# Project Scope

## Payroll Processing Management

The application will consist of a sophisticated and comprehensive payroll process, which will suit the need of HR solution system. Following are some of the features related to automated payroll process:

## Employee Profile

* HR will be able to maintain users record by managing a CV of the employee which includes
* Employee Image
* Qualification
* Certificates
* Documents
* HR can also manage Job description for each individual employee
* Functionality where HR can upload the bulk on boarding of staff
* May require new series of the staff

## Data Take-up form for New Employee:

* User will be able to create new employees
* The user will fill and submit data take-up form of a new employee
* Data Take-up form fields will be provided by client
* If a new employee’s data take-up form hasn’t been submitted, an intimation will be generated to the user notifying the user to submit the form

## Monthly Payroll Process

### Increment Bonus/PF

* The system will input data from the related source
* Data include Attendance, Leaves, Overtime
* Bonus/PF will be calculated automatically
* System will process Increment Bonus/PF into monthly payroll

### Employee Salary Structure

* System will automate the Employee salary structure with respect to the Increment Bonus / PF
* Salary structure will include Basic Salary, Medical Allowances & Travel Allowances
* System will process Salary Structure into monthly payroll

### Taxation Rules

* System will implement Taxation Rules into the Employee Salary Structure
* System will process Taxation into Monthly Payroll

### Transfer

#### Employee Transfer

* User will be able to add/ remove/ modify the transfer details of the employee

#### Account transfer

* User will be able to add/ remove/ modify account transfer details of the employee
* Following can be details for the account transfer data:
* Bank from (name/branch)
* Bank to (name/branch)
* New account number

#### Change of Designation

* User will be able to add/ remove/ modify change of designation details of the employee
* Following can be the details of the change of the designation
* Designation form (name)
* Designation to (name)
* Order number and date

### Stop and release payment

* In this section, the user will be able to add/ remove/ modify details for Stop and Release Payment
* Following details may be used
* Salary stop / release
* Salary stop / release reason
* Office order number

### Promotion and Demotion

* User will be able to add/remove/update the following details of the promotion and demotion status
* Promotion and demotion type
* New basics
* Pay scale
* Effective date

### Payment / deduction / loan:

* User will be able to update/ insert the details of payment / deduction and loan status of the employee
* The following details may be used
* Payment / deduction / loan
* Payment / deduction / loan type
* Payment / deduction / loan deduction amount

### Employee Leaves

* The system will keep track of following no of employee leaves:
* Absent days
* Absent month
* Followed by the above no. of days, payment will be deducted from their account as per company policy.

### Overtime Management

* Admin will be able to monitor the overtime given by an employee. The overtime will be calculated by the following:
  + Overtime Hours daily
  + Total Overtime Hours an employee has given in a month

### Pay Slip

* System will generate pay slip automatically with respect to the above data automated by the system
* Data include Increment Bonus / PF, Salary Structure & Taxation
* Pay slip will be generated on the basis of monthly Payrolls
* System will send these pay slip to the bank for further assistance
* Notification will be send by the system to the Employees regarding their Payroll & Pay slip
* Following details may be used for generating monthly salary of employees:
  + Monthly Overtime Hours given by an employee
  + Monthly Payroll details including:
    - Monthly deductions of an employee
    - Monthly Basic salary of an employee
    - Loan advance of an employee
    - Income tax fees depending on the employee designation

## End of Service Process

### PF / Gratuity

* System will input data from the related source
* Data include Attendance, Leaves, Overtime
* System will calculate PF/Gratuity automatically
* System will process PF/Gratuity

### Employee Salary Structure

* System will automate the Employee salary structure with respect to the PF / Gratuity
* Salary structure will include Basic Salary, Medical Allowances & Travel Allowances
* System will calculate & process Salary Structure into End of Service Statement

### Taxation Rules

* System will implement Taxation Rules into the Employee Salary Structure
* System will process Taxation into End of Service Statement

### End of Service Statement

* System will automate the End of Service Process
* End of Service Statement will be generated by the system
* End of Service Statement will include PF/ gratuity, Employee Salary Structure & Taxation Rules
* System will send End of Service Statement to the bank and it will be affiliated by the Employee Payroll
* Notifications will send by the system to the Employees regarding their End of Service Statement

## Loan Conditions

* The user will be able to update the following details for the loan:

### Booking of loan:

* User will be able to book a new loan by inserting/ updating the following fields of the employee:
* Loan description
* Loan amount
* Loan installments

### Settlement of loan:

* User will be able to create a loan settlement by inserting/ updating the following fields of the employee:
* Loan description
* Settlement type
* Settlement date

### Re-Scheduling of loan:

* User will be able to create loan rescheduling by inserting/ updating the following fields of the employee:
* Loan description
* New installments amount
* New installments number

## User Management

* User Id Management of the Staff to view their Attendance, leaves, Salary notifications and can apply for leaves or approve leaves for their respective staffs
* Group Management to have segregated groups according to their needs and profile.

## Benefits of Payroll Management in HR Solution System

* Following are some of the benefits of pay roll process in H.R Solution System, which will help the Client management H.R/Finance services conveniently:
* Easier to manage updates regarding HR/ Finance
* Reduces data redundancy
* All members of organization can log in the H.R solution system; be it top management or middle management, HR head or HR assistant and all employees
* Generate all reports from anywhere in the world, all reports would be just a click away
* Send notifications to the Employees
* Automated with respect to all suitable functions
* Monthly payroll, pay slip, salary advice, tax statements, EOBI statements and provident fund
* Comprehensive security options
* Expense claim settlement with monthly payroll
* Salary structure setups and allowances & deduction setups