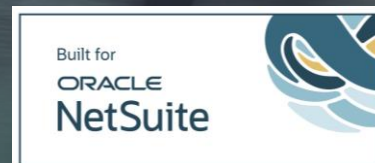


ORACLE  
NetSuite + **azdan**

Human Capital Management

Full Human Capital Management inside Oracle NetSuite



# AzdanApps – Human Capital Management

KW SA OM AE QA EG JO BH LB

## HR & PAYROLL

Core HCM

Payroll Automation

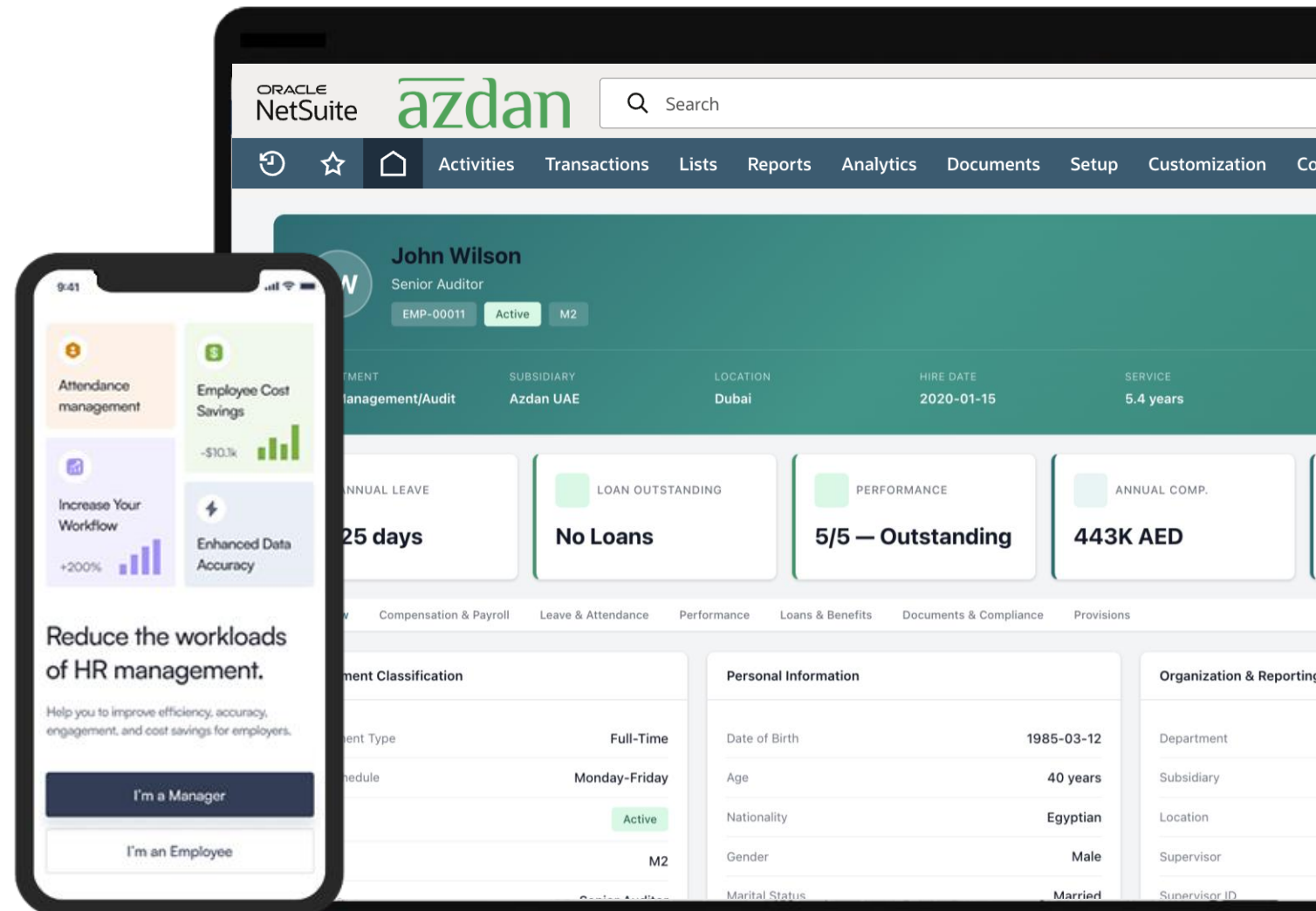
Performance Management

Employee Self Service

Leave / Attendance

Workforce Planning

Recruitment



# Oracle NetSuite HCM

NETSUITE-NATIVE HUMAN CAPITAL MANAGEMENT · END-TO-END HR PLATFORM

CORE HR

TALENT

COMPENSATION

SELF-SERVICE

EMPLOYEE RECORDS · LEAVE · TIME & ATTENDANCE

## STAGE 01 · FOUNDATION

### CORE HR

People Data & Workforce Operations

#### ● CORE CAPABILITIES

#### Employee Records Management 01

PEOPLE DATA FOUNDATION

Centralized employee profiles, org structure, job history, documents, and contract management — fully native to NetSuite.



#### Leave Management 02

ABSENCE & ENTITLEMENT CONTROL

Leave types, balances, accruals, carryover rules, and multi-level approval workflows — configured per policy.



#### Time & Attendance 03

WORKFORCE TIME TRACKING

Biometric integration, shift schedules, overtime calculation, and absence deductions linked to payroll processing.



#### ✓ KEY BENEFIT

##### Centralized Employee Data

Single source of truth across all HR operations · Native NetSuite

## STAGE 02 · GROWTH

### TALENT

Recruitment & Performance Lifecycle

#### ● TALENT MODULES

#### Recruitment 01

TALENT ACQUISITION PIPELINE

Job requisitions, candidate pool management, interview scheduling, offer letters, and seamless employee record conversion.



#### Performance Management 02

GOALS, REVIEWS & FEEDBACK

Goal setting, 360° feedback cycles, one-to-one sessions, and structured performance review workflows across all levels.



#### ✓ KEY BENEFIT

##### End-to-End Talent Lifecycle

From hire to performance review in one platform · Zero data silos

## STAGE 03 · FINANCE

### COMPENSATION

Payroll, Deductions & Compliance

#### ● PAYROLL FRAMEWORK

#### Payroll Core 01

COMPENSATION & STATUTORY

Compensation structures, statutory deductions, gratuity, air-ticket allowances, and social insurance — 1 country included.



#### Additional Country Add-on 02

MULTI-COUNTRY EXPANSION

Extend payroll compliance to additional countries with jurisdiction-specific rules, tax structures, and reporting frameworks.



#### PAYROLL ELEMENTS

- Earnings & Allowances ACTIVE
- Statutory Deductions ACTIVE
- Gratuity Calculation ACTIVE
- Air Ticket Provision ACTIVE
- Social Insurance ACTIVE
- Tax Computation ACTIVE



#### ✓ KEY BENEFIT

##### Compliant Payroll Processing

Country-specific rules · Full NetSuite financials integration

## STAGE 04 · EXPERIENCE

### SELF-SERVICE

ESS Mobile & AI-Powered HR

#### ● SELF-SERVICE LAYER

#### ESS Mobile App 01

EMPLOYEE SELF-SERVICE PORTAL

Leave requests, payslip access, HR letters, loan applications, and travel requests — Android & iOS, real-time NetSuite sync.



#### AI Chatbot "TUT" 02

WHATSAPP-BASED HR ASSISTANT

Natural language HR interactions via WhatsApp in Arabic & English. Handles requests, answers queries, and triggers workflows.



#### SELF-SERVICE EVENTS

- Leave Request LOGGED
- HR Letters LOGGED
- Travel Request LOGGED
- Payslip Access LOGGED
- Loan Application LOGGED



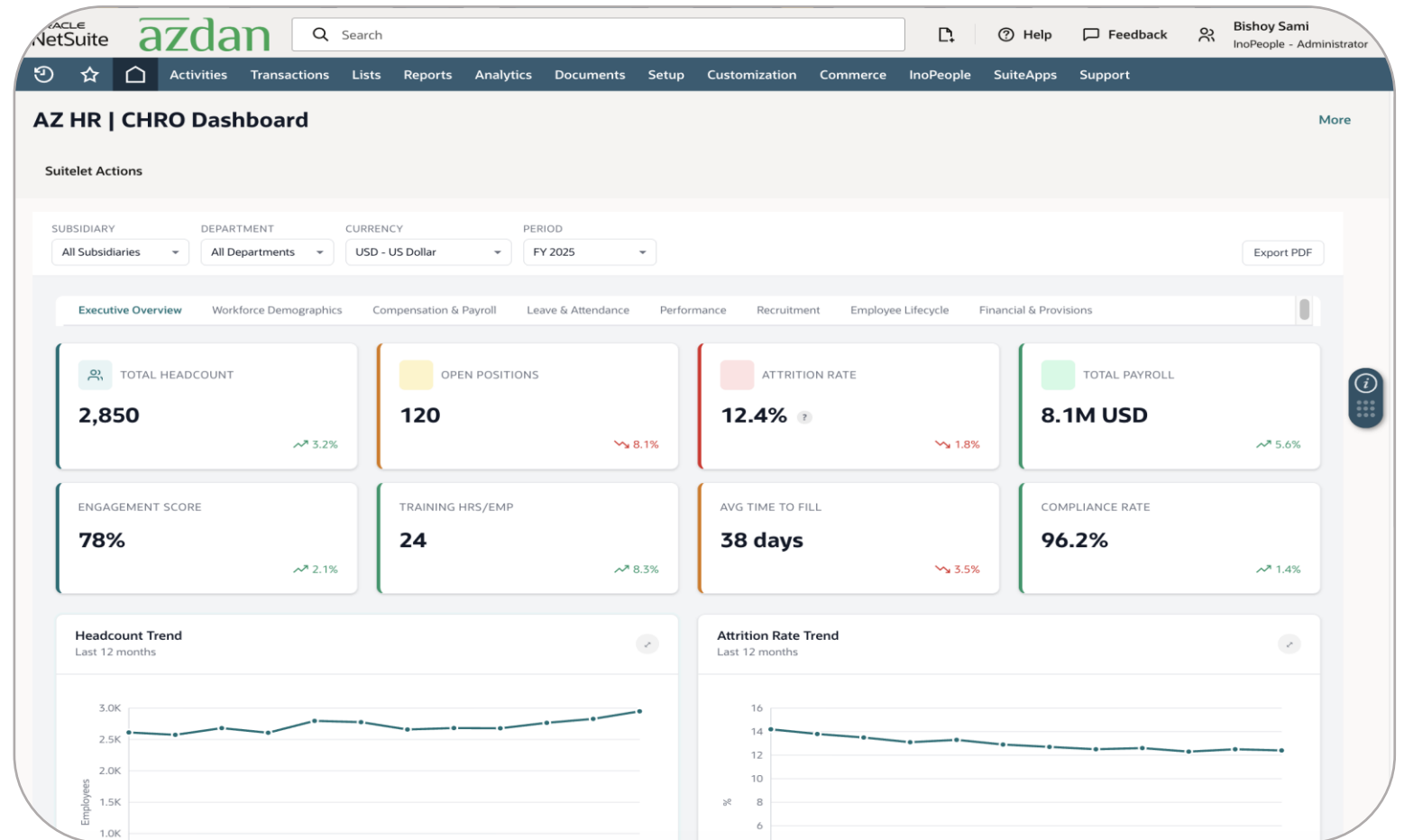
#### ✓ KEY BENEFIT

##### Zero HR Admin Overhead

100% self-service · Mobile-first · Native NetSuite

# AzdanApp - Core HR Capabilities

Employee Directory  
Organization Structure  
Lines Employee Documents  
Company Asset Tracking  
Role-Based Security  
HR Approval Workflows  
Contract Expiry Alerts  
KPIs & Trend Analytics  
Control Mobile App  
HR Dashboards  
Reoporting



# AzdanApp - Payroll Automation

Multi-Company Payroll Configuration

Compensation by Grade and Role

Variable Payroll, Bonuses & Adjustments

Country Tax & Social Insurance Rules

Payroll Posting with NetSuite Financials

Air Ticket Entitlements & Provisioning

Automated Payroll Accruals

Unlimited Employees

Gratuity Calculation



NetSuite - InoPeople  
Gratuity Calculator
DEMO Bishoy Samir  
Administrator

### Gratuity Simulation

EMPLOYEE  
EMP-00011 — John Wilson (UAE) ▼

REASON  
Resignation ▼

LAST WORKING DAY  
02/03/2026 📅

UAE United Arab Emirates

Calculate
Clear

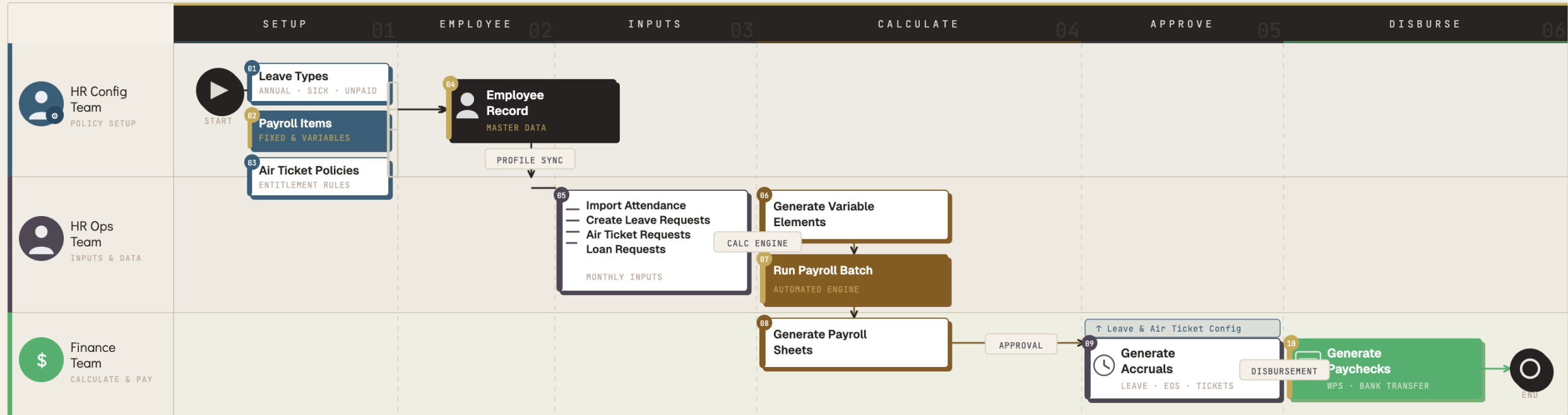
### Gratuity Settlement Summary

Employee Name	John Wilson	Employee ID	EMP-00011
Country	<span style="font-size: 0.8em; color: #0070c0;">UAE</span> United Arab Emirates	Subsidiary	Azdan UAE
First Working Day	2020-01-15	Last Working Day	2026-03-02
Service Days Duration	2,238 days	Unpaid Leave Days	0 days
Net Service Period	6y 1m 18d	Contract Type	Unlimited Period
Gratuity Salary	9,000.00 AED	Gratuity Reason	Resignation
<b>Total Gratuity Amount</b>			41,700.00 AED

### Calculation Details

Formula: ((Salary × Years) + (Salary × Months × 0.0833) + (Salary × Days × 0.00278)) × Multiplier × Ratio

# Payroll Automation Flow



● START / END   ■ EMPLOYEE RECORD   □ HR CONFIG (POLICY)   □ HR OPERATIONS   ■ CALCULATE / BATCH   ■ FINANCE / DISBURSE   → PRIMARY FLOW   ▬ HANDOFF STAGE   ▬ HANDOFF BADGE

# AzdanApp - Leave & Attendance Management

Leave types and leave rules

Leave entitlement

Unpaid leave

Leave proration

Leave approvals and notifications

Early leave and late arrival calculation

Attendance calendar

Integration with biometric machine

Automatic payroll calculation

Overtime calculation

Absence calculation



NetSuite - InoPeople  
HR Localization Wizard

DEMO Bishoy Sa  
Administrat

## Working Hours & Overtime

Configured Back to Dashboard

### Weekly Schedule

Sun Off	Mon 08:00 - 17:00	Tue 08:00 - 17:00	Wed 08:00 - 17:00	Thu 08:00 - 17:00	Fri 08:00 - 17:00	Sat Off
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### Details

Weekly Hours	48 hours	Weekend	Saturday-Sunday
Ramadan Reduction	6 hours/day	Ramadan Notes	Reduced by 2 hours during Ramadan
Overtime (Day)	Day overtime (125%)	Overtime (Night)	Night overtime (150%)

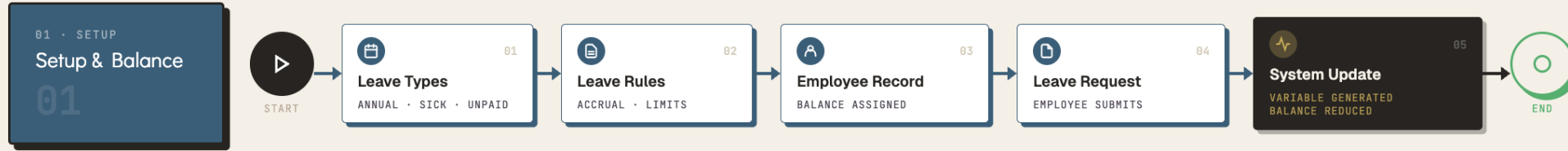
### Leave Types and Entitlements

LEAVE TYPE	DAYS	ACCRUAL	GENDER	CARRY-OVER	ELIGIBILITY	NOTES
Annual Leave	30	Yearly	All	Yes (max 10d)	Immediate	2 days/month during first year
Sick Leave	90	Yearly	All	No	90 days	15 days full pay, 30 days half pay, 45 days unpaid
Maternity Leave	60	Per Event	Female	No	365 days	45 days full pay + 15 days half pay
Paternity Leave	5	Per Event	Male	No	Immediate	Within 6 months of birth

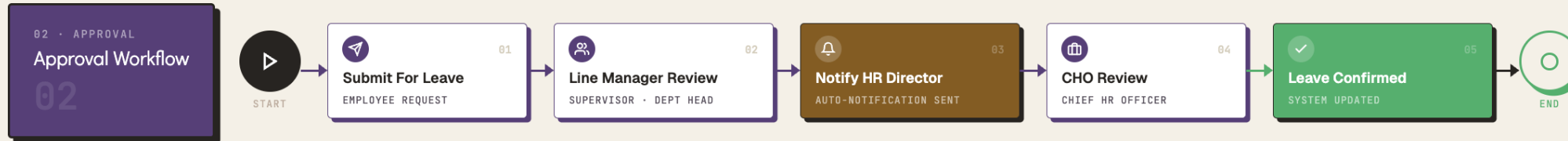
# Leave Management Flow



## 01 · LEAVE SETUP & BALANCE FLOW



## 02 · LEAVE APPROVAL WORKFLOW



### HR CONFIGURATION Leave Types 06

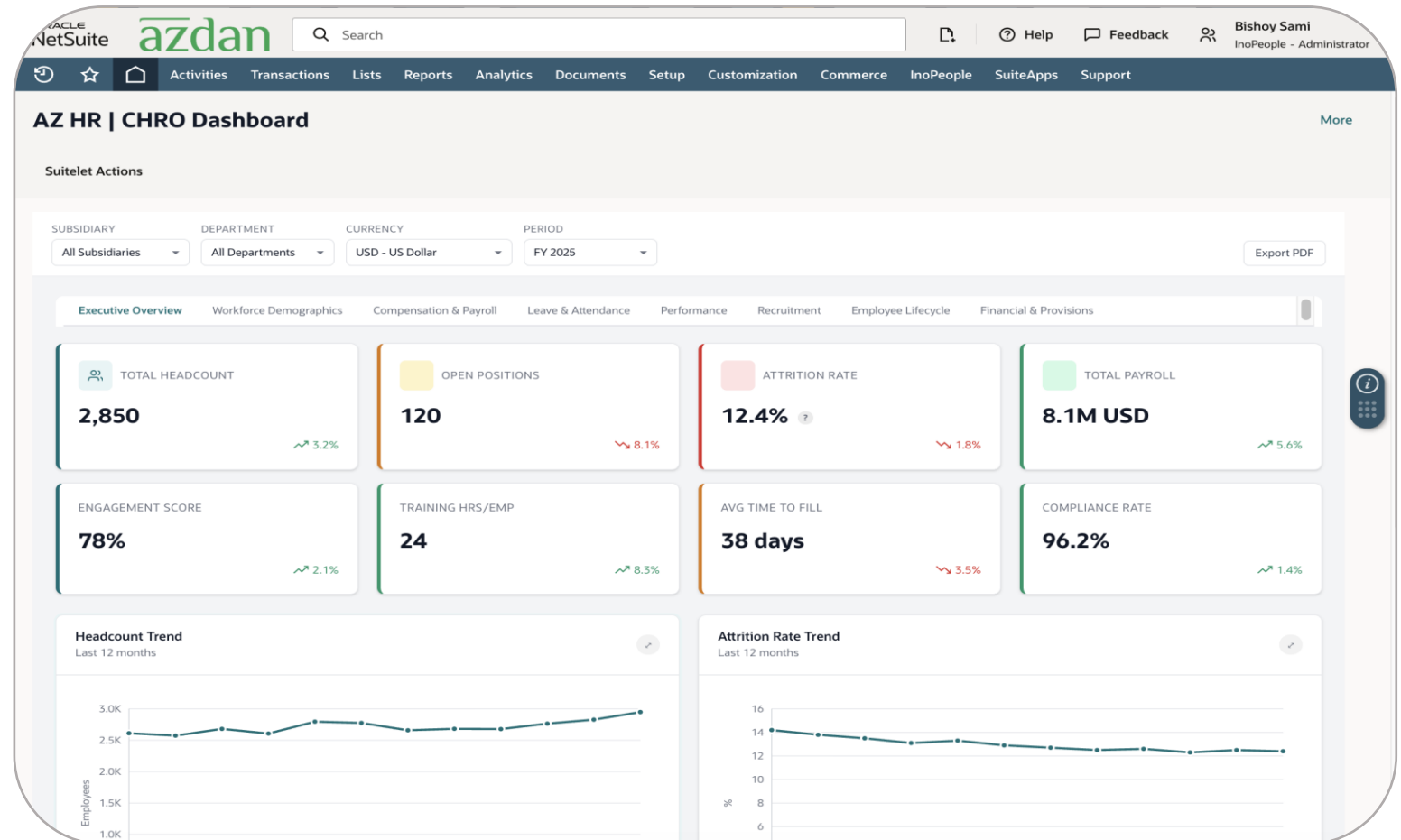
<p><b>Annual Leave</b> PAID · ACCRUAL-BASED · CARRY FORWARD RULES <b>PAID</b></p>	<p><b>Sick Leave</b> MEDICAL · CERTIFIED · PER POLICY LIMIT <b>PAID</b></p>	<p><b>Maternity / Paternity</b> STATUTORY · LABOUR LAW COMPLIANT <b>PAID</b></p>
<p><b>Unpaid Leave</b> EXTENDED ABSENCE · MANAGER APPROVAL <b>UNPAID</b></p>	<p><b>Emergency Leave</b> BEREAVEMENT · FAMILY CRISIS · URGENT <b>PAID</b></p>	<p><b>Air Ticket Leave</b> ANNUAL TRAVEL ENTITLEMENT · HOME COUNTRY <b>BENEFIT</b></p>

### PERFORMANCE METRICS Leave KPIs 06

<b>Leave Balance</b> REMAINING ENTITLEMENT PER EMPLOYEE	21 days
<b>Leave Utilisation Rate</b> LEAVE TAKEN VS. TOTAL ENTITLEMENT	74%
<b>Avg. Leave Duration</b> AVERAGE DAYS PER LEAVE REQUEST	3.2 days
<b>Sick Leave Rate</b> SICK DAYS AS % OF TOTAL WORKING DAYS	2.1%
<b>Pending Requests</b> AWAITING MANAGER OR CHO ACTION	8 open
<b>Approval Rate</b> APPROVED VS. TOTAL SUBMITTED REQUESTS	91%

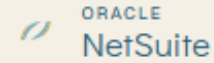
# AzdanApp – Performance Management

Goal Setting & Objective Tracking  
360-Degree Performance Feedback  
Continuous Anytime Feedback  
Self & Reviewer-Based Evaluations  
Alignment with Org. Objectives  
Continuous Employee Development  
Performance Review Cycle  
Reporting & Analytics

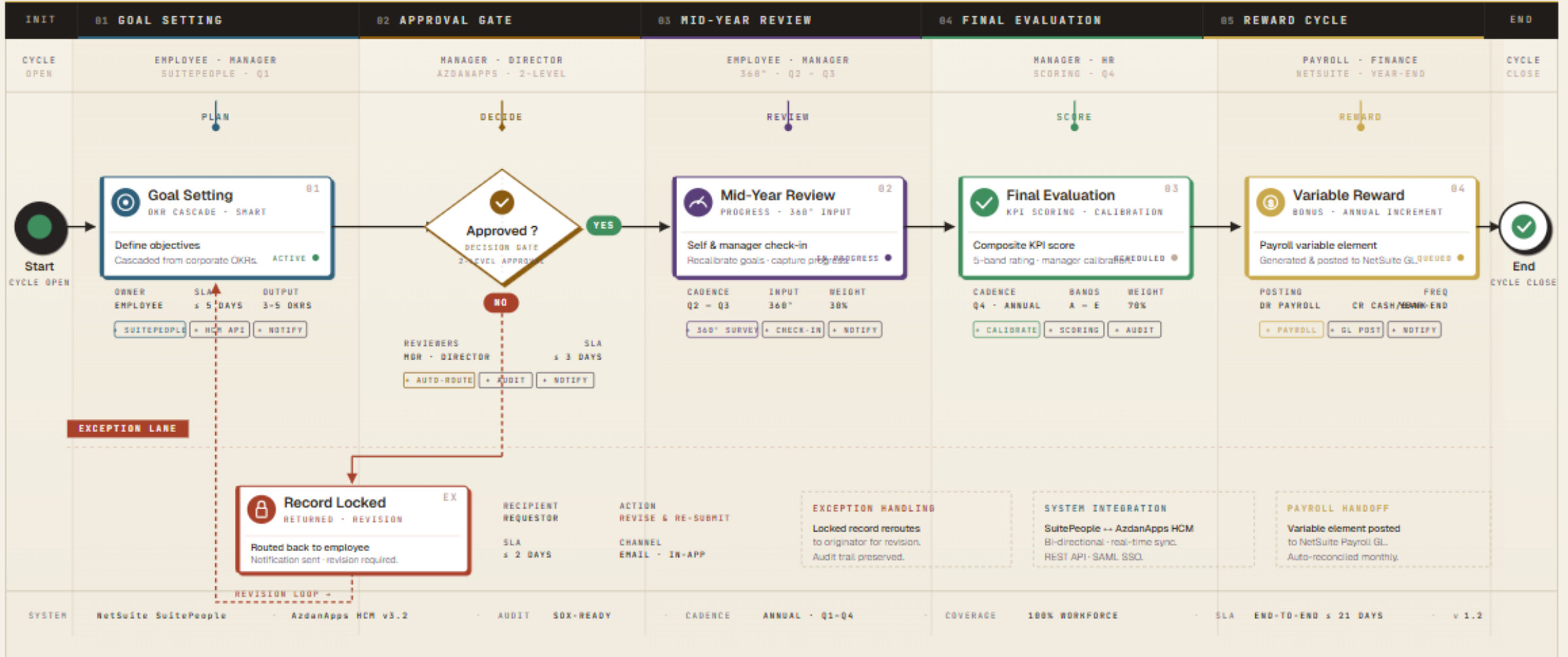


# Performance Management

End-to-end workflow from goal definition through annual reward — orchestrated across NetSuite SuitePeople & AzdanApps HCM.



05 STAGES · 06 TOUCHPOINTS  
 PLAN → APPROVE → REVIEW → REWARD  
 OWNERS · HR · MGR · FINANCE · EMP



# AzdanApp – Recruitment

End-to-End Recruitment Lifecycle  
Job Requisition & Approval Workflows  
Centralized Candidate Database  
Candidate Profiles  
Online Job Applications  
Job Offer Management & Approval  
Structured Interview Feedback  
Hiring Channels  
Hiring Stage Tracking  
Candidate-to-Employee  
Conversion within HCM



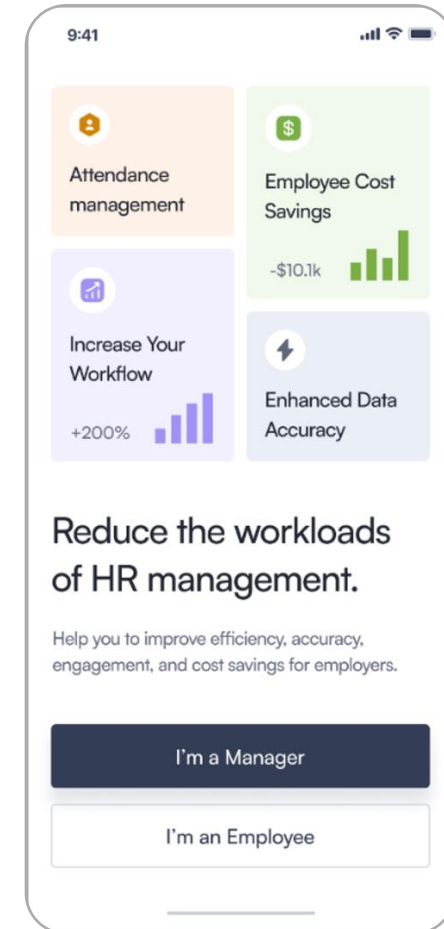
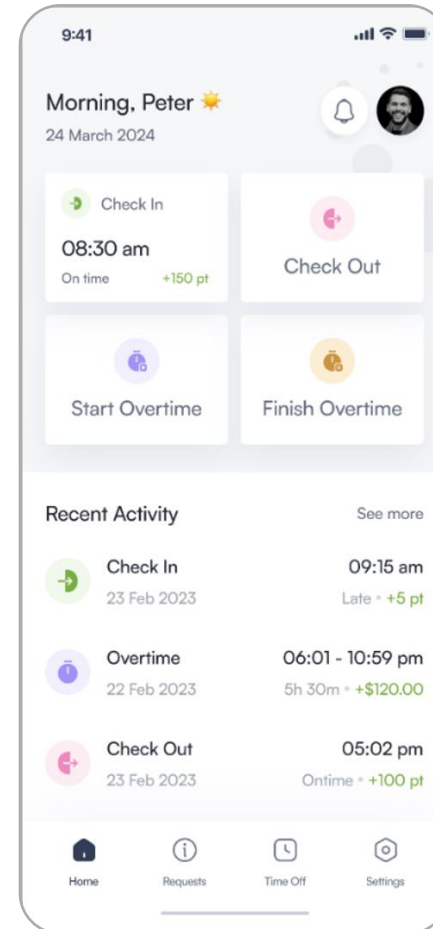
The screenshot displays the NetSuite - InoPeople HR Localization Wizard interface for the United Arab Emirates. The header shows "NetSuite - InoPeople" and "HR Localization Wizard" on the left, and "DEMO" and "Bishoy Sa Administrator" on the right. The main content area is titled "Countries / United Arab Emirates" and features a prominent teal bar for "AE United Arab Emirates" with "AED" below it. Below this, eight configuration categories are listed in a grid:

- Income Tax**: Personal income tax rules, progressive brackets, and deductions. Status: Not Configured.
- Social Insurance**: Employee, employer, and government contribution rules. Status: Configured.
- Leave Rules**: Annual, sick, maternity, and other leave entitlements. Status: Configured.
- End of Service / Gratuity**: Gratuity calculation by tenure, reason, and salary basis. Status: Configured.
- Working Hours & Overtime**: Weekly schedule, duty times, and Ramadan adjustments. Status: Configured.
- Probation & Notice Periods**: Probation duration and notice period requirements. Status: Configured.
- Public Holidays**: Annual holidays and observances for the calendar year. Status: Configured.
- Required Documents**: Compliance documentation for employment. Status: Configured.

At the bottom, a progress bar indicates "7 of 8 categories configured".

# AzdanApp - Self Service Mobile Application

Time sheet recording and tracking  
Pay slip generation and notification  
Leave requests & balance  
Document request  
Loan and advance request  
Track absence history  
View compensation history & pay-slips  
expense reimbursement  
Purchase requests  
Task management

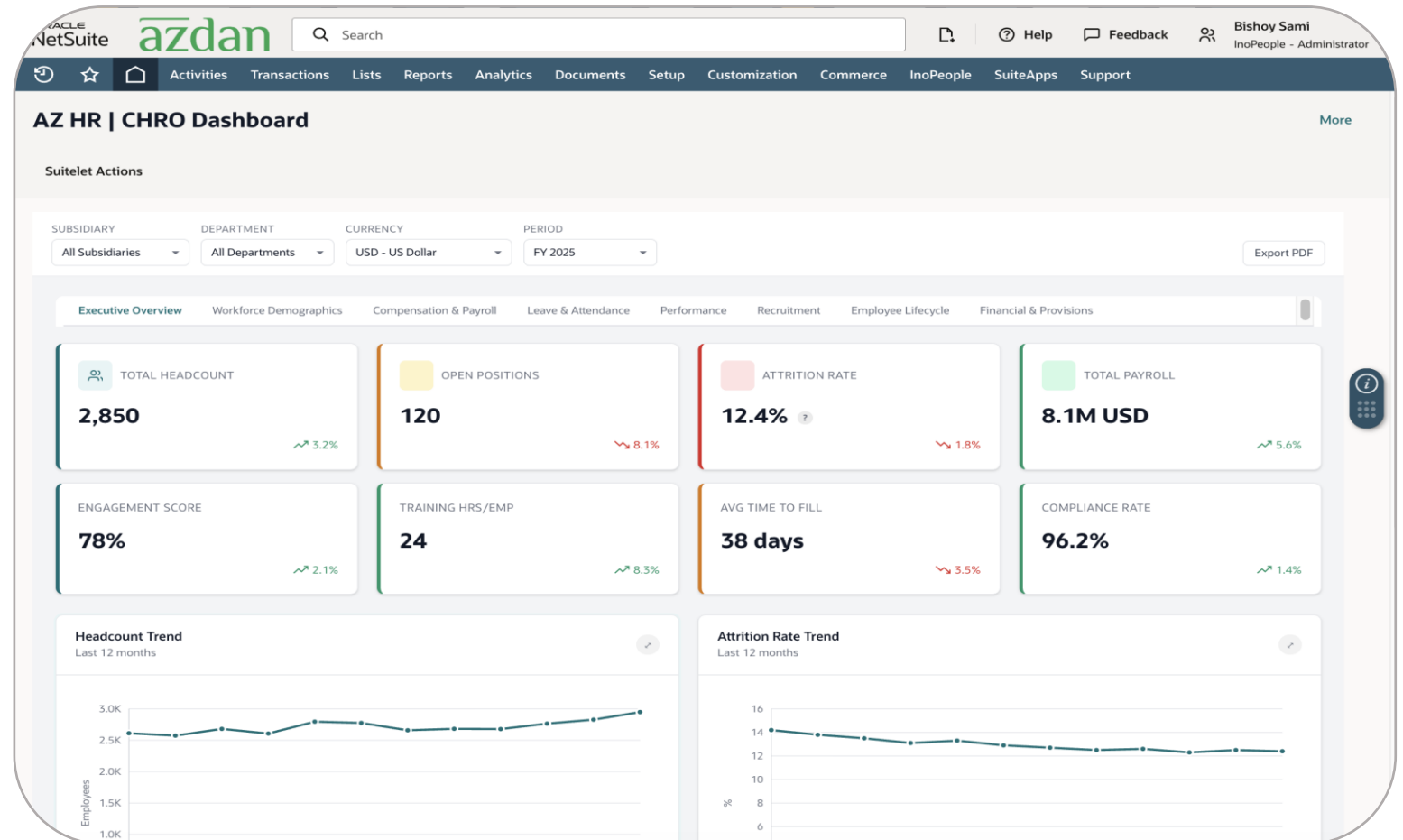


# AzdanApp - People Analytics

Real-time visibility into performance across all business functions improves communication among decision-makers.

## Key Benefits

- Real-time searches,
- Industry Leading KPIs
- Dashboards
- SuiteAnalytics Workbook
- Granular permissions
- Reporting



āzdan