

Part 1 Salary Process

- Branch Master – Done
- Employee Master – Done
- Existing Employee Addition – Data required from B5
- Till date pending salary of Employee – Data required from B5
- Excel upload for attendance – Done
- Advance deduction form and additional amount form – Done
- Salary Process after advance deduction – Done
- Approval for process salary – Shall be incorporated once salary process is verified by B5
- Request page for salary request – Done
- Approval to MD for Requested salary – Shall be done once above processes are completed
- Amount Block deal conversion – pending
- Changes by MD against block deal conversion – pending
- Final Excel sheet after MD approval – pending

Customizations, validations and user accesses can be incorporated once the entire cycle runs.

Part 2 Employee Onboarding (This was additional work which we are doing to make the process easy)

- Manpower Requisition – Done
- Sending link to Manpower for filling up form – Done
- Candidate Profile – Done
- Candidate Approval and remarks – pending
- Candidate onboarding i.e., transfer from candidate to employee – pending as we need to close existing employees process first
- Candidate expenses for employment (ticket cost, visa etc) – Pending
- Candidate joining – pending as we need to close and then discuss the start date for salary calculation

Customizations, validations and user accesses can be incorporate once the entire cycle runs.

The tentative date for completion of both parts from our side (without user feedback) shall be 15.10.2023.

Customizations, validations and user accesses can be done later on.