

Bayan Human Resources Management

Introduction

Bayan HRMS is your all-in-one cloud HR and payroll solution. It centralizes employee data, automates routine tasks, and streamlines workflows for HR, timekeeping, and payroll operations. Empower employees with self-service requests, go paperless, and ensure compliance across multi-country operations. Its modular design and secure system integrations boost efficiency at every level.

MODULES & COMPONENTS



HR Profile



Timekeeping



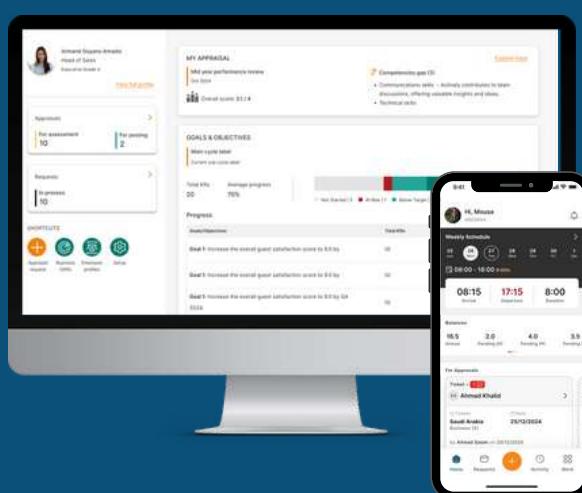
Payroll



Workflow



Performance Management



Mobile App



Training



Recruitment



SecurePay+



Staff Accommodation



Bank & BO Integration



Reports & Notifications



Meal Control

FEATURES AT A GLANCE



Web-based, cloud-ready



Multi-property, multi-cluster



Multi-lingual and multi-currency



Country-specific localization



Occupation management and classification



Staff training



Personnel action administration



Time attendance processing



Benefits and deductions administration



Vacation and leave processing



Payroll processing



Back office interface

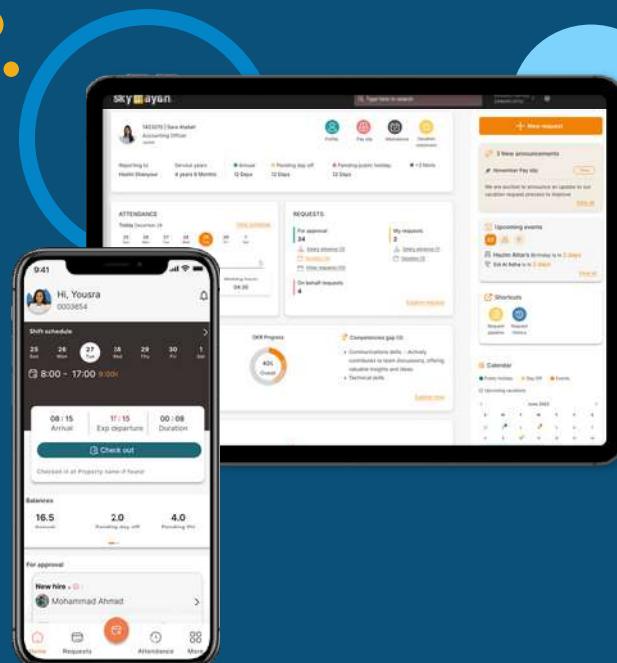


User-defined reports and documents

SYSTEM FEATURES

Workforce Structure & Control

- **Multi-Property & Cluster Support:** Centrally manage multiple companies, branches, and locations with country-specific rules and organizational structures.
- **Workforce Budgeting & FTE Planning:** Allocate position limits, track headcount budgets, and forecast salary costs using FTE-based controls.
- **Cost Center Mapping:** Attribute transactions to departments, projects, or properties for accurate financial alignment and analysis.
- **Digital Document Control:** Digitize and store employee documents (e.g., passports, contracts, work permits) with expiry alerts and fast retrieval.
- **Probation & Contract Monitoring:** Monitor probation periods and contract end dates with automated follow-up alerts and reminders.
- **Full Action History Logs:** Maintain comprehensive logs of all personnel transactions for audits and traceability.
- **Electronic Personnel Files:** Securely store and retrieve scanned contracts, certificates, and official correspondence.
- **Custom Input & Edit Rules:** Configure field validations and workflow logic without coding to match business policy.



SYSTEM FEATURES

Talent Lifecycle & Core HR

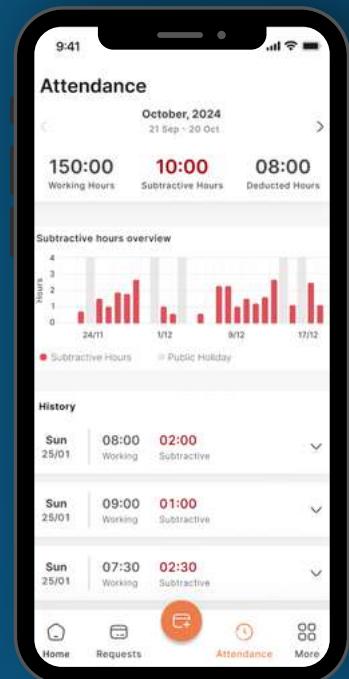
- **Automated Personnel Actions:** Handle promotions, transfers, terminations, salary changes, and more—trackable with effective dates and full approval trails.
- **Custom Approval Workflows:** Design multi-tier approvals for HR, payroll, and timekeeping actions—based on role, region, or department.
- **Scheduled Reminders & Escalations:** Trigger follow-ups on pending approvals or overdue actions with reminder logic.



Time & Attendance Management

Multi-Source Capture: Record attendance via biometrics, mobile apps, RFID, or external systems using configurable time units.

- **Flexible Shift Scheduling:** Define unlimited shifts, including night shifts with premium rates and rest rule compliance.
- **Custom Leave Types:** Configure leave categories with accrual and eligibility rules aligned to local labor laws.
- **Late/Early Detection:** Apply policy-based deductions for late arrivals, early departures, and absences.
- **Overtime Automation:** Set multi-rate OT rules for daily, weekly, holiday, and tiered structures.
- **Discrepancy Handling:** Auto-adjust pay for missing hours and flag attendance violations.
- **Team Management:** Manage and approve team schedules and time entries in bulk.
- **Workflow & Audits:** Secure approval flow with full change history.
- **Live Dashboards:** Track real-time attendance for HR and operations.
- **Custom Reports:** Generate filterable reports by shift, team, exception, or period.
- **Payroll Integration:** Seamlessly post approved time data into payroll with validations.



SYSTEM FEATURES

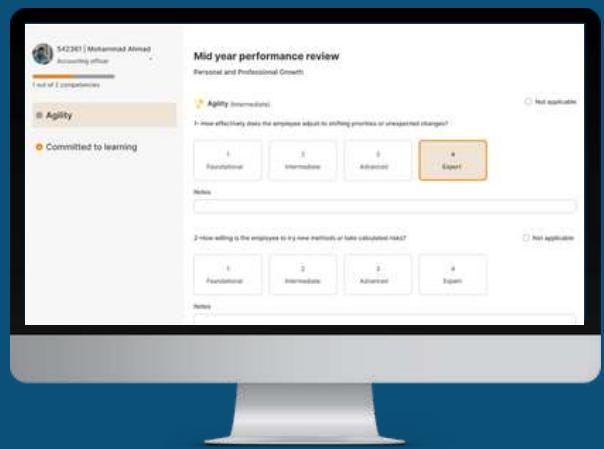
Payroll & Compensation

- **Payroll Simulation & Validation:** Test payroll runs before execution to detect inconsistencies and ensure clean, accurate payouts.
- **Multi-Scenario Payroll:** Process regular, off-cycle, future-dated, partial-period, and retroactive transactions with ease.
- **Retroactive Adjustment Engine:** Handle past-dated salary changes and missed entitlements with accurate backdated payouts.
- **Smart Deduction Engine:** Automate tax, social security, loans, insurance, and other deductions –recurring or one-time.
- **Custom Payroll Components:** Define property-specific earnings and deductions for tailored payroll setup.
- **Country-Specific Compliance:** Support full alignment with labor laws, tax codes, social security, indemnity, and EOS regulations.



Performance Management

- Fully customizable, role-based performance management system that adapts to your organization's unique needs.
- Inclusive 360° feedback from managers, peers, subordinates, and even external stakeholders.
- Real-time goal tracking and cascading OKRs to align individual, departmental, and enterprise objectives.
- Intelligent form builder with configurable rating rubrics, SMART goals, and Behaviorally Anchored Rating Scales (BARS).
- Seamless integration with Bayan HRMS and open APIs for interoperability with any HR system.



SYSTEM FEATURES

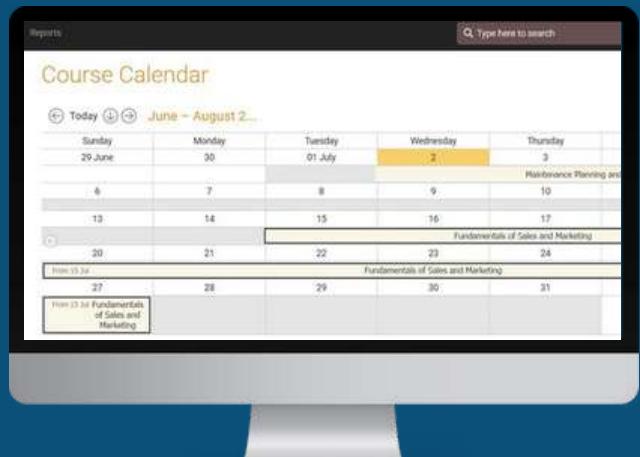
Employee Experience & Self-Service

- **Mobile Self-Service:** Let employees access payslips, submit requests, track attendance, and receive alerts—anytime, anywhere.
- **Smart Leave Management:** Automate accruals and entitlements based on grade and schedule, with seamless approval and balance tracking.
- **Real-Time Notifications:** Instantly notify managers and staff via in-app, SMS, or email for actions, approvals, or document expiries.



Staff training

- Define training subjects and course calendars
- Define training needs on all organizational levels, occupations and individual level
- System-generated training needs based on department and occupation training needs
- System-generated employee training needs based on training evaluation
- Comprehensive reporting on nominations, attendance frequency and evaluations



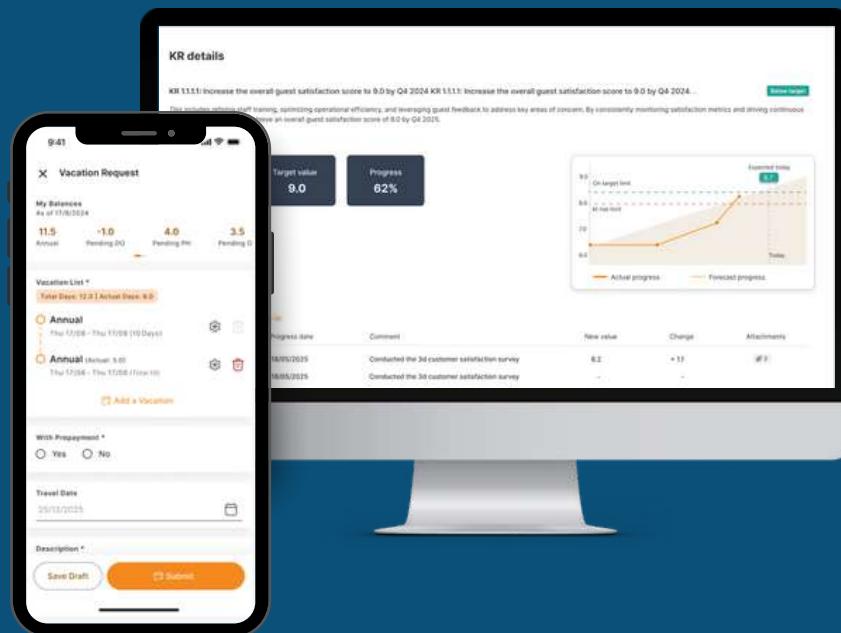
SecurePay+

- Secure, Automated Payroll – Direct-to-bank transfers for salaries, advances, and more, with multi-bank and multi-country compatibility.
- Flexible Integration Options – Choose between PGP-encrypted Host-to-Host (H2H) or real-time API for seamless, tamper-proof transactions.
- Error-Free & Compliant – Eliminate manual processing, prevent fraud, and maintain full audit transparency.

SYSTEM FEATURES

Integrations, Analytics & Security

- External System Integration:** Accept and validate transactions from internal systems or third-party platforms via secure APIs or files.
- Bank & ERP Connectivity:** Automate salary transfers and accounting entries through APIs, Host-to-Host (H2H), or secure export files.
- Custom BI Reports & Dashboards:** Build powerful, filterable reports for HR, finance, and leadership-supporting operational and strategic decisions.
- Reconciliation & Compliance Reporting:** Match HR, payroll, and payment records to avoid discrepancies, with full regulatory report sets.
- Flexible Report Export:** Export reports to PDF, Excel, or CSV with filter and formatting preferences.
- Secure Data Exchange:** Encrypt and track data flow with audit controls to meet legal and telecom-grade standards.
- Audit Log Visibility:** Maintain comprehensive user and system action logs across HR, payroll, and attendance functions to support traceability, accountability, and compliance audits.



CORPORATE CONCEPTS AND FEATURES

Flexible. Scalable. Centralized

Bayan is a powerful, web-based HR management system designed to support operations at three levels: property, cluster, and corporate. It can be deployed on a local web server, private cloud, or public cloud—ensuring flexibility to match your IT strategy.

Property-Level Installation

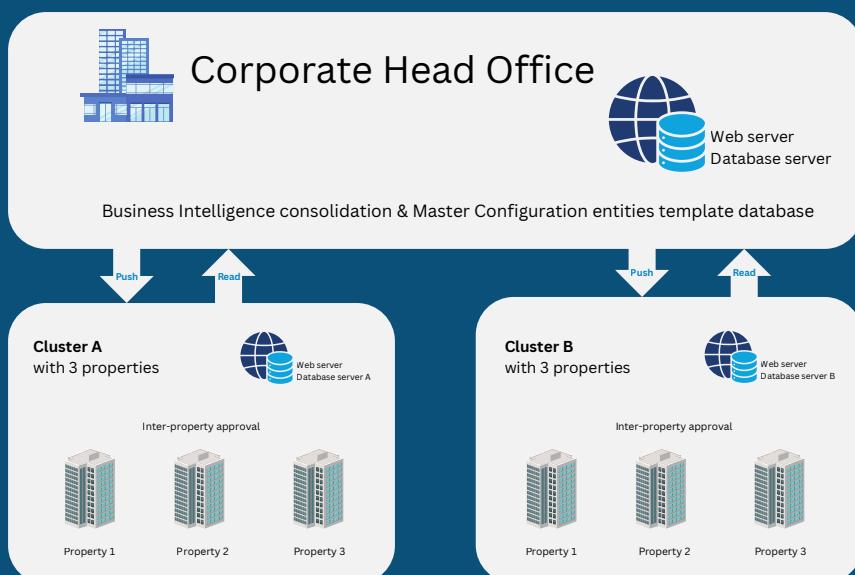
Ideal for single-property operations, Bayan is fully managed by on-site staff and handles all core HR functions including Payroll, Attendance, and Workflow. This setup uses a dedicated MS SQL database for each property, ensuring complete data isolation and operational independence.

Cluster-Level Installation

A cluster consists of two or more properties managed by a unified team—such as a shared General Manager, HR Manager, or Payroll Department. Bayan enables seamless workflow approvals across these properties, without compromising individual HR and payroll structures. Key elements like Admin Units, Occupations, Roles, and Approval Rules can be centrally managed and pushed to each property. Cluster installations also operate on a single MS SQL database.

Corporate-Level Installation

At the corporate level, Bayan connects multiple clusters under a unified platform. While workflow approvals do not span across clusters, this setup offers two major advantages: centralized control over configuration and consolidated reporting. This enables leadership to enforce corporate-wide standards while maintaining operational autonomy at the cluster and property levels.



Ready to transform your operations?

Let Bayan HRMS do the work.

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