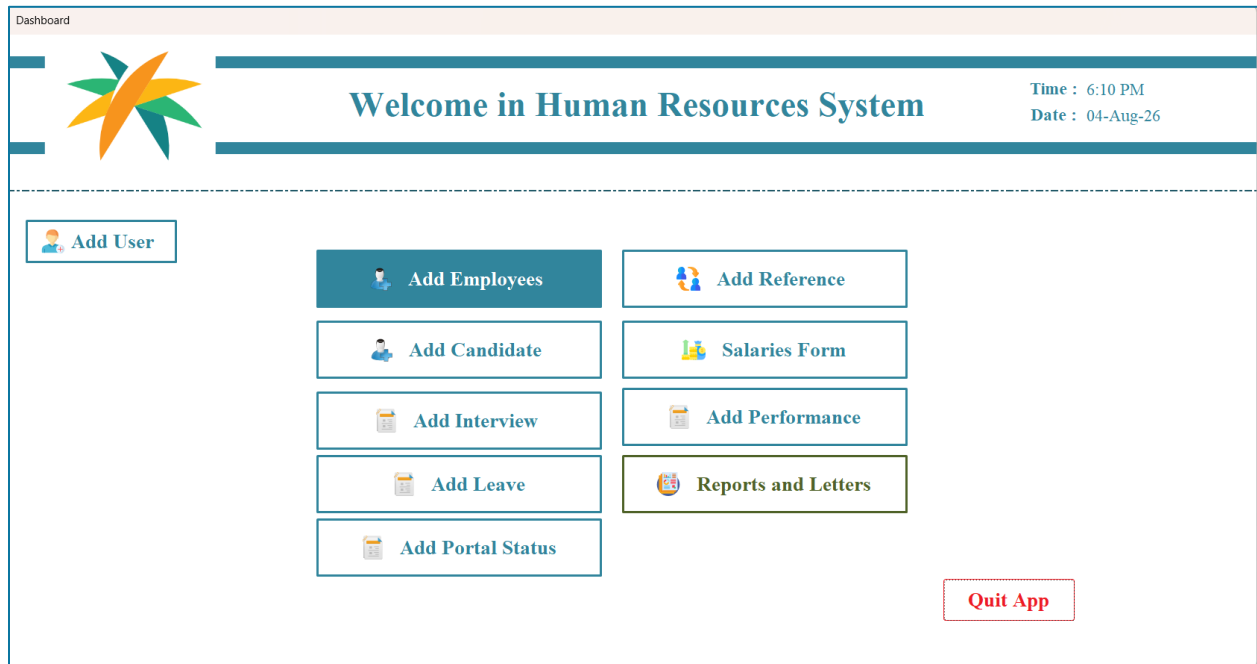


Enterprise HR & Recruitment Management System

Admyon Systems

Building Smarter Business Solutions



Project Overview

The Enterprise HR & Recruitment Management System is a comprehensive, end-to-end human resources platform. It digitizes the entire employee lifecycle—from initial candidate sourcing, structured reference checks, and onboarding, to localized payroll management, performance KPI evaluations, and documented exit interviews.

Business Problem

Managing a growing corporate workforce across multiple regions (e.g., Riyadh, Dammam) involves overwhelming paperwork. Relying on disconnected spreadsheets for recruitment, performance reviews, and payroll leads to severe data silos. More critically, tracking regional compliance data (like Iqama renewals and GOSI impacts) manually exposes the company to legal risks, while generating daily HR letters consumes hours of administrative time.

Our Solution

Admyon Systems engineered a centralized HRMS that unifies talent acquisition with core HR operations. The system features localized data fields for Middle Eastern labor compliance, structured performance evaluations, and automated payroll calculations splitting basic salary from housing and transport allowances. With a built-in automated reporting engine, HR teams can generate official salary certificates and release letters with a single click.

Key Features

- Full-Lifecycle Recruitment (Candidate Profiling & Reference Checks)
- Core Employee Database (Iqama/ID, Contract Types, Probation Periods)
- Localized Payroll Engine (Calculations in SAR with specific allowances)
- Performance & KPI Evaluation (Behavioral Scores, GOSI Impact, Promotion Tracking)
- Structured Exit Interview Offboarding Module
- Automated HR Document Generation (Salary Certificates, Extension Letters)

Technologies Used

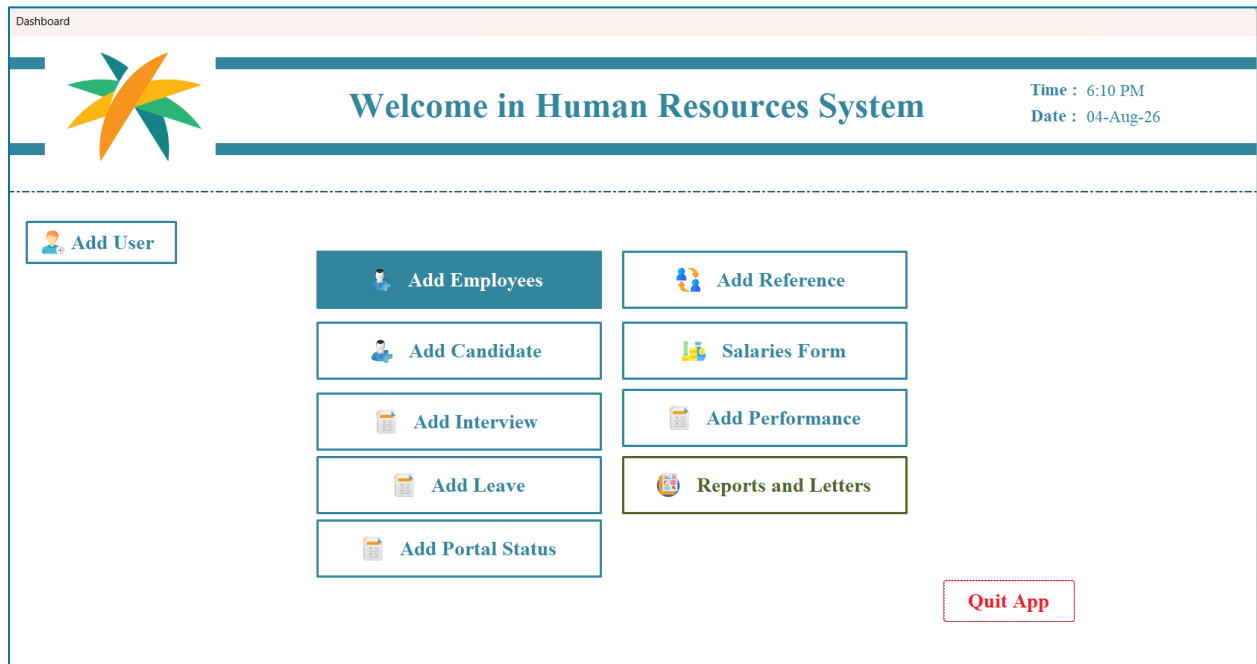
Technology	Used
Microsoft Access	✓
VBA (Visual Basic for Applications)	✓

System Modules

- HR Control Dashboard
- Candidate & Recruitment Management
- Employee Onboarding & Contracts
- Payroll & Salaries Form
- Performance & Appraisals
- Exit Interviews & Offboarding
- Reports & Official Letters

Screenshots

HR Control Dashboard



A clean, centralized navigation hub providing HR administrators immediate access to recruitment, employee management, payroll, and reporting modules.

Candidate Entry & Recruitment

Add Candidate

Candidate Entry Form

Add Candidate

←

→

Personal Information

Candidate ID:

A1001

Full Name:

Adnan Mohsin

Nationality:

Saudi Arabia

Classification:

Saudi

Marital_Status:

Single

Email:

adnanexpert404@gmail.com

Phone Number:

3207506034

City:

Riyadh

Relocate:

Dammam

Resume

Skills and Qualifications

Core Skills - Option 1:

Core Skills - Option 2:

Core Skills - Option 3:

Core Skills - Option 4:

Core Skills - Option 5:

Year's of Experience:

Highest Education Level:

Institution

Graduation Date:

Professional Certificates

Certificate 1:

Certificate 2:

Certificate 3:

Certificate 4:

Insititute

Insititute

Insititute

Insititute

Issue Date:

12/4/2024

Issue Date:

Issue Date:

Issue Date:

Job Preferences

A comprehensive applicant tracking form capturing essential hiring data, including professional certificates, core skills, and regional relocation preferences (e.g., Dammam, Riyadh).

Employee Core Record

Add Employee

Employee Entry Form

Add Employee

←

→

Personal Information

EmployeeID

5

DOB

FullName

Marital Status

Email

No Of Dependents

0

Mobile

EmergencyContactName

Nationality

EmergencyPhone

ID Number / Iqama No

OrientationStatus

☐

Gender

Job and Contract

Level

Position

Department

Contract Type

Start Date

4/28/2025

End Date

5/26/2025

Probation Period

28

Salary and Benifits

Basic Salary

SAR 0.00

BankName

Housing Allowance

Bank Account Number

Transport Allowance

IBAN

Other Allowances

The master employee profile screen managing critical HR data, including Iqama numbers, probation periods, contract levels, and base salary structures.

Performance Entry Form

Add Performance

Performance Entry Form

Add Performance

←

→

Performance ID

1

Employee ID

Review Period Start

Review Period End

Review Date

Reviewer ID

Job Title At Review

Department At Review

Performance Rating

KPI Achievement

Attendance Score

Remarks

Behavior Score

Skill Competency Score

Training Completed

GOSI Impact

Salary Increment Recommended

Promotion Recommended

Warning Issued

Disciplinary Action Taken

Bonus Recommended

Created At

Updated At

Close

Delete

Save

A structured appraisal module tracking KPI achievements, behavioral scores, GOSI impacts, and official recommendations for promotions or bonuses.

Employee Salaries (Payroll)

Salaries Form

Employee Salaries

Add Salary

Salary No	EmployeeID	Date	Basic	Housing	Transporation	Other	Total	
1		2/13/2025	SAR 1,000.00	SAR 200.00	SAR 300.00	SAR 100.00	SAR 1,600.00	✖
2		3/5/2025	SAR 12,000.00	SAR 12.00	SAR 20.00	SAR 0.00	SAR 12,032.00	✖
3		1/21/2025	SAR 1,500.00	SAR 34.00	SAR 0.00	SAR 0.00	SAR 1,534.00	✖
4		2/19/2025	SAR 0.00	SAR 0.00	SAR 0.00	SAR 0.00	SAR 0.00	✖
(New)			SAR 0.00	SAR 0.00	SAR 0.00	SAR 0.00		✖

Close

Save

A localized payroll grid that automatically segments compensation into Basic, Housing, and Transportation allowances, calculating precise totals in SAR.

Exit Interview Form

Add Interview

Exit Interview Form

INTERSEARCH
worldwide organization of executive search firms

Add Interview

←

→

✖ Close

✖ Delete

✔ Save

Employee Details

Employee Name:	
Date of Joining:	
Office Location:	
Direct Manager:	
Last Working Day:	
Exit Interview Conducted By:	
Exit Interview Date:	

1. Why are you leaving the company (Please check MAIN reasons)

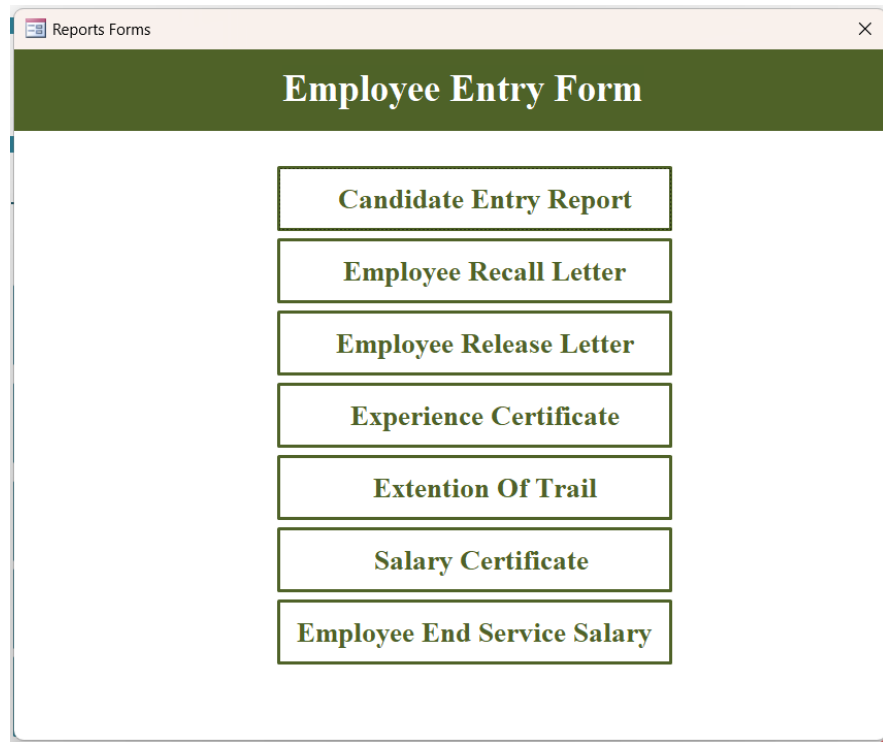
To join another company ☐	Lack of opportunity of advancement ☐
To work abroad ☐	Un-satisfactory salary ☐
To enter business for self ☐	Too much pressure ☐
To pursue studies ☐	Do not like my job ☐
Health reasons ☐	Long working hours ☐
Unsatisfactory work environment ☐	Other reasons (please specify) ☐
Do not like my supervisor ☐	

2. What attracted you to work with Perfect Candidate?

3. Did you have a clear understanding about the job responsibilities before you joined?

A dedicated offboarding screen designed to capture critical employee feedback and exact reasons for departure, aiding the company in improving employee retention.

Automated Reports & Letters



Reports Forms

Employee Entry Form

- Candidate Entry Report
- Employee Recall Letter
- Employee Release Letter
- Experience Certificate
- Extention Of Trail
- Salary Certificate
- Employee End Service Salary

A high-efficiency reporting module allowing HR staff to instantly generate standard corporate documents, such as Experience Certificates and Salary Certificates.

Business Benefits

- ✓ Ensured total corporate compliance by systematically tracking localized IDs (Iqama) and contracts
- ✓ Reduced administrative workload by automating the generation of official HR letters
- ✓ Improved hiring quality through structured candidate profiling and integrated reference checks
- ✓ Streamlined monthly payroll by segmenting specific regional allowances
- ✓ Provided actionable retention insights through a standardized exit interview process

Project Highlights

- Middle East HR Localization
- Automated Certificate Generation
- End-to-End Employee Lifecycle
- Structured Performance KPIs
- Deep Recruitment Integration

Future Enhancements

Future versions of this system may include:

- Employee Self-Service (ESS) web portal for requesting leaves and viewing payslips
- Hardware integration with biometric attendance machines for automated timesheets
- Export functionality for WPS (Wage Protection System) bank files
- Automated email alerts for expiring employee contracts and IDs

Project Summary

The Enterprise HR & Recruitment Management System highlights Admyon Systems' capacity to build complex, compliance-driven enterprise software. By digitizing everything from initial candidate screening to final exit interviews, the platform empowers HR departments to operate with maximum efficiency, security, and strategic foresight.