

HCM for Microsoft Dynamics 365

Welcome

HCM for Microsoft Dynamics 365

Solvait provides comprehensive Human Capital Management HCM solutions, add-ons on top of Microsoft Dynamics 365 for Finance and Operations. Enterprise Edition, in addition to Microsoft Dynamics 365 for Talent for the leading organizations in the Middle East. The various business sectors that this add-on has served until now makes it an ideal choice for most of the private and public sector organization in gulf like education, construction, professional services, insurance, telecom, and manufacturing.



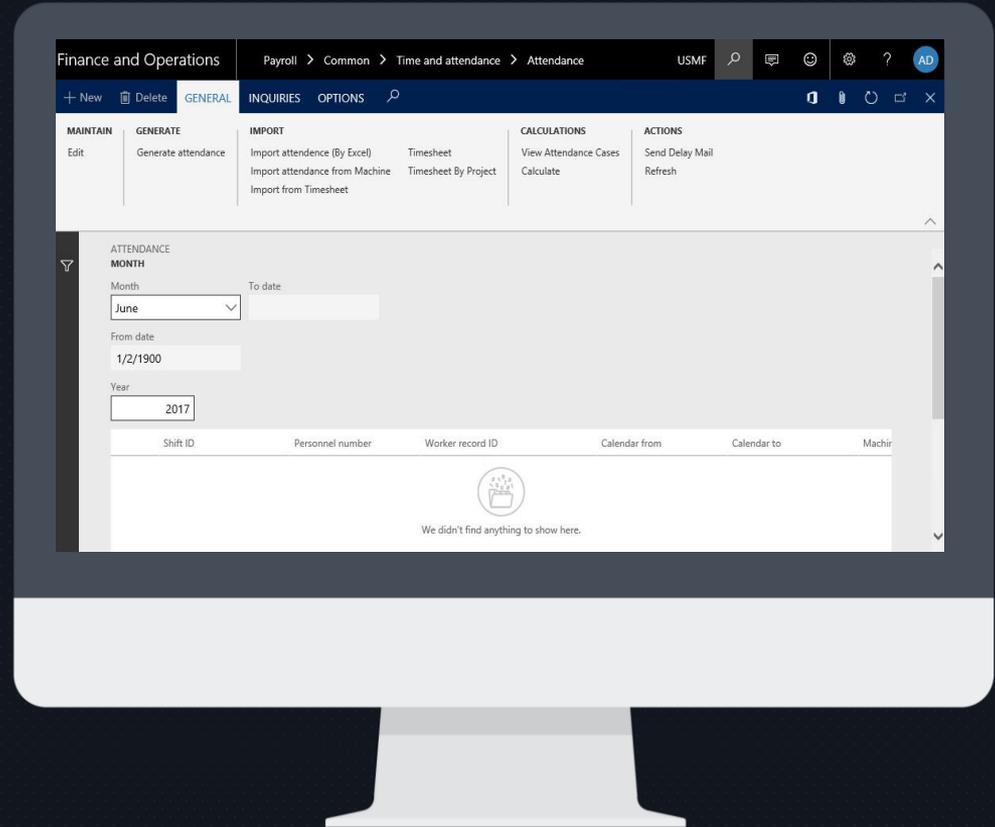
Multilanguage



Multicurrency



Multi Company





Microsoft Dynamics
365 for Finance
and Operations

Microsoft Dynamics 365 for Finance and Operations. Enterprise Edition.



Grow at your pace

Ability to grow by enabling organizations to leverage the power of the cloud.



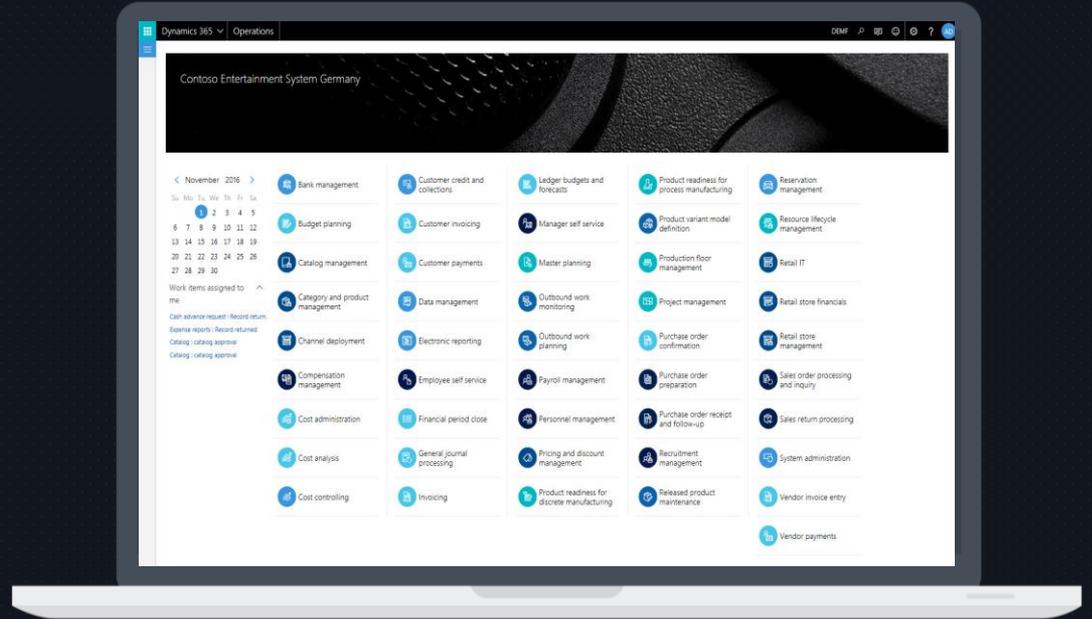
Transform your business

It empowers leaders to transforming their organizations by simplifying and speeding up their ability to redesign business processes.



Make smarter decisions

It enables people to make decisions with access to real-time insights and intelligence.



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Microsoft Dynamics
365 for Talent

Microsoft Dynamics 365 for Talent

Strategically attract, retain and optimize your talent to achieve high-impact, sustainable business results.

The screenshot displays the Microsoft Dynamics 365 Talent interface. At the top, there are tabs for 'Dynamics 365', 'Talent', and 'People'. A search bar is visible with the text 'Search people...'. Below the search bar, a list of direct reports is shown, including Charlie Carson (President), Brandon Potter (Marketing Executive), Benjamin Mar... (Marketing Manager), Chris Ashton (Sales Manager), Kevin Cook (Sales Manager), and Salman Khan (Sales Manager). The main content area shows the profile of Brandon Potter, a Marketing Executive in Building B - 5053. Below the profile, there are sections for 'Direct Deposit' (showing a checking account) and 'Certificates' (showing Solutions Selling and Customer Service Management certificates).



Transform HR



ATTRACT
the most qualified
people



EMPOWER
your people



OPTIMIZE
your talent
experience





Human Resources

Hiring, training, assessing, and managing today's workforce are all key to business growth and success.



Payroll

Employees wages, leaves with a flexible calculation formulas and localization to the local regulations.



Solvait Self Services

Automating organization's processes to have a paperless HR services environment.



Administration

Managing & optimizing HR Administrating documents, communication, as well as services.



BI & Analytics

Transforming the HCM data into useful information for insight analysis and better decisions making.



SolvaitMobile

Solvait provides intuitive, unified, and easy to use application to enable employees submitting their requests.





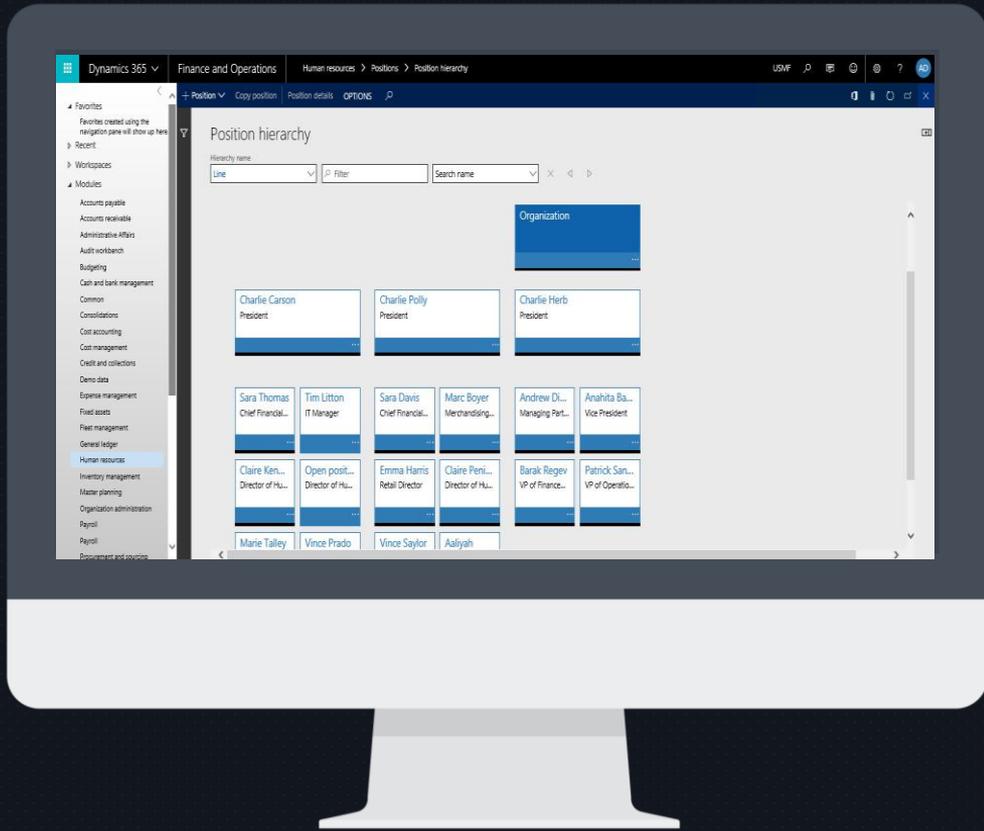
Human Resources

 Jobs

 Positions

 Department & Positions Hierarchy





Position Hierarchy

Positions are displayed in a visual way to help identifying which positions are filled and which are vacant. It also helps to show relations between different positions in the company, in addition it shows what's planned by the HR department for the current organization structure as well as in the future as draft. History of positions hierarchy can be maintained, and will be effective according to effective date.

Recruit Workforce

Save + New Delete Copy from ADA Changes timeline OPTIONS

PERSONALIZE Always open for editing Personalize this form Add to workspace

PAGE OPTIONS Security diagnostics Advanced Filter/Sort Record info Change view

EDIT Read mode Revert

SHARE Get a link

Job

Job Accountant Description Job title Accountant

Description

Job classification

Function Job type POS permission group

Compensation

Skills

Certificates

Human resources > Recruitment > Recruitment projects > Recruitment projects

Delete Applications Media Developments Job ad Print accommodations Recruitment project status

PAGE OPTIONS Security diagnostics Record info Advanced Filter/Sort Change view

SHARE Get a link

Schedule Start Finish Cancel

to make changes.

Description	Recruiter	Project status	Open date
Consultant	Jacob Robinson	Started	10/1/2017
Machine Operator	Jacob Robinson	Finished	8/1/2015
Machine Operator	Jacob Robinson	Started	9/5/2017
Marketing Executive	Jacob Ray	Started	12/10/2017
Marketing Associate	Jacob Robinson	Started	6/1/2017
Sales Manager	Jacob Robinson	Started	9/1/2017
Sales Representative	Jacob Robinson	Canceled	9/20/2016
Unsolicited Applications	Jacob Ray	Started	1/1/2017

Save + New Delete Applications Media Developments Job ad Print accommodations

PERSONALIZE Always open for editing Personalize this form Add to workspace

PAGE OPTIONS Security diagnostics Advanced Filter/Sort Record info Change view

EDIT Read mode Revert

SHARE Get a link

RECRUITMENT PROJECTS - NEW RECORD

New recruitment project

Details

OVERVIEW Recruitment project Description Recruiter Project status

ORGANIZATION Department Job Number of openings

DATES Requisition approved on Open date Application deadline Project status Close date

Recruitment cycle that starts from Recruitment Request on EP and goes into a workflow until it reaches Recruitment Project after approval.

Managing applications, applicants, Job ads, interviews, and others.

Inquiries & reports tools help to select candidates.

Recruitment Request with Workflow

Recruitment Project, Applications & Applicants.

Recruitment Inquiry





Workers

360 view of worker information that includes all general information like full name, nationality, religion, addresses, contact information, and many others.

WORKER
Brad Sutton : 000043

Profile Employment Compensation Competencies and development

Worker summary

Personnel number 000043	Last name Sutton	Personal suffix [v]	Office address 123 Coffee Street Suite 300 Redmond, WA 98052 USA
Personal title [v]	ARABIC NAME	Arabic Name Brad Sutton	BASIC INFORMATION
First name Brad	First name (Arabic)	Display as FirstMiddleLast [v]	Religion [v]
Middle name	Middle name (Arabic)	Seniority date 2/5/2009 12:00:00 AM [m]	Qualification [v]
Last name prefix	Third name (Arabic)	Title Budget Manager [v]	Nationality [v]
ThirdName	Last name (Arabic)	Office location Building B - 5016	Hiring Type [v]
	Mother name		

Show more fields

Addresses



Identification
(Official Documents)



Dependents



Bank Accounts



Medical Insurance

Employee Contract

The financial document of the employees where it records:

- Employee grades & Step
- Basic salary
- Pay group
- Social Insurance Salary
- Annual Leave & Number of Tickets
- Allowances, deductions & costs

Finance and Operations | Payroll > Common > Contracts > Contract | USMF | ? | AD

Save + New Delete As of date CONTRACT OPTIONS

CONTRACT

General Payroll setup Leave And End Of Service Allowances and deductions Positions Allowances

Payroll setup | OG1 | Regular | Bank | 10,000.00

EMPLOYEE GRADE

Employee grade: OG1 | Grade level: 1.00 | Basic salary from: 10,000.00 | Basic salary to: 10,100.00

PAYROLL SETUP

Pay group: Regular | Employee group: Regular | Method of payment: Bank

BASIC SALARY

Basic salary: 10,000.00 | Currency: USD | Gross Up Salary: 10,000.00 | Working hours: 0.00

Attendance and Times

Social Insurance And Tax | Default / All

GOSI CALCULATION METHOD

GOSI calculation method: Basic and allowances | GOSI Amount: 0.00

SOCIAL INSURANCE

SI payment types: Default / All | Social Insurance Payments

TAX EXEMPTION

is Employee Exemption: No | Exemption Start date: | Exemption End date: 12/31/2154

Performance Appraisal

▸ Calculations

▸ Form setup

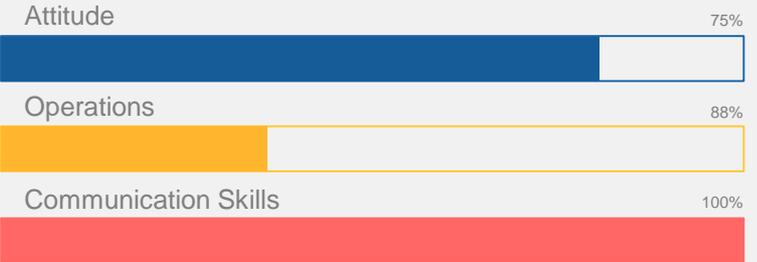
▸ Commissions

▾ Performance

Goal types Appraisal Cycle

Appraisal Cycle

Zaid Saleem Evaluation



Employees will be evaluated either by their managers only, or by their managers as well as themselves. Goals will be setup & discussed with employees, then those employees will be evaluated against those goals.



Appraisal Cycle

GENERAL

Appraisal Cycle

USMF-00001

Year

2017

Details

+ New Delete

✓ Date	Deadline	Action
--------	----------	--------



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Training & Courses

Use the Courses list page to maintain information about the courses that you offer to your workers.

Cycle of Employees Development

The cycle starts from HR who are publishing courses to Dynamics 365 and specifies the following to allow employees to request trainings:

- Course Types
- Classroom groups
- Course groups
- Course locations
- Classrooms
- Instructors
- ... and others

Course ID ↑	Course type	Courses	Start date/time	End date/time	Course location	Classroom	Course status
00001	Techniques	Sales techniques	9/9/2017 09:00:00 AM	9/9/2017 04:00:00 PM	RedCity	RedRm3	Open
00002	Techniques	Sales techniques	10/7/2017 09:00:00 AM	10/7/2017 04:00:00 PM	RedCity	RedRm3	Open
00003	Safety	Health and Safety	12/19/2017 09:00:00 AM	12/19/2017 11:00:00 AM	RedCity	RedRm1	Open
00004	Annual	Business Standards	9/3/2016 10:00:00 AM	9/3/2016 11:00:00 AM	TrainCenter	TrainRmB	Closed
00005	Annual	Business Standards	9/2/2017 02:00:00 PM	9/2/2017 03:00:00 PM	TrainCenter	TrainRmB	Open
00006	New Hire	New Hire Training	8/4/2017 09:00:00 AM	8/5/2017 09:00:00 AM	RedCity	RedRm4	Open
00007	CodeOfConduct	Annual online compliance traini...	1/1/2017 12:00:00 AM	12/31/2017 12:00:00 AM			Created
00009	New Hire	New Hire Training	10/29/2017 08:00:00 AM	10/30/2017 02:00:00 PM	RedCity	RedRm2	Created
00010	Techniques	Sales techniques	10/12/2017 08:00:00 AM	10/12/2017 05:00:00 PM	TrainCenter	TrainRmA	Created



Payroll



Payroll transaction such as loans, leaves, other additions, other deductions, absence, overtime.. etc.



When pay cycle is confirmed, all payments will hit financial accounts according to Posting Profile

STEP 1/4
Workers &
Contracts

STEP 2/4
Trans-
actions

STEP 3/4
Pay
Cycle

STEP 4/4
Post to
Ledger



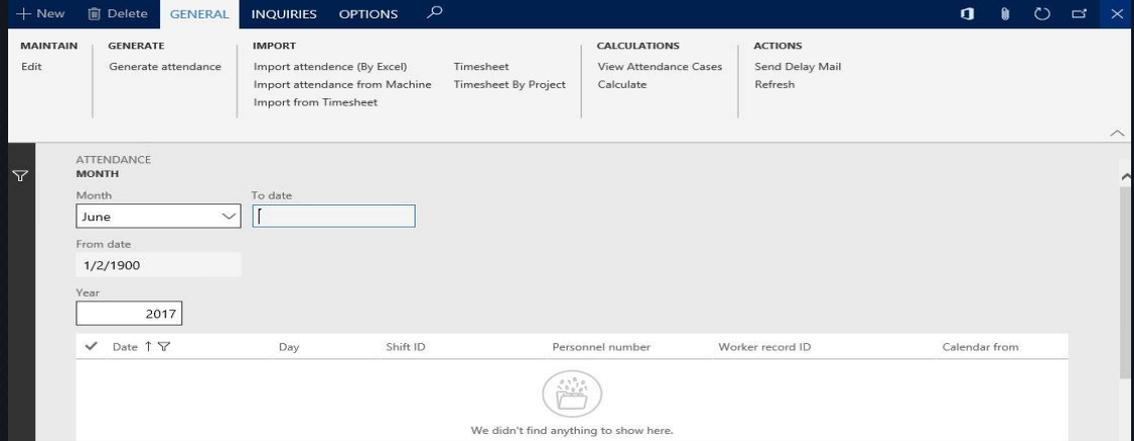
Employees data & contract (employee financial data entry), which will be done once and might updated later



Generating monthly salaries (or any other payroll period) for a pay group. This can be repeated until final confirmation



Time & Attendance



Companies can configure their policies to automatically calculate additions like overtime, as well as deductions like absence, lateness, & leave early. This would help streamlining the process of generating salaries without mistakes, especially when importing employees times & timesheets from attendance machines or from Microsoft Excel in case machines cannot be reached. Timesheet would add value to projects based companies where cost of those projects (or any cost centers) is critical to be calculated.

Automatic calculation for Absence, Overtime, Lateness, Leave Early



Import from Excel or direct integration with Attendance Machines



Timesheet to allocate cost per project/financial-dimensions



Inquires & reports in different views





Loans

Request → Approve → Pay → Settle → Reschedule/Early Settle

Solvait HCM helps you to create multiple types of loans. Each type will have different way of calculation, validation, & eligibility. When loan request is approved as per the configured workflow, the loan will be created with its installments as per loan type setup. Employee then can reschedule or early pay some or all loan installments.

a

Multiple loans types setup



Pay Loans



Reschedule or/and Early Settlement

Identification

Loan type	Description	Approval required	Loan nature	Calculation methods
Car	Car loan	No <input type="radio"/>	Cash loan	Percentage

Calculation

AMOUNT		SETTLEMENT	
Formula multiplier	Minimum Value	Minimum number of months for settle...	Maximum settlement allowable amount
1,000.00	1.00	10	0.00
Calculation Id	Maximum amount	Maximum number of months for settle...	Minimum Percentage
BasicSalary	10,000.00	100	5.00
Follow formula on loan amount	User can change calculated amount	Minimum settlement allowable amount	Maximum Percentage
No <input type="radio"/>	No <input type="radio"/>	0.00	100.00

Validation

ELIGIBILITY	OTHER LOANS	EOS
Eligible From	Allow to be taken while other loans a...	Value should not exceed the EoS co...
Hiring Date	No <input type="radio"/>	No <input type="radio"/>
Eligible After months	Allow to be taken while other loans a...	



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Filter

Leaves

Leave Description

Annual 21 Days سنوية 21 يوم

AnnualLeave سنوية 30 يوم

Death Leave إجازة وفاة

Hajj Leave إجازة حج

Marriage Leave إجازة زواج

Sick Leave إجازة مرضية

Eligibility

LEAVE CATEGORY

Category: Annual

Only For Attendance Marking: No

NEWLY JOINED EMPLOYEES ELIGIBILITY

Eligible From: Hiring Date

Eligible After months: 0

ELIGIBILITY

Eligibility time: Contract date

Month

Leave amount eligibility: Accumulative

Religion

Gender

✓ Request & WF

✓ Leave Balance Inquiry



Ability to request from Enterprise portal with a configurable workflow.

+ New Delete LEAVES OPTIONS

NEW MAINTAIN INFORMATION MASS CREATE ACTION

Leave registration Edit Employee Custody Mass create Unpost

Leave return registration

LEAVE TRANSACTIONS

Filter

Leave number	Personnel number	Leave	From date	To date
We didn't find anything to show here				



Leaves Setup

Setting up multiple types of leaves as per labor law as well as company policies.

+ New Delete LEAVE REQUEST OPTIONS

NEW MAINTAIN LEAVE RETURN

Leave request Edit Leave Return

LEAVE REQUEST

Filter

Leave request	Personnel Number	From date	To date	Leave
We didn't find anything to show here				



✓ Registration

✓ Return

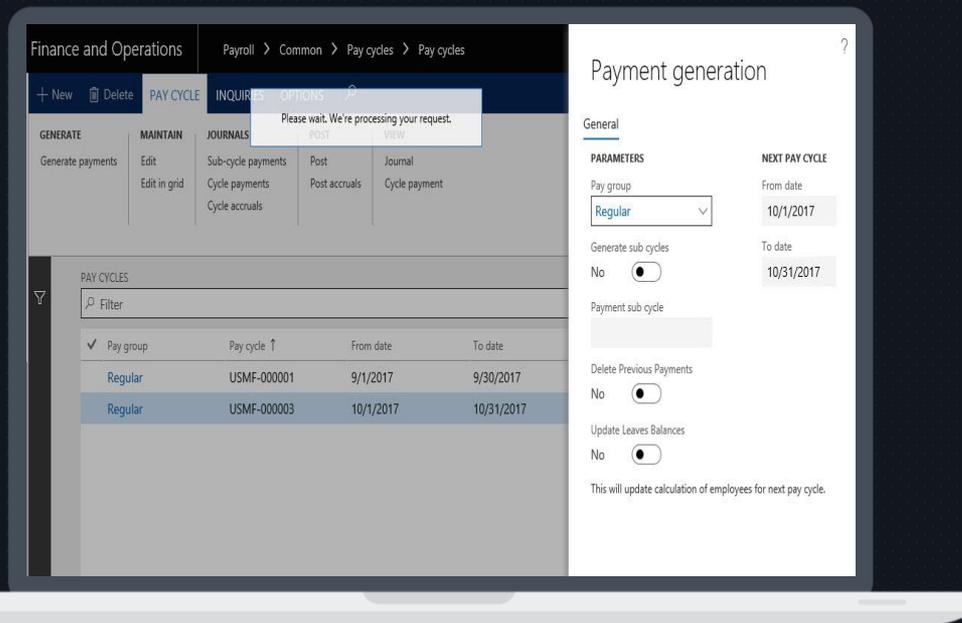
System will calculate leave balance & amount, ticket balance & amount.. etc. Ability to pay leave immediately.

Pay Groups

Ability to generate multiple pay cycles for one month

Payroll Calendar

Different calendar for each pay group to allow flexible payroll

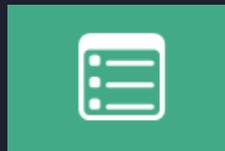


Pay Cycle

Monthly (or any payroll period) salaries for a pay group

Dynamic Reporting

Configurable dynamic salary reports & pay slip



Integration with Other Modules

System is built in top of Dynamics 365 ERP. It takes the advantage of other modules by standard integration.

Integration with Finance & Projects Accounting

With the HCM Posting Profile, integration with any payment calculated, paid, or deducted is done seamlessly. "Worker" sub-ledger is developed to allow financial reporting.

Projects costs can be calculated in payroll with the integration of timesheet out-of-the-box.

The screenshot shows the Dynamics 365 Payroll Setup - Posting profiles interface. The breadcrumb navigation is "Payroll > Setup > Posting profiles". The page title is "DAPPostingProfile". There are buttons for "+ New" and "Delete". A table lists the posting profiles:

Pay code	Valid for	Employee group	Personal number ID	Account
Conveyance	All			120300

A sidebar on the left lists various cost elements: Allowance, Basic salary, Deduction, Leave, Social Insurance, Overtime, Absence, Increase, Decrease, Tickets, Loans, EoS, Cost, Expense, Salary accruals, Leaves accruals, Tickets accruals, SI Accrual, Tax, Tax accruals, UnPaidLeave, and Absence deduction.

End of Service

Calculation methods

Calculation Id
BasicSalary

+ New Delete

Basic salary	Allowance	Percent
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	100.00

Test Expression

Worker record ID Evaluate **CONTEXT VARIABLES**

Taxable amount	Amount Tax Stat
0.00	0.00

EoS calculations

EoS calculations

Identification

IDENTIFICATION

EoS range Initial years

PERCENTAGES

Termination percent	Resignation percent	Clearance percent
50.00	0.00	0.00

Calculation

CALCULATION METHODS

Calculation Id
BasicSalary

Setup

SETUP

Minimum years

EoS transactions

Records to include

Filter

EoS TRANSACTIONS

Transaction type

EoS Transaction Termination

Run in the background

Recurrence Alerts

Batch processing

No

Task description

Batch group

Private

Critical Job

Monitoring category

The ability to setup End of Service as per labor law or even company policy. EoS can be requested through EP along with a configurable workflow.

- Type of EoS:
1. Termination
 2. Termination with cause
 3. Clearance
 4. Clearance with changing Working Start Date
 5. Resignation
 6. End of Contract

Flexible EoS Setup

Request and Workflow

Calculating Accruals, and Liabilities.





Solvait Self-Services



Welcome to SSS

Our vision is to enrich the Middle East market, and gulf especially, with reliable, easy to use,

fast to implement, & cost effective Human Capital Management HCM business solution for Microsoft Dynamics AX Partners & Clients.

To have easier & faster reach, we do partnership with Microsoft Dynamics AX partners in the region to help them to satisfy their Clients.

Our partners are distributed in multiple countries in the Middle east.

Login

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Welcome to Solvait Self-Services (SSS)

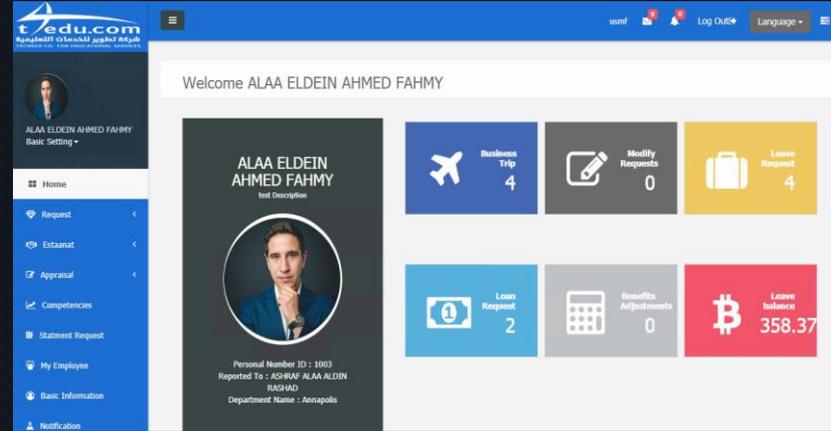


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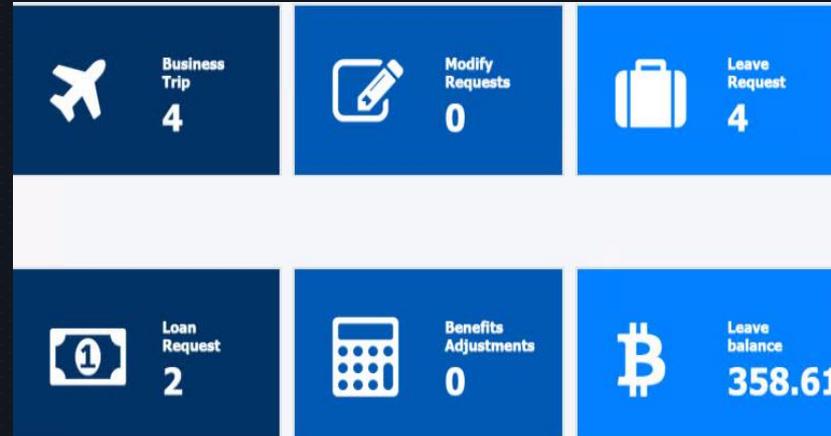


22+ Services



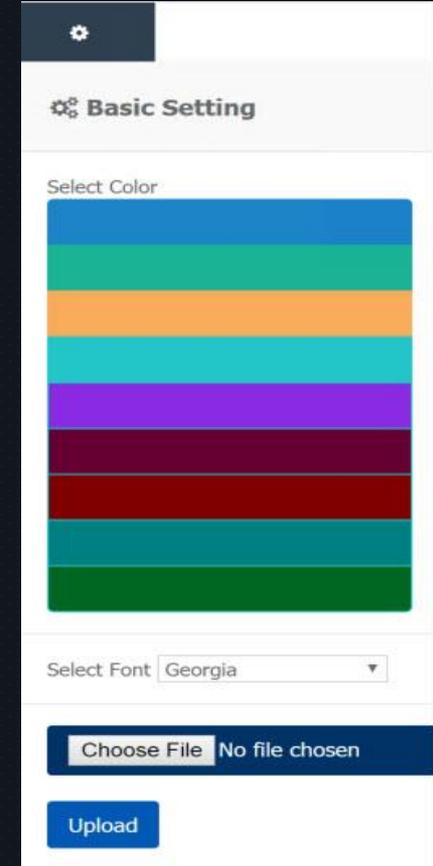
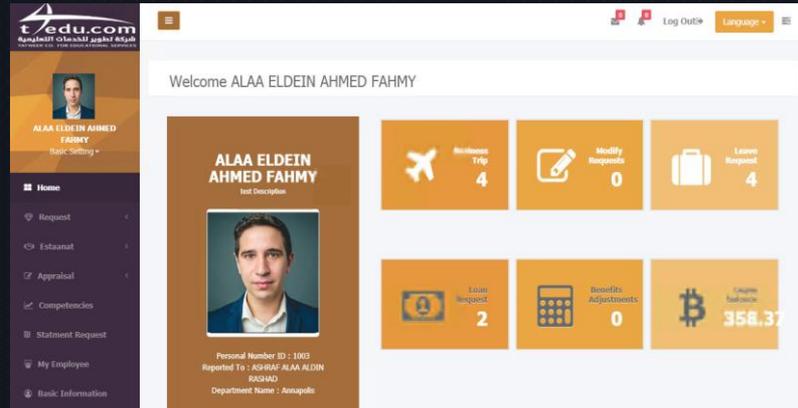
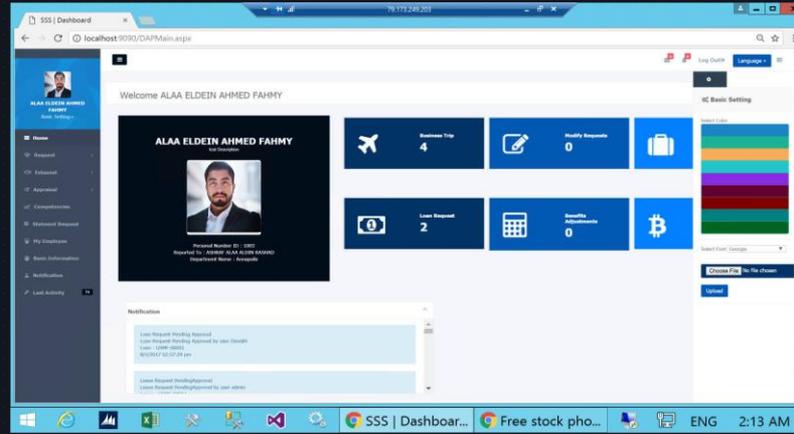
Different types of Requests

Open Request tab to display different types of Requests, more details about Estaanat, and the procedures of Appraisal.



Personalization

The portal can be personalized by the administrator. You can add company logo, change colors, and font type.





Desktop



Tablet



Mobile



The portal is responsive to browser screen, laptop, tablet, and mobile.





Administration



GR

Government Relation GR administration allows planning, execution, evaluation and reporting for company's visas, operation with government, Social Insurance, HR Fund.

and Operations Administrative Affairs > Common > Admin transactions > Visa Details

+ New Delete VISA DETAILS OPTIONS

SHOW
Header view
Line view

VISA DETAILS

General

GENERAL

Visa number	File number	End date	Visa Source Country
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sponsor ID	Visa Type *	Total Visa No	Visa Source City
<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>
Num	Start date	No Of Visa	
<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	

Visa Profession

+ Add line Remove

	No Of Visa	Nationality	Legal profession	Amount
✓				

We didn't find anything to show here.



Company visas



HR Fund Agreement



GR Transaction for Employees & Company



Company Documents

and Operations Administrative Affairs > Common > Buildings > Buildings

+ New Delete OPTIONS

Buildings

Building id

General

Building id LogisticsAddressCity Location Housing Type

Description Building Owner ID

Units



Vehicles

Maintenance, Fuels,
Transferring, Fines...

and Operations Administrative Affairs > Common > Services > Electricity Services

+ New Delete OPTIONS

Electricity Services

Organization

ADDRESS Country POBox

CUSTOMER Customer

BRANCH Branch

Address

Beneficiary Service amount

Due date Notes

Service stop date

+ Add Remove

Subscription nu...	Electricity Meter...	Capacity	Name	Service type
		0		



Accommodation

Setting up company's accommodation for employees with reports to show vacant rooms/apartments

and Operations Administrative Affairs > Common > Cars > Cars

Save + New Delete OPTIONS

Cars

General

IDENTIFICATION Car Id

Plate Number English

Plate Number AR

Chassis Number

Worker name

GENERAL Fuel Type

Plate Number English

FINANCIAL Fixed asset number

Net book value 0.00

Insurance Value 0.00

License

Others

Notes



Utilities

Recording Company Power Resources such as Power, Water, and Telecommunication



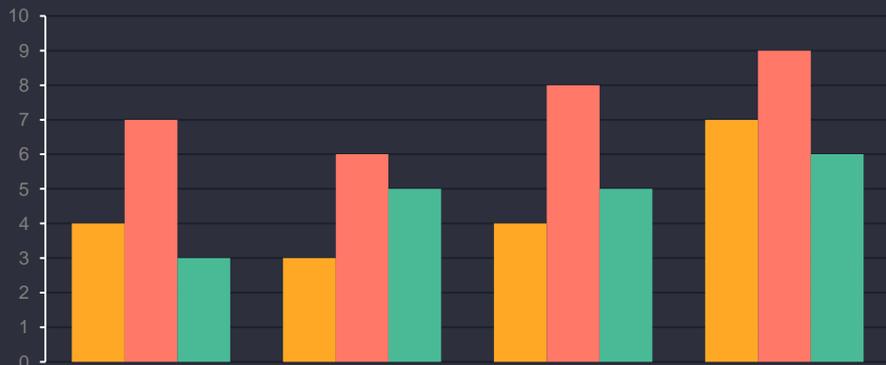
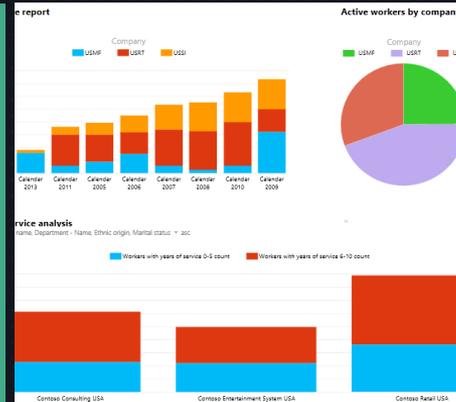
BI & Analytics



Easy to use/configure/customize Business Intelligence tools to retrieve & analyze HR & Payroll data stored in Dynamics 365

configured Payroll Manager dashboard which is easy to use to get insight analysis about company's Payroll financial figures & counts

HR Manager Dashboard



Department name	Department number	Department manager
Client Services	028	Tom Perham
Name	Personnel number	Position
Aaron Con	000409	000396
Adam Carter	000402	000390
Adriana Giorgi	000405	000383
Alfons Staerk	000425	000455
Alice Ciccu	000349	000420
Alistair Speirs	000301	000097
Allie Bellew	000359	000358
Allison Brown	000386	000376
Amy Strande	000314	000418
Andrew Dixon	000260	000299
Ann Beebe	000342	000348
Anna Bedecs	000343	000361
Ari Suominen	000302	000092
Arlene Huff	000413	000304

Payroll Manager Dashboard





SolvaitMobile



Accessibility from anywhere



Monthly updates



Employee Profile





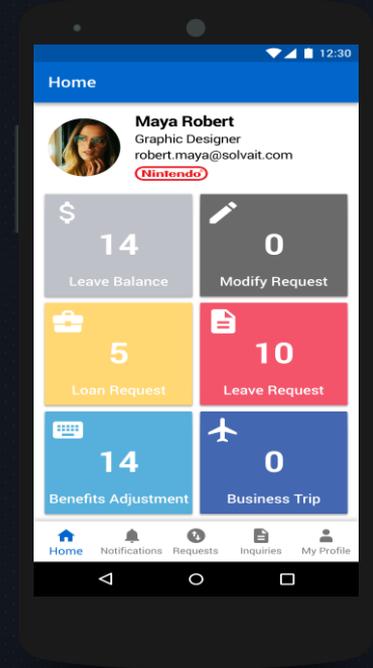
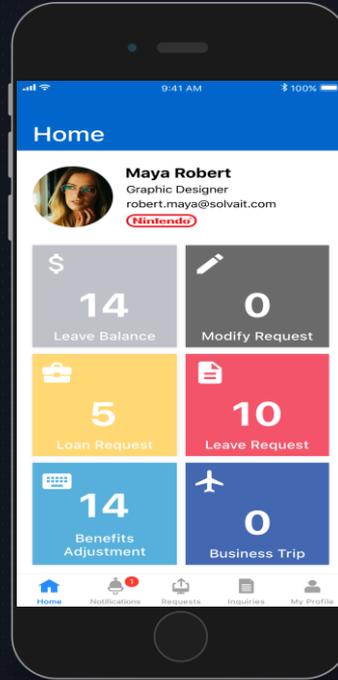
Native iOS application



Native Android application



Can be downloaded from App Store and Google play store



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www.solvait.com



info@solvait.com



507 , 5th floor, AlSahli
Center, Al Shahid St.,
Amman, Jordan



Microsoft
Dynamics 365

