

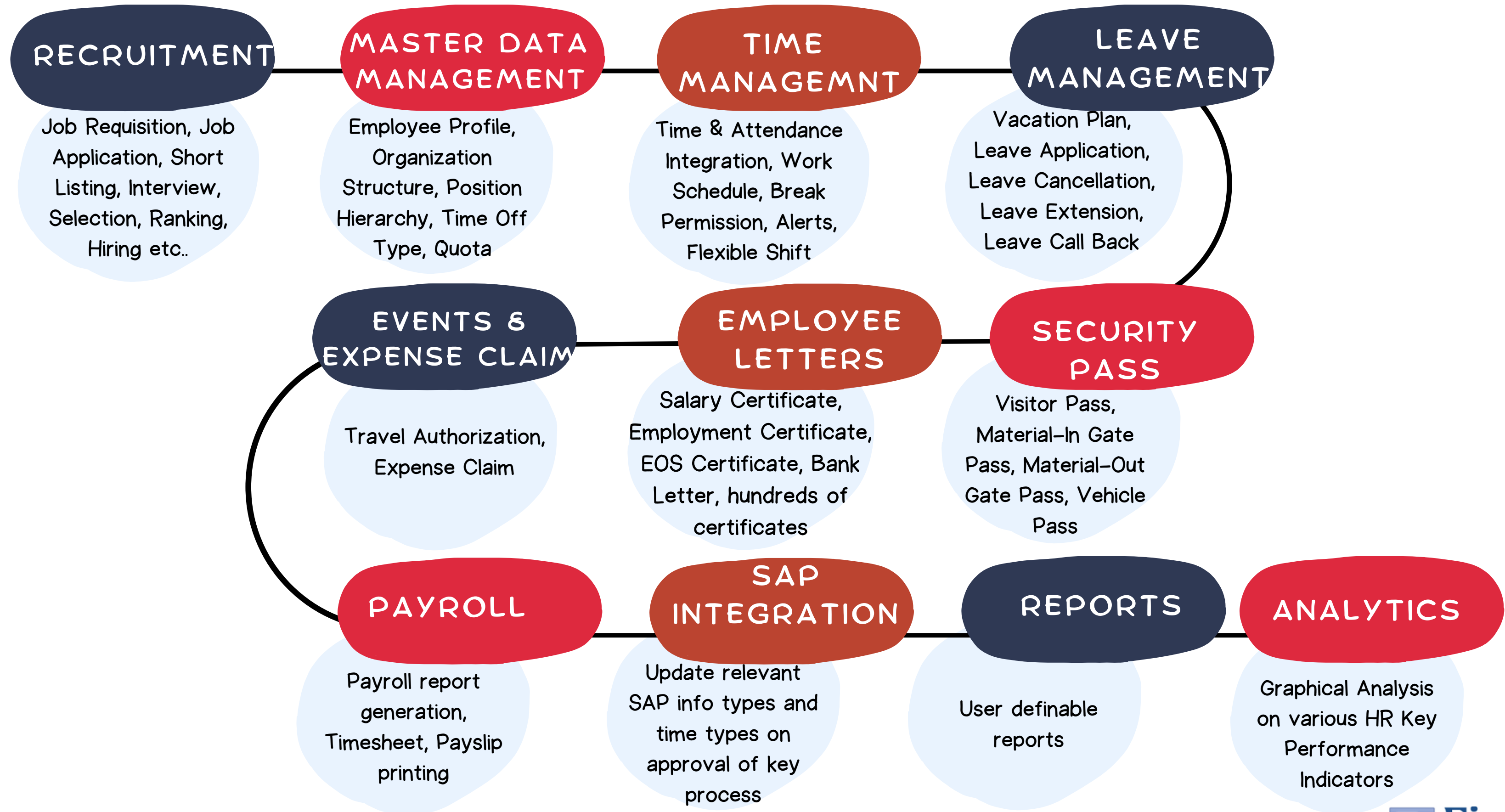


HRAPPROVA

Employee Self Service & Manager Self Service Portal



HRApprova - HR Modules



KEY FEATURES

1

SAP INTEGRATION: READ

Workflow based on SAP OM Structure. Read Employee data, OM Data, Quota Data



2

SAP INTEGRATION: WRITE BACK

Update relevant SAP info types and time types on approval of key HR process

3

MOBILITY

Access from across the sites.



4

DASHBOARD & ANALYTICS

Graphical KPI Analytics, Employee Calendar, Head Count, Request inbox, Leave Quota Balance etc..

BENEFITS

1. OneView

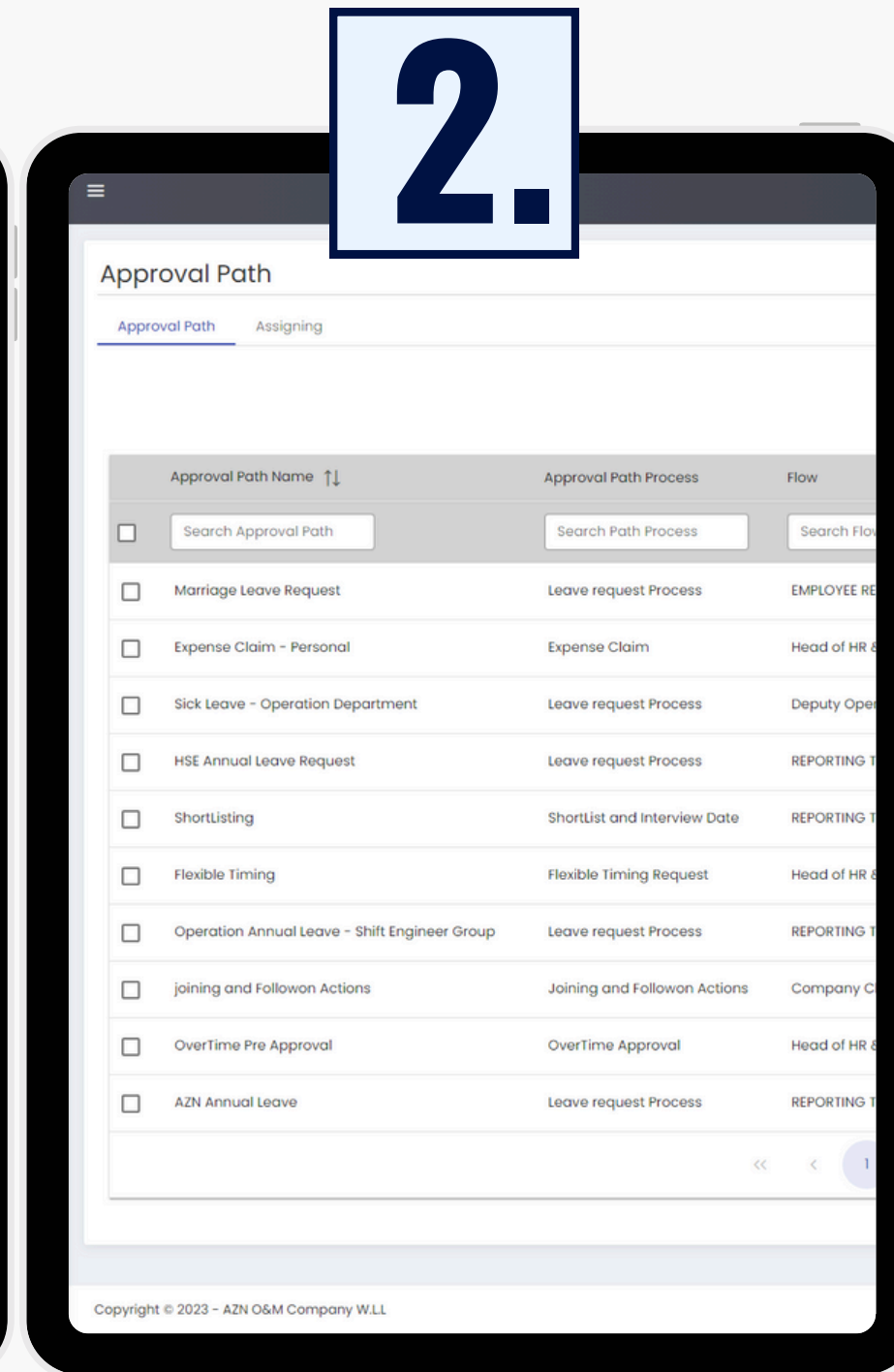
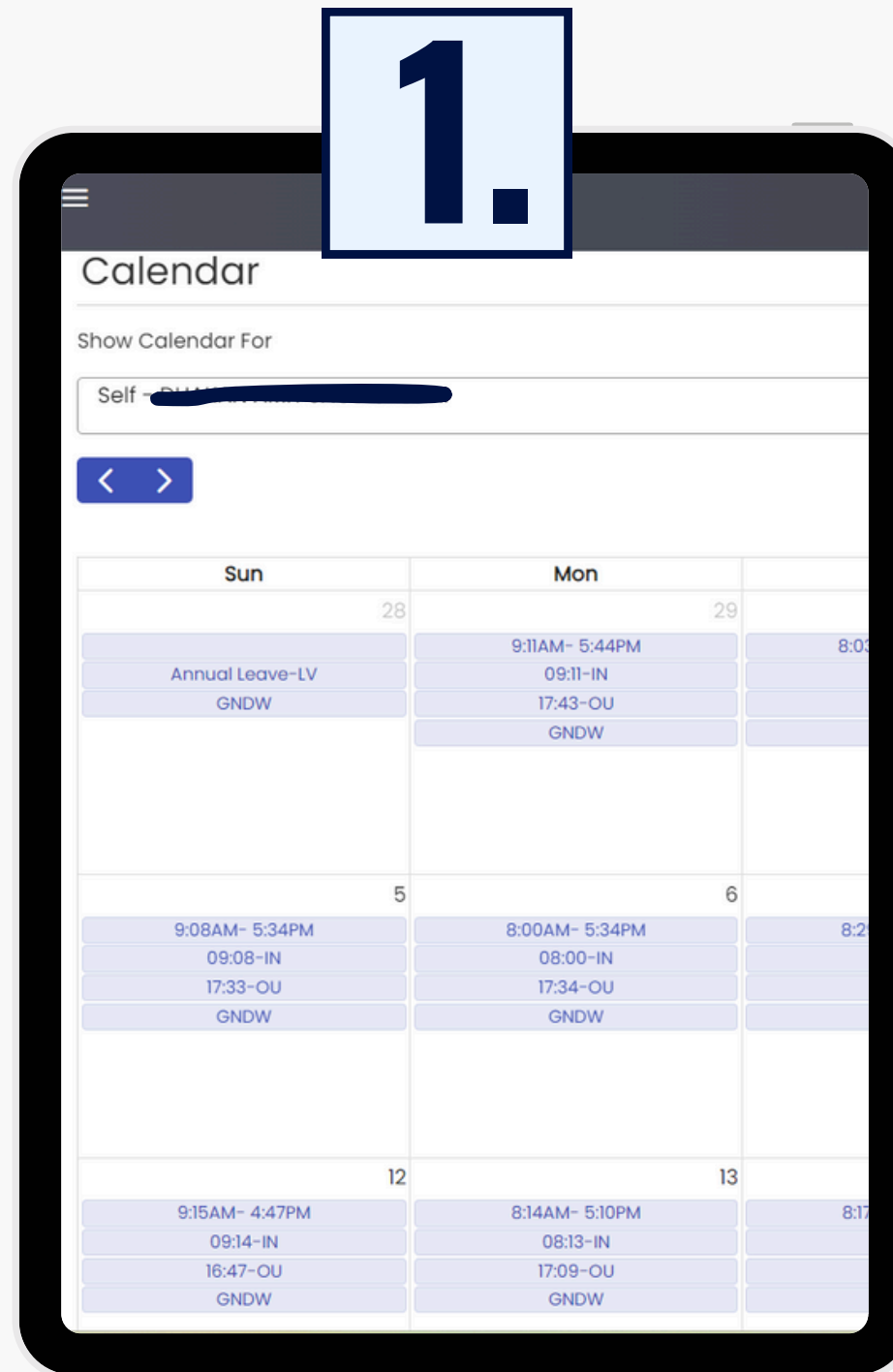
Employee Calendar Provides a complete view of an employee showing Workschedule, Punch IN/OUT, Leave, OT, Holiday, Break Permission, Travel Authorization etc

2. Workflow

Flexible workflow fit for any scenario of any process, allowing any number of approval level, configurable to complex criteria.

3. Analytics

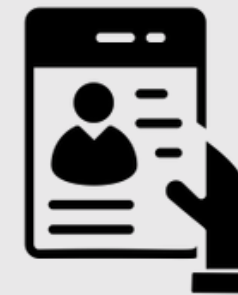
Helps the decision makers and improves the **operational excellence** through rich set of graphical analytics.



Recruitment



JOB REQUISITION



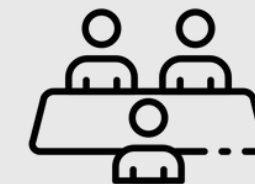
JOB APPLICATION



SHORTLISTING



RANKING



INTERVIEW



HIRING

Time Management

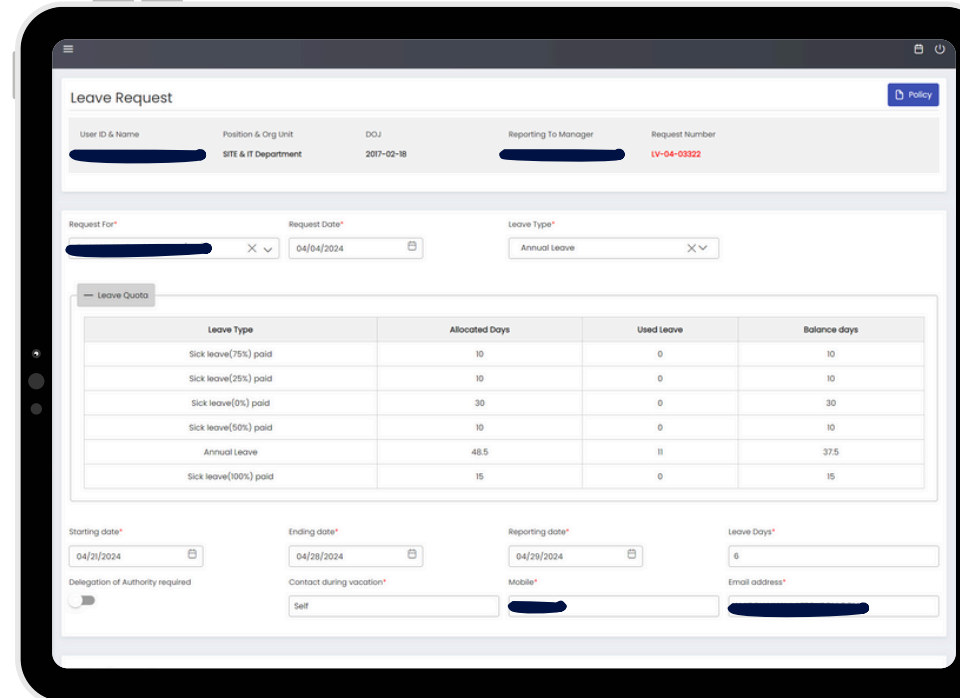
- **Work Schedule**
- **Time Attendance Integration**
- **Over Time Pre Approval**
- **Break Permission**
- **Flexible Timing Request**
- **Time Sheet**
- **Daily/Weekly Absence alert**
- **Mail to HR Department**



Leave Management

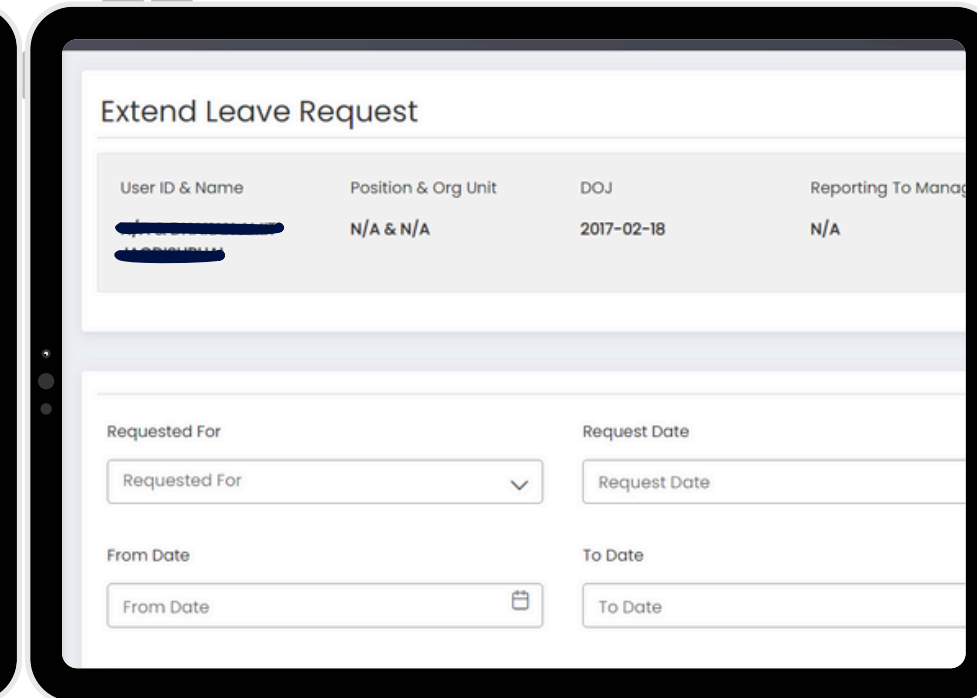
HRApprova incorporates collection of Leave Management processes covering vacation plans, leave requests, extended leave requests, early return from leave requests, additional leave quota requests, leave carry forward, leave cancellation etc.

- Rules specific to leave types
- Quota validation
- Work-schedule validation
- SAP Integration:
 - Create Infotype entries
 - Update Infotype entries
 - Delete Infotype entries
- Flexible and multi-level workflow
- workflow based on SAP OM structure

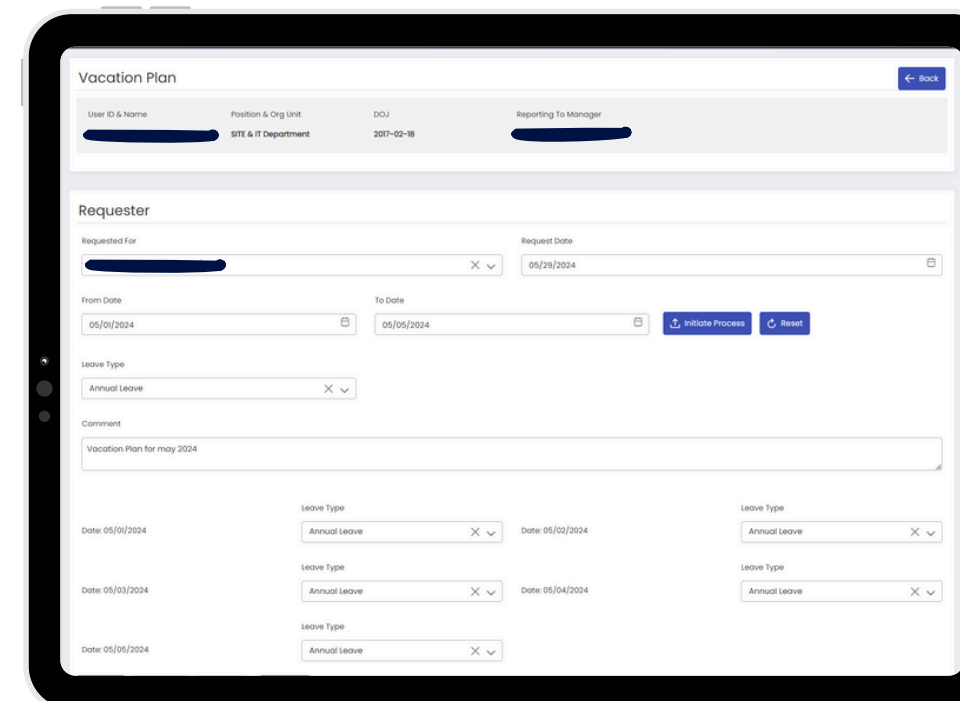


Leave Type	Allocated Days	Used Leave	Balance days
Sick leave(75%) paid	10	0	10
Sick leave(25%) paid	10	0	10
Sick leave(50%) paid	10	0	10
Sick leave(50%) paid	10	0	10
Annual Leave	48.5	0	37.5
Sick leave(100%) paid	15	0	15

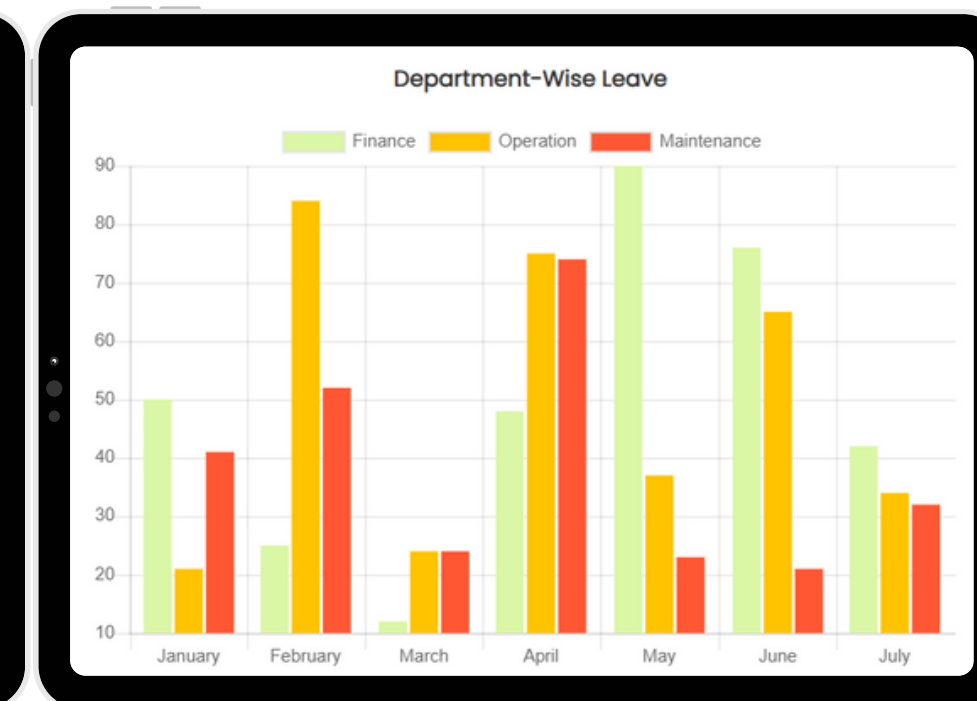
Leave Request



Leave Extend



Vacation Plan



Analytics

PAYROLL

- Provision to generate Payroll reports for the given period.
- Can be exported to **Excel**
- Integrates to **SAP**, Generating entries in relevant **SAP** Info types and time types
- Provision to view/print/download PAYSリップ, from **SAP** Payroll cluster.

Joint Venture of ENGIE & Sumitomo Corporation

PAYSリップ

Emp.no	Employee Name		Position	
0000185	[REDACTED]		Financial Accountant	
Month	Joining Date	Earned Days	Unpaid Days	Vacation Days
January 2022	[REDACTED]			

Earnings		Earning	
			57
			45

Present Days	Absent Days	Off Days	Total Shift Days	Late IN	Early OU	Pre-Approved OT	Actual OT	Permission Hours	UnPaid Leave	Total Hours	Regular Hours	ReqHrs	
15	2	14	16		46.51		5	5	13	0	192.28	120	136
21	0	10	24	28.57					24.9	0	188.3	168	178.3
20	2	9	20						0	0	146.54	160	187
19	3	9	18						0	0	130.3	152	187
14	0	17	13						0	0	100.3	112	119
20	1	10	19	13.12	5.21				28.193	0	125.42	160	178.3
20	2	9	20	0.34					8	0	134.31	160	187
0	0	31	0						0	0	0	0	0
10	0	21	10	0.41	34.45		12	12	0	0	120.33	80	80
15	3	13	10	31.12	8.26		90.36	25.16	24.9	0	85.32	120	144
21	0	10	15	21.33			23.9		16.6	0	101.1	168	178.3
21	0	10	15	10.45			57.27		0	0	103.18	168	178.3
21	0	11	21	0.22					16.39	0	162.7	168	178.3
14	1	16	14	0.07	34.24				12	0	168	112	120
6	0	25	6	0.21	11.45				11.3	0	72	48	48
21	0	10	21	3.35	1.44				7.75	0	142.5	168	178.3
21	1	9	21				5		32.12	0	148.18	168	187
12	0	19	12	12.51	34.44		14		0	0	144	96	96
22	0	9	23		3.41		45.18	11.54	11.3	0	171.49	176	187
13	4	14	13						24.9	0	94.54	104	144.3
13	1	17	12	24.53	34.52		31	0.24	12.2	0	144.24	104	112
22	0	9	20						0	0	145.37	176	187
15	0	16	17	1.31	46.1		24	24	0	0	204.42	120	120
5	0	26	4	11.53	23.16		12		0	0	48	40	40
14	1	16	15	0.52	48.22		7		12	0	171.25	112	120
15	1	15	16	18.29	47		13		11.3	0	192	120	128
22	0	9	20	13.05			80.15		0	0	153.33	176	187
14	1	16	14	0.3	46.01		7		12	0	168	112	120

Generate Data Run Time Evaluation

Comments*
January 2024 Payroll Report Export Report

Search...

Employee Code	Name	Department	Sponsor	Position	Division
68	[REDACTED]	Operations Department	Vendor	Field Operator	[REDACTED]

Employee Code:	68	Name:	[REDACTED]
Department:	Operations Department	Sponsor:	Vendor
Position:	Field Operator	Division:	[REDACTED]
Present Days:	14	Absent Days:	1
Off Days:	16	Total Shift Days:	14
Late IN:	11.57	Early OUT:	34.39
Pre-Approved OT:	7.0	Actual OT:	
Permission Hours:	12.0	Unpaid Leave:	0
Total Hours:	168.0	Regular Hours:	112.0
ReqHrs:	120.0		

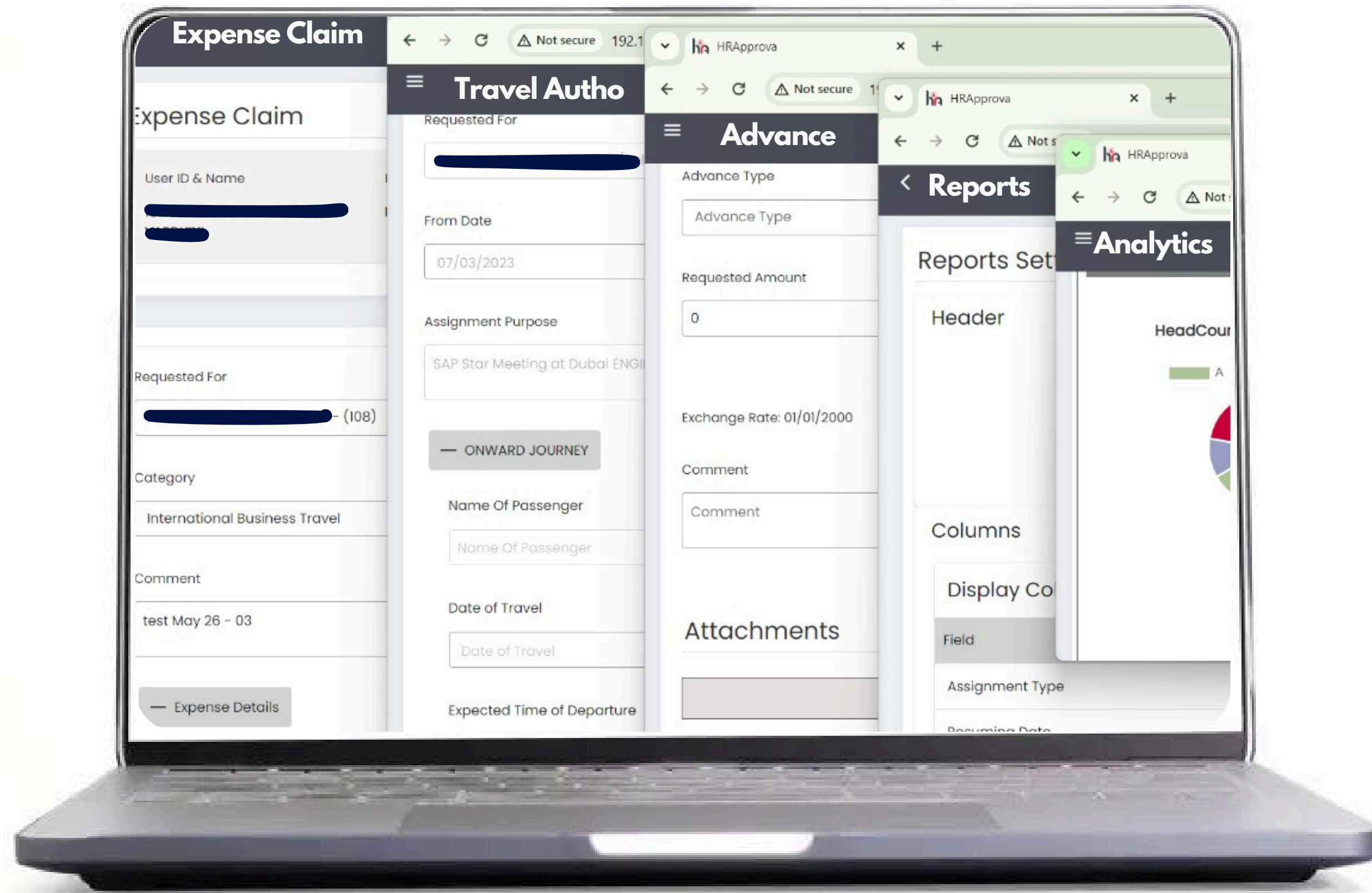
>	108	[REDACTED]	IT Department	Vendor	Senior IT Engineer	HR.& Administration Department
---	-----	------------	---------------	--------	--------------------	--------------------------------

<< < 1 > >>

Save Submit Cancel Close

Travel Authorization & Expense Claim

- **Travel Authorization**
 - **Expense Claim:**
 - **Children’s Education Expenses, Immigration Expenses, International Business Travel, Local Travel, Membership & Subscription, Compassionate Expenses, Mobile Phone Reimbursement, Family Medical Insurance, House Rent Reimbursement, Team Building & Rewards**
 - **Advance Request**
- Creates Finance Document (JV) within SAP upon approval of Expense Claim & Advance Request**



Electricity and Water Undersecretary Sector (PSPD) قطاع وكيل الوزارة إدارة مشروعات القطاع الخاص

North Az-Zour P1 Security محطة الزور الشمالية (1)

Security الأمن

تصريح دخول مركبة

Vehicle Pass

SECURITY PASS



Bilingual : Automatic Translation into Arabic upon entering visitor detail in English

تصريح دخول مواد

رقم التصريح: التاريخ: 09/14/2021

الجهة الطالبة: شركة سيدان

إسم السائق: الجنسية: مصري

رقم السيارة: النوع: مرسيدس اللون: ابيض

سبب الدخول: التسليم الكيميائي

المواد: المواد الكيميائية

Material-In pass

تصريح خروج مواد

رقم التصريح: التاريخ: 09/15/2021 MO-09-00006

الجهة الطالبة: شركة Firstone

إسم السائق: إسحاق شامول الجنسية: هندي

رقم السيارة: النوع: تويوتا لاند كروزز اللون: ابيض

سبب الخروج: اختبار الموافقة

المواد: المواد الكيميائية

Material-Out pass



وزارة الكهرباء والماء قطاع وكيل الوزارة إدارة مشروعات القطاع الخاص محطة الزور الشمالية (1) تصريح أفراد

المرجع: VP-05-00031

الأسم: test Arabic

الرقم المدني / رقم الجواز: 1234

الوظيفة: pos ar

الجنسية:

الجهة الطالبة: 21.

اسباب التصريح: test

قسم: test

الفترة من: 05/31/2023 الى: 06/01/2023

المسموح به مع صاحب التصريح

معتمد الطلب

Visitor Pass

EMPLOYEE CERTIFICATES

المحترم **إلى السيد / مدير مرور**

السلام عليكم ورحمة الله وبركاته،



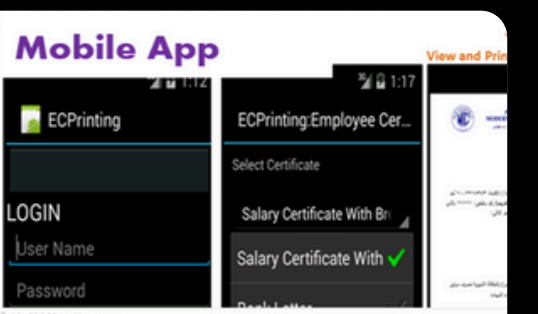
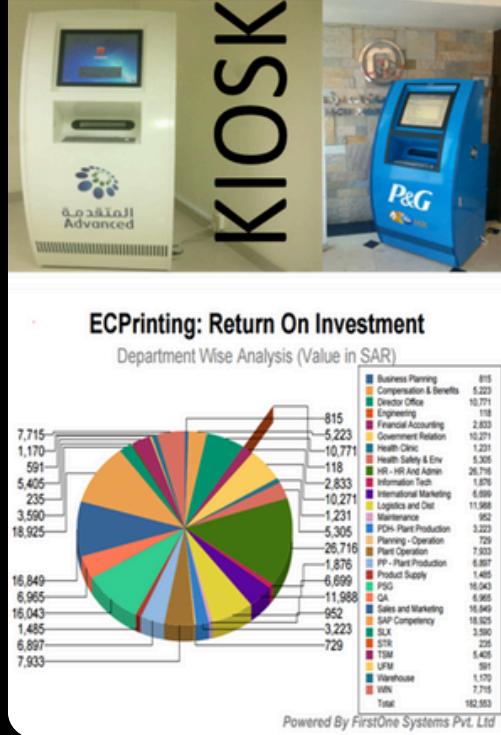
تشهد شركة ----- بان السيد / عبدالعزيز حسن (هندي الجنسية)، رقم الهوية الوطنية / الإقامة : ١٢٣٤٥٦٧٨٩٠١ أحد الموظفين لدينا و رقمه الوظيفي : ٦٠٠٩٤ بوظيفة (نظمة التوظيف مدير) من تاريخ : ٠٩/٠١/٢٠١٠م ومازال على رأس العمل، ويرغب المذكور في إصدار / تجديد رخصة قيادة والشركة لا مانع لديها في ذلك. وبناءً على طلبه منحت له هذه الشهادة.

والله الموفق،

محمد عبد الله المرادي
Signature
مدير الموارد البشرية



Certificate with stamp and signature

تعريف	شهادة راتب الاجتازية
تعريف مفصل بالراتب	شهادة راتب الاجتازية
التي من بهمه الأمر (بدون الراتب)	بهمه الأمر لاجتازية (بدون الراتب)
تعريف لفتح حساب في بنك 2	استقرار سكن
تعريف وتثبيت راتب - دون خدم	طلب التاشيرة إلى السفارات
مذكرة الاجتازة السنوية	تعريف للإستقدام
طلب فرض داخلي	تقرير الاستخدام

Certificate printing using KIOSK

REPORTING ENGINE

STEPS to define new report:

Define the report

1

2

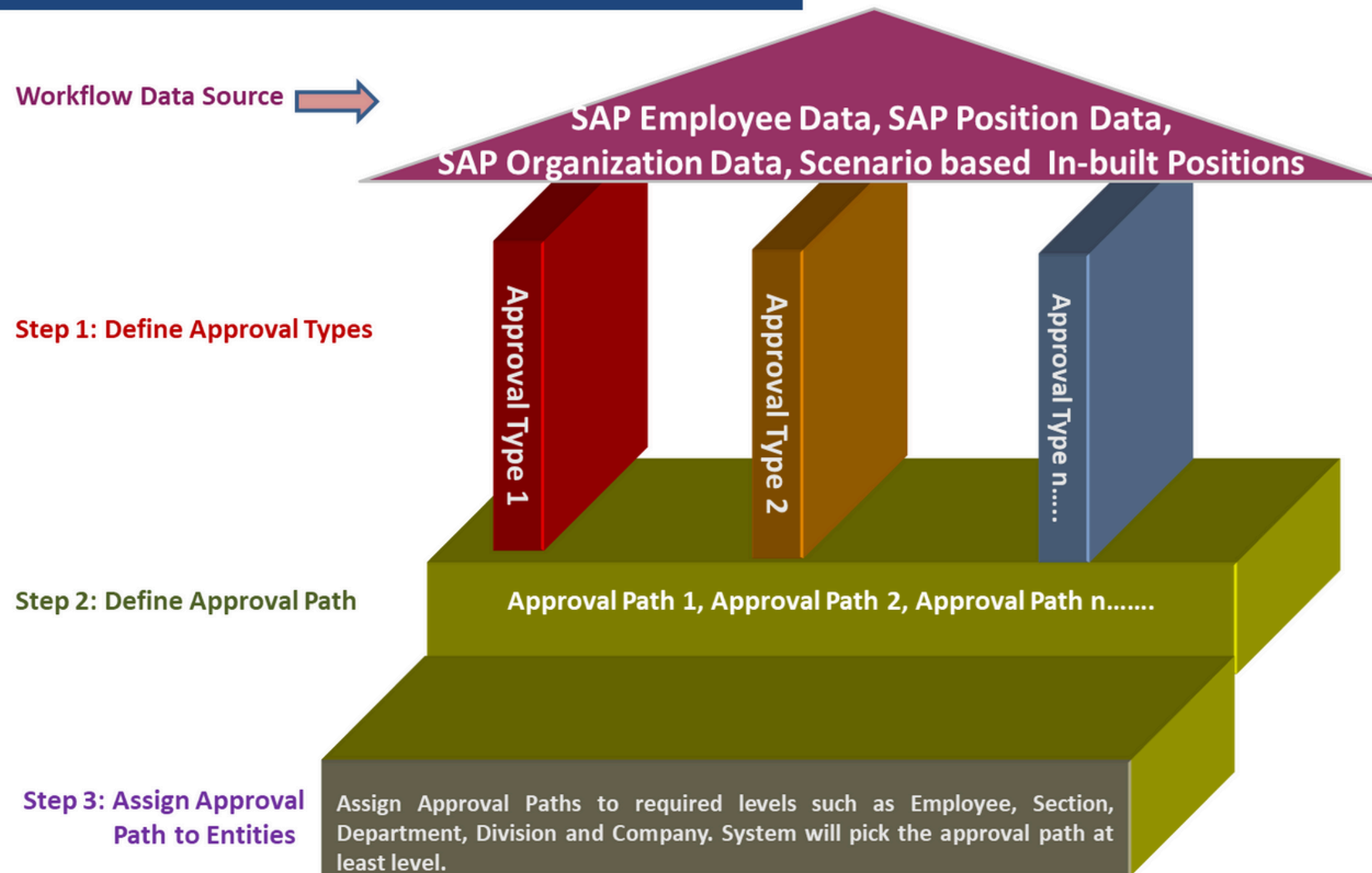
Assign authorization

User can create any number of report as per requirement. No technical knowledge required.

The screenshot displays the 'Reporting Systems' interface. On the left, a list of reports is shown: Expense Claim Register, Leave Request Register, Time and Attendance Report, User Defined Reports: Settings, Travel Authorization Register, and Break Permission Register. On the right, the 'Reports Setting' window is open for the 'Leave Request Register'. It includes a 'Header' section with 'Report Name' (Leave Request Register), 'Process' (Leave Request), and 'Report Type' (Tabular Report). Below this are 'Columns' sections: 'Available Column' and 'Display Column', each with a search bar and a list of fields with checkboxes. At the bottom, there are 'Filter Options for Tabular Report' with a table for 'Basic Filter Options'.

Column	Operator	Value	Combiners	Action
RequestDate	Greater Than or Equal To	05/01/2021	and	<input type="button" value="X"/>
RequestDate	Lesser Than or Equal To	04/30/2021	N/A	<input type="button" value="X"/>

Define Workflow: Steps



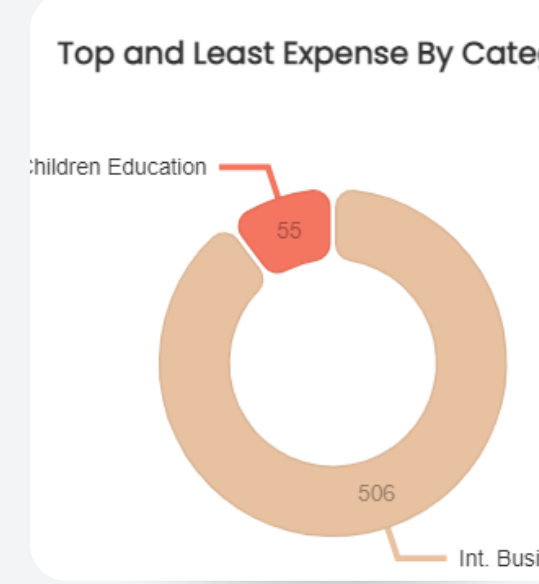
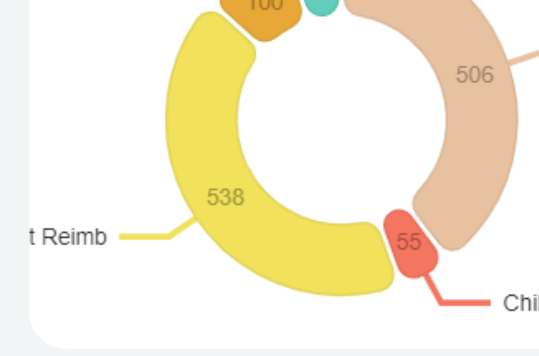
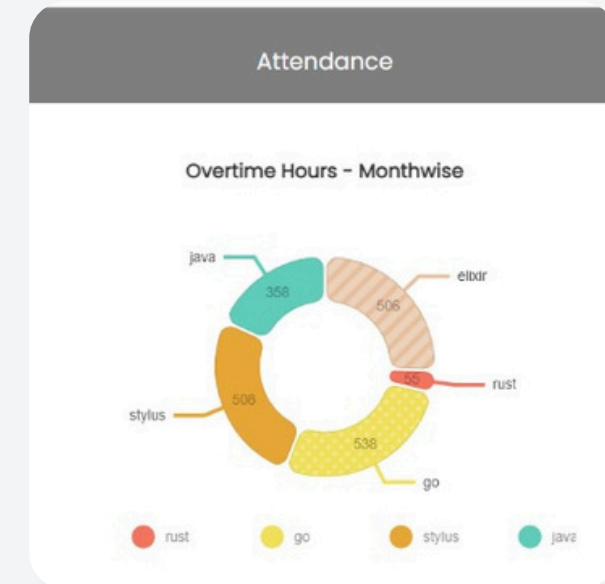
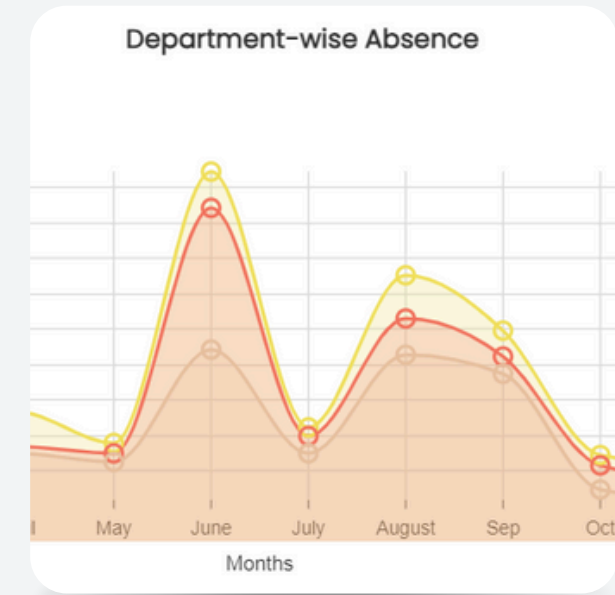
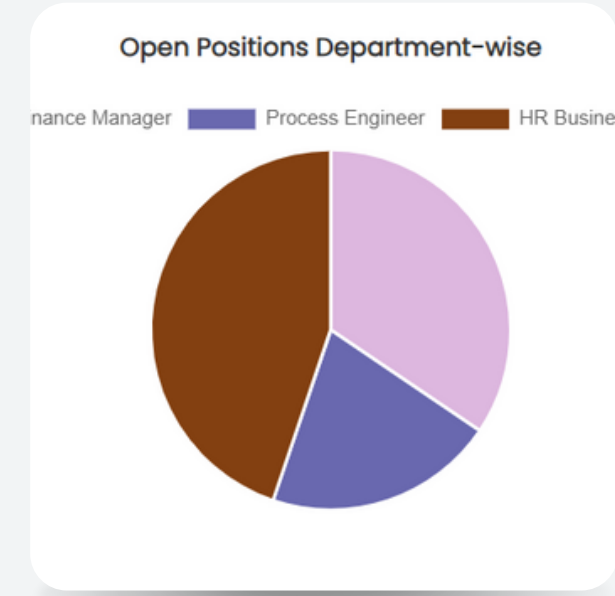
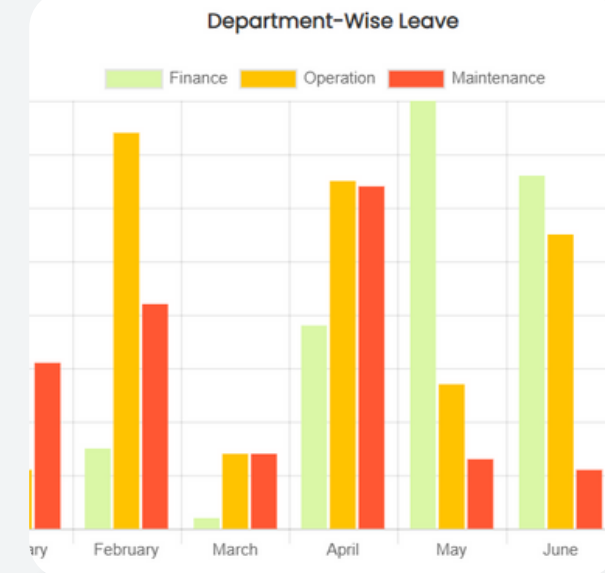
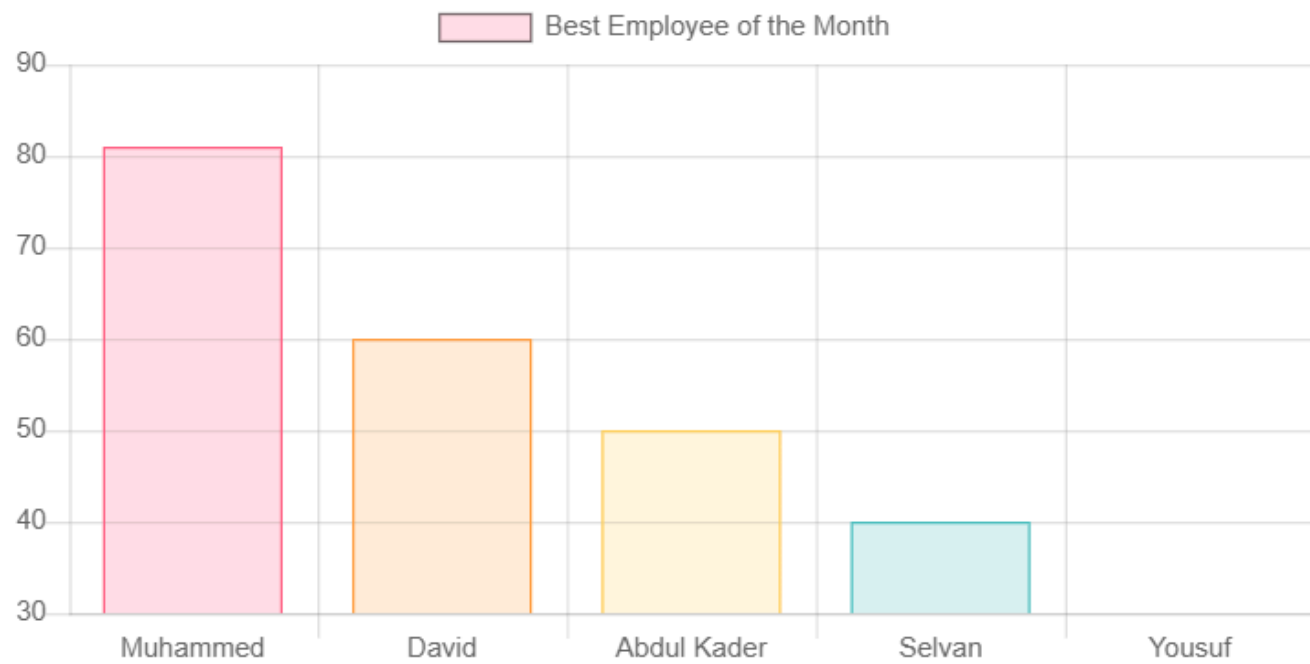
Workflow Engine

- Flexible Workflow fit for any business scenario and allows any number of approval level.
- The approver shall be an individual or a team.
- Workflow can be defined using SAP OM data structure.
- Approval path criteria shall be set based on any value of the fields within a request (characteristic based).



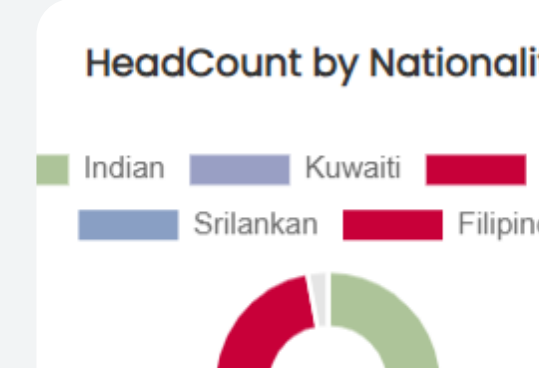
ANALYTICS

Best Employees of Month (Attendance wise)



Cost Of Remaining Annual Leave

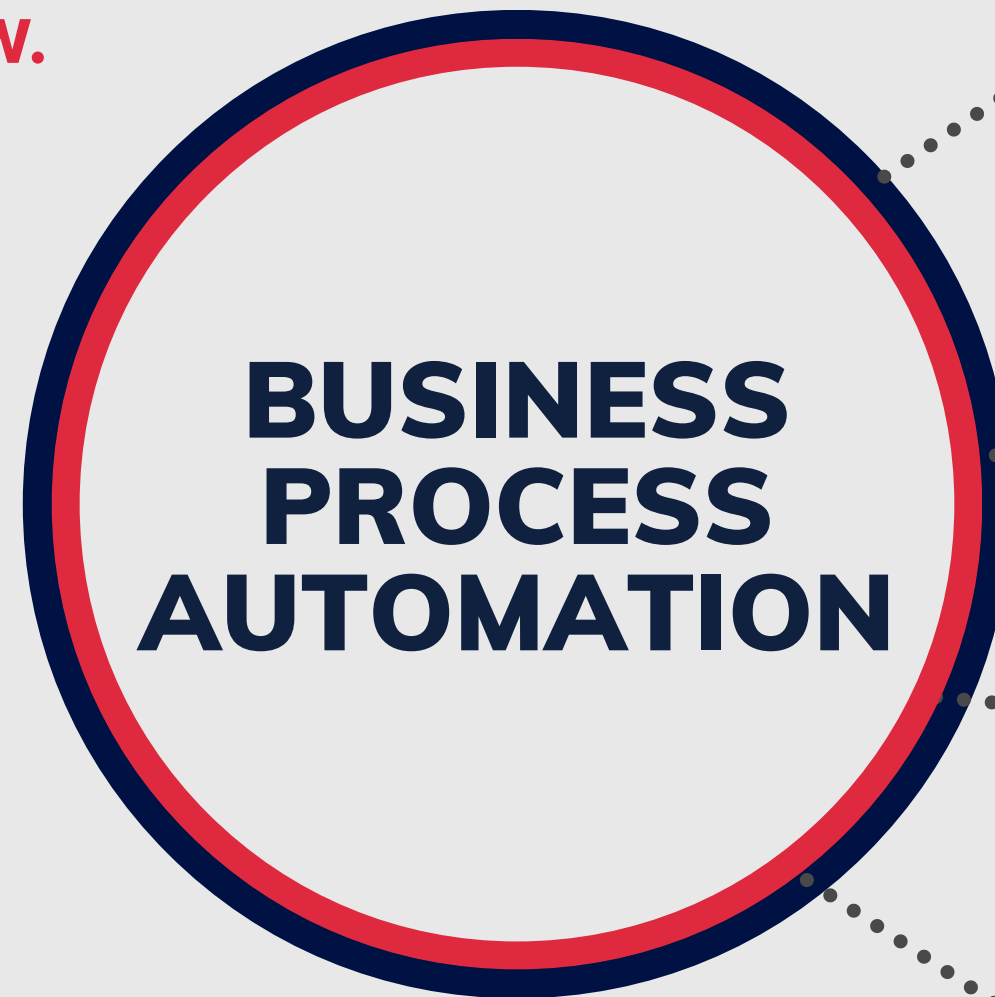
\$09.3
Million



SAP

BUT NOT LIMITED TO!

HRAprova is not just limited to the currently available processes within the system. Any new process can be incorporated within **HRAprova** in no time using our **low code** business process automation tool **ONEFLOW**.



STEPS to incorporate new process:

1

BUILD FORM

User - Create the Process Form and define stages and its fields

2

DEFINE WORKFLOW

User - Define approval Path for the created process

3

ACTIVATE FORM

Developer- Activate the Process Form

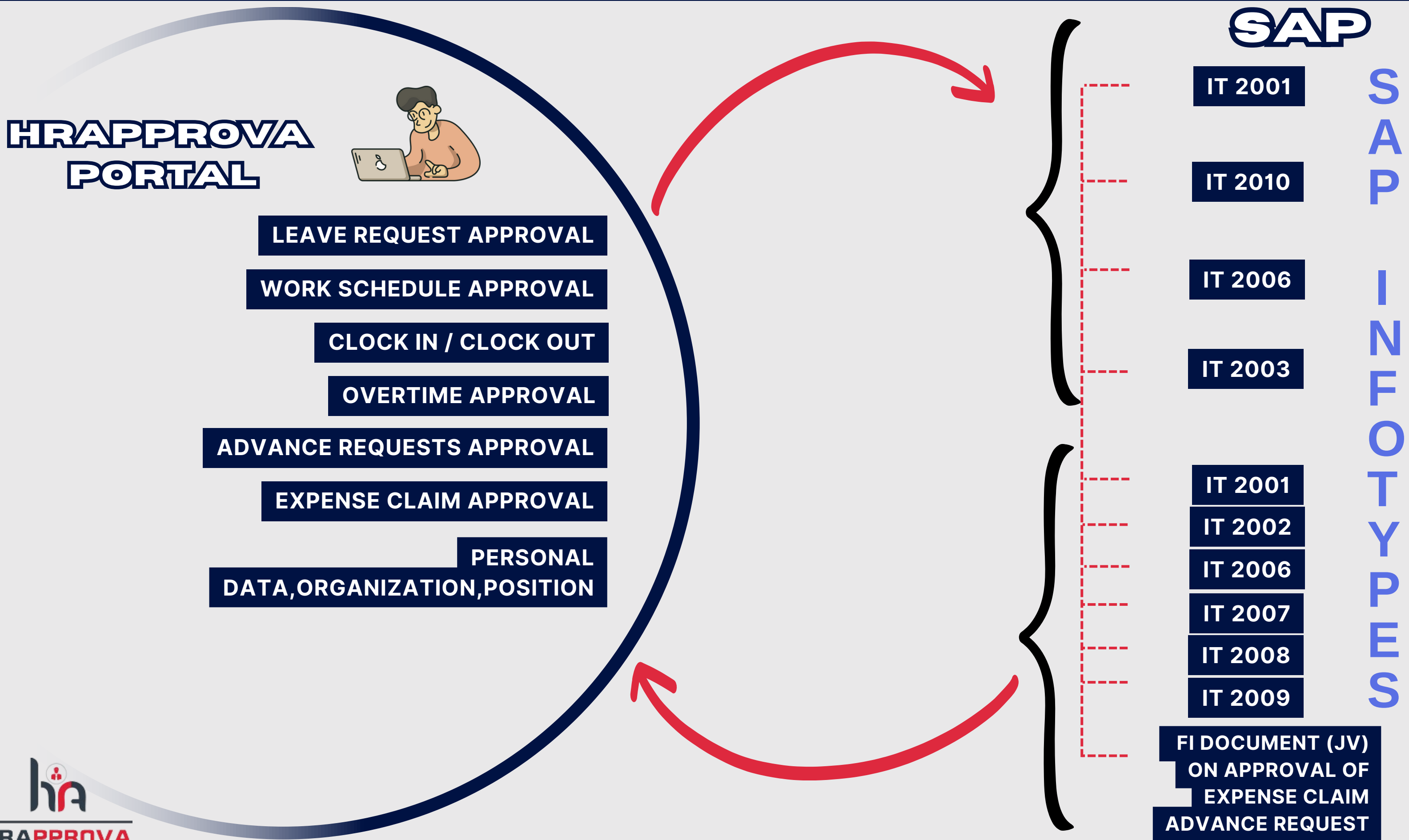
4

GRANT AUTHORIZATION

User - Grant Authrization



Data Flow: SAP - HRApprova - SAP



Support Framework

HRApprova is not just application software, it is a collection of tools and mechanism to ensure smooth and reliable functioning of HR business processes

ITSM Incident Report

User ID & Name: [Redacted] Position & Org Unit: [Redacted] DCU: [Redacted] Reporting To Manager: [Redacted]

Requester

Requested For: [Redacted] Request Date: [Redacted] User Urgency: [Redacted]

Request Type: [Redacted] Category: [Redacted] Sub Category: [Redacted]

Queue Name: [Redacted] Queue Representative: [Redacted] Asset: [Redacted]

Due By: [Redacted]

Problem Description: [Redacted]

Attachments: [Redacted]

HelpDesk

Add SLA Master

1 Service Level Agreement 2 Escalation

SLA Name: DWS AMC Description: Annual Maintenance Contract For Digital Work Permit Shift: Day

Vendor ID: FirstOneSystems Support Queue: Digital Workpermit Contract Number: [Redacted]

Schedule Specific: [Redacted] Work in Holiday: [Redacted] Work in Weekend: [Redacted]

Is Active: [Redacted]

SLA

SAP IDOC Inbound/Outbound Log

Inbound / Outbound	Document Type	Document Number	IDOC Number	Employee ID	Info Type	Sub Type	Beginning Date	End Date	Error Description
INS	LV	LV-04-03351	00000225	2001	1040	20240321	20240321	20240321	Not enough quota 51 for attendance/absence 1040 on 21.03.2024 for personnel no. 00000225
INS	LV	LV-04-03380	00000147	2001	1000	20240328	20240328	20240328	Payroll area OM is locked for master data maintenance
INS	LV	LV-02-03045	00000172	2001	1000	20240227	20240227	20240227	Employee/applicant is not locked yet
INS	LV	LV-02-03073	00000176	2001	1040	20240201	20240201	20240201	Attendance/absence 01.02.2024 - 01.02.2024 during non-working period (att./abs.type 1040)
INS	LV	LV-02-03072	00000176	2001	1040	20240209	20240209	20240209	Attendance/absence 09.02.2024 - 09.02.2024 during non-working period (att./abs.type 1040)
INS	LV	LV-02-03051	00000232	2001	0195	20240227	20240227	20240227	Attendance/absence type not valid in selected period

SAP Integration error log

- ITSM: HelpDesk
 - Incident Management
 - Problem Management
 - Change Management
- HRApprova - SAP synchronization error log
- Hourly, Daily, Weekly alerts for corrective and preventive maintenance.
- User activities Audit log

Weekly Attendance Exception List: (From:12 May 2024 To: 18 May 2024)

APPLICATIONS (Az Zour North O&M)

To: [Redacted] (Az Zour North O&M); [Redacted] (ENGIE MESCAT); +1 other Sun 5/19/2024 12:42 PM

Dear Mr. [Redacted]

Please find here the list of Weekly Attendance Exception List for the period From: 12 May 2024 To: 18 May 2024

Attn Date.	Employee No.	Employee Name	Punch In Time	Punch Out Time	Note
5/17/2024 12:00:00 AM	4	[Redacted] (4)	No Punch Data	No Punch Data	Absent Or Deviated From WS
5/12/2024 12:00:00 AM	19	[Redacted] - (19)	12 May 2024 09:05AM	12 May 2024 03:58PM	Late Arrival Or Early Left
5/13/2024 12:00:00 AM	19	[Redacted] - (19)	13 May 2024 10:24AM	13 May 2024 04:32PM	Late Arrival Or Early Left
5/13/2024		[Redacted]	13 May 2024	14 May 2024	Late Arrival Or

Alerts

	IPAddress	userid	Application	Date
1	Login	10530	HRApprova	2020-08-19 14:14:11.470
2	117.192.83.73	10530	HRApprova	2020-08-19 14:22:34.177
3	117.192.83.73	10530	::1vmi353585	2020-08-19 14:30:54.623
4	31.215.216.47	10530	::1vmi353585	2020-08-19 14:41:40.350
5	117.192.83.73	10530	HRApprova	2020-08-19 14:47:55.577
6	106.208.135.54	10162	HRApprova	2020-08-19 14:51:00.020
7	117.192.83.73	10556	HRApprova	2020-08-19 16:12:35.863
8	37.104.237.235	10660	HRApprova	2020-08-19 18:41:14.013
9	37.104.237.235	8113	HRApprova	2020-08-19 18:55:05.033
10	37.104.237.235	10979	HRApprova	2020-08-19 18:55:56.977
11	37.104.237.235	10996	HRApprova	2020-08-19 19:09:26.340
12	37.104.237.235	10902	HRApprova	2020-08-19 19:12:11.650
13	117.192.83.73	10660	HRApprova	2020-08-19 19:13:00.430
14	117.192.83.73	8113	HRApprova	2020-08-19 19:13:35.400

Audit Log



SATISFIED CUSTOMERS



P&G DAMMAM (MIC)



AL INFRAD MEDICALS



**AZN JV OF ENGIE &
SUMITOMO**



SUNBULAH GROUP



P&G JEDDAH (MPC)



**GULF CONSOLIDATED
CONTRACTOR**



**ADVANCED
PETROCHEMICAL
COMPANY**

**C
O
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S**

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ismail@uni-sap.com
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Firstonesystems.com

THANK YOU!

