

Your Total IT Solution Partner in Enterprise communications

# Smart HR



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## About US

**Hummingbird Software Technologies, NetSYS** and **SmartCity Systems** are group of companies. Hummingbird Software Technologies being an established enterprise in sub continent India with NetSYS, SmartCity Systems as progressively growing companies established in Dubai provides Total Information Technology solutions for diverse business environments in both India and UAE.

Since inception, we have been committed to a total client satisfaction through quality service, coupled with on-time support. We strongly believe in our corporate philosophy - "we amaze customers", which helps us to offer solutions that maximizes value for our customers.

Today IT readiness with access to quality software solutions is what helps companies take the leap ahead. We, apply technology with innovation and responsibility to meet the challenges of today's dynamic digital environment. Understanding of diverse business domains combined with expertise in latest technology and tools, enables us to deliver quality solutions for any large to medium businesses.

What's more, the information management systems developed by us, coupled with our timely post-sales support has made us one of the fastest growing Network/Software companies in Middle East.



### One Group, Many solutions

We focus on four key areas:

- Infrastructure and IT Network Support (Security, VPN, Firewall, Server, IP Telephony &Cabling), IP Camera, , WLAN, Equipment's in security & surveillance, Time attendance, Bio matrix solutions.
- Designing, Implementing and Supporting Web Based Applications like HRWEB / Recruitment Manager /Content Management Systems / Accounting / Document management systems / Inventory / CRM and Project Management System)
- IT Consultancy specializing in System Integration Issues.
- Hosting Solutions – email Services and web

## Smart HR & Payroll System

Smart HR & Payroll System has been designed and developed by Smart City Systems ([www.smartcitysystems.com](http://www.smartcitysystems.com)) to meet the specific requirements and objectives of managing work force records. Payroll processing in an efficient and effective way and in compliance with the laws of the United Arab Emirates and Middle East Countries.

### Overview

Payroll is always a concern to organizations Senior Management. The Smart Payroll Software (SPS) being a modular system meets all requirements of an organizations payroll system. SPS is proven to be an ideal tool to all payroll needs of organizations with single or multiple businesses, departments, branches and cost centers. SPS is also perfect for the SME and large sized Enterprise segments as the system can be customized to any extent to meet the Corporate Specific requirements.

The SPS offers a wide range of complete security checks and protect against any potential unauthorized access to sensitive information held in the payroll system through controls built security. The access can be monitored and controlled at various levels to completely waive out any unauthorized access to the entire system and maintain the confidentiality.

Smart HR & Payroll is designed such a way to provide easy and cost-effective links and simple integration platform within the existing enterprise systems. The Smart HR & Payroll Software also offers all its users effortless understanding of its very simple menu structure. It also generates a customizable report for a better understanding of the usage. The software is flexible and supports access of the management to the most reliable information enabling their quick decision-making.

Consequently, the Smart HR & Payroll through its comprehensiveness enhances the Management Information System. The implementation of this Software provides an easy access and monitoring of the consistent information like:

- Personal data on employees;
- Total Cost of Employees;
- Payroll Reconciliations

The provision of easy access to the reliable information leads to an efficient and prompt corporate decision making. SPS through years of research and experience has included all key areas of payroll management which includes the fixed and variable payroll earnings and deductions, loan processing, leave, absence, gratuity, cost allocation, and organizational management. Our data entry/maintenance forms have been designed by experts in Finance and Payroll field; they also evaluated the process flows to deliver efficiency in the payroll process.

The SPS controls have been developed through a continuous and gradual research process. The field experience of our Managers, Auditors and Payroll executives with several big and small corporate and their site specific requirements have contributed significantly to develop one of the most comprehensive and secure systems in the Middle East.

#### Salient features of the system

- Multi Company, Multi Currency, Single / Multi User
- Multi Country Support
- Payroll System Modules
- Company Module - Supports Multi Company set up, Multiple Organization Levels - Cost Center, Department, Unit, Section, etc
- Country / Currency Module - Supports Multi Country, Multi Currency Payroll processing
- Grades Module - Supports definition of Employee Grades. Grade Level limits - salary, increments, allowances, max. Payouts, etc.
- Employee Module - Employee Personal Information, Official Information, Family Details, Emergency Contacts, Passport, Visa, Labour card / work permit, related information.
- Earnings / Deductions Module - supports unlimited earnings / Deductions Type - Basic Salary, Allowances - House Rent, Car, Petrol, Conveyance, Education - school Fees, Air Tickets, Advances, Loan recovery, etc.
- Attendance / Leave Module - supports employee attendance / leave details.
- Overtime Module - supports multiple OT rates, overtime data entry.
- Incentives / Bonus Module - Supports user defined multiple incentives, Bonus with company defined criteria and accruals.
- Formula Builder Module - supports definition of formulae for earnings, Deductions, Indemnity Accruals, Pension, etc.
- Letter Wizard Module (Optional) - Supports various letter formats and letter generation.
- Increment Module - supports various increment criteria based on grades, employee performance, etc. Retrospective increments (Arrears).

- Transfer / Promotion Module - Supports recording and tracking of employee transfer, Promotion details.
- Loan Management Module - Supports multiple loans - Company loan, Personal loan, Car loan, Third party (Bank Loan). Loan letter record, Loan recovery / Repayment and loan reports.
- Pay Periods Module - Supports flexible pay periods - Monthly, weekly, etc. Holiday Maintenance.
- Processing Module - Supports flexible payroll process - Company level, Cost Center / Department Level, Employee Type, Single Employee. Payroll Reprocessing features. Multiple payment options - Cash, Check, Bank Transfer.
- EOS Benefits Module - Supports Employee Resignation, Termination, Settlement, EOS Calculations based on Country Labour Laws or Company Rules, Benefits accruals. Pre- Settlement reports with option.
- Payroll Reports - Employee Register, Document Expiry reports - Passport, Visa, etc., Payroll Register, Pay slips, Bank Transfer Statement, Payroll Reconciliation, Total Cost Of Employee, etc.
- MIS Reports - Focused towards management needs.
- GL Mapping (Optional) - Employee costs mapped to various GL Accounting codes. Budget Vs Actual comparisons.
- Admin Security Module - Supports multiple level data entry, verification, and approval checks. User defined module / function level security features. Fully secured system. Data backup / Recovery functions.
- Human Resources Modules (Optional): Includes various HR Functionalities
- Recruitment Module
- Appraisal Module
- Training Module
- Leave Management Module
- Time & Attendance Module
- Payroll Budget Modules (Optional): User defined Budget Heads, Detail / Summary Level Budgets - Company, Cost Center, Department, Sections, Units, etc, Sensitivity Analysis, Budget comparison, Variance, Forecasting, GL Mapping.
- HR & Payroll Employee Self Service Module (Optional): Includes Employee self service functions over web / Intranet such as Personal Information, Family details, Emergency Contacts Maintenance, HR Forms & Applications - Leave Application, Loan Application, etc.
- GUI Interface, Based on Microsoft .net Technology
- Supports Multiple Databases - MS SQL, MySQL, etc.
- Integration (Option): With Financial Management System, ERP, Time & Attendance, Access Control Systems, etc.



Ease Integration with the following products



# Time & Attendance

## What is actually time and attendance management?

It is actually a system of monitoring of employee work hours for the entire company and the analysis of various human resource figures such as overtime allowance, meal allowance, transport allowance and even bonus that are often derived from employee working hours.

## What are the various benefits of such a system?

It will be more clear to employers as a whole and yourself as a senior level management than to your employees. For the management level personnel, such a system allows them to monitor employee performance automatically – and thus allowing them to evaluate if there are any loopholes within the system. It also keep track of employees within the organization by forcing them to be accountable for their absences – once again, better for the business than for the employee himself. That is why most bosses are eagerly engaging in implementing time and attendance management system into their standard operating procedures.

Today's automated systems offer another benefit – the ability to calculate valuable data about employee performance both on an individual level (how hard does a particular employee work and how much should he be rewarded?) and on an organizational level (what days bring in most absences? Are people staying back to finish up on projects or leaving as quickly as possible?). Access to this information allows the 'upper management' to make informed decisions to improve employee performance and productivity on a major scale.

## **We support the following products and T&A Integration**

### BioStation



- Full-featured Time Attendance & Access Control Terminal

### BioLite Net



- IP Based Outdoor Fingerprint Terminal  
- Full Access Control & Time Attendance Features



## Time & Attendance cont..

### BioEntry Plus



- IP Based Access Control System

### BioLite Solo



- Standalone Access Controller  
- IP65 waterproof, Standalone Operation

## Fingertec.

### What you can get from FingerTec®



#### Our Hardware

All FCC & CE certified, discreet QC, proven 1:N verification, basic and advanced time attendance & door access settings, all in all FingerTec® products are reliable and user-friendly.



#### Our Software

TCMS V2 is bundled with AC900, TA100, AC100 & i-Kiosk 100 Series. A proven software that provides comprehensive time attendance and access control functionalities, generates 16 different useful reports, seamlessly integrates with FingerTec® hardware that are being used by millions around the world. Available in 14 languages namely English, Arabic, Indonesian, Malay, Spanish, Thai, Russian, Chinese (Traditional & Simplified), French, Farsi, Vietnamese, Portuguese, Italian and German.





## Smart Self Service Module



Paper-based time off requests, beneficiary updates, and pay stubs are becoming a thing of the past. Technology has made HR a self-service function in the small and mid-size business sector

The HR software keeps track of the company's benefits and compensation data, allowing employees to view the status of their accrued leave, make time-off requests, or make necessary changes to their contact or benefits information -- all without phone calls or emails to HR personnel. And allowing employees to key in the information themselves online helps boost productivity, too. There are no more forms to fill out in triplicate.

### Key benefits

- Improved employee satisfaction: Keep employees informed and engaged with automated communications – directly to their computers, handhelds and mobile phones.
- Improved HR data: Ensure your central HR systems have the latest employee information without costly paper based data gathering exercises.
- Secure: Opted in and secure communications.
- Lower Cost: More cost effective than HR staff calling individuals.
- Measurable: No estimates or guess work – you will know precisely if your employee saw your communication and when and how they responded to it.
- Targeted: Smart self Service Module has a tightly controlled targeting which means the right person receives the right notification and that only authorized people have the rights to send to wide audiences.

## Smart Recruitment Manager



Smart Recruitment Manager is a highly configurable, scalable & user friendly web-based Applicant Tracking System/ Recruitment Management System. It is user friendly, flexible to fix around your hiring process and continuous product advancements are made to the system.

Smart Recruitment Manager covers the complete process of creating a job vacancy, designing customized application forms for different vacancy, the candidate applying for a job, the recruitment manager evaluating the candidates, scheduling interviews, ranking the candidates depending on various interviews conducted, short

listing candidates and recruiting the candidate. Multiple Users would be able to login to smart recruitment manager. The access to each functionality is controlled by different permissions so that an administrator of the system can create users with different access rights. The system tracks the complete process the applicant goes through before getting hired. Various documents and questionnaire related to vacancy or job postings can be maintained for current usage and future references. Advanced Search and various Customized reports are provided as per the customers requirements. Smart recruitment manager can be integrated into you existing system and also customized to match your hiring process.

### Features of Smart Recruitment Manager

Job Posting - Create Customized Application Forms using XML based form builder

Send various emails and interview call details to candidates using standard customized email templates

Advanced Search facility to search for applications

Profiteering of candidate applications

Applicant ranking - rate the candidates on different stages of recruitment process

Dashboard - Complete overview of live job vacancies, number of applications received, Number of candidates shortlisted, Number of interviews conducted /scheduled etc

- Multiuser and Permission based access
- Selected candidates login
- Consultant/Recruitment agents login facility

## Smart Appraisal



Smart Appraisal Automates the time-consuming Employee Performance Appraisal administration process, thereby dramatically improving HR and Line Manager productivity.

Accommodates any kind and combination of Performance Measures such as Goals, Objectives, Key Performance Indicators (KPIs), Competencies, and Values.

Forms and templates can be tailored to specific roles in the organization. Smart HR Software allows HR to build the online reviews just like the existing, paper-based review. The forms, reviews, and templates can be updated and re-created as the evaluation process evolves.

Comment boxes, rating scales, drop down lists, pick lists, calendars, check-boxes, forms, and instructions can all be modified to meet the organization's needs

Fully scalable—handles from only 20 to thousands of employees, covering all staff and managerial levels, at multiple worldwide locations.

## We are also in to

- Infrastructure and IT Network Support (Security, VPN, Firewall, Server, IP Telephony, Cabling).
- Designing, Implementing and Supporting Web Based Applications.
- IT Consultancy specializing in System Integration Issues.
- Hosting Solutions – email Services and web
- Software Development
- Web based application
- HR Solutions, Payroll
- Recruitment Solutions
- Intranet Portal Solutions
- ERP
- Production Management Systems
- Time Attendance (Bio Matrix / Proximity services)
- Security IP Camera /CCTV DVR solutions.

## Group of Companies



**Hummingbird Software**



## Some of our esteemed clients

- Integral
- Gulf Digital Media Model Company
- Gulf Allied Digital Media FZ
- DOW Jones
- Petrogas Middleast
- Truebell Marketing
- Baracuda Resorts
- LC Associates
- Carre Four
- HP
- Nokia
- Etisalat
- PICO International
- World Image ME
- Al Batha Group
- Kalandoor Contracting
- DANUBE Group of Companies
- AL Reyami Group
- Sharjah Airport
- Horizon FZ
- Langmead ASST
- Reckitt Benkizer
- Media 2 Sell
- IAL Container UK
- RAK Airways
- Axon Group
- VIVA Group
- LM Bahrain
- AK Sugar
- Spectrum Intl
- Axon Group
- High RISE Properties
- MY-PA
- Hardware ME
- RAK Properties
- VIVA Group
- LM Bahrain
- AK Sugar
- Spectrum Intl



## Our Vision

“Uniting innovative people to unleash the potential of technology to provide turn key solutions to the enterprise”

## Our Mission

“To become the dominant player in information technology and business communications solutions and bring our clients into tomorrow's world

Group of Companies”



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