New Functionalities of the Labour and Employment Subsystem (ƎMAS)

June 2025

Table of Contents

1. REPORT ON ADMINISTRATIVE PENALTIES

This section displays information about administrative penalties imposed by state authorities. The newly introduced section in the EMAS system allows users to filter notifications related to administrative penalties by the date of issuance.

After applying the filter, the employer can download a report on administrative penalties and review the corresponding documents (see Figure 1).

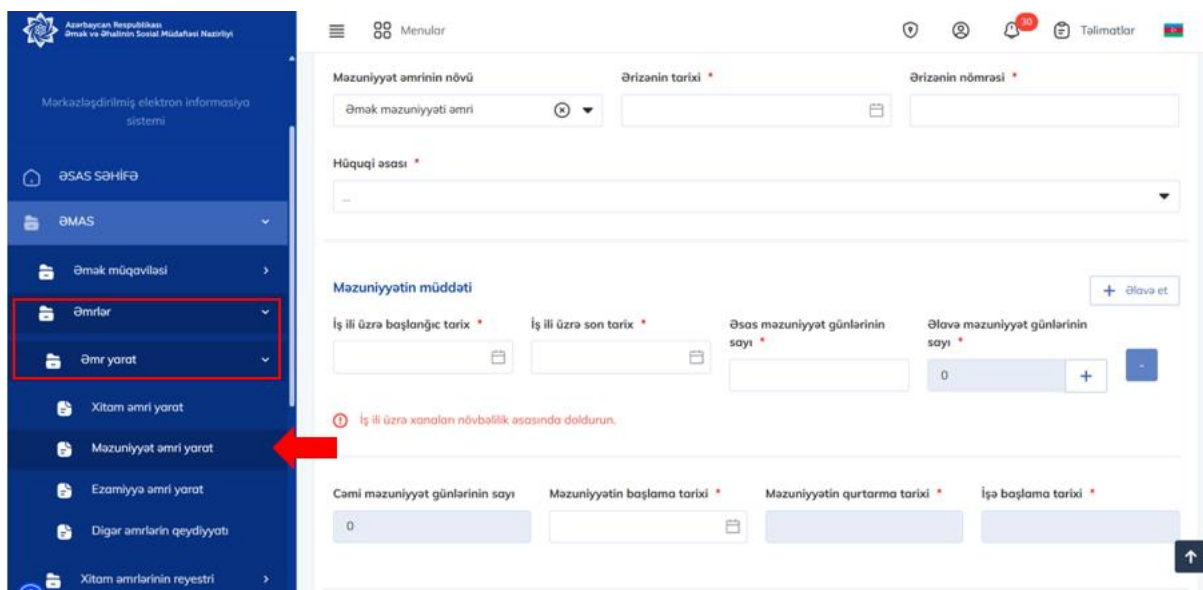Figure 1. Report on administrative penalties

2. CREATING AND REGISTERING ORDERS

Creating a Vacation Order

Employers can now create vacation and business trip orders through the EMAS system. To do this, navigate to the "Əmrlər" (Orders) section, select "Create Order," and then choose "Create Vacation Order." In the window that appears, fill in the required fields (marked with an asterisk "*") to properly register the vacation order (see Figure 2).

Figure 2. Creating a Vacation Order

Creating a Business Trip Order

To create a business trip order, the first step is to select the "Type of trip" (domestic or international). After that, the relevant order is created by filling in the required fields marked with an asterisk ("*").
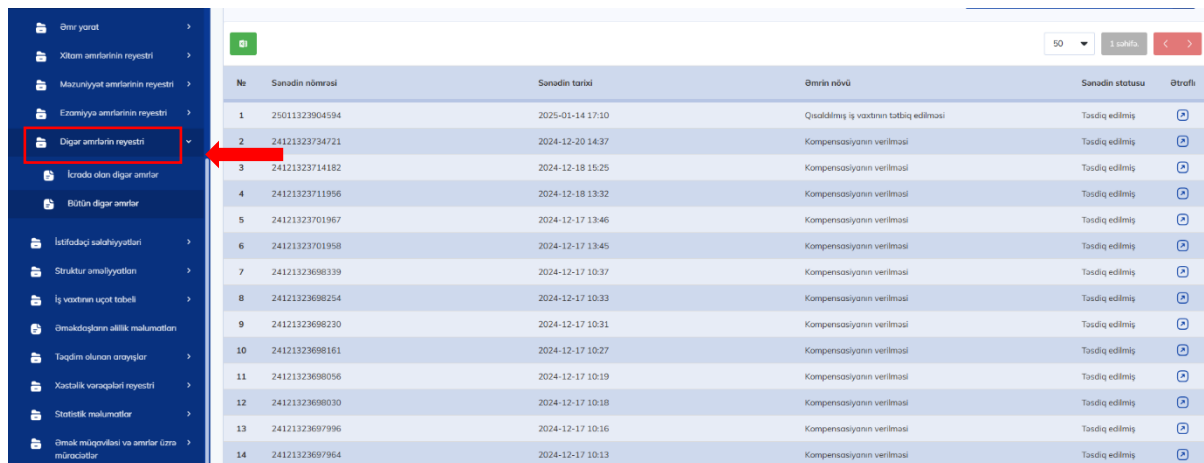
Figure 3. Creating a Business Trip Order

Registration of Other Orders

In addition to the creation of business trip and vacation orders, the EMAS portal also facilitates the registration of "Other Orders." Following the preparation and signing of the relevant order in hard copy, employers may upload the document to the system by completing the mandatory fields and selecting the "Upload" button to submit the file in PDF format, in accordance with the options provided in the "Type of Order" section (see Figure 4). The registry of submitted orders can be accessed via the "Registry of Other Orders" section (see Figure 5).

Figure 4. Registration of Other Orders

Figure 5. Register of other orders

3. REGISTRATION OF TIMESHEETS

In the EMAS system, employers can upload copies of shift schedules to the "İş vaxtının uçot tabelinin qeydiyyatı" (Timesheet Registration) section.

As shift schedules in the EMAS system are signed using an enhanced electronic signature, the uploaded file may be prepared in either PDF or Excel format.

Timesheets uploaded to the "İcrada olan tabellər" (Timesheets in Progress) section must be confirmed with an enhanced electronic signature (see Figure 6).

Figure 6. Registration of Timesheets

4. DEFINING DAY-OFF LIMITS

One of the newly introduced functionalities in the EMAS system is the defining day-off limits. EMAS now enables employers to manage employees' day-off entitlements more efficiently and transparently. Within the framework of this new functionality, employers can regulate the leave process by setting limits such as total leave hours and daily leave hours (see Figure 7).

Figure 7. Defining Day-Off Limits

After setting the leave limits, the employer can create a leave notification for employees to request short-term absences from work (see Figure 8).

In addition, employers can track all leave notifications—whether in progress, submitted for approval, or completed—directly through the system.

Figure 8. Creating a leave notification on behalf of an employee

5. REGISTRATION OF SICK LEAVES

Information on sick leave certificates issued by medical institutions when an employee temporarily loses work capacity is automatically uploaded to the EMAS system.

Employers can access the "Sick Leave Registry" section within the EMAS system to review the details recorded in employees' sick leave certificates (such as employee information, type of work incapacity, etc.) (see Figure 9).

Figure 9. Register of sick leave

6. EMPLOYEE'S PREVIOUS EMPLOYMENT CONTRACTS

EMAS system enables employers to maintain records of both new and previous employment contracts. Specifically, in the "Employment Contract Registry" section, the "Employee's Previous Employment Contracts" subsection provides information regarding the employee's terminated contracts. This subsection reflects data recorded in the employment labour book (such as the employee's previous primary and additional workplaces). However, unlike the labour book, the EMAS subsystem only displays positions for which the employment contracts have been terminated. Changes such as changes from one position to another are not reflected in the EMAS subsystem.

To view an employee's contracts signed with previous employers, it is sufficient to enter their FIN code (Personal Identification Number) as indicated on their identity card in the "FIN" section (see Figure 10).

Figure 10. Employee's previous employment contracts

7. ATTESTATION OF WORKPLACE HAZARDS

The "Attestation of Workplace Hazards" section enables the electronic registration of hazardous and harmful working conditions present in enterprises. Through this functionality, existing attestations are entered into the system electronically, and the degree of hazard is recorded for each workplace. Once the relevant fields are completed by the employer, the electronic registration process is finalized. As a result, information exchange with government authorities is carried out in digital format (see Figure 11).

Figure 11. Attestation of workplace hazards

8. DISABILITY INFORMATION OF EMPLOYEES

Through the EMAS system provided by the Ministry of Labour and Social Protection of the Population, employers can access relevant information about employees with disabilities by navigating to the "Disability Information of Employees" subsection. This section provides a list format containing details such as disability groups and the reasons for disability (see Figure 12).

Figure 12. Disability information of employees

NUMBER OF EMPLOYEES BY DISABILITY GROUP

The new functionality provides the ability to display data categorized by disability groups and facilitates the reporting process.

This section automatically reflects the number of employees with disabilities working at the enterprise, grouped based on the percentage of functional impairment (see Figure 13).

The presented percentage ranges and corresponding data are as follows:

Degree of Impairment	Description	Data Reflected in the System
81–100%	Severe functional impairments (Group I)	Number of employees in this category
61–80%	Moderate-to-severe impairments (Group II)	Number of employees in this category
31–60%	Mild or moderate impairments (Group III)	Number of employees in this category

Figure 13. Number of employees by disability group

9. STAFF INFORMATION BY ORGANIZATIONAL STRUCTURE

One of the key duties and responsibilities of the employer is the entry of staff positions. For this purpose, the EMAS subsystem includes a dedicated section titled "Staff Information by Organizational Structure."

Through this section, employers can view the company's organizational structure, the number of staff positions, and the list of job titles along with the corresponding base salaries via the electronic portal (see Figure 14).

Figure 14. Staff information by organizational structure

Contants and Workforce Team:

Gunel Sadiyeva
TLP Leader, Tax Director
gunel.sadiyeva@pwc.com

Rena Hajiyeva
TRS Leader, Senior Manager
rena.hajiyeva@pwc.com

Rena Farajova
Senior HR Consultant
rena.farajova@pwc.com

Aytaj Baghirzade
HR Consultant
aytaj.baghirzade@pwc.com

Narmin Jumayeva
HR Consultant
narmin.jumayeva@pwc.com

Leyla Mammadova
HR Consultant
leyla.m.mammadova@pwc.com

Explore our Human Resources services:

pwc.com/az/en/services/human-resource.html