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01.703.03 – Employee Category Master

PROCESS OVERVIEW

Employee category master defines the specific category for which employee belongs to.

Category master helps to define the employees who are working at different levels in organization. We need to add category code (unique) which should not be repeated to other category and to add description of category (e.g. EX - Executive).

Note: Salary calculation logic's have been set or developed as per different categories of employees.


We need to define policy name (e.g. monthly or fix or month-rest) for salary calculation. Payroll calculation will be depend on the type of policy has been defined for category. Similarly we need to define pay days (e.g. 30 or 15) on which basic is calculated. If we define policy e.g. month-rest and paydays 30 then employee will be get 26 days salary of basic ($30 - 4 = 26$)

PROCESS PRE-REQUISITES

To perform this process User Rights are required for the Form specifically for *New*, *Edit*, *Delete* and *Print* function.

KEY FEATURES

- *Define Pay Days for salary calculation.*
 - *Category wise Payroll configuration.*
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PROCESS DETAILS


1. Main Menu 2. Utilities Exit << >> Window

FM300 -- EMPLOYEE CATEGORY MASTER

Employee Category Master

Catg Code	Catg Name	Policy Name	Payable Days
CA	CONTRACTOR FIXED	Monthly	30
CW	CONTRACT WORKER	Monthly	30
EX	EXECUTIVE	Monthly	30
PA	PERMANENT WORKER (LTA)	Monthly	30
PW	PERMANENT WORKER	Monthly	30
SR	SENIOR EXECUTIVE	Monthly	30
ST	STAFF	Monthly	30
TR	TRAINEE	Monthly	30
TW	TEMPORARY WORKER	Monthly	30

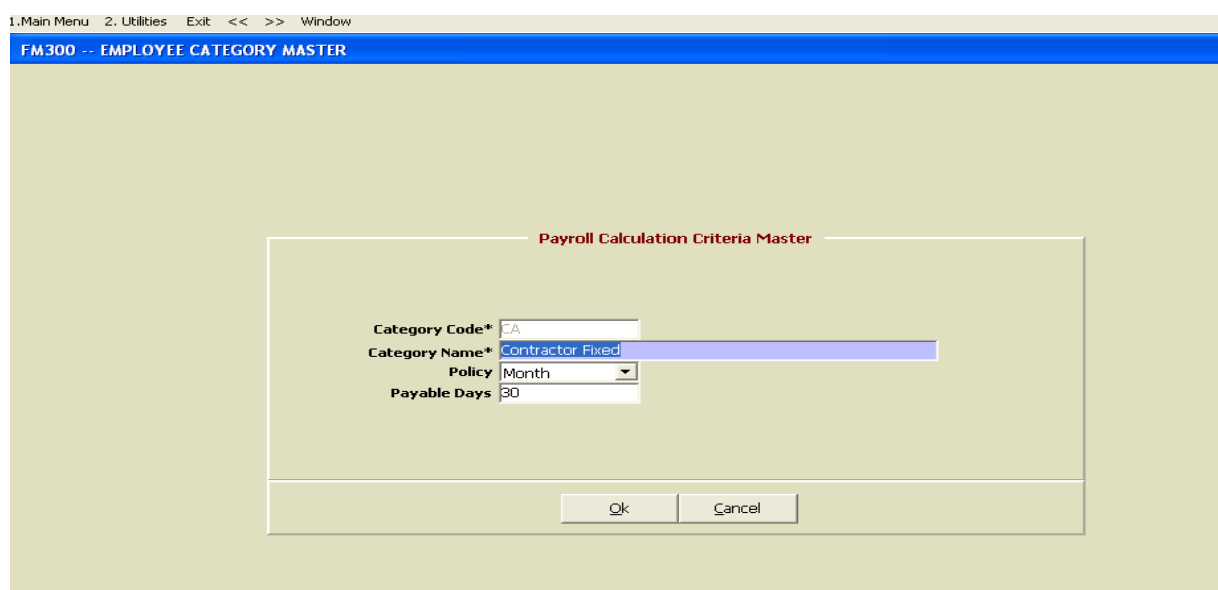
BUTTONS	DESCRIPTION
Add	To Add new record.
Edit	To Edit the existing record.
Delete	To Delete existing record which are not approved.
Print	To print the record
Exit	To Exit from the open form
Find	To find records from LOV
Ok	To Save record.

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Cancel	To Cancel Entry
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Work Step –

Step 1 Press Add Button



The screenshot shows a software window titled "FM300 -- EMPLOYEE CATEGORY MASTER". Inside, there is a dialog box titled "Payroll Calculation Criteria Master". The dialog box contains the following fields:

- Category Code***: A text box containing "CA".
- Category Name***: A text box containing "Contractor Fixed".
- Policy**: A dropdown menu currently showing "Month".
- Payable Days**: A text box containing "30".

At the bottom of the dialog box, there are two buttons: "Ok" and "Cancel".

Step 2 Enter Desired Category code & category name

Step 3 Select required policy (Monthly, Fix, Month-Rest)

Step 4 Select payable days

Step 5 Click on Ok button

Optional Data Fields


Policy

Payable Days

Tips and Tricks

Keep Codes for each category of unique length so that it will be helpful in reporting purpose.

Input Field Level Information – General Details

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FIELDS	DESCRIPTION	R/O/C	FIELD VALUE / COMMENTS
Category Code	Need to define category code.	R	Code must be unique and should not be repeated for other category.
Category Name	Need to define Description of category	R	Category description required
Policy	Define policy : Monthly, Fix, Monthly- Rest	O	Payroll calculation depends on defined policy
Payable Days	Pay days to be defined for salary calculation	O	Salary will be calculated on basic as per defined pay days

R = Required, O = Optional, C = Conditional