# CacaoSoft Functional

# Meeting Minutes

May 23, 2016

1. Roll call
2. Raul Ocazionez
3. Yulia Vydra
4. Maria Ramos
5. Juan Ramon Camargo
6. Ana Layman
7. Juan Manuel Briñez
8. Agenda/Discussion Items
9. Project Status Updates
   1. Discussion of status of current & upcoming activities
10. Functional Requirements
    1. Discuss different topics of Payroll and Human Resources
11. Questions/ Concerns
    1. Clarify any existing questions
12. Captured Notes

Status Updates/ Open Discussion

1. Review of the Payroll and Overtime forms that Ana Layman shared
   1. Calculating the hourly rate for an employee
      1. Basic Salary for Ecuador is $366
      2. Salary used based on IESS table is $367.83
         1. IESS- Public entity that deals with Social Security
      3. The salary is then divided by 30 days, and by 8 (working hours in a day) to obtain the hourly rate
   2. Salaries
      1. Four salaries
         1. Laborer (Basic salary $367.83)
         2. Tractor Driver ($450)
         3. Warehouse Manager
         4. Accountant
      2. Idea for the system to auto calculate the hourly rate by introducing the salary
2. Overtime
   1. Limit of number of overtime hours on farm
      1. No limit
      2. Per UTZ, overtime is not to exceed 12 hours a week
      3. Common to get overtime due to irrigation
      4. Currently working more overtime due to Valdivia not having automized valves in irrigation
   2. Rates
      1. Complimentary
         1. 50% surcharge
         2. Working between 4pm- Midnight
      2. Extraordinary
         1. 100% surcharge
         2. Working between Midnight – 6am
         3. Working on holidays
   3. Regular working hours
      1. Monday – Friday
      2. 7am – 4pm with a 1 hour non-paid lunch between 12pm -1pm
         1. Need to introduce system profile variable to calculate the length of an activity without including lunch
3. Holiday Calendar days
   1. Need a way for the system to recognize holidays in order for the rate to be adjusted or for the user to manually enter the rate
4. Vacations
5. Reserve funds
   1. 8.33% Benefit given the following year
   2. 9.45% Retirement (Social Security) deductions
      1. Same rate for all employees
6. Absences
   1. Unexcused absences calculated by
      1. Absent ½ day or more but less that one day (<4 hours); counts as 1 full day (8 hours).
      2. Absent 1 full day (8 hours); counts as 1.5 days (12 hours)
      3. Penalty of up to 10% of salary for unexcused absences
   2. Forms of justification
      1. Sickness or medical issues
      2. Bereavement (up to 3 days)
      3. Justified by the IESS