



People365[®]
HCM

Empowering your People
to Succeed Every Day

over

30+
YEARS
of HCM
experience

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WITH MORE THAN 32 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.

Empowering People to Succeed Every Day

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 32 years of vertical experience in the HCM industry.
- A leading provider in the field with more than 1200 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

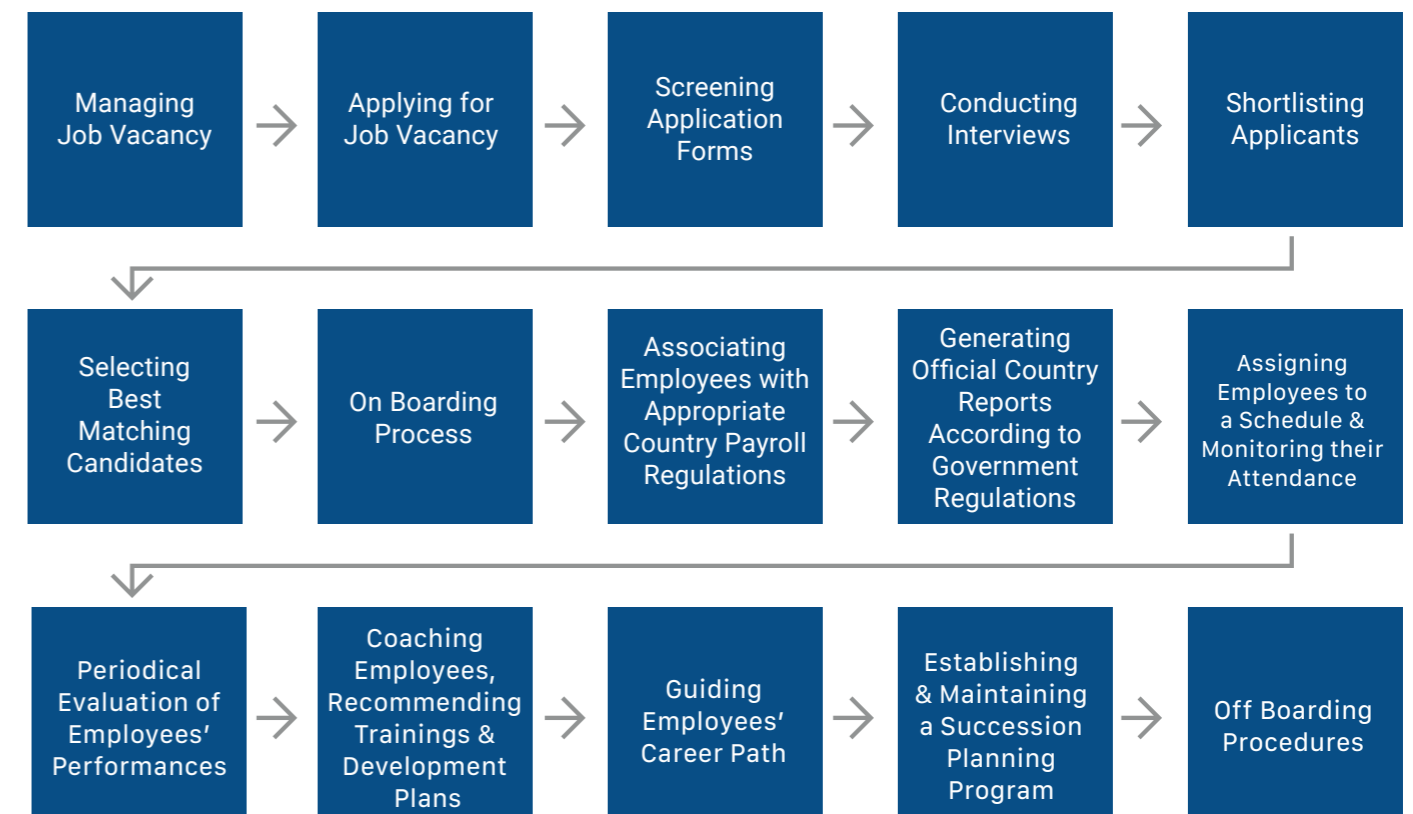
PEOPLE365 WORKFLOW

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.





PEOPLE365 & INFOR FORGE STRATEGIC ALLIANCE

Offering Payroll
& Time Management Solutions
for Middle East & Africa

People365 established a strategic alliance with Infor, a global leader in business cloud software, for the Middle East and Africa. Through this collaboration, Infor will only offer People365's cutting-edge Time Attendance, Payroll, and Scheduling Solutions to help customers overcome significant, complex challenges and optimize their HR processes.

This collaboration is a significant milestone for People365 to deliver best-in-class Payroll & Time Attendance solutions to a broader range of clients. Moreover, the partnership enables Infor to offer its customers an advanced payroll solution that automates payroll functions in compliance with more than 72 countries' regulations across the MEA region. In addition, Infor will be offering People365 Time Management solution allowing organizations to track employees' attendance in real time, while improving efficiency by smoothly implementing different policies and automated schedules. Meanwhile, People365 will benefit by expanding its reach thanks to Infor's broad customer base and partner network, while still being able to take its solutions to the market directly.



"We're excited to offer People365's payroll and time management solutions along with our own cloud-based, industry-specific ERP and HCM offerings, and to bring our customers a unique experience that is tailored both for the MEA region and our target sectors of manufacturing and distribution. Through this partnership, we can help our customers overcome significant, complex challenges enabling them to focus their resources on their core business."

Kerry Koutsikos, Infor VP & GM for EMEA emerging markets



"We're proud to partner with Infor and bring our solutions to a wider market, including Infor customers that already have significant deployments of Infor ERP and HCM solutions. Our solutions represent a great fit with Infor's. We expect to gain significant new business and help organizations in the region meet their HCM digital transformation goals in the areas of payroll and time management solutions."

Maher Chahlawi, People365 CEO

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

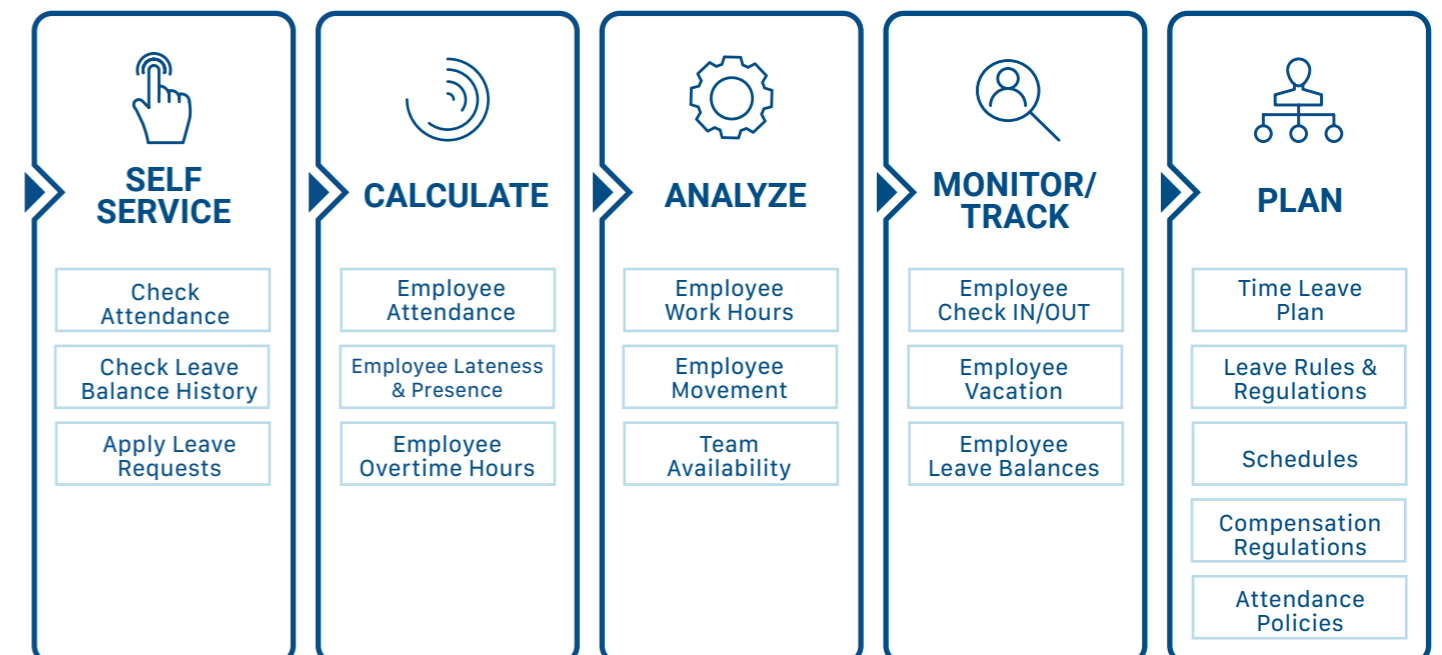


Time Benefits

- 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



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

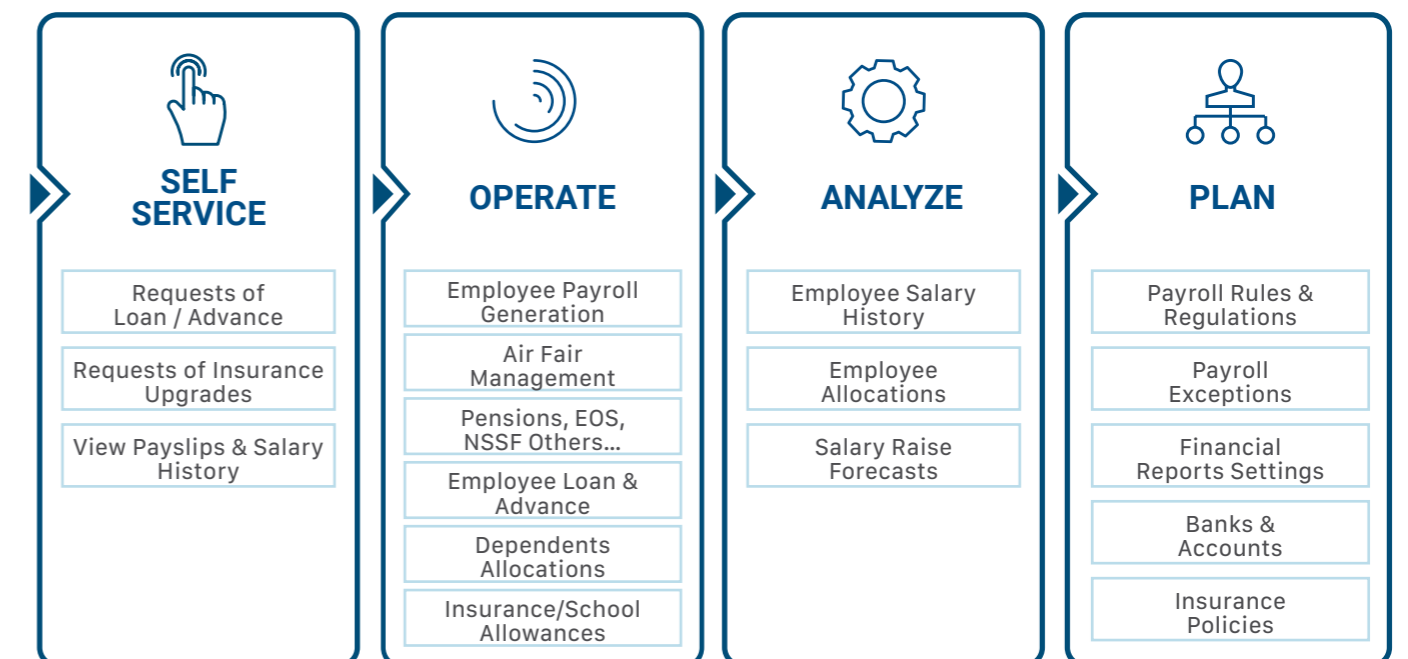
Pay Stream Features:
Company & Country Regulations
Multiple Language & Currency System
Multiple Pay Period Process
Grade Definition
Payroll Wizard Generation
Official Financial / NSSF Reports
Link to Accounting Application
Bank and Accounting Transfer
End of Service Indemnity Provision & Settlement Rules
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.

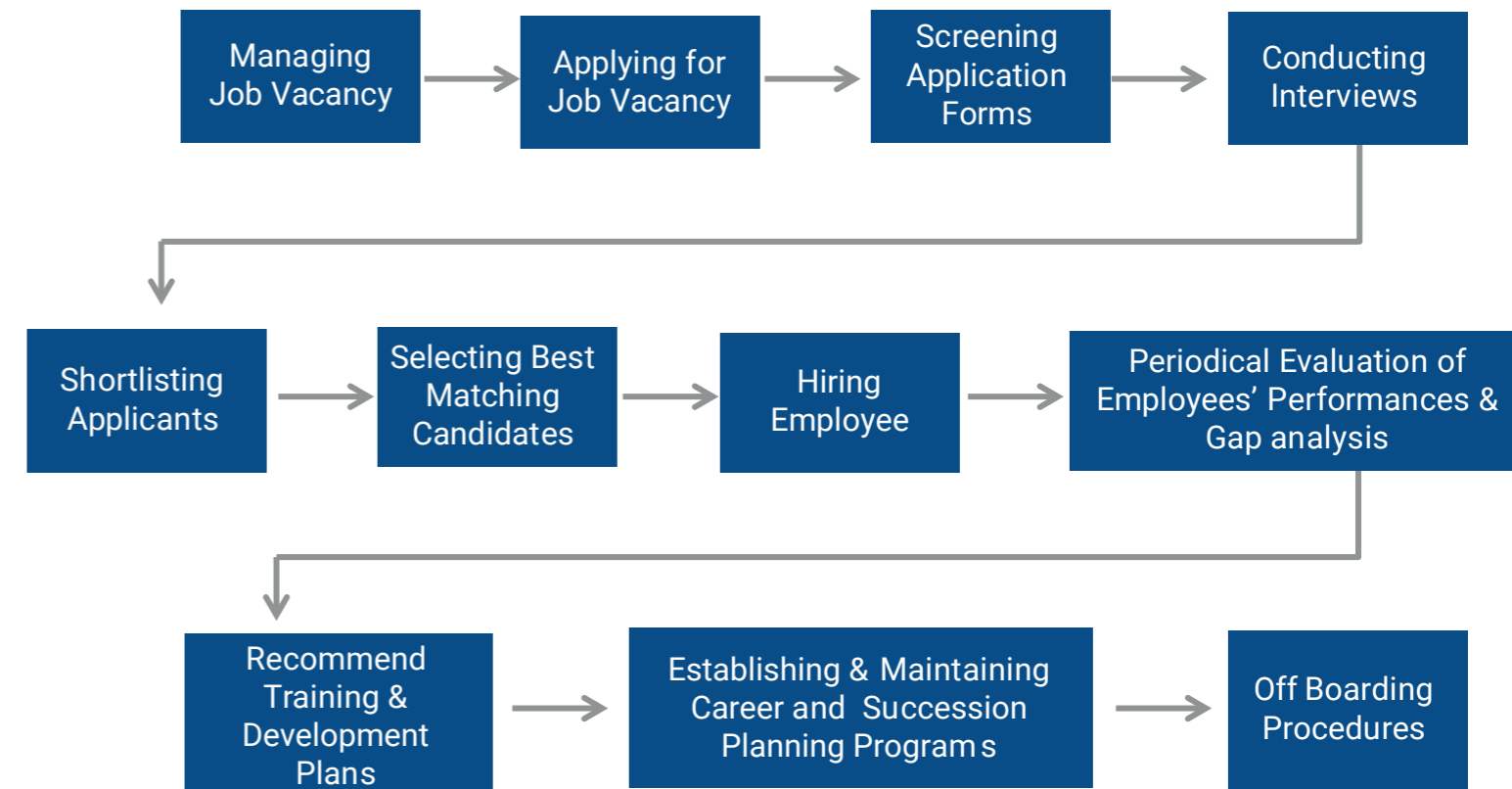



- Payroll Transactions
- Banking Transactions
- Accounting Transactions
- Declaration of Official Reports





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:

- ▶ **HR Core**
- ▶ **Recruitment**
- ▶ **Learning Management**
- ▶ **Performance Appraisal**
- ▶ **Career & Succession**

HR Stream Features:
Competency Management
Job Description
Recruitment Management
Checklist Management
Learning Management
Performance Appraisal Management
Career Planning
Succession Planning
Survey Management
Test Management
Asset Management
Permit Management

HR Core:

Handling all employee-related documents and official matters to define the employee profile including permits, assets, competency dictionary, job description management, checklist management, etc.

Recruitment:

Locating & hiring the best talents through a systematic procedure in a cost-effective manner with effective communication utilizing appropriate actions.

Learning Management:

Managing employees' learning as a step towards developing their skills & competencies, reducing employee turnover and increasing financial gain.

Performance Appraisal:

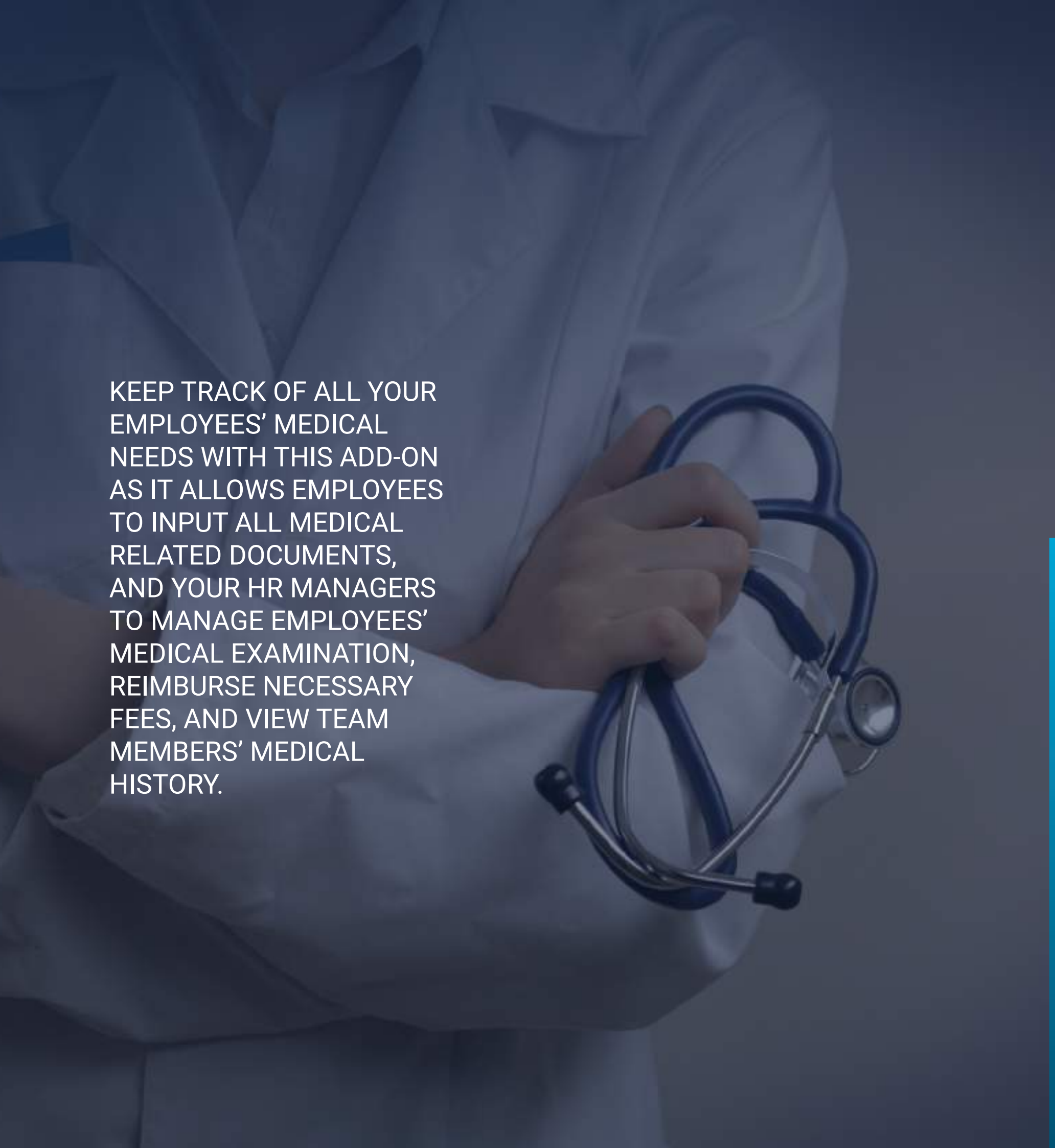
Implementing regular review of employees' job performance and overall contribution to a company to consolidate their accomplishments and weak areas.

Career & Succession Planning:

Gaining a projection for critical positions and becoming proactive towards risky turnovers while establishing clear and traceable roadmaps for each employee's career path.

Test & Survey Management:

Creating quizzes & surveys with results' automation to reduce time in questionnaire evaluation.



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:

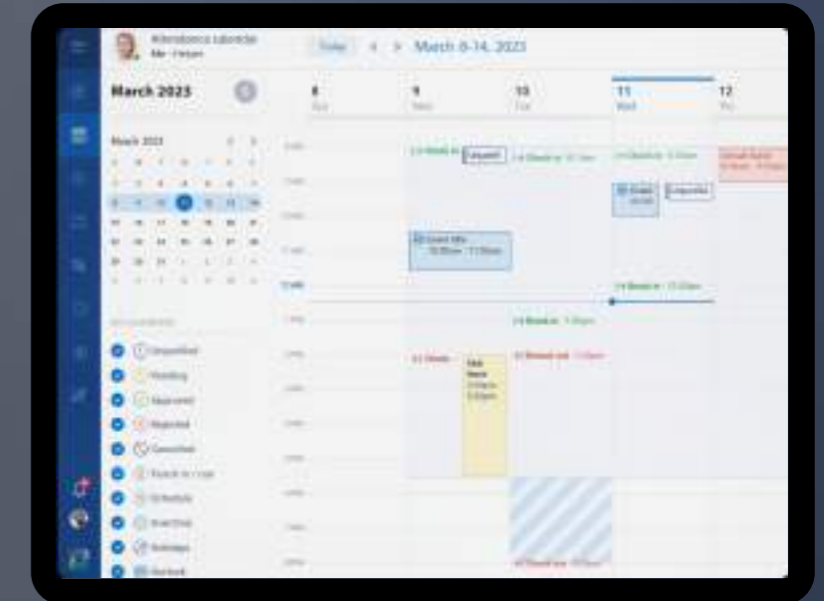
- Hosted locally in the region.
- Lower cost especially for SME's that do not want to add capex on their newly established business.
- Unified expenses limited to subscription fees that cover hosting, licenses, upgrades, as well as support and maintenance.
- Exempts the SME from the managed services 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. Through the team calendar, managers can see their calendar and their team's calendar. They can also filter visualization by events or by users.

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:

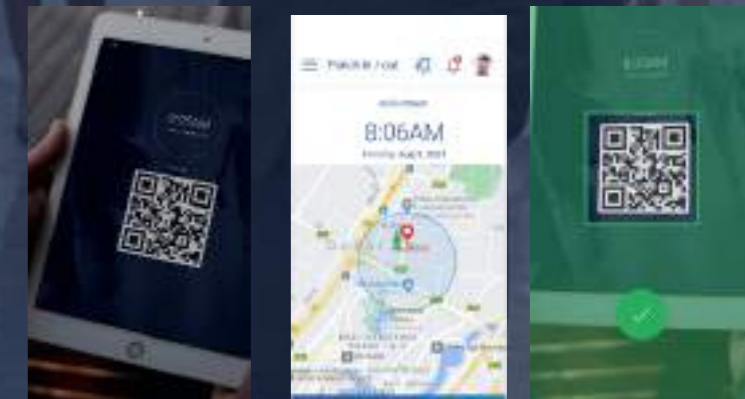
Multiple locations, each tablet is a reader: Admin defines each tablet name and settings to match its location, and adds who can clock in to each of these tablets.

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.



SPECIFICATIONS

Random check-in:

A system setting that allows managers to trigger a check-in request for employees on duty to double check their presence at the work location.

Device authorization check-in:

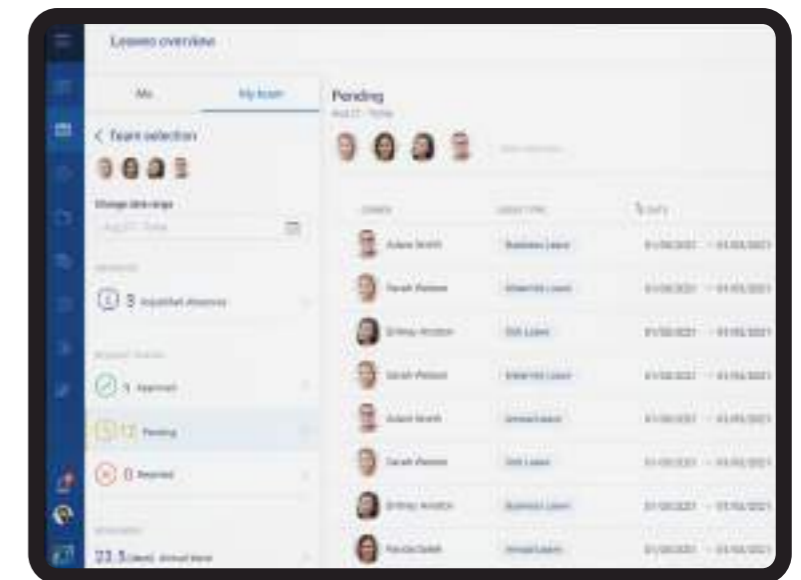
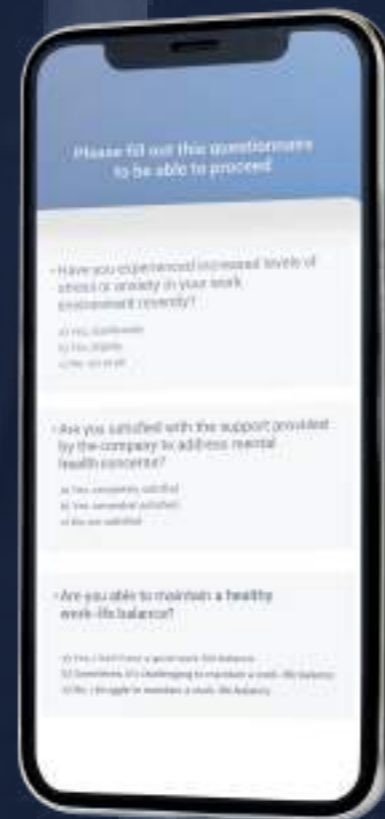
A system that links users to their mobile allowing each user to check in from their registered device restricting buddy punching.

Access Periods:

A system that links attendance entry to employee schedule, enabling him to check in from a specific location according to his schedule.

Hybrid Work Model Solutions

As business policies and working environments are constantly changing, People365 Human Capital Management solution launched multiple solutions to help organizations face the challenges that are reshaping today's Human Resources functions.



Touchless clock-in solutions for secure office entries

People365 Mobility clock-in solutions can streamline hybrid work by providing a convenient and efficient way for employees to log their attendance from any location according to their schedules. With the ability to fill attendance records using their mobile device, employees can easily clock in and out regardless of their location. The system also utilizes a Geo-location and touchless tracking system, eliminating the need for a physical biometric attendance device. This streamlined clock-in process can help businesses save time and increase productivity by eliminating manual attendance tracking and reducing administrative tasks.

Employee Collection Survey

Because employees' wellness is really important and may affect your organization's performance, People365 created a recurrent survey that you can run daily or weekly upon clock-in to check on your employees' physical and mental health. Based on the survey data and attendance record history, the administration will figure out easily how to support its employees case by case.

Workforce capacity planning and scheduling

Through People365 Time & Workforce Management solution, recurrent shift policies and different clock-in capabilities, organizations will be able to plan their workforce capacity catering for hybrid and flexible work models and prioritizing attendance based on scheduling.



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