

A large, stylized blue number '1' that serves as a background element for the text.

# APPLYING THE FUTURE

## HR Self-Service Portal



Digital Transformation Technologies  
UAE, Qatar, Kuwait



Digital Transformation Technologies  
KSA



HR & Talent Technologies  
GCC



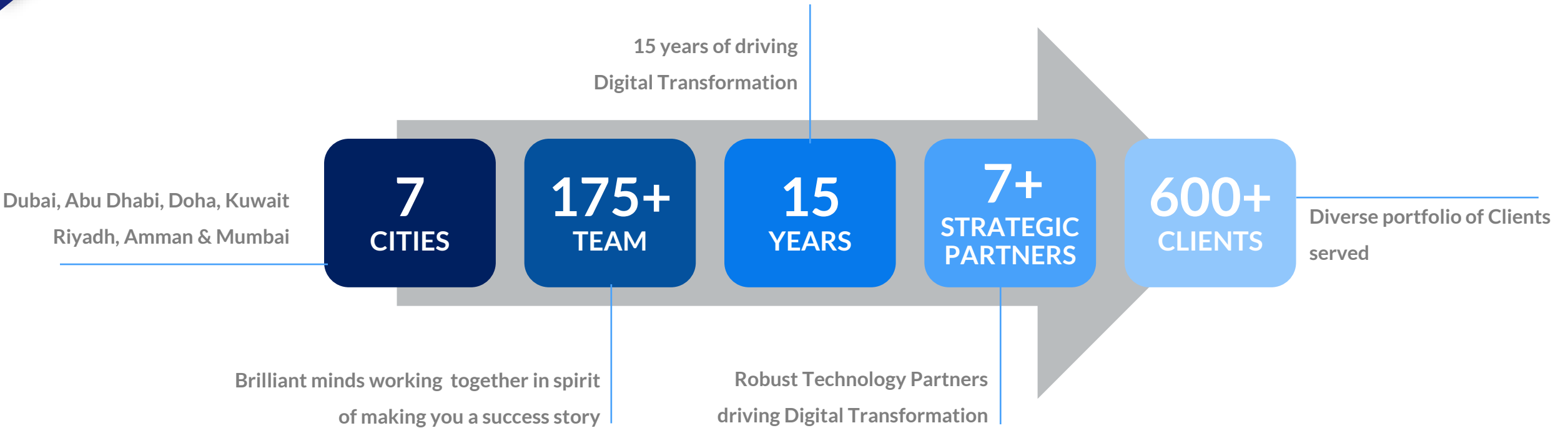
Data Services & Outsourcing  
INDIA



Professional Services & Outsourcing  
JORDAN



Digital Payments Fraud  
International





Digital Workforce & Hyper-automation  
Robotics Process Automation  
Intelligent Automation  
Intelligent Document Processing  
AI Powered Chat Bots



## AUTOMATION



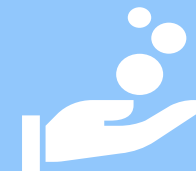
## APPLICATION MODERNIZATION

Enterprise low-code application platforms  
Multi-experience development platforms  
Internet and Intranet Portal  
Custom Application Development  
Enterprise Mobile Apps  
Legacy Modernization

AI & Machine Learning  
Advanced & Predictive Analytics  
Data Discovery & Visualization  
Analytic Process Automation  
Data Preparation



## DATA & AI



## ENTERPRISE INFORMATION MANAGEMENT

Business Process Management  
Intelligent Document Capture  
Collaboration & Digital Workspace  
Digital Signature  
Records & Document Management  
Document Delivery  
Output Management

# Solution ready Features

- ❖ Microsoft Power Platform based solution.
- ❖ Employee self services like request for leave and letters.
- ❖ Automated Approval workflows with reminder and escalation capabilities.
- ❖ Manage employee records and configurations.
- ❖ Mobile and web access.
- ❖ Attendance management and Check In/Check Out functionality.
- ❖ Advanced PowerBI Dashboards and reports.
- ❖ Customized branding.
- ❖ Email Notifications.

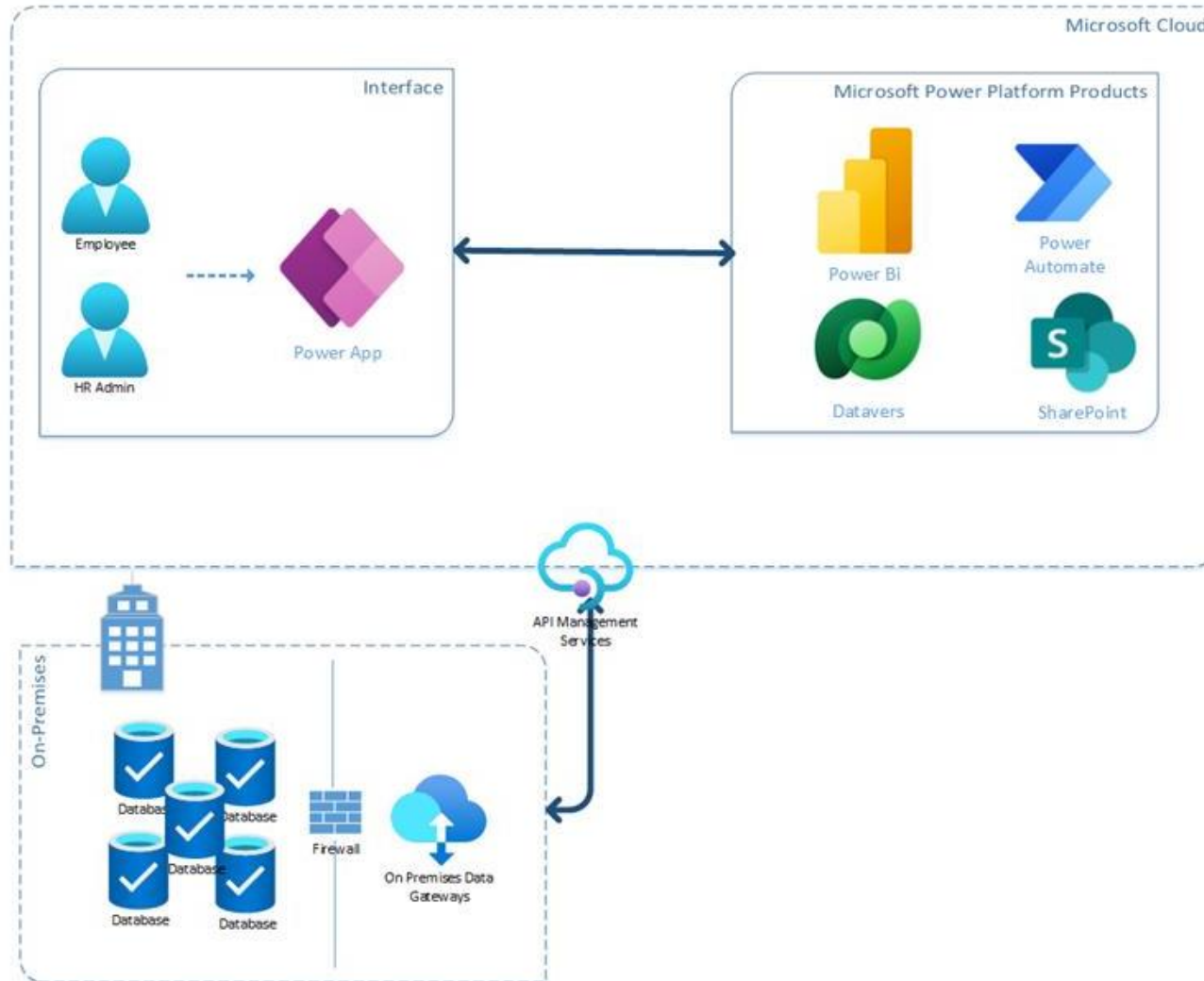
# Solution Extended Features

- ❖ Geo location integration for attendance.
- ❖ Integration with Microsoft Dynamics.
- ❖ Integration with Attendance machines (API integration)
- ❖ Integration with MS Teams

# Prerequisites

- ❖ Microsoft office 365 subscription.
- ❖ Microsoft Power Apps (Per user/ Per app) for each user who log in to the application.
- ❖ Power BI license for each user viewing dashboards or reports.

# Solution Components



- ❖ Canvas Application for End users
- ❖ Dataverse : define Approval and accessibility of the app
- ❖ Power Automate as back-End logic operation
- ❖ Microsoft Dataverse for storing the data
- ❖ Power BI Reports



# Documents Generation

- ❖ Generate word and PDF documents from predefined templates.
- ❖ Custom layout and branding
- ❖ Provide a list of approvals and Leave Details

## Leave Request

Request ID:	2022-10-26T13_23_23	Department:	IT Department
Requested by:	Mohamad Alkhiami	Created On:	10/20/2022
Leave Type:	Annual	Status:	Approved

### Leave Details:

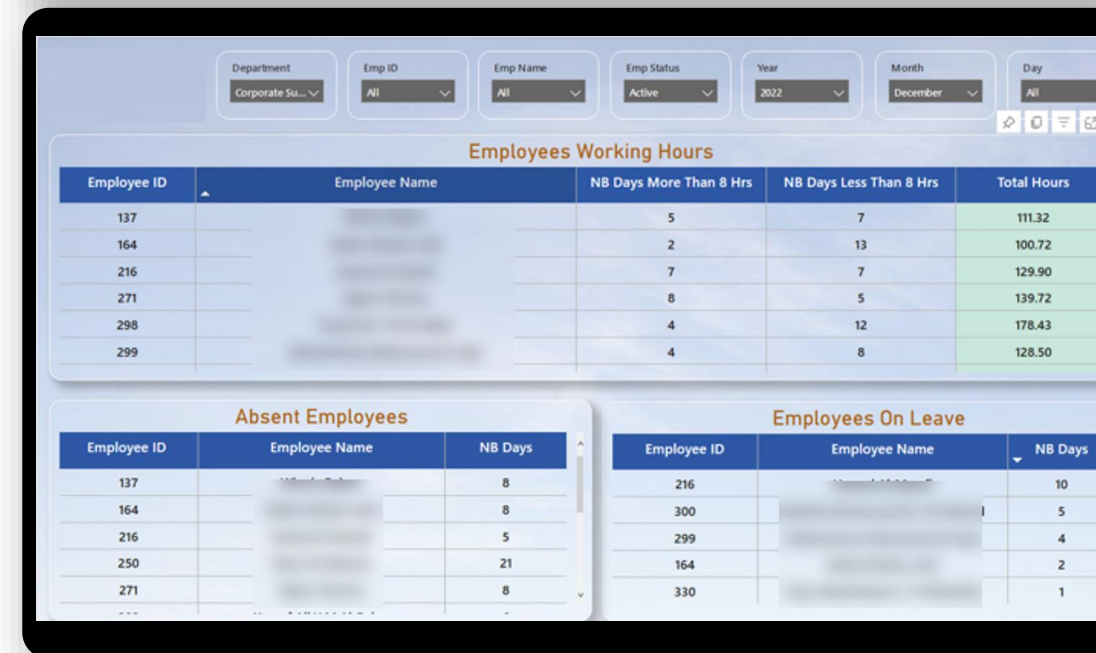
First Day Of Leave	Last Day Of Leave	Total Leave Days
10/26/2022	11/1/2022	5

1st Approval	2nd Approval	3rd Approval
Name: Ahmad Zayed	Name: Ahmad Abo Fares	Name: Ahmad Abo Fares
Department: IT department	Department: HR	Department: HR
Signature: 	Signature: 	Signature: 

APPROVED

# Power Bi Dashboard

- ❖ Real-time overview of employee attendance, including details such as clock-in and clock-out times, working hours
- ❖ comprehensive view of leave requests and approvals. It can display information on different types of leaves, such as sick leave, vacation, and unpaid leave
- ❖ Ability to filter by department or section.



# Employee Activity



## Submit Leave Request

Enabling Employee to submit leaves from different types like annual, sick, or unpaid.



## Submit Letter Request

Employees can request for letters from multiple types and layouts



## Check Leave Balances

Employees can check current leave balance and history of submitted leaves

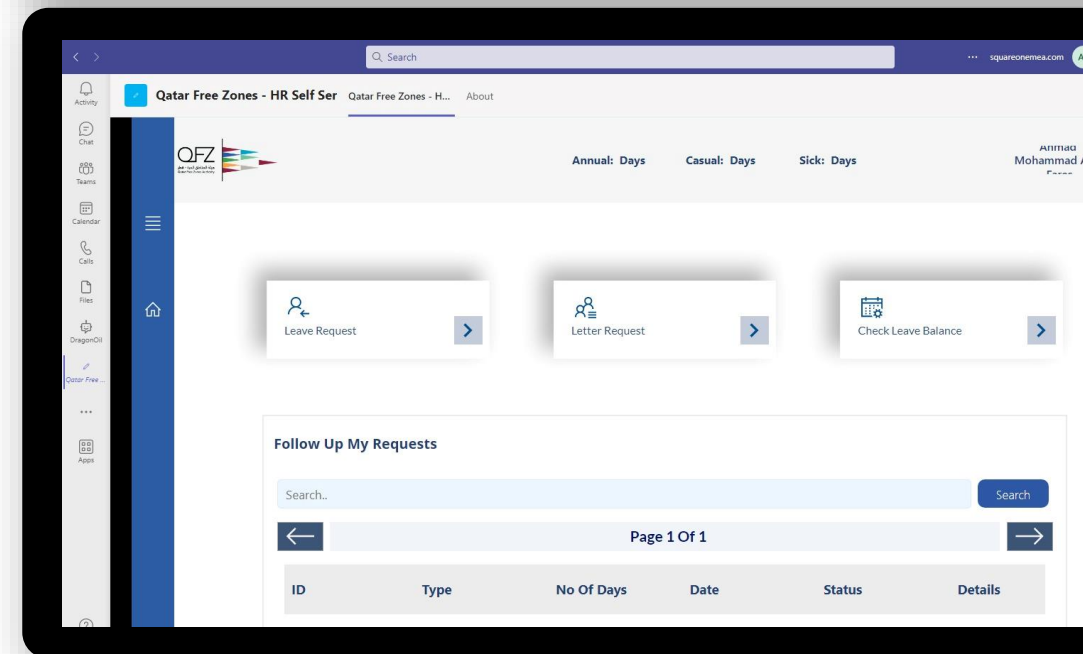
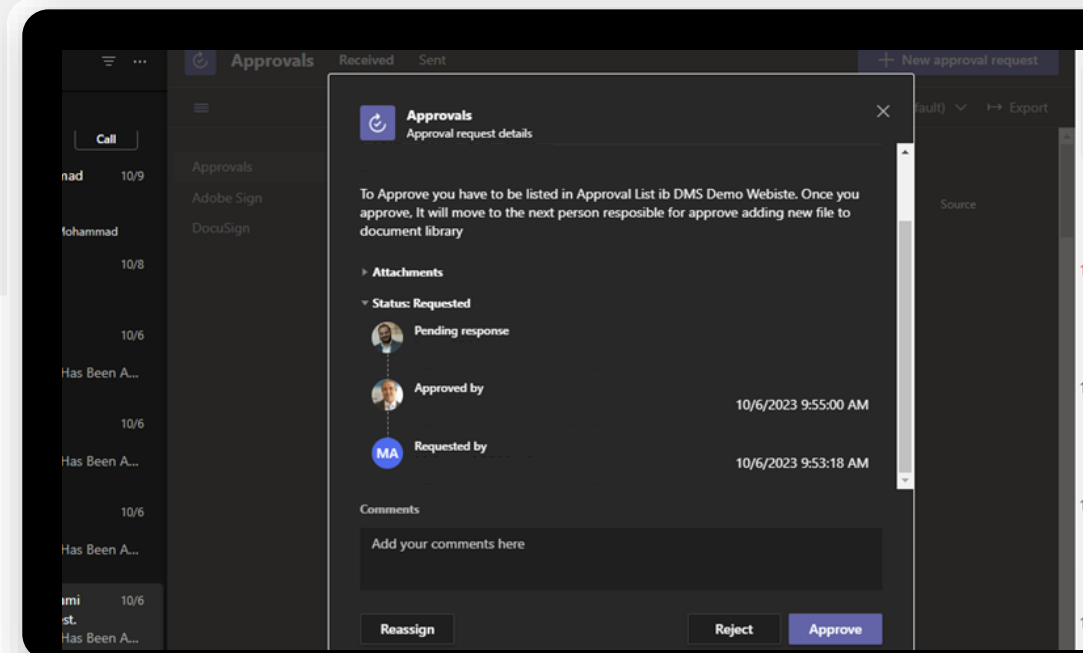


## Follow up Leaves And Letter Requests

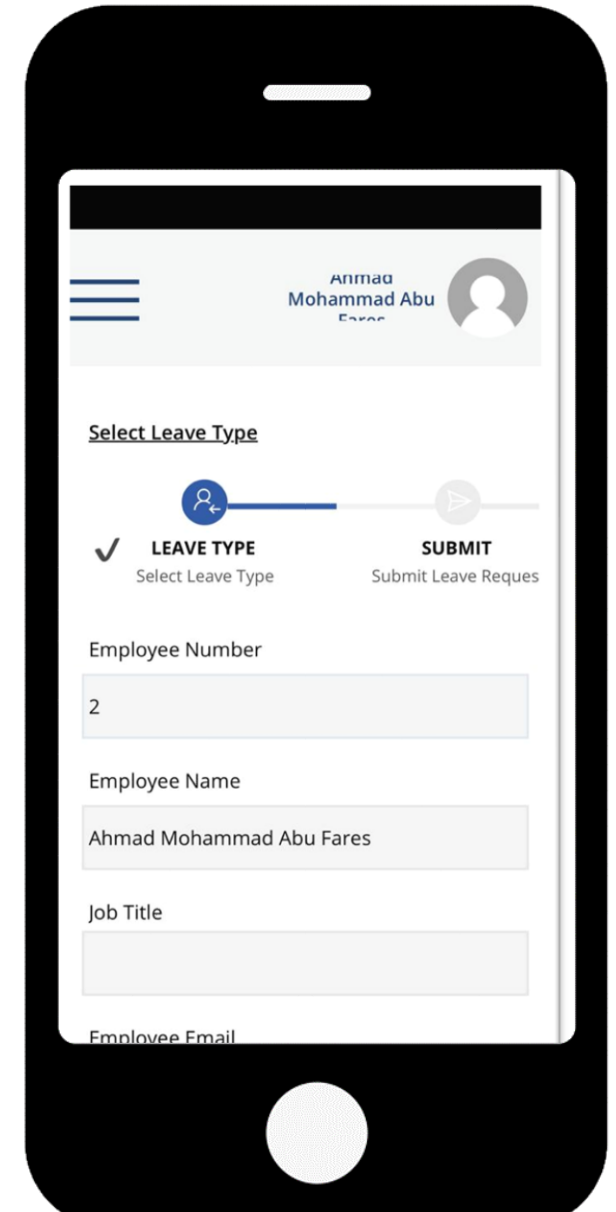
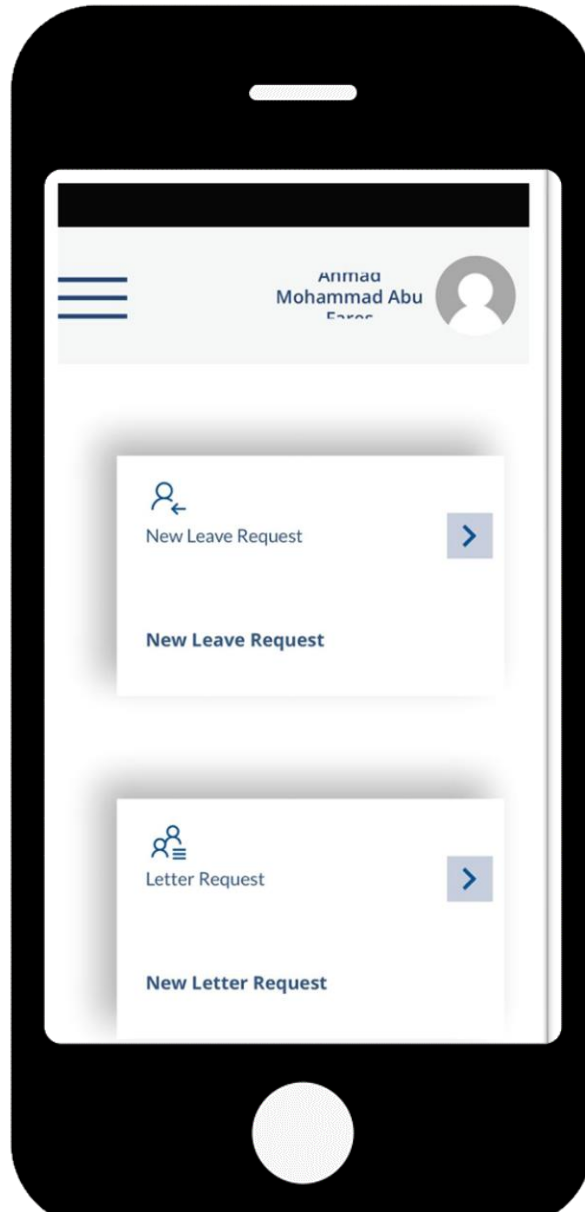
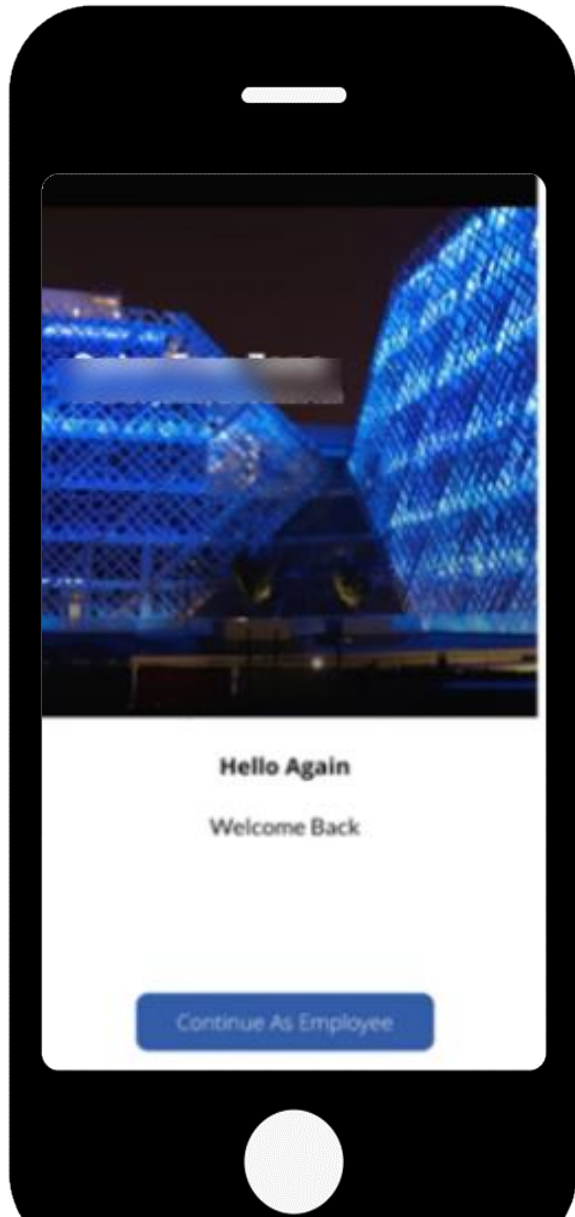
Ability to follow up the status of the submitted leaves and letters and identify where it is pending on.

# Teams Integration

- ❖ Allow employees to access the App directly from teams and submit leave and letter requests.
- ❖ Enable approvers to approve requests directly from teams, and receive notifications.

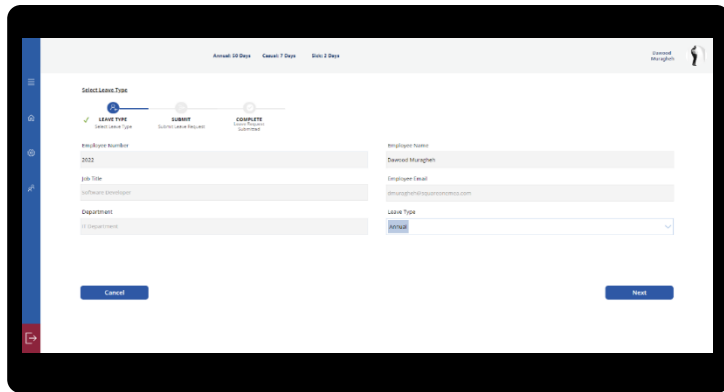


# Mobile View



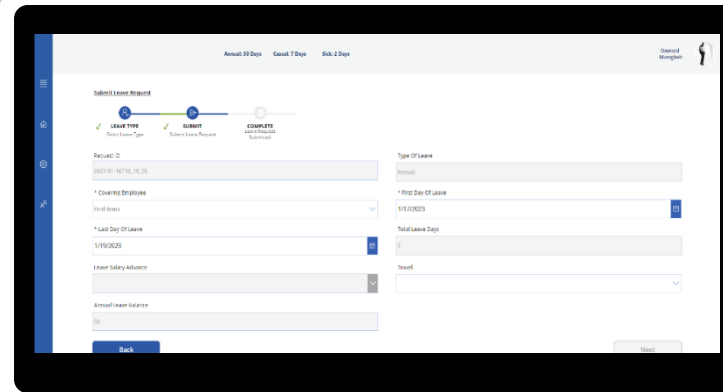
# Create New Leave Request

## Stage 1: Select Leave Type



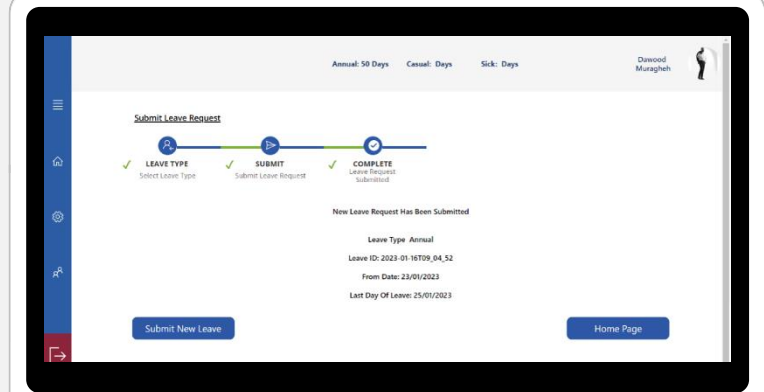
- Employee opens the app and select the type of leave.
- Multiple leave types are available (Annual, Sick, Unpaid and more)
- Each leave type have different configurations and approval matrix

## Stage 2: Fill Leave Request Data



- Employee fill in the details of leave like start date, end date
- Employee details are automatically populated from predefined employee data base

## Stage 3: Confirmation Message



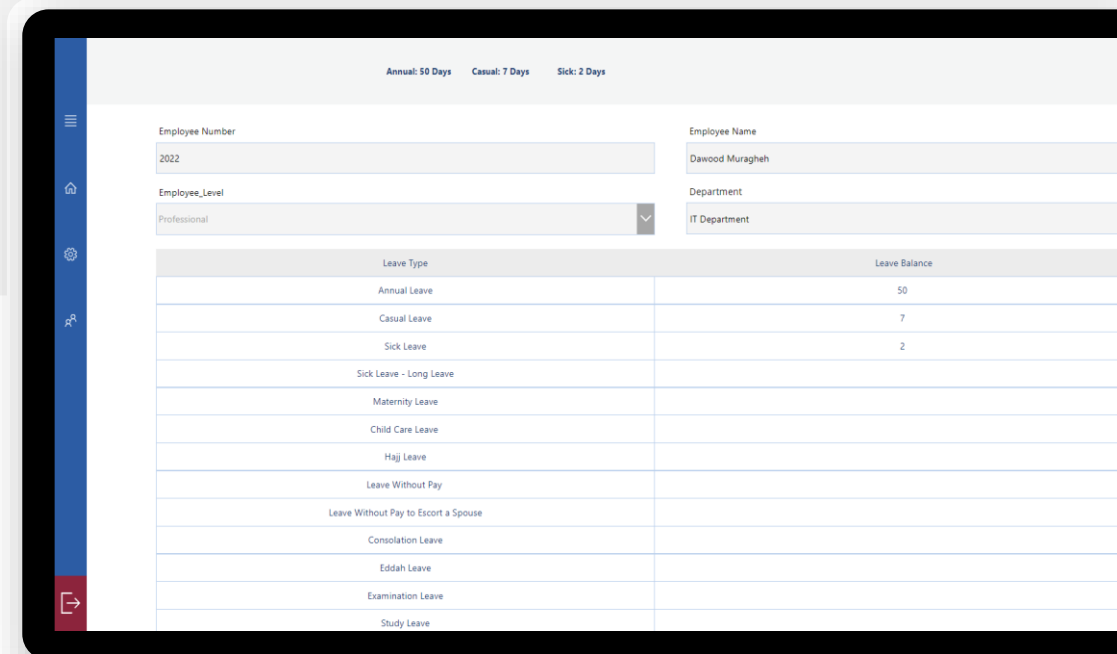
- Confirmation message summarizing the request details shows to the employee after submitting the request.

# Employee Capability

## Request Details

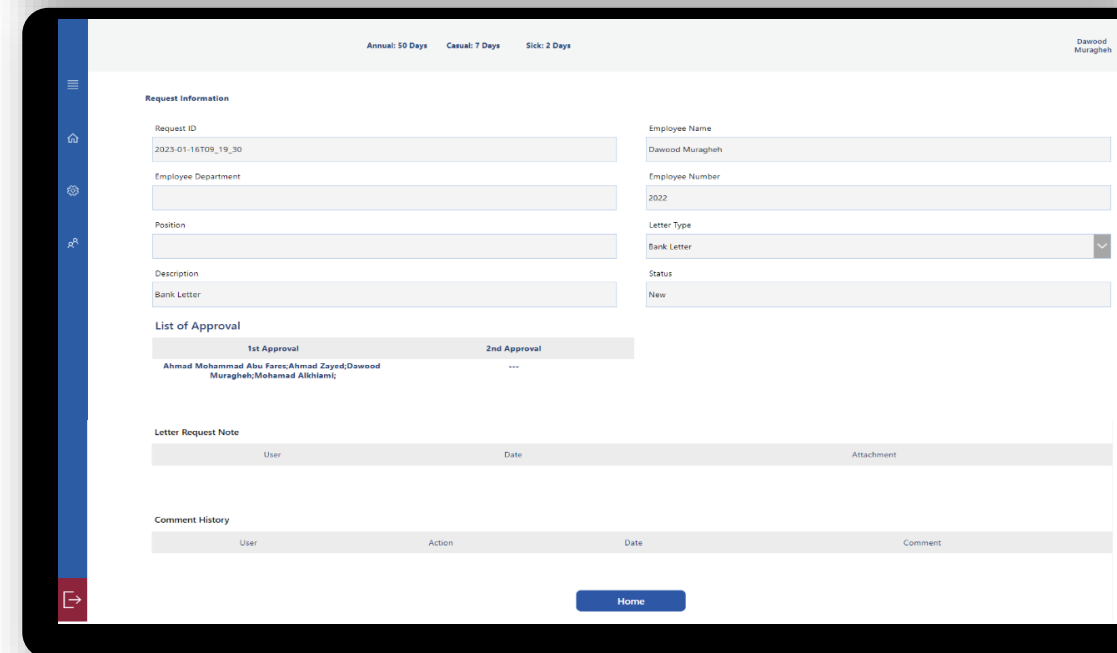
- ❖ Dynamic Approval List
- ❖ Leave Attachments
- ❖ Approval History

## Check Leave Balance



Annual: 50 Days    Casual: 7 Days    Sick: 2 Days

Leave Type	Leave Balance
Annual Leave	50
Casual Leave	7
Sick Leave	2
Sick Leave - Long Leave	
Maternity Leave	
Child Care Leave	
Haji Leave	
Leave Without Pay	
Leave Without Pay to Escort a Spouse	
Consolation Leave	
Eddah Leave	
Examination Leave	
Study Leave	



Annual: 50 Days    Casual: 7 Days    Sick: 2 Days    Dawood Muragheh

**Request Information**

Request ID	2023-01-16T09_19_30	Employee Name	Dawood Muragheh
Employee Department		Employee Number	2022
Position		Letter Type	Bank Letter
Description	Bank Letter	Status	New

**List of Approval**

1st Approval	2nd Approval
Ahmad Mohammad Abu Fares; Ahmad Zayed; Dawood Muragheh; Mohamad Alkhlam;	---

**Letter Request Note**

User	Date	Attachment
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**Comment History**

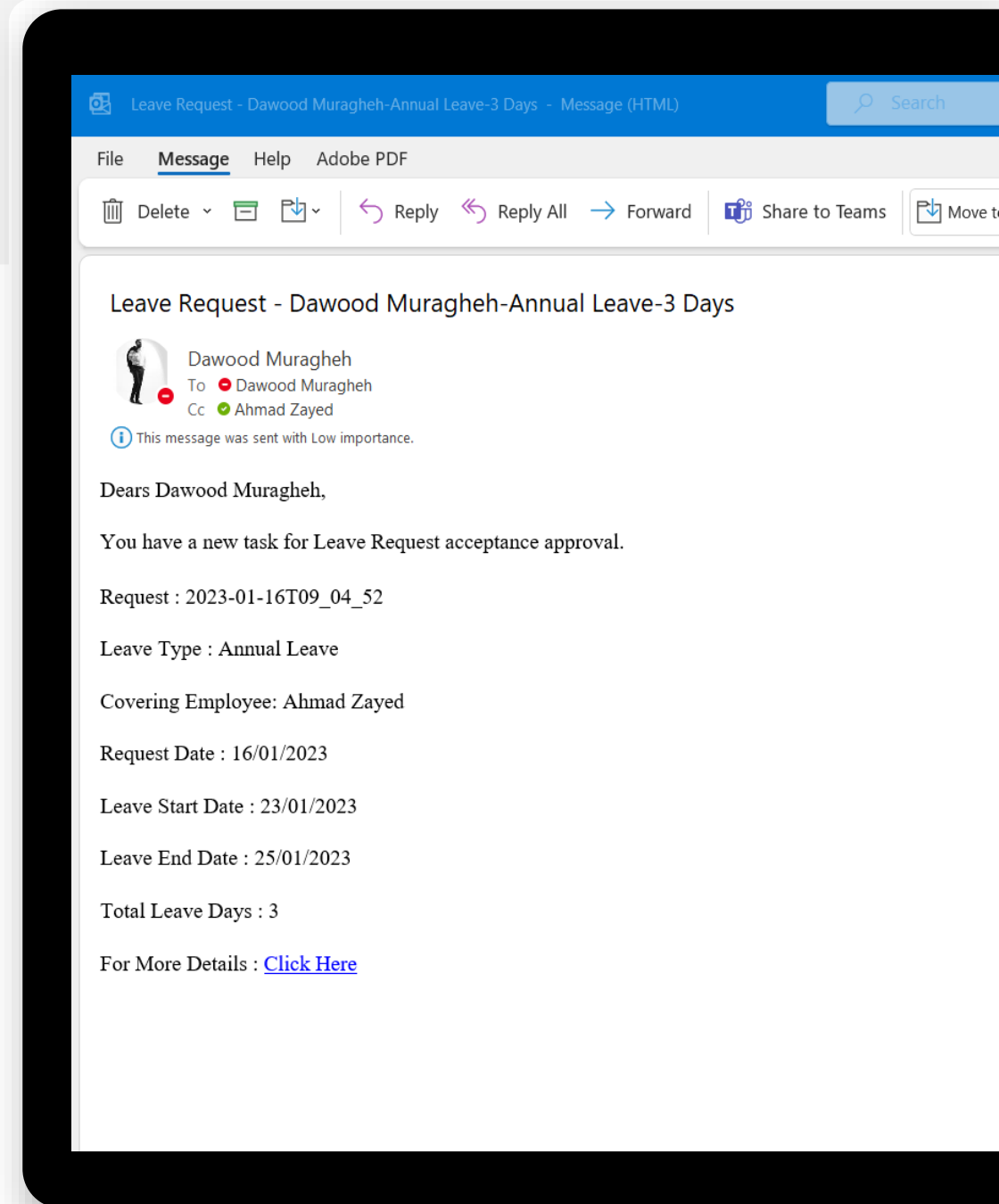
User	Action	Date	Comment
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Home

# Email Notification

## Email Notification Include:

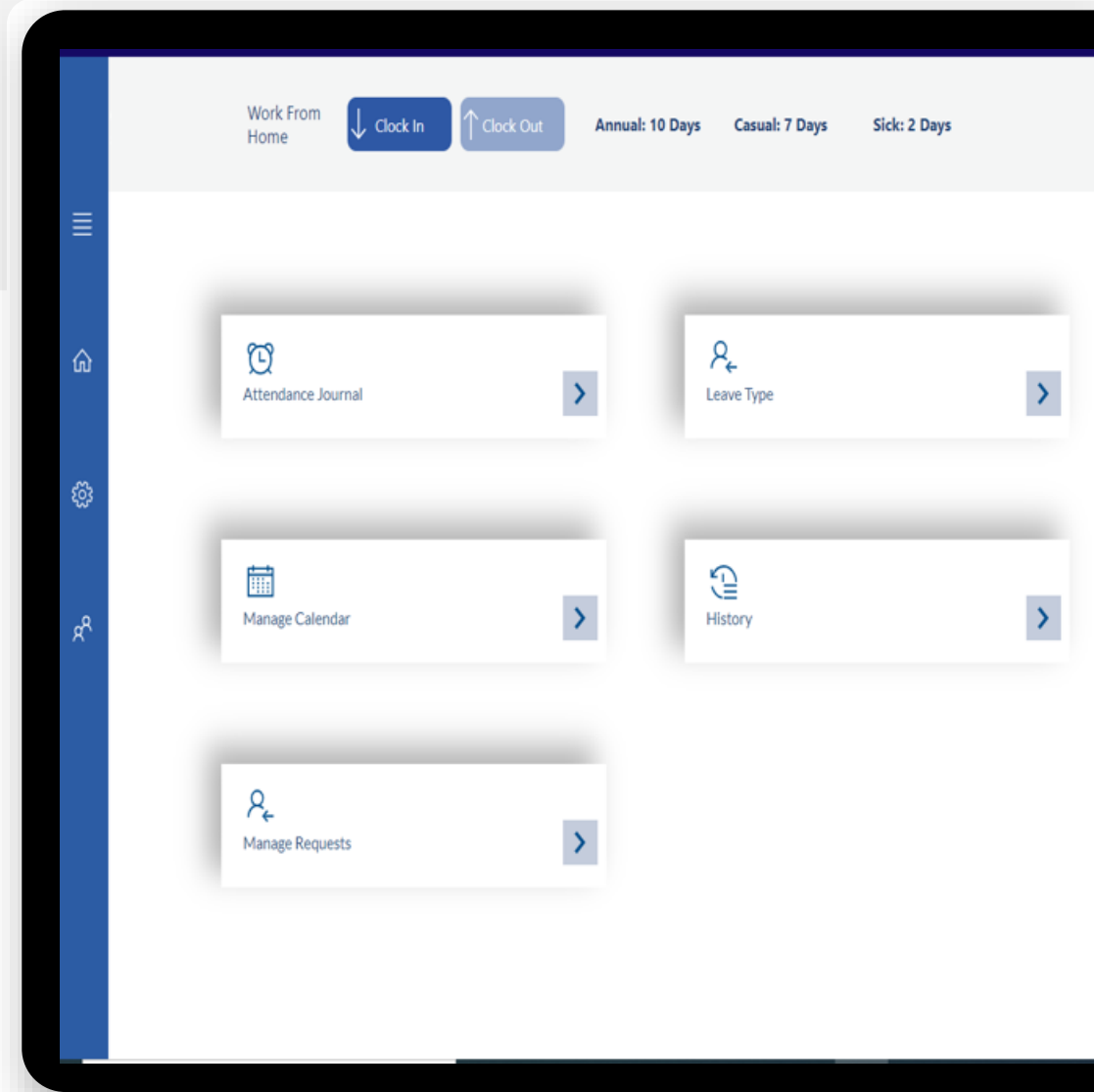
- ❖ Request Details
- ❖ Status Update
- ❖ Click Action that navigate to application screen





# HR Admin Activity

1. Dynamic Approval schema.
2. Integration with Time Attendance System.
3. Take action on the submitted leave requests and Letter Requests (Approve , Reject And Return for Clarification)
4. Edit Employee Profile
5. Edit Employee Entitlements (Leave Balances)
6. Manage Calendar for the public holiday days
7. Manage Requests in case of cancelation for the leave Request
8. Track Request to see the state of the requests
9. Dashboard to show the following :
  - Employees attendance
  - Pending Leave Requests



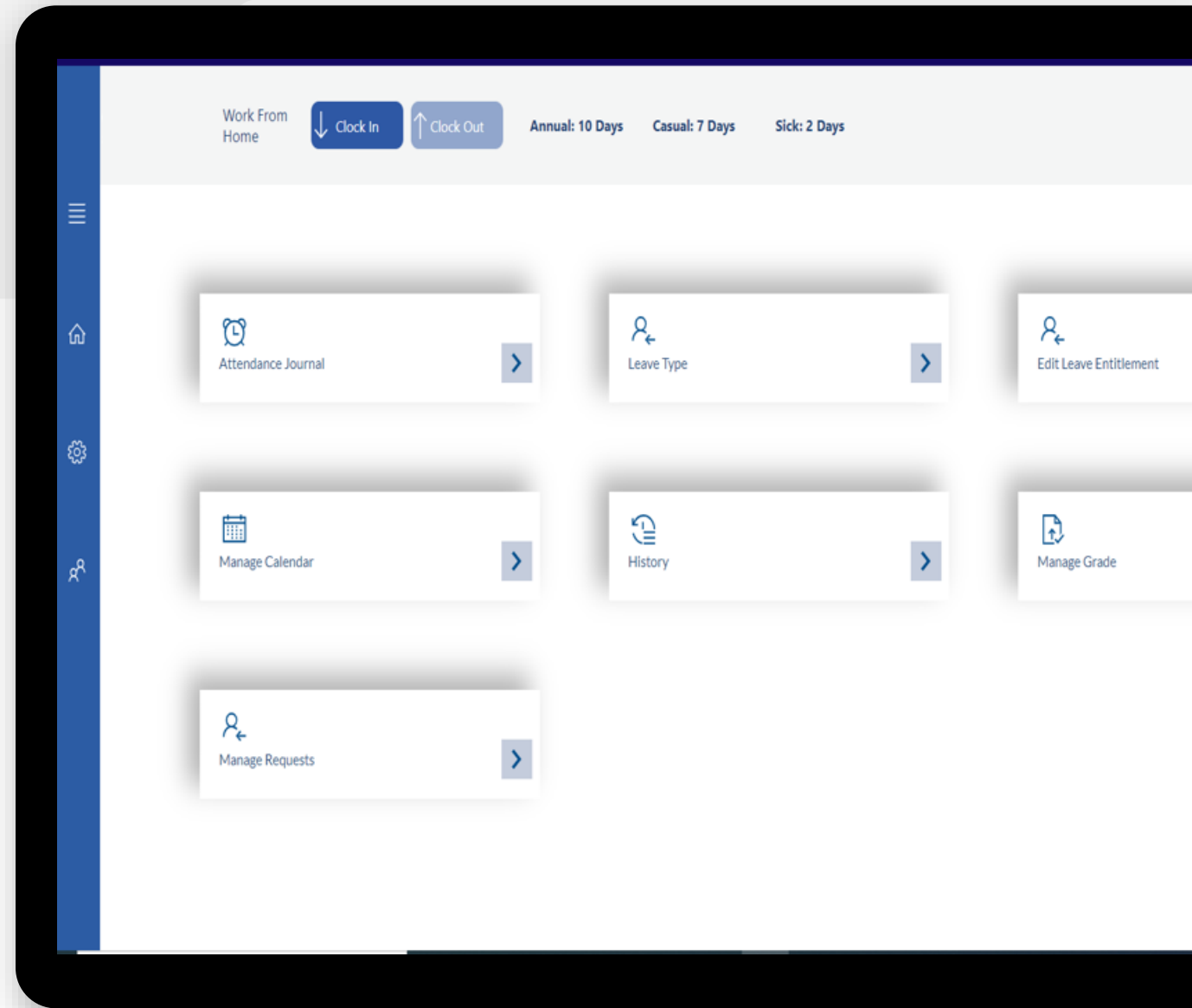
# Approval Actions

- ❖ Approval actions available are:
  - ❖ Approve
  - ❖ Reject
  - ❖ Need More Clarification
- ❖ Approver able to add Supporting document.

The screenshot shows a user interface for managing leave and salary advance requests. At the top, there are buttons for 'Work From Home', 'Clock In', and 'Clock Out', along with leave balances: 'Annual: 10 Days', 'Casual: 7 Days', and 'Sick: 2 Days'. A timestamp 'Clock In at: 2023-01-16T12:54:33' is displayed. The main content area is divided into sections: 'Leave Salary Advance' with a dropdown menu set to 'No', 'Status' with a dropdown menu set to 'New', 'Travel' with a dropdown menu set to 'No', and 'Comment' with a text input field. Below these is a 'Supporting Documents' section with the text 'There is nothing attached.' and an 'Attach file' button. At the bottom, there are three buttons: 'Approve', 'Reject', and 'Need More Clarification'.

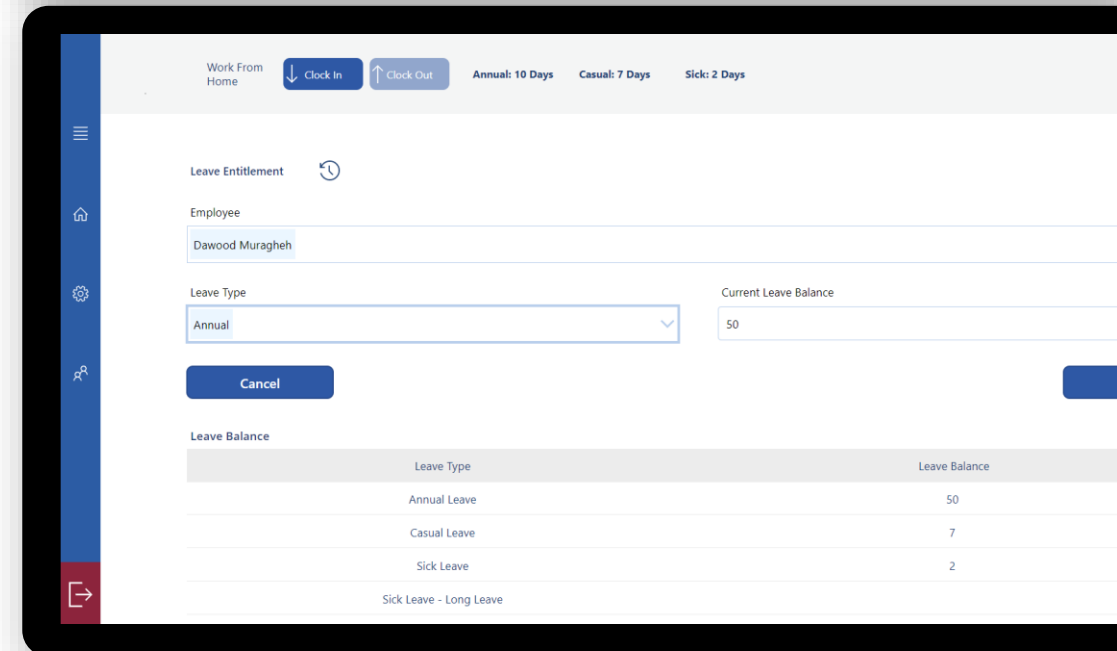
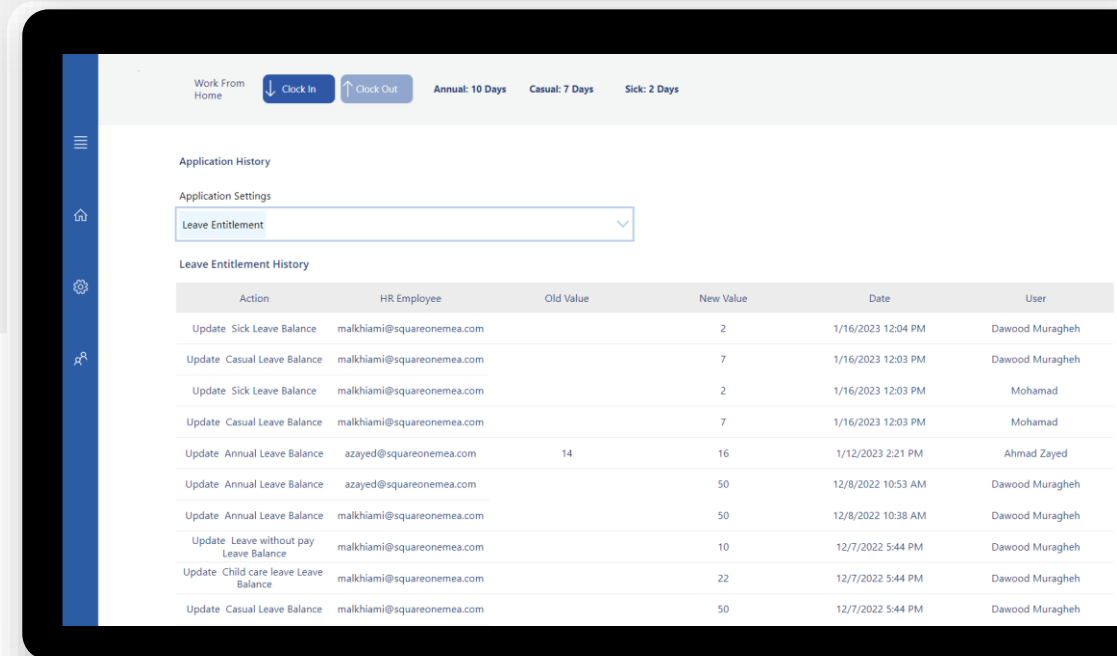
# Application Configuration

- ❖ Allow HR staff to configure setting that work properly with Organization policies



# Application Configuration

- ❖ Leave Entitlement enable HR admin to Modify/Add Balance for employee
- ❖ Application History Enable HR admin to track any changes configuration setting



# Approval Sequential

## Approval Sequential:

- ❖ Configure Approval Sequential to arrange the approval process for each employee.

Annual: 50 Days    Casual: 7 Days    Sick: 2 Days

Users Approval Sequential

\* Employee ID  
2022

Flow Type  
Routine

First Approver

Third Approver

Fifth Approver

Seventh Approver

Employee Name  
Dawood Muragheh

Leave Type  
Annual

Second Approver

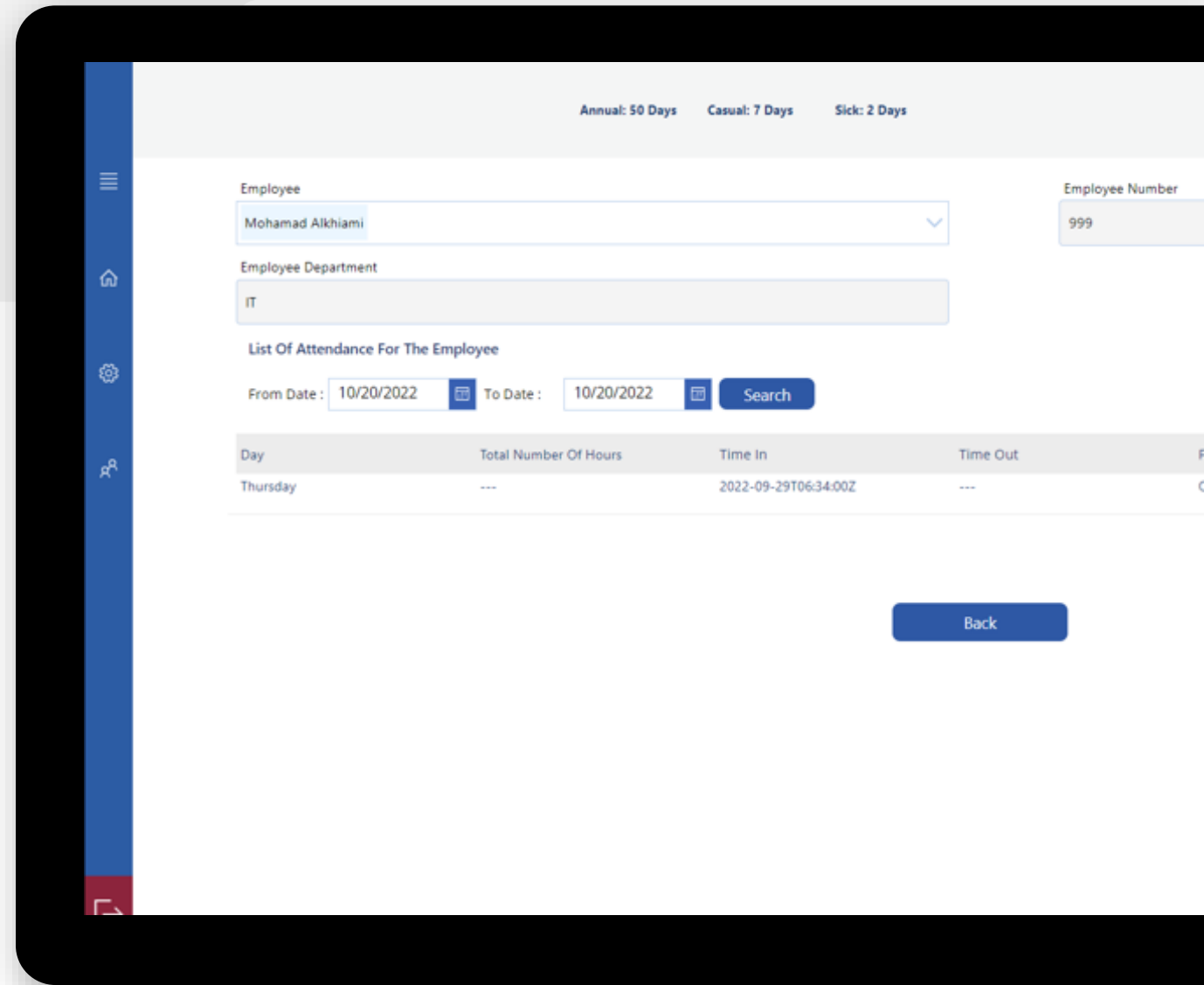
Fourth Approver

Sixth Approver

Cancel

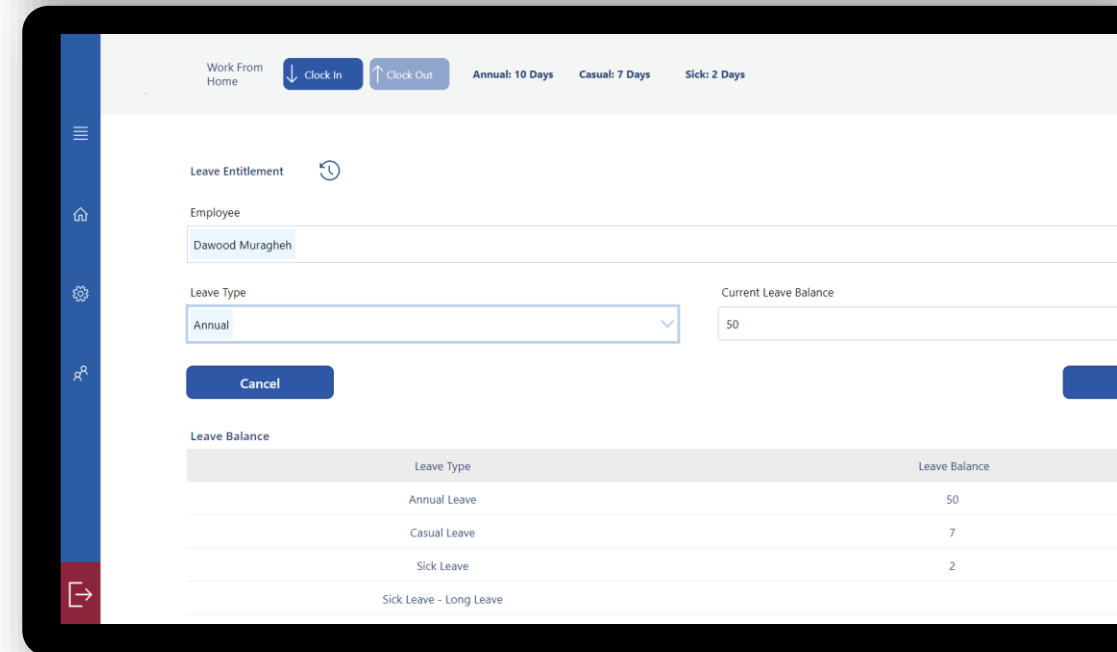
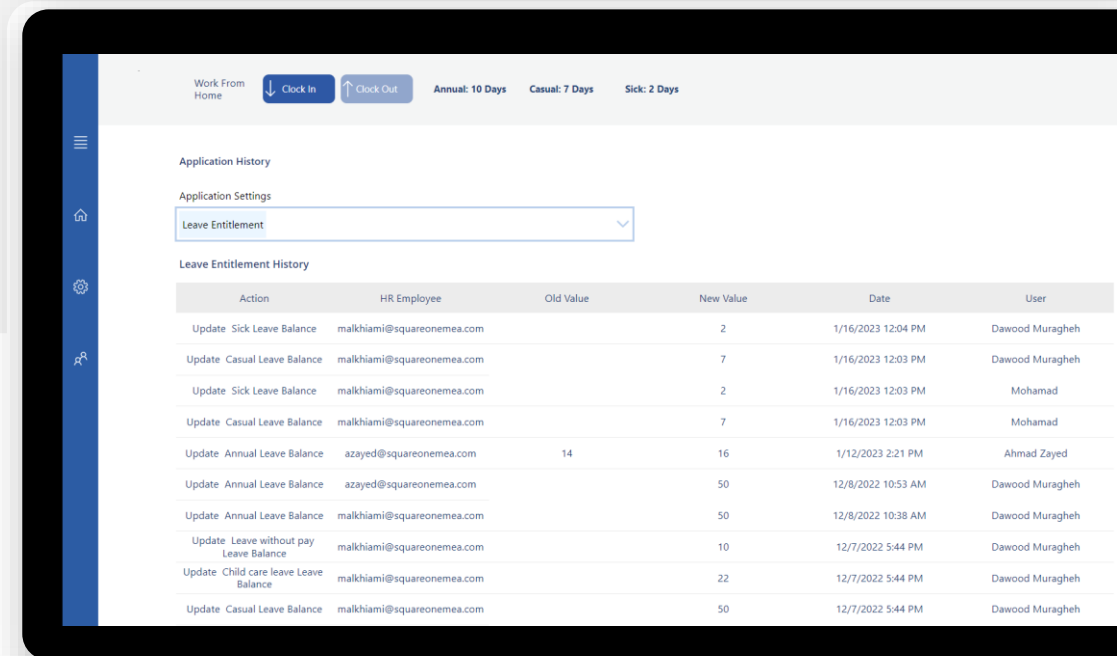
# Attendance Journal

HR Admin can view attendance Journal and display time in/out



# Leaves Eligibility & Calander Configuration

- ❖ HR Admin able to specify Leave eligibility and type of days whether calendar day or working day
- ❖ Childcare Leave for Qatari Only
- ❖ Annual Leave for Qatari/Expats



# Manage Employee

- ❖ System allow HR admin to search for employee
- ❖ Automatically update data from Azure Active Directory
- ❖ HR admin able to add new employee

The screenshot displays the 'Manage Employee' web application interface. At the top, there is a navigation bar with 'Work From Home' and buttons for 'Clock In' and 'Clock Out'. It also shows leave balances: 'Annual: 10 Days', 'Casual: 7 Days', and 'Sick: 2 Days'. The user's name 'Mohamad Alkhiami' and a profile icon are in the top right corner.

The main content area is titled 'List Of Employee'. It features a search form with three input fields: 'Employee Name', 'Employee Job Title' (containing 'software'), and 'Employee Department' (containing 'IT Department'). There are 'Search' and 'New Employee' buttons to the right of the form.

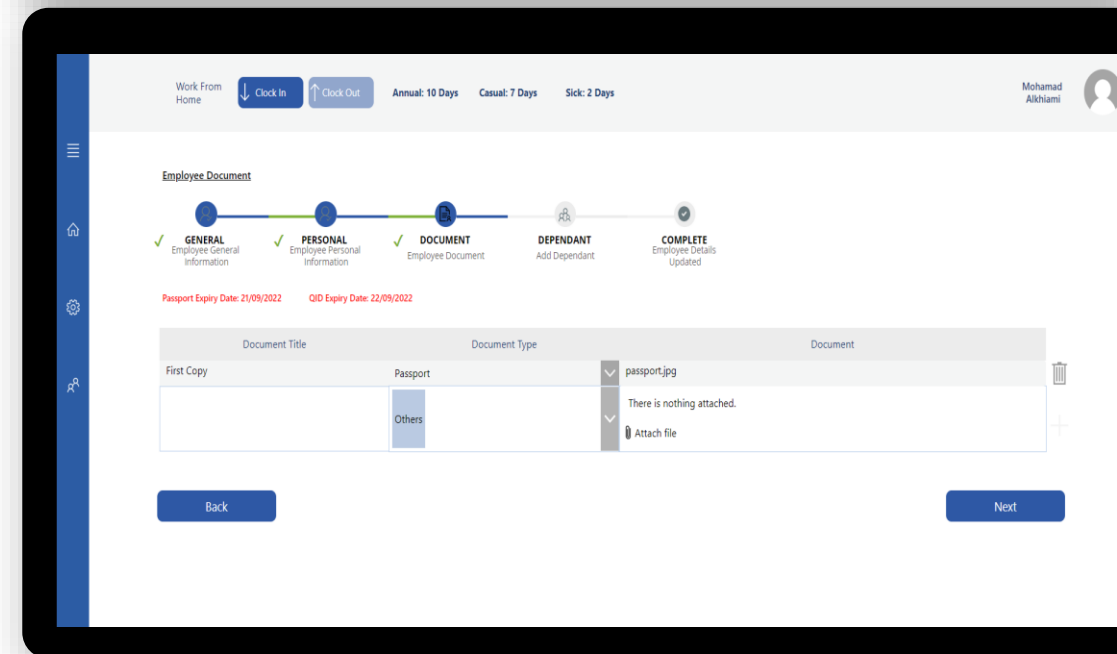
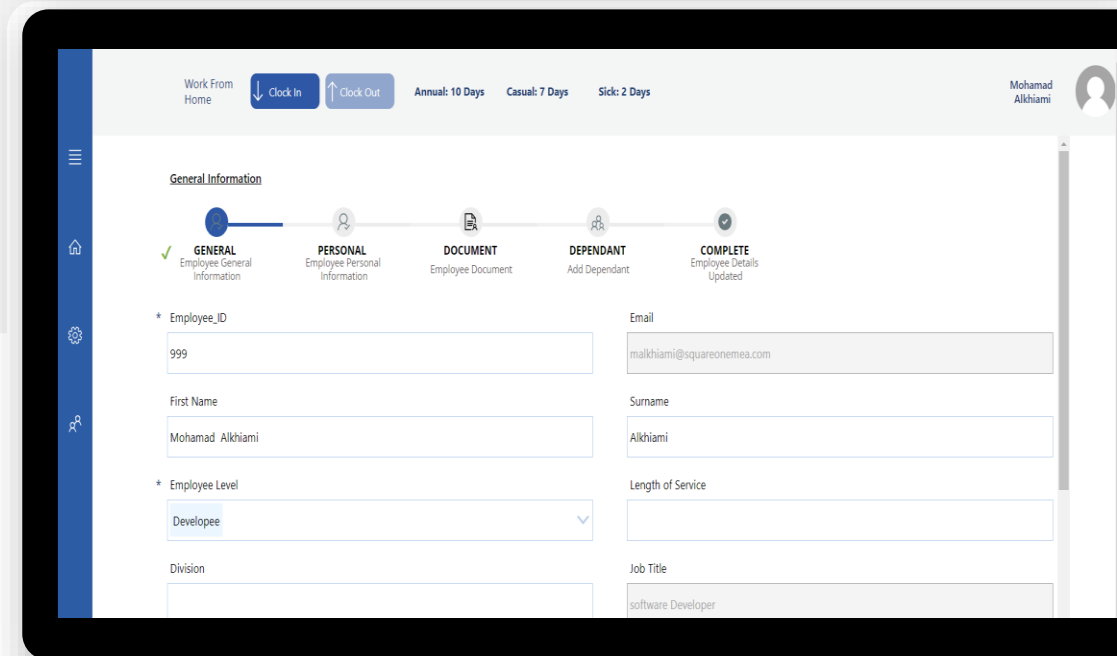
Below the form is a pagination bar showing 'Page 1 Of 1' with navigation arrows. Underneath is a table with the following data:

Employee Name	Employee Number	Employee Job Title	Employee Department	Edit	Update
Dawood Muragheh	2022	Software Developer	IT Department	>	Update From AD
Mohamad Alkhiami	999	software Developer	IT	>	Update From AD



# Manage Employee

- ❖ System allow HR admin to Edit Employee Information in very manageable way



# THANK YOU

GET IN TOUCH AND LET US KNOW HOW WE CAN HELP



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