



PAYALL - YOUR HRMS SOLUTION

OCT 02, 2023

Table of Contents

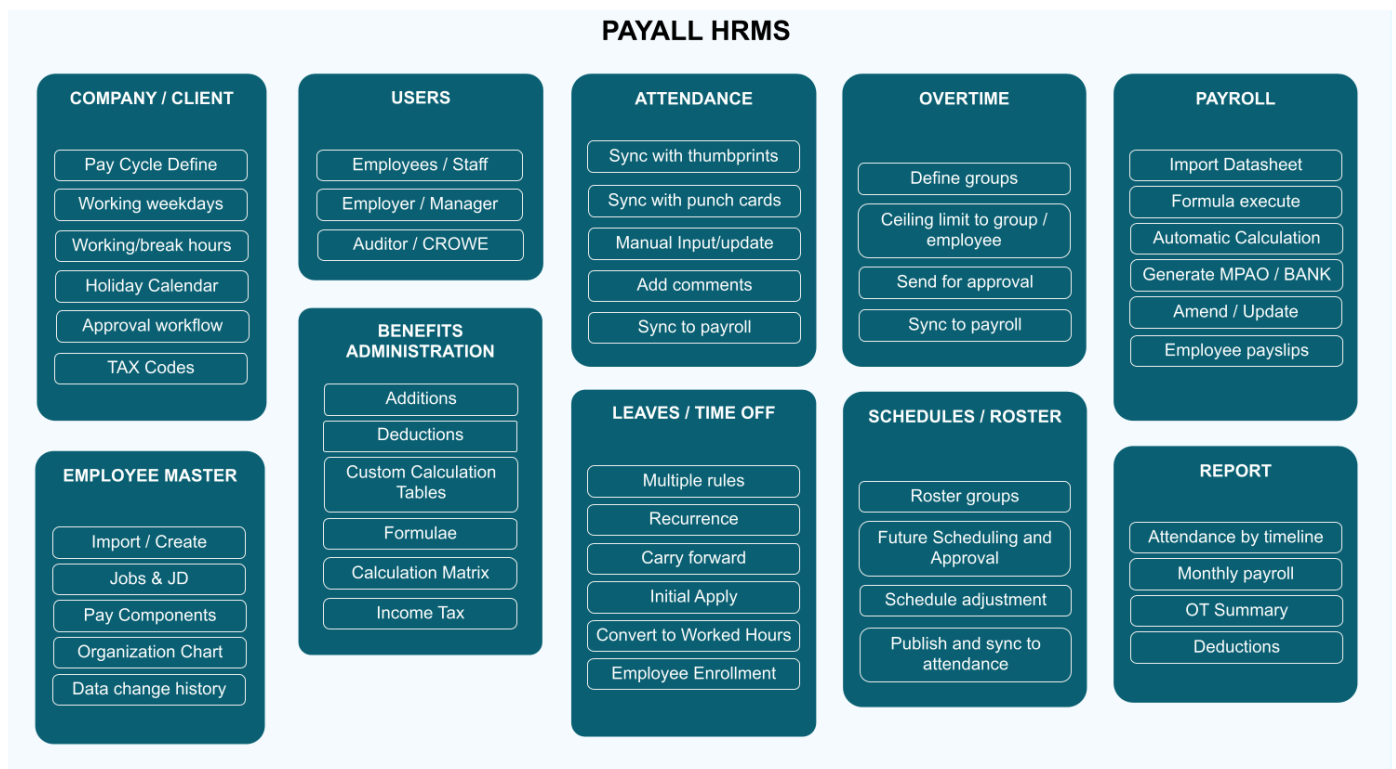
Table of Contents	2
1. Project Overview	2
2. Obstacles	3
3. Payall Features	4
4. Response to the Vendor Questionnaire (Exhibit B)	10
5. Delivery Timeline	13
6. Used Technology	13
7. Device Integration	14
8. Implementation	14

1. Project Overview

The purpose of this document is to provide HRMS Solution to process multiple client payroll considering different types of leaves, overtime & pay groups. Payall HRMS provides unique new experience on managing clients, payroll and HR data. With extensive customization and features sufficient to process hassle free multi-client payroll and timesheets easily, confidently and secure.

This document explains the high-level technical and functional requirements, and provides information about the roles and responsibilities needed to support such a system. It does not include details about expanding access to the system to non HR/Audit members, though the system will be designed in such a way to permit such an expansion.

Payall HRMS is all-in-one solution to support our business processes, streamline current processes, minimize manual activity and improve reporting and customized payroll system.



2. Obstacles

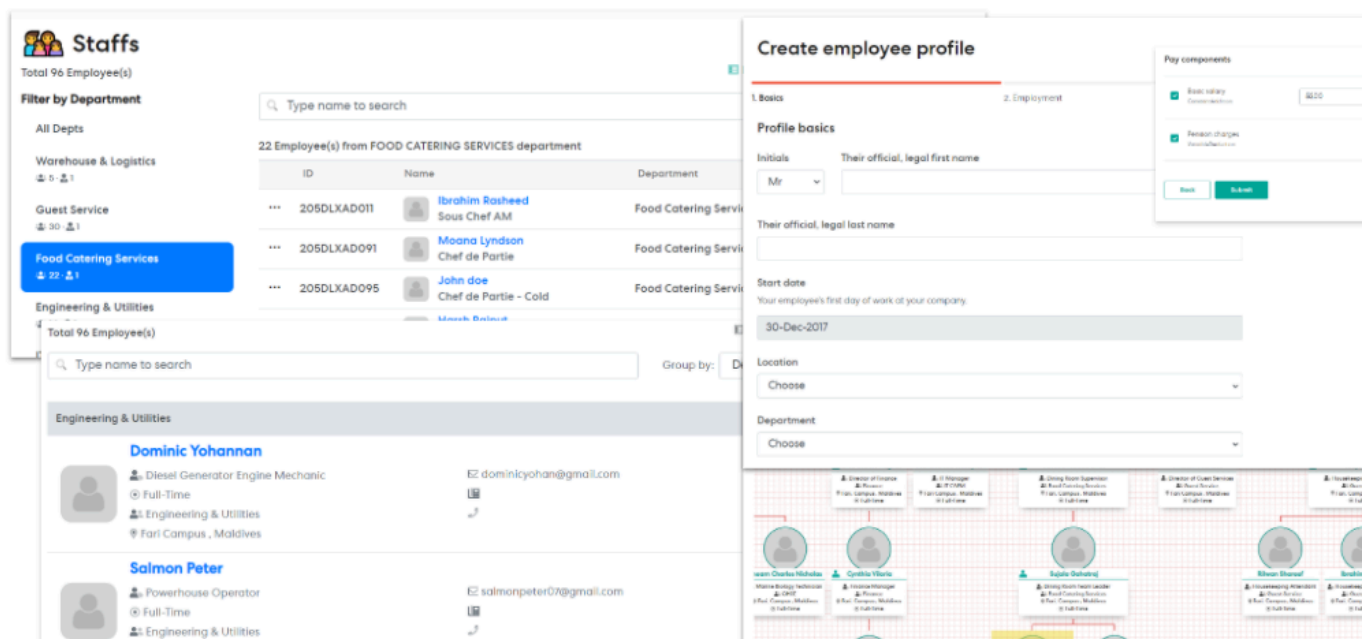
Some of the obstacles faced by the clients in terms of technical and others are specified below

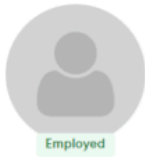
- Data storage and scalability
- Data inconsistency
- Unfriendly User Interface
- Real-time attendance and other physical system integration issues
- Archiving and querying data
- Human readable audit trails and change history maintenance
- Extensive customizations
- Performance
- Managing multiple calculation data sheets and formulas in payroll
- Complex custom calculations during payroll

3. Payall Features

Some of the obstacles faced in terms of technical and others are specified below

- Employee Master





315MLD006 · Dominic Yohannan ▾

✉ dominicyohan@gmail.com

👤 Diesel Generator Engine Mechanic

⌚ Full-Time

🏢 No Department

📍 No Location

Permanant Address

Street Address · Reethigasdhoshuge, S.Maradhoo,
Maldives
City / Island ·
State / Atoll ·
ZipCode ·

Permanant Address

Street Address · K. Rahfall
City / Island ·
State / Atoll ·
ZipCode ·

General

📈 Performance

📅 Employment

💰 Compensation

💵 Payment

📅 Time Off & leaves

📁 Resources

👋 Welcome back!

📅 Schedule

📅 Calendar

📋 Tasks

🔔 Requests 3

🔔 Notifications

General Information and Contacts

Hi, I'm Dominic Yohannan 👤

Personal HR Info Bank Accounts Emergency Contact Address Manager Direct Reports

✎ Make Changes

IdentityType · NationalID
IdentityNumber · N4646181
Initials · O
First Name · Dominic
last Name ·

Bank Account No. · 7701226866101
Name of Account holder · Ibrahim Mujahid
Name of the Bank · Bank of Maldives
Bank Address / Branch · Maldives

Actions Job Information Organization Chart Roles & Access

Status **OCCUPIED**

Location Terry Lounge , Maldives

Department Guest Service

Title Laundry Attendant

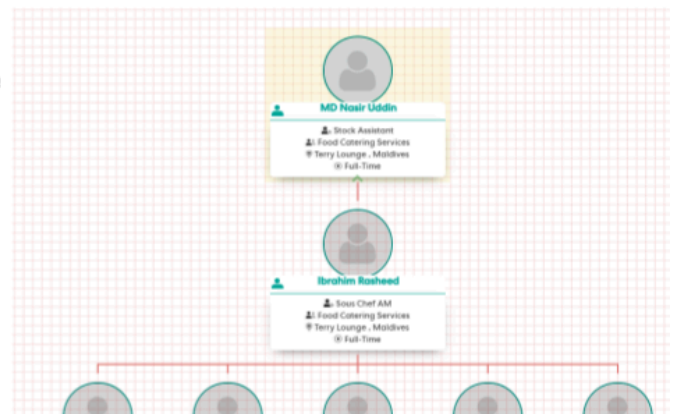
ID **JD017**

Classification R&F

Reporting Job NA

Directly Under 0 job(s)

Reporting To **MD Nasir Uddin**
Stock Assistant






b. Data Import and Jobs

Import Employees & Jobs

Import Map Result

 File Uploaded, Now lets try to Map Excel columns to PayAll fields

99 records found!


Index	Field (Excel file)	Map Field	Sample Data
0	#	<div>None</div> <div> column will be ignored</div>	1, 2, 3, 4, 5
1	JD	<div>None</div> <div> column will be ignored</div>	JD001, JD009, JD003, JD002, JD006
2	Employee ID	<div>Employee ID</div>	600190695, 600256541, 600257995, , 315MLD003
3	Level	<div>Level</div>	MGR, MGR, MGR, MGR, MGR
4	Staff Name	<div>None</div> <div> column will be ignored</div>	Timothy Patrick Clinton, Terence Stephan Price, Adones Chavez Espelogo, Jerson TESTA, Mohamed Shahid

Jobs

JD045 · Housekeeping Supervisor ▾

OCCUPIED

Summary Pay Components Associated Leave Structure Audit Trail

 **399IMQX8228 · Katherine Gomez**
Housekeeping Supervisor

Status **OCCUPIED**

Location Terry Lounge , Maldives

Department Guest Service

Title Housekeeping Supervisor

ID **JD045**

Classification SUP

Reporting Job **JD002 · Hospitality Manage**

Directly Under 1 job(s) **JD016 · KOC Leader**

 Add / Change

Compensations and Benefits

Additions (3) Deductions (0)

Effective Date	Adjustment	Total	Change Reason
 01-01-0001	Bonus	96.00	
 01-01-0001	Allowances	75.00	
 01-01-0001	Basic Salary	1,150.00	

c. Salary & Benefits

1. Payroll period

2. Calendar

How is payroll period defined?

Payroll period from 20th to 20th

When does your week start

Your week start date will be the first date that will appear in all the calendars.

Sunday

Submit

Variable Addition

Public Holiday Pay

1 · Name

2 · Department

3 · Basic Salary

4 · Rate Per Day

5 · Rate Per Holiday

6 · Total No. of Holidays

7 · Total Holiday Pay

+ Add Field

View Sample Data

Check

Calculation formula

{employee.Basic Salary} + {employee.Service Allowance}

☐ Make this field editable

Manual entry field

Field Type (number, text, date)

Number

Field display Name

Total No. of Holidays

☐ This is final column to calculate Public Holiday Pay

Calculation formula

{field.rate-per-holiday} * {field.total-no-of-holidays}

☐ Make this field editable

Show Calculatable fields

Field display Name

Total Holiday Pay

☒ This is final column to calculate Public Holiday Pay

{employee.Supervisor Allowance} : Employee

{employee.Long Service Allowance} : Employee

{employee.Living Allowance} : Employee

{chart.WorkedHours} : Chart

{chart.WorkedMins} : Chart

{chart.LateMins} : Chart

{chart.LateHours} : Chart

{chart.LateDays} : Chart

{chart.AbsentDays} : Chart

{chart.OvertimeHours} : Chart

{chart.OvertimeMins} : Chart

{chart.LeaveDays} : Chart

d. Overtime

Attendance
September 2021
Weekly
Monthly

Attendance balance 35h 47m 0h
Tracked Hours Remaining

Overtime balance 2h 21m 0h
Tracked Hours Deficit Hours

5 days, 48/8 hr/w/d
Thu, Sun, Mon, Tue, Wed,

Thursday 26 Friday 27 Saturday 28 Sunday 29

2 3 4 5

5h 17m + 2h 40m 5h 38m + 2h 24m 0h + 0h

Late 03:21 → 10:18 07:27 → 07:13

Late 03:32 → 10:34 07:43 → 07:13

Created

305XLS1238324 · John Doe
OE Delivery Staff

Approve all

Day Hours Worked Breaks Overtime / Deficit Status

Sun, 20-06-2021 4h 49m 2h 44m Pending

Time Type Break Comments

8:39 AM → 10:33 AM 2h 54m CheckIn → BreakOut

12:17 PM → 2:12 PM 2h 55m BreakIn → CheckOut Studio Room 2h 44m

Overtime

1 · Supervisor Edit

2 · Specific Employee Muhammad K.A Edit

Add next level

Overtime Request
Friday, October 1, 2021

Approval Process
Supervisor → Muhammad K.A

981OUIX881203 · Madonna
Chef de Partie

Overtime #2

Status: Submitted

Working on breaking changes in api v2
Work summary

Wed, Sep 29, 2021
6 pm - 9 pm
last modified about 5 hours ago

e. Attendance and Leave management

The screenshot displays a comprehensive time management interface. At the top, the 'Working Schedule' section shows a weekly view for the period of September 26 to October 2, 2021. It details daily work hours and late arrivals, such as 'Late 04:00 → 09:02' on Sunday. Below this, the 'Time Off' section lists various leave policies: Sick Leave (240.00 hours, Fixed), Vacation (150.00 hours per 300.00 hours worked, Hourly), and Quarantine (540.00 hours, Fixed). Each policy includes specific conditions like 'Require document after 2 consecutive days' for sick leave. To the right, the 'Accrual details' section allows configuration of how time is earned, with options for 'Fixed' (set amount per year) or 'Hourly' (based on hours worked). A summary table at the bottom right shows the 'Attendance balance' (35h 47m), 'Overtime balance' (1h 21m), and 'Total Worked Hours' (3.30).

f. Other core features

- i. Extensive customizations (especially for leaves)
- ii. Improved performance by separating operational data with transactional data
- iii. Managing multiple calculation data sheets and formulas in payroll. Create your own custom metrics to include in payroll.
- iv. In-house deployment supported
- v. Support for post payroll processing
- vi. Ability to add complex custom calculations during payroll
- vii. Payroll automatically calculate metrics every paycycle which can be used in formulas when calculating payroll
- viii. Audit trails include table name, changed column name and data stored previously and changed data is stored in audit trails for point-in-time tracking reports
- ix. Ability to support multiple tax identification numbers and add to payroll for auto processing

4. Response to the Vendor Questionnaire (Exhibit B)

1. Company/Individual Information:

- a. Provide a brief overview of your company/Service: Include company/individual name, address, year founded, Website, number of employees and primary business focus.

I have been working in the web development sector since 2012, during this period I have worked in different environments, from big consultancy companies to start-ups. Also, I am a self-motivated and a self-taught professional who likes to solve problems and resilient challenges. I merge a passion for usability and user experience with technical knowledge to create cool digital experiences. My repertoire includes programming languages and tools such as ReactJS, Microsoft .Net Core & Standard, WPF, Windows Forms, Docker, MSSQL, PostgreSQL, Windows and Linux server configuration, Gulp, SASS, LESS, Twitter Bootstrap, jQuery, and more

- c. Are there any outstanding lawsuits against your company? If so, explain.

There are no lawsuits

2. Experience:

- a. Describe your organization's experience in providing HR/Payroll Software and/or optional modules – How many years, types of companies receiving services, etc.

Currently this system is not available commercially

- b. Indicate if the organization has prior experience in providing HR/Payroll Software and/or optional modules to nonprofit organizations.

Currently this system is not available commercially, but we have worked very closely with Company about 100 to 200 employees with multiple performance based benefits

- c. Provide a list of current clients.

Currently this system is not available commercially, thus we have no clients yet with respect to providing HR/Payroll Software

- d. What is the average size of your clients?

Currently this system is not available commercially, thus we have no clients yet with respect to providing HR/Payroll Software

3. Training:

- a. What types of training do you offer? Do you offer super-user and end-user training?

We offer super user (payroll users) training and end-user (Employee) training. Also we offer audit users training. All training will be conducted online

- b. Do you provide IT training and ongoing support?

Yes, we have provided you with the option to subscribe for our annual support plan. Should we come to an agreement on the support plan, we will be providing IT training (via online) and support

c. Do you offer initial deployment and migration support/training for on premise solutions?

Yes, we will provide initial deployment to inhouse systems. However, should data be migrated may incur extra cost.

d. What training materials do you provide?

Yes, We will be having over System User Manual which will be primarily used by super and end users. Additionally we will provide technical Documentation which outlines technical aspects of the system, Database, Data storage classes and other technical modules required by your IT department or third party looking to read or modify the source code

e. What training options are available?

We offer following options

- 1. On-site training*
- 2. On-line training*

4. Security

a. Describe the overall security scheme of the system.

Data encryption

Data in transit

All data transferred between the user's browser and Payall's servers is encrypted in transit. Payall uses TLS v1.2

Data at rest

Data is encrypted at rest in AWS using AES-256 key encryption.

Data center security

Data center provider

Payall uses Amazon Web Services (AWS) to host its production servers, databases, and supporting services.

Multi-region

Payall uses a multi-region setup for its infrastructure. The principal region for running the application is AWS region US-West-2 (Oregon), with AWS region US-East-1 (Virginia) for its backup.

Data availability

Backups

Payall production systems and data are backed up on a regular basis. We run through a checklist to verify data is recorded and usable. Backups are tested on a periodic basis.

Status page

Payall service statuses, maintenance updates, and any incidents affecting our users are documented

b. What kind of security measures do you have to protect remote users?

Data in transit

Authentication Password Policy

Configurable password policies for users/admins

Authentication

Payall allows you to add an extra layer of security to your account by enabling two-step verification, also called two-factor authentication. This reduces the chances of having your account accessed by anyone else.

Manager permissions

With Payall's Complete plan, admins can provide limited-access permissions to certain accounts.

c. Do you offer advanced security settings such as mac filtering, whitelisting or static IP addressing?

No, Payall does not contain any network level permission which can be set within the UI of the system, however we will provide support for security implementation at in-house servers.

d. Do you offer role-based user permissions and the ability to restrict access from unauthorized locations and devices?

Yes, Payall contains a set permissions which limits the user's view and navigation. User login activity devices (UA) are recorded in the system, but unauthorized access from locations feature is not implemented yet.

5. Implementation:

a. Describe your standard implementation process. Include how long each step takes to complete.

Implementation stages are divided into blocks of weeks and each step could take a minimum of one block, but more important stages such as gap filling and development may take more than one block. Please refer to the timeline attached in this document

b. Describe the typical implementation project team.

Implementation project team will include a developer, two unit testing staff and one trainer

5. Delivery Timeline

		Month 1		Month 2				Month 3				Month 4	
		W3	W4	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2
D1	Requirement analysis												
D2	Gap Filling												
D3	Presentation of first prototype												
D4	Development & Enhancement Works												
D5	Final product demo												
D6	Focus group Testing												
D7	Changes & Bug fixes												
D8	Pilot testing												
D9	Go Live!												

6. Used Technology

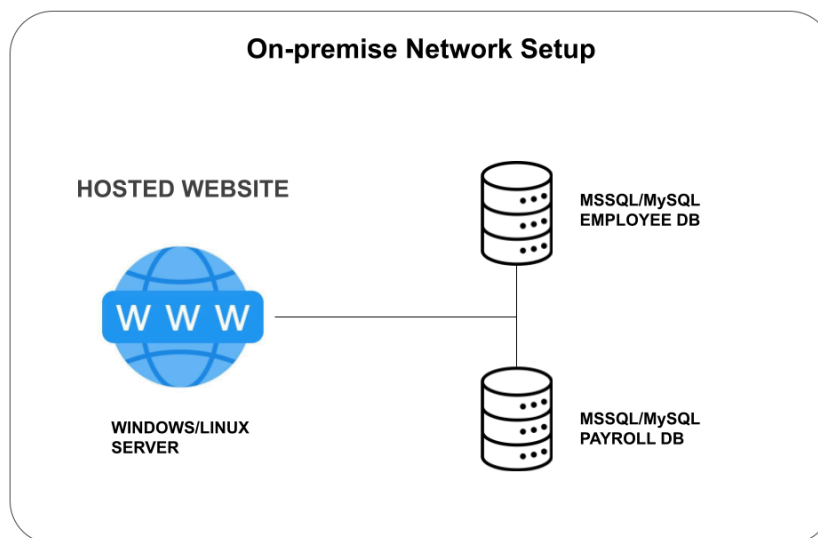
- .NETCORE 5.0
- C# 8.0+
- MySQL / MSSQL
- HTML5
- Javascript
- Ajax
- CSS/CSS3

7. Device Integration

Payall integrates with almost all devices which provide internal access and synchronization features with other api. Payroll used software installed in the servers to push finger / punch records from machine to Payall immediately upon insertion

Payall system will expose a RESTful API via HTTP to provide data in JSON format for external consumer access (primarily for attendance punch and finger machines)

8. Implementation



Implementation of Payall systems are hardware, architecture and software agnostic. Above illustration shows typical implementation of on-premise setup of Payall HRMS. However, application can be hosted on linux or windows servers as preferred by the client.

This document includes implementation for on-premise hosted application architecture