

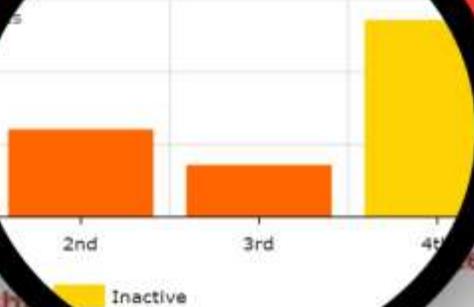
# COMPLETE FEATURELIST

WITH SCREENSHOTS

HR & PAYROLL SOFTWARE

# 2024 WEBCON

CLASS WISE NO. OF STUDENTS



Leave Types



Manage Loans



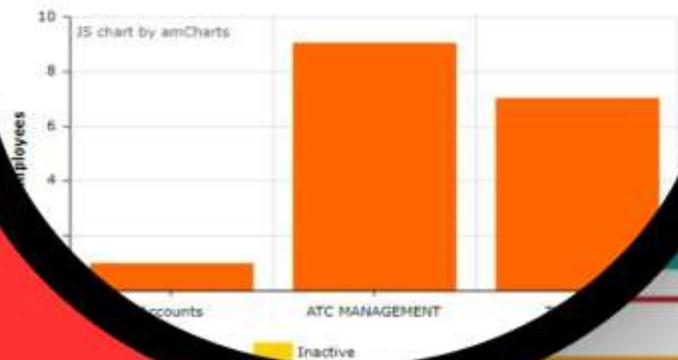
Department Leave Quota

Jump To

Enter re... Applicants Human Resources Payroll Attendance

Department Wise Employees

DEPARTMENT WISE NO. OF EMPLOYEES



WWW.WEBCON.AE



INFO@WEBCON.AE

## SOFTWARE OVERVIEW

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### HR and Payroll Management Software

#### Introduction:

Welcome to Webcon's advanced HR and payroll management software, designed to streamline and optimize your human resources operations. Our software offers a robust suite of features that ensure efficient employee management, accurate attendance tracking, detailed performance assessments, and comprehensive salary administration.

Our HR and payroll management software is designed to simplify complex HR tasks, allowing you to focus on strategic initiatives that drive business success. Experience the ease and efficiency of our comprehensive solution today.

Here's a glimpse of what our solution provides.



[info@webcon.ae](mailto:info@webcon.ae)



[www.webcon.ae](http://www.webcon.ae)

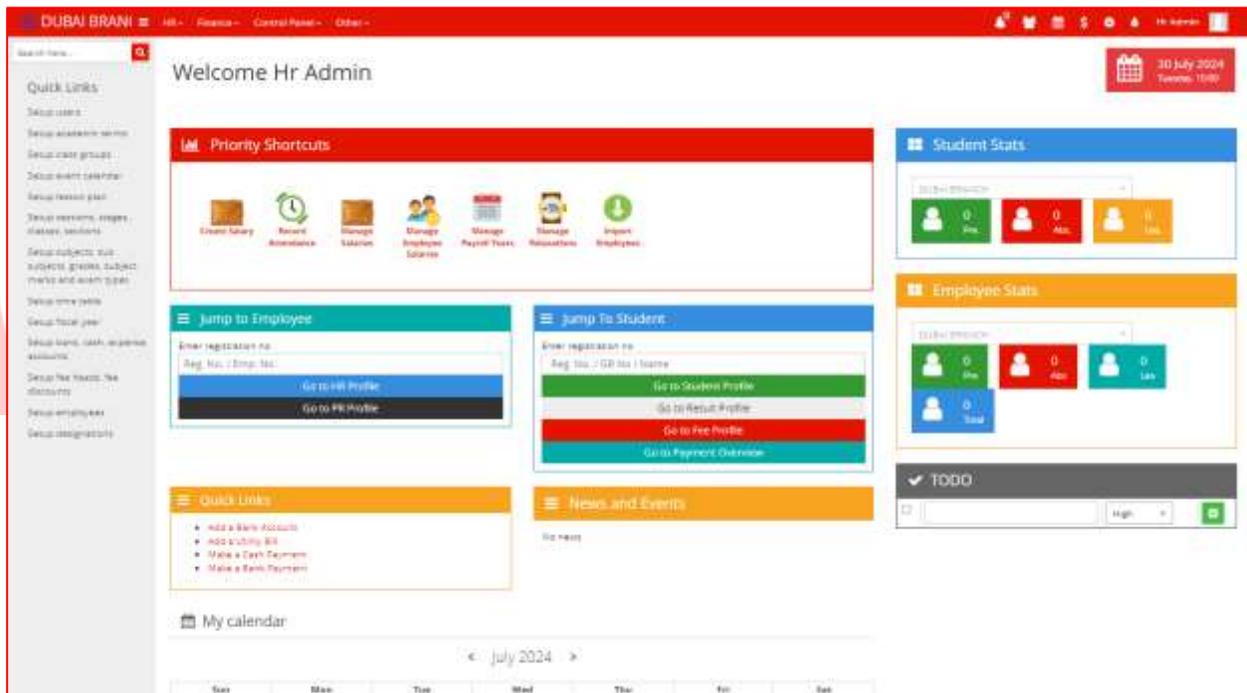


102, E Block, Silicon Headquarters,  
Silicon Oasis, Dubai

## Key Features

### Main Dashboard:

- Our main dashboard provides an at-a-glance view of key HR and payroll metrics. Easily navigate through priority shortcuts, employee and student profiles, quick links, and reports. Monitor employee and student statistics, track daily attendance, and manage tasks with the integrated to-do list. The intuitive interface ensures that all essential information is readily accessible, making HR management seamless and efficient.



## Employee Registration:

- Effortlessly register and onboard new employees with a user-friendly interface that captures all necessary information.
- Assign Department and designation and enroll the Employee.

The screenshot shows the 'New Applicant' form in the DUBAI BRANI HR system. The form is titled 'New Applicant' and is located under the 'Personnel Information' tab. It contains the following fields:

Name	<input type="text"/>	Father Name	<input type="text"/>
Date of birth	<input type="text" value="dd/mm/yyyy"/>	ID Card No.	<input type="text"/>
Mobile No.	<input type="text"/>	Landline No.	<input type="text"/>
Nationality	<input type="text" value="Emirat"/>	Gender	<input type="radio" value="Male"/> Male <input type="radio" value="Female"/> Female
Religion	<input type="text" value="Islam"/>		
Emp. No.	<input type="text" value="0"/>		
City	<input type="text" value="Dubai"/>	Street Address	<input type="text"/>

At the bottom of the form, there is a green 'Save Applicant' button.

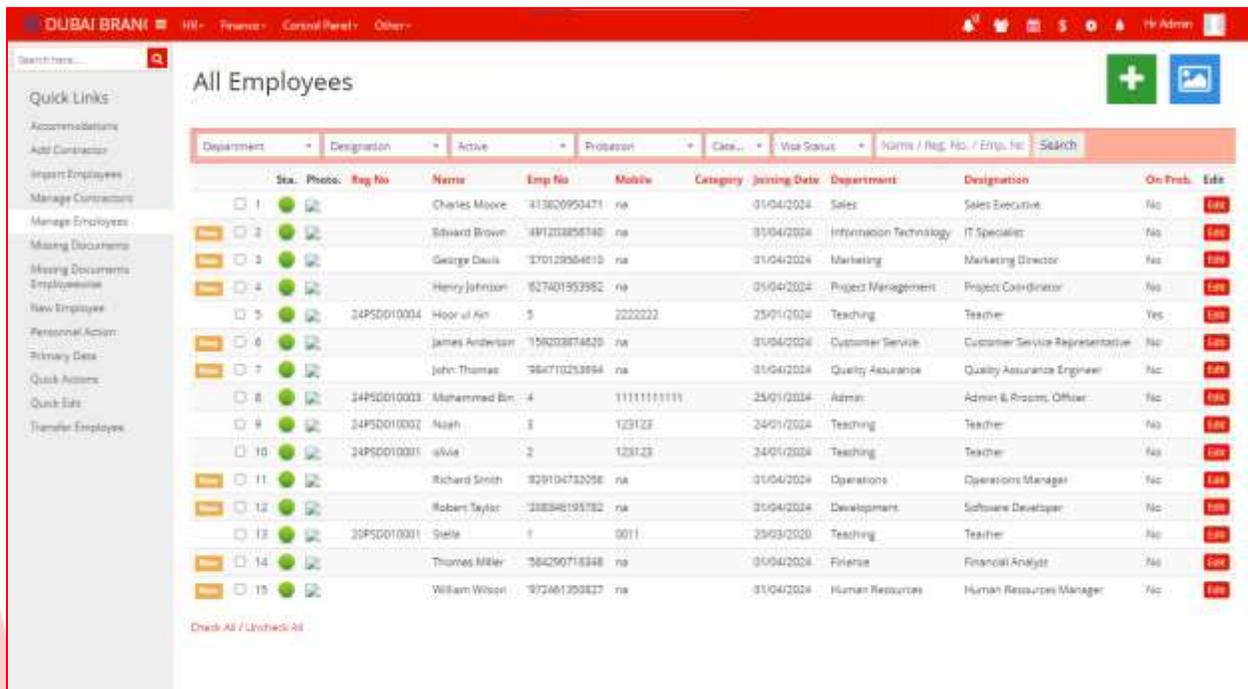
The screenshot shows the 'Edit Mohammed Bin' form in the DUBAI BRANI HR system. The form is titled 'Edit Mohammed Bin' and is located under the 'Placement' tab. It contains the following fields:

Department	<input type="text" value="Sales"/>
Designation	<input type="text" value="Sales"/>
Date	<input type="text" value="Date"/>

At the bottom of the form, there are two buttons: a green 'Save' button and a yellow 'Cancel' button.

## Employee Management:

- Maintain detailed records of employees, including department, designation, gender, qualifications, and experience, enabling efficient organization and retrieval of



The screenshot displays the 'All Employees' management interface. It features a search bar at the top left, a 'Quick Links' sidebar on the left, and a main table of employee records. The table columns include: Sta., Photo, Reg No, Name, Emp No, Mobile, Category, Joining Date, Department, Designation, On Prob., and Edit. The records list various employees such as Charles Moore, Edward Brown, George Davis, Henry Johnston, Hoor ul Ain, James Anderson, John Thomas, Muhammad Bin, Naah, sAlia, Richard Smith, Robert Taylor, Saida, Thomas Miller, and William Wilson.

Sta.	Photo	Reg No	Name	Emp No	Mobile	Category	Joining Date	Department	Designation	On Prob.	Edit
1			Charles Moore	413820950471	na		31/04/2024	Sales	Sales Executive	No	Edit
2			Edward Brown	481202858740	na		31/04/2024	Information Technology	IT Specialist	No	Edit
3			George Davis	370129504610	na		31/04/2024	Marketing	Marketing Director	No	Edit
4			Henry Johnston	627401953982	na		31/04/2024	Project Management	Project Coordinator	No	Edit
5		24PS0010004	Hoor ul Ain	5	2222222		25/01/2024	Teaching	Teacher	Yes	Edit
6			James Anderson	158203874620	na		31/04/2024	Customer Service	Customer Service Representative	No	Edit
7			John Thomas	964710293994	na		31/04/2024	Quality Assurance	Quality Assurance Engineer	No	Edit
8		24PS0010003	Muhammad Bin	4	11111111111		25/01/2024	Admin	Admin & Rooms Officer	No	Edit
9		24PS0010002	Naah	3	123123		24/01/2024	Teaching	Teacher	No	Edit
10		24PS0010001	sAlia	2	123123		24/01/2024	Teaching	Teacher	No	Edit
11			Richard Smith	329104732056	na		31/04/2024	Operations	Operations Manager	No	Edit
12			Robert Taylor	288346195792	na		31/04/2024	Development	Software Developer	No	Edit
13		20PS0010001	Saida	1	0011		23/03/2020	Teaching	Teacher	No	Edit
14			Thomas Miller	584290718348	na		31/04/2024	Finance	Financial Analyst	No	Edit
15			William Wilson	972401350827	na		31/04/2024	Human Resources	Human Resources Manager	No	Edit

## Detailed Employee Profile:

- Access comprehensive profiles for each employee, encompassing all relevant personal and professional details, ensuring you have all necessary information at your fingertips.

The screenshot shows the 'Personal' tab of the employee profile for Charles Moore. The interface includes a search bar, a navigation menu, and a sidebar with quick links. The main content area is divided into sections for Personal, Address, and Other information.

**Personal Information:**

Name	Charles Moore	Father / Husband	Michael Moore
Date of birth	31/12/1970	ID Card No.	41362690471
Mobile	na	Phone	3447256383
Email	b	Religion	Islam
Nationality	Select	Gender	Male / Female
Marital Status	Not Specified / Single / Married / Widow		

**Address Information:**

Country	United Arab Emirates	State	Select
City	Dubai	Street Address	Tek/Dirat, Katti PO Pundha Village edaystunel

**Other Information:**

Department	Sales	Designation	Sales Executive
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The screenshot shows the 'Branch History' and 'Placements' tabs of the employee profile for Charles Moore. The 'Branch History' tab displays a table of employee transfers.

**Branch History:**

Branch	Department	Designation	Reg No.	Joining Date	Appointment Date	Leaving Date	Leaving Type	Leaving Reason	Created By	Modified By
DUBAI BRANCH	Sales	Sales Executive		01/04/2024	01/04/2024				HR Admin	HR Admin

**Placements:**

To shift, promote or demote employee click: [Personnel Action](#)

DUBAI BRANI | HR | Finance | Control Panel | Other | Hi Admin

Search Here... Charles Moore

Home > HR > Human Resource > Edit Employee

**Probation Info**

On Probation	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Probation Period	30/07/2024
	31/12/2024

**Misc. Info**

Alternative Bank Name	Dubai Bank
Alternative Bank Account	No
Secondary Email Address	No

DUBAI BRANI | HR | Finance | Control Panel | Other | Hi Admin

Search Here... Charles Moore

Personal Info | **Placements** | Misc Info | Visa Info | Documents | Contacts | Guarantors | Education / Experience | Medical | Accommodation | Deactivate

Name	House No	ID Card No	Gender	Mobile	Phone	Relation	Actions
<input type="text" value="Name"/>	<input type="text" value="House No"/>	<input type="text" value="ID Card No"/>	<input type="text" value="Gender"/>	<input type="text" value="Mobile"/>	<input type="text" value="Phone"/>	<input type="text" value="Relation"/>	<input type="button" value="Save"/> <input type="button" value="Cancel"/>
Mrs. Moore	H no. 10	123123	Female	123123123	123123123	Mother	<input type="button" value="Delete"/> <input type="button" value="Edit"/>

DUBAI BRANI | HR | Finance | Control Panel | Other | Hi Admin

Search Here... Charles Moore

Personal Info | Placements | Misc Info | Visa Info | **Documents** | Contacts | Guarantors | Education / Experience | Medical | Accommodation | Deactivate

**Documents**

Documents Type:

Receipt Date:

Documents File:  No file chosen

**Documents List**

Document Name	Receipt Date	Document Type	Delete	Edit	View	Download
Private ID	29/07/2024	ID	<input type="button" value="Delete"/>	<input type="button" value="Edit"/>	<input type="button" value="View"/>	<input type="button" value="Download"/>

## Manage Shifts:

- Efficiently manage shifts and schedules to optimize workforce utilization and productivity, with tools to handle shift planning, rotation, and adjustments.

The screenshot displays the 'Human Resource & Payroll' dashboard. It features a navigation menu with options like 'Departments', 'Designations', 'Shifts', 'Calendar', 'Document Types', 'Late Arrival DP', 'Early Departure DP', and 'Over Time Parameters'. A 'Select a Branch' dropdown is set to 'DUBAI B...'. Below this is a table of shift configurations:

Shift Name	Start Time	End Time	Duration	Late SM	Ot GM	Departure GM	Ot MM	Actions
Morning	07:00 AM	03:00 PM	8:00	10	10	10	80	Delete Edit
Evening	03:00 PM	11:00 PM	8:00	15	15	15	75	Delete Edit

The screenshot shows the profile page for an employee named 'Charlotte'. It includes a profile picture, registration details, and a list of 'Extended Daily Shifts'. The 'Main Shift' is currently set to 'Morning [ 07:00 AM - 01:00 PM ]'. The 'Extended Daily Shifts' table is as follows:

Day	Shift
Monday Shift	Morning [ 07:00 AM - 01:00 PM ]
Tuesday Shift	Morning [ 07:00 AM - 01:00 PM ]
Wednesday Shift	Morning [ 07:00 AM - 01:00 PM ]
Thursday Shift	Morning [ 07:00 AM - 01:00 PM ]
Friday Shift	Morning [ 07:00 AM - 01:00 PM ]
Saturday Shift	Morning [ 07:00 AM - 01:00 PM ]
Sunday Shift	Morning [ 07:00 AM - 01:00 PM ]

## Missing Documents:

- Track and manage missing employee documents to ensure compliance and completeness of records.

Document Type	Reg No	Emp No	Mobile	Department	Designation	Submitted
<b>Stella</b>						
Birth Certificate	20PS0010001	1	0011	Teaching	Teacher	No
Emirates ID	20PS0010001	1	0011	Teaching	Teacher	Yes
Passport	20PS0010001	1	0011	Teaching	Teacher	Yes
<b>olivia</b>						
Birth Certificate	24PS0010001	2	123123	Teaching	Teacher	No
Emirates ID	24PS0010001	2	123123	Teaching	Teacher	No
Passport	24PS0010001	2	123123	Teaching	Teacher	No
<b>Noah</b>						
Birth Certificate	24PS0010002	3	123123	Teaching	Teacher	No
Emirates ID	24PS0010002	3	123123	Teaching	Teacher	No
Passport	24PS0010002	3	123123	Teaching	Teacher	No

## Payroll Years:

- Manage payroll across different fiscal years, keeping accurate records and ensuring compliance with financial regulations.

Year Name	Start Date	End Date	Action	Actions
Year Name	Start Date	End Date	Yes/No	Save/Cancel
2023-2024	01-Jul-2023	30-Jun-2024	Yes	OK
2024-2025	01-Jul-2024	31-Jun-2025	Yes	Cancel/OK/Modify/No

Month Name	Month Start	Month End	Actions
Month Name	Month Start	Month End	Save/Cancel
Jul 2023	01/07/2023	31/07/2023	Cancel/OK
Aug 2023	01/08/2023	31/08/2023	Cancel/OK
Sep 2023	01/09/2023	30/09/2023	Cancel/OK
Oct 2023	01/10/2023	31/10/2023	Cancel/OK
Nov 2023	01/11/2023	30/11/2023	Cancel/OK
Dec 2023	01/12/2023	31/12/2023	Cancel/OK
Jan 2024	01/01/2024	31/01/2024	Cancel/OK
Feb 2024	01/02/2024	29/02/2024	Cancel/OK
Mar 2024	01/03/2024	31/03/2024	Cancel/OK
Apr 2024	01/04/2024	30/04/2024	Cancel/OK
May 2024	01/05/2024	31/05/2024	Cancel/OK
Jun 2024	01/06/2024	30/06/2024	Cancel/OK

## Loan Management:

- Oversee employee loans, including disbursement, repayment schedules, and balances, ensuring clear and fair loan management processes.

**Manage Loans**

Departments: --All Departments-- Designation: --All Designations-- Employee: --All Employees-- From Month: From Month To: Search

No.	Loan Type	Employee	Reg No.	Emp No.	Department	Designation	Approved On	Approved By	Amount	Return Monthly Amount	From Month	To Month	Remarks	Scheduled	Delete
1	Car Loan	Saleh	22P2011901	1	Teaching	Teacher	28/07/2024	Mohammed Bin	150,000.00	14,285.71	01/07/2024	01/07/2025	car loan for moh saleh	Yes	ADD DELETE
2	Car Loan	Heer Al-Gh	24P2010804	9	Teaching	Teacher	30/07/2024	Mohammed Bin	150,000.00	21,428.57	01/07/2024	01/07/2025	car loan for moh saleh	Yes	ADD DELETE
3	Car Loan	Nash	24P2010901	8	Teaching	Teacher	12/07/2023	Mohammed Bin	150,000.00	18,750.00	01/06/2024	01/01/2025	car loan for moh saleh	Yes	ADD DELETE
4	Employee Loan	Robab Smit	20P1473208	0	Operations	Operations Manager	01/07/2024	Mohammed Bin	450,000.00	38,250.00	01/06/2024	01/01/2025	Employee loan for moh saleh	Yes	ADD DELETE
5	Home Loan	John Thomas	19M71028962	0	Quality Assurance	Quality Assurance Engineer	01/01/2024	Mohammed Bin	2,000,000.00	200,000.00	01/01/2024	01/01/2025	loan for john	Yes	ADD DELETE
									<b>4,150,000.00</b>	<b>341,286.30</b>					

**Edit Loan 1**

Basic | Payments | Receive Payment | Receipts

Payment Recovery has been scheduled

Employee	Saleh	Amount	150000.00
Approved On	28/07/2024	Approved By	2
Remarks	car loan for moh saleh	To Month	JAN 2025
From Month	JUL 2024	Return Monthly Amount	14285.71

**Loan Schedules**

Sl	From Month	To Month	Total Amount	Return Monthly Amount	Can
1	Jul 2024	Jan 2025	150,000.00	14,285.00	Payment
2	Jul 2024	Jan 2025	150,000.00	14,285.00	Payment

**Edit Loan 1**

Home > All > Payroll > Add Loan

Basic | Payments | Receive Payment | Receipts

**Receive Payment**

Date: 02/08/2024 Payment Mode: Bank

Account: [T] (10100000) (RETTY CASH) Cheque No. (P/No):

Pay Head	Remaining Amount	Amount to Pay
Jul 2024	14285.00	14285.00
Aug 2024	14285.00	14285.00
Sep 2024	14285.00	14285.00
Oct 2024	14285.00	14285.00
Nov 2024	14285.00	14285.00

Receive Payment

## Transfer Management:

- Facilitate and manage the transfer of employees between departments or locations, ensuring smooth transitions and proper documentation.

**Transfer Employee**

Home > HR > Human Resource > Transfer Employee

Employee: **Jehad Anderson | 19020870820**

From Branch: **020010001** To Branch: **020010001**

Department: **Operations** Designation: **Chief Engineer**

Employee: **Jehad Anderson** Transfer Date: **02/06/2024**

Comment: **promotion**

**Transfer**

## Allowance and deduction:

- Automate the calculation and application of allowances and deductions to ensure accurate payroll processing and compliance with policies.

**Employee Allowances And Deductions**

Salary Month: **Jan 2024** Department: **Operations** Category: **Allowance / Deduction** Last allowance: **Allowance** Load Employees

Items: **10** Percent of Basic Salary: **10** Calculation Method: **March** **Apply**

Sr	Reg No	Emp No	Name	Department	Designation	Category	Salary	Current Amount	New Amount	Last Modified On
1		41523995271	Charles Moore	Sales	Sales Executive		112232.00	0.00	0.00	
2		49123208740	Edward Brown	Information Technology	IT Specialist		112232.00	0.00	0.00	
3		47012984810	George Dale	Marketing	Marketing Director		112232.00	0.00	0.00	
4		52742102382	Haley Johnson	Project Management	Project Coordinator		112232.00	0.00	0.00	
5		34950018802	Waleed Al-Jabri	Teaching	Teacher		42000.00	2750.00	2700.00	01/02/2024 13:28:18
6		19020870820	Jehad Anderson	Customer Service	Customer Service Representative		112232.00	0.00	0.00	
7		86471023884	John Thomas	Quality Assurance	Quality Assurance Engineer		112232.00	0.00	0.00	
8		34950018803	Muhammad Bin	Admin	Admin & Procure. Officer		26000.00	2800.00	2800.00	01/02/2024 13:28:18
9		34950018802	Waleed	Teaching	Teacher		66000.00	2750.00	2750.00	01/02/2024 13:28:18
10		34950018801	Waleed	Teaching	Teacher		55000.00	2750.00	2750.00	01/02/2024 13:28:18
11		429134732384	Ahmed Smith	Operations	Operations Manager		112232.00	0.00	0.00	
12		300344195702	Rohan Taylor	Development	Software Developer		112232.00	0.00	0.00	
13		20950018801	Zafar	Teaching	Teacher		10000.00	5000.00	5000.00	01/02/2024 13:28:18
14		284201716246	Thomas Miller	Finance	Financial Analyst		112232.00	0.00	0.00	
15		97028108821	Richard Wilson	Human Resource	Human Resources Manager		112232.00	0.00	0.00	

Showing 10 of 11 Records (19)



## Attendance Management:

- Monitor and manage employee attendance with precision, ensuring accurate time tracking and adherence to schedules.
- Attendance Management includes:

### 1. Record Attendance

Employee Name	Reg No	Emp No	Designation	Department	VS	Time In	Time Out	Status	Arrival	Departure	Leave Type	Break Mins	Max Downtime Mins	F.W.D.	W.N.	Comments
1. Saira	24P02010001	1	Teacher	Teaching	Wk	07:00:00	15:00:00	Present	07:00	15:00		0	60	<input type="checkbox"/>	<input type="checkbox"/>	
2. Jhila	24P02010001	2	Teacher	Teaching	Wk	07:00:00	15:00:00	Present	07:00	15:00		0	60	<input type="checkbox"/>	<input type="checkbox"/>	
3. Nayan	24P02010002	3	Teacher	Teaching	Wk	07:00:00	15:00:00	Present	07:00	15:00		0	60	<input type="checkbox"/>	<input type="checkbox"/>	
4. Mohammed Bin	24P02010003	4	Admin & Procure. Officer	Admin	Wk	07:00:00	15:00:00	Present	07:00	15:00		0	60	<input type="checkbox"/>	<input type="checkbox"/>	
5. Haseeb Ali	24P02010004	5	Teacher	Teaching	Wk	07:00:00	15:00:00	Present	07:00	15:00		0	60	<input type="checkbox"/>	<input type="checkbox"/>	
6. Nabeel Sheikh	22P10210006		Operations Manager	Operations	Wk	07:00:00	15:00:00	Present	07:00	15:00		0	60	<input type="checkbox"/>	<input type="checkbox"/>	
7. Edward Brown	481203090742	17	Specialist	Information Technology	Wk	07:00:00	15:00:00	Present	07:00	15:00		0	60	<input type="checkbox"/>	<input type="checkbox"/>	
8. Henry Johnson	62740185382		Project Coordinator	Project Management	Wk	07:00:00	15:00:00	Present	07:00	15:00		0	60	<input type="checkbox"/>	<input type="checkbox"/>	
9. George Davis	27012504015		Marketing Director	Marketing	Wk	07:00:00	15:00:00	Present	07:00	15:00		0	60	<input type="checkbox"/>	<input type="checkbox"/>	
10. Thomas Miller	584290718348		Financial Analyst	Finance	Wk	07:00:00	15:00:00	Present	07:00	15:00		0	60	<input type="checkbox"/>	<input type="checkbox"/>	
11. William Green	912401790027		Human Resources Manager	Human Resources	Wk	07:00:00	15:00:00	Present	07:00	15:00		0	60	<input type="checkbox"/>	<input type="checkbox"/>	
12. Charles Black	410208902071		Sales Executive	Sales	Wk	07:00:00	15:00:00	Present	07:00	15:00		0	60	<input type="checkbox"/>	<input type="checkbox"/>	
13. Robert Taylor	200206185732		Software Developer	Development	Wk	07:00:00	15:00:00	Present	07:00	15:00		0	60	<input type="checkbox"/>	<input type="checkbox"/>	
14. James Anderson	140201870025		Customer Service Representative	Customer Service	Wk	07:00:00	15:00:00	Present	07:00	15:00		0	60	<input type="checkbox"/>	<input type="checkbox"/>	
15. John Thomas	984710203954		Quality Assurance Engineer	Quality Assurance	Wk	07:00:00	15:00:00	Present	07:00	15:00		0	60	<input type="checkbox"/>	<input type="checkbox"/>	

### 2. Attendance Employee wise

Date	Date	Shift Time In	Shift Time Out	DAS	Arrival	Departure	Leave Type	Break Mins	Comments
1	Wed	07-Jul-2024	07:00:00	15:00:00	HEMPT	Absent		0	
2	Thu	08-Jul-2024	07:00:00	15:00:00	HEMPT	Absent		0	
3	Fri	09-Jul-2024	07:00:00	15:00:00	HEMPT	Absent		0	
4	Sat	10-Jul-2024	07:00:00	15:00:00	HEMPT	Absent		0	
5	Sun	11-Jul-2024	07:00:00	15:00:00	HEMPT	Absent		0	
6	Mon	12-Jul-2024	07:00:00	15:00:00	HEMPT	Absent		0	
7	Tue	13-Jul-2024	07:00:00	15:00:00	HEMPT	Absent		0	
8	Wed	14-Jul-2024	07:00:00	15:00:00	HEMPT	Absent		0	

## 2. Biometric Attendance

**DUBAI BRANI** | HR | Reports | Control Panel | Other

Search Here

**Biometric Attendance Users**

Process Users | Process All Users

Check All | Uncheck All

	Name	Alt Name	EmpNo	ID Card No	MOBILE
1	Saleh 1	Saleh	1	8796668271	1
2	Waleh 2	Waleh	2	20111111	2
3	Yash 3	Yash	3	3333333	3
4	Muhammad Bin 4	Muhammad Bin	4	8000000000	4
5	Mohd Al Bin 5	Mohd Al Bin	5	88888	5
6	Richard Smith-12	Richard Smith	12104732238	829104732238	12
7	Edward Brown-13	Edward Brown	29120886726	29120886726	13
8	Henry Johnson-14	Henry Johnson	62740195362	62740195362	14
9	George Davis-15	George Davis	37012888610	37012888610	15
10	Thomas Miller-16	Thomas Miller	53420716346	53420716346	16
11	William Wilson-17	William Wilson	97248186827	97248186827	17
12	Charles Moore-18	Charles Moore	41332890471	41332890471	18
13	Robert Taylor-19	Robert Taylor	20836186782	20836186782	19
14	James Anderson-20	James Anderson	19823374827	19823374827	20
15	John Thomas-21	John Thomas	98471623364	98471623364	21

## 3. Departmental Leave Quota

**DUBAI BRANI** | HR | Reports | Control Panel | Other

Search Here

**Department Yearly Leave Quota**

Home | HR | Attendance | Department Leave Quota

Teaching

Leave Type	Dist	Unlocked	Update Employee Quota	Actions
Sick Leave	Days	Yes		<a href="#">Save</a> <a href="#">Cancel</a>
Leave Discharge	12	Yes	No	<a href="#">Delete</a> <a href="#">Edit</a>
Sick Leave	12	Yes	No	<a href="#">Delete</a> <a href="#">Edit</a>
Annual Leave	12	Yes	No	<a href="#">Delete</a> <a href="#">Edit</a>
Paternity Leave	45	Yes	No	<a href="#">Delete</a> <a href="#">Edit</a>
Ward Post Home	12	Yes	No	<a href="#">Delete</a> <a href="#">Edit</a>

[Post](#) [List](#)

## Comprehensive Reporting:

- Generate detailed and comprehensive reports on various HR and payroll metrics, providing valuable insights for decision-making and strategic planning.

### 1. Probation List

Name	Reg. No	Emp. No	Father / Husband	Gender	Marital Status	Date Of Birth	ID Card No	Mobile	Phone	Status	joined On	Department	Designation	Probation From Date	Probation To Date
HOOD AL-AM	14755010004	5	Mohammad	Female		31/01/1988	33333	333333	121212	Active	29/11/2024	Teaching	Teacher	25/01/2024	25/09/2024
Charles Saadeh		41333995471	Michael Saadeh	Male		31/12/1976	41333995471	76	3447295382	Active	31/04/2024	Sales	Sales Executive	30/01/2024	31/12/2024

### 2. Employee Profile

**Employee Profile**

**Personal Information**

Name	HOOD	Reg No	14755010004
Father / Husband Name	HOOD	Date of Birth	31/01/1988
ID Card No	33333	Gender	Female
Department	Teaching	Designation	Teacher
Marital Status	Single	Employment Status	Active

**Visa Info**

Employment Status	Active	Employment Type	Full Time
Visa Status	Valid	Visa Expiry Date	31/12/2024

**Address**

Country	UAE	State/Province	Dubai
City	Dubai	Street Address	Street Address

**PR Information**

ID No	123456789	DOB	31/01/1988
Valid Until	31/12/2024	Issued By	123456789

**Allowances / Deductions**

Allowance / Deduction	Type	Amount
Transportation	Allowance	1000.00
Medical Insurance	Deduction	500.00

**Late Arrival DM**

Name	Start Date	End Date	Count	Start Date	Count	Start Date	
HOOD	01/01/2024	31/01/2024	0	01/02/2024	0	01/03/2024	0

**Early Departure DM**

Name	Start Date	End Date	Count	Start Date	Count	Start Date	
HOOD	01/01/2024	31/01/2024	0	01/02/2024	0	01/03/2024	0



## 5. Employee Attendance with Salary

**ProSkool** | SALARY SHEET  
Dubai Branch

Payroll of All Departments Employees Mar 2024

Sl. #	Age	Name	Designation	DOB	Bank Account	Security Amount	P	A	L	H	Allowance			Total
											Advance	Basic Salary	Total	
1.		Jafar	Teacher	8-Oct-2022		20,000.00	21	0	0	0	4,000.00	48,000.00	49,000.00	49,000.00
2.		Victoria	Teacher	22-Aug-2021		6,000.00	21	0	0	0	3,000.00	93,000.00	96,000.00	96,000.00
3.		Drift	Account Off.	25-Sep-2020		6,000.00	28	1	0	0	1,800.00	89,000.00	97,800.00	97,800.00
4.		Alwanter	Teacher	28-Sep-2021		9,000.00	29	1	0	0	2,000.00	25,000.00	27,000.00	27,000.00
5.		Isabelle	Teacher	6-Mar-2021		6,000.00	28	1	0	0	2,000.00	20,000.00	22,000.00	22,000.00
6.		Hindal	Account Off.	7-Mar-2023		6,000.00	28	0	0	0	4,000.00	40,000.00	46,000.00	46,000.00
7.		George	Teacher	6-Mar-2021		9,000.00	28	0	0	0	2,000.00	25,000.00	27,000.00	27,000.00
8.		Charlene	Teacher	22-Mar-2022		6,000.00	22	0	0	0	4,000.00	40,000.00	46,000.00	46,000.00
<b>Total</b>											<b>30,300.00</b>	<b>305,000.00</b>	<b>373,900.00</b>	<b>373,900.00</b>

**NOTE:** These are some of the screenshots of our software and reports, covering HR & Payroll Module. Our software has more than 40+ reports, covering every aspect of HR & Payroll management.