e2 **e2eHR**

END-TO-END HUMAN RESOURCES

UNITED ARAB EMIRATES · KINGDOM OF SAUDI ARABIA · GCC

# The AI-Powered HR Platform Built for the GCC Enterprise

One platform for the complete employee journey — from recruitment and expatriate onboarding to attendance, **WPS payroll**, and final settlement. Purpose-built for **Dubai / UAE** and **Saudi Arabia**, with your data stored **exactly where you choose**.

- ✦ AI-Powered HR Copilot
- Your Data, Your Location
- 100% Paperless
- Build Your Own Workflows
- Recruitment
- WPS Payroll (UAE & KSA)
- Visa & Sponsorship
- Emirates ID & Iqama
- Qiwa & MOHRE
- GOSI & Insurance
- Talent & Training
- Balances & Ledger
- WhatsApp Integration
- Approvals & Workflow
- Employee Records
- Employee Self-Service
- Talent & Training
- Assets & Facilities
- Audit & Security

| 10 | 35 | 2,615 | 271 | 114 | 878 |
|---|---|---|---|---|---|
| MODULES | CONTROLLERS | OPERATIONS | TABLES | DB SCRIPTS | TESTS |

**Executive Platform Overview**

Prepared for HR Leadership

Verified · November 2026

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**How to read this document**

Sections 01–07 establish the strategic value for leadership. Sections 08 onward provide the operational depth your implementation and IT teams will need. Every capability described is built and verified in the current product — this is an as-built overview, not a roadmap.

# 01 One Platform. Complete Control. AI Intelligence. Total Data Freedom.

Purpose-built for the GCC, with deep specialization for the Dubai/UAE and Saudi Arabian labor markets.

**1**
SYSTEM OF RECORD
Every employee, salary, attendance, document & exit detail in one central place.

**2**
MARKETS, NATIVE
UAE & KSA compliance — WPS, Emirates ID, Iqama, MOHRE, HRSD, GOSI.

**AI**
BUILT-IN COPILOT
Live-data answers with citations — a native capability, not a bolt-on.

**100%**
YOUR DATA, YOUR CALL
Host on-prem, NAS, Azure or AWS. Never locked into our cloud.

## Six pillars of the platform

### One System of Record
Employee information, salary, attendance, leave, documents, assets, and exit details maintained in one central place.

### Dual-Market Compliance
WPS wage protection (UAE & KSA), Emirates ID & Iqama tracking, MOHRE & HRSD rules, GOSI, visa sponsorship, passport custody, end-of-service gratuity.

### AI-Integrated Operations
Built-in AI copilot reads live HR data, answers policy questions with citations — native, not a third-party plugin.

### Your Data, Your Location
Host on your own local server, a private data-center, Microsoft Azure, or AWS. Passports, salaries & contracts stay where you decide.

### Go 100% Paperless
Digital documents with version history, e-signatures, PDF payslips, and online approvals replace filing cabinets entirely.

### Design Your Own Workflows
Build custom approval routes with a visual designer — steps, approvers, quorum rules, delegation & escalation. No coding.

**Why e2eHR exists**

Instead of adapting generic global HR tools to fit regional laws, e2eHR is built from the ground up to handle multi-branch operations, local nationals, sponsored expatriates, WPS wage protection, and strict immigration governance across both the UAE and Saudi Arabia — under a single, auditable system of record.

# AI-Powered HR — Your Intelligent Copilot

e2eHR doesn't just store data — it understands it, and answers instantly with full citations.

**Meet your HR AI Assistant**

An internal copilot that reads live HR data and your knowledge base through a closed, read-only tool set and cites what it read. It cannot edit the policy it quotes. Ask *"How many employees are on probation in our Dubai branch?"* or *"What is our annual leave policy during Ramadan in KSA?"* — and get instant, sourced answers.

### Live HR Data Access

Reads real-time employee records, org units & assignments. No stale exports.

`search_employees` `get_employee_summary`

### Knowledge Base Integration

Policies, SOPs & HR articles indexed and searchable, cited in every answer.

`search_knowledge` `full-text`

### Org Structure Awareness

Understands departments, branches, sections & locations for headcount queries.

`list_org_units`

### Read-Only & Safe

Closed tool set with zero write capability. Cannot modify any HR data — security by architecture.

`no write tools` `PII gated`

### Citation-First Answers

Every response includes source citations. Your team can verify every claim.

`sources list` `traceable`

### Multi-Provider Support

OpenAI, DeepSeek, Gemini, or any OpenAI-compatible endpoint. Switch without code changes.

`OpenAI` `DeepSeek` `Gemini` `Custom`

### Cost Governance

Daily cost ceilings in currency units, real-time spend tracking. No surprise bills.

`daily ceiling` `usage tracking`

### Graceful Degradation

No API key? Degrades to keyword search — still useful, clearly labeled. Never a hard failure.

`degraded mode`

### PII Protection

Contact details require an explicit PII permission grant, server-enforced before tools run.

`VIEW_PII gate`

## AI Knowledge Base — your company's brain

- Full-text search over title & body, tagged articles with source URLs
- Active/inactive lifecycle · 33+ seeded system articles
- Postgres full-text ranking · instant invalidation on edit
- Ideal for UAE labor law & Saudi labor law policy articles

**Example interaction**

USER
What is the annual leave entitlement during probation?

AI
According to the Leave Policy, employees on probation accrue 2 days/month… *[Source: Annual Leave Policy, §3.2]*

# 02 Your Data. Your Location. Your Rules.

HR holds your most sensitive information — you decide exactly where it lives.

HR holds passports, Emirates IDs & Iqamas, salary details, contracts, and medical insurance. With e2eHR, you decide where that data lives — on your own local server, a private data-center, or your choice of cloud. We never force your data into our infrastructure, and there is **no vendor lock-in**.

### Local Server

Everything — app, database, files — runs on one machine in your own office. Maximum physical control.

small teams · strict residency

### Remote Server / NAS

App on a data-center or private server, documents on a NAS/UNC share your IT already manages.

existing servers

### Microsoft Azure

Azure Database for PostgreSQL with managed backups, plus Azure Files/Blob. Zone-redundant, fully managed.

Microsoft estates

### Amazon AWS

RDS/Aurora PostgreSQL with S3 or EFS storage. Mature backup tooling and Multi-AZ high availability.

AWS estates

**🔑 No vendor lock-in — by design**

e2eHR stores files by logical keys and provider names, never hard-coded paths or signed URLs. Switching where your data lives is a **configuration change, not a data migration**. The database is standard PostgreSQL owned by 114 portable scripts — you can take your entire HR system and move it to any host, any time. Your data is always yours.

## Why data location matters for HR

### Passports & IDs

High-value identity documents stay where your security team fully controls and audits them.

### Salary Confidentiality

Choose a host & jurisdiction that matches your confidentiality and compliance policy.

### Data Residency

Meet in-country residency rules required by industries and free zones.

### Security You Verify

TLS in transit, encryption at rest, JWT, MFA, RBAC, full audit trail — enforced wherever you deploy.

### Business Continuity

Control your own backups, retention & disaster-recovery schedule — on your terms.

### Audit & Legal Control

Keep audit trails, exports & legal holds under your own governance for investigations & regulators.

## Deployment options at a glance

| Option | Application Host | Database | Document Storage | Ideal When |
|---|---|---|---|---|
| **Windows / IIS** | IIS (in-process) | PostgreSQL on host | Local disk or UNC share | Windows-first organisations |
| **Linux / Nginx** | Kestrel under systemd | PostgreSQL, local/remote | Local volume or NFS/CIFS | Cost-effective open-source stacks |
| **Docker** | Containers | PostgreSQL container/managed | Named volume or object store | DevOps-driven environments |
| **Microsoft Azure** | App Service / Container Apps | Azure Database for PostgreSQL | Azure Files / Blob | Managed cloud, Microsoft estates |
| **Amazon AWS** | ECS / Beanstalk / EC2 | RDS / Aurora PostgreSQL | S3 / EFS | Managed cloud, AWS estates |

*The same build runs on every option. The client experience, permission model, workflow engine and payroll rules are identical — only the hosting location changes.*

# 03 Go 100% Paperless — Handle Everything Yourself, Digitally

Upload, sign, approve, archive & retrieve every document online. No filing cabinets, no lost forms.

### ✕ The old paper way

- Passport copies in physical folders, hard to track
- Leave & expense requests on printed forms
- Signatures chased across desks and offices
- Payslips printed and hand-delivered
- Documents lost, duplicated, or expired unnoticed
- No way to know who saw or changed a file

### ✔ The e2eHR paperless way

- Passport & ID scans in a secure digital register
- Leave & expense submitted and approved online
- Electronic signatures — typed, drawn, or uploaded
- Payslips generated as PDF, downloaded anytime
- Automatic expiry alerts before documents lapse
- Full audit trail of every view, change & export

### Versioned Document Register

Full version chain — check in, supersede, restore. The live file is always resolved automatically.

### Electronic Signatures

Typed, drawn, uploaded, or certificate-based per document version. Ideal for contracts & offer letters.

### PDF Payslips & Letters

Rendered server-side. Employees download instantly from self-service — no printing, no distribution.

### Media Gallery

Passport scans, asset photos, accommodation images & certificates as searchable media.

### Expiry Reminders

Automated alerts for passports, visas, permits, insurance & contracts approaching expiry.

### Instant Digital Export

CSV, Excel, or PDF with one click. Every export logged for audit — a chain of custody.

## Design Your Own Approval Workflows

Model your exact approval process — no developer required. Define steps, choose approvers, set rules, publish.

1. **Draft** — Sketch the process
2. **Design** — Steps & approvers
3. **Publish** — Make it live
4. **Activate** — Route work
5. **Track** — History & SLA

### Visual Designer

Add steps, transitions & approvers. Validates every approval step has an approver before it goes live.

### Flexible Quorum Rules

Single, any, all, or percentage. Perfect for panels, boards & multi-signature approvals.

### Delegation

Approvals auto-route to delegates for defined windows — nothing stalls while a manager is away.

### SLA Escalation

Notify, reassign, escalate, or auto-decide when deadlines pass — work never silently stalls.

### Cross-Module

One engine routes leave, expense, payroll, recruitment & HR lifecycle approvals into one inbox.

### Decision History

Every approval, rejection & return recorded with who, when, and why. Audit-ready evidence.

# 04 The GCC Advantage — Built for Dubai, the UAE & Saudi Arabia

Managing sponsored employees is a strict legal & financial obligation. e2eHR is built natively for both markets.

### Passport Custody Ledger

Track exactly who physically holds an employee's passport, release & return dates — strict custody-law compliance.

### Sponsorship & Visa Tracking

Residence visas, work permits & contracts with automated alerts for renewals, cancellations & grace periods.

### Emirates ID, Iqama & Insurance

National identity documents (UAE & KSA) and mandatory health insurance, linked directly to payroll eligibility.

### Dependent Management

Sponsored family members, visa statuses & expiry dates for complete household compliance.

### Unified Expiry & Renewal Alerts

One expiry centre watches every document, raising alerts 45–90 days ahead so renewals are planned — never missed.

### Nationalization Awareness

Emiratization & Saudization (Nitaqat) quota awareness to balance local & expatriate headcount.

## 🇦🇪 UAE & Dubai Native Support

| | |
|---|---|
| **Labor Authority** | MOHRE compliance tracking |
| **Identity** | Emirates ID expiry & renewal alerts |
| **Immigration** | ICP visa & work permit tracking |
| **Payroll** | WPS file generation (AED) |
| **Weekend** | Saturday–Sunday (configurable Fri–Sat) |
| **Nationalization** | Emiratization quota awareness |
| **Free Zones** | DMCC, JAFZA, DIFC multi-branch support |
| **EOS** | UAE gratuity calculation engine |

## 🇸🇦 KSA (Saudi Arabia) Native Support

| | |
|---|---|
| **Labor Authority** | HRSD / MHRSD rules support |
| **Identity** | Iqama number & expiry tracking |
| **Platforms** | Qiwa contract & Muqeem visa awareness |
| **Payroll** | WPS / Mudad file generation (SAR) |
| **Social Insurance** | GOSI registration tracking |
| **Nationalization** | Nitaqat / Saudization awareness |
| **Calendar** | Hijri date display alongside Gregorian |
| **EOS** | Saudi End-of-Service award calculation |

**🌍 Built for the region**

Global HR systems treat visas as simple file attachments. e2eHR treats them as active, governed business records that dictate an employee's legal right to work, their payroll eligibility, and your compliance standing with MOHRE & ICP (UAE) and HRSD, Qiwa & Muqeem (KSA). One platform, two fully-supported regulatory worlds — ideal for companies operating across Dubai and Riyadh/Jeddah.

# 05 What is e2eHR?

A unified system for organizations that need one reliable source of employee information.

### One Employee Record

Personal details, contracts, assignments, salary, attendance, leave, documents & exit information — connected.

### Built for Real Operations

Multi-branch organizations, head office staff, factory workers, local hires & expatriate employees.

### End-to-End Lifecycle

Hiring, onboarding, probation, monthly payroll, movement, resignation, clearance & final settlement.

### Controlled & Auditable

Clear steps, approvals & records keep the business organized and defensible.

### AI-Ready Intelligence

A native AI copilot turns HR data into instant, cited answers and self-service.

### Flexible Deployment

Local server, private data-center, Azure or AWS — your data stays where you choose.

## The business problem e2eHR solves

Many organizations manage HR across spreadsheets, registers, and disconnected systems — creating effort, errors, delays, and severe compliance risk. e2eHR replaces that fragmented approach.

| Common business challenge | How e2eHR helps |
|---|---|
| Tracking passport custody, visa/Iqama expiries & Emirates ID renewals is risky and manual. | A dedicated **Immigration & Expiry Centre** with automated alerts and a passport custody ledger ensures strict GCC compliance. |
| Payroll depends on manually assembled inputs; WPS files are error-prone. | Connected payroll generates compliant **WPS files (UAE & KSA)** and calculates End-of-Service benefits automatically. |
| Employee data is scattered across files and systems. | One central record — personal data, assignment, salary, documents & lifecycle history, connected. |
| Attendance is collected manually and re-entered for payroll. | Structured attendance feeds payroll directly with **zero re-entry**. |
| Assets, accommodation & transport are not clearly tracked. | Asset custody, labor-camp accommodation & transport, with depreciation and reminders. |
| Approvals happen over email/WhatsApp with no audit trail. | A full **workflow engine** with SLA escalation, delegation & complete history. |
| Sensitive documents live in shared folders with no storage control. | You choose the storage location — local, NAS, Azure or AWS — with a versioned register, e-signatures & access log. |
| HR policy questions consume admin time. | The **AI Assistant** answers instantly with citations, empowering self-service. |
| Reaching field workers & expatriate staff is unreliable. | **WhatsApp Cloud API** broadcasts with delivery tracking, opt-in governance & full audit. |
| Performance reviews & training are on paper/spreadsheets. | Full **Talent module** — goals, reviews, calibration, training, enrollments & certificates. |

# 06 Designed for Every Role in Your Organization

Seven seeded roles out of the box — every permission tunable to your structure.

### HR Admin

Employee records, contracts, assignments, onboarding, lifecycle changes & exit activities.

### PRO / Compliance Officer

Immigration records, visa renewals, Emirates ID/Iqama, passport custody, MOHRE/HRSD compliance.

### Payroll Officer

Monthly payroll, WPS file generation, gratuity/EOS & final settlements.

### Finance & Accounting

Payroll journals, expense payouts, GL reconciliation & export evidence for audit-ready reporting.

### Line Manager

Approves leave/expenses, sees team information within authorized scope.

### Employee Self-Service

Profile, leave balance, payslips & document uploads.

### Attendance / Time Office

Shifts, rosters, biometric imports & attendance exceptions for factory and office staff.

### Training Coordinator

Training programs, enrollments, assessments & certificates.

### System Administrator

Users, roles, permissions, data scopes, integrations, notifications & configuration.

## Ten core modules — complete coverage

| # | Module | What e2eHR covers | Value to your business |
|---|---|---|---|
| ✦ | **AI & Communication** | AI copilot, knowledge base, WhatsApp, unified inbox, analytics, multi-provider AI config. | Instant answers, reliable reach, auditable communications. |
| 03 | **People** | Employee registry, org structure, recruitment, onboarding, clearance, lifecycle approvals. | One record from hire to exit with full audit. |
| 04 | **Time & Attendance** | Punches, daily processing, adjustments, overtime, rosters, timesheets, leave, holidays. | Reliable data feeding payroll with zero re-entry. |
| 05 | **Payroll & WPS** | Salary runs, WPS, payslips, loans/advances, EOS & gratuity, GL accounting. | Automated compliant payroll for UAE & KSA. |
| 06 | **Talent** | Performance cycles, goals, reviews, calibration, improvement plans, training, certificates. | Develop people, tie performance to compensation. |
| 07 | **Expense & Assets** | Claims, advances, payouts, medical, mileage, asset register, depreciation, accommodation, transport. | Control spending, track every asset & facility. |
| 08 | **Compliance** | Document register, immigration tracking, expiry centre, passports, visas, permits, dependants, insurance. | Never miss a renewal. Stay compliant. |
| 09 | **Workflow** | Approval inbox, instances, delegations, visual designer, SLA escalation. | Every decision routed, tracked & auditable. |
| 10 | **System** | Security admin, audit logs, integrations, reports, notifications, settings. | Enterprise-grade security & configuration. |

# 07 Built on a Modern, Proven Architecture

A production system with a single source of truth, strict security, and reliability by design.

| | | | |
|---|---|---|---|
| **10** CONSOLE MODULES | **35** API CONTROLLERS | **2,615** API OPERATIONS | **271** DATABASE TABLES |
| **114** DB SCRIPTS | **7** SEEDED ROLES | **878** FRONTEND TESTS | **10** SCHEDULED JOBS |

### One Write Authority

Payroll, numbering, audit & permissions are decided by the API & database — never the browser. The console cannot bypass rules.

### Modern Technology Stack

.NET 10 REST API, Next.js 16 / React 19 console, PostgreSQL 17 as the system of record.

### Defense-in-Depth Security

JWT, rotating refresh tokens, TOTP MFA, RBAC, row-level data scopes, rate limiting, HTTPS everywhere.

### Evidence by Default

Database-triggered audit logs, export logs, document-access logs, legal hold & retention policies.

### Automated Background Jobs

Ten scheduled jobs: report delivery, document reminders, workflow escalation, offer expiry, credential rotation, retention.

### Quality You Can Verify

Hundreds of automated tests, strict TypeScript type-checking & idempotent database scripts.

**Trust is engineered, not promised**

Money is always computed on the server, sensitive numbers are masked by permission tier, destructive actions require confirmation, and every export is logged. This is the discipline that makes e2eHR safe enough to hold your passports, payroll, and people data.

## Hosting matrix

| Option | Application Host | Database | Document Storage | Ideal When |
|---|---|---|---|---|
| **Windows / IIS** | IIS (in-process) | PostgreSQL on host | Local disk or UNC | Windows-first organisations |
| **Linux / Nginx** | Kestrel under systemd | PostgreSQL, local/remote | Local volume or NFS | Cost-effective stacks |
| **Docker** | Containers | PostgreSQL container | Named volume | DevOps-driven environments |
| **Microsoft Azure** | App Service / Container Apps | Azure Database for PostgreSQL | Azure Files / Blob | Microsoft estates |
| **Amazon AWS** | ECS / Beanstalk / EC2 | RDS / Aurora PostgreSQL | S3 / EFS | AWS estates |

# 03 People — Employees, Organization & Recruitment

Three destinations in one group: the complete people registry, structure management, and hiring pipeline.

## Employees — One Registry, Five Sections

Answers "who works here, in what state, and what is on their record?"

### Directory

Find a person, see org placement & status. Filter by seven statuses. Master/detail with CSV/PDF export.

### Profile Panel

Personal, Contacts, Documents, Immigration, Timeline. Lifecycle actions gated by permission.

### Onboarding

New-hire intake with document, photo & acknowledgement tasks. Upload-first file handling.

### Clearance

Verify exiting employees returned assets & settled dues. Cleared/Disputed checklist items.

### Approvals

Decide lifecycle requests. Decide completes the workflow task; Reconcile applies the action.

### Compliance

Documents expiring inside a chosen horizon (7, 14, 30, 60, 90 days). Pure read projection.

## Organization — Seven Sections, One Structure

Reference CRUD plus department tree and position hierarchy.

### Company

Legal/trading name, registration, tax, timezone, fiscal-year start.

### Branches & Departments

Physical/legal branches and the department hierarchy.

### Positions & Occupancy

Budgeted seats with fill counts. Effective-dated reparenting.

### Reference Catalogs

Designations, Sections, Grades, Cost Centres.

## Recruitment — Seven Sections, One Hiring Cycle

1. Requisition
2. Candidates
3. Pipeline
4. Checks
5. Assessments
6. Offer
7. Convert

### Pipeline Board

8 stages APPLIED → OFFER. Advance moves one stage; HIRED from offer acceptance only.

### Requisitions

DRAFT → PENDING_APPROVAL → OPEN → CLOSED with workflow instances.

### Candidates & Talent Pool

Profiles, applications against requisitions, resumes, sources.

### Checks & Assessments

Interviews, reference/background checks, scored assessments.

### Offers & Conversion

DRAFT → SENT → ACCEPTED → Convert to employee. Expiry sweep.

### Analytics

Time-to-hire, budget utilisation, funnel visualization, expired offers.

## ✦ Module 02 · Communication — AI, WhatsApp & Knowledge

Six destinations, three controllers. The server is the only permission gate; every action is company-scoped.

### Unified Inbox

Every conversation — AI chat, WhatsApp sends, HR comms — in one auditable inbox. Filter by channel & status.

### AI Assistant

Closed read-only tools: search_employees, get_employee_summary, list_org_units, search_knowledge. Rounds 0–8. Citation-first. PII gated. Cost tracked.

### WhatsApp Cloud API

Outbound to org audiences. Preflight per recipient. Reachability: valid number AND opt-in. Ledger: sent + skipped + failed.

### Knowledge Base

CRUD for AI-citable articles. Full-text search with ranking. Active/inactive. 33+ seeded. Changes visible immediately.

### Analytics

Windowed aggregates (7/30/90 days). Conversations, messages, AI usage, knowledge counters, WhatsApp ledger. Spend gated by permission.

### Settings

General, WhatsApp opt-in, AI provider, AI models (pricing per 1M tokens), AI credentials (encrypted, rotatable, testable).

## ⏱ Module 04 · Time & Attendance — Four Screens, One Group

Attendance, Timesheet, Leave & Holidays. Supports UAE weekend (Sat–Sun), KSA weekend (Fri–Sat), and Ramadan reduced hours.

### Attendance · Eight Sections

Punch monitor, daily processing (HOLIDAY/WEEKLY_OFF/LEAVE/ABSENT/PRESENT/LATE/EARLY_LEAVE), adjustments, overtime, rosters & swaps, monthly summary & payroll handoff.

### Timesheet · Six Sections

Month grid with token precedence & optimistic concurrency, month report & org overview, flags engine, six reports, change history. DRAFT → SUBMITTED → APPROVED.

### Leave · Six Sections

Requests, balances & ledger, approvals & reconciliation, policies & entitlements, encashments & liquidation, holidays calendar. Working-day calc excludes weekend & holidays.

**Attendance-to-payroll handoff**

The monthly summary plus exact overtime lines feed Payroll directly. Committing creates/reuses a DRAFT REGULAR run with LOP and OT hours — idempotent and confirm-first. A locked month cannot silently change after a run.

## 💳 Module 05 · Payroll — Runs, WPS, EOS & GL Accounting

Money is computed server-side and never re-summed. Confirm-first with idempotency keys on every money move. Supports UAE WPS (AED) and KSA WPS/Mudad (SAR).

1. Open Period
2. Create Run
3. Snapshot
4. Calculate
5. Submit
6. Approve
7. Finalize

### Payroll Periods

Calendar windows with overlap & payment-date validation.

### Run Lifecycle

DRAFT → CALCULATING → CALCULATED → SUBMITTED → APPROVED → FINALIZED. Finalize posts the GL journal.

### WPS Bank Filing

Build batch, download file, submit to bank, apply feedback, retry rejected. Seven batch statuses. UAE & KSA formats.

### Loans & Advances

DRAFT → APPROVED → ACTIVE/PAID → COMPLETED/REPAID. Instalment schedules. Recovery through deductions.

### Payslips

KPI cards, line inspection, PDF pack download. Issued at Finalize, voided at Reverse.

### Reconciliation & Maturity

Cross-check totals, payslips, journals. Retro arrears & settlements review.

### 🏗 EOS & Settlement

Compute (unpaid salary + leave encashment + gratuity, less recoveries) → Approve → Pay. UAE gratuity rules and Saudi EOS award calculation. Separate permission codes for lock vs. release.

### 🏢 GL Accounting · Three Sections

Cross-module general-ledger view aggregating payroll, leave, attendance & expense legs. Export history with audit. Reconciliation proves the exported ledger ties to the live source journal.

## 🎓 Module 06 · Talent — Performance & Training

### 🎯 Performance · Six Sections

- **Catalogs** — rating scales & competency framework
- **Cycles** — DRAFT → OPEN → IN_PROGRESS → CALIBRATION → COMPLETED
- **Goals** — measurable objectives, server-derived health
- **Reviews** — SELF, MANAGER, PEER, CALIBRATION types
- **Improvement Plans** — dated action items, derived outcome
- **Reports & Calibration** — forced-rank/percentile; compensation scores to Payroll

### 🎓 Training · Six Sections

- **Catalogs** — providers, categories, courses with cost links
- **Programs** — PLANNED → OPEN → IN_PROGRESS → COMPLETED
- **Enrollments** — seats, waitlist, attendance, assessment, PASS/FAIL
- **Certificates** — issued register with expiry & revocation
- **Needs & Gap Analysis** — competency gaps from performance reviews
- **Reports** — cost by department, trainer calendar

### 🔗 Cross-module power

Only two Talent writes leave the module: PIP events to employee events, and compensation reviews to payroll salary reviews. Only one read crosses in: gap analysis reads performance review levels and employee skills.

## 🗀 Module 07 · Expense & Assets

Expense manages the full claim lifecycle; Assets & Facilities manages everything the company owns and provides. Money and derived values are always computed server-side.

### Expense · Six Sections

- **Claims** — DRAFT → UNDER_REVIEW → APPROVED → PAID. Starts EXPENSE_APPROVAL workflow.
- **Cash Advances** — SUBMITTED → APPROVED → PAID → SETTLED. Ledger tracks outstanding.
- **Payouts** — payroll-linked batch, advance recovery deducted server-side.
- **Policies** — limits, rates, bands per employee. Read-only console.
- **Medical** — pre-auth, insurer integration, claim lifecycle.
- **Mileage** — distance × effective rate, server-computed.

### Assets & Facilities · Five Sections

- **Asset Register** — custody lifecycle with MAINTENANCE loop, bulk ops, import.
- **Book Values** — cost, depreciation, book value as of date. Idempotent run.
- **Accommodation** — RESERVED → ACTIVE → VACATED. Charges for payroll deductions.
- **Transport** — routes, vehicles, events. Route capacity. Vehicle maintenance.
- **Reminders** — one horizon, worst first. Six sweep codes. Dedupe 7 days.

## Module 08 · Compliance — Documents & Immigration

This is where GCC compliance lives — and where your paperless document strategy comes together.

### Documents · Seven Sections

- **Register** — version chain: check in, supersede, restore. Live file resolved.
- **Categories & Types** — vocabulary with sensitivity & expiry flags.
- **Files** — preview, download, remove. 25 MB cap. SHA-256 hashed.
- **Signatures & Export** — per-version assertions. Export PDF/XLSX/CSV.
- **Links, Log & Expiry** — entity links, access log (incl. DENIED), reminder sweep.
- **Media Gallery & Avatars** — entity-scoped photos, scans, certificates.

### Immigration · Six Sections

- **Expiries** — unified centre across all five holder tables. Alerts & reminders.
- **Passports** — register + custody ledger. Status-based actions only.
- **Visas** — renewal as versioning command. MOHRE/EID hooks.
- **Work Permits** — renewal replaces old permit. Readiness checks updated.
- **Dependants** — visa family membership. Masking rules enforced.
- **Insurance** — policies + provider CRUD. Expiry feed. Reminder sweep.

**Sensitive number masking**

Passport, identity-document and dependant passport/ID numbers return as ****1234 suffix unless the caller holds IMMIGRATION.sensitive.VIEW. The UI renders the server value verbatim and never re-masks.

## Module 09 · Workflow — Approvals, Instances, Delegations & Designer

Four destinations. Task-first sidebar. Lifecycle-first in-screen strip.

### My Tasks

Approver inbox. No claim step. Decisions: APPROVED, REJECTED, RETURNED. A single rejection terminates the instance.

### Instances

Start, inspect, cancel. RUNNING → APPROVED/REJECTED/RETURNED/CANCELLED. Quorum: SINGLE, ANY, ALL, PERCENTAGE.

### Delegations & Escalation

Delegation at task creation. Escalation: NOTIFY, REASSIGN, ESCALATE, AUTO_APPROVE, AUTO_REJECT, CANCEL. SLA sweep every 60s.

### Designer

Draft → published → active. Steps, transitions, approvers. Publish validation ensures completeness.

**Which module starts which workflow**

Leave (LEAVE_APPROVAL) · Expense (EXPENSE_APPROVAL) · Payroll (PAYROLL_APPROVAL) · HR lifecycle (HR_PROMOTION, HR_TERMINATION, HR_TRANSFER) · Recruitment (REQUISITION_APPROVAL). Any operator can also start any published + active code from the Instances screen.

## Module 10 · System — Security, Audit, Integrations, Reports, Notifications & Settings

Six destinations plus one nested screen. Three jobs share the menu: administration (Security), evidence (Audit), and plumbing + configuration.

### Security Admin

Who signs in, what they do, which rows they see, what's happening. Six sections. Deny-by-default data scopes with twelve scope types. ADMIN-only.

### Audit Logs

Append-only evidence. Event trail, policies/access trails, legal hold/retention. Export logs with checksums & chain of custody.

### Integrations

Registry, endpoints, credentials (write-only), mappings, webhooks. Messages & transfers. Seeded: UAE WPS salary file.

### Reports

Definitions, executions, dashboards (widget composition), schedules (deliver to recipients). 27 views, 15 materialized views.

### Notifications

Inbox + delivery engine. Five channels: EMAIL, SMS, PUSH, WHATSAPP, IN_APP. Templates with variables. Quiet hours.

### Settings

Company profile, settings, numbering sequences, countries, currencies, system health, communication settings (nested).

**Permission families**

Security uses SECURITY.* · Audit & Reports share REPORTING.* · Integrations uses INTEGRATION.* · Notifications uses NOTIFICATION.* · Settings uses CORE.* and CONFIG.*. Grant by family, not menu label.

# 09 The Complete Employee Journey

One record, every milestone — from requisition to final settlement.

## Hiring workflow at a glance

1. **Requisition** — Approved headcount
2. **Candidate** — Details & skills
3. **Application** — Against position
4. **Screening** — Shortlisted
5. **Interview** — Panels & assessments
6. **Offer** — Approved & accepted
7. **Employee** — Converted to record

### Request to Hire

Role requested and approved through requisition workflow.

### Offer & Acceptance

Candidate accepts and converts to employee with joining details.

### Onboarding & Visa Processing

PRO initiates visa, medical, Emirates ID/Iqama tasks via checklists.

### Probation & Confirmation

Tracked and reviewed systematically with status transitions.

### Working Life

Attendance, leave, expenses, AI assistance & monthly WPS payroll.

### Movement & Growth

Transfers, promotions, salary reviews, performance cycles & training.

### Resignation & Notice

Record resignation, serve notice period, plan handover.

### Exit & Clearance

Asset return, visa/Iqama cancellation through structured clearance.

### Final Settlement

Gratuity/EOS calculation, leave encashment & final pay via EOS module.

## Managing sponsored employees — the GCC reality

### Information managed in e2eHR

- Nationality & Employment Type (Local vs. Expatriate)
- Passport details & Physical Custody Ledger
- Residence Visa / Iqama & Work Permit numbers & expiries
- Emirates ID (UAE) / Iqama (KSA) identity documents
- Mandatory Health Insurance policies
- GOSI registration (KSA nationals & GCC)
- Sponsored Dependents (Spouse, Children)

### Recommended operating approach

- Configure onboarding checklists for visa, medical, Emirates ID/Iqama tasks
- Assign clear ownership to the PRO for immigration record entry
- Use the Expiry Centre to plan renewals 45–90 days in advance
- Include immigration cancellation in the exit clearance checklist
- Link valid residency status to payroll eligibility gates
- Track Nitaqat/Saudization & Emiratization quotas

**⚠ Important**

e2eHR is strongest when immigration tracking is supported by well-defined HR processes. Configure onboarding and exit checklists carefully and ensure visa, permit, Emirates ID/Iqama, insurance and passport responsibilities are clearly assigned to the PRO or HR team.

# 10 Why Organizations Choose e2eHR

The differentiators that matter most to HR leadership.

### Regional Expertise: UAE & KSA

Built specifically for GCC labor laws, WPS & sponsorship rules. Not a global tool adapted — designed from scratch for Dubai and Riyadh.

### AI-Native, Not Bolt-On

The copilot reads live data, cites sources & respects permissions. Woven into the architecture, not a third-party plugin.

### Data Sovereignty & No Lock-In

Host on local server, NAS, Azure or AWS. Standard PostgreSQL & portable scripts mean your data is always yours.

### Truly Paperless

Digital documents, e-signatures, PDF payslips, online approvals & expiry reminders — run HR without paper.

### Your Workflows, Your Way

A visual designer with quorum, delegation & SLA escalation — no coding required.

### WhatsApp-First Communication

Reach every employee where they are. Cloud API with opt-in governance, delivery tracking & full audit.

### Single Source of Truth

One central system. No sync gaps, no duplicate records, no spreadsheet reconciliation.

### Permission-First Architecture

Every action gated by exact permission codes AND row status. Hidden buttons mean the server would refuse.

### Clear Process Control

Defined paths with confirmations, idempotency keys & audit trails.

### Better Compliance

Immigration, documents & audit records support governance. Every write logged, every decision traceable.

### Secure Access

Users see what they're authorized to see. Company-scoped queries everywhere.

### Full Talent Management

Performance, goals, reviews, calibration, training & certificates — integrated with payroll.

**The executive outcome**

e2eHR consolidates what most GCC organizations run across 5–8 disconnected tools into one governed platform — cutting payroll errors, eliminating immigration fines, freeing HR from paperwork, and giving leadership a single, auditable view of the workforce.

# 11 Frequently Asked Questions

Direct answers to the questions leadership and IT ask most.

### Where can I host e2eHR and store my data?

Complete freedom: local server, remote/NAS, Microsoft Azure, or Amazon AWS. Same build on all. Choose based on security, residency & budget — move later without changing how the system works.

### Is my data locked into your cloud?

No. Standard PostgreSQL, files stored by logical keys. Switching storage is a configuration change, not a migration. Your data is always yours.

### How does e2eHR protect sensitive documents like passports?

Versioned register with SHA-256 integrity, access logs (including denied attempts), expiry reminders & permission-based masking. Plus TLS, platform encryption, MFA & role-based scopes.

### Can e2eHR replace our paper processes completely?

Yes. Employees upload documents, managers approve online, contracts signed electronically, payslips as PDF, every action logged. Full lifecycle digitally without paper forms.

### Can I create my own approval workflows?

Yes. Visual designer with steps, approvers (person/role/manager), quorum rules, delegation & SLA escalation. Pre-built flows for Leave, Expense, Payroll, Recruitment & HR Lifecycle included.

### Is e2eHR suitable for UAE/GCC-style HR operations?

Yes. Designed specifically for GCC employment: local/expatriate handling, WPS payroll, immigration tracking, document compliance. Optimized for Dubai/UAE and Saudi Arabia.

### Does e2eHR support Saudi Arabia (KSA) operations?

Yes. Iqama tracking, Qiwa awareness, GOSI registration, Nitaqat/Saudization, WPS/Mudad (SAR), Hijri calendar, Saudi EOS calculation. Both markets in one platform.

### Does it support office staff and factory/labor workers?

Yes. Office employees, factory workers, shift-based staff & labor camp accommodation tracking in the same platform.

### How does e2eHR handle passport custody?

A dedicated Passport Custody Ledger tracks who physically holds the passport, issue & return dates — ensuring compliance with local labor regulations.

### Can e2eHR generate WPS files?

Yes. It calculates statutory deductions & overtime and generates compliant WPS files for bank submissions — for both UAE WPS and KSA WPS/Mudad formats.

### What AI capabilities are included?

Built-in copilot reading live data with citations. Multiple providers (OpenAI, DeepSeek, Gemini, custom). Cost governance with daily ceilings. Graceful degradation. Read-only by architecture.

### Is the AI assistant safe? Can it change employee data?

No. Strictly read-only, closed tool set. Zero write tools. Cannot modify salaries, statuses or records. PII access requires an explicit permission grant.

### How does attendance-to-payroll integration work?

The attendance engine grades each day, processes overtime, and commits a payroll handoff writing LOP & OT hours into the run. Timesheet approval makes the month the payroll source. Idempotent, confirm-first.

### Does e2eHR support performance management and training?

Yes. Full performance cycle (goals, reviews, calibration, improvement plans) and training (programs, enrollments, certificates, gap analysis). Scores flow to payroll through calibration.

READY WHEN YOU ARE

# Ready to Transform Your HR Operations?

We recommend a guided walkthrough focused on your business priorities — the AI copilot, data hosting options, paperless documents, custom workflows, recruitment, WPS payroll, attendance, immigration tracking, talent management, and exit management.

**Whether you operate in Dubai, Riyadh, or both — and whether you want your data on-premises or in the cloud — e2eHR is ready.**

**☎ Schedule a Customer Walkthrough**

**Nadeem Abbasi**
Designed & developed by

**LinkedIn**
linkedin.com/in/nadeem-abbasi-b9a8a012

**Upwork**
upwork.com/freelancers/~01895163cca378dae7

**+92 333 4542535**
Mobile & WhatsApp · mnadeem.abbasi@gmail.com

**Scope note**
This overview is intended for business stakeholders. Module scope, workflows, and configurations can be tailored during implementation based on customer requirements. All capabilities described are built and verified in the current product.