ Leave policy definitions
- ⦿ Approval Cycles
- ⦿ Leave-Slab Management
- ⦿ Early Settlement
- ⦿ Leave Salary Processing



Compensation & Benefits

- ⦿ Earnings, Deductions
- ⦿ Loans & Advances
- ⦿ Pay Groups, Batches & Frequencies
- ⦿ Multi-Dimensional
- ⦿ Compensation Computation
- ⦿ Indemnity Calculation
- ⦿ Benefit Administration



Employee Central

- ⦿ Generic Employee Information
- ⦿ Dependent Details
- ⦿ Department & Job Assignment
- ⦿ Document Management
- ⦿ Employee Assets
- ⦿ Incident Management
- ⦿ Expiry Date Alerts



Payroll

- ⦿ Frequency-Based Payroll Processing
- ⦿ Pay Groups & Batches Payroll
- ⦿ Trail & Final Processing
- ⦿ Pay Sheets & Pay Slips
- ⦿ GL Integration (Payroll & Provisions)



Arrears & Accruals

- ⦿ Leaves, Accruals, Salary Adjustments
- ⦿ Auto-Computation of Arrears Adjustments
- ⦿ Alerts for Arrears in End of Service
- ⦿ Accruals of Overheads and Bonus



Shifts, Roster & Attendance

- ⦿ Multiple Shift Definitions
- ⦿ Roster and Rotating Shifts
- ⦿ Timesheet & Attendance Mgmt.
- ⦿ Daily/Monthly/Periodic Attendance
- ⦿ Attendance & Overtime Policies
- ⦿ Attendance Device Integration



Employee Self Service

- ⦿ Employee Dashboard
- ⦿ Training Calendar Access
- ⦿ Claims & Requisitions
- ⦿ Self & Subordinate Appraisals
- ⦿ Pay Slip Download Access
- ⦿ Leaves & Loans Management



Travel & Expense Claim

- Travel Request and approval workflow
- Expense Claim Management
- Expense Tracking
- Claim settlement and reporting
- Multi-currency with multi-mode settlement mode



Retirement & Separation

- Automated Gratuity Calculations
- Arrear & Deductions Management
- Leave Settlement Process
- Asset Clearance Process
- Exit Management
- End of Service Settlement Process



Project & Labour Costing

- Activity based timesheet
- Project and Job based cost allocation
- Configurable cost over heads and allocation to job costing
- Project and job costing analytics
- Finance Integration for Job Costing



Recruitment & On-boarding

- Manpower Planning
- Position Requisition
- Candidate Profile Management
- Selection & Interview Process
- On-boarding Cycle



Goals & Performance Mgmt.

- User defined appraisal cycle
- Employee Goal Definitions
- Review Questionnaires
- Employee Self-Appraisals
- Goal-Sheet & Appraisal Score
- Rating Definitions



Training & Career Planning

- Training Courses Definition
- Training Plans & Calendars
- Training Scorecards
- Training Evaluations
- Cost Estimation and Variance
- Certificate expiration alerts

Why Sapience HRMS

- On-Premise & Cloud Deployment
- Modular Architecture
- Robust, Agile & Adaptive Solutions
- Built-in Regional Statutory Compliance
- 100+ Man Years of Management Experience
- Swift Rollout Track Record with 100+ customers
- Interactive Dashboards & Reports
- Login-based Secured Access
- 3 Tier System Architecture

Key Benefits of Sapience HRMS

- ⊙ Multiple company configuration and company wise accounting period and currency setup
- ⊙ Modular design allows maximum flexibility and customization
- ⊙ Multi-currency functionality throughout masters, transactions and reports
- ⊙ Manage multiple employee series in one single system
- ⊙ Fully secured user control and strong audit trails to track changes in the system
- ⊙ Sapience Rule Engine – Create unlimited Leave Rules, Gratuity Rules, Airfare Rules, Benefits, etc.
- ⊙ User definable workflow configuration for different transactions and process
- ⊙ Pay Groups – Unlimited Pay groups enables the user for mass update of rules in one click
- ⊙ Candidate databank, screening process and hiring process through recruitment module
- ⊙ Complete employee management from Hire (Recruitment) to Retire (End of Service)
- ⊙ Employee Document management and expiry alerts for company, employee and dependents
- ⊙ Integration of any time attendance system to automate time sheet management
- ⊙ Roster management for rotating employee shifts and user definable flexible holiday configuration
- ⊙ Employee Leave Management and automated leave salary processing
- ⊙ Employee and Manager Self Service portal with configurable workflow
- ⊙ Payroll Cut-Off and Retro Pay Calculation of payroll differences
- ⊙ Wage Protection System (WPS) compliant with Ministry of Labor, UAE and Qatar
- ⊙ Labour job cost tracking (Project wise / job wise / activity wise) for project accounting
- ⊙ Automated provision calculation for Gratuity, Leave Salary, Ticket Fare and Employee Pension
- ⊙ Dashboard provides a glimpse of task requiring immediate action
- ⊙ Employee Movements Tracking thru Employee Situation Change (rules, department, division, branch, designation, etc.)
- ⊙ Tracking of Assets issued to employees and linking them with Indemnity calculation
- ⊙ Benefits administration such as schooling, housing, travel, etc. based on grade / individual
- ⊙ Employee grievance and incident management
- ⊙ Automation of Employee Separation (Resignation / Termination / End of Contract)
- ⊙ End of Service calculation including gratuity, leave salary, travel fare, notice period, assets, allowances and deductions, benefits, unpaid salaries, unpaid over times, loan recovery, etc.
- ⊙ Month end processing will help the organization for a better control over payroll accounting
- ⊙ Real time Integration with other business applications, including leading ERPs
- ⊙ Goals and competency library and job specific competency matrix definition
- ⊙ User definable Employee Self Evaluation and Manager Performance Review
- ⊙ Competency Gap Analysis for the development of better workforce
- ⊙ Letter Templates for salary letter, NOC, experience letter, etc. and request through self service
- ⊙ Reports built in every module and attach unlimited user definable crystal reports
- ⊙ Output reports to other file formats such as Microsoft Excel, text or PDF.
- ⊙ Life time license provided to client with no dependency on software vendor









Sapience Personnel Management

Sapience Employee Data Management is a collaborative tool to maintain employee information in single database, thereby slashing administrative effort and increasing data integrity. No matter how complex are the human resources, Sapience HRMS gives a simplified way to gather, organize and manage employee data in as much detail as needed.





The module concentrates on collection and maintenance of employee information like employee demography, official and personal details, compensation, benefits and entitlements, dependents details, contact and emergency contact details, assets allocated to employees, education, work experience, and other relevant information. An HR management module helps a great deal from the process of recruitment until retirement.

Employee Master Profile







Employee master is the central repository for all the employee information stored in HRM software:

-  Official and Personal Information
-  Employee Pay Group coupled with benefits and rules
-  Contact details, dependents information
-  Qualification and work experience
-  Documents and Assets allocated to employees
-  Employee Type (Permanent, Contractual, Outsourced, etc.)
-  Employee Status (Active, On-leave, Resigned, Terminated, etc.)
-  Role, Designation, Cost Center, Department, Sub-Department, Location, Branch, Project, Shift, etc.







Employee History

-  Position and movements
-  Pay elements and pay components
-  Employment status and employment type
-  Compensation package history / salary revisions

Employee Leave






-  Track Annual Leaves, sick leave and other leaves
-  Track absenteeism and unpaid leaves
-  View accrued, utilized, carried over and available leaves
-  User defined leave benefit entitlement plans
-  Leave encashment policy attached with leave rules
-  Configurable leave carry forward settings coupled with leave rule

Salary and Benefit Administration

-  User configurable pay groups
-  User definable leave entitlement plan
-  Employee Pay Group coupled with benefits and rules
-  User definable loan types
-  Loan Disbursement and Amortization
-  Travel fare benefit administration







Managing Employee Documents

Sapience HRMS stores electronic copies of any employee related documents and upload any scanned documents into the employee's record in the database. Stored documents can be in any format including doc, xls, pdf, jpeg, bmp, etc.

-  Record document information
-  Alerts related to expiry of documents
-  Email notification related to expiry of documents
-  Dependents passport and visa expiry email alert to employee
-  Upload or attach unlimited scanned images of documents or any files to employee record

Information Tracking

Sapience HRMS will track changes made in the employee master or in the confirmation of the system with date and time the effect has taken place.

-  Employee Probation Management
-  Track absenteeism and unpaid leaves
-  Maintain employee salary revisions
-  Log all changes made by user with time and date
-  Track employee assets allocated (phone, laptop, car, etc.)
-  Record employee incidents and grievances and link with payroll deduction

Sapience Payroll Management

Fully compliant for entire Middle East

Sapience Payroll ensures timely pay for the employees with accuracy, on time, every time. Getting payroll right means a more productive workforce, fewer enquiries and lower administrative costs. Automated rules-based processing simplifies set up and eliminates errors the solution can quickly respond to change.

Implementing Sapience Time Attendance module with Payroll module delivers further benefits and time and cost savings. Time Attendance module eliminates data capture errors and incorrect payments. It also reduces the time lag between when the work is done and when the employee is paid.

Calculating total expenditure on labour is made easy as you can pay other people who do work for the business such as contractors and consultants. Sapience HRMS simplifies payroll for businesses that require a single payroll solution for their Middle East operation or that operate as a group of companies.

Major Benefits of Sapience Payroll

Set and forget:

Sapience Payroll is date-driven to eliminate errors, reduce overpayment and non-payment and improve productivity. Enter the date of effect of an event, such as the start date for a new hire, due or discretionary deduction and Sapience makes payment in the relevant pay. Where a payment such as higher duties is for a fixed period, Sapience ceases payment on the end date so there is no overpayment. Sapience calculates back pay for retrospective changes.


















Balance workload:

Sapience Payroll reduces the workload peak at the end of the pay. The pay is calculated and reconciled at the beginning of the pay period for both manual (timesheet) and auto payees. Sapience Payroll recalculates the pay when it detects an event that will change the pay. Sapience Payroll raises an alert if an employee's pay is negative so that corrective action can be taken before the actual pay run for the period.







Middle East Payroll

Companies with Middle East operations can run payroll for multiple countries in a single database. This provides a consolidated view of corporate talent, which is essential when the business has to deploy and pay people across the region.

Features of Payroll Management

-  Calculate pay from timesheet, recurring and variable entitlements
-  Timekeeper can assign rotating rosters and automate employee timesheet
-  Recalculate pay when a person changes recurring entitlements, takes leave, works overtime or adjusts timesheet
-  Unlimited pay groups and pay elements
-  Multiple payment method (WPS, cash, cheque or bank transfer)
-  Split employee net pay into multiple bank accounts and define beneficiary for each account
-  Specify deposit amount as flat amount or percentage of net pay
-  Real time update of changes to salary entitlement and calculate back pay for salary, allowances, overtime and superannuation for retrospective changes or back-dated salary increase
-  Use Percentage of basic or flat amount or combination
-  Trail payroll and final payroll functionality enable user flexibility and better payroll control
-  Change and recalculate payroll any number of times before finalizing
-  Run on demand payroll for a single, a group or for all employees available at any time
-  Print pay slips or distribute via email
-  Notice pay calculation based on resignation / termination
-  Calculate indemnity based on user configurable pay components
-  User defined loan types and payment/amortization schemes
-  Define flexible configuration options to suit the business process

General Ledger Tracking

-  Set up user definable account code
-  Generate balanced payroll journal for each payroll run on final payroll processing
-  Assign general ledger accounts to pay elements, deductions, project and jobs, provisions.
-  Assign cost code for project, job, activity and create a combination of any three levels
-  Allocate general ledger by division, branch, location, department, cost center, category, project, etc.
-  Export payroll accounting to popular accounting packages such as Sage 300, Microsoft Dynamics NAV / AX / GP, Sage Line 50, Peachtree, QuickBooks, etc.

Labour Job Costing

Sapience Payroll is date-driven to eliminate errors, reduce overpayment and non-payment. Sapience Project and Job Costing modules ensure accurate and timely labour costing so the business can effectively manage expenditure against budget; monitor project, job and activity costs and set charge rates for different resource levels. Decision makers know that labour cost data is accurate and reliable and can use it to make decisions.

Default cost profiles for each individual employee save time by eliminating errors in calculating and allocating costs. Time and payroll expenditure is tracked across multiple cost categories using default allocations or from employees' timesheets. On costs and leave liability are calculated, to provide the full cost of labour. Provisions and indirect cost are apportioned to respective cost codes based on the time actual spent for each project.

Sapience Timesheet Management makes recording of employee tasks on a time-line much simpler, faster and accurate. The system monitors and generates timesheets for each employee, which includes time spent for each job and task/activity. Sapience Timesheet is an effective time tracking software which tracks regular working hours and payroll, as well as overtime and off-times payments. Users can obtain a detailed breakdown of tasks as well as the cost incurred for each activity and job in a project. Employee payroll, both for in-house personnel as well as employees posted on client locations, can be generated on the fly.

Features

- Unlimited number of Project, Job and Activity can be created
- Activity and Job can be created independently and linked to Project
- Control on estimated cost and time schedule
- Multiple Activity, job or project can be allocated to an employee for the same day
- Distribution of employee overheads based on time spent for each Activity / Job / Project
- Cost distribution for regular pay, overtime or off-times payment to project on actual time spent for each project, job or activity.

Sapience HRMS Self Service

Internet / intranet enabled ESS Systems

- Employees view and maintain their own information, real time from any location world wide
- Flexibility as to which tasks may be delegated to managers and which tasks to employees

Employee Self Service - Personal tasks

- Routine HR administration tasks such as changing address, telephone number, emergency contacts, next of kin, marriage, dependents details and their passport and visa details.
- View employee's own employment history such as promotions, salary revisions, etc.
- Employee can view their salary information online
- View employee's own payroll summary and details, leave history, etc.
- View conditions of employment, HR policies, procedures, information packs, benefits details, etc.
- Employee can view official information such as Date of Joining, Designation, Department, Division, etc.
- Access employee document details such as document no., issue and expiry date, issuing authority etc.
- Submit / Update employee documents and details online.

Employee Self Service - Leave request workflow

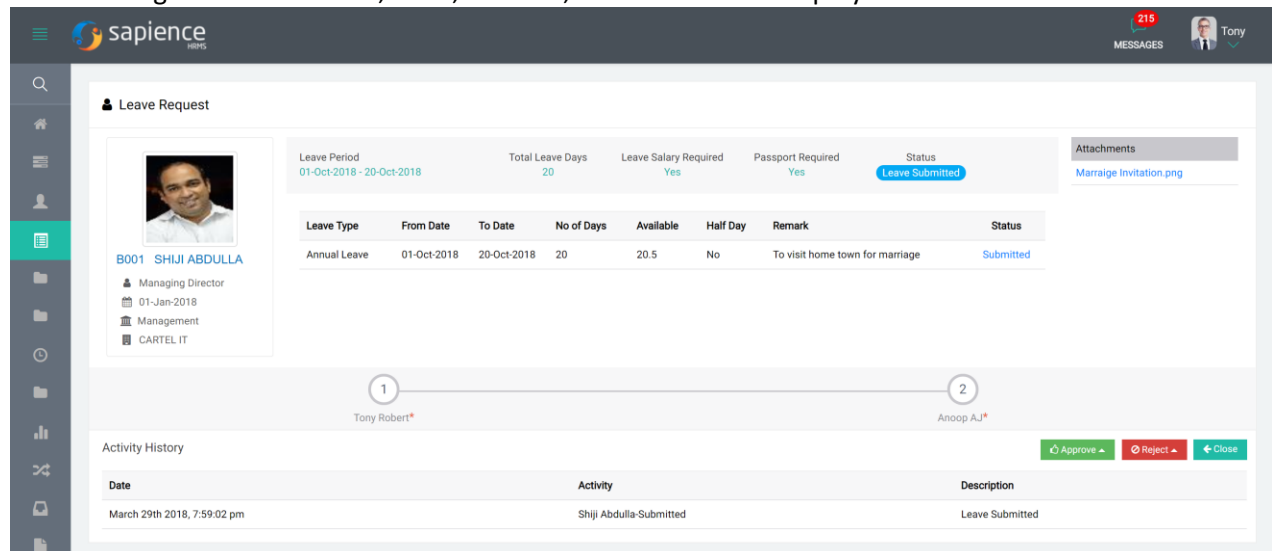
- Employee request for any specific type of leave which initiates a workflow. The request is sent to manager for approval based on the approval workflow defined and once approved, it is automatically posted to payroll and leave management.
- Cancel leave requested prior to first level approval
- Request for extension of leave and approval through work flow
- Request for shortening of leave and approval through work flow
- Online view of leave entitlement, available balance, accrued and taken

Managerial Self Service

- Approve subordinates leave
- Request leave for sub ordinate
- Forwarding leave to higher level managers for final approval
- View subordinate leave history

Sapience Leave Management

Sapience Leave Management is a comprehensive solution that automates and integrates the entire leave-management process. The flexible leave management system empowers the organization to effectively apply leave policies, lower leave administration costs and ensure a more productive workforce. Sapience Leave Management can record, track, monitor, and evaluate an employees' leave and attendance details.



Leave Request Summary:

Leave Period	Total Leave Days	Leave Salary Required	Passport Required	Status
01-Oct-2018 - 20-Oct-2018	20	Yes	Yes	Leave Submitted

Attachments: Marriage Invitation.png

Leave Type	From Date	To Date	No of Days	Available	Half Day	Remark	Status
Annual Leave	01-Oct-2018	20-Oct-2018	20	20.5	No	To visit home town for marriage	Submitted

Activity History:

Date	Activity	Description
March 29th 2018, 7:59:02 pm	Shiji Abdulla-Submitted	Leave Submitted

Respond quickly to change:

You can quickly implement new entitlements such as policy changes to existing entitlements by setting up new leave types or adjusting the existing leave configuration.

Features

- Leave encashment
- Leave accrual and carry forward policy built into leave rules
- User definable leave rules for each category in the organization
- Define custom leave plans that include eligibility criteria, leave accrual amount, accrual limits, and leave balance accumulation periods
- Define leave carry forward policy that includes the maximum carryover per year, total carry over during service and grace period allowed to use lapsed leaves

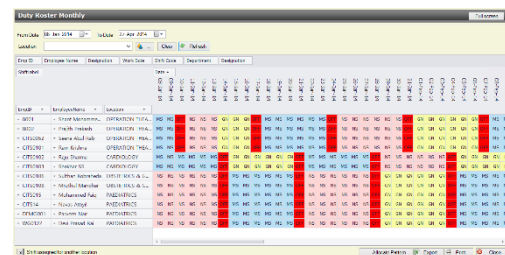
- Effectively maintain employee leave details including leaves availed and leave balances
- Keep track of all employee leave records efficiently
- View current and projected leave balances
- Calculate leave accrued using work days or calendar days
- Specify eligibility criteria to avail leave, such as minimum period of service
- Vary entitlement for breaks in service
- Forecast future leave balances
- Calculate (pro rata) entitlements on resignation or termination for indemnity calculation

Sapience Attendance Management

With Sapience HRMS attendance management, recording of employee tasks on a time-line becomes much simpler, faster and accurate. The system monitors and generates timesheets for each employee which includes a start and end time for each task. Sapience Timesheet Management is an effective time tracking solution which tracks regular working hours and payroll, as well as overtime and off-times payments. Users can obtain a detailed breakdown of activity, job and project as well as the cost incurred for each of them.

Shifts & Duty Roster

- Unlimited user definable shifts and duty rosters for better control on employee scheduling
- Flexible day off and user definable configuration for each shift such as over time, day off, time rounding, day changes, break deduction, etc.
- Rotating Shift is capable to handle 24 x 7 operations
- User definable holiday calendar



Time Sheet

- Helps manage manpower effectively and efficiently
- Daily time sheet or monthly time sheet
- Employees attendance can be captured via manual entry or import from excel sheet
- Real time / offline integration with time attendance machines for automated time capturing
- Project wise time accounting for employee tasks
- Enter data once and it is shared between time attendance systems and payroll management
- Multi-dimensional reports on time spent for Client Groups, Clients and Projects

Key Benefits:








- Easily monitor and assess employee performance by tracking the amount of time spent by an employee for each task
- Comparing the time spent on similar tasks by different employees helps to measure employee productivity. Accordingly, tasks can be reassigned and roles can be realigned for enhancing employee value.
- Rotating shifts enable organizations to manage 24 x 7 operations and multiple shifts.

Employee Document Management

Manage Employee Document

Sapience HRMS allows storage of electronic copies of various documents and uploading scanned documents into the employee's record by creating a link in the database. Documents of various formats are accepted including doc, xls, pdf, jpeg, bmp, etc. The documents can be categorised for simple management and launched from within the HRM interface of employee record.

Features of Employee Document Management

-  Record documents information
-  Alerts on expiry of documents
-  Email notification on expiry of documents
-  Dependants passport and visa expiry alert to employee email
-  Upload unlimited scanned images of documents or attach any files to employee record
-  Tracking of document issue and return with reason
-  Permissions to define which documents can be accessed from ESS

Employee Asset Management

Asset Management module within Sapience HRMS allows to track employees who are in possession of company assets such as Laptop, mobile phones, car, etc. The solution acts as a monitor and sends an alert or reminder to the employee to return assets recorded against him during employee exit process. It also helps to manage assigning assets to new joiners.

Alerts and Reminders

Event Alerts

Sapience HRMS provides alert mechanism for various types of human resource events, keeping well informed about the employee's latest happenings. Examples of such events include probation, due for appraisals and salary reviews, birthdays, document expiration, training start and finishe, and much more. The alerts displayed every time Sapience HRMS starts up. Alerts can be configured as Windows Services to enable user to get the alerts through email even Sapience HRMS is logged-off.

Reminders

Set custom reminder notes for individual employees occurring on a daily, weekly, monthly, or yearly basis.

Configuration

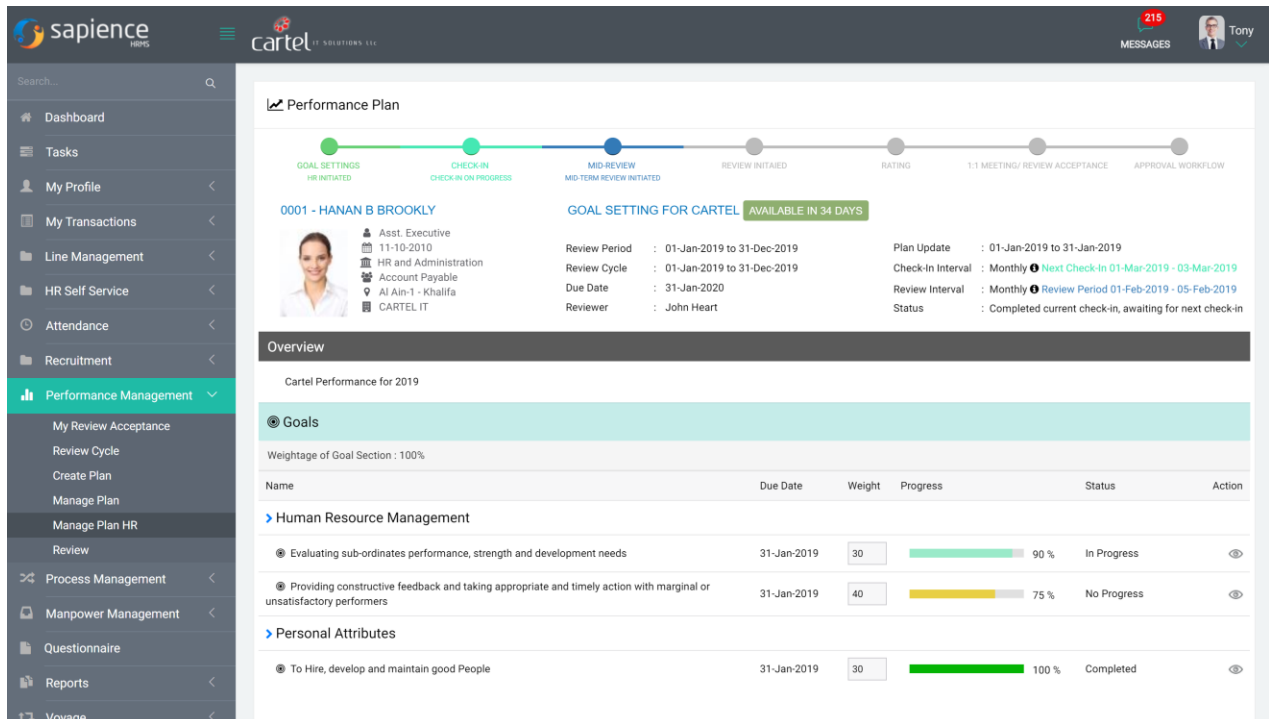
Every aspect of event alerts can be tailored to suit the HR needs. For example, an alarm can be set for birthdays to display the alert 7 days in advance, passport expiry to display 30 days in advance, and 2 days for a salary review. There are also reports about alerts available for HR review.

Performance Management

Sapience Performance Management automates the time-consuming Employee Performance evaluation process, thereby dramatically improving HR and employee Productivity resulting in saving time and money.

Configure one or a combination of Performance Measures such as Goals, Objectives, Key Performance Indicators (KPIs), Competencies, and Values.

Sapience Performance Management Module helps to create meaningful performance reviews for the employees. The entire process is completely paperless allowing for HR, Managers and Employees to track progress against goals and monitor the review cycle.














The screenshot displays the Sapience Performance Management interface. On the left is a navigation menu with options like Dashboard, Tasks, My Profile, My Transactions, Line Management, HR Self Service, Attendance, Recruitment, Performance Management (selected), My Review Acceptance, Review Cycle, Create Plan, Manage Plan, Manage Plan HR, Review, Process Management, Manpower Management, Questionnaire, Reports, and Voyage. The main content area shows a 'Performance Plan' for employee 0001 - HANAN B BROOKLY, an Asst. Executive. A progress bar at the top indicates stages: GOAL SETTINGS (HR INITIATED), CHECK-IN (CHECK-IN ON PROGRESS), MID-REVIEW (MID-TERM REVIEW INITIATED), REVIEW INITIATED, RATING, 1:1 MEETING/ REVIEW ACCEPTANCE, and APPROVAL WORKFLOW. Below the progress bar, details for the current plan are shown, including review period, cycle, due date, reviewer, and status. An 'Overview' section titled 'Cartel Performance for 2019' lists goals with their weights, due dates, progress bars, and status. The goals are categorized into Human Resource Management and Personal Attributes.

Name	Due Date	Weight	Progress	Status	Action
> Human Resource Management					
Evaluating sub-ordinates performance, strength and development needs	31-Jan-2019	30	90 %	In Progress	
Providing constructive feedback and taking appropriate and timely action with marginal or unsatisfactory performers	31-Jan-2019	40	75 %	No Progress	
> Personal Attributes					
To Hire, develop and maintain good People	31-Jan-2019	30	100 %	Completed	

Performance evaluation templates can be tailored to specific roles in the organization. Sapience HRM Software allows HR to build the online reviews replicating the existing, paper-based review.

Sapience Performance Evaluation system permits user defined evaluation parameters and automatic generation of performance evaluation forms with multiple evaluation blocks. Each evaluation block/section with associated parameters can be assigned to an employee/supervisor for assessment and recommendations through a configurable workflow engine, thus ensuring a fair appraisal system.

Key Features

-  Ability to define different evaluation types (forms) based on different goals or competencies.
-  Goal and Competency Library to select from pre-defined values.
-  Auto notification (alert) for evaluators with quick access to related online evaluation form
-  Option to allow for self-evaluation
-  Workflow-based online evaluation form
-  Schedule and track employee's next performance and/or pay review
-  User defined Performance Evaluation Parameters
-  Set reminders for upcoming reviews
-  Track employee's review history (date, rating, reviewer)
-  Competency matrix based on Job group
-  Assign evaluator(s) of each evaluation type & evaluation factor for each employee

Goal Management

Goals can be created and/or cascaded down by managers. Key result areas or contributors can be identified for each goal created or assigned. Goal progress can be tracked through regular check-ins on a predefined interval. Goals can be aligned throughout department and organization.

Give managers more control over goal execution with the ability to set key results or cascading goals and see individual, team, department or company-wide progress.

Reviews and Feedback

Performance Reviews can be created using templates/libraries and delivered. Employees performance can be compared to make promotion and compensation decisions. 360-degree feedback can be included in feedback process

Compensation

Bonus and Merit pay distribution can be managed based on customizable rules for the organization.

Succession Planning

Identify and develop top talent

Succession planning tools helps you to identify and prepare that talent for advancement or promotion into more challenging roles within the organization. Interactive succession planning charts and graphs help you develop a talent pool and build bench strength with employees who have the current skills and/or potential that can help them either move up in an organization.

Career and Development Planning

Helps managers and individuals identify career paths as well as development competencies for career paths






Training Management

Stay on top of employee development




Track employee skills and certifications with comprehensive reports that show who needs training and when. Fully integrated HR module is armed with tools to effectively manage employee learning objectives and administer company training activities define training courses, assign employees, and track completion. You can even schedule internal classes, report on employee participation and results.

Sapience Training Management incorporates learning objectives from within the employee's development plans and performance evaluations.

Key Features:

-  Definition of training courses and training location details
-  Preparation of Training budgets with the ability to receive the training budget requests from different departments/units (workflow-based)
-  Workflow-based online training request
-  Ability to register course attendance and results (attendance/assessment request)
-  Reports & statistics about employees' training profile

Key Benefits:

-  Bring required training course or certifications to employee and manager desktops
-  Automate training administration to save time and reduce costs
-  Build a training plan for all available courses and predict demand for future classes

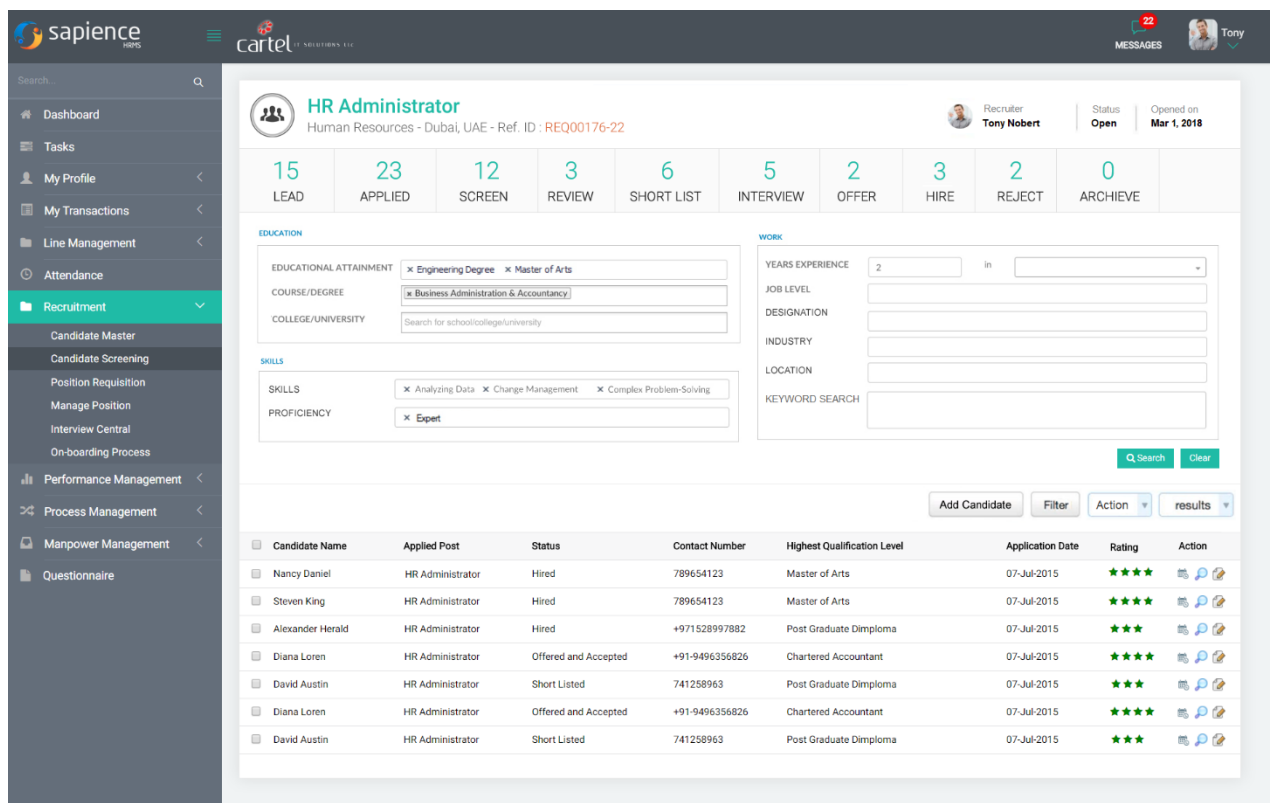
- Review a specific employee's training plan or identify who needs to attend required training
- Align employee learning plans with corporate goals and objectives
- Identify and prepare qualified employees for key positions
- Raise the skill level of workforce for a more qualified talent pool to fill future management positions






















Recruitment Management

Sapience Recruitment Management solution designed to meet the organization's staffing requirements with ease of use by systematically structuring the recruitment and hiring process. It streamlines the hiring life cycle from position requisition to onboarding process of a candidate. Sapience HRMS provide the facility to link the database with client's career portal or career page on their website to maintain a single repository of candidates. Sapience Recruitment module will help centralize all the information about the organization's recruitment effort.

Key Features:

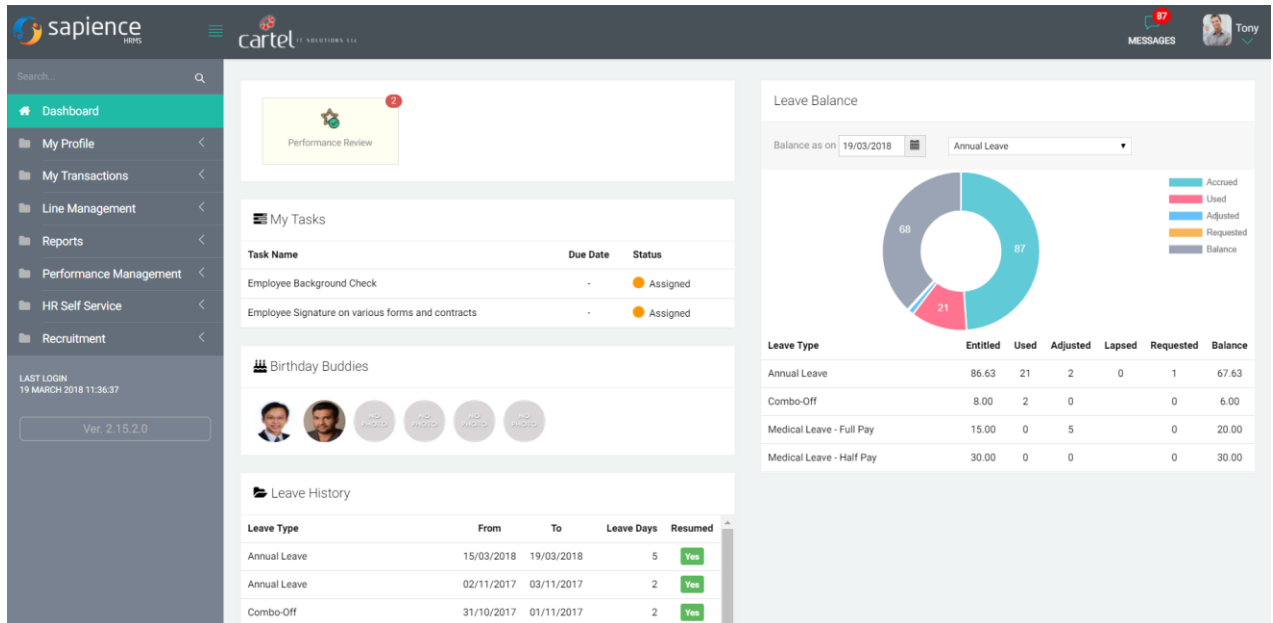
- Resume Management
- Candidate Database Search
- Position Requisition (Post Job vacancy)
- Short-listing and interview scheduling
- Addition of selected candidates to HR system
- Assign responsibility of recruitment and hiring process to the team and status tracking
- Tracking of candidates applying through Recruitment agencies
- Assign Tasks, notifications and alerts.
- Job Offer letter management, acceptance and onboarding



Candidate Name	Applied Post	Status	Contact Number	Highest Qualification Level	Application Date	Rating	Action
Nancy Daniel	HR Administrator	Hired	789654123	Master of Arts	07-Jul-2015	★★★★	  
Steven King	HR Administrator	Hired	789654123	Master of Arts	07-Jul-2015	★★★★	  
Alexander Herald	HR Administrator	Hired	+971 52899 7882	Post Graduate Diploma	07-Jul-2015	★★★★	  
Diana Loren	HR Administrator	Offered and Accepted	+91-9496356826	Chartered Accountant	07-Jul-2015	★★★★	  
David Austin	HR Administrator	Short Listed	741258963	Post Graduate Diploma	07-Jul-2015	★★★★	  
Diana Loren	HR Administrator	Offered and Accepted	+91-9496356826	Chartered Accountant	07-Jul-2015	★★★★	  
David Austin	HR Administrator	Short Listed	741258963	Post Graduate Diploma	07-Jul-2015	★★★★	  

SCREEN SHOTS OF SAPIENCE HRMS

My Dashboard

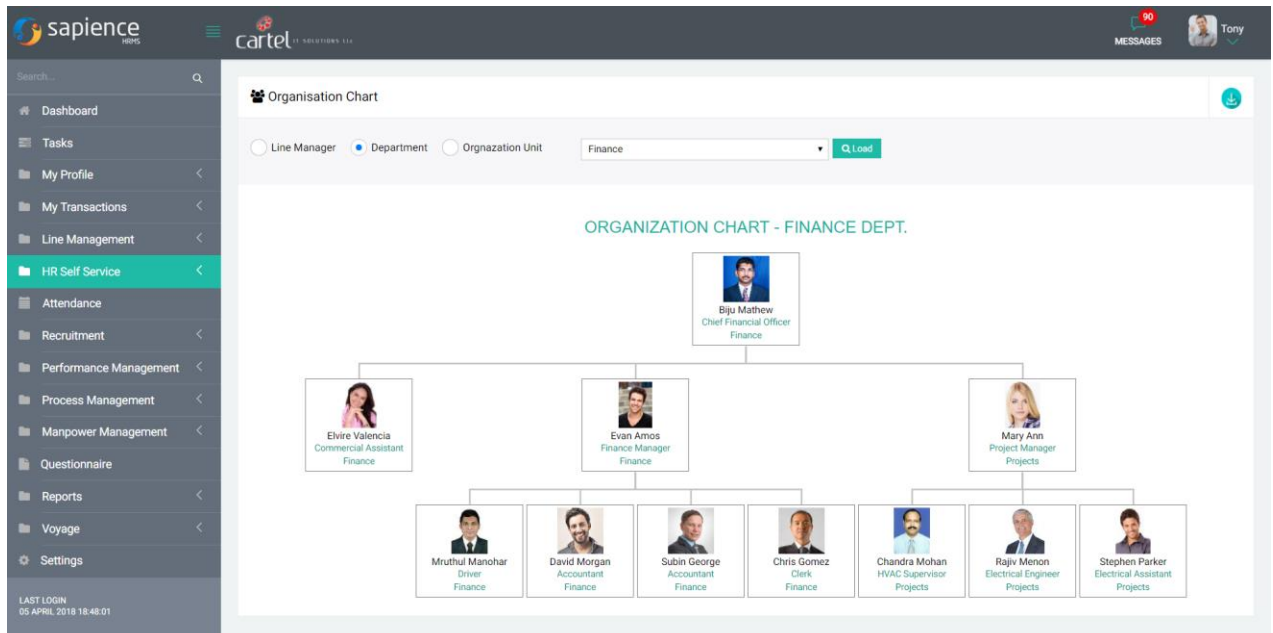


The dashboard provides a comprehensive overview of an employee's HR data. It includes a sidebar with navigation options like My Profile, My Transactions, Line Management, Reports, Performance Management, HR Self Service, and Recruitment. The main content area features several key sections:

- Performance Review:** A section for tracking performance reviews, currently showing a 'Performance Review' card with a notification badge.
- My Tasks:** A table listing tasks with columns for Task Name, Due Date, and Status. Tasks include 'Employee Background Check' and 'Employee Signature on various forms and contracts', both marked as 'Assigned'.
- Birthday Buddies:** A section for celebrating birthdays, showing a row of employee profile pictures.
- Leave History:** A table showing past leave records with columns for Leave Type, From, To, Leave Days, and Resumed status.
- Leave Balance:** A section for checking current leave balances. It includes a donut chart showing the breakdown of leave types (Accrued, Used, Adjusted, Requested, Balance) and a table below it.

Leave Type	Entitled	Used	Adjusted	Lapsed	Requested	Balance
Annual Leave	86.63	21	2	0	1	67.63
Combo-Off	8.00	2	0	0	0	6.00
Medical Leave - Full Pay	15.00	0	5	0	0	20.00
Medical Leave - Half Pay	30.00	0	0	0	0	30.00



Organization Chart



The Organization Chart displays the hierarchical structure of the Finance Department. It allows users to filter the view by Line Manager, Department (selected), or Organization Unit. The chart is titled 'ORGANIZATION CHART - FINANCE DEPT.' and shows the following structure:


- Chief Financial Officer (Finance):**
 - Commercial Assistant (Finance):**
 - Mruthul Manohar (Driver Finance)
 - Finance Manager (Finance):**
 - David Morgan (Accountant Finance)
 - Subin George (Accountant Finance)
 - Chris Gomez (Clerk Finance)
 - Project Manager (Projects):**
 - Chandra Mohan (HVAC Supervisor Projects)
 - Rajiv Menon (Electrical Engineer Projects)
 - Stephen Parker (Electrical Assistant Projects)

Candidate Master

87

MESSAGES



Tony

Search

Dashboard

Tasks

Settings

Questionnaire

Attendance

My Profile

My Transactions

Line Management

Reports

Performance Management

HR Self Service

Manpower Management

Voyage

Process Management

Recruitment

Recruitment Processing

Candidate Master

Position Requisition

Position Requisitions from All

Manage Position

Interview Central

Candidate Detail

Candidate ID

000001

First Name *

Ms. Nancy

Middle Name

Last Name *

Daniel

Gender *

☐ Male
 ☒ Female

Date Of Birth

21-May-1982

Nationality *

Indian

Contact Number *

789654123

Email *

renjini@email.com

Religion

Christian

Marital Status

Widow

Visa Status

--Select--

Visa Expiry

05-Jan-2018

Qualification *

Master of Arts

Applied Post

Accountant

Recruitment Source

Agency

Last Reviewed

13-Jan-2018

Candidate Status *

Offered and Accepted

Company *

--Select--

Address

Education

Experience

Skills

References

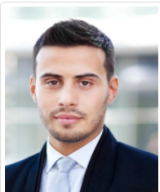
Training and Certifications

Profile Summary and Note

Activity Log

Employee Profile

Mr. Christopher Sam Peterson



Employee Details

Employee ID	A1001
Designation	Chief Financial Officer
Department	Management
Sub Department	
Position Category	Management Team
Company	Cartel IT Solutions [Demo Company]
Date of Joining	20-Mar-2018
Probation Period	90 Days
Line Manager	

Salary Information

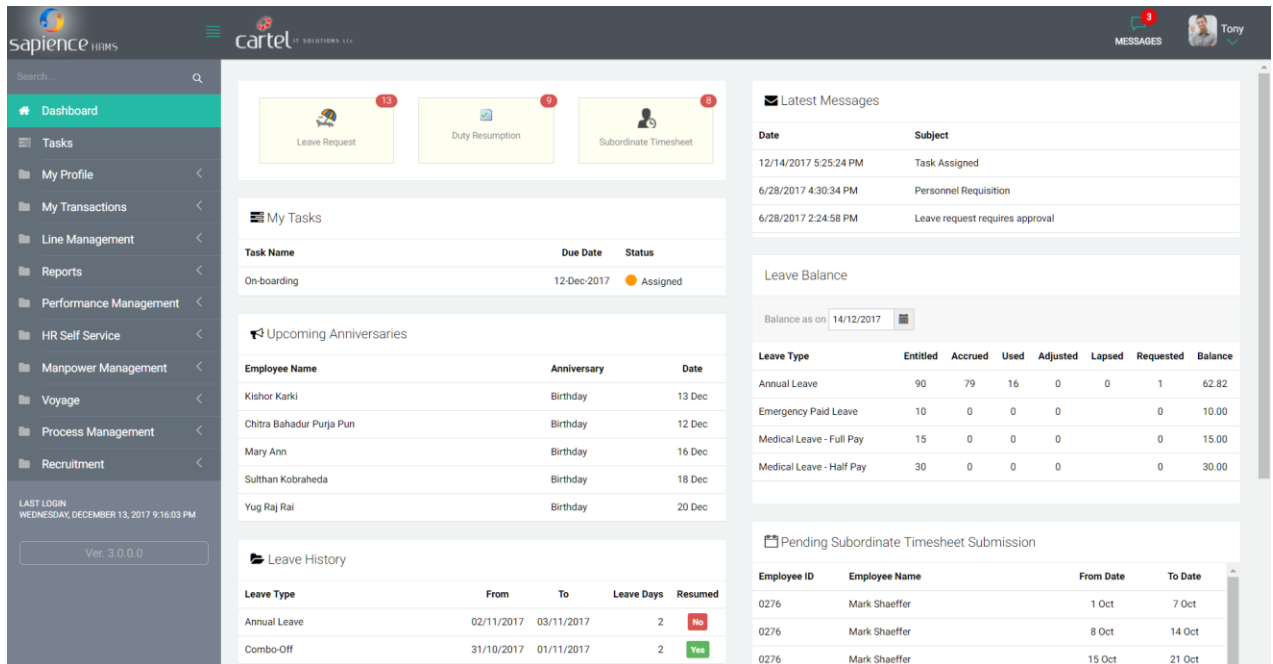
Sl. No.	Item Description	Currency	%	Amount
1	Basic Salary	AED	--	78,000.00
2	Housing Allowance	AED	--	12,000.00
3	Transport Allowance	AED	--	6,000.00
Gross Salary				96,000.00

Bank Details

Edit

Bank Name	HSBC Bank
Branch Name	Dubai
Account Number	0010165003002
IBAN Number	AE020700000010165003002
Account Name	Christopher Sam Peterson
Currency	AED

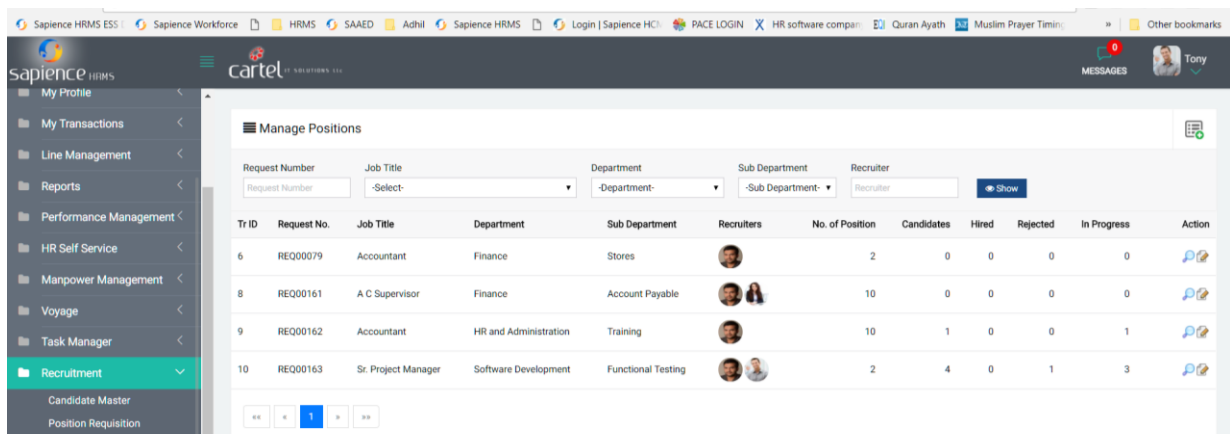
Employee Dashboard



The Employee Dashboard provides a comprehensive overview of an employee's HR-related information. It includes a sidebar with navigation options like Dashboard, Tasks, My Profile, My Transactions, Line Management, Reports, Performance Management, HR Self Service, Manpower Management, Voyage, Process Management, and Recruitment. The main content area is divided into several sections:

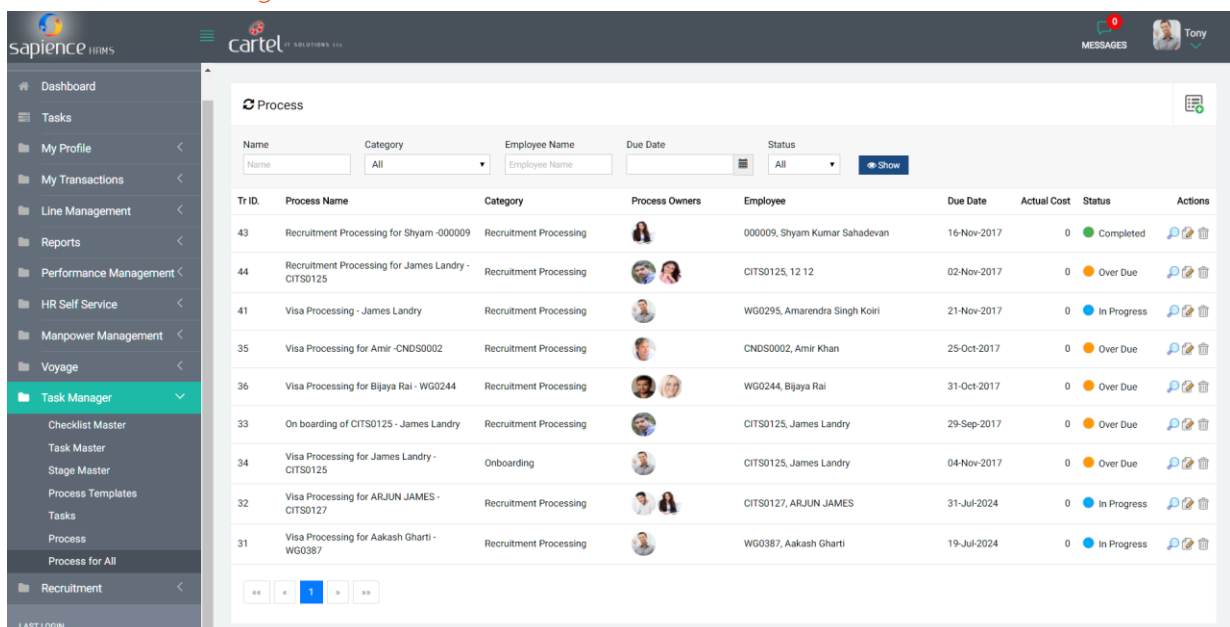
- Quick Actions:** Cards for Leave Request (10), Duty Resumption (9), and Subordinate Timesheet (8).
- My Tasks:** A table showing tasks with columns for Task Name, Due Date, and Status. Example: On-boarding (12-Dec-2017, Assigned).
- Upcoming Anniversaries:** A table listing employees and their upcoming birthdays. Example: Kishor Karki (13 Dec), Chitra Bahadur Purja Pun (12 Dec).
- Leave History:** A table showing leave records with columns for Leave Type, From, To, Leave Days, and Resumed. Example: Annual Leave (02/11/2017 to 03/11/2017, 2 days, Resumed No).
- Latest Messages:** A list of recent messages with columns for Date and Subject. Example: 12/14/2017 5:25:24 PM, Task Assigned.
- Leave Balance:** A table showing leave balances for various types. Example: Annual Leave (Entitled: 90, Accrued: 79, Used: 16, Balance: 62.82).
- Pending Subordinate Timesheet Submission:** A table showing pending submissions with columns for Employee ID, Employee Name, From Date, and To Date. Example: 0276, Mark Shaeffer, 1 Oct to 7 Oct.

Recruitment – Manage Positions



The Manage Positions section allows HR managers to view and manage job openings. It includes a sidebar with navigation options like My Profile, My Transactions, Line Management, Reports, Performance Management, HR Self Service, Manpower Management, Voyage, Task Manager, and Recruitment. The main content area features a table of open positions with columns for Request No., Job Title, Department, Sub Department, Recruiters, No. of Position, Candidates, Hired, Rejected, In Progress, and Action. Example rows include Accountant (Finance, Stores), A C Supervisor (Finance, Account Payable), and Sr. Project Manager (Software Development, Functional Testing).

Task / Process Manager




The Task / Process Manager section provides a detailed view of HR processes and tasks. It includes a sidebar with navigation options like Dashboard, Tasks, My Profile, My Transactions, Line Management, Reports, Performance Management, HR Self Service, Manpower Management, Voyage, Task Manager, and Recruitment. The main content area features a table of processes with columns for Tr ID, Process Name, Category, Process Owners, Employee, Due Date, Actual Cost, Status, and Actions. Example rows include Recruitment Processing for Shyam Kumar Sahadevan, Recruitment Processing for James Landry, and Visa Processing for James Landry.

Performance Review – Self and Manager Rating

Line Management - Subordinate Review

✓ Planning
→
✓ Update / Feedback
→
✓ HR Initiate Review
→
✓ Employee Self Review
→
✓ Manager Review
→
✓ Manager Sign
→
Employee Sign
→
Complete



90.00%
Overall Score

0
Incomplete Items

6
Out of 6 Items

Employee : CITS0102 - Mary Ann

Performance Plan for 2017

Performance Period
Review Period

01-Jan-2017 to 31-Dec-2017
31-Jan-2018 to 01-Jan-2018

GOAL
COMPETENCY

40%

Providing constructive feedback and taking appropriate and timely action with marginal or unsatisfactory performers

View Details

Completed

Manager Rating :

★★★★★ Excellent

Manager Comment

Employee Self Rating :

★★★★★ Excellent

Employee Comment

30%

Evaluating sub-ordinates performance, strength and development needs

View Details

Completed

Manager Rating :

★★★★★ Very Good

Manager Comment

Employee Self Rating :

★★★★★ Very Good

Employee Comment

Target

Actual

1,000,000

800,000

Performance Review - Summary

Performance Plan for 2017

Performance Period
Review Period

01-Jan-2017 to 31-Dec-2017
31-Jan-2018 to 01-Jan-2018

☆ Overall Performance Summary
GOAL
COMPETENCY
Recommendation

90.00%
Overall Rating

★★★★★ 4.5 Stars

	Rating	Weightage
Performance Goal	4.67 / 5	0%
Human Resource Management		
Evaluating sub-ordinates performance, strength and development needs	4.0 - Very Good	30
Providing constructive feedback and taking appropriate and timely action with marginal or unsatisfactory performers	5.0 - Excellent	40
Measure effectiveness in selecting qualified people	5.0 - Excellent	30

	Rating	Weightage	Expected Rating	Gap
Competency and Behaviour				
Core Value	4.00 / 5	0%		
Communication	4.0 - Very Good		5.00	-1.0
Innovative Thinking	5.0 - Excellent		4.00	1.0
Teamwork	3.0 - Good		4.00	-1.0

Signature

Employee signature does not imply agreement with the content of the review, rather it confirms that a performance review discussion has been conducted

Manager : Tony Robert 12-Dec-2017
Tony Robert

Employee : _____

Full and Final Settlement / Indemnity

Full and Final Settlement

Employee Details

Employee

WG0192

Mohammed Rafiq Khan

EOS Eff. Date

01-Dec-2005

DaysWorked

3980

Designation

PRO

Division

Electrical

Date of Resign

23-Oct -2016

Unpaid Days

30

Department

Projects

Report To

Last Working Day

23-Oct -2016

Days Eligible

3950

Separation Type

Termination

Reload

Gratuity

Payable Days

284.589

Payable Amt.

9824.17

Paid Days

0

Paid Amt.

0.00

Disburse Days

84.5891

Disburse Amt.

9824.17

Leave Salary

Payable Days

119.4247

Disburse Days

119.4247

Disburse Amount

4179.86

Travel Fare

No. of Tickets

0

Fare Amount

0.00

Sector

Notice Pay

Date

22-Nov-2016

Days

30

Amount

1050

OT Bank

Hrs. in OT Bank

0.00

Amount

0.00

Outstanding Loan

Loan Type	Recd. Amt	Balance Amt
Salary Advance1	0.00	1,500.00

Asset Deduction

Asset	Asset No	Return	Asset Value	Current Value
Mobile Phone	500	<input checked="" type="checkbox"/>	500.00	500.00

Pending Salary

☐ Include Pending Salary

0.00

Period	Amount	Status
--------	--------	--------

Benefit Deduction

Benefit	Paid	Eligible	Deduction
---------	------	----------	-----------

Allowances / Deductions

	Pay Element	Description	Amount
<input checked="" type="checkbox"/>	Telephone Bills (Deduction)	Excess usage of telephone	435.00
<input checked="" type="checkbox"/>	Passage Allowance (Allow...)	Return ticket payment	1200.00

Settlement Details

Pay Mode

Bank

Currency

AED

Exch. Rate

Settlement Dt.

17-Oct -2016

Check No

900012324

Net Amount

12819.03

Remarks


Calculate

Save

Settlement For

Close

Employee Job Cost Report




Project Cost Details
Employee Wise

January 2012

Project	Normal Hrs	Normal Cost	Normal OT Hrs	Nor. OT Cost	Off. OT Hrs	Off. OT Cost	Hol. OT Hrs	Hol. OT Cost	Pre. OT Hrs	Pre. OT Cost	Total Salary Cost	Gratuity	Leave Salary	Air Fare	Other Cost	Total Overhead	Total Cost
Employee : CIT5001 - Mohammed Afsal																	
Worked Days: 27											Basic Salary: 6000.00						
WG0034	4.00	157.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	157.55	5.44	11.64	5.44		22.52	180.07
WG0326	4.00	157.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	157.55	5.44	11.64	5.44		22.52	180.07
	8.00	315.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	315.10	10.88	23.28	10.87		45.03	360.13
Employee : CIT5002 - Shiji Abdulla																	
Worked Days: 27											Basic Salary: 32000.00						
WG0201	200.00	55,599.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	55,599.13	1,444.00	3,915.04	751.74		6,110.78	61,709.91
WG0326	29.50	8,200.87	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,200.87	212.99	577.47	110.88		901.34	9,102.21
	229.50	63,800.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	63,800.00	1,656.99	4,492.51	862.62		7,012.12	70,812.12
																	71,172.25

Payroll Summary Report




Monthly Salary Report
October - 2012

Contact Conditions							Paid Hours				Salary Earned											
S No.	Emp ID	Employee Name	Basic Salary	HRA	TA	Other Allow.	Gross Salary	Paid Hrs	Nor. OT	Hol. OT	Pre. OT	Basic Salary	HRA	TA	Other Allow.	Nor. OT	Hol. OT	Pre. OT	Var. Allow.	Gross Salary	Deduction	Net Salary
1	CIT50051	Fayis Ahmed	4200.00	1250		700	6150.00	248	0.00	0.00	0.00	4,200.00	1,250.00		700.00	0.00	0.00	0.00	615.00	6,765.00	0.00	6,765.00
2	CIT50054	Salim Abdul Raheem	6000.00	3000		1500	10500.00	248	0.00	0.00	0.00	800.00	580.65		550.00	0.00	0.00	0.00	185.00	2,115.65	0.00	2,115.65
3	CIT50022	Sameer Shaikh	1300.00	850			2150.00	240	0.00	0.00	0.00	1,258.06	822.58			0.00	0.00	0.00	150.00	2,230.65	0.00	2,230.65
Total No. of Employees			3	11500.00	5100	0	2200	18800		0.00	0.00	0.00	6258.06	2653.23	1250.00	0.00	0.00	0.00	950.00	11111.30	0.00	11,111.30

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Pay Slip



Payslip

December 2015

Employee Name	Elvire Valencia
Employee ID	2001
Designation	Advanced Scaffolder
Department	Information Technologies

Pay Period	Dec 01 – Dec 31, 2015
Card ID	
Date of Joining	1-Jan-14
Cost Centre	CC02

	SALARY	HRS / DAYS	PAYABLE
Basic Salary	4,438.36		4,438.36
Housing Allowance	2,958.90		2,958.90
Transport Allowance	1,479.45		1,479.45
	Gross Salary		8,876.71
Net Salary			8,876.71

ACTIVITY SUMMARY

Present	22
Off days / Holidays	9
Annual Leave	0
Sick Leave	0
Unpaid/Absent	0
Other Leave	0

Leave Accrual

Entitled	30.00
Accrued	30.00
Used	4.00
Adjusted	0.00
Lapsed	0.00
Balance	26.00

Payment **Payment Method : Bank**

Bank	Account Number	IBAN Number	Amount
HSBC Bank	1820037658302	AE003900001820037658302	8,877.00

This is a system generated payroll slip which does not require a signature or company stamp

Printed on 14/01/2016 9:26 am

There is a lot more...

CLIENTS OF SAPIENCE HRMS