



# Bayan Human Resources Management



## Introduction

Bayan Human Resources Management system is an advanced specialized web-based cloud-ready system that is designed to operate on property, cluster and corporate levels, with the objective of maintaining employee data in a way that simplifies the processing of all HR and payroll transactions that affect the employee status, ending with providing an unlimited set of detailed and summarized reporting facilities.

The system also facilitates full integration between the essential operations of the employee attendance control, human resources and personnel operations, employee training, medical insurance, and payroll with back office JV interface. Hence, it prevents any unnecessary double work and errors, improves efficiency, and simplifies information distribution and reporting.

## Modules and features

### Core modules

- Human Resources
- Payroll
- Timekeeping
- Training
- Workflow
- Notifications and reminders

### Features at a glance

- Web-based, cloud-ready
- Multi-property, multi-cluster
- Multi-lingual and multi-currency
- Country-specific localization
- Occupation management and classification
- Staff training
- Personnel action administration
- Time attendance processing
- Benefits and deductions administration
- Vacation and leave processing
- Payroll processing
- Back office interface
- User-defined reports and documents

## System features

### General features

- Multi-property and multi-cluster
- System notifications via SMS and emails
- System reminders
- The ability to accept and process transactions with other internal and external systems
- The ability to subject all transactions from interfacing systems to the standard human resources and payroll system edits, validations, and error-correction procedures
- Providing the capability to customize data input, processing rules and edit criteria
- Providing the capability to identify and process transactions from other systems that enter and update the standard human resources and payroll system
- Providing the capability to allow users to customize output for reporting and providing interfaces to other systems necessary to meet property requirements for external processing

### Personnel action administration

- Processing, with current and future effective dates, a full range of mass and individual personnel actions such as promotions, salary increases, transfers and terminations
- Full documentation of personnel actions
- Full personnel action tracking
- Automatic generation of personnel action notifications and reminders
- Online web-based personnel action approval and posting
- Conversion of paper official personnel documents to electronic documents such as passport, work permit and residency permit
- Statutory and regulatory documentation of authorized actions such as passport expiry date, work permit expiry date and probation end date

### Time attendance processing

- Capturing time attendance information on work schedule hours worked and leaves taken
- Capturing information on time, or units of measurement worked to determine gross pay
- Flexibility to capture and process multiple types of vacations
- Compliance with statutory and regulatory requirements when processing transactions associated with time attendance function
- Collecting actual hours worked and processing it to compute discrepancies that will affect gross pay for each employee
- Collecting time attendance data on a pay period basis
- Ability to capture time attendance data in days, hours and minutes
- Ability to accept time attendance data through various processing modes, e.g. through online interface or using user-defined external interfaces
- Ability to accept electronic or other documented approvals from authorized approving officials
- Posting time attendance data for further system processing
- Generating multiple reports to monitor time attendance data
- Ability to edit time attendance data to ensure that the data are complete and accurate
- Supports the correction of current pay period time attendance records
- Definition of any number of shifts to be used in monthly scheduling of employee attendance
- Overtime calculation
- Comprehensive user activity log
- Comprehensive user rights system
- Unlimited levels of admin units

## Position management and classification

- Multi-level organizational structure
- Definition of employee grades with specification of minimum and maximum pay for budgeting purposes
- Definition of occupations with link to the organizational structure and employee grades
- Full time equivalent (FTE) and annual budget management based on occupation maximum count, minimum pay and maximum pay
- Full compliance with local statutory and regulatory requirements including labor, social security, and income tax laws

## Employee appraisal management

- Appraisal based on weighted core competencies defined to suite the type of business
- Appraisal using core competency specific indicators with evaluation scale
- Core competency consolidation into overall employee evaluation
- Multiple appraisals per year
- Appraisals include development action plan, promotion needs and training needs
- Training needs integration with training module
- Department-based core competency and indicator definitions

## Vacation processing

- Compliance with statutory and regulatory requirements when processing vacation transactions
- Accrual for each type of vacation to which an employee is entitled including partial accruals based on working days
- Processing vacation accruals for special grade employees by specifying vacation entitlement on employee level
- Processing vacation for each reported vacation type at the end of each effective pay period
- Processing accruals and reported vacation before usages are applied to appropriate available balance
- Ability to determine rules for the coverage of sick vacations exceeding the entitlement
- Ability to modify vacation accruals, limits, and balances for employees who change their work schedules

## Benefits administration

- Online web-based employee access to self-service, personal information and automated transaction processing
- Determination of employee eligibility for entitlements, such as vacation entitlements

## Staff training

- Define training subjects and course calendars
- Define training needs on all organizational levels, occupations and individual level
- System-generated training needs based on department and occupation training needs
- System-generated employee training needs based on training evaluation
- Comprehensive reporting on nominations, attendance frequency and evaluations

## Payroll processing

- Calculating gross and net pay, deductions, and employee / employer contributions on an effective pay period basis
- Computing gross pay as the sum of each rate of pay times the number of units related to it, plus all appropriate allowances and / or other gross pay components
- Compliance with statutory and regulatory requirements when processing transactions
- Calculating pay at the end of each pay period after properly authorized inputs have been received from the time attendance module and after personnel action processing is completed
- Processing prior-period, current-period and future-period pay actions based on effective dates
- Processing current-period adjustments as an integral part of the payroll cycle, such as vacation balance adjustments
- Making retroactive calculations, such as retroactive increases
- Computing various types of pay entitlements, such as allowances and differentials
- Computing pay for various types of employees, such as casual, laborer, trainees and full-time employees
- Computing earning amounts for partial pay periods when entitlement dates do not coincide with pay period beginning and ending dates
- Processing earnings adjustments on a begin-date / end-date basis by giving the ability to define periods for employee allowances and compute partial earnings according to the defined period
- Computing differentials based on applicable hours that are certified by an approving official
- Calculations of the allowances and deductions (as defined by law or regulation), allowances and deductions may be set as amounts or as percentage of pay
- Calculating the following deduction types for each employee:
  1. Mandatory deductions, such as social security and income tax
  2. Voluntary deductions, such as medical insurance
- Providing the capabilities to process deductions that apply in various pay periods
- Giving the ability to deduct some items in every period that is called recurring deductions, and others in selected pay periods only that is called non-recurring deductions
- Adjusting taxable gross pay by deducting exemptions
- Calculating indebtedness for vacation advances upon employee leave
- Accommodating requests for wavier of collections for vacation advances by giving the ability to take future vacations even if the employee does not have enough balance
- The ability to define city ledger on monthly basis
- Maintaining each pay record by the pay period in which it was calculated and by the pay period to which it applies
- Recording gross pay, deductions, and net pay and other generated information to update other systems such as the accounting system
- The ability to pay indemnity amounts for the employee based on his / her service years
- Making information available to other functions to generate internal and external payroll reports not created directly on the pay processing function

## Reporting, reconciliation and record retention

- Providing for reporting, reconciling and retaining records to accommodate the following requirements:
  1. Report processing aspect accesses and formats data as required to satisfy regulatory, managerial, and accounting requirements
  2. Generation of multiple reports that span specific time periods
  3. Producing all vouchers and reports necessary to recognize payroll expenses and authorize related disbursements
  4. Generation of managerial reports used by human resources / payroll office staff, as well as reports used by other staff members such as supervisors
  5. The purpose of reconciliation is to compare and reconcile data between systems
- Providing employees and managers with self-service capabilities in obtaining information pertinent to their needs. Employees have access to their personal data and managers have access to their organizational non-personal data through the web-based application
- Reporting services compliance with statutory and regulatory requirements. For example, the system gives income tax and social security reports according to the country law
- Maintaining the following information in accordance with the statute of limitations:
  1. Pay history showing gross pay, deductions and net pay for each pay period
  2. Time attendance history showing attendance hours, overtime hours and subtractive hours for each pay period
  3. vacations history showing starting balances, leave accruals, leave usage and ending balances for each period
- Providing the capability to generate routine human resources and payroll reports that are prescribed by the functional users. Also the system gives the ability to design custom reports to preview the data in a specific format
- Producing employee earnings statements detailing the composition of gross pay by showing the allowances given to the employee, deductions and net pay for the pay period and year-to-date
- Producing managerial reports to facilitate monitoring of human resources costs vacation authorization and personnel actions by staff member
- Producing all reports and vouchers necessary to recognize payroll expenses, establish related receivables and disburse all related payments. Also the system produces supporting detailed registers or subsidiary ledgers for the generated vouchers
- Providing automatic data conversion and electronic transfer of required data to other systems by giving the ability to define external interfaces with any format and export data using a specific interface
- Providing external reports that fulfill statutory and regulatory mandates, as well as management reporting requirements
- Compliance with all statutes, regulations and guidelines that apply to hardware, software and telecommunications
- Reconciliation disbursing data with payroll data to provide assurance that all disbursements authorized for payment by the payroll certifying officer were disbursed completely and accurately
- Reconciliation of human resources data to provide assurance that all employees on the payroll are bona fide and that all earnings, entitlements and benefits are being computed as authorized and recognized in the human resources system
- Making health insurance enrollment data available to carriers through certain reports so that payroll and carrier records can be verified
- Deriving summary totals of earnings, deductions and contributions for control purposes
- Generating reports of pay and benefit transactions required by the agency core financial system
- Notifying agency human resources and payroll office staff of incorrect or missing data at the end of the payroll calculation process
- Storing audit trail data that gives the ability to track user transactions during a specific period
- Providing report for health deduction not taken

## Corporate concepts and features

Bayan Human Resources Management System is a web based system that is designed to operate on property level, cluster level, and corporate level. Bayan can be hosted on local web server, private cloud, or public cloud.

### Single-property installations

When operated on single property level, Bayan is totally managed and monitored by the property staff in terms of HR, Payroll, Attendance, and workflow. The system will consist of one MS SQL database with scope of one property.

### Single-cluster installations

A cluster is two or more properties managed by one management such as one GM, one HR manager, or one finance/paymaster. In this case the workflow approval and posting spans multiple properties without affecting the HR and payroll integrity of each property in the cluster. The cluster management can lock the definition of several entities like admin units, Occupations, Roles, and Approval Rules. If locked, the entities can be pushed down from cluster level to property level. This cluster system consists of one SQL database.

### Corporate installations (multiple clusters)

If operated on corporate level, there is no span of workflow approval across multiple clusters. There are two benefits of corporate level operation; the first is the configuration entities locking and push down, and the second is the report consolidation on corporate level.

The diagram below illustrates the three levels of Bayan operation:

