

Human Resources

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Human-resources

Human-resources



Human Resources

- Leaves Types
- Leaves - Add/Update
- Requests - Add/Update

Leaves Types

Help

Search Constants

Submit Add Reset

Constants

KEY	VALUE	MAX DAYS	PAID	DEDUCT SALARY (%)	DEDUCT TRANSPORTATION (%)	DEDUCT HOUSING (%)	NAME EN	NAME AR	NAME PT	NAME FR
1	Annual Leave	30	Yes	0	0	0	Annual Leave			
2	Sick Leave - Full pay	15	Yes	0	0	0	Sick Leave - 0 -> 15 days			
3	Sick Leave - Half pay	30	Yes	50	50	50	Sick Leave - 16 -> 45 days			
4	Sick Leave - No pay	45	No	100	100	100	Sick Leave - Over 45 days			
5	Maternity Leave - Full pay	45	Yes	0	0	0	Maternity Leave - Mothers -			
6	Maternity Leave - Half pay	15	Yes	50	50	50	Maternity Leave - Mothers a			
7	Paternity Leave - Full pay	5	Yes	0	0	0	Paternity Leave - Mothers a			
8	Bereavement Leave - Spou	5	Yes	0	0	0	Bereavement Leave - Spou			
9	Bereavement Leave - Relat	3	Yes	0	0	0	Bereavement Leave - Parer			
10	Unpaid Leave	0	No	100	100	100	Unpaid Leave - Leave withk			
11	Study leave	10	Yes	0	0	0	Study leave - Working over			

Update Selected Clear Selection

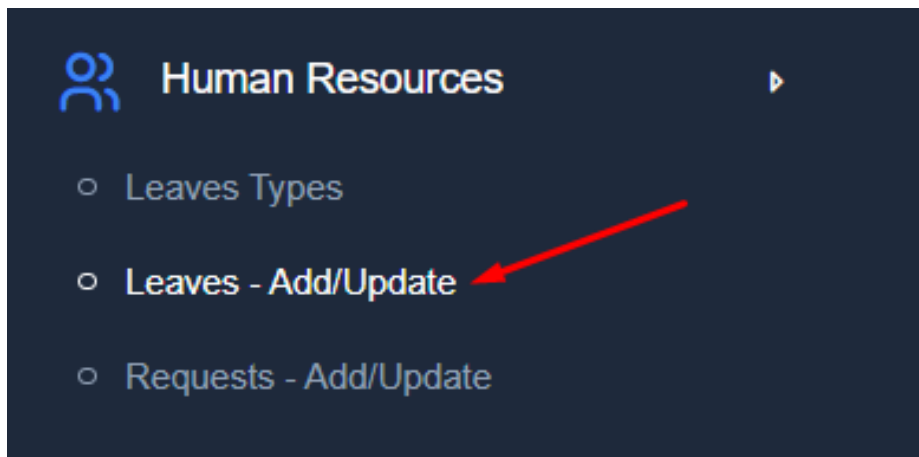
Add Constants

Value

Add

Reset

Close



Search Accounts

Search Field

AC ID

Search condition

Equal

Query

Order Field

AC ID

Order

Descending

Per-Page

100

Submit

Reset

Accounts

AC ID	FULL NAME	EMAIL	BUSINESS PHONE	#
1875	Mohammad Kayali	engmk55@gmail.com	05316929868	
1872	Mohamad AS		+963941537333	
1066	Israel Araújo Marques		936835665	
1065	Fernando Guerli Mupembe Martins		937208300	
1064	José Domingos Quintas		924771216	
1063	Evandro Pedro Simão Borralho		924494738	
1061	Barjonas Adriano Mahenda		938250049	
1060	Abel Carlos da Cruz Sambundo		974860847	
1059	Muthusamy Arunachalam		93455567	
1058	Abdullah Kara Mohamed		9838383	
1040	Hammam Khoulil	parts.sales1@falconsangola.com	9863749	
980	Joao Techissengue		946559164	
968	Felix Segunda Augusto		946664499	
967	Hilario Manuel Antonio	hilariamanuelantonio84@gmail.com	933641984	
966	Jose Salvador Muhongo	visleniomuhongo@gmail.com	923942659	
965	Jose Quissaca Lourenco		928527375	

Search Leaves

Type

Annual Leave

Sub Type

Daily

Date

2026-06-02

Days

1

Hours

0

Notes

Add

Search Leaves

Type

Sick Leave - 0 -> 15 days

Sub Type

Status

Year

2026

Submit

Reset

Search Leaves

TYPE	MAX DAYS	PAID	DEDUCT SALARY (%)	DEDUCT TRANSPORTATION (%)	DEDUCT HOUSING (%)	DAYS	HOURS
Annual Leave	30 (12)	Yes	0%	0%	0%	0	0
Sick Leave - 0 -> 15 days	15 (6)	Yes	0%	0%	0%	0	0
Sick Leave - 16 -> 45 days	30 (12)	Yes	50%	50%	50%	0	0
Sick Leave - Over 45 days	45 (18)	No	100%	100%	100%	0	0
Maternity Leave - Mothers - 0 -> 45 day	45 (18)	Yes	0%	0%	0%	0	0
Maternity Leave - Mothers - 46 -> 60 day	15 (6)	Yes	50%	50%	50%	0	0
Paternity Leave - Mothers and Fathers - 5 Days	5 (2)	Yes	0%	0%	0%	0	0
Bereavement Leave - Spouse - 5 Days	5 (2)	Yes	0%	0%	0%	0	0
Bereavement Leave - Parent, child, sibling, grandchild or grandparent - 3 Days	3 (1)	Yes	0%	0%	0%	0	0
Unpaid Leave - Leave without pay	0 (0)	No	100%	100%	100%	0	0
Study leave - Working over 2 years	10 (4)	Yes	0%	0%	0%	0	0

Requests - Add/Update

Help

Search Accounts

Search Field: AC ID Search condition: Equal Query: Order Field: AC ID Order: Descending

Per-Page: 100

Submit Reset

Accounts

AC ID	FULL NAME	EMAIL	BUSINESS PHONE	#
1883	Abdullah	Abdullah@gmail.com	+244 959 020 037	
1879	Eyad	Eyad@gmail.com	+963 933 438 844	
1878	Mansor	Man@gmail.com	123654	
1876	MohamadAbboud	Moh@gmail.com	+963941537035	
1875	Mohammad Kayali	engmk55@gmail.com	05316929868	
1873	salam tab	salam@gmail.com	+971 4 123 3367	
1872	Mohamad AS		+963941537333	
1066	Israel Araújo Marques		936835665	
1065	Fernando Guerli Mupembe Martins		937208300	
1064	José Domingos Quintas		924771216	
1063	Evandro Pedro Simão Borralho		924494738	
1061	Barjonas Adriano Mahenda		938250049	
1060	Abel Carlos da Cruz Sambundo		974860847	
1059	Muthusamy Arunachalam		93455567	
1058	Abdullah Kara Mohamed		9838383	
1040	Hammam Khoulil	parts.sales1@falconsangola.com	9863749	
980	Joao Techissengue		946559164	

Search HR Requests

Type: Date: 2026-06-02

Notes:

Add

Search HR Requests

Type: Status: Year: 2026

Submit Reset

HR Requests

Copy Excel CSV Print Column visibility

Search:

ID	TYPE	DATE	STATUS	NOTES	CREATE DATE
7	Overtimes	2026-06-02	Pending	h	2026 Jun 02 09:50

Payroll

Payroll

Payroll



Payroll



- Benefits and Deductions
- Payslips

Search Accounts

Search Field

AC ID

Search condition

Equal

Query

Order Field

AC ID

Order

Descending

Per-Page

100

Submit

Reset

Accounts

AC ID	FULL NAME	EMAIL	BUSINESS PHONE	#
1883	Abdullah	Abdullah@gmail.com	+244 959 020 037	☒
1879	Eyad	Eyad@gmail.com	+963 933 438 844	☐
1878	Mansor	Man@gmail.com	123654	☐
1876	MohamadAbboud	Moh@gmail.com	+963941537035	☐
1875	Mohammad Kayali	engmk55@gmail.com	05316929868	☐
1873	salam tab	salam@gmail.com	+971 4 123 3367	☐
1872	Mohamad AS		+963941537333	☐
1066	Israel Araújo Marques		936835665	☐
1065	Fernando Guerli Mupembe Martins		937208300	☐
1064	José Domingos Quintas		924771216	☐
1063	Evandro Pedro Simão Borralho		924494738	☐
1061	Barjonas Adriano Mahenda		938250049	☐
1060	Abel Carlos da Cruz Sambundo		974860847	☐

Benefits and Deductions

Type

Salary Increment

Duration

Permanent

Amount

Date

2026-06-02

Effective Date

2026-06-02

Active

No

Notes

Add

Search Benefits and Deductions

Search Field

PPD ID

Search condition

Equal

Query

Order Field

PPD ID

Order

Descending

Per-Page

100

Submit

Reset



Payroll



○ Benefits and Deductions

○ Payslips



Payslips

Help

Payslips

Salary Period Type

Monthly

Year

2026

Month

June

Submit

Accounts - 2026 Jun 01 -> 2026 Jun 30

Copy

Excel

CSV

Print

Column visibility

AC ID	FULL NAME	HIRE DATE	SALARY PERIOD TYPE	FOOD	CHILDREN	SALARY INCREMENT	TRANSPORTATION INCREMENT	HOUSING INCREMENT	PAID LEAVES	LOANS PAYMENTS	REWARDS	BONUSES	OVERTIMES	SCHOOL ALLG
3	Felisberto Tori	2023-08-15	Monthly	0	0	225000	0	0	0	0	0	0	0	0
4	Julia Antonio Tome	2024-11-24	Monthly	20000	0	110000	20000	20000	0	0	0	0	0	0
16	Sabina Satembo	2025-09-02	Monthly	0	0	230000	0	0	0	0	0	0	0	0
20	Julia Quintina Virgilio Quito	2024-03-11	Monthly	0	0	130000	0	0	0	0	0	0	0	0
454	Joana Francisco Manuel	2025-02-05	Monthly	0	0	130000	0	0	0	0	0	0	0	0
545	Felicia C.Z. Marcos Bombo	2023-08-25	Monthly	0	0	235000	0	0	0	0	0	0	0	0
632	Daniel Joao Paquissi	2025-09-20	Monthly	0	1600	120000	0	0	0	0	0	0	0	0
633	Anacleto Sacaninbo Domingos	2025-07-14	Monthly	0	0	104000	0	0	0	0	0	0	0	0
634	Celio Heber Mitange Mateus	2025-09-29	Monthly	0	0	150000	0	0	0	0	0	0	0	0
643	Danilson Manuel Adao Antonio	2024-04-18	Monthly	0	800	105000	0	0	0	0	0	0	0	0
644	Mateus Buila Gaspar	2024-06-06	Monthly	0	0	105000	0	0	0	0	0	0	0	0
647	Maquiona Romeu Miguel	2025-01-08	Monthly	0	0	110000	0	0	0	0	0	0	0	0
648	Aurelio Luis Laurindo	2025-01-13	Monthly	0	0	104000	0	0	0	0	0	0	0	0
651	Macumbi Daniel Halaiva	2025-01-13	Monthly	0	0	104000	0	0	0	0	0	0	0	0
652	Domingos Paciencia Frederico	2024-09-24	Monthly	0	1600	104000	0	0	0	0	0	0	0	0
654	Eugenio Anacleto Menezes	2025-04-24	Monthly	15000	0	74000	15000	0	0	0	0	0	0	0
655	Joao Bernardo Manuel	2025-07-05	Monthly	0	0	350000	0	0	0	0	0	0	0	0
656	Adilson Bartolomeu Catraio	2025-09-11	Monthly	0	0	104000	0	0	0	0	0	0	0	0
656	Leandro da Costa Pereira	2025-09-26	Monthly	0	0	140000	0	0	0	0	0	0	0	0

Credit

1000 - Bank checking account

Payment Type

Cash

Invoice Date

2026-06-02 12:07

Notes

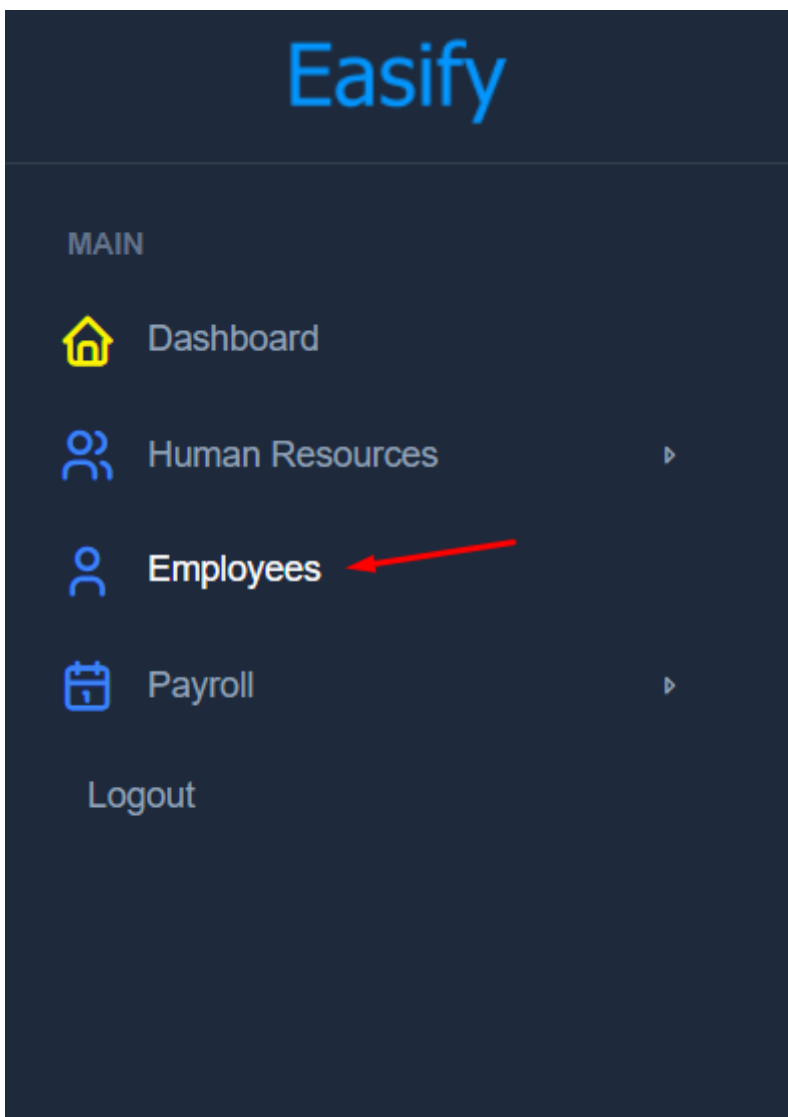
Post Transactions

Employees

The employees module has been updated from using Employee Items to Employee Details to provide better control over salaries, allowances, deductions, etc

Find Employees

From the menu **Employees** , select this option to create a new employee or update an existing one.



Search Employees Accounts

- Select the **Search Field** to choose the information you want to search for, such as **Account ID, Name, Email, or Tax Number**.
- Choose the **Search Method**:
 - **Equal**: If you want the exact same value
 - **Start With**: If the text starts with a specific letter or number
 - **Contains**: If the text includes specific words or numbers
 - **Not Contains**: If the text does not include specific words or numbers
- Enter the word or number you want to search for in the **Query** field.
- Select the **Disabled** option to filter records by their active or inactive status
- Select **GID** to search or filter records based on the associated GID value
- Select the **Order Field** if you want to sort the results, for example by **Account ID**.
- Choose the **Order Type**:
 - **Ascending**: From smallest to largest
 - **Descending**: From largest to smallest
- Select how many results you want to display on each page in the **Per-Page** field.
- Select the **Date Field** to specify which date attribute will be used when filtering the search results
- Select the **Search Condition** to define how the selected date will be compared with the chosen Date Field
- Select the **Date** to filter records based on the chosen Date Field and Search Condition
- Click **Submit** to show the **results**.
- Click **Reset** to clear all **filters**.
- Click **Add** to Add **Employee**

The screenshot shows a 'Search Accounts' form with the following fields and controls:

- Search Field**: Dropdown menu with 'AC ID' selected.
- Search condition**: Dropdown menu with 'Equal' selected.
- Query**: Text input field.
- Disabled**: Dropdown menu with 'No' selected.
- GID**: Dropdown menu.
- Order Field**: Dropdown menu with 'AC ID' selected.
- Order**: Dropdown menu with 'Descending' selected.
- Per-Page**: Dropdown menu with '100' selected.
- Date Field**: Dropdown menu with 'Create Date' selected.
- Search condition**: Dropdown menu with 'Between' selected.
- Date**: Text input field.
- ☐ Activate apply to all
- Buttons**: 'Submit' (blue), 'Add' (green), and 'Reset' (yellow) buttons.

Red arrows point to the Search Field, Search condition, Query, Disabled, GID, Order Field, Order, Per-Page, Date Field, Search condition, and Date fields.

ADD EMPLOYEES

- Enter the employee's **Full Name** in the **Full Name** field.
- Enter the employee's **Email Address** in the **Email** field.
- Enter the employee's **Business Phone Number** in the **Business Phone** field.
- Enter the employee's **Tax Number** in the **Tax Number** field.

- Select the employee's preferred language from the **Language** dropdown list.
- Select the employee's nationality from the **Nationality** dropdown list.
- Enter the employee's address in the **Address** field.
- Enter the employee's banking information in the **Bank Details** field.
- Enter the employee's personal email address in the **Personal Email** field.
- Enter the employee's personal phone number in the **Personal Phone** field.
- Click **Add** to create and save the employee record.
- Click **Close** to exit the window without adding a new employee.

A screenshot of a web form titled 'Employee Add' with a blue header bar containing a close button (X). The form contains several input fields: 'Full Name', 'Email', 'Business Phone', 'Tax Number', 'Language' (dropdown menu showing 'English'), 'Nationality' (dropdown menu showing 'Afghanistan'), 'Address', 'Bank Details', 'Personal Email', and 'Personal Phone'. A red box on the left side of the form lists these fields, with red arrows pointing from each label to its corresponding input field. At the bottom left, there is a green 'Add' button with a blue arrow pointing to it. At the bottom right, there is a grey 'Close' button with an 'X' icon.

EDIT EMPLOYEES

- Click **Edit** to update the employee's information

Accounts													
#	AC ID	FULL NAME	EMAIL	DISABLED	POSITION	TAX NUMBER	HIRE DATE	BASE SALARY	TRANSPORTATION	HOUSING	FOOD	CHILDREN	GID
1	5	Nicola	Nicola_fa@gmail.com	No				0	0	0	0	0	Human Resources
2	4	Eyda	Eyda_fa@gmail.com	No				0	0	0	0	0	Warehouse - Admin
3	3	Abdullah	Abdullah_fa@gmail.com	No				0	0	0	0	0	Warehouse - Admin

Accounts

- Update the employee's Email Address in the **Email** field if any changes are required
- Update the employee's Password in the **Password** field if any changes are required.
- Update the employee's Full Name in the **Full Name** field if any changes are required.
- Update the employee's Business Phone Number in the **Business Phone** field if any changes are required.
- Update the employee's Nationality in the **Nationality** field if any changes are required.
- Update the employee's Personal Phone Number in the **Personal Phone** field if any changes are required.
- Update the employee's **Personal Email Address** in the **Personal Email** field if any changes are required
- Update the employee's Tax Number in the **Tax Number** field if any changes are required.
- Update the employee's **Customer Tax Type** in the **Customer Tax Type** field if any changes are required
- Click **Update** for update information employee

The screenshot shows the 'Edit Accounts' form with the 'Accounts' tab selected. The form is divided into several sections. The 'Accounts' section includes fields for AC ID (5), Email (Nicola_fa@gmail.com), Employee (Yes), Supplier (No), Disabled (No), Personal Email, Personal Phone, Address, and Notes. The 'Full Name' section includes fields for Full Name (Nicola), GID (Human Resources), Customer (No), Password, Language (English), Business Phone (+963989952121), Nationality (Syria), Bank Details, Tax Number, Create Date (2026-05-31 09:41:08), and Force Logout (No). The 'Customer TAX Type' is set to 'Commercial'. The 'Update Date' is 2026-06-01 17:36:52. A green 'Update' button is located at the bottom left, and a red arrow points to it. The form also has 'Reload' and 'Close' buttons at the bottom right.

Employee

- Enter the employee's Position in the **Position** field.
- Enter the employee's Manager in the **Manager** field.
- Enter the employee's Department in the **Department** field.
- Enter the employee's Hire Date in the **Hire Date** field.
- Enter the employee's Base Salary in the **Base Salary** field.
- Enter the employee's Transportation Allowance in the **Transportation** field.
- Enter the employee's Housing Allowance in the **Housing** field.
- Enter the employee's Food Allowance in the **Food** field.
- Enter the number of Children in the **Children** field.

- Select the employee's Salary Period Type from the **Salary Period Type** dropdown list.
- Enter the employee's Work Days in the **Work Days** field.
- Enter the employee's Work Hours in the **Work Hours** field.
- Enter the employee's First Day in the **First Day** field.
- Enter the employee's Last Day in the **Last Day** field.
- Enter the employee's Resign Date in the **Resign Date** field (if applicable).
- Enter the employee's Petty Cash amount in the **Petty Cash** field.
- Enter the employee's Petty Cash Limit in the **Petty Cash Limit** field.
- Enter the employee's Income Tax amount in the **Income TAX** field.
- Enter the employee's Social Security (Employee Share) in the **Social Security Employee** field.
- Enter the employee's Social Security (Employer Share) in the **Social Security Employer** field.

Edit Accounts

Accounts
Employee
Attachments
Accounts Permissions
COA Permissions
Employees Permissions
Suppliers Permissions
Customers Permissions

Account ID	1883
Position	
Manager	2 - Sharbel Kamleh x
Department	
Hire Date	
Base Salary	0
Transportation	0
Housing	0
Food	0.000000
Children	0.000000
Salary Period Type	Monthly
Work Days	1
Work Hours	0
First Day	Monday
Last Day	Monday
Resign Date	
Petty Cash	No
Petty Cash Limit	0.000000
Income TAX	No
Social Security Employee	No
Social Security Employer	No

Update

Attachments

- Click **Add Attachments** to upload and attach supporting documents related to the employee record.
- Click **Delete** to remove the selected attachment or record permanently from the system.

Edit Accounts

AccountsEmployeeAttachmentsAccounts PermissionsCOA PermissionsEmployees PermissionsSuppliers PermissionsCustomers Permissions

No (0) data found

Drag & Drop your files or [Browse](#)

⌕ Reload

✕ Close

Edit Accounts

AccountsEmployeeAttachmentsAccounts PermissionsCOA PermissionsEmployees PermissionsSuppliers PermissionsCustomers Permissions

Attachments

AT ID	DOWNLOAD	DESCRIPTION	SIZE	CREATE DATE	CREATED BY	UPDATE DATE	UPDATED BY	URL	DELETE
4095	Screenshot_1.png		152 KB	2026 Jun 02	Hamza Taj Alden	-	-	Screenshot_1.png	Delete

Drag & Drop your files or [Browse](#)

Screenshot_1.png
152 KB

Upload complete
[Tap to undo](#)

⌕ Reload

✕ Close