HR WORKS is an affordable and feature-rich Human Resource Management Solution designed to meet the needs of any kind of Organizations - SMEs as well as Corporates. HR WORKS provides an easy to use intuitive interface for HR Departments, Administrators, and Employees.

**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 DLL, 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.

**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, GOISI, Provident/ Pension Fund, NHIF, NSSF, WPS, etc., in terms of employer provisions/contributions, employee deductions and ailments. 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.
PERFORMANCE MANAGEMENT EMPLOYEE APPRAISAL

A comprehensive web application add-on to HR Works which serves to automate the process of employee performance evaluation in an organization where Assessor and Assee 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.

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.

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.

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”

FLAGSHIP CLIENTS

[Logos of various companies]

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