

HITS | HR & Payroll Solutions

“Humanizing Technology”

Modules Description



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Product Overview

HITS HRMS is Unified, Intuitive, Comprehensive, Adaptable, Dependable, Reliable, and Scalable.

1. HR Foundation (Profile data - Jobs - Organization Structure – Grades - HR Status)

HITS HRMS foundation helps in visualizing the organization manpower, such as employees' basic information and master data, and also to draw your organization structure, to manage your staff hierarchy and it enables the users to get the data in reports as per business needs.

2. Personnel Package (Leave Management – Time Keeping)

HITS HRMS personnel modules including the leave management module and time management module, can help you to streamline the business processes, provide greater visibility and control over labor costs, improving workforce productivity. Providing effective time-management strategies with convenient tracking, monitoring, keeping of time records. It simplifies the administrative activities starting by the setup of the employees' vacation packages and continuing through tracking, analyzing and sharing information with the payroll module.

a. HITS Leave Management/ Absence Module:

HITS leave management module is responsible for administering, monitoring & tracking employees' vacations easily & accurately as per the organization's policy and country law. Providing unlimited number of customizable vacation types and vacation packages in order to cope with your business rules. In addition to the seamless integration between HITS leave management module and payroll & general ledger interface modules.

b. Time Management Module:

This module provides an entire customizable time ruler; it can be configured to handle the most sophisticated time shifts; such as over-night shifts, split shifts, and more. In addition to the seamless integration between the Time Management module and the payroll & leave management modules.

It can integrate easily with most of time management machines' databases (finger-print, magnetic cards, or proximity technology). It also can handle supports "over and short time workflow permission with a seamless integration with the payroll module.

New from HITS "[**Hits Bio Transformer Face Recognition System**](#)"

HITS bio transformer system is about transforming any windows tablet device into a time attendance machine. Thus, it can be used for face identification, attendance tracking, employees' time management.

3. Compensation & Benefits Package (Payroll – Benefit Management)

HITS HRMS Compensation Package simplifies and streamlines the entire compensation process. It provides all levels of management with secure, centralized, easy-to-use tools for managing employees' compensation; including base pay, incentives, all types of benefits, and more. This package helps the managers to take fair & efficient compensation decisions that professionally foster high employee performance.

HITS Compensation package includes: "Payroll Management & Benefit Management"

a. HITS Payroll Module:

HITS payroll module provides users with the capability of running many different payrolls, each may have its different criteria of rules, supporting cost center allocations. It is proven in many cultures in many countries so you can get or generate all the government forms needed as per the required payroll forms. HITS Payroll supports auto gross up for employees whose employment agreements were based on net salaries in any currency.

HITS payroll supports Auto Tax Reconciliation and also provides multi-currency methodology. The payroll module can also handle multiple pay-runs per month. It offers transferring the employees' salary automatically to the bank and also to link the HR financial processes with the back office system which facilitate the link between the HR system and the financial one in your organization.

b. HITS Benefit Module:

HITS Benefit Management module controls the employees benefits for many plans. You can define your own programs and plans with different options. Define the eligibility rules so that you can control the usage and utilization of the benefits with a seamless integration with payroll module.

4. Employees Development Package

(Recruitment Management - Training Management - Performance Appraisal - Career Path & Succession Planning)

Through HITS HRMS employees' development bundle which includes: (Recruitment Management, Training Management, Performance Appraisal and Career Path & Succession Planning) you'll be able to evaluate your staff talents and to keep it aligned with your company's strategic goals. HITS Employees' Development Management package helps you to link your people with your business strategy, empowering you to make an immediate and lasting impact on your organization's success. Plus, it helps you to handle HR functions sustainably so your organization can find and keep the right people. As a result, you can:

- Identify top candidates for vacancies and enable more strategic hires.
- Evaluate employees' performance in many ways such as (Self-Appraisal, MBO or 360 degrees)
- Design training plans based on business goals.
- Create development opportunities for top performers.

a. Training Administration

- Define Courses and Training Catalogues.
- Integration with Employee's Competencies and employees' appraisal module
- Training Budget & Cost.
- Unmatched Training Reports.
- Online Training Workflow.
- Online E-Training Services.
- Online Training Enrollment & Attendance per Session.

b. Performance Appraisal + MBO

HITS Appraisal system enables you to evaluate employees' performance based on Competencies and the Management by objectives (MBO), so you can create any number of user defined appraisal templates to evaluate user-defined competency. Create your own forms easily, and use them to record the entire appraisal done to each employee including the results and recommendations and update it online easily. Also the department heads can set objectives to their staff with different weights then they can put the achievement amount for each objective. The result could be based on combination of competencies and objectives result with different weights. The KPI calculated could be imported via excel to affect other functions such as payroll.

c. Recruitment Management

Recruitment management is the optimum solution for the properties that are keen to keep all the information about the applicant or candidates for recruitment processing.

- Keeping Rich Applicants' Database
- Tailor your Application Form
- Integration with Competencies

d. Career Path and Succession Planning

Career Path and Succession Plan is an unmatched tool to graphically view the career path of each employee. Decide easily the required to develop each employee in his/her current position or the required for another position.

5. Advanced Package

a. HITS dashboard and power BI module

HITS dashboard modules for data visualization and decision support that enables you to:

- Design your own reports & dashboards zero programming.
- It's not only a human resources dashboard, it's my organization's dashboard so that you can add non HR elements inside your dashboard.
- Have an All-in-One consolidated interactive dashboard on your organization worldwide level, including all the data fields you want to measure in each subsidiary.
- Visualize the organization data in smart visual graphs & charts.
- Access visualized data using the cloud based office 365.
- Share your dynamic dashboard with selected peers.
- Give your managers the ability to quickly take action and respond to changes.

b. Alerting Utility

HITS HRMS Alerting Utility is a confidential, secure environment where employees and managers and HR professionals may obtain new information, updated news, corporate information and policies. With Alerting utility, employees can feel more at ease via accessing the data by convenient Emails alerts or mobile SMS.

c. Self-Service & Workflow.

HITS Self-Service & Workflow is an effective tool for managing various HR activities requiring a dynamic and self-service logic. It allows employees, line managers, and administrators to get the information they need about people, performance, and work. It eliminates extensive paperwork and turns the business environment into an automated E-Business.

6. Add-Ons

a. Smart E-Recruitment

HITS E-recruitment module automates your recruitment cycle entirely. It enables the applicants to post their CVs online and fill the application forms on the available vacancies that you publish to the internet or without vacancy for your future use. You can select seamlessly any candidate based on various criteria and interact with applicant to schedule and records interview until the cycle completion. The E-recruitment module establishes the site from your HR standard and foundation based on your job/ position, competencies, qualifications and more.

b. Misconduct Management

Misconduct Management module is responsible for tracking and recording facts related to employees' behavior and attitude to trace to which extent it complies with company's policy & procedures.

c. Document Management

HITS HR DNA Document Management records and tracks employees' various kinds of documents professionally. It provides detailed information about employees' documents, including the expiration dates; so that you can take the necessary action in advance, avoiding the problems of late documents renovation. In addition, with HITS HR DNA Document Management you can scan employees' documents from scanners or attach them from files directly into the system database. Users, moreover; can manage documents for both employees & applicants.

d. Core Banking Integration

This integration enables you to post the expenses and payments of the employees to the Bank core system, this cost of employees can be posted on Daily or monthly basis.

e. Health and Medical Expenses Management

This Module helps you record employees' medical history. You can get complete analysis about the employees' medical expenses as well as the injuries and medical statistics that are required by your company as well as some governmental organizations.

f. Housing & Consignment Management (Asset Management)

HITS Asset Management is responsible for tracking and recording the employees' assists and housing units such as; rooms. Also it includes details about Consignment units taken by each employee. Hence this utility will be used in locations where employees are accommodated in staff compounds.

g. HR Activities

This module manages the planning of various activities and committees which can be arranged at an organization. Moreover, these activities can be scheduled and various roles can be assigned upon the employees who will be enrolled at each activity event. Also, this module enables a user to specify the resources needed at each activity. Note that, these resources will be reserved per activity event; along with specifying the cost of each resource.

h. OLAP Consolidation

This feature was designed with a scope of consolidating & unifying various setup data for different subsidiaries into one logic schema for OLAP reporting purposes. This feature is very beneficial for Top & Strategic Management; for monitoring the overall business status and outcome via consolidated reports showing various HR/Payroll details for the whole Corporate or Holding Company. For example, consolidation can be useful to combine separate companies, functional areas, product lines. Also it can consolidate corporate data based on geographical, industrial, cultural & legal differences.

i. Organization KPIs

Key Performance Indicators (KPIs) – also known as Key Success Indicators (KSIs) – are financial and non-financial metrics used to help an organization in defining, measuring and tracing progress towards stated Organizational Goals; especially difficult to quantify knowledge-based processes. KPIs can be delivered through Business Intelligence techniques (It refers to applications and technologies that are used to gather, provide access to, and analyze data) to assess the present state of the business, and to assist in taking the proper decisions and actions to enhance the performance of the organization. Thus KPIs are frequently used by Top Management and Analysts to "value" difficult to measure business activities such as; the benefits of leadership development, service, and satisfaction.

Contact us

Tel: + 202 25988555
+ 20 1201889939

Email: sales@hitssolutions.com
marketing@hitssolutions.com

Website: <http://www.hitssolutions.com>

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