BeAR - Human Resources Automated Requests Module ©

Aram For Information Technology
مؤسسة آرام لتقنية المعلومات

It is an additional & optional HR module which allows employees to take care of different HR related and job related tasks that would otherwise need to be reviewed and approved by the HR personnel or management to save labor hours and increase efficiency.

This module allows employees to send electronic requests by filling the related forms electronically as per the below details to the HR management for review and approval, with the option for the employees to track the status of the sent requests. Typically without purchasing this module the Personnel Action Requests are filed manually using various printed forms.
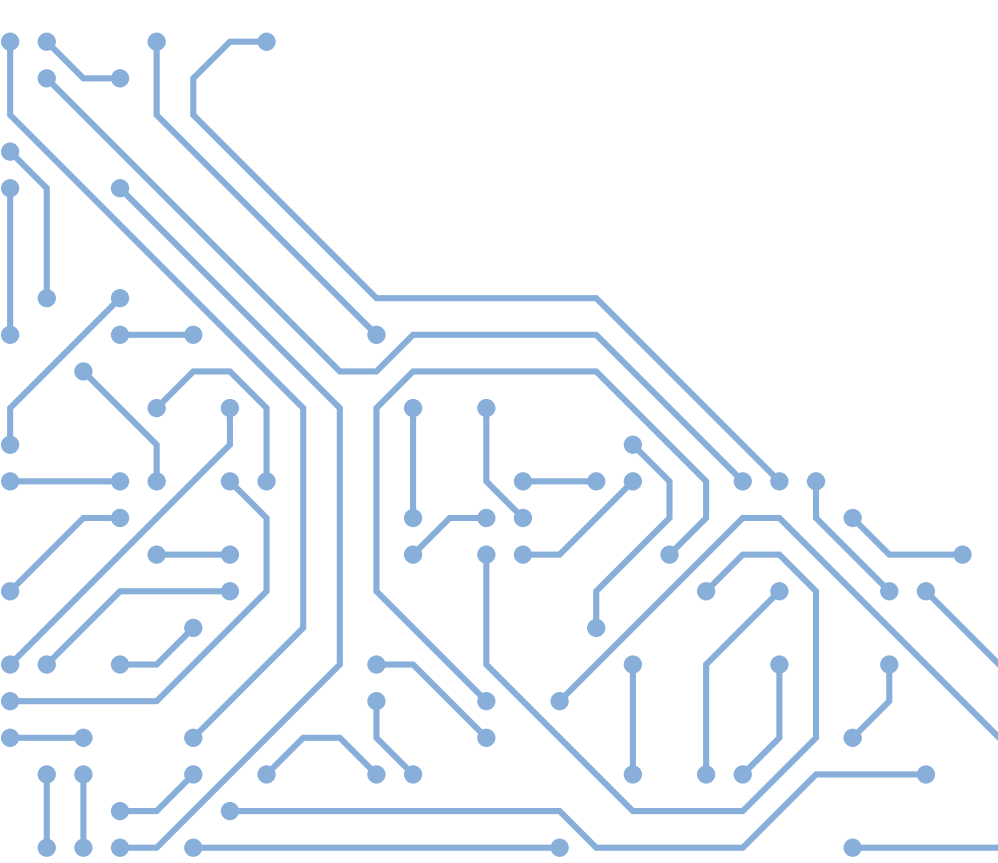
The printed forms are then physically routed to various individuals in different departments for signature and approval, and then finally the data is manually entered into the Be Smart HR & Payroll Module by an HR administrator or officer. The process is manually intensive, sequential in nature, subject to error and delays, and ultimately costly due to loss of productivity and have numerous steps, can range from simple to complex.

Human Resources - BeAR is an easy-to-use, powerful and flexible software module, and it improves the entire process by totally automating and simplifying the activities required for completing and approving Personnel Action Requests and Forms.

The solution delivers paperless processing of personnel actions, and enables users to process personnel actions rapidly.

Features:

- Fully integrated with the BeHP (Human Resources + Payroll) Module.
- Multi companies under each group with multiple users. Includes a very powerful authorization scheme.
- Multi-user, English interface with English / Arabic menus, and Arabic fly-over help & uses the latest technological methods for user interfaces.
- Powerful search techniques using user-defined filters.
- Our Be Smart BeAR covers the following areas:
  - Users' Access Security & Authorization Management
  - Approvals workflow setup.
  - Covers the following electronic request forms:
    - Leave request.
    - Work termination request.
    - Change profession request.
    - Work location transfer request.
    - Penalty / Punishment request.
    - Work accident report entry.
    - Loan or advance request.
    - Passport & RP request.
    - Performance & Evaluation request.
    - Deduction request.
    - Salary Extra/Less Days request.
    - Allowances request.
    - Modification of contract request including:
      - Change in contract allowances.
      - Change GOSI salary.
      - Change of personnel policy.
      - Change employee bank account.
      - Salary increment requests.
    - Electronic approval of all of the above forms.
    - Personnel requests tracking by report, by SMS, or by email.

Runs under Windows©.
Works on LAN, RDP, CITRIX©.
Could be hosted on premises or on cloud.

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