



# eXperts People 365

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**A flexible HRMS solution based on D365 Finance & Operations**

Applying company policies on Employee data management, dependents' management, Contracts and salaries, Time validations for Over time, deductions and absences and an accurate pay sheet have always consumed most of the HR department's time due to the impact, importance and sensitivity of the process. Though, all the required processes can run on pre-defined set of rules based on logic. Expert HRMS and payroll focuses on a principle that company policies should be the base of all calculations.

At Business experts gulf, with the experience of over 100 clients globally, we have intensively worked to establish the doctrine of Grade based HR controls throughout the Solution by parameterizing the solution to the maximum level for flexibility and scalability.

The solution is available as an ISV based on Microsoft Dynamics 365 F/O with real time financial integrations for UAE, Kenya and Yemen and can be adjusted to fit any calculations by using the flexible formula editor.

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## ***Key Features:***

### **Employee Management**

- Air tickets defined per grade for ticket type. Air ticket setup form provide point of hire-based fares for payment calculations on prorate bases.
- Contracts management for Locals and expat employees. Gross salary is distributed to components based on predefined logics.
- Courses creation by HR and later request by employee.
- Dependents information management for benefits calculations
- Employee master with UAE specific data management
- Employee structure for reporting and workflows
- Grades for controlling salary ranges, notice periods, bonus, leave type count and eligibility and misc.
- Gratuity accruals and final settlement as per UAE Labor law. Also, flexible to meet specific cases.
- Insurance record management
- Jobs creation with details management for JD report printing from system.
- Pension as benefit and deduction reporting with employee balance details.
- Positions and reporting to positions to maintain relationship between departments.

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## Employee self service

- Letter Requests from HR
- Employee misc. requests
- Leave requests with leave resumptions. Adjustments for early and late resumptions processing.
- Grievance requests
- Sponsorship requests

## HR Processes

- Objective review
- Performance review

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## Payroll Processing

- Attendance integration for absences, deductions and overtime in pay run for auto processing shift and multishift based setups
- Absence penalties application based on company policy
- Benefits and deductions rules and assignments at employee type (Local or Expat)
- Bonus distribution mechanism based on grades and score of reviews
- End of service calculations for locals and expats
- Payroll taxes (where applicable)
- Insurance calculation based on insurance salary (where applicable)
- Specific Tax files (where applicable)
- Employee advances/ Loan management based on pre-agreed schedule for deductions.
- Manual variable allowances and deductions in pay run
- Payroll reports (pay slip, Pay sheet, Payroll comparison report, Sif file, NON WPS files for semi and govt. companies)

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## Workflows

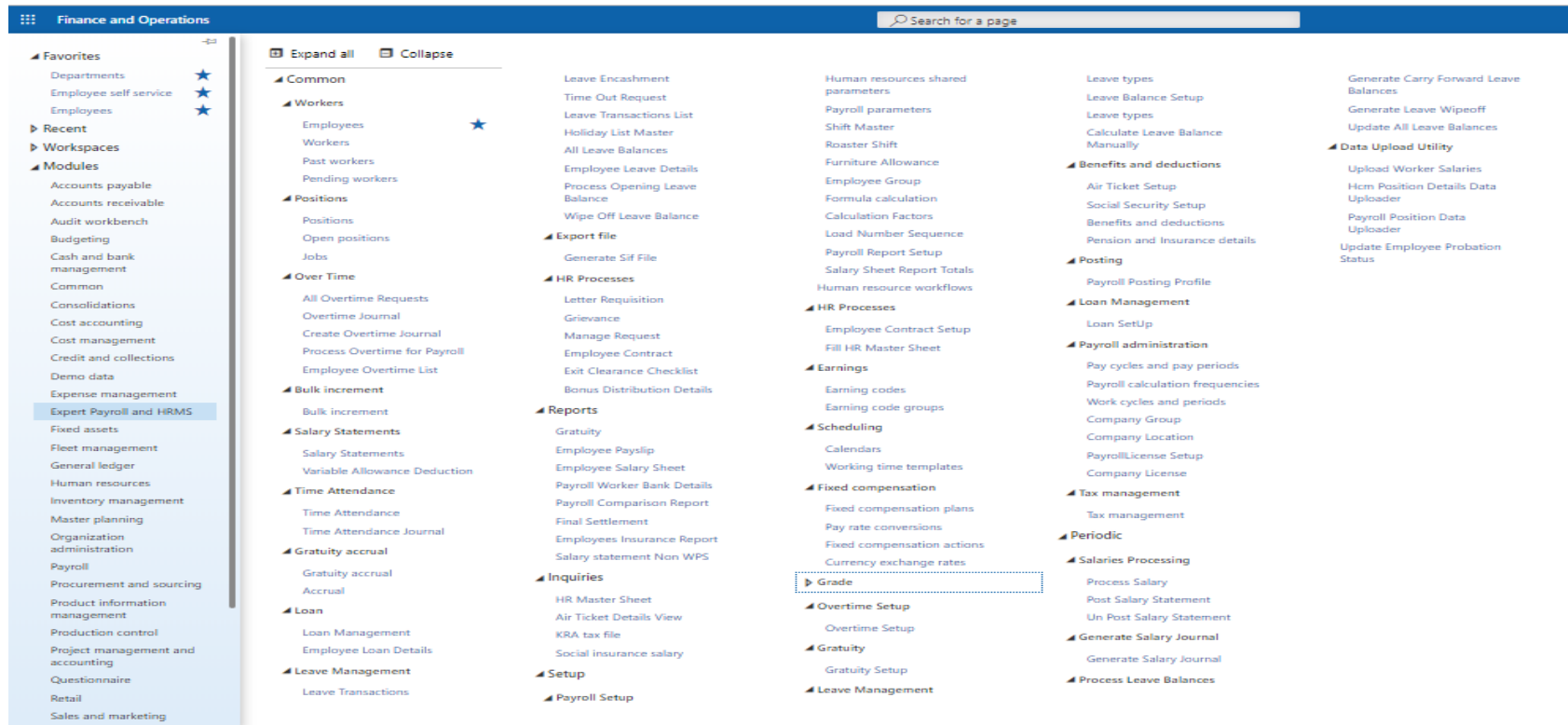
- Advance request
- Employee contracts
- Leave request
- Objective review
- Performance review Mid-year
- Performance review End of year
- Probation review
- Payroll process



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## Easy setup in Dynamics Finance & Operations



The screenshot displays the eXperts People 365 HRMS interface, which is integrated with Dynamics Finance & Operations. The interface features a blue header bar with the text "Finance and Operations" and a search bar labeled "Search for a page".

The left sidebar contains a navigation menu with the following sections:

- Favorites** (indicated by a star icon): Departments, Employee self service, Employees.
- Recent** (indicated by a right-pointing arrow icon).
- Workspaces** (indicated by a right-pointing arrow icon).
- Modules** (indicated by a right-pointing arrow icon):
  - Accounts payable
  - Accounts receivable
  - Audit workbench
  - Budgeting
  - Cash and bank management
  - Common
  - Consolidations
  - Cost accounting
  - Cost management
  - Credit and collections
  - Demo data
  - Expense management
  - Expert Payroll and HRMS** (highlighted with a blue background)
  - Fixed assets
  - Fleet management
  - General ledger
  - Human resources
  - Inventory management
  - Master planning
  - Organization administration
  - Payroll
  - Procurement and sourcing
  - Product information management
  - Production control
  - Project management and accounting
  - Questionnaire
  - Retail
  - Sales and marketing

The main content area is titled "Expand all" and "Collapse" (indicated by a minus sign icon). It displays a hierarchical list of modules and sub-modules, organized into columns:

- Common**
  - Workers** (indicated by a star icon): Employees, Workers, Past workers, Pending workers.
  - Positions**: Positions, Open positions, Jobs.
  - Over Time**: All Overtime Requests, Overtime Journal, Create Overtime Journal, Process Overtime for Payroll, Employee Overtime List.
  - Bulk increment**: Bulk increment.
  - Salary Statements**: Salary Statements, Variable Allowance Deduction.
  - Time Attendance**: Time Attendance, Time Attendance Journal.
  - Gratuity accrual**: Gratuity accrual, Accrual.
  - Loan**: Loan Management, Employee Loan Details.
  - Leave Management**: Leave Transactions.
- Leave Encashment**: Time Out Request, Leave Transactions List, Holiday List Master, All Leave Balances, Employee Leave Details, Process Opening Leave Balance, Wipe Off Leave Balance.
- Export file**: Generate SIF File.
- HR Processes**: Letter Requisition, Grievance, Manage Request, Employee Contract, Exit Clearance Checklist, Bonus Distribution Details.
- Reports**: Gratuity, Employee Payslip, Employee Salary Sheet, Payroll Worker Bank Details, Payroll Comparison Report, Final Settlement, Employees Insurance Report, Salary statement Non WPS.
- Inquiries**: HR Master Sheet, Air Ticket Details View, KRA tax file, Social insurance salary.
- Setup**: Payroll Setup.

The right sidebar contains a list of additional modules and sub-modules:

- Human resources shared parameters
- Payroll parameters
- Shift Master
- Roaster Shift
- Furniture Allowance
- Employee Group
- Formula calculation
- Calculation Factors
- Load Number Sequence
- Payroll Report Setup
- Salary Sheet Report Totals
- Human resource workflows
- HR Processes**: Employee Contract Setup, Fill HR Master Sheet.
- Earnings**: Earning codes, Earning code groups.
- Scheduling**: Calendars, Working time templates.
- Fixed compensation**: Fixed compensation plans, Pay rate conversions, Fixed compensation actions, Currency exchange rates.
- Grade** (highlighted with a dotted border): Overtime Setup, Overtime Setup.
- Gratuity**: Gratuity Setup.
- Leave Management**: Leave types, Leave Balance Setup, Leave types, Calculate Leave Balance Manually.
- Benefits and deductions**: Air Ticket Setup, Social Security Setup, Benefits and deductions, Pension and Insurance details.
- Posting**: Payroll Posting Profile.
- Loan Management**: Loan SetUp.
- Payroll administration**: Pay cycles and pay periods, Payroll calculation frequencies, Work cycles and periods, Company Group, Company Location, PayrollLicense Setup, Company License.
- Tax management**: Tax management.
- Periodic**: Salaries Processing, Process Salary, Post Salary Statement, Un Post Salary Statement.
- Generate Salary Journal**: Generate Salary Journal.
- Process Leave Balances**: Generate Carry Forward Leave Balances, Generate Leave Wipeoff, Update All Leave Balances.
- Data Upload Utility**: Upload Worker Salaries, Hcm Position Details Data Uploader, Payroll Position Data Uploader, Update Employee Probation Status.

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## We are on Microsoft App Source

"eXperts People 365"  
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Finance and Operations

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