# BOS – HR / Payroll Engine
# HOW PEOPLE, TIME & LABOUR COST ARE CONTROLLED (Official)

Light HR, Biometric-Aware, Compliance-Safe

## 1. Core Doctrine

The BOS HR / Payroll Engine is not a statutory HR or payroll system. It exists to link people, roles, attendance, and labour cost to operational truth while remaining legally safe and lightweight.

## 2. Staff & Role Model

Each staff member has an identity, role assignments, branch or business scope, and lifecycle status. Roles define authority while staff represent people.

## 3. Biometric Attendance (Fingerprint)

BOS supports fingerprint-based attendance as the primary method of time verification. Fingerprint devices act as input sensors only. BOS does not store raw biometric data and never stores recoverable fingerprint templates.

## 4. Biometric Data Protection & Consent

Only hashed biometric references are stored. Staff consent is mandatory and recorded with timestamp and jurisdiction context. Country-specific rules determine whether biometric attendance is allowed or requires fallback methods.

## 5. Attendance Capture & Shifts

Each fingerprint scan generates an attendance event linked to staff, device, branch, and timestamp. Attendance events are used for shift tracking, late detection, and overtime reference without enforcing penalties automatically.

## 6. Multi-Branch & Device Control

Fingerprint devices are bound to specific branches and locations. Staff may only check in using authorized devices based on their assignment.

## 7. Offline Mode & Synchronization

Biometric devices may operate offline. Attendance data is synchronized later and marked accordingly to preserve audit integrity.

## 8. Fraud & Abuse Detection

The system detects abnormal attendance patterns such as impossible timing, device misuse, or repeated anomalies. Alerts are raised without automatic disciplinary action.

## 9. Payroll Reference & Cash Link

Payroll figures stored in BOS are reference-only. Wages, advances, and reimbursements are recorded via Cash Management and reflected in Accounting as labour cost events.

## 10. Staff Exit & Data Retention

Upon staff exit, biometric references are deactivated and deleted after the retention period. Attendance history remains preserved for audit and operational analysis.

## 11. AI & HR Boundaries

AI may analyze attendance trends and workforce efficiency. AI cannot hire, fire, discipline staff, or modify attendance records.

## 12. What This Engine Is Not

This engine does not replace statutory payroll systems, does not enforce labour law penalties, and does not perform tax deductions or filings.

## 13. Final Doctrine

The BOS HR / Payroll Engine provides verified attendance, role-based control, and labour cost visibility while protecting staff privacy and legal compliance.