



Aruti
Human Resource
& Payroll System

ARUTI HUMAN RESOURCE & PAYROLL MANAGEMENT SYSTEM

An ideal business tool for managing organization's most valuable assets "Human Capital".



MAIN MODULES

Employee Bio Data Management

Leave and Absence Management

Recruitment Management

Job and Establishment Management

Performance & Appraisal Management

Training Needs Analysis

Employee Disciplinary Cases Management

Medical Claims and Bills Management

Employee & Manager Self Service

Payroll, Loan and Savings Management



Aruti Human Resource and Payroll System is an integrated, flexible and affordable system ideal for managing the organizations most valuable assets "Human Capital"

Why Aruti Human Resource & Payroll Management System?

- Complete Human resource solution that Provides you with everything in one package; Human Resource, Payroll and Time & Leave Module with seamless integration between modules.
- User friendly interface and quick learning curve
- Low cost module based solution that caters for small, mid-size and large organizations
- Multi-Company, Multi-Country, Multi-Branch, Multi-Currency, multi-language solution
- Allows integration with ERPs, Financial Solutions, Electronic Banking Systems, Active Directory, Ms Share Point and 3rd party systems
- Aruti HR meets all the statutory requirement including statutory reports of more than 30 countries in Africa
- Employee Self Service Module makes it easy for all employees to participate in the process of HR management and thus reducing the workload from the HR department.
- Amazing Assessment & Appraisal features including Balanced Score Card and 360-degree evaluation method.
- Aruti Mail Box enables the HR Manager to send: memos, appraisal rewards, payslip, directly from the system. Also allows for Email Integration.
- Facility to import/export data
- Scalable to suit growing HR needs
- Over 200 standard reports plus a unique built in report writer
- System Audit Trail and error log review features
- 24/7 online support





EMPLOYEE BIO DATA MANAGEMENT

Aruti Employee Bio Data Management module is a tool for recording and tracking everything you need from employee personal information. Employee can view/edit his data based on user role rights. Easy information sorting and search helps in quick and accurate information. Information recorded and tracked include but not limited to:

- Personal Information:** Birth Information: Date, Country of Birth, County, Birth Certificate Number; Work Permit Details: Permit Number, Issue Country, Place of Issue, Issue Date, Expiry Date; Employee Dates: Appointment Date, Suspension from and to dates, Probation start and end dates, End of Contract Date, Retirement Date, Reinstatement Date;
- Other Information:** Complexion, Blood Group, Eye Colour, Nationality, Ethnicity, Religion, Marital Status, Language, Height, Weight, Allergies, Medical Disabilities, Sports/Hobbies



Fig. 1: Employee Master

Employee Master

Employee Details

Employee Code: DEM0001 Identify No.:
 Title: Mr. Pay Type: Select
 Surname: Chilufya Gender: Male
 First Name: Banda Pay Point: Select Pay Point
 Other Name: A Shift: SPECIAL
 Employment Type: Permanent

Employee Allocation

Branch: NAIROBI Units: Select Grade Level: General
 Dept. Group: Finance & Administration Team: Select Scale: 545000.00
 Department: Finance Job Group: Directors Class Group: Select
 Sec. Group: Select Job: Job Class: Select
 Section: Select Grade Group: General Cost Center: DFID
 Unit Group: Select Grade: Grade A Trans. Head: Basic Salary

LEAVE AND ABSENCE MANAGEMENT

Aruti Leave and Time Management module is built to manage employee's leave and attendance at workplace. It goes further by automating this process by allowing employee direct involvement through Employee Self Service interface where employees can apply for leaves and check for leave balances

Features:

- Define unlimited number of leave/absence types, according to each country's statutory requirement or company policy
- Define Public Holidays and set Holiday Exceptions for all or individual employees
- Defines different approver levels and allows one person to have multiple approvers
- Apply and Approve leaves in a seamless integrated workflow through employees and managers' self service
- Email integration enables email flow on processes like Leave Applications, Approvals and Rejections.
- Issue full day(s) leaves or even a fraction of a day leave; say half day leave or 2 hours leave.
- Integration with the Time and Attendance Machines hardware.
- Manage leave cycles with easy
- Forecast leaves and determine that cost component attributed by leave days well in advance



Fig. 2: Leave Planner View

Month View

Weekly View

Filter Criteria:

Department:
Section:
Job:

Allocations

Calendar

April 2015

Mon	Tue	Wed	Thu	Fri	Sat	Sun
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Today: 13/12/2015

Forecasted Leaves:

Forecasted Leaves

Employee	21 Apr 15 (Tue)	22 Apr 15 (Wed)	23 Apr 15 (Thu)	24 Apr 15 (Fri)	25 Apr 15 (Sat)	26 Apr 15 (Sun)
Aruti Test						
Banda Chilufya						
BEATRICE KIMBOI						
Catherine Nakazwe						
Herirth Nawa						
John Chilambwe		COMPASSION LEAVE				
Methew Banda		COMPASSION LEAVE				
Patricia Kabungo						
Patrick Kangwa		Annua Leave				
PHIR PATRICK		Annua Leave				
Robert Chikwelete						
Sandra Phiri						

Close



RECRUITMENT MANAGEMENT

Aruti Recruitment Management module is an application tracking system that helps staffing agencies and recruitment department track job opening, resume, and contacts more quickly and efficiently. Organizations cut recruitment costs by managing vacancy announcements and job applications via an internet interface. Job applicants simply have to apply for the jobs in an online internet interface without the need to submit paper applications

Features:

Vacancy Master: Allows you to create vacancy that will be open for job Application. You can create internal vacancy (open vacancy for existing employees) and external vacancy (for external applicants).

- **Vacancy Information:** Vacancy Title, Branch, Department, Job, Job Group, Employment Title, Job Opening Date, Job Closing Date, Interview Start Date, Interview Closing Date, Grade Group, Pay Type, Pay Range, Number of Positions, Years of Experience, Duties and Responsibilities, Qualifications, Remarks.

Fig.3 Vacancy Master

- **Interview Information:** Interview Type (oral, practical, written), Interviewee details (Name, department, Contacts, Employee / Non-employee)

- **Recruitment Cost:** Cost Category, Agency, Costing, Budget, Description

• **Application Master:** This module shows Applicants details that were imported from the web link to the system with all information concerning: Applicant Addresses, Contracts, Qualifications, Skills, Job History and References. Aruti also allows you to enter applicant details to the system directly at the moment you receive hard copy from the applicant.

• **Short List Applicants:** Set short listing criteria according to the vacancy requirements.

• **Batch Scheduling:** Allows you to schedule an interview in group or batch form by setting the location for interview and type of interview the specific group will do.

• **Interview Scheduling:** Allows you to do interview Scheduling for those Applicants that fall in Batch Scheduling by informing them when and where the interview will take place.

• **Export / Import Data:** Upload and Download the data to and from the web link.

• **Auto Import Data:** Set Data uploading process from the web link to be done automatically after the closing date has reached.

• **Data Bank:** Automatically builds a Data Bank for Job Applicants for your future use.

• **Automatic Notifications:** Send automatic notifications to applicants at every recruitment stage

Fig.4 On Line Job Application

PERFORMANCE AND APPRAISAL MANAGEMENT



Performance and Appraisal Management is a flexible way to manage performance of individuals. 360-Degree Evaluation Method and Balance Scorecards are both measurement systems built on integrated data and help an organization view the business performance.

Features:

- Easily conduct performance evaluation through an online employees and manager's self service
- Perform both 90, 180 or 360 degrees' assessments
- Supports all Performance Evaluation Methods including Balanced Score Card and Behavioural Observation Scale
- Pre-define your appraisals criteria and Aruti will do the rest for you.

Allows for Employee and their respective managers to:

- Define Objectives which are then linked to organizational goals, set Key Performance Indicators, Targets and Actions required to meet the objectives
- Discuss and set development plan and career goals during the evaluation process.
- Define Training needs for career developments and Job capabilities
- Based on Performance results for each employee, the system then allows you to appraise employees accordingly by automatically issuing them recommendable letters, warning letters, salary



Fig.5: Balance Score Card Evaluation

The screenshot shows the 'Balance Score Card Evaluation' form. At the top, there are tabs for 'My Profile', 'Leave and Time', 'Performance and Development', 'Payroll and Loans', and 'Miscellaneous'. Below the tabs, there are fields for 'Employee' (Rajesh G. Nayak), 'Period' (January-2015), and 'Date' (1/19/2015). There are 'Search' and 'Reset' buttons. The main section is titled 'Balance Score Card Evaluation' and contains a table with columns: 'Operational Objectives', 'Target', '% Completed/ Achieved', '% Completed', 'Score Guide', 'Emp. Score', and 'Emp. Remark'. The table lists three objectives: 'Financial' (No. of Active-Clients, Sales turnover per month), 'Customer' (High Quality of the Product), and 'Operational' (Less than 2% failure on repair of standards). At the bottom, there are 'Previous', 'Next', 'Save & Commit', 'Save', and 'Close' buttons.

Fig 6: Competence Evaluation

The screenshot shows the 'Competence Evaluation' form. At the top, there are tabs for 'My Profile', 'Leave and Time', 'Performance and Development', 'Payroll and Loans', and 'Miscellaneous'. Below the tabs, there are fields for 'Employee' (Rajesh G. Nayak), 'Period' (January-2015), and 'Date' (1/19/2015). There are 'Search' and 'Reset' buttons. The main section is titled 'Competencies Evaluation' and contains a table with columns: 'Items', 'Score Guide', 'Emp. Score', and 'Emp. Remark'. The table lists several competencies: 'LEADERSHIP SKILLS', 'KNOWLEDGE OF WORK', 'PLANNING & ORGANISING', 'INTER PERSONAL SKILLS & COMMUNICATION', 'CONTROLLING', and 'PUBLIC RELATIONS'. At the bottom, there are 'Previous', 'Next', 'Save & Commit', 'Save', and 'Close' buttons.



ARUTI TRAINING NEED ANALYSIS

Aruti Training and Need Analysis provides a way to administer and track employee training and development effort. This tool is directly linked with the performance and goals of your organization as well as the career and succession planning for your organization.

Features:

Aruti on Job Training and Training Needs Analysis allows you to:

- Define Skill Gap Priorities
- Set Business needs priorities
- Define Key Result Areas for respective training
- Set Training Objectives
- Link the training plan to your organization goals
- Develop your workforce through efficient training planning which is linked with organizational goals

- Manage training costs more efficiently by linking the process to your financial systems
- Schedule training and enrol employees accordingly while being alerts about possible schedule conflicts with other issues like leave and employee holidays.
- Measure the impact of training by performing training impact evaluations
- Receive training feedbacks through efficient end of course evaluations questionnaires
- Automatically update employee skills and qualifications based on the scores they get at the end of successful training



EMPLOYEE DISCIPLINARY CASES MANAGEMENT

This module tracks employee disciplinary cases and resolution steps taken to resolve the case/conflict within an organisation. Sends automatic notification for case status and seamlessly updates the rest of the system with actions taken example (termination, suspension) Aruti Employee and Managers Self Service is a fully web based solution that takes over pressure from the HR department by allowing employees and their line managers to participate into the day to day processes of the Human Resources related activities.

Employee Disciplinary Cases Management defines:

Disciplinary Offences: Offence category (for example, Serious Misconduct or Very Serious Misconduct) Offence name, Severity, Description

Disciplinary Penalties: example: Suspension, Dismissal, Verbal Warning, Written warning

Disciplinary Status: example: Received, Notification, Hearing, Dismissal, Appeal

Charges and Proceedings: Lists all disciplinary transactions including: the date they occurred, severity, person involved and incident.

Disciplinary Committee: Details of the disciplinary committee



MEDICAL BILLS AND CLAIMS MANAGEMENT

Aruti Medical Bills and Claims Management allow your organizations to enter into direct contracts with Medical Services Providers for the purpose of proving medical cover/benefits to your workforce. Completely manages policy, claims and reimbursement. It enables the HR:

- To track employees medical service providers, their bills, status and claim
- Manage sick sheets;
- Track incidence of employee injuries
- Track Medical Expenses
- Automatically link the medical expense to payroll if required.





EMPLOYEE AND MANAGER SELF SERVICE

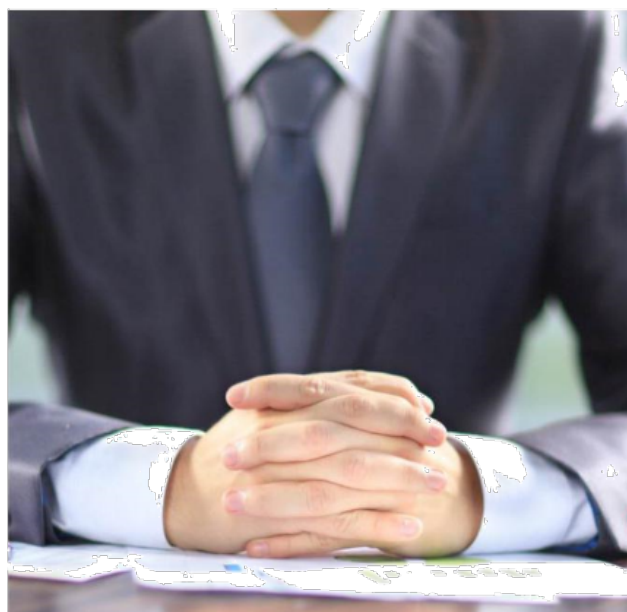
A web based interface that allows all employees and their managers to interact with the main system and perform all activities privileged to them. With strong product security, employees and managers can only interact with areas privileged to them and not otherwise.

Aruti Employees Self Service enables employees to:

- Manage their profile, benefits, addresses, dependents, beneficiaries and references.
- Apply for internally advertised jobs
- Apply for leave and monitor leave approval status
- Conduct Self Performance Evaluation
- Receive information on Training enrolments,
- Conduct end of course training evaluations as well

Aruti Managers Self Service enables Managers/Supervisors to:

- View profiles of employees reporting to them
- Issue Sick sheet and process medical claims as well as recoding injuries
- Conduct both Performance Evaluations for employees under their supervision
- Conduct Training impact evaluation after employee returns from trainings
- Approve/disapprove leaves applications
- Assign Assets to employees
- Approve/disapprove employee's loan/advance payments applications.



KENYA DEMO COMPANY LTD

Database Year : 2013-2013 Version : 9.0:57.002

ESS ID : TPL 016
Employee : Jobiso Otieno

My Profile Leave And Time Performance and Development Payroll and Loans Miscellaneous

Add / Edit Leave Form

Add / Edit Leave Form

Employee	Jobiso Jebi Otieno	Leave Type	Annual Leave	Start Date	11/14/2015
Application No		Apply Date	11/14/2015	End Date	11/24/2015
No of Days to Apply	7				
Total Leave Accrue	16.18	Leave Accrue As on Date	21.00		
Leave Balance	21.00	Leave Balance As on Date	21.00		

Leave Day Fraction Leave Expense:

Address and Telephone Number While On Leave

Remarks

Annual Leave

Save

Close

Fig 7: Employee Self Service -Leave Application

PAYROLL, LOANS AND SAVINGS MANAGEMENT

Aruti Payroll, Loan and Saving Management System is designed to efficiently process staff earnings and deductions in accordance to statutory regulations in specific regions /countries. It generates user-defined reports as well as mandatory statutory reports.

Features:

User definable processing and payment periods; Weekly, Fortnightly, Monthly, Yearly or user specified period.

- Bank Processing:** The system supports user definable banking institutions.
- Payroll Transactions:** Allows user to define unlimited number of transactions of earnings and deductions with option of setting simple formulas
- Loans and Savings Processing:** Supports unlimited number of Company, Co-operatives, etc. The user may put any loan/savings on hold
- Tax Tables:** provide user-friendly, user definable tax table which give option to defined or modify statutory tax table slabs.



- Vendor Processing:** System supports multiple third party organizations that provide for staff welfare. Different Vendor based formula calculations can be configured as per Vendor unique needs.
- Multi-Currency:** Supports multi-currency pay computation, with conversion between currencies occurring automatically as per user definition.
- Batch Processing:** Supports batch transactions posting, importation and processing.
- Payroll Journals, Payroll Reports**
- Data Import and Export:** This feature allows transactions to be imported and exported into the system from other applications.
- Data integrity checks:** the system has facilities for checking the accuracy and completeness of employee data.
- Audit Trail:** The Audit Trail will generate reports on

Fig 8: Employee Transactions

View PaySlip

Pay Slip Information Employee Information

Pay Slip Information:

Date: 31/12/2013 Voucher No.: 1313 Pay Year: 2013-2014

Employee: Aluph Kipu Kipchoge Scale: 92,000.00 Pay Period: September - Decem

Grade Group: TP Grade: G1 Grade Level: TP Open Balance: 0.00

S.N.	Particulars	Cost Center	Addition	Deduction	Informational
1	Airline Allowance	Maintenance	92,000.00	0.00	0.00
2	Basic Salary	Administration	46,000.00	0.00	0.00
3	Basic Salary	Operations	27,600.00	0.00	0.00
4	Basic Salary	Maintenance	18,400.00	0.00	0.00
5	Overtime Amount (1.5)	Maintenance	0.00	0.00	0.00
6	Overtime Amount (2.0)	Maintenance	0.00	0.00	0.00
7	Allowance Amount	Maintenance	0.00	0.00	0.00
8	PAISE	Maintenance	0.00	47,681.30	0.00
9	Pension-Employee	Maintenance	0.00	4,600.00	0.00
			Total Addition	184,000.00	
			Total Deduction	56,811.30	
Net Salary with Opening Balance			127,189.00	Net Salary	127,189.00

Ignore Zero Value Heads

Close

Fig 9. Tax slab

Add / Edit Transaction Heads

Transaction Head Information:

Transaction Head Code: 121

Transaction Head Name: 2103

Transaction Head Type: Informational

Type of Transaction: Informational

Calculation Type: As Computed On with In Excess of Tax

Other Information:

☒ Appraisal on Payable

☐ Taxable Depreciation Head

☐ Non-Cash Benefit

☐ Tax Relief

☐ Contribution

☐ Monetary Transaction Head

Computation Information:

Compute On: Taxable Income

Effective Period: September - C

Amount Up To: 0

Fixed Amount: 0

Rate Payable: 0

Close Last Slab

Add Edit Delete

In Excess Of	Amount Up To	Fixed Amount	Rate Payable
0.00	10,365.00	0.00	30.00
10,365.00	19,741.00	1,616.00	15.00
19,741.00	29,317.00	2,452.00	20.00
29,317.00	38,893.00	4,367.00	25.00
38,893.00	999,999,999.9...	6,761.00	30.00

Save Close

REPORTS

Payroll Reports

Payroll Summary
Employee Bank Register List
Salary Slip
Bank Payment List
Bank Summary
Earnings Deduction Spreadsheet
Payroll Variance
Loan Advance Saving
Journal Voucher Ledger
Coinage Analysis Report
Audit Trail Loan/Advance Report
Saving Audit Trail Report
E&D Detailed Report
Loan Approver Form
Employee Salary Change
Gratuity Report
Activity Done Report
Activity Timesheet Report
E&D Detailed Period Wise Report
End of Service Report
Pay Per Activity Report
Cost Centre Report Branch Wise
Department Report Branch Wise
Payment Journal Voucher Report
Long Serving Award Report
Salary Reconciliation Report
Termination Package Report
E&D Detailed Report with Bank A/c
Employee Salary On Hold Report

Statutory Reports

Pension Fund Report
NSSF Form
Tax Report
P9A Report
P10 Report
PAYE P11 Report
NHIF Report
ITax Form Report
HELB Report

Employee Reports

Employee Head Count
Employee Skills Report
Employee Beneficiary Report
Employee Qualification Report
Employee Referee Report
Employee Age Analysis Report
Employee Distribution Report
Employee Monthly Physical
Employee Relation Report
Job Employment History Report
Employee Asset Register Report
Employee Movement Report
Employee Listing Report
Employee Retirement Report
Employee Qualification Range
Employee Salary Grade
Manning Levels Report
End of Contract Report
End of Probation Report
Employee Duration Report
Job Report

Discipline Reports

Discipline Case Summary
External Disciplinary Cases
Discipline Cases Details
Discipline Case Status

Leave Reports

Leave Absence Summary
Leave Balance List
Leave Issue Audit Trail Report
Leave Balance Audit Trail Report
Employee Leave Form
Leave Approver Report
Leave Statement Report
Leave Planner Report
Leave Form Approval Status Report
Leave Issued Report

Training Reports

Training Cost Report
Training List Report
Training Budget Report
Training Analysis Report
Training Void Cancel Report
Training Needs Priority Form
Training Planning Report

Assessment Reports

Employee Assessment Form
Assessment Score Report
Appraisal Summary Report
Performance Appraisal Report
BSC Planning Report
Performance Evaluation Report

Medical Reports

Medical Claim Report
Medical Bill Summary Report
Monthly Payment Report
Employee Medical Cover Summary
Employee Medical Cover Detail

Asset Declaration Reports

Asset Declaration Report
Asset Declaration Category Wise



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