Global Payroll and Compensation Guidelines

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Department: Finance & HR

1. Scope and Authority

These guidelines detail the procedures for calculating, processing, and distributing compensation to all NexaCore Solutions employees, adhering strictly to the labor laws and tax regulations of the jurisdictions in which we operate (primarily UAE, but including other MENA regions).

2. Payroll Cycle

- **Standard Pay Date:** Payroll is processed monthly and deposited on the **[25th]** of each calendar month. If the 25th falls on a weekend or public holiday, payment will be made on the preceding business day.
- **Pay Period:** The pay period runs from the 1st day through the last day of the calendar month.

3. Compensation Components

- **Base Salary:** Paid monthly in the local currency (or USD equivalent based on contract). Exchange rates for non-AED contracts are fixed at the 1st of the month.
- **Commissions & Bonuses:** Sales commissions are calculated based on the signed contract date and paid in the month following closure. Annual performance bonuses are paid in **[March]** (refer to **Compensation & Benefits Overview**).
- **Overtime:** Overtime must be pre-approved by the department head. Compensation for overtime follows local labor law minimums.

4. Deductions

Standard deductions include:

1. Statutory deductions (e.g., Pension contributions, local income tax, if applicable).
2. Employee share of medical insurance premiums.
3. Approved loan repayments or salary advances.

5. Employee Responsibility

- Employees must ensure their bank details and personal information in the HRIS are

always current.
- All time-off (leave, sick days) must be correctly entered into the HRIS before the **[15th]** of the month to ensure accurate processing.
- Any payroll discrepancy must be reported in writing to the Payroll Specialist within **[5 business days]** of receiving the payslip.

Payroll Contact: [Payroll Specialist Name], Email: [payroll.email@nexacore.com]