AIM for Business Flows

RD.050 Application Requirement Definition

**Gulf Consolidated Contractors Co.**

Payroll



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## PAY01: General Payroll Information

### Payroll Frequency

GCC pays all the employees in monthly basis. 30 Days

### Payroll Types:

Following are the Payroll Types:

* Internal (GCC Payroll)
* External (Rental Category Payroll)
  + This type is for Third Party (Employees hired from Manpower) with different GL assignments

All Payroll elements for Rental Employees (External Type) will be provided by GCC. Calculation required but no financial entry or execution.

### Payment Method

Following are the payment method used in GCC;

* Bank Transfer
* Cash Payment

### Cut-off Date

At Present payroll Cut of date is 20th of Each Month. (21st of previous month to 20th of Current month).

### Costing Information

Costing is happening based on Employees Department and Project

E.g.: If a driver is working in Aramco Project in Jubail location the costing should hit the accounts based on the Project and Department (Well)

### Unpaid Leaves

Unpaid leaves will be deducted from all Components and calculation will be **Component /30 days.**

### Attendance Management

At present payroll team is getting attendance sheet from each department and project supervisor before payroll run.

Timesheet Import and Export Option Required: While importing the timesheet, the following fields are required:

* Physical Location
* Leave Type (Normal, Absence, Annual Leave, etc.)
* Cost Center or WBS

After payroll calculation, all timesheets for the period will be locked. Any changes will be made after cancelling or resetting the payroll calculation within the payroll period. Changes can be made only to the current payroll period. After payroll period, no changed will be made.

## PAY02: Regular Earnings & Calculation Rules

| **Earning ID** | **Component Name** | **Calculation Rules/Remark** |
| --- | --- | --- |
| PAY02\_01 | Basic Salary (BS) | Fixed Amount. Varies employee by employee. As of now there is no pay rate maintained.  Calculation Rule:  **Monthly Basic = Basic Salary - (Basic Salary/30 Days\*Number of Unpaid Days)**  Where Present Day = 1 Day, then require checking the following condition:  If Calendar Days = 31 or <30 Days, Payment will be One Day Pay=Gross/30\*1 Day, Else Deduction=(Basic/30) \*Absence Days  Basic Salary: Salary Entered against each employee.  Calendar Days: 30 Days (Cut of date is 20th of Each Month)  Unpaid Days: Unpaid leaves entered in the Odoo system.   * If an employee is joining in the middle of the month salary should be calculated prorate basis. * Subjected to Unpaid leave days. * If an employee is leaving in the middle of the month salary should be calculated prorate basis. |
| PAY02\_02 | Housing Allowance (HRA) | HRA is paid based on employee’s contract as 25% of BS or a Fixed Amount. For employees who are staying in Company accommodation will not be eligible for HRA.  Calculation Rule:  **Housing Allowance: Basic\*25/100**   * In case of new joiners’ system should calculate housing allowance based on number of days. i.e., if Joining date of employee is 11 Jan, he should get paid 10 days of Housing Allowance. * It is not subject to leaves i.e., irrespective of unpaid leaves taken by employee he will get full amount as Housing Allowance. * If employee is leaving in the middle of the month housing allowance will be calculated prorate basis |
| PAY02\_03 | Transportation Allowance (TA) | Transportation allowance varies from employee to employee based on their contract. TA is paid as 10% of BS or a Fixed Amount.  **Calculation Rule:**  **Monthly TA= Transportation allowance - (Transportation allowance/ 30 Days) \* Number of Unpaid Days)**   * If an employee is joining in the middle of the month salary should be calculated prorate basis. * Subjected to Unpaid leave days. * If an employee is leaving in the middle of the month salary should be calculated prorate basis. |
| PAY02\_04 | Own Car Allowance | Based on Contract some employees are eligible for Own Car Allowance and it varies from employee to employee as a Fixed Amount.  **Monthly OCA= OCA - (OCA/ 30 Days) \* Number of Unpaid days)**   * If an employee is joining in the middle of the month salary should be calculated prorate basis. * Subjected to Unpaid leave days * If an employee is leaving in the middle of the month salary should be calculated prorate basis. |
| PAY02\_05 | Food Allowance | Based on Contract some employees are eligible for Food allowance and it varies from employee to employee as a Fixed Amount.  **Monthly Food Allowance = Food allowance - (Food Allowance/30 Days) \* Number of Unpaid days)**   * If an employee is joining in the middle of the month salary should be calculated prorate basis. * Subjected to Unpaid leave days * If an employee is leaving in the middle of the month salary should be calculated prorate basis |
| PAY02\_06 | Fixed Overtime | Based on Contract some employees are eligible for Fixed Overtime and it varies from employee to employee.  **FOT = Fixed Overtime - (Fixed Overtime/ 30 Days) \* Number of Unpaid days)**   * If an employee is joining in the middle of the month salary should be calculated prorate basis. * Subjected to Unpaid leave days * If an employee is leaving in the middle of the month salary should be calculated prorate basis |
| PAY02\_07 | Variable Allowance | Based on Contract some employees are eligible for Variable allowance and it varies from employee to employee as a Fixed Amount.  **VA = Variable Allowance - (Variable Allowance/ 30 Days) \* Number of Unpaid days)**   * If an employee is joining in the middle of the month salary should be calculated prorate basis. * Subjected to Unpaid leave days * If an employee is leaving in the middle of the month salary should be calculated prorate basis |
| PAY02\_08 | Mobile Allowance | Based on Contract some employees are eligible for Mobile allowance and it varies from employee to employee as a Fixed Amount.  **MA = Mobile Allowance - (Mobile Allowance/ 30 Days) \* Number of Unpaid days)**   * If an employee is joining in the middle of the month salary should be calculated prorate basis. * Subjected to Unpaid leave days * If an employee is leaving in the middle of the month salary should be calculated prorate basis |

## PAY03: Regular Deductions & Calculation Rules

| **Deduction ID** | **Component Name** | **Calculation Rules/Remark** | | |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| PAY03\_01 | GOSI | GOSI Reference Salary calculation for employees who are getting Housing allowance:  **GOSI Reference Salary = Basic Salary + Housing Allowance**  GOSI Reference Salary calculation for employees who are staying in company Accommodation:  **GOSI Reference Salary = Basic Salary**  **For Saudi Employees: (GCC will provide exact % for GOSI elements)**  Employee Contribution - 9.75% (GOSI Annuities 9% + Unemployment .75)  Employer Contribution- 11.75% (GOSI Annuities 9% + GOSI Hazards 2%+ Unemployment .75)  Age related calculation:   1. After 60 years of age, Unemployment element will not be applicable 2. After 65 years of age, GOSI Annuities + Unemployment elements will not be applicable   **For Non-Saudi Employees & Emigrated Tribes:**  Employee Contribution –Nil  Employer Contribution – 2% (GOSI Hazards)  Please see below for other rules related to GOSI.   * Latest salary of the month should be taken into consideration for the calculations. * GOSI will be calculated based on the gross amount of basic salary and housing allowance only * Irrespective of employee's joining date or leaving date GOSI will be calculated in full based on gross Basic and Housing allowance. | | |
| Pay03\_02 | Deduction on Absence | Where Absence Days = 1 Day, then require checking the following condition:  If Calendar Days = 31 or < 30 Days  Deduction will be One Day Pay=Gross/30\*1 Day  Else Deduction=(Gross/30) \*Absence Days  Eg: Gross is 5000  With 1 Day absence on 30- or 31-Day Calendar days, salary will be with a deduction of One Day Pay. Deduction Amount will be : (5000/30)\*1=166.666 | | |

1. Use one row per business process step. Follow these guidelines in using the columns:  
   1) **Process ID #:** A unique sequence number for each Task (note: we recommend you assign these after mapping is complete; also, try to avoid referencing tasks numbers by other task numbers—the need to create such references usually means you need to write a new, separate BRS).  
   2) **Description:** A brief description, beginning with an action verb, that captures the purpose and deliverable task (note: each task should have one deliverable).  
   3) **Type:**  A combination or Manual or System-assisted, and Internal or External.  
   4) **Elementary Business Function:** Reference to a valid EBF number on the functional hierarchy.  
   5) **Result:** The direct action that must be taken as the result of a decision step (like a branch to another step).  
   6) **Agent:**  The step owner (charged with fulfillment).  
   7) **Status:** Active, Pending Active, Pending Obsolete, or Obsolete.

## PAY04: Miscellaneous Earnings

| **Deduction ID** | **Component Name** | **Calculation Rules/Remark** | | |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| PAY04\_01 | Certificate Allowance | Based on Contract some employees are eligible for Certificate allowance and it varies from employee to employee as a Fixed Amount.  **CA = Certificate Allowance - (Certificate Allowance/ 30 Days) \* Number of Unpaid days)**   * If an employee is joining in the middle of the month salary should be calculated prorate basis. * Subjected to Unpaid leave days * If an employee is leaving in the middle of the month salary should be calculated prorate basis | | |
| PAY04\_02 | Overtime | **Overtime: (Basic Salary /240) \* (OT Hours \* 1.5)** | | |
| PAY04\_03 | Vacation Encashment | Employees are eligible to get one month salary as his vacation Encashment  **0-5 Year**  **Vacation Encashment = 21 days of Basic Salary + HRA + TA**  **Rules:**   * If One Year Contract, employee will be eligible for 21 days * If Two Year Contract, employee will be eligible for 42 days * During the first year, vacation will be eligible upon completion of 12 months (Vacation will be on 13th month), on the following years, the eligible after 11 months. * If employees complete his eligible vacation days based on his contract and he is not taking his vacation system will automatically en-cash his vacation along with his salary   **More than 5**  **Vacation Encashment = One Month Basic Salary + HRA + TA**  **Rules:**   * If employees complete his eligible vacation days based on his contract and he is not taking his vacation system will automatically en-cash his vacation along with his salary.   **Other (Irrespective of Years)**  **Vacation Encashment = One Month Basic Salary + HRA + TA**  **Rules:**   * Based on contract, employees will be eligible for 30 days of vacation irrespective of no. of years * If employees complete his eligible vacation days based on his contract and he is not taking his vacation system will automatically encash his vacation along with his salary.   Vacation Encashment will be processed through a request form. Employees can only avail days as per the accrued days (monthly 2.5 days).   * Once employee availed the Vacation Encashment, he/she will not be eligible for Leave days for the encashed days.   Eg: Once an employee encashed 20 days from his 45 accrued vacation days, he can avail only 25 days of Paid Leave or Encashment. | | |
| PAY04\_04 | Air Ticket Encashment | Expatriate employees are eligible for Air ticket based on their contract i.e. once in a year or once in two years, based on the Destination rate defined by GCC.  Air Ticket Accrual > 12 Years Dependent as 100% and between 2-12 as  50% and Infants 25%).  **Rules:**   * Employees having family status will get air ticket allowance for Wife + 2 Children, based on the Destination rate defined by GCC. * If employee is going for vacation either company will book the ticket or employee can book the ticket and reimburse it. | | |
| PAY04\_05 | End of Service Benefits (EOSB) / Indemnity | **End of Service Benefit is calculated based on Basic Salary + HRA + TA**  End of service amount is calculated based on the Saudi labor law.  **Year is taken based on 360 Days - Unpaid Leaves more than 20 Days.** (Eg. Employees takes 30 days unpaid leave during the year, the calculation will be 360 days - 10 days, so he has 10 days more to complete a year)  **From 0 to 5 years of service**   * If the employee is laid off by the company the employee is eligible for 15 days End of Service Salary per year * If the employee voluntary resigned the employee is eligible for 1/3 days End of Service Salary per year (minimum 2 yrs of Service is required)   **More than 5 years**   * If the employee is laid off by the company the employee is eligible for 30 days End of Service Salary per year * If the employee voluntary resigned the employee is eligible for 2/3 days End of Service Salary per year   **More than 10 years**   * In both cases employee is eligible for 30 days End of Service Salary per year   **Rules**   * If employee takes unpaid leave for more than 20 days, those additional days should not be counted for End of Service Calculations.   Any change in amount, an adjustment entry will be passed for accruals. | | |
| PAY04\_07 | Other Allowance | Any Earnings other than above mentioned allowance will be paid to employee through this component. | | |
| PAY04\_08 | Medical Insurance | Medical Insurance will be accrued monthly for every employee based on the Grade, Nationality (Saudi, Non-Saudi), and Gender (Male, Female).  Insurance for G1-G6 for Saudi (Male or Female) will be 1,052 (all amounts are for annual) and non-Saudi (Male or Female) will be 812.  Insurance for G7-G9 for Male will be 1,960 and Female 3,248 irrespective of Nationality.  Insurance for G10-G11 for Male will be 2,072 and Female 3,808 irrespective of Nationality.  Insurance for G12 and above will be 3,920 irrespective of Gender and Nationality.  Insurance for dependents for Non-Saudis (Wife + 2 Children): As per the list  Insurance for dependents for Saudis (no limit of dependents): As per the list  Any change in amount an adjustment entry will be passed for accruals  Insurance Maintenance - Insurance membership details, Insurance request based on border number, Family member insurance and deduction for 2 and above kids as per policy.  In Patient details if Employee is hospitalized. – Employee Medical/Hospital History should be capture – GCC will Share required details to be captured  Claims for Individual and Assets Damages, Risk insurance and Maintenance of insured documents – Custom Form and WF required – GCC provide procedures and WF  If API provided by Health insurance company, we can have integration. \*Need more discussion  Insurance Accrual (Dependents): it may consider the Date of adding the details in Prime Master data is the key date for initiate the Calculations  Insurance will be Prepayment Accruals | | |
| PAY04\_09 | Iqama Accrual | Iqama Accrual will be made to Non-Saudi Employees for 650 / year, which will be accrued on monthly basis. Any change in amount an adjustment entry will be passed for accruals.  Iqama will be Prepayment Accruals | | |
| PAY04\_10 | Work Permit Accrual | Work Permit Accrual will be applicable to Non-Saudi Employees at the rate of 9600 / year which will be accrued on monthly basis. Any change in amount an adjustment entry will be passed for accruals.  Prepayment Accruals | | |

## PAY05: Miscellaneous Deductions

| **Deduction ID** | **Component Name** | **Calculation Rules/Remark** | | |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| PAY05\_01 | Penalty Deduction | Provision should be given to deduct Penalty for violation of rules.  Penalty for violation should be taken from payables  Table  Description automatically generated | | |
| PAY05\_02 | Notice Period Deduction | If Employee is not serving one month notice period, company will deduct one-month basic salary as notice period deduction. | | |
| PAY05\_03 | Other Deduction | Any deduction to be made from employees’ salary other than the deductions mentioned above can be done through other deduction element. | | |

## PAY06: Advance

| **Deduction ID** | **Component Name** | **Calculation Rules/Remark** | | |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| PAY06\_01 | Housing Advance | Employees are eligible to get 6 months housing allowance in advance based on Managements approval. In case if employee is getting housing advance, he will not be eligible to monthly housing allowance | | |

## PAY07: Leave Impact in Payroll

| **Deduction ID** | **Leave Type** | **Calculation Rules/Remark** | | |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| PAY07\_01 | Annual Leave (Vacation) | Annual Leave Salary Calculation  Only Basic Salary + HRA + TA are paid as Vacation Salary.  **Annual Leave Type General:** Employees are eligible for 21 or 42 days of vacation based on their contract (1 Year or 2 Years). Once employee completes his/her 5 years he will be eligible for 30 days of vacation per year.  **Annual Leave Type Other:** Employees are eligible for 30 days of vacation based on their contract irrespective of no. of years of service (no difference for before or after 5 years) for both contract type (1Year or 2 Years)  There are two conditions for paying Annual Leave Salary:  1. Leave is covering a full month; For E.g.  If an employee is taking Vacation leave from 01 April to 30 April, then.  Employee will get paid March full salary + Vacation Salary of April  2. Leave is spread across 2 months, E.g.  If an employee is taking vacation from March 25 to April 24th (or any other condition) then  Employee will get paid: 24 days salary of March + Vacation Salary | | |
| PAY07\_02 | Sick Leave | First 30Days – Full Pay  Next 60Days – 3/4th pay  Next 30days – No pay. | | |
| PAY07\_03 | Unpaid Leave (Emergency Leave) | Salary is deducted for unpaid leave days (After 20 days, the additional days will not be considered for EOSB calculations) | | |
| PAY07\_04 | Maternity Leave | A female employee shall be entitled for maternity leave for the four weeks immediately preceding the expected date of delivery and the subsequent six weeks.  If the employee’s service period is one year or more and less than 3 years as of the date of commencement of maternity leave, then half her wage will be paid during the maternity leave.  If the employee’s service period is more than 3 years as of the date of commencement of maternity leave, then full of her wage will be paid during the maternity leave. | | |
| PAY07\_05 | Paternity Leave | Entitlement is 3 Days  Salary fully paid for this type of leave | | |
| PAY07\_06 | Marriage Leave | Entitled for 5 days  Salary fully paid for marriage leave – Only once during Service | | |
| PAY07\_07 | Examination Leave | Based on Number of Days exam & if employee is appearing for the exam first time  Salary fully paid for this type of leave. Days Unlimited as per the actual days of Exam. | | |
| PAY07\_08 | Family Leave | Entitlement is 3 Days  Salary fully paid for this type of leave-– Entitlement is 15 Days including Eid Holidays. | | |
| PAY07\_09 | Hajj Leave | Entitlement is 15 Days including Eid Holidays.  Salary fully paid for this type of leave  If service complete 2 Years eligible for Hajj Leaves during once in Service | | |

## PAY08: Accruals in Payroll

| **Deduction ID** | **Component Name** | **Calculation Rules/Remark** | | |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| PAY08\_01 | Annual Leave Days | Annual Leave days should be accrued each month based on employee annual leave eligibility i.e. 30 days or 21 days per year or 42 days per two years.  Annual Leave accrual will start from the day employee joins the company.  Annual Leave Accrual: For 0-5 Years  1.75 days monthly accrual  More than 5 Years or Annual Leavey Type: Other (30 Days) 2.5 days monthly accrual  The employee has to complete the first contract period (1Year/2Year/Other) completely to get annual leave eligibility but subsequent (renewed) contracts can be eligible for partial leave request as per his accrued balances.  Scenarios to be considered:  If current accrued quota is 30 days, and vacation paid is 30 Days, but Employee joined back on duty 15 days early, left days will be 0 as employee already received full payment for 30 days. | | |
| PAY08\_02 | Annual Leave Salary | Based on the leave days leave salary should be accrued in payroll along with monthly salary.  **Leave Salary = One Month Basic + HRA + TA**  Scenarios to be considered:  If current accrued quota is 30 days, and vacation paid is 30 Days, but Employee joined back on duty 15 days early, left payment will be 0 as employee already availed full payment for 30 days. | | |
| PAY08\_03 | Indemnity Accrual (End of Service Accrual) | End of service award needs to be accrued for every employee based on the Saudi Labor law.  **End of Service Salary = Basic + HRA + TA of employee**  **Note:** If employee is staying in company accommodation Housing Allowance will not be included in End of Service Salary  **Accrual Required per month: Consider the maximum values. Start from joining date.** | | |
| PAY08\_04 | Air Ticket Accrual | Employee Air Ticket needs to be accrued every month based on the standard fare table. For employees having Family status, they will be eligible for Air tickets for Wife + 2 Children.  As per the list provided by GCC.  Air Ticket Form input fields will be shared by GCC as agreed, eg: Air Ticket Taxes, etc.  Post payment accrual | | |
| PAY08\_05 | Medical Insurance | Medical Insurance will be accrued monthly for every employee based on the Grade, Nationality (Saudi, Non-Saudi), and Gender (Male, Female).  Insurance for G1-G6 for Saudi (Male or Female) will be 1,052 (all amounts are for annual) and non-Saudi (Male or Female) will be 812.  Insurance for G7-G9 for Male will be 1,960 and Female 3,248 irrespective of Nationality.  Insurance for G10-G11 for Male will be 2,072 and Female 3,808 irrespective of Nationality.  Insurance for G12 and above will be 3,920 irrespective of Gender and Nationality.  Insurance for dependents (Wife + 2 Children up to 18 Years) for Expatriates: Same Category as per Grade.  Insurance for all dependents for Saudi nationals will be covered (no limit of no. of children, etc.): Same Category as per Grade  Prepayment accrual | | |
| PAY08\_06 | Iqama Accrual | Iqama Accrual will be made to Non-Saudi Employees for 650 / year, which will be accrued on monthly basis.  (Wife + 2 Children up to 18 Years)  Prepayment Accrual | | |
| PAY08\_07 | Work Permit Accrual | Work Permit Accrual will be applicable to Non-Saudi Employees at the rate of 9600 / year which will be accrued on monthly basis.  Prepayment Accrual | | |

## PAY09: Reports

|  |  |  |
| --- | --- | --- |
| **SL#** | **Report Name** | **Description** |
| 1 | Payroll Register | A report which shows employee wise earning & deductions during a particular month. Which is helpful in cross checking the result after every payroll run |
| 2 | GOSI Contribution report | A report which shows the contribution of employee & employer to GOSI in a particular month. |
| 3 | Bank Output File | A report which shows how much money to be credited against each employee account. a report which can send across to bank for payment disposal |
| 4 | Pay Slip | A report which can be printed and given to employee to show the break ups of his salary after every payroll run. Required Information:   * Cost Center * Joining Date * Grade * Position * Department * Leave Information     Unpaid Leave Deduction (all unpaid leave deduction to be shown under this) |
| 5 | Cash Payment Report | A report showing how much amount to be paid to employee. |
| 6 | Final Settlement Report | After the final settlement process, payroll executive prints this report to verify the total earnings & deductions from the employee and get his signature on the report. |
| 7 | Quick Pay Register Report | A report which shows employee wise earning & deductions during a particular month for Vacation Salary process & Final Settlements. |
| 8 | Annual Leave & Salary Accrual | A report showing How many days employee accrued so far, how much Salary he accrued so far. This report can be used for reconciling the amount in payroll run with GL |
| 9 | Air Ticket Accrual Report | To see the total accrued amount after a payroll. This report can be printed to reconcile the amount in payroll run with GL |
| 10 | End of Service Accrual Report | To see the total accrued amount after a payroll. This report can be printed to reconcile the amount in payroll run with GL |

## PAY10: Process Description for Payroll

| Process Id | Event | Process Title | Description of Process | Mode | Responsibility |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
| PAYP\_01 | PAYE\_01 | Defining a new payroll | If required there should be a facility to create new payroll and assign employees under that | System Assisted | Payroll Team |
| PAYP\_02 | PAYE\_02 | Creating new salary component | There should be a facility in the system to create new salary component | System Assisted | Payroll Team |
| PAYP\_03 | PAYE\_03 | Assign Allowances to employees based on Eligibility | Each component is attached to employees or category of employees based on their eligibility | System Assisted | Payroll Team |
| PAYP\_04 | PAYE\_04 | Salary Revision Process | Employee salary would be revised based on their performance as per company policy. | System Assisted | Payroll Team |
| PAYP\_05 | PAYE\_05 | Loans/Advance Payment | Housing Advance is given to employee based on his contract and on approval of management | System Assisted | Payroll Team |
| PAYP\_06 | PAYE\_06 | Arrear calculation | If Employees salary is changed back dated the arrear should be calculated along with current month salary and paid to employee. | System Assisted | Payroll Team |
| PAYP\_07 | PAYE\_07 | Payroll Inputs before payroll | Any salary deduction or Advance or Person Accounts deduction are to be processed in the salary | System Assisted | Payroll Team |
| PAYP\_08 | PAYE\_08 | Absence Recording | Facility should be there to record any kind of leave in system and calculation should happened based on the rules | System Assisted | Payroll Team |
| PAYP\_09 | PAYE\_09 | Salary calculation By Payroll Run | GCC has only one payroll for all the employees so payroll should be processed at once for all the employees | System Assisted | Payroll Team |
| PAYP\_10 | PAYE\_10 | Salary Recalculation | If for any business requirement or any input missing for any employees, group of employee or for all employees identified in payroll verification, salary should be recalculated | System Assisted | Payroll Team |
| PAYP\_11 | PAYE\_11 | Payroll Results Checking | There should be an option for payroll Administrator to check the result of payroll for all the employees or for a single employee | System Assisted | Payroll Team |
| PAYP\_12 | PAYE\_12 | Payment Method | There should be an option for defining various payment method for paying employees salary like Bank Transfer, Cash Payment etc. | System Assisted | Payroll Team |
| PAYP\_13 | PAYE\_13 | Pay slip | Based on calculation, there should be an option for payroll Administrator to print the Pay-slip | System Assisted | Payroll Team |
| PAYP\_14 | PAYE\_14 | Stop Salary | There should be an option for Stopping the salary for single employee or a Group of employees | System Assisted | Payroll Team |
| PAYP\_15 | PAYE\_15 | Payroll run for Single Employee | There should be an option for running the payroll for a single employee or a group of employees | System Assisted | Payroll Team |
| PAYP\_16 | PAYE\_16 | GOSI Pay | As per Saudi labor law GOSI deduction is done from employees & Company and a report needs to be generated for finance team | System Assisted | Payroll Team |
| PAYP\_17 | PAYE\_17 | Employee Final Settlement | Employee final settlement is done as per labor law and company policy with necessary approval. All the dues from employees should be deducted from employee. | System Assisted | Payroll Team |
| PAYP\_18 | PAYE\_18 | Vacation Pay | The vacation days would be paid as per company rules. Company will process the Vacation pay when ever employee is going for Vacation. This element will be reflected in the Payroll at the of Approval of Annual Leave. | System Assisted | Payroll Team |
| PAYP\_19 | PAYP\_19 | Penalties & Miscellaneous Deductions | Any deduction from employee’s salary need to be entered before salary processing and same has to be deducted along with employees monthly salary | System Assisted | Payroll Team |
| PAYP\_20 | PAYP\_20 | Late Hour Deduction | If Employee is not completing his working hours as per company’s contract, Amount should be deducted from his salary | System Assisted | Payroll Team |
| PAYP\_21 | PAYP\_21 | Overtime Processing | There should be an option to load overtime details received from branches and department into payroll system and it should be calculated automatically | System Assisted | Payroll Team |
| PAYP\_22 | PAYP\_22 | Costing Process | All the payroll calculations should be costed based on his department & project. | System Assisted | Payroll Team |
| PAYP\_23 | PAYP\_23 | GL Transfer Process | After payroll verification the costing information needs to be transferred to GL | System Assisted | Finance Team |

## PAY11: Payroll Process Flow



## Open and Closed Issues

### Open Issues

| ID | Issue | Resolution | Responsibility | Target Date | Impact Date |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
| 1 | Check In and Check Out through portal access | Need to check the possibility of customization | Veuz |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |

### Closed Issues

| ID | Issue | Resolution | Responsibility | Target Date | Impact Date |
| --- | --- | --- | --- | --- | --- |
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