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
* ADD/DEDUCT
* Default Amount (An employee level value also required. If there in Employee, then take that, else take this master level value)

1. Other Earnings & Deductions (Air Ticket,Medical etc)

* Code
* Name
* ADD/DEDUCT

1. Holidays

* From Date
* To date
* Name/Description

1. Configurations
2. Salary Setup

* EmpId
* SalaryComponent
* Type(Monthly, Daily, Hourly, By Nos.)
* Percent
* DependOn(for example pasi depends on basic)
* Amount
* Applicable During Leave?
* Depend on attendance?
* Enter during attendance?
* OT Rate/hr(If master level value is there, show that and can be editable)
* 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.

If effective date after coming salary, then alert to add after next salary

1. Leave slab (Move to Emp master page)

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

1. Shift Configuration (to be redesigned)

* ShiftId
* LocationID
* 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 RD and PR for all employees based on shift
* 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/Approve attendance by admin
2. Leave Application (Show balance annual leaves)

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

To be checked against leave balance if AL

1. Leave Approval
2. Leave Settlement

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

All calculations to be considered. Whether leave salary paid during previous leave,

1. EOS

Gratuity, Balance leave payment, Salary due

Any final deductions

1. Freeze attendance Before payroll processing
2. Salary process
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
* Max 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 )

New page. Generate an excel document for bank purpose