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SOLUTIONS



Highly customized HR software to empower
your workforce and drive your business goals



HR360 SYSTEM

Welcome to our HR360 system catalogue. This document provides an overview of the features and functionalities of our HR management system. Designed to simplify various HR processes and enhance organizational efficiency. It addresses all aspects of human resource management. From organizational structuring to payroll and attendance management. Each function is designed to enhance operational efficiency and ensure smooth HR processes within your company.

KEY HIGHLIGHTS

Why Choose Digital HRMS



Increased HR Efficiency
with elimination of
manual work



On Premise, Cloud &
Mobile App for HR on
the Move



Advanced Security
Levels for complete
Data Security



Highly configurable
modules for easy
customization



Seamless Integration
with any Time &
Attendance system



Dynamic workflows &
role-based access



Automated HR functions
for complete management
of employee lifecycle



Appraisal Management



Payroll Management
with WPS



Requests Management

Dashboard

The HR360 system dashboard provides a clear and comprehensive overview of key metrics and activities. It displays the total number of companies, along with the number of active employees and those who have been terminated or resigned. Financial summaries include totals for bonuses, overtime, advance salaries, and procurement expenses. The dashboard also tracks employee relation, such as QID, passports, health certificates, insurance, and labor contracts. It shows agreements and contracts, monthly activities, pending sponsor transfers, and approved vacation requests. Visual charts illustrate total overtime payments and Wage Protection System (WPS) highlighting cash and bank transactions. Finally, it includes attendance analytics for complete insight.

Employee Management

Employee List

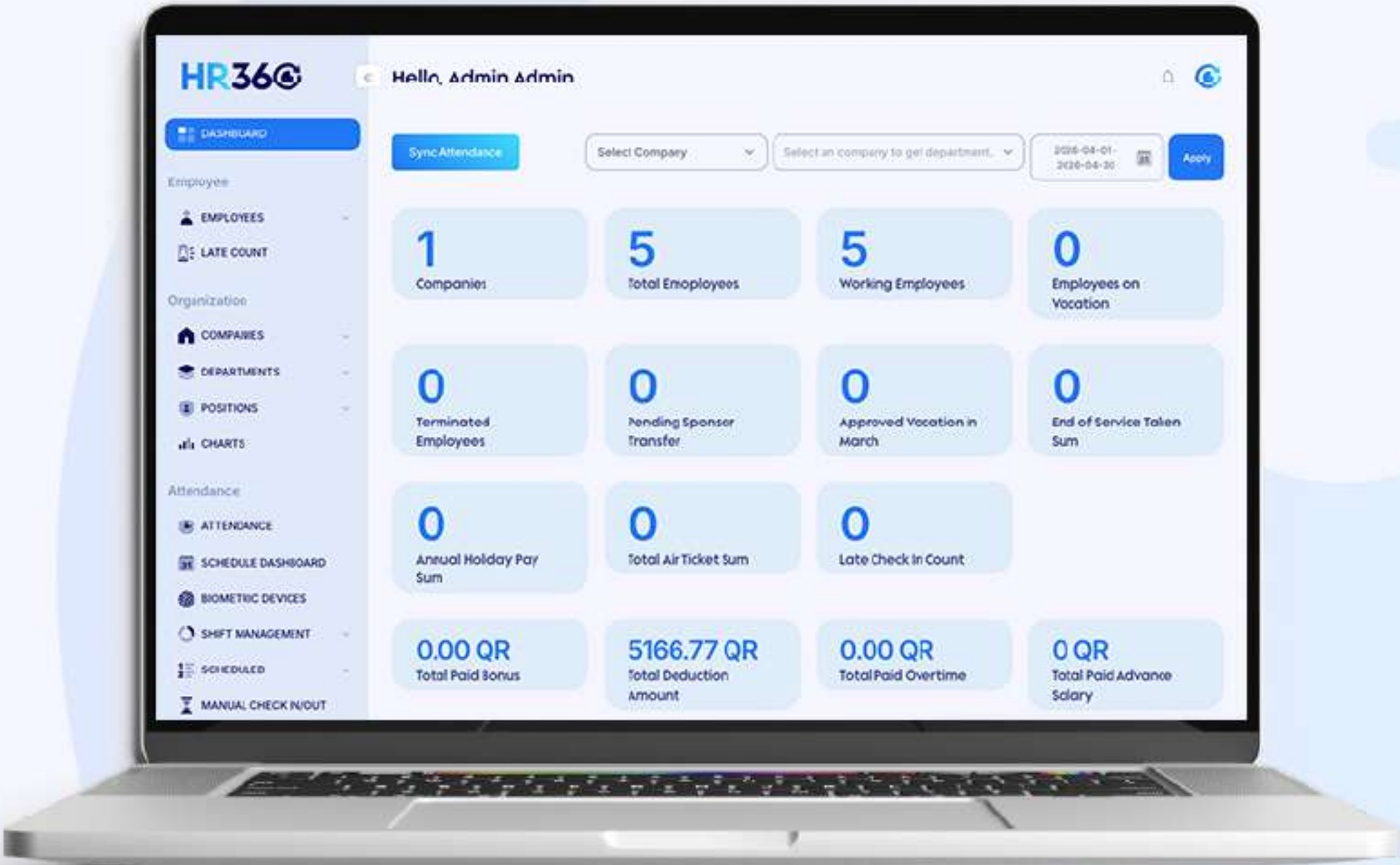
Provides a comprehensive view of all employees within the company. This section allows you to easily access and manage employee information.

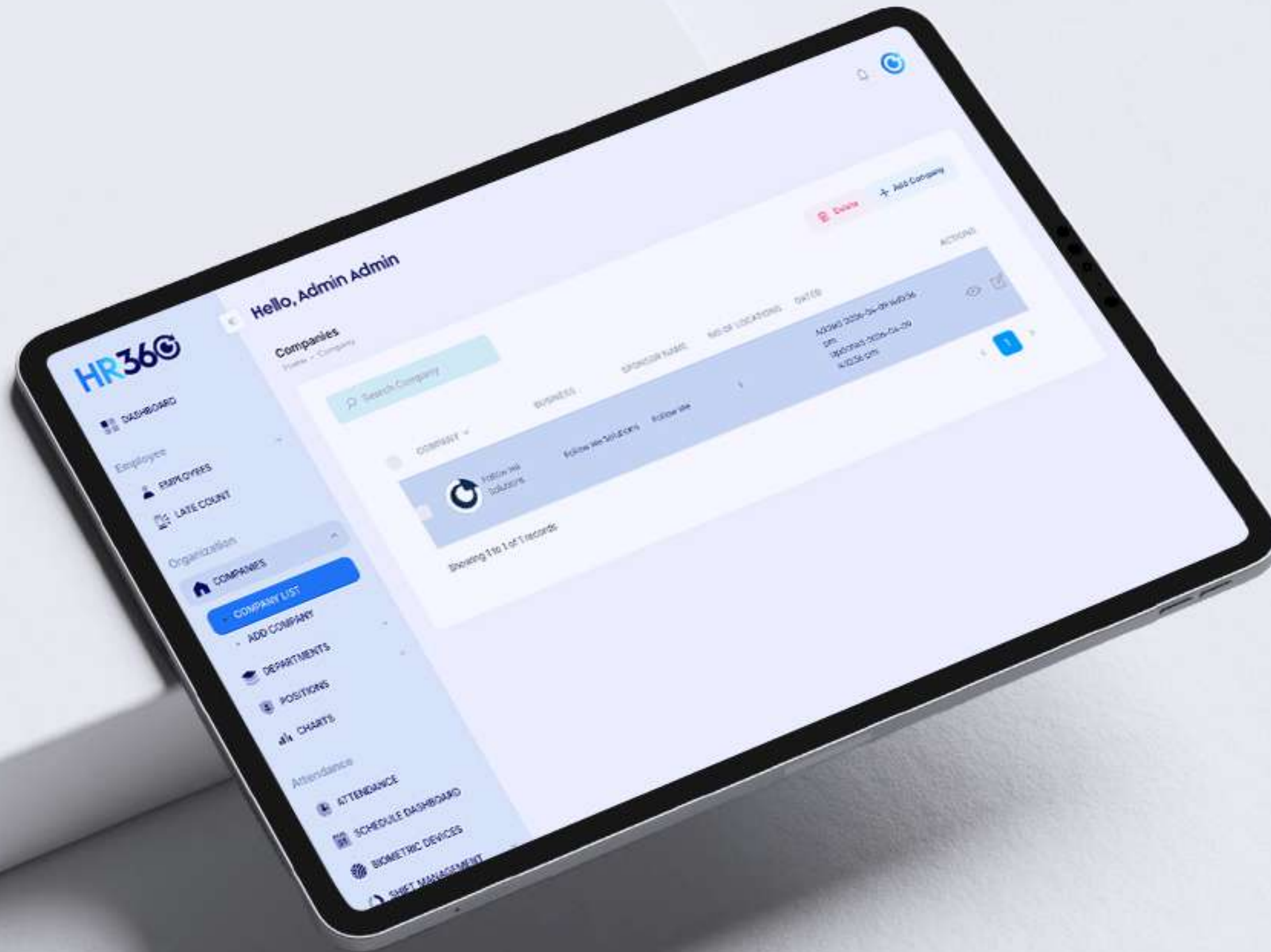
Add Employee

Efficiently add and manage employee records, including personal details, employment, salary, contact information, and bank detail.

Late Count

Log and track all lates counts of every employee through employee management system dashboard.





Organization Management

Companies

Company List

Provides a comprehensive view of all companies registered in the system. It enables efficient management and access to company-specific information.

Add Company

Register and manage your company under one system with distinct profiles and settings

Departments

Department List

Offers a comprehensive view of all departments within the company, helping you manage and oversee them efficiently.

Add Department

Create and organize departments to structure your company effectively.

Position

Position List

Provides an organized view of all job positions within the company, facilitating easy management and oversight.

Add Position

Manage the job positions, add the name and the position Parent.

Charts

View the organizational chart that reflects the current structure and hierarchy of your company

Attendance Management

Attendance Dashboard

Monitor and manage employee attendance with an interactive dashboard.

Undefined Attendance

Manage and resolve instances of undefined or incorrect attendance records.

Scheduled Dashboard

Oversee scheduled shifts and attendance patterns with a dedicated dashboard.

Shift Management

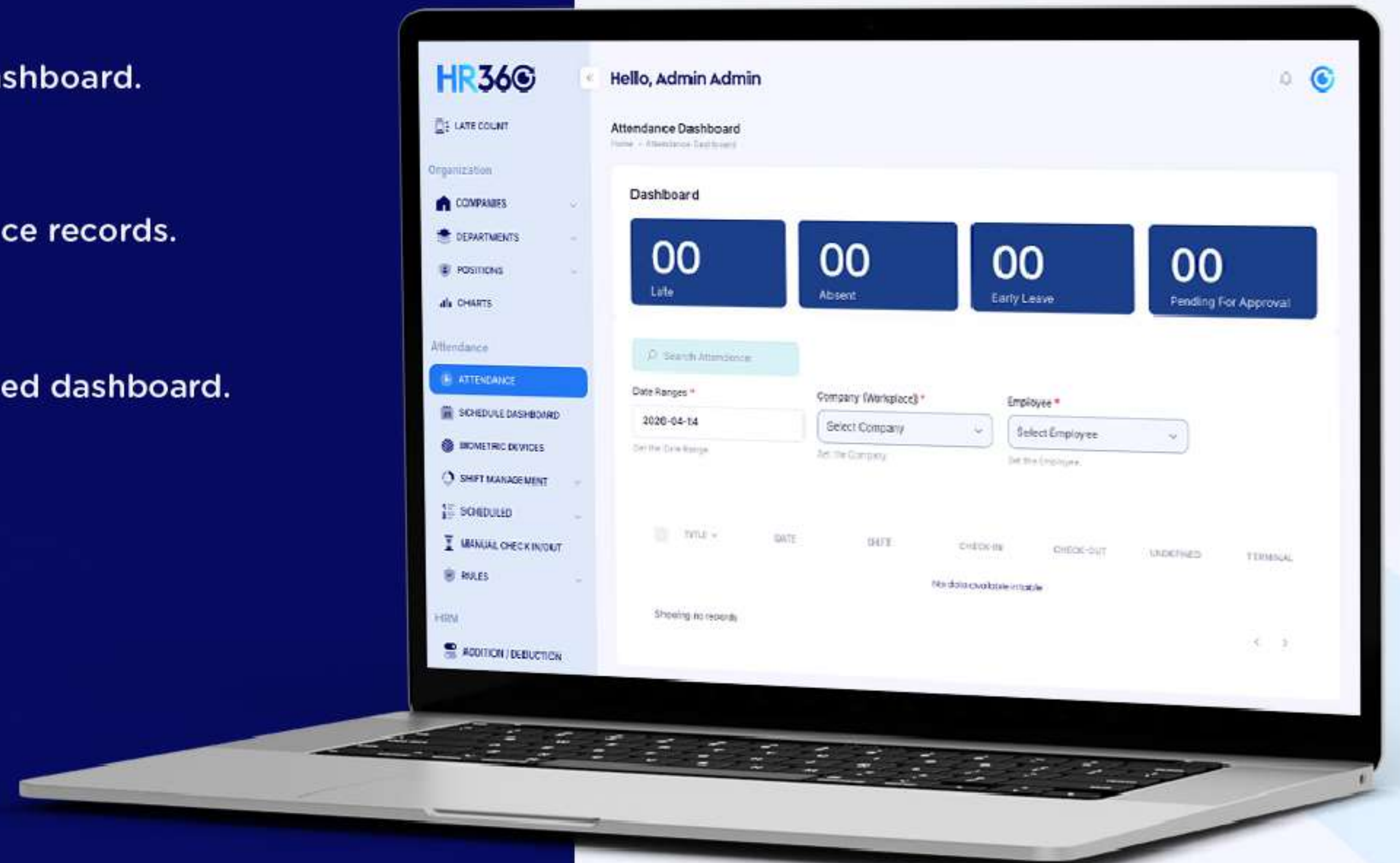
Create, modify, and assign shifts to employees based on operational needs. Add Normal shifts or Flexible shifts.

Scheduled

Add work schedules and working hours for the company, department and employees.

Rules

Define Rules, set attendance rules and policies to ensure compliance and consistency



Case Studies

Appreciation

Provide organizations to recognize and reward employees for their achievements, performance, and contributions.

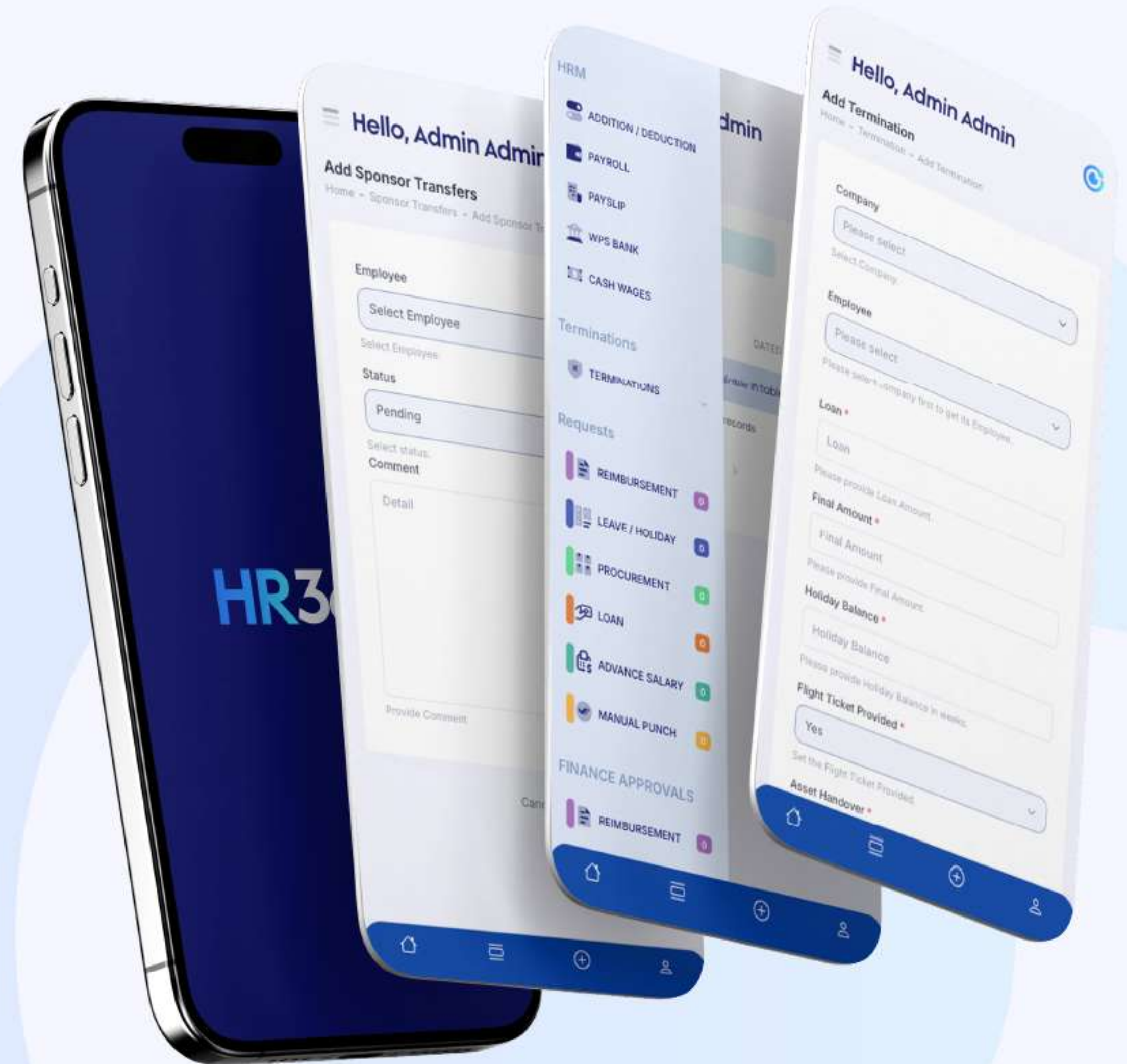
Sponsor Transfer

Provide & manages the process of transferring employee sponsorship from one employer to another in compliance with local labor laws.

Termination Management

Add Termination Manage employee terminations, including loan, final amount, holiday balance, flight ticket, assets, visa status and the termination type

Termination List Keep track of all the added terminations from one place.



Reports

Attendance Report Export Reports to provide you a clear summary of employee attendance. It will help you track date, time, and punch state.

Employee Report Demographics Directory Turnover Headcount

Document Reports Visa Expiry License Expiry Document Expiry

Performance Reports Satisfaction Productivity Performance

Development Reports Benefits Training

HR Reports Leave Expense Payroll Attendance Overtime

Salary Breakdown Reports

Agreement & Contracts

Registration Record and manage all agreements and contracts related to the company.

Agreement & Contract Types Categorize different types of agreements and contracts for easy retrieval and management.

Contractors Provides an organized view of all contractors working with the company, with easy management and oversight. Efficiently add and manage contractors' records, including contact details, status, and bank detail.

Payroll Management

Payroll Handle all aspects of payroll processing, including extra payments, payout and adjustments.

Pay Slip Create detailed pay slips for employees, reflecting earnings, deductions, and monthly payable salary.

Bank Wages Protection System Managing wages through secure bank transactions. Create detailed document and send it to the bank to facilitate the transfer of employees' salaries.

Cash Wages Handle cash-based wage payments and record them efficiently.

Requests Management

Reimbursement Requests

The employee can request reimbursement and the employer process and approve or reject employee's reimbursement request.

Leave/Holiday Requests

The employee can request leave and the employer tracks and approve or reject the leave and holiday requests.

Procurement Requests

Oversee procurement request and approve or reject it.

Loan Requests

Process and manage employee loan requests and refund cycle.

Advance Salary Request

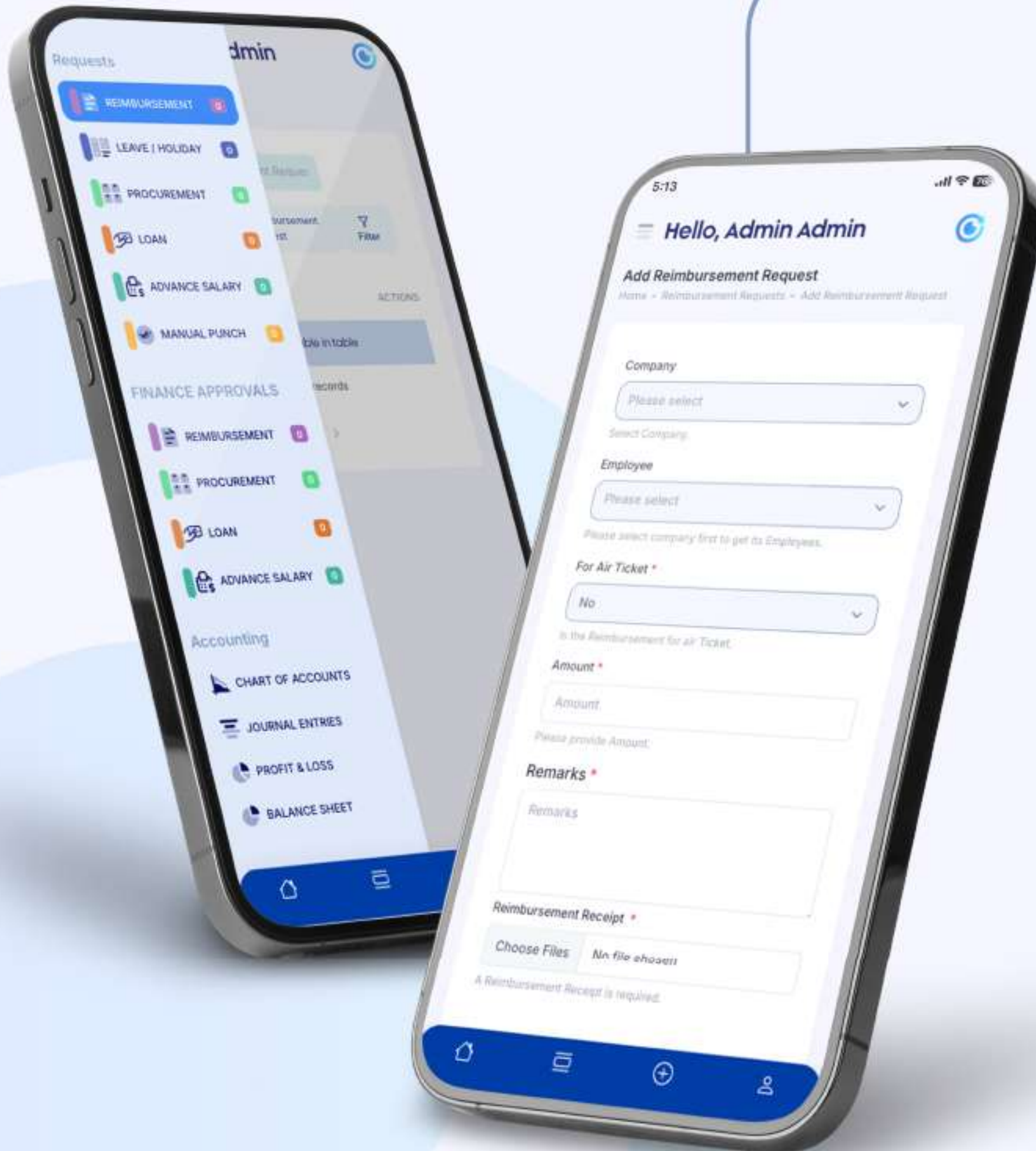
Handle requests for advance salary payments.

Manual Punch Requests

Adjust Attendance and allow manual entry or correction of attendance punches.

Manual Overtime Requests

Manage and approve manual overtime requests submitted by employees.



Finance Approval

For each process, Both HR and Finance must review and approve or reject the requests, then the finance releases the funds based on the final status.

- Reimbursement

Employees claim money for work-related expenses they've paid out-of-pocket. HR approves the claim, and if it's marked as "Approved for Payroll," the amount will be added to the employee's next salary. If it's "Completed," the money will be given in cash.
- Procurement

Requests for buying goods or services are reviewed. HR and finance handle the payment and approve or reject it. If the status is "Approved for Payroll," the cost is included in the next salary. If it's "Completed," the payment is made directly.
- Loan

Employees requesting loans have their applications reviewed and approved by HR and Finance. Then finance handles the loan payment. If the status shows "Approved for Payroll," the loan amount will be deducted from future salaries. If it's "Completed," the loan amount is given in cash.
- Advance Salary

HR review and approve advance salary requests made by employees. Finance releases the advance, and if it's "Approved for Payroll," it will be deducted from future salaries. If it's "Completed," the advance is given in cash.

Finance Management

- External

External List

Add External
- Internals

Internal List

Add Internal

Accounting

Provide a detailed record of all approval actions within the system, helping you track and manage approvals efficiently.

- Charts of Accounts
- Journal Entries
- Profit & Loss
- Balance Sheet

HRM

- Addition / Deduction
- Payroll
- PaySlip
- WPS Bank
- Cash Wages

Approval Logs

Provide a detailed record of all approval actions within the system, helping you track and manage approvals efficiently.

Completed Requests

The Completed Requests section provides a summary of all requests that have been fully processed and finalized.



Appraisals/Warnings

Appraisal Requests In this section, you will add appraisal then select the company, department, and employee to be evaluated.
The appraisal is categorized into Three criterias:

Criteria One

- General Hygiene
- Potential and Working Under Pressure
- Cooperation with Colleagues
- Direct Attitude with Customer

Criteria Two

- Doing Task (Ability, Skills, Accuracy, Efficiency)
- Being Abided by Procedures
- Ability to Work Without Being Watched
- Leading Skills & Ability to Take Decisions
- Inventing on Work

Criteria Three

- Appearance and Uniform Committing
- Attendance
- Accepting Criticism by Teammates
- Maintaining Place Properties

Appraisal Logs Which record the history and status of all ongoing appraisals of the employees

Completed Appraisals Where finalized appraisal reports and outcomes are stored for review and reference.

Warning Request

Warning request

Completed Warnings

NOC Request

Salary Certificate Request

Special Request

Settings

Appraisals

[Appraisal Category](#)[Appraisal Questions](#)

Public Holidays

[Public Holidays List](#)[Add Public Holiday](#)

Countries

[Countries List](#)[Add Country](#)

Users

[Add Users](#)[Manage Profiles](#)

Roles

[Assign Roles](#)[Edit Roles](#)

Branches

[Branch List](#)[Add Branch](#)

Paycode

[Paycode List](#)[Add Paycode](#)

Banks

[Bank List](#)[Add Bank](#)

Send Emails

[Broadcast Email](#)[Employee Email](#)

Manual Check In/Out

[Add & Track Manual CheckIn/Outs](#)

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