

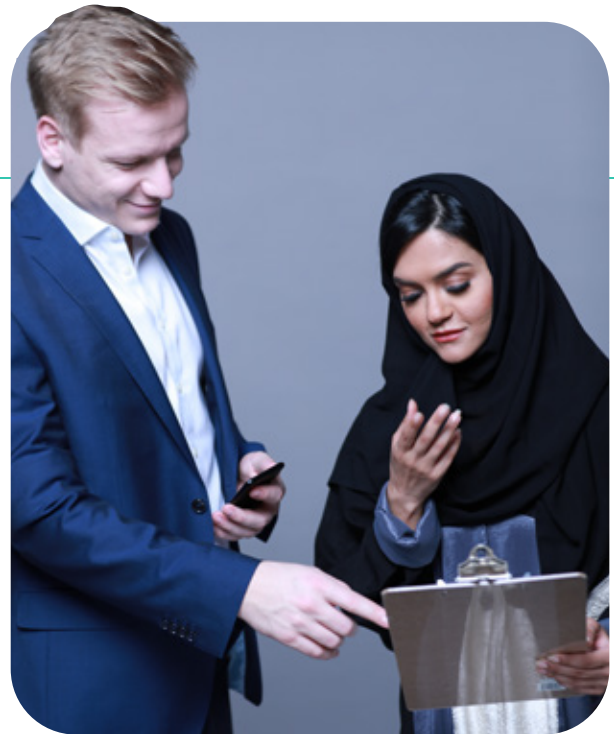


# Company Profile.



# Our Mission.

Saudi Arabia is currently undergoing a radical economic transformation. In order for companies to face the upcoming changes, it is crucial to adopt technology that fosters efficiency, innovation and performance. Our mission is to make affordable, intuitive & easy to use HR solutions available to Small & Medium Enterprises in the Kingdom, automating their internal processes and engaging employees.



# Our Vision.

We are determined to reinvent the way HR is perceived in companies across Saudi Arabia. It is time to focus on what really moves an organization forward – its people! HR is not about administrating staff, it is about engaging employees and equipping them with the right tools to activate their full potential – that's what **palm.hr** is all about.



# Our Features.



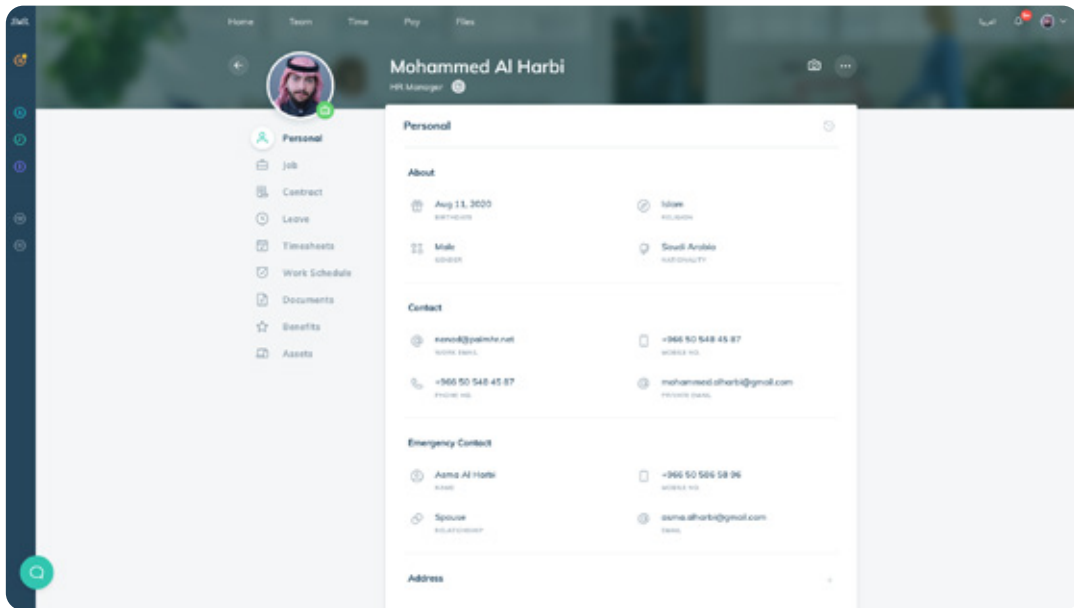
As a cloud based solution, **palm.hr** provides reliable, engaging and state-of-the-art technology combined with excellent customer support.

We promise to never stop improving our services and to be your reliable partner for your HR transformation journey.



# Employee Profiles.

It's finally time to say goodbye to paper & spreadsheets! With **palm.hr**, all employees have their individual profiles & all their data is up to date and in one place. As a cloud solution, you can access the platform from anywhere, anytime!



## Key Information

Store personal information, educational background and contact details.



## Documents

Drag & drop employee documents, track their expiry dates and assign access rights.



## Employment History

Track employment history and contractual details such as benefits, visa and dependent information.



## Assets

Track all employee assets, register handover & return dates and get notified on any changes.



## Compensation Details

All salary & financial histories in one place. Track "End of Service" balances and transaction details.



## Time Off

Assign & create custom time off policies and always be on top of vacation & leave balances.

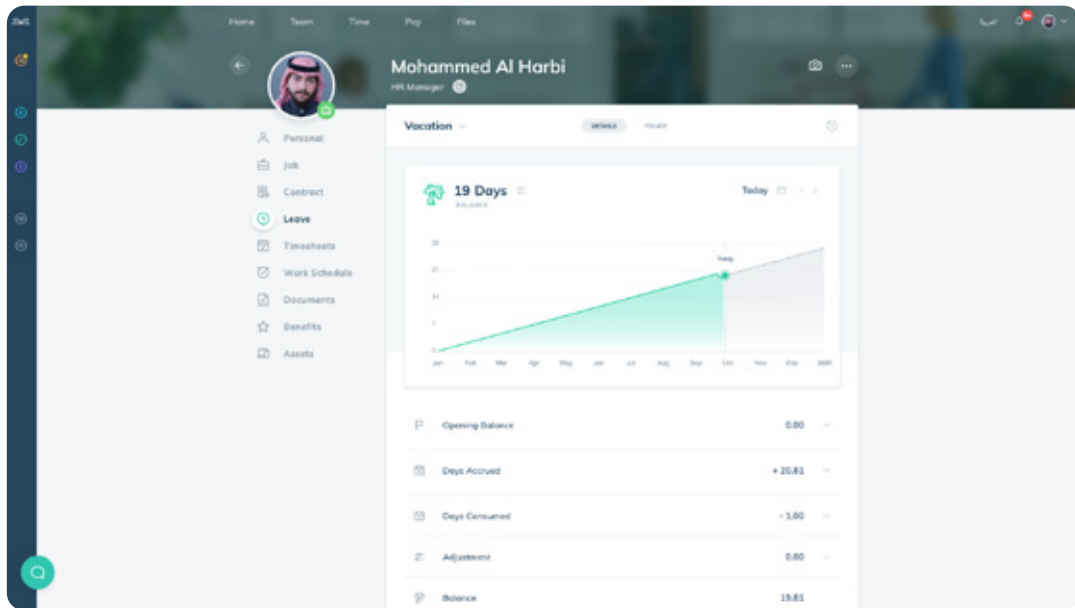


Take your HR department to the next level and be in full control of all employee data.



# Time Management.

Discover a whole new way of capturing your teams' presence. Define custom work schedules, track holidays & leaves and monitor overtime & absences.



## Work Schedules

Set fixed & flexible work schedules for different departments, projects & locations.



## Holidays & Leaves

Set public holidays and easily get the full picture when people are out of office.



## Time Tracking

Register when employees arrive & leave and keep track of working hours.



## Attendance & Absences

Get informed when employees are absent, late or have left work too early.



## Overtime

Register overtime if wanted and keep track of all hours worked.

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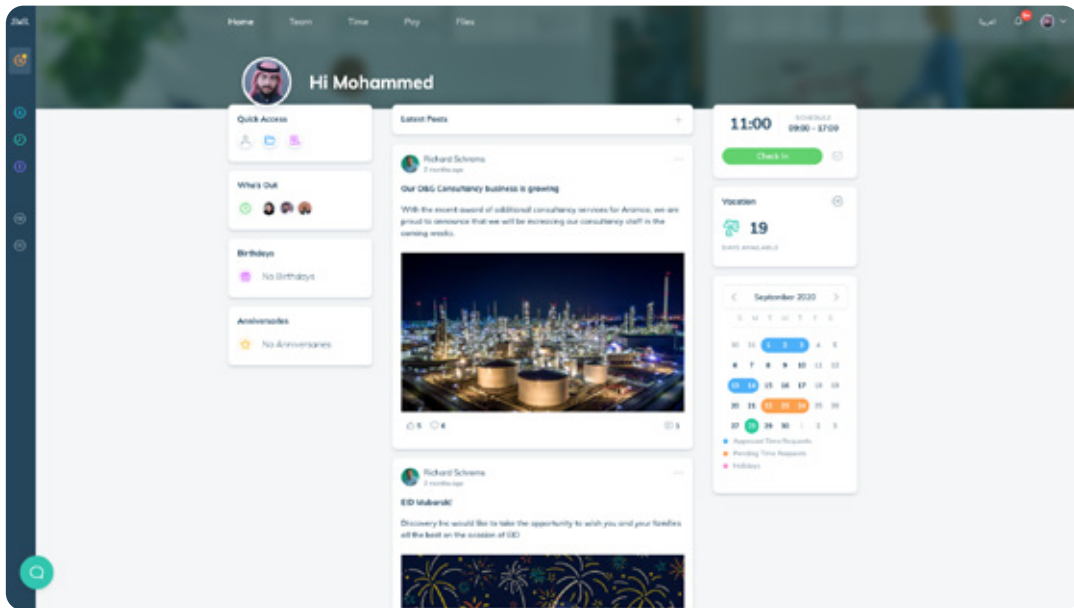
**88% of “Best in Class” companies automate their time and attendance data collection.**

— Aberdeen Research Group



# HR Management Dashboard.

With just a few clicks you can access beautifully designed interactive reports that cover everything from simple leave balances to detailed employee data metrics.



## Dashboard

Our PalmHR dashboard beautifully displays the most frequently needed HR reports.



## Updates in real-time

Your dashboard is updated instantly & in real-time as soon as something has changed.



## Notifications

Get updates on your submitted requests and their status.



## Anniversaries & Birthdays

Always know when it's time to celebrate a colleagues life event.



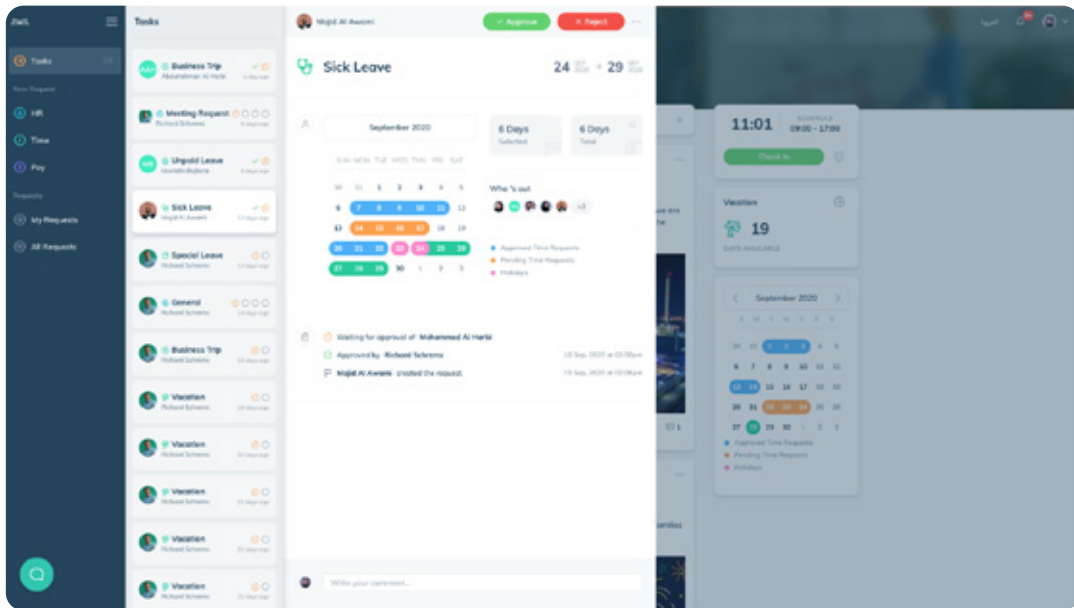
71% of HR Managers are spending more time on business issues not related to HR or talent development.

— Corporate Leadership Council —



# Engagement and Requests.

Bring the idea of employee self-service to the next level by giving your team access to their information, let them manage their requests and tasks and keep everyone in the loop via custom notifications.



## My Tasks

Get a clear overview and notifications of requests pending your approval.



## Employee Requests

Submit and keep track of time off, business trip & HR requests.



## Onboarding & Offboarding

Easily on- or offboard employees and make sure their transition runs smoothly.



## PalmHR Support

Facing any issue in the system? We are right there with you and will respond within hours.



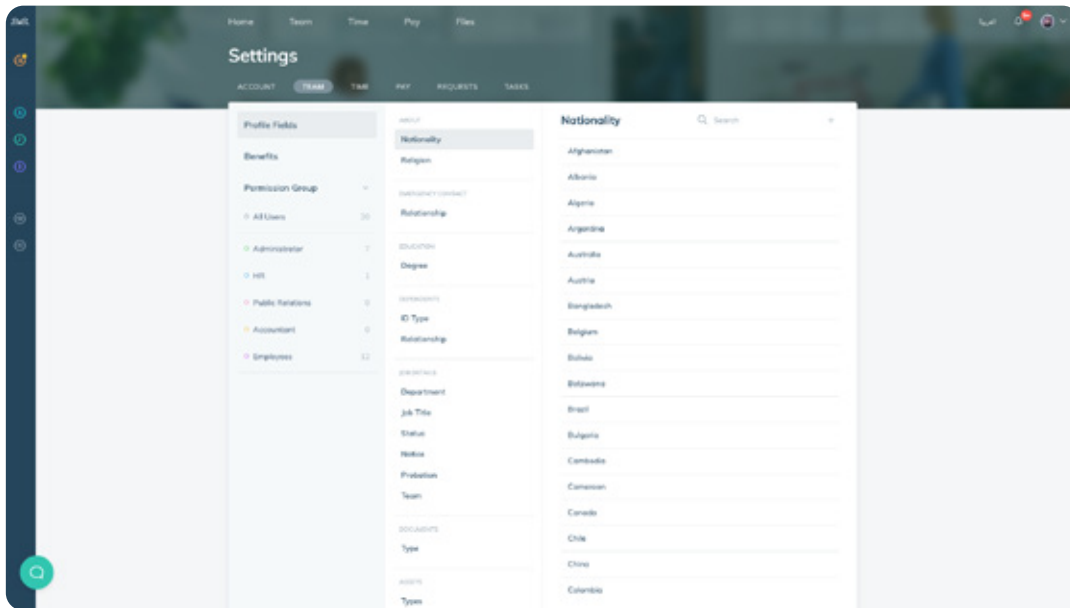
Highly engaged employees are 87% less likely to leave their company.

— Corporate Leadership Council —



# Customization.

**palm.hr** is offering you a fully customizable user experience. From user rights to approval processes, from company policies to notifications, anything can be done to deliver an individual software solution to save you time and money.



## Permission Groups

Decide exactly which part of the system a user is able to see or edit.



## Approval & Workflows

Set custom workflows for data change, time off, business trips & HR requests.



## Company Policies

Define clear policies thereby reducing uncertainty and promoting transparency.



## Data Integrity

Avoid duplication and data redundancy by predefining entry field options.

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Companies with newly upgraded HR systems see cost savings of 22% per employee.

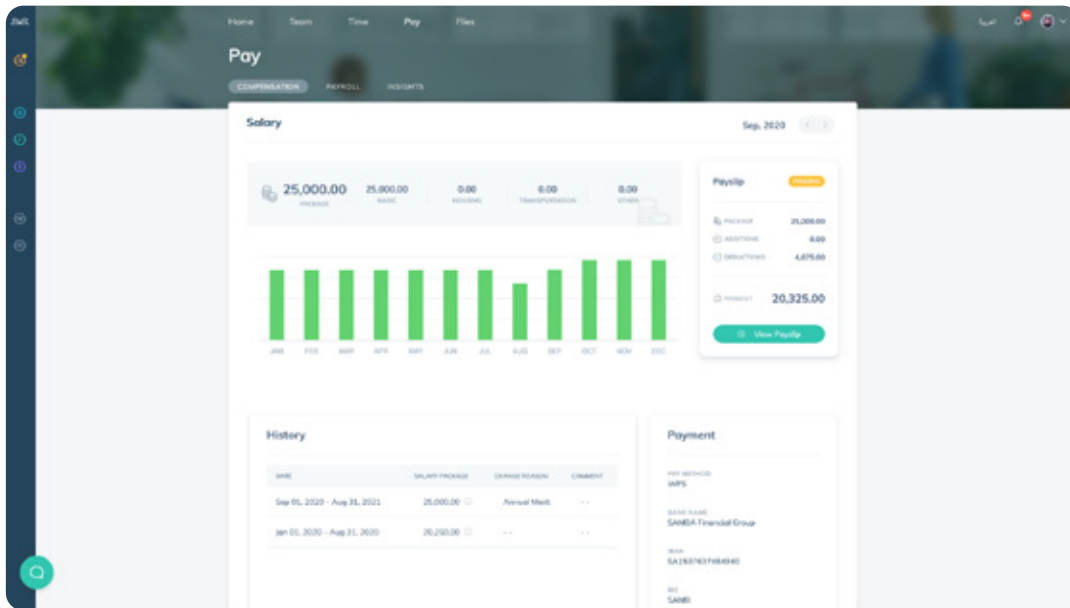
– Bersin by Deloitte





# Payroll.

Most HR managers spend hours – if not days – every month going through endless piles of paperwork and excel sheets to finalize their monthly payroll. Our **palm.hr** payroll engine easily calculates all payroll relevant input and makes sure you avoid mistakes and stay compliant throughout the entire process.



## Compensation Management

View salary details and track compensation histories.



## WPS Compliant

Be fully labor law compliant and safeguard the interests of your team.



## Auto-Generated Payslips

With one click, every employee can easily store and download their monthly payslips.



## Integrated GOSI deduction

PalmHR payroll engine automatically deducts the adequate GOSI fee for each employee.



## Additions & Deductions

Easily add additions and deductions, such as expense claims, overtime payments or traffic violations.



## Automated Pay Runs

Calculate your total monthly expenses and reduce your processing time with our automated pay run system.



**Automated payroll increases accuracy, timeliness and compliance.**



# Why palm.hr

## Free your Time.



Our solution streamlines your daily HR activities and gives you the time you need to focus on what's really important – your team! Employees have easy access to their data and most operational processes are automated.

## Be in Control.



One of the main characteristics of successful managers is to be in full control of their responsibilities. Our **palm.hr** solution brings clarity, transparency & structure to your organization and ensures you are updated on every HR issue.

## Engage Employees.



Engaging your team is proven to increase individual efficiency and improves your corporate culture overall. By making HR an experience, **palm.hr** ensures your employees get involved and seamlessly adopt the software.

## Access Anytime Anywhere.



As a web based cloud solution, all employees are able to access the system no matter where they are. With our upcoming **palm.hr** mobile apps your team can submit requests, get in touch with colleagues and stay up to date with recent announcements.

## Stay Compliant.



With labor law compliance becoming increasingly important, **palm.hr** offers you tools to actively manage your exposure. Our monthly client newsletter keeps you updated on the changing regulatory environment.

## Founded in Saudi Arabia.



The idea of **palm.hr** was born in Saudi Arabia. We are here to stay and are 100% established & incorporated in the Kingdom. We love being part of the solution, leveraging technology to solve big problems and bring about real change.

## Highest Security Standards.



At **palm.hr**, we take your data & privacy very seriously and have adopted security measures going way beyond the legal requirements in the Middle East. Constant backups ensure your data is safe and cannot be exposed.

## Eliminate Mistakes.



Clear access rights & approval processes create a structure that eliminates the room for mistakes & errors. Every change made in the system is tracked and you can replicate everything that happened immediately.

## Dedicated Support.



As our client, you will receive a dedicated support agent who is there to assist you with any issues you may have with the system. We consider you as partner and value your input to constantly improve our solution.



# How to join.

Ready to make life easier for everyone in your organization? Ready to dive in & experience the HR revolution for yourself? Then let's get you onboard! Our focus is to get you started as fast & seamless as possible.



## It's easier than you might think.

Implementing or switching HR Solutions is a big decision. Therefore our team has prepared a step for step guide & video tutorial course to make sure the setup runs smoothly. All your available data can be bulk uploaded and will be double checked by our support team before going live – all in a matter of days, not months!



## Your team will love it.

PalmHR just makes HR a little more human and teams all over Saudi Arabia love using our solution. Not only do we make life easier for everyone by automating all the HR headache, we clearly improve corporate culture & engagement. Your employees will feel they are part of a well-organized, state-of-the-art organization that is people focused and prepared for the future.



## Fair & flexible pricing.

We at PalmHR believe, it is not a matter of size and budget to have a great HR solution in place. With our flexible pricing options, we aim to be affordable for organizations of all sizes and hope we can go a long way with supporting as many companies as possible. Our prices are transparent, there are no hidden costs and you can upgrade & cancel anytime.



# Testimonials.

## Murthada AlQatan

HR Manager at Erne Fittings Middle East



**palm.hr** is the HR managers dream. From day 1, palm.hr has helped us implement legal requirements and set new standards for employee experience.

# Selected Clients.



# Get in Touch.

HQ



## Saudi Arabia

First Floor, Office 215, Prince  
Muhammad Bin Abdulaziz Road  
Al Olaya, Romaizan Building  
12313, Riyadh Saudi Arabia



## Serbia

Sredačka 10,  
11000 Belgrade  
Vračar



## Austria

Handelskai 265,  
1020 Vienna  
Austria


## We are ready to lead you into the future of HR.

Got any further questions or just want to say “hi!”?  
Get in touch with us to get the ball rolling!

## Rakan AlBorai

Head of Growth

 rakan@palmhr.net

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# Will this be the start of a beautiful relationship?

