SAJAYA®

Human Resources Management

Human Resources Management

Planning and Employment

Training and Appraisal

Payroll Management

Perssonel

Sajaya ERP
4ʰ generation
Professional Business Automation

Dear customers…we are always standing beside you

SAJAYA ® System focuses on fulfilling your special needs in the information technology filed, and arrange commercial, industrial, service operations to provide business solutions and support decision making. All that through high quality modules and programs combined with commitment to implement them through practical and scientific methodology by experts ready to work in all times and ready to deal with all business environments.

● Financial Management Module

Works on registering enterprise financial transactions, controlling cash flow, following up enterprise revenues and expenses, thus help in making right decisions and ensure goals achievement.

Main Programs: General Accounting, Banks and Cash, Receivables, Payables, Cost Centers and Estimated Budgets.

● Operations Management Module

Aims to control inventory and ensure enterprise readiness for providing goods, managing transactions of inventory, sales and purchases. Also provides comprehensive and detailed reports about all these transactions, thus ensure implementing enterprise strategic plans successfully.

Main Programs: Inventory Management, Sales Management, Purchasing Management, Price Lists and Promotions .

● Assets Management Module

Aims to provide tight control over enterprise owned or leased assets, follow up all transactions related to assets i.e. selling, purchasing, retiring, mortgaging, maintaining,…etc. also it documents all the financial effect of these transactions on the enterprise accounting and financial records.

Main Programs: Assets Records, Assets Maintenance, and Assets Accounting.

● Production Management Module

Plans and manages production processes through defining the required raw materials, formals, human resources,…etc. Also it specifies production process cost and duration with providing comparisons between estimated and actual costs.

Main Programs: Production Planning, Production Processes, Production Costing,and Quality Control.

● Human Resources Management

An advanced module manages all related issues to enterprise employees i.e. attracting, interviewing, hiring, training, paying financial dues…etc, it also provides comprehensive records about all these transactions, and arranges employee's appraisal processes to ensure proficiency and efficiency.

Main Programs: Planning & Employment, Personnel, Payroll, and Training & Appraisal.

● Specialized Solutions

SAJAYA® provides many customized programs cover wide range of most enterprise transactions in order to automate all enterprise business and activities. Customized programs: Education Management, Car Rental, Earth works Calculation,…etc.

Human Resources Management

Module in **SAJAYA**® system is an advanced system works on providing records about attracting and recruiting employees, registering their daily transactions from hiring until termination. It also provides periodical data about employees appraisal and expected career progress with documenting and organizing financial due payments by tracking all their accounting effects.

▸ Advantages

Human Resources Management is an advanced system works on providing records about attracting and recruiting employees, registering their daily transactions from hiring until termination. It also provides periodical data about employees appraisal and expected career progress with documenting and organizing financial due payments by tracking all their accounting effects.

• Specify vacancies and estimate the required human resources based on enterprise strategic plans in terms of numbers, qualifications, and job descriptions.

• Save comprehensive and detailed records of employees (current and former) in terms of qualifications, jobs, promotions, attended training courses, and transactions during employment period, also register agreements with employees about financial returns along with administrative and social benefits to organize their maturities and payments.

• Manage enterprise external relationship with official and none-official parties that are related to employees, organize the required legal records, account statements and reports; deduct required amounts to deliver them to the official and governmental authorities related to the enterprise and employees.

• Participate in specifying human resource's weakness and strength points, making internal decisions regarding promotion, demotion, suspension, service termination, transferring, or others. Also contribute in making development strategies, improvement plans, and in preparing future training programs.

• Facilitate and organize payments of salaries, daily wages, benefits, allowances, and annual or periodical bonuses. also provide tools for saving comprehensive records about due payments of employees and day-labors during employment periods with specifying benefits details, calculation and payment methods.

• Register financial effects for all employee's transactions on enterprise accounts and distribute them according to each transaction and expenses type.

• Ensure that are the selected employees are capable of performing job's tasks, obtaining the necessary skills and abilities to perform job functions, thus reaching for the required productivity level during specific periods.

• Obtain the best human qualifications from external "work market "or the available skills from enterprise internal sources, by applying standard methods of attracting, examining, and appointing employees.

▶ Features

• **Day Labors:** Register staff/day-labors, determine their work duration by hours, days, and shifts. Also calculate work actual periods, and organize due wages payments.

• **Custody:** Identify employee's custody which was delivered upon hiring or during employment period, and connect employee's custody with enterprise assets system to specify assets within each employee custody.

• **Calculating Working Hours Automatically** through connecting with time attendance machine, or entry/exit systems which work on registering employee's working times and importing their data to the system, calculating their vacations, leaves, and working days, also creating the necessary vouchers for documenting those transactions financially and administratively.

• **Attachments and Documents:** Ability of inserting copies of official documents for all employees and candidates by using scanners or document's optical input devices and saving them in database, thus providing electronic files for these transactions.

• **Historical Employee's Records:** Ability of saving updates of any employee's record that include modifying, deleting, and adding; Then saving the previous data to retrieve them whenever they are needed.

• **Template Vouchers:** Templates vouchers include default data/information which are used frequently in many transactions, where the default data/information are recalled from standard vouchers/templates instead of re-entering all data again.

• **Recurrent Vouchers:** Vouchers for frequently repeated transactions that have the same data with different issuance date which are created once in the system with specifying repetition frequency where the system creates them automatically in their repeating date.

• **Voucher's Multi-types and Numbering:** Ability of defining multi-voucher's type to use them in registering the same transactions with independent numbering for each fiscal year to maintain the correct numerical sequence and connect types with the voucher's main categories as (evaluation, delegation, registration, allocation...etc.).

• **Additional Fields:** Identify several additional fields for each employee with specific properties (number, date, text...)to enable users of entering additional data about their activities, also inquire and issue reports about them.

• **Printing Layouts:** Allow users print salary's slips, vacation, loan …etc. in several layouts for each voucher by using the available original layouts in the systems or design layouts for each voucher to fulfill enterprise specific needs by using available programmable tools.

• **Copy Vouchers:** Tool enables users of copying voucher information and details to new one, thus ensuring information accuracy and rapid input through using the available programing tools in the system.

Planning and Employment

Program in **SAJAYA**® system provides an integrated unit to plan human resource's needs by identifying the needed staff with specific specifications, following up all employment stages starting with attracting employees, interviewing, and examining. It also specifies job's contenders, chooses candidates, hires employees, and registers them officially in the enterprise as employees.

▸ Main Functions

• Register internal applications to search for candidates to occupy specific vacancies, compare applications and C.V. database with the required job's qualifications and conditions to find.

• Identify candidates attraction resources, specify the used templates for each resource, and priorities in dealing with them, also define attraction stages, and employment phases for each job.

• Draw enterprise organization structure, specify its structure levels, define job titles, job's administrative and functional grade sequence to connect them with the organization structure.

• Define enterprise's jobs, create administration codes, job's descriptions, and identify each job tasks, qualifications, experiences, and conditions which should be available in the hired employees.

• Inquire and issue historical, statistical and current reports about vacancies and candidates in the enterprise, as well as the results of employees attraction, interviews, and exams they had attended.

▸ General Features

• **Organization Structure Multilevel:** Ability of creating organization structure with unlimited administrative levels that are related to each other and classified within groups.

• **Information Database:** Provide tools for entering and registering enterprise's appointment templates, and curriculum vitae by using paper or online applications. Then studying, sorting, and specifying the status of each application or c.v.

▶ Main Functions

• Registering employees, entering personal information related to their family, scientific qualifications, and practical experiences. Also specifying their competence, financial returns, administrative benefits, work contracts, contract's starting/ending dates, and issuing reports about them.

• Define foreign bodies that are related directly to employees, specify each relation type, employee's deduction percentage, enterprise share, issuance amount, permits and licenses renewal fees which include social security, health insurance, governmental bodies, liabilities, taxes, accommodations, work permits, health certificates,…etc.

• Create and register employee's file transactions such as promotions, transferring, adding qualifications/courses, promotions, deductions, salaries freezing …etc. ,and specify those transactions issuing and approving dates along with the authorized parties.

• Inquire and issue reports (current, historical, and statistical) reports about employees, and their file's transactions, in addition to clarify their joining date with all the details.

▶ General Features

• **Rules of Procedures:** Define enterprise internal system in terms of specifying each violation type, related penalties, violations execution sequence on employees, maximum allowed repetitions, and their financial/administrative affects while keeping their historical records.

• **Vacations and Leaves:** Ability of creating unlimited types of vacations and leaves, specifying their maturity conditions, date, financial effects, and possibility of exceeding the maximum limit, also transferring them through employee's employment years.

• **Health Insurance:** provide an integrated health insurance system starting from registering insurance companies in the system, inserting each company insurance programs, specifying each program conditions, properties and participating employees.

Personnel

Program in **SAJAYA**® system is integrated and linked with enterprise programs. Personnel program has wide range of capabilities that can ensure smooth handling of employee's files ,and administrative issues in the best possible way.

Payroll Management

Program in **SAJAYA**® system works on calculating salaries automatically and accurately through solid integration with financial management module, in which a mechanism can be identified to have an effect on the salary whenever the allowance, promotions, and penalties are approved. It also specifies salary calculation method, and provides the accounting system with any vouchers resulted from salary payments automatically.

▶ Main Functions

• Calculating salaries, wages, allowances of staff and day-labor for their monthly work, vacations, leaves, overtime, as well as issuing pay slips and financial statements that contain due amounts.

• Calculating and deducting taxes, governmental fees, social security, health insurance for each employee, and issue the required statement to deliver the deducted amounts to the relevant authorities.

• Calculating overtime, periodical bonuses, annual bonuses, sale's commotions, service termination allowances, and registering their financial effects by adding them to employee's benefits at due date and issuing their financial reports.

• Inquire and issue detailed reports for the current, historical, and statistical paid and deducted amounts from employees, specify payment deduction causes, and specify all the financial transactions during their work period in the enterprise.

▶ General Features

• **Salary Transfer:** Transfer salary to banks which employees are dealing with, specify each employee's account, and issue the bank required documents for transferring salaries from enterprise's account to each employee account automatically.

• **Multi Allowances and Financial Deductions:** Ability of creating unlimited types of allowance and deductions whether permanent or irregular, specifying their calculation method, distribution percentages between the enterprise and the employee, and their effect on calculating bonuses, vacations, and service termination allowance.

• **Loans System:** By approving on its related transactions and employee's payments, identifying loans types, specifying purposes, payments schedules, and deduction methods through monthly dues in terms of installments numbers and frequency with possibility of postponing payments or paying them before the due dates.

▶ Main Functions

• Create periodical transactions for employees appraisal, determine the used evaluation templates in each transaction, and evaluation elements within each template, specify each question value, and display the results of each employee appraisal in each position.

• Create tracks of educational and training plans for each career path, identify the used scientific and practical courses that used in developing enterprise employees skills by clarifying their contents, benefits, prerequisites, assignment, and registration allocation applications of the educational and training parties for the selected courses.

• Inquire and issue reports (current, historical, and statistical(about employees appraisal and courses during their employment period in the enterprise with all details.
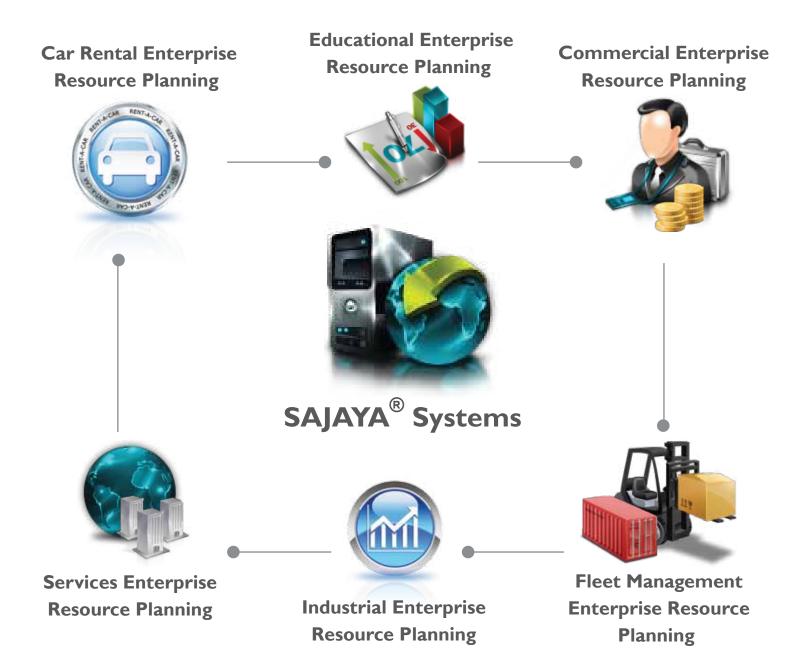
▶ General Features

• **Evaluation Groups:** Tool enables users to classify evaluation groups value through defining each group, standard measurement levels, and linking them with specific jobs in order to give measurement weights and linking more than one group with specific job or more than one job with specific group.

• **Multiple Evaluation Templates:** Program allows creating evaluation templates that contains variant evaluation elements which differ in their importance and value according to each evaluation template.

• **Learning Track:** Tool draws educational plans for enterprise's jobs , links these plans with human resource's plans, and with educational\training courses which should be taken to qualify employees and enable them from handling job assigned tasks in the present and in the future, hence achieve expected developments according to enterprise strategic plans while defining each plan phases, requirements and paths.

Training and Appraisal

Program in **SAJAYA**® system provides the necessary tools for appraising employees, evaluating achievements of individuals and work team during specific period to ensure all enterprise operations are activated and adopted in the highest productivity levels by employees. The program also specifies and arrange the necessary courses for developing staff skills.

SAJAYA® Systems

Car Rental Enterprise Resource Planning

Educational Enterprise Resource Planning

Commercial Enterprise Resource Planning

SAJAYA® Systems

Services Enterprise Resource Planning

Industrial Enterprise Resource Planning

Fleet Management Enterprise Resource Planning

SAJAYA® Packages

Intelligent VERSION

General Features		
	User's numbers\ maximum numbers	5 / 20
	Number of companies in the system	1
	Warranty period for malfunctions	6 months
	Web and Work Flow	--

Business VERSION

General Features		
	User's numbers\ maximum numbers	10/ 50
	Number of companies in the system	Unlimited
	Warranty period for malfunctions	12 months
	Web and Work Flow	Optional

Golden VERSION

General Features		
	User's numbers\ maximum numbers	0 / Unlimited
	Number of companies in the system	Unlimited
	Warranty period for malfunctions	12 months
	Web and Work Flow	✓