1. **Data to be collected for each employee**

|  |  |  |
| --- | --- | --- |
| Employees Information | | |
| Section | Field | Answer Type |
| General Information | Full Name in English and Arabic as per ID/Passport | Text Box |
| Sector | Text Box |
| Title | Text Box |
| JD | Yes/No |
| Starting Date | Date |
|  | Address |  |
|  | Mobile number |  |
|  | Email |  |
|  | Educational background |  |
|  | Maiden name |  |
|  | Father’s name |  |
|  | Mother’s name |  |
| ID Info | Date of Birth | Date |
| Gender |  |
| Marital Status | Multiple Choice |
| #Children | Number |
|  | Civil registry number and location |  |
| Driving License | Driving License | Yes/No |
| LRC Member | LRC Member | Yes/No |
| Contract with LRC / Type of contract | Yes/No |
| Signed the Code of conduct | Yes/No |
| Salary | Amount | Number |
| Currency | Text Box |
| % Covered by Branch | Number |
| % Covered by HQ | Number |
| History | Text Box |
| NSSF | NSSF and MOF? | Yes/No |
| If enrolled in NSSF, since when | Date |
| NSSF branch or HQ | Text Box |
| MoF branch or HQ | Text Box |
| تصريحات الضمان | Text Box |
| Check In/Out | Punching Machine | Yes/No |
| Time sheet | Yes/No |
| Working hours | Number |
| Warnings | Text Box |
| Annual leaves balance | Yes/No |
| Line Manager | Direct Line Manager | Text Box |
| Technical/Operational Line Manager | Text Box |
| Performance evaluation | Text Box |
| Benefits | Schooling allowance | Yes/No |
| Transportation | Yes/No |
| Bonus | Yes/No |
| 13th month | Yes/No |