HR & Payroll Req. Elicitation Document

1. Masters to be developed
2. Leave Types

* Code
* Name

1. Shift Master

* Code
* Name
* Start Time (day start)
* End Time

(Days will be configured from another page)

1. Salary Components

* Code
* Name

1. Other Pay Items (Air Ticket,Medical etc)

* Code
* Name

1. Holidays

* From Date
* Two date
* Name/Description

1. Configurations
2. Salary Setup

* EmpId
* SalaryCompnent
* Percent
* DependOn(for example passi depends on basic)
* Amount
* Applicable During Leave?
* Depend on attendance?
* Enter during attendance?
* Add/Deduct
* OT Rate/hr---- where we will put this?
* Show in payslip?

1. Salary Increment

* Category (radio buttons-All,Omanis,Expacts,Single Employee)
* If Single choose one from the list
* Choose the components,then % or amount (multiple rows will be there)
* Effective date( what if it’s a past date?)
* How to maintain history

1. Leave slab

* EmpId ( or we have to set it for designation?)
* Days Of Leave(30)
* For How many working Days(365)
* Air Ticket?

1. Shift Configuration

* ShiftId
* StartDate
* EndDate
* X rest (days/Months) after
* Y working (days/Months)
* Week Off will be there?
* Week Off Day(s)
* Choose Employees working on the shift

1. Attendance Entry

* Choose Date
* Choose Location
* Automatically mark R and P for all employees
* If anyone is absent change their status only( If already applied and approve any leaves,those will be automatically marked)
* Next to status there will be columns of salary components those marked as enter during attendance

(OT,DA,Special Allowance etc)

1. View/Edit attendance by admin
2. Leave Application

* Empid
* Startdate
* Enddate
* Days
* Leavetype( Restrict No of days according to types)
* Description
* Document(attach)( Mandatory for some types of leaves)

1. Leave Approval
2. Leave Settlement

* EmpId
* As of Date
* Balance Leaves (To be paid)
* This Leave
* Amount(calculate and show)

1. EOS
2. Freeze attendance Before payroll processing
3. Roll back payroll

* All, Omanis, Expacts, Departments, Designation,

Single Employee

* Description/Reason to Rollback (mandatory)

1. Defreeze Attendance
2. Leave Configurations

* Leave Type
* Max days/year
* Max Continuous days
* Is Carry forward
* Payment Configuration Slab for leave type
* From Day
* To Day
* Pay%

(there will be multiple rows)

1. Other Pay Item Payments ( Other than salary / Leave settlement—for example bonus for a special project )
2. How we are going to handle Eid holidays OT? Will they enter it on attendance or we have to calculate automatically?