Pending

1. Expense claim accounting
2. Expense claim payment
3. Salary payment accounting

Grade :

Used for salary and compensation

Rank is used for hierarchy

* 1. Job: (Equivalent to Role for access control)

What employee does

Buyer

Planner

Technical

* 1. Position :

Combines Job and Grade

Senior Buyer : Job Buyer Grade 9

Buyer : Job Buyer Grade 8

Buyer Trainee : Buyer Grade 7

1. Compensation

Header  
Line

Template Header

Template Line

Element -> Lines

1. Payroll:

hr\_payroll\_payment\_method : how payment is made ..check/cash/wire

hr\_payroll\_calendar : when payment is made

hr\_payroll\_calendar\_period : exact date

hr\_payroll : combines payment method and period

hr\_ payroll\_process

When payroll runs it create an instance of payroll i.e. payroll\_process

hr\_payslip\_header

hr\_payslip\_line

ENUM('new','open','confirmed','paid','cancelled')

New : created but not yet run

Open : Payroll has run and created all payslips

Confirmed: Payroll is confirmed and all payslips are confirmed

Paid : Changes status to paid after bank confirmation

Specifies when salary is paid

Header contains payroll name that is assigned to Position/Grade/Employee

Lines contains date of payroll

* **Run** : Creates pay records from

Primary and secondary compensation and approved expense claim

PaySlips are views of payrecords

PayRecord Status : created, sent\_to\_bank, paid, error, returned, cancelled

1. Get the payroll id

* **Confirm** : Creates payslip and files for bank
* **Account** : Create payroll accounts (Dr Salary Expense A/c ….Cr Cash A/c)

Decides salary components

Assigned to grade

Can be overridden @ Position

Can be overridden @ Employee

4. Expense

1. Employee

job\_status : will be included in payroll run if active or probation

* 1. Team

1. TimeSheet

//TODO weekly entry

7- Leave

**Leave Assignment** – Leaves assigned to an user

Leave assignment cant be updated

Only +ve or -ve lines can be inserted

**hr\_leave\_entitlement\_header** can be used to simiplify leave assignment process

Create leave\_entitlement\_header and add to user/role/position

Run Create assignment from entitlement..system will insert leaves to assignment

**Leave Balance**

# Hierarchy

1. Employee – Payroll, Compensation - Payroll, Compensation, Grade, Job, Position,
2. Position – Payroll, Compensation - Grade, Job
3. Grade -– Payroll, Compensation

If Compensation and Payroll are available for employee, system uses it. Else, if user has a position then system uses payroll and Compensation from position. Else it uses from grade.

# Payroll

1. Payrolls are assigned to employee/position/grade
2. Payrolls contain payment method and hr payroll calendar
3. System uses payroll period to schedule when to make payment (Generate Payroll Schedule)
4. System uses Compensation to determine payment amount
5. When you confirm a payroll schedule
   1. system creates a confirmed payroll (Confirm a payroll schedule)
   2. system creates payslip for each employee
   3. you can generate bank files from the confirmed payroll