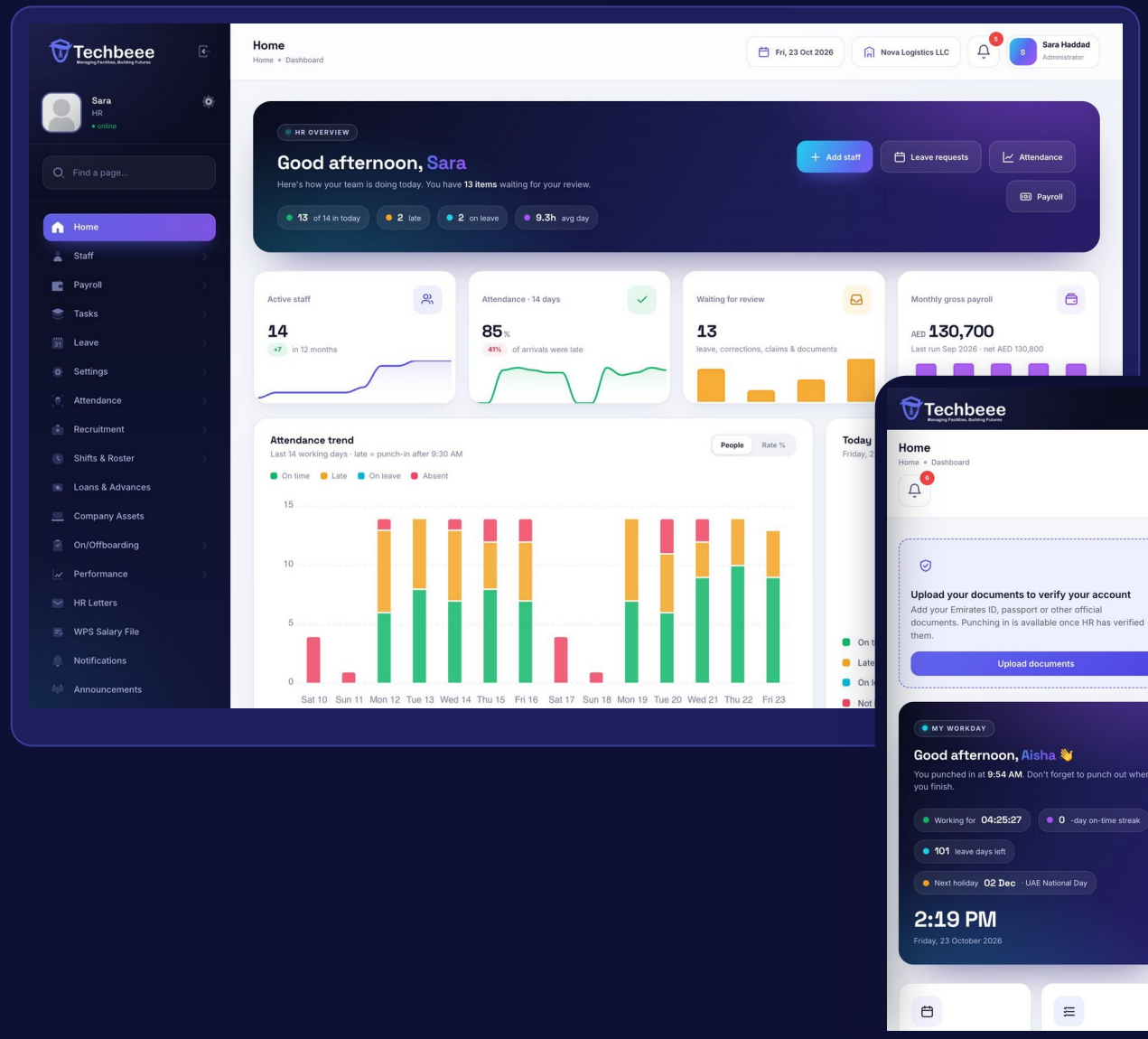
Techbeee

Techbeee HRMS

HR & payroll software for UAE companies

Attendance, leave, payroll, WPS, gratuity, documents and more — on the web and in every employee's pocket.

30-day free trial | Web · iOS · Android | Built for the UAE



+971 56 388 6329 · support@techbeesoft.com · techbeesoft.com

Everything HR, in one place

- Dashboard & reports
- Staff records
- GPS attendance
- Shifts & roster
- Leave & holidays
- Payroll & payslips
- WPS salary file
- Loans & advances
- End of service
- Documents & expiry
- Insurance
- Company assets
- On/offboarding
- Recruitment
- Performance reviews
- HR letters

Built for UAE companies

WPS

Salary file (SIF) for your bank or exchange house — straight from payroll

Art. 51

End-of-service gratuity under UAE Labour Law, calculated for you

30 days

Free trial with up to 10 staff and every feature switched on

3 apps

Web dashboard plus iOS and Android apps for every employee

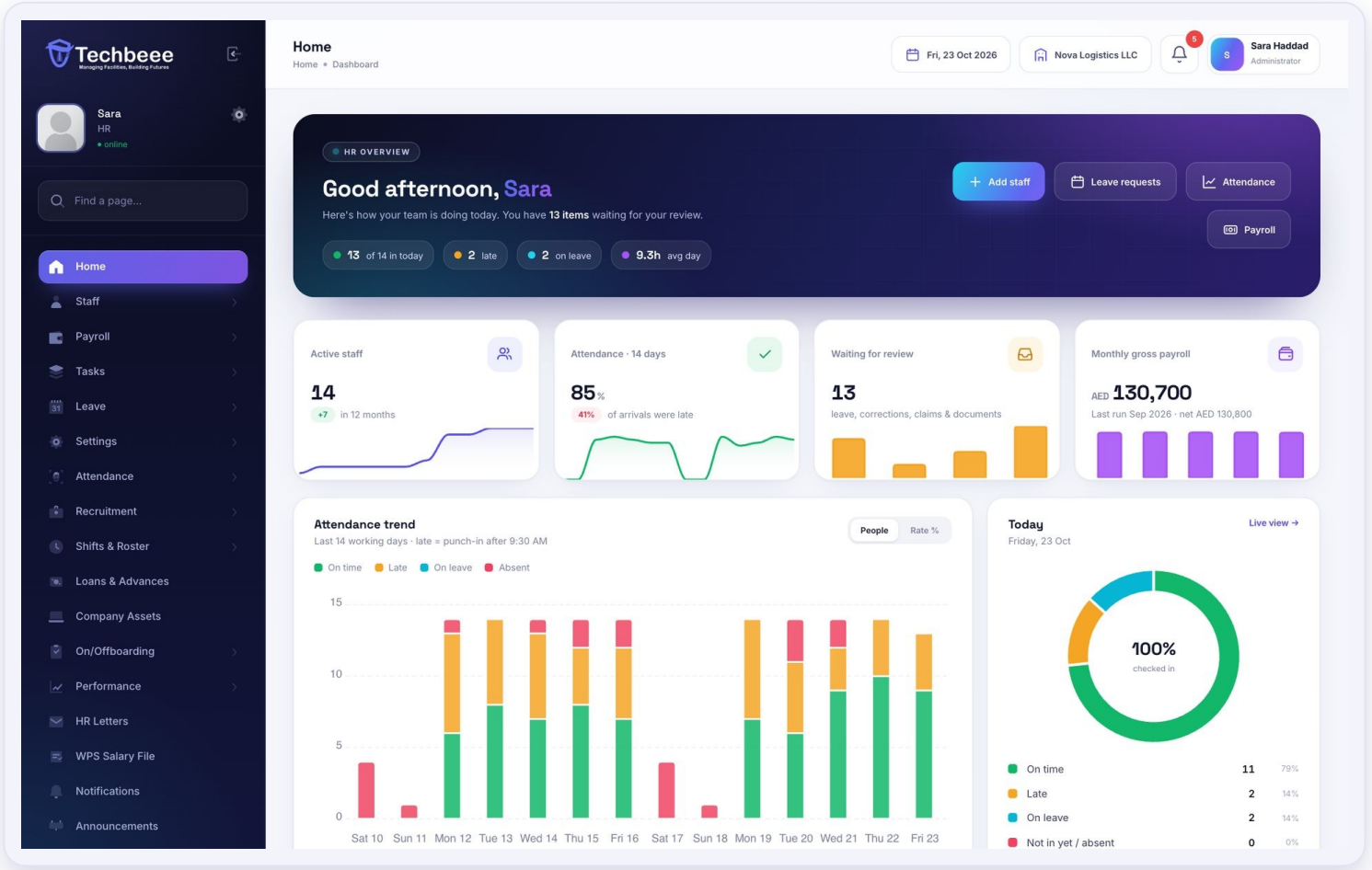
- **Currency of your choice**
  AED, SAR, QAR, KWD, USD and more — on salaries, payslips and letters
- **Office-network punch-in**
  Limit punch-in to up to 3 office IPs; GPS location saved on every punch
- **Emirates ID, visa & passport**
  Expiry dates tracked with reminders to HR and the employee
- **Each company sees only its own data**
  Roles and permissions for team leads and HR assistants

Your whole company at a glance

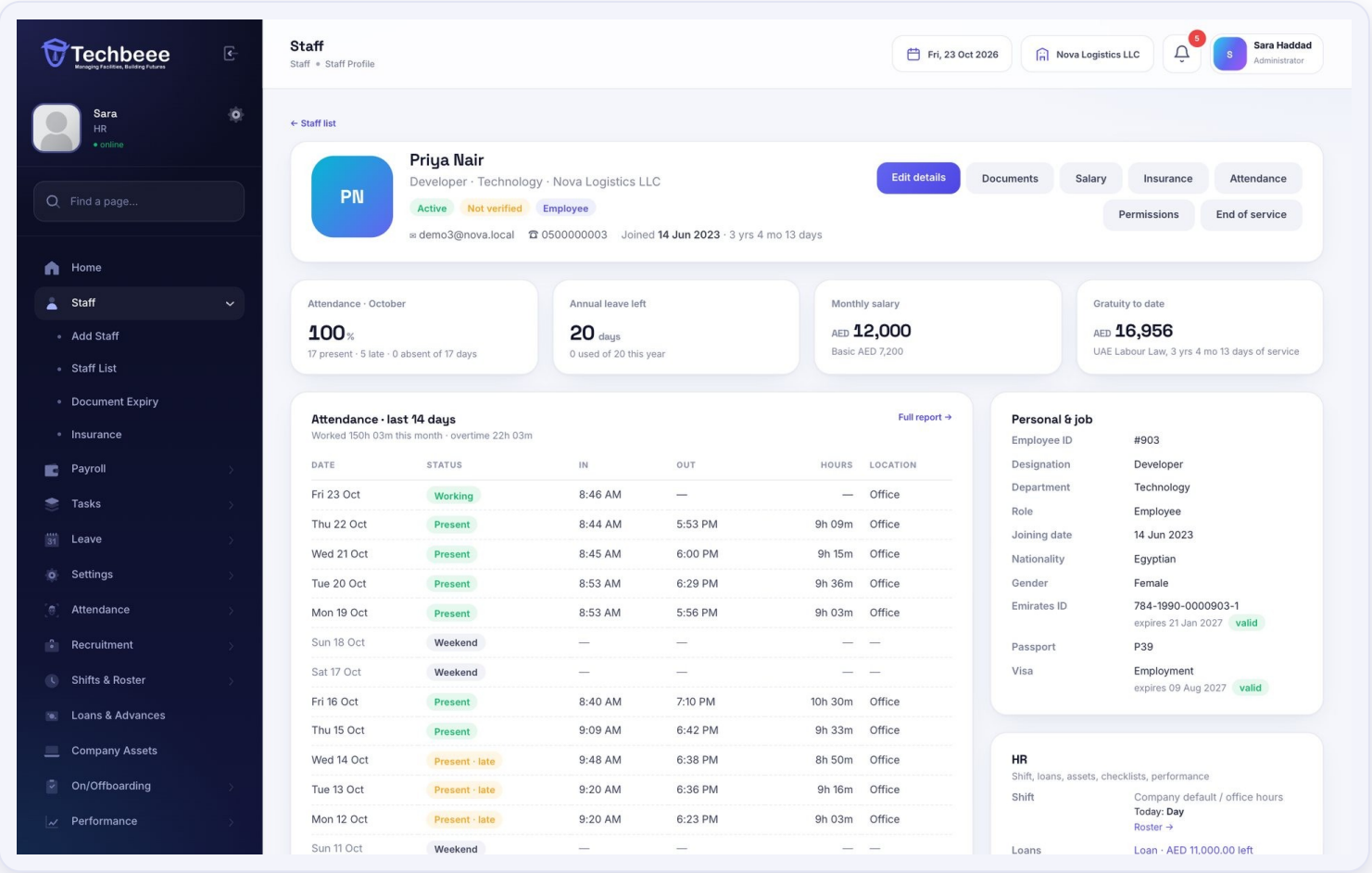
DASHBOARD

Who is in, who is late or on leave, what waits for approval and what payroll costs — the moment you sign in.

- Live attendance today and a 14-day trend
- Requests waiting: leave, corrections, claims, documents
- Payroll cost, headcount, departments and nationalities
- Recent activity and company announcements



Every employee file in one place



STAFF PROFILE

Click any name to see the full picture: job, pay, attendance, leave, documents, insurance, loans and assets.

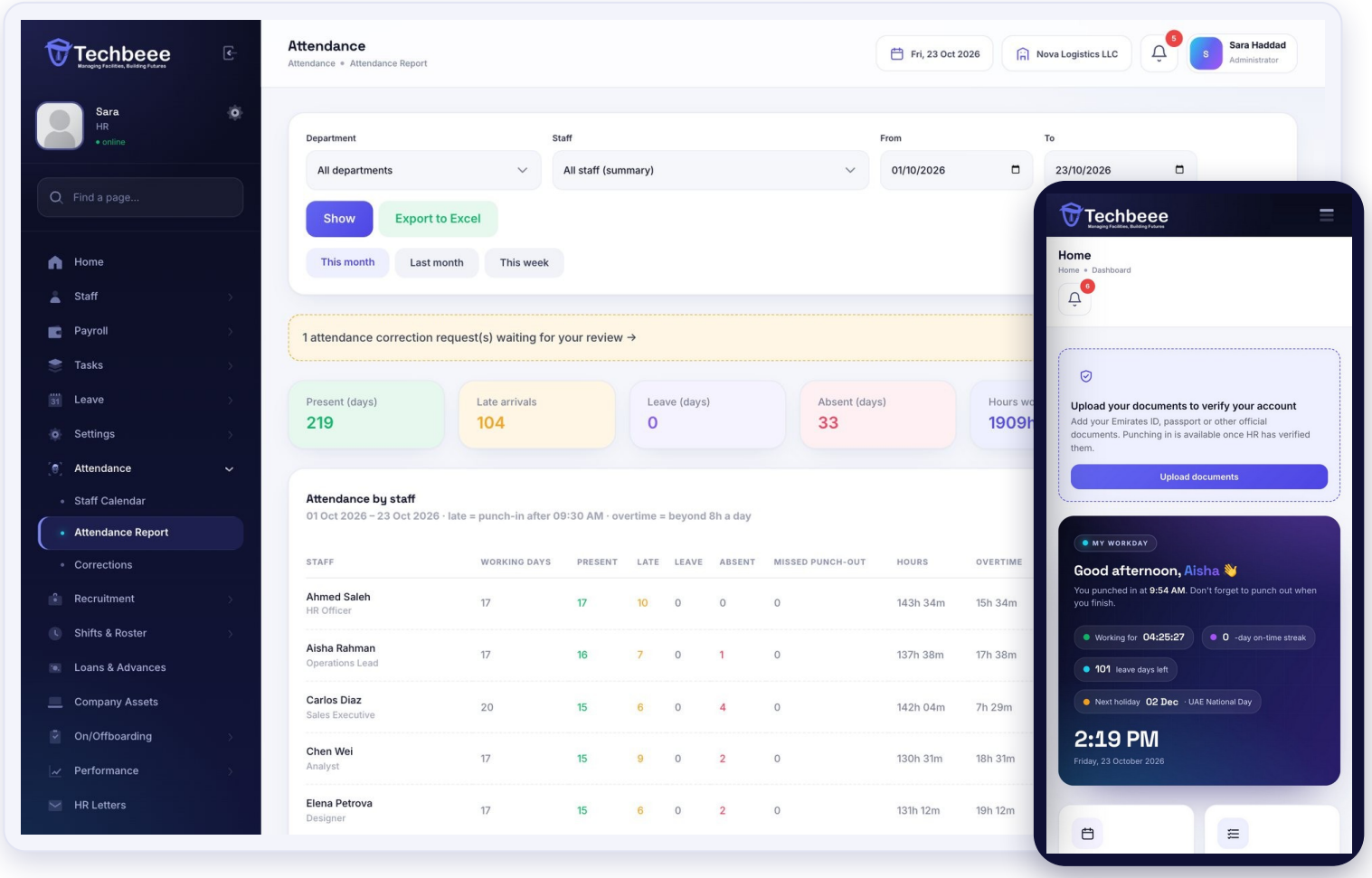
- Emirates ID, passport and visa with expiry badges
- Salary breakdown and approved bank account
- Attendance, leave balances, payslips and tasks
- History of every change to the record

Attendance with GPS punch-in

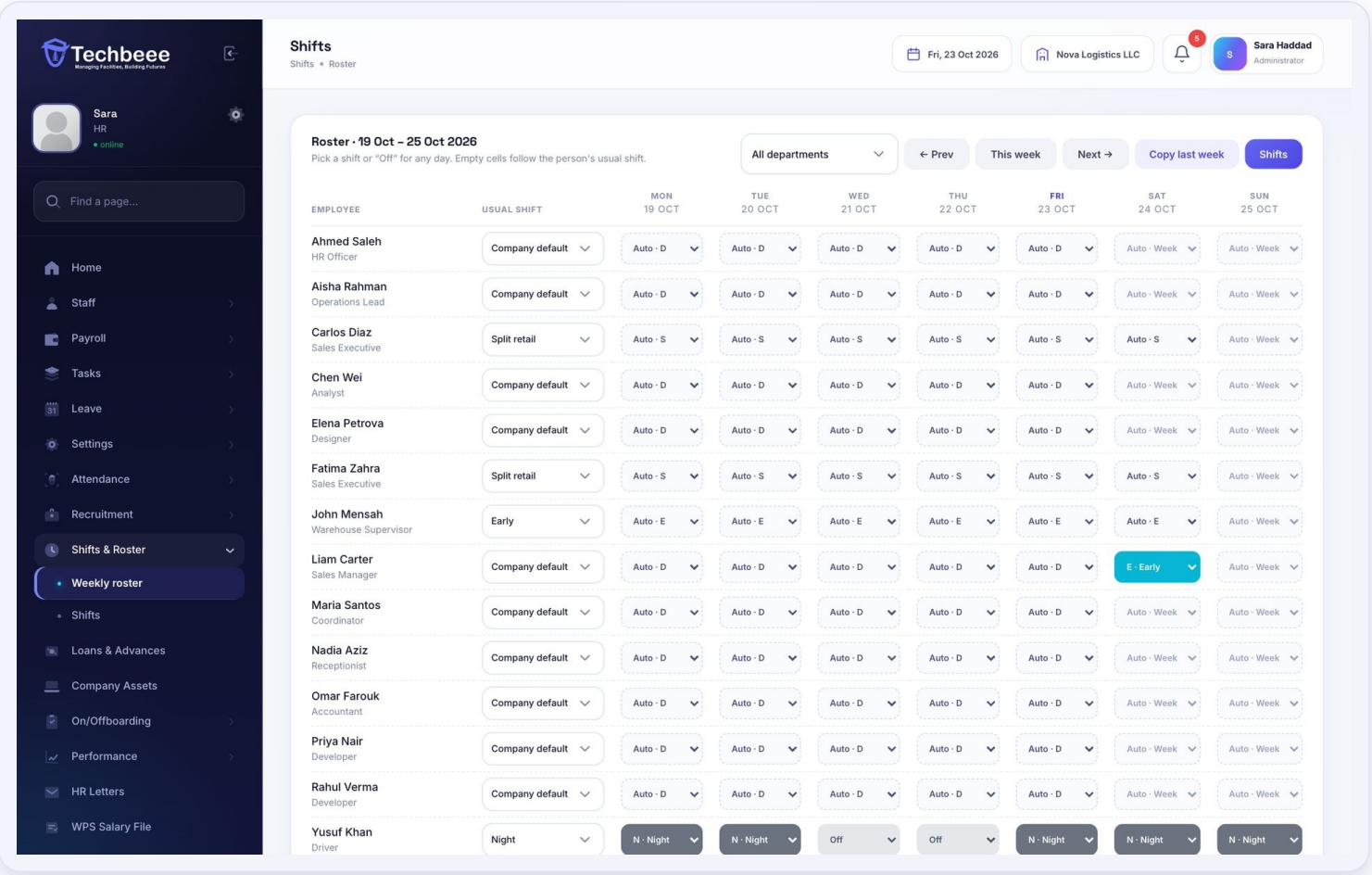
ATTENDANCE

Staff punch in and out from the app or the web. Each punch saves the time and the street address.

- Late, early-out, overtime and absences worked out
- Reports per person and department, day by day
- Correction requests for missed punches
- Office-network rule: punch in only on office Wi-Fi



Shifts and weekly rosters



SHIFTS & ROSTER

Day, night and split shifts with their own grace time and break — planned on a weekly roster grid.

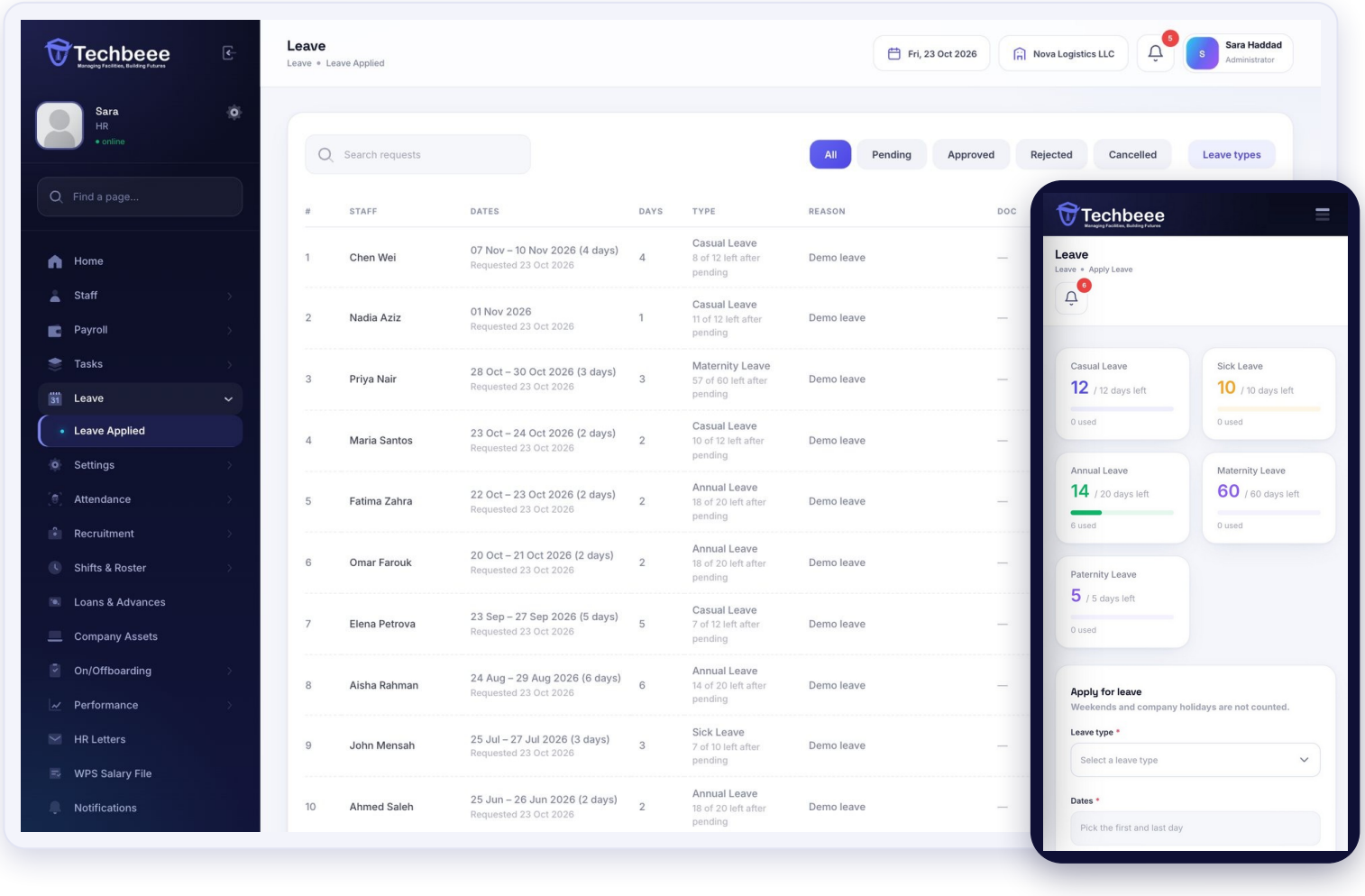
- Night shifts that run past midnight
- Pick a shift or “Off” for any day; copy last week
- Lateness and overtime follow each person’s shift
- Staff see their next two weeks in the app

Leave with balances and approvals

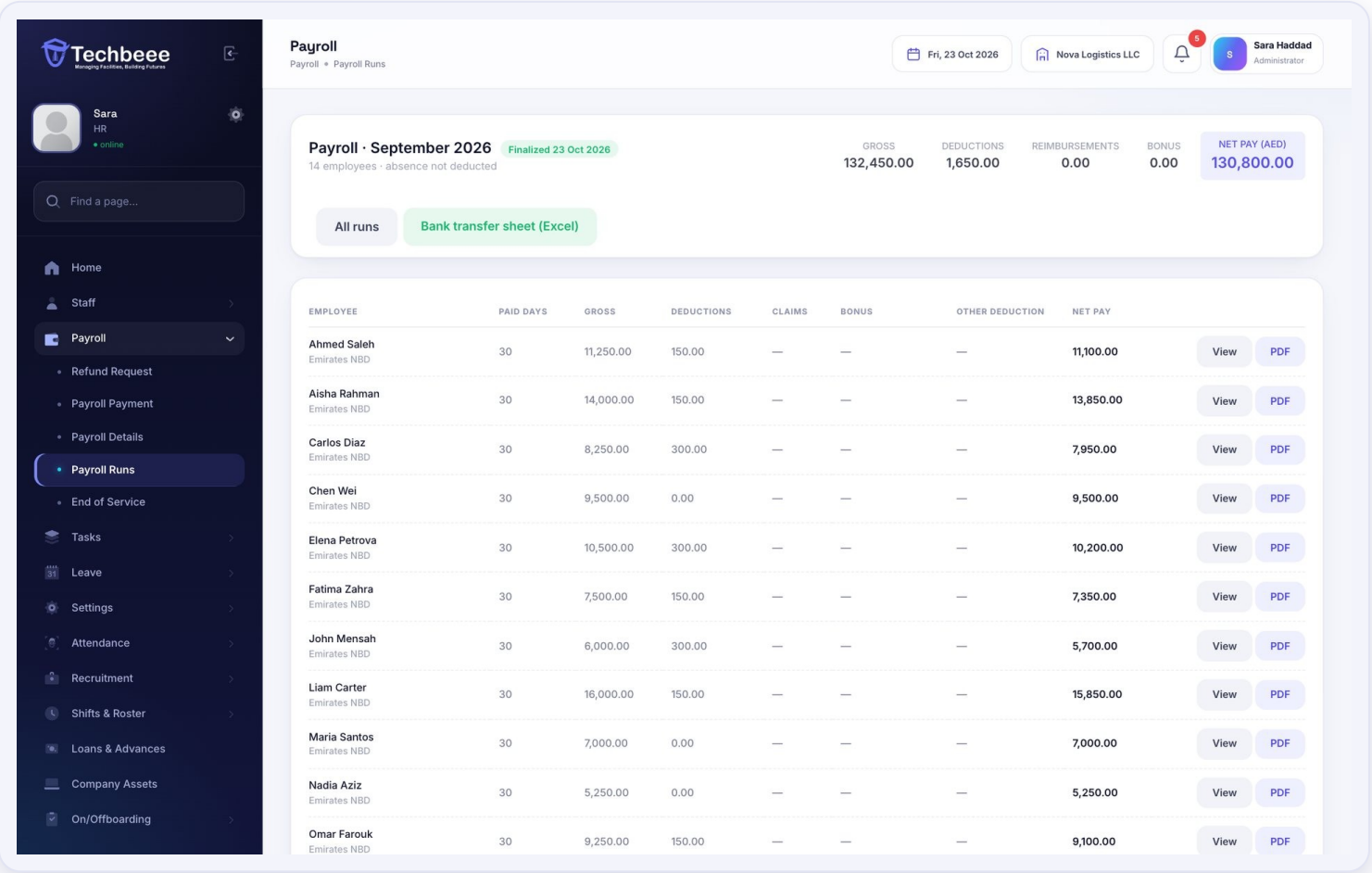
LEAVE & HOLIDAYS

Employees see their balance before they apply. Weekends and public holidays are skipped automatically.

- Annual, sick, maternity, unpaid and custom types
- Half days and required attachments (e.g. sick note)
- Approve or reject with a note — staff are notified
- Unpaid leave is deducted in payroll



Payroll in minutes, PDF payslips for all



PAYROLL

Build the month from each salary structure; joiners, unpaid leave, claims and loan instalments are worked out.

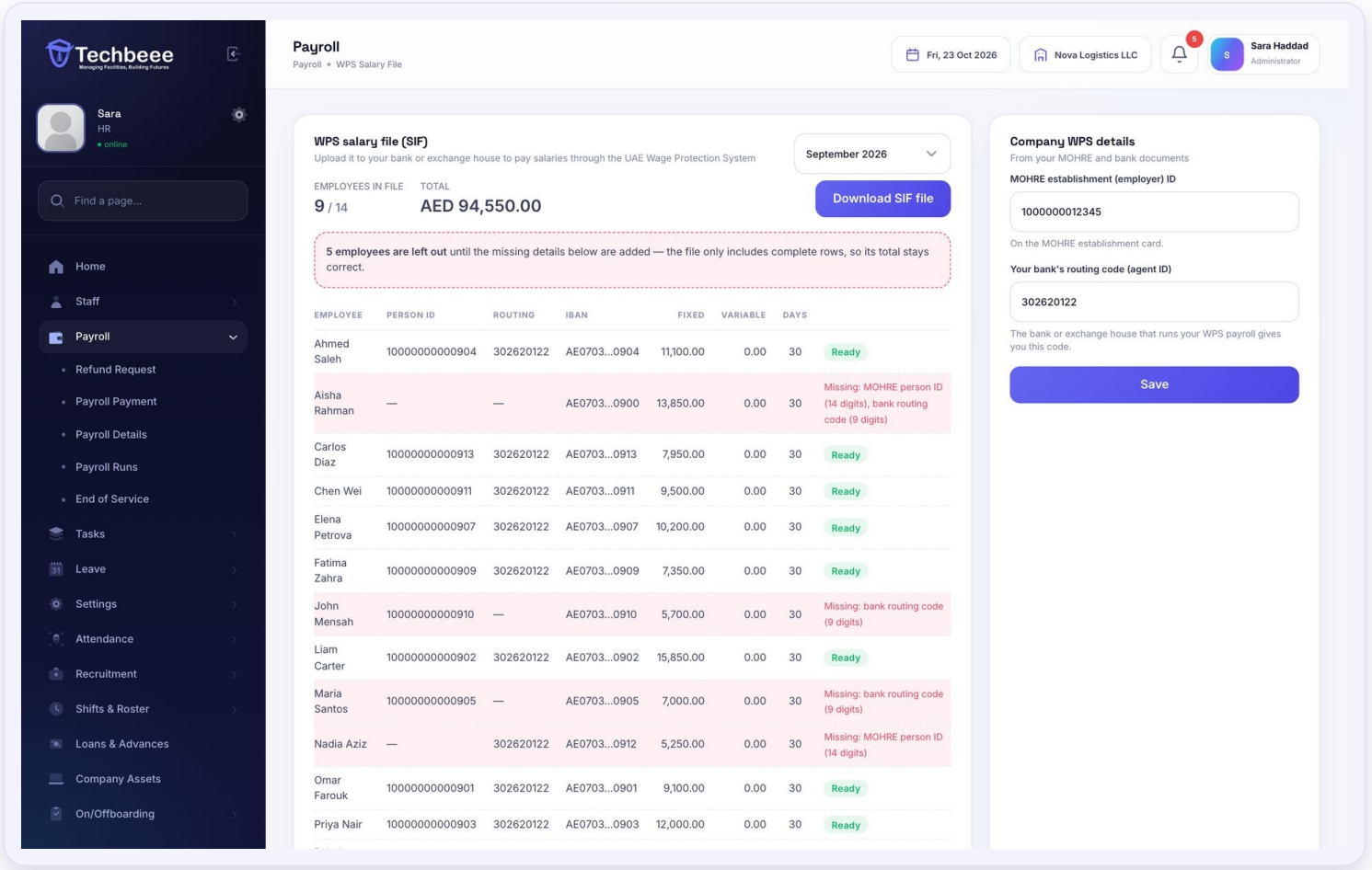
- Basic, housing, transport and other allowances
- Bonuses and one-off deductions while it is a draft
- Finalise to send every employee a PDF payslip
- Bank transfer sheet in Excel

WPS salary file, ready for your bank

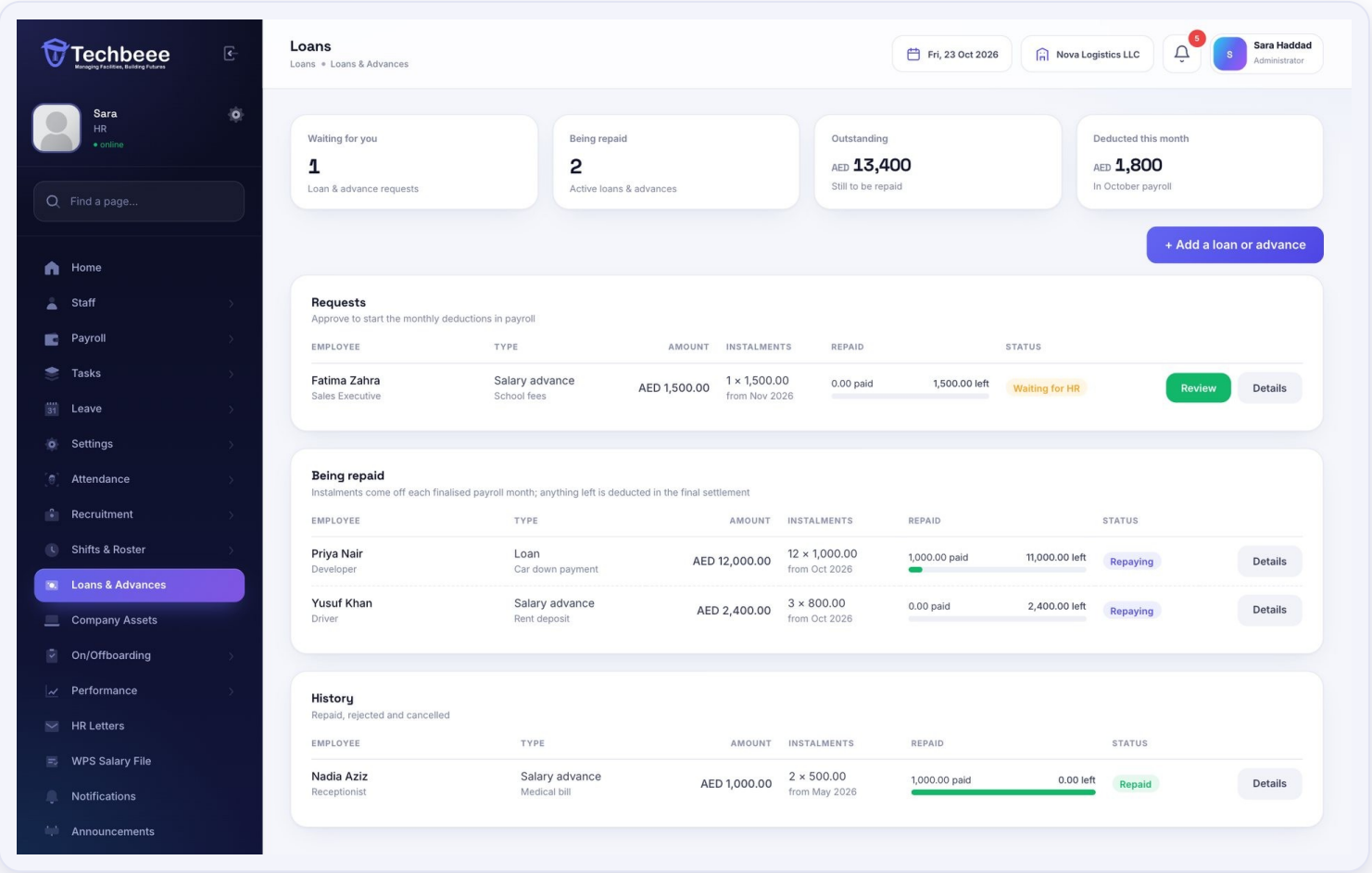
WPS / SIF

Pick a finalised month and download the Central Bank SIF file for your bank or exchange house.

- EDR line per employee and the SCR control line
- Checks MOHRE person ID, routing code and IBAN
- Rows with missing details are left out, totals match
- Company MOHRE ID and bank code stored once



Loans and salary advances



LOANS & ADVANCES

Staff ask for an advance or a loan; HR approves the amount and instalments and payroll does the rest.

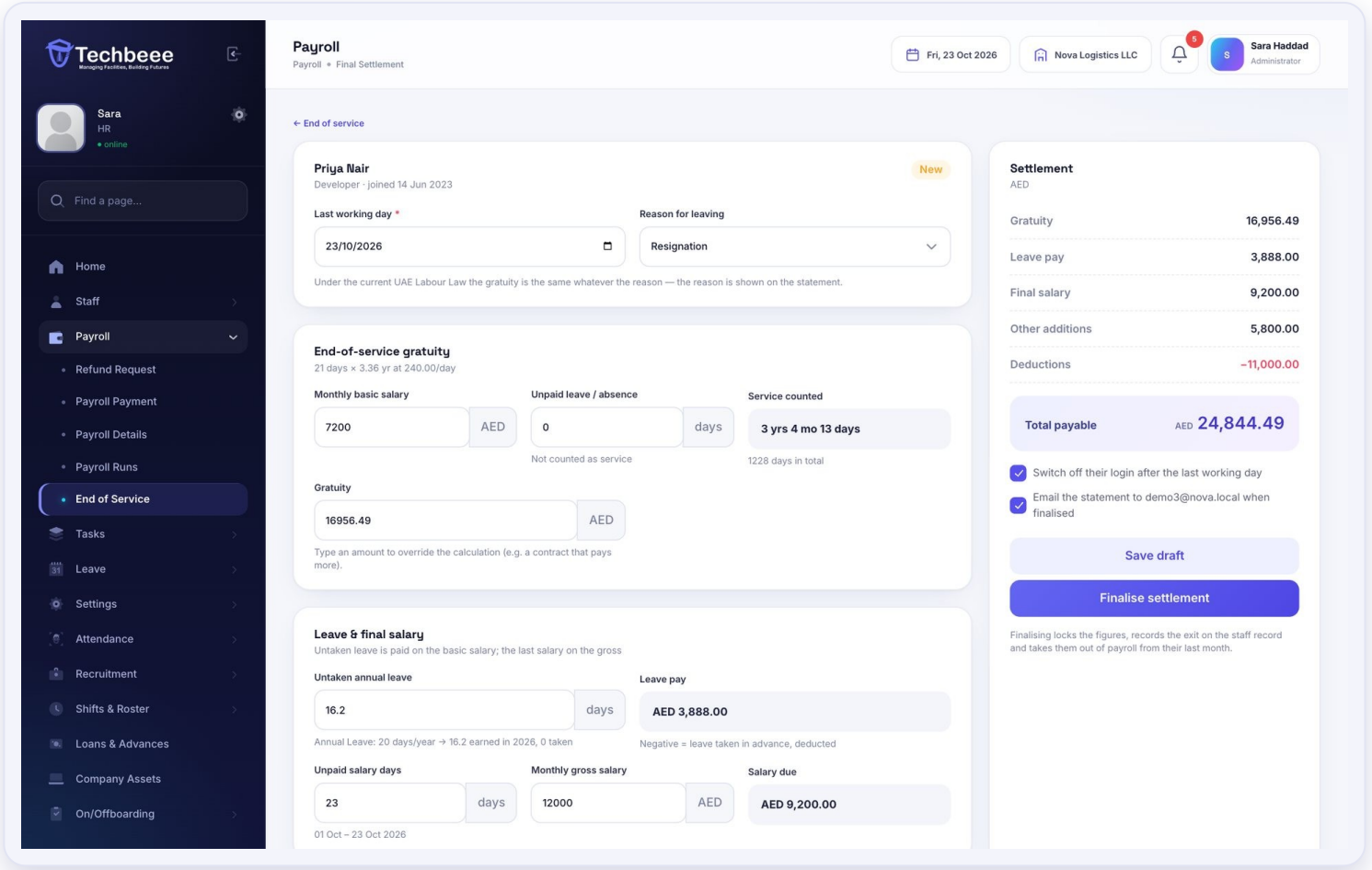
- Monthly instalment taken in payroll automatically
- Repayment progress and balance for every loan
- Cash repayments recorded by HR
- Remaining balance deducted in the final settlement

Gratuity and final settlement

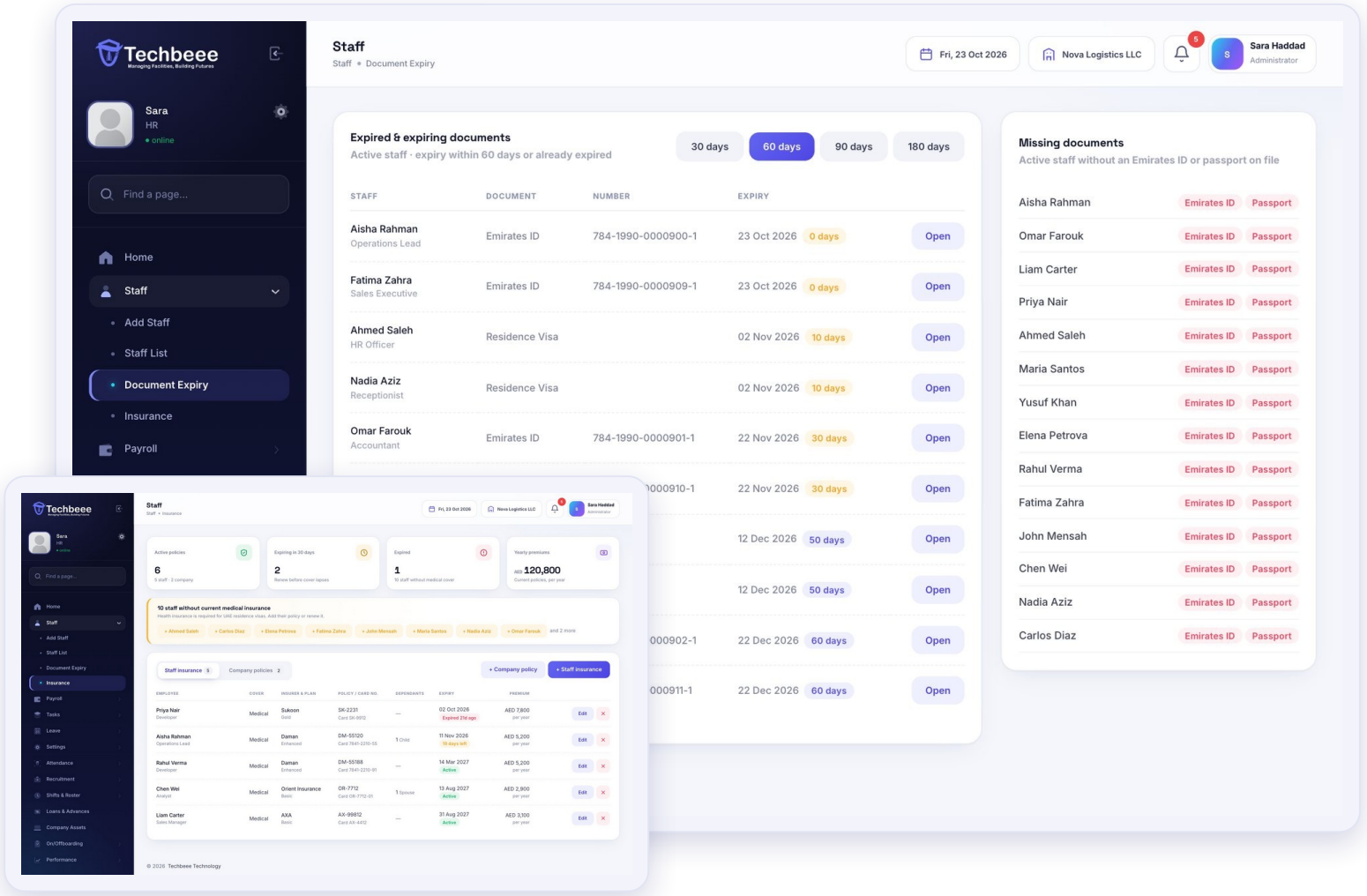
END OF SERVICE

When someone leaves, the settlement is calculated under UAE Labour Law and a PDF statement is ready to sign.

- 21 days' basic per year for 5 years, 30 days after
- Untaken leave, last salary, notice pay, air ticket
- Gratuity owed today for every employee
- Login switched off after the last working day



Documents and insurance with expiry alerts



DOCUMENTS & INSURANCE

Emirates ID, visa, passport, contracts and medical insurance — with reminders before anything runs out.

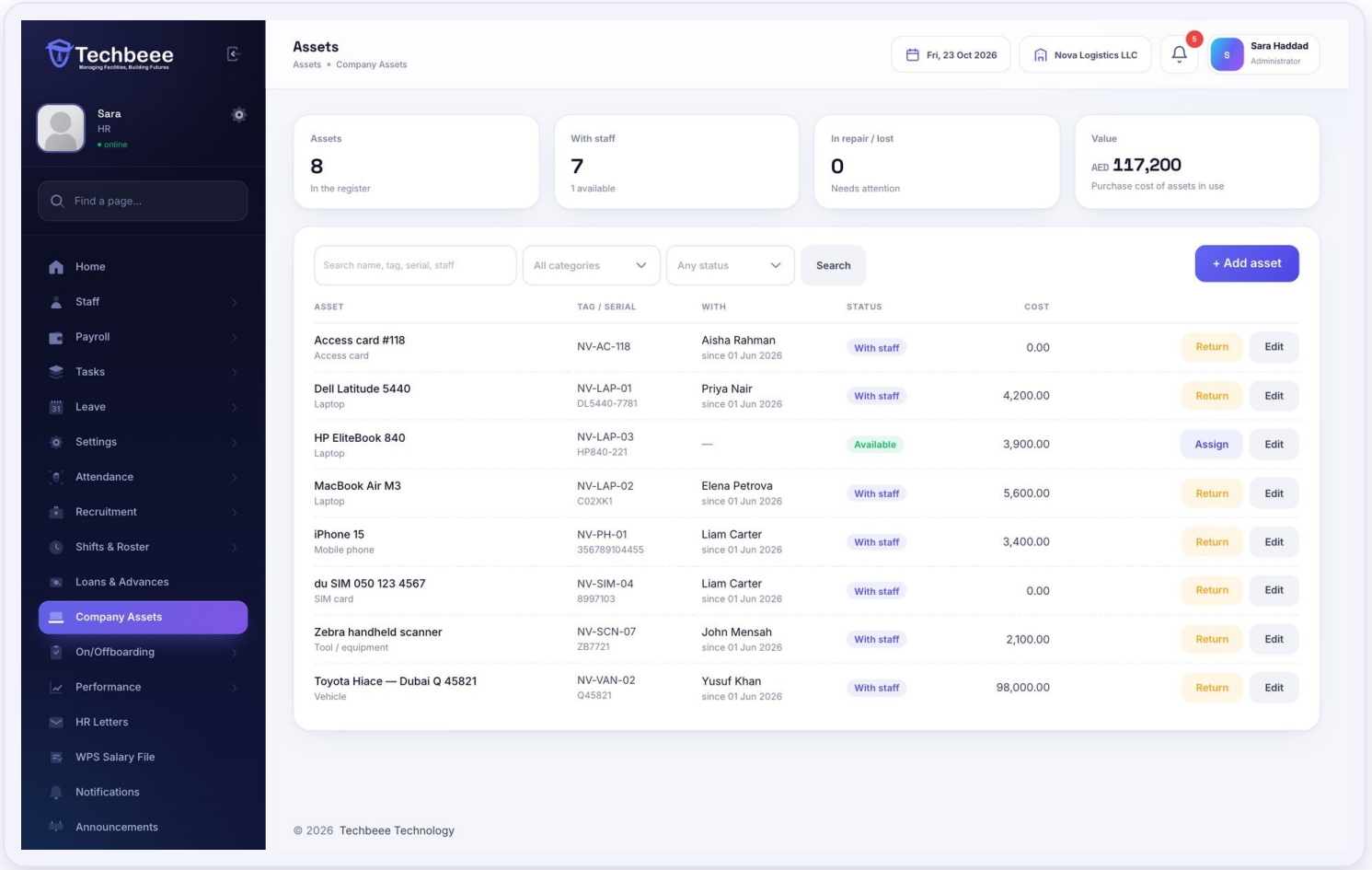
- Staff upload documents; HR verifies them
- Medical cards with dependants and premiums
- Company policies: group medical, vehicles, property
- Email and bell reminders 30 days before expiry

Company assets and who has them

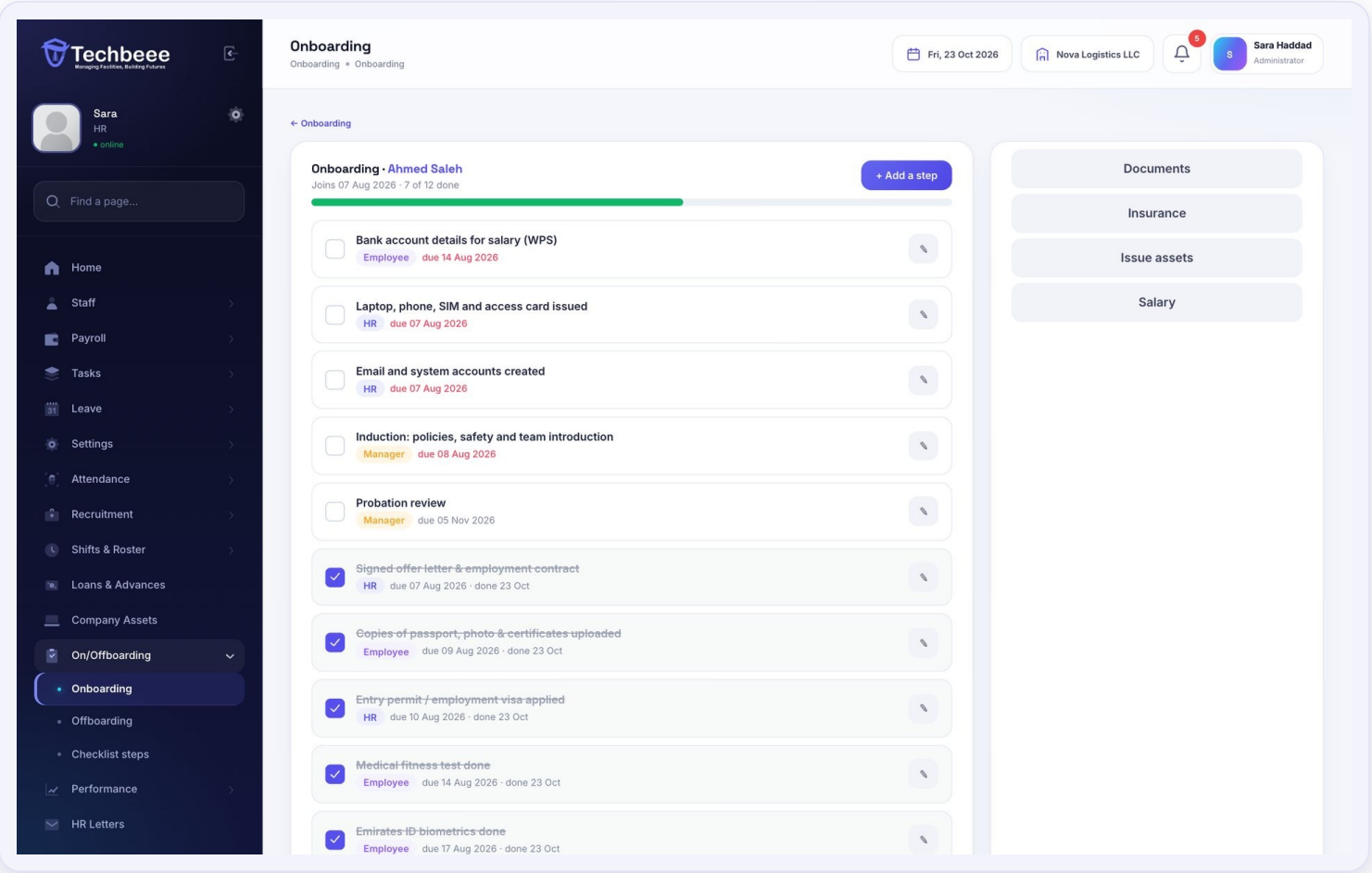
COMPANY ASSETS

Laptops, phones, SIM cards, vehicles and tools — issued to staff and collected back when they leave.

- Tag, serial, model, purchase date and cost
- Hand over and return with the condition
- Full history of who had each asset
- Unreturned assets shown in offboarding



Onboarding and offboarding checklists



ON/OFFBOARDING

Every step for a joiner or a leaver — with an owner and a due date — so nothing is missed.

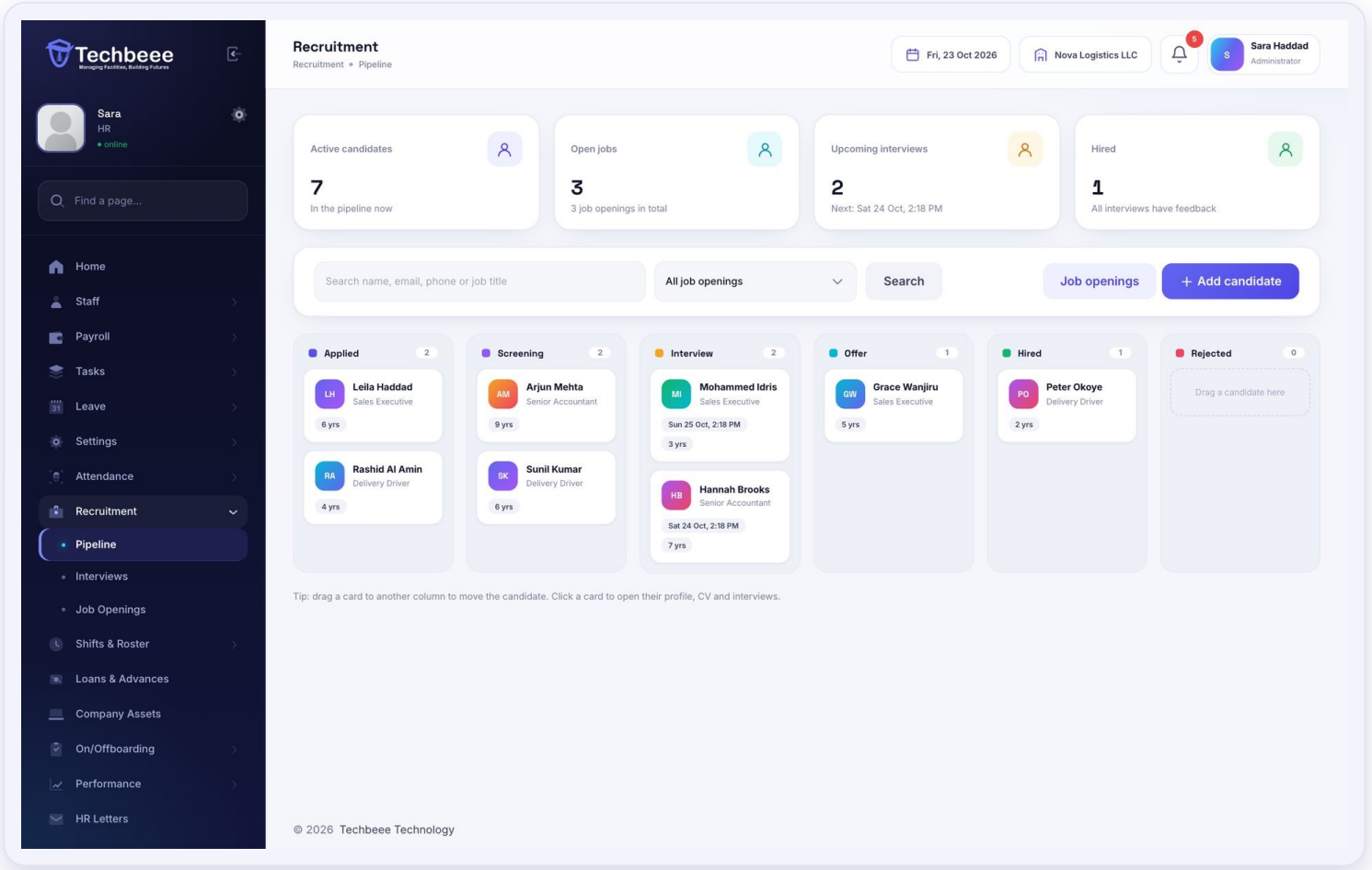
- UAE starter steps: visa, medical, Emirates ID, MOHRE
- Owners: HR, the employee or their manager
- Starts automatically for new staff and leavers
- Employees tick their own steps in the app

From job opening to hired

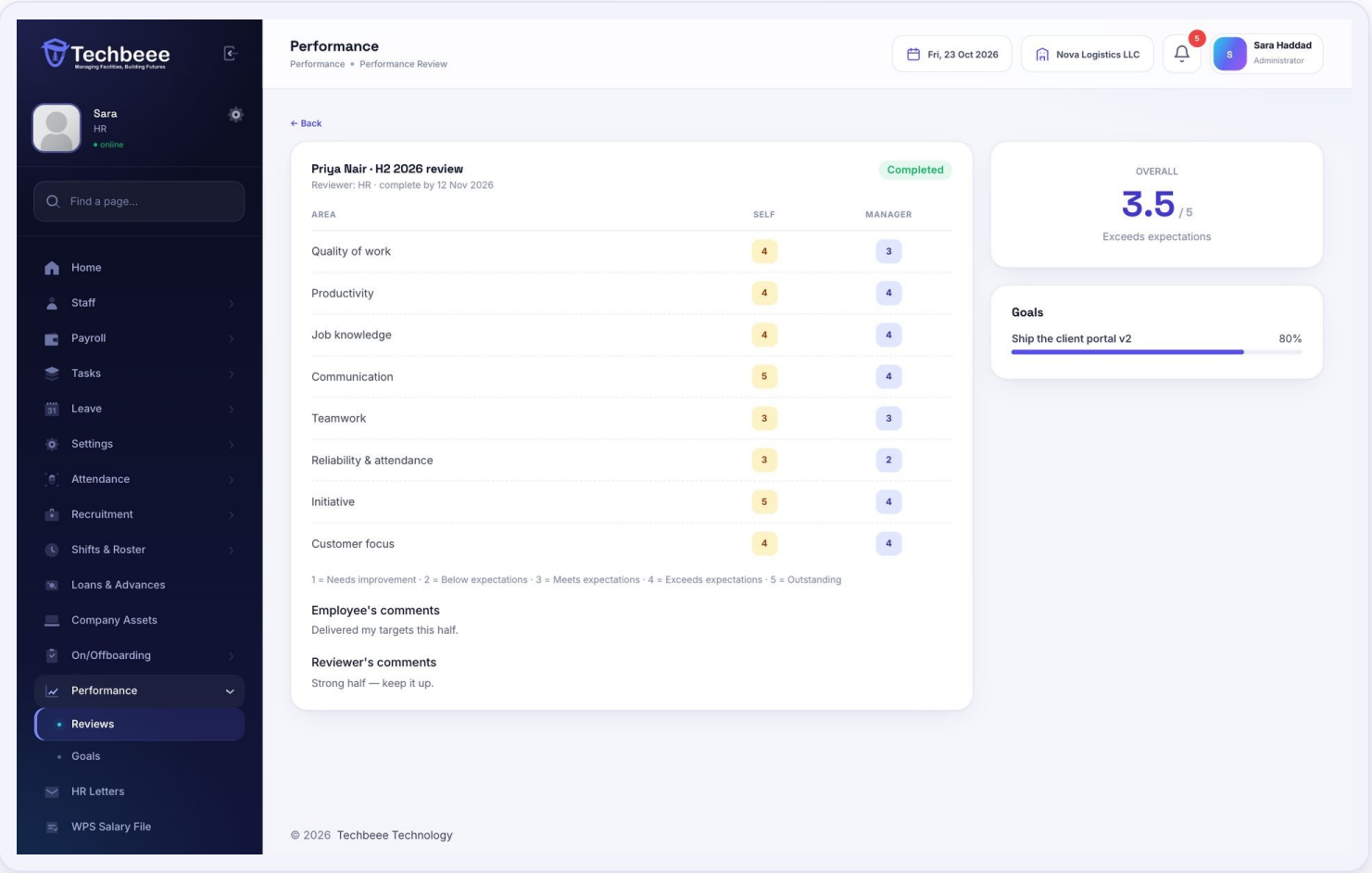
RECRUITMENT

Post openings, add candidates with their CV and move them through a drag-and-drop pipeline.

- Applied → Screening → Interview → Offer → Hired
- Interviews in person, by phone or video
- Scorecards for skills, communication and fit
- Create the staff account from the hire



Performance reviews and goals



PERFORMANCE

Employees rate themselves, then their department head or HR completes the review with an overall score.

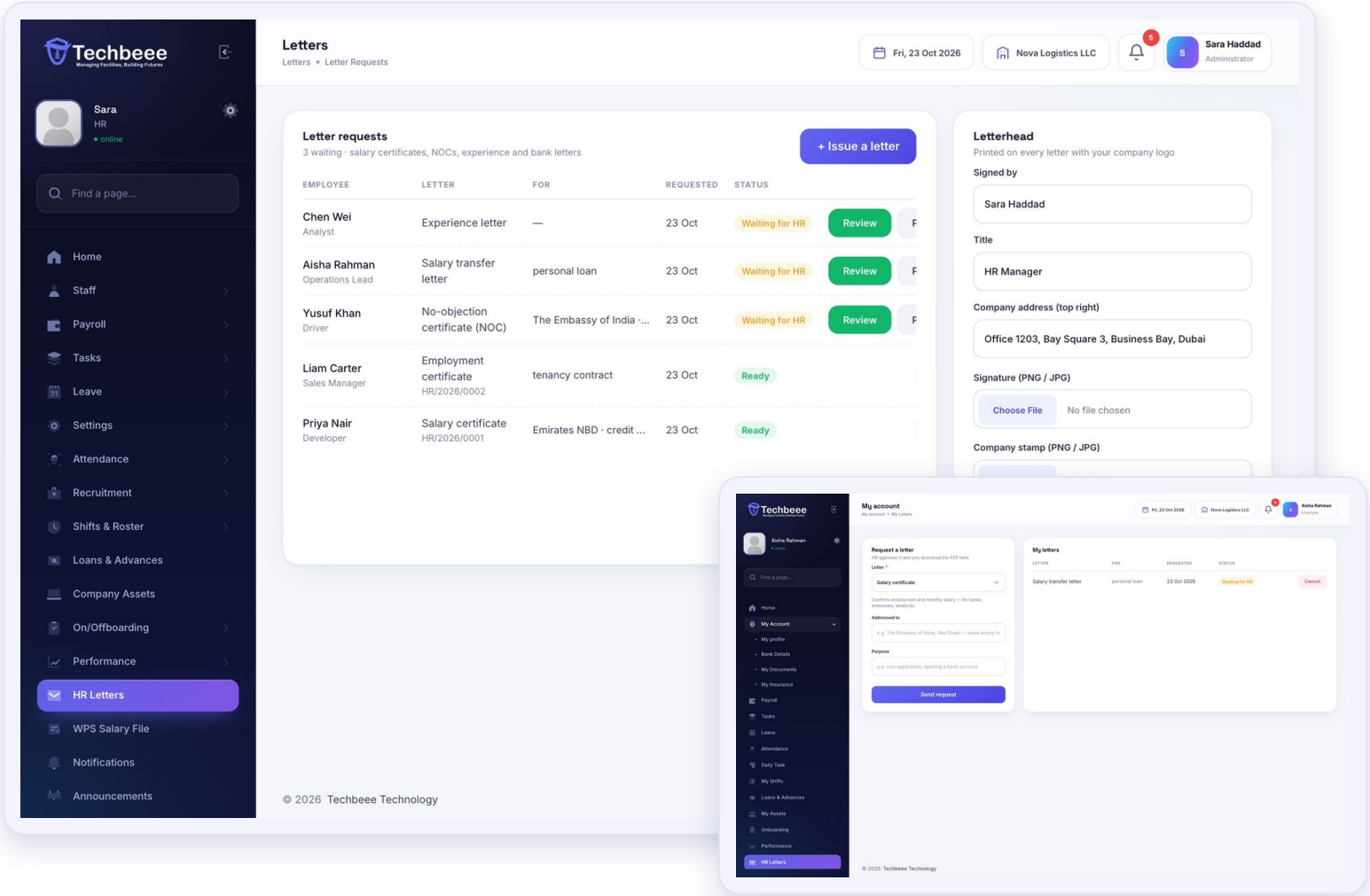
- Eight areas rated 1 to 5
- Self-review first, manager review second
- Goals with targets and progress
- Scores on the profile and in the app

HR letters in a click

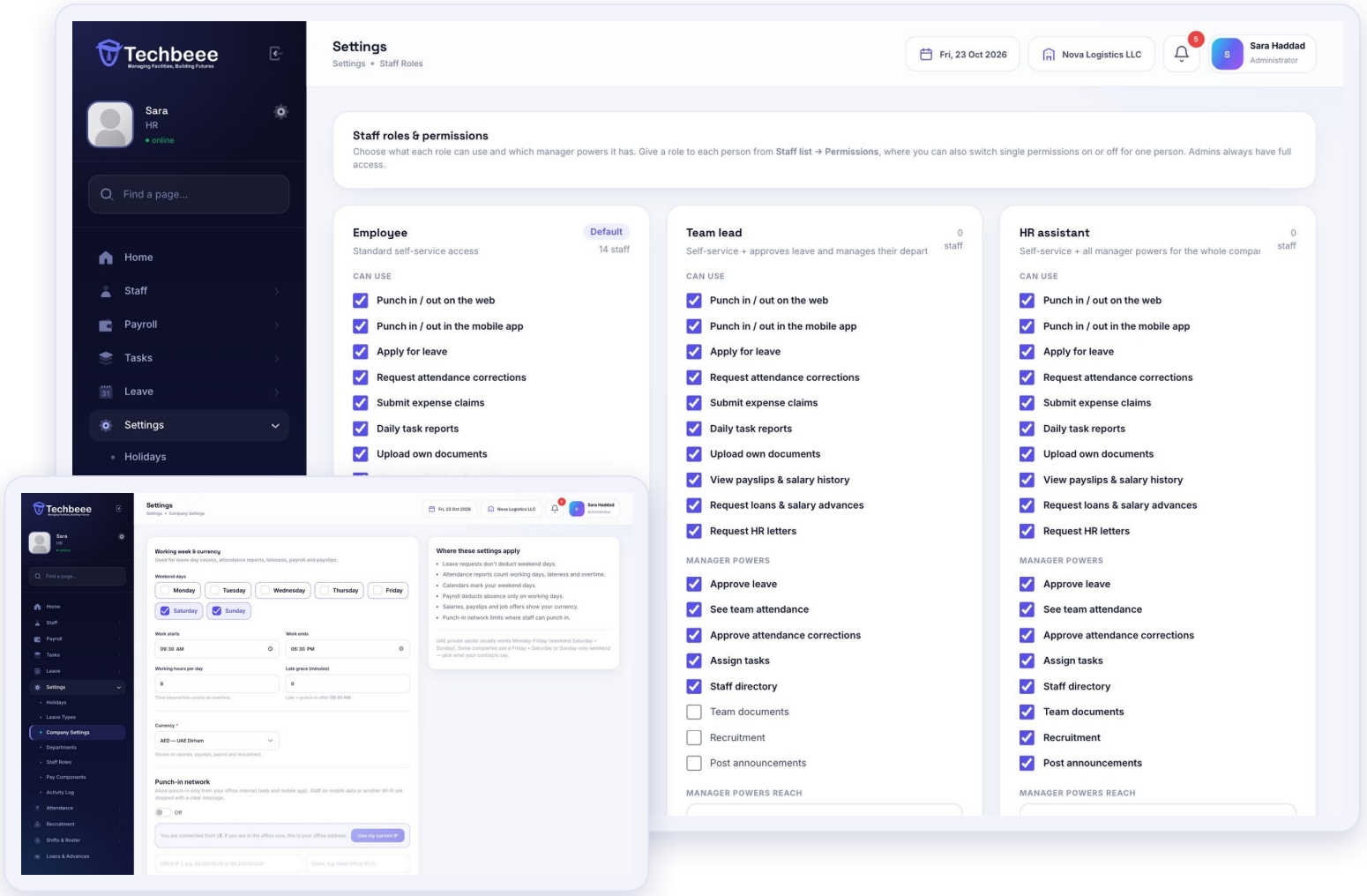
HR LETTERS

Staff request a letter; HR approves and a PDF on your letterhead is ready to download.

- Salary certificate and salary transfer letter
- NOC for travel or visa, experience letter
- Logo, reference number, signature and stamp
- Employees download it from the app



Roles, permissions and settings



CONTROL

Decide who can do what, and set the company up your way.

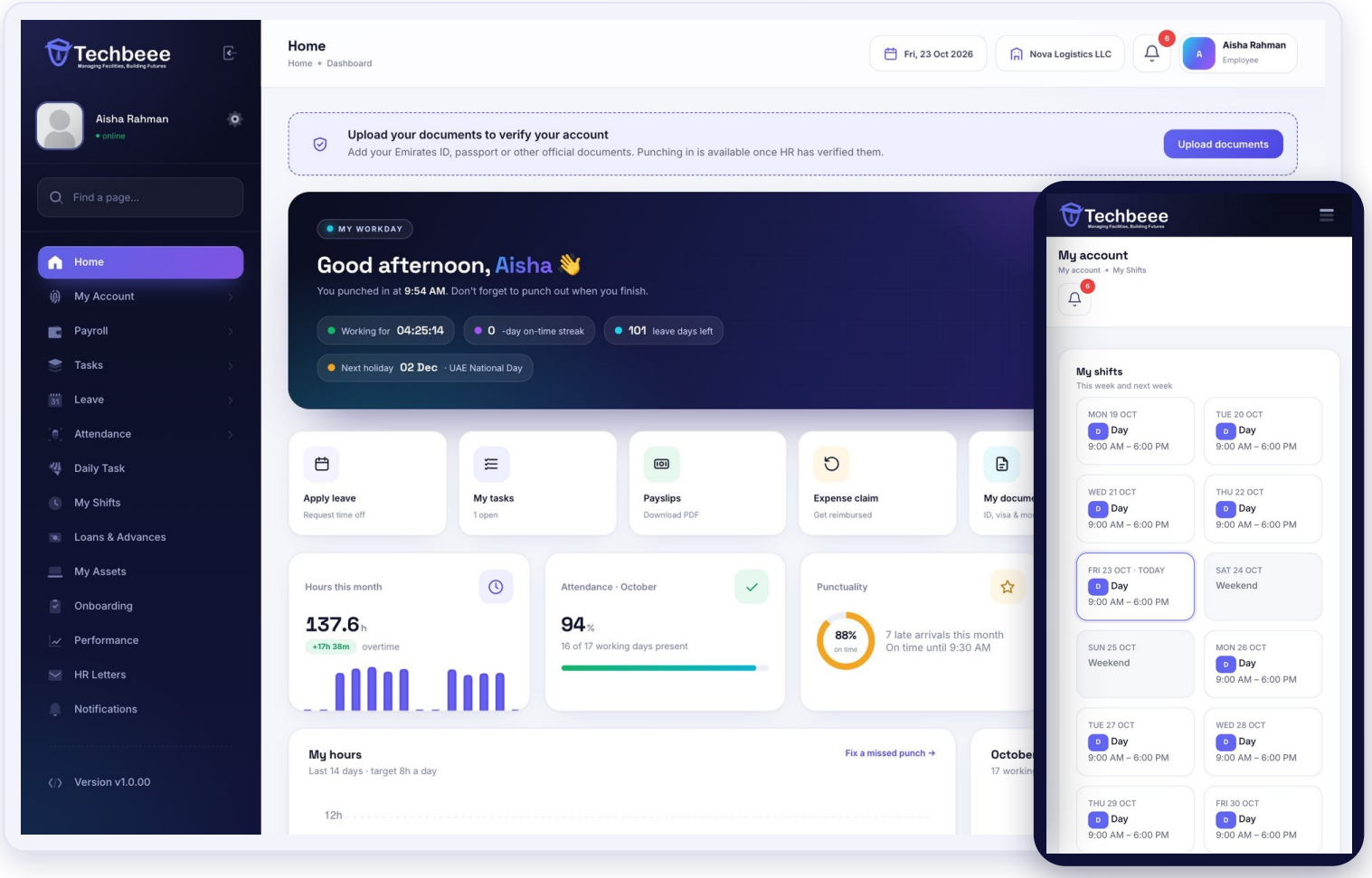
- Employee, Team lead and HR assistant roles
- Manager powers for a department or the company
- Weekend, hours, late grace and currency
- Activity log of every action

HR in every employee’s pocket

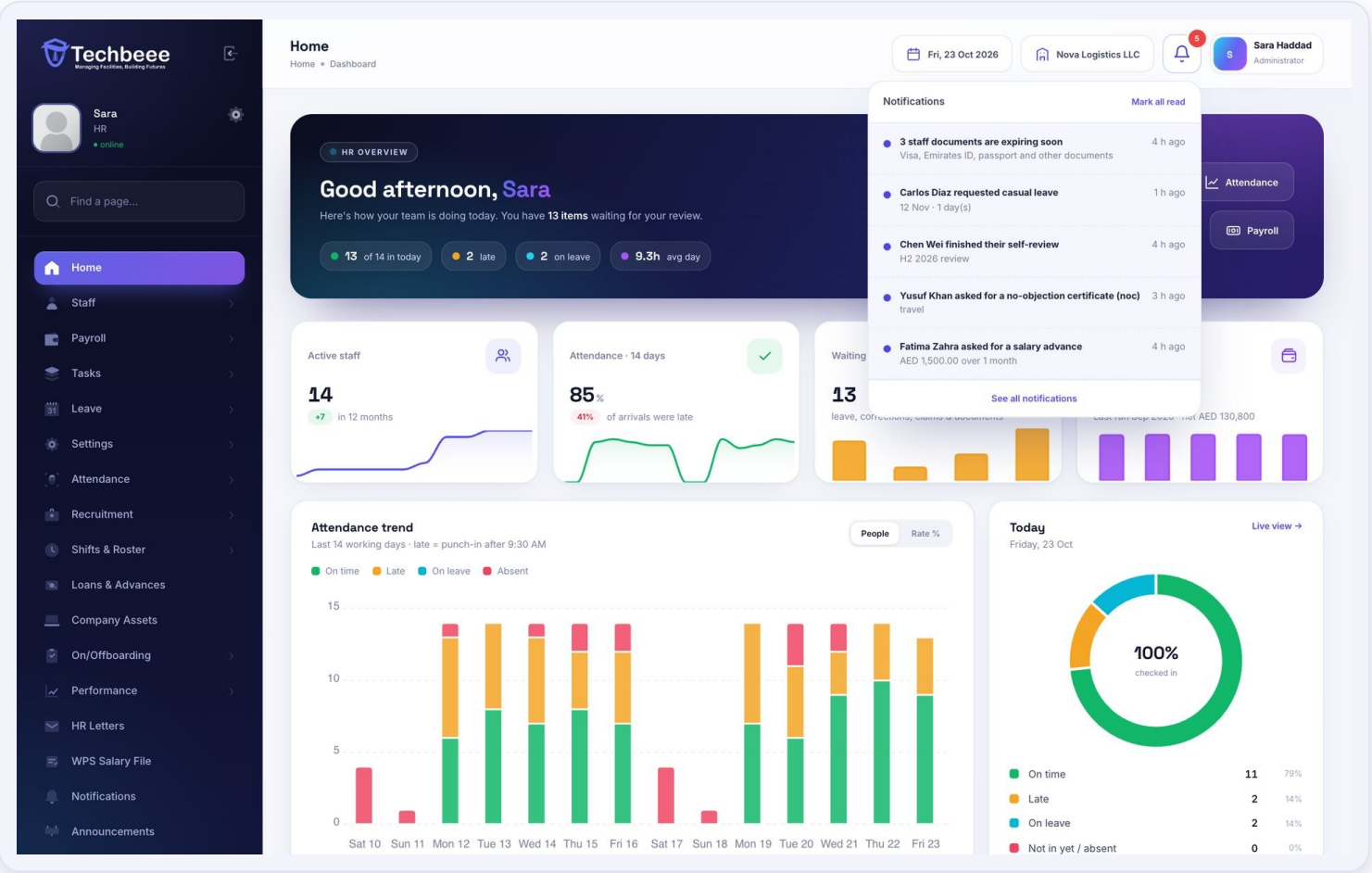
SELF-SERVICE

A personal dashboard on the web and in the iOS and Android app.

- Punch in and out; see this month’s attendance
- Leave, expense claims, loans and letters
- Payslips, documents and insurance card
- Shifts, tasks, onboarding steps and reviews



Nothing waits unnoticed



NOTIFICATIONS

A bell for HR and for every employee — requests, decisions, payslips and expiries as they happen.

- Leave, corrections, claims and documents
- Loans, letters, reviews and payslips
- Expiring documents and insurance renewals
- Also in the mobile app

Secure by design

Encrypted passwords and sessions

bcrypt passwords, HTTPS-only cookies, protection against forged requests

Every company is separate

Admins only ever see their own company's staff and data

Full activity log

Approvals, payroll, settings and sign-ins — searchable and exportable

Office-network punch-in

Optional rule to accept punch-in only from office IP addresses

Private document storage

Files open only for the employee and their company's admins

Roles and permissions

Give each person only the powers they need

Start free in three steps

1

Register your company

A short form — your workspace is ready in about a minute. No payment details.

2

Add up to 10 staff

Try attendance, leave, payroll and every other feature for 30 days.

3

Activate full access

Press “Request activation” — we switch on unlimited staff and your data stays.

Free for 30 days · up to 10 staff · no card needed

hrms.techbeesoft.com/free-trial

Questions? Call or WhatsApp

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