

SAFE HR Solution

1) System and target Clients.

a) About the System

SAFE HR 10 is a human resource management System that manages, organizes and monitor all human resource information and activities. SAFE HR 10 is made based on 20 years of our cumulative experience in the development and implementation of human resources management systems for our customers of different size and different countries. SAFE HR 10 satisfy is not only easy to use, but efficient and secured as well.

b) Target Clients

SAFE HR 10 Suits all medium and large establishment of different business activities.

2) SAFE HR10 Specifications.

- General specifications:
 - a) Flexible and ease of use.
 - b) Dual Language.
 - c) Based on MS-SQL Database program which runs on all versions of Windows and accommodates large data.
 - d) An integrated database of employee information and Employment activities.
 - e) Employment and Termination activities.
 - f) Add a personal photo in the employee file.
 - g) Follow-up renewal of documentation for employees such as Passports, Identification cards, residences, car licenses and other important documents.
 - h) Distribute employees over the establishment departments, locations, branches and jobs.
- Staff salaries:
 - a) Efficient and flexible salary calculation function.
 - b) Salary division:
 - i) Fixed salary and allowances according to contract.
 - ii) Additions and deductions for a specified period (payment of advances or allowances for a specified period).
 - iii) Current month additions and deductions.
 - iv) Attendance variables like absence, late and/or overtime.
 - v) GOSI and Tax deductions.

- c) Partial salary sheets can be generated for some employees or for a specific period of a month with no recurrence of the employee's salary for the same period.
- d) Salary sheet can be erased and re-generated before it is approved.
- e) Print out payroll and pay slip or export them as Excel sheet.
- Manage employee vacations:
 - a) Follow-up vacations of all kinds.
 - b) Track the vacation starting from the vacation request up to return.
 - c) Calculates the accrued balance of vacation at the end of the year and transfer the balance to the following years according to the company's rules.
 - d) Keep record of all employee's vacations.
 - e) Keep record of current vacation accrued balances.
 - f) Provision for staff leave to be included in the balance sheet.
- Comprehensive social security GOSI module including:
 - a) Employee GOSI record.
 - b) Deduction of employee's share of salary.
 - c) Processing of annual increase of GOSI sheet (Form 2).
 - d) Detailed and analytical reports for the recording of employees in GOSI.
- Comprehensive treatment of labor gain tax: -
 - a) Deduction of the tax from the employee's as per company and tax rules.
 - b) Prepare a monthly statement of labor gain tax.
 - c) Prepare an annual adjustment for labor gain tax.
- End of service benefits:
 - a) The end of service benefit shall be calculated according to labor law and company policy upon termination of the employee's service.
 - b) End of service provision reports for inclusion in the Company's balance sheet.

3) SAFE HR 10 benefits.

- The system is compatible with Saudi labor laws such as calculating leave and calculating the end of service and others.
- One window to get all employee information.

- Paper files are space and time consuming. get rid of paper files!
- Automatic alert for documents renewal.
- Follow-up staff vacations of all kinds.
- Comprehensive and accurate processing of social insurance data.
- Comprehensive and accurate treatment of labor gain tax.
- Employee salaries are calculated automatically according to the rates and rules applicable within the company.
- Efficient and fast technical support helps to implement the system immediately.
- We help you upload your existing data.
- Follow up and implement the changes in labor laws, insurance and taxes.
- An excellent security system to distribute authority to the team

4) *Integration and other services*

- SAFE HR 10 Integrates to fingerprint systems through intermediate software tools.
- SAFE HR 10 Integrates with banks through WPS.
- SAFE HR 10 Integrates with General ledger System.
- SAFE HR 10 can be integrated with the archiving system for archiving employee documents.
- We provide consultancy and propose solutions to improve the use of the system institutions and companies.
- We provide efficient and state of art data migration service.