1- EBTECH Advanced Employees Management

1) EBTECH Advanced employees profiles:

The **EBTECH Advanced Employees Profiles** module offers an enhanced and structured approach to managing employee records in Odoo. It introduces comprehensive fields to capture personal, professional, and legal details for each employee, streamlining HR operations and ensuring compliance with organizational and legal standards.

This module is ideal for organizations requiring a detailed employee profiling system, with automated features that improve data accuracy and administrative efficiency.

Key Features:

- 📑 **Structured Personal Data:**
  Capture detailed personal information including nationality, identification numbers, and military service status.
- 🌐 **Multilingual Name Support:**
  Store employee names in multiple languages to accommodate diverse and international teams.
- 🆔 **Unique Employee Code Enforcement:**
  Automatically ensure that each employee is assigned a unique ID to prevent duplication and enhance record traceability.
- 📅 **Auto Age Calculation:**
  Dynamically calculate and update the employee's age based on their date of birth.
- 🪖 **Military Service Information:**
  Record and track military service details where applicable, useful for compliance in certain regions.
- 💼 **Work Experience Management:**
  Log previous job history and experience with structured fields to build a full employment background.

2) EBTECH Employees contracts management:

The **EBTECH Employees Contracts Management** module offers an efficient and comprehensive solution for managing the full lifecycle of employee contracts within Odoo. From drafting to confirmation, renewal, and cancellation, this module automates key HR processes, ensuring compliance, reducing administrative overhead, and providing real-time updates to employee records. It provides enhanced accuracy, policy enforcement, and clean, conflict-free records for HR departments.

Key Features:

- 📅 **Comprehensive Contract Lifecycle:**
  Track contracts through clearly defined stages: **Draft, Confirmed, Secondary, Open, Closed,** and **Canceled**. This ensures that all contracts are accurately represented at each stage of their lifecycle, providing clear visibility into their status.

- 🛠️ **Automated Probation Periods:**
  The system automatically calculates the probation end date based on the contract start date and company policy, ensuring that probation periods are adhered to without manual calculations.

- 🔄 **Seamless Employee Record Updates:**
  Upon contract activation, the module automatically updates relevant employee details (e.g., **job position**, **department**, **manager**) in real time, ensuring consistency and eliminating the need for manual data entry.

- 🚫 **Contract Overlap Prevention:**
  The system prevents multiple active contracts for the same employee, ensuring compliance with internal policies and preventing any conflicts or discrepancies in employment records.

- ✅ **Contract Date Validation:**
  Automatically validate that the probation period is within the duration of the contract to avoid inconsistencies or errors in the contract terms.

- 🔄 **Dynamic State Synchronization:**
  Employee data is synchronized in real-time with the contract status, ensuring that any changes in the contract stage or terms are immediately reflected in the employee's profile.

- 📝 **Approval Workflow for Contracts:**
  Define dynamic approval workflows to review and validate contract details by responsible managers before confirming or finalizing the contract. This ensures that the contract is thoroughly reviewed, reducing errors and ensuring compliance.

- 🗒️ **Contract Templates & Digital Signatures:**
  Create and use standardized contract templates for consistency across the organization. Contracts can be digitally signed by both the HR manager and the employee, ensuring a formal, secure validation process.

Benefits:

- **Efficient Contract Management:**
  Automates the contract creation and approval process, ensuring contracts are drafted, reviewed, and finalized with minimal administrative effort.

- **Accuracy & Compliance:**
  Automates key elements of the contract lifecycle, including probation periods, contract dates, and employee updates, ensuring all contracts are accurate, compliant with internal policies, and free of conflicts.

- **Real-Time Updates:**
  Employee data and contract status are synchronized in real time, keeping HR managers informed about any changes and eliminating the need for manual data entry.

- **Increased Productivity:**
  By automating the most time-consuming aspects of contract management, HR teams can focus on more strategic activities while ensuring contracts are always up-to-date and legally compliant.
- **Secure & Streamlined Process:**
  The use of digital signatures and standardized contract templates ensures a secure and streamlined process for both HR managers and employees, reducing errors and improving overall contract management efficiency.
- **Improved Visibility & Control:**
  The system allows HR managers to track the progress of contracts through each lifecycle stage and ensures clear visibility into contract status, improving overall control over contract management.

EBTECH Employees Contracts Management module provides a structured, compliant, and automated approach to managing employee contracts, ensuring every contract is accurate, validated, and securely stored. With its robust features, the module enhances HR's ability to handle employee contracts efficiently while maintaining compliance with internal policies.

3) EBTECH HR structures:

The **EBTECH HR Structures** module provides a streamlined framework for defining and managing your organization's internal hierarchy. It allows HR teams to accurately structure departments by categorizing them into **Departments, Units, and Sections**, and intelligently links them to maintain logical relationships.

This module ensures consistent, unique department naming, automatically syncs organizational changes across employee profiles, contracts, and job positions, and helps businesses maintain an organized, scalable, and error-free HR structure.

Key Features:

- 🏢 **Multi-Level Department Classification:**
  Define your organization's hierarchy by grouping departments into three levels: *Departments*, *Units*, and *Sections*.
- 🔗 **Auto-Linking Structure:**
  Automatically link related entities based on their level, preserving a logical and clean hierarchy.
- 🆔 **Unique Department Names:**
  Enforce uniqueness of department names to prevent duplication and confusion.
- 🔄 **Auto-Sync with HR Records:**
  Automatically update related employee profiles, job positions, and contracts with the correct department information.
- 🧩 **Consistent Organizational Structure:**
  Ensure accuracy and consistency across HR modules with minimal manual intervention.

- 📊 **Improved HR Efficiency:**
  Simplify management of large or complex companies by providing a clear and scalable departmental layout.

4) EBTECH Contracts Terminations :

The **EBTECH Contracts Terminations** module streamlines the offboarding process by allowing HR teams to accurately document the reason behind employee departures. It introduces standardized **Departure Types**—*Resigned*, *Terminate Assignment*, and *Retired*—to ensure clarity and consistency in exit records.

With an intuitive **Departure Wizard**, HR users can easily register departures, automatically updating employee records. If an employee is reactivated, the system intelligently clears the departure reason to maintain clean data. This module enhances HR's ability to manage exits efficiently and maintain accurate historical records.

Key Features:

- 🚪 **Standardized Departure Types:**
  Supports three clear departure types: *Resigned*, *Terminate Assignment*, and *Retired* for consistent reporting.
- 🧙 **Departure Wizard:**
  Simplifies the employee exit process by guiding HR through registering a departure and updating records accordingly.
- 🔄 **Smart Reactivation Handling:**
  Automatically clears the departure reason if a previously exited employee is reactivated.
- 📝 **Enhanced Record Accuracy:**
  Ensures all exits are recorded with the appropriate reason, improving data integrity and reporting.
- 🧩 **Integrated with Employee Records:**
  Departure type becomes a visible part of the employee profile, offering historical clarity.
- 📊 **Improved HR Oversight:**
  Facilitates better analytics and planning by tracking trends in employee turnover.

5) EBTECH Medical Insurance:

The **EBTECH Medical Insurance** module provides a comprehensive system for managing employee insurance information, covering both **health and life insurance**. It allows HR teams to track insurance coverage for employees and their eligible family members, maintaining accurate records of **insurance cards**, **policy details**, and **fee structures**.

By linking insurance data directly to employee profiles and contracts, the module ensures seamless integration with the broader HR ecosystem. It also automates calculations based on policy type,

relationship, and coverage period—reducing manual errors and enhancing transparency in benefits management.

Key Features:

- 🧾 **Insurance Policy Management:**
  Define and manage different insurance plans (health/life) with customizable categories and coverage options.
- 👨‍👩‍👧 **Family Member Coverage:**
  Link insurance cards to employees and their family members, ensuring everyone is properly covered.
- 📝 **Coverage Tracking:**
  Monitor start and end dates of insurance policies for accurate and up-to-date employee benefits tracking.
- 📊 **Dynamic Fee Calculations:**
  Automatically calculate insurance fees based on **family relationships**, **insurance category**, and **policy duration**.
- 🔗 **Integrated with Employee & Contract Data:**
  Insurance details are tied to employee job roles and contracts, ensuring consistent and centralized records.
- 🛡️ **Support for Multiple Coverage Types:**
  Handles both **life insurance** and **medical insurance** for a holistic view of employee benefits.
- ✅ **Validation & Consistency Controls:**
  Prevents data inconsistencies by validating required insurance information during policy registration and updates.

6) EBTECH Resume Management:

The **EBTECH Resume Management** module streamlines the handling of employee resumes by capturing and organizing detailed information on **work experience**, **educational background**, and **professional qualifications**. Designed for clarity and efficiency, it automates key processes such as **total experience calculation** and dynamically customizes field labels depending on the type of resume entry—whether it's related to job history, education, or certifications.

This module empowers HR departments to easily access and analyze employee profiles, support internal mobility, and ensure accurate skill mapping across the organization.

Key Features:

- 🧠 **Centralized Resume Repository:**
  Maintain a structured, searchable record of employee resumes, including work history, education, and qualifications.

- 🔁 **Dynamic Resume Types:**
  Customize input fields and labels based on the type of entry (e.g., job experience vs. education), ensuring relevant data capture.
- 📅 **Automatic Experience Calculation:**
  Calculates total years of professional experience based on the entered job history—no manual calculations needed.
- 📚 **Multi-Category Data Tracking:**
  Supports multiple resume types such as academic degrees, certifications, licenses, and past job roles.
- 🗂️ **Organized & Searchable Data:**
  Quickly filter and retrieve resumes based on experience level, qualifications, or education to support recruitment and internal HR decisions.
- 📎 **Integrated with Employee Records:**
  All resume information is linked to the employee's profile, providing a unified view of their skills and background.

2- EBTECH Advanced Leaves Managemet

1) EBTECH Advanced time-off system:

The **EBTECH Advanced Time-Off System** enhances Odoo's leave management by introducing intelligent access control, managerial oversight, and a structured workflow for employee time-off requests. It provides HR teams and managers with a powerful **Time-Off Dashboard** to monitor and process leave requests while ensuring that permissions align with the company's organizational hierarchy.

By enforcing role-based access and approval rights, this module ensures that only the appropriate personnel can view or act on leave data. It improves efficiency, reduces bottlenecks, and strengthens confidentiality in handling employee leave records.

Key Features:

- 💁 **Managerial Time-Off Dashboard:**
  Provides a centralized dashboard where managers can view, approve, or create time-off requests for their direct reports.
- 🔒 **Advanced Access Control:**
  Ensures that leave data is only visible or editable by the appropriate users based on reporting lines or designated leave managers.
- 🔁 **Role-Based Workflow:**
  - Managers can **view**, **approve**, or **create** leave requests for employees reporting directly to them.
  - Employees can only access their **own** time-off records.
- 🧩 **Organizational Hierarchy Integration:**
  Automatically filters access and actions according to the reporting structure defined in the employee profiles.
- 🛡️ **Data Security & Integrity:**
  Prevents unauthorized users from accessing or editing sensitive leave information, safeguarding company policy and employee privacy.
- 🕹️ **User-Friendly Interface:**
  Simplifies the process for both employees and managers with an intuitive, role-specific UI that reduces administrative overhead.

2) EBTECH Carry Over Management:

The **EBTECH Carry Over Management** module enhances your HR leave policies by enabling structured and rule-based transfer of unused leave balances from one year to the next. It allows HR administrators to define **eligibility criteria**, **carryover limits**, and **validity periods** for different leave types. This ensures compliance with company policies and labor regulations, while offering flexibility to employees and clarity to managers.

The module provides a user-friendly interface to manage carryovers in bulk or individually, minimizing errors and manual effort. It also integrates seamlessly with the time-off system to enforce limits and avoid over-allocation.

Key Features:

- 🔁 **Leave Carry Over Automation:**
  Automatically carries over unused leave balances based on defined rules at year-end or a specified cut-off date.
- 🧾 **Customizable Rules:**
  - Define which **leave types** are eligible for carryover.
  - Set **maximum limits** (in days or hours) per leave type.
  - Assign a **validity period** for the carried-over balance to encourage timely usage.
- 📊 **Leave Allocation Management:**
  HR managers can allocate carried-over balances manually or via batch operations for all eligible employees.
- ✅ **Policy Compliance:**
  Ensures employees do not exceed allowable carryover limits and helps companies remain compliant with internal HR guidelines and labor laws.
- 👥 **Manager-Friendly Interface:**
  Streamlined UI makes it easy for HR and managers to review, allocate, and manage carryover leave at scale.
- 📅 **Seamless Integration with Time-Off Module:**
  Works in harmony with the Advanced Time-Off System and native Odoo leave features to deliver a comprehensive leave management experience.

3) EBTECH Holiday Validations management:

The **EBTECH Holiday Validations Management** module streamlines the management of employee leave types by enforcing comprehensive rules and validation criteria. This module allows HR teams to define and manage specific leave conditions, ensuring compliance with company policies and optimizing leave distribution. The module offers flexibility for varying employee needs, such as gender-based, marital status-based, or situation-specific leave types, and helps ensure that employees adhere to submission guidelines, accrual limits, and eligibility rules.

By allowing leave to be calculated based on working or calendar days, controlling leave submissions, and tracking cancellations, this module provides HR teams with greater control and helps maintain fairness and consistency in leave management.

- 📅 **Probation Period Leave Restrictions:**
  Restrict or prevent certain leave types from being available during an employee's probation period to ensure compliance with company policies.
- 📝 **Flexible Leave Calculation:**
  Leave can be calculated based on **working days** or **calendar days**, providing flexibility to match your company's requirements.
- 🚫 **Submission Rules:**
  Define limits for when leave can be requested, such as advance notice or restrictions based on available leave balance, to ensure smoother workflow and planning.
- ⏳ **Duration Limits:**
  Set specific **leave duration limits** for hours, days, or even multiple instances of leave to control the allocation and prevent excessive time-off.
- ❌ **Leave Cancellation Policies:**
  Automatically enforce **penalties** (such as deduction of a percentage) when leave is canceled, ensuring that employees understand the implications of canceling their planned time off.
- 👥 **Eligibility Based on Gender or Marital Status:**
  Certain leave types can be **restricted** or **granted** based on the employee's gender or marital status, allowing for customized policies like maternity or paternity leave.
- 🏠 **Leave Rules for Specific Situations:**
  Special leave types, such as **family-related leave** or other personal situations, can be added to the system based on predefined eligibility conditions.
- 🧾 **Fixed Leave Accrual:**
  Allow for **fixed leave allocations** to employees, offering a set number of leave days each year based on their contract or position.

This module provides HR teams with a robust tool to manage various leave rules and ensure that employee time-off is managed efficiently and fairly.

4) EBTECH Auto Accrual Creation:

The **EBTECH Auto Accrual Creation** module automates key aspects of employee leave management, making it more efficient and less error-prone. The module automatically calculates an employee's **age** and **years of service** based on their birthdate and the date of their first contract. It then assigns the correct number of **leave days** according to the employee's category and length of service. The system also ensures that employee categories are updated automatically, ensuring accurate leave entitlements. To further simplify administration, it provides an admin tool that allows HR managers to quickly update leave allocations and categories for multiple employees at once. This module streamlines the leave allocation process and reduces the administrative burden on HR teams.

Key Features:

- 💁 **Automated Age and Service Calculation:**
  Automatically calculates **age** and **years of service** based on the employee's **birthdate** and **first contract date**, ensuring accuracy in eligibility for leave entitlements.
- 📝 **Dynamic Leave Allocation:**
  Allocates the appropriate number of **leave days** automatically based on the employee's **category** and **years of service**, ensuring compliance with company policies.
- 🔄 **Employee Category Updates:**
  The system updates the **employee category** automatically to ensure that the employee has the correct classification for leave entitlements.
- ⚙️ **Admin Tool for Bulk Updates:**
  HR administrators can easily update **leave allocations** and **employee categories** for multiple employees at once, reducing time and effort spent on administrative tasks.
- 📊 **Accurate Leave Management:**
  Streamlines and automates leave management by ensuring that leave entitlements are always up-to-date and correctly assigned based on the employee's status.

This module makes leave management efficient by automating key calculations and updates, reducing the risk of errors and ensuring that employees' leave entitlements are always aligned with their service length and category.

3- EBTECH Advanced Attendance Management

1) EBTECH Advanced attendance system:

The **EBTECH Advanced Attendance System** is a comprehensive tool for managing employee attendance, overtime, and leave requests. It allows HR and managers to track employee **check-ins** and **check-outs**, monitor **worked hours**, and identify discrepancies such as **missing hours** or **overtime**. The system provides timely **notifications** to alert employees and managers about any attendance issues that require follow-up. This module also facilitates the creation and management of **attendance requests** and **justifications**, ensuring that all records are accurately tracked and approved.

Supporting **timezone conversion**, the system ensures timekeeping accuracy regardless of employee locations. It offers flexibility in managing **employee shifts**, enabling different shift types and conditions, including **late arrivals**, **early leaves**, and outdoor shift management. The system also tracks and manages **outdoor shifts**, allowing companies to define allowed outdoor times and apply necessary restrictions. This module integrates smoothly with existing attendance records to provide comprehensive, real-time management of employee attendance, ensuring accurate and up-to-date records.

Key Features:

- 🕐 **Track Check-Ins & Check-Outs:**
  Monitors employee **check-in** and **check-out** times, ensuring accurate time tracking for daily attendance.
- ⏱ **Overtime & Leave Management:**
  Calculates **worked hours**, tracks **overtime**, and manages **leave requests**, helping to ensure employees are compensated correctly and leave policies are adhered to.
- ⚠️ **Discrepancy Detection & Alerts:**
  Identifies discrepancies, such as missing hours or overtime, and sends **notifications** to employees and managers for quick resolution.
- 📝 **Attendance Requests & Justifications:**
  Simplifies the process of **requesting** and **approving attendance**, ensuring all requests are documented and tracked in the system for transparency.
- 🌐 **Timezone Conversion:**
  Supports **timezone conversion**, ensuring **accurate timekeeping** for employees working across different regions or time zones.
- ⏰ **Shift Flexibility:**
  Configures **shift types** and allows adjustments for **late arrivals** and **early leaves**, giving employees the flexibility to manage their time within predefined limits.
- 🚶 **Outdoor Shift Management:**
  Manages **outdoor shifts** by specifying allowed outdoor time and setting restrictions to control the outdoor work periods.

- 🔄 **Seamless Attendance Integration:**
  Integrates with existing attendance systems and records, ensuring that all shift schedules and attendance data are consistently tracked and updated.
- 📊 **Real-Time Tracking & Reporting:**
  Provides managers with **real-time tracking** and **reporting** on attendance, overtime, and leave, ensuring better workforce management and decision-making.

This module streamlines **attendance management**, offering comprehensive features like overtime tracking, leave request management, shift flexibility, and outdoor shift monitoring. By automating attendance calculations and ensuring timely updates, it helps organizations maintain accuracy and efficiency in their workforce management processes.

2) EBTECH Advanced shifts management:

The **EBTECH Advanced Shifts Management** module efficiently manages employee shift schedules, ensuring smooth operations and avoiding any conflicts in scheduling. It automatically generates shifts based on an employee's contract start date, eliminating the need for manual shift creation. The system prevents overlapping shifts and scheduling gaps, providing a seamless workflow for HR teams.

This module also ensures accurate and timely updates to employee calendars when shifts are created or modified, ensuring that all schedules are current. Additionally, it checks for potential **shift conflicts** and **gaps**, allowing HR to address issues proactively. By automating the shift scheduling process and preventing conflicts, it simplifies HR management and increases operational efficiency.

Key Features:

- ⏰ **Automated Shift Creation:**
  Automatically generates shifts based on the employee's contract start date, reducing manual input and ensuring consistency.
- 🔄 **Shift Schedule Updates:**
  Ensures employee calendars are updated automatically when shifts are created or modified, maintaining accurate scheduling without the need for manual updates.
- ⚠️ **Conflict & Gap Detection:**
  Detects **shift conflicts** (e.g., overlapping shifts) and **gaps** between shifts, allowing HR to address scheduling issues before they affect operations.
- 📝 **Accurate Scheduling:**
  Guarantees smooth shift transitions with no overlap or scheduling gaps, ensuring employees are always assigned to the right shifts without errors.
- 🔄 **Real-Time Calendar Integration:**
  Keeps employee shift calendars in sync with the system, making real-time updates available for managers and HR teams.

- 📊 **Centralized Shift Management:**
  Allows HR to manage and oversee all employee shifts from a single interface, improving organization and operational oversight.
- 🚫 **Prevention of Shift Conflicts:**
  Prevents conflicts in shift schedules by ensuring no employee is assigned to overlapping shifts, reducing potential errors and operational disruptions.
- 🛠️ **Customizable Shift Settings:**
  HR teams can configure shift types, durations, and frequencies to suit company requirements, providing flexibility in scheduling.

This module enhances the shift scheduling process by automating shift creation, detecting conflicts, and providing real-time updates. By offering smooth, conflict-free scheduling, it simplifies HR's job in managing employee shifts while ensuring consistency and operational efficiency.

4- EBTECH Advanced Recruitment Management

1) Manpower Planning Module

The **EBTECH Manpower Planning Module** is designed to enhance workforce planning by streamlining key processes such as vacancy forecasting, approval cycles, and recruitment tracking. It ensures that your recruitment efforts align with your company's strategic hiring goals. By offering data-driven insights and automating key tasks, this module allows HR teams to plan, manage, and execute their hiring processes more efficiently.

Key Features:

- 📅 **Strategic Workforce Planning:**
  Define and manage manpower plans for specific periods (e.g., annually) and collaborate with relevant job levels to ensure alignment with company goals.
- 📈 **Automated Vacancy Requests:**
  Notifies responsible employees to propose job openings, taking into account historical vacancy data, active employee counts, and applicant trends to improve forecasting accuracy.
- ✔️ **Approval Workflow:**
  Implements a structured approval process that validates vacancy requests and ensures they comply with company hiring strategies and objectives.
- 📝 **Hiring Plan Execution:**
  Transforms approved manpower requests into a structured hiring plan, facilitates the publication of job vacancies, and enables tracking of recruitment progress.
- 📊 **Real-Time Recruitment Insights:**
  Provides detailed statistics and insights into vacancies, applicants, and hiring trends, helping HR teams make data-driven decisions to optimize recruitment strategies.
- 🔄 **Automated Vacancy Management:**
  Manages vacancies efficiently by keeping them open for the designated hiring period, with the ability for administrators to extend the vacancies as needed to ensure successful hiring.

Benefits:

- **Efficiency & Streamlined Planning:**
  With automated vacancy tracking and a structured approval process, HR teams can focus on execution and decision-making rather than administrative tasks.
- **Data-Driven Recruitment:**
  The module's real-time insights into recruitment metrics empower HR to make informed decisions, leading to more successful hiring efforts.
- **Strategic Alignment:**
  Ensures that workforce planning directly aligns with organizational goals by using strategic input from relevant job levels and tracking progress toward hiring targets.

- **Reduced Time-to-Hire:**
  By optimizing the vacancy management process and providing clear tracking, HR teams can reduce delays and fill positions more quickly.

This module streamlines the entire workforce planning and recruitment process, ensuring that HR teams are equipped with the right tools to meet organizational staffing needs efficiently and effectively.

2) EBTECH Job Levels management:

The **EBTECH Job Levels Management** module is designed to streamline the management of job levels within an organization. It allows job positions to be linked to specific levels in a hierarchical structure, establishing clear parent-child relationships between job roles. This module helps organizations maintain a well-structured job hierarchy, ensuring consistency in job classifications and career progression.

Key Features:

- 🏢 **Hierarchical Job Structure:**
  Easily define job levels within your organization, establishing parent-child relationships to create a clear hierarchy of positions, from entry-level to executive roles.
- 👨‍💼 **Job Role Classification:**
  Link each job role to a specific level within the company to ensure clarity and consistency in job descriptions, responsibilities, and expectations.
- 🔄 **Seamless Career Path Management:**
  Supports the creation of career paths for employees by defining the progression between job levels, enabling employees to understand their growth opportunities.
- 📝 **Job Level Definition:**
  Customizable job level definitions allow HR to set specific criteria for each job level, such as qualifications, experience, and required skills.
- 🔍 **Clear Reporting:**
  Provides clear reports and insights into job levels across the organization, helping HR teams track and manage job positions, promotions, and employee development.

Benefits:

- **Organizational Clarity:**
  The module ensures that job positions are clearly defined within an organizational hierarchy, reducing confusion and enhancing role understanding for both employees and managers.

- **Career Progression:**
  Facilitates career planning and development by establishing clear job level structures, helping employees understand their potential growth within the company.
- **Improved Employee Engagement:**
  Clear job level definitions and career paths can boost employee morale, as they can easily see where they stand and the opportunities for advancement.
- **Efficient HR Management:**
  With a structured system for managing job levels, HR teams can easily classify, track, and manage roles within the company, improving organizational efficiency.

This module provides a comprehensive solution for managing job levels within an organization, ensuring alignment between roles, responsibilities, and employee career progression.

3) EBTECH Job Required Skills:

The **EBTECH Job Required Skills** module enables HR teams to efficiently manage and assess job applicants based on the specific skills required for each job position. This module automatically tracks applicants' skills, evaluates them against the job's requirements, and provides tools for HR teams to assess whether applicants meet the qualifications needed for the job. It helps ensure that the recruitment process is aligned with the company's skill requirements, facilitating better hiring decisions.

Key Features:

- 💁 **Managing Applicant Skills:**
  Automatically assigns relevant skills to job applicants based on the job they apply for, tracks their proficiency levels, and compares these skills with the job's required skill set to assess qualifications.
- 🔄 **Comparing Applicant Skills with Job Requirements:**
  Enables HR managers to compare applicants' skills with the job's required skills. It highlights any gaps, flagging skills that fall below the required level and helping HR identify areas where applicants may need further development or training.
- 📋 **Providing Feedback on Applicant Evaluation:**
  Allows HR evaluators to provide detailed feedback on applicants, including strengths, areas for improvement, and overall assessments. This feedback is valuable for decision-making during recruitment and helps streamline the hiring process.
- ⚙️ **Automatic Skill Assignment:**
  Automatically assigns the required skills to new applicants based on the job they apply for. If an applicant is reassigned to a different role, the system updates the skills to match the new job requirements.
- 🔐 **Managing Skill Permissions:**
  Provides the ability to set skill permissions, determining whether the skill information of an

applicant is read-only or editable. This ensures that applicant skill data is secure and only accessible by authorized personnel.

- 🖥 **Dynamic Skill View:**
  Offers a dynamic view that displays both HR and technical skills of applicants, making it easier for HR teams to assess qualifications. The view includes validation to ensure the proper handling of applicant data.

Benefits:

- **Streamlined Recruitment Process:**
  Helps HR teams quickly identify the best-fit candidates by automating skill assessments and comparing them against job requirements, speeding up the recruitment process.
- **Skill Gap Identification:**
  By highlighting skill gaps, the module helps HR teams recognize where applicants may need further training or development, enabling a more targeted approach to hiring and employee development.
- **Enhanced Decision Making:**
  With the ability to track and compare skills in detail, HR teams can make more informed decisions, ensuring that only qualified candidates are hired.
- **Improved Data Security:**
  The ability to manage permissions for skill information ensures that applicant data is handled securely and in accordance with confidentiality requirements.
- **Better Applicant Management:**
  The dynamic skill view and automated skill assignment provide a clear, organized way to assess and manage applicants' qualifications, making it easier for HR teams to review and make decisions.

This module simplifies the recruitment process by ensuring that applicants' skills are accurately evaluated and compared to job requirements, resulting in better hiring decisions and a more efficient HR process.

5- EBTECH Advanced Payroll Management

1) EBTECH Advanced Payroll:

The **Advanced Payroll System** module is designed to streamline and simplify payroll management processes within Odoo. This flexible, rule-driven system can adapt to your company's compensation policies and employment structure, ensuring accuracy and compliance with both internal policies and external regulations. With full automation, this system helps HR and finance teams efficiently manage payroll while reducing manual intervention and errors.

Key Features:

- 💼 **Job-Based Benefits Management:**
  The system automatically assigns benefits based on the employee's job position or allows for customized exceptions through individual employee contracts. This ensures that each employee receives the correct benefits as per their role or contract terms.
- 💁 **Job Grades & Salary Scales:**
  Define job grades and link them to salary scales based on factors such as years of experience. Alternatively, set wage ranges to ensure that compensation remains fair, structured, and aligned with industry standards.
- 📦 **Custom Lookup Tables:**
  Easily configure custom data sources, such as tax policies, fuel price tables, or any other data relevant to payroll calculations. These tables can be integrated into the payroll system to ensure accurate and up-to-date calculations.
- 🔄 **Integrated Data Sources:**
  Consolidate payroll input from various sources such as employee contracts, benefits, job grades, lookup tables, time off, and attendance records. This ensures that all payroll-related data is pulled from one centralized place, making the process more efficient and less prone to errors.
- 💰 **Flexible Salary Components:**
  Define recurring and non-recurring salary elements, including bonuses, allowances, and deductions. Each salary component can have a customizable frequency (monthly, yearly), and it integrates seamlessly into payroll runs, ensuring all elements are accounted for accurately.
- 🎛 **Prorated Calculations:**
  The system automatically calculates prorated salary values based on employment periods and other variable factors (e.g., time off). This feature ensures accurate payroll calculations for new hires, terminated employees, or those with irregular work schedules, and it provides transparent review tables linked to each payroll batch.

Benefits:

- **Automation & Efficiency:**
  The system automates many complex payroll processes, reducing manual intervention, minimizing errors, and ensuring that payroll runs smoothly and on time.
- **Fair & Structured Compensation:**
  By linking job grades to salary scales and automatically assigning benefits, the system helps ensure that compensation remains fair, consistent, and in line with company policies.
- **Customizable & Configurable:**
  With support for custom lookup tables, flexible salary components, and prorated calculations, the system can be tailored to meet the specific needs and policies of any organization.
- **Accurate & Transparent Payroll:**
  By pulling data from integrated sources and automating calculations, the system ensures that payroll is accurate, transparent, and aligned with employment contracts and internal policies.
- **Compliance Assurance:**
  The system helps ensure compliance with tax regulations, labor laws, and company-specific payroll policies, minimizing the risk of errors or non-compliance.
- **Simplified Payroll Management:**
  HR and finance teams can manage all aspects of payroll in a single system, from benefits and salary calculations to tax deductions and reporting, making the payroll process less time-consuming and more efficient.

The **Advanced Payroll System** provides a comprehensive solution for businesses to manage payroll processes more effectively, ensuring timely, accurate, and compliant payroll runs. By leveraging automation, flexibility, and integration with other HR systems, this module helps organizations streamline payroll management and reduce administrative overhead.

2) EBTECH Job Grades :

The **EBTECH Job Grades** module helps organizations effectively manage job grades and their alignment with employee contracts and job positions. This module ensures that job-grade combinations are unique, belong to the same company, and are actively linked with job positions. It prevents the archiving of job grades currently being used in active contracts and maintains consistency across the organization by ensuring that each job-grade combination matches the company's policies and structure. It streamlines the assignment and management of job grades, making HR operations more efficient and aligned with organizational structures.

Key Features:

- 📊 **Unique Job-Grade Combinations:**
  Ensures each job-grade combination is unique and properly assigned to the appropriate

employee role within the company. This prevents the duplication of job grades and ensures consistency across employee records.

- 🏢 **Alignment with Company Structure:**
  Ensures that job grades are always linked to positions within the same company, maintaining consistency and preventing misassignments between different organizational entities or companies.
- 🚫 **Prevention of Archiving Active Job Grades:**
  Prevents the archiving or removal of job grades that are currently in use by active employee contracts, safeguarding against data loss or inconsistencies in employee records.
- 🔄 **Seamless Job Grade Assignments:**
  Simplifies the process of assigning and managing job grades for various roles within the organization. It allows HR teams to easily track job-grade assignments and ensure they are aligned with the company's policies and structures.
- ✅ **Job Position and Contract Integrity:**
  Ensures that job positions and contracts are consistent with the job-grade system. Any updates to job positions or contracts are automatically reflected in the corresponding job grade, ensuring accurate record-keeping.

Benefits:

- **Enhanced Job Grade Management:**
  Provides HR teams with a clear and efficient method for managing job grades across various roles in the organization, reducing administrative effort and ensuring proper job classification.
- **Consistency Across Employee Records:**
  By ensuring that job grades and positions are aligned within the same company and preventing conflicts, the module guarantees consistency and accuracy in employee records.
- **Streamlined HR Operations:**
  Simplifies the process of managing job grades, reducing manual intervention and ensuring that job-grade assignments and updates are done in a structured and automated manner.
- **Improved Data Integrity:**
  Prevents the accidental archiving of active job grades, ensuring that employee records remain accurate and up-to-date without any disruptions.
- **Compliance with Company Policies:**
  Ensures that the job grading system is aligned with company policies, helping organizations maintain consistent and fair job grade assignments across all roles.

This module ensures that job grades are properly assigned, tracked, and maintained, providing HR teams with an effective tool to streamline job grade management and maintain consistency across employee records.

6- EBTECH Employees Self-Service

The **Advanced HR Self-Service Solution** is a powerful tool in Odoo designed to streamline HR processes by giving employees the autonomy to submit their requests, while ensuring compliance with company policies. With its intuitive interface and flexibility, this solution allows HR teams to automate workflows, manage approvals, and integrate seamlessly with other business functions like payroll. This module is ideal for organizations looking to enhance transparency, improve HR efficiency, and empower employees with self-service capabilities.

Key Features:

- 📝 **Dynamic Request Forms:**
  HR or department heads can create custom request forms for various purposes (such as loans, advances, or other employee requests) without any coding. This feature enables HR teams to easily adjust forms as business needs evolve.

- ⚙️ **Predefined Conditions:**
  Configure smart conditions (e.g., minimum salary, tenure, or other business rules) to ensure employees meet specific eligibility criteria before submitting requests. This helps reduce manual errors and ensures fairness in processing requests.

- 🔄 **Automated Post-Actions:**
  Once a request is approved, the system automatically triggers follow-up actions (such as salary deductions for loans), ensuring smooth integration with the payroll system. This automation reduces manual effort and maintains seamless processes.

- 🛡️ **Role-Based Access Control:**
  Employees can submit their own requests, managers can review and submit on behalf of their teams, and admins maintain full oversight. This role-based structure ensures proper authorization and accountability at each stage.

- 🔐 **Secure and Scalable:**
  Built with security and flexibility in mind, this solution is scalable and adaptable for businesses of all sizes. It ensures that employee data is handled securely and that the system can grow with your organization's needs.

Benefits:

- **Reduced HR Workload:**
  Employees have the ability to submit requests independently, reducing the administrative burden on HR teams and enabling them to focus on more strategic tasks.

- **Increased Transparency:**
  With the self-service portal, employees can track the status of their requests in real-time, improving communication and transparency between employees and HR.

- **Greater Employee Empowerment:**
  Employees have control over their requests, which enhances satisfaction and engagement. The self-service capability empowers them to manage their HR needs independently.
- **Efficient Automation:**
  By automating post-action workflows (like salary deductions), this solution integrates seamlessly with payroll, reducing the risk of errors and ensuring timely execution of employee requests.
- **Enhanced Compliance and Control:**
  The predefined conditions and role-based access ensure that all requests are compliant with company policies and that the appropriate levels of oversight are maintained throughout the process.

This **Advanced HR Self-Service Solution** reduces administrative burdens, increases employee autonomy, and ensures streamlined, automated HR processes. It is the ideal solution for businesses looking to enhance HR efficiency and transparency while maintaining control and compliance.

7- EBTECH Performance Management

The **EBTECH Performance Management** module is designed to streamline the performance appraisal process within organizations. It enables HR teams to create comprehensive performance plans based on both objectives and competencies, which can be allocated across various organizational levels (supervisory, departmental, or position hierarchy). This solution allows for the creation of a dynamic appraisal cycle, enhancing employee evaluations by integrating both objective achievements and skill proficiencies.

Key Features:

- 📋 **Performance Plans Creation:**
  HR teams can create customized performance plans that define eligibility for both objectives and competencies. These plans can be automatically assigned based on the employee's position in the organization or their reporting hierarchy.
- 🗃️ **Objectives and Competencies Library:**
  HR can build a comprehensive library of objectives and competencies, which can be linked to performance plans. This library allows the HR team to set specific eligibility criteria for each objective and skill, ensuring that only relevant competencies are selected during the appraisal cycle.
- 🔄 **Automatic Appraisal Generation:**
  The system automatically generates appraisals for each employee based on the selected population, taking into account their eligibility. Appraisals are then sent to managers for evaluation. This eliminates the need for manual intervention in the appraisal process, ensuring efficiency.
- 📊 **Performance Rating and Skill Evaluation:**
  Managers evaluate employees based on a performance rating scale for objectives and competencies. They can also assess the proficiency levels of specific skills, ensuring that a comprehensive evaluation is done. These ratings are then reflected on the employee's profile, providing valuable insights into their strengths and areas for development.
- 🔄 **Dynamic Approval Cycle:**
  Once an appraisal is submitted, it goes through a dynamic approval cycle. The HR team has the ability to manage the approval process, adding or changing appraisers or even canceling an appraisal if needed during the evaluation period.
- 💼 **Flexible Appraiser Management:**
  HR teams can modify appraisers at any stage of the evaluation process, ensuring that the right person evaluates the employee's performance based on their job role and organizational structure.
- 📅 **Customizable Evaluation Period:**
  HR teams can define the evaluation period for each employee, ensuring that appraisals are conducted on time and according to the company's performance review schedule.

Benefits:

- **Streamlined Performance Appraisals:**
  Automates the creation, management, and evaluation of performance appraisals, reducing the administrative load on HR teams and ensuring a consistent evaluation process.
- **Data-Driven Insights:**
  Provides HR and managers with detailed insights into employee performance, including objective achievements and competencies. This helps identify top performers, areas for improvement, and opportunities for professional development.
- **Enhanced Transparency:**
  Employees receive clear feedback on their performance based on predefined metrics, ensuring transparency in how evaluations are conducted and how decisions are made.
- **Flexibility in Appraiser Management:**
  The ability to change or add appraisers ensures that performance evaluations are conducted by the most appropriate individuals, improving the accuracy and reliability of the feedback provided.
- **Improved Employee Development:**
  With both objective and skills-based evaluations, this system provides a holistic view of employee performance, highlighting both achievements and areas requiring further development, contributing to better career growth and training initiatives.

The **EBTECH Performance Management** module optimizes performance evaluation by combining flexibility, automation, and comprehensive skill assessments. It ensures a more structured, fair, and transparent process, benefiting both employees and the organization.