

# DOTS – Middle East Payroll HR



## DOTS HR & Payroll

DOTS HR is a comprehensive business management solution for small and mid-sized businesses. It offers a cost effective solution for managing HR related activities

### Why DOTS?

- **Simplify your business with a single solution** that manages your HR administration and payroll management
- **Extend insight across your entire organization** with easy to use, out-of-the-box reporting capabilities that help you gain deep insight into your employee performance. Dashboards help set priorities and simplify access to the information your people need to make confident decisions
- **Get instant visibility** into real-time operational performance across your entire company.
- **Affordable Price:** DOTS HR is pretty much affordable to small and medium sized businesses
- **Streamline all back-office processes** across employee data, document management, leave management, payroll, WPS etc
- **Improve accountability** and compliance with robust, auditable accounting and powerful reporting



## Employee Administration

### Employee

Basic Details

Location, Department, Cost center etc

Family information

Asset Tracking

Salary information with change history

Educational Qualification

Bank Details

Entitlements

Monthly allowances

The screenshot displays the 'Employee Administration' web application. The browser address bar shows the URL: `dndoffice.dyndns.org:9003/#/home/main/employee/528/2`. The application header includes the 'dots' logo, a user profile for 'Vineeth', and a language selector set to 'EN'. A navigation menu contains icons for Home, Settings, Cards, Master Reports, Accruals, Employee, Leaves, Loan & advances, Pay Roll, Report, and Exit process. The main content area is titled 'Home / Employee' and features a sub-menu with options: General Details (selected), Personal Details, Organisation, Pay Details, Documents, Family, Asset Info, Qualification, and Accr. The profile for 'VIKESH MK' is shown, including a circular profile picture and a contact information box with details: VIKESH MK, ACCOUNTANT, Abu Dhabi. To the right, a table lists employee details:

VIKESH MK	
Employee Code	DnD001
Date Of Joining	01-May-2016
Status	Working
General Information	
Department	ACCOUNTS
Date Of Birth	01-May-1986
Passport No	
Nationality	INDIA
Reporting To	



## Document Management

<b>Document</b>	Record employee related documents
	Scan and upload document images
	Keep track of expiring documents
	Alert prior to the document expiry
	Configure alert period
	Email alert prior to the document expiry
	Dashboard notification
	Document movements
	Expenses related to document renewal

## Leave Management



<b>Leaves</b>	Create various leave types
	Setup leave policies
	Configure deduction method
	Set annual cap for leaves
	Configurable leave days exclusion
	Working days or calender days annual leave setup
	Multiple leave policies
	Leave approval process
	Employee leave request through self service portal



## Accruals & Final Settlement

### Accruals

Provisions for Gratuity, Annual Leave & Air Ticket

Configurable accrual policy

Default Labor policy

Monthly accruals

Cost center wise provision report

End of service calculation

Final Settlement

Adjustments & accrual ledger

Notice period

### Loan Management



### Loan

Loan tracking

Automated loan deduction

Define installment deduction

Multiple loan for one employee

Postpone loan to a different period

Loan cancellation



### Adhoc Entries

### Adhoc

Monthly ad hoc entries

Additions or deductions to salary



## Payroll

### Payroll

- Monthly salary calculation
- Payslip & salary sheet
- Overtime calculation based on OT hours
- Anytime payroll processing
- Define pay calendar
- WPS & Bank file generation
- Automated payslip emailing
- History of payments
- Payroll approval
- Closing of the month

### Reports

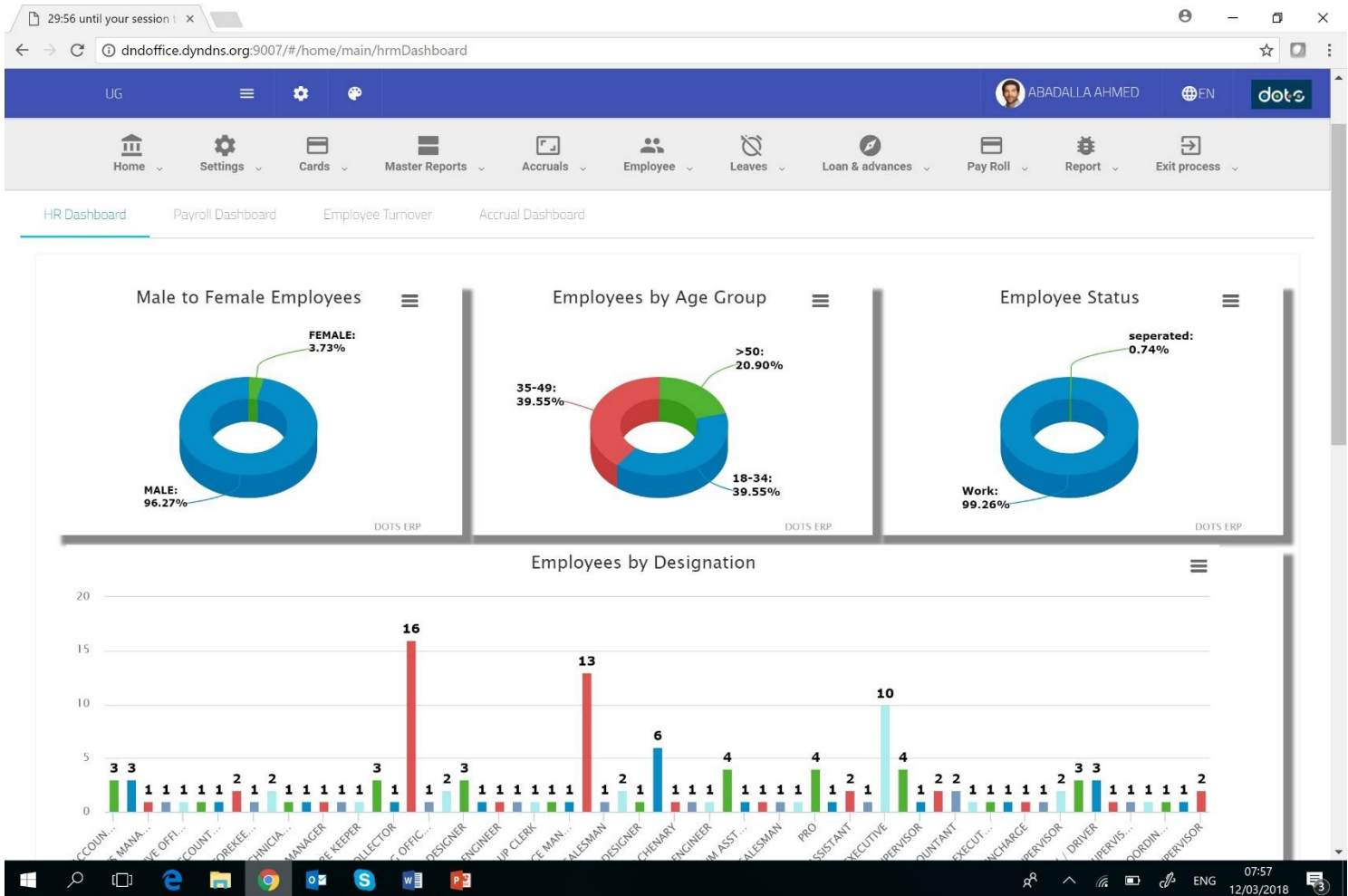


### Reports

- Salary Sheet
- Payslip
- Employee turn over
- Payroll reconciliation
- Employee mini profile
- Payroll Analysis
- Leave history
- Overtime report
- Cost center wise salary information
- Final settlement
- ....and more



## Dashboard



## Add on HR services

- On boarding
- Employee self-service portal
- Time & Attendance
- Appraisal