



Pillay R Group of Companies

Aug 03,2022

The scope of this document is to understand process flow and module details of HRM Software

Document History

Date	Document Version	Description	Page No	Author	Reviewer
<u>Aug 03, 2022</u>	<u>1.0</u>	<u>Project Scope</u>	<u>3</u>	Priyadharshini	Pratheep Kumar
<u>Aug 09, 2022</u>	<u>1.1</u>	<u>Modifications</u>	<u>12</u>	Priyadharshini	Pratheep Kumar
<u>Dec 07, 2022</u>	<u>1.2</u>	<u>Modifications</u>	<u>16</u>	Priyadharshini	Pratheep Kumar

Minutes of Meeting

Date & Time	Persons Involved	Conversation Medium	Discussions
02/08/2022 11.00am	1. Mr.Rajkumar 2. Mr. Saravanan L	Whatsapp Call	Demo Meeting Regarding
03/08/2022 04.00pm	1. Mr.Rajkumar 2. Mr.kamal 3. Mrs.Priyadharshini 4. Mr. Saravanan L	Google meet	Technical Clarifications about HRM software
07/12/2022 11.20am	1. Mr.Rajkumar 2. Mrs.Priyadharshini 3. Mr. Saravanan L	Whatsapp Call	Technical Clarifications about HRM software

1. Purpose

The purpose of this document is to describe the process flow and module details that will be used to implement the System for Pillay R Group of companies (Registered with Bigdbiz). This document gives a module overview and the implementation decisions taken to achieve the required system operations.

2. Roles

- HR
- Group Manager
- Employees

HR:

- ✓ Human Resource manager has full rights to access the master settings where the Employee details can be added
- ✓ Approve the local employees
- ✓ Access and edit Attendance master of employees
- ✓ Payroll calculations
- ✓ Leave management.
- ✓ Acknowledgement of Employment certificate
- ✓ Access of Employee portal
- ✓ All MIS Reports.

Group manager:

- ✓ Add the local employee details
- ✓ Job allotment to the local employees
- ✓ Payroll settlement
- ✓ Access and edit Attendance master of employees
- ✓ Leave management
- ✓ Loan & credit approval

Employees:

- ✓ View basic details of employee
- ✓ View & download of pay slip details

- ✓ Leave request
- ✓ Loan & Credit request

3. Project Timeline

Stage	No. of Days	Team
Requirement Analysis	2	Bigdbiz / Pillay R Groups
Development	55	Bigdbiz
Testing	2	Bigdbiz
UAT Testing	1	Pillay R Groups
Go Live		

Timeline: 60 working days

4. General Instruction:

HR Portal

Attendance:

- ✓ Biometric attendance in all 32 outlets must integrate with HRM Software
 - 4 punches (In, Out, Break time In & Out)
- ✓ Manually update the attendance for local employees
- ✓ Manually update the attendance incase of any unavoidable circumstances

Payroll:

- ✓ Wages shall be calculated based on employees
 1. Expatriate employees (Daily wages)
 2. Local employees (Hourly wages)
- ✓ Working Hours

Division	Working hours
IT/Electronics/Forex/Hospitality/ Insurance	45
FMCG/Retail/Supermarkets/ Construction	48

- ✓ Incase working hours of employee goes below the aforementioned working hours wages must deduct
- ✓ 6 months probationary period
- ✓ Employee will be regarded as a permanent employee after four years of service.

- ✓ Annual Leave – 21 days for all employees and leave encashment with tax available
- ✓ Final settlement without tax available for proper relieving employees

OT:

- ✓ Overtime only for local employees not expatriate employees
 - Weekdays Overtime – 1.5 Hrs
 - Sunday & other public Holidays – 2Hrs
- ✓ Manual entry for OT

Employee Contribution:

- ✓ PF deduction only for local employees not expatriate employees
 - Employee contribution – 4%
 - Employer contribution – 5%

Tax:

- ✓ Tax for both expatriates & local employees based on wages

Wages	Tax	
	Local	Expatriates
Below SR. 8500/-	No tax	15%
SR. 8555 – SR. 10000/-	15%	
Above SR. 10000/-	20%	20%

Food & Accommodation:

- ✓ Food & Accommodation deduction for Expatriates based on wages

Wages	Deduction
Below SR. 10000/-	SR. 1050/-
Above SR. 10000/-	SR. 1300/-

Compensation:

- ✓ Compensation for both employees
- ✓ For expatriates, after completion of 3 year service, their contract will be closed and compensation will be provided
- ✓ In 6 months probationary period, the employee will be terminated by the company incase of any unavoidable circumstances, then compensation will be provided
- ✓ No Compensation, if the employee resign the job in probationary period

Bonus:

- ✓ Yearly bonus available for all employees
- ✓ Manual entry option

Credit:

- ✓ Employees can Purchase any products from any branches of Pillay R Group of companies in credit mode within certain limit

- ✓ Alert notification on Repayment due date
- ✓ Repayment due date may shall be changed by the HR incase of any unavoidable circumstances (manual entry option)

Loan & Advance:

- ✓ Loan available for both employees
- ✓ Housing Loan available only for Local employees
- ✓ Alert notification on Loan Repayment due date
- ✓ Loan Repayment due date may shall be changed by the HR incase of any unavoidable circumstances (manual entry option)

Formulas:

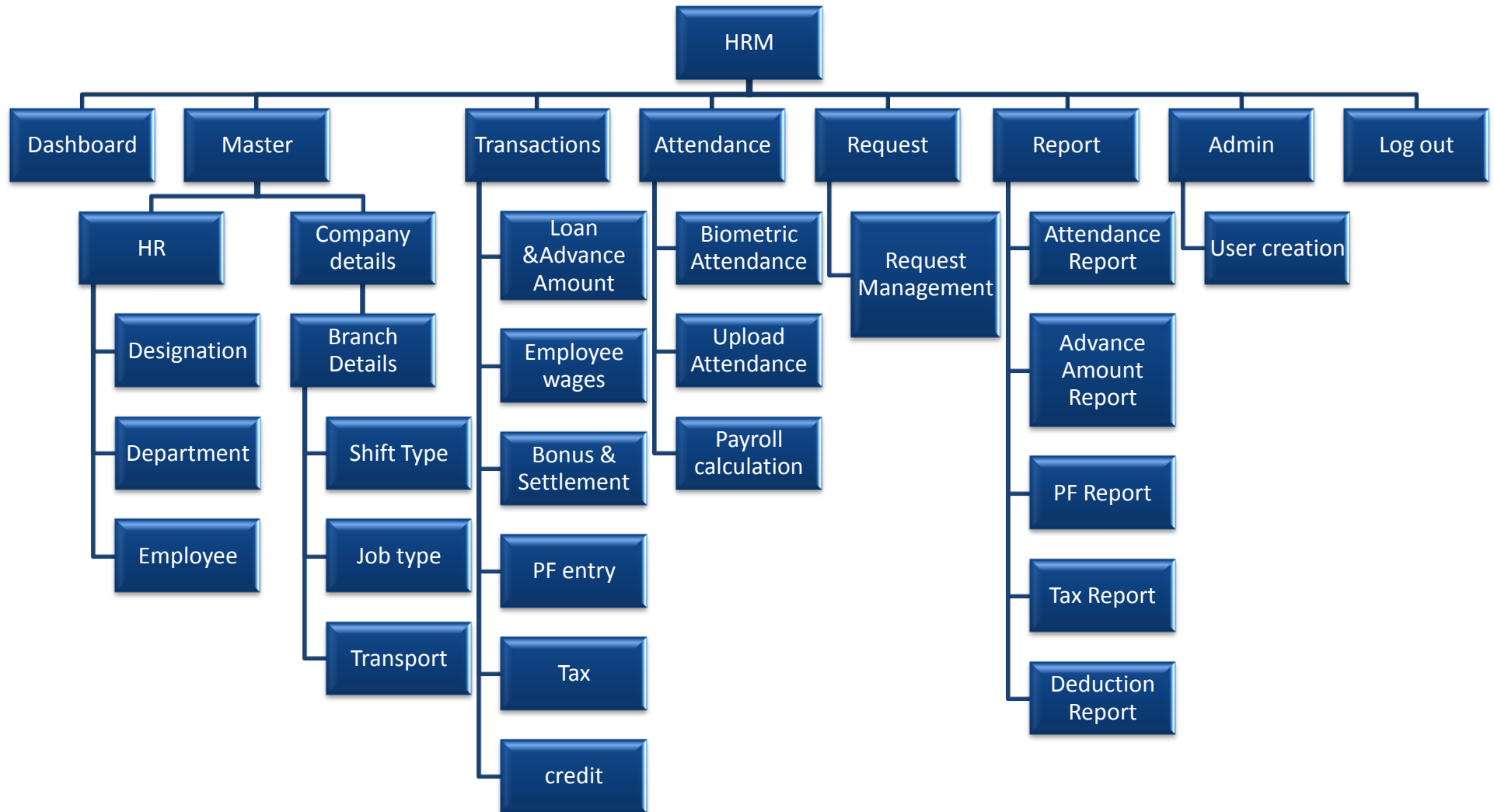
- ✓ **Calculation of hourly rates:** Basic Salary X 12 / 52/ weekly working hours.
- ✓ **Salary for days worked:** Number of days worked X hours worked per day X Hourly rate.
- ✓ **Leave Encashment:** Basic Salary X 12 X Number of days entitled / Number of days per year. (Annual leave 1.75 on completion of one completed month).
- ✓ **Compensation:** (5 X Basic salary X 12 X Number of hours worked per day X number of completed month of services) / (6 X Number of weeks in a year X number of hours worked per week). (This clause is entitled for those Local Seychelles Staff who have completed more than 5 years (60 months) in a particular organization.
- ✓ **Overtime:** Hours Worked X 1.5 or 2 X hourly Rate.

Employee Portal

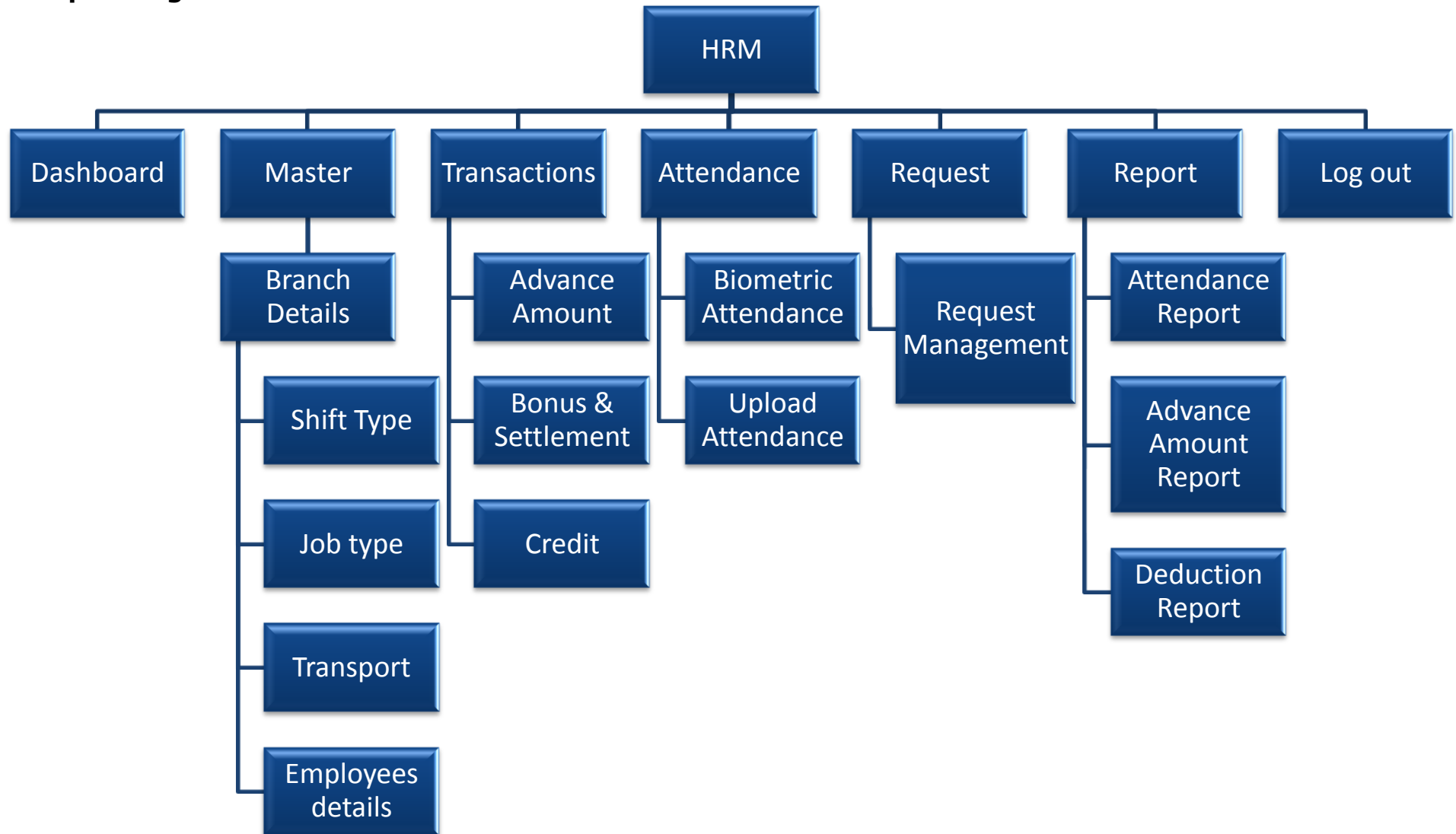
- ✓ Individual logins for all employees
- ✓ Android App Login
- ✓ Basic data correction request
- ✓ Leave request with relevant document upload option
- ✓ Available leave shall be shown in dashboard
- ✓ Loan & Advance amount request
- ✓ Employment certificates & Pay slip download option
- ✓ Alert notification on credit and loan Repayment due date

5. Work Flow

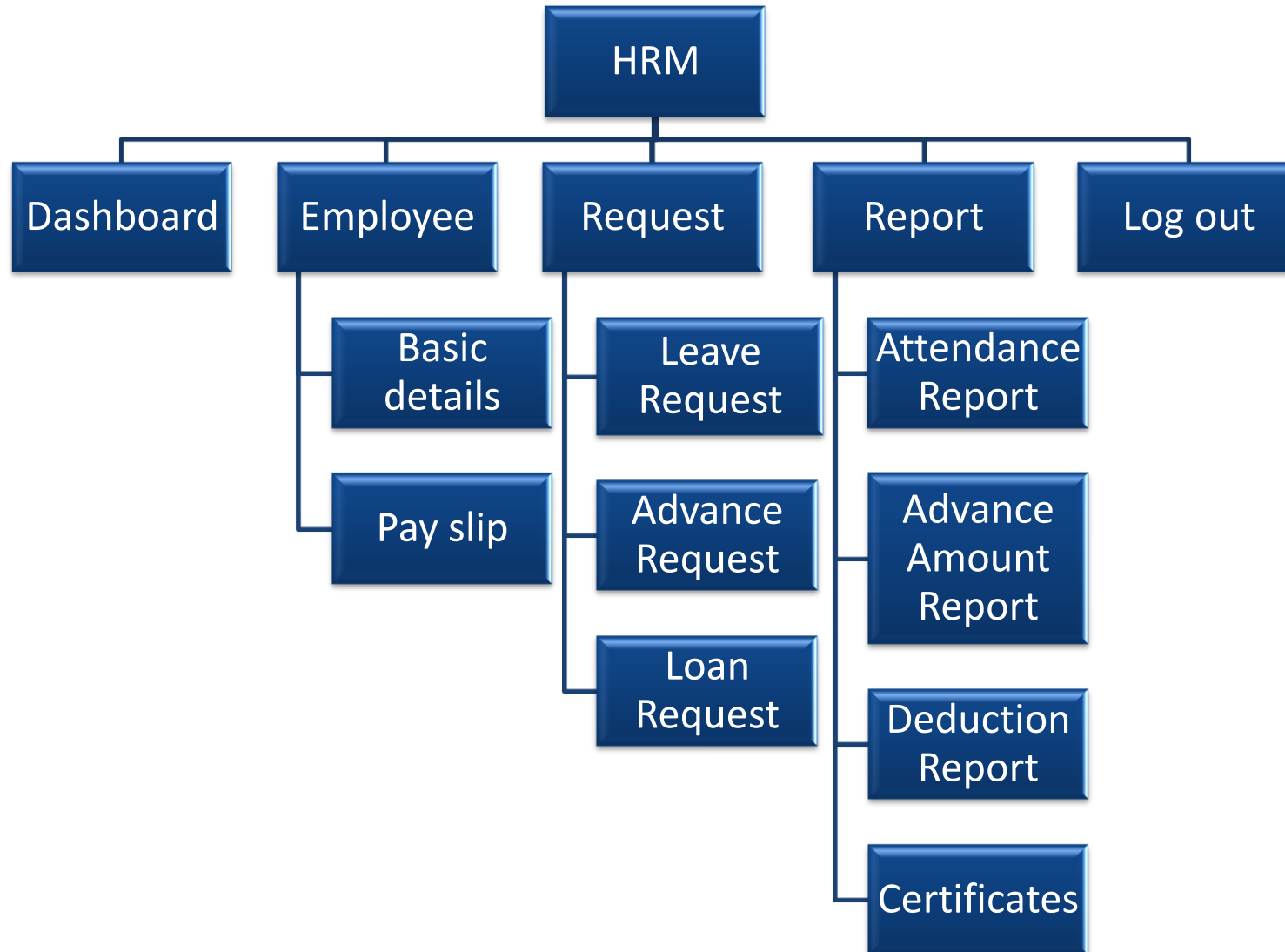
5.1 HR Portal



5.2 Group Manager Portal



5.3 Employee Portal



6. Summary

Client Name : Pillay R Group of Companies

Lead from : Business pannalam youtube channel

Project coordinator : Mrs. Priyadharshini J G (Director of Bigdbiz)

Follow up Person : Mr. Saravanan L (Business Development Executive of Bigdbiz)

Technical Person : Mr. Janarthanan (senior software Developer of Bigdbiz)

Project start Date : 03.08.2022

Project end Date : within 60 days from start date

Estimated Project cost : INR 3,00,000/- for Software
: INR 1,25,000/- for Android App

7. Bank Details:

Bank name : Canara Bank

Branch name : Tallakulam, Madurai

Account name : Bigdbiz Solutions Pvt Ltd

Account number : 1012256006604

IFSC Code : CNRB0001012

Swift Code : CNRBINBBBFD

8. Terms & conditions:

- ✓ GST 18% applicable if paid through INR
- ✓ Initial payment would be 50% of total amount.
- ✓ A Payment of 30% would be expected at the time of finalizing features.
- ✓ The remaining payment of 20% would be expected at the time of deployment.
- ✓ Additional cost for Template, SMS / Whatsapp Package and Server charges

- ✓ 15% of Total project cost for AMC from 2nd year onwards is applicable.
- ✓ Website Template cost additional
- ✓ Additional Customization other than the above mentioned will be charged at rate of INR. 4000/day



Pillay R Group of Companies

Aug 09,2022

Document Version: 1.1

Modification of document based on client mail

1.1.1 Group Manager:

- The Following Modifications have to be done
 - ✓ ~~Add the local employee details~~ (Remove)
 - ✓ ~~Job allotment to the local employees~~ (Remove)
 - ✓ ~~Payroll settlement~~ (Remove)
 - ✓ Access and edit Attendance master of employees
 - ✓ Leave management
 - ✓ Loan & credit approval change to recommendations

1.1.2 Employees:

- ✓ Need to add, self appraisal form and performance appraisal downloading option

1.1.3 Pay Roll:

- ✓ ~~Employee will be regarded as a permanent employee after four years of service.~~ (Remove)
- ✓ Final settlement with tax and leave encashment without tax available for proper relieving employees

1.1.4 Employee Contribution:

- ✓ Add Pension Fund in Master tab

1.1.5 Tax:

- ✓ Tax for local employees based on wages

Bracket	Monthly Income	Tax payable
Bracket 1	SR. 0 - SR. 8555.50	0%
Bracket 2	SR. 8555.51 - SR. 10,000.00	15% of Amount in Excess of SR. 8555.50
Bracket 3	SR. 10,000.01 - SR. 83,000.00	SR. 216.68 plus 20% of the amount in excess of SR. 10,000.00
Bracket 4	Above SR. 83000.00	SR. 14,883.28 plus 30% of the amount in excess of SR. 83,333.00

Example 1: A Local employee earning SR 12,000 per month is given below:

Calculations	Tax Payable
The first SR 8,555.50 has a tax rate of 0%	SR 0.00
From 8,555.50 to SR 10,000 the tax rate is 15% $SR\ 10,000 - SR\ 8,555.50 = SR\ 1,444.50$ $SR\ 1,444.50 \times 15\% = SR\ 216.68$	SR 216.68
From SR 10,000 to SR 12,000 the tax rate is 20% $SR\ 12,000 - SR\ 10,000 = SR\ 2,000$ $SR\ 2,000 \times 20\% = SR\ 400$	SR 400.00
Total Tax Payable SR 0 (From bracket 1) + SR 216.68 (From bracket 2) + SR 400 (From bracket 3)	SR 616.68

✓ Tax for expatriate employees based on wages

Bracket	Monthly Income	Tax payable
Bracket 1	SR. 0 - SR. 10,000.00	15%
Bracket 3	SR. 10,000.01 - SR. 83,000.00	SR. 1500 plus 20% of the amount in excess of SR. 10,000.00
Bracket 4	Above SR. 83000.00	SR. 16,661.61 plus 30% of the amount in excess of SR. 83,333.00

Example 2: An expatriate employee earning SR 12,000 per month is given below:

Calculations	Tax Payable
From SR 0 to SR 10,000 the tax rate is 15% $SR\ 10,000 \times 15\% = SR\ 1500$	SR 1500.00
From SR 10,000 to SR 12,000 the tax rate is 20% $SR\ 12,000 - SR\ 10,000 = SR\ 2,000$ $SR\ 2,000 \times 20\% = SR\ 400$	SR 400.00
Total Tax Payable SR 1500 (From bracket 1) + SR 400 (From bracket 2)	SR 1900.00

1.1.6 Food & Accommodation:

✓ Need Manual entry Option

1.1.7 Telephone Deduction:

- ✓ Add telephone Deduction option HR Portal
- ✓ Need Manual Entry Option

1.1.8 Compensation:

- ~~✓ Compensation for both employees~~ Only for local employees
- ✓ For Local Employees, after completion of 5 year service, compensation will be provided
- ✓ In 6 months probationary period, the employee will be terminated by the company incase of any unavoidable circumstances, then compensation will be provided
- ✓ No Compensation, if the employee resign the job in probationary period

1.1.9 Travel expenses:

- ✓ Need Employee Travel expenses option in HRM Portal



Pillay R Group of Companies

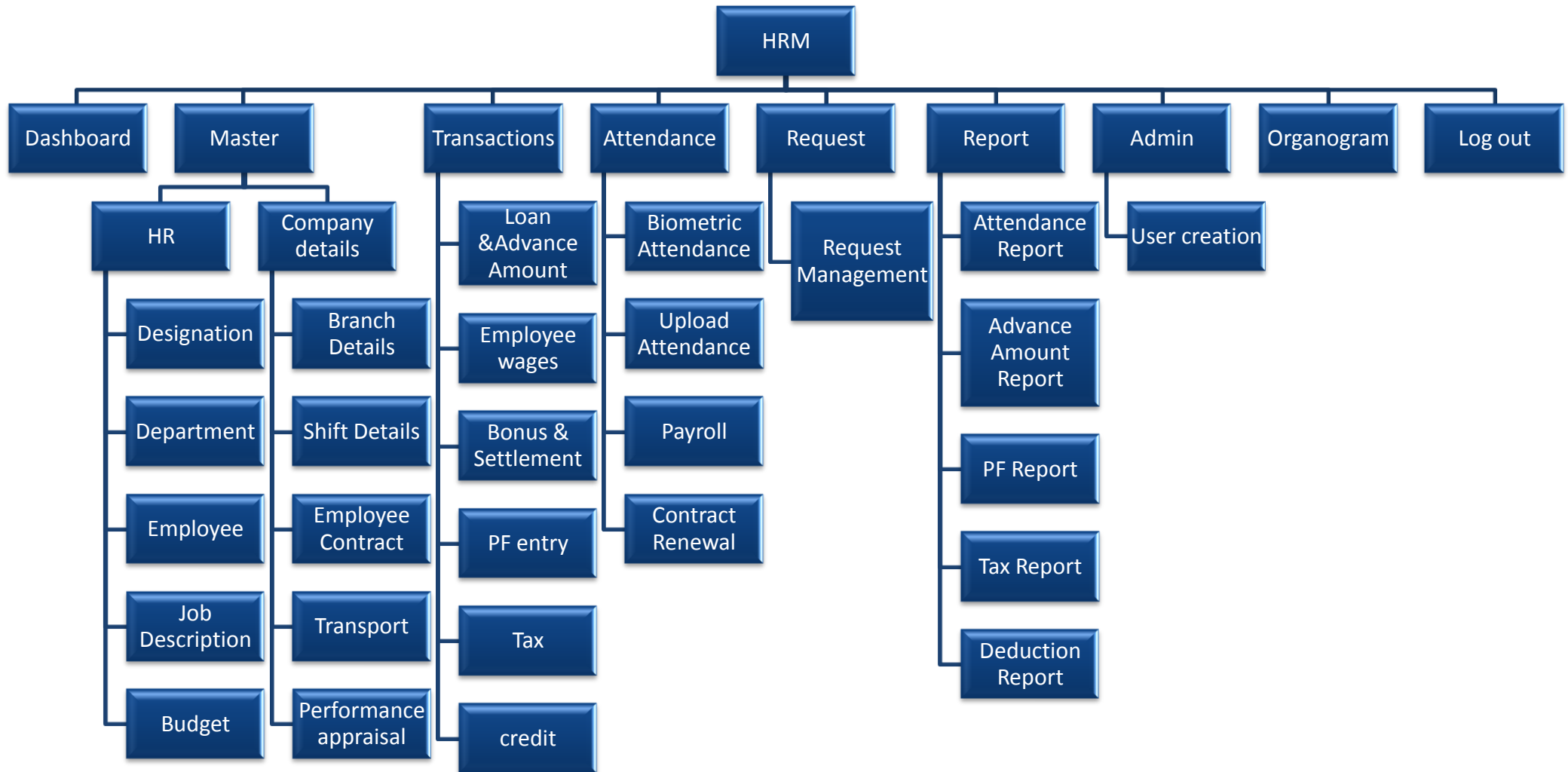
Dec 07, 2022

Document Version: 1.2

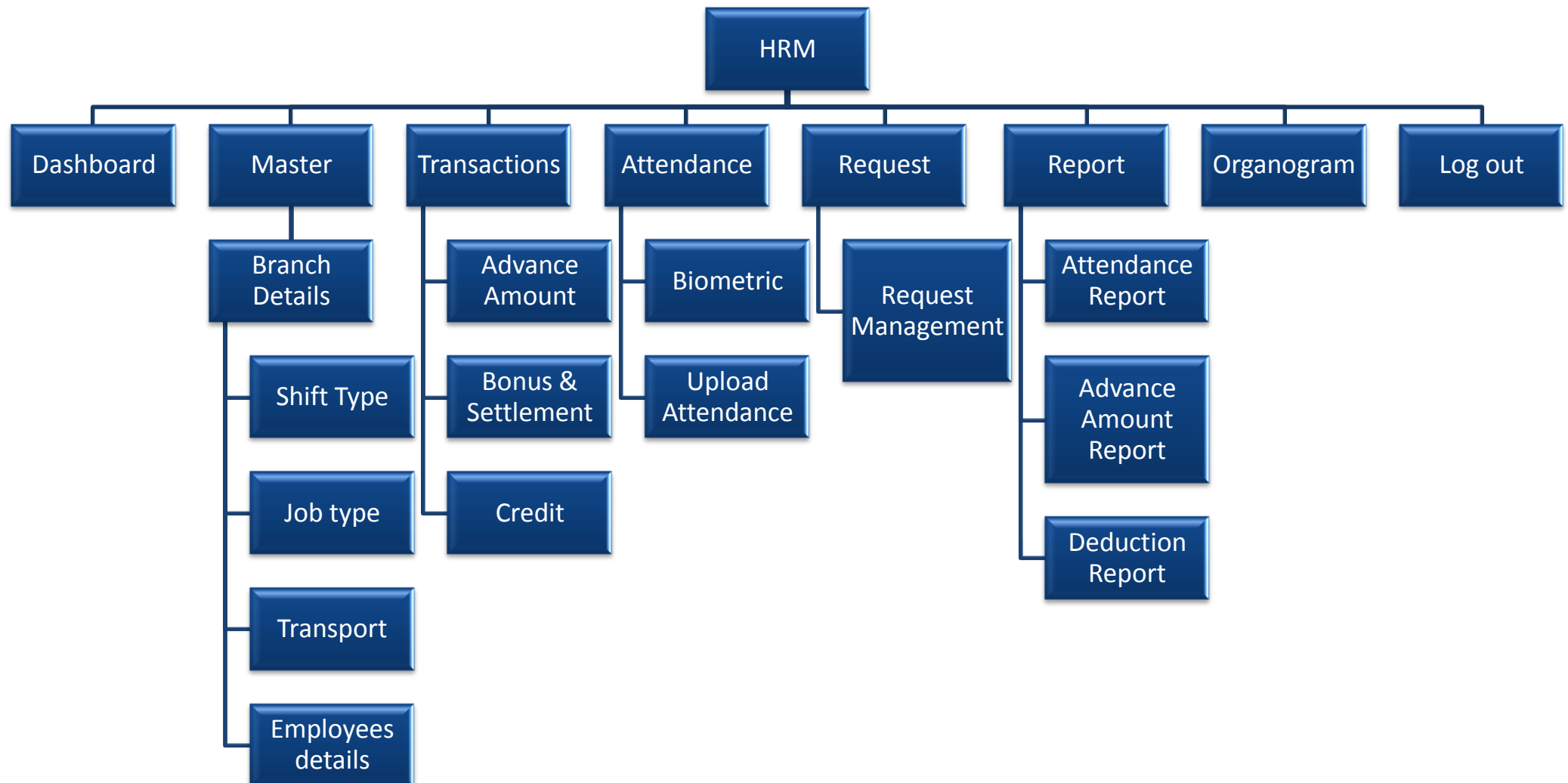
Modification of document based on client whatsapp call

1.2. Work Flow

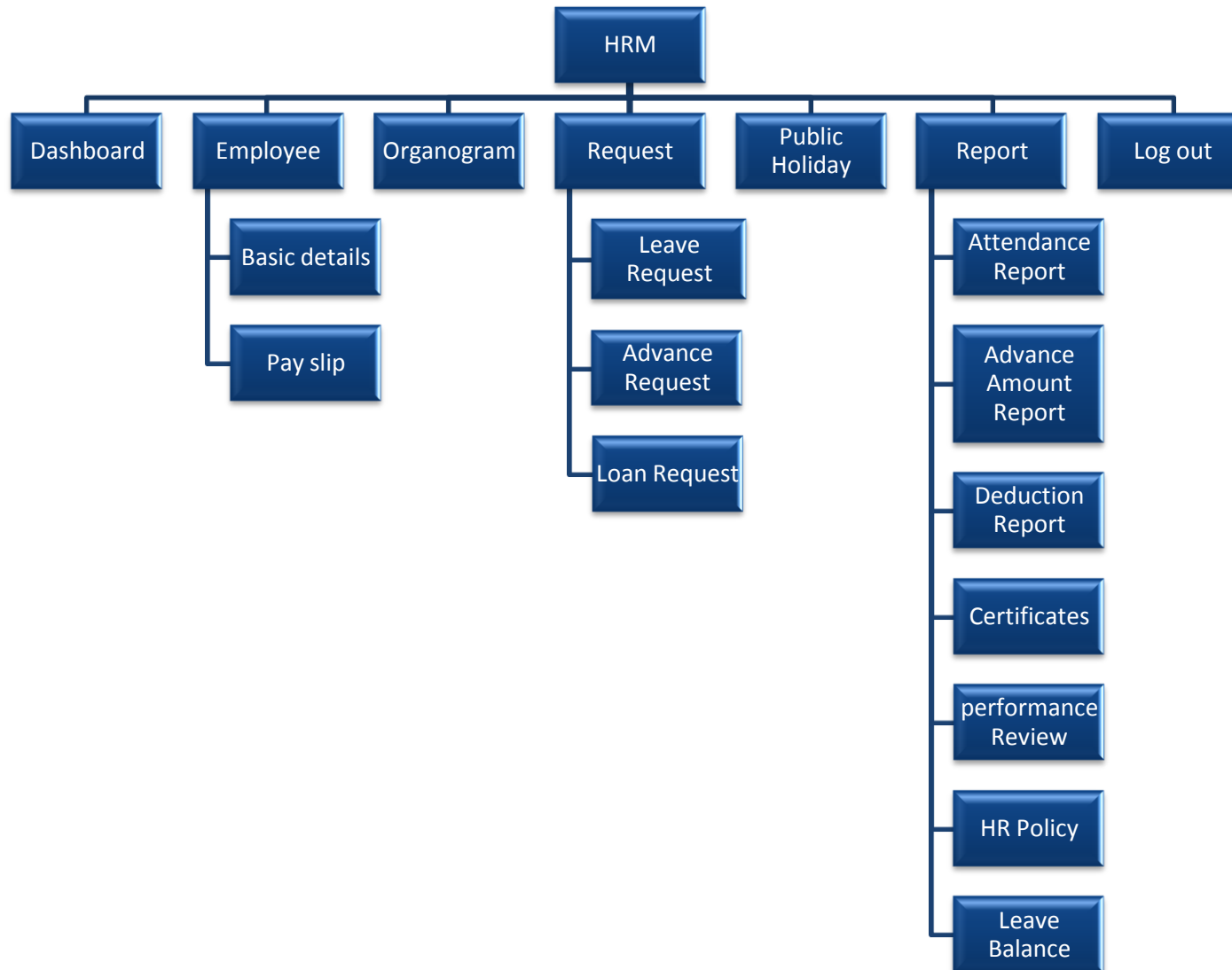
1.2.1 HR Portal



1.2.2 Group Manager Portal



1.2.3 Employee Portal



1.2.4 Terms & conditions:

- ✓ Beyond the project estimated timeline (Please Refer [Page No. 10](#)) and Additional Customization other than the above mentioned will be charged at rate of **USD 50 /day** or **Monthly subscription USD 500**.