Mawared Compensation Management: Link Compensation to Performance

**Goals**
- Develop strategies and offer innovative reward programs such as performance-based pay that will help you attract and retain the best people
- Determine the right compensation for each employee to attract and retain top talent

**Activities**
- Budgeting – create budget structures for salary increases
- Compensation administration – define compensation plans that adhere to government HR law and empower managers to make informed compensation decisions
- Analytics and reporting – access standard queries to analyze data

**Benefits**
- Closer alignment with performance award planning
- Greater alignment of pay-for-performance practices and government guidelines
Mawared Employee Performance Management: Tap the Potential of every Employee

Goals
- Retain skilled employees
- Identify top performers and those with high potential
- Increase employee productivity

Activities
- Goal setting – align team and individual goals with government strategy
- Performance appraisal – support managers in managing team performance
- Development planning – identify skill gaps to plan for employee development and training through profile match-up
- Pay for performance – link performance management with compensation management

Benefits
- Achieve organizational goals by monitoring workforce progress toward broader objectives
- Increase workforce productivity through individual feedback and targeted development
- Improve execution of government strategy by helping every employee understand and act upon organizational objectives
- Support employee development through consistent and efficient objective-setting and appraisal processes
- Increase employee morale and retention through individual development plans, fair and consistent feedback, and performance-based compensation
Mawared E-recruitment: Quickly Find and Hire the right Talent

**Goals**

- Build long-term relationships with potential employees
- Ensure efficiency and transparency in recruitment and sourcing processes
- Provide a shared pool of qualified talent for government entities

**Activities**

- Integrated recruiting – manage everything from planning to attracting, hiring, and retaining employees
- Screening and selection – quickly work through a large number of applicants
- Tracking and reporting – organize application processing and monitor the effectiveness of your recruiting organization
- Analytics – develop effective recruiting strategies

**Benefits**

- Cut recruiting and sourcing costs, and reduce time to hire by streamlining and automating processes
- Increase efficiency through focusing recruitment activities on selection and hiring candidates from a government shared pool of qualified talent
- Maximize retention rates and minimize risk by selecting the right new hires
- Build and cultivate talent pools with internal and external candidates and discover hidden talent across your entire organization
- Strengthen your brand through a compelling career site
- Increase efficiency and transparency of processes through strong analytical and reporting functionality
Employee Learning is easier through Mawared

**Goals**
- Efficiently manage the training/learning needs of all employees within your entity

**Activities**
- Create learning paths that are tailored to specific training needs and requirements
- Provide a combination of web-based training and traditional classroom-based training
- Offer role-based portals for learners and trainers as well as tailored functionality for administrators
- Evaluate the effectiveness of training measures and link training strategies with organizational goals

**Benefits**
- Training needs of the government entities can be managed and monitored effectively
- E-Learning courses can be started as soon as the participation is approved
Managing Organizational Structures

Goals

• Managing organizational structures forms the base of personnel planning and development and allows government entities to analyze and adjust the organizational plan as well as maintain structure data

• Planning, managing and maintaining organization structures according to the job architectural model specified in the Qatari Job Classification Guide

Activities

• Update the organizational structure, such as creating a new position for hiring, or changing of a position from one organizational unit to another for transfer

• Maintain your organizational chart in a structured and organized manner; through enabling commonly used processes such as splitting or merging positions which have been budgeted for

• Create and submit jobs for approval by the Council of Ministers which is process done automatically via the system application

Benefits

• Mawared organizational structures will enable you to depict the Hierarchical Relationships between each organizational unit (e.g. Divisions, Departments, and Sections), the positions and employees who are assigned to those positions

• Mawared organizational structures are kept in alignment with the actual Entity

• Employee records are kept in real-time alignment with organizational structures resulting in timely and accurate reports

• Workflow is integrated and automated with the organization structures, for example, approvals automatically take place based on hierarchical relationships
Mawared Personnel Administration

Goals

• Centralized government employees information providing real-time access to data across government entities
• Immediate verification of employee information during data entry process, ensuring compliance with the government HR law

Activities

• Capture common employee actions and employee related information during his/her lifetime within the entity, starting from hiring an employee – such as performing different types of organization re-assignments (promotion, appointment, etc.) – up to employment termination

Benefits

• Employee records are kept in real-time alignment with organizational changes so time management, payroll, and other functions are performed as needed
• Better visibility and transparency of employee information for decision makers
Manage Employee Time and Attendance through Mawared

Goals

• Employee time and attendance related activities – such as entering, maintaining and approving employee’s time data – is automated and facilitated through the system to provide your entity with greater visibility over employees’ time records.

Activities

• Manage leave requests through The Personnel Time Management application
• The time and attendance process is integrated with the payroll process, for example, leave requests are automatically calculated in the payroll
• Maintain planned work schedules for employee
• Maintain the public holiday calendars

Benefits

• Manage the process of employee time and attendance effectively and efficiently
• Reduce paper-based activities through automating time and attendance records in (leave requests, absences, etc.) Mawared software application
**Mawared Payroll**

**Goals**
- Process payroll for employees using data inputs from Mawared Personnel Administration, Time Administration and Payroll Administration
- The Mawared Payroll process runs at a specific point in time, not only to calculate an employee’s basic remuneration but also any special payments, overtime payments, or bonuses that must take effect in the period in question

**Activities**
- Calculate the gross and net pay complying with the government HR law, which consists of the individual payments and deductions that are calculated during a payroll period, and are received by an employee
- Execute and manage payroll processing including payroll corrections, remuneration statements and legal report
- Execute bank transfer activities through the automated bank transfer facility SAP FI/CO

**Benefits**
- An automated system for calculation of remuneration and payments to employees
- Unified guidelines – in accordance with government HR law – for payroll payments across government entities
Improving Business Travel with Mawared Travel Management

**Goals**
- Streamline travel processes, reduce administrative tasks, and consolidate all booking and expense data in one place. The result is more efficiency throughout your entity’s travel management process.

**Activities**
- Integration – link all phases of travel management, from the initial request to planning, submission and finally settlement of travel expenses in one streamlined process.
- Expense management – reduce the administrative workload associated with travel, streamlining expense reports entry, accounting, and reimbursement processes.
- Analysis – examine travel management processes and analyze your entity’s travel policy.
- Reporting – use reports to quickly consolidate valuable data.

**Benefits**
- Raise productivity by reducing administrative tasks for travelers and managers.
- Improve clarity of travel processes and costs with integration of travel data into Mawared reports and dashboards.
- Increase traveler satisfaction with easier processes and faster reimbursement.
Planning and Simulating Workforce Strategies

**Goals**
- Simulate different planning scenarios that are based on various assumptions and analyze the effects they have on your entity
- Support strategic personnel management and the overall strategy of your entity

**Activities**
- Define the guidelines on how the planning costs will be performed
- Determine the various factors like employees, vacant positions that are to be included for the planning
- Analyze the workforce analytical reports to derive the rules and guidelines for next financial year planning
- Prepare the basis for planning of the manpower costs for next financial year

**Benefits**
- Better planning tools for Line manager
- Easier personnel cost plans to make faster decisions, such as payroll approval budgets
Build and Monitor a sustainable Talent Pipeline

**Goals**
- Have your entity’s executives, managers and HR professionals access talent data – while your employees can use it to plan their careers
- Optimize critical talent management processes including succession planning, career planning and competency management – and make smart talent decisions

**Activities**
- Put your HR data to work by quickly assigning skills and competencies across the organization using a highly intuitive, visually rich user interface
- Succession planning – gain real time, in depth visualization and enhanced search functionality to build successor pools for your critical job categories
- Dashboard analytics – view key talent metrics to determine issues and trends and forecast talent needs

**Benefits**
- Maintain the bench strength you need for all critical roles, thanks to Mawared workforce analytics
- Increase employee engagement and satisfaction by giving them more power over their own career management
- Leverage talents hidden in your organization with improved succession planning
Empowering Employees with Employee Self-Service

**Goals**
- Standardize and automate manual HR processes
- Lighten administrative load for HR departments
- Improve HR efficiency, productivity, process quality and regulatory compliance

**Activities**
- Automated HR services, letting employees view and maintain their personal information online
- Streamlined workflow management, allowing employees to perform transactions such as approval requests
- Flexible and friendly user interface

**Benefits**
- Improve productivity and job satisfaction by enabling employees to access data on a web portal
- Improve HR productivity by automating paper-based processes
Empower Manager to make better Decisions through Self-Service

**Goals**
- Provide managers with role-based HR information and services quickly, in an easy-to-use format
- Grant managers access to processes and workflows, anytime and anywhere
- Attract and hire stellar candidates
- Develop, reward, and retain top performers

**Activities**
- Intuitive, role-based access to data supporting sourcing, hiring, developing, and evaluating employees with less involvement from HR
- Single access point to HR data, processes, and services anytime and anywhere
- HR reporting and analytics to support organizational objectives

**Benefits**
- Greater efficiency and productivity via automated processes and workflows
- Reduced cycle times
- Improved self-sufficiency and collaboration anytime and anywhere