**Employee Advance Salary Requests**

**Document Version :**

1.1.1

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**Employee Advance Salary Requests Flow**

**Sample Users:**

* ***Employee ==> Albert***
* ***Department Manager ==> David***
* ***HR Manager / Payroll Officer ==> Martin***
* ***Director ==> Grills Grave***
* ***Accountant ==> Mitchell John***

**========================================================================**

**1. Martin (HR Manager / Payroll Officer) can set salary limit on Job Position**

**2. Albert (employee) can logged in the system and create advance salary requests.**

**3. David (Department Manager) can logged in the system and approve department approval of advance salary requests.**

**4. Martin (HR Manager / Payroll Officer) can logged in the system and approve HR approval of advance salary requests.**

**5. Grills Grave (Director) can logged in the system and approve director approval of advance salary requests.**

**6. Mitchell John (Accountant) can logged in the system and pay advance salary requests.**

**7. Payment Confirm to Employee by Mitchell John (Accounting Department ).**

**8. Martin (HR Manager / Payroll Officer) can see salary rules & salary structures.**

**9. Martin (HR Manager / Payroll Officer) can compute payslip of employee.**