ATTENDANCE, ACCESS CONTROL AND HRIS

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ABOUT US

RSG is a multidisciplinary company with vast expertise and industry knowledge, offering a wide range of tailored services to meet the diverse needs of our clients. Our portfolio encompasses Business Intelligence (BI), Enterprise Resource Planning (ERP), Cybersecurity, IT Services, Gaming Solutions, Marketing, Operations and Maintenance.

By leveraging our extensive capabilities, we provide organizations with a holistic package that addresses their specific requirements. Headquartered in Riyadh, Saudi Arabia, with an additional branch office in Jeddah, we are committed to delivering cutting-edge services to organizations across various industries.

Sustainability is at the core of everything we do. Our pledge is to operate ethically and responsibly by reducing our carbon footprint and minimizing the environmental impact of our operations.

OUR MISSION

At RSG, we are driven by a profound commitment to empower our customers by delivering innovative solutions using Al, Advanced Machine Learning and Big Data Analytics! We strive to support our clients efficiently, enabling them to achieve their business goals with confidence. Our commitment to sustainability goes beyond mere compliance; it is a relentless pursuit of excellence in environment protection.

OUR VISION

As a forward-thinking multidisciplinary company, RSG aspires to be a leader in innovation committed to shaping a brighter future. Since our establishment, we have consistently demonstrated excellence in our services and we aim to continue leading the industry by delivering technology solutions that drive growth and success for our clients. We aspire to contribute to the realization of Saudi Vision, aligning our efforts with the Kingdom's strategic goals for economic diversification, digital transformation and technological advancement.



OUR CORE VALUES



















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 & WORKFORCE MANAGEMENT MODULES

• Manage employees' profiles, payroll, leave, resignation and all other HR related processes.



ATTENDANCE MODULE (BIOVISION)

- 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 MODULE

More than 120 customized reports







HRIS & BIOVISION | ATTENDANCE PROFILE

TIME & 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

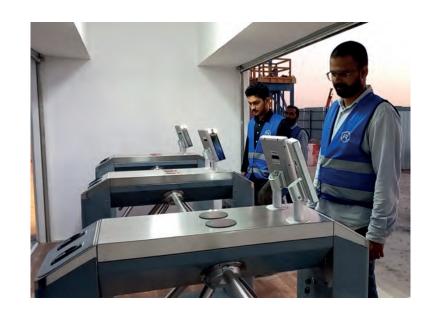
To manage the employees who work on location other than his assigned project/location. This help identify the cost of employee or any violation made by the employees.

Payroll cost distribution

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

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.



TIME & ATTENDANCE SYSTEM

► Project Sites Management & Access Control (Punch Container – one of its kind in KSA)





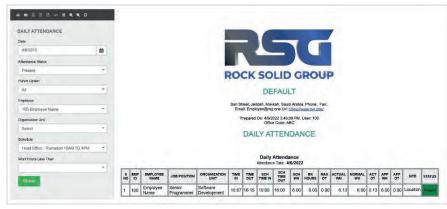
Biometric Attendance Devices

- Fixed & Portable options available
- Equipped with biometric access control





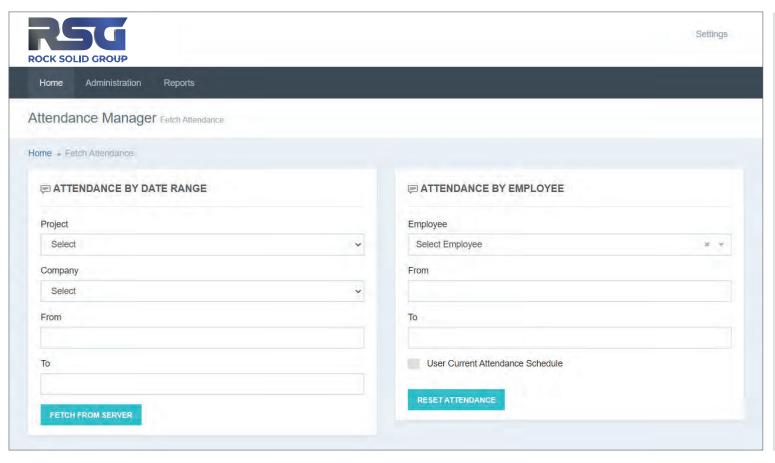
Attendance Payroll Period: 3/1/2022 - 3/31/2022																	
NAME	JOB POSITION	ou	PRO	CAT	LEAVES	REQ HRS	ACT WH	NOR WH	ACT OT	NOR	ADDED HRS	APP WH	APP OT	DED HRS	PRE ADJ	PRE ADJ OT	TOTAL EARNE HOUR
Employee Name	Time Keeper	Attendance	Project Location	Two Punch		248.00	341.03	247,43	125,03	87.00	0.20	248,00	87,00	0.37	0.00	T	247.63
Employee Name	Time Keeper	Attendance	Project Location	Two Punch		248.00	300.45	240,00	92.45	51.00		248.00	51.00	8.00	0.00		240.00
Employee Name	Time Keeper	Attendance	Project Location	Two Punch	Sick Leave (2022-03- 14-2022-03-16) Sick Leave (2022-03- 17 - 2022-03-18)	248.00	262.70	240.00	83.28	39.00		248.00	39.00	8.00	0.00		240.00
Employee Name	Time Keeper	Attendance	Project Location	Twa Punch		248.00	260.30	247.65	44.32	0.00		248.00	0.00	0.35	0.00		247.65
Employee Name	Time Keeper	Access Control	Project Location	Two Punch		248.00	242.59	248,00	26,59	25.50		248,00	25.50	0.00	0.00		248.00
Employee Name	Support Coordinator	Time & Attendance	Project Location	Two Punch	6 0 0 0	248.00	236.16	247.65	20.39	0.00	0.35	248.00	0.00	0.00	0.00		248.00
Employee Name	IT Engineer		Project Location	Two Punch		248.00	235.66	247.09	19.74	0.00	0.53	248.00	0.00	0,38	0.00		247.62
Employee Name	Finance Coordinator		Project Location	Two Punch		248.00	231.76	247,62	16.07	0.00	0.38	248.00	0.00	0.00	10.65		258.65
Employee Name	Head Of HR & Admin	HR Department	Project Location	Two Punch		248.00	228.09	224.66	31.82	0.00	9.74	248.00	0.00	13.60	0.68		235.06
Employee Name	Document Controller	Procurement	Project Location	Two Punch		248.00	227.84	245.27	13.92	0.00	2.73	248.00	0.00	0,00	0.00		248.00
Employee Name	Commercial Coordinator	Commercial	Project Location	Two Punch		248.00	226.68	239.63	18.98	0.00	8.37	248.00	0.00	0.00	0.00		248.00
Employee Name	System Administrator	(Information Technology)	Project Location	Two Punch		248.00	225.07	241.12	12.39	0.00	6.88	248.00	0.00	0.00	0.00		248.00





PROJECT ATTENDANCE (PA) SOFTWARE

A specialized subcontractor attendance software designed to cater exclusively to subcontractors. This software will streamline attendance management, generate comprehensive reports for subcontractors (attendance, timesheets, payroll), and facilitate the seamless transfer of employee data between companies, eliminating the need for repetitive enrollment.



ACCESS CONTROL SYSTEM

The Access Control System consists of essential hardware and software components, including facial recognition devices, turnstiles to control access, along with all related necessary materials, to ensure its efficient operation. This integrated access control solution not only ensures smooth staff entry but also enhances overall security measures allowing full control on the access to the project site.



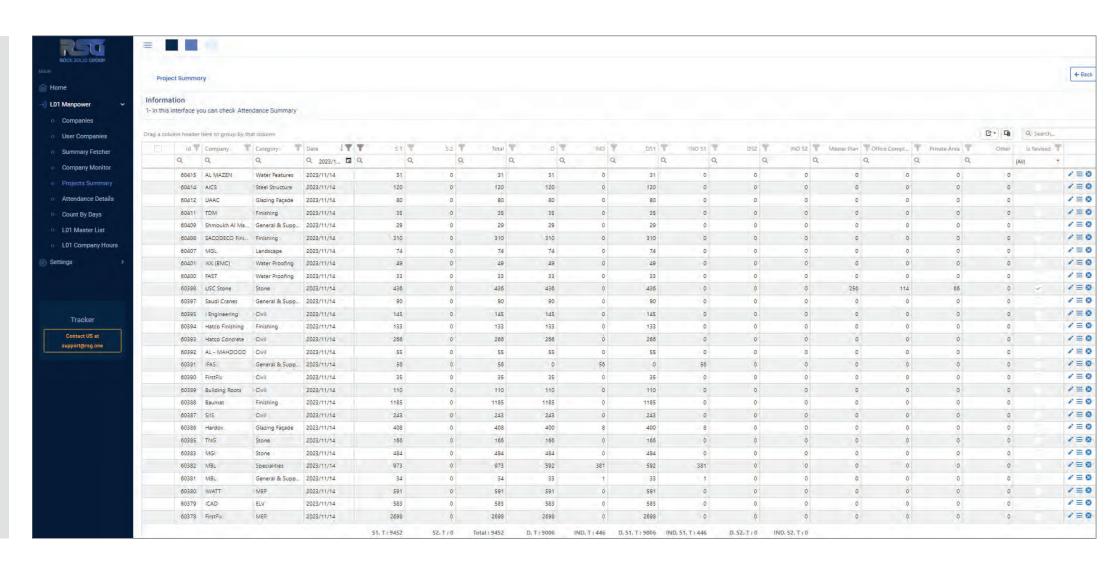
BIOVISION MANPOWER TRACKING SYSTEM

► The Manpower Tracking System provides a solution to efficiently manage workforce distribution, track workforce growth & decay and provide essential insights for the successful execution of the construction project.

Features:

- All companies working on the construction site will be listed, along with their respective categories.
- Default distribution percentages of their workforce per sub-project will be established.
- Daily workforce targets per sub-project will be defined for each company/category.





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.





