



Global Technology

Company Profile

INTRODUCTION

GloTech™ a Jordan based firm aiming to be one of the leaders in the information technology Sector, providing exclusive products and services in human asset and human capital management & Development.

GloTech™ family of products facilitates are companies to make real-time informed decisions about their Businesses.

Since its inception in 2007, GloTech™ is considered one of the primary companies in MENA & Middle East to provide broad HR software modules covering end-to-end solutions. As well as professional IT & Management consulting services that can enable companies to confront complex business Challenges

What sets GloTech™ from other companies is the personalized relationship, and open Policy communication that it establishes with each client and its continuous revised set of system features that is the outcome of client requirements updates and the changing work environments.

GloTech™ has established a solid relationship with its clients based on trust ,professional services and advisory to goals that harvested from our close and continuous support and our loyalty to delivering the best business

Solution for each client; this is an example of our business ethics that we pass on to each And every team member.

GloTech™ provides a rich suite of modules to enable customers control and manage their human capital, which includes its main HR component GloHR®; the Human Resources Information System, the payroll GloPay® module, GloESS® and GloMSS® the User friendly, web-based Employee and Manager Self Service module, the attendance Management module GloATT® and the employee/manager evaluation module GloEVA360® .

All these modules can integrate seamlessly or can work independently based on the scale of Implementation and required scope. The outcome is an efficient, customized solution that Not only serves the customer demands or the employee needs but can fit the legal and Logistic aspects of the country. Also, it can cut down the costs and time needed for the Information transmission between the different parties that contribute to the employee Financial transactions to include automatic Salary issuance to the Bank, connection to Social Security and Income Tax attributes.

Since we are the creators of our software, we are confident and capable of updating, and Customizing our solutions to better suite the business needs of our clients. We have the Expertise to collect and analyze business requirements and the right set of tools to translate These requirements into added value features.

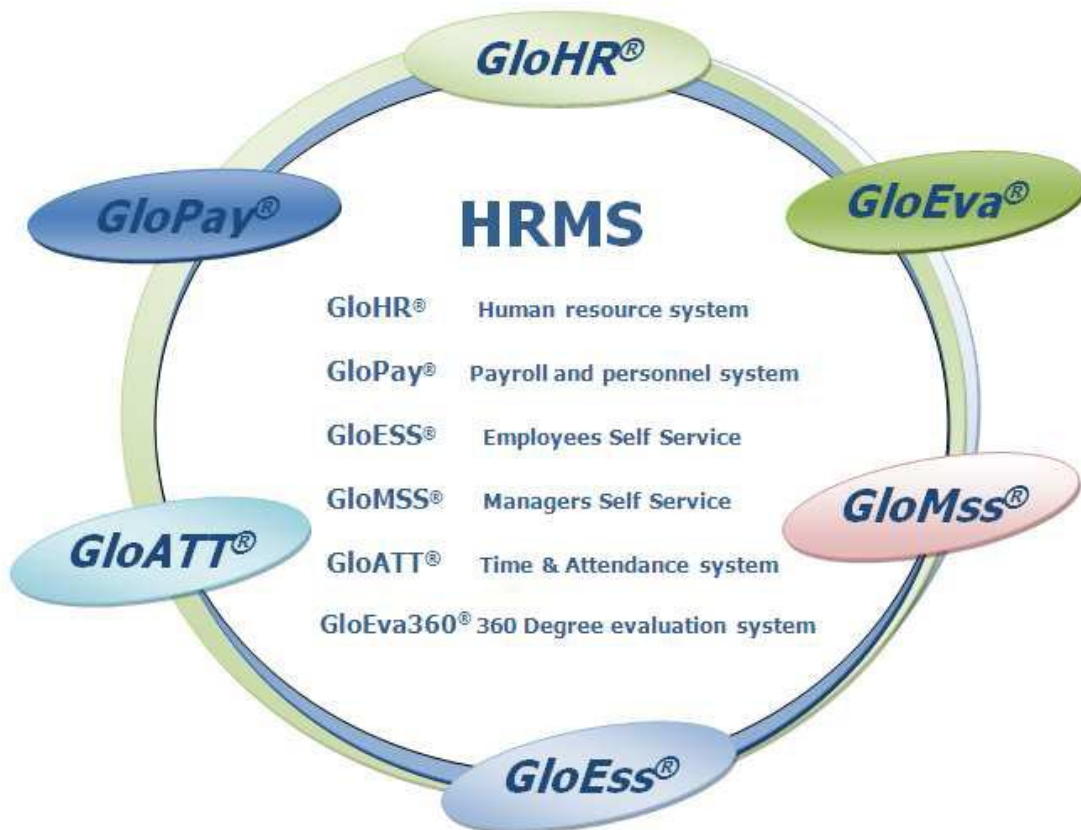
We have expert consultants in the areas of HR and Project Management that work hand in Hand with the customer to help visualize and translate their strategic visions into business Requirements that could be executed based on industry standards.

Our VISION

To become number one locally and globally - providing state of the art and influential Solutions and services in the field of human asset management that will add real value to Our clients' business objectives.

Our MISSION

To establish strong clientele relations based on our consistent delivery of quality software That is functionally efficient, easy to use, and competitively priced. And to reflect our Knowledge and experience to support our customers with first class services that will Guarantee customer satisfaction and sustainability.



GloTech™ SYSTEM FEATURES

GloTech™ gains its competitive edge from the features below that puts it on top of the Customer selection list. All modules of GloTech™ have these features:

- **Web Based** to provide single repository of data and instant access to information Spanning different branches of the organization. This centralization can harvest Benefits in which it can facilitate on-the-spot decision making, and can cut down Maintenance costs
- **Multi-Companies & branches**
- **Multi-lingual** interface built in to serve Arabic, English, French, Spanish and German languages. Added to that, all modules have the feature to replace system Words and phrases in any language through easy to follow steps done by the end user.
- **Multiple definitions** of currency for employee's record information and multiple Branch definitions.
- **Scalable** to meet different organizational setup needs.
- Continuously providing up-to-date releases and system enhancements to reach Performance efficiency, and comprehensible features and minimal system flaws.
- **Multi-Tier Security System**, in which it is easy for system administrator to define And track through a system security log.
- **Customizable** system features and functionality to accommodate for different Countries legal and fiscal requirements. All modules are already customized for Jordan, Palestine, Egypt, Libya and a number of countries in the Gulf.
- **Integrates** with different software solutions to provide ultimate benefits. Systems Including Oracle, Sage and Microsoft Dynamic solutions Great Plains, AX.
- **Built in notification** feature that facilitates instant alerts in the form of email and/or SMS upon configuration.
- **Generates different types of reports** for the use of end users and top management. Also has a system log file that can assist system administrators to monitor activities On the system.
- **All the applications have multi-theme** interface which gives the end users the Flexibility to work the application with a look and feel that is friendliest to them.

- **Commitment to client Service and Support** to ensure a wide range of support Starting from available personnel to resolve any queries or difficulties encountered All the way to system upgrades.
- **Built-in Dynamic workflow.**
- **Multi-Country Tax Profile** (Jordan, Philistine, Libya, Syria, Egypt and Lebanon)
- **Using latest Microsoft tools** (Dot net 2008, SQL 2008, Reporting service 2008)
- **Universal Application contain oracle Data base**

GloTech™ Consultancy

As providers of HR solutions, GloTech™ believes in providing assistance in fully Understanding customer needs and reflecting them into the right system requirements, to Achieve that, GloTech™ has an experienced team of HR Consultants that will assist the Customer in making the right decisions regarding their needs and the best choice of GloTech™ system modules.

We have consultants, who are experts in the fields of Local and International Taxation laws, Payroll, etc.

GloTech™ Services

As providers of complete solutions, GloTech™ supports its software delivery with different Services to assure successful implementation and roll out of the system.

GloTech™ has a well trained, highly experienced Implementation team that is part of the

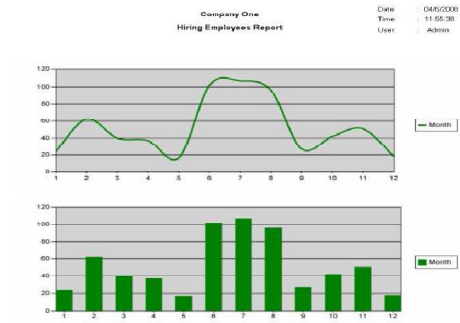
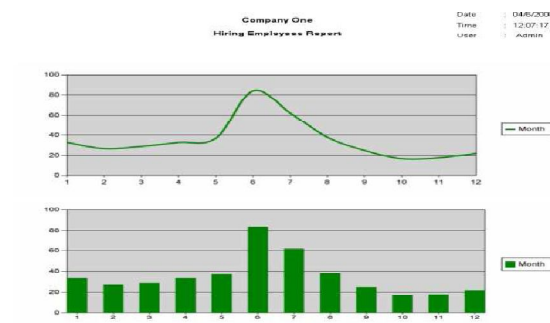
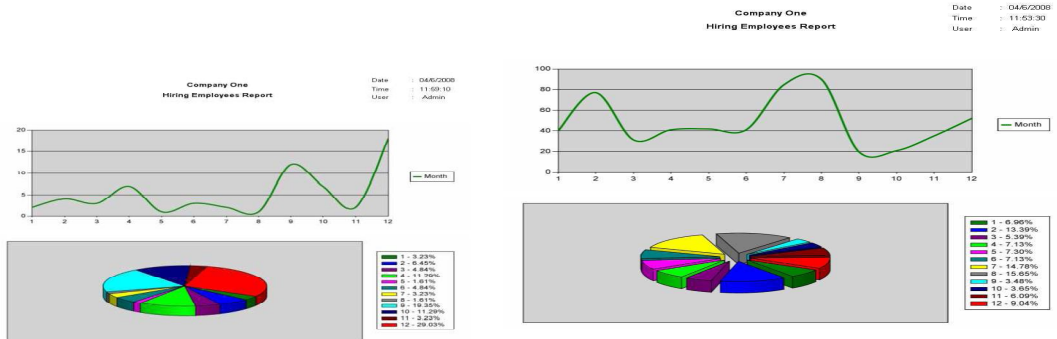
Delivery process who will work during the project life span to conduct training of all types - Administrator training, end user training – to assure system usability and full understanding of the system features by the users.

Also, after system delivery, we provide support services to the customers by having Periodic visits to the sites to make sure everything is running smoothly. And not forgetting Online support through our help desk service to assure online assistance to our customers.

Sample of GloTech theme



Sample of BI Reports from GloTech HRMS



GloTech™ Products Lines

GloHR®

GloHR® transforms the hectic manual filing of employee information out of the cabinets To instant access electronic information at your fingertips.

GloHR® is the core system designed for HR record keeping and reporting to assist Companies of any size, and of any industry. It provides a wide range of company and Employee information that is maintained centrally through a web-based access that is Easy to us.

Key Features:

- **Employee Record Information** to include comprehensive personal information Such as join information, Spouse and Children information and Medical History. Also includes professional information such as Professional Experience, Certification and training. It also allows the referencing and adding of Documents And attachments.
- **Organization structure and Job Descriptions** where the client can use a Predefined template to set the company's hierarchical Organizational charts; the Level of detail can go from site, department, section, division, unit down to work Teams and projects. Once the Hierarchy and jobs are defined, the system user can Enter the job description for each job as reference for roles, responsibilities, Accountability and reporting lines.
- **Recruitment and Interview/Examination** to include definitions such as training Setups and training system information.
- **Vacation/Leave Management** where the organization can define the vacation And leave policy to include yearly vacations and employee vacation balances.
- **Training and Career Development** can be defined through the different training Tracks defined for each position to help develop each employee's skills and Expertise.
- **Performance Management and Appraisal** criteria can be set through Standardized performance measures that are set for each position to attain equity In employee evaluation.

- **Career Path and Succession Planning** could be defined for each position in the Organization for easy and transparent career development.
- **Business Trips management and Ticketing** could be used to define the different Business trips that are taken by employees, and automatic ticket reservation.
- **Disciplinary actions and related documentations** to include disciplinary action Procedures and types to be taken in case of bad conduct.
- **Employee and Manager General Services Management.**

GloPay[®]

The primary expectation of your employee is to be paid on time, all the time. GloPay[®] Main function is to provide payroll processing and administration functions that are Maintained centrally through the web.

You can use GloPay[®] as a stand-alone payroll solution for your business or integrate it Easily with GloHR[®], GloPay[®] can save you time and money, and can improve your Processing accuracy by keeping all financial records up to date.

With GloPay, taxes are electronically filed, calculated and sent eliminating the Administrative errors resulting from the manual processing.

Details such as income information and deductions can be defined by the end user to Ensure that every exception is handled. Not only that, multiple bonus management, Additional pay, saving funds, time attendance data and much more are some of GloPay Features.

Key Features:

- **Comprehensive Employee Personal File** to include comprehensive personal Information such as Join information, Spouse and Children information and Medical History. Also includes professional information such as Professional Experience, Certification and training. It also allows the referencing and adding of Documents and attachments.
- **Leave & Vacation Management** where the organization can define the vacation And leave policy to include yearly vacations and employee vacation balances.

- **Organizational Management and Salary Scales Definition** where the client can Use a predefined template to set the company's hierarchical Organizational Information; the level of detail can go from site, department, section, division, Unit down to work teams and projects. Once the structure is defined, the client can Define the salary scales for each position (minimum and max value ranges, and Percentage merit increase)
- **Additional salaries and Overtime Definition** where the client can define the Additional months' salaries and overtime pay for any employee or group.
- **Employee Financial and Tax Management** where the client can define each Employee tax deduction values and extra financial attributes.
- **Automatic Salary and Income calculations**, through which the system could Calculate employee salary/income after necessary deductions.
- **Loans management**, the system provides employee loan acquisitions and Calculations that are directly linked to the Employee defined Bank, through which Transactions are automatically logged and tracked through this system.
- **End of Service Indemnity and Service Termination**, if applicable, the Employee account will distribute End of Service sums into a separate account and This account is kept up to date for fast Service Termination calculations.
- **Employee Compensation and Benefits** are set according to the organization Standards and are applied and calculated automatically for each employee record.
- **Health Insurance and Social Security Management** can be linked directly to This system in which health insurance calculations and social security deductions Can be automated.
- **Saving Funds Definition**, if the organization wishes to create one, can be defined Separately and certain criteria can be applied to employee accounts so as to Contribute and benefit from this fund.

GloESS®, *GloMSS®*

For employees to utilize their time effectively and to be able to reduce communication Volumes and administrative hassles that is needed for them to enquire or update their HR Information, GloESS® (Employee Self Service) and GloMSS® (Manager Self Service) Modules can enable all employees to edit and view their information real-time.

Both the HR department and the employees are beneficiaries of these modules as they Increase efficiency in the information gathering process by abolishing paper work needed To enter and update employee information. Also, it is convenient for the employees as They can access and alter this information when needed. Of course not forgetting Increased information accuracy due to the reduction of data interpretation issues that Arise from manual work.

Alongside these user interactive features, data authenticity and confidentiality is Maintained through a protected user name and password.

GloESS® Key Features:

- Employee Information Updates (through HR approval process)
- Employee Record Transactions Reports
 - Overtime: report calculating the employee overtime per specific period.
 - Salary Increases: report indicating the employees with salary increases and The incremental amount
 - Employee Paid Vacation: report to show the different vacations Information that was taken by employees.
 - Leaves and Employee permanent and temporary time deduction.
 - Additional Salary information
 - Loans and Automatic payments
- Monthly Salary Report generation and comparison
- Employee Financial and Account statements
- Employee Training Needs (Internal and External)

- Information Center – Employee file.
- Daily to Do List.
- And much more.

GloMSS[®] Key Features:

- **Employee Tasks Definitions and Follow-ups:** where managers and direct Supervisors can view the tasks required by each employee and the status of each.
- **Vacation/Leave Requests Approvals:** where managers and direct supervisors can View vacation/leave requests from employees and can take action of approving or Declining requests.
- **Employee Evaluation:** it is in this module that managers and direct supervisors Can evaluate their employees according to performance measures.
- **Employee Attendance Analysis:** could be used by managers and direct supervisors To view employee attendance for a certain period of time for monitoring and Control purposes.
- Interview Requisition and Processing
- Job Postings, and much more.

GloATT®

Time management plays a key factor in maximizing employee productivity, and since Time is money, it is crucial to manage and monitor employee working hours. GloATT® is A web based, easy to use attendance module that can define working hours both fixed and Flexible for any number of employees.

GloATT® also allows HR to monitor and track employee check-in and check-out into Work and be able to generate related reports for management purposes.

GloATT® Key Features:

- Fully integrated with Payroll and HR systems.
- Automatic leave and working hours' management.
- Unlimited number of Work Shifts definitions
- Unlimited number of access points.
- Working time and Overtime definition.
- Holidays and Vacations definition.
- Daily, Weekly and Monthly Attendance Reports
- Automatic Attendance Error rectification for correct export into Payroll and HR System.
- Multi leaves definition / day.
- Manual editing of data to authorized personnel

GloEVA360®

GloEVA360® is web-based evaluation module that conducts automatic employee Performance evaluation based on defined objectives and criteria. The evaluation could be Requested by supervisors, management and/or direct reports. GloEVA360® is designed to Simplify the planning, execution and tracking of the evaluation process.

GloEVA360® is enriched with reports to supply the organization with sufficient Information related to the employee and the evaluation process.

GloEVA360® Key Features:

- Predefined evaluation templates and customized form designs.
- Creating Question repositories according to categories.
- Rating scales and terminologies are unlimited.
- Applying and re-using predefined surveys and the ability to modify them.
- Ability to choose more than one question format e.g. multiple choice, check Boxes, truth or false and open questions.
- Multi-layer evaluation environment to rate people of equal, higher, lower status.
- Online follow up and confirmation based on time controlled submissions of Evaluations.
- Notification and reminders customized to send for delayed evaluation Submissions.
- Comprehensive evaluation search and reporting feature to monitor and track all Types of evaluations and evaluators status
- Graphical reports, and much more