**HR/Payroll – FDTC**

* For salary, attendance to be considered from 01st to 31st. Overtime and Desert Allowance to be considered from previous month 26th to current month 25th. Keep it as a company based configurations, because different divisions under the same company will have different calculation period.
* Overtime – Special trips to special areas paid at RO. 4 per trip. All rates to be in configuration.
* If no helper, then RO. 2 per trip
* OT rate for Omanis – 125% of basic per hour
* OT rate for expats – 500 baiza per hour
* National holidays – 10 hours extra payment for Omanis
* Eid holidays – RO.20.5+h hours extra for Omanis
* Transport allowance – If present for at least one day , then to be paid
* If full absent, PASI will not be deducted. It will be then deducted in the next month as OTHER DEDUCTION (PASI). The system should automatically add this to next month deductions
* If atleast one day present, then deduct PASI, but then it he nett pay is –ve, then remaining to be deducted in the next month
* For bank transfer, if BASIC is ‘0’, then it will be rejected. So put minimum 1 day basic and deduct PASI and send
* Salary goes through company’s 2 accounts (Bank Muscat & HSBC). So need to have t types of Bank letters.
* There should be option to upload Attendance/OT/Allowance from file. After upload, there should be an approval process. There should be option to EDIT and APPROVE.
* Shift management
* Location based shift management. Employees can move from one shift to another.
* Leave opening balance to be recorded in the system while go live
* Leave cycle of all employees to be entered
* Leave settlement and Final settlement option
* Leave encashment option
* Leave settlement can be processed without leave application. Means without going on leave also employee can get the settlement. But next time when he go for leave, the system should alert that the settlement payment is already given.
* Leave – If the employee takes his leave as 2 times, then if the settlement is given during the first leave, then system should alert during next leave.
* Rejoin after leave
* Attendance/Leave coded to be defined in the system as master with configuration (for payment allowed etc.)
* Site based login
* Site based salary slip color coding
* Loan deduction – Deduct, but do not show in pay slip. So in salary component, there should be option to TICK as SHOW/NOT SHOW in pay slip.
* Sick leave and all other leaves like Emergency, Compassionate, Hajj etc. – Follow Oman labor law rules
* Check Carry forward leave rules and implement
* Employee salary and increment with history
* Yearly increment of 3% for Omanis – Option should be there for bulk update.
* REST DAYS/WORK DAYS based on shift. In attendance entry, R/P to be auto populated based on shift.
* Employee reporting structure to be there in the system for Leave approval and other approvals.
* All values/numbers coming under labor law to be kept as configuration, because it can change at any time.

**Payroll process:**

* Payroll process should be available Single, by location, by department & all
* Before processing payroll, there should be an option to freeze attendance, OT & Allowance entry (Single, by location, by department & all)
* After payroll process, if there are mistakes, there should be option to roll back the payroll by Single, by location, by department & all
* Processed payroll should be inserted into a separate table. It should not have any dependency to any other tables, because any master or value changes should not affect the processed payroll.

**Screens/Processes:**

* Masters (All masters as required)
  + Salary components (Option to select whether payable during leave or not)
  + Leave codes (Conditions check)
* Configurations (All configurations like PASI%, Leave allowances etc.)
* Holiday declaration/holiday master
* Employee master
* Employee salary & increment entry (single & bulk)
* Shift Configuration
* Attendance Entry/Upload
* Overtime Entry/Upload
* Allowances Entry/Upload
* Leave Entry/Application
* Leave Approval
* Leave settlement
* Final Settlement
* Attendance/OT/Allowance freeze
* Freeze entries
* Salary process (All, By Department, by location etc.)
* Salary related files print
* Dashboard
* Reports (various)
* Email & SMS alerts