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Follow up System of Contracting Employee Affairs

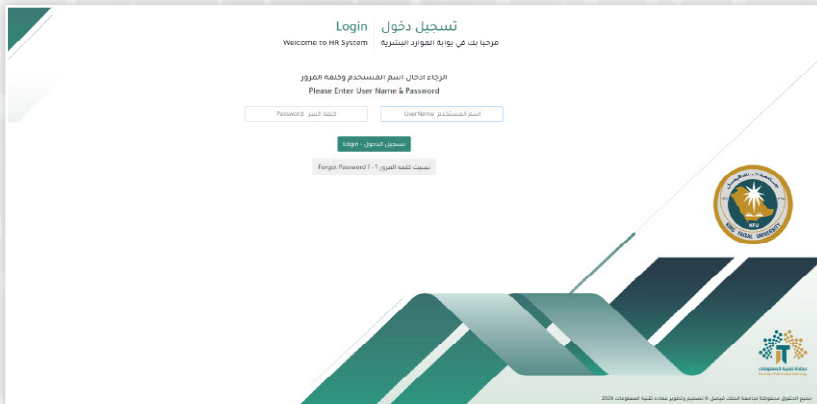


Follow up System

of Contracting Employee Affairs

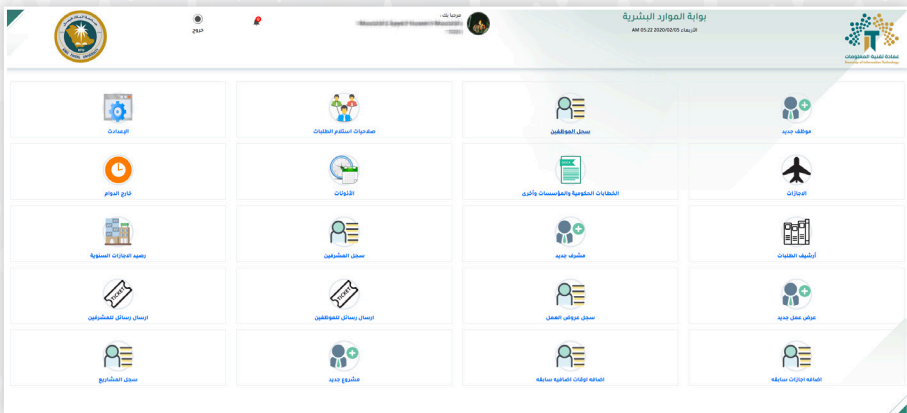
Introduction:

This system was developed with a view to making it free from the complexity of the normal systems, and it has quite a lot of advantages where it has become easy to follow up the employees and prepare a complete file of their data with the possibility of classifying them into chipset, each segment consisting of a group of employees possessing the same properties, in addition to whatever concerns the employee such as personal data, follow up of employee check-in and check-out. Whatever concerns the employee records in the project is involved as well as their personal documents without the need to refer to the register book to follow up the employee's performance, a thing which allows the regular evaluation of the employee.

A screenshot of the system's login page. The page has a white background with a green and gold decorative border at the bottom. At the top, it says 'Login' and 'تسجيل دخول' (Login) in English and Arabic. Below that, it says 'Welcome to HR System' and 'مرحباً بك في بوابة الموارد البشرية' (Welcome to the HR Portal). The main heading is 'الرجاء ادخال اسم المستخدم وكلمة المرور' (Please Enter User Name & Password). There are two input fields: 'كلمة السر: Password' (Password) and 'اسم المستخدم: User Name' (User Name). Below the fields is a green 'تسجيل الدخول - Login' button. At the bottom, there is a link 'نسيت كلمة المرور؟ - Forgot Password?'. The KFSU logo is in the top right corner of the page, and a small logo for 'جامعة الملك فيصل' is in the bottom right corner. The footer text at the bottom right reads 'جميع الحقوق محفوظة لجامعة الملك فيصل © ٢٠٢٠' (All rights reserved for King Fahd University © 2020).

Objectives:

The system applies the Employment Office Law. It has an electronic archive of all the employee documents. It takes care of whatever concerns vacations, overtime, the link with the fingerprint device, staff notifications through the mobile or email, in addition to the issuance of all kinds of letters that the employee requests such as an identification letter or experience certificate.



System Properties

1 Applying for vacation

The employee can apply easily and without wasting time for all kinds of vacation that are available. This is to be done according to conditions specified by the concerned party, which comply with the law of the employment office.

[illegible]

2 Connecting to Attendance Device

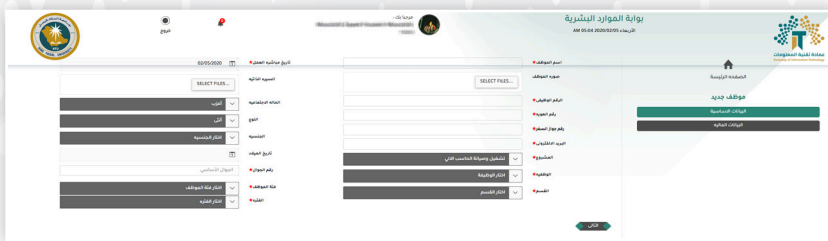
The system can be connected to the attendance and departure device. Thus follow up of the working hours for all employees can be possible. Through the system, the employee overtime work can be added.

[illegible]

3

The body responsible for the full recruitment process

Recruitment is a continuous administrative process which helps the system in preparing the employment offer, and on the candidate's acceptance of the offer, a work contract will be issued.



The screenshot shows the 'Recruitment' module of the HR system. It features a sidebar with navigation options like 'Recruitment', 'Recruitment Process', 'Recruitment Results', and 'Recruitment Reports'. The main area contains a 'Recruitment Process' section with a 'SELECT FILE' button and a list of recruitment processes. The right sidebar shows a 'Recruitment Process' section with a 'SELECT FILE' button and a list of recruitment processes.

4

Flexible employment structure and ladder of grades

An administrative structure is formed through the system which conforms to all international structures, and departments and job titles can be included.

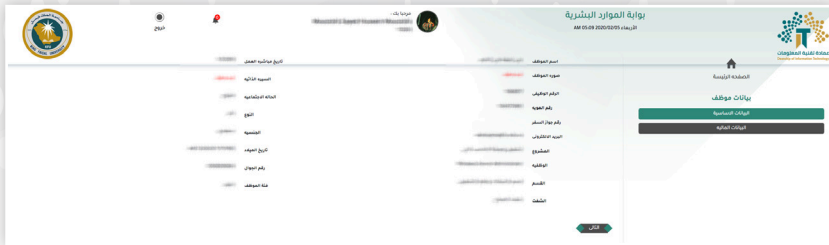


The screenshot shows the 'Employment Structure' module of the HR system. It features a sidebar with navigation options like 'Employment Structure', 'Employment Structure Process', 'Employment Structure Results', and 'Employment Structure Reports'. The main area contains an 'Employment Structure' section with a table of employment structures. The right sidebar shows an 'Employment Structure' section with a table of employment structures.

5

The Employee Database

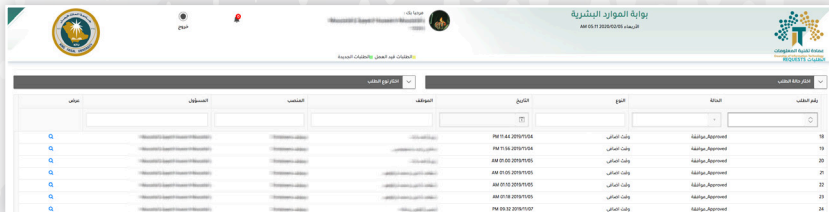
All employee database can be included and easily updated any time.



6

Archiving Electronic Documents

The system provides a full archive for every employee, which can be referred to at any time.



7

The responsible body for allocating vacations and official holidays

The system easily provides for including all sorts of vacations and official holidays, and setting organizational controls for them which comply with the laws of the Employment Office. Periods of vacation ban matching the work need can also be included through the system.

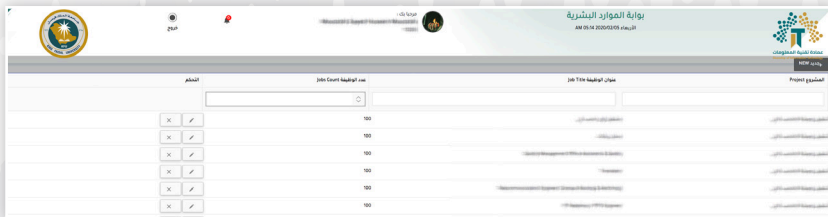


The screenshot displays a web application interface for managing HR resources. At the top, there is a header with the King Faisal University logo, navigation icons, and the text 'بوابة الموارد البشرية' (HR Portal) with the acronym 'KFSU'. Below the header, a table lists various vacation types. The table has columns for 'الاسم' (Name), 'عدد الأيام' (Number of days), and 'عدد الأيام المتبقية' (Remaining days). The rows include 'Vacation', 'Official Holiday', 'Sick Leave', 'Maternity Leave', 'Paternity Leave', 'Compensatory Leave', and 'Other'. Each row has a corresponding 'عدد الأيام' value and a 'عدد الأيام المتبقية' value. On the right side of the table, there are buttons for 'إضافة' (Add), 'تعديل' (Edit), and 'حذف' (Delete).

8

Performance Evaluation Wizard

Through the system, points of evaluating every employee individually can be included as well as specifying the weight of every objective for the sake of making a detailed comprehensive assessment for every employee in the final analysis.



The screenshot displays a web application interface for the Performance Evaluation Wizard. At the top, there is a header with the King Faisal University logo, navigation icons, and the text 'بوابة الموارد البشرية' (HR Portal) with the acronym 'KFSU'. Below the header, a table lists various performance objectives. The table has columns for 'الاسم' (Name), 'الوزن' (Weight), and 'الدرجة' (Grade). The rows include 'Performance Objectives', 'Performance Objectives', 'Performance Objectives', 'Performance Objectives', 'Performance Objectives', and 'Performance Objectives'. Each row has a corresponding 'الوزن' value and a 'الدرجة' value. On the right side of the table, there are buttons for 'إضافة' (Add), 'تعديل' (Edit), and 'حذف' (Delete).




For more inquiries or technical support:

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