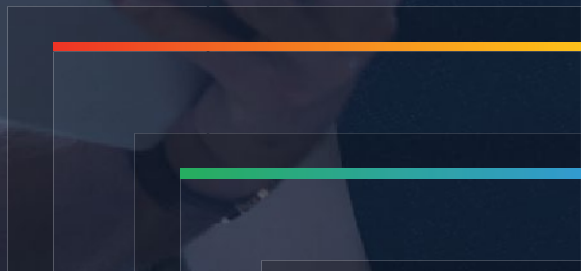




People365[®]



Putting **HR** at the
core of **digitalization**

over

30+
YEARS
of **HCM**
experience

CONTENTS

People365

- 05 Introduction
- 06 Why People365
- 08 Streams & Modules
- 09 People365 Workflow
- 10 Time and Workforce Management Stream
- 12 Payroll Stream
- 14 Human Resource Stream
- 19 Medical Module
- 20 People365 on the Cloud
- 22 People365 Mobility Pack
- 24 People365 Mobility App Clock-in Types
- 28 Covid-19 Pandemic Control Solutions



WITH MORE THAN 30 YEARS OF EXPERIENCE IN HCM, OUR DEDICATED TEAM OF DEVELOPERS AND CONSULTANTS HAVE MADE IT THEIR MISSION TO PRESERVE HIGH CUSTOMER SATISFACTION AND CUSTOMER RETENTION ALL ACROSS THE BOARD.

Putting HR at the Core of Digitalization

People365 is an HCM application that integrates all the human facets of the business including Time and Workforce Management, Payroll, and Human Resource streams. Our HCM application is developed to facilitate the comprehensive management of every industry's human resources. It helps reduce the time spent on monitoring and analyzing attendance information while simplifying and enhancing payroll generation.

The system also facilitates the recruitment and management of employees' trainings and career paths. People365 is developed to help companies optimize their human capital management through tools that capture and manage the complete work cycle, from headhunting human talents all the way to retirement.

WHY PEOPLE365?

In-depth HCM expertise:

- Over 30 years of vertical experience in the HCM industry.
- A leading provider in the field with more than 1000 references including airlines, oil and gas, banking, government, construction, health care, hospitality, automotive and trading industries.
- A software that supports multi-lingual environments, multiple currencies, shifts and schedules according to multiple government pay regulations and taxation.

Interfaces:


People365 interfaces with international ERP Solutions. This is done directly on the database level, through web services, or via text and excel files.

Agile Scrum Software Development Methodology:

In 2013, People365 adopted the Agile Scrum Software Development Methodology to accelerate the delivery of initial business value. Through a process of continuous planning and feedback, we were able to ensure that value is continually maximized throughout the development process. As a result, planning teams were able to easily adapt to changing requirements when using a software system that better addresses their business and customers' needs.

Customer Loyalty & Trust:

- We build long term partnerships with our clients by understanding their business requirements and exact needs.
- We deliver the right technology solution that supports the company's strategic objectives.
- We always launch new releases and migrate to new technologies starting with FoxPro to the latest .NET technology.



PEOPLE365 IS YOUR LEADING
HUMAN CAPITAL MANAGEMENT
SYSTEM FOR ALL EMPLOYEE
MANAGEMENT NEEDS ALL THE
WAY FROM HIRING TO RETIRING.

STREAMS & MODULES

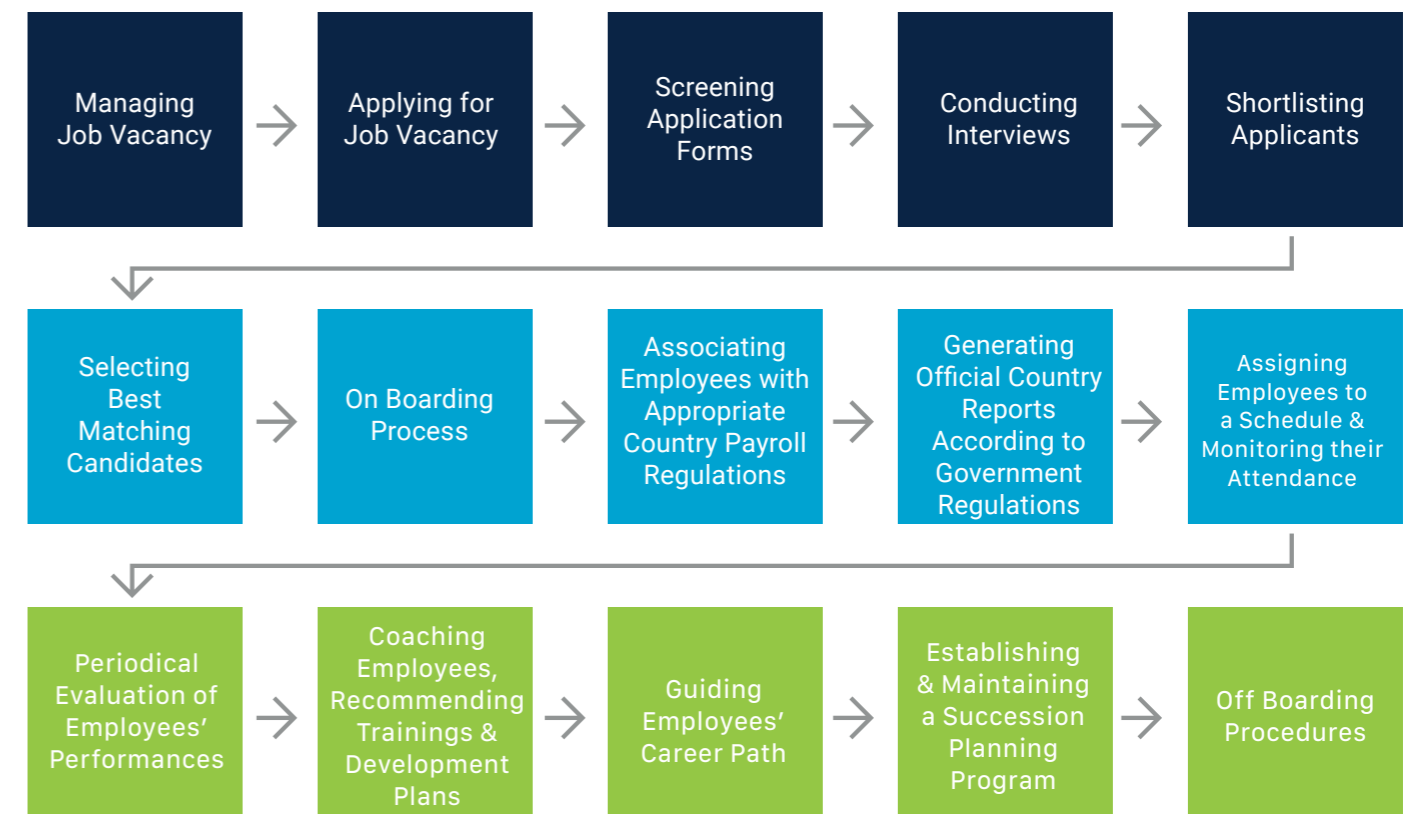
PEOPLE365 WORKFLOW

As a web-based HCM application, People365 includes Time and Workforce Management, Payroll, & Human Resources Streams.

People365 allows the user to:

- Gather employees' detailed information.
- Define locations, languages, currencies, positions, job titles, employment history, and others.
- Define all entities and organization units of the holding.
- Service level agreement that governs the service engagement.
- Work for multiple currencies, multiple shifts and schedules.
- Work for multiple pay regulations for part time and full time employees (daily) and pay groupings (daily, weekly, monthly, quarterly).
- Handle online self- service (Leave & Loan requests, Pay slips, Holidays, Annual Leave balances).
- Manage vacations, holidays, and sick leaves.
- Work under multi-lingual environments.
- Handle a systematic recruitment process.
- Associate employees with appropriate payroll regulations.
- Assign employees to schedules, monitor their attendance and manage their vacations.
- Retain employees: through guiding their career paths, assigning them appropriate trainings, and conducting periodical performance appraisals for efficient development planning.

All these features include a comprehensive employee collection system with complete personal and employment history, as well as a powerful reporting tool. Data maintenance is made easier and prompt response to employee inquiries is ensured, enhancing efficiency and productivity.



TIME AND WORKFORCE MANAGEMENT STREAM

Organizations race to fulfill their visions and achieve their missions by optimizing their operational efficiency. Moreover, team readiness and time allocation create a challenge for decision makers to elevate the organization's productivity.

That is where People365-Time and Workforce Management Stream contributes with its comprehensive features and functionalities to help companies better achieve their objectives.

Time Stream Features:


- Web Interface Solution Based on .NET Technology
- Integration with Leading Biometric Vendors
- Multiple Policies, Schedules and Schedule Periods
- Multiple Shifts & Splits
- Multiple Sick Leave & Annual Leave Rules
- Payroll Generation
- Integration with Payroll and HR System
- Employee / Management Self Service
- Notifications
- Scheduled Report Sending
- Intelligent Reporting

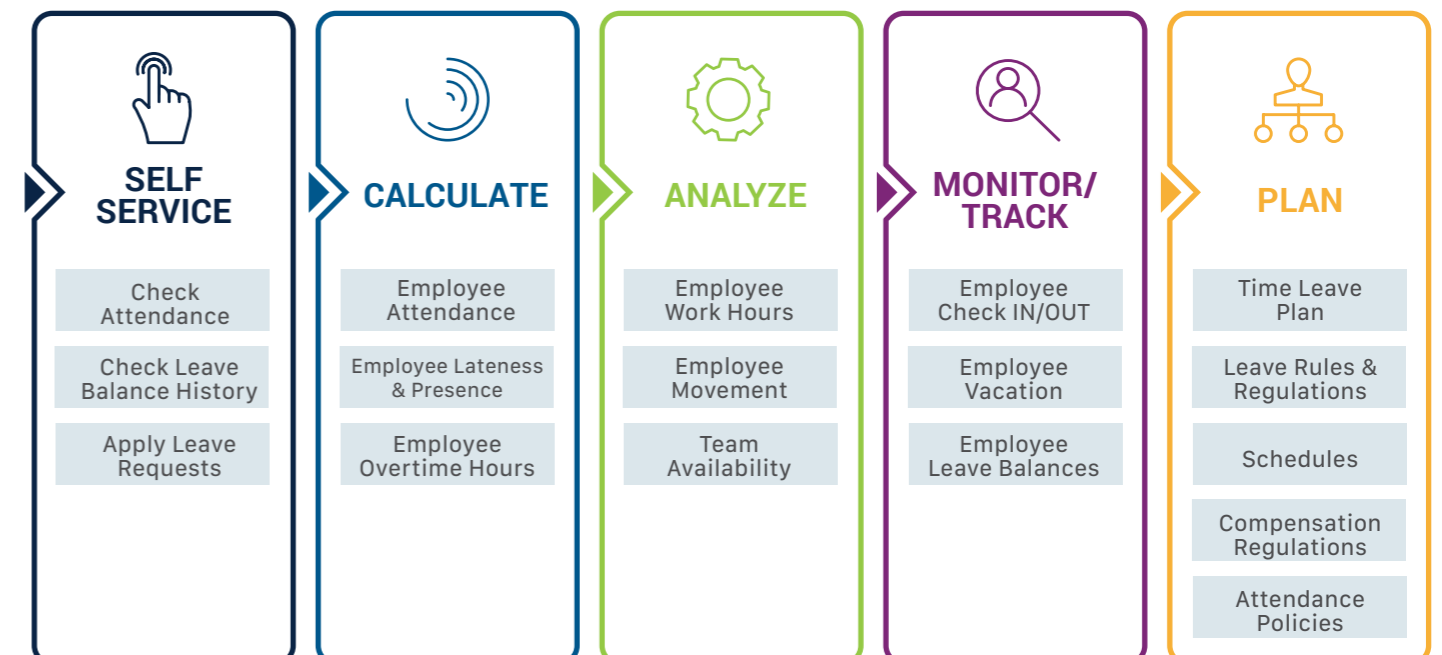


Time Benefits

- Caters for real time attendance status.
- Has the ability to support flexible employees' shift structures & plans.
- Tracks employees' attendance, calculates their absences & overtime hours & controls their vacations.
- Defines easily how the system shall respond with employees' late arrivals, early leaves, missed hours, and send the related files for payroll generation.
- Provides companies an immediate ROI by eliminating payroll errors, hence reducing the common discrepancies associated with manual computing.
- Saves time & effort as opposed to the tardiness associated to traditional collection of time attendance information.
- Grants online access to employees through a self-service interface, thus providing awareness & mobility to check and operate different requests.
- Provides a powerful reporting tool.
- Integrates well with other applications.

TIME WORKFLOW

 Time Attendance Transactions Automatically Transferred to Payroll Modules





PAY STREAM

It's all about
consistent accuracy
& error-free computations!

Pay Stream Features:

- Company & Country Regulations
- Multiple Language & Currency System
- Multiple Pay Period Process
- Grade Definition
- Payroll Wizard Generation
- Official Financial / NSSF Reports
- Link to Accounting Application
- Bank and Accounting Transfer
- End of Service Indemnity Provision & Settlement Rules
- Social Security Rules Management
- Tax Exemptions & Rules Management
- Payslips and Official Reports Generation

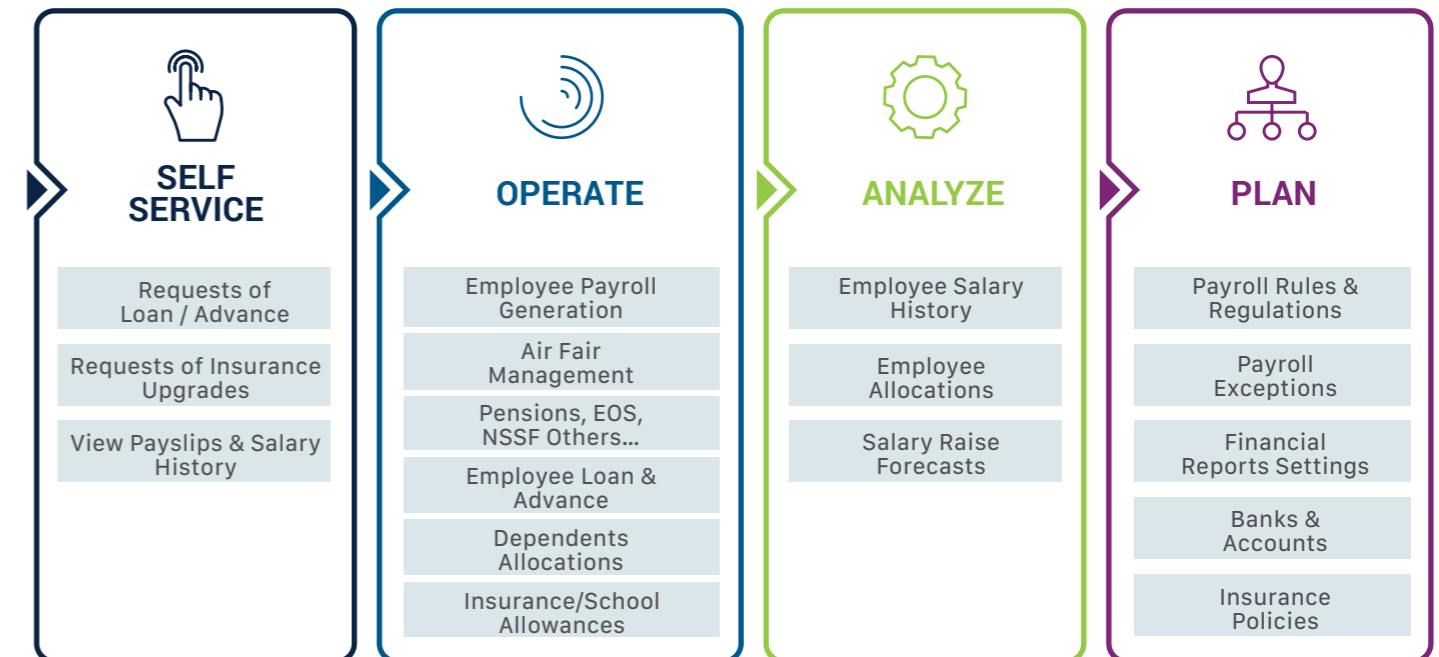
Pay Benefits

- Allows the user to fully operate the various payroll information and related transactions while complying with different governmental regulations.
- Organizes, integrates, and simplifies complex payroll processes through an automated payroll generation wizard.
- Provides an impressive reporting database that adheres to all the local official requirements.
- Caters for customized and automated reports, with the ability of saving filtered criteria for recurrent use.
- Creates an environment of secure data management and transactions.
- Allows the transfer of salaries to banks based on a user- defined interface.

PAY WORKFLOW



- Payroll Transactions
- Banking Transactions
- Accounting Transactions
- Declaration of Official Reports





HR WORKFLOW



HR STREAM

A qualified employee is every company's most valuable asset. Locating the appropriate talents is a challenge by itself, along with retaining & developing their skills. In this respect, the People365 HR Stream clears up these complications, driving HR managers to be proactive towards potential employee turnovers.

It helps prioritize training & employee development projects, through the issuance of reports that reflect budgets and costs. Moreover, it empowers HR managers to effectively handle talent management and career path monitoring, replacing traditional and bureaucratic operations.

Modules in HR Stream:

- ▶ Recruitment
- ▶ Career Planning
- ▶ Learning Management
- ▶ Performance Appraisal
- ▶ Development Planning
- ▶ Succession Planning
- ▶ Test Management
- ▶ Asset Management
- ▶ Self-Service

HR Stream Features:

- Competency Management
- Job Description Management
- Recruitment Management
- Training Management
- Performance Appraisal Management
- Test Management
- Survey Management
- Succession Planning
- Career Planning
- Development Planning
- Letter Management
- Asset Management
- Check List Management
- Permit Management

RECRUITMENT

The Recruitment module handles the process of locating & hiring potential resources through a systematic procedure.

Features:

- Gather all personal and professional information for each applicant and determine their recruitment source.
- Fill out a vacancy request form and publish it after receiving necessary approvals to activate the recruitment process.
- Fill out all information by applicants online.
- Set interview schedules for applicants who pass initial screening.
- Select the most qualified candidate.
- Provide a job offer for the accepted candidate.

Benefits:

- Identifies and recruits high-quality individuals in a cost-effective manner.
- Screens applicants to match user-defined criteria.
- Facilitates a robust and transparent recruitment process with efficient and effective communication utilizing workflows.
- Reduces administrative time for CV input.

CAREER PLANNING

The Career Planning module establishes clear and traceable roadmaps for each employee's career path.

Features:

- Plan criteria that help employees identify their occupational and job interests as well as the relative value the employees place on work and leisure activities.
- Define the user parameters to specify whether essential requirements, alternative qualifications or depreciation meter information should be taken into account in career planning scenarios.
- Plan for specific key dates, for each employee, the future job occupation that he/she should be able to fulfill.
- Determine employees' short and long-term career goals which are associated with desired positions, level of skill, work setting or skill acquisition, and which are drafted into a development plan.

Benefits:

- Allows gaining awareness of employee's work-related goals and interests.
- Aids managers and employees to agree on the next developmental steps.
- Helps the employee understand how the manager views his or her performance, developmental needs and options.
- Helps managers and employees agree on how employees' needs can be met with their current job.
- Identifies resources to help the employee accomplish the goals agreed upon in the career discussion.

LEARNING MANAGEMENT

The Learning Management module works on managing employees' learning as a step towards developing their skills & competencies.

Features:

- Develop training modules and sessions and their corresponding information.
- Set a training price for a group, employee, or unit.
- Update the skills and increase the compensation of an employee or group of employees based on training attended through payroll integration.

Benefits:

- Increases job satisfaction among employees for greater efficiencies in training resulting in financial gain.
- Reduces employee turnover through the nurturing of the employee's skills and abilities.

PERFORMANCE APPRAISAL

The Performance Appraisal module enables resources evaluation as part of a systematic Human Resource Management.

Features:

- Manage questionnaire factors and develop questionnaires.
- Determine the questionnaire's impact on salary and much more.
- Perform 180 and 360 degrees evaluation through customizable workflows.
- Assign different evaluations to employees, with online access.

Benefits:

- Reduces tension that can occur at an employee evaluation.
- Records employee's actions over a number of years to identify weak areas. It consolidates employees' accomplishments and failures over the course of their employment.
- Expedites the performance appraisal process and minimizes the HR effort needed.

DEVELOPMENT PLANNING

The Development Planning Module helps keep track of employees' strengths and weaknesses to maintain resources with solid know-how.

Features:

- Identify each employee's strengths & weaknesses.
- Plan and manage the employees' further trainings and education in order to fortify their once existing weaknesses.
- Plan for specific key dates for each employee, the future job occupation that he/she should be able to fulfill.
- Make strategic use of the employees' strengths by assigning them to peer training responsibilities or promoting them to handle more challenging tasks.

Benefits:

- Derives the data resulting from performance appraisals and training results conducted for employees, and works on setting up plans to grow staff skills, competencies, and capabilities for the sake of optimized business efficiency.

SUCCESSION PLANNING

The Succession Planning module helps management to be proactive towards risky turnovers.

Features:

- Identify the critical positions, capabilities and roles needed for successful performance within the organization's departments and fields of expertise.
- Setup respective successors for employees with critical positions and/or high risk of leaving the organization at different future timelines.
- Search by span of control and/or other criteria to create talent pools
- Match position requirements to individuals.
- Integrate with learning plan, performance appraisal and career development modules.
- Once strategies have been identified, the next step is to document in an action plan. (Benefits: An Action Plan provides a mechanism for clearly defining timelines, roles and responsibilities).

Benefits:

- Gives a projection for critical positions in companies since the organization would be unable to effectively meet its business objectives without these roles.
- Helps workforce projection data or demographic analysis which is essential to identifying risk areas.
- A risk assessment may also be conducted and compared to current and future vacancies to identify critical positions within your organization.

TEST MANAGEMENT

The Test Management module enables the creation of quizzes & surveys.

Features:

- Define questions and related answers.
- Create a questionnaire with the related questions and answers.
- Assign questionnaires to employee(s) and applicant(s).
- View the results of an online questionnaire taken by an applicant or employee.

Benefits:

- Automates results which lead to time reduction in questionnaire evaluation.

SELF-SERVICE HR

The Self-Service HR module is part of the People365 Solution. It allows the employees to:

Features:

- Request an advance, loan and salary change.
- Request all types of leaves.
- Check training needs, enroll in classes and training calendars.
- Fill out assigned surveys, tests, and performance appraisals.
- Update profiles (medical files, address, contacts, etc.) online and check related reports.
- Complete requisition forms, ask for certifications and apply for transfer positions.
- Request assets, correspondence forms and business missions online.

Benefits:


- Boosts morale by empowering employees with instant access to information.
- Reduces the time needed by HR personnel and management to obtain, compile, and submit information on all employees.

ASSET MANAGEMENT

The Asset Management Module enables officials to track the company's assets that are handed to its employees, thus facilitating the processes of periodic maintenance and clearance of assets.

Features:

- Enable the definition of all the items that might be handed to the employees, such as mobile phones, cars, accommodation, etc.
- Enable the association of each defined asset to the corresponding benefits, such as car insurance, health insurance, etc.
- Enable the assignment of each asset to a specific employee, thus facilitating the process of locating the company's assets.
- Enable the maintenance of benefits updates thanks to a seamless platform for asset allocation.
- Enable the clearance of assets in the event of employee's termination.



KEEP TRACK OF ALL YOUR EMPLOYEES' MEDICAL NEEDS WITH THIS ADD-ON AS IT ALLOWS EMPLOYEES TO INPUT ALL MEDICAL RELATED DOCUMENTS, AND YOUR HR MANAGERS TO MANAGE EMPLOYEES' MEDICAL EXAMINATION, REIMBURSE NECESSARY FEES, AND VIEW TEAM MEMBERS' MEDICAL HISTORY.

MEDICAL MODULE

The Medical Module is a part of People365 application, which focuses on the systematic follow-up of the medical expenses incurred by the company's employees and their beneficiaries.

Features:

- Define medical policies applied in the company and assign them to employee(s).
- Define beneficiary coverage settings for each medical policy.
- Define medical types with their coverage settings.
- Define the medical centers supported by the company.
- Fill a medical invoice request.
- Approve/Reject an employee invoice request.
- Handle group medical invoices.
- Manage medical invoices calculation.
- Manage invoices with medical centers.
- Generate medical invoices to Payroll.
- Collect invoices returned from NSSF.
- Generate compensations to Payroll.
- Revert back any advance given to employees upon their termination.



PEOPLE365 ON THE CLOUD

We are the first company in the Middle East to develop a localized HCM application built on .NET technology that is hosted on the Cloud.

The Cloud promises to change how you access information as profoundly as the printing press altered civilization. It enables organizations to virtualize almost every aspect of activity, starting with IT, granting CIOs the rare opportunity to reinvent their roles. The big issue is timing. Using the Cloud, you now have the potential to expand your offerings into broad shared services.

People365 is hosted in a highly scalable and reliable data center with 24 hours surveillance and almost %0 down time. Through moving our HCM into the Cloud and adapting the concept of Software-as-a-Service (SaaS), we aim to attain an outstanding impact.

Key Benefits of Cloud

Moving from capital expenditure to operational cost.

Infrastructure paid by the host.

Reduced costs.

High availability reaching %99.98.

Application is hosted in highly scalable and reliable data centers with 24h monitoring.

No software licensing costs.

No new infrastructure requirements ex: servers.

Service level agreement that governs the service engagement.

Other Benefits:

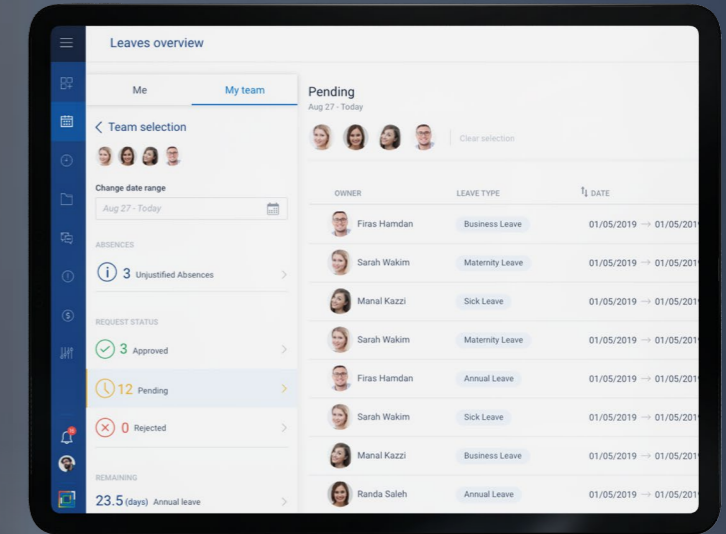
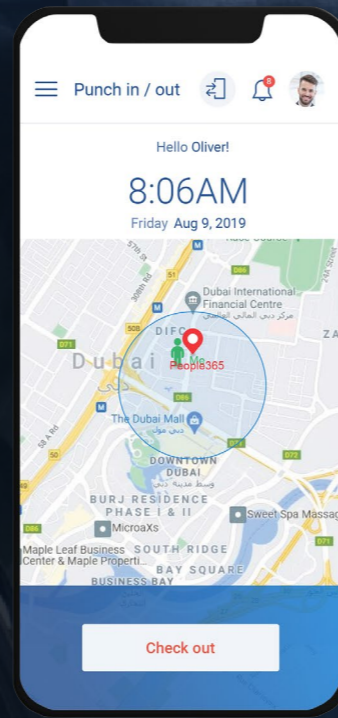
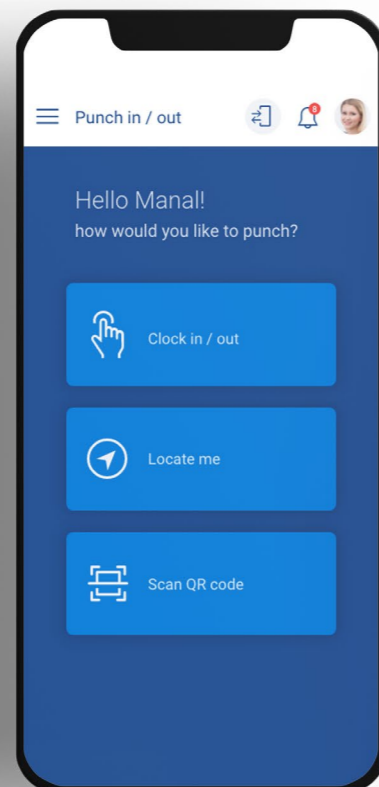
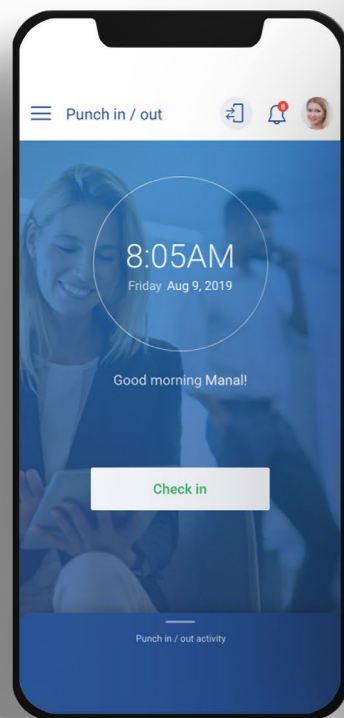
- Hosted locally in the region.
- Lower cost especially for SME's that do not want to add capex on their newly established business.
- Unified expenses limited to subscription fees that cover hosting, licenses, upgrades, as well as support and maintenance.
- Exempts the SME from the managed services expenses & operation management.
- Pay-as-you-use structure (governed by a service contractual agreement).
- Accessibility from anywhere around the world (rendering the old fashioned tether with the physical presence of the software obsolete).
- Energy Saving

PRIVATE CLOUD

There will always be clients who will want to have their own in-house facilities for security reasons. The advantages of the virtualized cloud infrastructure can also yield excellent benefits in this situation: Companies create "private clouds" for use by other companies that pay to use them on a "members-only" basis, thus resolving the diversity and security issues.

PEOPLE365 MOBILITY APP

People365 Mobility pack is an employee-centric web and mobile application focused on user experience, to automate HR processes and enhance organizational productivity. Created to improve the overall lines of communication within your organization, People365 Mobility App was designed to facilitate the HR department responses to employee requests. Thus, HR managers would focus more on the company's strategic objectives.



Real Time Request:

Allow employees to access real time information about their schedules, leaves and holidays. Team members will be able to perform actions on the go anytime, anywhere such as tracking their attendance, request leaves, while also checking for approval of all queries made.

Team Overview:

With the Approval Workflow, managers will have an overview on all requests related information in one screen, helping them make better and faster decisions.

HR Management:

Give your HR manager the ability to focus on more pressing HR related strategies and issues by decreasing employees' queries.

Streamlined Communication:

Improve the overall lines of communication within your organization thanks to highly engaged employees, better data collection, processing and analysis.

EMPLOYEES BENEFITS:

- Apply for personal and business leaves
- Check schedules and time off
- See personal records and payslips
- Look at balances and allowances
- View system notifications and news feed
- Fill requests

MANAGERS BENEFITS

Overview of the team's attendance, availability, breaks, overtime, and latencies in ONE screen

- Team's attendance and leaves overview
- Calendar view for the whole team
- Availability and time management analytics
- Assign leaves and apply Batch approvals
- Schedule working hours and manage attendance

PEOPLE365 MOBILITY APP CLOCK-IN TYPES

Clock in from anywhere using People365 mobility app's various clock-in types

Mobility check-in is a standalone solution.

It also integrates with People365's Time & Workforce Management Module and can co-exist with other biometric machines.

Mobile Clock-in:

Clock in while working from home through active directory log-in.



Geolocation Clock-in:

Clock in to Geo preset locations.



Wi-Fi Clock-in:

Clock in when connected to an office Wi-Fi network.



QR Code Clock-in:

Scan a code on any tablet or mobile to clock in.



Web Clock-in:

Clock in on the web and map it to your active directory log-in.



MOBILE CLOCK-IN

Designed for Work from home:

Working From Home employees can now clock in and out marking their availability using People365 mobile clock-in. The Application is also available in Arabic, with Hijri time and date.

Multiple location and radius targeting:

Set multiple office locations and/or project sites using the app settings. Each location is defined by Google Maps Latitude and Longitude coordinates, site name and address. For more accuracy, a radius of choice can be added to target a specific distance around the location address.

GEOLOCATION CLOCK-IN

People365 Mobility Solution offers the possibility for employees to clock in using their personal phones. With the NEW Geo location feature, companies can control where and when employees can clock-in and out.

Detect employee location and match to the closest site:

When an employee hits the office or site, the Mobility app uses their mobile location services to detect the closest office and checks if he is inside a saved radius. When outside the radius, the user would not be able to clock-in.

Automated Clock-in Process

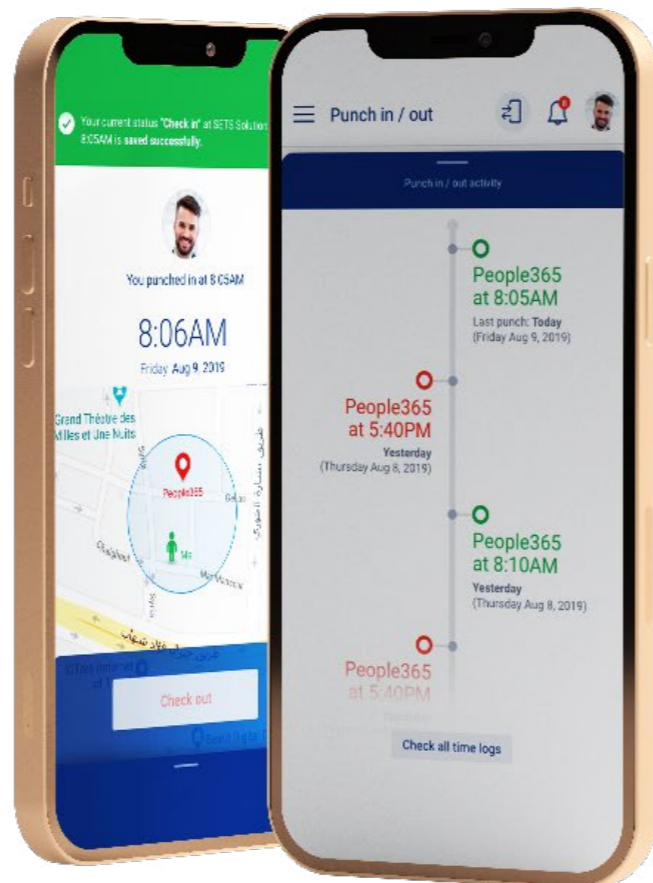
Actions taken during Clock-in process

1. The application recognizes the user
2. Photo is taken
3. Confirmation of clock-in permitted to target location
4. Clock-in time saved
5. Match with user schedule and policies and kick off shift.

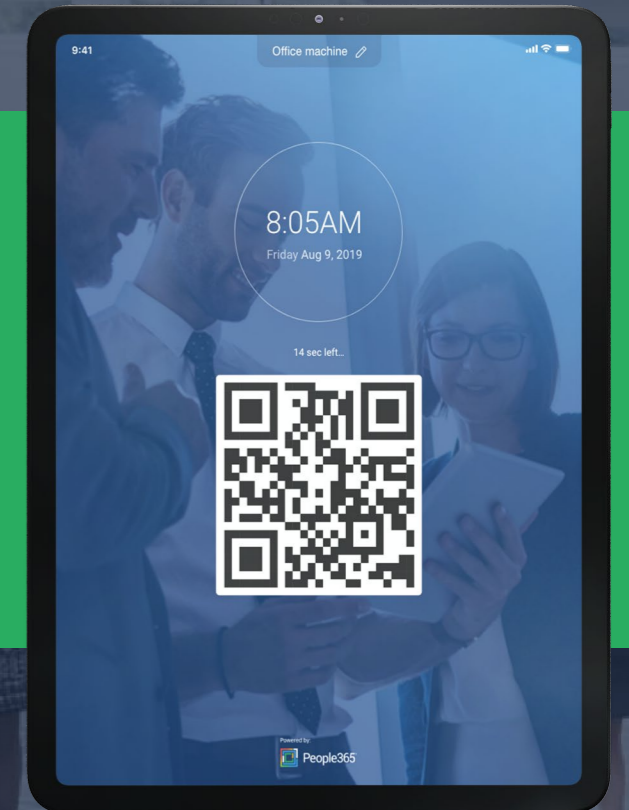
Note: Users locations are not tracked when the application is not in use or running in background. User can choose to turn location on, when in use only. When user taps/clicks 'Locate Me', the application uses phone's GPS and mobile network to Pin location on the map and mobile location stops.

View Attendance entries:

Employees can view their clock-in and out entries by time and location. Entries are infinite and available for viewing at any later time.



QR CODE CLOCK-IN



Easy QR Clock-in:

Clock in with a QR code from a tablet or mobile through a touchless process and save your employee's entry by tablet name. Employees can clock in to any of the enterprise departments and updates will be available regarding their clock in time, location and availability.

Step 1:

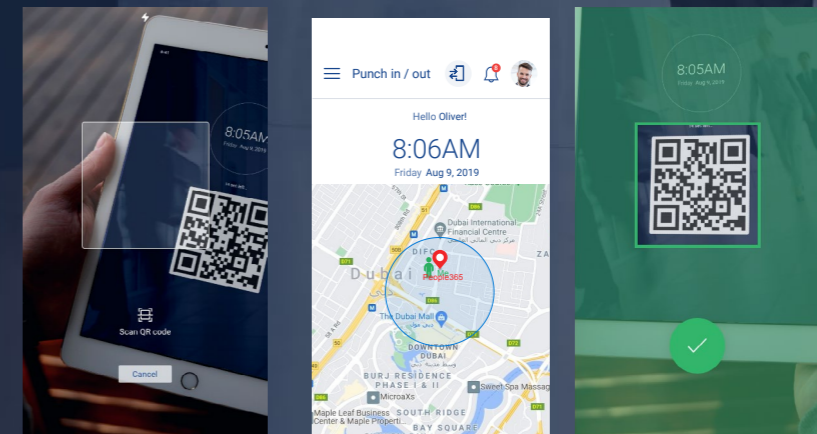
Multiple locations, each tablet is a reader: Admin defines each tablet name and settings to match its location, and adds who can clock in to each of these tablets.

Step 2

Employee scans QR code from the tablet, the application detects tablet name and location and saves employee attendance.

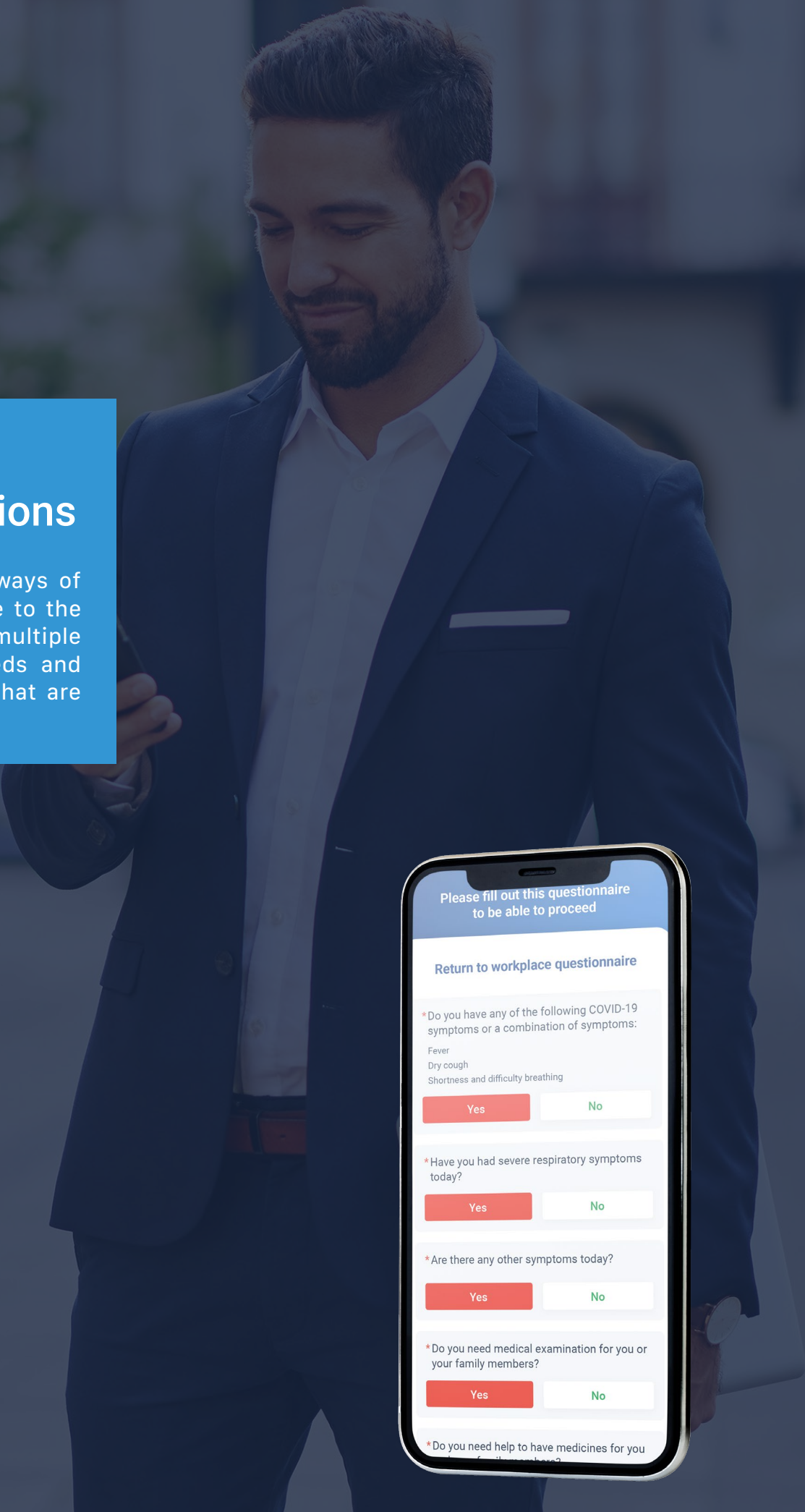
Step 3

The tablet automatically reloads a new QR for the next employee.



Covid-19 Pandemic Control Solutions

As organizations looked to adapt their ways of working and communication in response to the pandemic crisis, People365 developed multiple new solutions to fulfill employees' needs and help HR managers face the challenges that are reshaping their functions.



Please fill out this questionnaire to be able to proceed

Return to workplace questionnaire

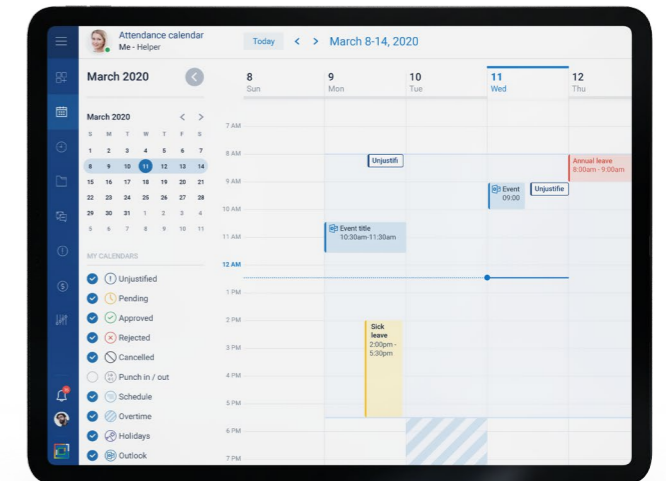
*Do you have any of the following COVID-19 symptoms or a combination of symptoms:
Fever
Dry cough
Shortness and difficulty breathing

*Have you had severe respiratory symptoms today?

*Are there any other symptoms today?

*Do you need medical examination for you or your family members?

*Do you need help to have medicines for you



Touchless clock-in solutions for secure office entries

Since biometric devices are no longer safe and remote work became the new normal, People365 Mobility clock-in solutions were developed to allow employees to fill attendance records using their devices through mobile, Geolocation, Wi-Fi, QR code or Web clock-in solutions.

Covid19- employees health data collection survey

Because employees' wellness is really important and may affect your organizations' performance, we created a recurrent survey that you can run daily or weekly upon clock-in to check on your employees' physical and mental health. Accordingly, you will get notified whenever needed to solve situations including contaminations or quarantine management and to take necessary security measures. All survey questions must be filled in order for employees to clock-in along with their testing data and historical contacts. Based on the survey data and attendance record history, the administration will figure out easily which area or office to quarantine or disinfect whenever an employee is infected or at risk.

Workforce capacity planning and scheduling

Flexible schedules and work from home policies can be easily applied using People365 Time and Workforce Management solution. Through the system recurrent shift policies and Work From Home clock-in capabilities, organizations will be able to plan their workforce capacity ensuring safe distancing and prioritizing attendance based on scheduling.



People365®

LEBANON:

Beirut, Downtown | Emir Bechir Street | Bashoura 933,
Lazaristes Building Bloc A2-1, 5th & 6th floor
P.O. Box: 3553-11 | Riad El Solh Tel: +961 1975555
Mob: +961 3208900 | Fax: +961 1999889

UAE:

Office No. 129, 1st Floor, Jafza View 18 & 19, Jebel Ali Free
Zone | P.O. Box: 263031 Tel: +971 48137746
Fax: +971 48840877

KSA:

8292 King Fahed Road, Al Mohammadiyah - Unit 2, P.O. Box
12363-4314 Riyadh - Kingdom of Saudi Arabia
Tel: +966 112034521

EGYPT:

Plot number 305, 90th Streetoad,
3rd & 4th Floors, Green Tower,
Zone 2, New Cairo
Tel: +20 2 2598 9995

www.people365.com