PAYROLL MODULE

- **EMPLOYEE INFO (From onboarding module)**
  1. **Name:** This will hold the name of employee including their first, middle and last name.
  2. **Employee ID:** It holds a unique id given to an employee by the company.
  3. **Job Designation:** This field holds the job post on which an employee is working in the company.
  4. **Job Level:** This field holds the level of the job on which an employee is working.
  5. **Job Location:** This field stores the location at which an employee is working.
  6. **Department:** This field holds the department under which an employee is working.
  7. **Contact:** This field store the contact number of employee.
  8. **Address:** This field stores the residential address of an employee.

These details will be fetched directly from the onboarding module.

- **ATTENDANCE: (From Attendance management module)**

As in Attendance management module we have the attendance record for each month, so for a particular month these fields will be fetched from the attendance module

1. **No of Days Worked regular hours:** This field will hold the count of number of days on which an employee worked for regular office hours.
2. **Overtime hours:** This field will hold the total number of hours for which an employee worked overtime then the regular office hours. This field will hold the number of hours as for each overtime hour they will be provided with some extra benefits.
3. **Half Day Leaves:** This field will hold the count of number of days on which an employee took half day leaves from office.

4. **Leave Days:** This field will hold the count of number of days on which an employee took leaves from office.
5. **Tardy Days:** This field will hold the count of number of days on which an employee arrive to work past their scheduled start time and leave the office before the end of scheduled work time

- **SALARY & BONUSES [retrieve data from ONBOARDING MODULE]**

These details will be fetched directly from the onboarding module.

1. **Basic Pay:** This field will include the basic pay which an employee is given.
2. **Allowances:** This covers special financial benefits given to an employee. It will be fetched from the onboarding module that which of the allowances are given to an employee, along with their names and amount of money provided.
3. **Perquisites:** This covers special financial benefits given to an employee. It will be fetched from the onboarding module that which of the perquisites are given to an employee, along with their names and amount of money provided.
4. **Incentives:** This field will hold any incentives provided to the employee during that particular month. It will hold the name of incentive and the amount of money given for that incentive.
5. **Any Special Reward:** This field will hold any special rewards given to the employee during that particular month. It will hold the name of the reward and the amount of money given for that reward.
6. **Bonus:** This field will hold any bonus given to the employee for that particular month.
7. **Overtime Pay:** This field will hold amount of money given to the employee for a particular month for working overtime hours.
8. **Monthly Performance Pay:** This field will hold any extra payment given to the employee for that particular month. It will be given to

only those employees who meet specified performance or production standards

9. **Total Payment:** This field will hold the total salary to be given to the employee before deductions. It will be the sum of amounts of all the above fields.

➢ DEDUCTIONS & TAX [Retrieve data from ATTENDANCE MODULE & ONBOARDING MODULE]

1. **Tax:** This field will hold the amount to be deducted according to country's law.
2. **Leave Day Cut:** This field will hold the amount to be deducted according to the number of days the employee has taken leave.
3. **Tardy Day Cut:** This field will hold the amount to be deducted according to the number of tardy days an employee has.
4. **Half Day Cut:** This field will hold the amount to be deducted according to the number of days the employee has taken half day leave.
5. **Any specific deduction- transportation fine, if advance taken**
    - There would be a separate page for this which manager can access and can feed the details. It will hold the details such as: Type of deduction, amount, frequency (monthly, quarterly), frequency amount [More information will be provided]
6. **Other Deductions:** This field will hold the details of some other amount to be deducted.
7. **Total Deductions:** This field will hold the amount of salary to be deducted from the employee's salary. It will be the sum of amounts of all the above fields.

➢ PAYMENT METHOD:

1. **Method used for payment:** This field will state the mode of payment used by the company to credit the salary to the employee. It can be either:
    - **Cash**
    - **Cheque**
    - **Online**

- **Bank transfer**

2. **Date of Payment:** This field will hold the date on which the salary is getting credited into employee's account.
   - Date format: (YYYY-MM-DD)
   - Salary should be credited on 3rd last working day of each month.
   - Salary cycle should be from 27th to 26th. It means it is the duration within/for which the salary is calculated.

➢ PAY SLIP:

- Pay Slip shows details of the entire salary transaction.
- It should be automatically generated.
- Format of the salary slip needs to approved first before executing.
- Following fields should be incorporated in the slip:

  1. **Name:** This field holds the name of the employee to which the salary slip is intended for.
  2. **Salary:** This field will hold the total salary to be given to the employee according to company's norms.
  3. **Deductions:** This field will hold the amount of salary to be deducted from the employee's salary according to company's norms.
  4. **Period of the Salary:** It means it is the duration within/for which the salary is calculated. It should have a start and end date. For example: 27-07-2022 to 26-08-2022.

➢ SALARY CERTIFICATE:

- A salary certificate is a document that confirms an individual's income and employment details
- If an employee request for it then a notification should be pop up at the admin page and he will approve the request and it would be generated automatically.
- It will have a proper letterhead of the company and the layout needs to be approved first.

- Details to be mentioned:

1. **Company Name:** This field will hold the name of the company under which an employee is working and for which the salary certificate is getting issued.
2. **Employee Name:** This field will hold the name of the employee who is working under the company and for whom the salary certificate is getting issued.
3. **Designation:** The name of the position that an employee has within the company will be stored in this field.
4. **Salary:** This field will be used to hold the employee's total salary provided by the company.