MenaLite®

MenaHRMS Services

Human Resources, Personnel, Payroll and Employee Self-Services Management System

Brief Profile

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Jordan • KSA • Kuwait • UAE • UK • USA

1. What is MenaLite®

MenaLite® is a light personnel, payroll and employee self-services module which functions on the latest cloud technology to provide customers with the added benefit of a hosted online application.

MenaLite® is a new product for those organizations that are looking for a regional Human resources, payroll & personnel system, and is intended to serve the small to medium organizations, having very minimal financial operations.

2. MenaLite components®

2.1 MenaLite Components-MenaPay®

- Comprehensive employee personnel & financial profiles

- Leave & vacation management

- Compensation and Benefits

- Health insurance

- Salaries Transactions

- Multiple Service Termination Benefits and Indemnity

- Accounting/vouchers Transactions

- Time attendance integration

- Online Requests (Leave & vacation)

- Governmental Reports

2.2 MenaLite Components-MenaHR®

- Competency based model

- Appraisal management

- Organization structure & charts

- Talent management

- Recruitment management

- HR Letters

- Training & Development

- Succession Planning

- Time and Attendance management

2.3 MenaLite Components-MenaME®

- Online requests
- Transactions enquiry
- Salary Slip
- Employee Personal and Financial details
- Manager Approvals

2.4 MenaLite Components-MenaME –Mobile®

- Approvals
- Online Request
- Salary Slip
- Check (in/out)

3. MenaLite® Benefits

- Selective functionalities to match SMEs needs.

- Budget Friendly – Pay as you go

- No infrastructure required.

- No need for customization, major features in a ready to go product

- Security of Data

- Accessibility – Location / Time Independency

4. MenaLite® Features

- First Arabic payroll system on the cloud

- Fully Cloud product with Online Payment process

- Fully Localized (Built-in Country Profiles)

- Light Version, i.e. Core Functionalities

- Uniquely combines self-services with payroll

- Support both Arabic & English

- Built-in configuration and setup wizards

- User-friendly i.e. New interface (white & simple

  providing ease-of-use & better navigation)

- Stable product with yearly enhancements

- Online help

5. MenaLite® Services Offered

- Hosting Services
- Backup Services
- Live or Online Training
- Online Support
- Data Migration
- TA Offline Integration

6. MenaLite® Features List:

Module	#	Sub-Module	Screen
MenaPay® Lite	1	Setup Administrative	Security Setup
	2		Branches Setup
	3		Users Reports
	4		MenaME Setup
	5		Dictionary Setup
	6		SMTP Server Setup
	7	Setup Organizational	Hierarchy Setup
	8		Key-Staff Setup
	9		Salary Scale
	10		Managers Permissions
	11	General Settings	System Parameters
	12		Other Options
	13		Family Setup
	14		Hierarchy Setup
	15		Currencies Setup
	16		Tax Law Setup
	17		Extra Salaries Setup
	18		Holidays Setup
	19		Notifications Setup
	20		Bank Files Setup
	21		Signatures Setup
	22		Saudization Setup
	23		Government Setup
	24		Attachments Setup
	25		Regions Setup
	26	Setup Workflow	Workflow Assign
	27		Workflow Screening
	28		Workflow Report
	29		WF Templates Report
	30		Detailed WF Templates Report

	31	Setup / Personnel Employees	Employment Classification
	32		Academic Classification
	33		Personal Classification
	34	Setup / Financial Employees	Financial Setup
	35		Insurance Setup
	36	Information Employees	Personnel Information
	37		Financial Information
	38		Substitutes
	39		Employees Residences
	40	Leave Management	Setup
	41		Vacations Balances
	42		Vacation In-advance Screening
	43		Employees Transactions
	44		Vacations Resumption
	45		Vacation Balances Moving
	46		Vacations Balances Differences
	47		Round Leave
	48		Un-posting & Posting
	49		Reports
	50	Management MenaME	MenaME Setup
	51		Requests Management : Documents Center, Personal Data (Update
	52		Other Requests Reports

	53		Employees Transactions
	54		Un-posting & Posting
	55		Non Payroll Transaction
	56	Transactions / Financial Employees	Update Social Security Salary
	57		Tabular Entry
	58		Import transaction
	59		Round Overtime
	60		Time Sheet Transactions
	61		Salary Calculation
	62		Tax Breakdown
	63		Extra Salaries
	64	Transactions / Financial Salaries	Cost Distribution
	65		Non-Payroll Benefit Calculation
	66		Employee Termination
	67		Voucher Templates
	68		Formula Setup
	69	Transactions / Financial Accounting	Vouchers
	70		Provision Calculation
	71	Employees Explorer	Employees Explorer
	72		Change Transactions
	73	Transactions HR	Change Transactions Report
	74		Setup
	75		Employee tickets
	76		Balance
	77		Ticket Transaction
	78	Tickets and Travel Module Air	Mass Tickets Transactions
	79		Rounding
	80		Balances Report

Module	#	Sub-Module	Screen
	81		Ticket Transaction Report
	82	Administration	Disciplinary Actions
	83		Employment Reports
	84	Reports Personnel	Academic Reports
	85		Personal Reports
	86		Extra Reports
	87		Employee Transactions
	88		Loans Sheets
	89		Non-Payroll Reports
	90		Main Salary Reports
	91		Other Salary Reports
	92	Financial Reports	Salary Slips
	93		Bank Reports
	94		Social Security Reports
	95		Tax Reports
	96		Insurance Reports
	97		Dues Reports
	98	F10 Fast Inquiry	
Module	**#**	**Sub-Module**	**Screen**
MenaHR® Lite	99		Security Setup
	100		Users Reports
	101	Setup Administrative	MenaME Setup
	102		Dictionary Setup
	103		SMTP Server Setup
	104		Branches Setup
	105		Hierarchy Setup
	106		Key-Staff Setup
	107		Job Description
	108	Setup Organizational	Organization Charts
	109		Salary Scale
	110		Managers Permissions
	111	Settings General	**System Parameters**

	112		**Currencies Setup**
	113		**Regions Setup**
	114		**Holidays Setup**
	115		**Notifications Setup**
	116		**Signatures Setup**
	117	Setup Workflow	Workflow Assign
	118		Workflow Screening
	119		Workflow Report
	120		WF Templates Report
	121		Detailed WF Templates Report
	122	Setup / Personnel Employees	Employment Classification
	123		Academic Classification
	124		Personal Classification
	125	Setup / Financial Employees	Financial Setup
	126		Insurance Setup
	127	Information Employees	Personnel Information
	128		Financial Information
	129		Substitutes
	130		Employees Residences
	131	Management Leave	Setup
	132		Vacations Balances
	133		Employees Transactions
	134		Vacations Resumption
	135		Vacation Balances Moving
	136		Vacations Balances Differences
	137		Round Leave

	138		Un-posting & Posting
	139		Reports
	140		Setup
	141	Management MenaME	Requests Management
	142		Requests Reports
	143		Financial Transactions
	144	Transactions Financial	Un-posting & Posting
	145		Round Overtime
	146		Employee Termination
	147		Change Transactions
	148		Post Change Transactions
	149	Transactions HR	Employees Upgrade
	150		Posting/Un-posting Upgrade Transactions
	151	Transaction Explorer	Transaction Explorer
	152		Recruitment Setup
	153	Cycle Recruitment	Employment Transactions
	154		Employment Reports
	155		Training Setup
	156	Module Training	Training Transactions
	157		Training Budget
	158		Training Reports
	159		Setup
	160		Employees Trips
	161	Trips Module Business	Post/Un-post Employees Trips Transactions
	162		Update Business Trip

	163	Employees Trips Report
	164	Appraisal Setup
	165	Performance Appraisals
	166	Appraisals Screening
	167	Appraisal Merits
	168	Appraisals Report
	169	Appraisals Average Report
	170	Appraisal Summary Report
	171	Appraisals Status Report
	172	Detailed Appraisal Report
	173	Setup
	174	Succession Plans
	175	Candidates Lists
	176	Succession Planning Report
	177	Setup
	178	Career Paths Setup
	179	Employees Career Paths
	180	Career Paths Report
	181	HR Letters
	182	Disciplinary Actions
	183	Setup
	184	Employee tickets
	185	Balance
	186	Ticket Transaction
	187	Mass Tickets Transactions
	188	Rounding
	189	Balances Report

Module Appraisals — 164 to 172
Planning Succession — 173 to 176
Path Planning Career — 177 to 180
Administration — 181 to 182
Tickets and Travel Module Air — 183 to 189

	190		Ticket Transaction Report
	191		Employees Report
	192		Previous Experiences
	193	Reports Employment	Job History Report
	194		Assets Report
	195		Evaluation Results Report
	196	Reports Academic	Skill Inventory Report
	197		Education Report
	198		Addresses Report
	199		Attachments Report
	200		Dependents Report
	201	Reports Personal	Additional Information Report
	202		Spouses Report
	203		Children Report
	204		Employee Fast Inquiry Report (F10)
	205		Employee Transactions
	206		Allowances Report
	207	Reports Financial	Termination Report
	208		Termination Summary Report
	209		Merits Calculation
	210		New Hires Report
	211		Settlement Report
	212		Change Transactions Report
	213	HR Reports	Best Fit Report
	214		Upgrades Report
	215		Employee Upgrading Transaction Report
	216		Trip/Training Form

	217		Staff Card
	218		Employees Job Descriptions
	219		Turnover Report
	220		Direct Managers Report
	221	Extra Report	Phone Directory
	222		Experience Certificate
	223		Employees Report Per Work Place
	224		Total Salaries Report
MenaME®	225		Transactions Inquiry
	226		Online Requests
	227		Vacations Balances
	228		Ticket Balances
	229		Change Personal data
	230		Salary Slip
	231	ESS	Evaluation Processes
	232		Training Evaluation
	233		Training Request
	234		Miscellaneous Requests
	235		Employees Task
	236		Financial Sheets
	237		Documents Center
	238		Personal Profile
	239		Phone Directory
	240		Miscellaneous Requests
	241		Workflow Cycle
	242	MSS	Training Request
	243		Job Requisition
	244		Interview Process
	245		Competencies Gap

	246		Training Request
	247		Work Schedules
	248		HR Transactions
	249		Change Transaction
	250		Online Time Attendance Approvals
	251		Business Trip Resumption
	252		Employees Appraisal
	253		Remote Transaction Entry
	254		Employee Upgrade Request
MenaME-Mobile®	255		Approvals
	256		Online Request (Leave /Vacation/ Training / Business trip / Miscellaneous) Requests
	257		Salary Slip
	258		Check (in / out)
TA Module	259		Setup
	260		Analyze Employees Attendance
	261		Update Time Attendance Records
	262		Financial Sheets Time Attendance Transactions
	263		Change Shift

	264		Online Time Attendance Screening
	265		Attendance Report
	266		Absence Report
	267		Attendance Summary Report
	268		Daily Attendance Report
	269		Employees Without Roster Report
	270		Employee Attendance With Location Report