

Personnel Information & Payroll System (PIPS)

PIPS is an integrated Payroll & Personnel Module designed to serve the needs all ranges of institutions that require such module .

PIPS FUNCTIONS & FEATURES

Employee Personnel Information

- Extensive Information About employee is added (Address,Next Of Kin,Languages, ...)
- Bank Code & Account Number Is used to produce Bank Transfer Lists .
- Possibility of adding Employee Qualification , Courses Attended & Diplomas Granted .
- Employee Image Can be added .
- Employee Dependents can be added with codification for relation-ship .
- Employee Documents & Employee Dependent Documents can be added to facilitate the tracking of renewal dates if it needs to be done by the company to save employee time .

Department & Sub-Department .

- Employees can be associated with in departments & Sub departments for costing Purposes .
- Distribute Employee Payroll into Different Department Via time-sheets
- Historical Information about change of department & sub-department, Promotions, Changes in Employee Annual Leave Rules, Indemnity Rules, are kept .

Categories

- Used To group Employees according to Payroll benefits (Managers , Engineers, workers).
- During Employee Contract Addition When the Category is entered all the category information is pulled into this contract by default to facilitate data entry.

Rules

- Indemnity , Annual & Sick Leave Rules can be defined in the system to accommodate for the differences between countries & Institutions .
- Multiple Rules can be defined for each institution to reflect different treatment for different category of employees .
- Automatic calculation of Employees provision of Indemnity & Annual Leaves .
- Automatic calculation of deductions on excess number of days of sick leaves .

Payroll Elements

- User Defined .
- Variety In definition like (Add/Ded) , Periodicity , Validity , Type (Always,Linked To Time sheet , Linked to a leave type) .
- Possibility Of adding formula for calculation that uses variable from other elements + special defined variables .
- Possibility of having recursive definition of elements .
- Status for Payroll element is available (active , frozen , canceled)
- Loans with different types can be handled through payroll elements.

Contracts

- Defined for each employee to group all his Payroll data .
- Multiple Contracts can be defined for the same employee with one contract active at a time .To help in handling different employment dates & conditions.
- Ability to define a different Day Off for each contract if needed.

Leaves

- All Leave types are defined with in the system.
- Return date function is available with in the system to cover cases of Returns before end of leave with handling (return to balance or give as salary).
- Ability to cash a leave balance.

Promotions

- Employee change in title is kept historically.
- Employee change in grade is kept historically.
- Employee change in salary is kept historically.

Dues & Payment

- Every period a due is Automatically generated to the employee to reflect his entitlement for this period.
- User defined Payroll elements can be added directly into the due table , Such as (Bonus).
- Multiple dues can be generated for the period as in the case of leave.
- Automatic Payment can be done to cover Bank Transfer Employees.

Parametric Payroll Calculation

- Variable definition for the number of days in the month (26, Actual Number of Days, Number of Days without Fridays).
- Ability to calculate working days with or without Days Off.

General Ledger Interface

- Flexible definition of mapping of Departments & Sub-departments to Cost centers .
- Flexible Mapping of Payroll elements to Accounts.
- One or more Auxiliary for the employee can be opened .
- Automatic Posting is done to GL Upon Users Request.
- Special Function to undo posting is available with users with special privilege.

Queries & Reports

Personnel Reports

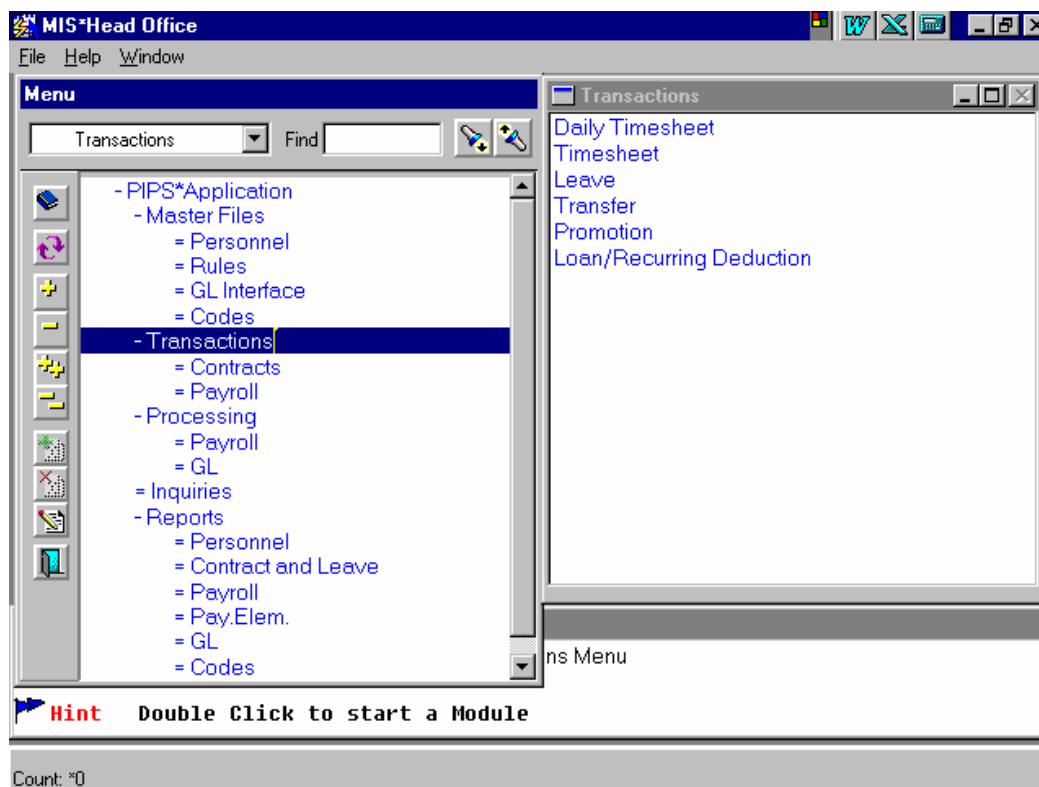
1. Employees by grades & titles .
2. Employee Detailed info .
3. Employees on Trial .
4. Employees on Leave Between two dates .
5. Employees with expired contracts as off a date .
6. Plan For handling renewal of employees documents .

Payroll Reports

1. Payroll Report Of All Employees from department to department
2. Payroll element analysis
3. Bank Transfer reports
4. Employees by Payroll element.
5. Payroll Payment
6. Employee Detailed Payroll inf.

Listing

All The Entities & Codes listing is available in the system.



MIS-Head Office - [CONTRACT]

Action Edit Block Field Record Query Window Help

22-11-1997

Ent-Qty Employment Contract ...

Employee GEORGE ADEL BAYYUD Contract

Company Management Information Sy Days On Trial Success %

Branch Head Office Category Kuwaiti Category

Status Open Cal.Type Monthly

Validity - Annual Leave Kuwaiti Annual Leave

Pay.Type Transfer Sick Leave Sick Leave Rule

Desc (A) Indemnity Rul Kuwaiti Indemnity Rule

Desc (E) Day Off Friday

Payroll Elem	A/D	Validity	Ex	Fr	Link	Ind.	Statu	Formula	Max	Ua	
1	Basic	Add	01-04-1997	-1	1	5	Always Exce	1	Open	(5000)	
2	Paid Leave	Add	23-08-1992	-1	1	4	Leave	1	Open	(((\$1+\$11)/26)	
3	Bonus	Add	23-08-1992	-1	3	3	User Defined	1	Open	(0)	
6	Annual Periodi	For	23-08-1992	-1	1	1	Always	1	Open	(\$1)	

Switch to Enter Query mode to Query-by-Example on the current section.
Count: 1 v

MIS-Head Office - [PER001]

Action Edit Block Field Record Query Window Help

22-11-1997

Employee File...

Employee ID Dept. Software Depart

Name (A) Subdept. Development

Name (E) Location Salmiah Complex

Title Manager Gender Male Female Status Single Married Divorce Widow

Grade Grade 1

Accomodatio Motel

Religion Christian

Hire Date

Nationality Kuwaiti Next of Kin (A)

Origin. Nat Kuwaiti Next of Kin (E)

Birth Place Next of Kin Te

Dt. of Birt

Account	Address	Image	Contract
Language	Diploma	Document	Dependent

Count: 1 v



Employee File

Employee ID	1	Civil Id	123456789123
Name (A)		علي	ليلى
Name (E)	Laila	Ali	
Title	1	Manager	
Accommodation	3	Motel	
Religion	2	Muslim	
Hire Date	23-08-1992	Cont.St on	04-12-1992
Summer Indicato	<input checked="" type="checkbox"/>	Cont. Ended on	
Nationality	1	Kuwaiti	
Origin. Nat.	12	American	
Birth Place			
Dt. of Birth	01-01-1966	SSN Num	
Grantor	4	SQUAD EIAS BOTROUS YOUSSE	

Employee Image



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<u>Account</u>	<u>Address</u>	<u>Image</u>	<u>Experience</u>
<u>Language</u>	<u>Diploma</u>	<u>Document</u>	<u>Dependent</u>
<u>Seminars</u>			