



# HPT



**MICRO PRO**  
COMPUTER LLC

## HR Payroll Time Track E-catalog

**Micro Pro Computer LLC**

Dubai, UAE. Tel. 04-2940023 | Fax. 04-2957571 | Email: [micropro@micropro.ae](mailto:micropro@micropro.ae)

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



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## About Us

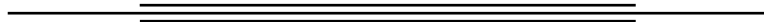
**Micro Pro Computer LLC** is a forerunner in developing and deploying leading edge IT solutions on the wheels of world-class solutions and core technical expertise, recognized and valued by heady customers primarily in the UAE.

In today's world, where most processes carries and others line up for *e-tags*, our commitments to converge business strategies and technologies on a single platform seem no boundaries. Keeping a constant move with end-to-end solutions our growth pace targets updated technologies and improved services` at each phase.

Identified and delivered a broad range of IT infrastructure services in **Hardware, Software, Networking and Internet** as well as Industry Specific needs as **Physical & Data Security, Multimedia & System Management Solutions**, we have strengthened our clientele in the vibrant business sectors of the region.

Our newest products enhance Industry Specific-need tags like **Document Management System, HR and Payroll solutions, Document Archiving and Control Systems** and **Fleet Management System**. Integrating future scalability to all of our products we translate the customer objectives into a workable platform.

Our customer approach is transparent and intuitive in providing the ultimate competitive edge to all our services exceeding their expectations. We foster long-term relationships with them winning their trust and satisfaction.



## HR Payroll TimeTrack

HPT (Human Resources, Payroll, TimeTrack) central suite addresses all your organizational needs to **manage the entire workforce efficiently through automated Time and Attendance, streamlined HR activities and perfect Payroll decisions.** This comprehensive management solution replaces existing traditional work modes at your organization in Administration, Payroll processing, Scheduling of work, Time keeping, Activity Tracking, Records Management, and Corporate Policy compliance etc. With innovative and reliable features, HPT offers much to your everyday schedules empowering apt management decisions and winning employee satisfaction.

### ***HPT – A must-have at your organization***

Businesses of today demand proper utilization of valuable Time and Manpower to gain maximum productive results. **Minute-grown Business sectors in the UAE do require result-yielding Time Management systems to track and manage their own organizations' day-to-day activities.** With HPT, your employee workflow is much closer to you through reciprocal to each step of their everyday schedule until Payroll processing. You are fully informative on your employees with full **HR details, (employee profile and other critical information), Punch-in & out details** for each day, **flexible to any Shift, Site, Project (with Late Reports, Absent reports, Unclaimed bookings etc)** plus **Leave details, Salary preparation, Staff Loans, Gratuity forms, etc** (everything you need for supporting these procedures). In addition, setup for a perfect **Payroll** processing.

The system brings in a virtual contact with the **employees/workers/contractors/subcontractors** through exact account of scheduling for each day. If employees are judged by their quality hours spent for the company through a robust Time-Tracking System, their productivity could be recognized and rewarded based on faultless data. Simultaneously, authorities can trace the unproductive employees, leaving them the option for independent decisions on their continuity based on proven records.

Such reports in real-time can tremendously influence your business growth by building ideal management strategies and precise payroll processing. **Manually adjusted or other erroneous**

Time&Attendance reports delivered by Timekeepers or Supervisors, yet unknown to the HR department while proceeding with blind benefit allocations or deductions **will be avoided through this system.** Labor-intensive industries (especially, Construction) in the UAE can rely on our new product for tangible savings and smooth operational practices.

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### ***HPT- with its best offers***

- ❖ Highly customizable to your organization
- ❖ Simplifies the complex Time Management
- ❖ Easily manages Multiple Projects/Multiple Sites/Multiple Shifts
- ❖ Efficiently tracks Employee productivity
- ❖ Making available Real-time data
- ❖ Producing accurate and error-free Payroll
- ❖ Reduce Malpractices
- ❖ Remote site data accessing (**GSM technology**)

### **Further more:**

- ✚ Most User-friendly
  - ✚ Easy-to-use interfaces with rich tool set
  - ✚ Scalable technology
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### ***Key features***

- ❖ Automated Time and Attendance
- ❖ Multiple Groups/Multiple Companies/Multiple Branches Setup
- ❖ Multiple Shift Management
- ❖ Extensive HR/Time&Attendance/ Payroll Reports
- ❖ Data exporting capability to back-office Systems
- ❖ Holiday Attendance Management



- ❖ Multiple Leave Forms
- ❖ Precise Payroll processing
- ❖ Flexible Gratuity Forms
- ❖ All Staff Loans Management
- ❖ Controlled User Groups
- ❖ All HR Document Categories/Utilities
- ❖ All Payroll/Salary preparation Document Forms
- ❖ Expiry Reminder for all critical documents

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### ***Deployment***

You can either deploy HPT as a central suite with integrated HR Payroll Time & Attendance for benefiting full potential of the software or deploy it separately to suit the needs of your organization. HPT is highly customized to merge with any existing systems in your working environment.

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### ***Benefits***

HPT can transform your business activities into visible productive realities.

### **Improves productivity**

HPT can improve your workforce management with proven records. Automated Time and Attendance system keep track of your employee activities rendering exact data. No malpractices can be done by the Timekeeper/Supervisor to block or gain benefits for a particular employee. Management staff can take ideal, right decisions based on these real-time data, encouraging a well-informed allocation of benefits/non-benefits judging quality employees. This would be a remarkable stepping-stone to your future business.



## Extensive Booking Reports

Using HPT, various reports can be generated corresponding to the booking times (Punch-in & Punch-out status) such as Daily, Weekly, Monthly (showing late, absent, early leaving/coming, unclaimed bookings, etc). **Audit Reports** show **Department/Employee wise OT, Special OT, Cumulative details etc.** You also get **Employee list (designation/site wise), Project Labor Cost details** and many more. Management people do not have to depend on any secondary source for obtaining precise data.

## Precise Payroll Processing

The best output from HPT is, it avoids all data discrepancies, offering a reliable source to your organization's Pay rules. Compatible with your broad Payroll needs, HPT integrates all options to access critical data on time to implement an accurate Payroll Processing. It reduces Payroll costs eliminating costly Payroll inflation and errors.

### ***Department/Site Management***

Using this system, you can restrict the user access to particular Departments or Sites. It will lead to a controlled, organized work-mode resulting individual operating divisions within the organization.

### **Multiple Company/Shift Management**

HPT manages Multiple Groups, Multiple Companies and Multiple Branches, Multiple shifts and Trades.

Multiple shifts come under three categories. Flexible Shifts, Dynamic shifts and Fixed shifts.

### **Flexible shifts**

Flexible working hours are just meant to track the working hours of Special Grade staff whose productivity rating is more counted than timings. For instance, Managers, Consultants etc.

### **Dynamic Shifts**

Dynamic shifts may be *Full time or Part time*. This is calculated according to the punch-in time of the employee (Approximate time of his/her shift-time of that day). And it supports an employee working in Multiple shifts.



## **Fixed Shifts**

It is a fixed time punch-in and out working pattern for employees in that category. Their extra hours will be calculated separately as over time (OT).

## ***Generating Multiple Reports***

HPT's integrated Time and Attendance applications manage Multiple Groups, Multiple Companies, Multiple Branches, Multiple shifts and Trades. At each level, different activities and employee sections exist. Using this system, you can generate reports on each employee level performance.

## ***Remote data access (GSM technology)***

Using HPT, you can access the punch-in &out details of the employees working in remote sites or branches of your organization. It is possible through GSM Technology (linking to the terminals).

## ***Complete HR Management***

HPT integrates all document forms relevant to the **Human Resources department of your company such as Passport, Licenses, Visa, Contract details, Health card** etc. It also incorporates flexible document categories (you can add any document name, department name etc) and adds new employees or change the existing employee information. You can **easily organize and access details of education, dependants of staff, Job profile info (Title, Grade, Status etc), other personal details (Nationality, Religion) Salary and Bank details** etc.

## ***Expiry Reminder***

HPT offers Expiry Reminder for all Employee documents. You can access the Document number, Expiry Date, Renewal amount for the document. You can also **set the alert period for the documents to remind you of future action** before crossing expiry dates. Moreover, **Expiry Reminders for posting Booking reports, Attendance reports and Pending downloads** are also available.



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### ***Return On Investment (ROI)***

HPT stands as a central suite, which integrates all workforces-tracking since punch-in to Payroll procedure for your organization. This system efficiently handles hourly labor, clear budgeting and scheduling human resources. Supervisors use it as real-time tool to monitor Attendance and Labor, Accounts Department gets reliable, precise data to proceed perfect Payroll (with OT and each pay rate changes) and HR department finds it easy to manage all data relevant to the most valuable asset of any company –Human Resource. Avoiding all data discrepancies and manual entry errors, HPT can provide immediate and long-term Return On Investment as a visible reality.

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