

OFFISSOFT

Your online business solution

HR Module Features

Administration Interface

Creation of users

Creation of the company structure

- ✓ Have an organized company structure by defining company info, locations, organization structure (companies, branches, departments...)
- ✓ Organize employee job information by defining job titles, pay grades, employment statuses...

Manage system data (countries, cities, religions, titles...)

Manage tax and social security data (income tax percentage, CNSS taxes...)

HR Management Interface

Employee information:

- ✓ Employee profile (including blood type and family members for the tax calculation, contacts in case of emergency...) – with the possibility of writing the name in Arabic to fill legal forms
- ✓ Salary: manage salaries, raises, other remuneration types (taxable and non-taxable) and remuneration history
- ✓ Appraisal: creation of appraisal forms

Leave management:

- ✓ Leaves types definitions
- ✓ Flexible annual leaves attribution
- ✓ Official holiday management
- ✓ Leaves request workflow

Payroll management:

- ✓ Generate payrolls (taking into account the income and CNSS tax data, remunerations, leaves)
- ✓ End of service calculation
- ✓ Trainees payroll (as per the predefined hourly rate and the attendance schedule of the trainee)

Generation of administrative documents and reports:

- ✓ Generation of the CNSS – 2M form (work certificate)
- ✓ Generation of consolidated reports for corporate charges (CNSS)
- ✓ Generation of consolidated reports for income tax returns (Ministry of Finance)
- ✓ Leaves calendar and leaves summary
- ✓ Generation of HR reports (customizable on demand)

Employee Portal Interface

Social Security: an employee can request an e-CNSS prefilled employment certificate and print it for signature

Payroll: access personal pay slips

Leave request: ask for several types of leaves

Appraisal flow: fill in evaluation forms

