

2SOFT SYSTEMS

Complete Turnkey Solutions & Software Customizations

Personnel System

For effectively managing your employee information

2 Soft Systems Personnel System is a full featured software system designed to help companies in any industry, or any size, bring the difficult and often cumbersome task of HR record keeping and government reporting under complete control. Extensive employee information is available at your fingertips which aids in protecting your company's most valuable asset "your people".

A single key stroke from the "employee data entry" screen allows you to immediately access key employee information such as salary history, vacation history. Etc.

Extensive levels of security can be implemented at the menu, program, company and/or division/department levels. You can even secure the employee pay fields to not appear for certain Personnel System users.

The program is based on advanced relational data base technology (Sybase Adaptive Server Enterprise SQL) and provides maximum flexibility, ease of use and performance. Personnel System may be used stand alone or integrated with the Payroll System "The integration provides real-time updating of data between Personnel System and Payroll to ensure that your Personnel System and Payroll departments, as well as supervisors, are working with the most up-to-date employee data.". The Personnel System include recovery program (Target Locking System) for data integrity. Customers may order the Arabic or English version. Either option may be ordered in Single/Multi users, and runs on Windows 98, 2000, XP, 2000/2003 servers (NT Technology), using Sybase & PowerBuilder.

SYSTEM FUNCTIONS

The data entry procedures are in modular form, classified according to a group of related information to facilitate the data entry operation. It also keeps financial information on leave, end of service indemnity and administrative details.

The ministry of social affairs WORK PERMITS information is recorded and printed in Arabic.

The vacation system keeps details of the:

- Current year leave details
- Consolidated information on previous year balance of days available for leave
- Type of vacations (yearly, sick leave, maternity, Hajj, etc)

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Personnel System Reports

All information can be retrieved by:

- Employee number
- Employee name
- Department
- Division
- Residence expiry date
- Passport expiry date
- Up-to-date employee leave report (by type)
- Up-to-date report showing employee leave balance and payment due
- End of service indemnity with up to date information

Forms

- Prints Sho'oun work permits form
- Prints Sho'oun employee contract form
- Prints Ministry of Interior Residency form
- Other customizable forms