

PLATFORM SPECIFICATION

MY-NEST at a glance.

A multi-tenant HR & workforce management platform covering Core HR, Payroll, Time & Attendance, Leave, Recruitment, Performance, Training, Assets and financial self-service — accessible from any modern browser and as a native Android app, with role-based access enforced at the API layer on every request. Configured here for the **United Arab Emirates**: statutory scheme **GPSSA / Gratuity / DEWS / ADGM Workplace Savings**, with WPS-compliant salary disbursement file generation. Employee Separation and Asset Management are standard in Starter Plan, with Statutory Payroll and Money apps in Growth, and Talent suites (Promotion, Salary Hike, ATS, Performance) empowering Enterprise.

MODULE & PLAN MATRIX

MODULE	KEY CAPABILITIES	INCLUDED FROM
Core HR	Employee 360° profile, org structure, service register, skills, documents	ALL PLANS
Employee Separation	Myself/My Team workspace, clearance checklist with % completion, plus Settlement (UAE)	ALL PLANS
Time & Attendance	Clock-in/out, biometric import, geolocation mobile punch-in, overtime, timesheets	STARTER+
Leave	Leave types & groups, entitlements, holiday calendar, Loss of Pay handling	STARTER+
Employee Assets	Issue / track / recover assets, kit policies, category oversight	STARTER+
Reports & Dashboards	55+ reports across 5-App taxonomy, 11 role-based Executive dashboards, Excel / CSV / PDF export	ALL PLANS
Payroll	Pay grades, proration, GPSSA / Gratuity / DEWS / ADGM Savings, WPS SIF file generation	GROWTH+
Loan Management	Eligibility rules, employee requests, payroll-linked repayment	GROWTH+
Claims & Expenses	Receipt uploads, approval chain, payroll reconciliation	GROWTH+
Travel	Travel requests and approvals, linked to the employee record	GROWTH+
Recruitment	Job postings, pipeline, interview scheduling, AI resume comparison	ENTERPRISE
Training & Certification	Self-service journeys, training plans, certification approvals	ENTERPRISE
Performance Management	Review cycles, goal-setting, self- and manager evaluation	ENTERPRISE
Employee Promotion	Job Title + Pay Grade change, band-validated salary, promotion letters	ENTERPRISE
Salary Hike	Peer-group hike cycles, simulate-before-commit, 50% increment cap, approval workflow	ENTERPRISE

Architecture & Fluid UI

- ✓ **Dual Presentation Engine** — Seamless toggle between Classic Grid and Fluid UI (Apps + Workflows)
- ✓ **Enterprise Launchpad** — Springboard landing page with quick action chips and direct app launcher
- ✓ **Fluid Workflow** — Action-led verb menus and prominent themed floating dock with glowing borders
- ✓ **Rail & Dock Architecture** — 55+ reports grouped into People, Time, Money, Talent, and Operations

Governance & security

- ✓ Role-based access control, enforced server-side
- ✓ Field-level audit trail on every record
- ✓ Approval workflows on every self-service request
- ✓ Org-scoped data isolation across every module

- ✓ Multi-tenant SaaS — isolated organization data, one platform; REST API backing every screen



My Nest

- ✓ Web (any modern browser) + Capacitor / native mobile app, responsive on tablet and phone

TECHNICAL DATASHEET

Promotion, Salary Hike & Separation **NEW IN THIS RELEASE**

- ✓ **Employee Promotion** — Job Title + Pay Grade change on a future date, with the revised salary validated against the new grade's band and a live computed % increase; generates its own promotion letter and notification email.
- ✓ **Salary Hike** — Peer Group and Hike Cycle definitions, a Simulate step to iterate the hike % against aggregate cost before committing, per-employee override on Correct & Finalize, a hard 50% increment cap, and a mandatory Sys Admin approval step.
- ✓ **Employee Separation** — Myself/My Team visibility, a configurable clearance checklist tracked to a live % completion, and the standard Business Unit/Department/Project/Employee global search filter.
- ✓ In this edition, the same Employee Separation module carries a third **Settlement (UAE)** tab — the full End of Service & Final Settlement engine, detailed on page 4, is no longer a separate top-level screen.

Who does what

- ✓ A manager or HR Admin proposes a promotion or hike from the standard filter bar
- ✓ Every finalized Hike Cycle requires a separate Sys Admin approval before it reaches payroll
- ✓ Any employee can raise their own separation; a supervisor, HR Admin or Sys Admin tracks it to completion
- ✓ A direct termination from the Employees screen raises the same clearance checklist automatically

Configuration

- ✓ Min/Max hike % guardrails per hike type, under Settings > Hike % Limits
- ✓ Separation Clearance Checklist templates, configurable per owner role
- ✓ Job Title + Pay Grade salary bands validate every proposed promotion
- ✓ Bulk Excel import for Increment %, restricted to that field only

Expatriate Management **UAE MODULE**

- ✓ **Work authorization** — visa, Emirates ID and Labour Card document tracking with expiry alerts, and PRO task tracking, so renewals never fall through the cracks.
- ✓ **Emiratization quota tracking** — skilled headcount, Emirati headcount, one-click compliance recalculation against MOHRE targets.
- ✓ **Health & dependents** — health insurance policy tracking and self-service dependent sponsorship requests.
- ✓ Full **End of Service & Final Settlement** engine, detailed on page 4.

Mobile & self-service

- ✓ Native Android app — installable today; Play Store listing in progress
- ✓ Geolocation-tagged punch-in / punch-out
- ✓ Optional, HR-configurable face verification
- ✓ Push notifications for approvals & payroll runs
- ✓ Full employee/manager self-service across Leave, Attendance, Training, Assets, Claims and Loans

UAE payroll compliance

- ✓ Emirates ID and Labour Card identity fields
- ✓ GPSSA / Gratuity / DEWS-aware salary proration
- ✓ WPS SIF file generation per payroll run
- ✓ Emiratization quota tracking
- ✓ Export to Excel, Zoho Books or Tally

Personalization

- ✓ Eight curated brand themes (Forest, Ocean, Slate, Plum, Crimson, Teal, Violet, Sunset)
- ✓ Independent menu, button and panel accent-color overrides, plus panel corner style and spacing — no code changes, no redeploy
- ✓ Organization logo upload, applied platform-wide instantly
- ✓ Full light/dark/system appearance modes

Administration

- ✓ Platform Admin console for tenant provisioning
- ✓ Per-organization plan & module entitlements
- ✓ New organizations provisioned by your Platform Admin from a Won opportunity — the Sys Admin receives a secure password-setup link
- ✓ Notification templates, approval chains, skill taxonomy and more, all configurable per tenant

End of Service & Final Settlement **SETTLEMENT (UAE) TAB**

- ✓ **Full & Final Settlement engine** — a real, persisted record covering final salary, leave encashment, Gratuity/DEWS/ADGM Workplace Savings, notice pay in lieu, repatriation, and loan/asset recovery, not a computed-on-read statement.
- ✓ **Jurisdiction Policy Profile** — Gratuity, DEWS or ADGM Workplace Savings resolved automatically by establishment jurisdiction, via an admin-configurable table rather than a hardcoded rule.
- ✓ **Multi-tier approval** — value-threshold ApprovalChains, the same engine used by Loans, Travel and Expenses.
- ✓ **WPS/SIF EOS filing** — a settlement-keyed submission, generated and filed independently of the monthly payroll WPS run.
- ✓ **GL journal export** — termination-settlement and monthly gratuity/DEWS provisioning postings, mapped to your own chart of accounts, exported as CSV or delivered by webhook.
- ✓ **Digital sign-off** — Tier 1 employee self-service “Accept & Acknowledge,” or Tier 2 HR-assisted signed-document upload for deskless workers.
- ✓ **MoHRE compliance tracking** — automatic Day 7 / Day 11 early-warning alerts and a standing Day 14+ breach flag against the mandatory payout window, plus a downloadable audit pack across every settlement.

Who does what

- ✓ HR/Payroll Admin generates, submits for approval, and posts to the GL
- ✓ A configured approver decides high-value settlements; self-approval is always blocked
- ✓ The employee views and acknowledges their own settlement — self-service by construction
- ✓ A supervisor sees their own report's settlement, read-only

Isolation guarantee

- ✓ Every capability gates on the organization's UAE payroll scheme as its first check
- ✓ A dedicated settlement engine — zero shared code path with any other country's separation flow
- ✓ Available as part of the same Gulf Operations add-on as Expatriate Management

Every module is switched on per tenant through its subscription plan — see the MY-NEST Platform Brochure for a full walkthrough of each module, or request a live demo configured for your organization.