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HR & Workforce

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Keep the employee record with the employee

Connect recruitment, employee files, attendance, leave and document renewals so HR can act on a change and pass the right inputs to payroll.



Product interface illustration. Sample data, not customer results.

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THE BUSINESS VIEW

One employee. **One file.** From hire **to exit.**

When an employee changes branches, the team handling the transfer needs more than a new location. The employment record brings the role, documents, attendance and leave together, giving HR and payroll the context they need to review the change.

THE BUSINESS VIEW

People move. Their records should stay connected.

A transfer changes more than a department name. HR needs the employee's role and documents, a manager needs attendance and leave information, and payroll needs the right branch context. Fareeq brings these parts of the employment record together, from the first requisition to separation and final settlement.

Fareeq
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Connected records. Clearer decisions.

Built around your team

- HR operations teams
- Line and branch managers
- Government-affairs coordinators

WHY IT MATTERS

Four reasons to work differently

1

One continuous employee file

Carry personal, professional, skills and salary history into a common employee profile. Managers and HR can refer to the same underlying record as responsibilities, assignments and documents change.

2

See renewals before they become urgent

Track expiry dates for Iqamas, visas, passports and work permits. Teams can use configured notifications and government-affairs requests to organize follow-up without relying on a separate reminder list.

3

Link time and leave to pay

Connect attendance, approved leave, loan schedules and earnings to the payroll process. Review the branch-specific inputs and reconcile them before the payroll team completes the final run.

4

Keep context through a move or exit

Follow transfer requests, separation steps and final settlement alongside the employee history. HR can review the relevant record when responsibility passes from the line manager to another team.

CAPABILITIES

Capabilities that connect

01 **Recruitment and onboarding**

Manage vacancy requests, a résumé bank, shortlists and interview tracking. Once a person joins, maintain a master employee profile with contact information, skills, salary history and supporting documents.

02 **Attendance, leave and self-service**

Record attendance movements, configure biometric inputs and manage leave requests, cancellations and balances. Employee self-service makes leave information available without a separate enquiry for every balance or request.

03 **Performance, assignments and transfers**

Record objectives, appraisals, roles and responsibilities alongside transfer requests and processing. Keep the change in assignment connected to the employee rather than recording it in a separate departmental file.

04 **Loans, travel and payroll inputs**

Manage loan and advance approvals, instalment schedules and rescheduling, together with travel requests, allowances and reconciliation. Pass relevant employee inputs to the configured branch payroll process.

05 **Government affairs and renewals**

Track Iqama, passport, visa and permit expiry dates. Manage government-affairs requests with service providers, invoices and payments, and use configured email or SMS alerts for impending renewals.

06 **Disciplinary records and separation**

Document disciplinary rules, evidence and actions. Handle separation requests, exit and re-entry processes and final settlement using the employee record and the organization’s applicable procedures.

THE OPERATING WORKFLOW

From a vacancy to the final handover

Follow the same employee across the points where responsibilities pass between recruitment, HR operations, managers and payroll.

1

Recruit and select

Open a requisition, shortlist suitable applicants and record the interview process before the selected person enters the employee administration workflow.

2

Build the employee file

Record the employee's role, contact details, skills, salary history and relevant documents, including the expiry dates HR needs to track.

3

Manage time and requests

Review attendance and leave, route employee requests and prepare relevant overtime, loan and earnings inputs for the branch payroll process.

4

Develop or transfer

Record objectives and appraisals, then process changes in role or branch while preserving the employee's previous assignments and professional context.

5

Close the employment record

Process the separation request and assemble the inputs for final settlement, using the same record that supported the employee during employment.

Connected to the wider business

Biometric attendance systems → attendance records / Attendance, leave and loans → payroll inputs / Expiry dates → configured email or SMS reminders

VISIBILITY THAT COUNTS

Clarity for the next decision

Which documents expire next?

Review the recorded expiry dates and configured reminders for employee documents before opening the relevant government-affairs request for follow-up.

What is the leave balance?

Consult the employee's balance and request history to distinguish approved time away from a pending or cancelled leave request.

Which inputs affect this pay run?

Review attendance, overtime, leave and scheduled loan deductions for the relevant branch before passing the approved figures to payroll.

What changed with the transfer?

Check the transfer request and recorded role or branch assignment alongside the employee profile before handing responsibilities to the receiving manager.

IN PRACTICE

A branch transfer before payroll cut-off

Illustrative example: HR processes a transfer and reviews the employee's documents, leave and loan schedule. The receiving manager can refer to the updated assignment. Before the final run, payroll checks which branch inputs apply and reconciles the employee's attendance and deductions rather than relying on a forwarded spreadsheet.

1

A documented transfer

2

An updated employee profile

3

Branch payroll inputs ready for review

Configured around your requirements

Confirm enabled HR modules, permission design, notification channels and supported devices. Government-affairs tracking is not a claim of direct portal integration.

Illustrative workflow, not a customer case study.

YOUR NEXT STEP

Start with your workflow

A focused onboarding journey

1

Scope

Agree workflows and priorities.

2

Configure

Prepare data, roles and rules.

3

Validate

Check outputs and responsibilities.

4

Launch

Confirm readiness and support.

A little more clarity

Can we use our attendance devices?

Fareeq supports biometric attendance integration. Confirm the device model, interfaces, how exceptions are handled and which time records should feed payroll before enabling the connection.

Does document tracking renew a permit?

Tracking helps the team see expiry dates, receive configured alerts and manage the related request. It does not itself renew a document with a public authority.

How does this differ from Payroll?

Fareeq maintains people, time, leave and related employee inputs. Payroll uses the relevant configured inputs for pay runs. Confirm module entitlements and branch posting scope in the proposal.

Explore the right setup with Araiqa

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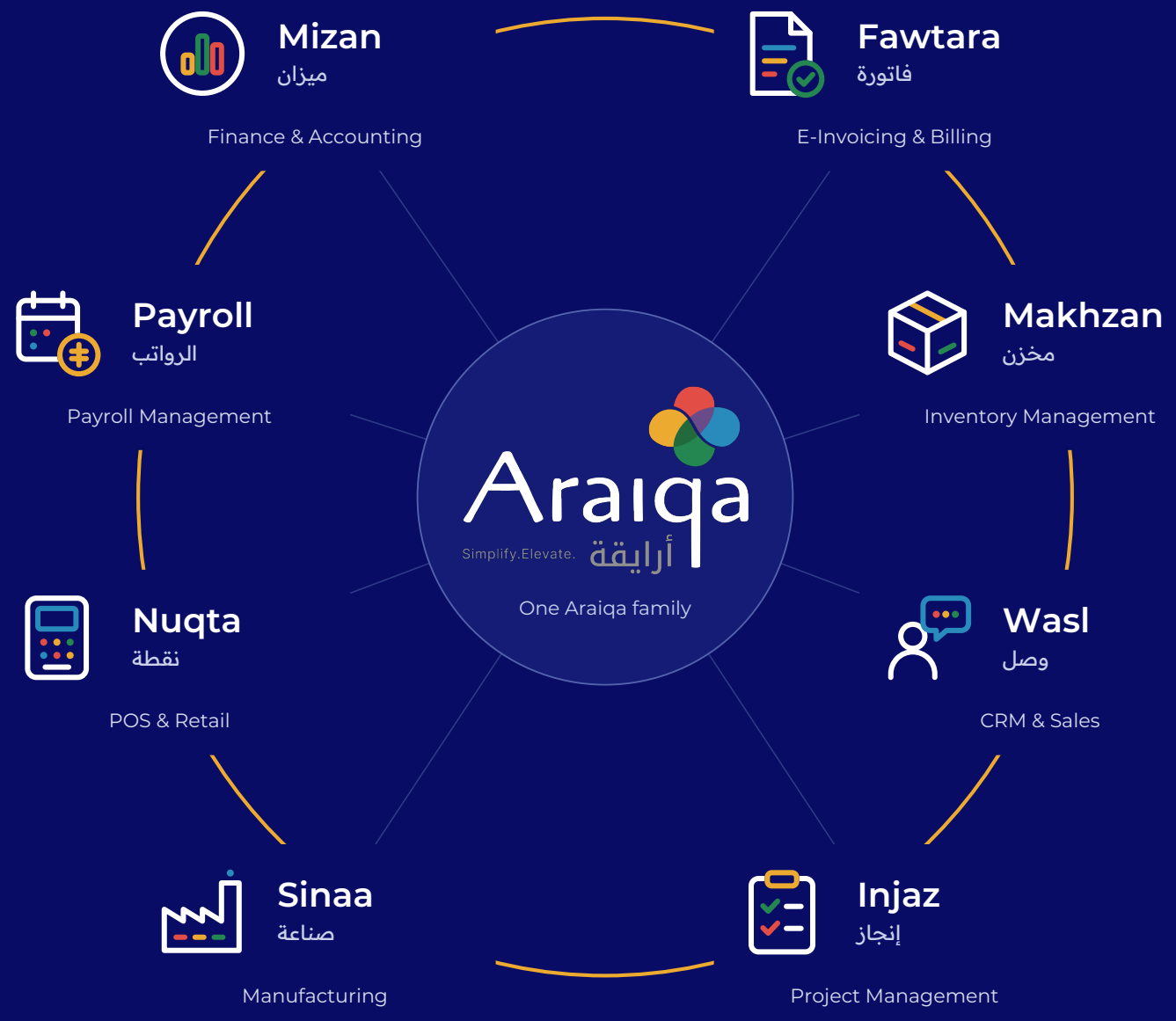
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