Introduction

RazzPay is a payroll solution specifically for Startups and SMEs. The solution provides an easy onboarding tool for Companies and an employee interface for them to update their information to be reflected in their payroll deductions. In Switzerland, the accountant manages payroll therefore the primary (paying) user will be the accountant who must be able to add the companies he works with his profile.

There is an emphasis here on a good UI and UX as the majority of solutions currently in the market are clunking and meant for enterprise companies with 150 employees and above. The inspiration for our product stems from our experience using Gusto in the United States. Our aim is to bring a similar small business payroll solution to Switzerland.

Your task will be to:

1. Develop a product utilising modern design concepts and technologies with the highest level of accessibility, reliability and speed.
2. Optimise for UI/UX. We can use templates and themes instead of developing from scratch.
3. Implement the back office used by us. We can go with a bought template.
4. Develop efficient back end and front end logic.
5. Produce two standard XML files

Please deliver estimates organised by components with price for each component and total.

Definitions

Accountant - A business or individual who has manages the payroll process for multiple companies
Startup/Company - We focus on entities which will encompass 150 employees and less
Employee - An individual working for a company who provides his/her details to receive monthly salary.

Specific Use Cases (UC)

Three different types of users exist in the RazzPay ecosystem; Accountant, Company and Employee. An Accountant can access the Company's dashboard and manage the company's account by either adding the Company to RazzPay or being added by a Company already on RazzPay to manage the account.

The Accountant has a simple dashboard which lists the companies they manage. The accountant can also add their Chart of Accountants in this dashboard view which will allocate the payroll entries into the specified bookkeeping accounts of the accountant bookkeeping software.

Once an accountant clicks on one of those companies, the accountant is directed to the Company's dashboard. The company's dashboard is where all the work happens in terms of running payroll and managing employees. The company dashboard can be accessed by both the company and the accountant with the same view.

The employee has a simplified dashboard where the primary purposes is to access Payslips, change their information (update address, new kids, etc) and also upload their hours should they be hourly employees with the company.

Accountant		
Goal 1 - Company Data Entry	**Goal 2 - Run Payroll**	**Goal 3 - Upload into Bookeeping Software**
1. Transfer Company Informations 1. Accountant downloads XML from Abacus with company and employee details. 2. Data is uploaded into solution to create a new client for accountant 3. Accountant reviews company data to ensure correctness 4. Accountant uploads any insurance documents related to payroll	**1. Using Company and Employee information to calculate payroll** 1. Company and employee information entered during onboarding is used to classify an employee into a specific category. 2. Specific category is used to calculate the deductions for that employee's payroll.	**1. Setting up the Accounts** 1. Accountant needs to map the accounts in his Abacus that are relevant to payroll. 2. An XML output of accounts can be extracted from Abacus. 3. This can be reuploaded into solution. 4. Accountant needs to map gross

2. Type Data 1. Accountant types company and employee data manually 2. Accountant adds insurance documents related to payroll 3. Accountant adds bank associated with company. 4. Client added under Accountant dashboard. **3. New Client - Email Invite** 1. Accountant sends onboading email to new company (client). 2. Company adds organisation related information. 3. Company invite employees to complete their information. 4. An email is triggered to employees asking them to add information. 5. Company adds insurance document related to payroll and bank account details. **4. Accountant Dashboard** 1. Accountant will have a dashboard with all companies he works with using RazzPay. 2. From the dashboard, he can add companies by invitation or he can add the information himself.	3. AHV, IV, EO, ALV & ALV2 are payroll deductions which are fixed. (Reference ANNEX I - Payroll Deductions). 4. FAK is dependent on the company's registration address based on Kanton. 5. Insurance for BU, NBU, Suppl. Insur, Daily Sickness & Pension Fund depends on insurance documents uploaded by the company. 6. Withholding Tax is dependent on employee's details. **2. Initiating Payment** 1. Run Payroll flow will provide details to the accountant of the employee's gross to net salary breakdown with deductions. 2. Accountant can add a reimbursement or bonus in the initial part of the flow. 3. Accountant will be given a standard banking XML with payment details for each employee. 4. Accountant is also given Payslips for each employee. 5. Accountant will send the XML file to the company for them to upload into their e-banking interface. 6. Accountant will also send the company all the Payslips associated to each employee. 7. Upon completion, accountant is given an Abacus XML to upload into their Abacus solution for recording of the payroll journal entries. **3. Hourly Employees**	salary and deductions to key accounts used in Abacus. **2. Upload back into Bookeeping Solution** 1. Mapping will allow solutions to produce an XML after a payroll has been run. 2. XML will allocate specific financial information related to payroll to the designated bookeeping accounts. 3. XML can be reuploaded into the Abacus solution for direct journal entry creation.

	1. Companies which have hourly employees will need to be approved by accountant or company. 2. Accountant can add hours worked by employees of the companies which will calculate amount owed to employee. 3. Employee can submit hours paid and Accountant can confirm hours with company and edit/approve hourly employee hours and pay.	

Company	
Goal 1 - Data Entry	**Goal 2 - Dashboard**
1. Email Invite 1. Comapny receives email invitation from Accountant asking them to input their data into RazzPay. 2. Company is redirected to a login page for them to enter username and password. 3. Company enters information such as registration address, ,legal entity, etc. 4. Company provides insurance policies for health and pension. 5. Company enters banking details 6. Company invites employees to join RazzPay after contributing basic information on role and salary.	**1. Same Dashboard View as Accountant** 1. Company can login into their dashboard. 2. Company can view employees details, access Payslips and uploaded documents. 3. Company can update company information such as new insurance policy or address change 4. Company can update employee salary, approve employee hours and change employee roles. **2. Running Payroll** 1. Company can opt to run payroll themselves as they have the same dashboard view as Accountant of their company. 2. Company must edit and approve hourly employee hours and pay before payroll must be run. 3. Deadline for employees to submit hours and pay is set in

	registration and can be adjusted in dashboard. 4. Should employees not input hours and pay, company can manually add and adjust. 5. Company can run payroll once hourly employees are approved. 6. Run Payroll follows same flow as Accountant. **2. Appointing an Accountant** 1. Company which joined RazzPay without invitation can choose to appoint their accountant 2. Accountant can manage payroll and HR for the company with same view and settings as company 3. Accountant cannot initiate any wire payments to employees. He can only generate the XML to be uploaded into a company's e-banking interface.

Employee	
Goal 1 - Data Entry	**Goal 2 - Dashboard**
1. Email Invite 1. Employee receives email invitation from Accountant or Company asking them to input their data into RazzPay. 2. Employeeis redirected to a login page for them to enter username and password. 3. Employee enters information such as home address, immigration & family, 4. Employee enters banking details	**1. Simplified Dashboard View** 1. Employee can view Payslips 2. Employee can update personal information which is reflected in Payroll 3. If hourly employee, he/she can submit hours for approval by company or accountant. 4. Employee can view uploaded documents for school certificates or salary certificate.

Technology

- Preferred PHP (Laravel) / MySQL BE stack, Angularjs FE Stack
- FE client side - responsive (Bootstrap based preferred) - Please find and recommend a theme
- FE templates for back end office required. - Preferred below, unless better
  - https://themeforest.net/item/metronic-responsive-admin-dashboard-template/4021469?s_rank=1
- Cross border compatibility - IE 9, 10, 11 Edge, Chrome, Firefox, Safari
- Standalone on domain razzpay.com - DS/VPS with managed services
- SSL via let's encrypt (current)
- Site performance - highest level of accessibility, speed, reliability
- Two XML Standard Production
  - Banking XML File - https://wiki.xmldation.com/General_Information/ISO_20022/pain.001
  - Abacus XML File - https://classic.abacus.ch/fileadmin/htmlfiles/abaconnect/fibu/FIBU__XML%20Buchungen_2018.00_AbaDefault_DE.html
- Modern Security Measures
  - Data encryption - Client data for employee and company
  - User Account Data - Strong password requirements, newest pw hashing
  - XSS Prevention, DB Injection prevention, etc.

Software Delivery

- Access to DEV environment for feedback rounds (heroku or similar)
- QA
  - Automated tests and results
  - Documented manual QA
- Full buyout
  - Code repo handover
  - Code documentation required
- LIVE deployment on recommended servers with proper server setup & tools
- Post delivery min. 3 months bug fixing included (longer preferred)