

خانة التقويم .. تعتمد في اختيارات النظام واهمها الراوتب

اللغة : لإظهار لغة بيانات الشجرة بالنظام في كل شاشات النظام

### General Preferences

The Date System Preference of Hijri or Gregorian is used for salary calculation

The Display Tree Labels in: is no longer required in the SaaS App.

The Gosi Percentages in the preferences are used in the report for Gosi Deductions as shown below

وتؤثر في الاحتساب في تقرير استقطاعات التأمينات الاجتماعية حسب النسب المسجلة

Emp. #	Name	Nationality	Subscription No	Gosi #	Gosi Salary	Date Joined	Employee		Company	
							%	Amount	%	Amount
0047		Saudi		45464565	2,500	01-2020	10	250	12	300
0001	AHMED Azeez Waleed KH	Saudi		121212	5,625	01-2014	10	563	12	675
0005	Ali Khaled Fahad Mohame	Saudi		987654321	5,000	01-2014	10	500	12	600
0017	Fayaz luai nedal Odah	Saudi		22334455	3,750	01-2010	10	375	12	450
0002	Ibrahim Fahad Ahmed Kha	Saudi		131313	4,375	01-2014	10	438	12	525
0003	Konta belo fera Brakish	Eritrean		5214514632320	4,313	01-2015	0	0	2	86
0016	Salah Faiz Ahmed Omar	Saudi		11223344	5,000	01-2007	10	500	12	600
0018	Tahaa Ssaaid Jaafer Moha	Saudi		33445566	5,000	01-2011	10	500	12	600
Totals					35,563			3,125		3,836

### Summary

Nationality	# of Employee	Total Salary	Employee		Company		Gosi Amount
			Percent	Amount	Percent	Amount	
Saudi	7	31,250	10	3,125	12	3,750	6,875
Non Saudi	1	4,313	0	0	2	86	86

Here is history of old Gosi percentages with their effective dates

Date System Preference: Gregorian Calendar  
 Display Tree Labels in: Latin English(U.S.)

Gosi Preferences:

Percent For Saudis(Employee): 10.00  
 Percent For Saudis(Company): 12.00  
 Percent For Non-Saudis(Employee): 00.00  
 Percent For Non-Saudis(Company): 02.00

Calculate Gosi in Payroll: ☒ Modify

Payroll Preferences

No. of Hours Per Month: 218 OT: .  
 No. of Days Per Month: 30  
 Work Tardiness Multiplying Factor: 1.00  
 Absent From Work Multiplying Factor: 1.00  
 Calculate Overtime Outside Payroll: ☒ Full Housing: ☐  
 Include Outside Overtime in Payroll: ☐ Days Only: ☐  
 Post to Acct. Outside Payroll Overtime: ☒

Effectivity

**Company Gosi**

Month/Year Effectivity: 01 2023

Saudis

Employee: 09.75  
 Company: 11.75

Non-Saudis

Employee: 00.00  
 Company: 02.00

Comments:

#	Month/Year	Saudi		Non-Saudi	
		Employee	Company	Employee	Company
001	Jan/2023	9.75	11.75	0	2.00
002	Sep/2014	10.00	12.00	0	2.00

Ok Cancel

Clicking Modify button will open this popup to enter new Gosi percentages for Saudis and non-saudis

The Saudi Employee Gosi percentage entered above is used to calculate the Gosi Saudi Contribution here. The old percentage was 10% there for contribution is 400

Employee Master - 0541 - ABDULRAZZAQ SALEH BRAHEEM ALHASSANI

Search For..

Employee Employment Earnings Deductions Evaluation Modifications

Employment No.: 001  
 DeductionType: Personal Loan Deduction  
 Amount: 12,000.00 Installments: 6  
 Installment Amount: 2,000.00  
 Start Date: 01-06-2023  
 Notes/Remarks: buy car

Settle Terminate Deduction  
 New Value: .00  
 Termination Date:   
 Transaction Date: 00-00-0000  
 Comments:

#	Deduction Description	Amount	Installment	Paid To Date	Balance	Startdate	User
001	Personal Loan Deduction	12,000.00	2,000.00	0.00	12,000.00	01-06-2023	BCS
Totals:		12,000.00	2,000.00	0.00	12,000.00		

No. of records in the list: 1

Gosi Information

Subscription No.: 503656043  
 GOSI No.: 396066424  
 GOSI Start Date: 12-01-2019

Salary in GOSI: 4,000.00  
 GOSI Contribution: 400.00  
 Remarks:

Ready | Ver: PI-18.10/295 | User: BCS | DB: Main [ pis: babtain ] | 10/02/2023 12:14:45 PM

Company-wide Application Preferences

General Preferences | **Specific Preferences**

Employee Number System: Sequential Generation

Employee Name Entry Options: Arabic Required/Eng

Payroll G/L Accounts

Employees Sub-ledger:

Post To Accounts: ☐ Monthly Pay: ☒

Map Dept. to Actg. Branch: ☐ Return Date: ☐

Use 2 GL ID For Ben/Ded: ☐ Calculate Leave Extra: ☒

Leave Preferences

Forward Vacation Days Balances: ☒ current days/month: ☐

Use Latest Salary on Calculation: ☒ Include Vac. Period: ☐

Fiscal-Year End: 01-01-1900

No. of Days In A Year: 360

Max. Vacation Days Per Contract: 30

No. of Vacation Per Contract: 5

Include EOS Amount in Settlement: ☐

Termination/End Service Preferences

Date for End-Service Benefit: Employment Start Date

Resignation Notice in Month(s): 1

Termination Notice in Month(s): 3

Payroll Calculation Rounding: ☒ Attendance M/C: ☒

Costcenter based Attendance: ☒ Entry Overtime: ☒

Split Payroll for Transfer: ☐ Previous Month: ☐

Gosi Alert Days:

Auto Calculate GOSI: ☒

Those circled in red are NOT required

آلية ترقيم الموظفين (آلي - يدوي) تحديد

اعداد الربط مع البرنامج المحاسبي -

Configuration options with Accounting System

- Delete الغاء الاختيار

- اختيار احتساب أيام التجاوز من إجازة لموظف في حقل مستقل وحتى يتم خصمها من نهاية الخدمة
- calculate the days exceeded from leave for an employee for deducted from the end of service
- =====

We only need the circled in blue, the rest are NOT required

- Leave Preferences - اعدادات الاجازات

**Forward Vacation Days Balance:**

ترحيل رصيد إجازة الموظف لسنة أخرى

**Use Latest Salary on Calculation:**

احتساب راتب الاجازة على اخر راتب

**Current days/month:**

احتساب أيام الشهر للاجازة للموظف الحالية

**Include Vac. Period:**

احتساب فترة إجازة الموظف ضمن رصيد الاجازة الجديد

-

## Payroll Preferences

## معدلات احتساب الرواتب

Payroll Preferences

No. of Hours Per Month: 218 OT: .

No. of Days Per Month: 30

Work Tardiness Multiplying Factor: 1.00

Absent From Work Multiplying Factor: 1.00

Calculate Overtime Outside Payroll: ☒ Full Housing: ☐

Include Outside Overtime in Payroll: ☐ Days Only: ☐

Post to Acct. Outside Payroll Overtime: ☒

**No need**

عدد ساعات العمل في الشهر عند احتساب الإضافي أو التأخير لكل معادلة تتعلق بساعات العمل

Calculate Overtime

Basic Salary: 4,400.00 Overtime Type: WeekDays Overtime

Working Hours/Month: 218 Multiplying Factor: 1.50000

Overtime Hours: 00 Overtime Amount: .

☐ Modify Working Hours/Month

Ok Cancel

Add work hours: 230 Example : (8 hour per day × 30 Days)

No. of days per month: 30 days (Calculated payroll for All months 30 days)

If the field is empty, the days of the month are calculated according to the calendar

عامل الضرب لاحتساب خصم الغياب

Multiplying Factor for Absence from work

عامل الضرب لاحتساب خصم التأخير عن الدوام

Calculate Penalty For Coming Late To Work

Deduction Type: Delay in officetimings Multiplying Factor: 1.00

Basic Salary: 4,400.00 WorkHours Per Month: 218

Absence Pay: 4,400.00 Late Pay: 4,400.00

No. of Hours Late: 33.00 Deduction Amount: 666

☐ Modify Multiplying Factor

Ok Cancel

This is the multiplying Factor for calculating absence from work in hours. It is used in this popup.

$4400/218 = 20.18$  riyals per hour

For 33.0 hours  $\times 20.18 = 666.06$

**Company-wide Application Preferences**

**General Preferences** | Specific Preferences

Date System Preference: Gregorian Calendar

Display Tree Labels in: Latin English(U.S.)

Gosi Preferences:

Percent For Saudis(Employee): 10.00

Percent For Saudis(Company): 12.00

Percent For Non-Saudis(Employee): 00.00

Percent For Non-Saudis(Company): 02.00

Calculate Gosi in Payroll: ☒ Modify

Payroll Preferences

Hours Per Month: 240 OT:

No. of Days Per Month: 30

Work Tardiness Multiplying Factor: 1.00

Absent From Work Multiplying Factor: 1.00

Calculate Overtime Outside Payroll: ☒ Full Housing: ☐

Include Outside Overtime in Payroll: ☐ Days Only: ☐

Post to Acct. Outside Payroll Overtime: ☐

Effectivity

Effective Start Date: 25-04-2018 Accumulated: ☒

Tie To Fixed Asset: ☐ Update Ticket Benefit: ☐

Ready

**Employee Master - 0502 - GOUDA OTHMAN RAMADAN OTHHMAN**

Search For: 0502

**Employee** | Employment | **Earnings** | Deductions | Evaluation | Modifications

Employment No.: 001

Benefit Description: Transportation Allowance

Benefit Amount: 941.00 Salary %: 00

Effective Date: 01-04-2020

End of Service: ☒ Money Value: ☒

Payment Scheme: Monthly

Notes/Remarks:

Available Benefits	Include	RW	MP	AP	LP
Basic Salary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Food Allowance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Housing Allowance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transportation Allowance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
بدل طبيعة عمل	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Allowances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Id	Benefit Description	Amount	Effective Date	Payment Scheme	Remark	User
001	Basic Salary	1,923.00	18-01-2018	Monthly		HR3
002	Transportation Allowance	941.00	01-04-2020	Monthly		BCS
003	Housing Allowance	481.00	18-01-2018	Monthly		HR3
004	Food Allowance	941.00	01-04-2020	Monthly		HR3
005	بدل طبيعة عمل	2,562.00	01-02-2021	Monthly		HALSAEDI

Total: 6,848.00 MP: 6,848.00 Late: 6,848.00 Absence: 5,907.00 Count: 5

Ver: PI-18.10/295 | User: BCS | DB: Main [ pis\_babtain ] | 10/02/2023 12:58:45 PM

**Employee Payroll - 0502 - GOUDA OTHMAN RAMADAN OTHHMAN**

Month/Year: Dec/2021

Employee ID: 0502 Status: Bank Bank A/C: SA6910000018300000050301

Name: عثمان رمضان جوده Nationality: Egyptian

Name in English: GOUDA OTHMAN OTHHMAN Position: Accountant CC: 0080

#	Benefit Description	Amount	Effectivity	Scheme	This Month
1	Basic Salary	1,923.00	18-01-2018 Monthly		1,923.00
2	Transportation Allowance	941.00	01-04-2020 Monthly		941.00
3	Housing Allowance	481.00	18-01-2018 Monthly		481.00
4	Food Allowance	941.00	01-04-2020 Monthly		941.00
5	بدل طبيعة عمل	2,562.00	01-02-2021 Monthly		2,562.00

Total Salary and Benefits: 6,848

#	Deduction Description	Amount	Paid To Date	Balance	Inst. Amt.	This Month
1	Absence from Work	Non-fixed				

Calculate Penalty For Days Absent From Work

Deduction Type: Absence from Work Multiplying Factor: 1.00

Basic Salary: 1,923.00 WorkDays This Month: 30

Absence Pay: 5,907.00 Late Pay: 6,848.00

No. of Days Absent: 2.00 Deduction Amount: 394

☐ Modify Multiplying Factor

Ok Cancel

Total Deductions: 0.00

Amount Due: 6,848

Ver: PI-18.10/295 | User: BCS | DB: Main [ pis\_babtain ] | 10/02/2023 12:46:38 PM

To calculate Penalty for absence from work we use the Absence Pay amount 5907, and divide it by the number of days in a month 30 from the preferences = 196.90 which we then multiply by the Multiplying Factor 1 = 196.90. Now we multiply by the number of days the employee was absent to arrive at the amount = 2 x 196.90 = 393.80

Employee Master - 0006 - MOHAMMED ABDULQADER MOHAMMED ALTAMIMI

Search For: 0489

Employee | Employment | Earnings | Deductions | Evaluation | Modifications

Employment No.: 001

Benefit Description: WeekDays Overtime

Multiplying Factor: 1.5000 Salary / 00

Effective Date: 23-12-1995

End of Service: Money Value:

Payment Scheme:

Notes/Remarks:

Available Benefits	Include	RW	MP	AP	LP
Basic Salary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Food Allowance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Housing Allowance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transportation Allowance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WeekDays Overtime	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
بدل طبيعة عمل	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Id	Benefit Description	Amount	Effective Date	Payment Scheme	Remark	User
001	Basic Salary	3,651.00	27-05-2017	Monthly		HR3
002	Transportation Allowance	1,095.00	27-05-2017	Monthly		HR3
003	Housing Allowance	1,000.00	27-05-2017	Monthly		HR3
004	Food Allowance	1,095.00	27-05-2017	Monthly		HR3
005	WeekDays Overtime	1,500.00	23-12-1995			BCS
006	بدل طبيعة عمل	2,669.00	01-03-2021	Monthly		H.ALSAEDI

Total: 9,510.00 MP: 9,510.00 Late: 9,510.00 Absence: 9,510.00 Count: 6

We are adding a benefit to the payroll setup screen to show you how the “Week Days Overtime” is calculated. It uses a multiplying factor; therefore, the benefit is calculated as follows: basic salary/working hours per month  $3651/240=15.21$

15.21 multiplied by the multiplying factor =  $15.21 * 1.5 = 22.82$ , since he worked 10 hours overtime the amount due to him is  $22.82 * 10 = 228.20$

Employee Payroll - 0006 - MOHAMMED ABDULQADER MOHAMMED ALTAMIMI

Month/Year: Dec/2021

Employee ID: 0006 Status: Bank Bank A/C: SA7110000012047222000102

Name: محمد عبدالقادر التميمي Nationality: Yemeni

Name in English: MOHAMMED ABDULQADER ALTAMIMI Position: Marketing Specialist CC: 0000

#	Benefit Description	Amount	Effectivity	Scheme	This Month
1	Basic Salary	3,651.00	27-05-2017 Monthly		3,651
2	Transportation Allowance	1,095.00	27-05-2017 Monthly		1,095
3	Housing Allowance	1,000.00	27-05-2017 Monthly		1,000
4	Food Allowance	1,095.00	27-05-2017 Monthly		1,095
5	بدل طبيعة عمل	2,669.00	01-03-2021 Monthly		2,669
6	WeekDays Overtime	0	Hours		0.00

Total Salary and Benefits: 9,510.00

#	Deduction Description	Amount	Paid To Date	Balance	Inst. Amt.	This Month
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Calculate Overtime

Basic Salary: 3,651.00 Overtime Type: WeekDays Overtime

Monthly Benefits Total: 5,859.00 Multiplying Factor: 1.50000

Working Hours/Month: 240

Overtime Hours: 10.00 Overtime Amount: 228.20

☐ Modify Working Hours/Month

Ok Cancel

Total Deductions: 0.00

Amount Due: 9,510