

# sky software

*Expanding Horizons*



## Bayan Human Resources Management System



**sky bayan**  
Human Resources Management

### Introduction

**Bayan**® Human Resources Management System aims to maintain employee data in a way that simplifies the processing of all human resources and payroll transactions that affect the employee status, ending with providing an unlimited set of detailed and summarized reporting facilities.

The system also facilitates full integration between the essential operations of the employee attendance control, human resources and personnel operations, employee training, medical insurance, and payroll with back office JV Interface. Hence, it prevents any unnecessary double work and errors, improves efficiency, and simplifies information distribution and reporting.

### Features at Glance

- Multi Property, Multi Lingual and Multi Currency
- Country Specific Localization
- Position Management and Classification
- Staff Training
- Personnel Action Administration
- Time and Attendance Processing
- Benefits Administration
- Leave Processing
- Reporting, Reconciliation, and Record Retention
- Pay Processing
- Back Office JV Interface
- User Defined Reports and Documents

### General Features

- Giving the ability to accept and process transactions with other internal and external systems such as importing the time and attendance data from external files which has a custom format that is defined by the user.
- Providing the ability to subject all transactions from interfacing systems to the standard human resources/payroll system edits, validations, and error-correction procedures.
- Providing the capability to customize data input, processing rules, and edit criteria.
- Providing the capability to identify and process transactions from other systems that enter and update the standard human resources/payroll system.
- Providing the capability to allow users to customize output for reporting and providing interfaces to other systems necessary to meet agency requirements for external processing.

### Facts

- More than 15 years in accumulated knowledge in HR solutions
- Installed in more than 10 countries in the Middle East
- More than 150 satisfied hotels
- Preferred system for major hotel chains in MENA such as IHG and Rotana

## Position Management & Classification

- Four-level organizational structure capable of handling employees belonging to more than one property in the organization.
- Definition of employee categories with specification of minimum and maximum pay for budgeting purposes.
- Definition of occupations with link to the organizational structure and employee categories.
- Full time equivalent (FTE) and annual budget management based on occupation maximum count, minimum pay, and maximum pay.
- Activity-based costing and work effort related to performance measures and indicators.
- Full compliance with local statutory and regulatory requirements including labor, social security, and income tax laws.

## Employee Appraisal Management

- Appraisal based on weighted core competencies defined to suite the type of business.
- Appraisal using core competency specific indicators with evaluation scale.
- Core competency consolidation into overall employee evaluation.
- Multiple appraisals per year.
- Appraisals include development action plan, promotion needs and training needs.
- Training needs integrated with training module.
- Department-based core competency and indicator definition.

## Benefits Administration

- Online web-based employee access to self-service personal information and automated transaction processing through the online web-based application.
- Medical insurance, life insurance and indemnity calculation for retired employees based on user defined rules.
- Determination of employee eligibility for entitlements such as vacation entitlements.

## Staff Training

- Ability to define training subjects and course calendars.
- Ability to define training needs on all organizational levels, occupations and individual level.
- System generated employee training needs based on department and occupation training needs.
- System generated employee training needs based on training evaluation.
- Comprehensive reporting on nominations, attendance frequency and evaluations.

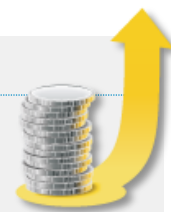
## Personnel Action Administration

- Processing with current and future effective dates a full range of mass and individual personnel actions such as promotions, salary increases, transfers, and terminations.
- Full documentation of personnel actions.
- Full personnel action tracking.
- Automatic generation of personnel action reminders (alerts).
- Online web-based personnel action approval and posting.
- Conversion of paper official personnel documents to electronic documents such as passport, work permit, and residency permit.
- Statutory and regulatory documentation of authorized actions such as passport expiry date, work permit expiry date, and probation end date.

## Time & Attendance Processing

- Capturing T&A information on work schedule hours worked and leaves taken.
- Capturing information on time, or units of measurement worked to determine gross pay.
- Flexibility to capture and process multiple types of vacations.
- Compliance with statutory and regulatory requirements when processing transactions associated with T&A function.
- Ability to define and approve alternative work schedule for employees on an established duty.
- Collecting actual hours worked and processing it to compute discrepancies that will affect gross pay for each employee.
- Collecting T&A data on a pay period basis.
- Ability to capture T&A data in days, fractions of hours, or other units of measure as required.
- Ability to accept T&A data through various processing modes, e.g. through online interface, or using user defined external interfaces.
- Ability to accept electronic, or other documented approvals from authorized approving officials.
- Posting T&A data for further system processing.
- Generating multiple reports to monitor T&A data.
- Ability to edit T&A data to ensure that the data are complete and accurate.
- Supports the correction of current pay period T&A records.
- Definition of any number of shifts to be used in monthly scheduling of employee attendance.
- Overtime calculation.
- Comprehensive user activity log.
- Comprehensive user rights system.
- Four levels of admin units.

## Pay Processing



- Calculating gross and net pay, deductions, and employee/employer contributions on an effective pay period basis.
- Computing gross pay as the sum of each rate of pay times the number of units related to it, plus all appropriate allowances and/or other gross pay components.
- Compliance with statutory and regulatory requirements when processing transactions and providing decision support capabilities in accomplishing activities associated with calculating and paying employees.
- Calculating pay at the end of each pay period after properly authorized inputs have been received from the time and attendance processing function, and after personnel action processing is completed.
- Processing prior-period, current period, and future-period pay actions, based on effective dates.
- Processing current-period adjustments as an integral part of the payroll cycle such as vacation balance adjustments.
- Making retroactive calculations such as retroactive increases.
- Computing various types of pay entitlements such as allowances, differentials, awards, and premium pay.
- Computing pay for various types of employees such as casual, laborer, trainees and full-time employees.
- Computing earning amounts for partial pay periods when entitlement dates do not coincide with pay period beginning and ending dates.
- Processing earnings adjustments on a begin-date/end-date basis by giving the ability to define periods for employee allowances and compute partial earnings according to the defined period.
- Computing differentials based on applicable hours that are certified by an approving official.
- Calculating allowances, premiums, deductions as defined by law or regulation, allowances and deductions may be set as amounts or as percentage of pay.
- Calculating the following deduction types for each employee:
  - Mandatory deductions such as Social Security and Income Tax.
  - Voluntary deductions such as medical insurance.
- Providing the capabilities to process deductions that apply in various pay periods.
- Giving the ability to deduct some items in every period that is called recurring deductions, and others in selected pay periods only that is called non-recurring deductions.
- Adjusting taxable gross pay by deducting exemptions.
- Calculating indebtedness for leave advances upon employee separation.
- Accommodating requests for waiver of collections for leave advances by giving the ability to take future leaves even if the employee does not have enough balance.
- Offset the amount of other receivables owed the agency against earnings for pay period by giving the ability to define city ledger on monthly basis.
- Maintaining each pay record by the pay period in which it was calculated and by the pay period to which it applies.
- Recording gross pay, deductions, and net pay, generating information to update other systems such as the accounting system.
- Maintaining retirement data, including service history and giving the ability to pay indemnity amounts for the employee based on his service years.
- Accommodating information requirements for accounting transactions for accruals of pay and benefits during the year.
- Making information available to other functions to generate internal and external payroll reports not created directly on the pay processing function.

## Leave Processing



- Performance of all activities associated with determination of proper leave balances for all types of leave, leave advances, usages and accruals.
- Compliance with statutory and regulatory requirements when processing leave transactions.
- Accrual for each type of leave to which an employee is entitled including partial accruals based on working days.
- Processing leave accruals for special category employees by specifying leave entitlement on employee level.
- Processing leave for each reported leave type at the end of each effective pay period.
- Processing accruals and reported leave before usages are applied to the appropriate available balance.
- Ability to determine rules for the coverage of sick vacations exceeding the entitlement.
- Providing for fiscal year-end, leave year-end and calendar year-end processing in accordance with specific guidelines.
- Ability to modify leave accruals, limits, and balances for employees who change their work schedules.
- Ability to convert leave taken in excess of available balance based upon an established leave priority policy.



## Reporting, Reconciliation, and Record Retention

- Providing for reporting, reconciling, and retaining records to accommodate the following requirements:
  - Report processing aspect accesses and formats data as required to satisfy regulatory, managerial, and accounting requirements.
  - Generation of multiple reports that span specific time periods.
  - Producing all vouchers and reports necessary to recognize payroll expenses and authorize related disbursements.
  - Generation of managerial reports used by human resources/payroll office staff members, as well as reports used by others such as supervisors.
  - The purpose of reconciliation is to compare and reconcile data between systems.
- Providing employees and managers self-service capabilities in obtaining information pertinent to their needs, employees have access to their personal data and managers have access to their organizational non-personal data through the web-based application.
- Reporting services comply with statutory and regulatory requirements, for example the system gives income tax and social security reports according to the country law.
- Maintaining the following information in accordance with the statute of limitations:
  - Pay history showing gross pay, deductions, and net pay for each pay period.
  - Time and attendance history showing attendance hours, overtime hours, and subtractive hours for each pay period.
  - Leave history showing starting balances, leave accruals, and leave usages and ending balances for each period.
- Providing the capability to generate routine human resources and payroll reports that are prescribed by the functional users. Also the system gives the ability to design custom reports to preview the data in a specific format.
- Producing employee earnings statements detailing the composition of gross pay by showing the allowances given to the employee, deductions, and net pay for the pay period and year to date.
- Producing managerial reports to facilitate monitoring of human resources costs leave authorization and personnel actions by staff member.
- Producing all reports and vouchers necessary to recognize payroll expenses, establish related receivables, and disburse all related payments. Also the system produces supporting detail registers or subsidiary ledgers for the generated vouchers.
- Providing for automatic data conversion and electronic transfer of required data to other systems by giving the ability to define external interfaces with any desired format and export data using a specific interface.
- Providing external reports that fulfill statutory and regulatory mandates, as well as management reporting requirements.
- Compliance with all statutes, regulations, and guidelines that apply to hardware, software, and telecommunications.
- Reconciliation disbursing data with payroll data to provide assurance that all disbursements authorized for payment by the payroll certifying officer were disbursed completely and accurately.
- Reconciliation of human resources data to provide assurance that all employees on the payroll are bona fide and that all earnings, entitlements, and benefits are being computed as authorized and recognized in the human resources system.
- Making health insurance enrollment data available to carriers through certain reports so that payroll and carrier records can be verified.
- Deriving summary totals of earnings, deductions, and contributions for control purposes.
- Providing for transfers for separating or transferring employees with the next regular payroll.
- Generating reports of pay and benefit transactions required by the agency core financial system.
- Notifying agency human resources and payroll office staff of incorrect or missing data at the end of payroll calculation process.
- Storing audit trail data that gives the ability to track user transactions in a specific period.
- Providing report for health deduction not taken.

### Advanced Technical Specifications

- **Operating System (Client):** Microsoft Windows 7 Enterprise or later
- **Operating System (Server):** Microsoft Windows Server 2012 R2 (64-bit)
- **CPU Architecture:** 32-bit and 64-bit Platforms
- **Database Engine:** Microsoft SQL Server 2012 (64-bit) Standard or Enterprise Edition with Service Pack 2 installed
- **Deployment:** Microsoft .NET Framework 4.5
- **Maintenance:** Automatic Backups to either Local Storage or to External Media
- **Integrity:** On-demand Database Optimizer and Integrity Check Ups
- **Administration:** User-friendly Administrative Panel
- **Reporting Engine:** Exportable Reports to PDF, HTML, DOC, XLS, JPEG, and PNG file formats
- **Localization:** Provides a localized forms and reports in non-English languages such as Arabic

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