ComTech

We are providing HR software Solution.

Hoping to establish a good business relationship with your estimated company.

WHO WE ARE?

ComTech is a remarkable local and global success story.

ComTech founded in 2001 in Egypt to become one of the world's leading human resources information system provider.
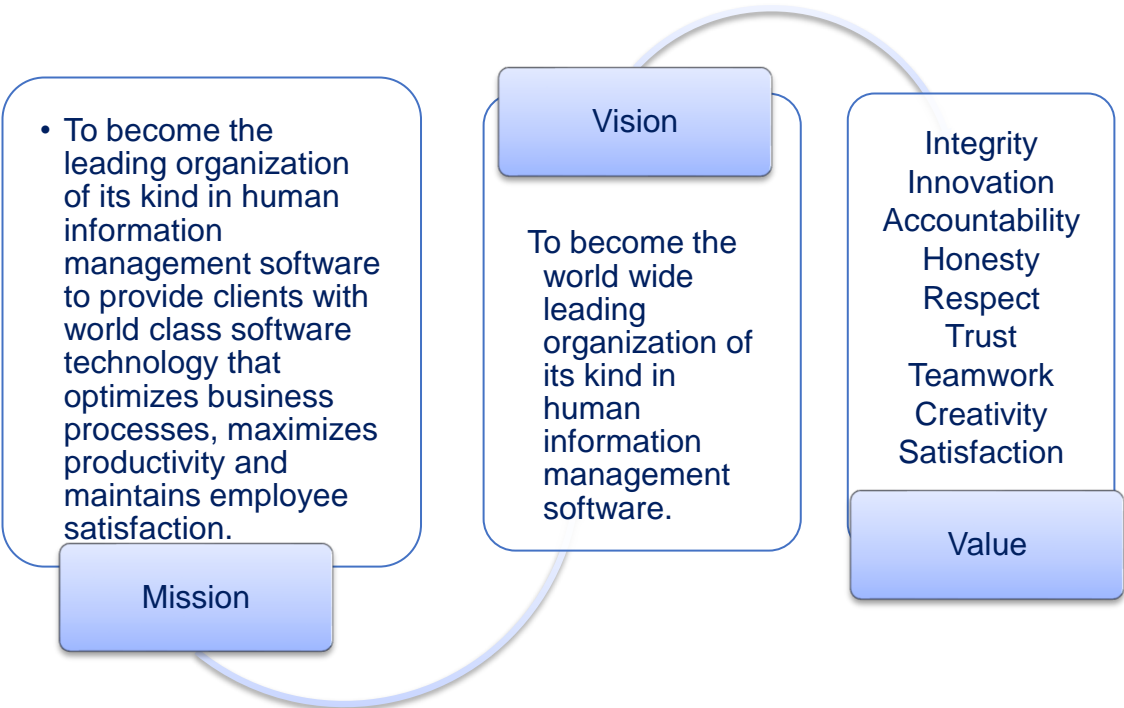
ComTech is a Microsoft partner who provides a complete software solution, offering the scalability and flexibility to meet today's human resources business challenges and opportunities, while empowering your organization for unique success.

ComTech offers a comprehensive range of human resources services through HRmis software, providing a single point of accountability to promote rapid return on investment and low total cost of ownership.

About us

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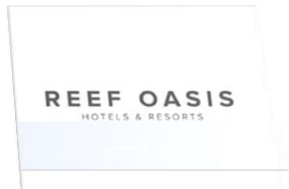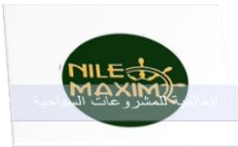
Vision

- To become the leading organization of its kind in human information management software to provide clients with world class software technology that optimizes business processes, maximizes productivity and maintains employee satisfaction.

Mission

To become the world wide leading organization of its kind in human information management software.

Integrity
Innovation
Accountability
Honesty
Respect
Trust
Teamwork
Creativity
Satisfaction

Value

CLIENTS

AHRAM Security Group
Ahram Security Group

alborg labs
FOR SURE
معامل البرج

المختبر

NILE MAXIM
الخدمة للمشروعات السياحية

ASG
Ayman Shahin Group
مجموعة شركات ايمن شاهين

CONCRETE
EST. 1989
كونكريت

Gezira Travel
FIRST CLASS OPERATION
DMC
الجزيرة للسياحة

IDH INTEGRATED DIAGNOSTICS HOLDINGS
شركة التشخيص المتكاملة القابضة

INSUTECH
انسوتك

الدكتور محمد خضر للتحاليل الطبية
معامل الدكتور
حياتك ٠ تهمنا

Le MERIDIEN
DAHAB RESORT
ميريديان دهب

Le MERIDIEN
PYRAMIDS HOTEL & SPA
ميريديان الهرم

LESAFFRE
ليسافر

Marcyrl GROUP
ماركيرل للصناعات الدوائية

MPG
MISR PYRAMIDS GROUP
مجموعة الاهرام مصر

REEF OASIS
HOTELS & RESORTS

Royal lab
معامل رويال لاب

SAKNAFTA
Petroleum Services
ساكنافتا مصر للخدمات البترولية

SPEED Lab
YOUR HEALTH IS OUR MISSION
معامل سبيد

UBF
United Beverage & Food Company

PRODUCT

Human Resources Management Integrated System

HUMAN RESOURCES MANAGEMENT INTEGRATED SYSTEM

HR*mis* is a robust and scalable system, offers a wealth of modules to suit the needs of your business. This widely used system is feature-rich, intuitive and provides an essential HR management platform in a friendly use interface.

HR*mis* is a comprehensive Human Resources information system which has been developed using the latest version of Microsoft technology.

HR*mis* high security, bilingual interface, dedicated technical support and affordability, have made it the choice for professional organizations of all sizes.

HR*mis* helps organizations to make better informed decisions, Control labor costs, minimize compliance risk, freeing human resources staff for more strategic functions and improve workforce productivity.

HR*mis* allows managers to access the information they need to legally, ethically, and effectively support the success of their reporting employees.
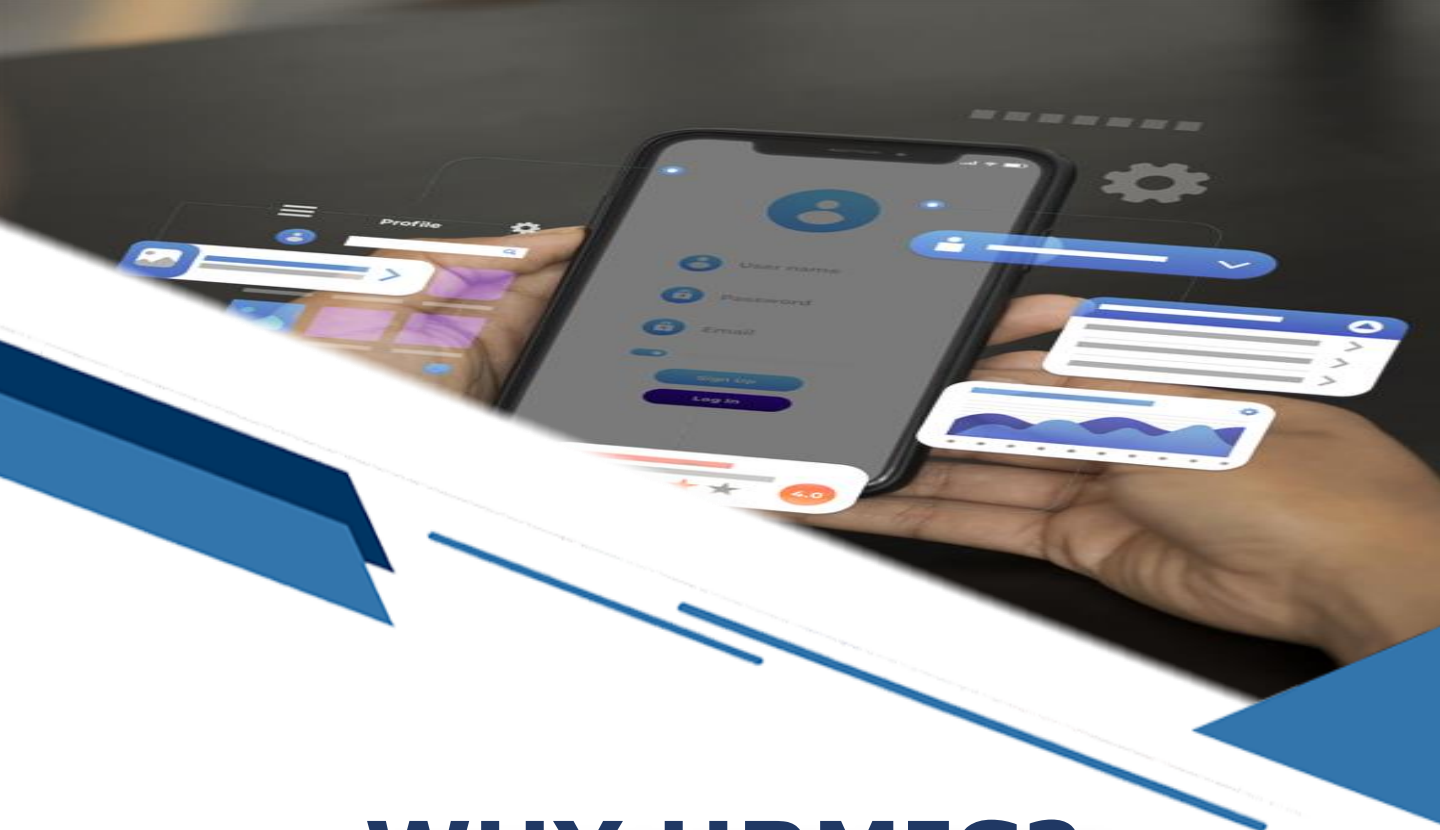
WHY HRMIS?

There are numerous reasons why you should choose HRmis Solutions as your system for payroll, HR and time attendance. Whether you are an executive, end user or IT professional, there are different factors that drive your interest in such a solution. Below are the reasons why HRmis will make sense to you.

For Executives

- Integration to Financials/General Ledger.
- Cost savings.
- Real-time accessibility to employee information.
- Scalability – you can add additional products later.
- Multi-Languages (Arabic and English).

For IT Professionals

- Compatibility to technology - .NET/SQL.
- Security.
- Reliability from working directly with the development source.
- Accessibility.
- Low-maintenance.

For Payroll/HR Professionals

- One shared employee master file will increase efficiency – no redundant entries.
- Support team consists of Payroll Professionals and provides direct support from manufacturer.
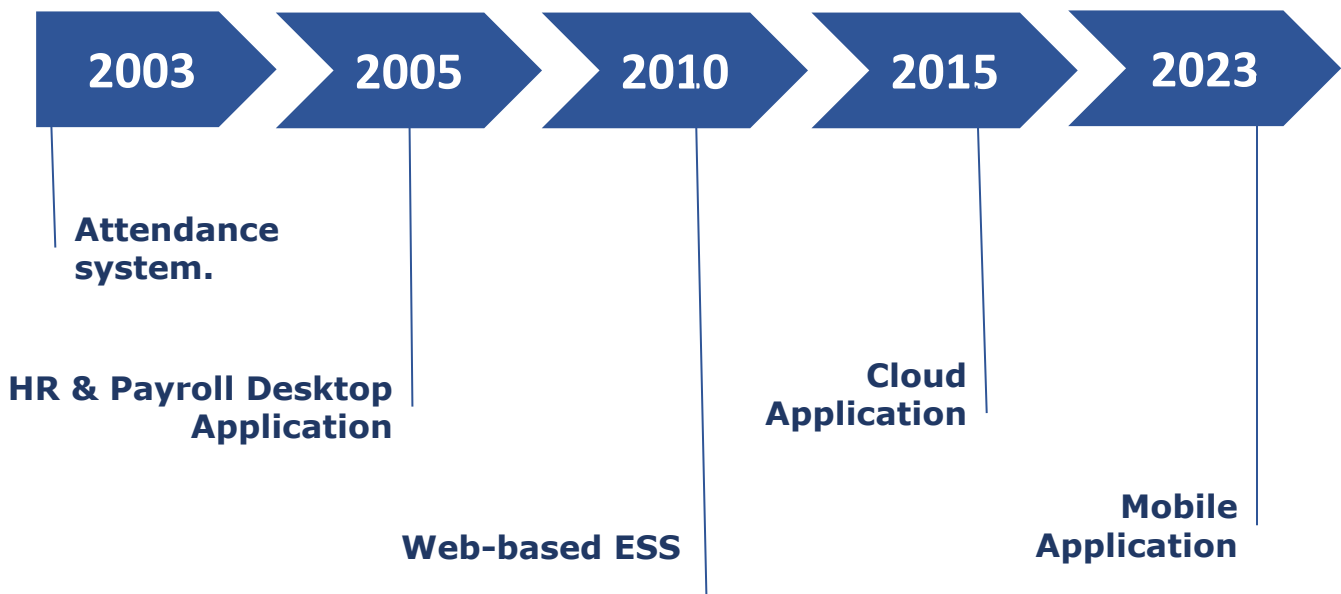- Multi-Companies For group companies.

Desktop   Web Based   Cloud   Mobile
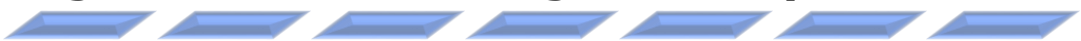
HRMIS UPDATES AND UPGRADES

| 2003 | 2005 | 2010 | 2015 | 2023 |

Attendance system.

HR & Payroll Desktop Application

Cloud Application

Web-based ESS

Mobile Application

GENERAL FEATURES

Manage Employee's Data From Any Where.

Significant Cost Saving For Entry.

High Security And Low Risk.

Extremely Friendly Interface.

Provides A Bilingual Interface Arabic And English.

Fast Time To Value.

Effective And Efficient Use Of Time.

HRMIS MODULES

Basic Module (Personal & Payroll)

Documents & Archiving..

Time Management.

Attendance Time Keeping Interface.

People Management and Organization Chart.

Bank Transfer Interface.

Appraisal & KPI.

Back Office.

Recruitment.

Emailing Alert.

Training.

Housing.

Medical.

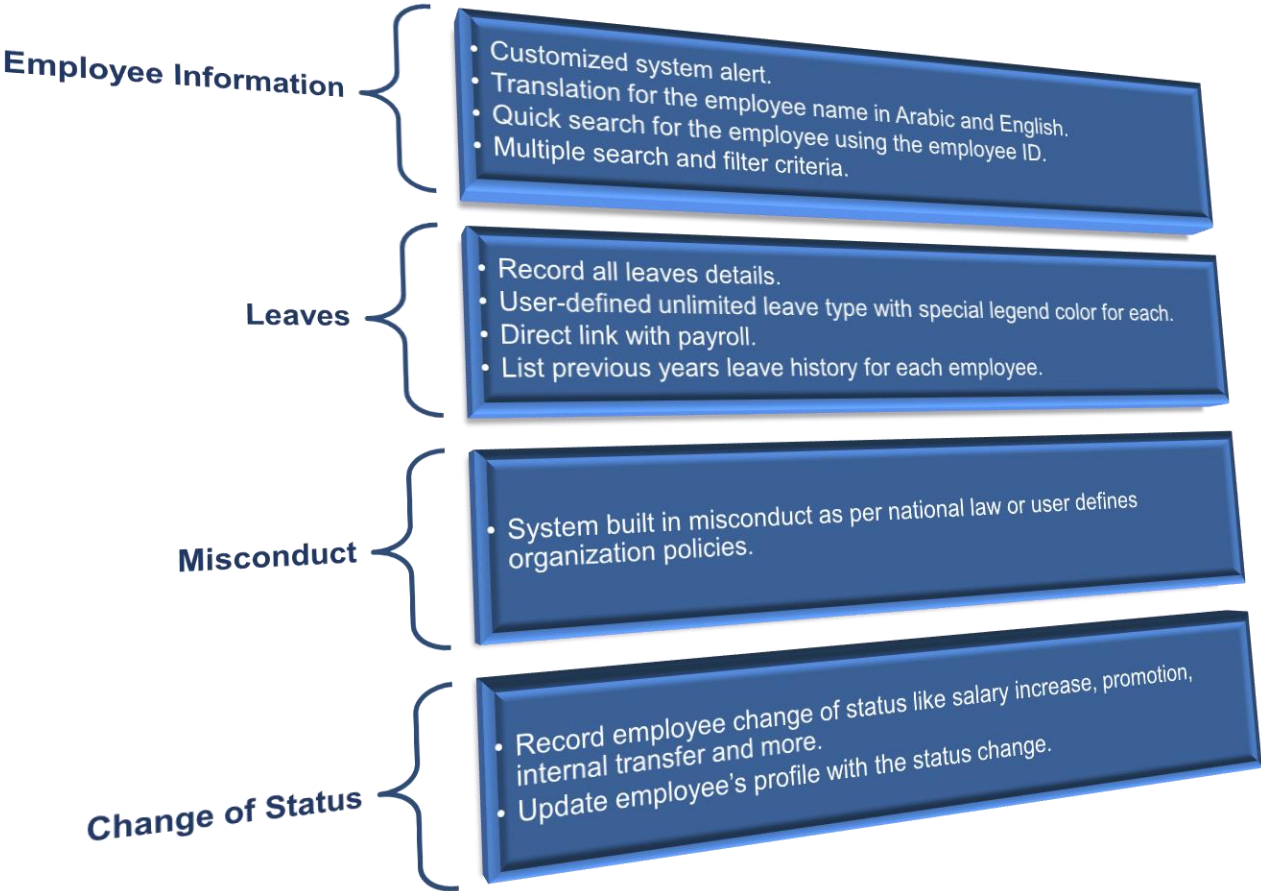**Employee Self-Service. (ESS)**

HRMIS BASIC MODULE

Basic module is the core module to HRmis comprehensive application. HR Basic module captures and maintains all relevant employee related information, including different types of personal, contact, qualifications, work experience, misconduct, leaves and change of status information and more. Information captured by this module is utilized by all other modules, thus eliminating data redundancy.

Employee Information
- Customized system alert.
- Translation for the employee name in Arabic and English.
- Quick search for the employee using the employee ID.
- Multiple search and filter criteria.

Leaves
- Record all leaves details.
- User-defined unlimited leave type with special legend color for each.
- Direct link with payroll.
- List previous years leave history for each employee.

Misconduct
- System built in misconduct as per national law or user defines organization policies.

Change of Status
- Record employee change of status like salary increase, promotion, internal transfer and more.
- Update employee's profile with the status change.

PAYROLL MODULE

Payroll module is a fully functional payroll management system to ease the burden on HR department. The payroll module has a complete payroll solution that automates all the payroll processes and configure the payroll rules. It saves a lot of time spent fixing the organization payroll issues.

Payroll module is designed with the high flexibility. The payroll module is integrated with the attendance, leaves and misconduct modules, which enables the user to process payroll with attendance and leave information. Cross integration among payroll, attendance, and leave management allows the organization to define its payroll formulas with ease.

Auto post absenteeism or misconducts as salary deductions.	Unlimited Pay code definition.	Customizable payroll calculation formulas.	Quick calculation for gross up salary.
List the employee pay history details.	Managing the employee instalments	Profits and bounce distribution on the organization employees.	Issuing Bank transfer.
Display the difference between last month and this month discrepancy.	Blocking payment history delete.	It keeps all transactions for each employee from up to date.	**Back Office Interface Module:**

DOCUMENTS AND ARCHIVING MODULE

Allows easy archiving for all employee paper documents received into the organization, including employee photos, birth certificates, passports, military certificates and more. Documents can be scanned, indexed and securely sorted in the document archive.
Archiving system module eliminates manual administration efforts and freeing up time for more valuable activities. This ensures that HR department is operating at maximum efficiency and delivering value for money.

- System built in scan function or softcopy photos.

- Unlimited number of documents per employee.

- Ability to create system renewal alert based on the expiry date of each document.

- User defines property's required documents for hiring with checklist as received.

- Document image details and expiry date.
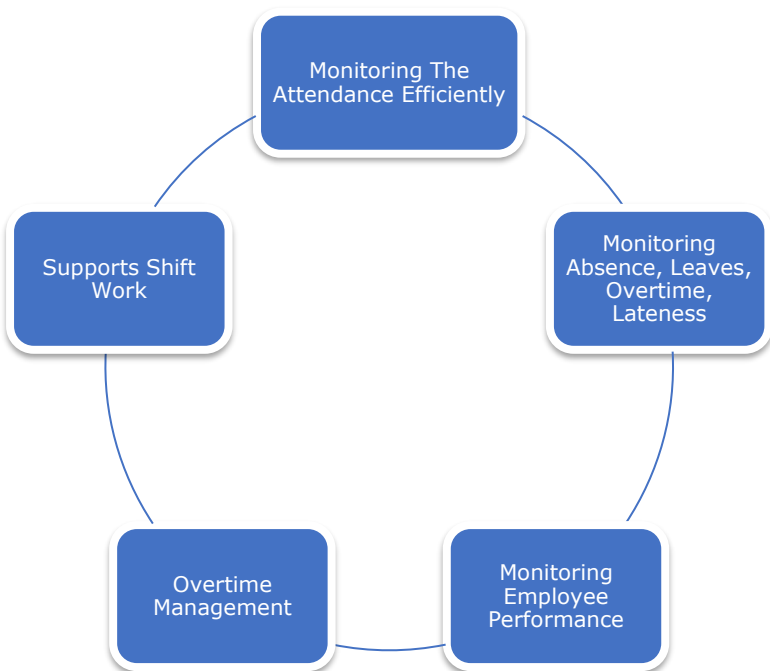
- Document security and compliance.

TIME MANAGEMENT MODULE

Time Management module is a combination of Time keeping module and Time sheet module to control the monthly attendance. HR users control Leave data through displaying discrepancies between the HR department and actual attendance data received from other departments.

Time keeping Management module Includes different features to coordinate all aspects of employee time keeping including in, out, late in, early out, leave, overtime, holidays, and more. This allows HR department to focus on core HR related issues, rather than handling concerns related to employee time keeping.

Time keeping Interface module links time and attendance details from fingerprint, card readers devices or other time keeping devices to manage employee time and productivity efficiently.

- Monitoring The Attendance Efficiently
- Monitoring Absence, Leaves, Overtime, Lateness
- Monitoring Employee Performance
- Overtime Management
- Supports Shift Work

PERFORMANCE AND APPRAISAL MODULE

Performance Appraisals module maintains periodical evaluations of the organization employees' performance. The regular assessment of human resources can benefit the employee and the organization as well.

An evaluation plan can be assigned to each employee. This plan defines the frequency and the way to manage performance evaluations. Moreover, it gives the ability to compare the actual employee performance compared to the expected employee performance.

TRAINING MANAGEMENT MODULE

HRmis Training Management module is integrated with Performance Appraisal module. This module controls internal and external training based on the employee and/or management request.

The management can assign appropriate training plan for the employees to develop their knowledge or skills, based on the employee's periodical evaluation. Training management also helps to schedule various details about trainers, trainees and training facilities.

Training Plan

Registration

E-mails

Training Cost

Training Evaluation

Certification

History

EMPLOYEE SELF-SERVICE MODULE

HRmis Document Workflow module allows the organization to integrate, manage and ultimately transform the business into a more efficient, accountable and profitable environment. This module reduces the amount of paper used in administrative tasks.

HR documents can be produced electronically and then automatically circulated to appropriate authorized people across the organization for review and action. For example, Job application, expense forms and leave requests can be produced by HR users electronically and circulated for managerial approval.

➢ Ability to add job, leave, expense requests and more.
➢ Tracks the requests approvals and documents status.
➢ System built in Print function.
➢ Prevents unauthorized access to requests or documents.

- Leave
- Permission
- Mission
- Overtime
- Change Shift
- Transportation
- Objectives
- Competences

Requests

RECRUITMENT MANAGEMENT MODULE

Recruitment Management functionality provides the ability to attract, select, and hire the right people with the right skill sets, as well as track the information regarding their recruitment for later analysis.

Screening applications and resumes regarding personal data, skills, academic qualifications and more.

Provides link between Recruiting Management module and HR Basic module.

Sends E-mail alert for interview schedule.

- Job Description
- Job Request
- Assessment Exams
- Levels Of Approvals
- Curriculum Vitae
- Interviews

Recruitment

HRMIS AND OTHER SYSTEMS

HRmis provides much kind of features that could not be easily recapped in one system

Arabic and English interface.	Self-language translation.	Dynamic time sheet management.	Integrated time keeping.
High level security.	Dynamic photo handling.	Users change log.	Customizable payroll calculation formulas.
Customizable insurance calculations.	Unlimited number of payroll runs.	Dynamic pay slip.	Year-To-Date payroll history.
Dynamic change of status.	Dynamic misconduct handling.	Complete on line vacation balances.	Graphical update for attendance sheets.
Advanced MS Office integration.	Back Office interface.	Dynamic filtering criteria for reports.	Dynamic medical records.
Integrated archiving System.	Integrated training organizer.	Unlimited number of users.	Unlimited number of employees.

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