



**NSD ERP® SYSTEM**

**BCS V5.01**



## Contents

- Introduction .....5
- NSD Company.....7
  - NSD is editor of Integrated Solutions and Services Provider .....7
  - NSD and its clients are business partners .....8
  - Profile of our People .....8
  - Our Services..... 11
  - Our Activity Sectors..... 11
  - Our Partnering Approach ..... 12
- NSD ERP System – Integrated Solution ..... 13
- Systems’ Introduction ..... 14
- NSD SYSTEM - Integration Model & Security Levels ..... 17
- NSD ERP System – Included (Standard) Applications..... 18
- Introduction ..... 20
- NSD ERP SYSTEM – Human Resources Module..... 21
  - Display Personal Data..... 24
  - HR - PA (Personal Administration) ..... 24
    - Personal Actions..... 24
    - Maintain Personal Data..... 24
    - Scanning Employees’ Documents ..... 24
  - HR - OM (Organization Management) ..... 25
    - OM includes ..... 25
    - OM Structure..... 26



- Define Business Unite..... 26
- Define Work Centers ..... 26
- Define Jobs ..... 26
- Define Positions..... 26
- Position Details..... 26
- HR - Time Management (TM)..... 27
  - Employee Time Rule ..... 28
  - Employee Quota ..... 28
  - Time Sheet..... 28
  - Leave Request ..... 28
  - Leave Approve..... 28
  - Absence ..... 28
  - Over Time Request ..... 28
  - Over Time Approval..... 28
  - Over Time ..... 28
- HR - Payroll (PY):..... 29
  - Payroll Calculation ..... 31
  - Payroll History ..... 31
  - NSD Payroll is a National and International Payroll ..... 31
  - Payroll Cycle ..... 31
- HR - Recruitments ..... 33
  - NSD System – Web recruitment interface (system): ..... 33
  - Screens (steps) of NSD Recruitment system – Web process ..... 35



- HR – Training Management ..... 36
  - Internal and External Secessions..... 37
  - Internal Training:..... 37
  - External Training: ..... 38
- HR – Personnel Development ..... 39
  - Employee self-evaluation ..... 39
  - Management Evaluation ..... 39
- HR - Reports ..... 40
  - NSD ERP System – Human Resources Application (System) – Screens..... 41
  - System Navigation – Screens and Icons ..... 45
- NSD ERP - Human Resources System – Functionalities List ..... 48
  - Recruitment..... 48
  - Benefits ..... 50
  - Payroll..... 51
  - Personnel Administration..... 53
  - Time Management ..... 55
  - Organization Management ..... 55
  - Training Management ..... 57
  - Personnel Development..... 58



## Introduction

The aim of this document is to put at the hands of enterprise or government decision makers a clear, as possible, an overview about NSD ERP system which is an integrated solution allowing them to be at the peak of the latest technology concerning the Business Process Management.

The policies and procedures in the private sector may not be the same as in the public sector, managing the different aspects in both sectors becomes quite possible and easy because of the customization tools of NSD ERP System.

Customizing means that, whatever your policies and procedures, NSD ERP (GRP) System will be adapted and configured based on your specific management rules.

In order to avoid to be long, we include in this document 4 sections only

- I. [Company resume](#)
- II. [NSD ERP Overview](#)
- III. [NSD ERP - Human Resources Application](#)

In order to give you a clear idea about the layout (design) of the applications, in the sections II, III and IV, we develop the mentioned applications and we bring along the corresponding screen copies of the system, then, as all other applications of NSD ERP System, are similar in terms of user interface and flexibility, we will mention, only, a detailed list of functionalities of each application.

We draw your attention that, documenting an application as well as its functionalities list will not, ever, replace a live presentation of NSD ERP System, thus, NSD teams are at the disposal of our clients in order to present the System and show all of its capabilities and functionalities.

**Section I**  
**NSD Company**



## NSD Company

**NSD is a software engineering company**, it's editor of a wide range of software from a simple system, such as retails (POS) management , to a huge system for huge business in both sectors, public and private.

In order to allow its clients to control and optimize their business process by taking advantage of latest business practice rules included on NSD Systems, NSD offers to its client excellent products and all related services (design, development, implementation and maintenance.... etc.).

Thus, through its major and complementary activities, Business Consulting and Software Edition and its strong background as well as high qualified people, NSD serves and provides to its clients, best services and best systems.

### **NSD full cycle of service includes:**

**Software delivery and customization** of client's specific business rules, this development is totally based on clients 'requirements)

**System Implementation** where NSD implements its software which allows NSD clients excessive time and cost wasting.

**NSD Training** accompanies NSD System users (Power and End Users) during the full cycle of NSD system implementation and beyond.

**Support and system optimization** including business rules enhancement.

The name of NSD becomes, today, the same as for Excellence and high quality in every project we do, or any product we create or we improve.

## **NSD is editor of Integrated Solutions and Services Provider**

In order to be active and be involved in the increased efforts to economic growth, companies focus on the latest technology and the latest management rules allowing them to perform and optimizer their business processes in order to compete and



grow in a dynamic economy where the computing tools and especially a preferment software like NSD Enterprise Resources Planning (NSD ERP system) becomes the key factor of success.

NSD offers to its clients, an excellent ERP system (NSD ERP) and puts at their disposal a dedicated high qualified team, Developers, consultants and experts in business practice as well as latest business rules and information technology.

### **NSD and its clients are business partners**

We offer to our client a specific development based on their business requirements and Continuous improvement of our best practices solutions.

Our new concept to our clients is “The best solution that can help you to create maximum value for your company may not be exactly the same solution that works for another company. We want to help you to optimize your business process and maximize the value returned by your NSD ERP solution”;

Thus, deeply concerned by the total success to the implementation of its products, long time ago, NSD took a strategic decision which is, implementing its ERP System (NSD ERP) - Do not accord the implementation of NSD ERP to third part, whoever it is - then accompany and become business partner with its clients, consequently, our work is not limited to deliver our NSD System – License use to our client;

- **Our role is not limited to the sales of our products or services.**
- **Our culture and our professional ethic mean that, we respect our clients’ specificity, and confidentiality, we have to be close to our customers, wherever they are.**
- **Our technical support starts from the moment where our collaboration starts.**
- **Our mutual success is based on a close collaboration with client project’s team.**

### **Profile of our People**

The members of our teams are all professionals experienced in organizational infrastructure development and management control procedures.





**Team Members are locally based with extensive local and regional work experience.** We are therefore uniquely positioned to look at fundamental business issues and clearly understand your requirements.

Members of our team also have extensive business and information technology expertise and hence can understand the commercial issues that are important to you.

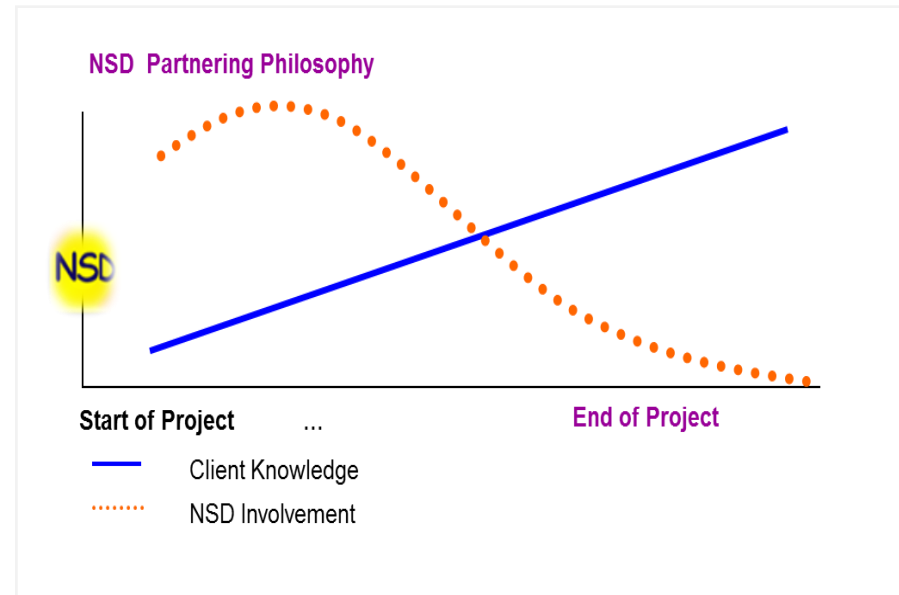
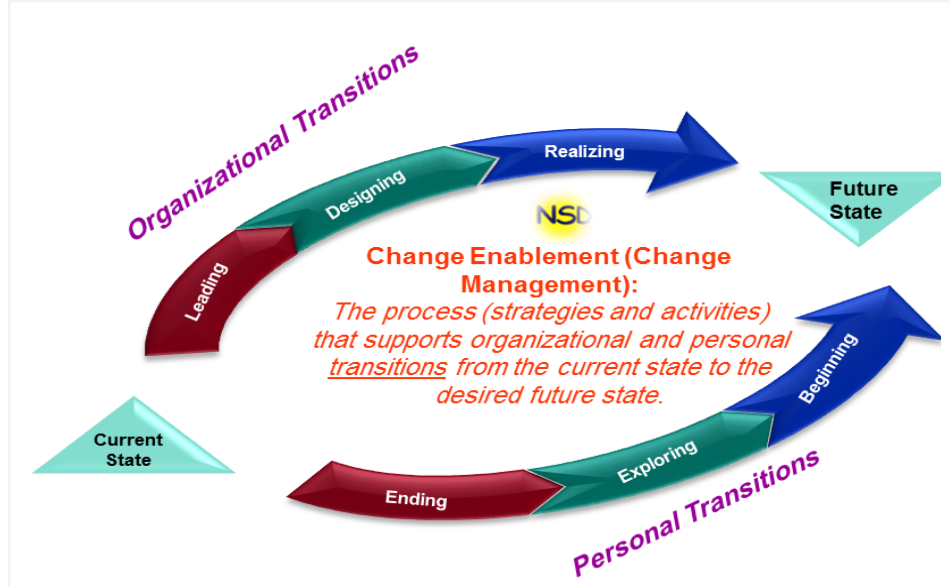
We leverage our relationship network especially in the Business and Information Technology Communities, in Middle East, Africa and beyond.

We have highly skilled consulting resources to support all significant NSD product areas, including:

- **Financials (Accounting)**
- **Procurement**
- **Project Management**
- **Human Resources Management and Payroll**
- **Intranet / Exchange**
- **Material Management**
- **Workflow**
- **Manufacturing/Distribution**
- **Supply Chain Management**
- **Development Tools**
- **Data-warehousing**
- **Database Technology**
- **Data Migration**
- **Industrial Software Engineering**
- **Application Server.....**

We believe that Change Enablement is a critical success factor of any large project. As our framework below depicts, we believe any change initiative involves a transition at both the organization-wide and individual ( i.e., Employees ) levels. To make the transitions as smooth and lasting as possible, we will incorporate the following Best Practices into our project approach.

**NSD Understands the Change Process and transfer knowledge**



Our main performed tasks to ensure the close collaboration and knowledge transfer:

- Balanced transfer of technology, process, and change enablement knowledge.
- Process and system training.
- Shared ownership of all project tasks and deliverables.



### Our Services

Conscious of the increased drive towards economic growth and development within the Middle East and the increasing focus by companies within the region on efficient, timely and performance focused business organization structures, a dedicated team of IT, technology application, ERP and NSD specialists have been assembled to provide seamless technology solutions to our clients across the region. Our NSD services draw on international best practices and our experiences; services also significantly involve full training and implementation support in addition to process, systems and operations expertise.

- Software development
- Business Consulting (PM audit)
- Maintenance and Support
- Training Services / Power & End Users
- Development and System Integration
- Implementation Services
- Human Capital Consulting

- Hardware components
- Time attendance (Software and hardware)
- Interfaces services
- Networks - Installation and Maintenance
- Installation audit (Network and all IT infrastructure)
- Enterprise Structuring and Audit

### Our Activity Sectors

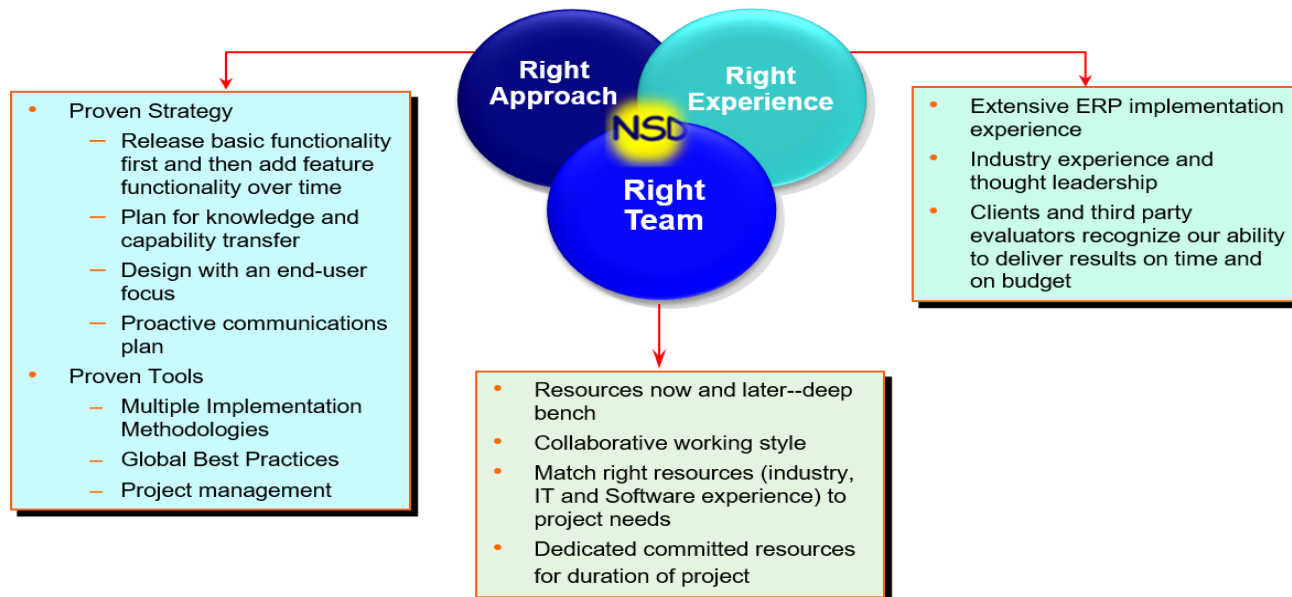
NSD's services are not limited to one sector, they cover a multiples economical (Private and Public) sectors. Our sphere of activities is not limited to one country, as we had performed several engagements for multinational clients operating in the European Union and Middle East. During the last fifteen years, NSD's projects and experiences have covered a wide range of industries including:

- Electric and Water Utilities
- Banking and financial services
- Wholesale distribution
- Trading
- Transportation
- Education
- Government.....

- Contracting
- Oil and Gas
- Manufacturing
- Army
- Real estate
- Services.....



## Our Partnering Approach



# Section II

## NSD ERP System



- The NSD System includes reporting tools for either main reports or for powerful query reports.
- NSD ERP system, fundamentally, integrates the different processes necessary for businesses into a centralized pool that facilitates data sharing and eliminates redundancy.
- The NSD ERP System is built and developed based on the best worldwide best business practices. It includes the necessary applications for the best enterprise management.
- The flexibility of the NSD ERP System allows you to add more functionalities and related reports.....Etc.
- NSD ERP System is fully integrated with NSD Synchronization engine allowing NSD's client to manage their branches' data based on BCS backend.

## Systems' Introduction

NSD presents to its clients two integrated solutions:

- **NSD ERP Systems (Enterprise Resources Planning), also called Integrated Management Software (ERP) or Government Resources Planning, it is built on Oracle's platform and using Oracle as Data Base.**
- **NSD System which is an applications system (ERP), it is built on Microsoft's platform (.net) and using MS MSSQLSERVER as Data Base.**

In addition to its systems, NSD provides to its clients a full cycle of services which include:

- **Infrastructure (Networks and Hardware) audit and realization**
- **System delivery**
- **System Implementation**
- **Training**
- **Support**
- **Data Migration**
- **Business Process Management, Enhancement and Audit**



- Policies and Procedures
- Organizational Structuring / Restructuring

In addition to the above NSD ERP systems, NSD offers to its clients more software, the below software are excellent products developed and designed for best use and management of your business process.

<b>NSD POS</b>	<b>Point of Sale System</b>
<b>NSD RMS</b>	<b>Restaurant Management System</b>
<b>NSD CMS</b>	<b>Clinic Management System</b>
<b>NSD BBS</b>	<b>Beauty Business System</b>
<b>NSD CMS</b>	<b>Car Management System</b>
<b>NSD VDS</b>	<b>Vehicle Management System (Sales &amp; Distribution)</b>

Each Application of NSD ERP system can be a standalone application, which means that, NSD offers to its clients' different systems:

- Human Resources Management System
- Accounting and Financial System
- Warehousing Management system
- Inventory Management System
- Project Management System
- Production Management System
- Logistics – Materials Management System





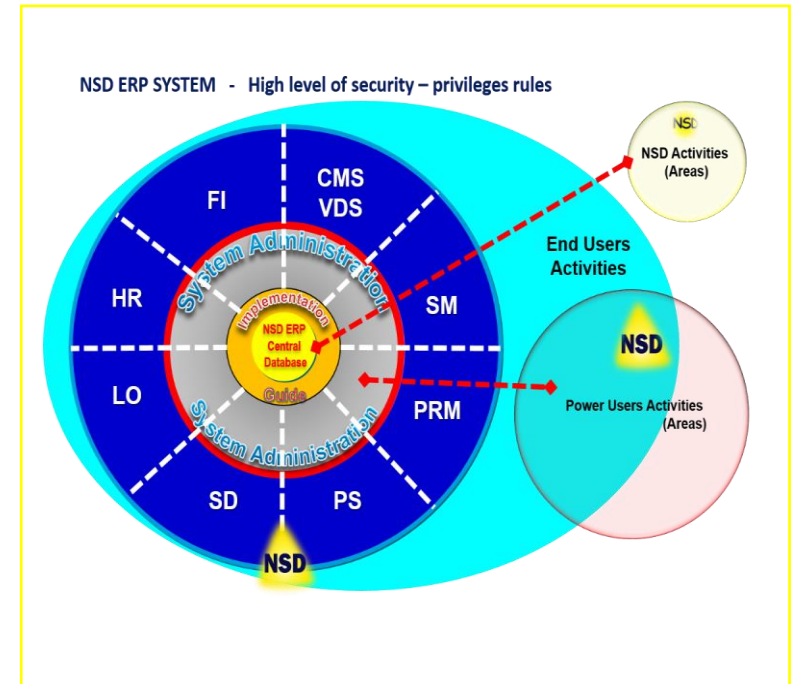


### NSD SYSTEM - Integration Model & Security Levels

**NSD ERP SYSTEM – Modules and Sub applications (Overview)**

NSD ERP SYSTEM						
Human Ressources (HR)	Financial (Accounting) (FI)	Sales and Distribution (SD)	Logistics (LO)	Vehicles Management (VMS)	Projects Management (PS)	Production Management (PM)
1- Personnel Administration	1- General Ledger Accounting	1- Customers Management	1- Vendors Management	1- Vehicle Management	1- P. Master Data	1- Prod. Orders
2- Organization Management	2- Receivable Accounts	2- Pricing Management	2- Material Management	2- Pricing	2- P. Estimation	2- Production orders closing
3- Time Management	3- Payable Accounts	3- Sales Document Management	3- Procurement (Purchasing)	3- Maintenance	3- Planning	3- Work Centers Management
4- Payroll	4- Asset Management	4- Delivery and Transportation Management	4- Inventory Management	4- Replacement	4- Budget	4- Production resource tools
5- Recruitment	5- Banks Management	5- Billing Management	5- Warehouse Management	5- Transfer between branch	5- Project Execution	5- Production Equipments
6- Training	6- Cost Centers Management	6- Customers Relationship Management	...Etc	6- Rent Process	6- Project Closing	6- Production routing
7- Benefits	7- Profit Center Management	...Etc		7- House keeping	...Etc	7- Production raw materials and Final products
8- Housing	8- Cash Management			8- Drivers Management		8- Bill of Material...Etc
9- Employees Vehicls management	...Etc			...Etc		

**NSD ALERTS MANAGEMENT SYSTEM (AMS)**



All applications (Modules) of NSD ERP System are fully integrated between them and several layers of security are built in order to allow end users and power users to manage, each part, what he has to do based on their defined roles and privileges.

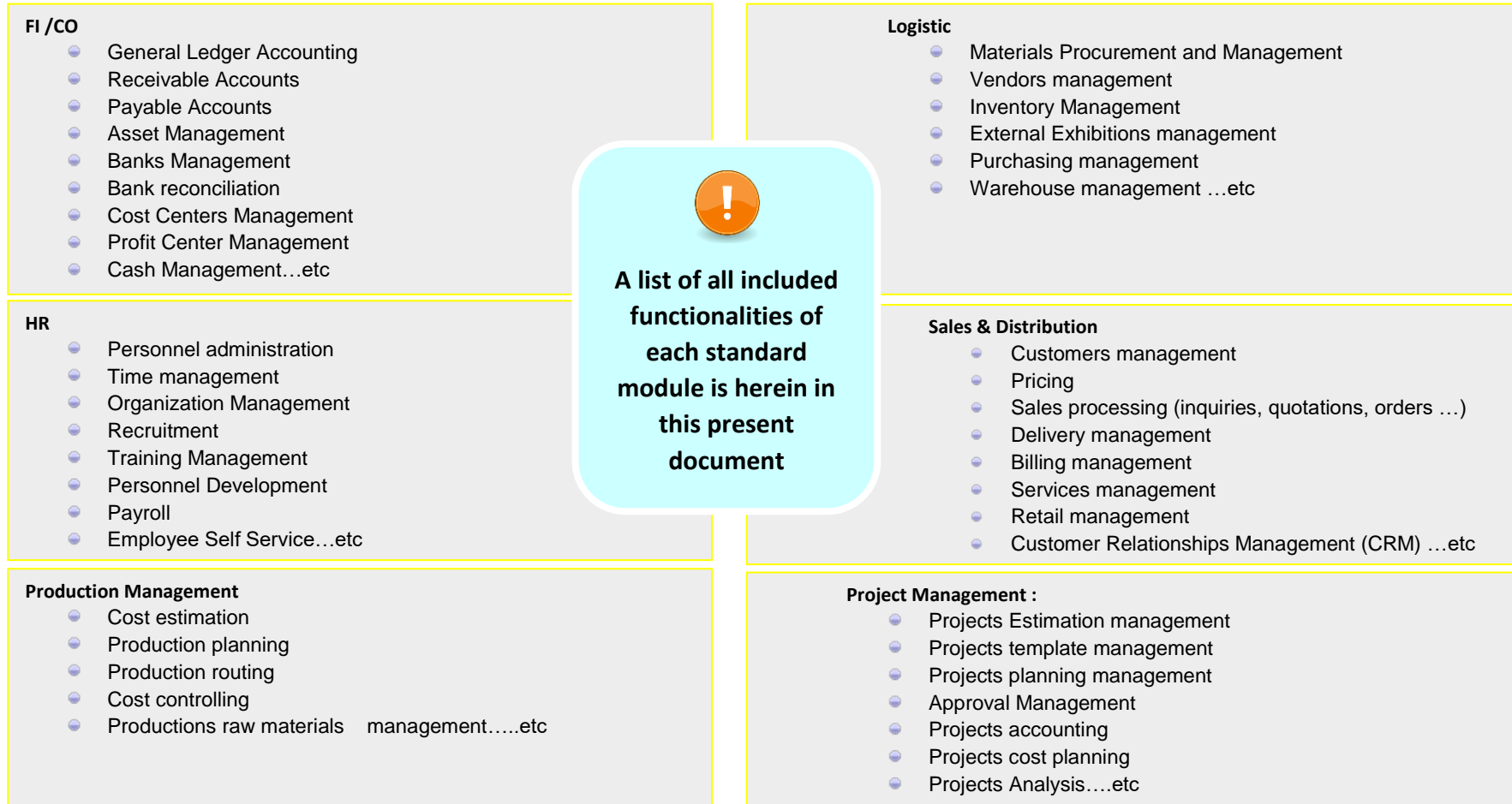
Power users may enhance the configuration of your System in order to accompany the change of your business rules as well as any change of your organization structure.



Each application of NSD ERP System is a standalone system and may be delivered separately

### NSD ERP System – Included (Standard) Applications

NSD ERP SYSTEM is an information System; hereunder we mention only the standard and main modules.



## **Section III**

# **NSD ERP – Human Resources Application**



## Introduction

The aim of this section is to put at the hands of enterprise or government decision makers a clear, as possible, an overview about NSD ERP system which an integrated solution allowing them to be at the peak of the latest technology concerning the Business Process Management.

NSD HR system is developed based on a best worldwide business practice rules, however, in case where NSD Client has specific rules which may not be managed by NSD business practice rules (Standard System), NSD commits to its client to customize such business rules and integrate them with its whole BCS package.

**One of the main NSD applications is Human Resources Module (standalone HR system, or a module fully integrated with other NSD modules).**



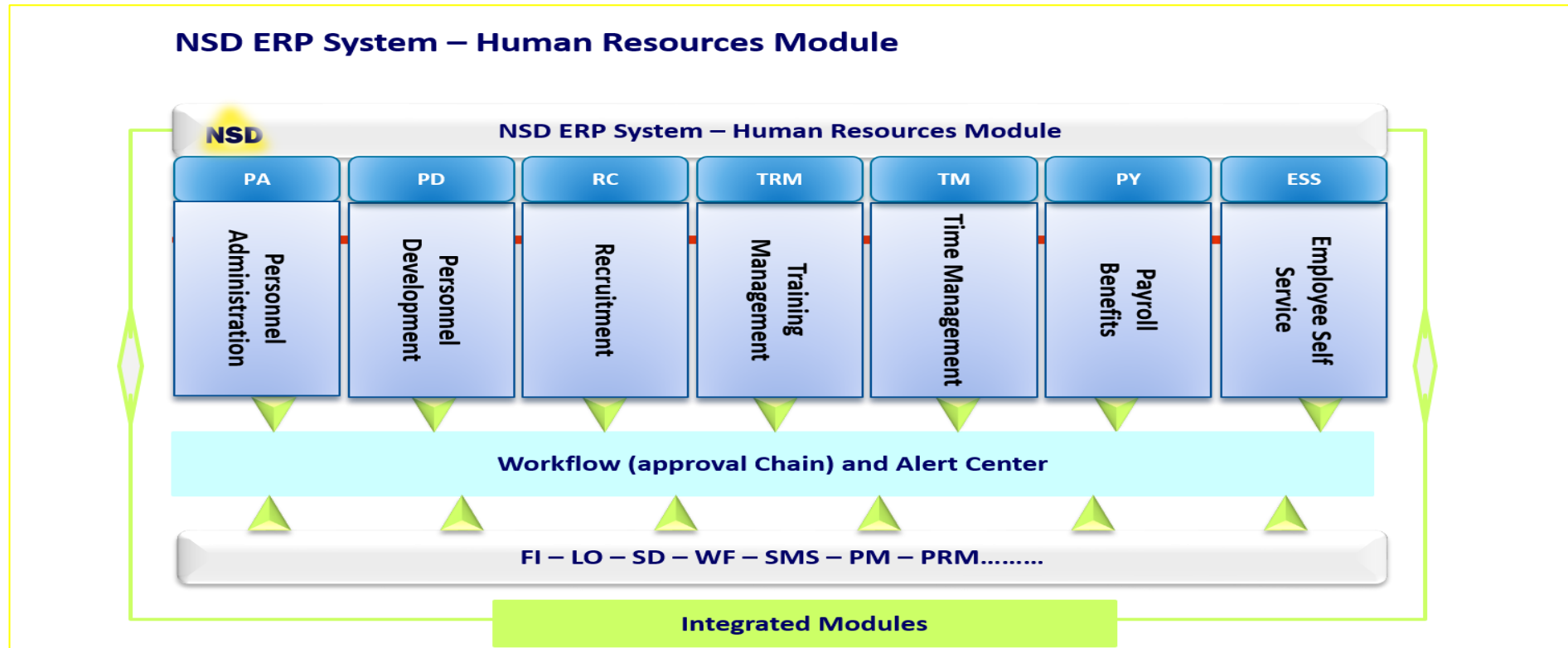
**In order to not be long, we expose hereunder, the Human Resources Module only, knowing that, NSD teams stay at your disposal to send you and / or present you all information about its other modules.**



**NSD human Resources system is a web enable system and includes a web dashboard. web employee self-service (ESS) as well as mobile applications allowing managers to have an online access to their employees' data.**

**NSD HR system is developed based on a best worldwide business practice rules, however, in case where NSD Client has specific rules which may not be managed by NSD business practice rules (Standard System), NSD commits to its client to customize such business rules and integrate them with its whole HR package.**

## NSD ERP SYSTEM – Human Resources Module



The Human Resources management system consists of many components, which are capable of working together. Hereunder, we will mention some of these functionalities knowing that we stay at your entire disposal in order to explain and demonstrate the whole human resources sub modules and functionalities of this application.



**in order to avoid to be long, hereunder we mention, only, the main sub applications of HR System, for further information, please contact NSD or refer to the functionalities list mentioned in this document.**



**Personnel Administration:** allows you to assign employees to the company's organizational units and structures during the hiring process, as well as maintaining employee personal data, such as, salary, address, personnel information, education, etc....throughout the employee's life cycle at the company.

The personnel Administration Component includes, among other, the employee benefit which is an essential element of competitive employment market, employees' benefits play a significant role in total compensation offers designed to attract and keep the best possible employees. The NSD Benefits component offers you powerful and comprehensive tools for creating and managing tailor-made benefits packages for your employees.

**Organizational Management:** allows you to depict your organizational and reporting structures clearly by presenting an up-to-date picture of your enterprise's organizational plan.

**Time Management:** provides full functionality for managing time and leave information in the company including Time collection, Time evaluation and absence data for employees.

**Payroll:** covers all essential payroll functions including earnings and deductions processing, preparation of remuneration statements, and follow up activities such as transfer of information to Financial Accounting and bank transfers.

**Recruitment:** enables you to optimize the recruitment process triggered by vacant positions by linking the client's organizational process, from organizational and job planning to mailing letters of rejection or acceptance.

**Personnel Development:** it allows you to promote the professional development of your employees. You can also ensure that staff qualification requirements are met and planned. By taking into account employees' preferences and suitability, you can increase job satisfaction. Personnel development sets out to ensure that all of the employees in all of the functional areas in your company are qualified to the standards required at present, and will remain so in the future. This is achieved by developing qualification potentials. The sub-application includes employees' performance management (Appraisal) and all consequences based on the employee evaluation.



**Training Management:** The Training and Event Management Sub-Module has a wide range of powerful functions to enable you to plan and manage all kinds of business events from training events (internal and external) to conventions simply and efficiently. Its flexible reporting and appraisal functions provide you with important decision support feedback to ensure that the business events you offer are both high quality and effective. It is fully integrated with all other Modules of NSD ERP like FI and Logistics...

**Web Interface:** Each application of NSD HR has two dashboards, one as intranet (LAN) dashboard and another one as Web dashboard. Also, NSD HR web interface is not limited to the system dashboards, it includes, employee self-service system which is a flexible and may be personalized (customizable) system based on client specifications and needs.

The web activity of NSD HR system is extended to manage automatically the whole recruitment process of NSD client, from position vacancy, an auto process is started by the publishing of your vacant positions to the hiring of applicants and positions occupancy, this process includes an auto creation of application web interface and follow up of applicants, as well as their qualification control and compliancy with your vacant position.

## HR - PA (Personal Administration)

PA sub – application allows you, to record and manage all employees' information, from their hiring and assignment to the organizational unit, and even before their hiring, in case where they were hired through a recruitment process, PA is, simply, maintaining of employees' information and history during their active live within the enterprise till the end of that activity and beyond. **PA includes the below functionalities:**

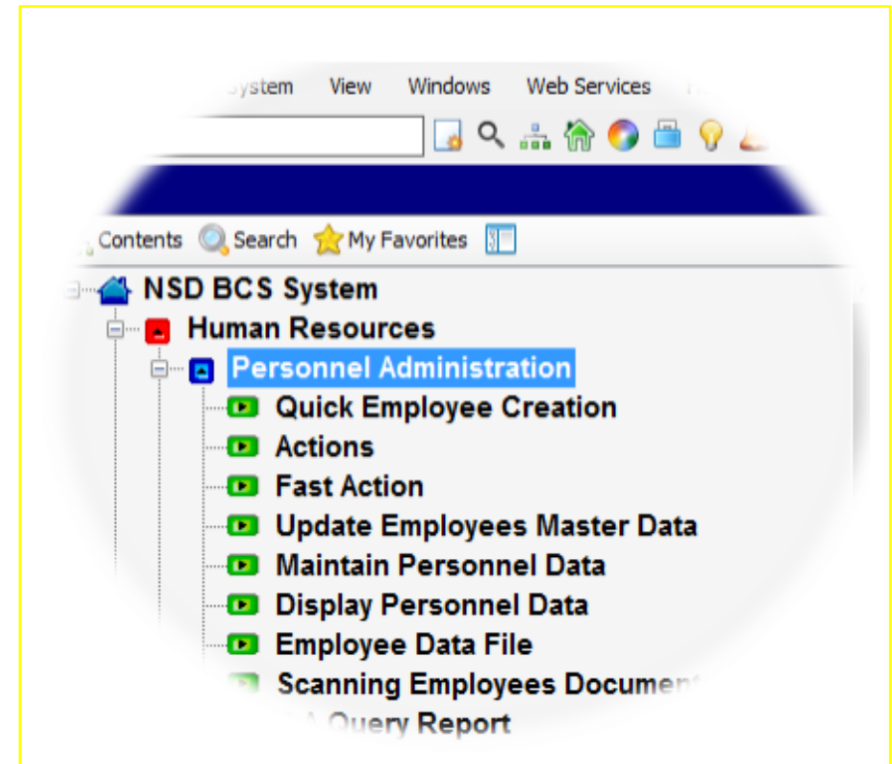
**Personal Actions:** Allows you to use many customized actions (Hiring, Reassignment, Terminated .....), all these customized actions consist of a lot of screens (infotypes) called automatically by the system, as a cycle.

**Maintain Personal Data:** Allows the user to modify all information related to the employees.

**Display Personal Data:** Allows the user to preview all information related the employees.

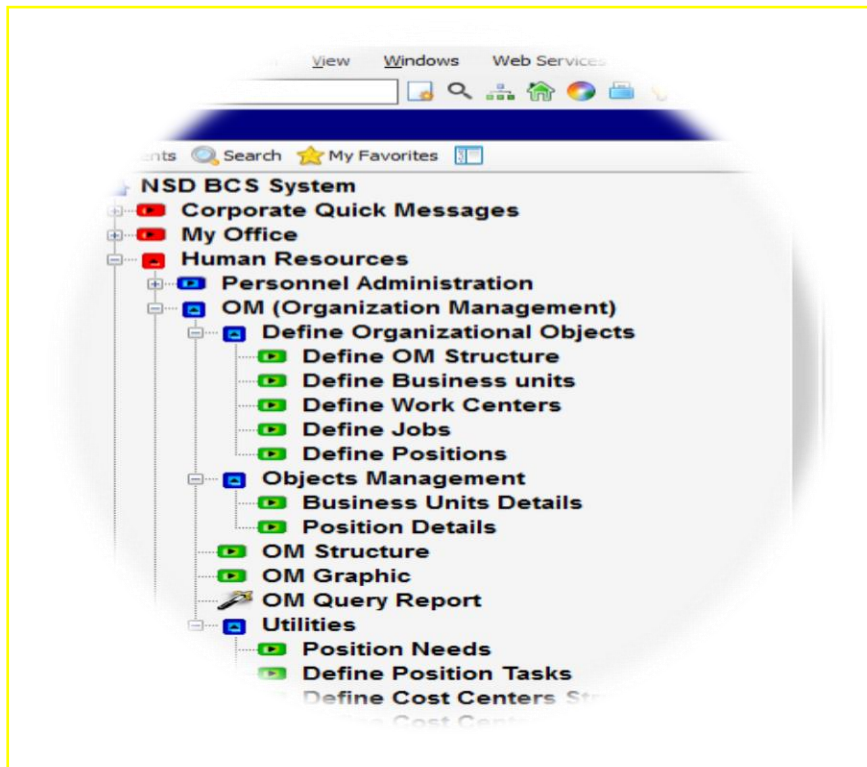
NSD Human Resources application takes advantage of the best results of the Human Capital Management.

**Scanning Employees' Documents:** This functionality allows you to scan all employees' documents (Passport, Driving license, Education Certificates.... etc.) in NSD System you have an access to this functionality (scan document) from all concerned screens.





## HR - OM (Organization Management)



Organizational (OM) Sub-Application allows you to depict, clearly, your organizational and reporting structures by presenting an up-to-date picture of your organizational plan enterprise

OM includes and not limited to the below functionalities:



**OM Structure:** Allows the user to preview the organization structure and get full information about all departments and branches and hired employees. NSD System create automatically and graphically your enterprise structure which you may print out and share it through Microsoft applications.

**Define Business Unite:** Allows the user to create and define the business unites depending on the divisions of your company.

**Define Work Centers:** Allows user to create the work centers (work center is the geographical description of positon assigned to a defined business unit).

**Define Jobs:** Allows user to create all existing jobs which in the company (Manager, Sales, Purchase.....), the Job is a generic definition of a position.

**Define Positions:** Allows user to create the positions of employees in the company (Sales manager, Support Engineer.....).

**Position Details:** this functionality allows you to manage your positions one by one, especially the vacant positions. In this case (of vacant position) NSD system selects for you a list of all qualified employees having the competence to occupy this position also and it gives you a list of qualified applicants, capable, too, to be hired and occupy this vacant position.



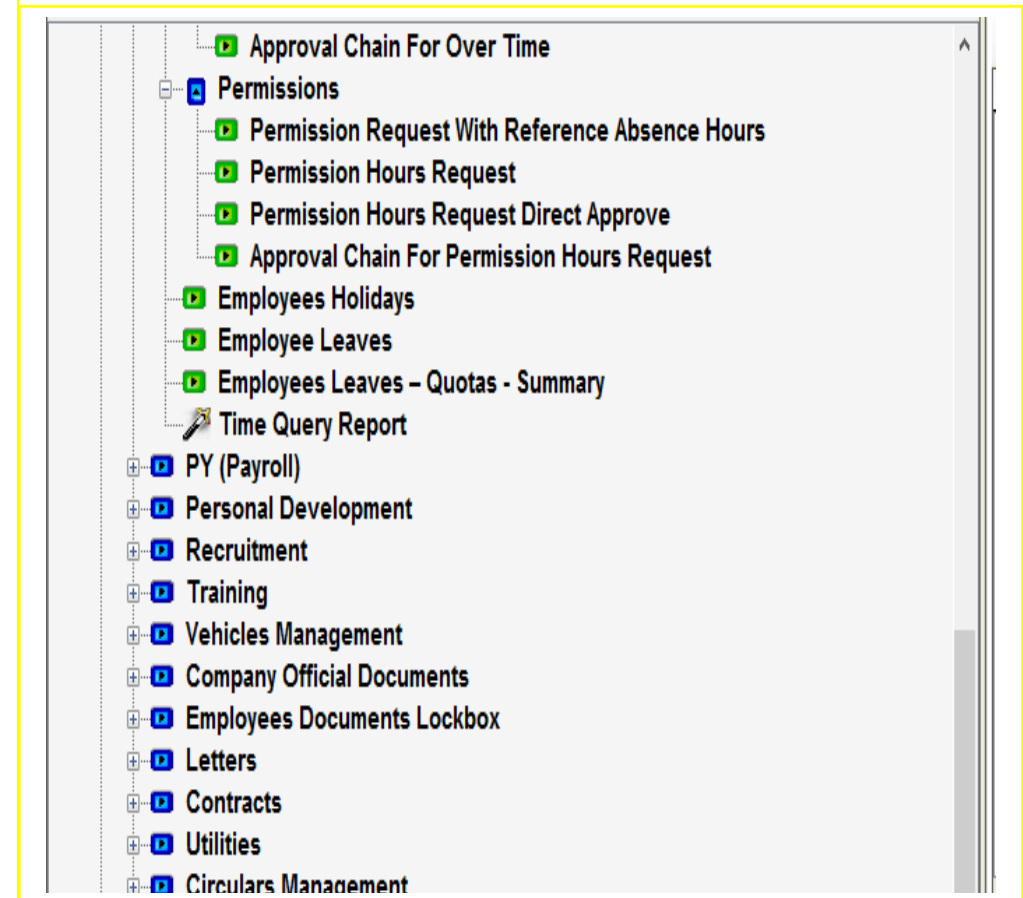
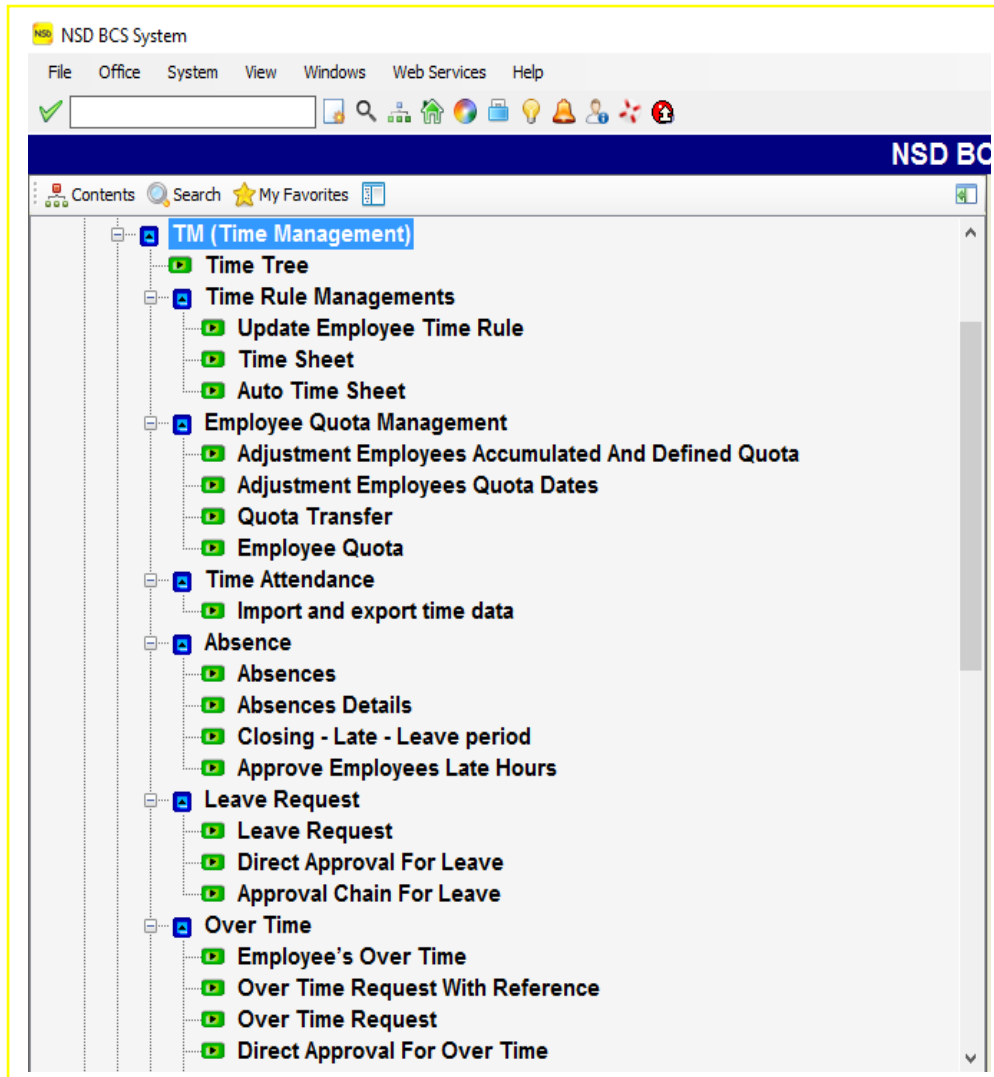
**A position within your enterprise is an essential organizational element (object), it's the link (integration between OM Sub-Application and PA Sub- Application). We advise you to take the needed time and define correctly your positions and their needs and tasks, this definition will play an important role in NSD web recruitment process.**

**Also, we recommend you to assign one employee to one positions knowing that, NSD system offers you a group of parameters allowing you to assign more than one employee to a defined position and this assignment is controlled by the ceiling and occupancy parameters which NSD system allows you to define and configure.**



## HR - Time Management (TM)

Provides full functionalities for managing employees' time information (Overtime, leave.) and then their evaluation.





In NSD ERP System, the time management Sub-application, includes, and not limited to the below:

**Employee Time Rule:** Allows the user to create the time rules for the employees, the time rule is the employee daily work schedule (starting hours, breaks, ending hours, and day one and day off)

**Employee Quota:** Allows you to manage all employees' Quotas - accumulated, used, remaining, quotas ceiling, Quotas adjustment and transfer ...etc.

**Time Sheet:** It is monthly and allows employee to insert his time information, two methods to fill employee time sheet, an auto mode and manual mode, the employee time sheet is fully integrated with all employee's time data as well as client time attendance device, the employee time sheet is the time base of NSD payroll calculation.

**Leave Request:** Allows user to create a leave request and send, for approval, this request to his manager or time's administrator.

**Leave Approve:** Allows HR manager to approve the employees leave request, this feature is only for the HR Manager or time's administrator.

**Absence:** This functionality allows the user to insert the employee's absence.

**Over Time Request:** Allows the user to create an overtime request and send it to the concerned manager or time's administrator.

**Over Time Approval:** Allows the HR manager to approve or not the received overtime's requests and this feature is just for the HR Manager or time's administrator.

**Over Time:** This functionality allows the user to insert the overtime hours of an employees



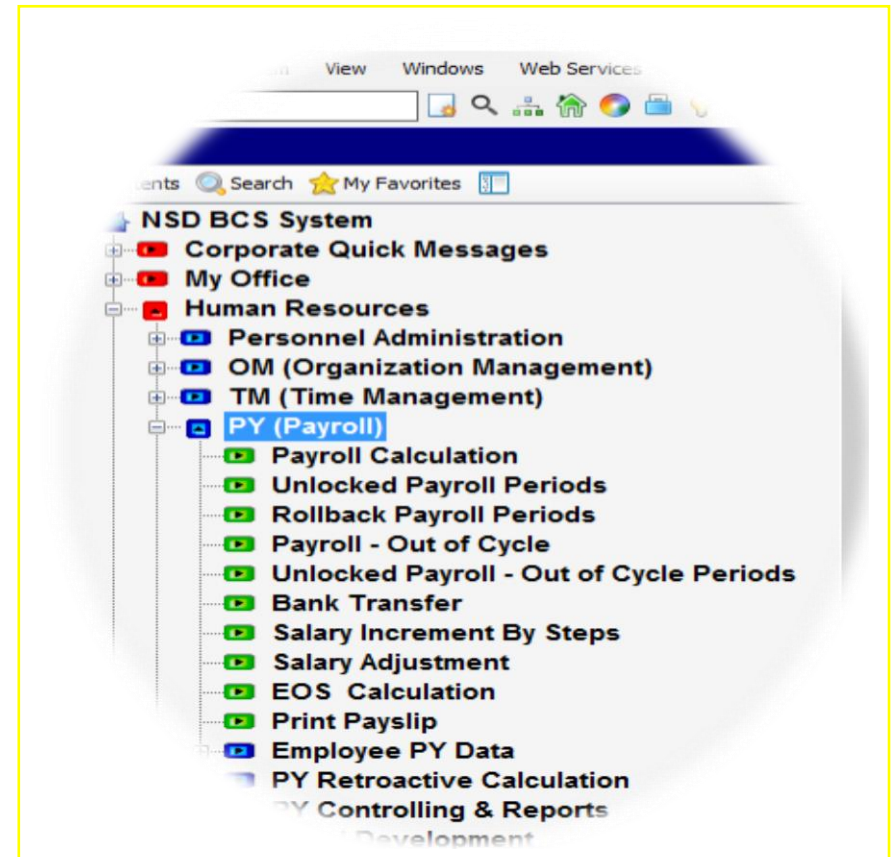
**The employee data management is assured through the web interface of NSD ESS, leave requests, status or employees' request, employee quotas (Accumulated, yearly defined, used and balance).**

**Your supervisors (managers) have the possibility to manage all employees time requests (leaves) through their specific web interface.**



All specific cases as per labor law or company policy are supported by the standard of the time management application.

### HR - Payroll (PY):



### Covers all essential functions of your payroll such as

- Payroll Calculation, in two modes (Simulation and production)
- Rollback Payroll Period
- Out of Cycle Periods
- Bank Transfer



- Salary Increment by Steps
- Salary Adjustment
- End of Service Calculation and results integration in Payroll
- One-time allowance additional
- One-time deduction
- Employee Loan – Integration with payroll
- Auto calculation based on Salary Scales
- Full integration with accounting
- Template for government requirements, pension fund, ministry of finance...etc
- A group of reports including query reports

NSD System – Payroll’s engine allows the management (calculation) of the earnings and deductions and all employees’ Benefits, based on the enterprise’s HR policy and procedures (Business Rules). It complies with the rules of the local labor law and its requirements, and then it allows the preparation of remuneration statements, bank transfers and follow up activities such as transfer of information to financials department within the company.



**In additional to the calculation of employee end service (EOS Allowance) and its integration with the payroll, NSD Payroll includes all type of Employee loans and their monthly deduction as well as any type of one-time deduction or one – time earing (allowance).**

**The results of payroll are resumed in the employee pays lip (Arabic or English or other language), which can be personalized based on client requirements and then accessible through the web interface of Employee Self Service.**

**The employee time movements (punch in / out) through a time attendance device and all other time changes like overtime, leaves.... etc. All of these variations are fully integrated with the payroll and a time sheet is filled automatically by NSD system in order to calculate the payroll.**





**Payroll Calculation:** Allows the user to run the payroll in simulation mode (for any selected period) and then it allows the HR end user to check payroll's results, then he may run the payroll in production mode (live) for a predefined period, and post the results to the accounting department.

**Payroll History:** Running the payroll in production mode, for a predefined period (payroll area) will have as consequence the closing of the payroll for this period and then storing all payroll data of all employees as history, then you will be able to have access to the real stored data through payroll reports and pay slip. However, running the payroll in simulation mode, for any selected payroll period, including those which have been closed, will allow you to have a real simulation of payroll for the selected period (payroll area) and, in this case of simulation, no history will be created and no payroll results will be stored, the simulation payroll results are displayed as long as you are in simulation screen then, by closing it, the payroll simulated data will be deleted.

### **NSD Payroll is a National and International Payroll:**

NSD payroll system is built with a maximum security which allows the client to run his payroll in simulation and in production modes. The simulation mode is the best way to verify all payroll results before the database update. Once you have the correct payroll results, calculated based on your PA and Time data, then you can run the payroll in production mode (database updated) and you can then, after closing your payroll period, proceed to all other steps of post payroll such as bank transfer and pay slip...etc.

### **Payroll Cycle:**

The Payroll tool bar, in NSD ERP System, gives you access to the following elements:



**Simulation process as well as running the payroll on production mode (live), will follow cycle of steps,**

**1: Release Payroll – 2: Check Results – 3: Correction 4: Close Payroll**



NSD BCS System

File Office System View Windows Web Services Help

**Payroll Calculation**

Run Simulation Payroll Status Pay Slips P. Results Posting To FI Cost Center(S) P. List & Status TSA Status Payroll Area Status My Links

Payroll schema: 0001 SJC  
 Payroll Area: 01 Main Payroll Area  
 Employee:   
 Date From: 01-Feb-16 To: 29-Feb-16

Total of Employees: 6

PRD Payroll Steps: Release, Check Result, Correction, Close Payroll

Last Cal. Period: To

### Payroll Engine – Main full Screen

NSD BCS System

File Office System View Windows Web Services Help

**Payroll Calculation**

Run Simulation Payroll Status Pay Slips P. Results Posting To FI Cost Center(S) P. List & Status TSA Status Payroll Area Status My Links

Payroll schema: 0001 SJC  
 Payroll Area: 01 Main Payroll Area  
 Employee:   
 Date From: 01-Feb-16 To: 29-Feb-16

Total of Employees: 6

PRD Payroll Steps: Release, Check Result, Correction, Close Payroll

Last Cal. Period: To

**Payroll Result** Rejected Employees Calculated Employees Rejected And Calculated Excluded

Select Employee:   
 Working Hours: 00:00 Over Time Hours: 00:00 Hiring Date:   
 Worked Hours: 00:00 Worked Over Time: 00:00  
 Absence Hours: 00:00 Absence Over Time: 00:00

Wage Code	Description	Deductions	Earnings	Current	TSA	Retro
<b>TOTAL EARNINGS AMOUNT</b> 0.00						
<b>TOTAL DEDUCTIONS AMOUNT</b> 0.00						
<b>TOTAL TO BE PAID</b> 0.00						

Assignment, Calculator, Salary Information, Quota Information, Employee Time Rule, Employee Time sheet, Employee Absences, Employee Over Time, Bank Transfer Summary, Auto Time Sheet

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For companies having more than one type of payroll, to be run per a specific period, NSD System allows that by a payroll area which is a grouping of your employees having the same period of payroll, consequently, you may run the payroll, in live mode, the number of time which you need.

### HR - Recruitments

**Vacant Position Details:** this option allows you to have a list of all vacant positions in your company, and then, by a profile comparison, between the needs (requirements) of the vacant position and the qualifications of your existing employees, or registered applicants, NSD system provides you a list of the qualified employees and qualified applicants who have the right profile to occupy the selected vacant position, also, NSD system presents you the result as graphic and a list of points where the selected person, has to follow training or acquire knowledges in order to have the right profile for the right position.

### Recruitment / Applicants' Managements:

This option allows you to create a flexible action for applicants.



**Action:** Is a group of infotypes (screens) which allow the HR's user to enter and manage all data related to applicants. All actions, in NSD System, are executed sequentially, one after one as a cycle, till the end of the cycle and then the system brings you to the first (starting) screen.

### NSD System – Web recruitment interface (system):

NSD System may be considered as a back end, this notion is possible because the system has several interfaces through which you may manage your enterprise data through the web.

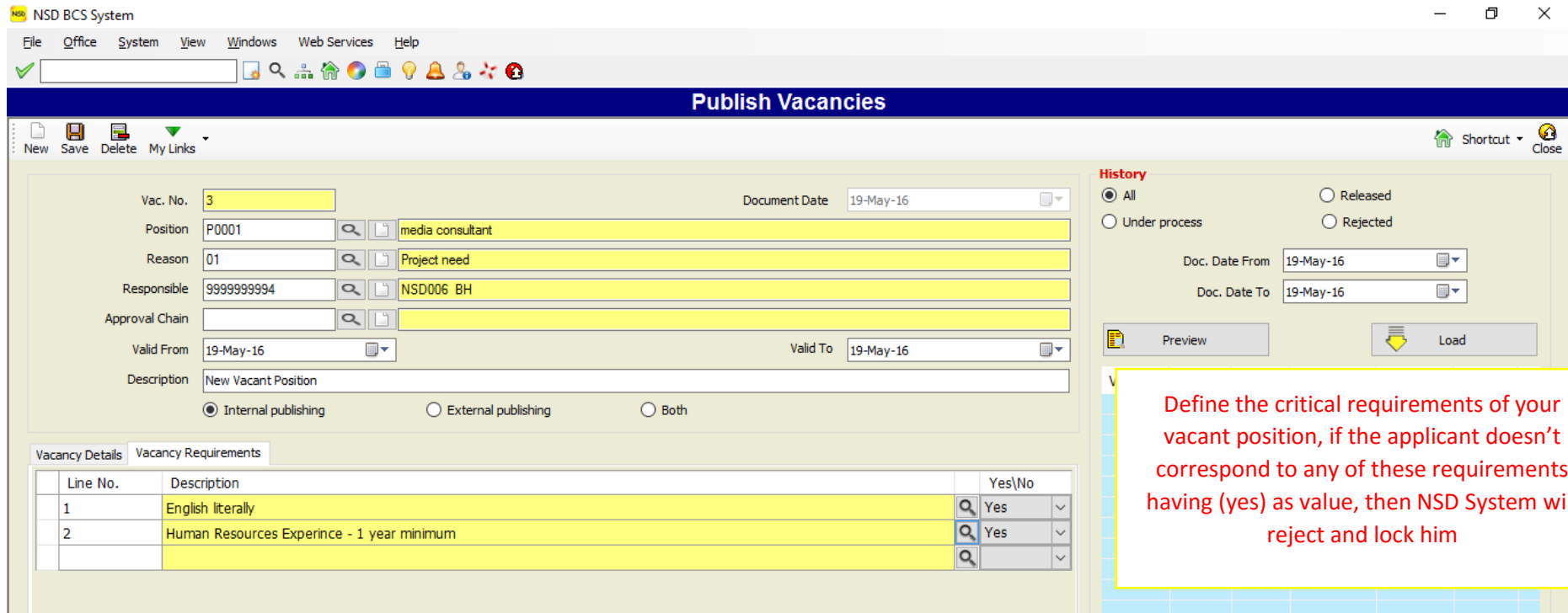
One of these interface is a full recruitment system, this web interface (system) respect and is based on the below steps:

- 1- Your vacant position is declared (published) by HR end user, then approved, through a workflow, approval chain, by the concerned manager or supervisor.



- 2- Once the vacant position is published and then posted in NSD System, your enterprise web portal (or any suitable other web page which you may select) will be managed automatically by NSD System and the vacant positions (list) will be published with their specifications (requirements) and conditions (needs)
- 3- Applicants, from anywhere, may see the list of your vacant positions and apply.
- 4- Applying by an applicant will be controlled by NSD System – Recruitment web system, if the applicant corresponds to your requirements, then he can continue and submit his CV, if not, the system lock him and stop his application process, and he cannot try again.
- 5- Accepted applicants will send you their CV and data which will be registered automatically in your NSD System (Back End).
- 6- NSD System create automatically a web interface (space) for each eligible applicant with his data and sends a message to them, with a user name (applicant Number assigned by NSD System, then the eligible applicant may login in to his profile and then he will be in direct contact with your company.
- 7- All application status and data may be exchanged through the web interface of applicants.
- 8- In case where any of the eligible applicants is hired and becomes employee then his applicant interface will become obsolete and then he can access his Employee Self-service web space and / or his user's private cloud which is delivered by NSD System.





**Publish Vacancies**

Vac. No. 3 Document Date 19-May-16

Position P0001 media consultant

Reason 01 Project need

Responsible 999999994 NSD006 BH

Approval Chain

Valid From 19-May-16 Valid To 19-May-16

Description New Vacant Position

Internal publishing  External publishing  Both

Line No.	Description	Yes/No
1	English literally	Yes
2	Human Resources Experince - 1 year minimum	Yes

**History**

All  Released

Under process  Rejected

Doc. Date From 19-May-16

Doc. Date To 19-May-16

Preview Load

Define the critical requirements of your vacant position, if the applicant doesn't correspond to any of these requirements having (yes) as value, then NSD System will reject and lock him

The above steps (screens) and, if needed the approval of your publishing and then posting which is the sending from NSD System to your web portal, are what you need in order to start the automatic recruitment process from A to Z.

### HR – Training Management

This sub application of NSD System allows you to create your training secessions based on a clear configured catalogue of training and then you will be able to register your employees and a specific secession of training.

NSD' training is fully integrated with all other HR sub applications and System's Module, that will allow you to manage all results of training and their consequences such as the management of employee benefits related to his travel and / or new qualifications and acquired knowledges.



## Internal and External Secessions

NSD training Sub Application is designed and developed in order to answer all enterprises needs in terms of training and events management, whatever the activities of these enterprises,

Based on the full integration with all other modules of NSD ERP, such as logistics and financial...etc. The training sub-application allows users to plan and create an internal (within the enterprise) training sessions and external training sessions, and also, it manage internal trainees (employees and applicants) and external trainees (clients) and trainers (sub-contractors – Provider).

### Internal Training:

#### 1- Training Locations and Rooms:

- a. Training Locality: same as IMG Location just to define the training Location.
- b. Training Rooms: to define the training rooms with required equipment with possibility to define the employee capacity in each room.

#### 2- Training Catalogs and Trainers:

- a. Training Catalog: to define the catalog with training Structure, minimum and maximum trainees, the cost depending on the selected billing category, the trainers (Internal, External), the Lessons and the catalog needs.
- b. External Trainer: to define the full information about the external trainer with vendors' company and the qualification.

#### 3- Training Management:

- a. Trainer Qualification: to define the qualification for the trainer from the company (Internal Trainers).
- b. Define Training Sessions: allows you to create the training session with assignment with the training catalog and the training Admin (the training Admin is an employee selected as training admin while hiring the employee by put the check box for the training Admin), the Trainer with password and the location, rooms, and begin & end training session date



- c. Register the Employee: there are two trainees type one is the same company employees (Internal Trainees) and second is the customer' employee (External Trainees), and this option allows you to register the company employee to the training session by select internal trainees or external trainees by select put the check box on external trainees and select the customer company and the customer employees.
- d. Define Trainees: to define the full information related the external trainees:

#### 4- Trainer and Admin Spaces:

- a. Trainer Space: allows the trainer to make view for the trainees in his session and get information about it like time sheet.
- b. Admin Space: allows the training Admin to make view for the trainees in his session and get information about it like time sheet.

#### External Training:

1- **Define Training Sessions:** to define the training session made by external vendor not the same company:

2- **Register Trainees:** to register the trainees to the external training session.

3- **Manage trainers (sub-contractors / Vendors):** an external trainer may be a vendor providing you his services as trainer, then his payment will be managed by the financial department (invoicing section)

#### Cases of Vacant Position Details and integration with Training

Once a position is vacant within your organization the system alerts you and proposes to you two lists of qualified peoples who can occupy this vacant position. The first, is the list of your employees and the second is the list of registered applicants (already entered on your database).

Then, by Selecting one person from these two lists, the system compares between his qualifications and the defined needs of your vacant position and gives you a graphic showing the result of this comparison and if this selected person needs a training or no and the area of his weak points.

Also we can register the employee for training by clicking the register Employee to training the system will open the training screen as below:



From this sub application, and based on the result of profiles comparison, the system allows you to register your selected person on a training session.

## HR – Personnel Development

Evaluating the performance of employees plays an important role in the client's company, NSD ERP – Human Resources system includes a rich package of functionalities which have been developed around and respecting one main aim:

**The real asset of your company is your people,**

This is a fact, then respecting it, will require of you to find and think about the best HR management rules and then thinking and search to know how can you hire the right people and assign them to the right position.

Motivating your employees is not necessary and always related to their pays lip and the net amount which you pay to them, it is, also, in additional to their remuneration, based on a clear career bath within their enterprise.

Hence the importance of knowing how to motivate them, and explain the interest of training and job evaluation (appraisal).

NSD – HR appraisal is a sub application fully integrated with all other NSD Human Resources system in order to allow you evaluate your employees and affect (assign) the results of this evaluation to their profile and live in career.

**NSD – HR is divided into two section:**

**Employee self-evaluation:** This functionality can be performed, by the employee himself, and through his web interface of self service.

**Management Evaluation:** In this functionality, you, as manager or supervisor, have the possibility to manage the employee self-evaluation and then add your personal evaluation of this employee.

The result of employee performance evaluation may affect the package and career of your employee within the enterprise, it can have, as consequence a positive or negative aspects:

- Employee Re-assignment (change of position)
- Salary increment
- Bonus
- New Training
- Contract termination ...



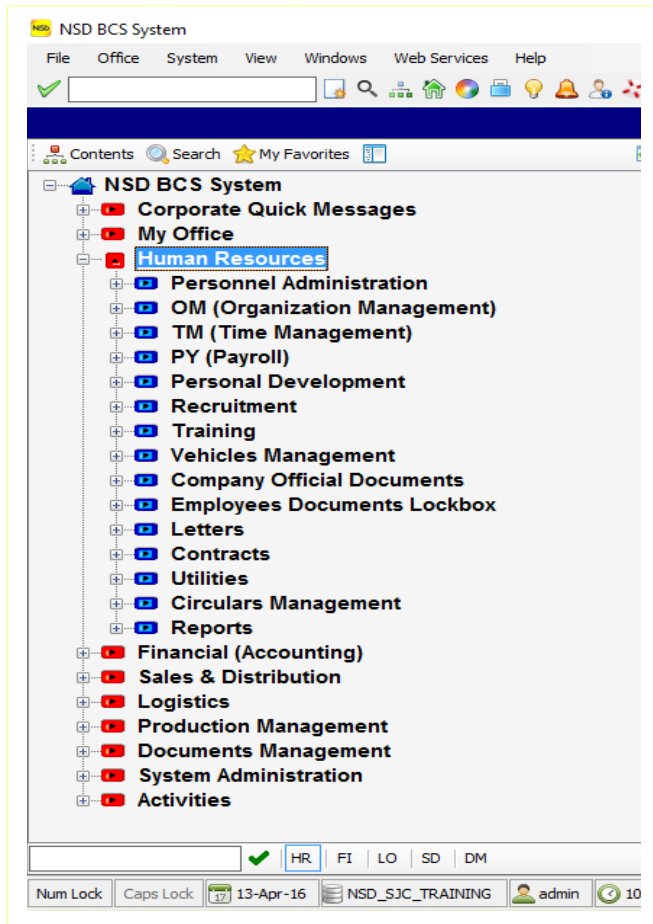
**Whatever, your decision based on the results of employee evaluation, NSD system allows you to maintain (update) the new situation (status) of your employee within the company.**

## HR - Reports

NSD ERP System includes a package of reports which allows user to get a quickly views of all processes done in the system and for each functions and sub-functions, also, you have the possibility to customize your own report through the Query report functionality.



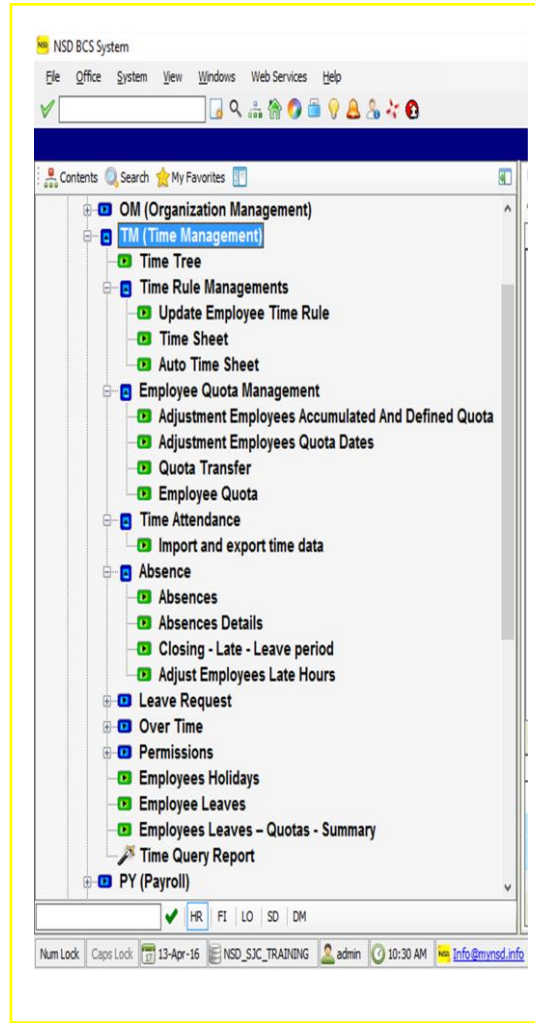
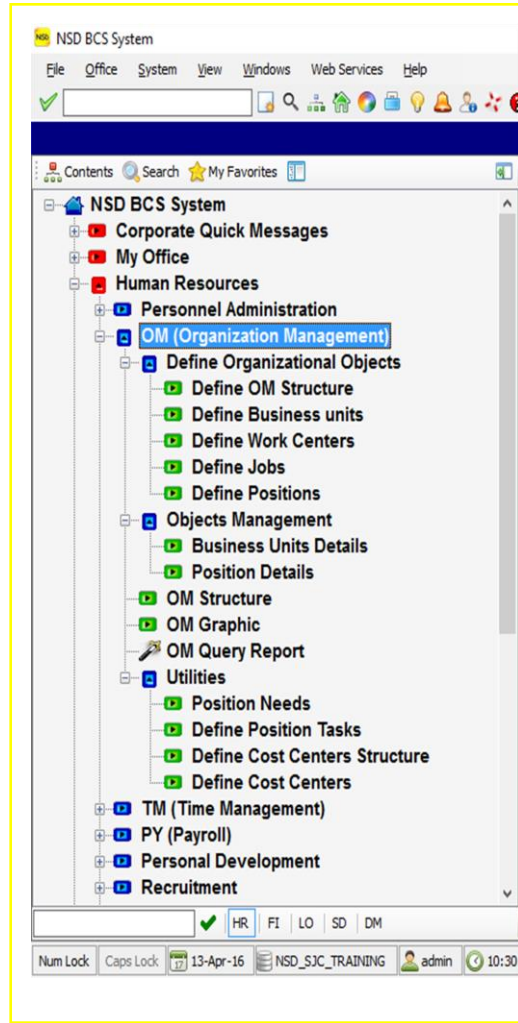
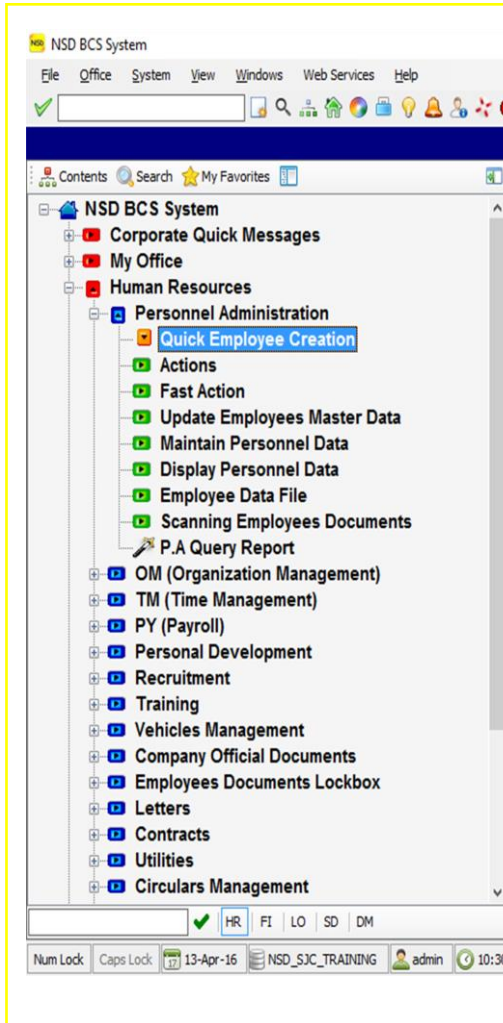
## NSD ERP System – Human Resources Application (System) – Screens

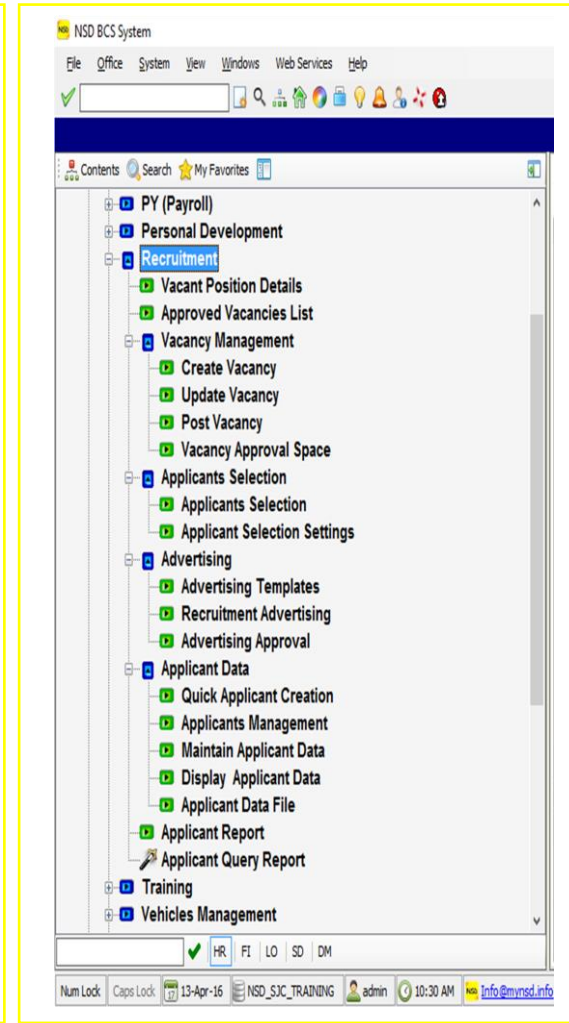
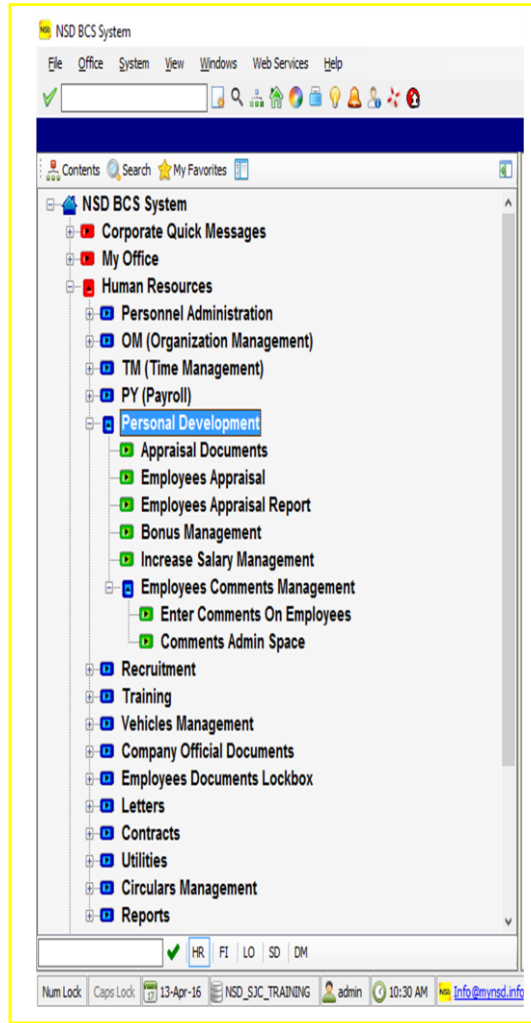
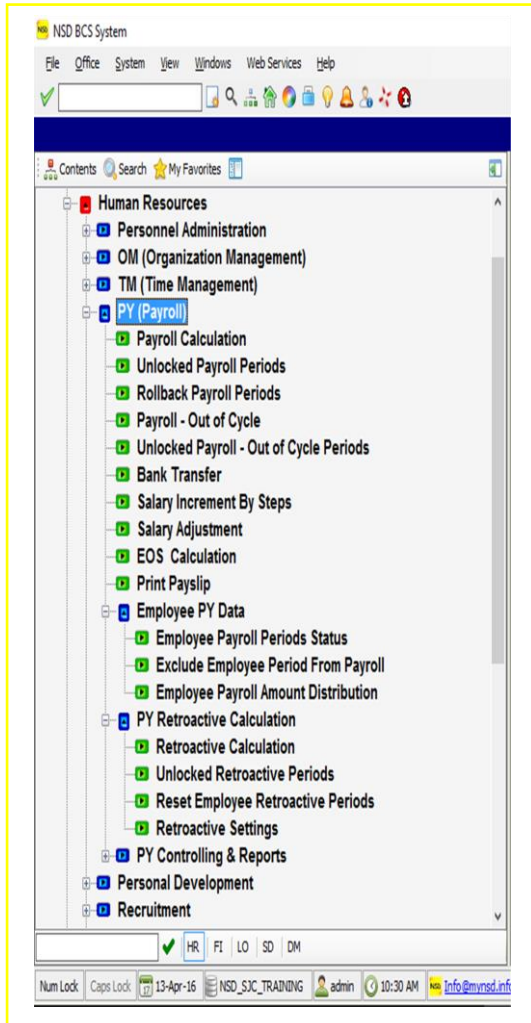


- Personnel Administration: Employees 'File (Data)
- Organization management: Company Structure (data and graphic)
- Time Management
- Payroll and Employees' Benefits (GOSI and all Country Rules are included)
- Personnel Development (Appraisal, and Bonus....etc.)
- Recruitment management including its web interface
- Training Management and full automatization of allowances and documents scanning
- Company Vehicles Management
- Company Documents management and workflow
- Circulars and notes management
- Full package of reports including Query reports



### NSD ERP – HR / Sub Application.







The screenshot shows the NSD BCS System interface with the 'Human Resources' menu expanded. The menu items are: Personnel Administration, OM (Organization Management), TM (Time Management), PY (Payroll), Personal Development, Recruitment, Training (highlighted), Quick Training Management, Vacant Position Details, Define Training Sessions, Register Employee, Employee Training Details, Training Localities And Rooms (with sub-items: Training Locality, Training Rooms), Training Catalogs And Trainers (with sub-items: Training Catalogs, External Trainers, Internal Trainers, Define External Trainees), Trainer And Admin Spaces (with sub-items: Trainer Space, Admin Space), Vehicles Management, Company Official Documents, and Employees Documents Lockbox. The system tray at the bottom shows the date as 13-Apr-16 and the user as admin.

The screenshot shows the NSD BCS System interface with the 'Vehicles Management' menu expanded. The menu items are: Corporate Quick Messages, My Office, Human Resources (with sub-items: Personnel Administration, OM (Organization Management), TM (Time Management), PY (Payroll), Personal Development, Recruitment, Training), Vehicles Management (highlighted, with sub-items: Actions Tree, Maintain Data, Display Data, Reports (with sub-items: Temporary Authorization, Dependence Company License, Vehicles Report, General Vehicles Report, Vehicles Authorization Sticker Report, Vehicles Insurance Report, Vehicles License Report)), Company Official Documents, Employees Documents Lockbox, Letters, and Contracts. The system tray at the bottom shows the date as 13-Apr-16 and the user as admin.

The screenshot shows the NSD BCS System interface with the 'Company Official Documents' menu expanded. The menu items are: Vehicles Management, Company Official Documents (highlighted, with sub-items: Scan Official Documents, Display Scan Official Documents), Employees Documents Lockbox (with sub-items: Employees Documents Check Out, Employees Documents Check In, Documents In/Out Management), Letters (with sub-items: Letters Management (with sub-items: Letters Library, Letters Settings, Letters Salary Settings), Request Letters Management (with sub-items: Letters Request, Letters Approve)), Contracts (with sub-items: Contracts library, Contract Template), Utilities, Circulars Management, Reports, Financial (Accounting), Sales & Distribution, Logistics, Production Management, and Documents Management. The system tray at the bottom shows the date as 13-Apr-16 and the user as admin.





## System Navigation – Screens and Icons

### Desktop Manager

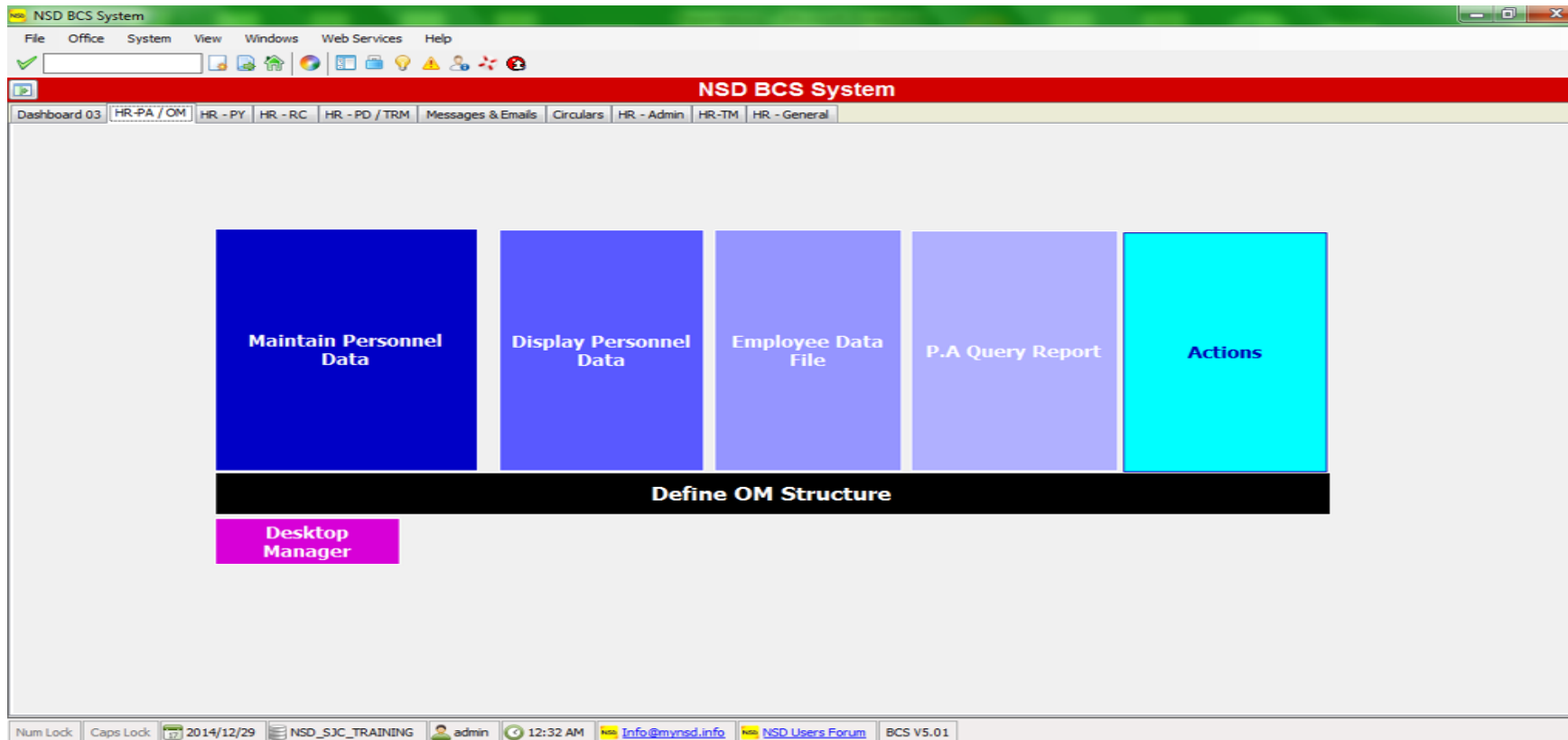
This functionality allows NSD System user to have a clear design of short cut which will be displayed in the right of the main tree, the aim of these short cuts is to let you reach what you have to manage easily and quickly.





Fully customizable, the graphic desktop manager allows user to draw the graph and assign the needed HR functionalities, then, user will be able to navigate on the system through his graphic.

The main tree will remain available and you may switch between the graphic and main tree as you like.





NSD BCS System

File Office System View Windows Web Services Help

NSD BCS System

Contents Search Favorites

Dashboard 03 HR-PA / OM HR - PY HR - RC HR - PD / TRM Messages & Emails Circulars HR - Admin HR-TM HR - General

- NSD BCS System
  - Corporate Quick Messages
  - My Office
  - Human Resources
    - Personnel Administration
    - OM (Organization Management)
    - TM (Time Management)
    - PY (Payroll)
    - Personal Development
    - Recruitment
    - Training
    - Vehicles Management
    - Company Official Documents
    - Employees Documents Lockbox
    - Letters
    - Contracts
    - Utilities
    - Circulars Management
    - Reports
  - Financial (Accounting)
  - Sales & Distribution
  - Logistics
  - Production Management
  - Projects Management
  - Documents Management System
  - System Administration
  - Activities
    - Law Firm Management
    - Laboratories Management
    - Municipalities Management (Permits)
    - Plant Maintenance

Quick Applicant Creation    Maintain Applicant Data    Actions    Maintain Personnel Data    Define OM Structure    Position Details

Applicant Query Report    P.A Query Report    OM Query Report

Time Query Report    Absences    OverTime Approve    Over Time Request    Leave Approve    Leave Request    Time Tree    Time Sheet

Payroll Query Report    Payroll Calculation    Display Salary Scales

Appraisal Documents    Employees Appraisal    Define Training Sessions    Register Employee    Letters Library    Contracts library    Desktop Manager

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## NSD ERP - Human Resources System – Functionalities List

The below lists, should give you a clear idea about the standard’s functionalities of NSD System.

Please note that if a client of NSD has business process which requires other functionalities which are not in our standard list, NSD commits to customize them and then deliver to its client the perfect solution totally corresponding to his business rules (requirements).

As NSD implements its products, no need to call a third part – system integrator, to perform the implementation, neither the support, thus, NSD becomes a business partner of its clients accompanying them as long as they have NSD system – License use.

NSD ERP System – HR and all other modules have the ability to be integrated to client SMS gateway which allow you to have, on real time, alert and system’s messages

NSD System’s modules are web enable and can be interfaced to client’s PDA (Smartphone)

### Recruitment

Recruitment sub module supports the following functionalities	
Code	Functionalities Description
REC -01	Based on requirements, online searches for qualified applicants based on requirements
REC -02	Tracking of applications by personal data, skills, education, training, test results
REC -03	Resume routing
REC -04	Scheduling of interviews
REC -05	Tracking interview results
REC -06	Word processing interface for customizing recruitment letters
REC -07	Process offers and new hires
REC -08	Online status and summary information of applicants requisitions, costs
REC -09	Applicant flow statistics





REC -10	Sourcing engine integration with career development, matching competencies of internal candidates
REC -11	Resume scanning capabilities.
REC -12	Import resumes from internet and or e-mail
REC -13	Personnel (Applicant) Profile
REC -14	Centralized applicant database
REC -15	Applicant experience and skill information
REC -16	Family/children/spouse information
REC -17	Home phone number
REC -18	Emergency contact information
REC -19	Education profile
REC -20	Possibility to scan and archive all applicants' documentations (Diploma or +)
REC -21	Applicant education and training tracking
REC -22	Decentralized updating capability to the Applicant level such as through the internet or the internal mail system
REC -23	Integration with the Organizational Structure
REC -24	Definition of Business Units
REC -25	Identification of position/job, especially the vacant positions
REC -26	Position/job title
REC -27	Position by organization, location, job code, title, shift, work days
REC -28	Normal hours of job
REC -29	Skills required for job
REC -30	Applicant profile required for each job/task
REC -31	Applicant assignments to single or multiple jobs
REC -32	Positions concerned – vacant /available reporting
REC -33	Recording of Applicant skills, qualifications, competencies and experience
REC -34	Matching Applicant profile to job and position requirements
REC -35	Identification of training events and development activities
REC -36	Printing of course description and schedules



REC -37	Generation of training costs and reporting
REC -38	Determination of training needs
REC -39	Updating of Applicant skills, education, honors, special projects, licenses, certificates, languages, course enrollments, evaluations
REC -40	Identification and follow-up of high-potential Applicants
REC -41	Collect basic personal data during the registration process such as name, address, language preference, location, required qualifications, etc.
REC -42	Automatically add registrants to the waiting list
REC -43	Full history of Applicant reward packages maintained
REC -44	Maintenance of physical exams, injuries, illnesses, audiometric test results
REC -45	Supports tracking of accidents and injuries and generation of reports
REC -46	Applicant History and Personnel Reporting
REC -47	Applicant health and incident tracking
REC- 48	Auto. Web Publishing of Vacant Position, Publishing in (company Portal or dedicated web site)
REC -49	Applicants appliance and CV and Personnel Information Sending through Web to NSD System (Back End)
REC -50	Auto creation of Application file in NSD System (back End) and generation of applicant number
REC -51	Corresponding with applicants through web and applicants follow up
REC -52	Comparison between required tasks (needs) of Vacant positions with Applicants qualifications
REC -53	Full integration between Recruitment process and Hiring Process in Personnel Administration for hiring and then the full cycle of PA
REC -54	Customizable approval chain as per client’s request.

**Benefits**

<b>The Benefit sub module supports the following functionalities</b>	
<b>Code</b>	<b>Functionalities Description</b>
B - 01	Defined benefits plans, allowances type and rates
B - 02	Customizing condition of eligibility
B - 03	Assignment by default of the employees benefit based on the organization structure or any other HR elements



<b>B - 04</b>	Identification of appropriate dates for calculating coverage and deductions
<b>B - 05</b>	Maintenance and dependent and beneficiary information
<b>B - 06</b>	Base benefits maintenance decentralized to the employee level through the use of internet or internal mail capability
<b>B - 07</b>	Waiting period by employee
<b>B - 08</b>	Type/amount of benefit coverage per employee
<b>B - 09</b>	Service requirements for benefits
<b>B - 10</b>	Maximum and minimum benefits
<b>B - 11</b>	Benefits Administration
<b>B - 12</b>	Definition and maintenance of flexible credits
<b>B - 13</b>	Employment-related rules that affect participation eligibility
<b>B - 14</b>	Creation of customized employee enrollment forms and confirmation statements
<b>B - 15</b>	Recording of annual pledges for flexible spending accounts
<b>B - 16</b>	Salary increment
<b>B - 17</b>	Bonus Management
<b>B -53</b>	Customizable approval chain as per client’s request.

**Payroll**

**The Payroll sub-module supports the following functionalities**

<b>Code</b>	<b>Functionalities Description</b>
<b>PY -01</b>	Employee Payroll Profile
<b>PY -02</b>	Name, employee identification number
<b>PY -03</b>	Address, city, state, zip
<b>PY -04</b>	Telephone number
<b>PY -05</b>	Marital status
<b>PY -06</b>	Ethnic classification
<b>PY -07</b>	Job classification/skill code
<b>PY -08</b>	Pay type (hourly/salary)



<b>PY -09</b>	Number of pay periods per year
<b>PY -10</b>	Standard hours per pay period
<b>PY -11</b>	Basic pay managed and related to the salary structure (Salary Scale) or the organization structure
<b>PY -12</b>	Termination date
<b>PY -13</b>	Vacation accrual rate, vacation accrued, vacation used
<b>PY -14</b>	Sick leave accrual rate, sick leave accrued, sick leave used
<b>PY -15</b>	Unpaid leave
<b>PY -16</b>	Earnings and Deductions (manual or automatic calculation)
<b>PY -17</b>	Earning types: salaried and salaried/exempt
<b>PY -18</b>	Earning types: weekly, bi-weekly, semi-monthly, monthly, special (executive) pay cycle
<b>PY -19</b>	Unlimited and / or limited earning types (Allowance)
<b>PY -20</b>	Unlimited and / or limited deductions
<b>PY -21</b>	Calculation of deductions based on percent of earnings
<b>PY -22</b>	Fixed deduction amounts
<b>PY -23</b>	Automatic deductions stop when limit is reached
<b>PY -24</b>	Employee payments and rules history maintenance
<b>PY -25</b>	User-maintained health insurance deductions
<b>PY -26</b>	Automatic assignment of employee compensation and benefits based on rules
<b>PY -27</b>	Automated Time Sheet
<b>PY -28</b>	Ability to provide decentralized capability for time sheet entry
<b>PY -29</b>	Monthly Time sheet
<b>PY -30</b>	Supports multiple work standards hours'
<b>PY -31</b>	Security and Audit
<b>PY -32</b>	Customized menus and forms, by user, by responsibility
<b>PY -33</b>	Multiple access responsibility assignments to tasks, by user
<b>PY -34</b>	Audit log of all changes
<b>PY -35</b>	Time and attendance data are fully integrated with payroll



PY -36	Saving or archiving of the Payroll history
PY -37	Payroll simulation (calculation without update)
PY -38	Multilanguage pay slip printing
PY -39	Customizable of needed Templates of post pay document (Ex: certificate of employment, remuneration certificate ....)
PY -40	Auto filling and switching between language of payroll templates
PY -41	Retroactive, payroll calculation
PY -42	Payroll Rollback
PY -43	Loan deductions and Management
PY -44	Payroll – out of cycle
PY -45	Payroll results – bank transfer
PY -46	Salary Increments by employees’ steps
PY -47	Salary Adjustment
PY -48	Lock of PA data entry during active payroll – Security requirement
PY -49	Employee End of Service (EOS) Calculation
PY -50	Full Integration with all Human Resources Sub Applications (Training, Appraisal, Res-assignment ....etc.)
PY -51	Full Integration with Financial System (NSD System or third system)
PY -52	All required reports for internal use or for submitting to public administration (Ex; Pension Fund template and report.... etc.)
PY -53	Customizable approval chain as per client’s request.

### Personnel Administration

<b>The Personnel Administration sub-module supports the following functionalities</b>	
<b>Code</b>	<b>Functionalities Description</b>
PA -01	All type of actions as the Hiring - Termination - Re-assignment, to be adapted to the enterprise policy, all of these are flexible
PA -02	Sizing of all type of personnel data (contractors or employees...)
PA -03	Automatic or manual personnel numbers
PA -04	Creation of employees’ structure taking into consideration all branches of your company
PA -05	Integration with the Recruitment allowing the users to get back the applicants data



PA -06	Integration with internal alert system allowing the administrators to be informed by any change of status or change of any critical employees' data (IQAMA expiry date....)
PA -07	Employees badges automatically print out
PA -08	Scanning and archiving of all personnel (employees) documents and data (copy diploma, pictures...)
PA -09	Personnel history including the previous employees' data
PA -10	save all personnel data changes (history)
PA -11	limit the access to the personnel data at the screen level
PA -12	Group the employee's screen based on the type of actions (Hiring...)
PA -13	Automatic creation of a personnel file including all personnel data (screens)
PA -14	Do fast actions for a group of employees
PA -15	The assignment of the employee on the organization structure through the personnel data
PA -16	Approve process allowing a multiple request for approve (ex: if the hiring of a new employee is started on a past date.....). This approve process is completely related to the alert center which allows the administrator to be alerted by any new request for approve.
PA -17	The automatic assignment of the employee to the administrators (Payroll, Time, Security....)
PA -18	Based on the policy of your enterprise and the employee assignment, the system calculates automatically the allowances and deductions once the basic pay is entered
PA -19	Help one line (system documentation)
PA -20	Full Integration with the other Human Resources sub - modules
PA -21	Employee self-service (leave request, overtime ...), the ESS is included as internal ESS and a web version which is fully integrated with NSD System back end.
PA -22	Mange employees' data by business unit
PA -23	Web Dashboard and possibility to access this application through web
PA -24	A package of reports including query reports
PA -25	A group of short cut allowing user to have access the needed main screen through the opened (active) screen
PA -26	A resume of employee's assignment accessible in all PA screens



## Time Management

Time Management sub-module supports the following functionalities	
Code	Functionalities Description
TM -01	Customizing Time Rules (based on the enterprise policy)
TM -02	Employees Time Sheet (the possibility to complete the time sheet manually or through the web)
TM -03	Employee Self Service (Web System) allowing user to manage all employee time data through web
TM -04	Absence evaluation based on the enterprise policy
TM -05	Full Integration with the whole package
TM -06	Leaves Quotas (Automatic update)
TM -07	Personnel Calendar
TM -08	The possibility to control all requests for overtime or leave or even absence
TM -09	Time Request Process (TRP)
TM -10	Concerning the absence and leaves, the possibility to control the employee's time data based on his personnel calendar (Religion, Nationality.... etc.)
TM -11	Customizing yearly calendar
TM -12	Time Attendance – hardware, integration and system Synchronization / Get the time data online
TM -13	Adjustment, Transfer...of Employees' Quotas
TM -14	Scanning of Employees' documents related to time movement
TM -15	Time permission, approval Chain and workflow
TM -16	Full integration with Payroll and all other sub applications and applications
TM -17	Full package or reports including query reports
TM -18	User friendly web interface (ESS) for leave request and permission as well as employees 'quotas
TM -19	Three web interface for (Employees, Supervisors, Managers) for time management as ESS

## Organization Management

Organization Management sub-module supports the following functionalities	
Code	Functionalities Description



<b>OM - 01</b>	The system provides method to create the enterprise organization structure components including the following: Business Unit Jobs Positions including position’s needs (requirements) and profile comparison Work Center Tasks catalog Cost Center
<b>OM - 02</b>	Full integration with the alert center (especially for the vacant positions and the overstaffed and understaffed positions)
<b>OM - 03</b>	Possibility to create multiple version of the company structure
<b>OM - 04</b>	Full Integration with the whole package
<b>OM - 05</b>	A hierarchy presentation of the company structure
<b>OM - 06</b>	Possibility to maintain all parts of the structure directly from the Structure hierarchy presentation
<b>OM - 07</b>	Possibility to list all vacant positions
<b>OM - 08</b>	Possibility to print out the company structure
<b>OM - 09</b>	Possibility to display the occupation of all positions directly in the hierarchy
<b>OM - 10</b>	Monitoring occupied position and occupied percentage.
<b>OM - 11</b>	Monitoring vacant position in the company and select right employee to right position.
<b>OM - 12</b>	Ability to compare position needs and employee qualification
<b>OM - 13</b>	<u>A complete range of reports as:</u> List of business units List of jobs List of positions List of work center List of tasks and catalogs List of cost centers Business units occupations Vacant positions Full capacity positions





	Overstaffed positions Understaffed positions Query reports (customizing and flexible report, based on the customer requirements and input data) All of the above reports are flexible in terms of input data (parameters of selection)
<b>OM - 14</b>	Positions ceiling and occupancy criteria as well as full integration with salary scale
<b>OM - 15</b>	Full control of position occupancies based on a company policy (user criteria)
<b>OM - 16</b>	A group of reports including query reports

### Training Management

<b>Training management sub-module supports the following functionalities</b>	
<b>Code</b>	<b>Functionalities Description</b>
<b>TR - 01</b>	Enter training locality and training rooms with the equipment in each room
<b>TR – 02</b>	Enter training catalogs with lessons and needs for each course
<b>TR – 03</b>	Register external trainers
<b>TR – 04</b>	Manage internal trainers
<b>TR – 05</b>	Create request for training
<b>TR – 06</b>	Release request for training by the manager
<b>TR – 07</b>	Create training session
<b>TR – 08</b>	Define trainees (external) or (employees)
<b>TR – 09</b>	Register trainees in training session
<b>TR – 10</b>	Request materials for the training session from the warehouse
<b>TR – 11</b>	Register training partners
<b>TR - 12</b>	Close the training session
<b>TR - 13</b>	Register session results
<b>TR - 14</b>	View materials issue from warehouse to the session and returned to the warehouse
<b>TR - 15</b>	Training’s Allowances (Employees’ benefit) based on company’s policy



TR - 16	Full integration with all other Human Resources applications especially time management and payroll as well as financial Application
TR - 17	Group of reports including query reports
TR - 18	Integration with position / employees' profile comparison in order to detect deficiency and then enrollment of employee in existing training sessions

### Personnel Development

#### Personnel Development sub-module supports the following functionalities

Code	Functionalities Description
PD - 01	Ability to create qualification catalogs
PD - 02	Display and maintain qualification catalogs
PD - 03	Integrate qualifications and needs with position and job
PD - 04	Compare employee qualifications and position needs
PD - 05	Find candidates for vacant positions
PD - 06	Planning an employee's professional career path
PD - 07	Create and manage development plan
PD - 08	Create appraisal catalog
PD - 09	Enter and manage appraisal result
PD - 10	Manage the employees benefits through appraisal result
PD - 11	Full integrated with personnel administration
PD - 12	Full integrated with training application
PD - 13	Career and succession
PD - 14	Integration with payroll for salary increment and bonus based on appraisal score
PD - 15	Employee Key performance management



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