

# Everything Goose HR does, *in one catalogue.*

Four modules, one add-on, and a core that comes with every subscription — for HR and payroll teams in the UAE, in English and Arabic. Everything listed here is in the product today; anything still being built is marked Coming soon.

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★ marks a capability that, in our feature-by-feature comparison of thirty HR systems (September 2026), at most three others were found to offer in full.

01

BASE MODULE

## People & Records

Employee files, documents and expiries, custody, letters, contracts, onboarding and offboarding, leave, approvals — and Goose, the in-app assistant.

02

MODULE

## Time & Attendance

Web and phone clock-in with geofencing, rosters, overtime, Ramadan hours, labour-law checks and the monthly lock that feeds payroll.

03

IN EVERY SUBSCRIPTION

## Self-Service & Employee App

The employee app, installed from the browser; announcements and policies with acknowledgement; requests from the phone.

04

MODULE

## Payroll & WPS

UAE payroll runs that check themselves, GPSSA, gratuity, bilingual payslips, the WPS salary file and wage-deadline tracking.

+

ADD-ON

## Smart Documents

Upload scans of any employee documents: each one is read, classified and filed to the right person.

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COMING SOON

## On the way

Performance and goals, recruiting, and deeper people analytics.

# The core comes *with every plan*.

Whichever modules you choose, these come with them. They are what makes the rest trustworthy.



## Goose, the in-app assistant

Ask in English or Arabic from any screen. Goose answers, reads the files you attach, prepares Word and Excel files, and does the work — always with your own permissions and never more, with every action logged.



## English and Arabic, fully

Every screen in both languages, Arabic right to left, with Hijri dates beside Gregorian ones. Each company and each person chooses the language of the screens, of the assistant and of generated documents.



## UAE statutory rules, with their sources

Every rate, threshold and deadline is dated and carries its legal reference, its source and the date it was checked. A value not yet verified is held for confirmation, never guessed.



## Approvals you design

Approval chains built without code, with conditions, deadlines, reminders and escalation. A new chain is tested in a simulation before it goes live, and a request involving money always reaches a person.



## Your spreadsheet, brought in safely

The column mapping of the sheet you already keep is proposed for you without your employees' rows ever being sent for it; a person confirms, every row is validated, and a second person approves pay and identity data. It still works when the assistant is unavailable.



## Owner-grade security

Roles and permissions, sensitive fields hidden by tier, a manager who sees only their own team, and each company's data sealed off from every other company's in the database itself.

# People & Records. *From the contract to the returned laptop.*

Everything true about a person and the company they work for, kept in one record that every other module reads.

## Employee records & organisation

- ✓ One record per person, with every job they hold and your own extra fields.
- ✓ Several legal entities in one account, each with its emirate and the employment law that applies to it.
- ✓ Org units, a live org chart, and line and dotted-line managers.
- ✓ Positions with budgeted seats, and a budgeted-versus-filled view of vacancies.
- ✓ A people directory in which one Arabic spelling of a name finds the others.
- ✓ Promotions, transfers and pay changes approved before they take effect, including on a future date, with a dated history.

## Documents & expiries

- ✓ A document file for every employee, opened only through short-lived secure links.
- ✓ Expiry tracking for passports, visas, Emirates ID, labour cards and licences, with a reminder ladder for each document type.
- ✓ Each file checked against what the law requires for that person's nationality and entity — missing, expired, expiring or unverified.
- ✓ HR verifies uploads, and nobody may verify a document about themselves.
- ✓ Retention periods turn into purge proposals a person approves, and documents can be put on legal hold.

## Company documents & Emiratization

- ★ A register of company documents for each legal entity — trade licence, establishment card and more — with renewal reminders.
- ✓ A lapsed company document is reported on the payroll run and never stops salaries.
- ★ Emiratization and Nitaqat ratios per entity, with targets and a what-if simulator, labelled a forecast beside the portal's own figure.

## Custody of company property

- ★ A register of what each employee holds, with a handover the employee acknowledges — on the phone, or on paper for workers without one.
- ✓ Returns confirmed by both sides; loss and damage assessed, never quietly marked returned.
- ✓ Recovery only by the routes UAE law allows and within its limits; personal documents can never be held as custody.

## Letters & certificates

- ✓ Service, employment and salary certificates, travel NOCs and your own templates, in Arabic and English.
- ✓ Employees request their letters themselves.
- ✓ Every letter carries a QR code; the public check shows only whether it is valid — never the person's name or pay — and a letter can be revoked.

## Contracts, probation & the employee's journey

- ✓ Contracts with notice, weekly hours, leave days and the ministry-registered salary; a renewals board starts each renewal before the end date.
- ✓ Probation decisions — confirm, extend or end — that apply each country's rules.
- ✓ Onboarding checklists by country, company and employee type, each task with an owner, a due date and proof of completion.
- ✓ Resignation from phone or desktop, with the notice period worked out from the contract and the law.
- ✓ Exit clearance by department that stays open while the leaver still holds company property; exit interviews on record.
- ✓ A government exit step closes only with the authority's reference number.

## Leave

- ✓ Leave types and policies with versions, and a simulation before a policy is saved.
- ✓ Accruals and year-end carry-over, previewed before they are posted.
- ✓ Half-day and hourly leave, a team calendar and a who's-out list.
- ★ Islamic holidays imported by their Hijri date and confirmed when they are announced.
- ✓ Sick leave during probation follows the law, once the country's statutory leave policies are applied at set-up.
- ★ A leave liability report for finance.
- ✓ Leave owed to a leaver, accrued up to the last working day.

## Approvals & expense claims

- ★ A no-code builder for approval chains, with versions, and a simulation run before a chain goes live.
- ✓ One inbox on desktop and phone, with bulk approval and a link from each request to the screen built to review it.
- ✓ Cover while away: hand your approvals to a colleague for set dates.
- ✓ Nobody approves their own request — not even through a delegation.
- ✓ Expense claims routed to the manager, then to HR above a set amount.

### COMING SOON

Bulk changes of manager or location, a company-wide document search, and disciplinary cases.

# Time & Attendance. *With the working-time law checked on the way.*

From the tap on the phone to the overtime line on the payslip — rosters, rules and alerts built around the Gulf's working week.

## Clock-in

- ✓ Clock in from the web or the phone; the time is always the server's, never the device's.
- ✓ Phone location checked against each site's radius, set to warn, block or off.
- ✓ A tap made without a signal is kept on the phone and sent when the connection returns; it is recorded when it arrives, and the employee can ask for a correction to the tapped time.
- ✓ Biometric terminals registered per site; their exported logs imported, each line approved as a correction.
- ✓ Nobody keys or imports their own punch, and a punch keyed for a colleague needs a third person's approval.
- ✓ Punch locations stay private: others see a distance band and the site's name.

## Shifts & rosters

- ✓ Fixed, rotating, flexible and split shifts, with rounding rules.
- ✓ A roster board: fill from schedules, copy last week, see coverage gaps — and publishing runs the legal checks first.
- ✓ Shift swaps and open shifts, each checked against rest, weekly-cap and young-worker rules.
- ✓ Night shifts that cross midnight land on the right working day.

## Overtime & labour law

- ✓ Overtime pre-approval, the worker's consent where the law asks for it, and rates for normal, night, rest-day and holiday work.
- ✓ Rolling legal overtime caps with an early warning; unapproved overtime is flagged, not paid.
- ★ Ramadan hours for set dates — for everyone or for Muslim staff only — with a Ramadan-hours report.
- ★ Missed breaks flagged, and an outdoor roster that breaches the summer midday break cannot be published without a recorded exemption.
- ★ Daily maximum hours, rest between shifts, rest days worked in a row and young workers' hours raised as findings.
- ✓ Absence thresholds with early warnings; the absence report to the ministry becomes an HR task when it is due.

## Control, reports & payroll

- ✓ A live board: on site, late, not yet in, on break, gone early, on leave — right now.
- ✓ Alerts to the employee, the manager and the site supervisor, and a daily digest for HR.
- ✓ Correction requests, and an exception queue with ageing, bulk resolve and reasoned waivers.
- ✓ Ten standard reports, exported to CSV and Excel.
- ✓ Timesheets by activity and cost centre, compared with attendance.
- ✓ Locking a period sends approved overtime and absence to payroll; a locked day is never rewritten, and later changes flow to the next period.

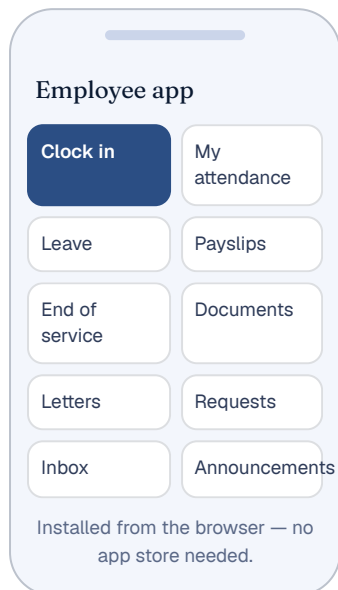
Set-up note: a new company's statutory working-time rule, Ramadan hours and leave policies are applied as a step of its set-up; the checks above rely on it.

COMING SOON

Direct connection to biometric terminals, a shared kiosk, and face check at clock-in.

# Self-Service & Employee App. *HR in every pocket.*

The employee's own HR on their own phone, announcements that are provably read, and a line to HR that respects confidentiality.



## The employee app

- ★ Installed from the browser, and opens without a signal.
- ✓ Clock in, see attendance day by day, and request leave with the balance — including the projected balance.
- ✓ Payslips, documents, letters, and an estimate of one's own end-of-service gratuity.
- ✓ Requests in one place: leave, time corrections, letters, HR questions, equipment and custody, resignation.
- ★ Custody on the phone: acknowledge equipment, ask to return it, report loss or damage.
- ✓ Managers approve and reject from the same app.
- ✓ The phone keeps only the employee's own data, and wipes it at every sign-out.

## Announcements & policies

- ✓ Publish to the whole company, an entity, a department, a site, named people or a manager's team — workers without a login included.
- ✓ Numbered memos on company letterhead.
- ✓ Read and acknowledgement tracking, with reminders that escalate to the line manager.
- ✓ A printable acknowledgement register, scanned back in, for workers without phones.
- ★ Comments that HR moderates — private by default. Employees comment; they never post.
- ✓ Policies and memos in Urdu, Hindi, Malayalam, Bengali, Tagalog, Nepali, Pashto, Tamil and Sinhala, each worker seeing their own; the app itself is in English and Arabic.

IN EVERY SUBSCRIPTION

## HR cases

- ✓ An HR helpdesk routed by case type, with response-time targets.
- ★ Grievances and harassment reports that reach only the officers the owner names — never the reported person's managers.
- ★ Anonymous suggestions: no author is stored and no trail leads back; the sender follows up with a private key.
- ✓ The window for a complaint to the ministry, shown and counted from the day the issue arose.

COMING SOON

An Android store version of the app, and sign-in for workers without an e-mail address.

# Payroll & WPS. *A run that checks itself first.*

UAE payroll that reads the approved attendance and leave, shows its working, and ends in a validated WPS file.

## Payroll runs

- ✓ Monthly runs per pay group, reading approved attendance and leave.
- ✓ GPSSA contributions for UAE nationals, the 30-day rule for part months, and the Emirati minimum-wage check on every run.
- ✓ Pay components, structures, salaries with history, pay groups, and grades with salary ranges.
- ✓ Deductions tagged with their legal cause and kept within the law's limits — loan and advance instalments included.
- ✓ Amounts kept to three decimals and rounded to each currency's precision.

## Checks, approvals & deadlines

- ✓ Findings graded blocking or warning before approval; a waiver only with a reason.
- ✓ A month-on-month variance review.
- ✓ Every run approved through its chain; nobody approves their own; a paid run is sealed.
- ✓ A change to a statutory rate needs a second person and shows its effect on each employee first.
- ✓ A wage-deadline tracker that warns payroll and HR before the due date.
- ✓ A rate not yet verified holds only the employees it governs, never the whole company.

## WPS & payslips

- ✓ Every employee checked before the WPS SIF file is built, and the totals checked again at download.
- ✓ The bank's response imported; a corrective file carries only the rejected records, so nobody is paid twice.
- ✓ Bilingual payslips on web and phone, with a PDF to download on the desktop, and printed payslips with a verifying QR code for staff without a login.
- ✓ A wage held back for a reason is paid later through an off-cycle run — exactly once.

## End of service & final settlement

- ✓ A gratuity calculator and simulator for HR; employees see their own.
- ✓ A final settlement in which every line shows its formula, its inputs and its legal reference; a figure the law does not give is marked incomplete, never guessed.
- ✓ A second person approves, the statement is sealed, and it is paid through its own WPS line.
- ✓ The statutory end-of-service statement stays available even without the payroll module.

Payroll coverage: UAE live; Saudi Arabia in validation; other GCC and Levant packs in preparation. DIFC and ADGM employers (they have their own employment laws): not supported yet. Abu Dhabi pension fund contributions are flagged on the run for now rather than calculated.

# Add-ons, *and what comes next.*

Add-ons attach to any subscription. What is still being built is marked, and is never sold as if it were ready.

ADD-ON

## Smart Documents

- ★ Upload scans of any employee documents in bulk; each one is read, classified and filed to the right employee.
- ✓ A match never rests on a name alone, and a person confirms anything uncertain.
- ✓ Nothing is lost while reading is busy: files wait their turn and continue.

COMING SOON

## Performance & Goals

- ✓ Goals, check-ins, self and manager reviews, and calibration.

COMING SOON

## Recruiting

- ✓ Requisitions, a candidate pipeline and offers that become employee records.

COMING SOON

## People analytics

- ✓ Turnover, tenure and workforce-cost analysis, beyond today's headcount dashboards.

# Modules that *talk to each other*.

One employee record sits under everything, so a change made once reaches every place it matters — and nobody re-types a number.

LEAVE → ATTENDANCE

An approved leave updates the attendance record in the same step: if one cannot change, neither does.

ATTENDANCE → PAYROLL

Locking the month sends approved overtime, absence and rest-day work to payroll; later changes move to the next period.

NEW HIRE → ONBOARDING

A hire entered by hand or imported from a spreadsheet starts the joiner's checklist.

RESIGNATION → OFFBOARDING →  
LETTERS

Accepting a resignation records the exit and opens offboarding, and the service certificate's wording follows the recorded reason for leaving.

CUSTODY → CLEARANCE →  
SETTLEMENT

Clearance waits while the leaver still holds company property, and lawful custody recoveries appear as lines on the final settlement.

COMPANY DOCUMENTS → PAYROLL

A lapsed trade licence is reported on the payroll run so you can act — and salaries are never stopped because of it.

EVERY MODULE → ONE INBOX

Requests from every module arrive in one inbox, on desktop and phone, each linking to the screen built to review it.

# Security an owner *can sign off*.

Goose HR holds salaries, bank details, passports and national IDs, so every rule below is enforced by the server — not by hiding a button.

## Who sees what

- ✓ Permissions per module and action, custom roles, and a segregation-of-duties report.
- ✓ Bank details, ID numbers, date of birth and medical details are absent for roles without the right tier — on screen and in exports.
- ✓ A salary you may not see is refused, never shown as zero.
- ✓ Managers see their own team; everyone sees their own record.
- ✓ Goose acts with the permissions of the person talking to it — nothing more — and cannot clock in for anyone.
- ✓ Our own operations console sees counts and dates, never your people or their pay.

## How it is enforced

- ✓ Each company's data is sealed off in the database itself: a request with no company attached reads nothing.
- ✓ Files are stored privately and opened only through short-lived links on our own address.
- ✓ Nobody approves their own request or verifies their own document.
- ✓ A leaver loses employee access the day after the last working day, and their open approvals are passed on.
- ✓ Disabling a user or changing their role ends their sessions within seconds; every change is logged with who and when.
- ✓ Every release passes an access sweep that must find no row of another person's sensitive data.

COMING SOON

Two-factor sign-in.

# By module, *and by the size of your team.*

You pay for the modules you use and the band your headcount falls in. Prices are quoted on request.

## Start with the base, add what you need

Every company starts with People & Records and Self-Service & Employee App. Add Time & Attendance, Payroll & WPS or Smart Documents when you are ready. A module is a licence the server enforces, not a menu that is merely hidden.

## Counted fairly

A month's seats are its busiest day. Former employees who sign in only to read their own payslips are free. Crossing into a bigger band never blocks anything — we let you know.

## Never cut off by surprise

A module that lapses turns read-only for 90 days before it is switched off, so no data is lost. The statutory end-of-service statement stays open whatever you subscribe to, and around a pay day the system refuses to suspend an account or switch payroll off without a recorded, reasoned exception.

## Set up with you

Accounts are opened after a demo, together with you. Bring the spreadsheet you already keep, and a "Set up your company" checklist shows what is left to do.

## Headcount bands

Seven bands. Prices are quoted per module and band.

| BAND | EMPLOYEES      | PRICE      |
|------|----------------|------------|
| B1   | 1 – 15         | On request |
| B2   | 16 – 50        | On request |
| B3   | 51 – 100       | On request |
| B4   | 101 – 300      | On request |
| B5   | 301 – 500      | On request |
| B6   | 501 – 1,000    | On request |
| B7   | 1,001 and more | On request |

Managers, HR staff and administrators are not charged separately as users.

• READY WHEN YOU ARE

## See it with *your own employee list.*

Book a demo and bring a spreadsheet. We will show you your own people in Goose HR, in English or Arabic.

Contact details will be published soon.