HR SOFTWARE

PAYROLL OUTSOURCING

CONSULTANCY SERVICES

DLI-IT GROUP

Solutions and Beyond®

20+ Years Service Expertise

2500+ Clients

across 35+ Countries

HR WORKS

- Payroll & Personnel
- Employee Self Service
- Time & Attendance
- Recruitment Management System
- Learning & Development
- Performance Management

HCM User Experience for the New Era

DIGITIZING Employee Information

Integrated with **Leading ERP's** Microsoft SAP ORACLE Sage

Recruitment to **Exit Interview**

Specialized in **Employee** attendance **HR DOMAIN**

PAYROLL

Cloud

On-Premise

android iOS

PERSONNEL MODULE EMPLOYEE PROFILE

The all new powerful U2 provides for Unlimited User-defined fields, thereby allowing to create unlimited Employee Profile in HR WORKS without any limits, and achieve the near-impossible target of 'digitizing employee information – 100%'. The Dynamic Reporting allows report to be immediately available in the system for any information maintained for the employee. HR WORKS allows configuring Email Alerts/ Notification on document expiry and any other date field in the system. The field-wise access rights in Employee Profile provides for giving different view/ access for different level of users in the organization, from employee to payroll user to super admin. The Self-Service portal allows employee requests for updating or adding any of their information into Employee Profile
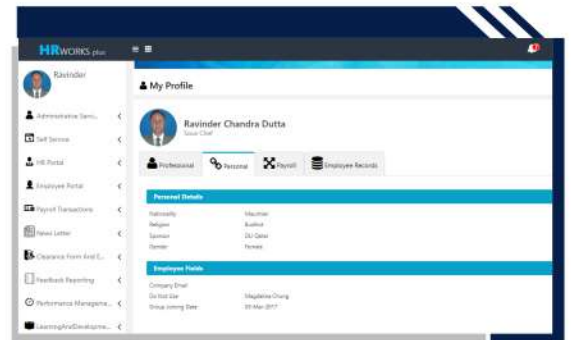

RECRUITMENT MANAGEMENT

Recruitment Management System by DLI, is a packaged web application module which automate the process of recruitment process in an organization. It provides extensive coverage of functionality through Manpower Requisition to Final Shortlisting of a candidate and converting them into Employees finally.

- Manpower Requisition
- Candidate Application
- Sampling/Shortlisting
- Interview Scheduling & Assessment
- Offer Letter / Candidate Communications
- Employee Enrolment
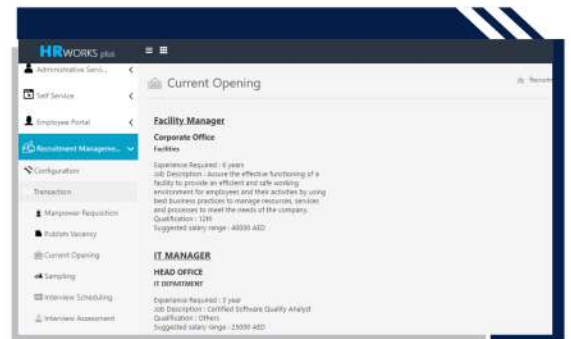
PAYROLL

The Payroll Module in HR WORKS handles most of the complicated scenarios very effectively, pertaining to backdated leave adjustments and salary revisions, post payroll employee joins and final settlement, salary hold and release, etc., thereby eliminating any MS Excel assistance for Payroll processing. It is seamlessly linked and integrated with leave records, time attendance and time sheet. The payroll outputs include Pay Register, Salary Register, Payslips, Payroll Reconciliation, Salary Audit Report and Bank Transfer File/ Letter. Statutory requirements and legal compliance of various countries handled in the system includes Gratuity, Annual Leave, Sick Leave, Maternity Leave, PAYE Tax, GOSI, Provident/ Pension Fund, NHIF, NSSF, WPS, etc., in terms of employer provisions/contributions, employee deductions and availments. In addition to monthly payroll processing, the module also covers for Leave Settlement, Final Settlement and Off Cycle payrolls.
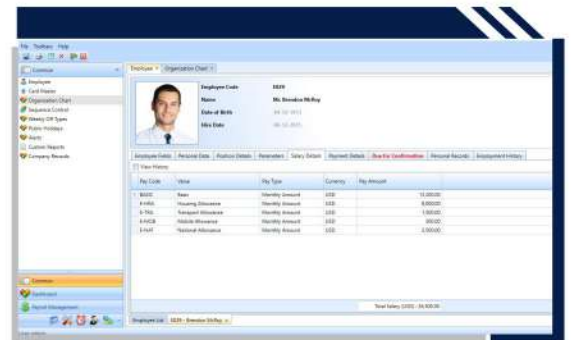
EMPLOYEE SELF SERVICE

A sophisticated, yet flexible add-on web application to HR WORKS with a mobile platform. HR WORKS PLUS as an ESS (Employee Self Service) and MSS (Manager Self Service), is a combination of technology and system process that enables users to interact directly with their human resource data to inquire, review and carry out HR related transactions in the system. It allows users to carry out a plethora of activities involved in Employee Self Service & Manager Self Service. Distinct features of this module includes Proxy Transactions, Role Delegations, Alerts & To Do List and Bulk Approvals.

Guaranteed compliance with Labour laws and Tax regulations | Designed for multi-lingual inputs | Generic and customizable Reports and Dashboards | Maker Checker Authorization and Approval Workflows | Fool Proof Audit Trail – tracking from beginning to end | Export option for reports to be converted to various formats | Unparalleled UI facilitating an 'Organizational Social Platform' | Available on-premise or on cloud | ESS with web and mobile platform support | Highly customizable and scalable modules and features | Integrates with biometric devices and third-party software | Easy to use with simple navigation

PERFORMANCE MANAGEMENT EMPLOYEE APPRAISAL

A comprehensive web application add-on to HR Works which serves to automates the process of employee performance evaluation in an organization where Assesser and Assessee both can participate during appraisal process. PMM is a software application that assist the Line Manager in assessing and recording the performance aspect of their subordinate. In addition to Annual Appraisal Cycle, system is capable of multiple open Appraisal Cycles for an employee to evaluate their sales output, project implementation progress, etc. with a separate set of Objectives and Competencies. The Interim Review feature allows to record comments on employee performance and achievements during the Appraisal Period, thereby achieving a complete insight to Employee's performance through out the year. This arrangement would empower Management to review the performance of Employee and this would in turn indicate the direction of growth of the organization.
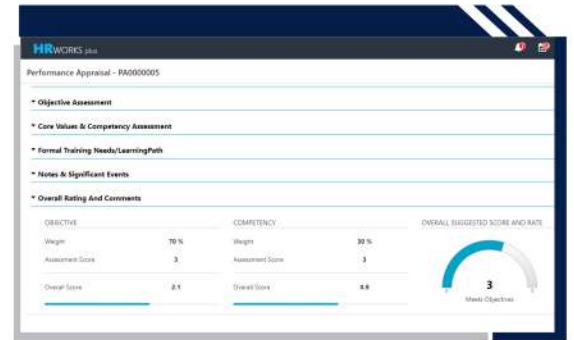
Appraisal Plan | Mid Year & Yearly Performance Appraisal | Normalization through "Final Rating" | Competency Based Appraisal | Objective/KPI Based Appraisal

LEARNING & DEVELOPMENT

A user friendly and Interactive packaged web application built for handling employee's training related needs. Training requests can be placed online either through manager or employee for self. Planning and Scheduling can be done to manage Training Schedule.

Training Budget | Training Schedule & Registration | On the Job / Off the Job Training
Training Calendar | Training Attendance | Training Feedback & Assessment
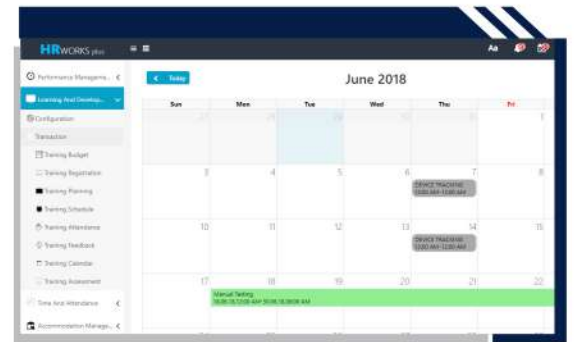
TIME & ATTENDANCE

The T&A Module is by far the #1 in Enterprise T&A, catering to multiple organizations with 50000+ employees. The Shift configuration allows for creating fixed time shift, open shifts, split shifts, and also for flexible timings with highly configurable parameters for Tolerances, OT Calculations, Seasonal Timings, etc. HR WORKS T&A supports configuring weekly work schedule as well as daily roster depending on organizational needs across different entities and employees. User configurable alerts / reports for attendance reports and exceptions, like overtime, late arrival, early departure, missing swipes, absent, etc. can be emailed to HR / Department Head / Line Manager / Employee or to any individual / authority in the organization. Mobile Apps for Attendance Marking allows an employee to mark Clock In / Clock Out from the smart phone anywhere in the world, and the same shall be recorded with Geo Location into the system.
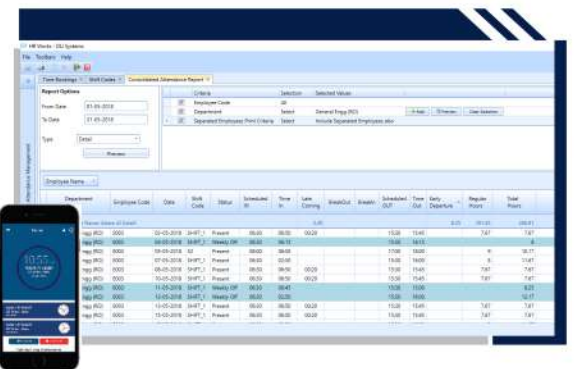
Allows seamless integration and customization with any Time Attendance System.

ACCOMMODATION MANAGEMENT

AMM is an integrated packaged solution that combines the power of assigning an employee to an accommodation and tracking the inventories consumed. It also allows to track the occupied / unoccupied bed space available based on various entities like Grade, etc...

TOKEN AUTOMATION FOR STAFF CANTEEN

The well tried and tested comprehensive solution by DLI for monitoring, controlling and managing meal pass, is poised to meet the requirement of organization which deals heavily in canteen facility.

PROJECT TIME SHEET SYSTEM

The DLI's Project Time Sheet System through TERMOD allows the employees to organize themselves against various projects and their sub activities and by marking the hours spent on it. This will allow the organization to monitor how much time they have worked on each project.

WHAT WE PLAN

"To empower business community through technology enablement and knowledge consulting, thereby creating an environment for sustainable future growth for the industry and society as a whole"

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P.O Box 36489 Jeddah 21419, Al Usman Commercial Center
King Fahad Street, Jeddah, Saudi Arabia

Tel: +966 12 6577230
Fax: +966 12 633 1619

Email: info@technoline-sa.com
Mob: +966 537400329
+966 56 0680120

🌐 technoline-sa.com
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