



People365<sup>®</sup>  
HCM

**Empowering your People**  
***to Succeed Every Day***

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WITH OVER 33 YEARS OF EXPERIENCE IN HUMAN CAPITAL MANAGEMENT (HCM), OUR DEDICATED TEAM OF PROFESSIONALS IS COMMITTED TO DELIVERING OUTSTANDING CUSTOMER SATISFACTION AND RETENTION.

### WHO WE ARE

Being a leading Human Capital Management (HCM) provider in the EMEA region, People365 is a comprehensive solution that combines Time and Workforce Management, Scheduling, Payroll, Human Resources, and Mobility modules, designed to smoothly integrate key aspects of business operations.

Our HCM solution is developed to streamline the management of human resources across diverse verticals. By offering efficient tools for monitoring attendance, simplifying payroll generation, and managing employee training and career progression, People365 empowers companies to optimize their human capital management processes.

From recruitment to retirement, our solution provides a unified platform that enhances productivity and ensures effective personnel management. With People365, organizations can confidently navigate the complete work cycle, making strategic decisions that contribute to their success.



## WHY PEOPLE365?

### In-Depth HCM Expertise:

- ▶ More than 33 years of extensive experience in the HCM industry.
- ▶ A leading provider in the field with over 1200 references, spanning various verticals such as airlines, oil and gas, finance, public sector, construction, healthcare, hospitality, automotive, and trading.
- ▶ A software designed to support multi-lingual environments, handle multiple currencies, and manage shifts and schedules in compliance with various government pay regulations and taxation standards.

### Integration:

People365 interfaces with international ERP solutions, establishing connections directly at the database level, through web services, or by utilizing text and Excel files.

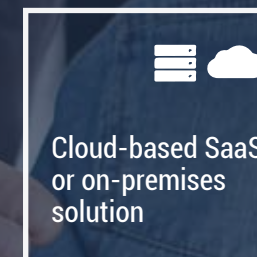
### Agile Scrum Software Development Methodology:

In 2013, People365 embraced the Agile Scrum Software Development Methodology to optimize project outcomes. By employing a framework of continuous planning and feedback, we consistently ensured the ongoing maximization of value throughout the development process.

### Customer Loyalty & Trust:

- ▶ Building long-term partnerships by comprehensively understanding our clients' business requirements and specific needs.
- ▶ Delivering tailored technology solutions that align seamlessly with the customer's strategic objectives.
- ▶ Commitment to technological evolution, consistently launching new releases.

## People365 Key Differentiators





## PEOPLE365 ON THE CLOUD

People365, when deployed on the cloud, revolutionizes human capital management by offering a dynamic and scalable solution. Cloud technology empowers organizations of all sizes with seamless accessibility, flexibility, and real-time collaboration. This transition enhances data security, optimizes resource allocation, and simplifies maintenance, providing a comprehensive and efficient human resource management solution.

Hosted in a highly scalable and reliable data center, People365 ensures 24-hour surveillance and minimal downtime. The shift to the cloud and the adoption of Software-as-a-Service (SaaS) pave the way for agile HR processes and a significant positive impact on organizational efficiency.

## Private Cloud

For clients prioritizing enhanced security within their own facilities, People365 offers private cloud solutions. These exclusive «private clouds» are accessible on a «members-only» basis, providing a secure environment that addresses diversity and security concerns. The private cloud model allows organizations to maintain control over their data and operations while benefiting from the scalability and efficiency of cloud technology. This approach ensures a tailored and secure human capital management solution for companies that prioritize in-house facilities and stringent security measures.

### Key Benefits of Cloud

- Transitioning from capital expenditure to operational cost.
- Infrastructure costs covered by the host.
- Reduced overall costs.
- High availability, reaching 99.98%.
- Application is hosted in highly scalable and reliable data centers with 24-hour monitoring.
- No additional software licensing costs.
- No need for new infrastructure such as servers.
- Service level agreement governing the service engagement.
- Local hosting in the region.

- Lower costs especially beneficial for SMEs avoiding capital expenditures for their newly established businesses.
- Unified expenses limited to subscription fees covering hosting, licenses, upgrades, support, and maintenance.
- Exempts SMEs from managed services expenses & operation management.
- Pay-as-you-use structure governed by a service contractual agreement.
- Accessibility from anywhere, rendering the old-fashioned tethering with the physical presence of the software obsolete.
- Energy savings.

## WHAT WE OFFER

People365 offers a comprehensive suite of solutions including Time & Workforce Management, Scheduling, Payroll, HR, and Mobility to streamline various aspects of organizational management. With a focus on enhancing employee experiences, improving efficiency, and fostering organizational growth, People365 offers customizable HR solutions tailored to meet the unique needs of businesses across verticals.

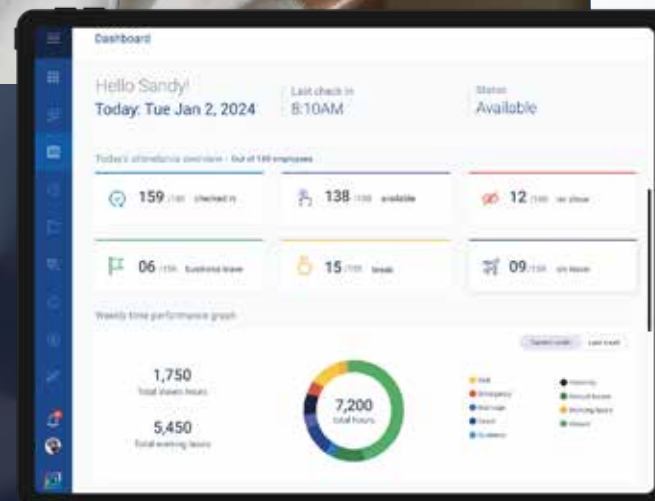
From talent acquisition and performance management to workforce insights and employee engagement, People365 strives to be a strategic partner in helping businesses build and sustain a high-performing and motivated workforce. With a user-friendly interface and cutting-edge features, People365 aims to transform the way organizations manage their human capital, driving success and sustainability in today's dynamic business landscape.

## PEOPLE365 WORKFLOW



## TIME & WORKFORCE MANAGEMENT MODULE

Efficiently monitor your employees' time attendance with real-time information, seamlessly implement organizational policies and automated schedules, and manage leave requests online anytime, anywhere. Our solution caters to both small businesses and large enterprises, enhancing overall efficiency.



### Attendance logs:

Gain real-time insights into your employees' Time & Attendance data.

The attendance log is an essential tool to keep track of employee attendance and punctuality. It includes detailed records of arrival, departure, absences, and tardiness. Employees can access it through a self-service portal to review their attendance and identify missing entries. This feature promotes accountability, transparency, and enhances overall workforce management and productivity.

### Timesheet Allocation:

Track productivity and manage resources by allocating work hours efficiently with timesheets.

Timesheet allocation refers to the process of assigning and recording the time spent by employees on various projects and tasks within an organization. It's crucial for project costing, offering insights into resource utilization. Accurate allocation enables informed decisions on staffing, budgeting, and resource distribution, enhancing overall organizational efficiency.

## TIME & WORKFORCE MANAGEMENT MODULE HIGHLIGHTS



**Attendance Management**  
Enhancing workflows with real-time employee attendance information.



**Workflow Management**  
Improving business efficiency with Workflow and Alarms Management.



**Leave Management**  
Empowering employees through notifications and self-service leave requests and tracking.



**Biometric Devices Integration**  
Seamless integration of People365 with international biometric devices for effortless time tracking.



**Schedules & Policies**  
Customizing daily and hourly schedules for enhanced efficiency and workplace harmony.



**Link with Payroll**  
Seamlessly linking time attendance with payroll for transparent and fair compensation.

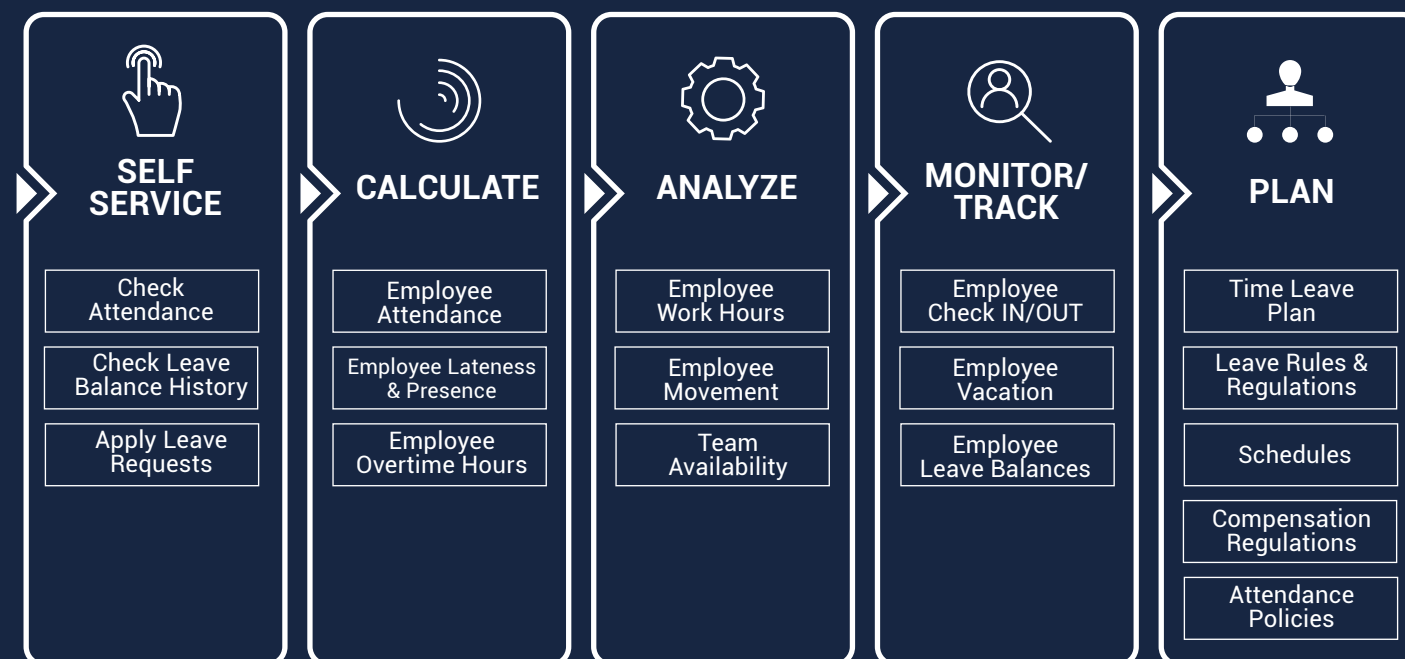


**Self-Service with Ease**  
Streamlining approvals through desktop or mobile access, anytime, anywhere.



**Smart Reports**  
Efficient time-saving reports to minimize human errors featuring scheduled reports capability.

## TIME WORKFLOW





## SHIFTS MANAGEMENT AND SCHEDULING MODULE

People365 Scheduling Module is a robust and comprehensive solution designed to address the challenges faced by managers in efficiently and effectively scheduling employee shifts and rotations based on workplaces and capacity rules.

This module offers a range of features and benefits that streamline the scheduling process, ensuring optimal coverage, compliance with work constraints, and improved workforce management.

### SCHEDULING MODULE HIGHLIGHTS



#### Comprehensive Workforce Administration

Streamlining official holidays, policies, schedules, and teams with user-friendly configuration.



#### Tracking Time

Historical insights into schedules, opening hours, and exceptions for informed decision-making.



#### Precise Workplace Management

Defining opening hours, capacity, and exceptions for optimal working time efficiency.



#### Strategic Workforce Governance

Implementing leave, required hours, and workplace rotation constraints for efficient operations.



#### Strategic Scheduling

Harmonizing job titles and required employee hours for optimal workforce planning.



#### Future-Ready Workforce Planning

Automating team scheduling cycles with predefined monthly and weekly triggers.



#### Efficient Process Adjustments

Streamlining rescheduling for improved workflow.



#### Transparent Workforce Management

Assess ongoing scheduling processes for evaluation and comprehensive coverage.



#### Optimizing Workforce Efficiency

Streamlining shift rotation and scheduling with automated solutions and predefined settings.



#### Simplified Workforce Management

Effortless scheduling and team assignment for seamless operations.



#### Effortless Workforce Transitions

Seamless employee transfers across schedules, teams, and official holidays with historical tracking.

#### Manual Scheduling:

Streamlined scheduling involves active manager oversight to efficiently allocate employees across workplaces within specific operating hours. This includes real-time insights into employee distribution, scheduled versus required hours, and workplace coverage. Managers can address errors and warnings, ensuring adherence to operational guidelines.

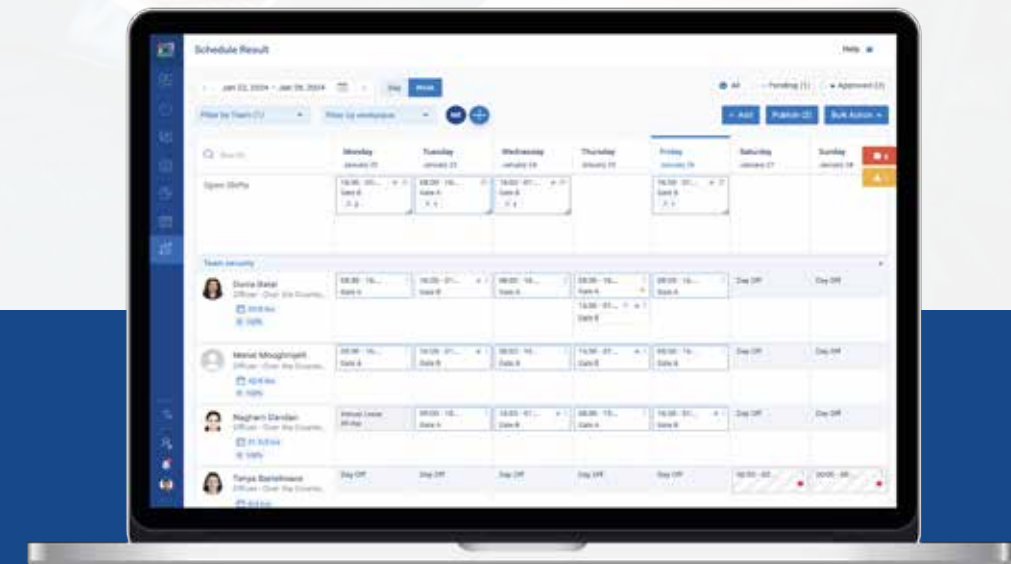
Dynamic adjustments are a key feature, allowing managers to modify, shift, swap, or replace schedules and workplace assignments. This user-friendly interface enables viewing schedules by employee or shifts across multiple weeks. Managers can easily assign or remove shifts, handle employee leaves, allocate leaves, and assess potential consequences. The system also highlights open shifts, errors, and warnings for quick resolution.

Employees access personalized calendars, while managers have authority to view and initiate scheduling based on specific triggers.

#### Scheduling Self-Service Business

To streamline the management of exceptions and enhance employee flexibility in selecting their preferred work shifts, People365 Scheduling Module empowers employees to:

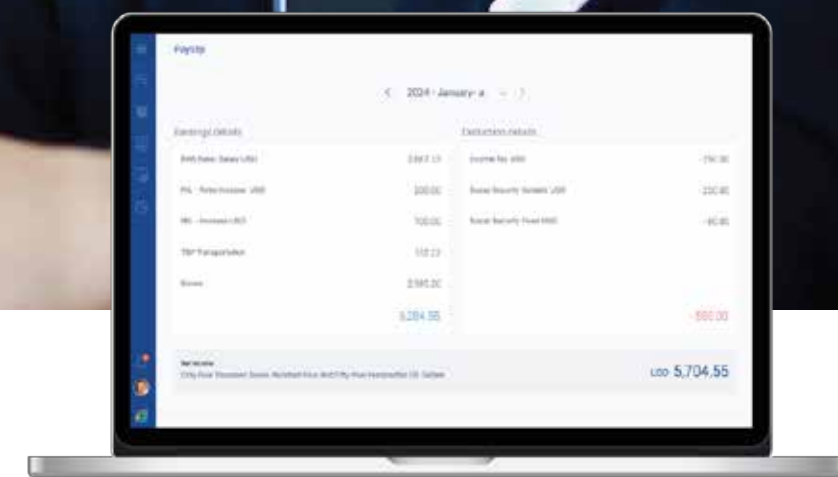
- View scheduled data by day, week, or month.
- Request a leave or shift change and replace by another employee through workflow.



People365 Scheduling Module addresses the complex challenges associated with employee shift rotation and scheduling. By offering automated processes, customizable setups, constraint management, historical tracking, and real-time visibility, the module empowers managers to efficiently manage their workforce schedules, leading to improved operational efficiency, employee satisfaction, and overall organizational performance.

## PAYROLL MODULE

Streamline your payroll processing and access a diverse range of customized automated reports, including analytical and statistical payroll insights. Our parameterized interface ensures compliance with your country's rules and regulations, providing a user-friendly experience.



### PAYROLL MODULE HIGHLIGHTS



#### Automated Payroll Wizard

Generating simplified and swift payroll with automated pay slip approval for employee access.



#### Government Compliance

Ensuring payroll compliance with your country's rules and regulations through an intuitive parameterized interface.



#### Unified Payroll

Catering to multiple entities, ensuring harmonious integration with diverse organizational structures.



#### Accounting Integration

Seamless integration for payroll transfer to third-party accounting systems.



#### Language & Currency

Setting the pay stream to preferred language and currency based on the organization's norms and practices.



#### Insightful Reports

Customizing and generating automated analytical and statistical reports with our resourceful toolset.



#### Integration with Time

Integrating employee attendance for precise payroll adjustments.



#### Empowering Workforce

Enabling employees to track their pay slip through mobile and web access.

### PAY WORKFLOW



#### SELF SERVICE

Requests of Loan / Advance

Requests of Insurance Upgrades

View Payslips & Salary History



#### OPERATE

Employee Payroll Generation

Air Fair Management

Pensions, EOS, NSSF Others...

Employee Loan & Advance

Dependents Allocations

Insurance/School Allowances



#### ANALYZE

Employee Salary History

Employee Allocations

Salary Raise Forecasts



#### PLAN

Payroll Rules & Regulations

Payroll Exceptions

Financial Reports Settings

Banks & Accounts

Insurance Policies



# HR MODULE

Reduce employee turnover through strategic recruitment, ensuring the acquisition of top talent and targeted training for each individual. Foster ongoing productivity among your team while ensuring precise and efficient performance evaluations based on predefined parameters.

## HR MODULE HIGHLIGHTS



**Strategic Talent Optimization**  
Enhancing organizational performance through competency identification, assessment, and tracking.



**Career Path Mapping**  
Establishing clear and traceable roadmaps for each employee's career path.



**Job Description Oversight**  
Crafting, updating, and managing clear communication of job roles and responsibilities.



**Strategic Succession Forecasting**  
Proactive talent management for critical roles.



**Strategic Talent Acquisition**  
Hiring top talent through a systematic and profitable approach with effective communication.



**Survey & Data-collection**  
Designing, conducting, and analyzing surveys for proficient data collection.



**Checklist Management**  
Creating and managing checklists to ensure consistent and accurate completion of tasks and processes.



**Efficient Test Automation**  
Streamlining quiz and survey execution for swift and automated results.



**Learning & Skills Management**  
Strategic learning management for enhanced employee development, reduced turnover, and business growth.



**Asset Oversight**  
Comprehensive asset tracking for optimal periodic maintenance and clearance.



**Performance Reviews**  
Strategic performance management for revealing strengths and improving competencies.



**Permit Management**  
Efficient permit tracking, approval, and management for business compliance.

## HR SUB-MODULES

### 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 Management:

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.

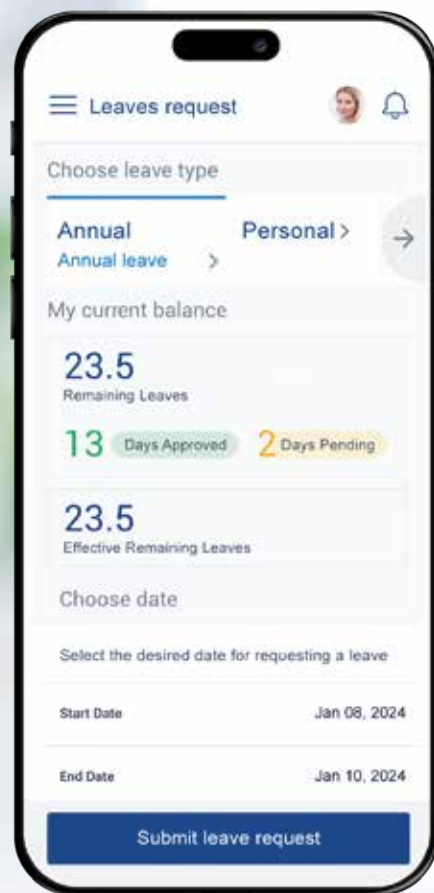
### Test & Survey Management:

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

## HR WORKFLOW







## MOBILITY APP

Enhance communication and engagement within your organization by granting employees and managers instant access to real-time information. Empower HR leaders to focus on prioritizing strategic company objectives.

### MOBILITY HIGHLIGHTS



#### Real Time Request

Enabling your team with instant access to schedules, leave records, and holiday details for seamless time attendance tracking and leave status checks from anywhere.



#### Web Application

Optimizing web accessibility, the mobility application is compatible with all web browsers and responsive across all screen sizes.



#### Team Overview

Streamlining managers' work by providing a consolidated, single-screen view of all request-related information, facilitating quicker and informed decision-making.



#### Mobile Application

Featuring its availability on the App Store and Play Store (iOS and Android), the mobility application ensures widespread accessibility.



#### HR Management

Empowering human resources managers by minimizing employee queries, allowing them to focus on critical HR strategies and issues.



#### Intuitive Solution

Streamlining user engagement, the mobility application encourages adoption with its user-centric design, ensuring simplicity and familiarity.



#### Streamlined Communication

Enhancing organizational communication through actively engaging employees and optimizing the collection, processing, and analysis of data.



## MOBILITY APP CLOCK-IN TYPES

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

Mobility check-in functions as a standalone solution, seamlessly integrates with People365's Time & Workforce Management Module, and can coexist harmoniously with other biometric machines.



### Mobile Clock-in:

Clock in while working remotely using active directory credentials.



### QR Code Clock-In:

Clock in by scanning a code on any tablet or mobile device.



### Geolocation Clock-In:

Clock in with precision to predefined locations through geolocation settings.



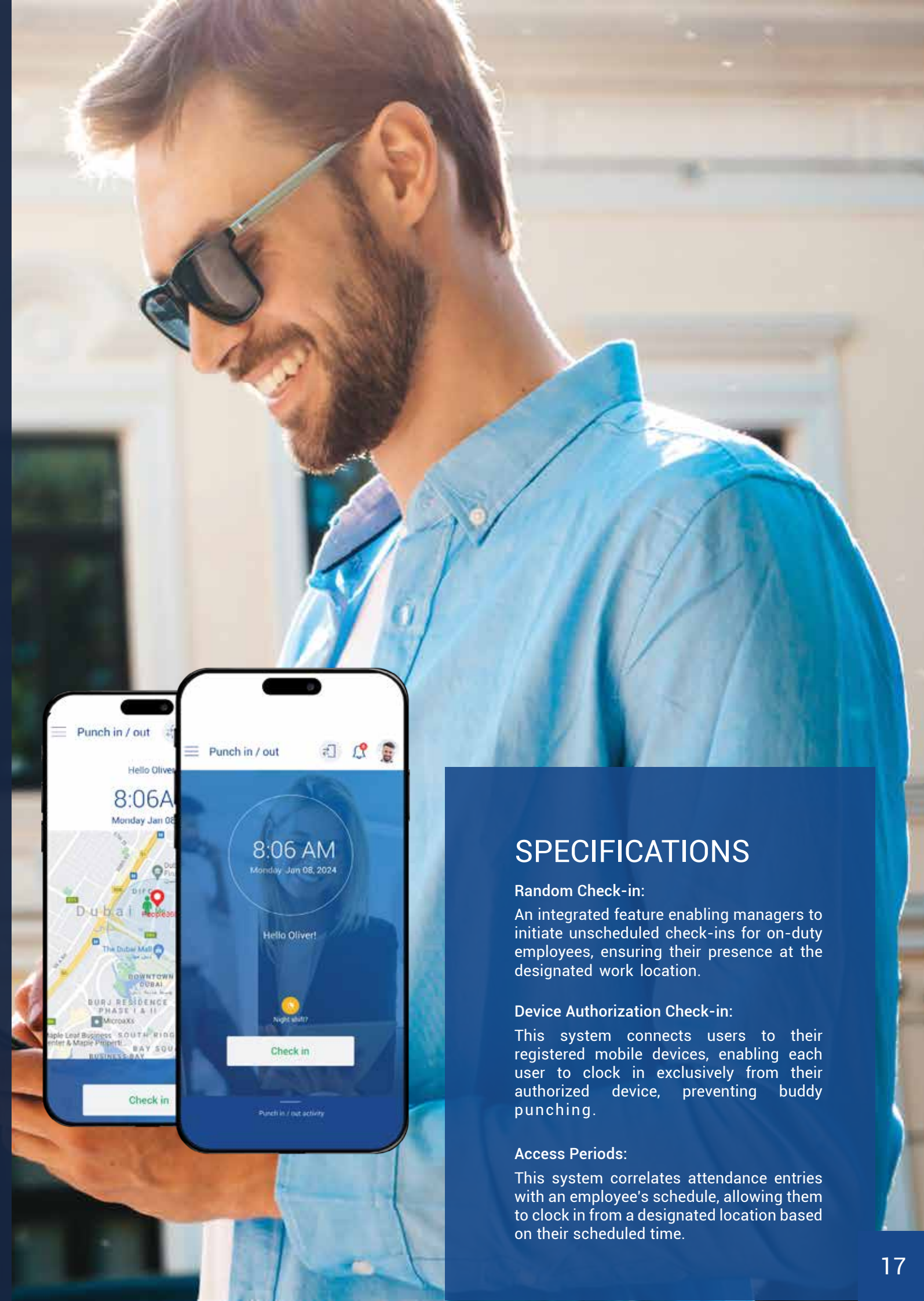
### Web Clock-In:

Clock in on the web and link it to your active directory login.



### Wi-Fi Clock-In:

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



## SPECIFICATIONS

### Random Check-in:

An integrated feature enabling managers to initiate unscheduled check-ins for on-duty employees, ensuring their presence at the designated work location.

### Device Authorization Check-in:

This system connects users to their registered mobile devices, enabling each user to clock in exclusively from their authorized device, preventing buddy punching.

### Access Periods:

This system correlates attendance entries with an employee's schedule, allowing them to clock in from a designated location based on their scheduled time.



## Medical Module

The Medical Module, integrated into People365 system, is designed for the systematic tracking of medical expenses for both company employees and their beneficiaries.

EFFICIENTLY MANAGE YOUR EMPLOYEES' MEDICAL REQUIREMENTS WITH THIS COMPREHENSIVE ADD-ON. ENABLE EMPLOYEES TO INPUT ALL MEDICAL-RELATED DOCUMENTS, WHILE EMPOWERING HR MANAGERS TO OVERSEE MEDICAL EXAMINATIONS, FACILITATE REIMBURSEMENTS, AND ACCESS TEAM MEMBERS' MEDICAL HISTORIES.

### FEATURES

People365 Medical Module allows the user to:

- Define and allocate company medical policies to employees.
- Define beneficiary coverage parameters for each medical policy.
- Define medical types with their coverage settings.
- Define the supported medical centers within the company.
- Submit a request for a medical invoice.
- Approve/Reject employee invoice requests.
- Manage group medical invoices efficiently.
- Manage the calculation of medical invoices.
- Manage invoices with medical centers.
- Generate medical invoices for integration with Payroll.
- Track and reconcile invoices returned from NSSF.
- Generate compensations for Payroll processing.
- Facilitate the reversal of any advances provided to employees upon termination.

## HYBRID WORK MODEL SOLUTION

Adapting to the dynamic landscape of evolving business policies and work environments, People365 Human Capital Management solution introduced a range of solutions designed to assist organizations in navigating the challenges that are reshaping today's Human Resources functions.

### Touchless Clock-in Solutions for Secure Office Entries

People365 Mobility clock-in solutions enhance hybrid work by offering a seamless and effective tool for employees to record their attendance from any location, based on their schedules. With the flexibility to log attendance records through their mobile devices, employees can effortlessly clock in and out at any place. The system incorporates Geo-location and touchless tracking, eliminating the necessity for a physical biometric attendance device. This efficient clock-in process not only saves businesses time but also boosts productivity by eliminating manual attendance tracking and reducing administrative work.

### Employee Collection Survey

Recognizing the significance of employee well-being in influencing organizational performance, People365 introduces a recurrent survey that can be conducted daily or weekly during clock-in. This survey assesses both the physical and mental health of employees. Leveraging the survey data in combination with attendance records, the administration can easily identify personalized ways to support employees.

### Workforce Capacity Planning and Scheduling

Through People365 Time & Workforce Management solution, organizations can seamlessly implement recurring shift policies and diverse clock-in capabilities. This empowers them to strategically plan workforce capacity, accommodating hybrid and flexible work models while prioritizing attendance based on schedules.



## Collaborative Alliances That Fuel Our Success

We believe in the power of partnerships to achieve success. By teaming up with industry leaders and organizations, we continuously strive to deliver outstanding HCM solutions to companies worldwide. Our strong partnerships inspire and support us, enabling us to expand into new markets and cater to a broader spectrum of organizations. These collaborations are at the heart of our success, propelling us forward in the world of Human Capital Management.

## People365 & Infor Forge Strategic Alliance Offering Payroll & Time Management Solutions for EMEA

**infor**

People365 established a strategic alliance with Infor for EMEA where Infor will offer People365's cutting-edge Time Attendance, Payroll, and Scheduling Solutions, seamlessly integrated into its own cloud-based ERP and HCM suite.

This 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 EMEA. In addition, Infor will be offering People365 Time Management and scheduling solutions allowing organizations to track employees' attendance in real time, while improving efficiency by smoothly implementing different policies and automated schedules.

The collaboration between People365 and Infor aims to help customers across all verticals, with a focus on the distribution and manufacturing industry, in overcoming significant, complex challenges and optimizing their HR processes.

The partnership between Infor and People365 presents a promising opportunity for businesses seeking innovative solutions to enhance their operational efficiency and workforce management. By leveraging this synergy, organizations can drive productivity, streamline processes, and foster a more agile work environment.

## Global Companies Trust Our Solutions

People365 is trusted by organizations worldwide, from diverse industries and sizes. We're proud to provide comprehensive Human Capital Management solutions with exceptional support. Our HCM platform is adopted by leading companies across multiple sectors such as banking, healthcare, education, hospitality, oil and gas, FMCG, aviation, media, and more. Explore some of our valued global customers:







People365<sup>®</sup>  
HCM

## UAE

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