BIOVISION

BIOVISION & HRIS
ATTENDANCE PROFILE

RSG
ROCK SOLID GROUP

TABLE OF CONTENT

ABOUT US

RSG technology solutions, providing excellence in technology contracting since 2015.

RSG is an information technology, communication, gaming and stadium solutions provider company. Our headquarters are in Riyadh, Saudi Arabia, with one branch office in Jeddah, Saudi Arabia.
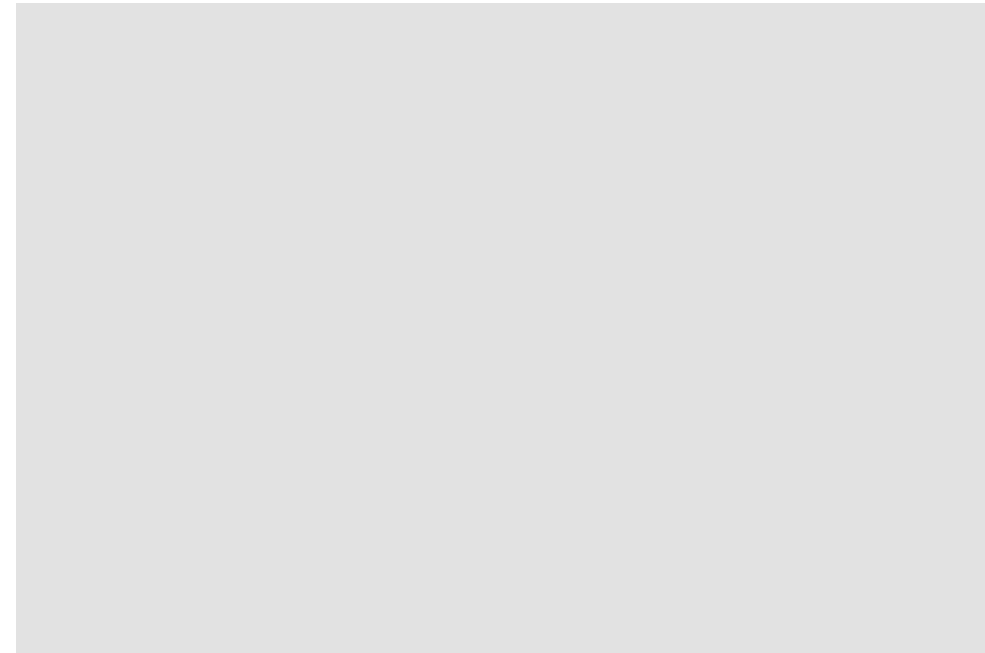
With our extensive experience, we develop a spectrum of solutions for organizations across the business industry. From business intelligence, resource planning, cybersecurity, IT services and media production, to gaming, stadium solutions and maintenance, RSG is able to tailor a full package to meet the organizational needs.

OUR MISSION

We aim to support our customers efficiently by providing the best services and solutions for private and public sectors.

OUR VISION

Rock Solid Group's vision is to become a global leader in customized technological solutions. **RSG** has been providing excellence in technology contracting since 2015.

OUR CORE VALUES

INNOVATION

ACCOUNTABILITY

DEDICATION

CLIENT SATISFACTION

INTEGRITY

TEAMWORK

QUALITY

DIVERSITY

HUMAN RESOURCES INFORMATION SYSTEM

(HRIS)

HRIS refers to a software system that is used to manage and organize employee data, such as personal information, employment history, job titles, and performance evaluations.

An HRIS system may also include tools for managing payroll, benefits, and other HR-related processes.

These systems are designed to streamline HR operations, reduce paperwork, and provide greater visibility into employee data for better decision-making. HRIS systems are used by organizations of all sizes and are becoming increasingly important as companies rely more heavily on data-driven decision-making.

▶▶▶ HRIS MODULES

HUMAN RESOURCES

- Joining employees
- Employee profile
- Employee transfer
- Organization structure
- Termination / resignation
- Clearance process
- Warning management
- Time & attendance services
- Leave management
- Employee evaluation
- Employee self-service
- Welfare service

WORKFORCE MANAGEMENT

- Efficient labor cost management
- Timely payroll submissions
- Real-time insights
- Customized reports with filters and groupings
- Track overtime versus regular hours
- Automate all pay calculation
- Equipped with face recognition and fingerprint access control, BioVision eliminates "buddy punching" for good
- Access control for HR officers anywhere, anytime
- Leave management
- Employee evaluation
- Employee self-service
- Welfare service

BIOVISION TIME & ATTENDANCE

- State of the art Biometric Time and Attendance system
- Multi Sites with Infinite Schedules
- Employee work hours calculation by minutes
- Payroll and multiple time & attendance reports

REPORTING
(More than 120 reports)

- Punching device dashboard
- Attendance
- Project status
- Manpower distribution
- Performance evaluation
- Project materials
- Cost control

BIOVISION TIME AND ATTENDANCE SYSTEM

▶ **Attendance devices**

Equipped with face recognition, palm and fingerprint access control, BioVision eliminates "buddy punching" for good. Management of attendance devices, includes site information, location, status of the devices and other related information.

▶ **Attendance schedules**

Attendance schedule includes information about timings employees should follow, break and holiday information.
These attendance schedules are assigned to employees for their attendance calculation.

▶ **Employees attendance categorization**

(2 punches, 4 punches, overtime allowed)

Employees are categorized in different attendance categories like no punch, one punch, two punches, four punches and allowed overtime category. Employees are restricted by these categories to ensure their presence on their work sites to get complete hours salary.

▶ **Project Sites Management**

(devices on site, overtime allowed on site)

Each project consists of one or more sites. Site management defines the relation between sites and projects and also defines how much max overtime is allowed on the site.

▶ Manual Attendance

In some cases employees work in places where there is no attendance machines or any other unusual circumstances. To manage these cases and ensure employee doesn't get affected HRIS allows manual attendance upload.

▶ Attendance payroll

Employees payroll can be generated from HRIS based on the attendance of the employees. Finance uses payroll generated from HRIS to pay employees' salaries.

▶ Attendance reports

All kind of attendance related reports are available on HRIS. It includes daily attendance, employee attendance details, project wise attendance, attendance performance reports, payroll reports... etc.

▶ Attendance Violation Management

To manage the employees who work on location other than his assigned project/location. This help identify the cost of employee or any violation made by the employees.

▶ Payroll cost distribution

Cost distribution is generated from HRIS based on employee attendance and temporary transfers... etc.

▶ Employee attendance exception management

HRIS offer function to fix the attendance of employees who come late or leave early due genuine reason to avoid any deduction in salary. Employee can request exception which goes through approval process before it is reflected in his attendance record.

SUPPORT SERVICES

▶ ▶ ▶ SUPPORT & MAINTENANCE SERVICES

The technical support at RSG is an essential part of our services, in order to better serve our clients. We provide our assistance though different channels of communication ranging from phone to email, remote and on-site support. We cover up to four levels of supports:

- Level 1: Initial support level responsible for basic customer issues.

- Level 2: A more in-depth technical support level where our technical experienced engineers offer their expertise on a particular product or service.

- Level 3: Highest level of internal support for handling the most difficult or advanced problems. Our highly skilled product specialists will assist in problem resolution.

- Level 4: Outside support for problems not supported by our company. With our contractual support for some products offered by RSG, we forward the requests to concerned companies and monitor solution implementation.

In addition to our support services, we provide adequate training to our clients' staff on operating HRIS.