Focus on Your Mission while we focus on your HR

PeopleZone is fully integrated **HR System** modular in design and can be expanded to meet your growing business needs; therefore it can match any budget size, from extralarge to small. We designed our system to manage all HR processes in any organization it include 3 main solutions as following:

Personnel Solution

This zone meets the basic needs for human resources department in handling all time and attendance procedure as well as Personnel procedures. Your employees can manage their personnel information, submit and view their working schedule and actual working hours, request leaves and view its approval, manage their documents in cooperation with HR staff. It is your first step to automate all your human resources activities.

Payroll Solution

This zone can help you in keeping track of payroll-related expenses and employment taxes. You can manage payroll calculation rules, and pay employees according to their payroll classes and seniority level. You can integrate this zone with personnel zone or time and atten-dance module to have the benefit of integrating time and attendance with your payroll data to pay employees according to their attendance and save your staff time.

Talent Management Solution

Help the organization in managing the process of attracting, assessing and recruiting the best talent and ensuring they understand what is expected of them, assess their performance, providing them with feedback and helping them does better.

You can conduct a Training Needs Assessment,Create a Training Plan including emploees,Trainers and facilities schedules and records any training activities.
You can also identifying internal people with the potential to fill key leadership positions in your organization and record all data required to develop these people.

All Functions In one System

People zone

Build your Organization Structure

Automated Process for job offers

Analyze your jobs and Positions

Smart Recruitment & Selection Tools

Complete Cycle for Time & Attendance

Complete Cycle for Training Administration

Build your Salary Structure and HR Budget

Complete Cycle for Performance Management

Modules List PeopleZone

2- Payroll Solution

a. Salary Scale

b. Loan Management

c. Earning & Deduction

d. Payroll

1- Personnel Solution

a. Person Profile

b. Staffing

c. Time & Attendance

d. Leave Management

e. Misconduct

f. Employee Document Management

3- Talent Management Solution

a. Job Analysis

b. Recruitment and selection

c. Training & Development

d. Performance Management

4- Employee Self Services

5- 360 Degree Evaluation Tool

6- Online Recruitment through Internet

7- Mobile Application for Employee Sign In / Out

Employee Self-Service

Employee Self-Service which provides an opportunity to re-Engineer workflows in order to reduce the routine administrative tasks for both managers and HR Staff.

Your employees will have the ability to view, add, and update Personnel information such as full Name, Date of Birth, Nationality, Religion, Blood Type also he /she can Submit all requests (leave request , overtime , loan ……….) .and do not forget they also have the ability to view and verify all payroll and compensation information related to them …. And other many function in this great feature.

360 Degree Evaluation Tool

Gathering feedback from multiple sources at different levels of the organization can be a more effective approach to employee development. so you will have the ability to move from the traditional performance reviews to 360 Degree Evaluation

Online Recruitment through Internet

you will have the ability to receive your applicant CVs in your software automatically by submitting each CV by the applicant by himself through the internet . you will create a URL for each job with expiry date and use it in your website or social media

Mobile Application for Employee Sign In / Out

Person Master Profile

Module Overview

Comprehensive & centralized store of your applicants and employees 's information including personal & residential information, previous Work Experience, Knowledge,Skills and abilities. This module supported with extensive process capabilities to ensure that data changes will comply with your organization rules and to increase your dataintegrity.

Many people in your organization can interact with this module starting form recruitment specialist who need to search internally for the best fit for an open position, to HR specialist who needs to compare the person profiles of two internal employees being considered for Promotion to the same job. And Training Specialist who need to assess your organization's overall talent pool to determine where you have Skill gaps.

Main Features

Each person or HR staff can easily add, update, or delete any of the following information according to the business rules of your organization.

- **Personal Information**
- **Residential information**
- **Work Experience information**
- **Skills Profile**

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Staffing
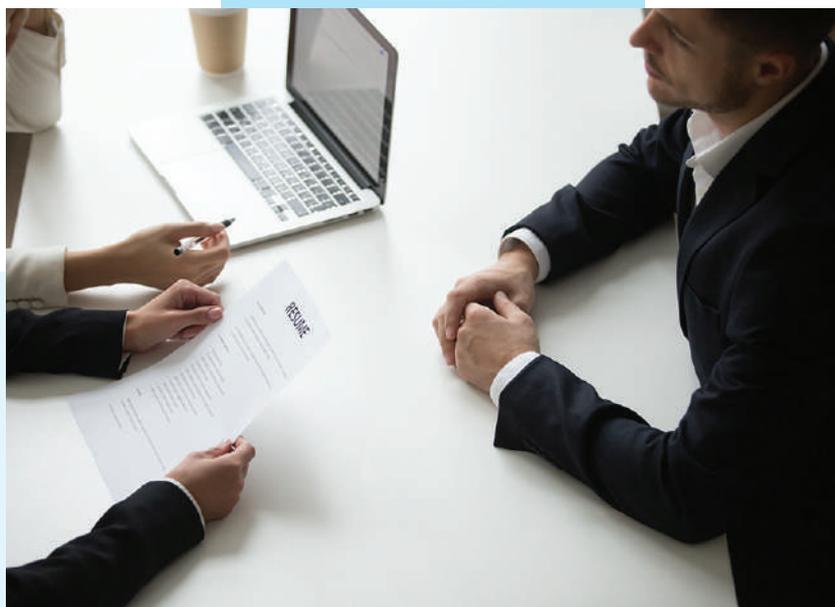
Module Overview

This module can help you in managing the process of employee hiring, promotion, demotion, transfer and separation.

Main Features

- Identifying all hiring information related to your new hires including, hiring date, direct manager, position and department, social security number …..
- Validating new hires information with hiring rules such as workforce plan, availability to rehire for previous employees.
- Automated process for exceptional hires.
- Process employee transfer, promotion, demotion and separation with identifying important information such as reasons, decision date and recommendation by Collecting employee's opinion and recommendation through employee portal.

- You can identify all employee separation reasons System will analyze all separation information across time and provide you with effective information related to turnover and reasons of employee separation. Your organization can use this information to reduce future attrition.
- A full analysis of historical information about employee separation will be provided through this module.

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# Time & Attendance

Module Overview

Manually tracking attendance is a wasteful time consuming process for those HR departments who don't have the advantages of an automated attendance system. By People Zone – Time & attendance module give you the ability to track your employees' time and attendance automatically.

You can customize your attendance rules according to different entities in your organization (seniority level, Employee category, specialty, Department ………).

This module can integrate with any kind of time collection devices and allow full integration with Payroll system. This module will give you the power in a single repository to Determine key performance indicators that are impacted by time-related data.

Main Features

1. Compatible with any Attendance Device

2. Provide static and dynamic working schedule which can be applied on each department or even apply on every employee in the organization

3. Setup number of days that employee must not be absent continuously or discontinuously and provide notification to the employee and his manager.

4. Automatic generation of penalties that results of employee absence or late and automatic submit them to the penalties approval cycle.

5. Automatic overtime calculation according to organization's rules.

6. Overtime planning and Request cycle.

7. Build deferent rate of overtime (Regular & Weekend).

8. Integrates with leave management, penalty management and over time modules.

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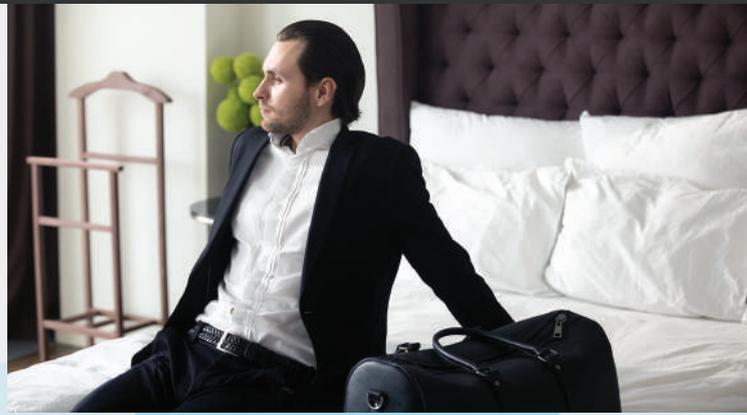
Leave Management

Module Overview

This module simplifies the management of employee leave by automating the process of requesting a leave and its approval from different level of approval. Each employee can apply and view leave records without the hassle and delay of going through the admin staff. This module supports managers and HR Staff with planning tool for staff leaves to ensure all employees have equal opportunity to take leaves.

Main Features

1. Provide multiple types of leave and for each one provide the facility to determine the max no. of time and its effect on the pay roll.

2. The system allows the user to determine the official holidays for the year and that affect the attendance and report.

3. Employee can make on line leave request.

4. Provide approval cycle for each requested leave with multi levels of approving managers.

5. Integrated with payroll and Attendance Modules.

6. System will check business rules and policy of vacation before the leave request of the employee send to it is line manager.

7. Convert Leaves to Cash Option

8. Provide automated calculation of real time balances for all leave types either

Misconduct

Module Overview

This module helps managers to encourage employees to achieve and maintain appropriate standards of conduct, attendance and job performance by means of counseling for improvement as soon as problems arise.

Main Features

1. Line Manager Initiates Disciplinary Action for an employee.

2. Provide penalty statements defined by user based on this statement the system recommend a penalty for the disciplinary action.

3. The disciplinary action approves through approval cycle.

4. Integrated with pay roll and attendance modules. current or at a nominated date in the future.

Employee Document Management

Module Overview

This module helps managers to encourage employees to achieve and maintain appropriate standards of conduct, attendance and job performance by means of counseling for improvement as soon as problems arise.

Main Features

Creating a check list for hiring documents

- Creating a check list for separation documents

- Entering documents information including documents validation

- Allowing employee documents borrow according to your organization rules and within an approval process. Document renewal alerts
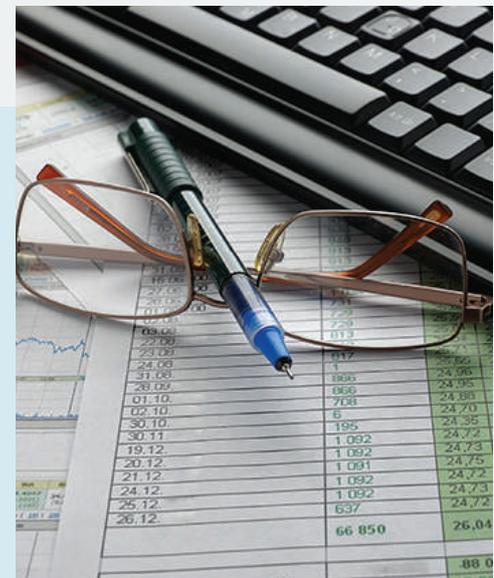
PAYROLL SOLUTION

This zone can help you in keeping track of payroll-related expenses and employment taxes. You can manage payroll calculation rules, and pay employees according to their payroll classes and seniority level. You can integrate this zone with personnel zone or time and attendance module to have the benefit of integrating time and attendance with your payroll data to pay employees according to their attendance and save your staff time.

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Payroll

Module Overview

This module can help you in keeping track of payroll-related expenses, employment taxes you can manage payroll calculation rules, and pay employees according to their payroll classes and seniority level. You can manage your payroll process. This module isfully integrated with time and labor management to pay employees according to their attendance. This module is supported by Payroll bank Transfer Driver which you can use it to generate employees' payroll in any format required by different banks, so that

Main Features

- Manage your payroll process in various countries with separate payroll requirements
- Automatic calculation and tracking of employee salaries, wages, bonuses, taxes, and deductions
- You can define and customize unlimited numbers of pay codes with customized business rules.
- Automated process for payroll approval
- Electronic employee pay slip gives your employees immediate access to their personal payroll data.
- Support daily, weekly, monthly payment according to employee's contracts

- Availability to transmit labor cost allocation information to any financial accounting systems
- Automatic leavers adjustment
- Allow Bank transfer to pay your employees via banks.
- Employee loans management
- Integration to sother key modules within people Zone like Attendance, leaves, misconduct, staffing and compensation modules to pay employees according to their attendance and behavior.

Talent Management Solution

Decentralization of Human Resource Management

Help the organization in managing the process of attracting, assessing and recruiting the best talent and ensuring they understand what is expected of them, assess their perfomance, providing them with feedback and helping them does better. You can conduct a Trainin Needs Assessment, Create a Training Plan including emploees,Trainers and facilities schedules and records any training activities.You can also identifying internal people with the potential to fill key leadership positions in your organization and record all data required to develop these people.

Job Analysis Module

Module Overview

This Module helps in defining main duties and responsibilities for each job,

what are job holder's competencies to perform this job?

What is the working environment?

And finally what is the physical demand for job holders?

The inputs of this module will help your organization in developing employee selection

procedures, identifying training needs, defining performance standards and evaluating each

job to know its value or worth to the organization.

Main Features

- Identifying the mission and objectives of the job

- Defining all duties and tasks to be performed in accomplishing the objectives of this job.

- Identifying the importance of each task related to this job.

- For each job you can identify required education, knowledge, skills and abilities to perform

this job.

- Identifying the importance of each competency required to perform this job

- Identifying working environments and physical demands

- Identifying required equipment to perform some tasks in this job.

Salary Structure & Man Power Plan

Module Overview

For each position you can create the minimum & Maximum Number of employees and the salary ranges for this position then you will have a man power plan including a salary scale for the whole organization and this will affect the hiring and promotion process

Main Features

- Automatically build and publish your organization chart and allowing all your employees to easily view it through the system.
- Give HR professionals the chance to easily access and validate the employee information and perform changes to the organizational structure
- Create a salary range for each position in your organization
- Create the man power plan
- Control hiring process through your man power plan and salary structure

Recruitment and selection Module

Module Overview

This module helps the organization in managing the process of attracting, assessing and recruiting the best talent available as well as allowing it to maintain your competitive edge. It includes a many of tools such as electronic Selection Form and generating offers for candidates.

Main Features

Online posting for jobs through your website or social media for public based on your workforce plan.
- Can create or modify for job competences, duties and compensation.
- Candidate can apply for your posted jobs via your website or social media.
- Matching tool will be available to select the most suitable candidates for your job by matching all candidates' competencies with your job competencies.
- Submit your initial evaluation and screening.
- Create your employment offers for successful candidates.

Performance Management Module

Module Overview

We believe that Staff performance can be critical to the ongoing success of any business. So we develop this module to help you in ensuring your employees understand what is expected of them, assess their performance, providing them with

Main Features

- Identifying KEY PERFORMANCE INDICATORS for each position that is aligned with your organization mission and goals.
- Setting up performance evaluation periods recursively
- Managers can track performance progress throughout the performance period.
- Managers can Initiate training requests by comparing individual performance ratings and outcomes to job requirements
- A feedback tool will be available for managers to use it with his/her employees during the evaluation period.
- Manager and employee can upload any documents related to evaluation period.
- Evaluator can record any special condition affected employee performance to take it into consideration in the performance evaluation process.
- Manager sends the evaluation to the employee for review and knows his feedback and then he can submit the evaluation for approval.
- **360 Degree Evaluation tool is available in our solution**
- **Evaluation results fully integrated with our payroll system**

Training Administration

Module Overview

You can deploy your products and services more effectively and provide better customer services if you develop your employees' skills, knowledge and abilities so we develop this module to help you in managing the training process of your employees. In this module you can conduct a Training Needs Assessment, Create a Training Plan including employees, Trainers and facilities schedules and records any training activities. You can also identifying internal people with the potential to fill key leadership positions in your organization and record all data required to develop these people.

Main Features

-Managers and training administrators can create Training Programs that define set of courses for employees based on their roles, competencies, performancegoals, business processes or individual development plan.

- Mangers and training administrators can record training requirements such as classes, employees who need the training, and individual progress. Training can be required once in a lifetime or on a periodic basis.

- Give the HR STAFF the chance to evaluate training they have completed based on predefined evaluation form containing factors related to Training facilities, Training materials ,meet training objectives and trainer skills.

- Line managers and Employees can view their training history, including Internal and external courses administered by their organization.

- Mangers and training administrators can access all information related to training costs by all HR entities (department, position, employee, job field, specialty, and position level and employee category)

- Training Request and approval through direct managers is available

Employee Self Services

Employee Self-Service (ESS) provides an opportunity to re-Engineer workflows in order to reduce the routine administrative tasks for both managers and HR Staff.
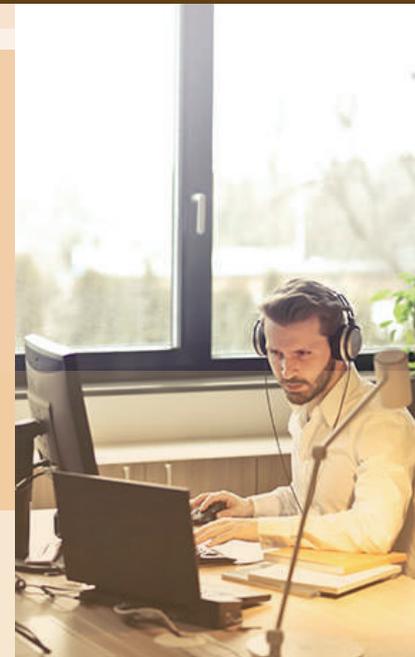
Module Overview

Your employees will have the ability to

- View, add, and update Personnel information such as full Name, Date of Birth, Nationality, Religion, Blood Type, Driving License and Residential information includes Home Address and other alternative Addresses.

- View and change according to the organization rules their profile including knowledge, skills and abilities

- Submit all requests (leave request , overtime , loan …………….)

- View and verify all payroll and compensation information related to them.

- View training schedules, training enrollment and receive training approval

General Features

1. Support different languages (English and Arabic)
2. Web based application
3. User-friendly Interface.

Our Customers

New Sahla Hospital
Alexandria

Al Eqbal Hospital
Alexandria

NODUST

Target Recruitment & HR Solutions

El-Welely Group for Development and Investment

Elsafa Hospital

Abu Tair

CARE HUB
مستشفى كيرهب للرعاية المنزلية

Sepia Offshore Company

Glow Beauty Clinics

Zamzam Hospital
Alexandria

المركز العالمي للأشعة التدخلية
G.I.C
Global Interventional Radiology Center

Zohairy Hospital

Sidi Gaber

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Nokhba Hospital

Thagher Specialized Hospital
Alexandria

مستشفى النزهة التخصصي El Nozha Specialized Hospital
New Nozha Hospital
Alexandria

مبرة العصافرة
Mabart Al Asafra Hospital
Alexandria

مستشفى مبرة العصافرة غرب
Mabart Al Asafra West Hospital
Alexandria

GROWELL عيادة طب الأطفال

بن شاهين

معامل شلبي د. أشرف سيوني شلبي دكتوراة التحاليل الطبية دقة واهتمام

PALMA INTERNATIONAL HOTEL & RESORT
Palma International Hotel & Resort

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Misr El-Mahaba Hospital
Menya

Well Care More than care
Egypt Well Care Hospital
Cairo

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Royal Care Alex Group

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