MOL Labor Bill

NEW SYSTEM FOR MANAGING MOL LABOR BILLS

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Project Summary

Create new system for Managing MOL Labor Bills Payment such as Iqama Fees and Jawazat Fees.

Stages

1. Check List
2. MOL – Bill Generation
3. Payment
4. Muqeem
5. HR Data Update (Expiry Date and Iqama Image)

1. Check List

System will run a scheduler (on daily basis) to get a list of Employees (Iqama is expiring in 90 Days and Not included in in progress MOL Labor Bill Process). HR/CEO Will Included/Exclude the Employees based on the contract Expiry dates and getting consent from Employee if Contract is about to expire.

Workflow: HR → CEO

2. MOL Bill Generation

Included Employees will be listed in MOL Labor bill generation stage and HR-Admin Manager will generate Bills for each employee from MOL Website and Update the BILL numbers on System.

Workflow: HR-Admin Manager

3. Payment

Payment will be done by HR Accountant (refer to generated bills on 2nd Stage) for Iqama & Jawazat.

Workflow: HR →Internal Auditor → Chief Accountant

4. **<u>Muqeem</u>**

After Payment, HR-Admin Manager can login to Muqeem Website and renew the Iqama for Employees.

Workflow: HR Admin Manager

5. **<u>HR Data Update</u>**

After Muqeem Stage, HR can update Expiry date and Iqama Images of the Employees.

Workflow: HR