1. Upload Employee Details

-Allow HR Admn to upload employee data via Excel file.

-Required Fields: Employee ID, Name, Date of Joining, Employment Type, Designation, Location, Team, Job, Manager Name, ManCom, Current Salary (Local and USD), KPI/Goals Rating, Values Rating, Final Rating, Eligibility for Increment (Y/N). Remarks

-Ensure required fields are not empty. ( Remarks can be Empty), Basic Check on field in terms of Alphanumeric, Currency

2. Input Currency Conversion Rates and Market Projections

-Admins can input and update budget by entity/location/function, currency conversion rates and market projections manually.

-Fields: Percentage of Total Payroll Salary, Currency Type, Conversion Rate (to USD),Job Title, Location, Market Salary Benchmark.

3. Configure Compa Ratio Matrices ( Not Critical : Can be in next iteration if it makes it complex)

-Allow configuration of compa ratio matrices by location and job title.

-Fields: Job Title, Location, Min Compa Ratio, Max Compa Ratio, Increment Percentages.

-Validate increment percentages are within acceptable ranges and then store. ( Could be different for increment, promotions, based on location and sometimes function too, eg. tech may have a bigger increase rate than ops)

4. Calculate Compa Ratio

-Formula: Compa Ratio = Current Base Salary / Market Projection (Local Currency).

-Compa ratio is calculated and stored for each employee.

5. Compute Final Ratings ( note from Manoj: We don’t need that, we will upload the final ratings as well with Excel)

-Formula: Final Rating = (70% \* KPI/Goals Rating) + (30% \* Values Rating).

-Final ratings are stored.

6. Determine Salary Increment

-Use predefined thresholds and final ratings(examples >120% compa ratio gets 0%-7% increment, 80%-120% gets 8%-10%, <80% gets 10-15%). Again, if its makes it complex, can be something for next iteration

-Adjust increments for promotions or job changes to meet minimum market projections.

-Increment percentages are stored.

7. Calculate New Salary

-Convert salary increment percentage into monetary value in USD.

-Add increment to the base salary in USD.

-Convert revised USD salary back to the local currency using input conversion rates.

-New salaries are stored for all employees.

8. Final Budget Check ( Budget should be computed for each People Manager based on location of employees, pay matrix, Also, ManCom members should have an extra 10% of the budget), If this makes it complex, we can have a simple solution

-Calculate total payroll cost and multiply with budget percentage and store overall budget limit.

-Sum all changes in salaries and check budget limit.

Ideas:

-Show budget remaining after each employee increment

-Alert once budget is exceeded

9. Generate Increment Letters ( not critical to have). Should have a way to lock the increment as we move up the hierarchy for a lower level manager)

-Generate personalized letters for employees detailing:

-Fields: Current salary, Increment percentage, Revised salary (local and USD), and Reason.

10. Allow Manual Adjustments

-Managers can adjust increments within their predefined flexibility range.

-Admins can adjust increments.

-Ensure adjustments remain within the allowed range.

Screen View for Managers:

1. We should be have a stack ranking based on performance/overall impact/criticality to be entered, by manager as well
2. Ability to sort employees on either rating, salary, level, entity etc’
3. It will be good to have the basic fields, and then ability to add any field ( Nice to have, not mandatory)

Admn View for HR

The ability for Admn, to grant access by location, entity, business function will be great to have. So some control into visibility

There should be a remarks column for the manager, to raise a special request to HR/ his her manager in case of any additional request.

Reports:

1. Total impact on monthly payroll based entity/function wise
2. List of promotions